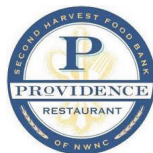




SKILLS TRAINING CLASSES FALL 2022 SCHEDULE



Goodwill Industries of Northwest North Carolina
Forsyth County Workforce Development Center
2701 University Parkway, Winston-Salem, NC 27105
336-724-3621 | www.goodwillnwc.org

FINANCIAL ASSISTANCE

Financial assistance is available for qualified individuals through Goodwill's Outreach Scholarship Fund. For an application, call 336-724-3621 ext. 11327 or email careers@goodwillnwc.org.

HEALTHCARE

ACTIVITY DIRECTOR Designed to provide basic training to become an activity director in a health-care related setting, such as long-term care, assisted living facilities, or adult care homes. Course follows the state approved outline. Persons completing the entire 60 hours of training become qualified to work as an activity director in a nursing home or assisted living facility. Prerequisite: High school diploma or GED. Fees: \$190 + books and supplies. Duration: 11 weeks.

NURSING ASSISTANT I Teaches basic nursing skills required to provide personal care for patients, residents, the elderly, or others requiring medical assistance in a healthcare setting. Emphasis is placed on the aging process, communications, patient safety, patient's rights, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation, and mental health. CPR certification is included in the class. Through classroom instruction, laboratory work and clinical rotations, you are prepared to take the NC Nurse Aide I Competency Evaluation. Passing this evaluation leads to being listed on the NC Nurse Aide I Registry. Prerequisites: Successful completion of Math and Reading placement tests (or equivalent approved by Health Education Department), a picture ID, Social Security Card, a High School Diploma/GED/transcript or, College Diploma/transcript are required. You must also attend an orientation session and present receipts from the criminal background check and drug screening before you will be allowed to register for class. Fees: \$240 + cost of books and supplies. Duration: 12 weeks to 18 weeks depending on day or evening classes.

NURSING ASSISTANT II Must provide documentation of current Nurse Aide I listing in the state registry of NC, Anatomy and Physiology. Classroom, lab and clinical learning experiences prepare graduates to perform more complex skills for patients or residents regardless of their setting. Entrance Criteria: Minimum of 10th grade reading level, demonstration of appropriate work behaviors, high school diploma/GED, and a letter of recommendation from an RN who has acted as a supervisor. Fees: \$250 + books and supplies. Duration: 12 weeks.

MEDICAL OFFICE I: INTRODUCTION TO TERMINOLOGY AND CODING Prepares students for an entry-level job in a doctor's office or clinic, but does not prepare students to be a professional coder. In the first half of the course, students receive an introduction to medical terminology. In the second half of the course, students receive an introduction in how to convert medical procedure or disease into a number code for insurance billing. Fees: \$190 + cost of books. Duration: 12 weeks.

PHARMACY ASSISTANT Introduces students to the work of entry-level employees in a retail pharmacy. You will learn drug regulation and control, pharmaceutical terminology, medications, and their uses and applied math. Use this course to start your path to becoming a Certified Pharmacy Technician. Prerequisite: High School Diploma or GED. Fees: \$135 + cost of book. Duration: 8 weeks.

VETERINARY ASSISTANT TRAINING-ADVANCED This course will expand upon some of the small animal topics discussed in the Beginning Veterinary Assistant Course. Additional topics will include small animal chronic and frustrating diseases, prescription diets, evaluating laboratory tests, behavior, pharmacology, and dentistry. Fees: \$135 + cost of book. Duration: 12 weeks.

VETERINARY ASSISTANT TRAINING-BEGINNER Course topics will include small animal anatomy and physiology, reproduction, nutrition, restraint and handling along with infectious and metabolic diseases. Other small animal topics will be included along with basic business operations and regulations for veterinary hospitals. Fees: \$135 + cost of book. Duration: 16 weeks.

SERVICE INDUSTRY

CULINARY ARTS CERTIFICATION Offered in partnership with Providence Culinary Training. Provides instruction and certification in ServSafe sanitation, basic culinary skills, knife skills, kitchen safety, mass food production and "cook chill" technology. Hands-on training experience, a 1-week internship, and job placement assistance are included in this curriculum. Fee: \$390. Duration: 12 weeks.

HOUSEKEEPING/FLOOR TECH Provides classroom and work experience training in the areas of safety and OSHA regulations, measurements and chemicals, and specialization in the areas of hospitality housekeeping, food service sanitation, commercial and industrial housekeeping. Training consists of 20 percent classroom instruction and 80 percent hands-on experience utilizing different pads, equipment/strategies for floor and carpet care. Entrance Criteria: Ability to lift/move a minimum of 20 pounds, demonstration of appropriate work behaviors. Fee: \$80. Duration: 2 weeks, 2 days.

UNARMED SECURITY OFFICER In order to become a Security Officer in North Carolina, each applicant must meet minimum standards as set forth under North Carolina General Statute 74-C the Private Protective Services Act Title 12 of North Carolina Administrative Code. Unarmed Security guards are required to be licensed/registered. Certain basic criteria must be met first before applying. Fee: \$100. Duration: 2 days. Training Requirements: Must complete 16 hours of classroom training.

OTHER COURSES

INTRO TO EARLY CHILDHOOD EDUCATION This course introduces the foundations of early childhood education, the diverse educational settings for young children, professionalism and planning intentional developmentally appropriate experiences for each child. Topics include theoretical foundations, national early learning standards, NC Foundations for Early Learning and Development, state regulations, program types, career options, professionalism, ethical conduct, quality inclusive environments, and curriculum responsive to the needs of each child/family. Upon completion, students should be able to design a career/professional development plan, and appropriate environments, schedules, and activity plans. Prerequisites: None Credits: 4



OFFICE TECHNOLOGY

MICROSOFT EXCEL 2016 INTRO Introduces students to Excel 2016's improved tools to analyze data, write formulas, graph and sort data. Basic skills are taught in this class using the new ribbon system for selecting tools, making Excel 2016 easier with instinctive design and simple point-and-click functionality. At the end of the course, students will be able to use Excel 2016 confidently at home or on the job. Fees: \$80 + book. Duration: 4 weeks.

INTRO TO CLERICAL ASSISTANT Introduction to clerical occupations and what's needed to be successful in that field. Learn practical communication and computer skills needed in today's office environment, including an introduction to Microsoft Word & Excel. Learn the components of an effective job search. This course is a prerequisite to take the Office Technology occupational course. Fee: \$130 (Free for under- and unemployed). Duration: 6 weeks.

MICROSOFT EXCEL 2016 INTERMEDIATE Excel 2016 Intermediate builds on the basic concepts and skills of our Excel Basic course to provide more advanced tools for analysis and presentation of complex, realistic data in Microsoft Excel 2016. Prerequisites: The course assumes students know how to use a computer, that they're familiar with Microsoft Windows, and that they've taken the Excel Basic course or have equivalent introductory experience with Excel. Fees: \$80 + book.



TRADE SKILLS

WELDING: BASICS AND BEYOND Have you ever wanted to learn how to weld? You are not alone; welding is used in thousands of ways from creating art to building spaceships! Its origins go back to ancient times and welding is an exciting and rewarding process. Whether you are an artist, a weekend warrior, or curious about welding as a career, in this introductory course you will learn various welding methods and techniques such as GMAW (MIG), GTAW (TIG), and SMAW (stick). You will also learn about different types of welding equipment, basic welding safety, and the use of various tools to prepare metals for welding. This course is geared for the beginner, but all skill levels are welcome. Fee: \$230.

BASIC CONSTRUCTION SKILLS Provides instruction in the principles of residential and light commercial construction from the planning and beginning stages all the way to a completed structure. Course covers HRD, NC State Building Codes, OSHA Construction Safety, and blue print reading. Classroom and hands-on training will include electrical and plumbing rough-ins, house framing, exterior siding, drywall installation, interior trim, and many other aspects of building construction. Fee: \$220. Duration: 12 weeks.

ELECTRICAL LINEMAN Designed to train students for entry-level electrical line work for private and public utility companies. Students will learn academic and field skills. Program is approved for national certification by the National Center for Construction Education and Research and for Pre-Apprentice credit by the NC Community College System and the Department of Labor. Fees: \$276 + books and additional supplies. Duration: 9 weeks.

ELECTRICAL: INSTALLATION & TROUBLESHOOTING Introductory class in the repair and installation of electrical systems. Exposes students to basic residential electrical circuits and components and includes lecture and hands-on training. Fee: \$210. Duration: 18 weeks.

FACILITY MAINTENANCE TECH Introduces students to maintenance training in Carpentry, Electrical HVAC, and Plumbing. Upon completion of this course, students will be certified in HVAC, EPA Refrigerant (CFC), Licensed Aquatic Facility Technician (LAFT), and OSHA 10. Prerequisite: Acceptable TABE scores in reading and math, and a strong mechanical aptitude. Interested students should call and schedule an interview with the Program Director only after completing the TABE assessment. Fees: \$273 + cost of tests. Duration: 12 weeks.

FORKLIFT Training in the safe and proper operations of powered industrial trucks. Emphasis on safety in the workplace. Upon completion, students will receive an Operator's Permit and Certificate of Completion. Fee: \$165. Duration: 7 days.

HVAC 1 & 2 Students will complete eight subjects over two semesters to earn a HVAC Service Technician Certificate. Upon completion, students should be able to assist/perform basic service or maintenance on residential & light commercial applications. Fee: \$260. Duration: 12 weeks.

INDUSTRIAL WELDING Course provides introduction to welding and safety, power tools, MIG, ARC & TIG welding, blueprint reading, industrial math, and basic drafting. Fee: \$270. Duration: 16 weeks.

MIG WELDING Metal Inert Gas welding is a sub-type of ARC welding. Students will operate electric power source welding machines with handheld wire feed units. Studies will include power sources, types of wire electrodes, and shielding gases. Welding will be performed on mild steel in flat, horizontal, and vertical positions. Fee: \$230. Duration: 18 weeks.

TIG WELDING Students will operate AC-DC transformer type welding machines. Studies will include heat ranges, polarities, and the use of wire electrodes and shielding gases. Welding will be performed on mild steel and aluminum in flat, horizontal, and vertical positions. Safety will be emphasized throughout the course in the use of tools and equipment. Safety glasses are required. Prerequisite: Must have completed ARC or MIG Welding. Fee: \$230. Duration: 9 weeks.

PROFESSIONAL TRUCK DRIVING In partnership with TransTech and Winston-Salem Fairgrounds, this course includes both classroom and on-the-road training. Graduates must be willing to work in cross-country driving. Fees: \$3,625. Duration: 5-6 weeks.



SKILLS TRAINING CLASS SCHEDULE: FALL 2022

To schedule a placement test, email careers@goodwillnwc.org.
Visit www.goodwillnwc.org for the latest schedule, classes, and locations.

	Day	Start Time	End Time	Start Date	End Date
HEALTHCARE					
Nurse Assistant I	T/W/TH	5 p.m.	9 p.m.	8/15/2022	10/27/2022
Nurse Assistant I - Refresher	M/T/W/TH	5 p.m.	9 p.m.	8/8/2022	8/25/2022
Medical Office 1: Intro to Term/Coding	T/TH	6 p.m.	9 p.m.	9/6/2022	12/8/2022
Pharmacy Assistant	T/TH	6 p.m.	9 p.m.	9/27/2022	11/17/2022
SERVICE INDUSTRY					
Culinary Arts Certification	M/T/W/TH/F	8:30 a.m.	3 p.m.	9/12/2022	12/6/2022
Culinary Arts Certification	M/T/W/TH/F	8:30 a.m.	3 p.m.	10/24/2022	12/6/2022
Culinary Arts Certification	M/T/W/TH/F	8:30 a.m.	3 p.m.	12/12/2022	2/3/2023
Culinary Arts Certification	M/T/W/TH/F	8:30 a.m.	3 p.m.	2/6/2023	3/17/2023
Culinary Arts Certification	M/T/W/TH/F	8:30 a.m.	3 p.m.	3/20/2023	5/2/2023
Culinary Arts Certification	M/T/W/TH/F	8:30 a.m.	3 p.m.	5/8/2023	6/21/2023
OFFICE TECHNOLOGY					
Intro to Clerical Assistant	M/W	1:30 p.m.	5 p.m.	9/12/2022	10/24/2022
TRADE SKILLS					
Highway Construction Trade Academy	M/T/W/TH/F	8:30 a.m.	4 p.m.	8/15/2022	8/26/2022
HVAC Svc Tech L1	T/TH	6 p.m.	9 p.m.	8/23/2022	12/13/2022
HVAC Svc Tech L1 & L2	T/W/TH	1 p.m.	5 p.m.	8/22/2022	11/10/2022
Electrical Installation/Troubleshooting	M/W	6 p.m.	9 p.m.	8/22/2022	12/19/2022
Electrical Lineman	M/T/W/TH	8 a.m.	5 p.m.	9/19/2022	12/7/2022
Facility Maintenance Technician	M/T/W/TH/F	8:30 a.m.	12:30 p.m.	8/15/2022	11/15/2022
Forklift Training (evening)	M/T/W/TH/F	4 p.m.	8 p.m.	10/17/2022	10/25/2022
Forklift Training	M/T/W/TH/F	9 a.m.	2 p.m.	11/7/2022	11/16/2022
Forklift Training	M/T/W/TH/F	9 a.m.	2 p.m.	12/5/2022	12/13/2022
Truck Driving Training	M/T/W/TH	7 a.m.	5 p.m.	4 Weeks	On-going
Welding: ARC	M/W	6 p.m.	9 p.m.	8/15/2022	12/14/2022
Welding: Industrial	M/T/W/TH	8:30 a.m.	12:30 p.m.	8/15/2022	12/7/2022
Welding: TIG	T/TH	6 p.m.	9 p.m.	8/16/2022	12/8/2022
OTHER COURSES					
Intro to Early Childhood Education	M	11 a.m.	12:45 p.m.	8/15/2022	10/17/2022