FORBES ROAD CAREER & TECHNOLOGY CENTER

2022-2023

Adult Program Catalog

We train the people you depend on

FORBES ROAD CAREER AND TECHNOLOGY CENTER

Adult Training Department

607 Beatty Road Monroeville, PA 15146 ● 412-373-8100 x253 ● tiffanyp@forbesroad.com ● www.forbesroad.com

Mission Statement

The mission of Forbes Road Career and Technology Center is to provide quality educational programs that enable all individuals to achieve their fullest potential and become lifelong learners. Students will be equipped with the technical, academic, and 21st century skills necessary to compete in the global marketplace.

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Do you need short-term training? Have an interest in learning a skill for your enjoyment?

Need your industry certifications?

Check out the list below of the training programs and courses we have to offer.

Don't see what you are looking for? Ask us!

TRAINING PROGRAMS

- Administrative Careers
- Advertising Design
- Automotive Technology
- Building Construction
- Collision Repair Technology
- Computer Networking & Security
- Cosmetology
- Culinary Arts
- Diesel Technology
- Early Childhood Education
- Electrical Technology
- Emergency Response Services
- Heating, Ventilation & AC
- Landscape Design
- Manicuring
- Multimedia Design
- Truck Driving/CDL
- Veterinary Assisting
- Warehouse Management

ONLINE PROGRAMS

SHORT-TERM COURSES

- Accounting & Finance
- Alternative Medicine
- Business Communication, Skills, and Software
- Nonprofit
- College Readiness
- Computer Applications, Fundamentals, Programming
- Writing
- Health Care & Medical
- Languages
- Management & Leadership
- Networking & Communications
- **AND MANY MORE!**

CAREER TRAINING

- Administrative Medical Specialist with Medical Billing & Coding + Medical Terminology
- Advanced Personal Trainer
- Paralegal
- **AND MANY, MANY MORE!**

CERTIFICATION COURSES

- Emissions Inspection
- State Safety Inspection

PERSONAL ENRICHMENT

- Auto Body Repair
- Introduction to MIG Welding Sheet Metal

TRAINING PROGRAM ADMISSION PROCEDURES

REQUIREMENTS

- Completed admission application
- $45 non-refundable application fee
- High school diploma or GED diploma
- Driver's license or photo ID
- Signed release form
- PA State Criminal History Clearance
- PA Child Abuse Clearance — daytime only
- Federal Criminal History Background check — daytime only
- Completed Arrest/Conviction Report and Certification form
- Placements tests
- Funding approved

PROCESS

- Contact our office for an application packet. Complete and return the application packet.
- Determine method of payment. Please see page five for options or contact our office for more information.
- Forbes will contact the student after receiving the application packet to schedule a placement test.
- After completing the placement tests and reviewing the clearances, Forbes will inform the student of his/her enrollment status. See 2022-2023 Admission Policy and Adult Students Clearances in the application packet.
- Upon approval, the student will receive notification from the Adult Training Department regarding orientation.

CERTIFICATION & PERSONAL ENRICHMENT REGISTRATION

REQUIREMENTS

- Completed registration form
- Program registration fee
- Additional requirements may apply depending on the course/certification.

PROCESS

- Contact our office for a registration form.
- Complete and return registration form with registration fee.
- Student will be registered for the class unless otherwise notified.

Why Forbes?

- WIA approved training programs for those students working with the PACareerLink®
- Short-term training in high priority occupations
- Reasonably priced tuition and cost of attendance
- Online classes available for personal enrichment and career training
- Computer and job search area provided for adult students
- Free parking

Please contact Tiffany Paulich at 412.373.8100 ext. 253 or by email at tiffanyp@forbesroad.com with any questions regarding the application and registration process.

PAYMENT OPTIONS

PA CAREERLINK®

Students may qualify for financial assistance if he or she is unemployed, underemployed or a dislocated worker. Contact your local PA CareerLink® for more information at 412.436.2225, Forest Hills or 412.552.7100, Pittsburgh.

OFFICE OF VOCATIONAL REHABILITATION (OVR)

Students may qualify for tuition assistance if he or she has a disability. Contact your local OVR office in Pittsburgh for more information at 412.392.4950 or 1.800.442.6371.

CareerLink: Students may qualify for funding if he/she is unemployed,   underemployed or a dislocated worker. Contact your local CareerLink for more information.

Forest Hills: 412 436 2225   Pittsburgh: 412 552 7100

OVR (Office of Vocational Rehabilitation):   Students may qualify for   funding if he/she has a disability. Contact your local OVR office for more information.

Pittsburgh: 412 392 4950 or 1 800 442 63 71

Payment Plan: Students can make monthly or semester payments for tuition and additional costs.

SELF PAY

Students have the option of making monthly payments for tuition and supplies if the training program is at least three months in length. Payments are due by the fifth of each month. Interested candidates can request a monthly payment plan when submitting an admission application. Forms of payment include cash, check, money order, and credit card (Visa, MasterCard, American Express, and Discover).

EMPLOYER PAID

Companies may send their employees to Forbes to upgrade their skills and prepare for advancement. Forbes can also provide specialized training focused on the needs of the employer. If the employer is funding the cost of the training, Forbes will make payment arrangements with the company or employer.

PROGRAM SCHEDULES

Daytime training programs are considered full-time. These programs are also intergenerational where adult students will be enrolled with the high school students from grades 9th-12th. Some training is also offered as a part-time evening adult only program.

Start dates are provided in the application packet. Candidates can also call our office for more information. A minimum number of students must be enrolled in order to run an evening class. Program schedules and costs are subject to change. **All of the programs and courses offered are subject to cancellation depending upon enrollment.**

TRAINING PROGRAMS

ADMINISTRATIVE CAREERS   CIP Code: 52.0408

Program Description: Administrative work is the engine behind the scenes of business success. This program prepares individuals for work in an office setting with training ranging from data entry to creating business documents. Microsoft and office productivity applications and clerical fundamentals such as filing, phone etiquette and scheduling are necessary skills in the field. Students will learn the importance of office personnel functions and how these roles contribute to a positive work flow and professional image of the company. Program completers can pursue high demand entry level administrative support positions in business, medical and educational departments.

Courses of Study:	Career Paths:	Certifications:
- Computer Keyboarding - Computer Fundamentals and Applications - Office Procedures - Business Communications - Writing for Business/Industry - Business Mathematics	**Occupation** — **SOC Code** Office Assistant — 43-9061.00 Receptionist — 43-4171.00 Administrative Assistant — 43-6014.00 File Clerk — 43.4071.00 Human Resource Assistant — 43-4161.00 Front Desk Coordinator — 43-4081.00 Customer Service Representative — 43-4051.00	- MOS (Microsoft Office Specialist) Word/Excel/Access - IC3—Internet and Computing Core Certification

# of hours	Tuition	Days	Hours	Fees	Textbooks	Supplies
300	$2,700	T/Th	5:00PM-9:00PM	$450	$375	$120

ADVERTISING DESIGN   CIP Code: 50.0402

Program Description: The field of advertising and commercial art requires people who possess a wide range of creative skills. Today's commercial artist must be familiar with many forms of production, illustrative techniques, computer graphics and photography. From simple line drawings to computer-generated imaging, the students create art that requires them to apply technical theory to an advertising agency workplace. Students will apply their designs on state-of-the-art equipment including digital printers, laser engravers, vinyl cutters, a sublimation system and the embroidery machine. This program is designed to allow students to bring together many areas of creative graphic design and production technologies.

Courses of Study:	Career Paths:	Certifications:
- Drawing/Illustration - Typography - Digital Imaging - Photography - Advertising Layout and Design - Commercial Applications - Electronic Pre-Press	**Occupation** — **SOC Code** Multimedia Artists — 27-1014.00 Art Director — 27-1011.00 Graphic Designer — 27-1024.00 Industrial Design — 27-1021.00 Fashion Designer/Illustrator — 27-1022.00	- CareerSafe Employability

# of hours	Tuition	Days	Hours	Fees	Textbooks	Supplies
900	$6,435	M-F	7:30AM-1:00PM	$69	$0	$200

TRAINING PROGRAMS

AUTOMOTIVE TECHNOLOGY   CIP Code: 47.0604

Program Description: Automotive Technology students will disassemble and rebuild engines, diagnose problems with the aid of a computer while having the opportunity to earn their PA State Inspection and Emissions Certification. Our Automotive Technology program is NATEF (National Automotive Technicians Education Foundation) certified and meets strict industry standards. Students gain a clear understanding of the automotive service industry, basic technology skills, career opportunities and the steps necessary for success in the field. The Automotive Technology course includes specialized technical knowledge and "hands-on" experiences in the diagnosis, maintenance and repair of the modern automobile.

Courses of Study:	Career Paths:	Certifications:
• Internal Combustion Engine • Ignition Systems • Lubrications and Oil Change • Cooling, Exhaust, Fuel Systems • Emission Systems • Basic Electricity and Electronics • PA State Inspection License • Wheels & Electronic Balancing • Vehicle Maintenance • Fuel Systems • Disc Drum and Antilock Brakes • Computer Wheel Alignment	Occupation SOC Code Automotive Service Technician 49-3023.00 Service Manager 49-1011.00 Automotive Glass Installer 49-3022.00 Parts Specialist 41-2022.00 Alternative Fuels Vehicle Tech 17-3029.10	• PA State Safety Inspection Mechanic • PA State Emissions Inspector •

# of hours	Tuition	Days	Hours	Fees	Textbooks	Supplies
900	$6,435	M-F	7:30AM-1:00PM	$450	$180	$450
300	$2,700	T/Th	4:00PM-8:00PM	$450	$180	$450

BUILDING CONSTRUCTION TECHNOLOGY   CIP Code: 46.9999

Program Description: Building Construction Technology students gain technical knowledge as well as practical hands-on training in the trade which includes carpentry, plumbing, electrical, masonry and blueprint reading. Individuals learn to apply technical knowledge and skills in the maintenance and repair of residential, office, apartment, and other commercial buildings. Students are prepared for entry-level positions.

Courses of Study:	Career Paths:	Certifications:
• Statewide Building Codes • Blueprint Reading • Framing of Wall & Roof Systems • Installation of Windows & Doors, Cabinetry, Trim Finishes, Fiberglass, & Asphalt Shingles • Finishing Techniques • Residential Electrical Systems • Block and Brick Laying • Masonry • Plumbing	Occupation SOC Code Framing Carpenters 47-2031.01 Construction Laborers 47-2061.00 Electrician Assistant 47-3013.00 Bricklayer 47-2021.00 Roofers 47-2181.00 Plumbers/Assistant 47-3015.00 Building Inspector 47-4011.00	• OSHA Certificate • American Ladder Institute

# of hours	Tuition	Days	Hours	Fees	Textbooks	Supplies
900	$6,435	M-F	7:30AM-1:00PM	$125	$600	$350

TRAINING PROGRAMS

COLLISION REPAIR TECHNOLOGY   CIP Code: 47.0603

Program Description: Collision Repair Technology is a NATEF (National Automotive Technicians Education Foundation) certified program that gives you the skills to transform wrecked vehicles into custom designed master pieces. Students are instructed in the use of state-of-the-art equipment to replace and repair automotive body parts. Students personalize and customize vehicles by learning refinishing and painting techniques.

Today's auto body technicians must be trained in the construction of the automobile body and framework. Automobile production uses materials and manufacturing techniques that demand that the auto body repair technician be competent in metalworking, welding, uni-body construction, surface preparation, spray painting, and accurate repair estimating. Students use safe and modern repair equipment in all phases of their training.

Courses of Study:	Career Paths:	Certifications:
• Dent Repair/Removal • Collision Related Detailing • Replacement of Body & Trim • Refinishing/Painting • Structural Repair, Basic • Mechanical Repair, Basic • Estimating/ I-Car • Welding Procedures • Corrosion Protection • Diagnosing Collision Damage • Vehicle Surface Protection • Sheetmetal Alignment	Occupation SOC Code Collision Repair Technician 49-3021.00 Automotive Painter 51-9122.00 Body Shop Insurance Adjuster 13-1032.00 Automotive Detailer 53-7061.00 Auto Body Technician 49-3021.00	• I-CAR • SP2

# of hours	Tuition	Days	Hours	Fees	Textbooks	Supplies
900	$6,435	M-F	7:30AM-1:00PM	$130	$250	$605

COMPUTER NETWORKING & SECURITY   CIP Code: 11.0901

Program Description: This exciting technical course prepares students to design, maintain and secure today's Information Technology (IT) Systems which support every aspect of our global economy. Network Security Specialists acting as Ethical hackers prevent data loss from cyber attacks, network intrusions and viruses, protecting valuable personal and corporate data. Students will use the latest tools to gain the practical experience needed to earn valuable professional certifications such as A+, Network+, CISCO and Security+. Network Security Specialists are in high demand in law enforcements, large corporations, and government agencies including the FBI, CIA and NSA.

Courses of Study:	Career Paths:	Certifications:
• Cisco Networking Academy • Networking Security • Cyber Safety • Network Cabling • Wireless Networking • Computer Hardware • Troubleshoot, Repair & Maintenance • Operating Systems & Software	Occupation SOC Code Computer Security Specialist 15-1122.00 Ethical Hacker 15-1122.00 Network Administrator 15.1142.00 Information Tech Specialist 15.1199.09 Network Technician 15-1081.00	• CompTIA A+ • CompTIA Network + • CompTIA Security+ • CISCO • Testout Pro • OSHA 10 Safety

# of hours	Tuition	Days	Hours	Fees	Textbooks	Supplies
900	$6,435	M-F	7:30AM-1:00PM	$635	$100	$125

TRAINING PROGRAMS

COSMETOLOGY   CIP Code: 12.0401

Program Description: This program builds a foundation of both academic and technical skills for a variety of career opportunities within the cosmetology industry. The course includes skills in performing procedures in such areas as: hair, skin, and nail care, as well as, salon procedures. Related instruction is presented as it applies to the skills being demonstrated. Upon completion of the required 1,250 hours of instruction, students will be eligible to take the Pennsylvania State Board of Cosmetology test to obtain a Cosmetology license.

Courses of Study:	Career Paths:	Certifications:
• Cosmetology Science • Thermal/Non Thermal Styling • Manicures and Pedicures • Facial Treatments • Chemical Texturizing • Hair Shaping and Hair Coloring • State Board Preparation • Salon Management • Bacteriology, Disinfection, Sanitation • Pennsylvania Cosmetology Law • Cosmetic Dermatology • Temporary Hair Removal	Occupation SOC Code Cosmetologist 39-5012.00 Nail Technician 39-5092.00 Cosmetician 39-5012.00 Massage Therapist 31-9011.00 Salon Owner 39-1021.01	• PA Cosmetology License

# of hours	Tuition	Days	Hours	Fees	Textbooks	Supplies
1250	$8,938	M-F	7:30AM-1:00PM	$259	$0	$555
1250	$8,938	M-F	3:30PM-9:00PM	$220	$0	$555

An academic year is 900 hours, therefore a student in this program will be scheduled to complete 900 hours (tuition in year one = $6,435) in year one and 350 hours (remaining tuition = $2,503) in the third semester. If additional hours are needed to complete the program after year one, the tuition for the third semester will be re-calculated and may increase.

CULINARY ARTS   CIP Code: 12.0508

Program Description: Culinary Arts is designed to offer instruction in the commercial restaurant industry including areas such as gourmet and fine dining skills, fast food operations, customer service, menu planning, and cost-control along with other important aspects of food service. This highly appealing and interesting area stresses preparing and serving attractive nutritious foods. Students learn the complete food cycle including nutrition, ordering processes, menu design, equipment use and maintenance, sanitation, hygiene, food prep and presentation skills.

Courses of Study:	Career Paths:	Certifications:
• Sanitation • Kitchen Safety and Equipment • Salads and Dressing • Vegetables and Fruit • Potatoes and Other Starches • Breakfast/Sandwich Prep • Stock, Soups, Sauces • Meat, Poultry, Fish, Shellfish • Baking • Menu Planning and Ordering	Occupation SOC Code Prep Cook 35-2014.00 Baker's Assistant 35-2021.00 Line Cook 35-2014.00 Chef 35.1011.00 Dietary Assistant 35-3021.00 Food Service Supervisor 11-9051.00 Cafeteria/Institutional Cooks 35-2012.00	• ServSafe - National Restaurant Assoc.

# of hours	Tuition	Days	Hours	Fees	Textbooks	Supplies
900	$6,435	M-F	7:30AM-1:00PM	$69	$115	$200

TRAINING PROGRAMS

DIESEL TECHNOLOGY   CIP Code: 47.0613

Program Description: Trucks and heavy equipment are part of virtually every aspect of today's transportation, construction, and manufacturing industries. Most of these vehicles are powered by diesel engines. The diesel truck technology course trains its students in the repair and servicing of diesel-powered equipment. Special emphasis is placed on the direct needs of local business and industry. Technical knowledge is enhanced by "hands-on" work involving actual maintenance activities of school owned vehicles and equipment. While the emphasis is on diesel engines, biodiesel engines, gasoline powered equipment and vehicles are also included as part of the instructional program.

Courses of Study:	Career Paths:	Certifications:
• Orientation & Safety • Tools & Fasteners/Hardware • Suspension & Steering Systems • Preventative Maintenance • Air Brake Systems • Diesel Engines • Air Intake & Exhaust Systems • Cooling & Lube Systems • Fuel Injection System • Electrical/Electronic System • Drive Line • Welding Basic	Occupation — SOC Code Bus and Truck Mechanics — 49-3031.00 Diesel Engine Specialist — 49-3031.00 Farm & Heavy Equipment Mechanics — 49-3041.00 Transportation Inspectors — 53-6051.00 State Inspection Mechanic — 49-3041.00 Heavy Equipment Operator — 47-2073.00	• PA State Safety Inspection Mechanic • PA State Emissions Inspector • SP2 Training • NSC Forklift Certification • EPA 609 Refrigerant/Recovery

# of hours	Tuition	Days	Hours	Fees	Textbooks	Supplies
900	$6,435	M-F	7:30AM-1:00PM	$392	$600	$386
300	$2,700	M/W	5:00PM-9:00PM	$392	$600	$386

EARLY CHILDHOOD EDUCATION   CIP Code: 19.0708

Program Description: Early Childhood Education program participants receive practical experience at a local daycare in the community. Students study all the phases of child development: physical, social, emotional and intellectual. They learn about nutrition, guidance, and discipline. They study how to help the child develop daily living skills and about the value of play, literature, music, art, math, and science in child development. Students present a series of learning and developmental activities in child care facilities practicing their creative teaching, child caring and management skills.

Courses of Study:	Career Paths:	Certifications:
• Orientation & Safety • Professionalism • Health & Safety Procedures • Learning Environment (Physical Space) • Child Development (social, emotional, physical, intellectual, language • Classroom Management & Positive Guidance • Standards, Curriculum & Assessment • Learning Activities/Experiences	Occupation — SOC Code Child Care Aide — 39-9011.00 Assistant Group Supervisor — 39-1021.00 Teacher Aide — 25-9041.00 Nanny — 39-9011.01 Recreational Leader — 39-9032.00	• First Aid • Child/Infant CPR • CDA—Ready Certification • Mandated Reporter Training

# of hours	Tuition	Days	Hours	Fees	Textbooks	Supplies
900	$6,435	M-F	7:30AM-1:00PM	$597	$130	$60

TRAINING PROGRAMS

ELECTRICAL TECHNOLOGY   CIP Code: 46.0399

Program Description: Students in this program are prepared for entry level electrical and electronic careers. Their hands-on applications include green technology in the program's state-of-the-art electrical laboratory. Modern training equipment is utilized to prepare the students for careers in the emerging "high-tech" electrical field.

Courses of Study:	Career Paths:	Certifications:
• Safety • Tools and Test Equipment • Fundamentals of Electricity • Residential & Commercial Wiring • Electronic Components & Circuits • Motor Control • Electronic Control and Devices • Programmable Controllers • Transformers • Estimating & Project Management	Occupation — SOC Code Construction Electrician — 47-2111.00 Electrical Estimator — 13-1051.00 Project Management — 13-1051.00 Security Installers — 49-2098.00 Fire Alarm Systems Installers — 49-2098.00	• OSHA 10 Hour Certification • American Ladder Institute • Residential Construction Academy Certification

# of hours	Tuition	Days	Hours	Fees	Textbooks	Supplies
900	$6,435	M-F	7:30AM-1:00PM	$150	$655	$225
300	$2,700	T/Th	5:00PM-9:00PM	$150	$655	$225

EMERGENCY RESPONSE SERVICES   CIP Code: 43.9999

Program Description: The Emergency Response Services program is for students interested in a career in emergency medical service, law enforcement, fire or emergency management. Students may also gain employment in areas of security and industrial safety. The program will challenge students with technical knowledge, as well as, hands-on training in a fully equipped on-site lab which includes a fire tower and a fire truck.

Courses of Study:	Career Paths:	Certifications:
• Safety • Criminal Justice System • Law Enforcement • Private Security Management • Corrections– Adult & Juvenile • Homeland Security • Communications • Incident Command System • Patrol Duties • Firefighting • Emergency Medical Services • Hazardous Materials Awareness	Occupation — SOC Code Law Enforcement — 33-3051.01 Corrections Officer — 33-3012.00 Emergency Medical Technician — 29-2041.00 Fire Fighter — 33-2011.00 Fire Arson Investigator — 33-2021.02	• PA State/National Registry Emergency Medical Technician (EMT) Certification • PA/National Registry Emergency Medical Responder Certification • AHA Basic Life Support (CPR/AED) • Fire Extinguisher Training • HAZMAT Awareness • NIMS 100, 200, 700, 800 • Stop The Bleed Certification

# of hours	Tuition	Days	Hours	Fees	Textbooks	Supplies
900	$6,435	M-F	7:30AM-1:00PM	$115	$425	$250

TRAINING PROGRAMS

HEATING, VENTILATION & AIR CONDITIONING — CIP Code: 47.0201

Program Description: Students in this program become entry level HVAC technicians and mechanics. Students will learn technical tasks including: assembling and installing air and gas systems; cutting, reaming and threading piping materials; waterproofing and sealing joints; testing entire systems for leaks through the use of pressure testing devices; installing gas and water plumbing fixtures and equipment; reading and implementing blueprint drawings; and designing plumbing and heating systems. An important part of the technical training covers instruction on how to install, diagnose, service and maintain residential and commercial control wiring for HVAC systems.

Courses of Study:	Career Paths:	Certifications:
• Into to HVAC • Tools for HVAC/R • Blueprint Reading • Piping Practices • Basic Electricity • Intro to Cooling and Heating • Air Distribution Systems • Intro to Hydronics System • Leak Detection, Evacuation, Recovery & Charging • HVAC Troubleshooting • Heat Pumps	Occupation SOC Code Pipefitter 47-2152.01 Steamfitter 47-2152.01 Service Technician 49-9021.01 Service Manager 49-1011.00	• Type I, II, III Universal to gain a EPA 680 Universal Refrigerant Certification • Refrigerant R410A Safety & Training Certification • OSHA 10 (Optional)

# of hours	Tuition	Days	Hours	Fees	Textbooks	Supplies
900	$6,435	M-F	7:30AM-1:00PM	$350	$175	$250
300	$2,700	T/Th	5:00PM-9:00PM	$350	$175	$250

LANDSCAPE DESIGN — CIP Code: 01.0601

Program Description: Landscape Design is a profession that focuses on designing everything outdoors from gardens to residential landscapes to commercial properties. The Landscape Design program immerses students in the theory of landscape and floral design, broadens their horticultural knowledge and plant vocabulary, and nurtures their creativity while grounding them technically. This program is a specialized curriculum designed to prepare students to be desirable employees of nurseries, greenhouses, florists or landscape businesses. Both maintenance and establishment of lawns, as well as, landscaping homes and businesses are included in the curriculum. The principles of design are also included along with plant identification, budgeting, and cultivation procedures.

Courses of Study:	Career Paths:	Certifications:
• Botany • Environmental Science • Landscape Design • Small Engines • Floral Design • Greenhouse Management • Lawn and Tree Care • Disease & Insect Control • Plant and Flower Care • Propagating Nursery Stock	Occupation SOC Code Lawn Service Technician 37-1012.00 Groundskeeper 37-1012.00 Nursery Worker 45-2092.00 Turf Management 37-3011.00 Landscape Designer 17-1012.00 Florist 27-1023.00	• PA Pesticides License • ICPI (Interlocking Concrete Pavement Institute) • NCMA (National Concrete/Masonry Association • Versa-Lok Basic Training • OSHA 10 Hour– Agriculture

# of hours	Tuition	Days	Hours	Fees	Textbooks	Supplies
900	$6,435	M-F	7:30AM-1:00PM	$69	$379	$107

TRAINING PROGRAMS

MANICURING   CIP Code: 12.0410

Program Description: The Manicuring Program teaches the students the basics of manicuring and pedicuring, as well as advanced techniques and skills used in applying nail enhancements such as acrylic overlays, sculptured nails, nail wraps, and gel nails. Students will be taught creative applications for nail art and airbrushing. The students are also taught the professional skills needed for interaction with clients. Upon completion of this program students will be eligible to sit for the Pennsylvania State Board Exam for Manicurist.

Courses of Study:	Career Paths:	Certifications:
• Theory • Manicures • Pedicures • Communication • Advanced Nail Care Topics • Hand and Foot Massage	Occupation SOC Code Nail Technician 39-5092.00 Massage Therapist 31-9011.00 Cosmetologist 39-5012.00 Cosmeticians 39-5091.00 Salon Owner/Manager 11-1021.00	• PA Nail Technician License

# of hours	Tuition	Days	Hours	Fees	Textbooks	Supplies
300	$2,700	T/Th	5:00PM-9:00PM	$220	$0	$255

MULTIMEDIA DESIGN   CIP Code: 11.0801

Program Description: This program gives students the freedom to be creative, imaginative, and inspired artistically to design presentations for entertainment, industrial and commercial use. Students will learn to use hardware such as digital and video cameras, and projectors in conjunction with the computer and the internet. The course content is designed to create animations, manipulate photographs, create pictures, presentations, podcasts and websites using state-of-the-art illustrator software. Both platforms of personal computers and Apple Macs are taught. Finally, students complete a digital portfolio showcasing their "best works".

Courses of Study:	Career Paths:	Certifications:
• Graphics and Interactive Media • Digital Documents • Multimedia Presentations • Web Design • Animation • Digital Photography • Videography • Advanced Software Training	Occupation SOC Code Multimedia Artist 27-1014.00 Animator 27-1014.00 Web Designer 15-1099.04 Photographer 27-4021.00 Videographer 27-4031.00	• WOW Certified Apprentice Webmaster, Web Designer • Microsoft Office Certified Web Developer Apprentice • Adobe Software Certifications

# of hours	Tuition	Days	Hours	Fees	Textbooks	Supplies
900	$6,435	M-F	7:30AM-1:00PM	$150	$150	$175

TRAINING PROGRAMS

TRUCK DRIVING / CDL   CIP Code: 49.0205

Program Description: Graduates will receive a diploma and will be eligible to test for a CDL-A license with all endorsements to drive a tractor trailer. Graduates will have the opportunity to be placed with companies that transport materials both locally and nationally including those involved in the Marcellus Shale drilling. Instruction is provided at the West Mifflin PIA site. Candidates must be at least 18 years old. (D.O.T.) mandated drug screen and physical are required prior to starting class.

Courses of Study:

- Intro to Transportation Industry
- Cargo Securement
- Airbrake Systems
- CDL Endorsements
- Federal Motor Carrier Safety Regulations and Mandatory Training
- Whistle Blower Protection
- Driver Wellness
- Logging Service Hours, Map Reading, Trip Planning
- Defensive Driving
- Intro to Driving Range
- Road Skills and Range Maneuvers
- Backing a Combination Vehicle

Career Paths:

Occupation	SOC Code
Light Truck/Delivery Services Drivers	53-3033.00
Heavy & Tractor-Trailer Truck Drivers	53-3032.00

Certifications:

- Commercial Driver's License (CDL)

Approved for PACareerLink funding!

# of hours	Tuition	Days	Hours	Fees	Textbooks	Supplies
160	$5,000	M-F	7:00AM-5:30PM	Up to $250	Included in tuition	N/A

VETERINARY SCIENCE   CIP Code: 01.8301

Program Description: Veterinary/Animal Health Technology prepares students to **assist** veterinarians during animal examinations and provide treatment and monitoring. Students will learn about maintaining medical and business records, charting and scheduling activities and a wide range or practice related duties as applied to animal health care, the biomedical field and pet industry.

Courses of Study:

- Orientation & Safety
- Office & Hospital Procedures
- Communication & Client Relations
- Pharmacy & Pharmacology
- Examination Room Procedures
- Small Animal Nursing
- Surgical Prep & Assisting
- Laboratory Procedures
- Radiology & Ultrasound Imaging

Career Paths:

Occupation	SOC Code
Animal Trainer	
Non-Far, & Laboratory	
Animal Caretaker	
Groomer	
Animal Control Officer	
Veterinary Assistant/Technician	

Certifications:

- OSHA 10 Hour Health
- Red Cross Pet First Aid

Post Secondary Options:

- Vet Tech Institute of Pittsburgh
- United Career Institute

# of hours	Tuition	Days	Hours	Fees	Textbooks	Supplies
900	$6,435	M-F	7:30AM-1:00PM	$120	$150	$450

TRAINING PROGRAMS

WAREHOUSE MANAGEMENT   CIP Code: 52.0203

Program Description: This program will actively engage students in the process of receiving, storing, shipping, controlling and distributing products. Students will use conveyors, hand trucks, and carts to transport materials/supplies. They will work in the Forbes Road CTC Distribution Center using technology to scan and track products. This program will expose students to careers related to the movement of materials and products.

Courses of Study:	Career Paths:	Certifications:
• Safety and Ergonomics • Inventory Management • Procurement Operations • Receiving Operations • Stocking and Put-away • Order Fulfillment • Packing Operations • Shipping and Transportation Operations • Material Handling Equipment • Industry Trends & Technology • Logistics & Supply Chain Management • Economics	Occupation SOC Code Forklift Operators 53-7051.00 Hand Laborers 53-7062.00 Shipping & Receiving Clerks 43-5071.00 Procurement Clerks 43-3061.00 Transportation Managers 11.3071.01 Storage and Distribution Managers 11.3071.02	• OSHA Lift Truck Safety • OSHA Forklift Certification

# of hours	Tuition	Days	Hours	Fees	Textbooks	Supplies
900	$6,435	M-F	7:30AM-1:00PM	$69	$50	$85

ONLINE PROGRAMS

SHORT-TERM

Choose from hundreds of short-term online programs at www.ed2go.com/forbes. Several new courses launch every month starting at just $100! Here is just a small sample of what is available.

Accounting Fundamentals	Introduction to QuickBooks	Introduction to Microsoft Word	Administrative Assistant Applications	Homeschool with Success	A to Z Grant Writing	Creating Web pages
Easy English 1	Speed Spanish	Microsoft Office 2013	Resume Writing Workshop	Personal Finance	Praxis I Preparation	Basic CompTIA A+ Certification Prep

ONLINE PROGRAMS

CAREER TRAINING

Your Schedule ● Your Budget ● Your Future...Today!

Forbes Road Career & Technology Center, in partnership with ed2go, offers online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations. **Several programs are highlighted in the catalog which are now approved for WIA funding for students working with the PACareerLink.**

Go to careertraining.ed2go.com/forbes for a list of all career training programs, descriptions and costs!

Online Learning Anytime, Anywhere...**Just a click away!**

Online Career Training Programs

Forbes Road Career and Technology Center

Are you ready to take the next step in your career?

Prepare for today's hottest careers from the comfort of your home or office!

Forbes Road Career & Technology Center

careertraining.ed2go.com/forbes

TRAINING PROGRAMS

ONLINE ED2GO PROGRAMS

ADVANCED PERSONAL FITNESS TRAINER   **CIP Code: 31.0507**

Program Description: The Advanced Personal Fitness Trainer **Online** Certificate Program will help you further your personal training education and incorporate specialized resistance training and functional movements. Learn a variety of advanced training skills and how to form effective partnerships with registered dietitians so you can develop nutritional programs for your clients. Total cost and amount required for the 400-hour program is $2,795. Fee, textbook and supply amounts are included in the total cost.

Courses of Study:	Career Paths:	Certifications:
• Introduction to Exercise Science: Level I (Anatomy and Kinesiology) • Introduction to Exercise Science: Level II (Exercise Physiology) • Health-Risk Profiles and Fitness Assessment Techniques • Business Administration and Management Aspects for Personal Trainers • Designing Exercise Prescriptions for Normal and Special Populations • Nutritional Analysis and Management • The Science and Biomechanics of Resistance and Weight Training Techniques • Functional Flexibility, Core, and Balance Training	Occupation SOC Code Fitness Technician 39-9031.00 Fitness Trainer 39.9031.00 Personal Trainer 39.9031.00 Aerobics Instructor 39.9031.00	• ACE Personal Trainer Certification

# of hours	Tuition	Days	Hours	Fees	Textbooks	Supplies	Room/Board Dependent or Independent	Transportation	Loan Fees	Misc.
400	$1,495	ANY	ANY	$595	$705	$0	N/A	N/A	N/A	N/A

ONLINE PROGRAMS

ADMINISTRATIVE MEDICAL SPECIALIST WITH MEDICAL BILLING & CODING + MEDICAL TERMINOLOGY   **CIP Code: 51.0716**

Program Description: Through this **online** program, you will gain a wide range of medical office management skills that healthcare professionals need for the efficient operation of their medical practices or other ambulatory care settings. You will learn to function as an important member of the healthcare team by providing key skills such as patient registration and scheduling, medical records management, diagnostic and procedural coding (including ICD-10-CM), insurance claim filing, and daily financial practices. In Medical Terminology, you will learn important terminology and study the disorders and medical procedures common to each body system. Total cost and amount required for the 360-hour program is $2,495. Fee, textbook and supply amounts are included in the total cost.

Courses of Study:	Career Paths:	Certifications:
• The Medical Assisting Profession and the Healthcare Team • Coping Skills and Therapeutic Communication • Legal and Ethical Consideration • The Facility Environment • Computers in the Ambulatory Care Setting and Telecommunications • Patient Scheduling • Medical Records Management • Financial Practices, Medical Billing & Coding, Health Insurance, Claims • ICD-9-CM & ICD-10-CM • CPT and HCPCS Level II • Medical Documents & Terminology • Body Systems	Occupation SOC Code Medical Assistant 31.9092.00 Dental Secretary 31.9092.00 Veterinary Secretary 31.9092.00	• NHA Certified Medical Administrative Assistant (CMAA) certification • NHA Certified Billing and Coding Specialist (CBCS) national certification • Certified Professional Coder (CPC), offered by the American Academy of Professional Coders (AAPC)

# of hours	Tuition	Days	Hours	Fees	Textbooks & Materials	Supplies	Room/Board Dependent or Independent	Transportation	Loan Fees	Misc.
360	$884	ANY	ANY	$920	$691	$0	N/A	N/A	N/A	N/A

PARALEGAL   **CIP Code: 22.0302**

Program Description: The Paralegal **Online** Training Program will prepare you for success in this growing career field. You'll learn about the American legal system, how to conduct legal research and legal interviews, how to perform legal analyses, and more. Your training will prepare you to become a legal secretary or paralegal and to take the certification exam. Total cost and amount required for the 300-hour program is $1,995. Fee, textbook and supply amounts are included in the total cost.

Courses of Study:	Career Paths:	Certifications:
• Paralegal in the Legal System • Paralegal Employment • Regulation of Paralegals • Attorney and Paralegal Ethics • Intro to the Legal System • Introduction to Legal Analysis • Legal Interviewing • Investigation in a Law Office • Litigation Assistantship • Legal Research & Writing • Introduction to Law Office Administration • Laws Affecting Business • Criminal Law and Procedures • Preparing for the CLA	Occupation SOC Code Paralegal 23-2011 Legal assistant 23-2011 Legal secretary 23-2011	• National Association of Legal Assistants (NALA) Certified Paralegal/Certified Legal Assistant (CP/CLA) credential

# of hours	Tuition	Days	Hours	Fees	Textbooks	Supplies
300	$1,140	ANY	ANY	$495	$360	$0

CERTIFICATION COURSES/PERSONAL ENRICHMENT

EMISSIONS INSPECTION

8-hour course, 2 evenings
Registration Fee: $120 to Forbes
$39.99 to PennDOT
Days: Wednesday & Thursday
Test– Monday
Hours: 3:00PM– 7:00PM
Schedule: September 14 - 15, 2022
Test– September 19, 2022
March 8-9, 2023
Test– March 13, 2023

STATE SAFETY INSPECTION

13-hour course, 3 evenings
Registration Fee: $150
Days: T-W-Th
Hours: 3:00PM– 7:00PM
Schedule: October 11 – 12 - 13, 2022
April 11 –12 - 13, 2023

Student must be available for tactile portion of the exam the week following the written exam. This date will be set up with the instructor.

Scheduled Tactile Date: October 17, 2022
April 17, 2023

EMISSIONS INSPECTION REGISTRATION PROCESS

Classroom training, a CBT challenge and a proctored exam are required for a student to certify as an emissions inspector.

Before coming to class:

-Submit your application, MV-501 form, copy of your Driver License and payment of $120.00 to Forbes Road CTC. Check, cash, money order and credit cards are accepted. After submitting required paperwork to Forbes Road CTC, you will receive your receipt that you've been enrolled into the Emissions Inspection Program.

-After you receive confirmation, go to www.patrainingportal.com

-On the right side of the screen, under 'Ready to Create an Account', click sign up.

-Enter your driver license number or your 8-digit inspector ID number and click on 'Find Me'.

-Once you click on 'Find Me', your name and your new 8-digit inspector ID will appear.

-When it asks, 'is this you?' click on yes, this is me.

-Continue on this screen and complete the personal information fields and then click submit.

-After setting up your account, click on the left side, 'apply for certification. Click on 'EI–Standard Emissions. Click submit. Click pay– this is when you pay. The course can only be paid by debit/credit card. This part of the course is $39.99

****Print or screen-shot proof of payment
and bring to the first night of class****

-Once your account is set up, you can then login and view all the class materials. Mr. Kosker will provide you a copy of the course manual and any additional handouts.

AUTO BODY REPAIR

This 35-hour course is one night a week for 3.5 hours, for ten weeks. It is very similar to an open shop. Enrolling in this course, you will have access to a lift, two spray booths one with a baking system. It also gives you the opportunity to use our metal shear, shrinker stretcher metal brake, blast cabinet Aluminum MIG welder, TIG welder, Bead Roller, and most hand tools. This class supplies things like sand paper, masking tape, masking paper, and most of your auto body consumables. The only supply you provide is paint. If you're looking to repair rust, paint your vehicle, or restore pedal cars, this class is for you.

10 sessions, 35 hours   Registration Fee: $300
Days: T or W   Hours: 5:30PM—9:00PM
Schedule: **Please call for Dates**

May 2022-July 2022
September 2022- November 2022
January 2023- March 2023
March 2023- May 2023

pennsylvania
DEPARTMENT OF TRANSPORTATION

Adult Pre-Registration Form

Forbes Road Career & Technology Center

**607 Beatty Road
Monroeville, PA 15146**

Name	
Address	
County	
Email	
Home phone	
Cell phone	
Social Sec. #	
Birthdate	
Course Title	
Days	
Time	
Course Cost	

Return completed pre-registration form with $45 application fee if you wish to enroll in an adult training program.

Students interested in certification or personal enrichment courses are to include the registration form and program registration fee only.

Please return to:

Forbes Road Career and Technology Center ⬥ 607 Beatty Road ⬥ Monroeville, PA 15146 ⬥ Attn: Adult Training Department

You will be contacted by our office when your application is received to continue the enrollment process. By signing below, you agree that the information above is correct.

Signature	
Date	

Revised 03/01/2021