



Academic & Career Development Handbook  
*2018 - 2019*

Health Education Programs at Forsyth Tech  
Economic & Workforce Development

**ForsythTech**  
*Community College*

**Forsyth Technical Community College**  
*Economic & Workforce Development (EWD)*

**Health Education Department**  
*Academic & Career Development Handbook*  
2018 - 2019

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**Health Education Programs at Forsyth Tech**  
Economic & Workforce Development

## Section One:

### *Academic & Career Exploration Resources*



Health Education Programs at Forsyth Tech  
Economic & Workforce Development

**ForsythTech**  
Community College

## Getting Started...

As you begin the process of exploring different career options do consider conducting a self-assessment. It is the process by which an individual determines their career-related interests, values, aptitudes, and abilities. It can be as simple as thoughtful consideration or a more applied process of planning and mapping one's potential career pathway. There are numerous resources available to help guide you in the right direction. The College Foundation of North Carolina offers several assessments for individuals to learn more about their worker profile. These include:

- Interest Profiler
- Basic Skills Survey
- Work Values Sorter
- Career Cluster Survey
- Transferrable Skills Checklist
- The Career Key



### *We recommend you...*

- Visit [www.cfnc.org](http://www.cfnc.org) for more information about self-assessments and other career-related tests.
- Click on the *Plan* tab and select *For a Career*.
- Then click on *Learn About Yourself* to begin taking an assessment.
- Each test can take between 5 to 30 minutes.



Creating a Roadmap for your Future  
Career Planning Basics



## Be the Architect of your Career

### Career Planning Essentials

### *Moving Forward...*

Career skills assessments differ from self-assessments in that they look to measure your core job-related strengths and weaknesses. They help gauge the various dimensions of your worker profile to arrive at a more nuanced determination of positions that will best fit your individual capacities. Results will vary based on your level of education, workforce background, and continued learning experiences. CareerOneStop is a resource sponsored by the U.S. Department of Labor. It provides career skills assessments and workforce-related resources to help you make the best of your job search and career development. Resources include:

- Interest Assessment
- Skills Assessments
- Work Values
- Salary Finder
- Occupational Profiles
- Skills Matcher



### *We recommend you...*

- Visit [www.careeronestop.org](http://www.careeronestop.org) for more info on career skills assessments and other workforce resources.
- Click on the *Explore Careers* tab and select *What is an Assessment?*
- Then click on *Skills Matcher* to begin taking the assessment.
- You will rate 40 workplace skills and be shown matches based on those ratings.

## *Know your Career...*



The Virtual Career Network (VCN) is an initiative sponsored by the U.S. Department of Labor in collaboration with the American Association of Community Colleges. VCN can help you to conduct research, prepare, and apply for well-paying positions within the healthcare field. Visitors can explore job strategies, conduct occupational research, explore career options, as well as better understand different kinds of positions and their work environment. Important questions to consider include, but are not limited to, the following:

1. What are the full scope of responsibilities for the position I am interested in?
2. What are the employment prospects for the position I am pursuing?
3. What is the salary expectation for the position I am seeking?
4. What educational requirements need to be fulfilled?
5. What kind of credential, certification, or occupational license should I obtain?
6. Where can I go to speak with a career counselor or academic advisor?
7. What are the physical, mental, and health requirements for the job I want?
8. What is the percent of job growth within the industry?

A photograph of a young woman with dark hair tied back, wearing light purple scrubs, sitting in a chair and smiling while looking at a tablet device. The background is a bright, clinical setting with a white wall and a poster of human anatomy.

**Occupational Research**  
Researching Workforce Information

## Career/Future Plan

Who you are? →

Define yourself using adjectives.

My Goals: →

Short Term - 2 years or less

Mid Term - 2 to 5 years

Long Term - 5 years or more

Setting personal, academic and professional benchmarks can help you formulate actionable strategies to achieve your goals.

Current Competencies, Skills, Experience: →

Consider the existing skills and knowledge base you bring to the table.

Development Need (Required Skills): →

Think of areas you need professional training and development in.

Action Plan →

Devise an actionable plan that is realistic and attainable. An action plan can be as simple as obtaining a credential to entering employment.

# Creating Realistic Goals Planning Your Future



Develop an objective that aligns with your career plan.

Make sure to note the main contact.

Know course-related information prior to registering with customer service.

Certain programs will have pre-requisites in place. Make sure to know what to bring before you register.

If you should need a referral make sure to record the outcome of the meeting.

Important dates, reminders, and information should always be recorded for future reference.

### Student Educational Plan

Name: \_\_\_\_\_

**Educational Objective:**  
 \_\_\_\_\_  
 \_\_\_\_\_

**Contact Name:** \_\_\_\_\_  
**Contact Number:** \_\_\_\_\_

Course #	Course Name	Cost

**Prerequisites:**

- Attend Information Session
- Placement Testing
- Background Check
- Drug Screening
- High School Diploma
- College Transcripts
- Immunization Record

**Referrals:**

- Educational Career Center
- Disability Services
- Testing Center
- Learning Lab
- NC Works
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

**Notes:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Additional Resources...

**MY NEXT MOVE** [www.mynextmove.org](http://www.mynextmove.org)

My Next Move enables users to explore occupations and find related information, including job openings, job outlook information, salaries, apprenticeships, and other related education and training programs. Resources for veterans, Spanish resources, and ex-offender information is available through the site.



[www.ncworks.gov](http://www.ncworks.gov)

NCWorks Online is the state of North Carolina's official job-search portal that is helping connect talented individuals with employers. They offer services for adults, veterans, youth and more. Furthermore, they help employers find the qualified talent they need to make their businesses thrive.

**NCcareers** [www.nccareers.org](http://www.nccareers.org)

Planning your career? Providing job search counseling? Finding labor market information? NCcareers.org has just what you're looking for! You will find valuable resources that can assist you in exploring careers, including detailed information on occupational ratings, job duties, education, training, wages, employment outlook, and more.

**Career Development Resources**  
Exploring Your Future

## Section Two:

### *Academic & Career Pathways at Forsyth Tech*



Health Education Programs at Forsyth Tech  
Economic & Workforce Development

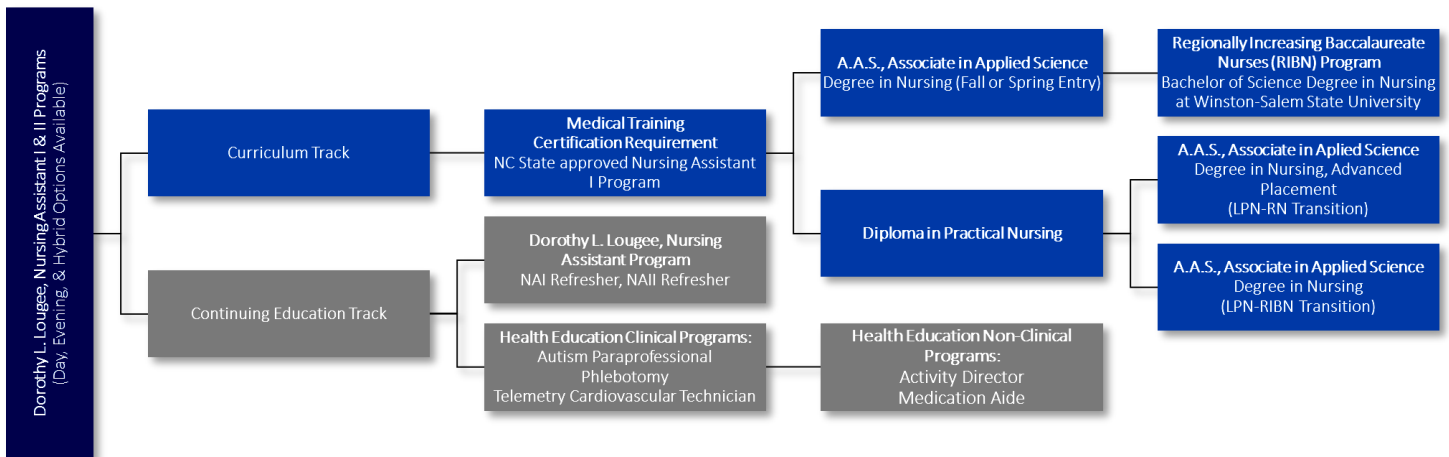
**ForsythTech**  
Community College

# Discovering Academic & Career Pathways

## Nursing Programs & Health Ed. Studies

### Healthcare Career Pathways...

The Dorothy L. Lougee, Nursing Assistant I (NAI) Program serves as a precursor to curriculum Nursing Programs (A.D.N. & L.P.N.) at Forsyth Tech. Furthermore, it also fulfills the medical training certification requirement (for the A.A.S. in Nursing and Diploma in Practical Nursing).



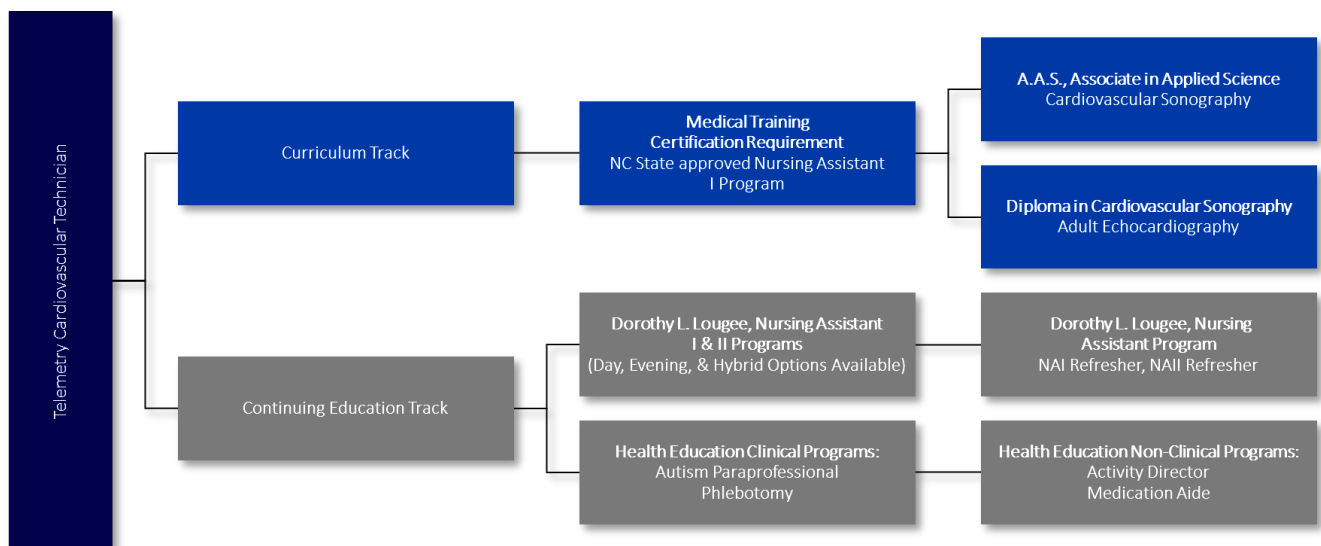
Moreover, the NAI Program can serve as a gateway course to other Health Education Programs, such as Nursing Assistant II (NAII), Telemetry Cardiovascular Technician, and Phlebotomy.

- Curriculum Track:** Dorothy L. Lougee, Nursing Assistant I & II Programs to Nursing (A.D.N. & L.P.N.) Programs
- Continuing Education Track:** Dorothy L. Lougee, Nursing Assistant I & II Programs to Health Education Programs

## Discovering Academic & Career Pathways Cardiovascular Sonography & Health Ed. Studies

### Healthcare Career Pathways...

The Telemetry Cardiovascular Technician Program can help serve as an exploratory course in preparation for admission to the Cardiovascular Sonography Program at Forsyth Tech. Furthermore, the Dorothy L. Lougee, Nursing Assistant I Program fulfills the medical training certification requirement for the A.A.S. Degree as well as Diploma in Cardiovascular Sonography.



Also, the Telemetry Cardiovascular Technician Program can serve as a gateway course to other Health Education Programs, such as Nursing Assistant I (NAI), Nursing Assistant II (NAII), and Phlebotomy.

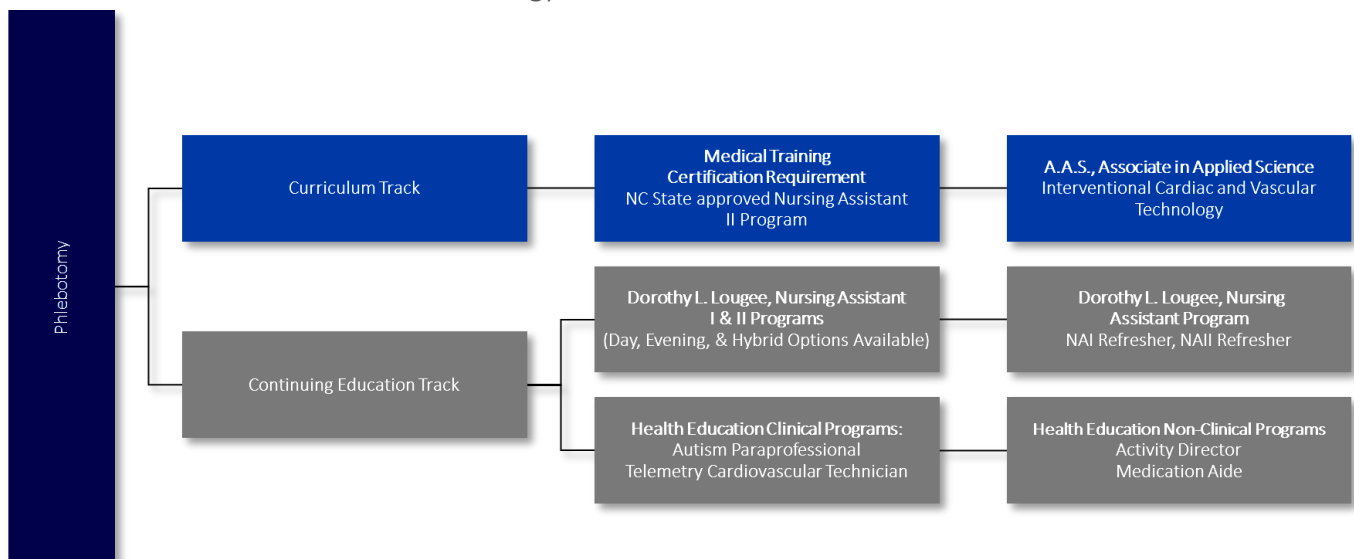
**Curriculum Track:** Telemetry Cardiovascular Technician to Cardiovascular Sonography  
**Continuing Education Track:** Telemetry Cardiovascular Technician to Health Education Programs

# Discovering Academic & Career Pathways

## Interventional Cardiac/Vascular Technology & Health Ed. Studies

### Healthcare Career Pathways...

The Phlebotomy Program can help serve as an exploratory course in preparation for admission to the Interventional Cardiac & Vascular Technology Program at Forsyth Tech. Furthermore, the Dorothy L. Lougee, Nursing Assistant I Program fulfills the medical training certification requirement for the A.A.S. in Interventional Cardiac & Vascular Technology.



Also, the Phlebotomy Program can serve as a gateway course to other Health Education Programs, such as Nursing Assistant I (NAI), Nursing Assistant II (NAII), and Telemetry Cardiovascular Technician.

**Curriculum Track:** Phlebotomy to Interventional Cardiac and Vascular Technology

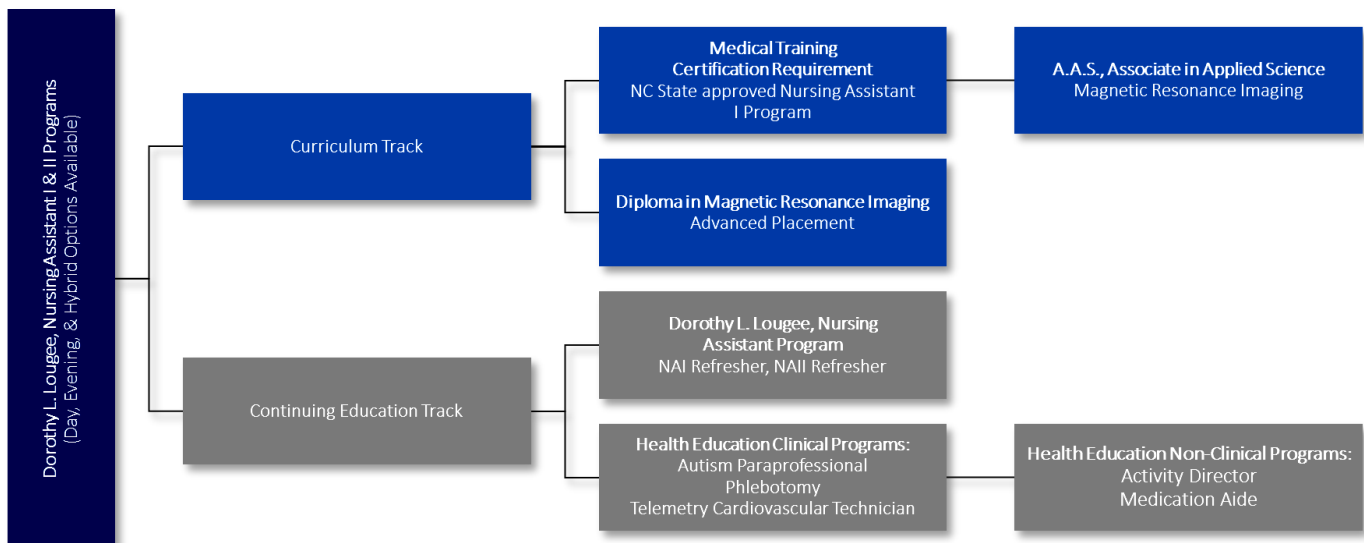
**Continuing Education Track:** Phlebotomy to Health Education Programs

# Discovering Academic & Career Pathways

## Magnetic Resonance Imaging & Health Ed. Studies

### Healthcare Career Pathways...

The Dorothy L. Lougee, Nursing Assistant I (NAI) Program serves as a precursor to the Magnetic Resonance Imaging (M.R.I.) Program at Forsyth Tech. It also fulfills the medical training certification requirement for the A.A.S. in Magnetic Resonance Imaging.



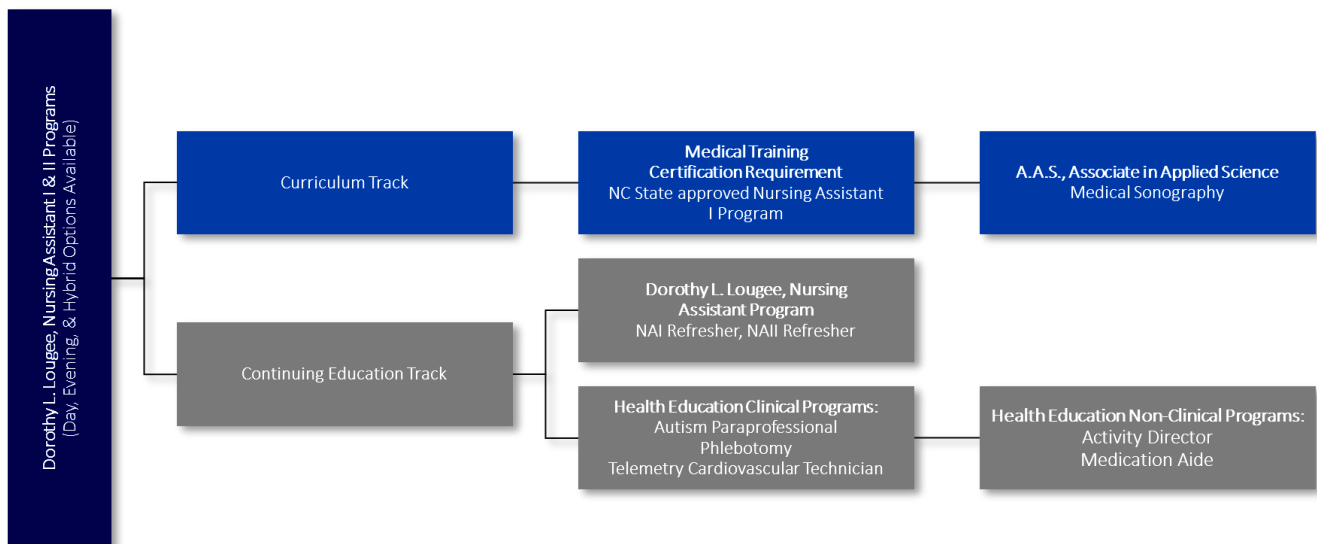
Furthermore, the NAI Program can serve as a gateway course to other Health Education Programs, such as Nursing Assistant II (NAII), Telemetry Cardiovascular Technician, and Phlebotomy.

**Curriculum Track:** Dorothy L. Lougee, Nursing Assistant I & II Programs to Magnetic Resonance Imaging  
**Continuing Education Track:** Dorothy L. Lougee, Nursing Assistant I & II Programs to Health Education Programs

## Discovering Academic & Career Pathways Medical Sonography & Health Ed. Studies

### Healthcare Career Pathways...

The Dorothy L. Lougee, Nursing Assistant I (NAI) Program serves as a precursor to the Medical Sonography Program at Forsyth Tech. It also fulfills the medical training certification requirement for the A.A.S. in Medical Sonography.



Furthermore, the NAI Program can serve as a gateway course to other Health Education Programs, such as Nursing Assistant II (NAII), Telemetry Cardiovascular Technician, and Phlebotomy.

**Curriculum Track:** Dorothy L. Lougee, Nursing Assistant I & II Programs to Medical Sonography

**Continuing Education Track:** Dorothy L. Lougee, Nursing Assistant I & II Programs to Health Education Programs

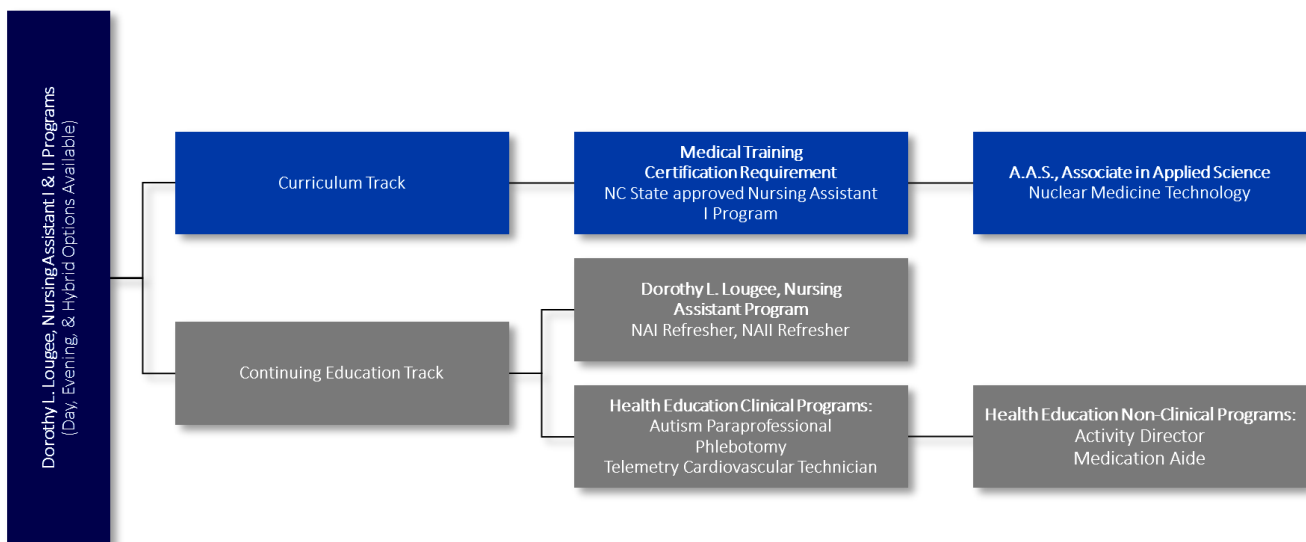


# Discovering Academic & Career Pathways

## Nuclear Medicine Technology & Health Ed. Studies

### Healthcare Career Pathways...

The Dorothy L. Lougee, Nursing Assistant I (NAI) Program serves as a precursor to the Nuclear Medicine Technology Program at Forsyth Tech. It also fulfills the medical training certification requirement for the A.A.S. in Nuclear Medicine Technology.



Furthermore, the NAI Program can serve as a gateway course to other Health Education Programs, such as Nursing Assistant II (NAII), Telemetry Cardiovascular Technician, and Phlebotomy.

**Curriculum Track:** Dorothy L. Lougee, Nursing Assistant I & II Programs to Nuclear Medicine Technology

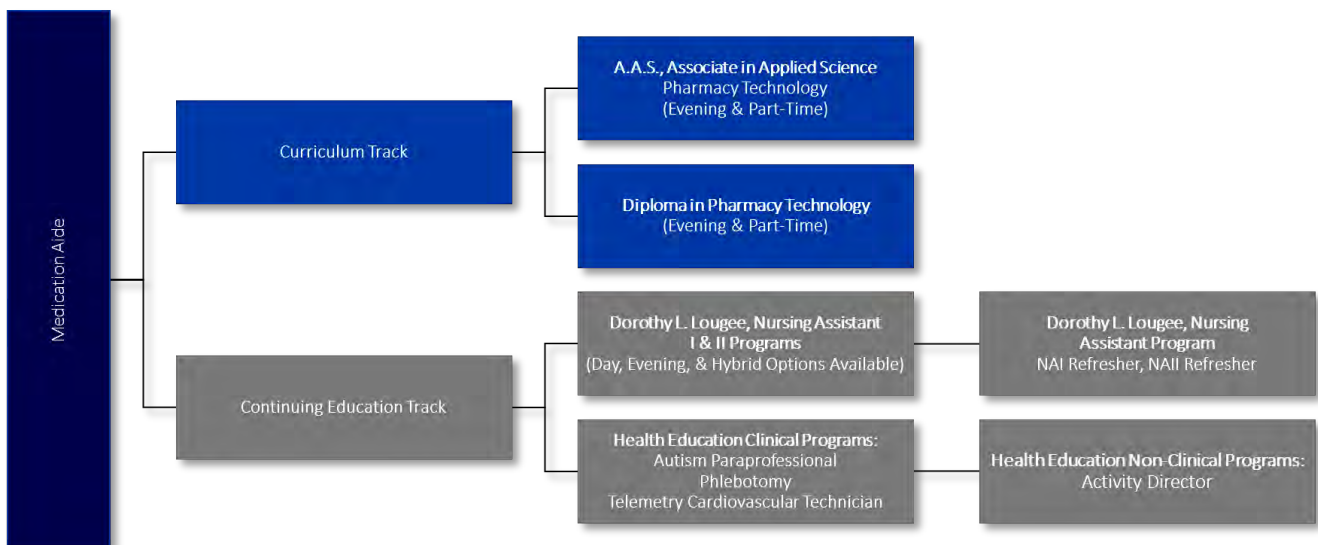
**Continuing Education Track:** Dorothy L. Lougee, Nursing Assistant I & II Programs to Health Education Programs

# Discovering Academic & Career Pathways

## Pharmacy Technology & Health Ed. Studies

### Healthcare Career Pathways...

The Medication Aide Program can help serve as an exploratory course in preparation for admission to the Pharmacy Technology Program at Forsyth Tech. Furthermore, the Medication Aide Program can serve as a gateway course to other Health Education Programs, such as Nursing Assistant I (NAI), Nursing Assistant II (NAII), and Phlebotomy.



**Curriculum Track:** Medication Aide to Pharmacy Technology

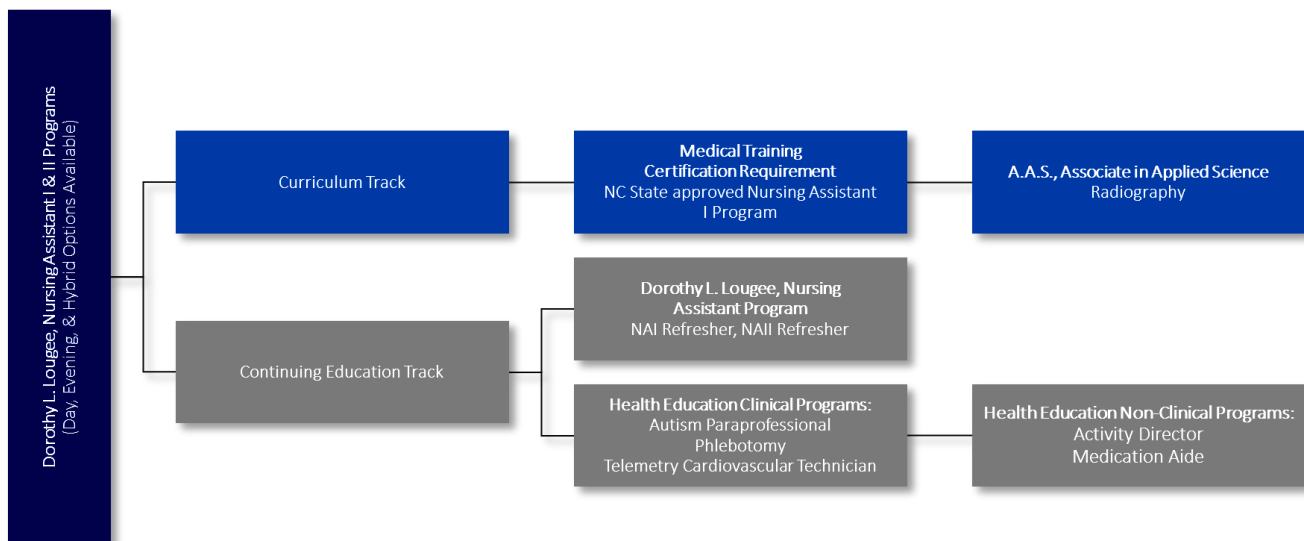
**Continuing Education Track:** Dorothy L. Lougee, Nursing Assistant I & II Programs to Health Education Programs

# Discovering Academic & Career Pathways

## Radiography & Health Ed. Studies

### Healthcare Career Pathways...

The Dorothy L. Lougee, Nursing Assistant I (NAI) Program serves as a precursor to the Radiography Program at Forsyth Tech. It also fulfills the medical training certification requirement for the A.A.S. in Radiography.



Furthermore, the NAI Program can serve as a gateway course to other Health Education Programs, such as Nursing Assistant II (NAII), Telemetry Cardiovascular Technician, and Phlebotomy.

**Curriculum Track:** Dorothy L. Lougee, Nursing Assistant I & II Programs to Radiography

**Continuing Education Track:** Dorothy L. Lougee, Nursing Assistant I & II Programs to Health Education Programs

## Section Three:

### *Institutional Information for Health Education Students*



Health Education Programs at Forsyth Tech  
Economic & Workforce Development

## Institutional Information for Health Education Students Fulfilling Pre-Requisites for Curriculum Programs

### *Minimum Admissions Requirements (MAR) Review...*

When applicants to a Health Technologies curriculum program have completed all of the initial admissions requirements, they must then meet with an Admissions Counselor for a Minimum Admissions Requirements (MAR) Review. This must be completed by the deadline stated in the MAR packet for the student’s desired program of study.

Qualified applicants will be ranked based on program-specific criteria. Applicants not admitted to the program must reapply, complete a new health information session and complete a new MAR Review if they wish to be considered for the following year’s program.

### *Advanced Standing...*

The Request for Articulated Credit form must be completed and submitted to Forsyth Tech’s Records Office after it has been reviewed and approved. Students must satisfactorily complete a proficiency exam course given by Program Coordinator/Department Chair. Approved articulated credit will be added to the student’s academic transcript. A copy of the form will also be placed in the student’s file.

EWD Course	Forsyth Tech Credit Course	Curriculum	Credits
Autism Paraprofessional	EDU 248 Developmental Delays	Early Childhood Education Degree/Certificate	3

## Minimum Admission Requirements (MAR) Review

<i>Health Technologies Program</i>	<i>Credential Level</i>	<i>Health Education Program</i>	<i>Medical Training Certification Requirement</i>	<i>Related Experience (Ranking Points)</i>
<b>Cardiovascular Sonography</b>	Associate in Applied Science	Nursing Assistant I	Yes	5 Points
<b>Cardiovascular Sonography</b>	Associate in Applied Science	Nursing Assistant II	No	1 Point
<b>Cardiovascular Sonography</b>	Associate in Applied Science	Phlebotomy	No	1 Point
<b>Cardiovascular Sonography Adult Echocardiography</b>	Diploma	Nursing Assistant I	Yes	5 Points
<b>Cardiovascular Sonography Adult Echocardiography</b>	Diploma	Nursing Assistant II	No	1 Point
<b>Cardiovascular Sonography Adult Echocardiography</b>	Diploma	Phlebotomy	No	1 Point
<b>Computed Tomography and Magnetic Resonance Imaging Technology</b>	CT Imaging Technology Expanded Traditional Clinical Certificate	N/A	N/A	N/A
<b>Computed Tomography and Magnetic Resonance Imaging Technology</b>	CT Imaging Technology Traditional Non-Clinical Certificate	N/A	N/A	N/A
<b>Computed Tomography and Magnetic Resonance Imaging Technology</b>	CT Imaging Technology Distance Learning Non-Clinical Certificate	N/A	N/A	N/A
<b>Dental Assisting</b>	Diploma	Nursing Assistant I	No	2 Points
<b>Dental Hygiene</b>	Associate in Applied Science	Nursing Assistant I	N/A	2 Points
<b>Health Information Technologies</b>	Associate in Applied Science	N/A	N/A	N/A
<b>Interventional Cardiac and Vascular Technology</b>	Associate in Applied Science	Nursing Assistant II	Yes	2 Points
<b>Magnetic Resonance Imaging</b>	Associate in Applied Science	Nursing Assistant I	Yes	5 Points
<b>Magnetic Resonance Imaging</b>	Associate in Applied Science	Nursing Assistant II	No	2 Points
<b>Magnetic Resonance Imaging (MRI) Advanced Placement</b>	Diploma	N/A	N/A	N/A

## Minimum Admission Requirements (MAR) Review Continued

<i>Health Technologies Program</i>	<i>Credential Level</i>	<i>Health Education Program</i>	<i>Medical Training Certification Requirement</i>	<i>Related Experience (Ranking Points)</i>
<b>Medical Assisting</b>	Associate in Applied Science	N/A	N/A	N/A
<b>Medical Sonography</b>	Associate in Applied Science	Nursing Assistant I	Yes	N/A
<b>Nuclear Medicine Technology</b>	Associate in Applied Science	Nursing Assistant I	Yes	N/A
<b>Practical Nursing</b>	Diploma	Nursing Assistant I	Yes	N/A
<b>Nursing (R.N.)</b>	Associate in Applied Science	Nursing Assistant I	Yes	N/A
<b>Nursing (Advanced Placement)</b> LPN – R.N. Transition	Associate in Applied Science	Nursing Assistant I	N/A	N/A
<b>Nursing</b> LPN – R.I.B.N. Transition	Associate in Applied Science	Nursing Assistant I	N/A	N/A
<b>Pharmacy Technology</b>	Associate in Applied Science	N/A	N/A	N/A
<b>Pharmacy Technology</b>	Diploma	N/A	N/A	N/A
<b>Radiation Therapy Technology</b>	Associate in Applied Science	Nursing Assistant I	N/A	5 Points
<b>Radiation Therapy Technology</b>	Associate in Applied Science	Nursing Assistant II	N/A	6 Points
<b>Radiation Therapy Technology</b>	Diploma	Nursing Assistant I	N/A	5 Points
<b>Radiation Therapy Technology</b>	Diploma	Nursing Assistant II	N/A	6 Points
<b>Radiography</b>	Associate in Applied Science	Nursing Assistant I	Yes	5 Points
<b>Radiography</b>	Associate in Applied Science	Nursing Assistant II	Yes	6 Points
<b>Respiratory Therapy</b>	Associate in Applied Science	Nursing Assistant I	N/A	1 Point
<b>Respiratory Therapy</b>	Associate in Applied Science	Nursing Assistant II	N/A	2 Points
<b>Respiratory Therapy</b>	Associate in Applied Science	Phlebotomy	N/A	2 Points

# Health Education Department of Forsyth Tech

## Important Contact Information

### Health Education Staff Directory...

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**About Forsyth Tech:**

Forsyth Technical Community College provides students with guided educational pathways into a competitive workforce for the community and global economy. The College offers associate degrees, diplomas, and certificates in more than 200 programs of study, including programs that promote personal and professional development through non-credit courses and seminars, as well as customized training for business and industry. Forsyth Tech is the seventh largest community college in North Carolina and serves more than 35,000 students with approximately 1,500 full and part-time faculty and staff.





Health Education Programs



Economic and Workforce Development

