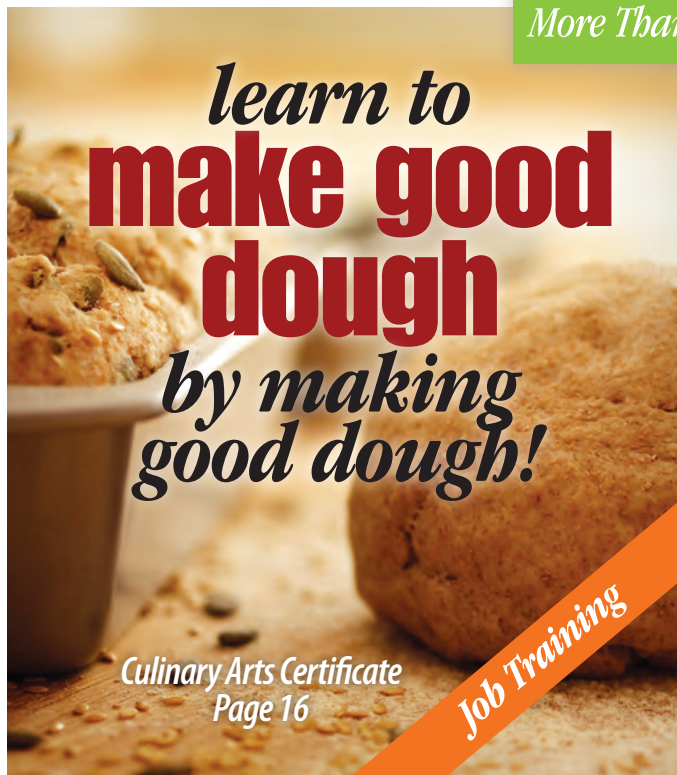


Course Catalog

January – May 2014

ForsythTech

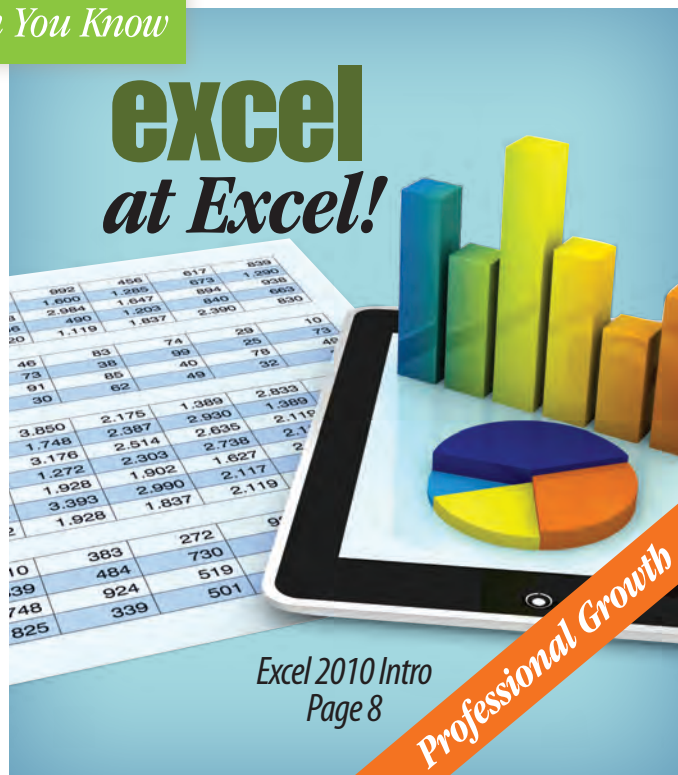
More Than You Know



learn to
make good dough
by making good dough!

Culinary Arts Certificate
Page 16

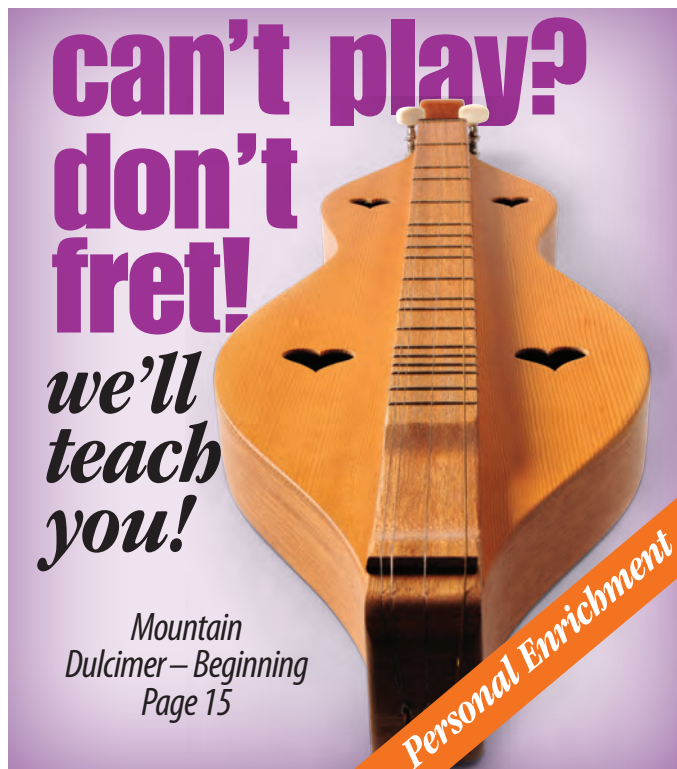
Job Training



excel
at Excel!

Excel 2010 Intro
Page 8

Professional Growth



**can't play?
don't fret!**
we'll teach you!

Mountain Dulcimer – Beginning
Page 15

Personal Enrichment



be cool
in the hot seat!

Interview Skills Workshop
Page 9

Basic Skills

find career opportunities

*In Electronic Health Records
& Advanced Medical Billing*



There is a growing need for workforce-ready employees to handle electronic health records and advanced medical billing. Get the training you need at Forsyth Tech!

Call 336.761.1002 or 336.734.7767 for more information.

mind your money better by improving your mind!



Increase your financial savvy with our courses in:

- Investments/Stock Market
- Retirement Planning
- Estate Planning

See page 22 for details.

you are cordially invited

*to learn the fine art of
calligraphy.*

See page 13 for details.



learn professional cake decorating



This spring we're offering three consecutive Professional Cake Decorating courses that can prepare you to decorate cakes professionally:

Beginning (2/4 – 2/25, TW), •Wedding (3/3 – 3/6, MTWTh), •Fondant (4/28 – 5/1, MTWTh)

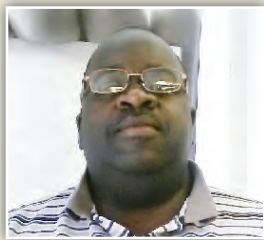
See page 17 for details.

Welcome to Your New Beginning

A message from Alan Murdock

Vice President, Economic & Workforce Development

This time instead of me telling you about the services we offer in EWD, I'd like to introduce you to someone who's benefited from those services. Meet Rick Franklin.



Rick moved here in 2012 and had difficulty finding a job. That led him to Forsyth Tech. I'll let Rick tell you what happened then:

"I took advantage of everything Forsyth Tech had to offer. I took a Microsoft Office course at Goodwill, through Forsyth Tech, and got my certification. After that I went to their Employability Lab and JobLink Center, which was a very big asset to me. I was able to get leads, network, and find out things that were unbeknownst to me, like how you can search for jobs through the Chamber of Commerce website. And they also really helped me with my resume, which one of the biggest obstacles I had to overcome."

Rick wanted to get into customer service. One day at the JobLink Center, he met a man who told him about an available job. Rick applied that day, got an interview, and is now working in customer service with a large insurance company.

"Forsyth Tech really impacted me. They helped me overcome some barriers by making me realize that, 'Hey, you can do it.' They were a real asset to me and I really am grateful to them."

Rick is just one of the many people we help every day with training, guidance, advice and information. If you or someone you know is looking for a job, check out what Forsyth Tech has to offer. We want you to be our next success story.

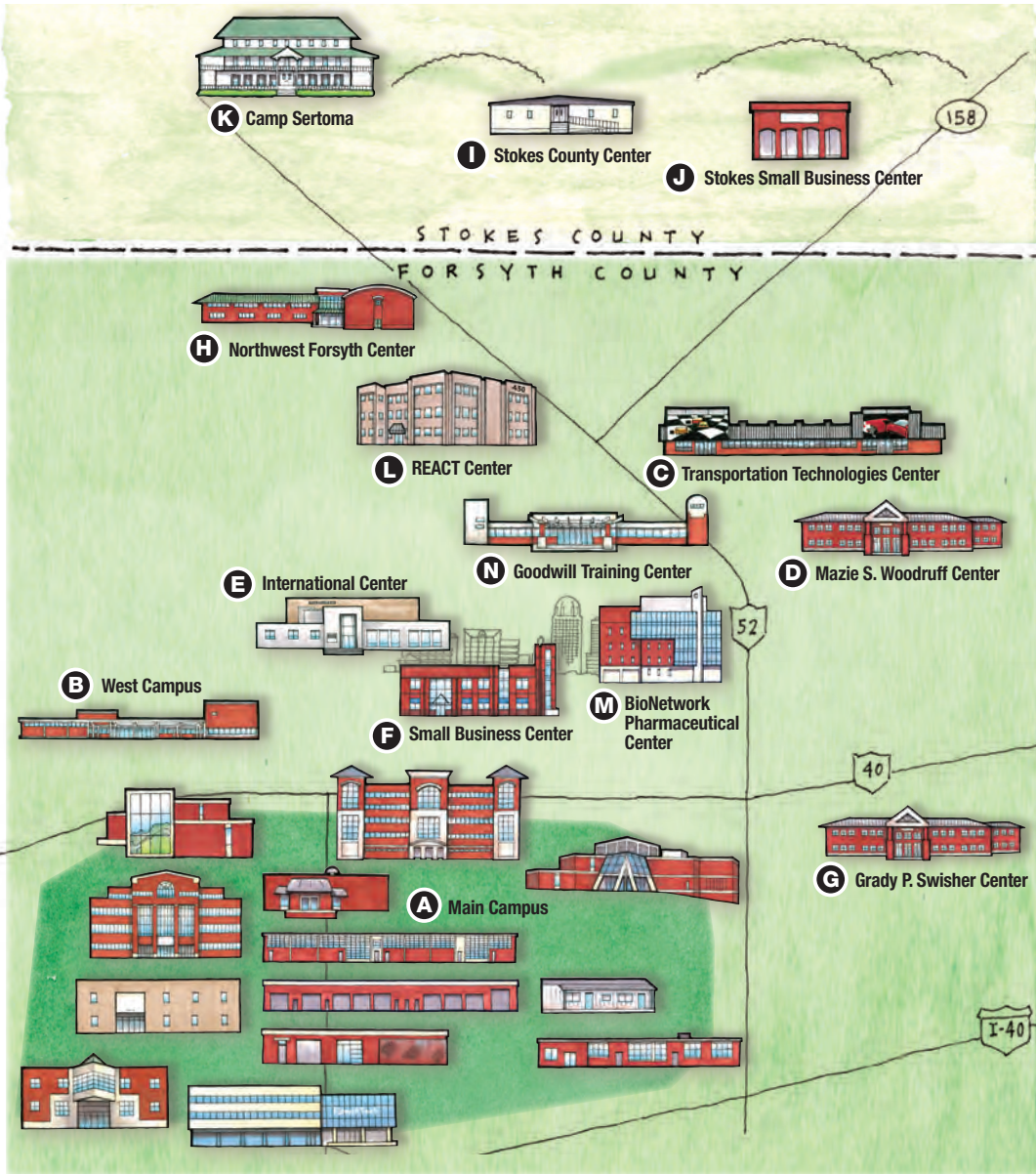
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Forsyth Technical Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, diplomas and certificates. Contact the Commission on Colleges at 1966 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about accreditation of Forsyth Technical Community College. The Commission can be contacted to file a third-party comment during the time of the Colleges decennial review or to file a complaint if there is evidence appearing to support the College's noncompliance with a requirement or standard. All other inquiries about the College should be addressed directly to the college.



Class Locations



Campus & Center Locations

- A. Main Campus**
2100 Silas Creek Parkway, Winston-Salem, NC 27103
Phone: 336.723.0371, Email: info@forsythtech.edu
(mailing address for all locations)
- B. West Campus (Economic & Workforce Development)**
1300 Bolton St., Winston-Salem, NC
Phone: 336.761.1002
- C. Transportation Technologies Center**
4255 N. Patterson Ave., Winston-Salem, NC
Phone: 336.757.3399
- D. Mazie S. Woodruff Center**
4905 Lansing Dr., Winston-Salem, NC
Phone: 336.734.7950
- E. International Center**
Forsyth County Public Library, 660 West 5th St.,
Winston-Salem, NC, Phone: 336.631.1325
Se habla español.
- F. Small Business Center**
601 West 4th St., Winston-Salem, NC,
Phone: 336.631.1320
- G. Grady P. Swisher Center**
1108 Swisher Center Rd., Kernersville, NC
Phone: 336.734.7903
- H. Northwest Forsyth Center**
3111 Big Oaks Dr., King, NC, Phone: 336.734.7050
- I. Forsyth Tech Stokes County Center**
1165 Dodgetown Rd., Walnut Cove, NC
Phone: 336.593.5402
- J. Small Business Center Stokes County**
904 N. Main St., Walnut Cove, NC
Phone: 336.631.1320
- K. Camp Sertoma**
1105 Camp Sertoma Dr., Westfield, NC
Phone: 336.761.1002
- L. REACT Center**
JobsNOW Occupational Training, 450 W. Hanes Mill Rd.,
Winston-Salem, NC, Phone: 336.761.1002
- M. BioNetwork Pharmaceutical Center**
Richard H. Dean Building, 391 Technology Way,
Suite 162, Winston-Salem, NC, Phone: 336.748.4671
- N. Goodwill Training Center**
2701 University Parkway, Winston-Salem, NC
Phone: 336.724.3625, ext. 1304

•Admissions Office 336.734.7556 •Financial Aid 336.734.7235 •EWD 336.761.1002 •All Other Questions 336.723.0371



Short Courses For Biotechnology and Life Science Training

BioNetwork offers world-class workforce training and education to the biotechnology, pharmaceutical and life science industries. The courses are short and highly focused, providing employees with needed skills in a timely and affordable manner. Qualified, industry-trained experts teach all courses.

For more information regarding BioNetwork courses and to register, please contact Jessica Enevold at 336.734.7661 or jenevold@ncbionetwork.org.

Available Courses for Spring 2014

Half-Day Short Courses

- > Basic Laboratory Safety
- > Data Analysis for Analytical Chemistry using EXCEL
- > GMP Basics I
- > GMP Basics II

One-Day Short Courses

- > Analytical Sample Preparation
- > HPLC Basic & Troubleshooting
- > Fundamentals of FTIR

- > HPLC Method Development Practices
- > Wet Chemistry Methods
- > Writing Effective Standard Operating Procedures (SOP's)

Two-Day Short Courses

- > Basics of Chemical Analysis
- > UPLC Chemistry Instrumentation and Software

Three-Day Short Courses

- > Fundamentals of Gas Chromatography



Career Improvement Center

If you lack good reading or math skills, don't have a high school diploma or have trouble speaking English, it can be difficult finding a good job. Forsyth Tech offers programs to help with all of these situations.



Improve Your Basic Education Skills

> **Adult Basic Education (ABE)** is designed for adults who need help with reading, writing, speaking, problem-solving and math skills. Adult Basic Education can help you function better in many ways, including on the job. For more information, call 336.734.7761.

> **Adult High School (AHS)** is a distance learning program (meaning you take courses online) that lets you learn at your own pace and on your own schedule. If you left school early and now want to finish, Adult High School is an excellent way to earn your high school diploma and enhance your employment opportunities. There is no cost to the student for Adult High School courses. For more information, call 336.734.7761.

> **General Educational Development (GED)** is a program that allows you to earn a high school equivalency diploma from the State Board of the North Carolina Community College System by taking five tests: Language Arts Writing, Social Studies, Science, Language Arts Reading and Mathematics. To be awarded a high school equivalency diploma, a total minimum score must be obtained. The cost to students to take the GED is \$35. For more information, call 336.734.7761.

How To Enroll in the AHS or GED Program

All AHS/GED students must complete a seven-day orientation session.

Orientation schedule for West Campus requires new students to attend seven days of orientation.

- > Week 1: Monday through Thursday (4 days) at:
 - 9 am (3 hours each day) or
 - 6 pm (3 hours each day)
- > Week 2: Tuesday through Thursday (3 days) at:
 - 9 am (3 hours each day) or
 - 6 pm (3 hours each day)
- > Week 1 of orientation meets in **Room 20** on the West Campus.
- > Week 2 of orientation meets in **Room 29** (9 am-Noon) and **Room 25** (6-9 pm)

Students attend the same session for all seven days. Late arrivals will not be admitted.

All students must bring:

- > Social Security Card (signed, no copies)
- > Government or State issued photo ID (no substitutions accepted)

Adult High School students must provide transcripts

Minors (ages 16 & 17) must have a Minor Release Form and Disciplinary Disclosure Form, which may be picked up in Room 111 - Educational Career Center

For more information call 336.734.7761.

The GED program is offered in Winston-Salem at:

REACT Center, 450 W. Hanes Mill Road, 336.734.7748

Goodwill, 2701 University Parkway, 336.734.7761

Urban League, 201 W. 5th Street, 336.734.7761

West Campus, 1300 Bolton Street, 336.734.7761

For Stokes County, please call 336.593.5402, ext.1104 for Orientation dates and times.

> **English as a Second Language/English Literacy (ESL)** classes are designed to help adults with a limited knowledge of English achieve competence in speaking the language. Speaking English properly will greatly enhance job and career potential.

All new students are required to attend an orientation session.

- West Campus (1800 Bolton Street). Look for signs for directions to rooms.
- January 9, 16 and 23
- 9 am, 3:30 pm and 6 pm
- Please bring picture ID – (Por favor traiga identificación)
- No appointment necessary – (No se necesita hacer cita)
- No children – (No se permiten niños)
- Must be 18 years and older – (debe tener 18 años o más)
- For more information call 336.631.1325

> **Compensatory Education Development (CED)** is a program designed specifically for adults (at least age 17) who have been diagnosed as being mentally handicapped or are considered adults functioning on an equivalent level resulting from a head or brain injury. The CED program consists of the following major curriculum areas: language, community living, math, consumer education, health and vocational education. For CED Entrance Requirements, please contact Pam Glenn at 336.734.7763.

Returning Student Orientation

If you attended Forsyth Tech GED or AHS programs between 2010 and this year, but you have not been registered at Forsyth Tech in six months or more, you can attend our One-Day Returning Student Orientation.

Requirements:

- Attended Forsyth Tech GED/AHS Orientation between 2010 and this year.
- Six months or more have passed since your last registration.
- Have not taken any GED final exams.

Returning Student Orientation Day, Times and Location

- Tuesdays, 1-4 pm
- West Campus, Room 20
- Bring State or Government photo ID and Social Security Card or Tax ID number.

For more information, call 336.734.7761.

Important Announcement

The GED Test will be changing to a computer-based test in January 2014. At that time, any incomplete test scores will be voided and the GED candidate will have to start over. New charges for testing will apply. Questions, call 336.734.7761.



Improve Your Employment Search Skills

An important part of finding a job is knowing how to find a job. Forsyth Tech offers the Job Search Boot Camp and two Employability Labs to help you jump start your job search or shift it into high gear.

> Job Search Methods, Resume Writing, Interview Skills, Career Exploration

There is no charge for these services if you are unemployed or working and earning less than double the current poverty guidelines (e.g. earning less than \$22,980 for an individual or \$47,100 for a family of four.)



Choose how you would like to improve your employment skills:

Job Search Boot Camp

- > REACT Center (450 Hanes Mill Road), Room 10, 9 am - 1 pm
January 16, February 20, March 20, April 17, May 15

Employability Labs

- > REACT Center (450 Hanes Mill Road), Computer Lab
Mondays and Wednesdays, 9 am-Noon
- > West Campus, Room 27
Tuesdays and Thursdays, 9 am-Noon

Employability Labs offer continuous open entry, meaning you can sign up for the class at any time. Register at Forsyth Tech's West Campus (1300 Bolton Street or at the REACT Center, Winston-Salem). For registration information, call 336.761.1002.

3 Prove You Have The Skills Employers Need

Employers need to know that a prospective employee has the skills and abilities needed to do the job. The best way to do this, beyond a high school diploma or GED, is with a Career Readiness Certificate from Forsyth Tech.

> **The Career Readiness Certificate (CRC)** is a test-based credential that tells employers that you have workplace-ready skills in three key areas. The CRC is a nationally recognized, EEOC-compliant, industry-driven system of job profiling and assessment based on the WorkKeys™ testing program. There are no classes to attend, no books to buy and no homework to do. You simply take three tests – Applied Mathematics, Reading for Information and Locating Information. CRC testing is conducted at Forsyth Tech's West Campus (1300 Bolton Street, Winston-Salem). The cost of the CRC testing is \$30. For more information, call 336.734.7772.

4 Get Vocational or Professional Training

If you're looking for a career with the opportunity for personal and professional advancement, you're going to need specialized training of some kind. Forsyth Tech offers two great ways to get the education you need for a career with a future through vocational training and our credit programs. For more information, call 336.761.1002.

Training is available in these areas:

- | | |
|--|---|
| > Administrative Assistant Training | > Human Resources Management |
| > Culinary Arts Certificate | > HVAC Service Technician |
| > Customer Relations Management in a Call Center Environment | > Interpreting in Health and Human Services |
| > Detention Officer Certification Training | > Introduction to Office Technology |
| > Electrical Lineman | > Landscape Technician |
| > Electrician Helper | > Medical Office I: Introduction to Terminology and Coding |
| > Electrician Helper Level II/Stokes | > Medical Office II: Billing |
| > Emergency Medical Technician Basic | > Medical Unit Secretary |
| > Financial Services and Teller Training | > Nursing Assistant I |
| > Food and Beverage Service Certificate | > Nursing Assistant II |
| > HRD: Introduction to Biotech | > Office Technology |
| > HRD: Introduction to Clerical Assistance | > Pharmacy Assistant |
| > HRD: Introduction to Culinary and Food Services Careers | > Plumbing Helper |
| > HRD: Introduction to Healthcare | > Plumbing Helper Level II/Stokes |
| > HRD: Employment Lab | > Professional Cake Decorating Beginning, Intermediate and Advanced |

- > REAL Modules in Spanish
- > Small Business Certification Program: Stokes County

Forsyth Tech Credit Programs allow you to earn a degree, diploma or certificate in over 200 different professional and vocational areas from Accounting to Welding.

- > **An Associate in Science or Arts (AS or AA)** degree will prepare you to transfer to a four-year school to complete a Bachelor's degree. The AS or AA degree generally takes two years to complete.
- > **Specialized Associate in Applied Science (AAS)** degrees are available in such growing fields as Biotechnology, Nursing, Global Logistics, Early Childhood Education and many more. An AAS degree generally takes two years to complete.
- > **A Diploma or a Certificate** can prepare you to enter such fields as Plumbing, Carpentry, Medical Transcription, Machining Technology and many others. A Diploma or Certificate generally requires one to four semesters to complete.

For more information about Forsyth Tech Credit Programs, visit www.forsythtech.edu.

5 Get Good Advice and Counseling

One of the best things you can do when looking for a job or trying to decide on a career is sit down with someone who can give you good advice and counseling. You can find such professionals at the Forsyth Tech Educational Career/JobLink Center in Winston-Salem and Stokes County Small Business/JobLink Center in Walnut Cove.

The staff at the JobLink Centers can help you with any of the programs mentioned here:

- > Adult High School (AHS), General Educational Development (GED), English as Second Language (ESL)
- > HRD Employment Skills Classes (Human Resource Development)
- > The Career Readiness Certificate
- > Academic programs (over 190 degree, diploma and certificate pathways)

The JobLink Centers also offer:

- > Career counseling, assessments and planning
- > Local labor market information
- > Internet access and personalized email accounts to assist in your job search
- > Information and assistance for college application and financial aid
- > One-on-one business development counseling

If you are looking for a job, a better job or a whole new career, visit any of these JobLink Centers:

- | | |
|---|---|
| > Forsyth Tech Educational Career/JobLink Center
1300 Bolton Street
Winston-Salem, NC
336.734.7748 | > Stokes County Small Business/JobLink Center
904 North Main Street
Walnut Cove, NC
336.591.5807 |
| > REACT Center
450 Hanes Mill Road, Suite 101
Winston-Salem, NC
336.761.1700
Website: www.ncesc.com | > Urban League
201 West 5 th Street
Winston-Salem, NC |
| > Goodwill Industries (SATELLITE SITE)
2701 University Parkway
Winston-Salem, NC
336.724.3625
Email: gwinfo@goodwillnwncc.org | |



Registration Information

What You Need For Registration

Registering for an Economic & Workforce Development course at Forsyth Tech is easy. You can register online, by phone or at one of our four convenient registration locations in Forsyth and Stokes counties listed below under Walk-in Registration. When you register, you must provide all of the following information:

- > Course Registration Number
- > Address
- > Birthdate
- > Social Security Number or Student ID
- > Phone Number
- > Payment

You may register for more than one person, but you must supply all of the above information for each person registered.

Privacy and Your Social Security Number

Forsyth Tech takes precautions to guard against identity theft. Your Social Security number is used by Forsyth Tech only to register you in the course(s) of your choice, to assign your course grades and to develop your transcript.

Payment Options

Unless otherwise noted, you can pay with:

- > Visa (credit/debit card)
- > MasterCard (credit/debit card)
- > Check
- > Cash
- > Money Order

Payment of registration, equipment and/or insurance fees must be made at the time of registration. Fee exemptions, if offered, are noted in the Class Listings. Checks should be made payable to Forsyth Technical Community College.

Keep In Mind

- > Early registration is encouraged – classes fill on a “first come, first served” basis. Registration must be completed before the first class meeting. Late registration is not permitted.
- > Students may no longer register for Continuing Education courses at Forsyth Technical Community College’s Main Campus.

Ways To Register

Walk-In Registration

Walk-in registration is available at five locations:

- > **West Campus Customer Service Center**
1300 Bolton Street, Winston-Salem
Monday - Thursday, 8:30 am-5:30 pm
Friday, 8:30 am-1 pm
- > **Mazie S. Woodruff Center**
4905 Lansing Drive, Winston-Salem
(Payment by check, money order, Visa/Mastercard (credit/debit) only.)
Monday - Friday, 11 am-1:30 pm
- > **Grady P. Swisher Center**
1251 Dudley Products Drive, Kernersville
(Payment by check, money order, Visa/Mastercard (credit/debit) only.)
Monday - Thursday, 8:30 am-4:30 pm
Friday, 8:30 am-2 pm
- > **Forsyth Tech Stokes County Center**
1165 Dodgetown Road, Walnut Cove
(Payment by cash, check or money order only.)
Monday - Thursday, 8 am-5 pm
Friday, 8 am-3 pm
- > **Northwest Forsyth Center**
3111 Big Oaks Drive, King
(Payment by check or money order only.)
Monday - Thursday, 8:30 am-4 pm
Friday, 8:30 am-1:30 pm
- > **Transportation Technology Center**
4255 North Patterson Avenue, Winston-Salem
(Payment by cash or check only.)
Monday - Thursday, 8:30 am-5 pm (Closed Noon-1 pm)
Friday, 8:30 am-1:30 pm

Telephone Registration

To register by phone, call 336.761.1002, Monday - Thursday, 9 am-1:30 pm; Friday, 9 am-Noon. Payment by VISA/MasterCard (credit/debit) only.

Corporate Registration

Companies registering a minimum of five employees and paying for their registration, equipment, lab, insurance or book fees by purchase order or authorization letter may use fax registration. Call 336.734.7736 to request a form. Upon completion, fax it back to 336.760.6173, attention West Campus Business Office. Employees will be registered upon receipt of the completed form. If classes are filled, the company will be notified. If you have additional questions, contact the West Campus Business Office at 336.734.7736.

Posted registration fees were in effect at the time our most recent schedule was printed and are subject to change without notice.

Registration Information



Important Registration Information

Course Repetition Policy

> In 1993, the N.C. legislature enacted a law that requires anyone, including senior citizens, who takes the same occupational extension course more than twice within a five-year period to pay an additional cost of \$6.34-\$7.03 per scheduled hour.

> Here's an example: Computer Basics costs \$70 (First Time), Computer Basics costs \$70 (Second Time), Computer Basics costs \$152.16, (Third Time: 24 class hours x \$6.34 = \$152.16). This example does not reflect scheduled cost.

These fees were in effect at the time our most recent schedule was printed and are subject to change without notice. You are exempt if you are required by law to have certification/licensure.

Refund Policy

> A full refund is given if Forsyth Tech cancels a course.

> If the course has a ✓ symbol, you may get a full registration fee refund by officially withdrawing from the class before the first class meeting. After the class has started, a 75% refund can be obtained by officially withdrawing before the class has met 10% of its scheduled time.

> If the course has a ❖ symbol, you may get a full registration fee refund by officially withdrawing from the class one working day (24 hours) before the first class meeting.

> **PLEASE NOTE:** To request a registration fee refund in accordance with the above policy, you must officially withdraw from a class by completing and submitting a Request for Refund form to the Economic & Workforce Development Customer Service Center on West Campus. Forms are available at the Customer Service Center or you may fill out and submit the online Request for Refund form. Refunds are generally mailed within four to six weeks of receipt of the Request for Refund form and/or notification of class cancellation.

> No other refunds will be given. This includes malpractice insurance fees.

Disabilities Services

> Students, who have a disability and would like to request services and accommodations, must register with Disability Services. They will be required to provide current, official documentation of their disability. Information provided by a student is voluntary and appropriate confidentiality is maintained. Students who need assistance for academic services should call the ADA/Disabilities Services coordinator at 336.734.7155.

Fees

> **Computer Use and Technology Fee** All occupational courses have a \$5 per course computer use and technology fee.

> **Textbooks** For your convenience, three options are provided for purchasing textbooks:

- Online: Go to www.ftcc.bkstr.com. Click GO and find your course. Requires VISA or MasterCard.
- West Campus Bookstore on Bolton Street: Call 336.734.7754 for days and hours of operation.
- In Class: If you are taking a class at the Woodruff or Swisher Center, you may purchase your textbooks at that site the first night of class. Payment by check or money order only.

> **Parking Decals** Parking decals cost \$25 and are nonrefundable. All EWD students who park vehicles on ANY Forsyth Tech campus (Main, Northwest Forsyth Center, Oak Grove Center, Transportation Center, West, Woodruff and Swisher) are required to purchase parking decals for all classes that meet 5 days or more. Parking decals must be purchased in person at the Customer Service Center on West Campus or at the Northwest Forsyth Center, Swisher or Woodruff Centers. Parking decals may be purchased in advance or on the first day/night of class.



Courses in Forsyth County

Computer Technology

Accounting For Business ✓

This course illustrates the basics of finance and accounting: the basic accounting equation, working with T accounts, debits and credits, the accounting cycle and journal transactions, working with the general ledger, generating financial statements and working with adjusting and closing entries.

Note: This course requires a textbook.

Course Code: 79924 Cost: \$75

Date: April 21-June 16, M, 6-9 pm

Location: Grady Swisher Center, Room 141

Computer Basics ✓

This course is designed for the computer novice and uses Microsoft Windows to demonstrate how to operate a computer while teaching basic computer terminology.

Note: This course requires a textbook and students will need to bring a USB Flash Drive to class.

Course Code: 79577 Cost: \$75

Date: January 10-February 28, F, 9 am-Noon

Location: West Campus, Room 1

Excel 2010 Introduction ✓

In this 24-hour course, students will discover dozens of shortcuts and tricks for quickly and efficiently setting up fully formatted worksheets. Students will also learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, creating custom charts, creating three-dimensional workbooks, freezing panes and splitting a spreadsheet.

Prerequisite: A basic understanding of the Microsoft Windows operating system.

Note: This course requires a textbook and students will need to bring a USB Flash Drive to class.

Course Code: 79563 Cost: \$75

Date: January 25-March 15, S, 9 am-Noon

Location: West Campus, Room 27

Course Code: 79559 Cost: \$75

Date: February 3-March 24, M, 6-9 pm

Location: Goodwill, Room 302

Course Code: 79607 Cost: \$75

Date: March 19-May 7, W, 6-9 pm

Location: Grady Swisher Center, Room 141

Excel 2010 Intermediate ✓

In this 24-hour course, students will go beyond the basics and explore Excel 2010 in depth. New and improved features can help students be more productive, but only if they can find them when they need them. Excel 2010 includes the Microsoft Office Fluent interface, which consists of a customizable visual system of tools and commands. Other new features include: improved ribbon, backstage view, workbook management tools, improved PivotTables, and Slicers.

Prerequisite: A basic understanding of the Excel and Microsoft Windows Operating System.

Note: This course requires a textbook and students will need to bring a USB Flash Drive to class.

Course Code: 79971 Cost: \$75

Date: January 10-February 28, F, 9 am-Noon

Location: West Campus, Room 122

Internet and Email for Seniors ❖

This course is for seniors only. Master the ins and outs of the Internet with this informative, behind-the-scenes look at the World Wide Web, search engines, email, chat, blogging and more. Learn powerful research techniques to help you find whatever you want, whenever you want. Also learn how to protect your privacy, download files safely and keep your computer secure.

Prerequisite: A basic understanding of the Microsoft Windows operating system.

Note: This course requires a textbook and students will need to bring a USB Flash Drive to class.

Course Code: 79604 Cost: \$68

Date: March 1-April 5, S, 10 am-Noon

Location: West Campus, Room 1

Microsoft Office 2010 ✓

In this 24-hour course, students will learn how Microsoft Office 2010 offers flexible and powerful new ways to deliver their best work - at the office, at home, or at school. In addition to exploring the new tools offered by Office 2010, this introductory course will teach the students the basics of Word, Excel, PowerPoint and some Access.

Prerequisite: A basic understanding of the Microsoft Windows operating system.

Note: This course requires a textbook and students will need to bring a USB Flash Drive to class.

Course Code: 79579 Cost: \$75

Date: January 14-March 4, T, 5:30-8:30 pm

Location: Mazie Woodruff Center, Room 106

Course Code: 79757 Cost: \$75

Date: January 27-March 17, M, 6-9 pm

Location: Grady Swisher Center, Room 141

Course Code: 79562 Cost: \$75

Date: March 25-May 13, T, 9 am-Noon

Location: Goodwill, Room 202

Office Technology ✓

This course covers the basics of the Windows operating system, Microsoft Office software programs (Word, Excel, PowerPoint and Access), keyboarding skills, and employability skills. In Word, students will learn how to create and edit documents, create tables and use Mail Merge. In Excel, students will learn how to create and format Excel worksheets, write formulas, use built-in functions and create charts. In PowerPoint, students will acquire the skills necessary to create, edit and deliver effective presentations, which include transitions, animations, clip art and music. In Access, students will learn the basics of database design and usage, focusing on records, tables, forms and reports. After completion of this course, students will be prepared for an entry-level office position.

Prerequisite: Know how to operate a computer and a mouse.

Note: This course requires a textbook and students will need to bring a USB Flash Drive to class.

Course Code: 79624 Cost: \$185

Date: January 27-April 15, MTW, 8:30 am-12:30 pm

Location: Goodwill, Room 302

QuickBooks Pro 2011 Level I ✓

Students will receive an introduction to accounting principles, customer transactions, vendor transactions and online banking. By the end of this session students will create a workbook from scratch.

Note: Students will need to bring a USB Flash Drive to class.

Course Code: 79794 Cost: \$75

Date: February 4-February 27, TTH, 1-4 pm

Location: Grady Swisher Center, Room 203

QuickBooks Pro 2011 Level II ✓

Students will be introduced to physical inventory and sales tax, setting up and using payroll, and other balance sheet account transactions. Student will learn how to make journal entries, customize reports, create custom templates and close the books.

Prerequisite: QuickBooks Pro Level I.

Note: Students will need to bring a USB Flash Drive to class.

Course Code: 79878 Cost: \$75

Date: March 18-April 10, TTH, 1-4 pm

Location: Grady Swisher Center, Room 203

Web Site Design Introduction ✓

Learn how to design, create and post your very own site using Dreamweaver software. Discover low-cost marketing techniques and search engine strategies. Learn the basics of HTML and CSS.

Note: This course requires a textbook and students will need to bring a USB Flash Drive to class.

Course Code: 79564 Cost: \$75

Date: January 16-March 6, TH, 6-9 pm

Location: West Campus, Room 100

Courses in Forsyth County



Windows 8 Workshop, Introduction ✓ **NEW!**

This 6-hour workshop is an introduction to the Windows 8 operating system. While using their own laptop computer, students will explore the Windows 8 environment and learn general computer concepts, file management, multi-tasking techniques and how to customize Windows 8 look to suit individual needs and preferences. Class is hands on and will require student to bring their laptop computer to class.

Prerequisite: Understand how to operate a laptop computer and basic understanding of the Microsoft Windows operating system.

Note: Students will need to bring their Windows 8 laptop computer and extra power source to class.

Course Code: 79769 Cost: \$68

Date: January 25-February 8, S, 1-3 pm

Location: West Campus, Room 36

Course Code: 79772 Cost: \$68

Date: March 29-April 9, S, 1-3 pm

Location: West Campus, Room 36

Word 2010 Introduction ✓

In this course, students will learn how to create and modify documents in Word 2010. Students will be able to produce documents quickly and efficiently using many of the formatting features and will be able to use this program confidently at home or on the job.

Prerequisite: A basic understanding of the Microsoft Windows operating system.

Note: This course requires a textbook and students will need to bring a USB Flash Drive to class.

Course Code: 79557 Cost: \$75

Date: March 6-April 24, TH, 9 am-Noon

Location: Goodwill, Room 202

Horticulture

Design Your Own Landscape ✓

This course is designed to instruct the student in methods of site analysis, taking property measurements, identifying focal points to help produce a landscape plan, choosing plants for specific uses and spacing requirements to design a landscape for personal use.

Course Code: 78815 Cost: \$75

Date: January 9-February 27, TH, 6-9 pm

Location: Oak Grove Center, Room 4458

Course Code: 78846 Cost: \$75

Date: March 6-April 24, TH, 6-9 pm

Location: Oak Grove Center, Room 4458

Easy Landscape Updates ✧

Do you have a tired landscape that needs help? Learn a few easy tricks the pros use to bring your landscape up to date. This class will touch on pruning techniques to update plants, creating deeper beds and use of containers. In addition, students will learn the latest trends in residential landscaping.

Note: A photo of your house and landscape will be helpful but not required. Please have all photos on a CD and not on a USB drive or on your camera.

Course Code: 79213 Cost: \$35

Date: March 1, S, 9 am-Noon

Location: West Campus, Room 15

Landscaping Basics ✓

This course is a beginning course for homeowners to learn the design principles behind the choice and placement of plants to create a functional, effective and beautiful design. Plant identification is also covered in this class, along with equipment maintenance.

Course Code: 78819 Cost: \$75

Date: January 13-March 10, M, 6-9 pm

Location: Oak Grove Center, Room 4458

Course Code: 78862 Cost: \$75

Date: March 17-May 5, M, 6-9 pm

Location: Oak Grove Center, Room 4458

Human Resource Development

Customer Service Careers in Retail

The course will introduce you to customer service jobs in retail stores and the skills needed to succeed in that career. Learn important communication skills that are valuable in many walks of life. Whether on the phone, person-to-person, or behind a cash register, you will be better prepared to succeed in jobs that have direct customer contact.

Note: This course is FREE if you are unemployed or meet specific income criteria.

Course Code: 79611 Cost: \$125

Date: February 11-March 20, TTH, 1:30-4:30 pm

Location: Goodwill, Room 306

Customer Service Careers in the Hotel Industry ✓

Learn what it takes to obtain and succeed at jobs in the hotel and motel industry, such as front desk representative and reservationist. Learn critical customer service and professionalism skills needed in this and many other occupations. Prepare for the job search with up to date tips on résumé development and interviewing skills.

Note: This course is FREE if you are unemployed or meet specific income criteria.

Course Code: 82382 Cost: \$180

Date: February 4-April 10, TTH, 6-9 pm

Location: Goodwill, Room 104

Employability Lab ✓

This open lab provides an opportunity to develop skills and resources for the job search. Develop or revise your resume, work on communication skills to effectively present yourself to employers, learn to handle typical interview questions, use networking to position yourself for employment and utilize the full range of job search methods. Students may enter the lab at any time and leave the course when their objectives are met.

Note: This course is FREE if you are unemployed or meet specific income criteria.

Course Code: 79599 Cost: \$180

Date: January 6-April 30, MW, 9 am-Noon

Location: REACT Center, Computer Lab

Course Code: 79600 Cost: \$180

Date: January 7-May 1, TTH, 9 am-Noon

Location: West Campus, Room 27

Food and Beverage Service Careers ✓

Learn about employment opportunities in the food and beverage service industry. Get hands on training in a real world setting to develop knowledge and skills in areas such as food safety, alcohol awareness, event operations, meeting and banquet set-up, and customer service. Learn how to search for and land jobs in this growing field. Students successfully completing the course are guaranteed an interview with the Twin City Quarter.

Prerequisites: Students must be able to comprehend and speak English.

Note: This course is FREE if you are unemployed or meet specific income criteria.

Course Code: 82380 Cost: \$180

Date: January 27-February 27, MTWTH, 1-4 pm

Location: Embassy Suites

Interview Skills Workshop ✓

There is a lot riding on a job interview. Learn how to prepare for the job interview and effectively present yourself.

Note: This course is FREE if you are unemployed or meet specific income criteria.

Course Code: 79813, Room Cost: \$70

Date: January 27-January 30, MTWTH, 9 am-Noon

Location: REACT Center, Room 10

Course Code: 79612 Cost: \$70

Date: February 25-March 6, TTH, 9 am-Noon

Location: REACT Center, Room 10



Courses in Forsyth County

Introduction to Biotechnology Careers ✓

Interested in biotechnology but afraid you do not have the academic skills or training to enter biotechnology training programs? Enter our program that combines basic math and science training, with the career readiness and technical skills development needed to pursue further training in one of the fastest growing industries in the state!

Note: This course is FREE if you are unemployed or meet specific income criteria.

Course Code: 82383 Cost: \$180
Date: January 13-March 24, MW, 1-4 pm
Location: West Campus, Room 17

Course Code: 82396 Cost: \$180
Date: February 10-April 21, MW, 6-9 pm
Location: REACT Center, Room 10

Introduction to Clerical Assistant ✓

This course will introduce you to clerical occupations and what is needed to be successful in that field. Learn practical communication and computer skills needed in today's office environment, including Microsoft Word. Learn the important components of an effective job search.

Note: This course is FREE if you are unemployed or meet specific income criteria.

Course Code: 79814 Cost: \$125
Date: February 4-March 18, TTH, 1:30-4:30 pm
Location: Goodwill, Room 302

Course Code: 79820 Cost: \$125
Date: March 4-April 15, TTH, 6-9 pm
Location: Goodwill, Room 302

Course Code: 79825 Cost: \$125
Date: April 1-May 13, TTH, 1:30-4:30 pm
Location: Goodwill, Room 302

Introduction to Culinary and Food Service Careers ✓

Investigate careers in the culinary and food service industries. Learn about employment opportunities and what employers in the field are looking for. Students will also learn employability skills important for success in culinary and food service jobs.

Note: This course is FREE if you are unemployed or meet specific income criteria.

Course Code: 79821 Cost: \$70
Date: March 10-April 2, MW, 6-9 pm
Location: REACT Center, Room 3

Job Search Boot Camp ✓

Jump-start your job search with this powerful half-day seminar. Learn proven methods for creating a winning resume, presenting yourself effectively in interviews, uncovering the hidden job market and using networking to your advantage. This workshop is offered in partnership with Professionals in Transition.

Note: This course is FREE if you are unemployed or meet specific income criteria.

Course Code: 79811 Cost: \$70
Date: January 16, TH, 9 am-1 pm
Location: REACT Center, Room 10

Course Code: 79818 Cost: \$70
Date: February 20, TH, 9 am-1 pm
Location: REACT Center, Room 10

Course Code: 79823 Cost: \$70
Date: March 20, TH, 9 am-1 pm
Location: REACT Center, Room 10

Course Code: 79826 Cost: \$70
Date: April 17, TH, 9 am-1 pm
Location: REACT Center, Room 10

Course Code: 79827 Cost: \$70
Date: May 15, TH, 9 am-1 pm
Location: REACT Center, Room 10

Technology Skills for Employment ✓

This course covers basic computer skills that are needed in the job search and on most jobs. It includes understanding the computer operating system, managing files and folders, awareness of the common software programs used by employers, searching the internet for job information, completing job applications online, posting resumes on the internet and using email.

Note: This course is FREE if you are unemployed or meet specific income criteria.

Course Code: 79810 Cost: \$125
Date: January 14-February 25, TTH, 9 am-Noon
Location: REACT Center, Computer Lab

Course Code: 79819 Cost: \$125
Date: March 4-April 17, TTH, 6-9 pm
Location: REACT Center, Computer Lab

Course Code: 79824 Cost: \$125
Date: March 25-May 6, TTH, 9 am-Noon
Location: REACT Center, Computer Lab

Using Social Media to Enhance Your Job Search ✓

The days of using the newspaper as your primary job search tool are over. Harness the power of Social Media. Learn how to use LinkedIn, Twitter, and Facebook to find your next job and stand out to employers. Learn to avoid common online mistakes and pitfalls that can undermine your credibility.

Note: This course is FREE if you are unemployed or meet specific income criteria.

Course Code: 79812 Cost: \$70
Date: January 21-January 28, TTH, 6-9 pm
Location: REACT Center, Computer Lab

Course Code: 79822 Cost: \$70
Date: March 11-March 18, TTH, 9 am-Noon
Location: REACT Center, Computer Lab

Using Twitter to Network for a Job ✓

This class will help students understand how the social networking tool Twitter can be used to find a position by connecting with recruiters and employers. Students will learn to build their own customized, professional Twitter Profile and to use Twitter tools such as hashtags to focus communications toward job search communities and career professionals.

Note: This course is FREE if you are unemployed or meet specific income criteria.

Course Code: 79817 Cost: \$70
Date: February 18-February 25, TTH, 6-9 pm
Location: REACT Center, Computer Lab

Human Resource Management Certificate

Compensation & Benefits Administration ❖

This course will introduce participants to the current tools and techniques for the design, implementation and administration of legal wage, salary and benefits programs. It will include techniques for analyzing and evaluating programs and covers various types of benefits and compensation packages.

Note: This course is approved by the HR Certification Institute for recertification credit (PHR, SPHR and GPHR).

Course Code: 79574 Cost: \$75
Date: March 5-March 26, W, 6-9 pm
Location: Oak Grove Center, Room 4457

Employment Laws and Regulations I ❖

This course will explore current federal and state employment laws and regulations. Best practices for complying with these laws will also be discussed.

Note: This course is approved by the HR Certification Institute for recertification credit (PHR, SPHR and GPHR).

Course Code: 79705 Cost: \$100
Date: April 1-April 29, T, 6-9 pm
Location: Oak Grove Center, Room 4446

Human Resource Development ❖

To win the war for talent, managers must be able to identify high-potential employees, make sure the organization effectively uses the talents of these individuals, and reassures them of their value so they will not become dissatisfied and leave the organization. This course will help employers better understand Human Resource Development (HRD) and the role it plays in workforce planning, training and organization development. The course will also address how HRD impacts business growth and employee retention.

Note: This course is approved by the HR Certification Institute for recertification credit (PHR, SPHR and GPHR).

Course Code: 79569 Cost: \$70
Date: January 16-January 23, TH, 6-9 pm
Location: Oak Grove Center, Room 4457

Courses in Forsyth County



Introduction to Human Resource Management ❖

This course introduces the role of the human resource function within an organization by bringing to life real-world challenges human resources professionals face on a daily basis. Designed for newcomers to the field and for professionals who wish to review the fundamentals, this course will identify and discuss the important components of the human resource management function. These include selection and placement, EEO and the legal environment, safety, compensation planning, performance appraisal and employee relations.

Note: This course is approved by the HR Certification Institute for recertification credit (PHR, SPHR and GPHR).

Course Code: 79568 Cost: \$100
Date: January 15-February 12, W, 6-9 pm
Location: Oak Grove Center, Room 4457

Job Analysis & Evaluation ❖

In each organization, there is a basic framework that determines compensation for each employee working for that organization. This course will guide students through a systematic approach to the job analysis process, key elements of developing and writing clear job descriptions and the guidelines and methods for conducting job evaluations within an organization. It will also provide students with a basic understanding of the importance in developing an affordable and competitive pay structure that ensures the organization is in compliance with the Americans with Disabilities Act (ADA) and the Fair Labor Standards Act (FLSA).

Note: This course is approved by the HR Certification Institute for recertification credit (PHR, SPHR and GPHR).

Course Code: 79571 Cost: \$70
Date: February 20-February 27, TH, 6-9 pm
Location: Oak Grove Center, Room 4457

Managing Conflicts ✓

Conflict is common to every organization. This course will help individuals recognize the source of the conflict and help conflicting parties reach a solution that yields maximum results.

Note: This course is approved by the HR Certification Institute for recertification credit (PHR, SPHR and GPHR).

Course Code: 79575 Cost: \$75
Date: March 13-May 1, TH, 6:30-9 pm
Location: Oak Grove Center, Room 4457

Performance Management ❖

Performance management is critical for executing a talent management system that 1) ensures proper training and development is taking place and 2) involves more than the annual performance evaluation. This course will help supervisors and managers understand how the performance process can ensure their employees' performance is in line with the organization's strategic goals.

Note: This course is approved by the HR Certification Institute for recertification credit (PHR, SPHR and GPHR).

Course Code: 79704 Cost: \$70
Date: February 4-February 11, T, 6-9 pm
Location: Oak Grove Center, Room 4446

Supervisory Skills for Today's Work Environment ✓

Today's employees may require different supervisory techniques than previous employees. Learn effective techniques to manage and motivate your staff. This course is designed to benefit both new and experienced supervisors, focusing on the development of interpersonal or "people skills." Topics include fundamental skills of communicating with and managing people, giving orders and instructions, improving employee work habits, delegating effectively, dealing with employee conflicts and complaints, implementing change, using positive discipline and assessing employee performance.

Note: This course is approved by the HR Certification Institute for recertification credit (PHR, SPHR and GPHR).

Course Code: 79583 Cost: \$75
Date: January 27-March 17, M, 6-9 pm
Location: Grady Swisher Center, Room 110

Interpreting in Health and Human Services

National Standards, Professional Skills and Ethical Practices for Interpreters ✓ (Also offered online)

This course introduces the principles and standards for professional interpretation as established by the National Council on Interpreting in Healthcare. This course is also designed to build practical skills and job seeking tools. Students explore cultural awareness as it applies to Interpreting in Health and Human Services.

Course Code: 79523 Cost: \$130
Date: January 6-February 10, MW, 1-4 pm
Location: West Campus, Room 16

Course Code: 79525 Cost: \$130
Date: January 6-February 10, MW, 6-9 pm
Location: West Campus, Room 16

Spanish/English Medical Terminology ✓ (Also offered online)

This course is an introduction to the principles of medical terminology for interpreters and translators in the medical field. This course teaches the meaning and pronunciation of specific medical terms, including prefixes, suffixes, root words and abbreviations. The student will study body systems and all medical terms will be taught in both languages.

Course Code: 79452 Cost: \$185
Date: January 7-April 10, TTH, 1-4 pm
Location: West Campus, Room 16

Course Code: 79453 Cost: \$185
Date: January 7-April 10, TTH, 6-9 pm
Location: West Campus, Room 16

Case Studies Translator Lab ✓ (Also offered online)

In this lab, students will translate medical case studies from English to Spanish and Spanish to English. This lab consists of computer-based training and is designed to develop and improve grammar, reading and writing skills in both languages.

Prerequisite: Must be enrolled in/or have completed Spanish/English Medical Terminology and National Standards, Professional Skills and Ethical Practices for Interpreters to take this course.

Course Code: 79456 Cost: \$130
Date: February 12-March 24, MW, 1-4 pm
Location: West Campus, Room 16

Course Code: 79457 Cost: \$130
Date: February 12-March 24, MW, 6-9 pm
Location: Oak Grove Center, Room 4450

Case Studies Interpreter Lab ✓ (Also offered online)

In this lab, students will interpret medical case studies from English to Spanish and Spanish to English. This lab consists of computer-based training and is designed to improve consecutive and simultaneous interpreting skills. This class emphasizes listening and oral skills in both languages.

Prerequisite: Must be enrolled in/or have completed Spanish/English Medical Terminology and National Standards, Professional Skills and Ethical Practices for Interpreters to take this course.

Course Code: 79459 Cost: \$130
Date: March 26-April 30, MW, 6-9 pm
Location: Oak Grove Center, Room 4450

Course Code: 79460 Cost: \$130
Date: March 26-April 30, MW, 1-4 pm
Location: West Campus, Room 16

Medical Clerical

Certified EHR Specialist ✓ JobsNow

This 120-hour course will cover the usage and management of health information and the electronic health record (EHR). This course will introduce the students to the use of health information and the electronic health record for many settings within the health care industry. This course will provide students with a practical understanding of what an electronic health record specialist is and how important they are in the job market today.

Prerequisites: High school diploma or GED, Reading & Language Placement Tests, Basic Computer Skills.

Note: CRC is required and will cost \$30. The National Exam will be administered on site after the completion of the program and will cost \$105.

Course Code: 79419 Cost: \$185
Date: January 8-March 19, MWF, 8:45 am-12:45 pm
Location: West Campus, Room 27

Course Code: 79434 Cost: \$185
Date: February 3-April 21, MWTH, 6-9:30 pm
Location: West Campus, Room 27



Courses in Forsyth County

Course Code: 79532 Cost: \$185
Date: April 7-June 20, MTHF, 8:45 am-12:45 pm
Location: West Campus, Room TBA

Electronic Medical Records ✓ JobsNow

This introductory course will provide information about effective management, documentation and communication using electronic health information. The course will also provide hands-on activities to navigate through the various applications found in a typical electronic medical record system. Upon completion, students will be able to use electronic health records as a tool before, during and after a patient encounter.

Prerequisite: High school diploma or GED.
Course Code: 79435 Cost: \$130
Date: February 4-April 1, TTH, 9 am-Noon
Location: West Campus, Room 122

Course Code: 79534 Cost: \$130
Date: April 22-June 12, MW, 6-9 pm
Location: West Campus, Room 122

Introduction to Medical Terminology (Pharmacy Tech) ✓

This course introduces the basics of Medical Terminology for the student new to the medical field. Students will learn prefixes, suffixes and root words. Terms are introduced using basic human anatomy and physiology to facilitate a working medical vocabulary. This class is required for Pharmacy Assistant students who want to enroll in the curriculum Pharmacy Tech program.

Prerequisites: High school diploma or GED and completion of Pharmacy Assistant.
Course Code: 79531 Cost: \$75
Date: March 18-April 10, TTH, 6-9 pm
Location: Goodwill, Room 306

Medical Office I: Introduction to Terminology and Coding ✓ JobsNow

This course 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 a medical procedure or disease into a number code for insurance billing.

For more information, call 336.724.3625 ext.1304, Monday through Thursday, 5-8 pm.

Course Code: 79431 Cost: \$185
Date: January 14-April 10, TTH, 6-9 pm
Location: Goodwill

Course Code: 79728 Cost: \$185
Date: February 25-May 27, TTH, 9 am-Noon
Location: West Campus, Room 12

Course Code: 79529 Cost: \$185
Date: March 17-June 16, MW, 6-9 pm
Location: Goodwill

Medical Office II: Billing ✓ JobsNow

This course prepares students for an entry-level job in a doctor's office or clinic. Learn to use Medical Manager software for patient record keeping, appointment scheduling, billing for services, posting of payments and generating accounting reports.

Prerequisite: Medical Office I.

For more information, call 336.724.3625 ext.1304, Monday through Thursday, 5-8 pm.

Course Code: 79433 Cost: \$130
Date: February 3-March 24, MW, 6-9 pm
Location: REACT Center, Computer Lab

Course Code: 79620 Cost: \$130
Date: April 29-June 17, TTH, 6-9 pm
Location: Goodwill, Room 202

Medical Unit Secretary ✓ JobsNow

This course will prepare a student to work as a medical unit secretary in a hospital or skilled nursing center. The course covers medical terminology, hospital record keeping and hospital procedures.

Prerequisite: High school diploma or GED, Criminal Background Check and Drug Screen.

For more information, call 336.761.1002.

Course Code: 79423 Cost: \$203
Date: January 13-May 7, MTWTH, 6-9 pm
Location: Bob Greene Hall, Room W304

Course Code: 79437 Cost: \$203
Date: February 24-June 17, MTW, 5-9 pm
Location: REACT Center, Room 7

Course Code: 79533 Cost: \$203
Date: April 8-July 29, TWTH, 9 am-1 pm
Location: Grady Swisher Center, Room 106

Medical Billing Advanced ✓ JobsNow

This course prepares individuals for healthcare billing positions. Revenue Cycle Management explores the Medical Billing process from the time a claim is submitted to applying payment to an account. Students will work on Electronic Health Record software to investigate denied claims from insurance companies and find solutions for solving these denials.

Prerequisites: High school diploma, GED or equivalent; Basic Computer Skills; Medical Office I, Medical Office II and EMR with Instructor Recommendation OR Certified EHR Specialist OR provide proof of employment in a medical office or facility. Must obtain memo before registration from West Room 34.

Course Code: 79436 Cost: \$130
Date: February 17-April 9, MW, 6-9 pm
Location: West Campus, Room 122

Pharmacy Assistant ✓ JobsNow

The course introduces students to the work of entry-level employees in a retail pharmacy. It prepares students to enter an on-the-job training program for pharmacy technicians. Instruction covers drug regulation and control, pharmaceutical terminology, medications and their uses and applied math.

Prerequisite: High school diploma or GED.

For more information, call 336.724.3625 ext. 1304, Monday through Thursday, 5-8 pm.

Course Code: 79432 Cost: \$130
Date: January 14-March 6, TTH, 6-9 pm
Location: Goodwill, Room 306

Course Code: 79528 Cost: \$130
Date: March 10-April 30, MW, 9 am-Noon
Location: Goodwill, Room 306

Course Code: 79535 Cost: \$130
Date: April 22-June 12, TTH, 6-9 pm
Location: Goodwill, Room 306

Personal Enrichment Arts, Crafts and Hobbies

Artisan Bread ❖

Do you love Artisan bread but not the price? Do you not like all the kneading and rising times with traditional yeast bread? Learn to make this marvelous no-knead bread for pennies a loaf. Enjoy a sampling of fresh bread each night of class.

Note: Supplies must be brought to the first night of class. Please ask for a supply list when registering.

Course Code: 79177 Cost: \$55
Date: January 7-January 28, T, 6-8 pm
Location: West Campus, Room 15

Basket Weaving and Chair Caning ❖

Release your creative juices by crafting beautiful, useful works of art. Learn to weave unique baskets by hand, while enjoying the company of other weavers. Students will learn how to identify the different types of basket weaves and caning designs. Bring your own project to work on or be inspired by a project given by the instructor.

Note: Supplies needed are old towel, ice pick, needle-nose pliers, scissors, screwdriver and tape measure.

Course Code: 79179 Cost: \$65
Date: January 27-March 17, M, 9 am-Noon
Location: South Fork Recreation Center

Course Code: 79182 Cost: \$65
Date: January 27-March 17, M, 1-4 pm
Location: South Fork Recreation Center

Course Code: 79183 Cost: \$65
Date: March 31-May 5, M, 9 am-Noon
Location: South Fork Recreation Center

Course Code: 79184 Cost: \$65
Date: March 31-May 5, M, 1-4 pm
Location: South Fork Recreation Center

Courses in Forsyth County



Bird Watching: Beginning ❖

You will be introduced to the hobby of bird watching and taught how to identify common birds by sight, sound and habitat. Learn about birds' natural history and habitats as well as the seasonal cycles of observed species.

Note: Participants are encouraged to bring binoculars. Pencil and paper are required.

Course Code: 79185 Cost: \$65
Date: April 12-May 24, S, 9 am-Noon
Location: West Campus, Room 15

Cake Decorating: Beginning ❖

You will have hands-on experience preparing, decorating and completing original cake designs. This course will help you develop your creativity and ability in the basics of cake decorating.

Note: Students will need to bring wax paper, tips and prepared butter cream icing to the first class. Students may purchase their own supplies from the supply list or purchase a kit the first night of class for approximately \$50.

For more information and a list of needed supplies, call 336.761.1002.

Course Code: 79186 Cost: \$50
Date: February 4-February 25, T, 6-9 pm
Location: West Campus, Room 15

Cake Decorating: Cupcakes ❖

Join the fun and learn to make creative critters, flowers and more! Make your parties extra special with creative cupcakes made from rolled candies, molded fondant and buttercream icing. Cake pops are perfect little treats that are easy to make and fun to create. Students will make animals, flowers and butterflies and produce creative cupcakes and cake pops.

Note: Students must bring supplies the first night of class. Please ask for supply list at registration.

Course Code: 79187 Cost: \$45
Date: April 1-April 22, T, 6:30-8:30 pm
Location: West Campus, Room 15

Calligraphy ❖

Learn how to write in style with Calligraphy. In a class designed for the beginner, the italic alphabet is a popular introduction to the art of the broad edged pen. Students will be offered a step-by-step approach to the basic technique, letter forms, word, line and page spacing of this beautiful and graceful calligraphic hand. The Italic alphabet lends itself to a wide variety of applications. The course can also be used as a refresher.

Note: Students should bring quality copy paper, a 12" ruler, pencil, notepaper, and eraser. The instructor will give more information regarding additional supplies.

Course Code: 79189 Cost: \$65
Date: February 24-April 14, M, 6-8 pm
Location: South Fork Recreation Center

Crocheting ❖

Learn the basic stitches in crocheting, beginning with a simple project such as a pot holder.

Note: Supplies needed are crochet hooks (size H), 1 ball of cotton yarn and scissors.

Course Code: 79199 Cost: \$65
Date: January 15-March 5, W, 1-4 pm
Location: South Fork Recreation Center

Course Code: 79200 Cost: \$65
Date: March 19-May 7, W, 1-4 pm
Location: South Fork Recreation Center

Digital Photography Beginning ❖

This course introduces students to the basics of digital photography. Learn how to set your camera for any shooting situation and become familiar with a list of terms used every day in digital photography and printing. The end result will be better pictures, a greater knowledge of digital photography and a better understanding of how to capture that magical moment forever.

Note: It is highly recommended that students bring their digital camera and owner's manual to class along with a notebook and pen or pencil.

Course Code: 79192 Cost: \$35
Date: January 11, S, 9 am-Noon
Location: West Campus, Room 122

Course Code: 79193 Cost: \$35
Date: January 18, S, 9 am-Noon
Location: West Campus, Room 122

Course Code: 79196 Cost: \$35
Date: March 1, S, 9 am-Noon
Location: West Campus, Room 122

Course Code: 79197 Cost: \$35
Date: March 8, S, 9 am-Noon
Location: West Campus, Room 122

Digital Photography Intermediate ❖

This course is a continuation of the Digital Photography Beginning class and is divided into two phases. In the first phase, learn how to start a digital picture/file archive folder system, along with the best way to get your digital files transferred from your camera to your computer prior to burning a photo CD. The second phase teaches the basics of digital manipulation. Learn to size, crop and color adjust digital images.

Prerequisite: Digital Photography Beginning.

Course Code: 79194 Cost: \$35
Date: January 25, S, 9 am-Noon
Location: West Campus, Room 122

Course Code: 79198 Cost: \$35
Date: March 15, S, 9 am-Noon
Location: West Campus, Room 122

Drawing in Color ❖

This class will explore colored-pencil techniques in drawing and discuss color, light and composition. Prior drawing experience is helpful.

Note: Please ask for supplies list when registering.

Course Code: 79204 Cost: \$65
Date: January 16-March 6, TH, 9 am-Noon
Location: Miller Park Recreation Center

Course Code: 79206 Cost: \$65
Date: March 20-May 8, TH, 9 am-Noon
Location: Miller Park Recreation Center

Flower Arranging ❖

This course explores the different elements of design with hands-on experience using fresh flowers. Learn to make gorgeous flower arrangements using flowers from your yard, grocery store or a local florist. Learn all the tricks from the professionals to make stunning designs. The cost of flowers is included in the registration fee.

Note: Students will need to bring a bud vase the first night of class, a pair of scissors, a paring knife or small wire cutters and ribbon scissors.

Course Code: 79216 Cost: \$85
Date: February 18-March 25, T, 6:30-8:30 pm
Location: South Fork Recreation Center

Jewelry: Fantastic Rings ❖

One class, three hours, and three rings! Students will enjoy creating three unique rings. These rings are made with wire wrap and beads. Each is unique and fun to wear. Students will learn techniques in bending and forging wire.

Note: Cost of supplies for the rings is \$5.00 and can be paid to the instructor at the time of class.

Course Code: 79246 Cost: \$35
Date: March 22, S, 9 am-Noon
Location: West Campus, Room 15

Jewelry: Wire Work Earrings ❖

Earrings are one of the most popular types of jewelry. Come and make at least two pairs that are uniquely yours. With so many shapes to choose from - drops to dangles - there should be something for everyone.

Note: Students have a choice of purchasing supplies from a supply list * ask for the list when registering, or students may purchase supplies from instructor at class at an approximate cost of \$4-\$10.

Course Code: 79249 Cost: \$35
Date: February 22, S, 9 am-Noon
Location: West Campus, Room 15

Kudzu Basket Weaving Workshop ❖

Learn how to use local vines to make beautiful baskets. You will leave class with a completed basket.

Note: Please bring a pair of sharp hand clippers.

Course Code: 79247 Cost: \$35
Date: March 18, T, 1-4 pm
Location: South Fork Recreation Center

Course Code: 79265 Cost: \$35
Date: April 8, T, 6-9 pm
Location: South Fork Recreation Center



Courses in Forsyth County

Painting: Acrylic ❖

Learn the application, mixing and blending of color and a variety of techniques used in acrylic painting. Learn how to create a composition such as landscapes, seascapes and still life.

Note: You will need to purchase additional supplies costing approximately \$10-\$50.

Course Code: 79273 Cost: \$65
Date: January 23-March 13, TH, 9:30 am-12:30 pm
Location: West Campus, Room 15

Course Code: 79274 Cost: \$55
Date: March 27-May 1, TH, 9:30 am-12:30 pm
Location: West Campus, Room 15

Painting: Oil All Levels ❖

All levels of students from beginners to advanced will meet to explore the proper use of this exciting medium; especially color mixing, application and brush techniques. We will work from photos and nature while studying the styles of the master oil painters.

Note: Only odorless turpentine, such as clear Turpenoid, will be used in the classroom. No water based oils. A supply list will be given at registration and will be thoroughly explained during the first class.

Course Code: 79271 Cost: \$65
Date: January 15-March 5, W, 9 am-Noon
Location: West Campus, Room 15

Course Code: 79272 Cost: \$65
Date: March 19-May 7, W, 9 am-Noon
Location: West Campus, Room 15

Painting: Watercolor ❖

Gain a basic understanding of watercolor painting of still life and landscapes through lecture and accomplishments.

Note: You will need to purchase additional supplies.

Course Code: 79277 Cost: \$65
Date: January 15-March 5, W, 1-4 pm
Location: South Fork Recreation Center

Course Code: 79275 Cost: \$65
Date: January 24-March 14, F, 9:30 am-12:30 pm
Location: West Campus, Room 15

Course Code: 79278 Cost: \$65
Date: March 19-May 7, W, 1-4 pm
Location: South Fork Recreation Center

Course Code: 79276 Cost: \$55
Date: March 28-May 16, F, 9:30 am-12:30 pm
Location: West Campus, Room 15

Photography: DSLR ❖

Want to get more out of your Digital camera? Are you curious to know how to use Photoshop to make good photos great? This 8-week class is for the novice all the way to the advanced shooter. Learn all the bells and whistles and menu commands on your DSLR camera and more importantly when to use them. Each class will have two phases: a technical phase where you will learn

camera and shooting techniques, and a manipulation phase where students will learn how to manipulate their digital images using Photoshop CS6. Students will have their photos discussed and critiqued in class. Class content will include but will not be limited to: action/sport, still, portrait, wedding, landscape and architectural photography. After taking this class students will be able to shoot in any situation resulting in professional quality photos.

Prerequisite: Digital Photography Intermediate

Note: You must have a DSLR camera. In addition students should bring the following to class: paper, pencil, DSLR camera with lenses and owner's manual, a USB drive with at least 2 gigabytes of memory. Students will find it useful to bring a card reader to class.

Course Code: 79279 Cost: \$85
Date: January 6-March 3, M, 6-9 pm
Location: Transportation Center, Room 146

Course Code: 79280 Cost: \$85
Date: March 17-May 5, M, 6-9 pm
Location: Transportation Center, Room 146

Photography: DSLR II ❖ NEW!

Now that you have completed the DSLR class, are you ready to take your skill to the next level? Then DSLR II is the class for you. This class is divided into two parts. One, a classroom phase held Wednesday evenings and the second, a shooting phase held Saturday afternoons. During the classroom phase students will receive technical information about the DSLR cameras, receive instructions in advanced digital manipulation skills using Adobe Photoshop CS5 and extended and suggested shooting set-ups for the Saturday location shooting phases. During off campus shooting assignments, students will learn how to work with many different techniques using their DSLR digital camera including the use of different lenses, fast and slow shutter speeds, long and short depths of field as well as white balance setting, fill flash, reflected lighting techniques and how to combine any of the above in order to produce a top quality digital image. Students will be given the opportunity to photograph a variety of different subjects from people and animals to architectural building details and landscape photography. Using the combination of supervised instruction, digital manipulation and shooting techniques along with your own creativity and imagination, the sky is truly the limit to your digital photography.

Prerequisite: DSLR

Note: All students must have a DSLR camera. In addition, students should bring the following to class: lenses, a tripod and owner's manual, paper and pencil for note taking, a USB drive with at least 2 gigabytes of memory, a card reader for their media card and (if you have one) an external flash and sync cord.

Course Code: 79430 Cost: \$85
Date: March 5-March 29, W, 6-9 pm; S, 1-4 pm
Location: Transportation Center, Room 146

Picture Framing and Matting ❖

This class for beginners and continuing participants covers each step in the process of matting and framing. You will complete several projects to take home.

Note: You must provide your own supplies; the cost depends on the project. The first class is a demonstration for beginners, and you will receive information about where to get supplies.

Course Code: 79281 Cost: \$85
Date: February 1-March 22, S, 9 am-Noon
Location: West Campus, Room 34

Course Code: 79282 Cost: \$85
Date: March 24-May 12, M, 6-9 pm
Location: West Campus, Room 34

Silversmithing ❖

This metalworking course for beginning and continuing participants focuses on fabricating jewelry. Ring design, soldering, bezel construction and stone setting are included. Continuing participants may bring their own projects to complete.

Note: You may need to purchase additional supplies costing \$15 or more.

Course Code: 79348 Cost: \$95
Date: January 13-March 10, M, 9 am-Noon
Location: West Campus, Room 34

Course Code: 79292 Cost: \$95
Date: January 15-March 5, W, 6-9 pm
Location: West Campus, Room 34

Course Code: 79347 Cost: \$95
Date: March 19-May 7, W, 6-9 pm
Location: West Campus, Room 34

Stained Glass - All Levels ❖

Beginners explore the qualities of stained glass methods with copper foil or leaded techniques learning fabrication processes of cutting glass, foiling, leading and soldering. Intermediate and advanced participants may explore painting with vitreous paints or fused glass elements as a component to their projects, filigree and/or sandblasting.

Note: A supply list will be provided at the first class. Supply cost depends on individual project and may range from \$50-\$100.

Course Code: 79357 Cost: \$95
Date: January 9-February 27, TH, 6-9 pm
Location: West Campus, Room 34

Course Code: 79358 Cost: \$95
Date: March 13-May 1, TH, 6-9 pm
Location: West Campus, Room 34

Woodworking ❖

This beginning woodworking course is designed to familiarize you with most woodworking hand tools and power machines used in a carpentry lab. Students will learn about equipment safety, and there will be a lecture and demonstration of the woodworking power machines. You may construct small projects such as bookcases, magazine racks, small end tables, etc.

Courses in Forsyth County



Note: You must furnish your own project materials.

Course Code: 79360 Cost: \$75
Date: January 7-February 11, T, 6-9 pm
Location: Carolina Building, Room 141

Course Code: 79367 Cost: \$75
Date: March 18-April 29, T, 6-9 pm
Location: Carolina Building, Room 141

Dance, Music and Exercise

Dance: Ballroom ❖

This class covers the art of simple ballroom dancing, including the rules of etiquette that apply.

Course Code: 79201 Cost: \$35
Date: March 4-March 25, T, 7-8:30 pm
Location: Little Creek Recreation Center

Dance: Salsa & Latin ❖

Treat yourself to exercise that is both healthy and fun with the hottest moves happening in the world of hip-hop and Latin dancing. You do not need a partner or any experience. Beginners are welcome.

Course Code: 79202 Cost: \$35
Date: February 24-March 31, M, 7:15-8:15 pm
Location: Fred Astaire Dance Studio

Dance: Shag Beginners ❖

This course covers the basics of the Shag. You will dance to rhythm and blues music. Couples or singles may enroll.

Note: Smooth bottom shoes preferred.
Course Code: 79203 Cost: \$35
Date: March 6-March 27, TH, 7-8:30 pm
Location: Little Creek Recreation Center

Music: Mountain Dulcimer Beginner ❖

Is grandpa's dulcimer hanging on your wall? Bought one on a trip to Blowing Rock? Get it down and make some music! Playing a musical instrument is a good mental exercise, relieves stress, teaches discipline and is fun and satisfying. This class will cover tuning and care, a little music theory and a little playing nicely with others.

Note: Students must provide their own dulcimer, pick, music stand, Electronic Chromatic tuner either Snark or Korg brand (\$15 - \$25 price range) and a textbook purchased at the first class for approx. \$23.

Course Code: 79266 Cost: \$45
Date: February 3-March 10, M, 6:30-8 pm
Location: Peace Haven Baptist Church

Music: Mountain Dulcimer Beginner II

Now that you know your way around the dulcimer, expand your skills by developing your right and left hand techniques for smoother and quicker playing.

Prerequisite: Mountain Dulcimer Beginner I or permission from the program coordinator who may be contacted at 336.734.7722 or sgriffenhagen@forsyth-tech.edu

Note: Students must provide their own dulcimer, pick, music stand, Electronic Chromatic Tuner either Snark or Korg brand (\$15-\$25 price range) and music books from previous classes.

Course Code: 79267 Cost: \$45
Date: February 6-March 13, TH, 6:30-8 pm
Location: West Campus, Room 12

Course Code: 79268 Cost: \$45
Date: March 27-May 1, TH, 6:30-8 pm
Location: West Campus, Room 12

Music: Mountain Dulcimer Intermediate ❖

Intermediate dulcimer students love to play! Students will study various types of songs and playing techniques, increase their music theory through application, and perform throughout the Triad area and beyond. Often they develop their own arrangements, perform solos, and play songs in multiple parts. Participants must be proficient in reading tab, counting out the music, various tunings, and playing chord-melody and arpeggio styles. Intermediate students are expert strummers and flat pickers.

Prerequisite: Mountain Dulcimer Beginner I and II are required or permission from the program coordinator who may be contacted at 336.734.7722 or sgriffenhagen@forsythtech.edu

Note: Students must provide their own dulcimer, pick, music stand, Electronic Chromatic Tuner either Snark or Korg brand (\$15-\$25 price range) and music books from previous classes.

Course Code: 79269 Cost: \$45
Date: February 3-March 10, M, 10-11:30 am
Location: South Fork Recreation Center

Course Code: 79270 Cost: \$45
Date: March 24-April 28, M, 10-11:30 am
Location: South Fork Recreation Center

Foreign Language

Italian: Introduction ❖

Whether you are planning a trip to Italy or have always wanted to learn the "language of music," studying the sounds and basic expressions of Italian in a cultural context will be fun and rewarding.

Note: Registered students will have access to the Mechtild Montgomery Language Lab.

Course Code: 79217 Cost: \$85
Date: January 27-March 17, M, 6:30-8:30 pm
Location: Bob Greene Hall, Room 279

Spanish I ✓ (Also available Online)

This is a beginning Spanish course designed to introduce students the four basic skills of language acquisition - listening, reading, writing and speaking.

Note: Registered students will have access to the Mechtild Montgomery Language Lab.

Course Code: 79507 Cost: \$75
Date: January 6-March 3, M, 6-9 pm
Location: Oak Grove Center, Room 4457

Course Code: 79505 Cost: \$75
Date: January 8-February 26, W, 9 am-Noon
Location: West Campus, Room 16

Course Code: 79486 Cost: \$75
Date: January 9-February 27, TH, 9 am-Noon
Location: West Campus, Room 123

Course Code: 79493 Cost: \$75
Date: March 4-April 29, T, 6-9 pm
Location: Oak Grove Center, Room 4457

Course Code: 79494 Cost: \$75
Date: March 12-April 30, W, 9 am-Noon
Location: West Campus, Room 17

Spanish II ✓ (Also available Online)

This course is a continuation of Spanish I and is designed to further the four basic skills of language acquisition - listening, reading, writing and speaking.

Prerequisite: Spanish I or equivalent Spanish-language exposure.

Note: Registered students will have access to the Mechtild Montgomery Language Lab.

Course Code: 79508 Cost: \$75
Date: March 10-April 28, M, 6-9 pm
Location: Oak Grove Center, Room 4457

Course Code: 79506 Cost: \$75
Date: March 12-April 30, W, 9 am-Noon
Location: West Campus, Room 16

Course Code: 79487 Cost: \$75
Date: March 13-May 1, TH, 9 am-Noon
Location: West Campus, Room 123

Spanish III ✓

This course is a continuation of Spanish II and is designed to broaden the student's level of achievement in Spanish-language skills with more emphasis in listening, reading, writing and speaking.

Prerequisite: Spanish II or equivalent Spanish language exposure.

Note: Registered students will have access to the Mechtild Montgomery Language Lab.

Course Code: 79503 Cost: \$75
Date: January 6-March 3, M, 6-9 pm
Location: Oak Grove Center, Room 4456

Course Code: 79500 Cost: \$75
Date: January 9-February 27, TH, 9 am-Noon
Location: West Campus, Room 123

Spanish IV ✓

This course is a continuation of Spanish III and is designed to broaden the student's level of achievement in Spanish-language skills with more emphasis in listening, reading, writing and speaking.

Prerequisite: Spanish III or equivalent Spanish language exposure.

Note: Registered students will have access to the Mechtild Montgomery Language Lab.



Courses in Forsyth County

Course Code: 79489 Cost: \$75
Date: January 7-February 25, T, 6-9 pm
Location: Oak Grove Center, Room 4457

Course Code: 79495 Cost: \$75
Date: January 8-February 26, W, 9 am-Noon
Location: West Campus, Room 123

Course Code: 79504 Cost: \$75
Date: March 10-April 28, M, 6-9 pm
Location: Oak Grove Center, Room 4451

Course Code: 79502 Cost: \$75
Date: March 13-May 1, TH, 9 am-Noon
Location: West Campus, Room 123

Spanish V ✓

This course is a continuation of Spanish IV and is designed to expand the student's intermediate level acquisition based on listening, reading, writing and speaking skills.

Prerequisite: Spanish IV or equivalent Spanish language exposure.

Note: Registered students will have access to the new Mechtild Montgomery Language Lab.

Course Code: 79484 Cost: \$75
Date: January 6-March 3, M, 9 am-Noon
Location: West Campus, Room 16

Course Code: 79498 Cost: \$75
Date: January 8-February 26, W, 6-9 pm
Location: Oak Grove Center, Room 4456

Course Code: 79490 Cost: \$75
Date: March 4-April 29, T, 6-9 pm
Location: Oak Grove Center, Room 4451

Course Code: 79497 Cost: \$75
Date: March 12-April 30, W, 9 am-Noon
Location: West Campus, Room 17

Spanish VI ✓

This course is a continuation of Spanish V and is designed to expand the student's intermediate level acquisition based on listening, reading, writing and speaking skills.

Prerequisite: Spanish V or equivalent Spanish language exposure.

Note: Registered students will have access to the Mechtild Montgomery Language Lab.

Course Code: 79485 Cost: \$75
Date: March 10-April 28, M, 9 am-Noon
Location: West Campus, Room 16

Course Code: 79499 Cost: \$75
Date: March 12-April 30, W, 6-9 pm
Location: Oak Grove Center, Room 4456

Spanish VIII ✓

This course is a continuation of Spanish VII and is also designed to expand the student's intermediate level acquisition based on listening, reading, writing and speaking skills.

Prerequisite: Spanish VI or equivalent Spanish language exposure.

Note: Registered students will have access to the Mechtild Montgomery Language Lab.

Course Code: 79492 Cost: \$75
Date: January 7-February 25, T, 6-9 pm
Location: Oak Grove Center, Room 4451

Spanish for Bank Tellers ✓

This is a detailed language course that provides conversational Spanish for bank personnel to better assist Spanish-speaking customers. Participants will be able to greet customers, cash checks, assist customers with deposits and withdrawals, verify identification, obtain basic customer information and learn about the Hispanic culture.

Note: No prior knowledge of Spanish is necessary.

Course Code: 79478 Cost: \$75
Date: February 4-February 27, TTH, 6-9 pm
Location: Oak Grove Center, Room 4450

Spanish for Healthcare Professionals ✓

This is a detailed language course that provides conversational Spanish for healthcare personnel to better assist Spanish-speaking patients. The class will provide a basic level of competency sufficient to meet survival medical care needs. Participants will be able to greet patients, learn parts of the body, assist the patient with body commands and positions and learn about the Hispanic culture.

Note: No prior knowledge of Spanish is necessary.

Course Code: 79481 Cost: \$75
Date: March 4-April 1, TTH, 6-9 pm
Location: Oak Grove Center, Room 4450

Spanish for School Teachers ✓

This is a detailed language course that provides conversational Spanish for school personnel to better assist Spanish speaking parents and students. Participants will be able to learn phrases related to parts of the school, classroom, instructional management, school hallways, playground, lunch, restrooms, and buses and learn about the Hispanic culture.

Note: No prior knowledge of Spanish is necessary.

Course Code: 79477 Cost: \$75
Date: April 8-May 15, TTH, 4:30-6:30 pm
Location: TBA

Professional and Career Development

Administrative Assistant Training ✓

This program is not only for administrative assistants, secretaries and executive support staff who wish to upgrade or enhance their skills for new roles and expanded responsibilities, but also for those who wish to pursue these types of careers. Today's administrative assistant requires a wide variety of skills such as project management, computer applications, organization, research, communication, customer service, electronic record keeping and event planning. To receive a certificate in

this area, students must complete a series of four courses. Students will also have the opportunity to acquire a Career Readiness Certification (CRC) as part of the program.

Note: A DiSC profile is required for the first class and can be purchased in the bookstore.

Course Code: 79690 Cost: \$130
Date: January 21-April 15, T, 6-9 pm
Location: REACT Center, Room 6

AutoCAD ✓

This course begins with an introduction to Computer Aided Drafting and AutoCAD's drawing menus and toolbars. The class progresses to intermediate and advanced drawing, editing techniques and also includes an introduction to 3-D Computer Aided Drafting.

Prerequisite: A basic understanding of the Microsoft Windows operating system.

Course Code: 78822 Cost: \$130
Date: January 22-April 9, W, 6-9 pm
Location: West Campus, Room 1

Bartending ✓

This course offers an introduction to the professional art of Mixology. It will emphasize the Alcoholic Beverage Control requirement, "Dram Shop" liabilities, employment opportunities, the use of wines, glassware and drink recipes. Students completing this course should be able to identify a minimum of 35 recipes, using proper amounts, mixes, glassware and garnishes. Students will use tools and equipment of the trade. Each student will compile a recipe book of alcoholic and non-alcoholic drinks.

Note: Participants must be 21 or older to register. There is an additional cost for field trips.

Course Code: 79537 Cost: \$75
Date: January 8-February 26, W, 6-9 pm
Location: West Campus, Room 15

Culinary Arts Certificate ✓ JobsNow

Also known as the Triad Community Kitchen, this hands-on course provides instruction and certification in ServSafe sanitation, basic culinary skills, knife skills, basic baking skills, kitchen safety, mass food production and "cook chill" technology. Students will also receive job preparedness and retention instruction. This course includes a one-week internship and job placement assistance. This course is offered in collaboration with the Second Harvest Food Bank of Northwest North Carolina's Triad Community Kitchen and Goodwill Industries of Northwest North Carolina.

Prerequisite: Achieve a minimum score of 8th grade reading and 5th grade math on the Placement Tests.

Note: There is an additional fee of \$200, payable to the Second Harvest Food Bank to cover drug screening, criminal background check and ServSafe certification. Payment is due in full by the first day of class.

Course Code: 79610 Cost: \$185
Date: January 9-April 3, MTWTFH, 8:30 am-3 pm
Location: Second Harvest Food Bank

Course Code: 79627 Cost: \$185
Date: February 6-May 7, MTWTFH, 8:30 am-3 pm
Location: Second Harvest Food Bank

Courses in Forsyth County



DMV: Dealer Pre-License ✓

This course provides prospective auto dealers with the 12 hours of authorized training to become a licensed dealer in North Carolina. Topics include minimum requirements, dealer license plates, vehicle inspections, titling and registration, frequently used forms, dealer disclosures and Federal laws.

Course Code: 78835 Cost: \$75
Date: February 5-February 6, WTH, 8 am-3 pm
Location: West Campus, Room 17

Course Code: 78880 Cost: \$75
Date: May 7-May 8, WTH, 8 am-3 pm
Location: West Campus, Room 17

Dog Grooming: Beginning ❖

This course will include basic dog anatomy, health and safety, recognizing normal and abnormal conditions, safe handling techniques, knowledge of basic grooming tools and pro's and con's of shampoos, conditioners and fur enhancing products. Students will learn applying techniques for basic grooming for prebath preparations, safe bathing, drying and scissoring, nail trimming, dremeling and filing and finishing techniques such as brushing and scissoring.

Course Code: 79688 Cost: \$200
Date: January 7-February 25, T, 6-9 pm
Location: Mt. Tabor Boarding and Grooming

Financial Services and Teller Training ✓

This course is designed for people interested in becoming bank tellers, cashiers and customer service representatives. Topics to be covered include: balancing operations, cash handling, customer relations, introduction to banking operations, motivation and self-confidence, professional conduct and dress and security procedures.

Course Code: 79567 Cost: \$75
Date: January 27-March 17, M, 6-9 pm
Location: Oak Grove Center, Room 4456

LEAN Office ❖

Office administration can represent 60% to 80% of all costs associated with meeting customer demands. Lean Office will show you how "lean thinking" and "lean methodology" can apply to a variety of office applications, how to streamline work flow and how it can be implemented immediately. The foundation of Lean Office is based on the same proven lean methodology that has dramatically improved on-time performance and customer satisfaction, while reducing work in process, delays and errors in world class manufacturing companies. Lean Office will improve efficiency and productivity in a typical office environment. Why has lean not taken hold in the office environment? First, there is not a clear understanding of processes and office product flow. Second, there is a failure to understand waste and non-value added activities. Finally, most offices do not have a clear grasp of data needed to measure the impact of lean benefits.

Course Code: 79910 Cost: \$110
Date: March 18-March 20, TTH 1-5 pm
Location: West Campus, Room 36

Course Code: 79911 Cost: \$110
Date: April 22-April 24, TTH 1-5 pm
Location: West Campus, Room 36

LEAN/Six Sigma Overview ❖

This class is an introduction to Lean and Six Sigma. Students will learn about the eight wastes, continuous flow, kanban, pull systems, problem solving and error proofing tools used in Lean. Six Sigma is a disciplined and quantitative approach involving setting up a system and process for the improvement of defined metrics in manufacturing, service or financial processes. The DMAIC model (Define, Measure, Analyze, Improve and Control) and its associated tools are used to solve problems and focus on continuous improvement to meet customer requirements. A simulation will be conducted to teach participants on how to use the pull system, kanbans and 5S. Anyone interested in pursuing a Lean Six Sigma Belt will benefit from the overview class.

Course Code: 79959 Cost: \$110
Date: May 13-May 15, TTH 1-5 pm
Location: West Campus, Room 36

Notary Public Education ✓

This course prepares students to be a commissioned/appointed Notary Public.

Note: This course requires a textbook.
Course Code: 79796 Cost: \$60
Date: January 14-January 16, TTH, 6-9 pm
Location: West Campus, Room 36

Course Code: 79799 Cost: \$60
Date: January 21-January 23, TTH, 1-4 pm
Location: West Campus, Room 36

Course Code: 79836 Cost: \$60
Date: February 11-February 13, TTH, 6-9 pm
Location: West Campus, Room 36

Course Code: 79839 Cost: \$60
Date: February 18-February 20, TTH, 1-4 pm
Location: West Campus, Room 36

Course Code: 79879 Cost: \$60
Date: March 18-March 20, TTH, 6-9 pm
Location: West Campus, Room 36

Course Code: 79900 Cost: \$60
Date: March 25-March 27, TTH 1-4 pm
Location: West Campus, Room 36

Course Code: 79913 Cost: \$60
Date: April 8-April 10, TTH, 6-9 pm
Location: West Campus, Room 36

Course Code: 79926 Cost: \$60
Date: April 22-April 24, TTH, 1-4 pm
Location: West Campus, Room 17

Professional Cake Decorating: Beginning ✓ JobsNOW

This hands-on course teaches students to prepare, decorate and complete original cake designs. Develop skills in making flowers and leaves, writing, working with icing colors and decorating character and special occasion cakes and cupcakes. Students who successfully complete the course will leave with skills necessary to launch a career in cake decorating. The professional cake decorating class is part of the Institute for Hospitality Training and offered in partnership with Goodwill Industries of Northwest North Carolina.

Note: The first class will be a three-hour HRD component that will help students prepare for the workforce. All students taking this course will pay a \$15 supply fee to Goodwill Industries. Students will need to bring wax paper, tips and prepared butter cream icing to the second class. Ask for information regarding additional/optional supplies upon registration.

Course Code: 79283 Cost: \$75
Date: February 4-February 25, TW, 9 am-Noon
Location: Goodwill

Professional Cake Decorating: Fondant ✓ JobsNOW

Have you watched the cooking shows and want to try your hand at decorating a cake with Fondant icing? This course is all hands on as students learn the art of icing and decorating a cake with fondant icing. Students will learn how to make and roll fondant icing, cover a cake, smooth out icing, and cut and press flowers.

Prerequisite: Professional Cake Decorating: Beginning
Note: In addition to the supply list, students should bring a 1 lb. box of Dixie powdered sugar, 2 bags of mini marshmallows and 1 pkg. Crisco solid sticks. Students will need to purchase supplies, which can cost approximately \$80. Students must have supplies the first night of class.

Course Code: 79289 Cost: \$75
Date: April 28-May 1, MTWTH, 6-9 pm
Location: West Campus, Room 15

Professional Cake Decorating: Wedding ✓ JobsNOW

Whether you want to find employment as a professional cake decorator, or just want to make beautiful cakes for personal consumption, this hands-on course will build upon the skills acquired in the beginning course. Students will learn different types of icing for wedding cakes; how to determine the number of servings from different sized cakes; how to stack cake layers; the amount of batter needed for different sized layers; and how to work with a variety of designs, including string, lace and basket weave. This course is part of the Institute for Hospitality Training. Students must attend all classes to receive a certificate of completion.

Prerequisite: Professional Cake Decorating: Beginning
Note: In addition to the supplies used in cake decorating beginning, students will need to bring prepared butter cream icing, and wax paper.



Courses in Forsyth County

Course Code: 79288 Cost: \$75
Date: March 3-March 6, MTWTH, 6-9 pm
Location: West Campus, Room 15

Course Code: 79211 Cost: \$1,500
Date: January 14-March 13, TTH, 6-9:30 pm
Location: Grady Swisher Center, Room 219

Course Code: 79570 Cost: \$75
Date: February 5-April 23, W, 6:30-8:30 pm
Location: REACT Center, Room 6

ServSafe Certification ✓

If you are a current worker in the food industry, this course is for you! Food safety impacts your customers, employees and your business. ServSafe training provides the highest standard of food safety training and certification, and it is certification the industry trusts. This 12-hour course will teach participants food safety and its critical role. This course is approved by the American National Standards Institute (ANSI) and meets the North Carolina requirement for food service workers.

Course Code: 79538 Cost: \$75
Date: February 18-February 19, T, 8 am-5 pm;
W, 9 am-1 pm
Location: West Campus, Room 1

SHRM Exam Prep ❖ (Listed in Professional and Career Development)

Prepare for the Professional in Human Resources (PHR®) or Senior Professional in Human Resources (SPHR®) certification exam using the best preparation program available! This intensive 14-week course features the most recent SHRM® Human Resource Learning System and is designed for managers and staff with experience in general management or human resource management. By attending this course, you get the added benefits of an experienced instructor, interaction with peers and a structured classroom environment that enhances learning and helps keep you on track. Additionally, you will receive one year of online access to practice exams, case studies and valuable study materials. You will share real-world experiences with other HR professionals that can improve your workplace effectiveness immediately. We offer this course in cooperation with the Society for Human Resource Management (SHRM) and the Winston-Salem SHRM Chapter.

Course Code: 79899 Cost: \$995
Date: January 25-May 3, S, 9 am-Noon
Location: West Campus, Room 36

Course Code: 79907 Cost: \$995
Date: February 4-May 13, T, 6-9 pm
Location: Oak Grove Center, Room 4456

Six Sigma Green Belt ❖

This course is designed to certify participants in the Lean Six Sigma Green Belt program. This certification program will equip Green Belt candidates with tools required to support Lean Six Sigma process improvement projects in their companies and ensure a minimum level of technical competence in the key Six Sigma disciplines. Upon completion, students will be knowledgeable in the five stages of the DMAIC model, able to work within a team environment and be competent to use the fundamental tools in each stage of the Lean Six Sigma process. As a component of the class, statistical software will be used to analyze data. Certification is awarded upon successfully passing a comprehensive exam and completion of a Green Belt project. Cost of class includes student materials.

Teacher Renewal Certification: Effective Teacher Training ✓

This course provides teachers with skills in planning, instruction, behavior management, student relations and professional growth. The course is a valuable preparation for substitute teaching in the public school system.

Course Code: 80006 Cost: \$130
Date: January 15-February 19, MW, 6-9 pm
Location: TBA

Course Code: 80007 Cost: \$130
Date: March 10-April 14, MW, 6-9 pm
Location: TBA

Used-Motor Vehicle Dealer ✓

This continuing education course provides license renewal for used-car dealers.

Prerequisite: This course is for dealers who already possess their Used-Motor Vehicle license. For initial licensing, please visit www.theciada.com website and click on Dealer Pre-Licensing Info.

Note: Students should also bring a USB Flash Drive to class.

Course Code: 78734 Cost: \$75
Date: January 7, T, 8 am-3 pm
Location: West Campus, Room 1

Course Code: 78829 Cost: \$75
Date: February 4, T, 8 am-3 pm
Location: West Campus, Room 1

Course Code: 78841 Cost: \$75
Date: March 4, T, 8 am-3 pm
Location: West Campus, Room 1

Course Code: 78870 Cost: \$75
Date: April 12, S, 8 am-3 pm
Location: West Campus, Room 1

Course Code: 78877 Cost: \$75
Date: May 6, T, 8 am-3 pm
Location: West Campus, Room 1

Veterinary Assistant Training: Advanced ✓ JobsNOW

This advanced course will expand upon some of the small animal topics discussed in the Veterinary Assistant Training: Beginning course. Additional topics will include small animal diseases, prescription diets, evaluating laboratory tests, behavior, pharmacology and dentistry. Restraint, handling, basic husbandry and diseases of pocket pets, reptiles and birds will be discussed along with various large animal medicine topics. No hands-on opportunities with animals will be offered.

Prerequisite: Completion of the Veterinary Assistant Training: Beginning course or experience as a Veterinary Assistant.

Safe Driving

Alive At 25: West Campus ❖

This four-hour defensive driving course is for drivers age 16-24 and is conducted in the classroom only. The purpose is to save lives through education about proper conduct and safe-driving techniques when operating a motor vehicle.

Note: You are eligible to take this class only once within a three-year period. Registration by phone or walk-in only. No online registration is permitted.

For more information on this West Campus class, call Forsyth Tech Customer Service at 336.761.1002.

Defensive Driving 4-Hour ❖

This four-hour driver improvement program gives participants practical strategies to reduce violations and collisions. It is conducted in the classroom only.

Note: You are eligible to take this course only once within a three-year period. Registration by phone or walk-in only. No online registration is permitted.

For more information, call Forsyth Tech Customer Service at 336.761.1002.

Defensive Driving 8-Hour ❖

This eight-hour program is designed for drivers with serious traffic violations or who have more than one pending traffic violation. It is conducted in the classroom only.

The goal of the class is to provide drivers with practical knowledge and techniques to avoid collisions and violations. This course helps drivers choose safe, responsible and lawful driving behaviors. Registration by phone or walk-in only. No online registration is permitted.

Note: You are eligible to take this course only once within a three-year period.

For more information, call Forsyth Tech Customer Service at 336.761.1002.

Motorcycle Safety Education: Basic ❖

This course provides an introduction to the fundamentals of safe, responsible motorcycling. Students will gain the knowledge and skills that lead to licensing for motorcycle operation on the streets and highways. This course consists of classroom and on-motorcycle instruction. To preview the student manual, please go to www.msf-usa.org and click on "Library/Safety Tips," then scroll down to Basic Rider Course Handbook.

Note: Motorcycles are provided. Students must be at least 16 years of age and have a valid driver's license and the ability to ride a bicycle. Heat and cold weather conditions may be encountered while taking the course.

For more information, call Forsyth Tech Customer Service at 336.761.1002.



Small Business Center

Important:

Please register for all Small Business Center courses and seminars at least one week before class!

10 Biggest Mistakes that Entrepreneurs Make and How to Avoid Them

Research has shown that there are 10 common mistakes that prevent most entrepreneurs from becoming successful. These mistakes, and how to avoid or correct them, will be covered in this seminar. Take the seminar, and then take it again ... and again. Perhaps not that many times, however, you will want to keep these mistakes top-of-mind and make sure that you do not commit them. We believe this seminar will lead you in the proper direction and ensure your success

Course Code: 79888 Cost: FREE

Date: January 29, W, 6-9 pm

Location: Transportation Center, Room TBA

Course Code: 79889 Cost: FREE

Date: February 11, T, 6-9 pm

Location: Transportation Center, Room TBA

Before You Quit Your Day Job, Assess Your Readiness for Entrepreneurship

Many people debate whether or not becoming a business owner is in their short and long-term best interests. This seminar focuses on helping small business owners to determine whether their "dream" of a business can become a reality. We will look at personality preference, emotional intelligence quotient, and the characteristics many believe are needed for successful business ownership. We will discuss strategies for exiting or leveraging a "day" job as one creates their own business.

Course Code: 79802 Cost: FREE

Date: January 16, TH 1-4 pm

Location: Transportation Center, Room TBA

Blogging for Small Business

Participants will learn what blogging is as well as the basics of how to share useful information and stories with their audience that can demonstrate their industry expertise. Small businesses that blog know that it is a great tool to create leads and business opportunities. Blogging also helps to build awareness of their business solutions and/or services.

Course Code: 79849 Cost: FREE

Date: February 25, T 1-4 pm

Location: Transportation Center, Room TBA

Course Code: 79916 Cost: FREE

Date: April 15, T, 6-9 pm

Location: Transportation Center, Room TBA

Course Code: 79935 Cost: FREE

Date: May 6, T, 6-9 pm

Location: Grady Swisher Center, Room 212

Business Lessons for Entrepreneurs

This seminar deals with the mental and emotional aspects of starting and running a small business rather than the Xs and Os, such as the legal structure of the business. Small business owners will learn how to find that first client, how to deal with rejection, how to sell to businesses and individuals and most importantly what owning their own business is really like.

Course Code: 79851 Cost: FREE

Date: February 26, W 1-4 pm

Location: Transportation Center, Room TBA

Course Code: 79853 Cost: FREE

Date: February 26, W, 6-9 pm

Location: Transportation Center, Room TBA

The Business Plan: Why You Need One, How to Write It, and How to Use It

"Those who fail to plan, plan to fail." In this seminar, small business owners will learn 1) why taking the time to create a plan for their business is crucial to their success, 2) what comprises a thorough, compelling plan, 3) important mistakes to avoid, and 4) what key tools and information sources are available to help them build a solid, realistic business plan. During the seminar, small business owners will review and evaluate drafts of their business plans.

Course Code: 79805, Room Cost: FREE

Date: January 28, T, 6-9 pm

Location: Transportation Center, Room TBA

Creative Marketing for Artists and Crafters

Come and find out why marketing your work is as exciting and creative as the process of making art! Learn the top ten marketing methods from over twenty-five artists—painters, sculptors, folk artists, jewelry makers, musical instrument makers, theatre artists, writers, crafters, etc.—who make their livings from their art. You will come away with a palette of bold, bright ideas and a plan to implement them. Stop suffering from starving artist syndrome and instead become a marketing maven in this fun, invigorating seminar!

Course Code: 79795 Cost: FREE

Date: January 14, T, 6-9 pm

Location: Transportation Center, Room TBA

Developing a Marketing Strategy for Your Small Business

In this seminar, small business owners will learn about the key components of an effective marketing strategy and how to develop one. They will explore the linkage between a company's mission and business plan and its marketing strategy. During the seminar, small business owners will analyze businesses in several different industries to identify their marketing strategies, and/or develop a marketing strategy for a fictional company.

Course Code: 79859 Cost: FREE

Date: March 6, TH, 6-9 pm

Location: Transportation Center, Room TBA

Developing a Small Business Marketing Plan that Works

In this seminar participants focus on the development of a marketing plan and the importance of market analysis in projecting sales. Participants identify market segments and use market segmentation to project sales. Participants will analyze the connection between a business' marketing plan and cash flow statement and use market analysis to evaluate the ability of a marketing plan to produce sales. Participants will use a variety of sample tools to develop a marketing plan for a sample business.

Course Code: 79863 Cost: FREE

Date: March 12, W, 6-9 pm

Location: Transportation Center, Room TBA

Course Code: 79917 Cost: FREE

Date: April 15, T 1-4 pm

Location: Transportation Center, Room TBA

eBay: Sell on eBay - Beyond the Basics

This seminar takes business owners to the next level of their eBay experience. This hands-on course is a fantastic way to provide a step-by-step approach to those individuals who are ready to take the next step in their experience as sellers on the world's leading online marketplace.

Course Code: 79837 Cost: FREE

Date: February 12, W, 6-9 pm

Location: Transportation Center, Room TBA

Course Code: 79884 Cost: FREE

Date: March 19, W, 6-9 pm

Location: Grady Swisher Center, Room 212

Course Code: 79915 Cost: FREE

Date: April 10, TH 1-4 pm

Location: Transportation Center, Room TBA

eBay: eBay Store

This seminar will take business owners to the next level of their eBay experience. This hands-on seminar is a fantastic way to provide a step-by-step approach to those individuals who are ready to become eBay Store owners. You will learn how to optimize your eBay store, how to market your eBay store more effectively and how to list and sell your items in your eBay store.

Course Code: 79840 Cost: FREE

Date: February 19, W, 6-9 pm

Location: Transportation Center, Room TBA

Course Code: 79886 Cost: FREE

Date: March 26, W, 6-9 pm

Location: Grady Swisher Center, Room 212

Course Code: 79923 Cost: FREE

Date: April 16, W, 1-4 pm

Location: Transportation Center, Room TBA



Courses in Forsyth County

eBay: Selling Items on eBay

During this fast-paced seminar, business owners will learn the best practices to use when setting up an account, advertising items for sale, taking payments and shipping. Topics will include eBay features and policies, registering an account, choosing formats and categories, writing descriptions that sell, taking and submitting photos, using the help section, feedback, using PayPal and shipping tips.

Course Code: 79832 Cost: FREE
Date: February 5, W, 6-9 pm
Location: Transportation Center, Room TBA

Course Code: 79864 Cost: FREE
Date: March 12, W, 6-9 pm
Location: Grady Swisher Center, Room 212

Course Code: 79905 Cost: FREE
Date: April 3, TH, 1-4 pm
Location: Transportation Center, Room TBA

Effective Budgeting for Grants 101 (Budget Grants)

Focus will be on the critical nature of effective budgeting in the context of the grant development process. What are the programs and initiatives of the organization seeking funding? What is the overall fund development strategy for the project/organization? Have programs and services been reviewed for cost/benefit analysis?

Course Code: 79838 Cost: FREE
Date: February 13, TH, 6-9 pm
Location: Transportation Center, Room TBA

Effective Budgeting for Grants 102

Focus will be on various types of budgeting templates that are used, the relationship between budgeting and accounting, the role of leadership and staff in developing an operating budget/project budget.

Course Code: 79844 Cost: FREE
Date: February 20, TH, 6-9 pm
Location: Transportation Center, Room TBA

Effective Budgeting for Grants 103

Focus will be on developing an actual budget, reviewing the budget and recommendations for increased effectiveness in the budget development process.

Course Code: 79854 Cost: FREE
Date: February 27, TH, 6-9 pm
Location: Transportation Center, Room TBA

Everything You Ever Wanted to Know About Starting a Business

In this seminar participants identify the personal qualities and skills of successful business owners. Participants assess their current skills and knowledge of small business ownership and develop a learning plan to assist them in growing successful enterprises. Participants review the legal and administrative steps necessary to start a business and examine the qualities of a model business.

Course Code: 79857 Cost: FREE
Date: March 5, W, 6-9 pm
Location: Transportation Center, Room TBA

Course Code: 79908 Cost: FREE
Date: April 8, T, 1-4 pm
Location: Transportation Center, Room TBA

Facebook for Small Business

If your business targets consumers, Facebook Pages provide a great resource to connect, engage and build relationships that provide opportunities to drive customers to your store and website. We will show you how to get started, how to manage and engage with your followers in a way to drive business opportunities.

Course Code: 79808 Cost: FREE
Date: February 4, T, 1-4 pm
Location: Transportation Center, Room TBA

Course Code: 79901 Cost: FREE
Date: April 1, T, 6-9 pm
Location: Transportation Center, Room TBA

Course Code: 79912 Cost: FREE
Date: April 8, T, 6-9 pm
Location: Grady Swisher Center, Room 212

Grant Writing/Grant Seeking 101

This three-part workshop is designed for individuals and small businesses interested in gaining the fundamentals of grant seeking and grant writing. Through interaction, role playing and sharing best practices, you will learn how to identify prospects, how to establish relationships

with prospective funding organizations and individuals, how to structure a grant proposal and how to meet deadlines while delivering the best possible product.

Course Code: 79788 Cost: FREE
Date: January 16, TH, 6-9 pm
Location: Transportation Center, Room TBA

Grant Writing/Grant Seeking 102

This seminar is a continuation of Grant Seeking/Grant Writing 101. Business owners will refine and further develop strategies to submit successful grant proposals. Examination of specific grant components and concepts helps to achieve proficiency.

Prerequisite: Grant Writing/Grant Seeking 101.
Course Code: 79789 Cost: FREE
Date: January 23, TH, 6-9 pm
Location: Transportation Center, Room TBA

Grant Writing/Grant Seeking 103

This seminar is a continuation of Grant Seeking/Grant Writing 101 and 102. Business owners will break out into groups and create a mock grant utilizing the knowledge and information gained from the previous courses. The evaluation of action items and results helps participants gain confidence to seek other specific opportunities to write and submit grant proposals.

Prerequisite: Grant Writing/Grant Seeking 102.
Course Code: 79790 Cost: FREE
Date: January 30, TH, 6-9 pm
Location: Transportation Center, Room TBA

How to Write a Convincing Business Plan

In this seminar, participants will evaluate the business plan format and the importance of an Executive Summary for attracting interest and investment. Seminar attendees will have an opportunity to review sample chapters in a variety of business plans to evaluate their own concept development. The business plan seminar will include examples of market feasibility of the business concept, a marketing plan and start-up cost analysis. Participants will utilize a variety of tools to review and evaluate examples of various business plans.

Course Code: 79898 Cost: FREE
Date: March 26, W, 6-9 pm
Location: Transportation Center, Room TBA

Course Code: 79931 Cost: FREE
Date: April 29, T, 1-4 pm
Location: Transportation Center, Room TBA

Keeping Small Business Records and Paying Your Taxes

Keeping good financial records is a critical step in managing a successful enterprise. This seminar addresses the financial records needed for good business management. In this module participants will also become familiar with tax procedures and forms that owners must file to comply with state and federal regulations for reporting business activity. Participants will demonstrate the connection between cash flow projections and the bookkeeping system created for a business, practice posting business transactions to monthly cash receipts

SMALL BUSINESS CENTER

Free One-On-One Business Counseling

The Forsyth Tech Small Business Center provides free confidential counseling services for new and existing businesses. This free service acts as a sounding board of ideas and concerns you may have about your business. No question is too simple or complicated. Our professional staff will help you find solutions to your challenging business questions.

**TO SCHEDULE AN APPOINTMENT,
CALL 336.631.1320 or email
SBC@forsythtech.edu**

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and disbursements journals, and demonstrate how good bookkeeping practices and regular financial statements give a clear snapshot of a business' health and tax liabilities.

Course Code: 79882 Cost: FREE
Date: March 19, W, 6-9 pm
Location: Transportation Center, Room TBA

Course Code: 79927 Cost: FREE
Date: April 22, T, 1-4 pm
Location: Transportation Center, Room TBA

LinkedIn for Small Business

Regardless of the size of your business or the industry you are in, LinkedIn is a beneficial business tool. Using your LinkedIn Profile and Company page is a powerful way to build relationships that can build business success. Using LinkedIn is different than just "having a profile." We will show you how to participate and get value for your business.

Course Code: 79798 Cost: FREE
Date: January 21, T 1-4 pm
Location: Transportation Center, Room TBA

Course Code: 79877 Cost: FREE
Date: March 18, T, 6-9 pm
Location: Transportation Center, Room TBA

Course Code: 79885 Cost: FREE
Date: March 25, T, 6-9 pm
Location: Grady Swisher Center, Room 212

Planning and Developing Your Unique Business Culture (UBC): Are You Planning for Mediocrity or Extraordinary Success?

What really determines business success and failure? What are the values on which small business owners will build their business, and that small business owners want their business to reflect—to their staff, customers and the world? What is a "business culture" and why is it important? Can small businesses really help "change the world?" These are just a few of the questions we will answer together in this fast-paced, interactive workshop. Small business owners leave this seminar inspired to think about their business in an entirely new way—and to become true business "leaders" and "innovators." Small business owners will also identify the type of culture they want their business to thrive on, and learn practical ways to "run your business so that it doesn't run you."

Course Code: 79801 Cost: FREE
Date: January 22, W, 1-4 pm
Location: Transportation Center, Room TBA

Course Code: 79933 Cost: FREE
Date: April 24, TH, 6-9 pm
Location: Transportation Center, Room TBA

Pre-Venture Orientation - "Thinking of Starting Your Own Business"

Are you thinking about getting into business for yourself? This seminar covers the issues that an individual should consider before thinking about opening the doors. In

other words, this seminar is the starting point on your journey into business ownership. Learn how to identify critical issues and make the right decisions as you prepare to start your business.

Course Code: 79829 Cost: FREE
Date: January 14, T, 3-5 pm
Location: Transportation Center, Room TBA

Course Code: 79834 Cost: FREE
Date: February 12, W, 3-5 pm
Location: Transportation Center, Room TBA

Course Code: 79872 Cost: FREE
Date: March 18, T, 3-5 pm
Location: Transportation Center, Room TBA

Course Code: 79906 Cost: FREE
Date: April 9, W, 3-5 pm
Location: Transportation Center, Room TBA

Course Code: 79939 Cost: FREE
Date: May 13, T, 3-5 pm
Location: Transportation Center, Room TBA

Putting the Wow Back Into Customer Service

Sometimes we focus so much on creating the business, we forget that what got us there (to business ownership) is not necessarily what will help us maintain the business. Do you know who your real customers are and how to build their loyalty through "wowing" them with your customer service. The focus of this seminar is on identifying your small business "wow" factors and remembering to focus on your customers.

Course Code: 79803 Cost: FREE
Date: January 23, TH, 1-4 pm
Location: Transportation Center, Room TBA

Searching for a Loan for a Start-up or Business Expansion

In this seminar, participants will receive an introduction to both traditional and non-traditional sources of funding for a business operation. Participants will review the variety of resources available for funding a business start-up or expansion. The review will include information on local funding sources, the SBA loan programs (including the SBA 7a program, Micro Loan Program and the 504 Loan Program), and other non-profit organizations that do small business lending. Participants will assess the assortment of factors that a lender uses to evaluate loan applications and practice completing a loan application for a local small business funding organization.

Course Code: 79904 Cost: FREE
Date: April 2, W, 6-9 pm
Location: Transportation Center, Room TBA

Course Code: 79932 Cost: FREE
Date: May 6, T, 1-4 pm
Location: Transportation Center, Room TBA

Social Media for Small Business

Participants will learn what social media channels to participate in, as well as why. We will introduce you to the steps of contributing, collaborating, connecting and cramming (research) to grow your business. Social media has been around far too long for small businesses not to be participating in them today.

Course Code: 79791 Cost: FREE
Date: January 7, T, 1-4 pm
Location: Transportation Center, Room TBA

Course Code: 79835 Cost: FREE
Date: February 11, T, 6-9 pm
Location: Grady Swisher Center, Room 212

Course Code: 79855 Cost: FREE
Date: March 4, T, 6-9 pm
Location: Transportation Center, Room TBA

Syncing Values, Mission, Vision, and Personal Branding for Your Business

In this seminar, small business owners will focus on developing the framework for their new business. We will discuss mission, vision and values and their importance to your business. You will have hands-on experience in creating or revising your mission and vision statements; developing a tagline and personal branding strategy; and identifying the core values of your business and how they should inform the way you do business. Small business owners will develop a one-minute message to share that brands their business.

Course Code: 79806 Cost: FREE
Date: January 30, TH, 1-4 pm
Location: Transportation Center, Room TBA

Website Building 101 for Small Businesses

If you are a small business owner or individual who wants to take your business to the next level by creating a web presence, then this beginning web design class is right for you. This seminar can help you quickly and efficiently design a website for your business with little technical knowledge. Don't continue to lose valuable clients because you lack a web presence. A website can be a valuable marketing tool that your business cannot continue to do without. This seminar will share with you various resources available to help you quickly build a web site in a short period of time.

Note: Registration is limited to 14 participants.
Course Code: 79830 Cost: FREE
Date: February 5, W, 6-9 pm
Location: Grady Swisher Center, Room 141

Course Code: 79928 Cost: FREE
Date: April 22, T, 6-9 pm
Location: Grady Swisher Center, Room 203

Writing a Marketing Plan - Part 1

Do you know where you are going with your company? Is it a gut feeling or have you written your ideas down? Is your company growing or is business flat? All business owners need a pathway to promote their products/services. Part of the process is learning about your competition, the marketplace and trends. Learn what



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a marketing plan is, why it is so important and what kind of information goes into it. This class is designed for micro and small business owners and marketing directors who have either never created a plan or need to update a current one.

Note: Registration is limited to 14 participants.

Course Code: 79891 Cost: FREE
Date: February 11, T, 1-4 pm
Location: Transportation Center, Room 146

Course Code: 79895 Cost: FREE
Date: March 13, TH, 6-9 pm
Location: Transportation Center, Room 146

Writing a Marketing Plan - Part 2

Advertising and promotion are not what they used to be. There are so many different outlets. Find out which promotional strategies can work for you and how to implement them. Learn how to identify your customers and expand your reach to new ones. Discover free advertising opportunities and learn how to partner with others. Get pointers on how to work with your local media and why they are an important part of your plan. What do your customers think of your product/services? Learn why feedback is important to advancing your business growth. This class is designed for micro and small business owners and marketing directors who have either never created a plan or need to update a current one.

Note: Registration is limited to 14 participants.

Course Code: 79894 Cost: FREE
Date: February 18, T, 1-4 pm
Location: Transportation Center, Room 146

Course Code: 79897 Cost: FREE
Date: March 20, TH, 6-9 pm
Location: Transportation Center, Room 146

Special Interest

Estate Planning ❖

This course discusses Wills, Durable Power of Attorney, Healthcare, POs, Transfer and Payable-on-Death accounts, Living Wills and Living Trusts, gifting and more topics are discussed in plain English so that you can talk intelligently with an attorney and discuss ways to protect your family and your assets. We will discuss common errors made as well as risk reduction. It is never too late to plan for your financial security. Prepare for the unexpected and learn how to protect your family through estate planning.

Course Code: 79214 Cost: \$55
Date: March 31-May 5, M, 6:30-8:30 pm
Location: Bob Greene Hall, Room 264

Investments/Stock Market ❖

Learn more about stocks, IRAs, Roth IRAs, pensions, mutual funds, ETFs, tax-exempt municipal bonds and the stock market in a relaxed and fun atmosphere. No tests, no homework and no grades, just practical knowledge. Useful to individuals from beginner to advanced. Retirement planning principles are explained. Also discussed are investment strategies for tax advantages.

Course Code: 79245 Cost: \$55
Date: January 27-March 3, M, 6:30-8:30 pm
Location: Bob Greene Hall, Room 264

Retirement Planning ❖

This new retirement course will review 401-k's, as well as Traditional and Roth IRAs. Techniques explaining how to rollover from a 401-k to an IRA while avoiding 20% tax withholding, the 10% penalty will also be discussed. Conversions of traditional IRAs to Roth IRAs, as well as the pros and cons of doing so are included. No homework, no tests, and no grades, make this course a fun way to learn useful information about preparing for retirement. Useful for adults of all ages: those preparing to retire and those already retired.

Course Code: 79291 Cost: \$55
Date: January 30-March 13, TH, 6:30-8:30 pm
Location: Bob Greene Hall, Room 264

Sign Language I ❖

This course promises to be entertaining and educational. It introduces American Sign Language through finger spelling and simple sign sentences. You will have an opportunity to practice your newly acquired skills and cultural understanding with deaf individuals.

Note: You will need to purchase a book.

Course Code: 79355 Cost: \$95
Date: March 6-April 10, TH, 6-9 pm
Location: Taylor Recreation Center

Wedding Planning ❖

Learn how to direct a wedding from the first contact with the bride until the end of the reception. Learn how to take the details and turn them into a wedding to remember for family or friends.

Course Code: 79356 Cost: \$55
Date: March 6-March 20, TH, 6-9 pm
Location: Polo Park Recreation Center

Wildlife Rehabilitation ❖

This course covers intake procedures and basic medical lifesaving techniques. You will also learn the proper feeding of various native wildlife species, gain an understanding of the nature of each animal, receive instruction on the dangers encountered with wildlife, and learn proper handling techniques.

Course Code: 79359 Cost: \$55
Date: February 20-May 1, TH, 6-9 pm
Location: Oak Grove Center, Room 4456

Technical/Trade

Auto Inspection: OBD II ✓

This course certifies vehicle inspectors in On-Board Diagnostics II emissions-testing procedures as established by state law.

Course Code: 78735 Cost: \$75
Date: January 8, W, 8 am-5 pm
Location: Transportation Center, Room 244

Course Code: 78833 Cost: \$75
Date: February 5, W, 8 am-5 pm
Location: Transportation Center, Room 244

Course Code: 78843 Cost: \$75
Date: March 5, W, 8 am-5 pm
Location: Transportation Center, Room 244

Course Code: 78868 Cost: \$75
Date: April 9, W, 8 am-5 pm
Location: Transportation Center, Room 244

Course Code: 78879 Cost: \$75
Date: May 7, W, 8 am-5 pm
Location: Transportation Center, Room 244

Auto Inspection: OBD II/Recertification ✓

This course is for licensed OBD II Technicians only. This course will recertify vehicle inspectors on On-Board Diagnostics II emissions-testing procedures as established by state law.

Course Code: 78736 Cost: \$75
Date: January 8, W, 6-10 pm
Location: Transportation Center, Room 244

Course Code: 78834 Cost: \$75
Date: February 5, W, 6-10 pm
Location: Transportation Center, Room 244

Course Code: 78845 Cost: \$75
Date: March 5, W, 6-10 pm
Location: Transportation Center, Room 244

Course Code: 78869 Cost: \$75
Date: April 9, W, 6-10 pm
Location: Transportation Center, Room 244

Course Code: 79029 Cost: \$75
Date: May 7, W, 6-10 pm
Location: Transportation Center, Room 244

Auto Safety Inspection ✓

This course prepares auto technicians and service personnel as safety inspectors for motor vehicles. The class includes regulations and test-inspection procedures and is taught to ensure that you understand the rules and regulations and can inspect a vehicle properly and pass the qualifications exam. Upon passing the exam for certification as a safety inspector, students can do inspections at a licensed inspection station.

Course Code: 78821 Cost: \$75
Date: January 22, W, 8 am-5 pm
Location: Transportation Center, Room 244

Course Code: 78828 Cost: \$75
Date: January 28-January 29, TW, 6-10 pm
Location: Transportation Center, Room 244

Course Code: 78839 Cost: \$75
Date: February 19, W, 8 am-5 pm
Location: Transportation Center, Room 244

Course Code: 78840 Cost: \$75
Date: February 25-February 26, TW, 6-10 pm
Location: Transportation Center, Room 244

Course Code: 78865 Cost: \$75
Date: March 19, W, 8 am-5 pm
Location: Transportation Center, Room 244

Courses in Forsyth County



Course Code: 78866 Cost: \$75
Date: March 25-March 26, TW, 6-10 pm
Location: Transportation Center, Room 244

Course Code: 78872 Cost: \$75
Date: April 23, W, 8 am-5 pm
Location: Transportation Center, Room 244

Course Code: 78873 Cost: \$75
Date: April 29-April 30, TW, 6-10 pm
Location: Transportation Center, Room 244

Course Code: 78881 Cost: \$75
Date: May 14, W, 8 am-5 pm
Location: Transportation Center, Room 244

Course Code: 79004 Cost: \$75
Date: May 20-May 21, TW, 6-10 pm
Location: Transportation Center, Room 244

Electrical Contractors License Exam Prep ✓

This course prepares students for the Electrical Contractors License Exam for the state of North Carolina.

Course Code: 78837 Cost: \$130
Date: February 5-April 23, W, 6-9 pm
Location: Oak Grove Center, Room 4458

Electrical Contractors License Renewal/Unit 2 ✓

This course is approved for Electrical Contractors License Renewal and covers Chapter 3, Wiring Methods and Materials.

Course Code: 78847 Cost: \$75
Date: March 8-March 15, S, 8 am-Noon
Location: West Campus, Room 17

Electrical Contractors License Renewal/Unit 3 ✓

This course is approved for continuing education for electrical contractors and covers Chapter 4, General Equipment, NEC Expert 2005 (Motors & Controls) and a test.

Course Code: 78867 Cost: \$75
Date: April 5-April 12, S, 8 am-Noon
Location: West Campus, Room 17

Electrical Contractors License Renewal/Unit 4 ✓

This class provides electrical contractors with updated information on the latest changes to the National Electrical Code, the North Carolina Electrical Laws, and local utility company requirements. It covers NEC Chapters 5 (Special Occupancies) and chapter 6 (Special Equipment).

Course Code: 78875 Cost: \$75
Date: May 3-May 10, S, 8 am-Noon
Location: West Campus, Room 17

Electrical Contractors License Renewal/Unit 5 ✓

This course is approved for Electrical Contractors License Renewal and covers Chapters 7, 8 and 9 (Special Conditions and Communications).

Course Code: 78838 Cost: \$75
Date: February 8-February 15, S, 8 am-Noon
Location: West Campus, Room 17

Electrical: Installation/Troubleshooting ✓ JobsNOW

This program consists of four subjects taken during one semester. After completing all four subjects, students will earn an Electrician Helper Certificate. Students successfully completing this program will be able to qualify for entry-level employment with electrical contractors, maintenance companies and apartment complexes.

Note: This is an intro class.

For more information, call 336.734.7726.

Course Code: 78816 Cost: \$195
Date: January 13-May 5, MW, 6-9 pm
Location: Goodwill, Room 108

Facility Maintenance Technician ✓ JobsNOW

This 260-hour course provides the student with classroom lecture and maximum hands on experience in HVAC, Plumbing repair, Electrical repair and Carpentry skills. Students build and wire an actual building to residential code. Also included is customer service, communication and employability skills along with math, blueprint reading and OSHA safety.

Note: CFC and CPO certification are available for an additional cost.

For more information call 336.734.7726.

Course Code: 78817 Cost: \$185
Date: January 13-April 8, MTWTFE, 1-5 pm
Location: Goodwill, Room 108

HVAC Service Technician Level II ✓ JobsNOW

This is the second semester of a two-semester HVAC program. Subjects will include mechanical cooling, electronic controls, CFC certification, electromechanical refrigerant controls and refrigeration troubleshooting.

Prerequisite: Students must have completed HVAC Service Technician Level I to register for this course.

Course Code: 78830 Cost: \$205
Date: February 25-May 15, TTH, 6-9 pm
Location: Goodwill, Room 108

Welding: ARC ✓ JobsNOW

This course will instruct students in welding safety of the Shield Metal Arc Welding process (SMAW-Stick), proper techniques and electrode selection for welding plate to meet AWS (vertical-up) welding code. Students will be welding with E6010 and E7018. Upon completion of the class the students should have the skills to pass the 3G/4G weld test to AWS standards.

The course includes 96-hours of instruction, lectures and hands-on practice.

Note: Students are required to have their own safety glasses.

Course Code: 79001 Cost: \$215
Date: February 4-May 22, TTH, 9 am-Noon
Location: Goodwill, Room 011

Welding: MIG ✓ JobsNOW

This course will instruct students in welding safety of the Metal Inert Gas/Metal Flux-Core Welding process (MAW/MFC-Wire), proper techniques, machine setup, inert gas and wire selection for welding both light and heavy plate to meet AWS (vertical-down and flat) welding code. Students will be welding with solid and flux core wires. Upon completion of the class the students should have the skills to pass the 1G/2G & 1F weld test to AWS standards.

The course is 96-hours of instructions, lectures and hands-on practice.

After completing this course, students may retake the course at an advanced level.

Note: Students are required to have their own safety glasses.

Course Code: 78997 Cost: \$215
Date: February 3-May 21, MW, 6-9 pm
Location: Goodwill, Room 011

Welding: TIG ✓ JobsNOW

This is a one-semester, 96 hour course designed to train the student in the basic principles of TIG welding. Gas tungsten welding is sometimes referred to by its subtype, tungsten inert gas or TIG welding. Students will operate electric power source welding machines with hand held wire electrodes. Studies will include power sources, types 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.

After completing this course, students may retake the course at an advanced level.

Note: Safety glasses are required.

Course Code: 79002 Cost: \$215
Date: February 4-May 22, TTH, 6-9 pm
Location: Goodwill, Room 011



Courses in Stokes County

Computer Technology

Computer Basics ✓

This course is designed for the computer novice and uses Microsoft Windows to demonstrate how to operate a computer while teaching basic computer terminology.

Note: This course requires a textbook and students will need to bring a USB Flash Drive to class.

Course Code: 79606 Cost: \$75
Date: March 10-April 28, M, 6-9 pm
Location: Stokes County Center II, Room 203

PowerPoint 2010 ✓

Students will learn how to use Microsoft PowerPoint 2010 to create, edit, save, run and print impressive slide presentations filled with formatted text, images, video, audio, animation, charts and links to the web. Whether you are a beginner or an experienced user, this 12-hour course will teach students how to turn simple slides into an exciting presentation that will grab and hold your audience's attention from start to finish. At the end of the course, students will be able to use this program confidently at home or on the job.

Prerequisite: A basic understanding of Microsoft PowerPoint and the Microsoft Windows Operating System.

Note: This course requires a textbook and students will need to bring a USB Flash Drive to class.

Course Code: 79603 Cost: \$75
Date: February 4-February 25, T, 6-9 pm
Location: Northwest Forsyth Center, Room TBA

Human Resource Development

Technology Skills for Employment ✓

This course covers basic computer skills that are needed in the job search and on most jobs. It includes understanding the computer operating system, managing files and folders, awareness of the common software programs used by employers, searching the internet for job information, completing job applications online, posting résumés on the internet and using email.

Note: This course is FREE if you are unemployed or meet specific income criteria.

Course Code: 79815 Cost: \$125
Date: February 4-March 20, TTH, 6-9 pm
Location: Northwest Forsyth Center, Room 246

Personal Enrichment

Flower Arranging: Silk ❖

Design an arrangement that will last with silk flowers. Students will learn how to make boutonnieres and corsages, bud vase arrangements and beautiful floral designs for a tabletop. In addition the instructor will demonstrate how to create an arrangement for a cemetery plot, either in a vase or grave stone topper. No experience is needed for this hands-on class.

Note: Some flowers are available in limited supply to use in the class. Students may need to provide additional flowers, containers, scissors and wire cutters for each class.

Course Code: 79215 Cost: \$55
Date: April 8-May 13, T, 6:30-8:30 pm
Location: Northwest Forsyth Center, Room TBA

Professional

Notary Public Education ✓

This course prepares students to be a commissioned/ap-pointed Notary Public.

Note: This course requires a textbook.

Course Code: 79792 Cost: \$60
Date: January 7-January 9, TTH, 1-4 pm
Location: Northwest Forsyth Center, Room TBA

Course Code: 79831 Cost: \$60
Date: February 4-February 6, TTH, 6-9 pm
Location: Northwest Forsyth Center, Room TBA

Course Code: 79856 Cost: \$60
Date: March 4-March 6, TTH, 1-4 pm
Location: Northwest Forsyth Center, Room TBA

Course Code: 79903 Cost: \$60
Date: April 1-April 3, TTH, 6-9 pm
Location: Northwest Forsyth Center, Room TBA

Course Code: 79936 Cost: \$60
Date: May 6-May 8, TTH, 6-9 pm
Location: Northwest Forsyth Center, Room TBA

Safe Driving

Alive At 25: Stokes County ❖

This four-hour defensive driving course is for drivers age 16-24 and is conducted in the classroom only. The purpose is to save lives through education about proper conduct and safe-driving techniques when operating a motor vehicle.

Note: You are eligible to take this class only once within a three-year period. Registration by phone or walk-in only. No online registration is permitted.

For more information on this class, call Forsyth Tech's Stokes County Office at 336.593.5402 ext. 1104

Course Code: 79169 Cost: \$65
Date: January 30, TH, 6-10 pm
Location: Stokes County Center I, Room 113

Course Code: 79205 Cost: \$65
Date: March 27, TH, 6-10 pm
Location: Stokes County Center I, Room 113

Course Code: 79207 Cost: \$65
Date: May 22, TH, 6-10 pm
Location: Stokes County Center I, Room 113

Seminars

eBay: eBay Store

This seminar will take business owners to the next level of their eBay experience. This hands-on seminar is a fantastic way to provide a step-by-step approach to those individuals who are ready to become eBay Store owners. You will learn how to optimize your eBay store, how to market your eBay store more effectively and how to list and sell your items in your eBay store.

Course Code: 79804 Cost: FREE
Date: January 23, TH, 6-9 pm
Location: Northwest Forsyth Center, Room TBA

eBay: Sell on eBay - Beyond the Basics

This seminar takes business owners to the next level of their eBay experience. This hands-on course is a fantastic way to provide a step-by-step approach to those individuals who are ready to take the next step in their experience as sellers on the world's leading online marketplace.

Course Code: 79797 Cost: FREE
Date: January 16, TH, 6-9 pm
Location: Northwest Forsyth Center, Room TBA

eBay: Selling Items on eBay

During this fast-paced seminar, business owners will learn the best practices to use when setting up an account, advertising items for sale, taking payments and shipping. Topics will include eBay features and policies, registering an account, choosing formats and categories, writing descriptions that sell, taking and submitting photos, using the help section, feedback, using PayPal and shipping tips.

Course Code: 79793 Cost: FREE
Date: January 9, TH, 6-9 pm
Location: Northwest Forsyth Center, Room TBA

Courses in Stokes County



Facebook for Small Business

If your business targets consumers, Facebook Pages provide a great resource to connect, engage and build relationships that provide opportunities to drive customers to your store and website. We will show you how to get started, how to manage and engage with your followers in a way to drive business opportunities.

Note: Registration is limited to 14 participants. All participants must already have an on-going business and be able to access email from any computer and a personal Facebook account.

Course Code: 81579 Cost: FREE
Date: February 3, M, 8-11 am
Location: Northwest Forsyth Center, Room 13

Course Code: 81580 Cost: FREE
Date: February 5, W, 6-9 pm
Location: Stokes County Center I, Room 103

Course Code: 81851 Cost: FREE
Date: May 5, M, 8-11 am
Location: Northwest Forsyth Center, Room 113

Course Code: 81852 Cost: FREE
Date: May 7, W, 6-9 pm
Location: Stokes County Center I, Room 103

Introduction to Social Media for Small Business

This course is an introduction of social media as a small business communications tool. We will discuss the purposes and benefits of the various social media channels in today's fast paced environment.

Course Code: 79930 Cost: FREE
Date: April 23, W, 8-10 am
Location: Northwest Forsyth Center, Room TBA

Social Media for Small Business

Participants will learn what social media channels to participate in, as well as why. We will introduce you to the steps of contributing, collaborating, connecting and cramming (research) to grow your business. Social media has been around far too long for small businesses not to be participating in them today.

Course Code: 79938 Cost: FREE
Date: May 12, M, 8-11 am
Location: Northwest Forsyth Center, Room TBA

Technical/Trade

Electrical: Installation/Troubleshooting ✓ JobsNOW

This program consists of four subjects taken during one semester. After completing all four subjects, students will earn an Electrician Helper Certificate. Students successfully completing this program will be able to qualify for entry-level employment with electrical contractors, maintenance companies and apartment complexes.

Note: This is an intro class.
For more information, call 336.734.7728.
Course Code: 79058 Cost: \$195
Date: February 17-May 14, MW, 6-9 pm
Location: TBA

Electrical Lineman ✓ JobsNOW

The Electrical Lineman Program is designed to train persons that wish to become entry-level electrical line workers for private and public utility companies and related employers. Students will learn academic and field skills necessary for entry-level workers. Safety is stressed in every aspect of the job. Students will also have the opportunity to earn a Career Readiness Certificate.

Course Code: 79581 Cost: \$185
Date: January 6-March 4, MTWTH, 8 am-5 pm
Location: Northwest Forsyth Center, Room 111

Course Code: 79584 Cost: \$185
Date: March 17-May 12, MTWTH, 8 am-5 pm
Location: Northwest Forsyth Center, Room 111

HVAC Service Technician Level I ✓ JobsNOW

This program consists of eight subjects over two semesters. Students completing all eight subjects will earn a HVAC Service Technician Certificate. Students completing this program should be able to assist/perform basic service or preventative maintenance on residential and light commercial applications.

For more information, call 336.734.7728.
Course Code: 79055 Cost: \$205
Date: February 17-May 14, MW, 6-9 pm
Location: TBA

Plumbing: Installation/Troubleshooting ✓ JobsNOW

This program consists of four subjects over one semester. Each subject will be covered in six, three-hour sessions. Students completing this course will earn a Plumbing Helper Certificate. Training will include the proper use of plumbing trade hand tools, power tools and other equipment in addition to OSHA safety training. Also included will be design, repair and troubleshooting of various residential and light commercial plumbing systems. Upon completion, students will be qualified to assist an average plumber in day-to-day activities.

Note: This is an intro class.
For more information, call 336.734.7728.
Course Code: 79056 Cost: \$195
Date: February 17-May 14, MW, 6-9 pm
Location: Northwest Forsyth Center, Room 113

Repairs/Skills: Facilities ✓ JobsNOW

This is an introductory course that will give the student multiple skills in the installation and repair of common facility repairs. This course will also give the skills to repair commonly needed household problems and foster entrepreneurship.

Note: Safety glasses are required.
Course Code: 79294 Cost: \$185
Date: March 3-May 7, MTW, 8 am-Noon
Location: TBA

Welding: ARC ✓ JobsNOW

This course will instruct students in welding safety of the Shield Metal Arc Welding process (SMAW-Stick), proper techniques and electrode selection for welding plate to meet AWS (vertical-up) welding code. Students will be welding with E6010 and E7018. Upon completion of the class the students should have the skills to pass the 3G/4G weld test to AWS standards.

The course is 96-hours of instructions, lectures and hands-on practice.

Note: Students are required to have their own safety glasses.
Course Code: 79052 Cost: \$215
Date: January 22-May 12, MW, 6-9 pm
Location: TBA

Welding: MIG ✓ JobsNOW

This course will instruct students in welding safety of the Metal Inert Gas/Metal Flux-Core Welding process (MAW/MFC-Wire), proper techniques, machine setup, inert gas and wire selection for welding both light and heavy plate to meet AWS (vertical-down and flat) welding code. Students will be welding with solid and flux core wires. Upon completion of the class the students should have the skills to pass the 1G/2G & 1F weld test to AWS standards.

The course included 96-hours of instruction, lectures and hands-on practice.

After completing this course, students may retake the course at an advanced level.

Note: Students are required to have their own safety glasses.
Course Code: 79054 Cost: \$215
Date: January 23-May 13, TTH, 6-9 pm
Location: TBA



Courses in Health and Safety

Health Education Prerequisites

Testing: Math and Reading Placement Tests are required for Nursing Assistant I BEFORE Orientation, Nursing Assistant II, Nursing Assistant I Review, EKG Technician, and Medication Aide to be completed.

> Where/When

- West Campus: Mondays at 1 pm or Wednesdays at 9 am or 5:30 pm, Rm 18
- Stokes County Center: Mondays at 10 am and the first Wednesday each month at 5:30 pm
- Goodwill: Third Wednesday each month at 1 pm

No appointment necessary. Must bring a picture ID and Social Security card.

> Required Scores

- Math: 6th grade level,
- Reading: 10th grade level

> There is no cost.

Orientation:

> Required for Nursing Assistant I only

> When/Where

- West Campus, Tuesdays 9 am-1 pm and 5-9 pm;

Must bring photo ID, Social Security card and other required documents to Orientation. Refer to Prerequisites under class descriptions for these documents.

NEW: Healthcare Clinical Fee

Healthcare facilities providing clinical experiences for Forsyth Technical Community College programs require criminal background checks and drug screens on all employees and students working in their facilities. The screening company meets compliance standards of the healthcare agencies and Forsyth Technical Community College.

The screening company shares findings of the screening only with the clinical site and the student. Healthcare facility representatives review the finding on the background check/drug screen and determine whether students are eligible to participate in clinical education.

The cost of the screening begins at \$70.00 and is the sole responsibility of the student. Students are to begin the background check/drug screen process before they register for a Health Education class. However, information will not be sent to a clinical site until after the student registers.

If a student is denied by the clinical site, this proactive approach may enable the student to receive a full refund. Criminal background check/drug screen is valid for 12 months and must be current at the time of clinicals.

Health and Safety

Coming Soon!

Nursing Assistant II Competency Assessment Course (Review Course)

Activity Director ✓

This course is designed to provide basic training to individuals desiring to become an Activity Director in a healthcare related setting, such as long term care or assisted living facilities or adult care homes. This course follows the state approved course outline including 1) an overview of the Activity Director profession, 2) Human Development and the Aging Process, 3) Standards of Practice, 4) Activity Care Planning and 5) Methods of Service Delivery. 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, high school transcript, GED, or college diploma are required.

Note: Students must bring a copy of proof of high school graduation, college graduation or GED to Customer Service for verification in order to register.

Autism Paraprofessional ✓ NEW!

This course is designed to prepare individuals to provide direct services to children with autism spectrum disorders (ASDs.) Care-givers may work in educational, home-based, or community settings. Emphasis is on understanding ASDs, working with families of children with ASDs, managing challenging behaviors associated with ASDs and evidence-based practices for targeting communication, play, self-help, and social skills of children with ASDs. Class will also cover consumer safety and rights and ethical considerations. The course also includes a practicum component, which will be completed at an

autism specialty school. Upon satisfactory completion of the course, the student will receive a certificate of completion, which should enhance employment opportunities in the field of autism treatment and education. This course consists of 30 hours of classroom and 48 hours of practicum. The practicum will be during the day (8:45am-2:45pm) beginning a few weeks after class starts. Students will sign up for days/times the first day of class.

Note: Currently enrolled curriculum students can receive course credit for EDU248 upon successful completion of this course. Contact Judy Snowden for details at 336.734.7749.

Prerequisite: Picture ID, Social Security Card and high school diploma or high school transcript or GED or college diploma are required. Students must also present receipt from the criminal background check before they will be allowed to register for class (no drug screening required). In addition to the registration fee, students will be charged an \$18 non-refundable insurance fee, which is valid for one year.

Contact Judy Snowden at 336.734.7749 or jsnowden@forsythtech.edu for more information.

Course Code: 79954 Cost: \$203

Date: January 29-April 4, WE 9-10:30 am

Location: West Campus, Room 11

Cardiopulmonary Resuscitation: Heartsaver Provider ❖

This course follows the current American Heart Association guidelines. It is designed to teach participants that are not healthcare providers the basic steps of CPR, use of an AED (Automated External Defibrillator) and FBAO (Foreign Body Airway Obstruction) for victims of all ages. Students will receive instruction to recognize emergency situations involving heart attack, choking, respiratory and cardiac arrest in adults, children and infant victims.

No written exam required for this course. Upon successful completion, the student will be awarded Heartsaver CPR certification.

For additional course information contact e-mail mcalhoun@forsythtech.edu or call 336.757.3091

Course Code: 79983 Cost: \$25

Date: January 16, TH, 1-4 pm

Location: West Campus, Room 14

Course Code: 79984 Cost: \$25

Date: February 13, TH, 1-4 pm

Location: West Campus, Room 14

Course Code: 79986 Cost: \$25

Date: March 20, TH, 1-4 pm

Location: West Campus, Room 14

Course Code: 79987 Cost: \$25

Date: April 24, TH, 1-4 pm

Location: West Campus, Room 14

Cardiopulmonary Resuscitation: BLS Healthcare Instructor ✓

This American Heart Association Healthcare Provider CPR Instructor's course is designed to certify Instructors through the American Heart Association. This course teaches instruction skills in general, as well as specific CPR teaching skills. Upon successful completion, the student will be awarded a HCP CPR Instructor's certificate. With this certification the HCP CPR Instructors can instruct Heartsaver CPR, First Aid and Healthcare Provider CPR.

Prerequisite: Completion of on-line Core Instructor course. Valid CPR Healthcare Provider card, Core Instructor certificate and letter from CPR instructor stating the candidate has met instructor potential level.

Note: Book required.

Courses in Health and Safety



For additional course information contact e-mail mcalhoun@forsythtech.edu or call 336.757.3091

Course Code: 79982 Cost: \$75

Date: May 3, S, 8 am-5 pm

Location: West Campus, Room 14

Cardiopulmonary Resuscitation: Healthcare Providers and Heartsaver CPR eLearning Courses Skills Practice and Skills Testing ❖

This American Heart Association certification class is for busy healthcare professionals who need a flexible training option. This course is for first-time or renewal certification. BLS CPR Online Part 1 presents cognitive information through a series of case-based scenarios, videos and interactive exercises. Upon successful completion of Part 1, including the online written test, a Part 1 Certificate of Completion is available for students to print. This certificate must then be presented for Parts 2 and 3; the hands-on skills practice and testing session with an AHA BLS Instructor. Students will receive an AHA CPR Providers Course Completion card, upon successful completion of all three parts.

Prerequisite: Completion of the online Part 1 portion prior to scheduling a skills practice and testing session.

Note: No Book required.

For additional course information contact e-mail mcalhoun@forsythtech.edu or call 336.757.3091

Course Code: 79993 Cost: \$25

Date: January 21, T, 5:30-8 pm

Location: West Campus, Room 14

Course Code: 79994 Cost: \$25

Date: February 18, T, 5:30-8 pm

Location: West Campus, Room 14

Course Code: 79995 Cost: \$25

Date: March 25, T, 5:30-8 pm

Location: West Campus, Room 14

Course Code: 79996 Cost: \$25

Date: April 22, T, 5:30-8 pm

Location: West Campus, Room 14

Course Code: 79997 Cost: \$25

Date: May 20, T, 5:30-8 pm

Location: West Campus, Room 14

Cardiopulmonary Resuscitation: Healthcare Provider-Initial ❖

This American Heart Association certification course is a video-based, instructor-led course that teaches both single-rescuer and team basic life support skills for health care professionals. This course trains participants to promptly recognize several life-threatening emergencies, give high-quality chest compressions, deliver appropriate ventilations and provide early use of an AED. It includes adult, child, and infant rescue techniques. This course also teaches relief of choking.

Note: This course requires a textbook that must be read by the class date.

For additional course information contact e-mail mcalhoun@forsythtech.edu or call 336.757.3091

Course Code: 79958 Cost: \$35

Date: January 11, S, 8 am-1 pm

Location: West Campus, Room 14

Course Code: 79960 Cost: \$35

Date: January 14, T, 8:30 am-1:30 pm

Location: West Campus, Room 14

Course Code: 79961 Cost: \$35

Date: January 15, W, 5:30-10 pm

Location: West Campus, Room 14

Course Code: 79963 Cost: \$35

Date: January 25, S, 8 am-1 pm

Location: West Campus, Room 14

Course Code: 79964 Cost: \$35

Date: February 8, S, 8 am-1 pm

Location: West Campus, Room 14

Course Code: 79965 Cost: \$35

Date: February 11, T, 8 am-1 pm

Location: West Campus, Room 14

Course Code: 79966 Cost: \$35

Date: February 19, W, 5:30-10 pm

Location: West Campus, Room 14

Course Code: 79968 Cost: \$35

Date: February 22, S, 8 am-1 pm

Location: West Campus, Room 14

Course Code: 79969 Cost: \$35

Date: March 8, S, 8 am-1 pm

Location: West Campus, Room 14

Course Code: 79970 Cost: \$35

Date: March 18, T, 8:30 am-1:30 pm

Location: West Campus, Room 14

Course Code: 79972 Cost: \$35

Date: March 19, W, 5:30-10 pm

Location: West Campus, Room 14

Course Code: 79973 Cost: \$35

Date: March 22, S, 8 am-1 pm

Location: West Campus, Room 14

Course Code: 79975 Cost: \$35

Date: April 8, T, 8:30 am-1:30 pm

Location: West Campus, Room 14

Course Code: 79974 Cost: \$35

Date: April 12, S, 8 am-1 pm

Location: West Campus, Room 14

Course Code: 79977 Cost: \$35

Date: April 16, W, 5:30-10 pm

Location: West Campus, Room 14

Course Code: 79978 Cost: \$35

Date: April 26, S, 8 am-1 pm

Location: West Campus, Room 14

Course Code: 79979 Cost: \$35

Date: May 10, S, 8 am-1 pm

Location: West Campus, Room 14

Course Code: 79980 Cost: \$35

Date: May 13, T, 8:30 am-1:30 pm

Location: West Campus, Room 14

Course Code: 79981 Cost: \$35

Date: May 21, W, 5:30-10 pm

Location: West Campus, Room 14

Cardiopulmonary Resuscitation: Healthcare Provider-Recertification ❖

This American Heart Association re-certification course reviews cardiopulmonary resuscitation and patient assessment, in order for students to maintain certification in Healthcare Provider CPR.

Note: Student must provide current HCP CPR Certification card.

For additional course information e-mail mcalhoun@forsythtech.edu or call 336.757.3091

Course Code: 79988 Cost: \$25

Date: January 16, TH, 5:30-8 pm

Location: West Campus, Room 14

Course Code: 79989 Cost: \$25

Date: February 13, TH, 5:30-8 pm

Location: West Campus, Room 14

Course Code: 79990 Cost: \$25

Date: March 20, TH, 5:30-8 pm

Location: West Campus, Room 14

Course Code: 79991 Cost: \$25

Date: April 24, TH, 5:30-8 pm

Location: West Campus, Room 14

Course Code: 79992 Cost: \$25

Date: May 15, TH, 5:30-8 pm

Location: West Campus, Room 14

The Dorothy L. Lougee Nursing Assistant I Program ✓ JobsNOW

This state approved course introduces 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's 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, students are prepared to take the NC Nurse Aide I Competency Evaluation, a requirement in order to be listed on the NC Nurse Aide I Registry.

Prerequisite: Successful completion of Math and Reading placement tests (or equivalent approved by Health Education Department), a picture ID, Social Security Card, high school diploma or high school transcript or GED or college diploma are required. Students must also attend an orientation session and present receipts from the criminal background check and drug screening before they will be allowed to register for class.

Note: In addition to the registration fee, students will be charged an \$18 non-refundable insurance fee, which is valid for one year.

Course Code: 79828 Cost: \$203

Date: January 7-February 27, MTWTFE, 8 am-2:30 pm

Location: Northwest Forsyth Center, Room 138

Course Code: 79388 Cost: \$203

Date: January 14-May 13, TTH, 3-8:30 pm

Location: Grady Swisher Center, Room 236



Courses in Health and Safety

Course Code: 79737 Cost: \$203
Date: January 21-May 28, MTW, 5-9 pm
Location: Grady Swisher Center, Room 211

Course Code: 78421 Cost: \$203
Date: February 11-May 22, TWTH, 9 am-1:30 pm
Location: Grady Swisher Center, Room 236

Course Code: 79985 Cost: \$203
Date: February 18-April 23, MTWTH, 9 am-3:30 pm
Location: West Campus, Room 13

Course Code: 80003 Cost: \$203
Date: February 26-July 9, TW, 5-9 pm
Location: Goodwill

The Dorothy L. Lougee Nursing Assistant I Review Program ✓

This course is designed to update individuals who have been listed within the previous three years on the North Carolina Nurse Aide I Registry but let their certification lapse. This course is also a review for Nursing Assistants registered in another state who are seeking certification as a Nursing Assistant in North Carolina. This course provides individuals with a review of the knowledge, skills and abilities that must be demonstrated on the National Nurse Aide Assessment Program (NNAAP) Examination necessary for listing on the North Carolina Nurse Aide I Registry.

Prerequisite: Successful completion of Math and Reading placement tests (or equivalent approved by Health Education Department) and ONE of the following: 1) NC Nursing Assistant I Registry listing (expired within the past 3 years) or 2) Registry listing from another state (within the past 3 years) or 3) certificate of completion from state approved NA I course (in the past year) or 4) RN/LPN (in the past 5 years). A picture ID, Social Security Card and high school diploma or high school transcript or GED or college diploma are required.

Note: Students who make 3 attempts to pass the Skills and Written examination within 2 years of completion of an NA I training program are to retake a state approved training program prior to retaking the state exam. This is a NC requirement.

The Dorothy L. Lougee Nursing Assistant II Program ✓ JobsNOW

This course provides Basic NA II nursing skills taught in accordance with the North Carolina Board of Nursing. Tasks include oxygen therapy, suctioning, sterile dressing changes, IV fluid assistive activities, ostomy care, gastrostomy feedings/nasogastric feedings and catheterizations. Classroom, laboratory and clinical learning experiences are included. Upon successful completion of the course and skill/competency evaluation, the student is eligible to apply for listing as a Nurse Aide II by the NC Board of Nursing Nurse Aide Registry.

Prerequisite: Current NC Nursing Assistant I Registry listing, successful completion of Math and Reading placement tests (or equivalent approved by Health Education Department), picture ID, Social Security Card and high school diploma or high school transcript or GED or college diploma are required. Students must also present

receipts from the criminal background check and drug screening before they will be allowed to register for class. Current CPR (AHA) Healthcare Provider certification is required before clinical.

Note: In addition to the registration fee, students will be charged an \$18 non-refundable insurance fee, which is valid for one year.

Course Code: 79902 Cost: \$203
Date: January 7-April 9, TWTH, 5:30-9:30 pm
Location: West Campus, Room 11

EKG Technician ✓

This course is designed to prepare students to perform basic EKGs. Students will gain knowledge of cardiac terminology, understand the structure and function of the heart, and become familiar with the anatomy and physiology of the heart. Students will gain a basic understanding of the electrical conduction system and how it affects heart function. Based upon this knowledge, students will understand why an EKG is done. Students will also understand the cardiac cycle, be able to identify common artifacts, demonstrate patient preparation, as well as proper placement of EKG leads. Students will learn how to operate an EKG monitor, run a strip accurately, and mount it properly. Upon successful completion of the course, students will receive a certificate of completion.

Prerequisite: High school diploma or high school transcript or GED or college diploma, successful completion of Math and Reading placement tests (or equivalent approved by Health Education Department). Successful completion of NAI, NAII or Phlebotomy is recommended.

Note: The EKG Technician course is designed to complement other healthcare certifications such as NAI, NAII, EMT, and/or Phlebotomy.

Emergency Medical Technician Basic ✓ JobsNOW

This course covers anatomy and physiology, initial patient survey and triage, basic and advanced airway management, oxygen therapy, and treatment of traumatic and medical emergencies. Additional areas of study are CPR with automated external defibrillator and general pharmacology. This course follows the guidelines established by the N.C. Office of Emergency Medical Services (EMS) and is conducted by an approved Basic or Advanced Institution. The lead instructor for the EMT educational program is certified as a N.C. Level I Instructor/Coordinator. The EMT course is designed for those interested in working in public safety (Emergency Medical Service, Fire Service and Police) or in increasing their knowledge in handling emergency situations. Students who successfully complete this course are eligible to take the N.C. Emergency Medical Technician credentialing examination and/or the National Registry examination.

Prerequisite: Successful completion of an exam assessing basic reading comprehension skills at the 10th grade reading level.

For more information, call 336.757.3054.

Course Code: 79998 Cost: \$185
Date: January 27-May 26, MW, 6-10 pm; S, 8 am-5 pm
Location: West Campus, Room 32B

Course Code: 80000 Cost: \$185
Date: March 4-May 29, TTH, 8 am-5 pm
Location: Northwest Forsyth Center, Room 215

Introduction to Healthcare ✓

This course is designed to allow students to explore the healthcare culture and employment opportunities within the healthcare field. It provides students with basic information for a career in healthcare and planning for future goals. Students will also receive human resource development instruction, which will strengthen professional skills needed in the healthcare environment. Topics include teamwork, communications, customer service skills and problem solving. In addition, students will be given a Career Readiness Certification (CRC) assessment and learn how to use this assessment for employment.

Note: This course is FREE if you are unemployed or meet specific income criteria.

Course Code: 79750 Cost: \$70
Date: March 4-March 27, TTH, 5:30-8:30 pm
Location: Goodwill, Room 123B

Massage: Introduction to Massage ❖

Learn basic massage strokes including effleurage, petrissage, friction, tapotement and vibration to be used on members of a person's immediate family and/or friends. This course does not qualify participants to become licensed massage therapists. Please see our college catalog credit program for information regarding this 500+ hour training and eligibility for state licensure.

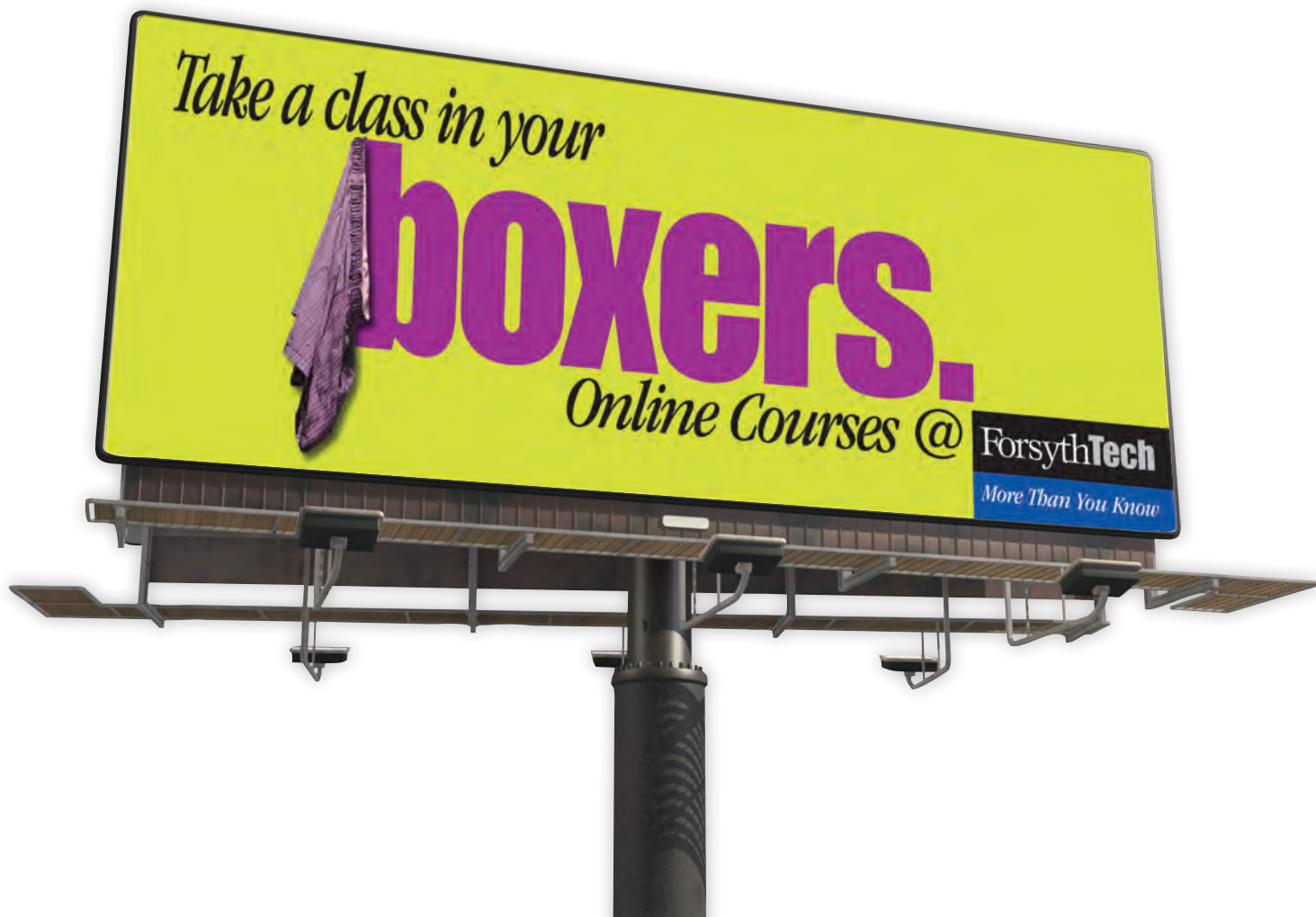
Note: NC Practice Act, Article 36, Section 90-623. License required. (a) A person shall not practice or hold out himself or herself to others as a massage and bodywork therapist without first applying for and receiving from the Board a license to engage in that practice.

Medication Aide ✓

This course is designed to meet the training requirements to become qualified as a Medication Aide. It will cover the six rights of medication administration for non-licensed personnel. Topics will include medication administration via the oral, topical and instillation routes, medical asepsis, hand hygiene, terminology and legal implications. Upon completion, students should be prepared to take the competency exam and demonstrate skills necessary to qualify for listing on the North Carolina Medication Aide Registry.

Prerequisite: 3-6 months minimum direct patient care experience with a letter of recommendation on letterhead from an RN who supervised student's work within the past 2 years (a letter of recommendation from NAI or NAII instructor is not sufficient), successful completion of Math and Reading placement tests (or equivalent approved by Health Education Department), a picture ID, Social Security Card and one of the following, high school diploma or high school transcript or GED or college diploma are required.

Note: To pursue a Medication Aide position in a Skilled Nursing Facility, a current State NAI Registry certification is required.



Online Ed2Go

Information

- Registration deadline for Ed2Go/online courses is Noon (12 pm) on the day/date they begin.
- Online courses require Internet access, an email address, a Web browser and software. It helps to be able to stay on a routine class schedule.
- Visit www.ed2go.com/forsyth for more information, including requirements and course dates or by calling Customer Service at 336.761.1002 before the course start date.
- Registration fees can be paid online at www.ed2go.com/forsyth, homepage and then select the online registration link or by calling Customer Service at 336.761.1002.
- Recertifying teachers must submit all 12 lesson quizzes and score 80 percent or higher on the final exam, then request completion certificate.
- Course completion certificates and answers to any additional questions are available by email only at onlinecece@forsythtech.edu.
- Para tomar clases de computadora "online" por favor llame a nuestra línea hispana 336.734.7742.
- Please go to our Forsyth Tech Students' Ed2Go Online Course Instruction Center at www.ed2go.com/forsyth on the homepage for more information.



Ed2go[®]

Visit www.ed2go.com/forsyth for more information, including requirements and course dates or by calling Customer Service at 336.761.1002 before the course start date.

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- A+ Certification/Basic/Hardware
- A+ Certification/Intermediate/Operating Systems
- A+ Certification/Advanced/Hardware
- Access 2010 Introduction
- Accounting Fundamentals I
- Accounting Fundamentals II
- Administrative Assistant Fundamentals
- Algebra Introduction
- ASP.NET-Introduction
- C# Programming Introduction
- Computer Skills for the Workplace
- Crystal Reports Introduction
- CSS3 and XHTML5 Introduction
- CSS3 and XHTML5 Intermediate
- Designing Effective Websites
- Digital Photography Discovery
- Dreamweaver CS6 Introduction
- Excel 2007 Introduction
- Excel 2007 Intermediate
- Excel 2010 Introduction
- Excel 2010 Intermediate
- Grammar Refresher
- Guided Reading: Strategies for the Differentiated Classroom
- InDesign CS5 Introduction
- Internet Introduction (Navigating)
- Interpersonal Communication
- Java Programming Introduction
- Leadership
- Magazine Writing
- Networking Introduction
- Networking Intermediate
- PC Security Introduction
- PC Troubleshooting
- Photoshop CS6 Introduction
- Photoshop Elements 11 for the Digital Photographer
- PMP Certification Prep I
- PMP Certification Prep II
- PowerPoint 2010 Introduction
- Project Management Fundamentals
- QuickBooks 2013 Introduction
- Real Estate Investing I
- Real Estate Investing II: Financing Your Property
- Response to Intervention: Reading Strategies that Work
- Secrets of Better Photography
- Six Sigma – Total Quality Fundamentals
- Solving Classroom Discipline Problems
- Solving Classroom Discipline Problems II
- Speed Spanish I
- Speed Spanish II
- SQL Introduction
- Start/Operate Your Own Home-Based Business
- Supply Chain Management Fundamentals
- (TRC) Teaching Math: Grades 4-6
- Teaching Smarter with SMART Boards
- Teaching Students with ADHD
- Teaching Students with Autism
- Teaching Students with Learning Disabilities
- Web Pages (Creating)
- Word 2010 Introduction
- WordPress Web Sites Introduction
- Wow, What a Great Event!
- Writeriffic: Creativity Training for Writers
- Writing Essentials



Blackboard (Bb)

Information

- Blackboard classes are conducted online, so students must be computer literate and have access to a computer with internet access, a web browser, and the ability to open Microsoft Word and PowerPoint documents.
- Registration for classes can be done by calling the Customer Service Center at 336.761.1002, or by registering in person at the West Campus at 1300 Bolton Street. Some classes with pre-requisites may require you to register in person to provide proof that the pre-requisite has been fulfilled.
- The *registration deadline for all Blackboard courses is three business days prior to the start date* of the course.
- Upon registering, make certain to *provide customer service with your updated email address and phone number* at the time of registration. This will be essential to provide you with further instructions and access information.
- Orientation for all Bb courses is to be done the first time students login to their course. *The course cannot be accessed until the start date.*
- Required textbooks can be purchased at the West Campus bookstore. The number for the bookstore is 336.734.7754, and the general hours of operation are Mon.–Fri., 8:30 a.m. until 2:00 p.m. and Mon.–Thurs. 4:00 p.m. until 6:30 p.m.
- Certificates for each course will be mailed to students *after the course end date.*
- Please contact Customer Service with any questions at 336.761.1002 or email questions to onlinebb@forsythtech.edu.

Bb: APC Exam Review ✓

This 50-hour advanced online course provides students the opportunity to prepare for the National CPC Certification exam administered by the American Academy of Professional Coders (www.aapc.com). Medical Terminology, Anatomy & Physiology, ICD-9 Diagnostic Coding, CPT Procedural Coding and HCPCS level II are some of the topics reviewed. Students will utilize interactive online tools and information, including mock exam questions to ensure comprehensive preparation for the exam. This is the final course in the online series for students seeking to take the Certified Professional Coder (CPC) credentialing exam.

Course Code: 79473 Cost: \$130

Date: February 3-April 6

Bb: Anatomy & Physiology for Non-Credit Students ✓

This 50-hour on-line course will introduce basic anatomy, physiology and pathology. Emphasis is placed on the relationships between the human body structure, health and disease. Upon completion, students will be able to identify body system components and functions relating this knowledge to the delivery of healthcare. This course will serve as an excellent primer for students entering further educational training in the medical field as well as deliver essential anatomy and pathophysiology information for medical coders preparing for the transition to ICD-10.

Course Code: 79474 Cost: \$130

Date: February 10-April 13

Bb: Medical Assisting Review ✓

This course is designed to allow students the opportunity to refresh information needed in order to take the AAMA certification exam or the AMT exam for registration. This course will cover the materials documented in the AAMA Certification Review. Upon completion, students should be prepared to sit for either the AAMA certification exam and/or the AMT exam for registration based on their personal review of the material. Completion of this course does not in any way determine the pass or fail outcome of the national exams. This is designed as a preparatory review.

Prerequisite: Students must be in the last semester of their AAS medical assistant program, or students may have graduated from a CAAHEP accredited diploma or AAS Medical Assisting program.

Important: Contact Anna Hilton at 336.734.7362 or for verification prior to registration.

Note:

- This course requires Internet access, an email address and a web browser.
 - The registration deadline for this course is noon one week prior to the start date of the course.
 - To receive a full refund, requests should be made prior to the start date of the course. On the start date, students may apply for a 75 percent refund if they have not completed the first assignment. Refunds may be requested online or onsite at the West Campus.
- Course Code: 79754 Cost: \$130
Date: March 11-April 22

Bb: Medical Billing ✓

This 64-hour online course will introduce students to the basics of medical billing and insurance, including insurance terminology, private payers and government programs, general insurance claim procedures, standard forms, patient record keeping, patient billing and collections, as well as potential billing problems & mistakes to avoid. Students will also have the opportunity for hands-on experience with billing software.

Course Code: 79475 Cost: \$185

Date: February 10-April 27

Bb: Medical Coding – CPT ✓

This 64-hour advanced online course provides students the opportunity to learn the proper way to review medical charts and physician documentation to assign appropriate CPT procedural codes. Students will benefit from interactive study materials and advanced coding scenarios/exercises. This course is designed as part of a series for students interested in becoming a Certified Professional Coder (CPC).

Course Code: 79462 Cost: \$185

Date: February 10-April 27

Bb: Medical Coding – ICD9 ✓

This 64-hour advanced online course will provide students a sound knowledge of medical coding rules and regulations, coding errors to be avoided, as well as the ability to review and assign accurate ICD-9 diagnostic codes across a wide range of clinical cases. The course is designed as part of a series to prepare students interested in becoming a Certified Professional Coder (CPC).

Course Code: 79465 Cost: \$185

Date: March 24-May 11



Blackboard Courses

Bb: Medical Terminology ✓

This 64-hour advanced online course is designed to give students a solid foundation in medical terminology through class/instructor interactions as well as enhanced interactive study materials. The student will learn prefixes, suffixes, root words and terms that relates to anatomy, physiology and review of body systems. Upon completion, students should be able to pronounce, spell and define medical terms as related to selected body systems and their pathological disorders.

Course Code: 79461 Cost: \$185
Date: January 27-April 13

Bb: National Standards, Professional Skills and Ethical Practices for Interpreters ✓

This course introduces the principles and standards for professional interpretation as established by the National Council on Interpreting in Healthcare. This course is also designed to build practical skills and job seeking tools. Students explore cultural awareness as it applies to Interpreting in Health and Human Services.

Course Code: 79521 Cost: \$130
Date: January 6-February 9

Bb: Case Studies Interpreter Lab ✓

In this lab, students will interpret medical case studies from English to Spanish and Spanish to English. This lab consists of computer-based training and is designed to improve consecutive and simultaneous interpreting skills. This class emphasizes listening and oral skills in both languages.

Prerequisite: Must be enrolled in/or have completed Spanish/English Medical Terminology and National Standards, Professional Skills and Ethical Practices for Interpreters to take this course.

Course Code: 79510 Cost: \$130
Date: March 24-May 4

Bb: Case Studies Translator Lab ✓

In this lab, students will translate medical case studies from English to Spanish and Spanish to English. This lab consists of computer-based training and is designed to develop and improve grammar, reading and writing skills in both languages.

Prerequisite: Must be enrolled in/or have completed Spanish/English Medical Terminology and National Standards, Professional Skills and Ethical Practices for Interpreters to take this course.

Course Code: 79454 Cost: \$130
Date: February 10-March 23

Bb: Spanish/English Medical Terminology ✓

This course is an introduction to the principles of medical terminology for interpreters and translators in the medical field. This course teaches the meaning and pronunciation of specific medical terms, including prefixes, suffixes, root words and abbreviations. The student will study body systems and all medical terms will be taught in both languages.

Note: This course does not prepare students for the state exam.

Course Code: 79451 Cost: \$185
Date: January 6-April 13

Bb: PowerPoint 2010 ✓

Students will learn how to use Microsoft PowerPoint 2010 to create, edit, save, run and print impressive slide presentations filled with formatted text, images, video, audio, animation, charts and links to the web. Whether you are a beginner or an experienced user, this 12-hour course will teach students how to turn simple slides into an exciting presentation that will grab and hold your audience's attention from start to finish. At the end of the course, students will be able to use this program confidently at home or on the job.

Prerequisite: A basic understanding of Microsoft PowerPoint and the Microsoft Windows Operating System.

Note: This course requires a textbook and USB Flash Drive.

Course Code: 79967 Cost: \$75
Date: March 18-March 28

Bb: Spanish I ✓

This is a beginning course designed to introduce you to the four basic skills of language acquisition - listening, reading, writing and speaking in Spanish.

Note: Registered students will have access to the Mechtild Montgomery Language Lab.

Course Code: 80004 Cost: \$75
Date: January 6-March 2

Bb: Spanish II ✓

This course is a continuation of Spanish I and is designed to further develop your listening, reading, writing and speaking skills in Spanish.

Prerequisite: Spanish I or equivalent Spanish-language exposure.

Note: Registered students will have access to the Mechtild Montgomery Language Lab.

Course Code: 80005 Cost: \$75
Date: March 10-May 4



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**JANUARY – MAY 2014
COURSE CATALOG**

*“Now that I know
how, let’s dance the
night away!”*

*“How are you
doing in your
Italian class?”*

“Molto bene!”

*“I’ve started
bird watching.”*

*“So I guess
things are
looking up.”*

*“I’m learning
to paint
with oils.”*

*“Take a
picture –
it’ll last
longer.”*

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