Economic & Workforce Development
Course Catalog

"I wouldn't be where I am without Forsyth Tech."

Darena Pack
Medical Unit Secretary, Wake Forest Baptist

Welcome to the
EWD Open House & Career Expo!

Sponsored by HERBALIFE NUTRITION

Hundreds of Course Offerings, Traditional & Online
~Job Training ~Professional Growth ~Personal Enrichment ~Basic Skills

Look Inside!

BE PART OF THE FUN!

June 26-July 27, 2017

A SUMMER ENRICHMENT PROGRAM FOR YOUTH AGES 8-13

REGISTER TODAY!

Destination Forsyth Tech is a perfect blend of fun and enrichment activities. Each class is designed to encourage your child to use their imagination, learn new things, and build friendships.

DESTINATION FORSYTH TECH
EXPLORE • DISCOVER • CREATE

Coming this Fall!

Visit the Economic & Workforce Development's
Open House & Career Expo!

Come and see how EWD can help you gain or improve job skills. Local companies, live demonstrations, and on-site registration will be available.

Food, music, and fun will be provided!

Learn Medical
coding
online!

These courses will prepare you for professional certification as a Certified Professional Medical Coder.

Online Blackboard Courses (Bb) courses are now available in:

> Medical Terminology
> Medical Coding - ICD - 9 and ICD 10
> Medical Coding - CPT
> AAPC Exam Review Course

Call 336.734.7023 for more information

On The Pathway To Success
Achieving A Goal
Darena Pack, Medical Unit Secretary

A Victim Of The Recession

The 2007-8 recession hit Darena Pack and her family hard. She lost her bookkeeping job, her husband lost his truck driving job, and they eventually had to move out of their house and into an apartment.

"We were really struggling," she says. She got a job in a veterinarian's office that she enjoyed, but then a medical issue forced her to leave that position. A part-time job at a hotel followed, but with no benefits and no real future. Nearing 50, she realized she needed something more stable and better paying.

Hard Work Pays Off

Darena has a BS in Economics, but her education was, she says, "outdated." Her mother, a nurse, encouraged her to check out Forsyth Tech's Economic and Workforce Development health care classes, and Darena went all in. Over the course of two years, "every single medical class they had, I took." One she did especially well in was Medical Unit Secretary. It was tough, she recalls, but she got the 2nd highest grade in the class and was proud her hard work paid off.

A Goal Reached

As Darena was searching for work in the medical field, she attended our EWD Open House & Career Expo. While visiting Wake Forest Medical Center's table, she spoke with a representative about the application she had recently submitted. She was encouraged to add the word "certificate" to the training on her resume and reapply. Within two weeks, she had two interviews and was offered the Medical Unit Secretary position, which she gladly accepted! Darena's success has made her an advocate for the college, encouraging others to follow in her footsteps and come here. "I wouldn't be where I am without Forsyth Tech," she says. "It was a huge goal to reach and I reached it, and I'm very proud of that."

Interested in the Medical Unit Secretary program or another program that can help you reach your goals? This catalog is full of them! Start reading, and find your pathway to success at Forsyth Tech!

Table of Contents

STEP 1

Develop a Plan

Visit our Educational Career Center where we will help you:

> Determine your career path

> Boost your job skills

> Expand your horizons

STEP 2

Take Action

Enroll in a class to:

> Get vocational and professional training

> Learn how to start a business

> Achieve College and Career Readiness through...

- High School Equivalency preparation
- Adult High School Diploma
- English as a Second Language

> Find a new personal interest or hobby

STEP 3

Complete the Path

Take the final steps to success by gaining:

> Employment search skills

> Improved interview/resumé skills

> A Career Readiness Certificate

> Industry certifications

Did You Know?

Forsyth Tech is committed to your success!

We offer:

> Free classes to help you add new skills

> Grant opportunities to pay for job training

> Information on employment to help you find the right career

For more information on how Forsyth Tech can start you on a path to success, see pages 34-37 or visit www.ForsythTech.edu.

Computer Technology

Google Applications ❖ NEW!

This class prepares you to take on the wide world of Google. You will explore the many components of Google such as Gmail, Google Docs, Google Slides and other Google applications that allow you to create, share and collaborate with others on the web. Bring your Android mobile device to enhance your learning experience.

Note: This class is not intended to teach you to use a computer.

Prerequisite: Must have a Gmail email account

> Course Code: 113453, $35, Anderson
> 7/14, F, 11 am-2 pm
> West Campus, Room 1

Microsoft Office 2013 ✓ ◈ ⸬

Enhance your skills, get organized, and increase your marketability in the workforce by becoming more proficient in Microsoft Office 2013. This course will introduce you to Word, Excel, Access and PowerPoint while using the 2013 version of Microsoft Office.

Prerequisite: A basic understanding of how to use a computer.

> Course Code: 113436, $75, Laverdure
> 6/5-6/28, MW, 6-9 pm
> West Campus, Room 1 🚗

Microsoft Office Excel 2016 Introduction ◈ ⸬

This course is to familiarize you with spreadsheet terminology and the fundamental concepts of Microsoft Excel 2016, including identifying Excel window components and navigating worksheets. In addition, you will learn the basics of entering and editing text, values, and formulas and how to save workbooks. You will learn how to move and copy data and formulas, how to use simple functions, create and modify charts, determine absolute and relative references and how to work with ranges, rows and columns. There are many useful features and tricks in Excel. Come learn the basics and prepare yourself for the next class, MS Office Excel 2016 Intermediate.

Note: This class is not intended to teach you to use a computer.

Prerequisite: Prior Excel knowledge is helpful but not required.

> Course Code: 113429, $75, Woosley
> 5/16-7/11, T, 6-9 pm
> West Campus, Room 27 🚗

Microsoft Office Excel 2016 Intermediate ◈ ⸬

In Excel 2016 Intermediate you will be introduced to more advanced features that Excel has to offer. You will learn how to sort data, freeze columns and rows, split worksheets and print multiple worksheets. You will also be introduced to working with workbook styles, linking and naming cells, adding graphics using clipart and SmartArt, creating hyperlinks and understanding pivot tables. If you are ready to further your Excel 2016 knowledge, this course is for you.

Note: This class is not intended to teach you to use a computer.

Prerequisite: Prior Excel knowledge/experience is required.

> Course Code: 113516, $75, Woosley
> 7/25-9/19, T, 6-9 pm
> West Campus, Room 27 🚗

PC Basics and Beyond ✓ ◈ ⸬

Become a confident, self-sufficient PC user. This course is designed for the computer novice with little to no basic computer experience. This course will start with the basics and reach beyond from using the mouse to basic PC troubleshooting. You will use Microsoft Windows 7 to demonstrate how to operate and use a computer. Topics include: hardware, software, operating systems, Internet, e-mail, security, as well as an introduction to Microsoft Office 2013.

> Course Code: 113430, $75, Flynt
> 5/18-7/6, TH, 9 am-Noon
> Grady Swisher Center, Room 141 🚗

PC Basics and Beyond 2 ✓ ⸬

This course will review and enhance material covered in PC Basics and Beyond, with more time spent hands-on utilizing materials provided by the instructor. A general review of Windows, files and folders, disks, and other Windows procedures will be covered. In addition, we will spend time in Microsoft WordPad, Word, Excel, PowerPoint, the Internet, and e-mail. Included will be a discussion on software installation and other various computer related topics.

> Course Code: 113455, $75, Flynt
> 7/20-8/10, TH, 9 am-Noon
> Grady Swisher Center, Room 141

PC Purchasing Made Easy ❖

Are you in the market for a new personal computer (PC) but don't know where to start? Come let our knowledgeable PC technician assist you in making an informed decision about purchasing a PC, laptop, tablet, etc. You will learn what information is needed to compare computer models, interpret ads, and understand what different computer performance features mean. Components will be explained in lay terms to be easily understood by anyone with little or no technical knowledge. Bring any questions you may have to class. Actual computer ads will be used as a baseline for discussion and exercises.

Note: This course is for educational purposes and no product or company endorsement will be made. This class is not intended to teach you to use a computer.

Prerequisite: None

> Course Code: 113509, $35
> 8/12, S, 9 am-Noon
> West Campus, Room 1

Foreign Language

Spanish I ✓ 📖

This beginning Spanish course is designed to introduce you to the four basic skills of language acquisition - listening, reading, writing and speaking.
> Course Code: 113541, $75, Volcan
> 5/17-7/5, W, 6-9 pm
> West Campus, Room 12 🚗

Spanish II ✓ 📖

This continuation of Spanish I is designed to further your understanding of the four basic skills of language acquisition - listening, reading, writing and speaking.
Prerequisite: Spanish I or equivalent Spanish language exposure.
> Course Code: 113532, $75, Volcan
> 5/15-7/10, M, 6-9 pm
> West Campus, Room 12 🚗

Spanish III ✓ 📖

Designed to broaden your level of achievement in Spanish language skills, Spanish III will provide additional emphasis in listening, reading, writing and speaking.
Prerequisite: Spanish II or equivalent Spanish language exposure.
> Course Code: 113535, $75, Volcan
> 5/16-7/11, T, 6-9 pm
> West Campus, Room 12 🚗

Spanish IV ✓ 📖

Continue to broaden your level of achievement in Spanish language skills with further emphasis in listening, reading, writing and speaking.
Prerequisite: Spanish III or equivalent Spanish language exposure.
> Course Code: 113543, $75, Volcan
> 5/18-7/6, TH, 6-9 pm
> West Campus, Room 12 🚗

Human Resource Development

Employability Lab ✓

Do you need to 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? This open lab provides an opportunity to develop skills and resources for your job search. You may enter the lab at any time and leave the course when your objectives are met.

Note: This course is FREE if you are unemployed or meet specific income criteria.
> Course Code: 113440, $180, Witte
> 5/30-8/17, TTH, 9 am-Noon
> West Campus, Room 122

> Course Code: 113448, $180, Birkel
> 6/5-8/16, MW, 9 am-Noon
> Goodwill (the ROC)

> ❝Without Forsyth Tech I would not be where I am now.❞
>
> *– Allisha Waddell*
> *Human Resource Development*
> *Employability Lab Course*

Forsyth Tech Instructor Profile

Damian Birkel-HRD Lab

Damian Birkel is a nationally certified career counselor with over 22 years of experience in marketing management. Damian earned a Bachelor of Arts Degree from Cleveland State University and is the founder of Professionals In Transition® Support Group, Inc., (P.I.T.®) which is a nationally recognized non-profit organization founded in 1992 to assist downsized employees. He is the author of two books and a recipient of the Jefferson Award for "Outstanding Public Service Benefiting the Local Community." According to Damian, "The Employability Lab changes lives because it teaches the critical skills needed to return to work."

📖 Textbook Required for Course   🔌 USB Flash Drive Required   🚗 Parking Sticker Required
❖ Refund Policy Applies (see page 39)   ✓ Refund Policy Applies (see page 39)

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Introduction to Clerical Assistant ✓

Would you like to learn more about clerical occupations and examine what is needed to be successful in that field? In this course, you will learn practical communication and computer skills needed in today's office environment which will include an introduction to Microsoft Word and Excel. You will also 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: 113702, $125
>   5/30-7/11, TTH, 1-4:30 pm
>   Goodwill, Room 302

Please Register Early to Reserve Your Place in a Class!

Sometimes excellent courses - are canceled when too - many people wait until the - last minute to register. We - need a minimum number of - enrollments before a class can - run. To avoid the inconvenience - of not being able to attend - the class you want, register - today—don't wait! -

Human Resource Management

Human Resource Management Certificate

Handling Difficult Workplace Issues ❖

This course will not only identify some of the difficult people and situations in the workplace that may create a toxic environment, but will also cover approaches that have been shown to effectively address such issues. This course will address workplace issues such as "friendly fire", the "petty bureaucrat", and the "tyrant". Participants will be given a step-by-step model that can be adapted to individual work situations or can even be employed to resolve difficult personal situations.

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

>   Course Code: 115094, $70, Brown
>   5/23-5/25, TTH, 6-9 pm
>   Innovation Quarter, Room 2440

Harassment Prevention in the Workplace ❖

Harassment represents one of the most destructive and costly workplace issues faced by employers and their employees today. In addition to sexual harassment, there are liability issues associated with harassment based on race, color, sex, national origin, religion, age or disability. This course will cover the federal employment laws that define illegal harassment in the workplace, preventive measures to reduce this type of misconduct, and internal investigation best practices.

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

>   Course Code: 115144, $70, Brown
>   7/27, TH, 6-9 pm
>   Innovation Quarter, Room 2440

Managing Conflicts ❖

Conflict is common to every organization. This course will help you recognize the source of the conflict and help conflicting parties reach a solution that yields maximum results. Additional course objectives include: defining conflict, identifying skills needed to prevent and resolve conflict, analyzing the effects of conflict, and realizing the importance of communication in conflict.

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

>   Course Code: 115151, $75, Hill
>   7/3–7/31, M, 6-9 pm
>   Grady Swisher Center, Room 121

Managing Diversity ❖

The heterogeneous composition of the workforce challenges companies to create Human Resource Management (HRM) practices that ensure the talents, skills and values of all employees are fully utilized to help deliver high-quality products and services. To successfully manage a diverse workforce, managers must develop a new set of skills. This course will discuss these changing demographics and diversity of the workforce and the tools needed by an organization to create an organizational culture that values diversity and ensures that HRM systems are bias-free.

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

>   Course Code: 115130, $70, Hill
>   6/12–6/19, MW, 6-9 pm
>   Grady Swisher Center, Room 121

Interpreting in Health & Human Services

Case Studies Interpreter Lab and Professional Skills ✓📖
(Also offered online)

In this lab, you 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. This course is also designed to build practical skills and job seeking tools.

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

> Course Code: 113540, $130
> Themido/Owens
> 5/22-7/19, MW, 6-9 pm
> West Campus, Room 122 🚗

> Course Code: 113544, $130
> Burrell/Owens
> 5/23-7/23, ONLINE

Case Studies Translator Lab ✓📖
(Also offered online)

In this lab, you 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 & Ethical Principles for Interpreters to take this course.

> Course Code: 113556, $130, Aviyon
> 8/2-9/6, MW, 6-9 pm
> West Campus, Room 1 🚗

> Course Code: 113555, $130, Knapp
> 8/1-9/10, ONLINE

Business and Industry
On-Site AHA Certification Training

Forsyth Tech is a partner with the American Heart Association and can provide AHA certifications for any business.

For your convenience, onsite training is provided with eight or more participants. You set the day and time and we will take care of the rest.

American Heart Association — Learn and Live | AUTHORIZED TRAINING CENTER

For full details and course information, contact Marilyn Calhoun at 336.757.3091 or mcalhoun@forsythtech.edu

English/Spanish Advanced Grammar for Interpreters and Translators ✓📖
(Also offered online)

This course prepares you to improve your written proficiency in Spanish and English in order to function at the highest possible level as a professional interpreter and translator. The course will expand your knowledge in the two language skill areas before taking Case Studies Translator lab class.

Note: This class is mandatory for all students enrolled in the Interpreting in Health and Human Services Program.

> Course Code: 113553, $130, Alonso
> 6/19-7/30, MW, 6-9 pm
> Oak Grove Center, Room 4455 🚗

> Course Code: 113547, $130, Knapp
> 6/20-7/26, ONLINE

National Standards & Ethical Principles for Interpreters ✓📖
(Also offered online)

Are you interested in learning more about the principles and standards for professional interpretation as established by the National Council on Interpreting in Healthcare? In this course, you will explore cultural awareness as it applies to Interpreting in Health and Human Services.

Note: This course is not language specific. All languages are welcome.

> Course Code: 113531, $75, Humes
> 5/17-6/12, MW, 6-9 pm
> West Campus, Room 16 🚗

> Course Code: 113533, $75, Knapp
> 5/16-6/11, ONLINE

Become A Certified Electronic Health Record Specialist

The need for electronic health record specialists is growing. This multidisciplinary course prepares you for the national certification exam, which will be offered on site.

For more information, call 336.734.7023.

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. You will study body systems and all medical terms will be taught in both languages.

> Course Code: 113534, $185, Humes
> 5/16-8/17, TTH, 6-9 pm
> West Campus, Room 12 🚗

> Course Code: 113539, $185, Burrell
> 5/16-8/20, ONLINE

Medical Clerical

Certified EHR Specialist ✓📖 CareersNOW

This 120-hour course will cover the use and management of health information and the Electronic Health Record (EHR). You will be introduced to the use of health information and the Electronic Health Record for many settings within the health care industry. Topics include basic office skills and procedures, medical terminology, basic coding and billing information and HIPAA. You will have a practical understanding of electronic health records, how they are used in all areas of healthcare and the relevance to the job market today.

Prerequisite: High school diploma or GED®, reading & language placement tests, and basic computer skills.

Note: CRC required ($30) and national exam is administered on site after program completion ($115).

> Course Code: 113650, $185, Cole
> 6/5-8/21, MWTH, 6-9:30 pm
> West Campus, Room 27 🚗

Medical Office I: Introduction to Terminology and Coding ✓📖 CareersNOW

This introductory class is the first step to prepare for an entry-level job in a doctor's office or clinic. In the first half of this course, you will receive an introduction to medical terminology. In the second half, you will receive an introduction in how to convert a medical procedure or disease into a number code for insurance billing. This course does not prepare you to be a professional coder. Upon successful completion of this course you should enroll in Medical Office II: Billing/EMR. After taking Medical Office I & Medical Office II, you will then be prepared for an entry-level job in a doctor's office or clinic.

> Course Code: 110576, $185, Hill/Staples
> 5/2-8/1, TTH, 6-9 pm
> Goodwill, Room 100

> Course Code: 113653, $185, Hill/Frye
> 7/17-10/16, MW, 6-9 pm
> Goodwill, Room 100

Medical Office II: Billing/EMR ✓📖 CareersNOW

Learn to use Electronic Medical Records for patient record keeping, appointment scheduling, billing for services, posting of payments and generating accounting reports. This computer-based course, combined with Medical Office I, prepares you for an entry-level job in a doctor's office or clinic.

Prerequisite: Medical Office I

> Course Code: 113638, $130, Denerson
> 5/1-6/21, MW, 6-9 pm
> West Campus, Room 18 🚗

Medical Unit Secretary ✓📖 CareersNOW

Prepare to work as a medical unit secretary in a hospital or skilled nursing center! This course covers medical terminology, hospital record keeping and hospital procedures.

Prerequisite: High school diploma or GED®, criminal background check/drug screen and immunizations required for clinical placement. For more information, call 336.734.7023.

> Course Code: 113644, $203, Elswick
> 6/5-9/7, MTWTH, 7-10 pm
> Bob Greene Hall, Room W304 🚗

Pharmacy Assistant ✓📖 CareersNOW

Would you like to work in a retail pharmacy? After completing this course you will be prepared for an entry-level job in a retail pharmacy. Learn drug regulation and control, pharmaceutical terminology, medications and their uses and applied math. Use this course to start your path at Forsyth Tech toward becoming a Certified Pharmacy Technician!

Prerequisite: High school diploma or GED®.

> Course Code: 113640, $130, Vance
> 5/23-7/18, TTH, 6-9 pm
> Goodwill, Room 306

> Course Code: 113641, $130, Vance
> 6/5-7/26, MW, 9 am-Noon
> Goodwill, Room 306

> **"I always had the desire to help others in a hospital setting, and I never had the opportunity to do so until I gained the skill needed by taking several classes at Forsyth Tech."**
>
> *– Kimberly Jones*
> *Electronic Health Records*
> *Specialist Course*

Professional Coding Certification

These courses prepare you to take the Certified Professional Coder (CPC®) exam. Please visit www.aapc.com to learn more about this certification.

AAPC Exam Review ✓ (Online only)

This 50-hour online course provides you 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-10 Diagnostic Coding, CPT Procedural Coding and HCPCS Level II are some of the topics reviewed. You 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: 113548, $130, Fithian
> 6/6-7/30, ONLINE

Medical Coding – CPT ✓📖 (Online only)

This 64-hour online course provides you with the opportunity to learn the proper way to review medical charts and physician documentation to assign appropriate CPT procedural codes. You 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: 113546, $185, Staples
> 5/30-8/13, ONLINE

Medical Coding ICD-10 ✓📖 (Online only)

This 64-hour online course will provide you 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-10 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: 113545, $185, Staples
> 5/30-8/13, ONLINE

Medical Terminology ✓📖 (Online only)

This 64-hour online course is designed to give you a solid foundation in medical terminology through class/instructor interactions as well as enhanced interactive study materials. You will learn prefixes, suffixes, root words and terms that relate to anatomy, physiology and review of body systems. Upon completion, you should be able to pronounce, spell and define medical terms as related to selected body systems and their pathological disorders.

> Course Code: 113542, $185, Themido
> 5/16-7/30, ONLINE

Personal Enrichment

Arts, Crafts and Hobbies

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: 113581, $55, Jester
6/7-7/19, W, 1-4 pm
South Fork Recreation Center

Drawing: Basic Techniques ❖

Before you begin your masterpiece in acrylic, oil, or watercolor, spend four Tuesdays with Ginnie Conaway to learn the fundamentals of drawing. You will learn to draw what you see, not what you think you see. Learn to make your shapes appear three dimensional with the use of shading and values. The class will begin in pencil and you can move to pen work if you wish.

Note: Supplies needed include 11"x14" spiral bound sketchpad (Canson XL mixed media recommended), soft pencils 2B and 6B, kneaded rubber eraser, folder for handouts and other material discussed in class.

Course Code: 113576, $45, Conaway
6/6-6/27, T, 9:30 am-12:30 pm
West Campus, Room 14

Drawing: Intermediate ❖

Improve your basic drawing skills by learning to use shading and texture to make a flower or figure appear three-dimensional. Learn how to use values and perspective to create a feeling of distance in a landscape or cityscape. Understand what makes a good composition and how to edit your reference photos to get it. You can choose to draw still-life, animals, flowers, figures, or landscapes. We'll discuss how to take photo references and where to find some of the best on the internet.

Course Code: 113578, $45, Conaway
6/6-6/27, T, 1:30-4:30 pm
West Campus, Room 14

Forsyth Tech Instructor Profile
Linda Rubin-Silversmithing

Linda Rubin knew she wanted to be an artist ever since high school. She followed her dream and graduated with a BFA in Metal/Glass from Temple University, Tyler School of Art in Philadelphia, PA. In addition, Linda has a Master of Arts in Education from Grand Canyon University, Phoenix, AZ. Linda is currently an art instructor with the Winston-Salem/Forsyth County school system and has also taught classes at the Sawtooth School for Visual Art. Linda combines her love for metal work with her love for education to help students be successful with their projects. Relax and enjoy this creative silversmithing class.

Drawing: Portraits ❖

Learn how to recognize and draw facial features and placement on the planes of the head. Forming the features individually and knowing their placement in relation to each other will help to create a finished portrait. You will learn the value of shading and highlighting to create the appearance of a three-dimensional portrait.

Note: Materials needed include: 11x14 spiral bound sketch pad (Canson XL mixed media recommended), #2 lead pencil, and kneaded rubber eraser

Course Code: 113584, $45, Conaway
7/18-8/8, T, 9:30 am-12:30 pm
West Campus, Room 13

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: You 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: 113580, $95, Gordon
6/6-7/18, T, 6-8 pm
South Fork Recreation Center

Photography: Intro 1 ❖

Are you a novice with a point and shoot camera or a professional photographer using a top of the line DSLR camera? This course is designed for you!! Learn and understand everyday terms used in digital photography such as photographic composition, shutter speed, f-stop (depth of field), ISO, and white balance. Gain knowledge regarding situational shooting scenarios from indoor and outdoor photography to portraits and action shots. This course will teach you how to use the setting on the camera and when to use them in order to capture that magical moment forever. Say goodbye to the automatic setting on your camera and say hello to great pictures!

Note: You must have a good working knowledge of computers and be comfortable with using the mouse and keyboard at the same time. Be sure to bring the camera's owner manual, paper and pencil with you to class!

Course Code: 113558, $35, Smith
5/20, S, 9 am-Noon
West Campus, Room 122

Course Code: 113574, $35, Smith
6/3, S, 9 am-Noon
West Campus, Room 122

Course Code: 113586, $35, Smith
8/19, S, 9 am-12 Noon
West Campus, Room 122

Course Code: 113588, $35, Smith
8/26, S, 9 am-12 Noon
West Campus, Room 122

Photography: Intro 2 ❖

This course is a continuation of the Intro to Digital Photography 1 class and is divided into two phases. Phase One- 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 and how to burn a photo CD. Phase Two- Teaches the basics of digital manipulation. Learn to size, crop and color adjust digital images using Photoshop CS6 Extended CC.

Prerequisite: Photography: Intro 1.
Note: You must have a good working knowledge of computers and be comfortable with using the mouse and the keyboard at the same time. Be sure to bring the camera's owner manual, paper and pencil with you to class!

Course Code: 113583, $35, Smith
6/10, S, 9 am-Noon
West Campus, Room 122

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 $25-$50.

Course Code: 113571, $65, Conaway
6/1-7/27, TH, 9:30 am-12:30 pm
West Campus, Room 24 🚗

Painting: Oil All Levels ❖

Explore the fundamentals of painting with oils. Learn how to stretch a canvas, prepare an under painting, and use color mixing to create intensities to paint outstanding compositions. Advanced student artists will receive constructive critique to strengthen their skills and technique in painting with this traditional medium.

Note: Please ask for supply list upon registration.

Course Code: 113559, $55
5/24-6/28, W, 9 am-Noon
West Campus, Room 1514 🚗

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; materials will be provided for the first class if needed.

Course Code: 113573, $65, Conaway
6/2-7/28, F, 9:30 am-12:30 pm
South Fork Recreation Center

Painting: Watermedia ❖

Learn to experiment with any water media, including watercolors, acrylics, gouache, and watercolor pencils. Beginners will receive an introduction into watercolor and acrylics and the difference between them the first day of class. We keep supplies at a minimum, teaching you how to mix paints to create hues rather than buy a tube of another color. Demonstrations will be done in blending colors, what makes a good paint brush and can you use them for all media, and much more!

Course Code: 113599, $65, Bess
5/31-7/12, W, 1-4 pm
South Fork Recreation Center

> **❝I am new to painting and so appreciative of the instructor and support of every class member.❞**
>
> *– Barbara Page*
> *Painting Classes*

Photography: DSLR I ❖

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 you will learn how to manipulate your digital images using Photoshop CS6 Extended CC. Your photos will be 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, you will be able to shoot in any situation resulting in professional quality photos.

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

Prerequisite: Photography: Intro 1 & 2.
   Course Code: 113579, $95, Smith
   6/12-8/7, M, 6-9 pm
   Transportation Center, Room 146 🚗

Picture Framing and Matting ❖

This class is for beginners and continuing participants. Class 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: 113562, $85, Golden
   6/5-7/31, M, 6-9 pm
   West Campus, Room 34 🚗

Forsyth Tech Instructor Profile

Steve Danner-Woodworking

Steve was an industrial arts teacher in the Winston-Salem / Forsyth County Schools system for 30 years and taught at 6 different schools: Anderson High, Kernersville Jr. High, North Forsyth High, Reynolds High, Carver High and Atkins Middle. He has taught Woodworking for Forsyth Tech for over 20 years. Steve is ready to teach you how to use the many power tools we have in our woodworking lab. Enjoy creating one-of-a-kind pieces while receiving great instruction.

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 $25 or more.
   Course Code: 113565, $95, Rubin
   5/31-7/12, W, 6-9 pm
   West Campus, Room 34 🚗

Stained Glass - All Levels ❖

Beginners will explore the qualities of stained glass methods. You will learn 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 your 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: 113557, $75, Longinotti
   5/18-7/13, TH, 6-9 pm
   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. You 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.

Note: You must furnish your own project materials.
   Course Code: 113564, $85, Danner
   5/23-7/18, T, 6-9 pm
   Oak Grove Center, Room 1297 🚗

Baking, Beverage and Cuisine

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: You will need to bring wax paper, tips and prepared butter cream icing to the first class. You may purchase your own supplies from the supply list or purchase a kit the first night of class for approximately $53. For more information and a list of needed supplies, call 336.734.7023.

> Course Code: 113577, $55, Crotts
> 6/6-6/27, T, 6-9 pm
> 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. You will make animals, flowers, butterflies and produce creative cupcakes and cake pops.

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

> Course Code: 113582, $45, Crotts
> 7/18-8/8, T, 6-8 pm
> West Campus, Room 15

Social Media

Social Media: Facebook ❖ NEW!

Should you "like" a post, share a viral video, "post", "tag", or just update your status? If you are not certain what this jargon means but do know it is related to Facebook and you want to know more, then this class is for you. It will help you understand Facebook and its lingo. You will leave knowing how to navigate your way around Facebook, as well as how to keep yourself safe while doing so.

Note: This class is not intended to teach you to use a computer. Having a Facebook account is not required but helpful.

Prerequisite: Must have a valid email address.

> Course Code: 113506, $35, Anderson
> 8/4, F, 10 am-1 pm
> West Campus, Room 1

Social Media: Twitter ❖ NEW!

Tweet? What the heck is a Tweet? If you've ever asked this question, then this class is for you! Twitter is all the rage for Gen Y, celebrities and everyday people. Learn how to make tweets and hashtags work for you. You will also explore the do's and don'ts of Twitter. Come to this class to find out more about one of the most popular online social media sites.

Prerequisite: Must be able to operate a computer and familiar with the Windows environment.

Note: Bring your tablet or smartphone to class.

> Course Code: 113437, $25, Anderson
> 6/9, F, 12-2 pm
> West Campus, Room 1

Professional and Career Development

Business Fundamentals

Customer Relations Management in a Call Center Environment ✓ CareersNOW

Learn the art of serving customers in a call center environment! You will learn how to become a telephone customer service professional by applying communication techniques. These techniques will help you cultivate repeat business, market products and cross-sell when appropriate. Gain the skill-set necessary to be a productive telephone call center customer service agent within the wide variety of fields for today's job market.

For more information, call 336.757.3801.

> Course Code: 113692, $185
> 5/30-7/11, MTWF, 8:30 am-12:30 pm
> Goodwill, Room 100

> Course Code: 114282, $185
> 7/17-8/25, MTWF, 8:30 am-12:30 pm
> Goodwill, Room 100

Effective Teacher Training ✓📖 NEW!

Interested in preparing to be a substitute teacher in a private or public school setting? The NC Effective Teacher Training Program (ETT) provides instruction in skills associated with effectiveness in the classrooms of North Carolina. You will develop skills in instructional planning, teaching, behavior management, human relations, and professional growth. When successfully completed, you will receive a certificate of completion and 2.4 CEUs (Continuing Education Units).

> Course Code: 113551, $75
> 6/6-7/2, ONLINE

Food and Beverage

Culinary Arts Certificate ✓
CareersNOW

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. You 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 6th 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.

The cost for this class is $185.

For available dates and times for this class held at Second Harvest Food Bank, call Forsyth Tech Customer Service at 336.734.7023

ServSafe Certification ✓◗

If you are currently in the food service industry, you know food safety impacts your customers, employees and your business. ServSafe training provides the highest standard of food safety training and certification. ServSafe is also a certification trusted in the food service industry. This course which is approved by the American National Standards Institute (ANSI) meets the North Carolina requirement for food service workers, and teaches food safety and its critical role. The online certification exam is administrated following the review by a certified ServSafe Instructor/Proctor. Maximize your success by doing the following prior to the exam:
1. Establish a valid email address
2. Purchase ServSafe Manager 6th edition book with online voucher (may be purchased from West Campus bookstore)
3. Create your user profile at www.servsafe.com.

> Course Code: 113444, $59, Dickerson
> 6/17, S, 9 am-4:30 pm
> West Campus, Room 1

Notary Public

Notary Public Education ❖◗

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

Note: If you are at least 18 years old, have never been convicted of a felony, have a high school or high school equivalency diploma and can satisfactorily complete this workshop, you can apply for your Notary Public commission.

All students must have a current state or federal issued picture ID upon arrival for class.

> Course Code: 113575, $79, Young
> 5/16-5/18, TTH, 1-4:30 pm
> Transportation Center, Room 207

> Course Code: 113590, $79, Gordon
> 5/23-5/25, TTH, 9 am-12:30 pm
> Innovation Quarter, Room 2447

> Course Code: 113592, $79, Gordon
> 6/6-6/8, TTH, 6-9:30 pm
> West Campus, Room 17

> Course Code: 113593, $79, Young
> 6/13-6/15, TTH, 1-4:30 pm
> Transportation Center, Room 207

> Course Code: 113663, $79, Gordon
> 6/20-6/22, TTH, 9 am-12:30 pm
> Innovation Quarter, Room 2447

> Course Code: 113665, $79, Young
> 7/11-7/13, TTH, 6-9:30 pm
> Northwest Forsyth Center, Room 217

> Course Code: 113666, $79, Gordon
> 7/18-7/20, TTH, 1-4:30 pm
> West Campus, Room 17

> Course Code: 113688, $79, Gordon
> 7/25-7/27, TTH, 1-4:30 pm
> Innovation Quarter, Room 2447

> Course Code: 113689, $79, Gordon
> 8/1-8/3, TTH, 6-9:30 pm
> West Campus, Room 17

Safe Driving

Alive At 25: West Campus ❖

Alive at 25 specifically targets the needs of inexperienced drivers ages 16-24. This course is conducted in the classroom only and focuses on taking responsibility as a driver, maintaining control in various driving situations, and handling peer pressure. Emphasis is placed on speeding, distracted driving, alcohol and seat belt safety. Students will make better driving choices. Course curriculum developed by the National Safety Council (NSC).

Note: You are eligible to take this class only once within a three-year period. Drivers ages 16-17 need a completed minor release form before registering.

The cost for this class is $65.

This class is held at West Campus. For available dates and times, call Forsyth Tech Customer Service at 336.734.7023.

Defensive Driving 4-Hour ❖

In this classroom-only course, participants of all ages will learn essential defensive driving techniques and skills to avoid collisions and decrease future violations. This course will challenge participants to change their behind-the-wheel behaviors. Course not recommended for participants with DUI's or passing stopped school bus violations. Course curriculum developed by the National Safety Council (NSC).

Note: You are eligible to take this course only once within a three-year period. Drivers ages 16-17 need a completed minor release form before registering.

The cost for this class is $65.

This class is held at West Campus. For available dates and times, call Forsyth Tech Customer Service at 336.734.7023.

Defensive Driving 8-Hour ❖

This 8-hour program is designed for drivers with serious traffic violations or who have more than one pending traffic violation. It is conducted as a classroom-only course. The goal of the class is to provide you with practical knowledge and techniques to avoid collisions and violations. This course provides information to better help you choose safe, responsible and lawful driving behaviors. Course curriculum developed by the National Safety Council (NSC).

Note: You are eligible to take this course only once within a three-year period. Drivers ages 16-17 need a completed minor release form before registering.

The cost for this class is $90.

This class is held at West Campus. For available dates and times, call Forsyth Tech Customer Service at 336.734.7023.

Motorcycle Safety Education: Basic Rider Course (BRC) ❖

In this course you will learn the basic skills of motorcycle operation, effective braking and obstacle operation, as well as safe riding strategies. The Basic Rider Course has been updated and now includes an eCourse (online) that is a prerequisite for the riding exercises. The eCourse will be conducted during the first Thursday night class. The Motorcycle Safety Foundation (MSF) requires all students to satisfactorily complete the eCourse in order to participate in the riding portion of the class.

Note: Must have a valid email address and know how to operate a computer. Class is physically and mentally demanding. Ride exercises will be conducted in extreme heat, cold, and rain. If you are unable to meet the physical or coordination requirements, you may be required to discontinue the riding portion of the course with no refund provided. The cost for this class is $170.

This class is held at West Campus. For available dates and times, call Forsyth Tech Customer Service at 336.734.7023.

Forsyth Tech Instructor Profile

Lee Jackson- Motorcycle Safety & Auto Safety Inspection

Lee Jackson has been riding and working on motorcycles for over 40 years. Riding motorcycles and teaching students to ride is Lee's passion. Lee has spent the last 40 years working in the automotive industry and has joked that he was born, bred and raised to run an automotive repair shop. When the opportunity arose to become an instructor for the NC Safety and OBD II classes, Lee felt it fit like a glove. "I am very blessed to be able to teach the hobby I love."

Technical/Trade

Auto Safety Inspection ✓

Are you an auto technician or auto service employee who is interested in a certification as an automobile safety inspector? The course taught will ensure that you understand the rules, regulations, and test equipment procedures needed to inspect a vehicle properly. This training will prepare you to pass the qualifications exam. On passing the exam, you will be qualified to do inspections at a properly licensed inspection station. The DMV will complete your background check before the certificate becomes official.

Note: You should check with the local DMV at 336.767.8809 to insure that you are eligible to obtain this license.

Course Code: 113419, $75
5/23-5/24, TW, 6-10 pm
Transportation Center, Room 244

Course Code: 113378, $75
6/6-6/7, TW, 6-10 pm
Transportation Center, Room 244

Course Code: 113379, $75, Jackson
6/7, W, 8 am-5 pm
Transportation Center, Room 244

Course Code: 113383, $75, Jackson
7/5, W, 8 am-5 pm
Transportation Center, Room 244

Course Code: 113390, $75
7/18-7/19, TW, 6-10 pm
Transportation Center, Room 244

Course Code: 113392, $75
8/8-8/9, TW, 6-10 pm
Transportation Center, Room 244

Course Code: 113393, $75, Jackson
8/9, W, 8 am-5 pm
Transportation Center, Room 244

Auto Inspection: OBD II ✓

Attention! Vehicle inspectors: increase your knowledge by taking this course in On-Board-Diagnostics II emissions testing procedures. Train in the use of OBD test equipment and test requirements, and prepare to become qualified to complete OBD II inspections with a properly licensed inspection station upon completion of the OBD II exam. The DMV will complete your background check before the certificate becomes official.

Note: You should check with the local DMV at 336.767.8809 to insure that you are eligible to obtain this license.

Course Code: 113377, $75, Jackson
5/24, W, 8 am-5 pm
Transportation Center, Room 244

Course Code: 113380, $75
6/13-6/14, TW, 6-10 pm
Transportation Center, Room 244

Course Code: 113381, $75, Jackson
6/14, W, 8 am-5 pm
Transportation Center, Room 244

Course Code: 113382, $75
6/20-6/21, TW, 6-10 pm
Transportation Center, Room 244

Course Code: 113384, $75
7/11-7/12, TW, 6-10 pm
Transportation Center, Room 244

Course Code: 113388, $75, Jackson
7/12, W, 8 am-5 pm
Transportation Center, Room 244

Course Code: 113391, $75
7/25-7/26, TW, 6-10 pm
Transportation Center, Room 244

Basic Construction Skills ✓

This 148-hour introductory program will instruct you in the principles of residential and light commercial construction from the planning and beginning stages all the way to a completed structure. We will cover HRD, NC state building codes, OSHA Construction Safety, and blue print reading. Classroom and hands-on training will include electrical and plumbing rough-ins, house framing, exterior siding, drywall installation, interior trim and many other aspects of building construction. The safe use of the various construction tools and equipment will also be covered.

A student completing this course should be prepared for entry-level employment with local general contractors.

Note: Students will need to supply their own safety glasses, work gloves and hard hat.

Course Code: 113397, $185
5/15-8/9, MTW, 8:30 am-12:30 pm
Goodwill, Room 108

DMV: Dealer Pre-License ✓ ⚕

Would you like to be a licensed North Carolina auto dealer? This course provides you with the 12 hours of training necessary to become one. Topics include minimum requirements, dealer license plates, vehicle inspections, tinting, and registration. Important information on frequently used forms, dealer disclosures, and Federal laws is also covered. The DMV will complete a background check on each student before the certificate becomes official.

Please Note: The student should check the NC DMV website at (https://connect.ncdot.gov/business/DMV/pages/car-dealers.aspx) and read the minimum requirements for application LT-415, to insure they are eligible to obtain this license.

Course Code: 110664, $75, Mauk
6/6-6/7, TW, 8 am-3 pm
West Campus, Room 1

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 pros and cons of shampoos, conditioners and fur enhancing products. You will learn application techniques for basic grooming for pre-bath preparations, safe bathing, drying and scissoring, nail trimming, dremeling and filing and finishing techniques.

Course Code: 113423, $200, Friend
5/16-7/11, T, 6-9 pm
Fancy Paws Pet Salon

Dog Grooming: Advanced ❖ ◗

This course builds on the skills learned in the beginning dog grooming class. Topics covered will include dog breed groupings, breed patterns, styling techniques of particular breeds, and grooming senior and neglected pets.

Course Code: 113603, $200
Friend
7/18-9/12, T, 6-9 pm
Fancy Paws Pet Salon

Electrical Lineman ✓ ◗ CareersNOW

The Electrical Lineman program is designed to train you to become an entry-level electrical line worker for private and public utility companies and related employers. You will learn academic and field skills necessary for entry-level workers. Safety is stressed in every aspect of the job. You will also have the opportunity to earn a Career Readiness Certificate. This program is approved for national certification by the National Center for Construction Education and Research and for Pre-Apprentice credit by the NC Department of Commerce. You may also earn a flagger and OSHA 10 certificate. An average grade of 75 is required to complete the course.

Note: Supplies needed include boots.
Course Code: 113144, $196
Speight-Webb/Peay
5/30-8/2, MTWTH, 8 am-5 pm
Northwest Forsyth Center, Room 213 🚗

Equine Management: Level 1 ❖ NEW!

Are you interested in why your horse acts the way it does and how to handle it safely? In just one weekend, you will learn from experienced instructors the basics of equine safety and psychology, anatomy and physiology, veterinary care, and lameness and hoof care in order to properly care for a horse.

Course Code: 114173, $35, Redding
7/29-7/30, SSU, 9 am-1 pm
Hunter Hills Equestrian Center

Used Motor Vehicle Dealer ✓ ⚓

If you are a licensed dealer who needs to renew your dealer's license for pre-owned vehicles, this course provides the 6 hours of training you need. You must already have a dealer's license to take this class. For initial 12-hour licensing class, please see DMV Dealer Pre-License listed earlier in this catalog.

Course Code: 110667, $75, Mauk
6/13, T, 8 am-3 pm
West Campus, Room 1

Veterinary Assistant Training: Beginning ✓ ◗ CareersNOW

Course topics will include small animal anatomy and physiology, reproduction, nutrition, restraint and handling, along with infectious and metabolic diseases. Other small animal topics include neoplasia, toxicities, preventive health and wellness, first aid, diagnostics, and surgical room procedures. Basic business operations and regulations for veterinary hospitals will also be discussed. In addition, there will be one lecture on large animal topics. No hands-on opportunities with animals will be included in this course.

Course Code: 113420, $130
Stephens/Redding
5/16-7/25, TW, 6:30-9 pm
Goodwill, Room 100

Welding: TIG ✓ CareersNOW

Gas tungsten welding is sometimes referred to by its subtype, tungsten inert gas or TIG welding. This course is designed to train you in the basic principles of TIG welding. You 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, you may retake the course at an advanced level.

Prerequisite: Student must have completed either ARC or MIG welding at Forsyth Tech.

Note: Safety glasses are required. 70% attendance is required in order to receive a certificate of completion for this course.

Course Code: 113372, $170, Hill
5/22-7/17, MW, 9 am-Noon
Goodwill, Room 011

Course Code: 113375, $170, Hill
5/22-7/17, MW, 6-9 pm
Goodwill, Room 011

> ❝ **I entrusted Forsyth Tech to assist me with my goals.** ❞
>
> *– Regwood Hill*
> *Welding TIG, HRD*

BE PART OF THE FUN!

A SUMMER ENRICHMENT PROGRAM FOR YOUTH AGES 8-13

Schedule at a Glance
Register based on your child's age when class begins

Morning Classes: 9 am - 12 Noon

WEEK 1
June 26-29

Morning Care	Minecraft Designers	Code Breakers	Animal Kingdom	Minecraft Modders
Course #113206	Course #112840	Course #112863	Course #112839	Course #112864
Ages 8-13	Ages 8-10	Ages 8-10	Ages 8-11	Ages 11-13

WEEK 2
July 10-13

Morning Care	Make Your First 3D Video Game	Minecraft Animators	Paint Like the Masters	Star Wars Animation	Babysitting FUNdamentals	Pediatric First Aid/CPR
Course #113208	Course #112874	Course #112877	Course #112869	Course #112876	Course #112870	Course #112938
Ages 8-13	Ages 8-10	Ages 8-10	Ages 8-11	Ages 11-13	Ages 12-15 (Mon. 9 am-4 pm)	Ages 12-15 (Tues. & Wed.)

WEEK 3
July 17-21

Morning Care	Lego Video Games	Glow in the Dark	Minecraft Modders	Digital Storytellers	Beginning Band
Course #113210	Course #113020	Course #113047	Course #113023	Course #113024	Course #113018
Ages 8-13	Ages 8-10	Ages 8-11	Ages 11-13	Ages 11-13	Rising 6th Graders

WEEK 4
July 24-28

Morning Care	Make Your First 3D Creation	Recyclable Art	Mathtastic	Game Labs	Reading from the Middle	Video Game Animation
Course #113212	Course #113041	Course #113031	Course #113033	Course #113045	Course #113034	Course #113042
Ages 8-13	Ages 8-10	Ages 8-11	Rising 3rd- 5th Graders	Ages 11-13	Rising 6th- 8th Graders	Ages 11-13

What You Need for Registration

Registering for a summer enrichment class at Forsyth Tech is easy. Download the application at http://www.forsythtech.edu/summer-enrichment. Complete and return all documents via email, U.S. mail or in-person. (see Ways to Register below for details on where to return documents) Once you have received confirmation that your application packet is complete, you may register by phone or in person at Forsyth Tech's West Campus, which is located at 1300 Bolton Street, Winston Salem.

How to Register

Walk-In Registration

Walk-in registration is only available at:
West Campus Customer Service
1300 Bolton Street, Winston-Salem

Monday – Wednesday, 9 am-5:15 pm
(no registration from 12:45-1:45 pm)

Thursday, 9 am-6:15 pm
(no registration from 12:45-1:45 pm)

Friday, 9 am-12:45 pm

Email or U.S. Mail Registration

Scan and email documents to destination@forsythtech.edu
U.S. mail to: Forsyth Tech, Attn: Tonya Monteiro
2100 Silas Creek Pkwy, Winston-Salem, NC 27103

Payment Options

You can pay with:
- Visa (credit/debit card)
- MasterCard (credit/debit card)
- Check (made payable to Forsyth Technical Community College)
- Cash
- Money Order

To pay by phone, call 336.734.7023
Monday – Thursday, 9 am – 4 pm; Friday, 9 am – noon.

Only payment by Visa/Mastercard (credit/debit) is allowed when registering by phone.

Keep In Mind

Early registration is encouraged.
- Classes fill on a "first come, first served" basis.
- Classes may be canceled as early as one week prior to the start date due to low enrollment.

Registration must be completed before the first class meeting. Late registration is not permitted.

If you have questions, please call the Customer Service Center at 336.734.7023.

Summer 2017 Program Guide
June 26-July 27, 2017

Get Ready for [] with the special class for rising 11th & 12th graders
Your College Essay
Course #112936
July 10 12
9 a   12 noon

Afternoon Classes: 1 - 4 pm

Minecraft Modders Course #112866 Ages 8-10	**Adventures in Drama** Course #113030 Ages 8-11	**Code Breakers** Course #112865 Ages 11-13	**Minecraft Designers** Course #112867 Ages 11-13	**Afternoon Care** Course #113207 Ages 8-13

Star Wars Animation Course #112875 Ages: 8-10	**Impromptu Adventures** Course #112934 Ages 8-11	**Public Safety Heroes** Course #112868 Ages 11-13	**Minecraft Animators** Course #112930 Ages 11-13	**Make Your First 3D Video Game** Course #112933 Ages 11-13	**Afternoon Care** Course #113209 Ages 8-13
Minecraft Modders Course #113025 Ages 8-10	**Lego Comics** Course #113026 Ages 8-10	**Adventures in Directing Drama** Course #113028 Ages 8-11	**App Adventures** Course #113027 Ages 11-13	**Be Your Own Boss** Course #113017 Ages 11-13	**Afternoon Care** Course #113211 Ages 8-13
Video Game Animation Course #113043 Ages 8-10	**Readership 101** Course #113035 Rising 3rd- 5th Graders	**G2 Girls Gamer Club** Course #113044 Ages 9-12	**Make Your First 3D Creation** Course #113040 Ages 11-13	**Mad Math** Course #113036 Rising 6th- 8th Graders	**Afternoon Care** Course #113213 Ages 8-13

Course Descriptions

Morning Care-$25
Students will engage in a variety of physical and enrichment activities to start their day.

Afternoon Care-$30
Students are offered an extended summer enrichment experience which includes a variety of physical and fun activities to close out their day.

S.T.E.M.

App Adventures: The Next Level!-$129
Choose from a selection of different web-based (HTML5) mobile apps and explore more in-depth programming concepts.

Code Breakers-$129
Calling all future coders, programmers, & designers! Learn the basics of coding languages like HTML, JavaScript, and CSS through a series of web projects and design challenges.

Digital Storytellers-$129
Start with a concept, design the storyboard, add some dialogue, and watch as the characters in your imagination come to life in your first graphic novel!

G2: The Girl Gamers Club-$129
Hang out with new friends, have fun, and learn key S.T.E.M. skills in this one of a kind class! Learn the basic elements of 2D game design. Each day will have a tech challenge and a profile of the female stars of the tech world.

Game Labs: Collaborate-Create-Compete in the Ultimate Video Game Experience-$129
For serious gamers only! Beyond 2D and 3D, learn advanced level editing, simple 3D modeling, intermediate event scripting and the impact of game play on user experience. System requirements for home experience: 2GB of RAM, and 2.0GHZ processor

LEGO® Video Games-$129
Combine your two favorite activities: LEGOs and video games! Students will create their own LEGO characters and adventures in an interactive 2D video game.

Lego® Comics: Design Your Own Adventure!-$129
In this LEGO adventure YOU are the star! Pick your favorite LEGO genre or create an alternate universe to create a digitally illustrated story or graphic novel.

Make Your First 3D Video Game -$129
Learn the physics behind 3D games, explore beginner event scripting, level design, controlling flow of gameplay, and storytelling.

Maker Labs: Make Your First 3D Creation!-$129
If you can dream it you can make it—create your first action figure or design custom jewelry, learn how to prepare a model for 3D printing, and create a design portfolio to showcase your work! Using professional-level modeling software, you will sculpt, texture, and render your own 3D creation.

Minecraft® Animators-$129
Bring your favorite Minecraft characters to life in an animated short film! Learn how studios like Pixar and Disney make movies like *Inside Out* and *Frozen* by using techniques like key framing, tweening, texturing, and animating rigged 3D models!

Minecraft® Designers-$129
Learn how to create a custom map, the basics of creating 3D models using a new software to design your very own objects, how to build with Redstone and Command blocks, and create custom textures.

Minecraft® Modders-$129
Learn scripting and logic statements as you create your first mods! Introductory coding will also be taught through a simulated environment inspired by Minecraft.

Star Wars® Stop Animation-$129
Make your own Star Wars adventure come to life! Bring in your favorite action figures or Star Wars action figure and create a short film with your friends. Whether you want to recreate a scene from Star Wars or design a new world of your own, this class brings your dreams to the screen.

Video Game Animation-$129
Take your game design skills to the next level by creating and animating your own character sprites, objects, and backgrounds. Start with a name, develop the character's personality, signature moves, special powers, and a story line. No prior experience in game design, animation, or sketching.

ART & DRAMA

Adventures in Directing Drama-$79
Create your own endings, characters, and scenes as we explore your dramatic ideas. Develop analytical thinking, explore each other's scenarios, and learn to give constructive feedback. Students will develop a creative flow that uses their imaginations, explores plot-twists, delves into problem solving, and engages in storytelling.

Adventures in Drama-$79
Spend four days exploring your dramatic side! Build confidence in expressing yourself. Students are guided to use vocal, facial, and physical expression to engage with scripts, characters, and poetry. Practice pronunciation, inflection, expression, and varied volume.

Animal Kingdom-$79
Explore the many animal kingdoms through art, painting, plaster masks and watercolor.

Band: Beginning-$79
Calling all NEW middle school band students! Learn the basics of your instrument! Explore beginning techniques, hand placement, sound production, cleaning and care of your band instrument and basic music theory. Offered in partnership with Jackson's Music.

Glow in the Dark-$79
The dark never looked so good. Enjoy making unique art pieces with glow in the dark paint under black lighting.

Impromptu Adventures-$79
Express your feelings and ideas with improvisation, impromptu speaking, and charades. Students will explore how to better share ideas by thinking about other points of views and perspectives.

Paint Like the Masters-$79
Create your own masterpiece in the style of artists like O'Keefe, Haring and Matisse.

Recyclable Art-$79
Turn trash into treasures! Not all trash needs to be thrown away. Turn everyday disposable objects into beautiful art, including sculptures, textiles and décor.

BRAIN CHARGE

Babysitting FUNdamentals-$89
Learn the basics of how to market yourself; receive hands-on baby care and learn to provide safe and fun childcare. Students successfully completing the course can download a certificate. Offered in partnership with American Red Cross.

Be Your Own Boss-$79
Learn key skills like financial literacy, product development, pricing, operations, marketing and sales. This national Lemonade Day program for teens, sponsored by Google®, isn't your grandfather's lemonade stand. Offered in partnership with Google® for Entrepreneurs & innovateHER.

Mad Math-$69
It's alive!!!! Students will learn to analyze and solve mathematical problems using fun brain teasers, creative games, and computer activities that will enhance their skills as mathematicians.

Mathtastic-$69
Students will apply math to everyday activities through the use of games, arts and crafts, and creative problem-solving opportunities. This class reinforces basic math facts while exploring and discovering the amazing wonder of numbers in our world.

Pediatric First Aid/CPR-$60
Topics covered in this class include: child/infant CPR/AED–choking, asthma care and pediatric first aid. Upon successful completion of the skills test, , you will receive an American Heart Association Pediatric First Aid/CPR Certification.

Public Safety Heroes: "Keeping Us Safe Every Day!" -$69
Learn how our Fire, Emergency Medical Services, and Police officers keep us safe every day. Find out what it takes to do these jobs well.

Readership 101-$69
Be prepared for the upcoming school year. Improve your readership! This course will focus on increasing vocabulary, building fluency, and strengthening comprehension. Students will participate in a variety of literacy activities, including interactive reading, and individualized skill instruction.

Reading from the Middle-$69
Improve your readership in middle school! This course will focus on increasing vocabulary, building fluency, and strengthening comprehension. Students will participate in a variety of literacy activities, including interactive reading, and individualized skill instruction.

Your College Essay-$49
Learn how to write a well-crafted essay that sets the foundation for developing your personal statement and responding to other open-ended college admission questions.

Forsyth Tech reserves the right to change the schedule of classes and instructors when necessary. The college also reserves the right to cancel any class(es) before the first session due to low enrollment. If a class is canceled, students will be notified by phone and/or e-mail and will receive a 100% refund. See below for full refund policy.

Refund Policy

A full refund is given if Forsyth Tech cancels a course. If a course is canceled by Forsyth Tech, parents will be notified by phone and/or e-mail and will receive a 100% refund. Students who withdraw from a course eight calendar days before the first class session are eligible for a full 100% refund, provided they complete and submit a Request for Refund form to the Customer Service Center on West Campus, located at 1300 Bolton Street. After that point, students may get a 50% refund by submitting a Request for Refund form before the first class session.

NOTE: To request a registration fee refund in accordance with the above policy, you must officially withdraw from a course by completing and submitting a Request for Refund form to the Customer Service Center on West Campus, located at 1300 Bolton Street, or you may fill out and submit the online Request for Refund form located at http://www.forsythtech.edu/courses-programs/job-skills/online-courses/continuing-education-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.

Increasing Business Success

Ja'Net Adams, Owner
EMACK Consulting LLC
North Carolina

Starting and operating a small business is hard work. Forsyth Tech, through its Small Business Centers in Forsyth and Stokes counties, provides:

- Confidential one-on-one business counseling
- Small business seminars and roundtables
- Online entrepreneurship training
- Computer classes (Accounting for Business & QuickBooks Pro)

Upcoming Seminars:

May

15: Grantwriting 101

22: Grantwriting 102

30: Managing a Non-Profit

June

21: Pathway to Success-Session 1:
How to Start a Business

28: Pathway to Success-Session 2:
How to Find Customers

July

5: Pathway to Success-Session 3:
Marketing Your Business

12: Pathway to Success-Session 4:
How to Write a Business Plan

19: Pathway to Success-Session 5:
Financing Your Business

August

2: Pathway to Success-Session 6:
Basics of Bookkeeping

9: Pathway to Success-Session 7:
Your Small Business Taxes

Learn about upcoming events and ways to grow your business! Follow Forsyth Tech at Innovation Quarter on Facebook and SBC Director Allan Younger on LinkedIn.

Register and obtain additional information by visiting: www.forsythtech.edu and typing "small business center" in the search field.

You will be able to:

- Join our email distribution list and LinkedIn discussion group
- Register for upcoming seminars and online training
- Register for an appointment with a business counselor who is available to assist you with your business challenges
- Obtain information that may be helpful to you

Contact us at sbc@forsythtech.edu or 336.757.3810 to arrange a visit to our home in Innovation Quarter.

SBC SMALL BUSINESS CENTER
FORSYTH TECHNICAL COMMUNITY COLLEGE

Forsyth Technical Community College

INSTRUCTOR LED
ONLINE COURSES
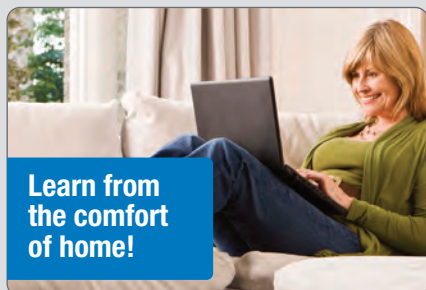
Learn from the comfort of home!

24-Hour Access

Discussion Areas

6-Week Format

Our **instructor-le**d online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly. Visit our website to view start dates for the courses that interest you.

Complete any of these courses entirely from your home or office and at any time of the day or night.

Prices start as low as: **$75**

Introduction to Google Analytics
Learn how to track and generate traffic to your website, create reports, and analyze data with Google's free, state-of-the-art Web analytics tools.

Performing Payroll in QuickBooks
Learn how to use QuickBooks 2013 to create paychecks, pay tax liabilities, and produce forms and reports.

Accounting Fundamentals
Give yourself skills that are in high demand by exploring corporate accounting with a veteran instructor.

Beginning Writer's Workshop
Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively.

Computer Skills for the Workplace
Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

A to Z Grant Writing
Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals.

Grammar Refresher
Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Creating Web Pages
Learn the basics of HTML so you can design, create, and post your very own site on the Web.

Introduction to SQL
Gain a solid working knowledge of the most powerful and widely used database programming language.

Introduction to Final Cut Pro X
Make the leap from home video enthusiast to professional video editor using Apple's revolutionary Final Cut Pro X editing software.

Introduction to Microsoft Excel
Become proficient in Microsoft Excel and discover countless shortcuts, tricks, and features for creating and formatting worksheets quickly and efficiently.

Intermediate Microsoft Excel
Take your Microsoft Excel skills to the next level as you master charts, pivot tables, slicers, sparklines, and other advanced Excel features.

Introduction to CSS3 and HTML5
Learn to create state-of-the-art Web sites using modern CSS3 and HTML5 techniques.

Leadership
Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

Writing Essentials
Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.

Effective Business Writing
Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

Fundamentals of Supervision and Management
Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

Enroll Now!

www.ed2go.com/forsyth

Register: 336-734-7023 then 2 -

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Prepare for Industry Certification Online!

Forsyth Technical Community College

Online Career Training Programs

Our career training programs can start you on a path to an in-demand profession or help advance your current career with industry certification. You may begin these programs at any time and learn at your own pace. Upon successful completion of all coursework, you will receive a certificate of completion.

Features:

- **6-18 month self-paced, start anytime**
- **Textbook and materials included**
- **Prepare for industry certification**
- **Certification exam vouchers are included**
- **Financial assistance available**
- **Student advisors provide you coaching, motivation, and career readiness support**

Other Program Categories:

- Business and Professional
- Healthcare and Fitness
- IT and Software Development
- Management and Corporate
- Media and Design
- Hospitality and Gaming
- Skilled Trades and Industrial

All materials are included in the program fees. Each course has an instructor assigned to answer questions and solve student problems.

Administrative Professional with Microsoft Office 2016 Master

This program teaches the skills you need to become a successful administrative professional and prepares you to sit for the Microsoft Office 2016 Master Certification exams.

Administrative Professional with Microsoft Office Specialist 2016

This program teaches key skills for becoming an administrative professional and prepares you to sit for the Microsoft Office Specialist Certification exams.

CBCS Administrative Medical Specialist with Medical Billing and Coding

This nationally recognized program combines the Administrative Medical Specialist program with training in medical billing and coding and medical terminology to give you a competitive edge in the healthcare field.

CBCS Medical Billing and Coding

This nationally recognized program combines the Medical Billing and Coding program with 60 hours of medical terminology training to give you a competitive edge in the healthcare field.

CompTIA Certification Training: A+, Network+, Security+

This program provides a comprehensive foundation for IT professionals, incorporating CompTIA A+, CompTIA Network+, and CompTIA Security+ specific training, and prepares you for the corresponding industry exams that are desirable for IT professionals.

CompTIA A+ Certification Training

CompTIA A+ certification is the industry standard for validating the skills of entry-level computer technicians. It opens the door to an exciting career in computer technology. This program's online platform makes training convenient and interactive.

NASM Certified Personal Trainer and Exam Preparation

This online program will help you pass the NASM exam and earn your NASM Certified Personal Trainer certification, one of the most respected certifications in the fitness industry.

OMCA Email Marketing Associate

Want to learn more about email marketing? Make the most of your company's efforts and prepare for the OMCA certification exam.

OMCP Search Marketing Professional

Learn the scope of digital marketing and dive deep into Search Engine Optimization (SEO) techniques, while preparing to take the Online Marketing Certified Professional (OMCP) exam.

Paralegal

This program will prepare you for success in this growing career field. You'll learn about the American legal system, how to conduct legal research and legal interviews, how to perform legal analyses, and more.

Pharmacy Technician

Pharmacy technicians support licensed pharmacists in providing health care to patients. Train to enter this rapidly growing field with this respected online program.

To Enroll or learn more, visit or call us at:

www.careertraining.ed2go.com/forsyth

Carolyne Bennett: 336-593-5402 ext. 1701 or cbennett@forsythtech.edu

061603

Agriculture and Farming

Bees and Honey ❖

Have you ever wanted to know how to raise and care for bees and enjoy their wonderful tasting honey? This is a 2-hour class that gives you information on what it takes to care for bees, how much it will cost, and the many benefits we get from raising bees. There will be future classes that give you detailed information and live experiences if you decide to pursue beekeeping.

    Course Code: 113731, $70
    8/1, T, 6-8 pm
    Stokes County Center, Room 113

Home/Horticulture

Carpentry Power Tools and Safe Practices ❖

This course is designed to train students in the safe and proper use of common power tools. The lessons will focus on the portable circular saw, portable drill and screw gun, reciprocating saw, and a variety of other power tools. This class is very hands-on and will enable you to use these tools at home with confidence.

    Course Code: 113659, $40
    7/18-7/27, TTH, 6-8 pm
    Stokes County Center, Room 113

Homeowners Bootcamp ❖

There are many DIY repairs that all homeowners should know. Why pay a repair person to do simple repairs that you can do with a minimum amount of tools or experience? Learn everything from repairing that hole in your drywall to replacing the ball and flapper assembly in your toilet. Join us for an informal interactive class that addresses many of these challenges.

    Course Code: 113628, $45
    6/10-6/17, S, 8 am-Noon
    Stokes County Center, Room 113

How to Prepare and Tile a Backsplash ❖

Watch a demonstration of several methods for wall preparation, tile layout and installation. In addition to normal tiling using adhesive, we will demonstrate the use of SimpleMat which is an adhesive sheet that requires no adhesive and requires minimal grouting.

Note: Safety glasses are required.
    Course Code: 113658, $25
    7/11-7/13, TTH, 5-7 pm
    Stokes County Center, Room 113

Plumbing Repairs for Homeowners ❖

Would you like to be able to install or repair some of your most common household plumbing fixtures? The class will teach you about the materials and process used to install a faucet and sink, as well as installation of a water closet (toilet). You will understand what causes pipes to become clogged and learn how to repair the problem.

    Course Code: 113657, $35
    6/13-6/20, T, 5-8 pm
    Stokes County Center, Room 113

Interpreting in Health & Human Services

Case Studies Interpreter Lab and Professional Skills ✓📖 (Online only)

In this lab, you 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. This course is also designed to build practical skills and job seeking tools.

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

    Course Code: 113544, $130
    Burrell/Owens
    5/23-7/23, ONLINE

Case Studies Translator Lab ✓📖 (Online only)

In this lab, you 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 & Ethical Principles for Interpreters to take this course.

    Course Code: 113555, $130, Knapp
    8/1-9/10, ONLINE

English/Spanish Advanced Grammar for Interpreters and Translators ✓📖 (Online only)

This course prepares you to improve your written proficiency in Spanish and English in order to function at the highest possible level as a professional interpreter and translator. The course will expand your knowledge in those two language skill areas before taking Case Studies Translator lab class.

Note: This class is mandatory for all students enrolled in the Interpreting in Health and Human Services Program.

    Course Code: 113547, $130, Knapp
    6/20-7/26, ONLINE

National Standards & Ethical Principles for Interpreters ✓📖 (Online only)

Are you interested in learning more about the principles and standards for professional interpretation as established by the National Council on Interpreting in Healthcare? In this course, you will explore cultural awareness as it applies to Interpreting in Health and Human Services.

    Course Code: 113533, $75, Knapp
    5/16-6/11, ONLINE

Spanish/English Medical Terminology ✓📖 (Online only)

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. You will study body systems and all medical terms will be taught in both languages.

    Course Code: 113539, $185, Burrell
    5/16-8/20, ONLINE

Medical Clerical

Professional Coding Certification

These courses prepare you to take the Certified Professional Coder (CPC®) exam. Please visit www.aapc.com to learn more about this certification.

AAPC Exam Review ✓☁ (Online only)

This 50-hour advanced online course provides you 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. You 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: 113548, $130, Fithian
6/6-7/30, ONLINE

Medical Coding – CPT ✓☁ (Online only)

This 64-hour advanced online course provides you with the opportunity to learn the proper way to review medical charts and physician documentation to assign appropriate CPT procedural codes. You 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: 113546, $185, Staples
5/30-8/13, ONLINE

Medical Coding ICD-10 ✓☁ (Online only)

This 64-hour advanced online course will provide you 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-10 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: 113545, $185, Staples
5/30-8/13, ONLINE

Medical Terminology ✓☁ (Online only)

This 64-hour advanced online course is designed to give you a solid foundation in medical terminology through class/instructor interactions as well as enhanced interactive study materials. You will learn prefixes, suffixes, root words and terms that relate to anatomy, physiology and review of body systems. Upon completion, you should be able to pronounce, spell and define medical terms as related to selected body systems and their pathological disorders.
Course Code: 113542, $185, Themido
5/16-7/30, ONLINE

Professional and Career Development

Notary Public

Notary Public Education ❖☁

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

Note: If you are at least 18 years old, have never been convicted of a felony, have a high school or high school equivalency diploma and can satisfactorily complete this workshop, you can apply for your Notary Public Commission.

All students must have a current state or federal issued picture ID upon arrival for class.
Course Code: 113665, $79, Young
7/11-7/13, TTH, 6-9:30 pm
Northwest Forsyth Center, Room TBA

> ❝ If you are interested in a program, don't be intimidated or discouraged, just try it. ❞
>
> – Ross Weathers
> Electrical Lineman

Technical/Trade

Basic Electricity for Homeowners ❖

Do you want to understand how electricity works in your home? This course will include testing equipment, how a receptacle and switch are properly wired, common materials that are used, how to install an overhead light, as well as changing an overhead light with a ceiling fan. It includes the importance of safety and some of the common mistakes that a homeowner makes with electricity in their home. This course is entirely informational but will include hands-on training.
Course Code: 113656, $35
6/12-6/19, M, 5-8 pm
Stokes County Center, Room 113

Electrical Lineman ✓☁ CareersNOW

The Electrical Lineman program is designed to train you to become an entry-level electrical line worker for private and public utility companies and related employers. You will learn academic and field skills necessary for entry-level workers. Safety is stressed in every aspect of the job. You will also have the opportunity to earn a Career Readiness Certificate. This program is approved for national certification by the National Center for Construction Education and Research and for Pre-Apprentice credit by the NC Department of Commerce. You may also earn a flagger and OSHA 10 certificate. An average grade of 75 is required to complete the course.

Note: Supplies needed include boots.
Course Code: 113144, $196
Speight-Webb/Peay
5/30-8/2, MTWTH, 8 am-5 pm
Northwest Forsyth Center, Room 213 🚗

Health Education Prerequisites

TABE Testing: Math and reading placement tests, or equivalent, are to be completed before Nursing Assistant I orientation, and before registering for the following classes: Nursing Assistant I, Nursing Assistant I Refresher, Nursing Assistant II, Medication Aide, Phlebotomy, and Telemetry Tech.

> **Where/When**
- West Campus: Times vary. Please call 761.1002 for days and times.
- Stokes County Center: Mondays at 10 am.
- 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
> **Where/When**
- Northwest Forsyth Center, call 336.734.7023 for schedule
- West Campus, various Tuesdays, call 336.734.7023 for schedule.
Must bring photo ID, Social Security card and other required documents to Orientation. Refer to Prerequisites under class descriptions for these documents.

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 listed below 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 Heath Education class. However, information will not be sent to a clinical site until after the student registers.

Students are encouraged to register early for classes in order for the background check/drug screen to be completed and sent for a determination. If denied before the class begins, the student is entitled to a full refund. If denied after the class begins, refunds are subject to Forsyth Tech's refund policy (refer to page 39).

Criminal Background Check/Drug Screening must be completed by Investigative Associates 3796 Vest Mill Road, 27103 336.768.7040.

No other company will be accepted!

AHA ACLS Provider-Advanced Cardiac Life Support ✓🪪

Are you an advanced medical professional looking for AHA ACLS training? Come to Forsyth Tech and receive the AHA ACLS and BLS certification all in one class. This advanced, instructor-led classroom course highlights the importance of team dynamics and communication, systems of care and immediate post-cardiac-arrest care. Instruction is provided for airway management and related pharmacology. You will be able to recognize the patient's condition and start the appropriate early course of treatment. You will have the knowledge to manage cardiac conditions in a professional manner and assume a leadership role. Upon successful completion, you will receive the AHA ACLS and BLS certification cards which are valid for two years, no waiting!

Required book: AHA ACLS 2015 Provider Manual Item #: 15-1005 purchased in FT Bookstore or at AHA distributors Channing Bete, World Point or Laerdal websites. Book valid for five years for renewal purposes.

For additional course information, contact Marilyn Calhoun at 336.757.3091 or mcalhoun@forsythtech.edu.

Course Code: 110467, $84
5/19-5/20, FS, 8 am-5 pm
West Campus, Room 13

Course Code: 113673, $84
7/21-7/22, FS, 8 am-5 pm
West Campus, Room 13

Courses in Health and Safety

Learn to save lives!

When a person is in sudden cardiac arrest, minutes can make the difference between a patient's life and death, whether you are in a hospital or in an out-of-hospital environment. Be prepared to overcome the unexpected in these life and death situations by properly administering CPR.

Forsyth Tech is an official American Heart Association Community Training Center.

Certification cards are presented to the students upon completion of the class. **NO WAITING!**

If you need these credentials for a job, or just want to be prepared in a life-threatening event, come to Forsyth Tech for these AHA certifications. Be prepared to save a life!

American Heart Association | Learn and Live | AUTHORIZED TRAINING CENTER

AHA ACLS- Advanced Cardiac Life Support Renewal ✓🖍

AHA ACLS Provider courses must be renewed every two years. This renewal course delivers ACLS providers updated information and current AHA standards of performance. The provider completing this course is issued an AHA ACLS certification card that is good for two years. Upon successful completion of this course, you will receive AHA ACLS and BLS Certification cards (SAME DAY-NO WAITING) good for two years.

Prerequisites: Must have a current AHA ACLS Provider card.

Required book: AHA ACLS 2015 Provider Manual Item #: 15-1005. Purchased in FT Bookstore or at AHA distributors Channing Bete, World Point or Laerdal websites. Book valid for five years for renewal purposes.

Course Code: 113682, $84
5/20, S, 8 am-5 pm
West Campus, Room 13

Course Code: 113674, $84
7/22, S, 8 am-5 pm
West Campus, Room 13

AHA CPR: Basic Life Support Healthcare Provider-Initial ❖🖍

Are you a healthcare provider who needs Basic Life Support CPR certification? This course is for those who have never taken an AHA CPR course before. Receive your certification in one day at Forsyth Tech! The BLS HCP CPR course teaches you to recognize the signs and symptoms of sudden cardiac arrest and strokes and how to perform CPR for adults, infants and children, and use of an AED (Automated External Defibrillator) and FBAO (Foreign Body Airway Obstruction) for victims of all ages. The BLS Healthcare Provider course is designed to provide you, as a healthcare professional, with the ability to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely and effective manner. The course is intended

🖍 Textbook Required for Course   ⚕ USB Flash Drive Required   🚗 Parking Sticker Required
❖ Refund Policy Applies (see page 39)   ✓ Refund Policy Applies (see page 39)

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for certified or non-certified, licensed or non-licensed healthcare professionals or medical students. Upon successful completion of this course, you will receive an AHA BLS Certification card (SAME DAY-NO WAITING) good for two years.

Note: This course has a required book that must be read prior to class.

For additional course information, contact Marilyn Calhoun at 336.757.3091 or mcalhoun@forsythtech.edu.

Course Code: 110415, $45
5/20, S, 8:30 am-12:30 pm
West Campus, Room 14

Course Code: 113669, $45
6/6, T, 5:30-9:30 pm
West Campus, Room 14

Course Code: 113670, $45
6/24, S, 8:30 am-12:30 pm
West Campus, Room 14

Course Code: 113671, $45
7/15, S, 8:30 am-12:30 pm
West Campus, Room 14

Course Code: 114111, $45
7/27, TH, 5:30-9:30 pm
West Campus, Room 14

AHA CPR Basic Life Support-EP ❖✎ NEW!

AHA CPR BLS-EP is a fast-paced course for experienced providers. This course is designed for experienced healthcare professionals who are proficient in performing BLS skills and who may regularly lead or participate in emergency assessment and treatment of pre-arrest, arrest, or post-arrest patients. Through instruction and active participation in case-based scenarios, learners review and enhance their skills in treatment of cardiac arrest patients. Students who attend this course have continually maintained an AHA BLS certification.

Upon successful completion of this course, you will receive an AHA BLS Certification card (SAME DAY-NO WAITING) good for two years.

Suggested pre-requisite: Current AHA BLS certification that has not expired for more than 60 days.

Required Book: AHA BLS (Basic Life Support) Provider Manual, 2015 edition. Read prior to attending class.

Course Code: 113683, $35
5/20, S, 1-4 pm
West Campus, Room 14

Course Code: 113684, $35
6/13, W, 5:30-8:30 pm
West Campus, Room 14

Course Code: 113686, $35
7/25, T, 5:30-8:30 pm
West Campus, Room 14

Course Code: 113687, $35
8/2, W, 5:30-8:30 pm
West Campus, Room 14

Course Code: 110453, $35
8/14, M, 5:30-8:30 pm
West Campus, Room 14

AHA Heartsaver CPR and First Aid ❖

If you are a baby sitter or lifeguard; or just want the basic knowledge to manage an emergency for the first few minutes before EMS arrives, this class is for you. Don't wait for an emergency to happen! You will learn the basic steps of CPR, use of an AED (Automated External Defibrillator) and FBAO (Foreign Body Airway Obstruction) for victims of all ages. You will receive instruction to recognize emergency situations involving heart attack, choking, respiratory and cardiac arrest in adults, children and infant victims. Instruction will be provided to manage life-threatening environmental emergencies, injuries and medical emergencies such as seizures, diabetes, heat stroke and snake bites. Upon successful completion of this course, you will receive an AHA Heartsaver CPR/First Aid Certification card (SAME DAY-NO WAITING) good for two years.

For additional course information, contact Marilyn Calhoun at 336.757.3091 or mcalhoun@forsythtech.edu.

Course Code: 113667, $50
6/10, S, 8:30 am-4:30 pm
West Campus, Room 14

Course Code: 113668, $50
7/29, S, 8:30 am-4:30 pm
West Campus, Room 14

AHA Heartsaver CPR and First Aid for Public School System Employees ✓

Don't wait for an emergency to happen! Receive training to be qualified to provide immediate emergency assistance for your students and loved ones. You will learn the basic steps of CPR, use of an AED (Automated External Defibrillator) and FBAO (Foreign Body Airway Obstruction) for victims of all ages. You will receive instruction to recognize emergency situations involving heart attack, choking, respiratory and cardiac arrest in adults, children and infant victims. Instruction will be provided to manage life-threatening environmental emergencies, injuries and medical emergencies such as seizures, diabetes, heat stroke and snake bites. You must provide proof of affiliation with a public school system for the class to be fee exempt. Upon successful completion of this course, you will receive an AHA Heartsaver CPR/First Aid Certification card (SAME DAY-NO WAITING) good for two years.

Note: These courses are fee exempt for public school system employees.

For additional course information, contact Marilyn Calhoun at 336.757.3091 or mcalhoun@forsythtech.edu.

Course Code: 113676, $70
6/10, S, 8:30 am-4:30 pm
West Campus, Room 14

Course Code: 113677, $70
7/29, S, 8:30 am-4:30 pm
West Campus, Room 14

AHA PALS-Pediatric Advanced Life Support ✓✎

Are you a healthcare provider interested in preparing to respond to emergencies for infants and children? The American Heart Association PALS certification is desired in most medical settings and surgical units for infants and children. Come to Forsyth Tech and receive the AHA PALS and BLS certification all in one class. The American Heart Association PALS course is an instructor-led course using a series of simulated pediatric emergencies to reinforce the important concepts of a systematic approach to pediatric assessment, basic life support and team

dynamics. The goal of the PALS course is to improve the quality of care provided to seriously ill or injured children, resulting in improved outcomes. The PALS course is for healthcare providers who respond to emergencies in infants and children. These include personnel in emergency response, emergency medicine, intensive care and critical care units such as physicians, nurses, paramedics and others who need a PALS course completion card for job or other requirements. Upon successful completion of this course, you will receive AHA, PALS and BLS Certification cards (SAME DAY-NO WAITING) good for two years.

Required book: 2015 AHA PALS Provider Manual - Item#: 15-1058 purchased at AHA distributors Channing Bete, World Point or Laerdal websites.

For additional course information, contact Marilyn Calhoun at 336.757.3091 or mcalhoun@forsythtech.edu.

> Course Code: 110480, $84
> 6/23-6/24, FS, 8 am-5 pm
> West Campus, Room 13

❤ AHA PALS Renewal ✓📖

AHA PALS Provider courses must be renewed every two years. This renewal course delivers PALS providers updated information and current AHA standards of performance. The provider completing this course is issued an AHA PALS and BLS certification cards (SAME DAY-NO WAITING) that are good for two years.

Prerequisites: Must have a current AHA PALS Provider card.

Requited book: 2015 AHA PALS Provider Manual - Item#: 15-1058 purchased at AHA distributors Channing Bete, World Point or Laerdal websites.

> Course Code: 113672, $84
> 6/24, S, 8 am-5 pm
> West Campus, Room 13

Activity Director ✓📖 CareersNOW

Receive your basic training to become an activity director in a healthcare related setting, such as long-term care, 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. When the entire 60 hours of training has been completed, you will be qualified to work as an activity director in a nursing home or assisted living facility.

Prerequisite: A high school diploma/GED®/transcript or college diploma/transcript are required.

Note: You must bring a copy of proof of high school or college graduation or GED® to customer service for verification in order to register.

> Course Code: 109878, $185, Tillman
> 8/3-10/12, MTH, 6-9 pm
> West Campus, Room 7 🚗

Autism Paraprofessional ✓📖 CareersNOW

Would you like to learn how to provide services to children with autism spectrum disorders (ASDs)? Caregivers 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 includes practicum hours in a local autism specialty school. Upon satisfactory completion of the course, you will receive a certificate of completion, which should enhance employment opportunities in the field of autism treatment and education.

Prerequisite: A picture ID, Social Security card and high school diploma/GED®/transcript or college diploma/transcript are required. You must also present the receipt from the criminal background check before you will be allowed to register for class (no drug screening required). Criminal background check must be completed by Investigative Associates.

Note: Included in the registration fee is an $18 non-refundable insurance fee, which is valid for one year.

SPECIAL NOTE: If you are currently enrolled in curriculum classes, you may receive course credit for EDU248 upon successful completion of this course.

Emergency Medical Technician Basic ✓ 📖 CareersNOW

Interested in working in public safety (Emergency Medical Service, Fire Service and Police) or in increasing your knowledge in handling emergency situations? This course will cover 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. We follow the guidelines established by the N.C. Office of Emergency Medical Services (EMS) to be conducted by an approved basic or advanced institution. The lead instructor for the EMT educational program is certified as an N.C. Level I Instructor/Coordinator. When you successfully complete this course, you will be 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

Important: Paid law enforcement will be fee exempt only IF this course is deemed necessary to fulfill their job duties and will require a written statement to that effect from a superior on agency letterhead.

Note: Some Saturday classes are required.
Course Code: 112735, $188
6/19-8/8, MTWTHF, 8:30 am-3 pm
Northwest Forsyth Center, Room 215 🚗

Medical Assisting Review ✓ 📖 (Online only)

This course is designed to allow you the opportunity to review 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, you should be prepared to sit for either the AAMA certification exam and/or the AMT exam for registration based on your 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 only.

Prerequisite: You must be in the last semester of an accredited AAS medical assistant program or you must have graduated from a CAAHEP accredited diploma program or accredited AAS Medical Assisting program.

Important: Prior to registration, you must confirm that you are in/have graduated from an accredited program.

For course content information, contact Anna Hilton at 336.734.7362 or ahilton@forsythtech.edu.

Note:

1) This course requires Internet access, an email address and a web browser.

2) The registration deadline for this course is noon one week prior to the start date of the course.

3) 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: 113905, $130
6/12-7/24, ONLINE

Course Code: 113898, $130
9/18-10/30, ONLINE

Medication Aide ✓ 📖

The Medication Aide course teaches 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: Documentation of successful completion of a state approved NA I course in the past 2 years OR 3-6 months minimum direct patient care experience with a letter of recommendation on letterhead from an RN who supervised the student's work within the past 2 years, successful completion of math and reading placement tests (or equivalent approved by Health Education Department), a picture ID, Social Security card and high school diploma/GED/transcript or college diploma/transcript are required.

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

Phlebotomy ✓

Train for a job where you draw blood specimens from patients for the purpose of testing and analyzing blood.
A phlebotomist's job includes maintenance of equipment used in obtaining blood specimens, the use of appropriate communication skills when working with patients, the selection of venipuncture sites, the care of blood specimens and the entry of the testing process into the computer, as well as clerical duties associated with record-keeping. This course consists of theory and clinical experiences which will be available in the hospital, outpatient clinics and central processing areas.

Important: You will practice venipuncture which includes being stuck and sticking others.

Prerequisite: Successful completion of math and reading placement tests (or approved equivalent), picture ID and Social Security Card (with matching names),

high school diploma/GED®/transcript or college diploma/transcript, receipts from criminal background check/drug screening. Criminal background check/drug screening must be completed by Investigative Associates. Students must also provide documentation of one of the following: Current Nursing Assistant I or Nursing Assistant II registry listing OR Certificate of Completion from an NC approved Nursing Assistant I or Nursing Assistant II Program (completed within the past 2 years) OR Direct patient care experience (i.e. Nurse, CMA, EMT, Medical Office Assistant) with a letter of recommendation on letterhead from a clinical professional who supervised this care (within the past 2 years).

Additional requirements: Current CPR (American Heart Association) Healthcare Provider Certification and completed immunization form must be turned in on the first day of class.

Note: You will attend one of 2 clinical rotations. Both will meet Monday through Friday during the day (8-hour shifts) for two-and-a-half weeks. You will work out the specific schedule with your instructor the first week of class. Included in the registration fee is an $18 non-refundable insurance fee, which is valid for one year. Candidates on the Phlebotomy call list will be notified by email when the next class is scheduled and ready for registration.

Telemetry Cardiovascular Technician
✓ 📖 **CareersNOW**

Prepare for a job as a Telemetry Technician with EKG training! The course will cover the anatomy and physiology of the heart as it relates to cardiac rhythm interpretations, principles of EKG, rhythm recognition of sinus, atrial, junctional, ventricular, pacemaker, and heart block rhythms. Skills will include operating EKG equipment, printing and mounting cardiac rhythm strips, as well as interpreting over 30 cardiac rhythms produced from 12 and 6 lead telemetry monitors. A 24-hour clinical component is included. Upon successful completion of the course, you will receive a certificate of course completion and should be prepared to take an EKG Exam for national certification.

Prerequisite: Successful completion of math and reading placement tests (or equivalent approved by Health Education Department), a picture ID, Social Security card, and high school

diploma/high school transcript or GED® or college diploma/college transcript are required. Students must also provide documentation of previous direct patient care experience and/or education (i.e. CNA I, CNA II, Military Corpsman/Medic, EMT, CMA) within the last three years. Documentation of this education/experience must be presented to the Health Education Department (Certificate of course completion, transcript, letter of recommendation, and/or other formal documentation to confirm experience).

Additional requirements: Current CPR (American Heart Association) Healthcare Provider Certification and completed immunization form must be turned in on the first day of class.

Note: Included in the registration fee is an $18 non-refundable insurance fee, which is valid for one year.

Forsyth Tech Instructor Profile

Sara Kilbreath, RN, BSN, MSN-Health Education Instructor

Sarabeth has been a registered nurse for 9 years and has been teaching the Certified Nursing Assistant I program since 2013. Her background in the critical care nursing department at High Point Regional Hospital has provided her with experience and a great desire to educate students who wish to pursue a career in the medical field. Sarabeth completed her Bachelor's degree in Nursing and her Master's in Nursing Education. While currently pursuing a Doctorate degree in Nursing Education, Sarabeth also finds time to spend outdoors with her dogs and on the motocross track with her son. She also volunteers with the local Boy Scout troop by teaching First Aid and Wilderness Safety courses.

The Dorothy L. Lougee Nursing Assistant I Program ✓📖 CareersNOW (Also offered as hybrid)

Do you want to learn basic nursing skills required to provide personal care for patients, residents, the elderly or others requiring medical assistance in a healthcare setting? Then this course is for you! Emphasis is placed on the aging process, communications, patient safety, patient's rights, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation and mental health. CPR certification is included in the class. Through classroom instruction, laboratory work and clinical rotations, you are prepared to take the NC Nurse Aide I Competency Evaluation. Passing this evaluation leads to being listed on the NC Nurse Aide I Registry.

Prerequisite: Successful completion of math and reading placement tests (or equivalent approved by Health Education Department), a picture ID, Social Security card, a high school diploma/GED®/ transcript or college diploma/transcript are required. You must also attend an orientation session and present receipts from the criminal background check and drug screening before you will be allowed to register for class. Criminal background check/drug screening must be completed by Investigative Associates.

Additional Requirements: A completed immunization form must be turned in on the first day of class.

Note: Included in the registration fee is an $18 non-refundable insurance fee, which is valid for one year. The State of North Carolina no longer allows individuals to challenge the N.C. Nurse Aide I exam and requires candidates to first complete a state-approved NC training program. The only exceptions to this rule are: 1) persons currently listed on any state's Nurse Aide I registry 2) U.S. military who have completed medical corpsman training 3) retired or non-practicing nurses. Questions regarding the new ruling or for more information on the new ruling, contact the N.C. NA I Registry.

Classroom and Online (Hybrid Course)

Course Code: 113225, $206, Kilbreth
6/2-8/8, MTWTHF, 8:30 am-3 pm
West Campus, Room 5 🚗

Classroom Only

Course Code: 113199, $206, Kilbreth
5/22-7/14, MTWTH, 8:30 am-3 pm
Grady Swisher Center, Room 236 🚗

Course Code: 113223, $206, Turner
8/8-10/4, MTWTH, 8:00 am-2:30 pm
Northwest Forsyth Center, Room 138 🚗

The Dorothy L. Lougee Nursing Assistant I Refresher Program ✓📖

Has your North Carolina Nurse Aide I registry lapsed within the previous two years? Have you been registered in another state (current or lapsed within the previous two years) and are seeking certification as a Nursing Assistant in North Carolina? This course will provide you with a review of the knowledge, skills and abilities that must be demonstrated on the National Nurse Aide Assessment Program (NNAAP) Examination. This course does not have a clinical component.

Prerequisite: Successful completion of math and reading placement tests (or equivalent approved by Health Education Department), a picture ID, Social Security card, and high school diploma/high school transcript or GED® or college diploma/ college transcript are required. Candidates must also bring documentation of ONE of the following to the Health Education Department: 1) NC Nursing Assistant I listing (certification has lapsed in the past 2 years) OR 2) Nursing Assistant registry from another state (certification has lapsed in the past 2 years) OR 3) Nursing Assistant registry from another state (current).

The Dorothy L. Lougee Nursing Assistant II Program ✓📖 CareersNOW

Are you a current NC Nursing Assistant I? Would you like to take the next step in your career as a Nursing Assistant? 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, you will be 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 required prior to registration, documentation of successful completion in a state-approved NA I program OR a letter of recommendation from an RN who has supervised you for a minimum of 3-6 months within the last 2 years, successful completion of math and reading placement tests, picture ID, Social Security card and high school diploma/GED®/transcript or college diploma/transcript are required. You must also present receipts from the criminal background check and drug screening before you will be allowed to register for class. Criminal background check/drug screening must be completed by Investigative Associates.

Additional requirements: Current CPR (AHA) Healthcare Provider certification and completed immunization form must be turned in on the first day of class.

Note: Included in the registration fee is an $18 non-refundable insurance fee, which is valid for one year.

> Course Code: 114484, $203, Payne
> 5/2-6/29, TWTH, 8:30 am-3 pm
> Northwest Forsyth Center, Room 217 🚗

The Dorothy L. Lougee Nursing Assistant II Refresher Program ✓

Has your NA II certification lapsed in the past two years? This course is designed to assess and validate NA II Skills competencies for candidates whose NA II certification lapsed in the last 2 years. Class time focuses on assessing and validating competency for the skills identified on the NC Board of Nursing approved NA II task list. The list includes oxygen therapy, sterile dressing changes, wound irrigations, nasogastric and gastrostomy care, ostomy care, fecal disimpacting, tracheostomy care, urinary catheterizations, and IV assistive activities. When you successfully graduate from the course, you will qualify to submit an application for listing on the NA II Registry. No further testing will be required.

Prerequisite: Current NC NA I registry listing, copy of NC Board of Nursing NA II registry listing showing the expiration date within the previous 24 months, picture ID and Social Security card (with matching names). Also required is documentation on letterhead from the HR Department or the supervising nurse stating you are eligible for NA II competency assessment in one of two ways:

1. You worked at least eight hours for compensation during the previous 24 months performing nursing care activities under the supervision of a registered nurse and that you have no substantiated findings of abuse, neglect, or misappropriation of funds on the DHSR Nurse Aide Registry. "Nursing care activities" are normally performed by a nurse but ones that can be delegated to unlicensed personnel by licensed nurses. OR

2. You have had a continuous 24-month period during which patient care activities were performed for compensation. "Patient care activities" are personal care activities that can be performed by unlicensed personnel.

Note: This 10-hour course requires a minimum of five students for the class to be held.

Please Register Early to Reserve Your Place in a Class!

Sometimes excellent courses - are canceled when too - many people wait until the - last minute to register. We - need a minimum number of - enrollments before a class can - run. To avoid the inconvenience - of not being able to attend - the class you want, register - today—don't wait! -

📖 Textbook Required for Course   💾 USB Flash Drive Required   🚗 Parking Sticker Required
❖ Refund Policy Applies (see page 39)   ✓ Refund Policy Applies (see page 39)

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Finding Success at Forsyth Tech

STEP 1: Visit our Educational Career Center (Develop A Plan)

If you are looking for a new career or to make a career change, you can meet with one of our professionals in the Forsyth Tech Educational Career Center.

They can provide:
• Career advising, assessment and planning
• Local labor market information
• Internet access and personalized email accounts to assist in your job search
• Resume and job search assistance
• Financial assistance

They can assist you in choosing program offerings in the following areas:
• EWD –Vocational and Professional courses
• HRD Employment Skills Classes
• Career Readiness Certificate (CRC)
• WorkKeys® Assessment Information

STEP 2: Enroll in a Class (Take Action)

Get Vocational and Educational 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 great ways to get the education you need for a career with a future through vocational training.

For more information, call 336.734.7023

Training is available in these areas:

• Activity Director*
• Administrative Assistant Training
• Autism Paraprofessional*
• Bartending*
• Culinary Arts Certificate*
• Customer Relations/Call Center*
• Detention Officer Certification Training
• Telemetry Cardiovascular Technician*
• Electrical Lineman*
• Electrician Installation/Troubleshooting
• Emergency Medical Technician Basic*
• Facility Maintenance Technician*
• Financial Services and Teller Training*
• Human Resource Management
• HVAC Service Technician I & II*
• Interpreting-Health & Human Services
• Medical Clerical Courses*
• Medical Unit Secretary*
• Nursing Assistant I & II*
• Office Administration

- Office Tech Prep*
- Pharmacy Assistant*
- Phlebotomy*
- Small Business Certification Program
- Small Business Certification Program: Stokes County
- Veterinary Assistant (Beginning & Advanced)*
- Welding ARC/MIG/TIG/Industrial*

Financial assistance available as funding allows

Small Business Center

Starting and operating a small business is hard work. Forsyth Tech, through its Small Business Centers in Forsyth and Stokes counties, provides:
- Confidential one-on-one business counseling
- Small business seminars and roundtables
- Online entrepreneurship training
- Computer classes (Accounting for Business and QuickBooks™ Pro)

College and Career Readiness

We provide free programs to adults to obtain the knowledge and skills necessary for work, further education, family self-sufficiency, and community involvement.

The College and Career Readiness programs prepare you for college and careers as well as assist students learning to master language. The program provides you the skills and support necessary to further your education and to enter the workforce as a skilled worker. The program consists of pathways for you to achieve your learning objectives along with a national credential for the workforce known as the Career Readiness Certificate (CRC). Students who are actively completing a track of study have the opportunity to receive scholarship assistance and job placement.

Programs Offered:
- High School Equivalency Diploma program
- English as a Second Language program
- Adult High School and BSP 050 programs
- Compensatory Education program
- Stokes County programs

For more information, call 336.734.7761.

Personal Enrichment

Forsyth Tech is the center of all your creative pursuits. Our affordable classes span the gamut from photography and jewelry making to quilting and motorcycling. Find yourself in a supportive environment of beginners, enthusiasts and working professionals, making the world a more beautiful and fascinating place.

STEP 3: Succeed! (Complete the Path)

Improve Your Employment Search Skills

An important part of finding a job is knowing how to find a job. Forsyth Tech partners with resources throughout the community to offer:

- Job search assistance
- Resume writing
- Online application assistance
- Creating Email accounts
- Career counseling
- Interview skills

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 $24,120 for an individual or $49,200 for a family of four).

For more information, visit any of these centers below or call 336.734.7748

Forsyth Tech Educational Career/JobLink Center
1300 Bolton St., Winston-Salem, NC 27103
Monday – Thursday (8 am–5 pm)
Friday (8 am–2:30 pm)
336.734.7748

Goodwill Industries of NW NC Employability Lab (The ROC)
2760 Peters Creek Parkway, Suite B,
Winston-Salem, NC 27127
Monday – Friday (10 am–2 pm)
336.201.0800

Goodwill Industries of NW NC Employability Lab
2701 University Parkway, Winston-Salem, NC 27105
Monday – Friday (10 am–2 pm)
336.724.3625, ext. 1330

King Public Library Employability Lab
101 Pilot View Drive, King, NC 27021
Monday, Wednesday, and Friday (1 pm–5 pm)
336.983.3868

Winston-Salem Urban League Employability Lab
201 W. 5th Street, Winston-Salem, NC 27101
Monday – Thursday (9 am–1 pm)
336.725.5614, ext. 3010

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 now required by many of our local employers. The CRC is a nationally recognized, EEOC-compliant, industry-driven system of job profiling and assessment based on the WorkKeys™ assessment program. 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 336.734.7748

Keytrain® is an open entry lab for individuals who want to prepare for the Career Readiness Certification Assessments. Call 336.737.7748 to schedule your appointment today!

ForsythTech
Education For Life

Our Mission Statement

"Forsyth Technical Community College provides students with flexible educational pathways to a competitive workforce for the community and global economy."

What You Need For Registration

Registering for an Economic & Workforce Development course at Forsyth Tech is easy. You can register by phone or at one of our six convenient registration locations in Forsyth and Stokes counties listed 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
> Proof of GED® or high school diploma if required as a prerequisite for the class

You may register more than one person, but you must supply all of the above information for each person being 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 Course 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.
  • Classes may be canceled as early as one week prior to the start date due to low enrollment. Every effort will be made to notify registrants if a class has been canceled. However, it is your responsibility to update your address and phone number with our customer service center at 336.734.7023.

> 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 six locations:

> **West Campus Customer Service Center**
  1300 Bolton Street, Winston-Salem
  Monday - Wednesday, 9:15 am-5:15 pm*
  Thursday, 9 am-6:15 pm*
  Friday, 9 am-12:45 pm
    closed for lunch, 1 pm-2 pm.

> **Forsyth Tech Stokes County Center**
  1165 Dodgetown Road, Walnut Cove
  (Payment by cash, check or money order only.)
  Monday - Thursday, 8:30 am-4:30 pm
  Friday, 8:30 am-1:30 pm

> **Grady P. Swisher Center**
  1108 Swisher Center Road, Kernersville
  (Payment by check, money order, Visa/Mastercard (credit/debit) only.)
  Monday - Thursday, 8:30 am-4:30 pm
  Friday, 8:30 am-1:30 pm

> **Mazie S. Woodruff Center**
  4905 Lansing Drive, Winston-Salem
  (Payment by check, money order, Visa/Mastercard (credit/debit) only.)
  Monday - Thursday, 8:30 am-4:30 pm
  Friday, 8:30 am-1:30 pm

> **Northwest Forsyth Center**
  3111 Big Oaks Drive, King
  (Payment by cash, check or money order only.)
  Monday - Thursday, 8:30 am-4:30 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-4:30 pm (Closed Noon-1 pm)
  Friday, 8:30 am-1:30 pm

Telephone Registration

To register by phone, call 336.734.7023
Monday - Thursday, 9 am-4 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.

Important Registration Information

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.

> For Destination Forsyth Tech Summer Enrichment courses, you may get a full registration refund by officially withdrawing from the course eight calendar days before the first class session. After that point, you may get a 50% refund by officially withdrawing before the first class session.

> **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. You will be required to provide current, official documentation of your disability. Information provided by a student is voluntary and appropriate confidentiality is maintained. Students who need assistance with 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, two 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.

> *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, Stokes County Center, Transportation Center, West, Woodruff and Swisher) are required to purchase parking decals for all classes that meet five 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, Woodruff, Stokes or Transportation Technology Centers. Parking decals may be purchased in advance or on the first day of class during normal business hours.

Campus & Center Locations
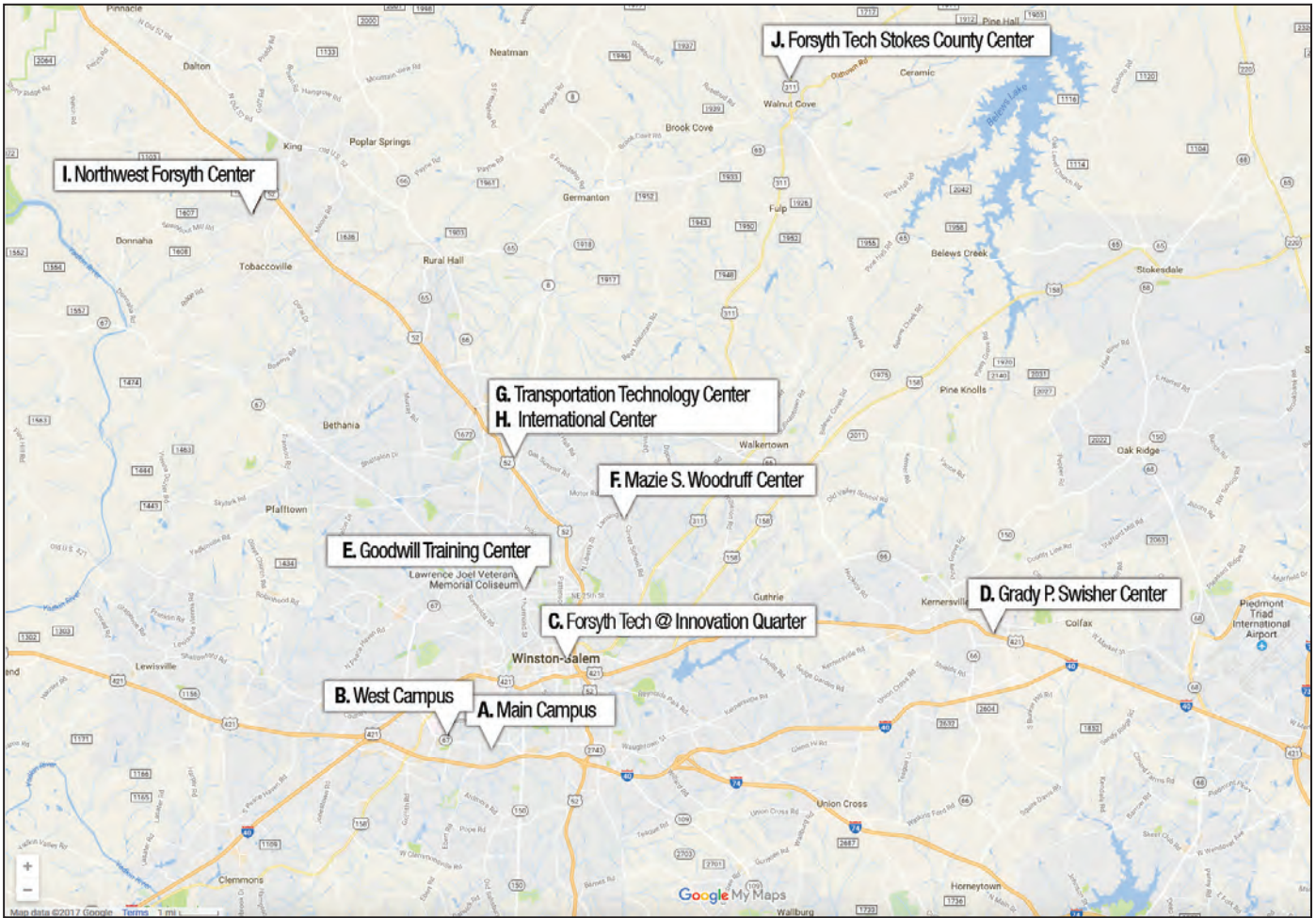
•EWD Customer Service •336.734.7023   •All Other Questions •336.723.0371

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: 336.734.7023

C. Forsyth Tech @ Innovation Quarter
525 Vine St., Winston-Salem, NC
Small Business Center
Phone: 336.757.3810
BioNetwork Pharmaceutical Center
Phone: 336.748.4671
Business & Industry Services
Phone: 336.757.3802

D. Grady P. Swisher Center
1108 Swisher Center Rd.
Kernersville, NC
Phone: 336.734.7903

E. Goodwill Training Center
2701 University Parkway
Winston-Salem, NC
Phone: 336.724.3625, ext. 1304

F. Mazie S. Woodruff Center
4905 Lansing Dr.
Winston-Salem, NC
Phone: 336.734.7950

**G. Transportation Technology
Center**
4255 N. Patterson Ave.
Winston-Salem, NC
Phone: 336.757.3399

H. International Center
4255 N. Patterson Ave.
Winston-Salem, NC
Phone: 336.734.7984

I. Northwest Forsyth Center
3111 Big Oaks Dr., King, NC,
Phone: 336.734.7050

J. Forsyth Tech Stokes County Center
1165 Dodgetown Rd.
Walnut Cove, NC
Phone: 336.593.5402

ECONOMIC & WORKFORCE DEVELOPMENT
STUDENT REGISTRATION FORM

To Register For Classes:
Bring your completed registration form to
one of our six locations listed on page 46 of this catalog
or call Customer Service at (336) 734-7023.

NAME AS SHOWN ON SOCIAL SECURITY CARD (Please Print)

Last	First	Middle	Maiden

Street Address or Post Office	City	State	Zip	County

Home Phone #	Work Phone #	Cell #	Social Security Number or Your 7-digit Student ID Number
			_____

E-Mail Address

Date of Birth	Employment Status – Circle One
_____/_____/_____ Month Day Year	E1 – Employed 1-10 hours UN – Unemployed – Not Seeking E2 – Employed 11-20 hours US – Unemployed – Seeking E3 – Employed 21-39 hours R – Retired E4 – Employed 40 or more hours
Are you an Underage Minor (UAA)? **(16-17 years old)** □Yes □No	**Are you a Forsyth Tech Employee** (**EMP**)? □ Yes □ No

Ethnicity – Circle One or More	Gender – Circle One
White, Non-Hispanic (WH) American Indian/Alaska Native (AN) Asian (AS) Black, Non-Hispanic (BL) Hispanic (HIS)	M – Male F – Female

Last High School Attended _____ ☐ **Unknown (1756748)**
Last Attend Date _____

Highest Grade Completed – Circle One
1   2   3   4   5   6   7   8   9   10   11   12   13 – High School Equivalency Diploma/GED®/Adult HS Diploma
14 – One Yr. Voc. Diploma   15 – Associate Degree   16 – Bachelor Degree   17 – Master's Degree or Higher

Driver License Information (Applies to Defense Driving Classes **ONLY**)					
Driver License Number (**DADD**) _____ State Issued _____					
Course Number	**Course Title**	**Day**	**Time**	**Fees**	**Location/Room #**
1.					
2.					
3.					
4.					

Student Signature _____   **Date** _____

Forsyth Tech
Education For Life

2100 Silas Creek Parkway
Winston-Salem, North Carolina 27103

ECONOMIC & WORKFORCE DEVELOPMENT 2017
MAY – AUGUST 2017
COURSE CATALOG

IN PARTNERSHIP WITH

SHRM™
SOCIETY FOR HUMAN RESOURCE MANAGEMENT

Stand Out. Become Certified.
Come To Forsyth Tech For SHRM Exam Preparation

Our intensive 14-week course will prepare you for the Professional in Human Resources (SHRM-CP™) or Senior Professional in Human Resources (SHRM-SCP™) certification exam. The course is designed for managers and staff with experience in human resource management. You will share real-world experiences with other HR professionals that can improve your workplace effectiveness immediately.

Watch for dates and times of our next courses to be scheduled in Fall 2017

See page 6 for Human Resource Management courses.

This course is offered in cooperation with the Society for Human Resource Management (SHRM) and the Winston-Salem SHRM Chapter.

Visit us online at **www.ForsythTech.edu** to learn more about Forsyth Tech!