

Economic & Workforce Development Course Catalog

Forsyth & Stokes Counties

ForsythTech

January– May 2016

Education For Life

“Forsyth Tech gave me the skills and confidence I needed to find a good job!”

*Sue Ann Marrero,
Customer Relations Specialist,
EMS Management Consultants*

See Her Profile On Page 1



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

Look Inside!



Master The Secrets Of Cajun Cuisine!

New Class!

See page 15 for details.



Get the FYI *on your DSLR camera!*

Go beyond simple point-and-shoot – our Photography DSLR 1 and 2 courses will show how to use the settings on your camera to capture a great digital image and also manipulate the image using Photoshop.

See page 13 for details.

*Students must take prerequisite Beginning and Intermediate Digital Photography!

Welcome to Your New Beginning

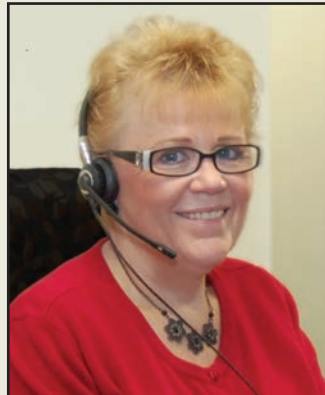
New Age Success...At Any Age!
Finding Advantages of Experience
Sue Ann Marrero, Customer Relations Specialist

Looking For Something New

After being displaced out of several jobs at insurance call centers, Sue Ann Marrero decided to seek advice on transitioning into a new career at Forsyth Tech. There she met with Tonia Long, a retention specialist in the Educational Career Center, who could help determine Sue Ann's next educational steps.

Finding The Right Fit

As a mature job-seeker, Sue Ann wasn't sure how to make herself more marketable in today's workplace, so she asked Tonia what training would benefit her most. She decided to enroll in a Certified Electronic Health Records Specialist (CEHRS) course, taught by Gerri Denerson, because it incorporated insurance, which she already knew a lot about, with training in medical billing, terminology, and health records. She was even able to receive a scholarship to pay for the course.



Building Her Confidence

The CEHRS training wasn't all Sue Ann got at Forsyth Tech, however. She also obtained her Career Readiness Certificate, a nationally recognized credential that demonstrates workplace-ready skills in three key areas – math, reading and locating information. And she received assistance with revising her resume. "All that made me more confident in my job search," Sue Ann says. That confidence paid off.

Taking Advantage Of Every Opportunity

Sue Ann was recently hired by a local company as a Customer Relations Specialist, which allows her to utilize the knowledge she gained in her class while also incorporating her transferrable experience. "The training and certificates I received at Forsyth Tech gave me the skills that I needed to feel marketable, and now I'm gainfully employed," she says. And she has this advice for other mature job-seekers: "They need to realize that there is training available to them if they are willing to accept it. I have learned to take advantage of every opportunity that will enhance my abilities to be successful."

Interested in the Certified Electronic Health Records Specialist course, Career Readiness Certificate or another program that can help you get a new or better job? This catalog is full of them! Start reading, and find your pathway to success at Forsyth Tech!

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There are many ways to register for Economic & Workforce Development courses. Learn more about registration procedures and payment options in this section.

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At a glance, see the many locations where Economic & Workforce Development programs are held.

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

95,000 copies of this document were printed at a cost of \$.33 per copy. 10/15



Finding Success at Forsyth Tech

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 42-45 or visit www.ForsythTech.edu.



Courses in Forsyth County

Computer Technology

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, email, security as well as an introduction to the Microsoft Office 2010 Suite.

Course Code: 100472, \$75
2/11-3/31, TH, 9 am-Noon
West Campus, Room 1 🚗

Excel 2010 Introduction ✓📖👁

Would you like to discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently? Learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, creating charts, freezing panes, and printing a spreadsheet.

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

Course Code: 100621, \$75
1/12-3/1, T, 6-9 pm
Goodwill, Room 302

Microsoft Office 2010 ✓📖👁

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

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

Course Code: 100622, \$75
1/25-2/17, MW, 1-4 pm
West Campus, Room 1 🚗

Course Code: 100623, \$75
4/4-4/27, MW, 6-9 pm
Goodwill, Room 302

Microsoft Office 2013 Introduction ✓📖👁

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 the Microsoft Windows 8.1 or 10 operating system.

Note: This course is offered on demand. To be placed on a waiting list, please call Tracey Williams at 336.734.7727 or email her at twilliams@forsythtech.edu.

PC Purchasing Made Easy ❖

Are you in the market for a new PC and not certain where to start? Come let our knowledgeable PC Tech 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. 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.

Course Code: 100500, \$35
4/9, S, 9 am-Noon
West Campus, Room 1

PC Security & Maintenance ❖ NEW!

Learn the fundamentals of maintenance and security issues for your computer! In this course, you will learn how to set user accounts and establish security, how to create strong passwords, and how to keep your computer programs up to date. Learn how to manage files, create backups and what to do in the event of system failure. Learn the best practices to help prevent and combat viruses, malware and identity theft. Class will be taught by a Forsyth Tech pc technician with over 10 years of experience.

Course Code: 100490, \$49
2/13-2/27, S, 9 am-Noon
West Campus, Room 1

Windows 10 Workshop ❖ NEW!

Familiarize yourself with the latest Windows Operating System!! Explore the Windows 10 environment and learn general computer concepts, file management, multi-tasking techniques! Also learn how to customize the look of Windows 10 to suit your individual needs and preferences. This is a hands on course using your own Windows 10 laptop.

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

Note: You will need to bring your Windows 10 laptop computer and extra power source to class.

Course Code: 100665, \$55
1/23-1/30, S, 9 am-Noon
West Campus, Room 1

Courses in Forsyth County



Word 2010 Resumes & Cover Letters ✓✂

In today's job market searching for a job has changed. There are the Millennials who grew up with computers and the Baby Boomers who are still trying to understand computers. One thing that is constant in today's job search is résumés and cover letters. This course will use MS Word 2010 to help you construct an eye catching, one page résumé and functional cover letter using features from MS Word such as bullets, tables, numbering, etc. You will save your resume and cover letter to your USB flash drive so you can customize and update it as necessary. You will get individual assistance from the instructor and the opportunity to print out a copy of your resume on resume paper.

Prerequisite: A basic understanding of how to operate a computer and mouse.

Course Code: 100476, \$75
2/6-2/20, S, 10 am-1 pm
West Campus, Room 27

Foreign Language

Italian: for Travelers ✨📖 NEW!

Are you planning a trip abroad? The Italian for Travelers course is designed as both an introduction to the Italian language and as a help to those whose only interest is being able to get around in Italy on formal or simple, self-guided tours. The 8-week course will cover Italian pronunciation, use of verbs in the present tense that are useful for visiting major sites, an introduction to Italian history and culture, and the connection between Italy and countries in the New World with special emphasis on the impact of Italians on U.S. history and culture. Frank Ancona, the instructor is a second generation Italian. He has worked in Italy, and his grandparents are from Sicily.

Course Code: 100224, \$85, Ancona
1/25-3/14, M, 6-8 pm
Oak Grove Center, Room 4458 🚗

Spanish I ✓📖

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

Note: After registering for this class, you will have access to the new Mechtild Montgomery Language Lab.

Course Code: 100550, \$75
1/11-3/7, M, 6-9 pm
Oak Grove Center, Room 4457 🚗

Course Code: 100551, \$75, Volcan
3/15-5/10, T, 6-9 pm
Oak Grove Center, Room 4458 🚗

Spanish II ✓📖

This continuation of Spanish I and 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.

Note: After registering for this class, you will have access to the new Mechtild Montgomery Language Lab.

Course Code: 100552, \$75, Humes
1/12-3/1, T, 6-9 pm
Oak Grove Center, Room 4457 🚗

Course Code: 100553, \$75
3/14-5/2, M, 6-9 pm
Oak Grove Center, Room 4457 🚗

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.

Note: When you register for this class, you will have access to the new Mechtild Montgomery Language Lab.

Course Code: 100555, \$75, Humes
1/13-3/2, W, 6-9 pm
Oak Grove Center, Room 4457 🚗

Course Code: 100556, \$75, Humes
3/15-5/10, T, 6-9 pm
Oak Grove Center, Room 4457 🚗

Learn
Spanish
for your job!



We offer customized Spanish courses
for specific occupations:

- > School Teachers
- > Health Care Professionals
- > Bank Tellers

Call 336.761.1002 for more information.



Courses in Forsyth County

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.

Note: When you register for this class, you will have access to the new Mechtild Montgomery Language Lab.

Course Code: 100557, \$75, Humes
3/16-5/4, W, 6-9 pm
West Campus, Room 16 🚗

Spanish VI ✓📖

Expand your intermediate level skills by acquiring further knowledge based on listening, reading, writing and speaking.

Prerequisite: Spanish V or equivalent Spanish language exposure.

Note: After registering for this class, you will have access to the new Mechtild Montgomery Language Lab.

Course Code: 100558, \$75, Volcan
1/13-3/2, W, 6-9 pm
Oak Grove Center, Room 4458 🚗

Spanish VII ✓📖

Further expand your intermediate level knowledge using listening, reading, writing and speaking skills.

Prerequisite: Spanish VI or equivalent Spanish language exposure.

Note: After registering for this class, you will have access to the new Mechtild Montgomery Language Lab.

Course Code: 100559, \$75, Volcan
3/16-5/4, W, 6-9 pm
Oak Grove Center, Room 4458 🚗

Spanish VIII ✓📖

Further widen your intermediate level understanding of the Spanish language by acquiring further skills based on listening, reading, writing and speaking.

Prerequisite: Spanish VII or equivalent Spanish language exposure.

Note: After registering for this course, you will have access to the new Mechtild Montgomery Language Lab.

Course Code: 100560, \$75, Volcan
1/12-3/1, T, 6-9 pm
Oak Grove Center, Room 4458 🚗

Home

Basic Electricity for the Homeowner ✓

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: 100514, \$75
3/2-3/16, MW, 6-9 pm
Northwest Forsyth 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: 100515, \$30
2/20, S, 9 am-Noon
Goodwill, Room 108

Plumbing for the Homeowner ❖

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: 100511, \$40
1/28-2/4, TTH, 6-9 pm
Goodwill, Room 108

Vinyl Exteriors ❖ NEW!

Vinyl siding is probably the most preferred material overall in new construction as well as remodeling. The variety and types are almost endless. Vinyl windows and siding have been used in starter to luxury homes. This course is a 6 hour class that will teach you how to measure and install a replacement window as well as the basics of working with vinyl siding.

Course Code: 100532, \$40
3/7-3/21, M, 6-8 pm
Northwest Forsyth Center, Room TBA

Courses in Forsyth County



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: 101229, \$180, Birkel
1/11-5/18, MW, 9 am-Noon
REACT Center, Room 6

Course Code: 101232, \$180, Witte
1/12-5/19, TTH, 9 am-Noon
West Campus, Room 122

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, including 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: 101278, \$125, Hernandez
1/26-3/3, TTH, 1-4:30 pm
Goodwill, Room 302

Course Code: 101284, \$125, Hernandez
3/29-5/5, TTH, 1-4:30 pm
Goodwill, Room 302

Human Resource Management

Human Resource Management Certificate

Employment Law ❖

You have an employee who has claimed discrimination in the workplace. Do you understand the current federal and state employment laws and how to recognize behaviors that constitute illegal discrimination, harassment, and retaliation? This course will provide opportunities for discussion of strategies for complying with those laws. Topics that will be covered including federal and state employment laws, regulations, and general statutes include: Equal Employment Opportunity laws, Federal and N.C. Employment laws. It will also help you navigate the maze of employment laws that confront human resource management professionals and their employers.

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

Course Code: 102943, \$100
4/26-4/28, TTH, 6-9 pm

Grady Swisher Center, Room TBA

Introduction to Human Resource Management ❖

Are you a newcomer to the field or a professional who wishes to review the fundamentals? This course is designed for you! It introduces the role of the human resource function within an organization by bringing to life real-world challenges human resource professionals face on a daily basis. In this course, the important components of the human resource management function will also be identified and discussed. These include selection and placement, EEO and the legal environment, safety, compensation planning, performance appraisal and employee relations.

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

Course Code: 102940, \$100
4/5-4/19, TTH, 6-9 pm

Innovation Quarter, Room 2440

We're Your HR HQ!

Forsyth Tech can provide training needed to make sure your company's Human Resources (HR) department is prepared to deal with today's complex workplace issues!

SPRING 2016 HR COURSES*

- Introduction to Human Resources Management
- Managing Conflict
- Employment Law & Regulations

Approved Provider

HR Certification Institute

*These programs have been approved by the HR Certification Institute for recertification credit (PHR, SPHR, GPHR)

See pages 7-8 for details.



Courses in Forsyth County

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: 102940, \$100
4/5-4/19, TTH, 6-9 pm
Innovation Quarter, Rm 2440

HR Certification Exam Prep

SHRM Exam Preparation ❖

Now is the time to prepare for the new SHRM Certified Professional (SHRM-CP™) or SHRM Senior Certified Professional (SHRM-SCP™) credential which establishes you as a recognized expert in the HR field. This intensive 14-week course features the most recent SHRM® Learning System and is designed for current and aspiring HR professionals seeking to take the exams or for professional development. By attending this course, you get the added benefits of an experienced instructor, interaction with peers and a structured classroom environment that enhances learning and helps keep you on track. This certification preparation program covers four knowledge domains: People, Organization, Workplace and Strategy as well as eight behavioral competencies; Leadership & Navigation, Ethical Practice, Business Acumen, Relationship Management, Consultation, Critical Evaluation, Global & Cultural Effectiveness, and Communication. We offer this course in cooperation with the Society for Human Resource Management (SHRM) and the Winston-Salem SHRM Chapter.

Course Code: 101640, \$995, Crews
1/19-4/19, T, 6-9 pm
Innovation Quarter, Room 2447

Interpreting in Health & Human Services

Case Studies Interpreter Lab ✓📖 (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.

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

Course Code: 100546, \$130, Aviyon
1/11-2/29, MW, 6-9 pm
West Campus, Room 1 🚗

Course Code: 100549, \$130, Burrell
1/12-2/28, 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, Professional Skills and Ethical Practices for Interpreters to take this course.

Course Code: 100544, \$130, Ayivon
4/4-5/9, MW, 6-9 pm
West Campus, Room 1 🚗

Course Code: 100545, \$130, Knapp
4/5-5/15, ONLINE

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 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: 100539, \$75, Alonso
2/22-3/21, MW, 6-9 pm
West Campus, Room 16 🚗

Course Code: 100540, \$75, Knapp
2/23-3/27, ONLINE

National Standards for Interpreters ✓📖 (Also offered online)

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

Course Code: 100537, \$75, Humes
1/11-2/8, MW, 6-9 pm
West Campus, Room 16 🚗

Course Code: 100538, \$75, Burrell
1/12-2/14, ONLINE

“Everyone at Forsyth Tech was of great help to me. No matter how difficult things may get, don’t give up.”


– Jennifer Smith,
Certified Electronic Health Records,
Medical Clerical

Courses in Forsyth County



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: 100541, \$185
1/26-4/28, TTH, 6-9 pm
West Campus, Room 16 

Course Code: 100543, \$185, Burrell
1/26-5/1, 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.

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

Note: CRC required (\$30) and National Exam administered on site after program completion (\$105)

Course Code: 100242, \$185
2/15-5/2, 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: 100234, \$185, Frye/TBA
1/19-4/14, TTH, 6-9 pm
Goodwill, Room 100

Course Code: 100247, \$185, Staples/TBA
3/7-6/6, 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: 100240, \$130, Denerson
1/25-3/14, MW, 6-9 pm
West Campus, Room 122 

Do You Want to be a Medical Interpreter?

Choose from traditional classroom
or online Blackboard Courses (Bb).

Courses available in:

- > National Standards and Professional Skills
- > Advanced Grammar in English and Spanish
 - > Medical Terminology
 - > Translators Lab
 - > Interpreters Lab
 - > 45 hours Practicum

Every student must complete orientation before registering.



Courses in Forsyth County

“I always had the desire to help others in a hospital setting, but never had the opportunity to do so until I gained the needed skill by taking classes at FT.”

– Kimberly Jones,
Medical Office I & II,
Electronic Medical Records,
Medical Unit Secretary, and
Certified Electronic Health
Records Specialist

Medical Unit Secretary ✓ CareersNOW

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

Prerequisite: High school diploma or GED®, criminal background check/drug screen and immunizations required for clinical placement. For more information, call 336.761.1002.

Course Code: 100237, \$203, Cole
1/25-4/27, MWF, 9 am-1 pm
West Campus, Room 17

Course Code: 100244, \$203, Elswick
2/15-5/17, MTWTH, 7-10 pm
Bob Greene Hall, 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: 100236, \$130, Vance
1/19-3/10, TTH, 6-9 pm
Goodwill, Room 306

Course Code: 100243, \$130, Vance
2/22-4/13, MW, 9 am-Noon
Goodwill, Room 306

Course Code: 100248, \$130, Vance
3/29-5/19, TTH, 6-9 pm
Goodwill, Room 306

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-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: 100564, \$130, Fithian
3/29-5/22, 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: 100562, \$185, Oldham
2/16-5/1, 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: 100563, \$185, Staples
2/16-5/8, 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 relates 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: 100561, \$185, Boles
2/2-4/17, ONLINE

Personal Enrichment

Arts, Crafts and Hobbies

Bird Watching: Beginning ❖

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

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

Course Code: 100204, \$65, Rogers
4/2-5/7, S, 9 am-Noon
West Campus, Room 15

Courses in Forsyth County



Calligraphy ❖

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

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

Course Code: 100205, \$65, Paige
2/29-4/18, M, 6-8 pm
South Fork Recreation Center

Crocheting ❖

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

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

24-Hour Course

Course Code: 100216, \$65, Jester
1/20-3/9, W, 1-4 pm
South Fork Recreation Center

18-Hour Course

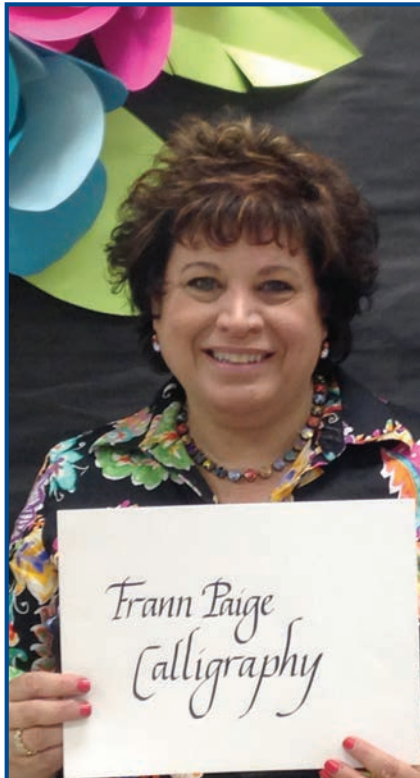
Course Code: 100218, \$55, Jester
3/30-5/4, W, 1-4 pm
South Fork Recreation Center

Decorating 1-2-3 ❖ NEW!

Every room needs some attention. Add Color, Accessorize, or learn how to make the Space work for you. Each week we will focus on one topic, Color, Accessorize or Space. The last hour of each class will be hands on using your own individual issues.

Note: Bring a paper and pencil. There will be much you will want to remember from this 9-hour course.

Course Code: 100608, \$55, Fossier
3/1-3/15, T, 6-9 pm
Oak Grove Center, Room TBA



Forsyth Tech Instructor Profile

Frann Paige-Calligraphy

Frann Paige is a graduate of Rochester Institute of Technology with a Bachelor of Science in Graphic Arts Management and Master's classes in Graphic Arts from NYU. Her work experience includes Director of Print Production for Conde Nast Publications, Advertising Print Production Director for Clarke, Goward, Fitz, Madison and Print Production Manager for Kaplan Early Childhood. She has worked as a Winston-Salem Forsyth County School Art Specialist for 10 years, at Clemmons Elementary. Frann enjoys sharing her love for art and teaching the craft of calligraphy to all.

Digital Photography Beginning ❖

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

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

Course Code: 100208, \$35, Smith
1/9, S, 9 am-Noon
West Campus, Room 122

Course Code: 100210, \$35, Smith
1/23, S, 9 am-Noon
West Campus, Room 122

Course Code: 100215, \$35, Smith
3/5, S, 9 am-Noon
West Campus, Room 122

Course Code: 100211, \$35, Smith
3/12, S, 9 am-Noon
West Campus, Room 122

Digital Photography Intermediate ❖

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

Prerequisite: Digital Photography Beginning.

Course Code: 100212, \$35, Smith
1/30, S, 9 am-Noon
West Campus, Room 122

Course Code: 100214, \$35, Smith
4/2, S, 9 am-Noon
West Campus, Room 122



Courses in Forsyth County

Drawing in Color ❖

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

Note: Please ask for supplies list when registering.

Course Code: 100220, \$65, Lithgo
1/14-3/3, TH, 9 am-Noon
Miller Park Recreation Center

Course Code: 100221, \$65, Lithgo
3/24-5/12, TH, 9 am-Noon
Miller Park Recreation Center

Flower Arranging ❖

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

Note: 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: 100223, \$95, Gordon
4/5-5/10, T, 6-8 pm
South Fork Recreation Center

Painting: Acrylic ❖

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

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

Course Code: 100225, \$65, Conaway
1/14-3/3, TH, 9:30 am-12:30 pm
West Campus, Room 15 🚗

Course Code: 100226, \$65, Conaway
3/24-5/12, TH, 9:30 am-12:30 pm
West Campus, Room 15 🚗

Create the Home You Want!

Learn interior decorating basics! Our Decorating 1-2-3 course focuses on the three most important aspects of interior decorating – choosing colors, accessorizing and utilizing space.

See page 11 for details.

New Class!

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: 100228, \$65, Pettinati Longinotti
1/20-3/9, W, 9 am-Noon
West Campus, Room 15 🚗

Course Code: 100227, \$65, Pettinati Longinotti
3/30-5/18, W, 9 am-Noon
West Campus, Room 15 🚗

Painting: Watercolor ❖

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

Note: You will need to purchase additional supplies.

Course Code: 100229, \$65, Conaway
1/15-3/4, F, 9:30 am-12:30 pm
West Campus, Room 15 🚗

Course Code: 100231, \$65, Bess
1/20-3/9, W, 1-4 pm
South Fork Recreation Center

Course Code: 100230, \$65, Conaway
3/18-5/13, F, 9:30 am-12:30 pm
West Campus, Room 15 🚗

Course Code: 100232, \$65, Bess
3/23-5/11, W, 1-4 pm
South Fork Recreation Center

Courses in Forsyth County



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. 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 find it useful to bring a card reader to class.

Prerequisite: Digital Photography Intermediate.

Course Code: 100274, \$95, Smith
4/4-5/23, M, 6-9 pm
Transportation Center, Room 146 🚗

Photography: DSLR II ❖ ⚡

Now that you have completed the DSLR class, are you ready to take your skill to the next level? Then DSLR II is the class for you. This class is divided into two parts. One, a classroom phase held Wednesday evenings and the second, a shooting phase held Saturday afternoons. During the classroom phase you will receive technical information about the DSLR cameras, receive instructions in advanced digital manipulation skills using Photoshop CS6 extended and suggested shooting set-ups for the Saturday location shooting phases. During off campus shooting assignments, you will learn how to work with many different techniques using your DSLR digital camera including the use of different lenses, fast and slow shutter speeds, long and short depths of field as well as white balance setting, fill flash, reflected lighting techniques and how to combine any of the above in order to produce a top quality digital image. You will be given the opportunity to photograph a variety of different subjects from people and animals to architectural building details and landscape photography. Using the combination of supervised instruction, digital manipulation and shooting techniques along with your own creativity and imagination, the sky is truly the limit in your digital photography.

Prerequisite: DSLR I

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

Course Code: 100275, \$95, Smith
4/30-5/25, W, 6-9 pm, S, 9 am-Noon
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: 100233, \$85, Russell
1/25-3/14, M, 6-9 pm
West Campus, Room 34 🚗

Course Code: 100235, \$85, Golden
4/2-5/21, S, 9 am-Noon
West Campus, Room 34



Courses in Forsyth County



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 Masters 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. .

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: 100272, \$85, Danner
1/12-3/1, T, 6-9 pm

Oak Grove Center, Room 1297 🚗

Course Code: 100271, \$85

Danner/Layton II
3/15-5/10, T, 6-9 pm

Oak Grove Center, Room 1297 🚗

Baking, Beverage and Cuisine

Artisan Bread ❖

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

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

Course Code: 100286, \$65

2/15-3/7, M, 6-8 pm

West Campus, Room 15

Silversmithing ❖

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

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

Course Code: 100266, \$95, Rubin
1/13-3/2, W, 6-9 pm

West Campus, Room 34 🚗

Course Code: 100267, \$95, Rubin
3/16-5/4, W, 6-9 pm

West Campus, Room 34 🚗

Stained Glass - All Levels ❖

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

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

Course Code: 100268, \$85

Pettinati Longinotti

1/21-3/10, TH, 6-9 pm

West Campus, Room 34 🚗

Course Code: 100269, \$85

Pettinati Longinotti

3/31-5/19, TH, 6-9 pm

West Campus, Room 34 🚗

Courses in Forsyth County



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 336.761.1002.

Course Code: 100206, \$50, Crotts
2/23-3/15, 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: 100207, \$45, Crotts
4/19-5/10, T, 6-8 pm
West Campus, Room 15

A Taste of New Orleans ❖ **NEW!**

Learn how to make this Cajun meal in time for a Mardi Gras dinner party.

Enjoy making Jambalaya, Confetti Cornbread, and Bananas Foster while listening to the sounds of New Orleans. Chef Leslie will have you slicing and dicing while learning about the culture of "The Big Easy".

Note: Please bring an apron, and take home dishes in case we have left overs! Registration includes price of food.

Course Code: 100609, \$65, Feaster
3/14, M, 6-9 pm
West Campus, Room 15

Dance, Music and Exercise

Dance: Shag Beginners ❖

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

Note: Smooth bottom shoes preferred.

Course Code: 100219, \$35, Rice
4/7-4/28, TH, 6:30-8 pm
Little Creek Recreation Center

Financial

Estate Planning ❖

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

Course Code: 100280, \$55, Wittenberg
2/29-3/21, M, 6:30-9 pm
Oak Grove Center, Room 4450

Financial Strategies for Successful Retirement ❖

Develop a budget and manage your money in pre-retirement. Learn how to replace your income during your retirement years. This course will focus on retirement plans and IRAs. Topics such as risk management, inflation protection and different investment vehicles to increase your purchasing power will also be discussed. You will have a financial plan in place at the end of the course.

Course Code: 100276, \$75, Wittenberg
2/2-2/23, T, 6:30-9 pm
Oak Grove Center, Room 4450

Course Code: 100277, \$75, Wittenberg
3/8-4/5, T, 6:30-9 pm
Oak Grove Center, Room 4450

Course Code: 100285, \$75, Wittenberg
4/18-5/9, M, 9:30 am-Noon
Grady Swisher Center, Room 113

Investments/Stock Market ❖

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

Course Code: 100284, \$55, Wittenberg
5/2-5/23, M, 6:30-9 pm
Oak Grove Center, Room 4450

Social Security Benefits: Remove the Guesswork ❖

Are you planning to retire? Then this class is a "must take" for you! Using a wise claiming strategy may enhance lifetime Social Security benefits; however, the rules impacting Social Security benefits are very complicated. Factors such as age, marital status, special situations, and lifespan assumptions may have significant impact on the benefits received. This class will explore various factors that can influence the amount of Social Security benefits received and discuss some possible claiming strategies.

Course Code: 100281, \$45, Wittenberg
2/1-2/8, M, 6:30-9 pm
Oak Grove Center, Room 4450

Course Code: 100283, \$45, Wittenberg
4/18-4/25, M, 6:30-9 pm
Grady Swisher Center, Room 113



Courses in Forsyth County

Social Media

Social Media – An Introduction ❖

Social Media sites are useful for communicating and sharing with family, friends, business partners and community connections. These tools, when used properly, can help you not only enjoy life but help grow your business and support your communities. This class will introduce you to various social media sites, best practices of using them and how to clean up your digital “DNA”. This course is designed for the beginner who wants to learn more about emerging social media trends and wants to take their introductory knowledge to the next level in follow up sessions.

Note: A working knowledge of computers and the internet is required. You must also have a valid email address already set up before class.

Course Code: 100624, \$35
5/6, F, 10 am-1 pm
Goodwill, Room 302

Special Interest

Sign Language I ❖

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

Course Code: 100250, \$95, Geller
3/24-4/28, TH, 6-9 pm
Taylor Recreation Center


Wedding Planning ❖

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

Course Code: 100273, \$55, Eggleston
3/3-3/24, TH, 6-8 pm
Polo Recreational Center

Wildlife Rehabilitation ❖


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

Course Code: 100270, \$55
2/18-4/28, TH, 6-9 pm
Oak Grove Center, Room 4451 

Process Improvement

Six Sigma Green Belt ❖

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

Course Code: 101333, \$1,500, Self
1/12-3/31, TTH, 6-9:30 pm
Grady Swisher Center, Room 141 

Courses in Forsyth County



Professional and Career Development

Business Fundamentals

Administrative Assistant Training ✓

This program is not only for administrative assistants, secretaries and executive support staff who wish to upgrade or enhance their skills for new roles and expanded responsibilities, but also for those who wish to pursue these types of careers. Today's administrative assistant requires a wide variety of skills such as project management, computer applications, organization, research, communication, customer service, electronic record keeping and event planning. To receive a certificate in this area, you must complete a series of four courses. You will also have the opportunity to acquire a Career Readiness Certification (CRC) as part of the program.

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

Course Code: 101209, \$130

Gerald/Carter

1/11-4/25, M, 6-9 pm

Oak Grove Center, Room 4456 🚗

Effective Supervision ✓

Calling all new and experienced supervisors! Are you interested in focusing on the development of your interpersonal or people skills? Topics for this course include fundamental skills for communicating with and managing people, giving orders and instructions, improving employee work habits, delegating effectively, dealing with employee conflicts and complaints, implementing change, using positive discipline and assessing employee performance.

Course Code: 101011, \$75, Tanner
3/3-4/21, TH, 6-9 pm

West Campus, Room 15 🚗

Office Tech Prep ✓ 📖 🖱️ NEW!

This course covers an introduction to the basics of the Windows operating system, Microsoft Office 2010 software programs (Word, Excel, PowerPoint and Access), keyboarding skills, and other office technology. You will learn how to create and edit documents using Microsoft Word. In Excel, you will learn how to create and format a worksheet, create charts and write formulas. Learn how to create, edit and deliver an effective presentation using PowerPoint. In Access you will learn the basics of database design and usage. After completion of this course, you will be prepared for an entry-level office position.

Prerequisite: A basic understanding of how to operate a computer and mouse.

Course Code: 100491, \$185
2/15-4/11, MTW, 9 am-1 pm

Goodwill, Room 302

Finance

Financial Services and Teller Training ✓

Would you like to become a bank teller, cashier or customer service representative? Topics to be covered include: balancing operations, cash handling, customer relations, introduction to banking operations, motivation and self-confidence, professional conduct and dress and security procedures.

Course Code: 101172, \$75, Milton
2/29-4/18, M, 6-9 pm

Oak Grove Center, Room 4451 🚗

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

Course Code: 99072, \$185, Williams
1/19-4/21, MTWTF, 8:30 am-3 pm
Second Harvest Food Bank



Courses in Forsyth County

Knife Skills: Fruit & Vegetable Creations ❖ NEW!

Yes, it is ok to play with your food! As the second course in the knife skills series, our chef instructor will illustrate and discuss cutting techniques using a variety of knives for fruits and vegetables. You will learn methods to garnish a finished dish as well create and preserve your works of art. This hands-on course will provide new knife skills that you can use to create simple yet decorative carvings. Course will be taught by Chef Leslie. Chef Leslie has several years as a chef and owned her own bakery.

Note: You will need to bring an apron to class. A supply list will be emailed to students prior to the start of class. Must be able to stand for a long time and hold various kitchen knives.

Course Code: 100502, \$49
4/11-4/12, MT, 6-8:30 pm
West Campus, Room 15

Notary Public

eNotary ❖

Want to become a NC Electronic Notary? This course will prepare you to perform the duties and responsibilities required to be a certified NC Electronic Notary.

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.

Additional Note: You must submit an application to the Secretary of State to complete the process to become an Electronic Notary.

Course Code: 101210, \$55, Young
2/19, F, 9 am-Noon
Transportation Center, Room TBA

Course Code: 101212, \$55, Young
4/28, TH, 1-4 pm
Northwest Forsyth Center, Room TBA

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.

Course Code: 100757, \$69, Young
1/13, W, 9 am-4 pm
Transportation Center, Room TBA

Course Code: 101055, \$69, Gordon
1/26-1/27, TW, 6-9 pm
West Campus, Room TBA

Course Code: 101070, \$69, Young
2/2-2/4, TTH, 1-4 pm
Northwest Forsyth Center, Room TBA

Course Code: 101073, \$69, Gordon
2/9-2/11, TTH, 9 am-Noon
Innovation Quarter, Room 2447

Course Code: 101078, \$69, Young
2/17, W, 9 am-4 pm
Northwest Forsyth Center, Room TBA

Course Code: 101082, \$69, Gordon
2/23-2/25, TTH, 6-9 pm
West Campus, Room 36

Course Code: 101089, \$69, Young
3/1-3/3, TTH, 6-9 pm
Transportation Center, Room TBA

Course Code: 101096, \$69, Gordon
3/8-3/10, TTH, 9 am-Noon
Innovation Quarter, Room 2447

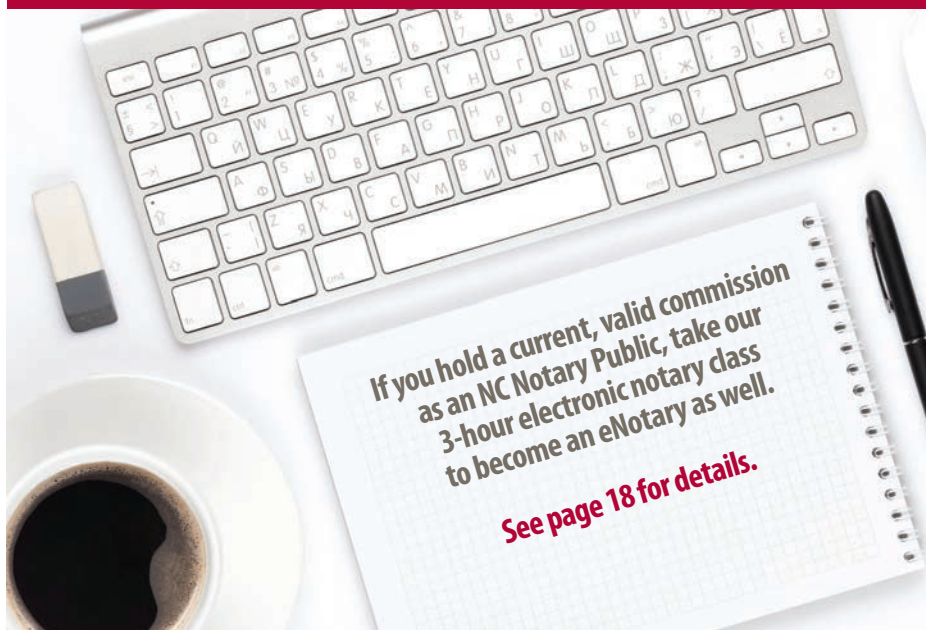
Course Code: 101099, \$69, Young
3/16, W, 9 am-4 pm
Transportation Center, Room TBA

Course Code: 101104, \$69, Gordon
3/29-3/31, TTH, 6-9 pm
West Campus, Room 36

Course Code: 101113, \$69, Young
4/5-4/7, TTH, 1-4 pm
Northwest Forsyth Center, Room TBA

Course Code: 101118, \$69, Gordon
4/12-4/14, TTH, 6-9 pm
West Campus, Room 36

Already A Notary? Become An eNotary, Too!



Courses in Forsyth County



Course Code: 101127, \$69, Young
4/20, W, 9 am-4 pm
Northwest Forsyth Center, Room TBA

Course Code: 101121, \$69, Gordon
4/26-4/28, TTH, 9 am-Noon
Innovation Quarter, Room 2447

Course Code: 101129, \$69, Young
5/4, W, 9 am-4 pm
Transportation Center, Room TBA

Course Code: 101133, \$69, Gordon
5/10-5/12, TTH, 6-9 pm
West Campus, Room 36

Reliability and Technical Skills Series

Industrial Electricity ❖ NEW!

This foundational course provides a thorough introduction to industrial electricity principles. It is the first of a series designed to prepare you for any career which requires an understanding of electrical fundamentals. Emphasis is placed on practical applications which enables the “adult learner” to grasp complex concepts. Theory is addressed but “hands-on” software simulations and instructor-led discussions enable the student to comprehend how the theory is applied.

Note: This course is perfect for multi-craft maintenance technicians, electricians, or non-technical workers who need a foundational understanding of fundamental electrical principles. It is designed to have an immediate impact for those in the manufacturing and service industries by reducing equipment downtime and saving maintenance dollars on costly repairs.

Course Code: 103283, \$1,250
1/11-2/15, MW, 5-9 pm
(excluding 1/18)
Innovation Quarter

Motors and Controls ❖ NEW!

This comprehensive course will introduce you to a broad range of motor types and control systems. It provides an overview of electric motor operation, selection, installation, control and maintenance motor types and controls to installing and maintaining conventional controllers, electronic motor drives and programmable logic controllers.. Electrical apprentices and journeymen will find this course valuable due to Electrical Code references applicable to the installation of new control systems and motors, as well as information on maintenance and troubleshooting techniques. It also includes coverage of how motors operate in conjunction with their associated control circuitry. Both older and newer motor technologies are examined. Topics covered range from motor types and controls to installing and maintaining conventional controllers, electronic motor drives and programmable logic controllers. Control circuit function is emphasized by using Constructor simulation software that is provided for each student with the lab manual.

Course Code: 103284, \$1250
2/22-3/23, MW, 5-9 pm
Innovation Quarter

Programmable Logic Controllers I ❖ NEW!

This introductory course to PLCs is designed to enable you to read, program and troubleshoot PLC ladder logic and PLC hardware. Topics covered include overview of PLCs and discussion of standard components found in every system regardless of vendor; number systems and codes found in various systems, fundamentals of logic, insights to programming and how to make it easier, basics of programming, how PLC programs are constructed and best practices for programming, fundamental PLC wiring diagrams and ladder logic programs.

Note: With your lab manual, you will receive a LogixPro Simulation software CD that includes programming exercises. This will provide you with the opportunity to familiarize yourself with the many different features of PLCs.

Course Code: 103291, \$1250
4/4-5/4, MW, 5-9 pm
Innovation Quarter

Blueprint Reading & Sketching for Machinists & Fabricators ❖ NEW!

Blueprint Reading & Sketching for Machinists & Fabricators is a comprehensive guide to interpreting drawings commonly found in manufacturing. This course provides need to know information for blueprint reading in the machine and fabrication trades. Beginning with the background of blueprints, looking at the types of lines used on a drawing, and how parts are shown in different views.

This course is an introduction to learn how to visualize and understand the intent of the designer or draftsman's blueprint. The first step in making quality parts or assemblies is interpreting the drawing correctly and applying the given information to the final product.

Course Code: 103286, \$475
2/9-2/25, TTH, 5-9 pm
Innovation Quarter



Courses in Forsyth County

Geometric Dimensioning and Tolerancing ❖ **NEW!**

This course introduces basic geometric dimensioning and tolerancing principles. Topics include symbols, annotation, theory, and applications. Upon completion, you will be able to interpret and apply basic geometric dimensioning and tolerancing principles to drawings. You will also have an understanding of the symbols on existing drawings to calculating the tolerances for proper size and location of features. GD&T concepts are introduced in a methodical manner to help ensure a full understanding of basic concepts.

Prerequisites: Blueprint Reading
Course Code: 103288, \$825
3/8-3/17, TTH, 5-9 pm
Innovation Quarter

Supply Chain

Supply Chain Specialist Certification (Hybrid)

The Supply Chain Certification will expose you to a logistics overview that includes transportation, the activities involved in moving goods, and the technology needed to support the activities. The Supply Chain Certificate also includes supply chain management knowledge extending from end-to-end relationships within firms and outside firms including managing suppliers and customers through global enterprises.

Note: All four courses are required for certification and include an online portion. Military or logistics experience preferred.

Logistics Fundamentals ❖

This overview of logistics and all the activities involved in moving products from warehousing, distribution, transportation, and inventory management will get you moving in the right direction toward becoming certified! This course also includes an extensive review of the various forms of technology supporting logistics operations and supply chain management. Upon completion of this course, you will be able to identify the various activities in logistics operations, the technology which supports the functions and the importance of integration across each activity.

Course Code: 102822, \$140
1/21-2/11, TH, 6-9 pm
Innovation Quarter, Room 2440

Supply Chain and Sourcing Fundamentals ❖

Learn about all the activities involved in the flow of products and information between the suppliers, customers, producers, and service providers. Topics include acquiring, purchasing, manufacturing, assembling, and distributing goods and services throughout the supply chain organization. Additional topics will include: supply chain mapping, supply chain innovation, customer relationship management (CRM), supply chain visibility and collaboration. Upon completion of this course, you will be able to identify the supply chain units and describe the internal processes, and the external processes related to supply chain management.

Course Code: 102824, \$140
2/24-3/16, W 6-9 pm
Innovation Quarter, Room 2440

Transportation Fundamentals ❖

Transportation plays an important role in the supply chain industry! This is an overview of transportation emphasizing its environmental and sociological aspects, economic impact, services, regulatory guidelines, policies, and its future. The course will review the basic functions of a Transportation Management System (TMS). Upon completion of this course, you will be able to identify the modes of transportation, interpret governing regulations, and describe the principles and Terminology used in the transportation industry.

Course Code:102825, \$110
3/31-4/14, TH, 6-9 pm
Innovation Quarter, Room 2440

Lean ❖

Learn how the advanced application of lean logistics strategies, planning, technology, risk, and management are necessary to cope with the global business environment. Emphasis is placed on the elimination of waste and the seven wastes. Upon completion of this course, you will be able to identify the role logistics plays in the supply chain and how it correlates with lean fundamentals.

Course Code: 102826, \$79
4/20-4/27, W, 6-9 pm
Innovation Quarter, Room 2440

Courses in Forsyth County



Safe Driving

Alive At 25: West Campus ❖

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

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

The cost for this class is \$65.

For available dates, times and cost for this class held at West Campus, call Forsyth Tech Customer Service at 336.761.1002.

Defensive Driving 4-Hour ❖

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

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

The cost for this class is \$65.

For available dates, times and cost for this class held at West Campus, call Forsyth Tech Customer Service at 336.761.1002.

“The machining courses I took at FT made me more valuable to my employer.”

— Daniel L. Bailey,
FT Student

Defensive Driving 8-Hour ❖

This eight-hour program is designed for drivers with serious traffic violations or who have more than one pending traffic violation. It is conducted in the classroom only. The goal of the class is to provide you with practical knowledge and techniques to avoid collisions and violations. This course helps you choose safe, responsible and lawful driving behaviors.

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

The cost for this class is \$90.

For available dates, times and cost for this class held at West Campus, call Forsyth Tech Customer Service at 336.761.1002.

Motorcycle Safety Education: Basic Rider Course (BRC) ❖

This course provides an introduction to the fundamentals of safe, responsible motorcycling. You will gain the knowledge and skills that lead to licensing for motorcycle operation on the streets and highways. This course consists of online, classroom and on-motorcycle instruction.

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

For available dates, times and cost for this class held at West Campus, call Forsyth Tech Customer Service at 336.761.1002.

Technical/Trade

Auto Safety Inspection ✓

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

Course Code: 99652, \$75

1/6, W, 8 am-5 pm

Transportation Center, Room 244

Course Code: 99655, \$75, Sellers

1/26-1/27, TW, 6-10 pm

Transportation Center, Room 244

Course Code: 99658, \$75

2/10, W, 8 am-5 pm

Transportation Center, Room 244

Course Code: 99665, \$75

3/9, W, 8 am-5 pm

Transportation Center, Room 244

Course Code: 99669, \$75, Sellers

3/29-3/30, TW, 6-10 pm

Transportation Center, Room 244

Course Code: 99672, \$75

4/6, W, 8 am-5 pm

Transportation Center, Room 244

Course Code: 99681, \$75, Sellers

4/26-4/27, TW, 6-10 pm

Transportation Center, Room 244

Course Code: 99683, \$75

5/11, W, 8 am-5 pm

Transportation Center, Room 244



Courses in Forsyth County

Auto Inspection: OBD II ✓

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

Course Code: 99654, \$75, Sellers
1/12-1/13, TW, 6-10 pm
Transportation Center, Room 244

Course Code: 99656, \$75
1/20, W, 8 am-5 pm
Transportation Center, Room 244

Course Code: 99660, \$75, Sellers
2/16-2/17, TW, 6-10 pm
Transportation Center, Room 244

Course Code: 99661, \$75
2/24, W, 8 am-5 pm
Transportation Center, Room 244

Course Code: 99666, \$75, Sellers
3/15-3/16, TW, 6-10 pm
Transportation Center, Room 244

Course Code: 99668, \$75
3/23, W, 8 am-5 pm
Transportation Center, Room 244

Course Code: 99678, \$75, Sellers
4/12-4/13, TW, 6-10 pm
Transportation Center, Room 244

Course Code: 99680, \$75
4/20, W, 8 am-5 pm
Transportation Center, Room 244

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 prebath preparations, safe bathing, drying and scissoring, nail trimming, dremeling and filing and finishing techniques.

Course Code: 101039, \$200, Hoffman
4/12-5/5, TTH, 6-9 pm
Mt. Tabor Boarding & Grooming

DMV: Dealer Pre-License ✓

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

Course Code: 99949, \$75
4/6-4/7, WTH, 8 am-3 pm
West Campus, Room 1



Forsyth Tech Instructor Profile **Linda Hofmann- Beginners Dog Grooming**

Linda Hofmann has an Associate in Science in Veterinary Medical Technology from Central Carolina Community College and a Bachelor in Art in Interior Design from Salem College. Linda has owned, managed and been a groomer for dogs and cats for Mt. Tabor Boarding & Grooming for over 14 years.

Linda and her husband Dr. George Hofmann of Winston Veterinary Hospital have been involved with all types of animals for over 35 years. Linda enjoys sharing her love for animals and ensuring the happiness and well-being of pets.

Courses in Forsyth County



Electrical Lineman ✓ CareersNOW

The Electrical Lineman Program is designed to train you to become entry-level electrical line workers 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.

Course Code: 101032, \$192
Speight/Webb
1/11-3/10, MTWTH, 8 am-5 pm
Northwest Forsyth Center,
Room 213

Course Code: 101889, \$192
Speight/Webb
3/14-5/16, MTWTH, 8 am-5 pm
Northwest Forsyth Center,
Room 213

Electrical Contractors License Exam Prep ✓

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

Course Code: 99877, \$130, Wallace
2/3-4/20, W, 6-9 pm
West Campus, Room 29

Electrical Contractors License Renewal/Unit 2 ✓

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

Course Code: 99682, \$75, Wallace
5/7-5/14, S, 8 am-Noon
West Campus, Room 17

Electrical Contractors License Renewal/Unit 3 ✓

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

Course Code: 99677, \$75, Wallace
4/9-4/16, S, 8 am-Noon
West Campus, Room 17

Electrical Contractors License Renewal/Unit 4 ✓

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

Course Code: 99662, \$75, Wallace
3/5-3/12, S, 8 am-Noon
West Campus, Room 17

Electrical Contractors License Renewal/Unit 5 ✓

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

Course Code: 99657, \$75, Wallace
2/6-2/13, S, 8 am-Noon
West Campus, Room 17

Electrical: Installation/Troubleshooting ✓ CareersNOW

This program instructs you in the principles of electrical installation and repair. Starting with electrical safety and theory, the course continues with electrical codes that must be followed and the necessary knowledge for repair. This includes the troubleshooting of the electrical circuit and the installation of the parts needed for the repair. Also included is the sizing of wire according to the amp load and types of connectors used for repair. You will learn to install new electrical circuits and equipment. Upon completing this class, you will receive a certificate and should have the necessary training to be eligible for an entry-level position with an electrical contractor.

Note: This is an intro class.

Course Code: 99685, \$195, Long/Wood
2/8-6/13, MW, 6-9 pm
Goodwill, Room 108

National Certification for Electrical Lineman

Forsyth Tech added a national certification for its Electrical Lineman program starting in 2014. The certification is through the National Center for Construction Education and Research (NCCER). NCCER's standardized training provides an industry-wide standard of recognition, career advancement opportunities, and a personal sense of accomplishment, professionalism, and pride for workers.

For more info, call 336.761.1002



Courses in Forsyth County



Forsyth Tech Instructor Profile

Angie Mabe-Redding Equine Management

Angie Mabe-Redding has over 35 years of experience in the equine industry. She is a certified level III instructor through The American Riding Instructor Association (ARIA) and is a certified Open Horse Show Judge. In addition to her equine experience, Angie is also Registered Nurse and has her BS in Nursing and a BA in Psychology. She currently owns Hunter Hills Equestrian Center, a full-service hunter/jumper facility in Pfafftown. Some of her experience include teaching hunt seat riding lessons and horsemanship lessons, and training horses for over 25 years. In addition to teaching and training, Angie is a certified instructor through the Professional Association of Therapeutic Horsemanship International (PATH) and taught therapeutic riding and horsemanship lessons for 15 years to the Forsyth County Special Olympics Equestrian Team.

HVAC Service Technician Level II ✓ CareersNOW

This is the second level of a two-semester course that instructs you in the routine service and repair of residential and light commercial HVAC (Heating, Ventilation, Air Conditioning). Subjects will include mechanical cooling, electronic and mechanical controls and refrigeration troubleshooting. The EPA 608 Refrigerant Certification (CFC) will be offered in this section. Upon passing the Type 1, 2 and 3 exams, you will receive a "Universal" certification. When you complete both Level I and Level II of this course, you will receive a certificate, along with the CFC certification. You should then be ready for entry-level employment with local HVAC contractors.

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

Course Code: 100508, \$215, Stewart
1/12-4/7, TTH, 6-9 pm
Northwest Forsyth Center, Room 113 🚗

Course Code: 99787, \$215, Cornelison
2/16-5/10, TTH, 6-9 pm
Goodwill, Room 108

Equine Management ✓ NEW!

Are you a current or aspiring horse owner, stable manager, boarding facility personnel, or veterinary assistant/technician? Then this course is for you! Take this course to improve your knowledge of how to select a horse, feed and properly care for a horse as well as stable management, and veterinary practices of which an owner/caretaker should be aware.

Course Code: 101151, \$75, Redding
1/5-2/23, T, 6-9 pm
REACT Center, Room 10

Facility Maintenance Technician ✓ CareersNOW

This is a 240-hour course that instructs you in various technical skills that includes: Carpentry, Electrical, HVAC, Plumbing, OSHA Safety and HRD skills. In partnership with the National Apartment Association, you will also learn customer service and apartment maintenance skills, including major appliance repair and pool operation. Certificates will include Refrigerant certification (CFC), Aquatic Facilities Technician (CFO) and Certified Apartment Maintenance Technician (CAMT).

Course Code: 99650, \$220
1/11-4/4, MTWTFH, 8:30 am-12:30 pm
Goodwill, Room 108

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 elsewhere in this catalog.

Course Code: 99948, \$75, Mauk
2/2, T, 8 am-3 pm
West Campus, Room 1

Course Code: 99950, \$75, Mauk
5/10, T, 8 am-3 pm
West Campus, Room 1

Courses in Forsyth County



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: 101037, \$130
Stephens/Stewart
1/27-5/4, W, 6:30-9 pm
REACT Center, Room 10

Welding: ARC ✓ CareersNOW

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

This course is 96 hours of instruction, lecture and practice along with the required 12 hours of Human Resource Development (HRD) training. After taking this course you may retake the course at an advanced or pipe welding level.

Note: You are required to have your own safety glasses.

Course Code: 99645, \$225, Hill/Wood
1/5-5/5, TTH, 6-9 pm
Goodwill, Room 011

Welding: Industrial ✓ CareersNOW

This 256-hour course will instruct you in the principles and practices of welding. Course content will include SMAW (stick), GMAW (MIG), and GTAW (TIG) welding processes. Also included will be blueprint reading, metallurgy, welding inspection, destructive and non-destructive testing. You will also receive required training in Human Resource Development (HRD). Upon completion of the course, you will have the knowledge base to sit for various industry-specific certifications.

Note: You are required to have your own safety glasses.

Course Code: 99651, \$265
1/11-4/28, MTWTH, 8:30 am-12:30 pm
Goodwill, Room 011

Welding: MIG ✓ CareersNOW

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

This course is 96 hours of instruction, lecture and practice along with the required 12 hours of Human Resource Development (HRD) training. After taking this course you may retake the course at an advanced level.

Note: You are required to have your own safety glasses.

Course Code: 99640, \$225, Doub/Wood
1/4-5/9, MW, 6-9 pm
Goodwill, Room 011

“Forsyth Tech courses enabled me to get my current position. I’m over maintenance, housekeeping and laundry at a rehabilitation/assisted living facility.”

– Torrence Gwyn,
Facility Maintenance

Did I Save Enough? Is it Time to Retire?



Get answers to these questions and more!

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- Financial Planning for Successful Retirement
- Estate Planning
- Investments/Stock Market
- Social Security Benefits: Remove the Guesswork

Now available at two locations – see page 15 for details.



**Michael Wittenberg,
Instructor**
CFP®, ChFC®, CLU®, CWS®, RHU®,
REBC®, and CRCP

Michael Wittenberg earned two master's degrees and has attended the world-renowned Wharton School for Executive Education where he has taken a variety of courses for his profession. Michael has more than 30 years' experience as a financial advisor and likes to joke that when he began teaching investment-related courses at Forsyth Tech in 1986, he was only age seven.

Attention
Stokes County Residents!

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Job Training from

ForsythTech

Education For Life

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Courses in Stokes County

Interpreting in Health & Human Services

Case Studies Interpreter Lab ✓ (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.

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

Course Code: 100549, \$130, Burrell
1/12-2/28, 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, Professional Skills and Ethical Practices for Interpreters to take this course.

Course Code: 100545, \$130, Knapp
4/5-5/15, 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: 100540, \$75, Knapp
2/23-3/27, ONLINE

National Standards, Professional Skills and Ethical Practices 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: 100538, \$75, Burrell
1/12-2/14, 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: 100543, \$185, Burrell
1/26-5/1, ONLINE

Now Offered! Nursing Assistant Classes!

Nursing Assistant I & II Classes are being held at Grady Swisher Center, Goodwill, Northwest Forsyth Center, & West Campus.

Please visit our Health & Safety Section on pages 38-39 for available dates and times.

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: 100564, \$130, Fithian
3/29-5/22, ONLINE

Courses in Stokes County



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: 100562, \$185, Oldham
2/16-5/1, 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: 100563, \$185, Staples
2/16-5/8, 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 relates 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: 100561, \$185, Boles
2/2-4/17, ONLINE

Home/Horticulture

Basic Electricity for the Homeowner ✓

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: 100514, \$75
3/2-3/16, MW, 6-9 pm
Northwest Forsyth Center, Room 113

Vinyl Exteriors ❖ NEW!

Vinyl siding is probably the most preferred material overall in new construction as well as remodeling. The variety and types are almost endless. Vinyl windows and siding have been used in starter to luxury homes. This course is a 6 hour class that will teach you how to measure and install a replacement window as well as the basics of working with vinyl siding.

Course Code: 100532, \$40
3/7-3/21, M, 6-8 pm
Northwest Forsyth Center, Room TBA

Professional and Career Development

eNotary ❖📖

Want to become a NC Electronic Notary? This course will prepare you to perform the duties and responsibilities required to be a certified NC Electronic Notary.

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.

Additional Note: You must submit an application to the Secretary of State to complete the process to become an Electronic Notary.

Course Code: 101212, \$55, Young
4/28, TH, 1-4 pm
Northwest Forsyth Center, Room TBA

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.

Course Code: 101070, \$69, Young
2/2-2/4, TTH, 1-4 pm
Northwest Forsyth Center, Room TBA

Course Code: 101078, \$69, Young
2/17, W, 9 am-4 pm
Northwest Forsyth Center, Room TBA

Course Code: 101113, \$69, Young
4/5-4/7, TTH, 1-4 pm
Northwest Forsyth Center, Room TBA

Course Code: 101127, \$69, Young
4/20, W, 9 am-4 pm
Northwest Forsyth Center, Room TBA



Courses in Stokes County

Safe Driving

Alive At 25: Stokes County ❖

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

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

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

Course Code: 100474, \$65

1/28, TH, 6-10 pm

Stokes County Center, Room TBA

National Certification for Electrical Lineman

Forsyth Tech added a national certification for its Electrical Lineman program starting in 2014.

The certification is through the National Center for Construction Education and Research (NCCER).

NCCER's standardized training provides an industry-wide standard of recognition, career advancement opportunities, and a personal sense of accomplishment, professionalism, and pride for workers.

For more info, call 336.761.1002

Technical/Trade

Electrical Lineman ✓ CareersNOW

The Electrical Lineman Program is designed to train you to become entry-level electrical line workers 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.

Course Code: 101032, \$192

Speight/Webb

1/11-3/10, MTWTH, 8 am-5 pm

Northwest Forsyth Center, Room 213

Course Code: 101889, \$192

Speight/Webb

3/14-5/16, MTWTH, 8 am-5 pm

Northwest Forsyth Center, Room 213

HVAC Service Technician Level II ✓ CareersNOW

This is the second level of a two-semester course that instructs you in the routine service and repair of residential and light commercial HVAC (Heating, Ventilation, Air Conditioning). Subjects will include mechanical cooling, electronic and mechanical controls and refrigeration troubleshooting. The EPA 608 Refrigerant Certification (CFC) will be offered in this section. Upon passing the Type 1, 2 and 3 exams, you will receive a "Universal" certification. When you complete both Level I and Level II of this course, you will receive a certificate, along with the CFC certification. You should then be ready for entry-level employment with local HVAC contractors.

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

Course Code: 100508, \$215, Stewart

1/12-4/7, TTH, 6-9 pm

Northwest Forsyth Center, Room 113

“The professionalism at FT proved to me that this was the best place to continue my education and move forward with my career goals.”

– Regwood Hill,
FT Stokes County Student

New Forsyth Tech Stokes County Building

Coming Fall 2016!



Our 20,000 square foot building will include:

- Biology & Chemistry Labs
- General Classroom Space
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- Faculty & Staff Offices
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Accounting

Accounting Fundamentals I
Introduction to QuickBooks™ 2013
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Business

Business Finance (for Non-Finance Personnel)
Computer Skills for the Workplace
Database Development (Introduction)
High Speed Project Management
PMP® Certification Preparation I
PMP® Certification Preparation II
Using Social Media in Business

Computer Blogging and Podcasting

Computer Blogging and Podcasting for Beginners

Computer Hardware & Hardware

A+ Certification/ Basic/Hardware
A+ Certification/Intermediate/Operating Systems
A+ Certification/Advanced/Hardware

Computer: Microsoft® Software Products

Advanced Microsoft Excel 2010
Intermediate Microsoft Excel 2010
Introduction to Microsoft Access 2007
Intermediate Microsoft Access 2007
Introduction to Microsoft Access 2010
Intermediate Microsoft Access 2010
Introduction to Microsoft Excel 2007
Introduction to Microsoft Excel 2010
Introduction to Microsoft Excel 2013
Introduction to Microsoft PowerPoint 2010
Introduction to Microsoft Project 2010
Introduction to Microsoft Project 2013
Introduction to Microsoft Word 2010
Computer Networking
Networking Wireless

Computer Programming

Intermediate C# Programming
Introduction to C# Programming
Introduction to C++ Programming

Introduction to Java Programming

Intermediate to PHP & MySQL
Introduction to PHP & MySQL
Introduction to PERL Programming
Introduction to Programming
Introduction to Python 2.5 Programming
Intermediate SQL
Introduction to SQL
Intermediate Visual Basic
Introduction to Visual Basic

Desktop Publishing

Introduction to InDesign CS6

Foreign Language

Speed Spanish I
Speed Spanish II
Speed Spanish III

Math

Math Refresher

Medical

Administrative Medical Assistant-Beginner
Human Anatomy and Physiology
Medical Coding-Beginner
Medical Terminology-Beginner
Medical Transcription-Beginner

Office Assistant

Administrative Assist Fundamentals

Personal Interest and Self Improvement

12 Steps to a Successful Job Search
Genealogy Basics
Interpersonal Communication
Keys to Effective Communication
Leadership
Real Estate Investing

Photography

Secrets of Better Photography

Web Pages/Web Sites

Designing Effective Websites
Introduction to ASP.NET
Introduction to CSS3 & HTML5
Introduction to Google Analytics
Introduction to Creating WordPress Websites
Web Pages (Creating)

Writing

Grant Writing A to Z
Writing Essentials

Teachers

Please Note: Any Ed2go® online course can be used for teacher renewal — if applicable to certification needs.

Each Ed2go® course offers 2.4 CEU's Continuing Educational Units awarded with successful completion of all 12 quizzes and a grade of 80% on the final quiz.)

Creating a Classroom Web Site
Creating Classroom Centers
Empowering Students with Disabilities
Grammar Refresher
Guided Reading Strategies: for the Differentiated Classroom
Guided Reading & Writing Strategies for Maximum Student Achievement
Math Refresher
Response to Intervention: Reading Strategies that Work
Singapore Math: Grades 1-6
Singapore Math: Number Sense & Computation Strategies
Solving Classroom Discipline Problems I
Solving Classroom Discipline Problems II
Spanish in the Classroom
Teach Math: Grades 4-6
Teach Science: Grades 4-6
Teaching Students with ADHD
Teaching Students with Autism
Teach Writing: Grades K-3

Courses in Health and Safety



Health Education Prerequisites

Tabc Testing: Math and Reading Placement Tests must 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, and Phlebotomy.

> Where/When

- West Campus: Times vary. Please call 761.1002 for days and times.
- Stokes County Center: Mondays at 10 am and the first Wednesday each month at 5:30 pm
- Goodwill: Third Wednesday each month at 1 pm
No appointment necessary.
Must bring a picture ID and Social Security card.

> Required Scores

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

> There is no cost.

Orientation:

> Required for Nursing Assistant I only

> Where/When

- Northwest Forsyth Center, call 336.761.1002 for schedule
- West Campus, various Tuesdays, call 336.761.1002 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 meets compliance standards of the healthcare agencies and Forsyth Technical Community College.

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

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

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

Health & Safety

ACLS—Advance Cardiac Life Support ✓📖

Are you an advanced medical professional looking for AHA ACLS training? 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 learn using group sessions, group learning and testing stations where case-based scenarios are presented. Upon successful completion, you will receive an AHA ACLS provider course completion card which is valid for two years.

Prerequisite: Current AHA Healthcare Provider CPR Certification

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

Course Code: 101028, \$81
2/26-2/27, FS, 8 am-5 pm
West Campus, Room 14

Course Code: 101030, \$81
4/22-4/23, FS, 8 am-5 pm
West Campus, Room 14

Course Code: 101031, \$81
5/13-5/14, FS, 8 am-5 pm
West Campus, Room 14

Activity Director ✓📖

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.

For additional course information, contact Graham Hyder at 336-734-7733 or ghyder@forsythtech.edu.

Course Code: 103105, \$185, Tillman
1/12-3/17, TTH, 6-9pm
Goodwill, Room TBA

Course Code: 103106, \$185, Tillman
4/5-6/9, TTH, 6-9 pm
Northwest Forsyth Center, Room TBD 🚗

Course Code: 103107, \$185, Tillman
8/8-10/11. TTH. 6-9 pm
West Campus, Room TBA 🚗



Courses in Health and Safety

Autism Paraprofessional ✓📖

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).

Note: A Practicum of 20 hours is required for each student. Dates and times will be determined during the first week of class. In addition to the registration fee, students will be charged an \$18 non-refundable insurance fee, which is valid for one year.

SPECIAL NOTE: When you successfully complete the course, you may qualify for a stipend to help pay with expenses! In addition, if you are currently enrolled in curriculum classes, you may receive course credit for EDU248 upon successful completion of this course.

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

Course Code: 102601, \$148
1/7-3/17, TH, 6-9 pm
West Campus, Room 11 🚗

CPR: Healthcare Provider-Initial ❖📖

Are you a healthcare provider who needs to be CPR certified? Get it at Forsyth Tech! This American Heart Association Healthcare Provider 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 for certified or noncertified, licensed or non-licensed healthcare professionals or medical students. On the day of the course, upon completion you will receive an American Heart Association Certification card 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: 99590, \$40
1/14, TH, 5:30-10 pm
West Campus, Room 14

Course Code: 99592, \$40
1/30, S, 8 am-1 pm
West Campus, Room 14

Course Code: 99593, \$40
2/11, TH, 5:30-10 pm
West Campus, Room 14

Course Code: 99596, \$40
2/20, S, 8 am-1 pm
West Campus, Room 14

Course Code: 99597, \$40
3/5, S, 8 am-1 pm
West Campus, Room 14

Course Code: 99598, \$40
3/19, S, 8 am-1 pm
West Campus, Room 14

Course Code: 99599, \$40
4/2, S, 8 am-1 pm
West Campus, Room 14

Course Code: 99600, \$40
4/16, S, 8 am-1 pm
West Campus, Room 14

Course Code: 99601, \$40
4/30, S, 8 am-1 pm
West Campus, Room 14

Course Code: 99602, \$40
5/7, S, 8 am-1 pm
West Campus, Room 14

Course Code: 99603, \$40
5/21, S, 8 am-1 pm
West Campus, Room 14

CPR Healthcare Provider-Recertification ❖

Do you have a CPR certification that is about to expire or expired within the last month? This course is a review of the Healthcare Provider-Initial course in order for students to maintain certification in Healthcare Provider CPR. You must present, on the day of the class, a HCP certification card that has not expired for more than one month. On the day of the course, upon completion you will receive an American Heart Association Certification card which is valid for two years.

Note: Must have a current HCP CPR certification card that has not been expired for more than 30 days.

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

Course Code: 99607, \$30
1/21, TH, 5:30-8:30 pm
West Campus, Room 14

Course Code: 99608, \$30
1/30, S, 2-5 pm
West Campus, Room 14

Course Code: 99609, \$30
2/20, S, 2-5 pm
West Campus, Room 14

Course Code: 99615, \$30
3/5, S, 2-5 pm
West Campus, Room 14

Course Code: 99626, \$30
3/17, TH, 5:30-8:30 pm
West Campus, Room 14

Courses in Health and Safety



When a person is in sudden cardiac arrest minutes makes 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, offering courses in CPR and First Aid, Healthcare Provider CPR, Advanced Cardiac Life Support and Pediatric Advanced Life Support. Students will receive a certification card at the end of the course.

Be ready – come to Forsyth Tech and learn to save a life!

See pages 33-37 for details.



Course Code: 99627, \$30
4/12, T, 5:30-8:30 pm
West Campus, Room 14

Course Code: 99628, \$30
4/30, S, 2-5 pm
West Campus, Room 14

Course Code: 99629, \$30
5/7, S, 2-5 pm
West Campus, Room 14

Course Code: 99630, \$30
5/21, S, 2-5 pm
West Campus, Room 14

CPR: Heartsaver Provider Initial ❖

If you are not a healthcare provider, this is the course for you! This course follows the current American Heart Association guidelines and is designed to teach you 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. No written exam is required for this course. On the day of the course, upon successful completion, you will be awarded the American Heart Association Heartsaver CPR certification which is valid for two years.

Who should take the Heartsaver class? Those with limited or no medical training. To include; daycare workers, summer camp counselors, coaches, fitness instructors, social workers, nannies, parents, grandparents, babysitters, construction workers and general public.

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

Course Code: 101040, \$30
2/23, T, 5-8:30 pm
West Campus, Room 14

Course Code: 101041, \$30
4/19, T, 5-8:30 pm
West Campus, Room 14

Course Code: 101042, \$30
5/11, W, 5-8:30 pm
West Campus, Room 14



Courses in Health and Safety

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. On the day of the course, upon successful completion, you will receive your AHA Heartsaver CPR/First Aid card which is valid 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

CPR Only

Course Code: 99752
1/26, T, 5-9 pm
West Campus, Room 35

Course Code: 99789
2/23, T, 5-9 pm
West Campus, Room 35

Course Code: 99874
3/15, T, 5-9 pm
West Campus, Room 35

Course Code: 99872
4/19, T, 5-9 pm
West Campus, Room 35

Course Code: 99873
5/11, W, 5-9 pm
West Campus, Room 35

First Aid Only

Course Code: 99638
1/27, W, 5-9 pm
West Campus, Room 35

Course Code: 99694
2/24, W, 5-9 pm
West Campus, Room 35

Course Code: 99697
3/16, W, 5-9 pm
West Campus, Room 35

Course Code: 99698
4/20, W, 5-9 pm
West Campus, Room 35

Course Code: 99699
5/12, TH, 5-9 pm
West Campus, Room 35

Emergency Medical Technician Basic

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) and is conducted by an approved Basic or Advanced Institution. The lead instructor for the EMT educational program is certified as a N.C. Level I Instructor/Coordinator. 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.

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

For more information, call 336.757.3054

Note: Some Saturday classes are required
Course Code: 100704, \$185
1/5-5/10, TTH, 8 am-Noon, S, 8 am-5 pm
West Campus, Room 32B

Course Code: 100702, \$185
1/5-5/10, TTH, 6-10 pm, S, 8 am-5 pm
Northwest Forsyth Center, Room 215

Course Code: 100705, \$185
1/12-5/10, TTH, 6-10 pm, S, 8 am-5 pm
Stokes County Center, Room 113

Course Code: 100706, \$185
1/13-5/9, MW, 6-10 pm, S, 8 am-5 pm
West Campus, Room 32B

Course Code: 100707, \$185
2/1-5/11, MWF, 8 am-Noon, S, 8 am-5 pm
Northwest Forsyth Center, Room 215

Courses in Health and Safety



Medication Aide ✓

Would you like to receive training to become qualified as a Medication Aide? This 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 NAI 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 NAI Registry certification is required.

For dates and times offered or additional course information, contact Graham Hyder at 336-734-7733 or ghyder@forsythtech.edu.

PALS-Pediatric Advance Life Support ✓📖

Are you a healthcare provider interested in preparing to respond to emergencies for infants and children? The American Heart Association Healthcare Provider 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. PALS is a continuing education course for EMS providers of all levels and other health care providers. On the day of the course, upon successful completion, you will receive an AHA PALS provider course completion card which is valid for two years.

Prerequisite: Must have a current AHA HCP CPR certification card.

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: 101034, \$81
3/11-3/12, FS, 8 am-5 pm
West Campus, Room 14

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.

Prerequisites: 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. 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, Med 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 two clinical rotations. Both will meet Monday through Friday during the day (8-hour shifts). You will work out the exact schedule with your instructor the first week of class.

For dates and time offered or additional course information, contact Graham Hyder at 336-734-7733 or ghyder@forsythtech.edu.



Courses in Health and Safety

Medical Assisting Review ✓ (Online only)

This course is designed to allow students 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, students should be prepared to sit for either the AAMA certification exam and/or the AMT exam for registration based on their personal review of the material. Completion of this course does not in any way determine the pass or fail outcome of the national exams. This is designed as a preparatory review only.

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

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

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

For registration information, contact Graham Hyder at 336.734.7733 or ghyder@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.

The Dorothy L. Lougee Nursing Assistant I Program ✓ CareersNOW

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.

Prerequisites: Successful completion of Math and Reading placement tests (or equivalent approved by Health Education Department), a picture ID, Social Security card, a High school diploma/GED®/transcript or College Diploma/transcript are required. You must also attend an orientation session and present receipts from the criminal background check and drug screening before you will be allowed to register for class.

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

Course Code: 100617, \$203, Nelson
1/4-3/17, MTWTH, 5:15 pm-9:15 pm
West Campus, Room 7

Course Code: 100616, \$203, Lingard
1/4-5/19, MTH, 5:30 pm-9:30 pm
Two Saturdays (daytime)
West Campus, Room 5

Course Code: 99213, \$203, Ball
1/5-3/9, TWTH, 9 am-3:30 pm
West Campus, Room 13

Course Code: 98504, \$203, Vargas
1/19-3/8, MTHF, 8:30 am-3 pm
West Campus, Room 7

Course Code: 98959, \$203, Kilbreth
2/1-3/18, MTWTH, 8:30 am-3 pm
Northwest Forsyth Center, Room 138

Course Code: 99205, \$203, Vestal/Reid
2/9-5/19, MTWTH, 9:30 am-1:45 pm
Goodwill, Room 307

Course Code: 99214, \$203, Ball
3/15-5/19, TWTH, 9 am-3:30 pm
West Campus, Room 13

Course Code: 98503, \$203, Vargas
3/21-5/12, MTHF, 8:30 am-3 pm
West Campus, Room 7

Course Code: 99217, \$203, Kilbreth
3/28-5/13, MTWTH, 8:30 am-3 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.

Prerequisites: 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).

For dates and times offered or additional course information, contact Graham Hyder at 336-734-7733 or ghyder@forsythtech.edu.

Courses in Health and Safety



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 NAII 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.

Prerequisites: Current NC Nursing Assistant I Registry listing, Documentation of successful completion in a state approved NAI 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. Current CPR (AHA) Healthcare Provider certification is required before clinical.

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

For dates and times offered or additional course information, contact Graham Hyder at 336-734-7733 or ghyder@forsythtech.edu

Course Code: 100450, \$203, Bowens 1/19-4/26, TWTH, 5:30-9:30 pm West Campus, Room 11 🚗

The Dorothy L. Lougee Nursing Assistant II Refresher Program ✓

Has your NAII certification lapsed in the previous 2 years? This course is designed to assess and validate NAII Skills competencies for candidates whose NAII 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 NAII 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 NAII Registry. No further testing will be required.

Prerequisites: Current NC NAI registry listing, copy of NC Board of Nursing NAII 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 NAII competency assessment in one of two ways:

1. You worked at least 8 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 5 students for the class to be held.

For dates and times offered or additional course information, contact Graham Hyder at 336-734-7733 or ghyder@forsythtech.edu.

Forsyth Tech offers classes to **develop** your employees

Do you need economical training solutions in single session workshops or a multi-session series of workshops which can cover a wide range of topics for enhancing the skills of employees?

The Corporate Training Department at Forsyth Tech Can Help!

We offer a variety of options ranging from how to build leadership skills to forming workforce skills and topics ranging from how to provide extraordinary customer service to delivering amazing employee day-to-day performance. Forsyth Tech Corporate Training can customize a training plan built to meet your team's specific educational or developmental needs to drive your business!

Meet Our Trainers!



Sheri Kong enjoys working with teams to build communication and collaboration skills. Since 2013, she has worked with Corporate Training to facilitate training for the City of Winston-Salem, Winston-Salem Police Department, Hanesbrands, Murray Supply, Inmar, Deere-Hitachi and Herbalife.

Sheri received her Bachelor's degree in Spanish and History from UNC-Chapel Hill. She also has her MA in Communication Studies from UNC-Greensboro and MS in Human Resource Development from NC State University. Sheri is a certified facilitator in Crucial Conversations, DiSC, DDI, Achieve Global and is also certified to administer CCL assessments.

Outside of work, Sheri enjoys traveling, trail running, rollerblading, and has recently fallen in love with the sport of dog sledding. She is bilingual and spent two years teaching English in Peru.



David Pritchett has over 20 years of education experience in the corporate world and school systems. He brings a wealth of knowledge in the Manufacturing, Safety, Team Building, Leadership and Customer Service fields. A certified DiSC instructor, he has worked with many companies across the region, to improve profitability and company cultures. David graduated from Middle Tennessee State University with a degree in Speech Communication. In his spare time, he officiates NCAA baseball and high school basketball games and enjoys golfing, cycling and reading.



Jacinta White joined the Corporate Training team as a trainer February 2015. Previously, she served as Program Director of the 9-month Flagship Program at Leadership Winston-Salem. Jacinta is the owner of "The Word Project", where she facilitates art workshops for individual and community healing, and publishes "Snapdragon: A Journal of Art & Healing". She is also a published, award-winning poet.

Having received her BA in Speech Communications from UNC-Greensboro and earned a Master of Public Administration degree from Georgia State University, Jacinta has lived in the Triad area for 10 years. Her certifications include TimeSlips Facilitator, Alzheimer's Poetry Facilitator, DDI and DiSC.

Jacinta is involved in the community and serves on the Advisory Council for Shugart Women's Center and is a member of the Women's Fund of Winston-Salem.

Call David Pritchett at 336.757.3809 to ask questions or to schedule training classes for your team!

Increasing Business Success

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)

DEBT

SUCKS!
www.DreamGirlSpeaker.com

Some of our recent and upcoming seminars include:

- Clueless About Accounting
- eBay Your Way to Success: Selling Items on eBay
- Enhancing Business Success
- Google Apps for Small Business
- Grant Seeking/Grant Writing
- How to Find Customers
- How To Write a Convincing Business Plan
- iPads/Tablets for Small Business
- Keeping Small Business Records and Paying Your Taxes
- Networking for Small Business
- Social Media for Small Business
- Thinking Of Starting Your Own Business

Interested persons should register and obtain additional information by visiting: www.forsythtech.edu and type “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.





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 336.761.1002

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
- EKG 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 Technology

Finding Success at Forsyth Tech



- Office Tech Prep*
- Pharmacy Assistant*
- Phlebotomy*
- Plumbing Installation/Troubleshooting
- 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.



Finding Success at Forsyth Tech

STEP 3: Succeed! (Complete the Path)

Improve Your Employment Search Skills

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

- Job search assistance
- Resume writing
- Online applications 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 \$23,340 for an individual or \$47,700 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

REACT Center Employability Lab

450 W. Hanes Mill Rd., Suite 201
Winston-Salem, NC 27105
Monday – Thursday (9:30 am–1:30 pm)
336.776.6806

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

King Public Library Employability Lab

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

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

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!



Our Mission Statement

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



Registration Information

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

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.
- > 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 - Thursday, 8:30 am-5:30 pm
Friday, 8:30 am-1:30 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

Registration Information



Telephone Registration

To register by phone, call 336.761.1002
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.
- > **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 for academic services should call the ADA/Disabilities Services coordinator at 336.734.7155.

Fees

> **Computer Use and Technology Fee**

All occupational courses have a \$5 per course computer use and technology fee.

> **Textbooks**

For your convenience, two options are provided for purchasing textbooks:

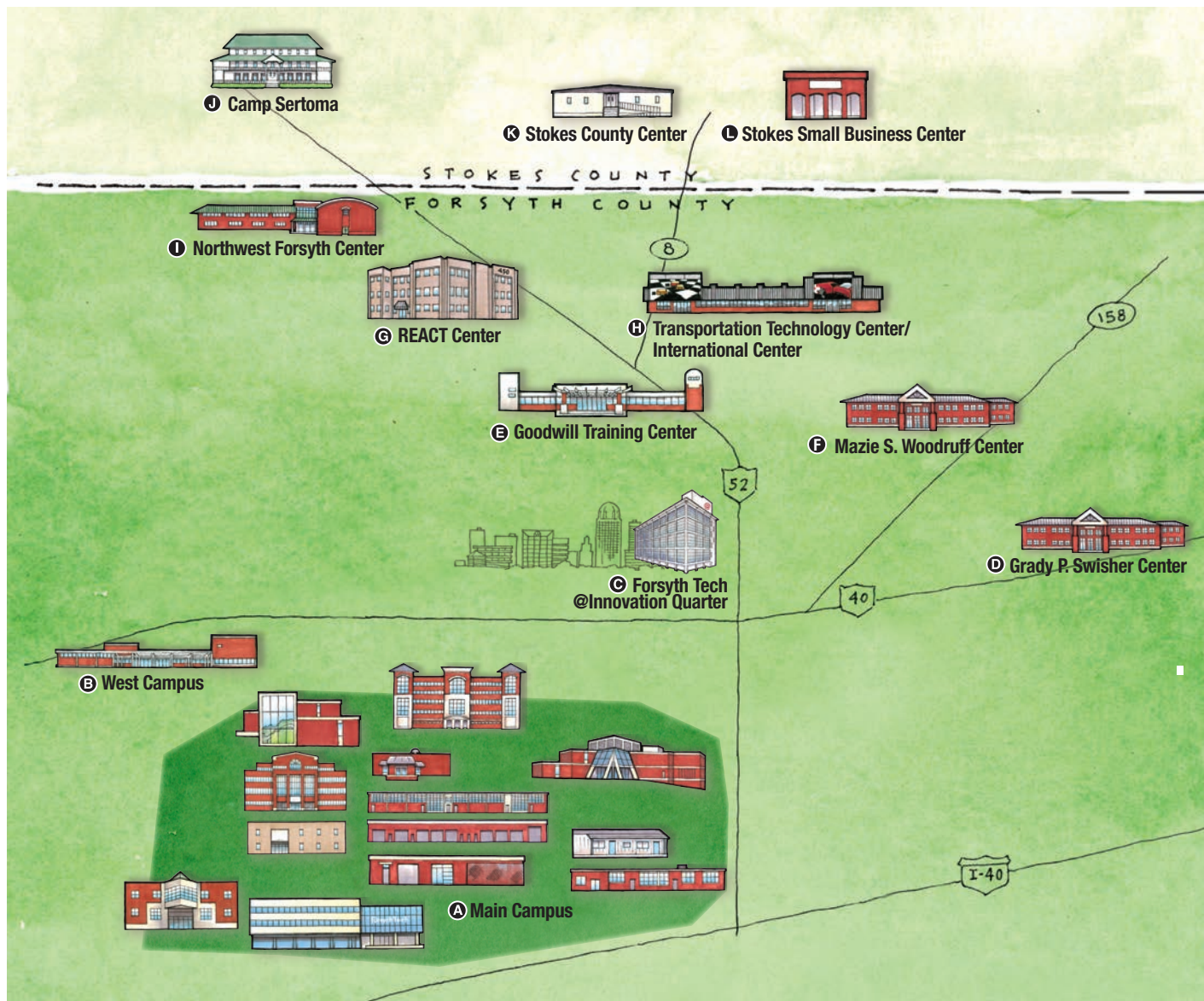
- Online: Go to www.ftcc.bkstr.com. Click GO and find your course. Requires VISA or MasterCard.
- West Campus Bookstore on Bolton Street: Call 336.734.7754 for days and hours of operation.

> **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 5 days or more. Parking decals must be purchased in person at the Customer Service Center on West Campus or at the Northwest Forsyth Center, Swisher, Woodruff, Stokes or Transportation Technology Centers. Parking decals may be purchased in advance or on the first day/night of class.



Campus & Center Locations



• Admissions Office • 336.734.7556 • Financial Aid • 336.734.7235 • EWD • 336.761.1002 • 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: 336.761.1002

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. REACT Center

JobsNOW Occupational Training
 450 W. Hanes Mill Rd., Winston-Salem, NC,
 Phone: 336.761.1002

H. Transportation Technology Center

4255 N. Patterson Ave., Winston-Salem, NC
 Phone: 336.757.3399

I. International Center

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

J. Northwest Forsyth Center

3111 Big Oaks Dr., King, NC,
 Phone: 336.734.7050

K. Camp Sertoma

1105 Camp Sertoma Dr., Westfield, NC
 Phone: 336.761.1002

L. Forsyth Tech Stokes County Center

1165 Dodgetown Rd., Walnut Cove, NC
 Phone: 336.593.5402

M. Stokes Small Business Center (SBC)

904 N. Main St., Walnut Cove, NC
 Phone: 336.591.4074



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) 761-1002.

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 _____

<p>Date of Birth</p> <p>____/____/____ Month Day Year</p> <p>Are you an Underage Minor (UAA)? (16-17 years old) <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Employment Status – Circle One</p> <p>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</p> <p>Are you a Forsyth Tech Employee (EMP)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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<p>Ethnicity – Circle One or More</p> <p>White, Non-Hispanic (WH) American Indian/Alaska Native (AN) Asian (AS) Black, Non-Hispanic (BL) Hispanic (HIS)</p>	<p>Gender – Circle One</p> <p>M – Male F – Female</p>
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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** _____

look inside
to find new skills
& new passions

*Forsyth Tech
has something
for everyone!*

ForsythTech

Education For Life

2100 Silas Creek Parkway
Winston-Salem, North Carolina 27103

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PERMIT #128

ECONOMIC & WORKFORCE DEVELOPMENT

2016

JANUARY—MAY 2016
COURSE CATALOG

Do You Need to Improve Process or Equipment Reliability?

Take Advantage of Forsyth Tech's Reliability and Technical Skills Training Series.

- Reliability and Technical Skills Classes Designed to Rapidly Increase Process and Equipment Reliability Skills.
- Fast Paced Classes Designed for the Incumbent Worker on a Schedule That Minimizes Time Away From Work While Maximizing Learning and Practical Application.

New Offerings for Spring 2016

- Industrial Electricity
- Motors and Controls
- Programmable Logic Controllers I
- Blueprint Reading
- Geometric Dimensioning and Tolerancing

Additional Offerings Scheduled for Fall 2016

- Programmable Logic Controllers II
- Process Control
- Pneumatics and Automation Control
- Maintenance Foundations
- Mechanical Skills
- Troubleshooting

See page 19 for details.

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