

Economic & Workforce Development Course Catalog

Forsyth & Stokes Counties

ForsythTech

August-December 2018

Community College



“There are plenty of opportunities with this program!”

*Chris Glenn
Electrical Lineman
See His Profile On Page 1*

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

Welcome to Your New Beginning

On The Pathway To Success

Chris Glenn, Electrical Lineman

Putting More Power into His Career

If you don't feel power in a connection, maybe you need to find a different outlet.

That's what happened to Chris Glenn. After two years in college, majoring in business management, he realized he wanted a hands-on job where he could make a difference. So, he made a change.

He heard about the Electrical Lineman Program at Forsyth Technical Community College and thought he would enjoy the work. Glenn attended the nine-week program and graduated in March 2016.



Little did he know that 18 months later, his job would take him almost 1,500 miles away from home climbing 55-foot power poles in Puerto Rico.

Glenn was selected to go to Puerto Rico with his company, Utility Lines Construction Services. He joined 180 line workers, helping restore power to people devastated by Hurricane Maria. The category four storm hit the island on September 20, 2017, leaving 3.4 million people without electrical power. By January 2018, only one-third of those people had electricity restored.

"I was astounded that the people in Puerto Rico who had been without power since September were so kind, bringing us snacks and water," said Glenn. "I had a greater respect for these people and what they were going through."

For three months, Glenn lived in a trailer camp while he assisted with a total rebuild of the island's power grid, placing poles and connecting transformers to poles and lines to homes. The experience helped him grow both professionally and personally.

He said he would recommend Forsyth Tech's Electrical Lineman Program to anyone thinking about joining the program.

"There are plenty of opportunities you can take with this program," said Glenn. "I enjoy going to work every day because I feel that I can help people who need electrical power, and that makes a difference for them."

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

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

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Did You Know?

**Courses marked
CareersNOW are eligible
for financial assistance.**

**Please call 336.734.7748
for more information.**

Course Offerings



American Heart Association (AHA) Courses

Receive your e-card upon successful completion of AHA courses. Certification is valid for two years. All AHA classes are held at West Campus. For more info, email ewdinfo@forsythtech.edu.

AHA ACLS Provider: Advanced Cardiac Life Support

Are you an advanced medical professional? Receive your initial AHA ACLS training with this two-day class.

Course Code: 125388, \$150, Fowler
9/7-9/8, FS, 8 am-5 pm

Course Code: 125390, \$150, Fowler
11/2-11/3, FS, 8 am-5 pm

AHA ACLS Renewal

Get updated information and the current AHA standards of performance for your AHA ACLS renewal.

Prerequisite: Must have a current AHA ACLS card or perform ACLS skills routinely

Course Code: 125389, \$120, Fowler
9/8, S, 8 am-5 pm

Course Code: 125393, \$120, Fowler
11/3, S, 8 am-5 pm

AHA BLS: Basic Life Support Healthcare Provider-Initial

Are you a healthcare provider or allied health/nursing student who needs Basic Life Support CPR certification? Receive your certification in one day!

Course Code: 122042, \$45
8/25, S, 8 am-12:30 pm

Course Code: 125332, \$45
9/15, S, 8 am-12:30 pm

Course Code: 125334, \$45
9/29, S, 8 am-12:30 pm

Course Code: 125336, \$45
10/13, S, 8 am-12:30 pm

Course Code: 125337, \$45
10/27, S, 8 am-12:30 pm

Course Code: 125341, \$45
11/3, S, 8 am-12:30 pm

Course Code: 125342, \$45
12/8, S, 8 am-12:30 pm

Course Code: 125344, \$45
12/13, TH, 5:30-10 pm

AHA BLS Renewal

Need to renew your AHA BLS Healthcare Provider certification? Receive your recertification in one day!

Prerequisite: Must have a current AHA BLS card

Course Code: 124906, \$35
8/25, S, 1-4 pm

Course Code: 125346, \$35
9/15, S, 1-4 pm

Course Code: 125348, \$35
9/29, S, 1-4 pm

Course Code: 125349, \$35
10/13, S, 1-4 pm

Course Code: 125350, \$35
10/27, S, 1-4 pm

Course Code: 125351, \$35
11/3, S, 1-4 pm

Course Code: 125352, \$35
11/14, W, 5:30-8:30 pm

Course Code: 125354, \$35
12/8, S, 1-4 pm

AHA Heartsaver CPR & First Aid

Are you a babysitter, lifeguard or just want the basic knowledge to manage an emergency for the first few minutes before EMS arrives? Then this class is for you.

CPR & First Aid
Course Code: 125371, \$50
8/16, TH, 8:30 am-4:30 pm

Course Code: 125379, \$50
10/29, M, 8:30 am-4:30 pm

CPR Only
Course Code: 125373, \$30
9/19, W, 5:30-9:30 pm

Course Code: 125382, \$30
11/15, TH, 5:30-9:30 pm

Course Code: 125384, \$30
12/12, W, 5:30-9:30 pm

First Aid Only
Course Code: 125376, \$30
9/20, TH, 5:30-9:30 pm

Course Code: 125380, \$30
11/14, W, 5:30-9:30 pm

AHA Heartsaver CPR & 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 coworkers.

Note: These courses are fee exempt with proof of affiliation for public school system employees.

CPR & First Aid

Course Code: 125355
8/16, TH, 8:30 am-4:30 pm

Course Code: 125360
10/29, M, 8:30 am-4:30 pm

CPR Only

Course Code: 125400
9/19, W, 5:30-9:30 pm

Course Code: 125365
11/15, TH, 5:30-9:30 pm

Course Code: 125367
12/12, W, 5:30-9:30 pm

First Aid Only

Course Code: 125401
9/20, TH, 5:30-9:30 pm

Course Code: 125362
11/14, W, 5:30-9:30 pm

AHA PALS: Pediatric Advanced Life Support

Are you a healthcare provider interested in preparing to respond to emergencies for infants and children? Receive your AHA PALS certification in this two-day class. Those needing to renew should inquire prior to registration.

Course Code: 125412, \$150
10/26-10/27, FS, 8 am-5 pm

Computer Technology

Basic PC Skills

Computadora Básica En Español ✓ **NEW!**

Dare to acquire new computer technology skills and knowledge in Spanish! Whether you're a beginner or have some experience, learn how computers can be integrated effectively into your daily life.

Course Code: 125253, \$75, Torres

10/8-12/10, M, 6-9 pm

Northwest Forsyth Center, Room 113, 🚗

Excel 2016 Introduction ✓

Get started on the basics of Excel with skills such as creating and formatting worksheets, manipulating data, working with charts, and using Excel templates.

Note: For beginning computer users

Course Code: 125374, \$75, Woosley

8/7-9/25, T, 6-9 pm

Goodwill-University, Room 202

Excel 2016 Intermediate ✓

Expand your Excel skills with formulas, Pivot Tables, advanced charts, and more.

Note: For beginning computer users

Course Code: 125398, \$75, Woosley

10/9-11/27, T, 6-9 pm

Goodwill-University, Room 202

Google Applications ✓

Take on the wide world of Google with an overview of apps for personal, school, and work use. Explore set-up of Gmail accounts and work in Google office apps. Bring your Android mobile device to enhance your learning experience.

Note: Must have Gmail account and prior computer experience

Course Code: 125418, \$75, Anderson

11/2, F, 10 am-1 pm

West Campus, Room 1

PC Basics and Beyond 1 ✓ 🚗 📱

Become a confident, self-sufficient PC user. Learn hands-on practical skills and discuss computer related topics.

Note: For beginning computer users.

Course Code: 125397, \$75, Flynt

8/15-10/3, W, 9 am-Noon

West Campus, Room 122, 🚗

PC Basics and Beyond 2 ✓ 🚗 📱

Build on your knowledge from PC Basics and Beyond 1 with additional hands-on opportunities. Learn about software installation and other advanced computer related topics.

Course Code: 125399, \$75, Flynt

10/10-11/14, W, 9 am-Noon

West Campus, Room 122, 🚗

IT Training Program (ITTP)

Autocad Fundamentals ❖

Learn to use correct steps to complete tasks and decrease production time on drawings. Learn how to set up blocks, templates, layer manager, and model space/paper space, along with External References and the Design Center.

Course Code: 125469, \$349, Clayton

9/18-10/11, TTH, 6-9 pm

Innovation Quarter, Room 2444

Course Code: 125551, \$349, Clayton

11/13-12/13, TTH, 6-9 pm

Innovation Quarter, Room 2444

CompTIA Network+ ❖ **NEW!**

Acquire the necessary competencies to be an IT professional in network support or administration. Gain the knowledge and skills needed to install, manage, and troubleshoot networks on any platform. Upon completion of this course, you will be prepared to take the CompTIA Network+ certification exam. Exam vouchers and all materials included.

Prerequisite: Prior computer experience

Course Code: 125713, \$1789

8/20-9/24, MW, 6-9 pm

Innovation Quarter, Room 2441

CompTIA Security+ ❖ **NEW!**

IT security has never before been so crucially important to companies than it is today. Grow your IT career with information about communication and infrastructure security, cryptography, access control, authentication, external attack, and operational and organizational security. Upon completion of this course, you will be prepared to take the CompTIA Security+ certification exam. Exam vouchers and all materials included.

Prerequisite: Prior computer experience

Course Code: 125714, \$1839

10/3-11/14, MW, 6-9 pm

Innovation Quarter, Room 2441

Data Analysis with Excel Dashboards ❖ **NEW!**

Track key data points and monitor performance measures at a glance, with Excel Dashboards. Learn how to use this powerful tool to keep your enterprise moving forward.

Course Code: 125474, \$199, Hauser

9/25-9/27, TTH, 8:30 am-12:30 pm

Innovation Quarter, Room 2441

Data Analysis with Excel Pivot Tables ❖ **NEW!**

Data is everywhere and you need it to do your job. Learn the ins and outs of pivot tables to summarize, analyze, explore, and present your data.

Course Code: 125462, \$149, Hauser

9/6, TH, 8:30 am-12:30 pm

Innovation Quarter, Room 2441

Excel 2013 Introduction- Level I ❖ 📱

Learn the most sought-after business productivity tool used by companies today. Discover Excel's simple formulas and functions, understand the difference between absolute and relative cell addresses, and learn how to print spreadsheets.

Note: For experienced computer users. All materials provided.

Course Code: 125437, \$249, Elwonger

9/4-9/25, T, 6:30-9 pm

Innovation Quarter, Room 2441

Excel 2013 Intermediate – Level II ❖ 📱

Build on your beginner-level skills by learning how to store, organize, and manipulate data. Improve on your data analysis skills and refine your presentation skills with the use of Excel's charting and graphing tools.

Note: For experienced computer users. All materials provided.

Course Code: 125478, \$199, Elwonger

10/9-10/23, T, 6:30-9 pm

Innovation Quarter, Room 2441

Excel 2013 Advanced – Level III ❖

Become even more efficient and productive at crunching numbers. Advance your Excel skills with knowledge about PivotTables, macros, financial functions, data analysis, auditing, advanced formatting and analysis tools, collaboration, and more.

Note: For experienced computer users.

Course Code: 125531, \$199, Elwonger

11/6-11/20, T, 6:30-9 pm

Innovation Quarter, Room 2441

Revit Fundamentals ❖

Gain an understanding of the user interface and basic drawing, editing, and viewing tools, and then acquire design development tools, including modeling of walls, doors, windows, floors, ceilings, stairs and more.

Course Code: 125427, \$349, Clayton

8/21-9/13, TTH, 6-9 pm

Innovation Quarter, Room 2444

Course Code: 125502, \$349, Clayton

10/16-11/8, TTH, 6-9 pm

Innovation Quarter, Room 2444

Emergency Responders

Emergency Medical Technician Basic ✓📖 **CareersNOW**

Interested in working in public safety or increasing your knowledge in handling emergencies? Complete this course and then take the NC Emergency Medical Technician credentialing examination and/or the National Registry examination to become an EMT.

Important: Paid law enforcement officers are fee exempt if this course is necessary to fulfill job duties and will require a written statement to that effect from a superior on agency letterhead.

Note: Some Saturdays required. Please visit our website for additional information and requirements for enrollment.

Course Code: 125325, \$188
8/1-12/17, MW, 6-10 pm
West Campus, Room 32B, 🚗

Course Code: 125361, \$188
9/11-2/5, TTH, 8 am-12 pm
West Campus, Room 32B, 🚗

Course Code: 125626, \$188
10/18-3/19, TTH, 6-10 pm
Northwest Forsyth Center, Room 215, 🚗

Evolving Leaders

Conflict Management ❖NEW!

Learn to resolve conflict effectively when it occurs. Deal with difficult team members and positively manage business relationships to avoid unnecessary conflict.

Course Code: 125530, \$199, Swain
11/6, T, 6-9 pm
Innovation Quarter, Room 2446

Effective Communication Using Behavior Styles ❖NEW!

Successful communication is the foundation of leadership. Understand your own behavioral style, and then adapt it to others' for enhanced communication, understanding and relationships. Learn to read people through their tone of voice, body language, words and pace. Behavioral Style assessment included.

Course Code: 125526, \$299, Swain
10/23, T, 6-9 pm
Innovation Quarter, Room 2446

Learning to Manage ❖NEW!

Make the transition into management by avoiding common pitfalls that derail new managers. Discover how to communicate effectively up and down your organization. Explore ways to delegate work and encourage employee development. Learn how to manage task-related and interpersonal crises.

Course Code: 125528, \$199, Swain
10/30, T, 6-9 pm
Innovation Quarter, Room 2446

Foreign Language

Introduction to French ❖📖

Bonjour! Are you a traveler or lover of all things French? Study French language and culture from an experienced college professor who lived and worked in Paris for 30 years. Learn pronunciation, vocabulary and reading skills, as well as some basic grammar. Get an insider's view on culture, current events and trends.

Course Code: 125219, \$85, Pardo
8/21-10/16, T, 6:30-8:30 pm
Robert L Strickland Ctr, Room 4457, 🚗

French I ❖📖

If you've already mastered the basic principles, then French I is for you. Gain a deeper understanding of the language to enhance your basic speaking, writing, and reading skills.

Prerequisite: Introduction to French
Course Code: 125308, \$85, Pardo
10/23-12/11, T, 6:30-8:30 pm
Robert L Strickland Ctr, Room 4458, 🚗

Italian for Travelers ❖📖

Are you planning a trip abroad? Get an introduction to the Italian language that will help you tour Italy on formal or self-guided tours. Instructor Frank Ancona is a second generation Italian.

Course Code: 125312, \$85, Ancona
8/20-10/15, M, 6:30-8:30 pm
Robert L Strickland Ctr, Room 4457, 🚗

Italian I ❖📖

Continue your knowledge from Italian for Travelers by exploring the cultural and culinary differences in the different regions of Italy.

Prerequisite: Italian for Travelers or approval from coordinator
Course Code: 125220, \$85, Ancona
10/22-12/17, M, 6:30-8:30 pm
Robert L Strickland Ctr, Room 4457, 🚗

Spanish I ✓📖

Get an introduction to the four basic skills of language acquisition – listening, reading, writing, and speaking – with this beginning Spanish course.

Course Code: 125244, \$75, Alonso
8/23-10/11, TH, 6-9 pm
Grady Swisher Center, Room 147, 🚗

Course Code: 125245, \$75, Torres
8/23-10/11, TH, 6-9 pm
Northwest Forsyth Center, Room 222, 🚗

Course Code: 125366, \$75, Morris
8/23-10/11, TH, 6-9 pm
Robert L Strickland Ctr, Room 4456, 🚗

Spanish I and II ✓📖

Course Code: 125261, \$130,
Arizmendi Penaloza
8/21-10/16, TTH, 6-9 pm
Robert L. Strickland Ctr, Room 3361, 🚗

Spanish II ✓📖

Prerequisite: Spanish I or equivalent
Spanish-language exposure

Course Code: 125372, \$75, Morris
10/18-12/13, TH, 6-9 pm
Robert L Strickland Ctr, Room 4456, 🚗

Course Code: 125375, \$75, Alonso
10/18-12/13, TH, 6-9 pm
Grady Swisher Center, Room 147, 🚗

Course Code: 125377, \$75
10/18-12/13, TH, 6-9 pm
Northwest Forsyth Center, Room 222, 🚗

Spanish III and IV ✓📖

Prerequisite: Spanish II or equivalent
Spanish-language exposure

Course Code: 125369, \$130
Arizmendi Penaloza
10/18-12/18, TTH, 6-9 pm
Robert L Strickland Ctr, Room 4457, 🚗

Spanish III ✓📖

Prerequisite: Spanish II or equivalent
Spanish-language exposure

Course Code: 125240, \$75
Arizmendi Penaloza
8/20-10/15, M, 6-9 pm
Robert L Strickland Ctr, Room 4456, 🚗

Spanish IV ✓📖

Prerequisite: Spanish III or equivalent
Spanish-language exposure

Course Code: 125243, \$75
Arizmendi Penaloza
10/22-12/17, M, 6-9 pm
Robert L Strickland Ctr, Room 4456, 🚗

Healthcare Careers

Visit <https://www.forsythtech.edu/courses-programs/job-skills/medical-health/> or email ewdinfo@forsythtech.edu for course information, tuition, and requirements for enrollment in these programs.

Activity Director ✓ CareersNOW

Receive basic training to become an activity director in long-term care, assisted living facilities or adult care homes! This course follows the state approved course outline, and when training is complete, you will be qualified to work as an activity director in a nursing home or assisted living facility.

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

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? Successfully complete this course and take the competency exam to become listed on the NC Nurse Aide I registry.

The Dorothy L. Lougee Nursing Assistant II Program ✓

Further your career as a nursing assistant by completing the NAI program. Through classroom, lab, and clinical learning experiences, learn about oxygen therapy, suctioning, sterile dressing changes, IV fluid assistive activities, ostomy care, gastronomy and nasogastric feedings, and catheterizations. Upon successful completion of the course and the competency evaluation, you can apply for listing as a Nurse Aide II with the NC Board of Nursing.

The Dorothy L. Lougee Nursing Assistant II Refresher Program ✓

Has your NA II certification lapsed in the past 2 years? Get assessment and validation of your NA II skills competencies so that you can submit your application to be re-certified and listed as a Nurse Aide II with the NC Board of Nursing.

Note: Course requires a minimum of five students.

Medication Aid ✓

Do you want to further your healthcare career? Complete this course to become a medication aide! Learn the medication administration via oral, topical and instillation routes, medical asepsis, hand hygiene, terminology, and legal implications. Upon successful completion, you will be prepared to take the competency exam and demonstrate skills necessary to qualify for listing on the NC Medication Aide Registry.

Human Resource Development

These courses are FREE if you are unemployed or meet specific income criteria.

Employability Lab ✓

Do you need to develop or revise your resume and improve your communication skills to be effective in presenting yourself to employers? You may enter these classes at any time and leave when objectives are met.

Course Code: 125313, \$180, Witte
8/28-12/13, TTH, 9 am-Noon
West Campus, Room 122

Introduction to Clerical Assistant ✓

Learn more about clerical occupations and examine how to be successful in those types of jobs. Learn practical communication skills and get an introduction to Microsoft Word and Excel.

Course Code: 125316, \$125
10/2-11/8, TTH, 1-4:30 pm
Goodwill-University, Room 302

Human Resource Management

These courses are approved by the Society of Human Resources Management (SHRM) as continuing education and count towards SHRM Recertification.

Compensation & Benefits ❖

Get an introduction to the current tools and techniques for the design, implementation and administration of legal wage, salary, and benefits programs. Learn techniques for analyzing and evaluating programs and about various types of benefits and compensation packages.

Course Code: 125609, \$199, Brown
10/23-11/1, TTH, 6-9 pm
Innovation Quarter, Room 2440

Employee Relations ❖

Learn how to manage the relationships between employers and employees. Learn about the six cores of employee relations and the importance of this concept in the workplace, as well as labor relations and ethical practices.

Course Code: 125610, \$99, Hill
11/5-11/7, MW, 6-9 pm
Grady Swisher Center, Room 147

Employment Law ❖

Learn about current federal and state employment laws and discuss strategies for complying with those laws. Topics covered include Equal Employment Opportunity laws and federal and North Carolina employment laws.

Course Code: 125613, \$249, Hill
12/3-12/7, M, 6-9 pm
Grady Swisher Center, Room 147

Essentials of HR Management ❖

Are you an entry-level HR professional interested in exploring the field as a career? Take this course and build a solid foundation in the many areas of study HR has to offer.

Course Code: 125604, \$549
9/10-10/8, M, 6-9 pm
Innovation Quarter, Room 2447

Job Analysis & Evaluation ❖

Understand the basic framework that determines compensation for employees. Through a systematic approach to the job analysis process, learn how to develop and write job descriptions and how to conduct job evaluations. Gain a basic understanding of the importance in developing an affordable and competitive pay structure that is in compliance with the Americans with Disabilities Act (ADA) and the Fair Labor Standards Act (FLSA).

Course Code: 125612, \$89, Hill
11/14-11/19, M, 6-9 pm
Grady Swisher Center, Room 147

Managing Diversity ❖

Develop a new set of skills to successfully manage a diverse workforce. Discuss the changing demographics and diversity in the workforce and the tools you'll need to help foster an organizational culture that values diversity and ensures that HRM systems are bias-free.

Course Code: 125607, \$149, Hill
9/5-9/19, W, 6-9 pm
Grady Swisher Center, Room 147

Risk Management❖

Explore the various vulnerabilities that organizations face. Focus on the many key areas of risk management including the historic view of HR/ risk management versus today's view, workplace safety and worker's compensation, and emergency preparedness. Identify essential preparations that all companies face and learn strategies for how to implement them.

Course Code: 125611, \$149, Brown
11/6-11/13, TTH, 6-9 pm
Innovation Quarter, Room 2446

Recruitment Selection & Personnel Planning❖

Talent acquisition is one of the most important contributions that human resources professionals make to their organizations. Become an effective hiring manager by learning about recruitment, candidate selection, interviewing, human resource planning, and how to transition a new hire candidate to a team member.

Course Code: 125608, \$149, Brown
10/2-10/11, TTH, 6-9 pm
Innovation Quarter, Room 2440

SHRM Exam Prep❖

Prepare for the new SHRM Certified Professional (SHRM-CP™) exam or SHRM Senior Certified Professional (SHRM-SCP™) exam that establishes you as a recognized expert in the HR field.

Course Code: 125603, \$995
9/11-12/11, T, 6-9 pm
Innovation Quarter, Room 2447

Interpreting in Health & Human Services

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

Learn about the principles and standards for professional interpretation as established by the National Council on Interpreting in Healthcare.

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

Course Code: 125235, \$75
8/20-9/17, MW, 6-9 pm
West Campus, Room 16, 🚗

Course Code: 125247, \$75, Knapp
8/21-9/16, ONLINE

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

Improve your written proficiency in Spanish and English in order to function at the highest possible level as a professional interpreter and translator.

Note: This course is mandatory for all students enrolled in the Interpreting in Health & Human Services program.

Course Code: 125237, \$130, Alonso
9/24-10/31, MW, 6-9 pm
West Campus, Room 1, 🚗

Course Code: 125252, \$130, Knapp
9/25-11/4, ONLINE

Spanish/English Medical Terminology✓📖(Also offered online)

Get an introduction to the principles of medical terminology for interpreters and translators in the medical field. All medical terms are taught in English and Spanish.

Course Code: 125363, \$185, Humes
9/4-12/13, TTH, 6-9 pm
West Campus, Room 16, 🚗

Course Code: 125385, \$185, Burrell
9/4-12/9, ONLINE

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

Improve your consecutive and simultaneous interpreting skills! This class emphasizes listening and oral skills in both the Spanish and English languages.

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

Course Code: 125359, \$130, Ayivon
8/27-10/24, MW, 6-9 pm
West Campus, Room 122, 🚗

Course Code: 125386, \$130, Burrell
8/28-10/28, ONLINE

Case Studies Translator Lab✓📖 (Also offered online)

Learn to translate medical case studies from English to Spanish and Spanish to English.

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

Course Code: 125358, \$130, Ayivon
11/5-12/19, MW, 6-9 pm
West Campus, Room 122, 🚗

Course Code: 125256, \$130, Knapp
11/6-12/6, ONLINE

New Professionals

6 Things Your Boss Wants You to Know❖NEW!

Start your career off right by forging a successful relationship with your supervisor. Managing up will make your work life run smoother and create a positive impression.

Course Code: 125524, \$199, Swain
10/22, M, 6-9 pm
Innovation Quarter, Room 2446

Emotional Intelligence: Your Key to Success❖NEW!

Develop your EQ to create positive relationships at work, improved resilience, and a more optimistic outlook. Learn how to use assertive communication to express your needs and feelings appropriately in the workplace.

Course Code: 125527, \$299, Swain
10/29, M, 6-9 pm
Innovation Quarter, Room 2446

Productivity for New Professionals❖NEW!

Overwhelmed at work? Productivity is about doing the right task at the right time. Develop positive habits to gain focus, prioritize tasks effectively, improve organization, manage time efficiently, work successfully with colleagues and create a better work-life balance.

Course Code: 125529, \$199, Swain
11/5, M, 6-9 pm

Personal Enrichment Arts, Crafts and Hobbies

A supply list for these courses is provided online or upon registration.

Calligraphy❖

Write in style! Learn the art of beautiful writing.

Course Code: 125290, \$65, Paige
9/17-11/5, M, 6-8 pm
South Fork Recreation Center

Crocheting❖

Create treasured gifts for your family and friends! Learn the basic stitches in crocheting, beginning with a simple project.

24-Hour Course

Course Code: 125294, \$65, Jester
9/5-10/24, W, 1-4 pm
South Fork Recreation Center

21-Hour Course

Course Code: 125211, \$60, Jester
10/31-12/19, W, 1-4 pm
South Fork Recreation Center

Drawing in Color❖

Explore colored-pencil techniques in drawing and discuss color, light and composition. Prior drawing experience is helpful, but not required.

24-Hour Course

Course Code: 125297, \$65, Stewart
8/23-10/11, TH, 9 am-Noon
Miller Park Recreation Center

18-Hour Course

Course Code: 125212, \$55, Stewart
10/25-12/6, TH, 9 am-Noon
Miller Park Recreation Center

Drawing: Basic Techniques❖

Before you begin your masterpiece in acrylic, oil or watercolor, learn the fundamentals of drawing.

Course Code: 125213, \$55, Conaway
9/4-9/25, T, 9:30 am-12:30 pm
West Campus, Room 15

Drawing: Intermediate❖

Improve your basic drawing skills by learning to use shading and texture to make a flower or figure appear three-dimensional. Understand what makes a good composition and how to edit your reference photos to get it.

Course Code: 125302, \$55, Conaway
10/2-10/30, T, 9:30 am-12:30 pm
West Campus, Room 15

Drawing: Portraits❖

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

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

Course Code: 125216, \$65, Conaway
11/6-12/11, T, 9:30 am-12:30 pm
West Campus, Room 15, 🚗

Flower Arranging❖

Learn to make stunning floral designs using fresh flowers from the professionals.

Note: Cost includes fresh flowers
Course Code: 125218, \$105, Gordon
9/18-10/23, 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, and create landscapes, seascapes, and still life.

Course Code: 125221, \$65, Conaway
8/23-10/11, TH, 9:30 am-12:30 pm
West Campus, Room 15, 🚗

Course Code: 125314, \$65, Conaway
10/18-12/13, TH, 9:30 am-12:30 pm
West Campus, Room 15, 🚗

Painting: Oil – All Levels❖

Explore the fundamentals of painting with oils. Advanced students welcome.

Course Code: 125222, \$65, Stewart
9/5-10/24, 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 hands-on experience.

Course Code: 125315, \$65, Conaway
8/24-10/12, F, 9:30 am-12:30 pm
West Campus, Room 15, 🚗

Course Code: 125223, \$65, Conaway
10/19-12/14, F, 9:30 am-12:30 pm
West Campus, Room 15, 🚗

Painting: Watermedia❖

Experiment with water-based media through an introduction to watercolor & acrylics, blending colors, what makes a good paintbrush, and much more!

Course Code: 125317, \$65, Bess
9/5-10/24, W, 1-4 pm
South Fork Recreation Center

Photography: Intro 1❖

Whether you use a point and shoot camera or a top of the line DSLR camera, learn how and when to use the settings on your camera in order to capture that magical moment forever.

Note: Prior computer experience required.

Course Code: 122002, \$35, Smith
8/18, S, 9 am-Noon
West Campus, Room 122

Course Code: 122003, \$35, Smith
8/25, S, 9 am-Noon
West Campus, Room 122

Course Code: 125226, \$35, Smith
10/6, S, 9 am-Noon
West Campus, Room 122

Course Code: 125323, \$35, Smith
10/13, S, 9 am-Noon
West Campus, Room 122

Photography: Intro 2❖

Learn how to start a digital file archive folder system, transfer digital files from your camera to your computer, and how to burn a photo CD. Using Photoshop CS6 Extended, learn basic digital manipulation, along with how to size, crop, and color adjust your digital images.

Prerequisite: Photography: Intro 1
Course Code: 122004, \$35, Smith
9/8, S, 1-4 pm
West Campus, Room 122

Course Code: 125227, \$35, Smith
10/20, S, 9 am-Noon
West Campus, Room 122

Photography: DSLR I❖ 📷

Want to get more out of your digital camera? Are you curious about how to use Photoshop to make good photos great? Whether you're a novice or advanced shooter, this class is for you!

Prerequisite: Photography: Intro 1 & 2
Course Code: 125225, \$95, Smith
9/10-10/29, M, 6-9 pm
Transportation Center, Room 146 🚗

Photography: DSLR II ❖ ⚡

Enjoy photo shooting and digital manipulation!

Note: The first class meeting on 9/8 will take place in West Campus room 16. Manipulation instruction meets in Transportation Center room 146 on Wednesdays and photo shoots meet at various local locations on Saturdays.

Prerequisite: Photography: DSLR I
Course Code: 125318, \$95, Smith
9/8-10/3, W 6-9 pm and S 9 am-Noon

Picture Framing & Matting ❖

Take a treasured photo or piece of art and turn it into a showpiece by matting and framing it yourself. Learn each step in the process of matting and framing. Beginners and continuing participants are welcome!

Course Code: 125326, \$85, Golden
9/10-10/29, M, 6-9 pm
West Campus, Room 34 🚗

Silversmithing ❖

Design a ring, solder, construct a bezel, and set a stone in our silversmithing class. All skill levels are welcome!

24-Hour Course

Course Code: 125330, \$95, Rubin
8/29-10/17, W, 6-9 pm
West Campus, Room 34, 🚗

18-Hour Course

Course Code: 125230, \$75, Rubin
10/31-12/12, W, 6-9 pm
West Campus, Room 34, 🚗

Stained Glass - All Levels ❖

Explore the qualities of stained glass methods. Learn the fabrication processes of cutting glass, foiling, leading, and soldering.

Course Code: 125232, \$85
Pettinati Longinotti
9/6-10/25, TH, 6-9 pm
West Campus, Room 34, 🚗

Woodworking ❖

Familiarize yourself with woodworking hand tools and power tools used in a carpentry lab in our beginning woodworking course.

Course Code: 125233, \$85, Danner
8/21-10/16, T, 6-9 pm
Robert L Strickland Ctr, Room 1297 🚗

Course Code: 125338, \$85, Danner
10/30-12/18, T, 6-9 pm
Robert L Strickland Ctr, Room 1297 🚗

Baking

Cake Decorating: Beginning ❖

Wow your friends and family at your next party with a beautiful cake! Develop your creativity and ability in the basics of cake decorating.

Course Code: 125286, \$55, Crotts
9/4-9/25, T, 6-9 pm
West Campus, Room 15

Cake Decorating: Cupcakes ❖

Make your parties extra special with creative cupcakes and cake pops made from rolled candies, molded fondant, and buttercream icing.

Course Code: 125210, \$45, Crotts
10/23-11/13, T, 6-8 pm
West Campus, Room 15

Financial

All of these courses meet at the Robert L Strickland Center on Main Campus. Students must receive a temporary parking pass from Campus Police prior to attending these classes.

Estate Planning ❖

Prepare for the unexpected and learn how to protect your family through estate planning. Discuss wills, durable power of attorney, healthcare POA, transfer and payable-on-death accounts, living wills & trusts, gifting and other topics. It is never too late to plan for your financial security.

Course Code: 125304, \$55, Wittenberg
11/13-12/4, T, 6:30-9 pm
Robert L Strickland Ctr, Room 4450

Financial Strategies for Successful Retirement ❖

Get valuable information on retirement plans and IRAs. Learn about risk management, inflation protection and different investment vehicles to increase your purchasing power.

Course Code: 125217, \$75, Wittenberg
9/4-9/25, T, 6:30-9 pm
Robert L Strickland Ctr, Room 4450

Course Code: 125306, \$75, Wittenberg
10/16-11/6, T, 6:30-9 pm
Robert L Strickland Ctr, Room 4450

Investments: Stock Market ❖

Receive \$10,000 of imaginary Fun Bucks to buy and sell in a non-competitive, virtual reality stock marking using The Stock Market Game! Learn about stock splits, dividends, P/E ratios, trading volume, portfolio-building issues, and more in this non-lecture format class.

Prerequisite: Prior computer experience

Course Code: 125311, \$55, Wittenberg
9/10-10/1, M, 6:30-9 pm
Robert L Strickland Ctr, Room 4455

Savvy Medicare Planning ❖

What are the four parts of Medicare? How do you enroll? When is the best time to enroll? What does Medicare cover, what does it not cover? What is a typical Medicare budget today? What can cause your healthcare budget to change? Don't wait until retirement to get the answers to these very important questions!

Course Code: 125228, \$45, Wittenberg
11/19-11/26, M, 6:30-9 pm
Robert L Strickland Ctr, Room 4450

Course Code: 125329, \$45, Wittenberg
12/5-12/12, W, 6:30-9 pm
Robert L Strickland Ctr, Room 4450

Social Security Benefits: Remove the Guesswork ❖

Explore various factors that can influence the amount of Social Security benefits you'll receive. Using a wise claiming strategy may enhance lifetime your Social Security benefits.

Course Code: 125231, \$45, Wittenberg
10/15-10/22, M, 6:30-9 pm
Robert L Strickland Ctr, Room 4450

Course Code: 125333, \$45, Wittenberg
12/3-12/10, M, 6:30-9 pm
Robert L Strickland Ctr, Room 4450

Special Interest

Sign Language Beginning ❖

Have you ever wanted to learn American Sign Language? Beginner ASL focuses on finger spelling and building basic vocabulary and conversation signs. Become familiar with ASL and gain an understanding of the deaf world through engaging activities.

Course Code: 125234, \$70, White
9/11-11/6, T, 6-8 pm
Robert L Strickland Ctr, Room 4456 🚗

Wildlife Rehabilitation❖

Want to learn the proper ways to care for wildlife? Receive instruction on the dangers encountered with wildlife. Learn proper handling techniques, intake procedures, basic medical lifesaving techniques, and proper feeding of various native wildlife species to gain an understanding of the nature of each animal.

Course Code: 125335, \$55

8/28-11/13, T, 6-9 pm

Robert L Strickland Ctr, Room 4451 🚗

Professional and Career Development Business

Administrative Assistant Training✓📄

Interested in becoming an administrative assistant, secretary, or executive support staff member? Want to upgrade or enhance skills for new roles and expanded responsibilities in your career as an administrative professional? Then this is the course for you!

Note: A DiSC profile is required for the first class; visit the West Campus bookstore for purchase.

Course Code: 125331, \$130

8/20-12/10, MT, 6-9 pm

Robert L Strickland Ctr, Room 4446 🚗

Customer Relations Management in a Call Center Environment✓ CareersNOW

Learn the art of serving customers in a call center environment. Cultivate repeat business, market products, and cross-sell using the communication techniques you'll learn. Gain the skill-set necessary to be a productive customer service agent within the wide variety of fields in today's job market.

Note: For more information, call 336.757.3801.

Course Code: 124552, \$185

8/27-10/8, MTWF, 8:30 am-12:30 pm

Goodwill-University

Effective Teacher Training✓ (Online Only)

Interested in becoming a substitute teacher in a private or public school setting? Get your start here! The NC Effective Teacher Training Program (ETT) provides instruction in skills associated with effectiveness in the classrooms of North Carolina. Upon satisfactory completion of the course, you will receive a certificate and 2.4 Continuing Education Units (CEUs).

Course Code: 125381, \$75, Davis

9/4-9/30, ONLINE

Veterinary Assistant Training: Beginning✓📄 CareersNOW

Learn the basics for working in a veterinary office with information about small animal anatomy and physiology, reproduction, nutrition, restraint and handling, preventive health and wellness, first aid, diagnostics, and surgical room procedures. Discuss basic business operations and regulations for veterinary hospitals.

Note: No hands-on opportunities with animals will be included in this course.

Course Code: 125340, \$130

8/21-12/11, T, 6:30-9 pm

Goodwill-University

Food and Beverage

Bartending with Flair❖NEW!

Build on your knowledge from Bartending 101. Learn the art of flair, bartending etiquette, and bartending management.

Course Code: 125298, \$80

8/18-10/6, S, 9 am-1 pm

West Campus, Room 15

Culinary Arts Certificate✓ CareersNOW

Learn with hands-on instruction and get your certification in ServSafe sanitation. Gain basic culinary skills, knife skills, basic baking skills, and knowledge of kitchen safety, mass food production and "cook chill" technology. **Note:** An additional fee of \$200, payable to the Second Harvest Food Bank, to cover drug screening, criminal background check and ServSafe certification is due in full by the first day of class. Class meets at Second Harvest Food Bank.

Prerequisite: Must be 18 or older.

Course Code: 124886, \$185

8/23-11/20, MTWTF, 8:30 am-3 pm

Second Harvest Food Bank

Course Code: 124888, \$185

9/24-12/21, MTWTF, 8:30 am-3 pm

Second Harvest Food Bank

Course Code: 125300, \$185

10/29-2/6, MTWTF, 8:30 am-3 pm

Second Harvest Food Bank

Course Code: 125303, \$185

11/26-3/1, MTWTF, 8:30 am-3 pm

Second Harvest Food Bank

Medical-Clerical

Certified Electronic Health Record (EHR) Specialist✓📄 CareersNOW

Train for high demand administrative positions in the medical community! Learn data management skills, including entry and transmission of patient data, restoration of electronic records, billing and coding, medical reporting, patient charting, and HIPPA privacy regulations. Course completion is required to sit for the national certification exam administered by National Healthcareer Association. **Note:** National certification costs an additional \$117. Career Readiness Certificate is required before the end of class and costs \$30.

Prerequisite: High school diploma or equivalent, reading/language placement tests, memo from West Campus Room 34

Course Code: 125310, \$185, Cole

9/10-12/3, MWT, 6-9:30 pm

West Campus, Room 18, 🚗

Medical Office I: Introduction to Terminology & Coding✓📄 CareersNOW

Prepare for an entry-level job in a doctor's office or clinic when you complete this introductory course and Medical Office II.

Course Code: 125322, \$185

9/11-12/11, TTH, 6-9 pm

Goodwill-University

Medical Office II: Billing and Electronic Medical Records✓📄 CareersNOW

Complete your medical office training by learning to use electronic medical records for patient record keeping, appointment scheduling, billing for services, posting of payments, and generating accounting reports.

Prerequisite: Medical Office I

Course Code: 125301, \$185, Denerson

8/13-10/3, MW, 6-9 pm

West Campus, Room 27 🚗

Medical Unit Secretary✓📄 CareersNOW

Get the skills needed to work as a medical unit secretary in a hospital or skilled nursing center. Learn about medical terminology, hospital record keeping and hospital procedures.

Prerequisite: High school diploma or equivalent; criminal background check/drug screen and immunizations required for clinical placement

Course Code: 125319, \$203, Elswick

9/10-12/13, MTW, 7-10 pm

Bob Greene Hall, Room W304 🚗

Pharmacy Assistant CareersNOW

Want to work in a retail pharmacy? Use this course to start your path at Forsyth Tech toward becoming a Certified Pharmacy Technician!

Prerequisite: High school diploma or equivalent

Course Code: 125327, \$130, Vance
9/25-11/15, TTH, 6-9 pm
Goodwill-University, Room 306

Notary Public

Visit <https://www.forsythtech.edu/courses-programs/job-skills/professional-trade-skills/notary-training/> for the full list of classes.

eNotary

Want to become an NC electronic notary? Prepare to perform the duties and responsibilities required to be a certified NC electronic notary.

Note: Visit our website for additional information and requirements for enrollment.

Course Code: 124524, \$55, Young
8/24, F, 9 am-Noon
Transportation Center, Room 142

Notary Public Education

Become a commissioned notary public by completing our Notary Public Education course.

Note: Visit our website for additional information and requirements for enrollment.

Course Code: 124523, \$79, Gordon
8/21-8/23, TTH, 1-4:30 pm
Innovation Quarter, Room 2447


Course Code: 124553, \$79, Young
8/28-8/30, TTH, 1-4:30 pm
Transportation Center, Room 142

Process Improvement

Six Sigma Green Belt

Equip yourself 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. Receive certification upon successful completion of a comprehensive exam and completion of a Green Belt project.

Note: Materials included

Course Code: 125494, \$1775, Self
10/11-12/13, TTH, 6-9:45 pm
Grady Swisher Center, Room 203 

Professional Coding Certification

Courses are offered online only.

These courses are part of a series and prepare you to take the Certified Professional Coder (CPC®) exam. Visit www.aapc.com to learn more about this certification.

Medical Terminology

Learn prefixes, suffixes, root words and terms that relate to anatomy, physiology and review of body systems. Be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

Course Code: 125383, \$185, Fithian
9/4-11/18, ONLINE

Medical Coding – CPT

Learn the proper way to review medical charts and physician documentation to assign appropriate CPT procedural codes.

Prerequisite: Medical Terminology

Course Code: 125387, \$185, Staples
9/4-11/18, ONLINE

Medical Coding ICD-10

Learn medical coding rules and regulations, coding errors to avoid, and gain the ability to review and assign accurate ICD-10 diagnostic codes across a wide range of clinical cases.

Prerequisite: Medical Terminology

Course Code: 125251, \$185, Staples
9/4-11/18, ONLINE

AAPC Exam Review

Prepare for the National CPC® certification exam administered by the American Academy of Professional Coders (www.aapc.com)! This is the final course in the online series for students seeking to take the Certified Professional Coder (CPC®) credentialing exam.

Course Code: 125248, \$130
10/16-12/16, ONLINE

Project Management

Project Management

Focus on the pragmatic approach to project management. Discover the practices of project management and the likely outcomes if they are not used. Gain the hard skills of project management as well as the essential soft skills.

Note: Bring a project to use throughout the course.

Course Code: 125488, \$399, McIsaac
10/10-10/24, W, 8:30 am-5 pm
Innovation Quarter, Room 2447

Safe Driving

All of these courses meet at Forsyth Tech's West Campus. Visit courseschedule.forsythtech.edu and search course title for the full list of offerings.

Alive at 25

Alive at 25 specifically targets the needs of inexperienced drivers ages 16-24. Course curriculum has been developed by the National Safety Council (NSC).

Note: Drivers ages 16-17 need to complete a Minor Release Form before registering.

Course Cost is \$69.

Defensive Driving: 4-Hour

In this classroom-only course, learn essential defensive driving techniques and skills to avoid collisions and decrease future violations. Course is not recommended for participants with DUIs or passing stopped school bus violations. Course curriculum has been developed by the National Safety Council (NSC).

Note: Drivers ages 16-17 need to complete a Minor Release Form before registering.

Course Cost is \$69.

Defensive Driving: 8-Hour

This 8-hour program is for drivers with serious traffic violations or more than one pending traffic violation. Course curriculum has been developed by the National Safety Council (NSC).

Note: Drivers ages 16-17 need to complete a Minor Release Form before registering.

Course Cost is \$94.

Motorcycle Safety Education: Basic Rider Course (BRC)❖

The updated Basic Rider Course now includes an online eCourse that is a prerequisite for the riding exercises. The eCourse is conducted during the first Thursday night class. The Motorcycle Safety Foundation requires all students to complete the eCourse satisfactorily in order to participate in the riding portion of the class.

Note: Course is physically demanding. Visit our website for additional information and requirements for enrollment.

Course Cost is \$174.

Technical/Trade

Auto Inspection: OBD II✓

Attention vehicle inspectors! Increase your knowledge by taking this course in On-Board-Diagnostics II emissions testing procedures. Become qualified to complete OBD II inspections upon successful completion of the OBD II exam. The exam is administered on the last day of class.

Note: Check with the local DMV at 336.767.8809 to insure that you are eligible to obtain this license. This class meets at the Transportation Center. Visit courseschedule.forsythtech.edu and search "auto" for a full list of offerings.

Course Cost is \$75.

Auto Safety Inspection✓

Prepare yourself to pass the automobile safety qualifications exam. The exam is administered on the last day of class.

Note: Check with the local DMV at 336.767.8809 to insure that you are eligible to obtain this license. This class meets at the Transportation Center. Visit courseschedule.forsythtech.edu and search "auto" for a full list of offerings.

Course cost is \$75.

Blueprint Reading❖

Gain an understanding of how to interpret lines, scales, dimensions, and other standard information on blueprints. Learn to read multi-view drawings and materials used for building a structure.

Course Code: 125436, \$80
9/10-10/8, MW, 6-9 pm

Northwest Forsyth Center, Room 111 🚗

DMV: Dealer Pre-License✓👤

Would you like to be a licensed North Carolina auto dealer? Topics include minimum requirements, dealer license plates, vehicle inspections, tinting, and registration. Important information on frequently used forms, dealer disclosures, and Federal laws is also covered.

Note: Check the NC DMV website at <https://connect.ncdot.gov/business/DMV/pages/car-dealers.aspx> to read the minimum requirements for application LT-415 to insure you are eligible to obtain this license.

Course Code: 125521, \$75, Mauk
8/28-8/29, TW, 8 am-3 pm
West Campus, Room 18

Electrical Workshops for HVAC Controls✓

Get a basic understanding of the electrical components of an HVAC unit. Learn about electrical theory, how to read diagrams, how to use and read meters, and how electrical controls interact with one another.

Course Code: 125442, \$75
10/1-11/15, MTH, 6-8 pm
Northwest Forsyth Center, Room 115 🚗

Electrical Lineman✓👤 CareersNOW

Become an entry-level electrical line worker for private and public utility companies and related employers. 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.

Note: Work boots are required. An average grade of 75 is required to complete the course. Visit our website for the list of upcoming courses.

Electrician's Apprenticeship✓

Begin your path to Journeyman Certification from the NC and Federal Department of Labor. Training is offered in electrical skills including electrical theory, national electrical code, electrical test equipment, commercial and industrial wiring, electrical circuits and blueprints, load calculations, lighting, fire alarm systems, motors, grounding, conductor selection, over-current protection, HVAC and specialty controls and other electrical competencies. This program is run in conjunction with Forsyth Tech and the Forsyth County Electrical Contractors Association and is open to the public.

Note: 70% attendance is required in order to receive a certificate of completion for these courses.

Special Note: You must contact Donald Morton (336.748.1150 or drmmcc@bellsouth.net) with the Forsyth County Electrical Contractors Association for registration information.

Facility Maintenance Technician✓ CareersNOW

Gain technical skills in carpentry, electrical, HVAC, plumbing and OSHA Safety. In partnership with the National Apartment Association, learn customer service and apartment maintenance skills, including major appliance repair and pool operation.

Note: Visit our website for additional information.

Course Code: 125441, \$220
9/17-12/14, MTWTFH, 8:30 am-12:30 pm
Goodwill-University, Room 108

HVAC Service Technician Level I and II✓ CareersNOW

Complete your HVAC service training with this two-level course. Receive CFC certification upon satisfactory completion of this course, which includes Level I and Level II.

Note: Visit our website for additional information.

Course Code: 125440, \$215, Hobson
8/28-11/15, TWTH, 1-5 pm
Goodwill-University, Room 108

HVAC Service Technician Level II✓ CareersNOW

Continue your HVAC service training with information about mechanical cooling, electronic and mechanical controls and refrigeration troubleshooting. Receive CFC certification when you complete both Level I and Level II. You should then be ready for entry-level employment with local HVAC contractors.

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

Prerequisite: HVAC Service Technician I

Course Code: 125421, \$215, Hobson
8/21-11/8, TTH, 6-9 pm
Goodwill-University, Room 108

Welding: Industrial ✓ **CareersNOW**

Learn 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. Upon completion of the course, you will have the knowledge base to sit for various industry-specific certifications.

Note: Safety glasses required. Visit our website for all additional information.

Course Code: 125417, \$265

8/20-12/6, MTWTH, 8:30 am-12:30 pm

Goodwill-University, Room 11

Welding: MIG ✓ **CareersNOW**

Learn the process for Metal Inert Gas/ Metal Flux-Core Welding (MAW/MFC-Wire) with information about 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. Upon successful completion, you should have the skills to pass the 1G/2G & 1F weld test to AWS standards. After taking this course you may retake the course at an advanced level.

Note: Safety glasses required. Visit our website for all additional information.

Course Code: 125425, \$225

8/15-12/12, MW, 6-9 pm

Goodwill-University, Room 11

Welding: Pipe ✓ **CareersNow NEW!**

Get what it takes to enter the fast growing field of pipe welding! This highly specialized skill is one of the most sought after in the industry. Beginning with the basics of structural plate welding using the Shielded Metal ARC Welding process (SMAW), learn foundational techniques and electrode selection, and then advance to pipe fit up and preparation, open root pipe welds, and joint geometry.

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

Course Code: 125438, \$225

8/21-12/13, TTH, 6-9 pm

Goodwill-University, Room 11

Stokes County Center Courses



All of these courses meet at Forsyth Tech's Stokes County Center, Room 119.

Blueprint Reading ❖

Gain an understanding of how to interpret lines, scales, dimensions, and other standard information on blueprints. Learn to read multi-view drawings and materials used for building a structure.

Course Code: 125678, \$80

9/10-10/8, MW, 6-9 pm 🚗

Construction and Carpentry Fundamentals ❖ **NEW!**

Get an introduction to general carpentry safety and tool operation. Learn about simple blueprint reading and the basic construction components of a building.

Course Code: 125460, \$85

11/5-12/5, MW, 5:30-8 pm 🚗

Construction Skills for Women ❖ **NEW!**

Interested in gaining valuable building trade skills? Get hands-on experience safely using essential building tools. Learn how to read blueprints and identify building projects.

Course Code: 125454, \$80

10/16-10/31, TW, 1-4 pm 🚗

Drone Class for the Hobbyist ❖

The demand for drone training has skyrocketed in recent years as drones are increasingly being used for pleasure and for commercial applications such as agriculture, fire and rescue, photography, videography, and much more. Learn about legal issues and the FAA licensing process, as well as what drones are capable of doing.

Course Code: 125433, \$30

9/5-9/12, W, 5:30-7:30 pm

Measuring with Micrometers and Calipers ❖ **NEW!**

Accurate inspection of a machined part takes a specific measurement using common devices, such as micrometers and calipers. The sensitivity of these tools allows you to take very detailed measurements. Learn how to use these tools to determine an object's size to a fine degree.

Course Code: 125450, \$25

10/15-10/22, M, 5:30-7:30 pm

Part 107 sUAS Test Prep: Small Unmanned Aircraft Systems ❖

Ensure you have the legal and safety knowledge needed to fly your drone by preparing to take the Part 107 sUAS test. Through lectures, demonstrations, simulation, and guided self-study at home, gain the tools necessary to feel confident in taking the Part 107 sUAS test.

Course Code: 125439, \$150

9/19-10/8, MW, 5:30-7:30 pm 🚗



Course Locations

Bob Greene Hall & Robert L. Strickland Center Main Campus

2100 Silas Creek Parkway
Winston-Salem
Phone: 336.723.0371

Forsyth Tech @ Innovation Quarter

525 Vine Street, Suite. 240
Winston-Salem
Phone: 336.757.3802

Goodwill-University

2701 University Parkway
Winston-Salem
Phone: 336.724.3625, ext. 1304

Grady P. Swisher Center

1108 Swisher Center Road
Kernersville
Phone: 336.734.7903

International Center

4255 N. Patterson Avenue
Winston-Salem
Phone: 336.734.7984

Mazie S. Woodruff Center

4905 Lansing Drive
Winston-Salem
Phone: 336.734.7950

Miller Park Recreation Center

400 Leisure Ln.
Winston-Salem
Phone: 336.727.2831

Northwest Forsyth Center

3111 Big Oaks Drive
King
Phone: 336.734.7050

Second Harvest Food Bank

3655 Reed St.
Winston-Salem
Phone: 336.784-5770

South Fork Recreation Center

4403 Country Club Rd.
Winston-Salem
Phone: 336.659.4305

Stokes County Center

1165 Dodgetown Road
Walnut Cove
Phone: 336.593.5402

Transportation Technology Center

4255 N. Patterson Avenue
Winston-Salem
Phone: 336.757.3399

West Campus

1300 Bolton Street
Winston-Salem
Phone: 336.734.7023

**THERE ARE 30 MILLION JOBS IN THE UNITED STATES
THAT PAY AN AVERAGE OF \$55,000 PER YEAR AND DON'T
REQUIRE A BACHELOR'S DEGREE!**

Source: Georgetown Center on Education and the Workforce

**Traditional blue-collar jobs have declined, but skilled service jobs are on the rise.
Check out what Forsyth Tech has to offer in this catalog.**

Don't see what you're looking for?

Go to <http://www.forsythtech.edu/courses-programs/job-skills/>

For more information, email ewdinfo@forsythtech.edu or call (336) 734-7023.

Registration Information



What You Need For Registration

For detailed information, please visit <http://www.forsythtech.edu/ewd/how-to-register-for-ewd-classes/>

When you register, you must provide all of the following information:

- Course Code
- Full Name
- Address
- Birthdate
- Social Security Number or Forsyth Tech Student ID
- Phone Number
- Payment
- Proof of GED® or high school diploma if required as a prerequisite for the class

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

Privacy and Your Social Security Number

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

Payment

Payment of tuition and any required fees must be made at the time of registration. Tuition exemptions, if offered, are noted in the course listings.

Ways To Register

Walk-In Registration

Walk-in registration is available at six locations.

- West Campus
1300 Bolton Street
Winston-Salem
Cash, check, money order, Visa/MasterCard
- Forsyth Tech Stokes County Center
1165 Dodgetown Road
Walnut Cove
Cash, check, money order
- Grady P. Swisher Center
1108 Swisher Center Road
Kernersville
Check, money order, Visa/MasterCard

- Mazie S. Woodruff Center
4905 Lansing Drive
Winston-Salem
Check, money order, Visa/MasterCard
- Northwest Forsyth Center
3111 Big Oaks Drive
King
Cash or check
- Transportation Technology Center
4255 North Patterson Avenue
Winston-Salem
Cash or check

Telephone Registration

Call 336.734.7023, option 2

Monday-Thursday, 9 am-4 pm
Friday, 9 am-noon.

Payment by Visa/MasterCard only.

Refund Information

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

If the course has a ✓ symbol, you may get a full refund of your tuition 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 refund of your tuition by officially withdrawing from the class one working day (24 hours) before the first class meeting. No partial refunds will be given.

PLEASE NOTE: To request a refund, complete and Submit a Request for Refund form. Forms are available at the West Campus Customer Service center or online at

<https://www.forsythtech.edu/ewd/continuing-education-refund-form/>.

Please allow 4-6 weeks from the date we received your request or from the date of class cancellation notification for your refund check to arrive.

No other refunds will be given.

Malpractice insurance and other specific fees are non-refundable.

Disabilities Services

If you have a disability and would like to request accommodations, you must register with Disability Services. You will be required to provide current, official documentation of your disability. Information is voluntary and appropriate confidentiality is maintained. If you need assistance for academic services, call the EWD counselor at 336.757.3090 to schedule a referral appointment.

Fees

Tuition and fees are subject to change.

Textbooks

For your convenience there are two options for purchasing textbooks:

- Online:
Email EWDDinfo@forsythtech.edu for instructions.
- In-Person:
West Campus Bookstore. Call 336.734.7754 for days and hours of operation.
(This bookstore will be closed from May 28-August 6. Books can be purchased from the Strickland Center Bookstore on Main Campus during this time.)

Parking Decals

Parking decals cost \$35 and are nonrefundable. All EWD students who park vehicles on any Forsyth Tech campus or center (Main, Northwest Forsyth, Stokes County, Swisher, Transportation, West, or Woodruff) are required to purchase parking decals for all classes that meet five days or more. Parking decals must be purchased in person at the West Campus Customer Service Center or at the Northwest Forsyth, Stokes County, Swisher, Transportation, or Woodruff Centers. Parking decals may be purchased in advance or on the first day of class during normal business hours.

Special Location Note:

The Robert L. Strickland Center (formerly Oak Grove Center) is located on Main Campus.

look inside
to find new skills
& new passions

*Forsyth Tech
has something
for everyone!*

ForsythTech

Community College

2100 Silas Creek Parkway
Winston-Salem, North Carolina 27103

NON-PROFIT
ORGANIZATION
US POSTAGE
PAID
WINSTON-SALEM, NC
PERMIT #128

ECONOMIC & WORKFORCE DEVELOPMENT

2018

AUGUST-DECEMBER 2018
COURSE CATALOG

Information Technology Training Program (ITTP)

It's a digital world. In today's job market if you're not developing your IT skill sets, you're becoming obsolete. To help you survive and thrive in your career, the FT Corporate Training Center has expanded its offerings to support you.

NEW! IT Infrastructure Support

Get qualified for IT Support Specialist positions in 6 months, through our CompTIA certification series. Live training for – CompTIA A+, CompTIA Network +, CompTIA Security +

NEW! Data Analysis Using Excel

- Data Analysis with Excel Pivot Tables
Learn the ins and outs of pivot tables to summarize, analyze, explore and present your data.
- Data Analysis with Excel Dashboards
Track key data points and monitor performance measures at a glance.

PLUS

Excel 2013 – Introduction, Intermediate, and Advanced, Excel 2016 – Introduction and Intermediate, PC Basics and Beyond, PC Basics and Beyond 2, AutoCAD Fundamentals, Revit Fundamentals, Google Applications

Check out the full listing of IT courses at <https://www.forsythtech.edu/courses-programs/for-businesses/public-courses/information-technology-training-program/>

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