

Course Catalog

January – May 2015

ForsythTech

Education For Life

“The nurses who taught us were awesome. They really gave us all the skills we needed.”

Lisa Farris, Certified Nursing Assistant
See Her Profile On Page 1

Hundreds of Course Offerings

- ~Job Training
- ~Professional Growth
- ~Personal Enrichment
- ~Basic Skills

Many other job-training and career-based programs available!

Look Inside!

Learn to save lives!



Advanced Cardiac Life Support and/or Pediatric Advanced Life Support Certification gives you skills sought after by employers and hospitals. Re-certification courses also offered.

See page 25 for details.



Get hooked on freshwater fishing!

Get started on a lifelong pastime! Our Basic Freshwater Fishing course will give you hands-on experience in every aspect of the sport.

See page 23 for details.



Learn flower arranging and let your creativity bloom!

We offer courses in arranging both fresh and silk flowers. Classes are located at the South Fork Recreation Center.

See page 14 for details.



— Save money — cater your own party!

Our Introduction to Catering course will teach you everything you need to know to cater your next event.

See page 18 for details.

New for 2015!

Welcome to Your New Beginning

On The Pathway To Success

A Certified Success

Lisa Farris, Certified Nursing Assistant

Lisa Farris thought her life was set, and then it took an unexpected turn. "I had the American dream," she says. "Married 17 years, three kids, a home...but I learned the hard way; just because you have a marriage does not mean it will last forever."

In 2005, Lisa found herself divorced and needing to find a job. She worked part-time jobs and lived with relatives to get by. Due to the level of education most employers require, she knew she would need some kind of training to have a real future.

She spoke to advisors at Goodwill in Winston-Salem. "I told them I liked helping people," she says, and they suggested Forsyth Tech's Personal Care Assistant (PCA) and Certified Nursing Assistant (CNA) courses.

She began taking the classes and surprised herself with how successful she was. "There were things I did not think I would be able to do when I took the class, but then when I took my test I did fine." She credits the instructors she had from Forsyth Tech. "The nurses who taught us were awesome," she says. "They really gave us all the skills we needed."

In addition to her academic courses, Lisa also took Human Resource Development courses to improve her employability and job search skills. After passing all of her classes, she was able to get a fulltime position as a CNA at Oak Forest Health and Rehabilitation. "I love it," she says.

She's also thinking about her next step. "I don't know if I want to be a nurse or go into something like physical therapy or radiology." But she does know she wants to go farther and achieve more. "I now have goals I want to reach in life because I know there is no limit to what I can do if I just set my mind to it," she says. "I tell everyone about Forsyth Tech and Goodwill and how they helped me to accomplish all I have."

Let Forsyth Tech help you achieve your goals. Look through this catalog and find the course that could start you on a path to a new life, just like Lisa Farris!



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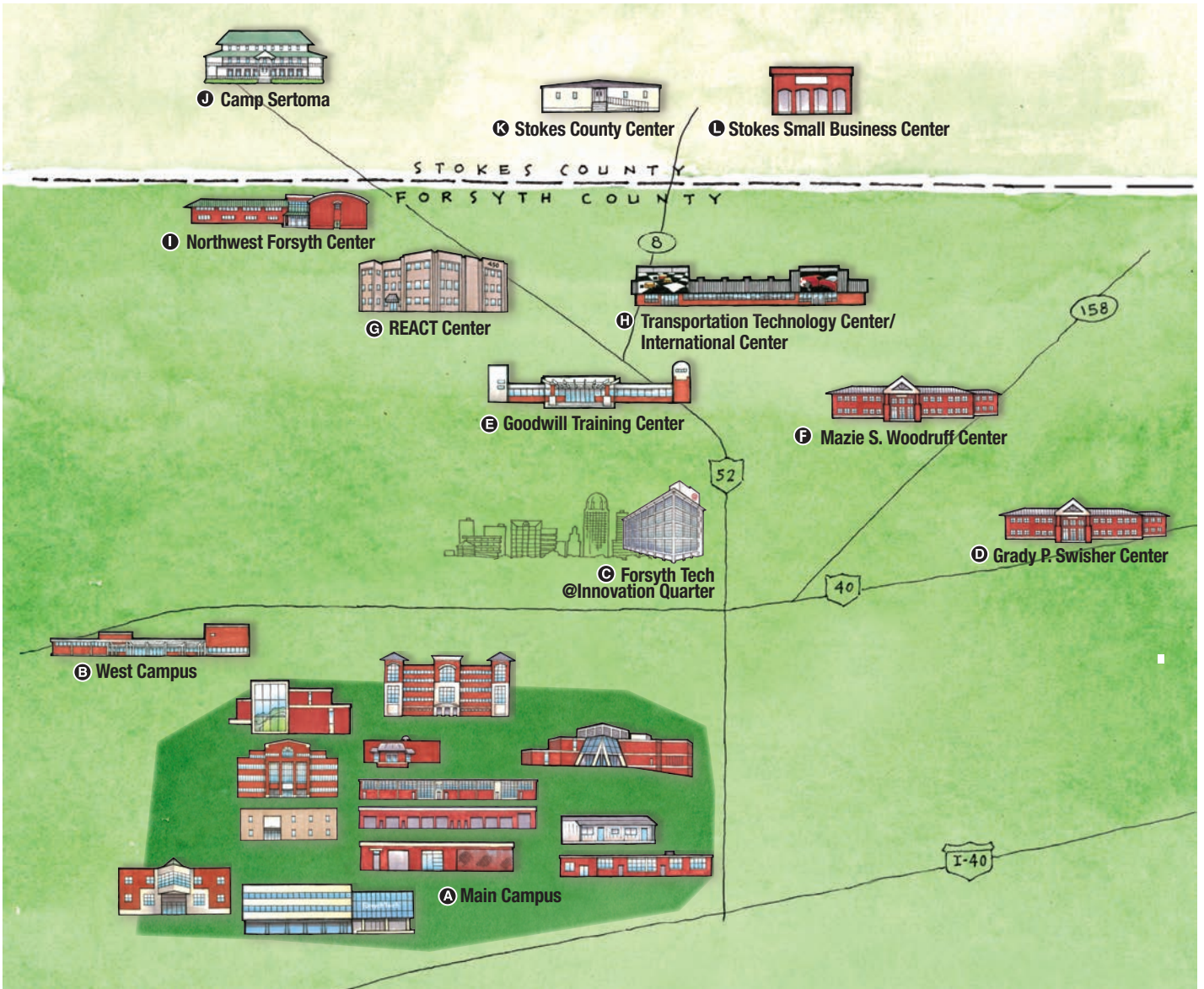
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Forsyth Technical Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, diplomas and certificates. Contact the Commission on Colleges at 1966 Southern Lane, Decatur,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

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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

H. International Center

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

I. Northwest Forsyth Center

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

J. Camp Sertoma

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

K. Forsyth Tech Stokes County Center

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

L. Stokes Small Business Center (SBC)

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

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)



Megan Peters, Pastry Chef/Co-Owner
Black Mountain Chocolate,
Winston-Salem, NC

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.





Career Improvement Center

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



1 Improve Your Basic Education Skills

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

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

> **High School Equivalency (HSE)** is a program that prepares you to take the GED®. In the HSE program, you will prepare for the following subjects: Language Arts, Math, Science and Social Studies. For more information, call 336.734.7761.

How to Enroll in the ABE, AHS or HSE Program

ABE/HSE classes are offered throughout the community. AHS classes are only offered online.

All new and returning ABE, AHS or HSE students must complete an orientation session.

All students must bring:

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

Adult High School (AHS) students must provide official transcripts in a sealed envelope.

Minors (ages 16 & 17) must have a Minor Release Form and Disciplinary Disclosure Form, which you may find on our website at www.forsythtech.edu/files/cce/minor-form.pdf

New Student Orientation

For Orientation dates and times, please visit our website at www.forsythtech.edu/cce or if you live in:

- Forsyth County, please call 336.734.7761.
- Stokes County, please call 336.593.5402, ext. 1104.

Returning Student Orientation

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

Requirements:

- Attended Forsyth Tech ABE, AHS or HSE orientation between 2010 and this year.
- Six months or more have passed since your last registration.

Returning Student Orientation –Days, Times and Location

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

For More Information, call 336.734.7761

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

Classes begin Monday, January 19, 2015

All new students are required to attend an orientation session.

- West Campus (1300 Bolton Street). Look for signs to direct you to the appropriate room.
- January 8, 15, and 22
- 9 am, 3:30 pm and 6 pm
- Please bring picture ID- (Por favor traiga identificación)
- No appointment necessary- (No se necesita hacer cita)
- No children- (No se permiten niños)
- Must be 18 years and older (Debe tener 18 años o más)
- For more information, call 336.734.7984

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



2 Improve Your Employment Search Skills

An important part of finding a job is in knowing how to find a job. Forsyth Tech offers classes (known as Human Resource Development) to help you jump start your job search or shift it into high gear.

> Job Search Methods, Resume Writing, Interview Skills and many more.

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).

Choose the location most convenient for you:

Employability Lab

- > West Campus, Room 27
January 13-May 7, TTH, 9 am –Noon
- > React Center, Computer Lab
January 12-May 6, MW, 9 am –Noon

For more information, please visit www.forsythtech.edu/cce/continuing-education/employment-skills/ or call 336.761.1002



3 Prove You Have The Skills Employers Need

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

Career Improvement Center



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

> **Keytrain™** is an open entry lab for individuals who want to prepare for the Career Readiness Certification Assessments. Individuals can take practice lessons before taking the WorkKeys® assessments. KeyTrain™ is a comprehensive, yet easy-to-use system for improving the basic skills measured by the WorkKeys® Assessment System. Using KeyTrain™, one can assess their potential WorkKeys® score, review topics in each WorkKeys® skill area and practice problems similar to those on an actual WorkKeys® assessment. For more information, call 336.734.7748.

4 Get Vocational or Professional Training

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

Training is available in these areas:

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

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

> **An Associate in Science or Arts (AS or AA)** degree will prepare you to transfer to a four-year school to complete a Bachelor's degree. The AS or AA degree generally takes two years to complete.

> **Specialized Associate in Applied Science (AAS)** degrees are available in growing fields such as Biotechnology, Nursing, Global Logistics, Early Childhood Education and many more. An AAS degree generally takes two years to complete.

> **A Diploma or a Certificate** can prepare you to enter such fields as Plumbing, Carpentry, Medical Transcription, Machining Technology and many others. A Diploma or Certificate generally requires one to four semesters to complete.

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

5 Get Good Advice and Counseling

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

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

- > HRD Employment Skills Classes (Human Resource Development)
- > Keytrain™ Lab (Except Urban League)
- > The Career Readiness Certificate (CRC)

The JobLink Centers also offer:

- > Career counseling, assessments and planning
- > Local labor market information
- > Internet access and personalized email accounts to assist in your job search
- > Resumé and job application assistance

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

- > Forsyth Tech Educational Career/JobLink Center
1300 Bolton Street
Winston-Salem, NC
336.734.7748
- > REACT Center
450 Hanes Mill Road, Suite 201
Winston-Salem, NC
336.761.1700
Website: www.ncesc.com
- > Goodwill Industries (SATELLITE SITE)
2701 University Parkway
Winston-Salem, NC
336.724.3625
Email: gwinfo@goodwillnwc.org
- > Goodwill Industries of NW NC (ROC)
2760 Peters Creek Pkwy, Suite 8
Winston-Salem, NC
336.201.0800
- > King Public Library
101 Pilot View Drive
King, NC
336.983.3868
- > Stokes County Small Business/JobLink Center
904 North Main Street
Walnut Cove, NC
336.591.5807
- > Urban League
201 West 5th Street
Winston-Salem, NC
336.725.5614



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

Telephone Registration

To register by phone, call 336.761.1002
Monday - Thursday, 9 am-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.

Registration Information



Important Registration Information

Course Repetition Policy

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

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

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

Refund Policy

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

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

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

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

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

Disabilities Services

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

Fees

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

> **Textbooks** For your convenience, 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, Stokes, Swisher, Transportation Technology or Woodruff Centers. Parking decals may be purchased in advance or on the first day/night of class.



Courses in Forsyth County

Computer Technology

Computer Fundamentals ✓

Become a confident, self-sufficient PC user. This course is designed for the computer novice with little to no basic computer experience. This course uses Microsoft Windows 7 to demonstrate how to operate and use a computer. Topics include: hardware, software, operating systems, internet, email, file management, security, computer terminology and an introduction to the Microsoft Office 2010 Suite.

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

Course Code: 90458 Cost: \$75
Date: Jan 13-Feb 10, TTH, 9 am-Noon
Location: West Campus, Room 1

Course Code: 90484 Cost: \$75
Date: Feb 23-Mar 18, MW, 9 am-Noon
Location: West Campus, Room 1

Computer Beyond The Fundamentals ✓

This course reaches beyond the computer fundamentals of using a mouse and learning the desktop. Students will review and enhance material covered in Computer Fundamentals as well as, troubleshooting techniques, practical PC maintenance, and various other computer-related topics.

Prerequisite: Computer Fundamentals, Microsoft Windows course, or understanding/use.

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

Course Code: 90556 Cost: \$75
Date: Apr 6-29, MW, 9 am-Noon
Location: West Campus, Room 1

Excel 2010 Introduction ✓

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

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

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

Course Code: 90508 Cost: \$75
Date: Mar 5-Apr 23, TH, 6-9 pm
Location: Goodwill, Room 302

Course Code: 90566 Cost: \$75
Date: Apr 7-May 26, T, 1-4 pm
Location: West Campus, Room 122

Excel 2010 Pivot Tables ✦ NEW!

This course will focus on creating basic pivot tables manually and using the recommended Pivot Table button. Use of the auto-filter and slicers to modify/filter tables will be demonstrated, and students will also learn how to create a Pivot Chart from a Pivot Table.

Prerequisite: A sound working knowledge of Microsoft Excel is required.

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

Course Code: 90504 Cost: \$68
Date: Feb 18-25, W, 1-4 pm
Location: West Campus, Room 1

Course Code: 90514 Cost: \$68
Date: Mar 14-21, S, 11 am-2 pm
Location: West Campus, Room 1

Excel 2013 Introduction ✓ NEW!

Learn to use Microsoft's powerful spreadsheet application that is an essential tool for today's workplace. This course introduces students to the creation and editing of worksheets and charts, simple character formatting and printing. Discover Excel's simple formulas and functions and understand the difference between absolute and relative cell addresses. Learn how to create three-dimensional workbooks and create custom charts and graphs.

Prerequisite: A basic understanding of Excel and the Microsoft Windows 8 or 8.1 operating system.

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

Course Code: 90494 Cost: \$75
Date: Feb 24-Apr 21, T, 6-9 pm
Location: Grady Swisher Center, Room 219

Excel 2013 Boot Camp – Level 1 ✓ NEW!

Learn to use Microsoft's powerful spreadsheet application that is an essential tool for today's workplace. This course introduces students to the creation and editing of worksheets and charts, simple character formatting and printing. Discover Excel's simple formulas and functions and understand the difference between absolute and relative cell addresses. Learn how to create three-dimensional workbooks and create custom charts and graphs. This class moves very fast covering a lot of information and not recommended for the technological faint of heart.

Prerequisite: A basic understanding of Excel and the Microsoft Windows 8 or 8.1 operating system.

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

Course Code: 90733 Cost: \$75
Date: Jan 21, W, 9 am-3 pm
Location: Innovation Quarter, Room 2444

Microsoft Office 2010 ✓

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

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

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

Course Code: 90469 Cost: \$75
Date: Jan 27-Feb 19, TTH, 6-9 pm
Location: Goodwill, Room 302

Course Code: 90498 Cost: \$75
Date: Mar 2-18, MWF, 11 am-2 pm
Location: West Campus, Room 122

Microsoft Office 2013 Introduction ✓ NEW!

Enhance your skills, get organized, and increase your marketability in the workforce by becoming more proficient in Microsoft Office 2013. This class 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 or 8.1 operating system.

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

Course Code: 90461 Cost: \$75
Date: Jan 12-Feb 9, MW, 6-9 pm
Location: Grady Swisher Center, Room 219

Courses in Forsyth County



Office Technology ✓

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

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

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

Course Code: 90475 Cost: \$185

Date: Feb 2-Apr 22, MTW, 9 am-1 pm

Location: Goodwill, Room 302

Windows 8 Workshop 8.1 ❖

This 6 hour workshop is an introduction to the Windows 8.1 operating system. Students will explore the Windows 8.1 environment and learn general computer concepts, file management, multi-tasking techniques and how to customize Windows 8.1 look to suit individual needs and preferences. Class is hands on and will require student to bring laptop computer to class.

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

Note: Students will need to bring their Windows 8.1 laptop computer and extra power source to class

Course Code: 90709 Cost: \$69

Date: Mar 5-6, THF, 10 am-1 pm

Location: West Campus, Room 27

Quickbooks Pro 2014 Level I ✓

This course will introduce basic accounting principles and teaches participants how to keep track of transactions and finances.

Course Code: 90727 Cost: \$75

Date: Jan 14-28, W, 6-8:30 pm

Location: Grady P Swisher, Room 203

Quickbooks Pro 2014 Level II ✓

This course continues Level I of QuickBooks with more in-depth hands-on practice.

Prerequisite: Quickbooks Pro 2014 Level I

Course Code: 90745 Cost: \$75

Date: Feb 4-11, W, 6-8:30 pm

Location: Grady P Swisher, Room 203

Foreign Language

Italian: Introduction ❖

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

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

Course Code: 89370 Cost: \$85

Date: Jan 26-Mar 16, M, 6:30-8:30 pm

Location: Oak Grove Center, Room 4458

Spanish I ✓ (Also offered online)

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

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

Course Code: 89732 Cost: \$75

Date: Jan 14-Mar 4, W, 6-9 pm

Location: Oak Grove Center, Room 4451

Course Code: 89730 Cost: \$75

Date: Jan 15-Mar 5, TH, 9 am-Noon

Location: West Campus, Room 16

Course Code: 89514 Cost: \$75

Date: Mar 23-May 11, M, 6-9 pm

Location: Oak Grove Center, Room 4451

Spanish II ✓

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

Prerequisite: Spanish I or equivalent Spanish-language exposure.

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

Course Code: 89534 Cost: \$75

Date: Jan 14-Mar 4, M, 9 am-Noon

Location: West Campus, Room 12

Course Code: 89734 Cost: \$75

Date: Mar 18-May 6, W, 6-9 pm

Location: Oak Grove Center, Room 4451

Course Code: 89731 Cost: \$75

Date: Mar 19-May 7, TH, 9 am-Noon

Location: West Campus, Room 16

Spanish III ✓

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

Prerequisite: Spanish II or equivalent Spanish language exposure.

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

Course Code: 89539 Cost: \$75

Date: Jan 13-Mar 3, T, 6-9 pm

Location: Oak Grove Center, Room 4451

Course Code: 89554 Cost: \$75

Date: Jan 15-Mar 5, TH, 9 am-Noon

Location: Oak Grove Center, Room 4458

Course Code: 89535 Cost: \$75

Date: Mar 25-May 13, M, 9 am-Noon

Location: West Campus, Room 12

Spanish IV ✓

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

Prerequisite: Spanish III or equivalent Spanish language exposure.

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

Course Code: 89456 Cost: \$75

Date: Jan 12-Mar 9, M, 6-9 pm

Location: Oak Grove Center, Room 4456

Course Code: 89542 Cost: \$75

Date: Mar 17-May 12, T, 6-9 pm

Location: Oak Grove Center, Room 4458

Course Code: 89555 Cost: \$75

Date: Mar 19-May 7, TH, 9 am-Noon

Location: West Campus, Room 17

Spanish V ✓

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

Prerequisite: Spanish IV or equivalent Spanish language exposure.

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

Course Code: 89509 Cost: \$75

Date: Jan 12-Mar 9, M, 9 am-Noon

Location: West Campus, Room 16

Course Code: 89550 Cost: \$75

Date: Jan 13-Mar 3, T, 6-9 pm

Location: Oak Grove Center, Room 4458

Course Code: 89457 Cost: \$75

Date: Mar 23-May 11, M, 6-9 pm

Location: West Campus, Room 16



Courses in Forsyth County

Spanish VI ✓

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

Prerequisite: Spanish V or equivalent Spanish language exposure.

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

Course Code: 89511 Cost: \$75

Date: Jan 12-Mar 9, M, 6-9 pm

Location: West Campus, Room 12

Course Code: 89552 Cost: \$75

Date: Jan 14-Mar 4, W, 9 am-Noon

Location: West Campus, Room 16

Course Code: 89551 Cost: \$75

Date: Mar 17-May 12, T, 6-9 pm

Location: Oak Grove Center, Room 4451

Course Code: 89510 Cost: \$75

Date: Mar 23-May 11, M, 9 am-Noon

Location: West Campus, Room 16

Spanish VII ✓

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

Prerequisite: Spanish VI or equivalent Spanish language exposure.

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

Course Code: 89553 Cost: \$75

Date: Mar 18-May 6, W, 9 am-Noon

Location: West Campus, Room 16

Course Code: 89512 Cost: \$75

Date: Mar 23-May 11, M, 6-9 pm

Location: Oak Grove Center, Room 4458

Spanish VIII ✓

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

Prerequisite: Spanish VII or equivalent Spanish language exposure.

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

Course Code: 89513 Cost: \$75

Date: Jan 12-Mar 9, M, 6-9 pm

Location: Oak Grove Center, Room 4451

Horticulture

Landscape Design ❖ NEW!

Do you have an area in your yard that needs help? Are you looking for curb appeal? This course will help you design your personal space. In four classes you will gain understanding in site requirements, maintenance, and seasonal enjoyment of plant life.

Note: Please bring ¼" graph paper, pencil, eraser and a straight edge ruler.

Course Code: 91417 Cost: \$55

Date: Feb 17-Mar 24, T, 6-8pm

Location: Oak Grove Center, Room 4456

Human Resource Development

Employability Lab ✓

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

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

Course Code: 90739 Cost: \$185

Date: Jan 12-May 6, MW, 9 am-Noon

Location: REACT Center, Computer Lab

Course Code: 90743 Cost: \$185

Date: Jan 13-May 7, TTH, 9 am-Noon

Location: West Campus, Room 27

Introduction to Clerical Assistant ✓

This course will introduce students to clerical occupations and examine what is needed to be successful in that field. Learn practical communication and computer skills needed in today's office environment, including an introduction to Microsoft Word and Excel. Students will also learn the important components of an effective job search. This course is a prerequisite for the Office Technology occupational course.

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

Course Code: 90747 Cost: \$130

Date: Jan 27-Mar 10, TTH, 1:30-4:30 pm

Location: Goodwill, Room 302

Course Code: 90751 Cost: \$130

Date: Mar 24-May 7, TTH, 1:30-4:30 pm

Location: Goodwill, Room 302

Human Resource Management

Human Resource Management Certificate

Communications for Human Resource Professionals ❖

This interactive and hands-on course will instruct participants on how to write well-organized and focused documents with clarity and precision. You will be introduced to the proper way to write business and professional communications, reports and manuals. A portion of the class will be dedicated to developing public speaking skills.

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

Course Code: 90824 Cost: \$75

Date: Feb 24-Mar 10, T, 6-9 pm

Location: Innovation Quarter, Room 2447

Introduction to Human Resource Management ❖

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

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

Course Code: 90818 Cost: \$100

Date: Jan 13-Feb 10, T, 6-9 pm

Location: Innovation Quarter, Room 2447

Managing Diversity ❖

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

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

Course Code: 90828 Cost: \$75

Date: Apr 7-21, T, 6-9 pm

Location: Innovation Quarter, Room 2447

Courses in Forsyth County



Managing Conflicts ✓

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

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

Course Code: 90873 Cost: \$75
Date: Jan 26-Mar 16, M, 6-8:30 pm
Location: Innovation Quarter, Room 2447

Recruitment Selection and Personnel Planning ❖

Talent acquisition is one of the most important contributions that human resources professionals make to their organizations. Making poor hiring decisions is costly both in time and your organization's resources. This course will guide you through the employee selection process, from recruitment through placement, as well as, human resource planning.

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

Course Code: 90820 Cost: \$75
Date: Feb 9-23, M, 6-9 pm
Location: Innovation Quarter, Room 2446

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: 90864 Cost: \$995
Date: Feb 3-May 5, T, 6-9 pm
Location: Innovation Quarter, Room 2440

Interpreting in Health & Human Services

Case Studies Interpreter Lab ✓ (Also offered online)

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

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

Course Code: 89996 Cost: \$130
Date: Mar 25-May 4, MW, 1-4 pm
Location: West Campus, Room 1

Course Code: 89997 Cost: \$130
Date: Mar 25-May 4, MW, 6-9 pm
Location: Oak Grove Center, Room 4455

Case Studies Translator Lab ✓ (Also offered online)

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

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

Course Code: 89641 Cost: \$130
Date: Feb 16-Mar 23, MW, 1-4 pm
Location: West Campus, Room 27

Course Code: 89637 Cost: \$130
Date: Feb 16-Mar 23, MW, 6-9 pm
Location: West Campus, Room 1

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

This course prepares students to improve their 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 the student's knowledge in those two language skill areas before taking the 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: 89452 Cost: \$75
Date: Jan 12-Feb 15, M, 4-6 pm
Location: West Campus, Room 16

Course Code: 89494 Cost: \$75
Date: Jan 14-Feb 15, W, 4-6 pm
Location: West Campus, Room 16

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

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

Course Code: 89447 Cost: \$75
Date: Jan 12-Feb 9, MW, 1-4 pm
Location: West Campus, Room 16

Course Code: 89450 Cost: \$75
Date: Jan 12-Feb 9, MW, 6-9 pm
Location: West Campus, Room 16

Spanish/English Legal Terminology for Interpreters ✓

This course is designed to introduce bilingual individuals to Legal Terminology and Ethics for Court Interpreters. Students will learn legal terms in Spanish and English.

Note: This course does not prepare students for the state exam.

Course Code: 89635 Cost: \$185
Date: Feb 3-May 7, TTH, 6-9 pm
Location: West Campus, Room 12

Spanish/English Medical Terminology ✓ (Also offered online)

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

Course Code: 89570 Cost: \$185
Date: Jan 13-Apr 16, TTH, 1-4 pm
Location: West Campus, Room 16

Course Code: 89629 Cost: \$185
Date: Jan 13-Apr 16, TTH, 6-9 pm
Location: West Campus, Room 16



Courses in Forsyth County

Medical Clerical

Certified EHR Specialist ✓ JobsNow

This 120-hour course will cover the use and management of health information and the electronic health record (EHR). Students 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. Participants 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: 90622 Cost: \$185
Date: Feb 2-Apr 20, MWTH, 6-9:30 pm
Location: West Campus, Room 27

Course Code: 90627 Cost: \$185
Date: Apr 6-Jun 18, MTHF, 8:45 am-12:45 pm
Location: West Campus, Room 27

Electronic Medical Records ✓ JobsNow

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

Prerequisite: High school diploma or GED®.
Course Code: 90625 Cost: \$130
Date: Mar 9-Apr 29, MW, 6-9 pm
Location: West Campus, Room 122

Introduction to Medical Terminology (Pharmacy Tech) ✓

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

Prerequisites: High school diploma or GED® and completion of Pharmacy Assistant.
Course Code: 90617 Cost: \$75
Date: Jan 5-Feb 2, MW, 6-9 pm
Location: Goodwill, Room 306

Medical Office I: Introduction to Terminology and Coding ✓ JobsNOW

This course prepares students for an entry-level job in a doctor's office or clinic, but does not prepare students to be a professional coder. In the first half of the course, students receive an introduction to medical terminology. In the second half of the course, students receive an introduction in how to convert a medical procedure or disease into a number code for insurance billing.

For more information, call 336.724.3625 ext.1304
Monday through Thursday, 5-8 pm.
Course Code: 90620 Cost: \$185
Date: Jan 13-Apr 9, TTH, 6-9 pm
Location: Goodwill, Room 100

Course Code: 91662 Cost: \$185
Date: Feb 3-May 5, TTH, 9 am-12 noon
Location: West Campus, Room TBA

Course Code: 90626 Cost: \$185
Date: Feb 23-May 20, MW, 6-9 pm
Location: Goodwill, Room 100

Course Code: 91570 Cost: \$185
Date: April 21-July 21, TTH, 6 pm-9 pm
Location: Goodwill, Room 100

Medical Office II: Billing ✓ JobsNOW

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

Prerequisite: Medical Office I.
For more information, call 336.724.3625 ext.1304
Monday through Thursday, 5-8 pm.
Course Code: 90619 Cost: \$130
Date: Jan 12-Mar 4, MW, 6-9 pm
Location: West Campus, Room 122

Electronic Health Records National Exam and Certification available at Forsyth Tech!

Forsyth Tech offers advanced training to prepare you for a national certification as a Certified Electronic Health Record Specialist.

The exam is offered through National Healthcareer Association (NHA) and is available for students who successfully complete the Certified EHR Specialist course.

Introductory level training is also available for those interested in discovering more about Electronic Medical Records using actual EMR software.

The software used in these programs meets national standards for Meaningful Use per the Federal Government.

For more info, call 336.761.1002

Courses in Forsyth County



Medical Unit Secretary ✓ JobsNOW

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

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

For more information, call 336.761.1002.

Course Code: 90618 Cost: \$203
Date: Jan 12-Apr 29, MTWTH, 7-10 pm
Location: Bob Greene Hall, Room W304

Course Code: 90546 Cost: \$203
Date: Jan 26-May 11, MWF, 9 am-1 pm
Location: West Campus, Room 17

Course Code: 90630 Cost: \$203
Date: Apr 13-Jul 28, MTW, 5-9 pm
Location: REACT Center, Room 7

Pharmacy Assistant ✓ JobsNOW

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

Prerequisite: High school diploma or GED®.

For more information, call 336.724.3625 ext. 1304

Monday through Thursday, 5-8 pm.

Course Code: 90623 Cost: \$130
Date: Jan 20-Mar 12, TTH, 6-9 pm
Location: Goodwill, Room 306

Course Code: 90624 Cost: \$130
Date: Feb 23-Apr 15, MW, 9 am-Noon
Location: Goodwill, Room 306

Course Code: 90629 Cost: \$130
Date: Apr 7-May 28, TTH, 6-9 pm
Location: Goodwill, Room 306

Personal Enrichment

Arts, Crafts and Hobbies

Basket Weaving and Chair Caning ❖

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

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

Course Code: 89284 Cost: \$65
Date: Jan 26-Mar 16, M, 1-4 pm
Location: South Fork Recreation Center

Course Code: 89290 Cost: \$65
Date: Mar 30-May 18, M, 1-4 pm
Location: South Fork Recreation Center

Bird Watching: Beginning ❖

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

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

Course Code: 89295 Cost: \$65
Date: Apr 11-May 16, S, 9 am-Noon
Location: West Campus, Room 15

Calligraphy ❖

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

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

Course Code: 89344 Cost: \$65
Date: Feb 2-Mar 23, M, 6-8 pm
Location: South Fork Recreation Center

Crocheting ❖

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

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

Course Code: 89298 Cost: \$65
Date: Jan 14-Mar 4, W, 1-4 pm
Location: South Fork Recreation Center

Course Code: 89299 Cost: \$65
Date: Mar 18-May 6, W, 1-4 pm
Location: South Fork Recreation Center

Digital Photography Beginning ❖

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

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

Course Code: 89347 Cost: \$35
Date: Jan 10, S, 9 am-Noon
Location: West Campus, Room 122

Course Code: 89348 Cost: \$35
Date: Jan 24, S, 9 am-Noon
Location: West Campus, Room 122

Course Code: 89350 Cost: \$35
Date: Mar 7, S, 9 am-Noon
Location: West Campus, Room 122

Course Code: 89351 Cost: \$35
Date: Mar 14, S, 9 am-Noon
Location: West Campus, Room 122

Digital Photography Intermediate ❖

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

Prerequisite: Digital Photography Beginning.

Course Code: 89349 Cost: \$35
Date: Jan 31, S, 9 am-Noon
Location: West Campus, Room 122

Course Code: 89352 Cost: \$35
Date: Mar 28, S, 9 am-Noon
Location: 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: 89356 Cost: \$65

Date: Jan 15-Mar 5, TH, 9 am-Noon

Location: Miller Park Recreation Center

Course Code: 89361 Cost: \$65

Date: Mar 19-May 7, TH, 9 am-Noon

Location: Miller Park Recreation Center

Flower Arranging ❖

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

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

Course Code: 89367 Cost: \$95

Date: Feb 17-Mar 24, T, 6-8 pm

Location: South Fork Recreation Center

Flower Arranging: Silk ❖

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

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

Course Code: 89366 Cost: \$65

Date: Apr 7-May 12, T, 6-8 pm

Location: 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: 89383 Cost: \$65

Date: Jan 15-Mar 5, TH, 9:30 am-12:30 pm

Location: West Campus, Room 34

Course Code: 89382 Cost: \$65

Date: Mar 19-May 7, TH, 9:30 am-12:30 pm

Location: West Campus, Room 15

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: 89384 Cost: \$65

Date: Jan 14-Mar 4, W, 9 am-Noon

Location: West Campus, Room 15

Course Code: 89385 Cost: \$65

Date: Mar 25-May 13, W, 9 am-Noon

Location: West Campus, Room 15

Painting: Watercolor ❖

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

Note: You will need to purchase additional supplies.

Course Code: 89386 Cost: \$65

Date: Jan 14-Mar 4, W, 1-4 pm

Location: South Fork Recreation Center

Course Code: 89389 Cost: \$65

Date: Jan 16-Mar 6, F, 9:30 am-12:30 pm

Location: West Campus, Room 15

Course Code: 89388 Cost: \$65

Date: Mar 18-May 6, W, 1-4 pm

Location: South Fork Recreation Center

Course Code: 89397 Cost: \$65

Date: Mar 20-May 15, F, 9:30 am-12:30 pm

Location: West Campus, Room 15

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

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

Prerequisite: Digital Photography Intermediate.

Course Code: 89398 Cost: \$95

Date: Feb 2-Mar 23, M, 6-9 pm

Location: Transportation Center, Room 146

Courses in Forsyth County



Photography: DSLR II ❖ NEW!

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

Prerequisite: DSLR I.

Note: All students must have a DSLR camera. In addition students should bring the following to class: lenses, a tripod and owner's manual, paper and pencil for note taking, a USB flash 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: 89399 Cost: \$95

Date: Apr 11-May 6, S, 9 am-Noon, W, 6-9 pm

Location: West Campus, Room 122 (Sat)

Transportation Center, Room 146 (Wed)

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: 89400 Cost: \$85

Date: Jan 26-Mar 16, M, 6-9 pm

Location: West Campus, Room 34

Course Code: 89401 Cost: \$85

Date: Mar 21-May 16, S, 9 am-Noon

Location: West Campus, Room 34

Quilt Making: All Levels ❖ NEW!

This quilt making class is for beginner and intermediate levels. Students will learn the wonderful form of artistic expression through fabric and sewing. Beginners will make a 9-patch quilt. The instructor will give step by step instructions. Intermediate level students may bring a quilting project they would like to work on or the instructor will suggest one to enhance their quilting knowledge and skills.

Note: Students must bring their own machine. A supply list is available upon registering.

Course Code: 90711 Cost: \$65

Date: Feb 19-Apr 9, TH, 1-4 pm

Location: 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: 89403 Cost: \$95

Date: Jan 14-Mar 4, W, 6-9 pm

Location: West Campus, Room 34

Course Code: 89404 Cost: \$95

Date: Mar 18-May 6, W, 6-9 pm

Location: West Campus, Room 34

Stained Glass - All Levels ❖

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

Note: A supply list will be provided at the first class.

Supply cost depends on individual project and may range from \$50-\$100.

Course Code: 89406 Cost: \$85

Date: Jan 13-Mar 3, T, 9 am-Noon

Location: West Campus, Room 34

Course Code: 89405 Cost: \$85

Date: Jan 15-Mar 5, TH, 6-9 pm

Location: West Campus, Room 34

Stained Glass: Jewelry Box ❖

Let's work 3 dimensional with stained glass. Create a jewelry box that will be a keepsake and fun to make!

Note: Please bring light weight work gloves, glass pliers and glass cutters. All other supplies provided.

Course Code: 89418 Cost: \$60

Date: Apr 9-30, TH, 6-9 pm

Location: West Campus, Room 34

Stained Glass: Ornaments ❖

Let's make a beautiful stained glass sun catcher/ ornament for your window or Holiday tree! With some prior experience you may be able to make more than one!

Note: \$10 supply fee to be paid to instructor at the first class.

Course Code: 89409 Cost: \$45

Date: May 7-14, TH, 6-9 pm

Location: West Campus, Room 34

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: 89410 Cost: \$55

Date: Feb 26-May 7, TH, 6-9 pm

Location: Oak Grove Center, Room 4451

Woodworking ❖

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

Note: You must furnish your own project materials.

Course Code: 89415 Cost: \$75

Date: Jan 13-Feb 17, T, 6-9 pm

Location: Oak Grove Center, Room TBA

Course Code: 89412 Cost: \$75

Date: Mar 17-Apr 28, T, 6-9 pm

Location: Oak Grove Center, Room TBA

Wreath Making: Natural ❖ NEW!

Would you like to have a year round wreath made from natural materials? We provide the kudzu, honeysuckle and grape vine. You provide any natural materials or decorations you would like to incorporate into your wreath. Envision using your new unique handmade wreath in your home year round!

Note: Dress comfortably; bring a pair of good garden clippers, any natural products to decorate your wreath such as pine cones, acorn, flowers, and your creativity.

Course Code: 89411 Cost: \$35

Date: Mar 10, T, 6-9 pm

Location: South Fork Recreation Center



Courses in Forsyth County

Baking 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: 89282 Cost: \$55
Date: Jan 26-Feb 16, M, 6-8 pm
Location: West Campus, Room 15

Gluten Free: Bread and More! ❖

Are you feeling overwhelmed with the task of baking Gluten Free? This class will discuss the various Gluten Free Baking mixes available as well as constructing your own. Enjoy a sampling of breads or cookies while mixing the recipe in class.

Note: Gluten free breads require lengthy resting, baking and cooling time.

(Optional) Students will mix the recipes in their personal mixing bowls and bake the product after class. Ask for supply list when registering.

Course Code: 89368 Cost: \$65
Date: Mar 2-23, M, 6-8 pm
Location: West Campus, Room 15

Cake Decorating: Beginning ❖

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

Note: Students will need to bring wax paper, tips and prepared butter cream icing to the first class. Students may purchase their own supplies from the supply list or purchase a kit the first night of class for approximately \$53.

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

Course Code: 89346 Cost: \$50
Date: Feb 24-Mar 17, T, 6-9 pm
Location: West Campus, Room 15

Cake Decorating: Cupcakes ❖

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

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

Course Code: 89345 Cost: \$45
Date: Apr 7-28, T, 6:30-8:30 pm
Location: West Campus, Room 15

Dance, Music and Exercise

Dance: Ballroom ❖

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

Course Code: 89355 Cost: \$35
Date: Mar 3-24, T, 7-8:30 pm
Location: West Campus, Room 35

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: 89354 Cost: \$35
Date: Mar 5-26, TH, 7-8:30 pm
Location: Little Creek Recreation Center

Music: Mountain Dulcimer Advanced ❖

This is a performance-based class. Students should have a working knowledge of all skills from the Beginner through Intermediate classes. Students at this level focus on making their music flow smoothly, applying dynamics and embellishments to enhance their performances. This class studies performance skills, rearranging basic tunes with a more dynamic and creative twist, and adding a wider variety of music styles and genres to their repertoire. New members may only enter this class by audition.

Prerequisite: Mountain Dulcimer Beginning, Beginning 2, and Intermediate or permission by coordinator/instructor who may be contacted at 336.734.7722 or sgriffenhagen@forsythtech.edu

Course Code: 89371 Cost: \$45
Date: Jan 26-Mar 2, M, 10-11:30 am
Location: South Fork Recreation Center

Course Code: 89374 Cost: \$45
Date: Mar 23-Apr 27, M, 10-11:30 am
Location: South Fork Recreation Center

Parenting

Parenting: icrazy! Social Media ❖ NEW!

There is a communication explosion and your child is a part of it! Facebook, Twitter, Instagram, SnapChat, Tumblr, are just a few of the avenues your child will use to communicate with friends and new acquaintances. What are the positive and negative effects of social media? How can I know my child is using social media in a safe manner? What is my role as a parent when it comes to social media? What are the warning signs that signal my child is in turmoil, and when is intervention necessary?

These are excellent questions that can be answered by a counselor with over 30 years' experience. Only three hours to gain priceless information that will help you be a better parent. Is there anything else more important?

Course Code: 90717 Cost: \$35
Date: Apr 16, TH, 6-9 pm
Location: Oak Grove Center, Room 4450

Parenting: Middle School Years ❖ NEW!

Your child or someone you love is about to enter the middle school years. Take a deep breath, and equip yourself with the necessary tools to help you navigate these uncharted waters in our parenting class taught by a professional counselor.

Middle School can be challenging for both parents and children. Parents need to understand the physical, social and emotional changes that their child will experience during these years. Be ready for the mood swings, understand all the social media the students are using, and get a handle on guidelines and accountability. This class will discuss warning signs to look for in your child and when intervention is necessary. Three hours of your life to give you the essential tools to understand your middle school child. What could be more important or valuable?

Course Code: 90720 Cost: \$35
Date: Apr 28, T, 6-9 pm
Location: Oak Grove Center, Room 4456

Courses in Forsyth County



Special Interest

Estate Planning ❖

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

Course Code: 89362 Cost: \$55
Date: Apr 13-May 4, M, 6:30-9:00 pm
Location: 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: 89363 Cost: \$75
Date: Feb 3-24, T, 6:30-9:00 pm
Location: Oak Grove Center, Room 4450

Course Code: 89364 Cost: \$75
Date: Mar 10-Apr 7, T, 6:30-9:00 pm
Location: Oak Grove Center, Room 4450

Course Code: 89365 Cost: \$75
Date: Apr 21-May 12, T, 6:30-9:00 pm
Location: Oak Grove Center, Room 4450

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: 89369 Cost: \$55
Date: Mar 9-30, M, 6:30-9 pm
Location: Oak Grove Center, Room 4450

Sign Language I ❖

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

Note: You will need to purchase a book.
Course Code: 89402 Cost: \$95
Date: Mar 5-Apr 9, TH, 6-9 pm
Location: Taylor Recreation Center

Wedding Planning ❖

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

Course Code: 89416 Cost: \$55
Date: Apr 9-30, TH, 6-8 pm
Location: Polo Recreation Center

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

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

Course Code: 90884 Cost: \$130
Date: Jan 7-Apr 8, W, 6-9 pm
Location: REACT Center, Room 9

Leadership 101 ❖

Great leaders are individuals who are passionate about and confident in the work they do, and they inspire others to do so in the process. Students will come away from the course with an ability to confidently lead through rapidly changing and unpredictable situations and with a toolkit of new skills for working in groups, giving and receiving feedback, and problem solving. The five week program will consist of the following sessions:

- Leadership 101
 - 1st Time Manager
 - Meeting Management
 - Team Building
 - Toughest Supervisor Challenges
- Course Code: 91069 Cost: \$129
Date: Mar 13-Apr 10, F, 8:30-11:30 am
Location: Innovation Quarter, Room 2247

Women In Leadership ❖

Whether you are in a leadership role today or hope to be in one tomorrow, there are management skills that will help you be successful. This seven week series of classes will cover a wide range of leadership topics including communication and management styles, mentoring, presentations, and professional paths. Participants will also complete a DiSC personal assessment to help improve work productivity, teamwork and communication.

Course Code: 91068 Cost: \$199
Date: Jan 23-Mar 6, F, 8:30-11:30 am
Location: Innovation Quarter, Room 2247



Courses in Forsyth County

Finance

Business Taxes ✓

Has the thought of your Business Taxes got you down? This class will assist you in gaining some basic tax knowledge necessary to sufficiently prepare and analyze your business tax documents.

Course Code: 90759 Cost: \$75
Date: Feb 25-Mar 4, W, 6-8:30 pm
Location: Grady P Swisher, Room 203

Financial Services and Teller Training ✓

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

Course Code: 90846 Cost: \$75
Date: Feb 9-Mar 30, M, 6-9 pm
Location: Oak Grove Center, Room 4457

Food and Beverage

Bartending ❖

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

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

Course Code: 90477 Cost: \$80
Date: Feb 4-Mar 25, W, 6-9 pm
Location: West Campus, Room 15

Culinary Arts Certificate ✓ JobsNow

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

Prerequisite: Achieve a minimum score of 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: 90914 Cost: \$185
Date: Jan 20-Apr 24, MTWTFE, 8:30 am- 3 pm
Location: Second Harvest Food Bank

Course Code: 90916 Cost: \$185
Date: Feb 23-May 21, MTWTFE, 8:30 am- 3 pm
Location: Second Harvest Food Bank

Knife Skills 101 ❖

Preparing great food begins with a sharp knife and solid hand skills. None of us are born with great knife skills, but a good teacher can get you on the road to professional results! Class begins with a brief discussion on station prep, knife types, what to look for when purchasing, sharpening stones, how to sharpen, honing with the steel and sanitation. Then work in the kitchen under the watchful eye of a chef to ensure proper movements while learning various important vegetable cuts that every serious food enthusiast should know.

Course Code: 90708 Cost: \$35
Date: Feb 21, S, 9 am-1 pm
Location: Second Harvest Food Bank

Introduction to Catering ✓ NEW!

This course discusses in detail the critical aspects of management involved in running a catering business, like how to get the appropriate licenses and permits, what kind of kitchen is needed, basic food safety practices including ServSafe, event planning, cooking in bulk, menu design, dealing with customers, understanding how to price services and transporting food safely.

Prerequisite: Must have basic computer knowledge.

Course Code: 90553 Cost: \$75
Date: Apr 6-29, MW, 6-9 pm
Location: West Campus, Room 15

ServSafe Certification ✓

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

Note: To maximize your chances of passing the exam, you will need the following prior to the first day of class: 1) Valid email address 2) ServSafe 6th edition book with online voucher (may be purchased from West Campus bookstore) 3) A user profile created at www.servsafe.com

Course Code: 90516 Cost: \$75
Date: Mar 18-19, WTH, 9 am-3 pm
Location: West Campus, Room 122

Courses in Forsyth County



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

Course Code: 90693 Cost: \$55
Date: Jan 6, T, 6-9 pm
Location: Transportation Center, Room TBA
Course Code: 90760 Cost: \$55
Date: Mar 3, T, 6-9 pm
Location: Transportation Center, Room TBA

Course Code: 90767 Cost: \$55
Date: Apr 7, T, 1-4 pm
Location: Transportation Center, Room TBA

Notary Public Education ❖

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

Course Code: 90689 Cost: \$69
Date: Jan 6-8, TTH, 1-4 pm
Location: Transportation Center, Room TBA

Course Code: 90721 Cost: \$69
Date: Jan 13-15, TTH, 6-9 pm
Location: Innovation Quarter, Room 2446

Course Code: 90728 Cost: \$69
Date: Jan 27-29, TTH, 1-4 pm
Location: Innovation Quarter, Room 2447

Course Code: 90748 Cost: \$69
Date: Feb 10-12, TTH, 1-4 pm
Location: Innovation Quarter, Room 2447

Course Code: 90756 Cost: \$69
Date: Feb 18, W, 9 am-4 pm
Location: Transportation Center, Room TBA

Course Code: 90758 Cost: \$69
Date: Feb 24-26, TTH, 6-9:00 pm
Location: Innovation Quarter, Room 2446

Course Code: 90761 Cost: \$69
Date: Mar 3-5, TTH, 1-4 pm
Location: Transportation Center, Room TBA

Course Code: 90764 Cost: \$69
Date: Mar 10-12, TTH, 6-9 pm
Location: Innovation Quarter, Room 2446

Course Code: 90766 Cost: \$69
Date: Mar 24-26, TTH, 1-4 pm
Location: Innovation Quarter, Room 2447

Course Code: 90768 Cost: \$69
Date: Apr 7-9, TTH, 6-9 pm
Location: Transportation Center, Room TBA

Course Code: 90769 Cost: \$69
Date: Apr 14-16, TTH, 1-4 pm
Location: Innovation Quarter, Room 2447

Course Code: 90770 Cost: \$69
Date: Apr 21-22, TW, 6-9 pm
Location: Innovation Quarter, Room 2446

Course Code: 90773 Cost: \$69
Date: May 6, W, 9 am-4 pm
Location: Innovation Quarter, Room 2446

Process Improvement

Six Sigma Green Belt ❖

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

Course Code: 91046 Cost: \$1500
Date: Jan 13-Mar 12, TTH, 6-9:30 pm
Location: Grady P Swisher, Room TBA

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 and times on this West Campus class, call Forsyth Tech Customer Service at 336.761.1002.

Defensive Driving 4-Hour ❖

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

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

The cost for this class is \$65.

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



Courses in Forsyth County

Defensive Driving 8-Hour ❖

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

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 and times on this West Campus class, call Forsyth Tech Customer Service at 336.761.1002.

Motorcycle Safety Education: Basic ❖

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

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

The cost for this class is \$160.

For available dates and times on this West Campus class, 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, students can do inspections at a licensed inspection station.

Course Code: 89190 Cost: \$75

Date: Jan 20-21, TW, 6-10 pm

Location: Transportation Center, Room 244

Course Code: 89191 Cost: \$75

Date: Jan 28, W, 8 am-5 pm

Location: Transportation Center, Room 244

Course Code: 89263 Cost: \$75

Date: Feb 17-18, TW, 6-10 pm

Location: Transportation Center, Room 244

Course Code: 89264 Cost: \$75

Date: Feb 25, W, 8 am-5 pm

Location: Transportation Center, Room 244

Course Code: 89304 Cost: \$75

Date: Mar 17-18, TW, 6-10 pm

Location: Transportation Center, Room 244

Course Code: 89308 Cost: \$75

Date: Mar 25, W, 8 am-5 pm

Location: Transportation Center, Room 244

Course Code: 89313 Cost: \$75

Date: Apr 14-15, TW, 6-10 pm

Location: Transportation Center, Room 244

Course Code: 89315 Cost: \$75

Date: Apr 29, W, 8 am-5 pm

Location: Transportation Center, Room 244

Course Code: 89321 Cost: \$75

Date: May 12-13, TW, 6-10 pm

Location: Transportation Center, Room 244

Auto Inspection: OBD II ✓

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

Course Code: 89188 Cost: \$75

Date: Jan 7, W, 8 am-5 pm

Location: Transportation Center, Room 244

Course Code: 89260 Cost: \$75

Date: Feb 11, W, 8 am-5 pm

Location: Transportation Center, Room 244

Course Code: 89302 Cost: \$75

Date: Mar 11, W, 8 am-5 pm

Location: Transportation Center, Room 244

Course Code: 89311 Cost: \$75

Date: Apr 8, W, 8 am-5 pm

Location: Transportation Center, Room 244

Course Code: 89317 Cost: \$75

Date: May 6, W, 8 am-5 pm

Location: Transportation Center, Room 244

Auto Inspection: OBD II/Recertification ✓

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

Course Code: 89189 Cost: \$75

Date: Jan 7, W, 6-10 pm

Location: Transportation Center, Room 244

Course Code: 89261 @ Cost: \$75

Date: Feb 11, W, 6-10 pm

Location: Transportation Center, Room 244

Course Code: 89303 Cost: \$75

Date: Mar 11, W, 6-10 pm

Location: Transportation Center, Room 244

Course Code: 89312 Cost: \$75

Date: Apr 8, W, 6-10 pm

Location: Transportation Center, Room 244

Course Code: 89318 Cost: \$75

Date: May 6, W, 6-10 pm

Location: Transportation Center, Room 244

Courses in Forsyth County



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. Students will learn application techniques for basic grooming for pre-bath preparations, safe bathing, drying and scissoring, nail trimming, dremeling and filing and finishing techniques.

Course Code: 90889 Cost: \$200
Date: Mar 12-Apr 30, TH, 6-9 pm
Location: 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: 89392 Cost: \$75
Date: Feb 4-5, WTH, 8 am-3 pm
Location: West Campus, Room 29

Course Code: 89396 Cost: \$75
Date: May 6-7, WTH, 8 am-3 pm
Location: West Campus, Room 17

Electrical Lineman ✓ JobsNOW

The Electrical Lineman Program is designed to train persons that wish to become entry-level electrical line workers for private and public utility companies and related employers. Students will learn academic and field skills necessary for entry-level workers. Safety is stressed in every aspect of the job. Students will also have the opportunity to earn a Career Readiness Certificate. 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. Students may also earn a flagger and OSHA 10 certificate.

Course Code: 90833 Cost: \$185
Date: Jan 5-Mar 9, MTWTH, 8 am-5 pm
Location: Northwest Forsyth Center, Room 213

Course Code: 90834 Cost: \$185
Date: Mar 12-May 14, MTWTH, 8 am-5 pm
Location: Northwest Forsyth Center, Room 213

Electrical Contractors License Exam Prep ✓

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

Course Code: 89194 Cost: \$130
Date: Feb 4-Apr 22, W, 6-9 pm
Location: West Campus, Room 29

Electrical Contractors License Renewal/ Unit 1 ✓

This course is approved for Electrical Contractors License Renewal/CEU and covers Chapters 1 & 2, Article 90, NEC Expert 2005 (Grounded Systems).

Course Code: 89316 Cost: \$75
Date: May 2-9, S, 8 am-Noon
Location: West Campus, Room 17

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: 89309 Cost: \$75
Date: Apr 11-18, S, 8 am-Noon
Location: West Campus, Room 17

Electrical Contractors License Renewal/ Unit 3 ✓

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

Course Code: 89301 Cost: \$75
Date: Mar 7-14, S, 8 am-Noon
Location: West Campus, Room 17

Electrical Contractors License Renewal/ Unit 4 ✓

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

Course Code: 89258 Cost: \$75
Date: Feb 7-14, S, 8 am-Noon
Location: West Campus, Room 17

Electrical: Installation/Troubleshooting ✓ JobsNOW

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

Note: This is an intro class.

For more information, call 336.734.7726.

Course Code: 89334 Cost: \$195
Date: Feb 9-Jun 15, MW, 6-9 pm
Location: Goodwill, Room 108

Facility Maintenance Technician ✓ JobsNOW

This is a 240-hour course that instructs the student in various technical skills that includes: Carpentry, Electrical, HVAC, Plumbing, OSHA Safety and HRD skills. In partnership with the National Apartment Association students 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 (CPO) and Certified Apartment Maintenance Technician (CAMT).

Course Code: 89259 Cost: \$185
Date: Feb 9-May 4, MTWTH, 8:30 am-12:30 pm
Location: 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. Individuals interested in Electrical Lineman training must first complete a Job Readiness & Interviewing Skills course prior to enrolling in the Electrical Lineman course.

For more info, call 336.761.1002



Courses in Forsyth County

HVAC Service Technician Level II ✓ JobsNOW

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

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

Course Code: 90424 Cost: \$215
Date: Feb 2-Apr 22, MW, 6-9 pm
Location: Northwest Forsyth Center, Room 113

Course Code: 90295 Cost: \$215
Date: Feb 17-May 12, TTH, 6-9 pm
Location: Goodwill, Room 108

Precision Measuring Instruments ✓

This course is designed to provide the basic skills in the use and care of precision measuring tools desired by product manufacturers of their prospective entry-level employees. Hands-on training with these tools is the primary objective. Some of the measuring tools to be discussed and practiced include calipers, micrometers, rules, tapes, combination square, telescoping gages and depth gaging.

Course Code: 90450 Cost: \$75
Date: Apr 2-21, TTH, 6-9 pm
Location: Northwest Forsyth Center, Room 113

Understanding Blueprints ✓

This course is designed to develop your abilities to read and interpret engineering drawings. The foundation for this is achieved through the study of such topics as multi-view drawings, sectional views, geometric dimensions and tolerances, and part feature specifications.

Note: A textbook is required.

Course Code: 90426 Cost: \$75
Date: Mar 7-28, S, 8 am-Noon
Location: West Campus, Room 12

Used-Motor Vehicle Dealer ✓

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

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

Note: Students should also bring a USB flash drive to class.

Course Code: 89390 Cost: \$75
Date: Jan 6, T, 8 am-3 pm
Location: West Campus, Room 1

Course Code: 89391 Cost: \$75
Date: Feb 3, T, 8 am-3 pm
Location: West Campus, Room 1

Course Code: 89393 Cost: \$75
Date: Mar 3, T, 8 am-3 pm
Location: West Campus, Room 1

Course Code: 89394 Cost: \$75
Date: Apr 11, S, 8 am-3 pm
Location: West Campus, Room 1

Course Code: 89395 Cost: \$75
Date: May 5, T, 8 am-3 pm
Location: West Campus, Room 1

Veterinary Assistant Training: Beginning ✓ JobsNOW

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: 90840 Cost: \$130
Date: Feb 4-May 6, W, 6:30-9 pm
Location: REACT Center, Room 10

Welding: ARC ✓ JobsNOW

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

The course is 96-hours of instruction, lecture and practice.

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

Course Code: 90779 Cost: \$225
Date: Jan 6-May 7, TTH, 6-9 pm
Location: Goodwill, Room 011

Welding: Industrial ✓ JobsNOW

This course provides instruction on the principles and practices of welding. Emphasis is on the blueprint reading, metallurgy, welding inspection and destructive and non-destructive testing. Course content will be specific to a particular welding process such as SMAW (stick), GMAW (MIG) and GTAW (TIG). Upon completion, students will have the knowledge base to sit for various industry-specific certifications.

Course Code: 90778 Cost: \$265
Date: Jan 5-Apr 27, MTWTH, 8:30 am-12:30 pm
Location: Goodwill, Room 011

Welding: MIG ✓ JobsNOW

This course will instruct students in welding safety of the Metal Inert Gas/Metal Flux-Core Welding process (MAW/MFC-Wire), proper techniques, machine setup, inert gas and wire selection for welding both light and heavy plate to meet AWS (vertical-down and flat) welding code. Students will be welding with solid and flux core wires. Upon completion of the class the students should have the skills to pass the 1G/2G & 1F weld test to AWS standards. The course is 96-hours including instruction, lecture and practice. After completing this course, students may retake the course at an advanced level.

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

Course Code: 89327 Cost: \$225
Date: Jan 5-May 11, MW, 6-9 pm
Location: Goodwill, Room 011

Courses in Stokes County



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

Course Code: 90740 Cost: \$55

Date: Feb 3, T, 1-4 pm

Location: Northwest Forsyth Center, Room TBA

Notary Public Education ❖

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

Course Code: 90744 Cost: \$69

Date: Feb 3-5, TTH, 6-9 pm

Location: Northwest Forsyth Center, Room TBA

Course Code: 90765 Cost: \$69

Date: Mar 18, W, 9-4 pm

Location: Northwest Forsyth Center, Room TBA

Course Code: 90771 Cost: \$69

Date: Apr 28-30, TTH, 9 am-Noon

Location: Northwest Forsyth Center, Room TBA

Course Code: 90772 Cost: \$69

Date: May 5-7, TTH, 1-4 pm

Location: Northwest Forsyth Center, Room TBA

Now Offered! Nursing Assistant Classes!

Nursing Assistant I & II Classes are being held at the Northwest Forsyth Center.

Please visit our **Health & Safety Section** on pages 27-28 for available dates and times.

Personal Enrichment

Basic Freshwater Fishing ❖

A local hero of mine once said "water was made to fish and drink". This course has one outstanding objective-teaching participants how to fish. Emphasis of this course will specifically involve basic fishing techniques for bass and pan fish. Participants will be provided with both lecture and hands on experience in all basic areas of freshwater fishing. After completing the course the participant will have the knowledge and skills necessary to begin to pursue the enjoyable pastime of fishing.

Note: Please ask for supplies list when registering.

Course Code: 90897 Cost: \$60

Date: Feb 6-Mar 13, F, 6:30-9:30 pm

Location: Stokes County Center, Room 103

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: 90471 Cost: \$65

Date: Feb 26, TH, 6-10 pm

Location: Stokes County Center, Room 113

Technical/Trade

Electrical Lineman ✓ JobsNOW

The Electrical Lineman Program is designed to train persons that wish to become entry-level electrical line workers for private and public utility companies and related employers. Students will learn academic and field skills necessary for entry-level workers. Safety is stressed in every aspect of the job. Students will also have the opportunity to earn a Career Readiness Certificate. 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. Students may also earn a flagger and OSHA 10 certificate.

Course Code: 90833 Cost: \$185

Date: Jan 5-Mar 9, MTWTH, 8 am-5 pm

Location: Northwest Forsyth Center, Room 213

Course Code: 90834 Cost: \$185

Date: Mar 12-May 14, MTWTH, 8 am-5 pm

Location: Northwest Forsyth Center, Room 213

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. Individuals interested in Electrical Lineman training must first complete a Job Readiness & Interviewing Skills course prior to enrolling in the Electrical Lineman course.

For more info, call 336.761.1002



Courses in Stokes County

HVAC Service Technician Level II ✓ JobsNOW

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

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

Course Code: 90424 Cost: \$215
Date: Feb 2-Apr 22, MW, 6-9 pm
Location: Northwest Forsyth Center, Room 113

Precision Measuring Instruments ✓

This course is designed to provide the basic skills in the use and care of precision measuring tools desired by product manufacturers of their prospective entry-level employees. Hands-on training with these tools is the primary objective. Some of the measuring tools to be discussed and practiced include calipers, micrometers, rules, tapes, combination square, telescoping gages and depth gaging.

Course Code: 90450 Cost: \$75
Date: Apr 2-21, TTH, 6-9 pm
Location: Northwest Forsyth Center, Room 113

Understanding Blueprints ✓

This course is designed to develop your abilities to read and interpret engineering drawings. The foundation for this is achieved through the study of such topics as multi-view drawings, sectional views, geometric dimensions and tolerances, and part feature specifications.

Note: A textbook is required.
Course Code: 90426 Cost: \$75
Date: Mar 7-28, S, 8 am-Noon
Location: West Campus, Room 12

Welding: ARC ✓ JobsNOW

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

The course is 96-hours of instruction, lecture and practice.

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

Course Code: 90453 Cost: \$225
Date: Jan 26-Jun 1, MW, 6-9 pm
Location: Sertoma

Welding: MIG ✓ JobsNOW

This course will instruct students in welding safety of the Metal Inert Gas/Metal Flux-Core Welding process (MAW/MFC-Wire), proper techniques, machine setup, inert gas and wire selection for welding both light and heavy plate to meet AWS (vertical-down and flat) welding code. Students will be welding with solid and flux core wires. Upon completion of the class the students should have the skills to pass the 1G/2G & 1F weld test to AWS standards. The course is 96-hours including instruction, lecture and practice. After completing this course, students may retake the course at an advanced level.

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

Course Code: 90452 Cost: \$225
Date: Jan 20-May 21, TTH, 6-9 pm
Location: Sertoma

Courses in Health and Safety



Health Education Prerequisites

Testing: Math and Reading Placement Tests must be completed before Nursing Assistant I orientation, and before registering for the following classes: Nursing Assistant II, Nursing Assistant I Review, EKG Technician, Medication Aide, and Phlebotomy.

> Where/When

- West Campus: Times vary. Please call 761.1002 for days and times.
- Stokes County Center: Mondays at 10am 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

- 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.

NEW: Healthcare Clinical Fee

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

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

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

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

ACLS—Advance Cardiac Life Support ✓

This AHA ACLS course is designed for the advanced medical professional. This class is an advanced, instructor-led classroom course that 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. In this course, skills are taught in group sessions, group learning and testing stations where case-based scenarios are presented. Upon successful completion of the ACLS Course students will receive an AHA ACLS provider course completion card, valid for two years.

Pre-requisite: Current AHA Healthcare Provider CPR Certification

Note: This Course requires a textbook.

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

Course Code: 90862 Cost: \$75

Date: Mar 12-13, THE, 8 am-5 pm

Location: West Campus, Room 14

Course Code: 90865 Cost: \$75

Date: Apr 16-17, THE, 8 am-5 pm

Location: West Campus, Room 14

Activity Director ✓

This course is designed to provide basic training to individuals desiring to become an Activity Director in a healthcare related setting, such as long term care, assisted living facilities or adult care homes. This course follows the state approved course outline including (1) an overview of the Activity Director profession, (2) Human Development and the Aging Process, (3) Standards of Practice, (4) Activity Care Planning, and (5) Methods of Service Delivery. Persons completing the entire 60 hours of training become qualified to work as an Activity Director in a Nursing Home or Assisted Living Facility.

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

Note: Students 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: 90688 Cost: \$185

Date: Jan 6-Mar 12, TTH, 6-9 pm

Location: West Campus, Room 13

Course Code: 88573 Cost: \$185

Date: Apr 2-Jun 9, TTH, 6-9 pm

Location: Goodwill, Room 120

CPR: Healthcare Provider-Initial ❖

This American Heart Association Healthcare Provider course teaches students to recognize the signs and symptoms of heart attacks 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 a wide variety of healthcare professionals 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. Upon completion of the course the student will receive an American Heart 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: 90505 Cost: \$40

Date: Jan 10, S, 8:30 am-1:30 pm

Location: West Campus, Room 14

Course Code: 90507 Cost: \$40

Date: Jan 24, S, 8:30 am-1:30 pm

Location: West Campus, Room 14

Course Code: 90510 Cost: \$40

Date: Feb 7, S, 8:30 am-1:30 pm

Location: West Campus, Room 14

Course Code: 90513 Cost: \$40

Date: Feb 21, S, 8:30 am-1:30 pm

Location: West Campus, Room 14



Courses in Health and Safety

Course Code: 90515 Cost: \$40
Date: Mar 7, S, 8:30 am-1:30 pm
Location: West Campus, Room 14

Course Code: 90519 Cost: \$40
Date: Mar 28, S, 8:30 am-1:30 pm
Location: West Campus, Room 14

Course Code: 90521 Cost: \$40
Date: Apr 11, S, 8:30 am-1:30 pm
Location: West Campus, Room 14

Course Code: 90523 Cost: \$40
Date: Apr 25, S, 8:30 am-1:30 pm
Location: West Campus, Room 14

Course Code: 90525 Cost: \$40
Date: May 2, S, 8:30 am-1:30 pm
Location: West Campus, Room 14

CPR Healthcare Provider-Recertification ❖

This course is a review of the Healthcare Provider-Initial course in order for students to maintain certification in Healthcare Provider CPR. The student must present, on the day of the class, a HCP certification card that has not expired for more than one month.

Note: Must have a current HCP CPR certification card.

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

Course Code: 90540 Cost: \$30
Date: Jan 13, T, 5:30-8 pm
Location: West Campus, Room 14

Course Code: 90541 Cost: \$30
Date: Jan 27, T, 5:30-8 pm
Location: West Campus, Room 14

Course Code: 90542 Cost: \$30
Date: Feb 10, T, 5:30-8 pm
Location: West Campus, Room 14

Course Code: 90543 Cost: \$30
Date: Feb 24, T, 5:30-8 pm
Location: West Campus, Room 14

Course Code: 90544 Cost: \$30
Date: Mar 10, T, 5:30-8 pm
Location: West Campus, Room 14

Course Code: 90573 Cost: \$30
Date: Mar 24, T, 5:30-8 pm
Location: West Campus, Room 14

Course Code: 90576 Cost: \$30
Date: Apr 7, T, 5:30-8 pm
Location: West Campus, Room 14

Course Code: 90577 Cost: \$30
Date: Apr 28, T, 5:30-8 pm
Location: West Campus, Room 14

Course Code: 90580 Cost: \$30
Date: May 5, T, 5:30-8 pm
Location: West Campus, Room 14

Heartsaver CPR and/or First Aid for Public School System Employees ❖

This course is for public school employees and is fee exempt. Instruction is designed to teach participants that are not healthcare providers the basic steps of CPR, use of an AED (Automated External Defibrillator) and FBAO (Foreign Body Airway Obstruction) for victims of all ages. Students will receive instruction to recognize emergency situations involving heart attack, choking, respiratory and cardiac arrest in adults, children and infant victims. Instruction will be provided to manage life-threatening environmental emergencies, injuries and medical emergencies such as; seizures, diabetes, heat stroke and snake bites. Participants must provide proof of affiliation with a public school system. Upon successful completion of this course the AHA Heartsaver CPR/First Aid certification card will be awarded.

Note: If you need CPR and First Aid, you must sign up for each course separately.

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

CPR only
Course Code: 90886 Cost: Fee Exempt
Date: Feb 28, S, 8 am-Noon
Location: West Campus, Room 14

First Aid Only
Course Code: 89075 Cost: Fee Exempt
Date: Feb 28, S, 1-4 pm
Location: West Campus, Room 14

Medication Aide ✓

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

Prerequisite: Three to six 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 (a letter of recommendation from NAI or NAII instructor is not sufficient), successful completion of Math and Reading placement tests (or equivalent approved by Health Education Department), a picture ID, Social Security Card and high school diploma or high school transcript or GED® or college diploma are required.

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

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 ✓

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. Upon successful completion of the PALS Course, students will receive an AHA PALS Provider course completion card which is valid for two years.

Prerequisite: Must have a current 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: 90868 Cost: \$75
Date: May 7-8, THF, 8 am-5 pm
Location: West Campus, Room 14

Coming Soon! EKG Cardiographic Technician

Graduates of this course will be prepared to function as a monitor technician, stress test technician, EKG technician, and to put on holter monitors. Students will study anatomy and physiology of the heart, cardiac terminology, and practice stress testing, holter monitoring, basic rhythm interpretation and 12-lead EKG skills.

For more info, call Judy Snowden at 336.734.7749

Courses in Health and Safety



Phlebotomy ✓ **New!**

This training prepares the student to 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! Students will have to practice venipuncture which includes being stuck and sticking others.

Prerequisite: Successful completion of Math and Reading placement tests (or approved equivalent), picture ID and Social Security Card (with matching names), High school diploma/GED®/transcript or College Diploma/transcript, receipts from Criminal Background Check/Drug Screening. 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 a 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: Students will attend one of 2 clinical rotations. Both will meet Monday through Friday during the day (8 hour shifts). Students will work out the exact schedule with their instructor the first week of class.

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

The Dorothy L. Lougee Nursing Assistant I Program ✓ **JobsNOW**

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

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

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

Course Code: 89292 Cost: \$203
Date: Jan 5-Mar 5, MTTH, 8:30 am- 3 pm
Location: Northwest Forsyth Center, Room TBA

Course Code: 90712 Cost: \$203
Date: Jan 6-Mar 20, MTWTFE, 9:15 am- 1:30 pm
Location: Goodwill, Room 307

Course Code: 90730 Cost: \$203
Date: Jan 12-May 27, MT, 5:30- 9:30 pm &
Some Saturdays, 8 am-4:30 pm (West Campus)
Location: Grady P. Swisher Center, Room 211

Course Code: 90370 Cost: \$203
Date: Jan 20-Mar 10, MTWTH, 8 am- 2:30 pm
Location: Northwest Forsyth Center, Room TBA

Course Code: 90379 Cost: \$203
Date: Feb 10-Apr 15, TWTH- 9 am- 3:30 pm
Location: West Campus, Room 13

Course Code: 90724 Cost: \$203
Date: Feb 10-Apr 30, TWTH, 3-8:30 pm
Location: Grady P. Swisher, Room 236

Course Code: 90734 Cost: \$203
Date: Feb 16-Apr 8, MTWTH, 8:30 am- 3:30 pm
Location: West Campus, Room 7

Course Code: 89297 Cost: \$203
Date: Mar 16-May 7, MTWTH, 8:30 am- 3 pm
Location: Northwest Forsyth Center, Room TBA

Course Code: 90374 Cost: \$203
Date: Mar 17-May 6, MTWTH, 8 am- 2:30 pm
Location: Northwest Forsyth Center, Room TBA

Course Code: 90713 Cost: \$203
Date: Mar 23-May 29, MTWTFE, 9:15 am- 1:30 pm
Location: Goodwill, Room 307

Course Code: 90412 Cost: \$203
Date: Apr 21-Jun 24, TWTH, 9 am- 3:30 pm
Location: West Campus, Room 13

The Dorothy L. Lougee Nursing Assistant I Refresher Program ✓

This course is designed to update individuals who have been listed within the previous two years on the North Carolina Nurse Aide I Registry but let their certification lapse. This course is also a refresher for Nursing Assistants registered in another state (current or lapsed within the previous two years) who are seeking certification as a Nursing Assistant in North Carolina. This course provides individuals with a review of the knowledge, skills and abilities that must be demonstrated on the National Nurse Aide Assessment Program (NNAAP) Examination. This course does not have a clinical component.

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

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 ✓ JobsNOW

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

Prerequisite: Current NC Nursing Assistant I Registry listing, successful completion of Math and Reading placement tests (or equivalent approved by Health Education Department), picture ID, Social Security Card and high school diploma or high school transcript or GED® or college diploma are required. Students must also present receipts from the criminal background check and drug screening before they will be allowed to register for class. Current CPR (AHA) Healthcare Provider certification is required before clinical.

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

Course Code: 90754 Cost: \$203
Date: Jan 7-Mar 6, WTH, 8 am- 4:30 pm & E, 8 am- Noon
Location: Northwest Forsyth Center, Room 138

Course Code: 90731 Cost: \$203
Date: Jan 26-Mar 12, MTTFE, 8 am- 2:30 pm
Location: West Campus, Room 11

Course Code: 90911 Cost: \$203
Date: Mar 9-May 18, MTW, 8 am- 1:30 pm
Location: Goodwill, Room 106

The Dorothy L. Lougee Nursing Assistant II Refresher Program ✓

This course is designed to assess and validate NAII Skills competencies for candidates whose NAII certification lapsed in the previous 24 months. 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. Successful graduates will submit applications for listing on the NAII Registry. No further testing will be required.

Prerequisite: 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 one 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.

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

Coming Soon! Autism Paraprofessional

This course is designed to prepare individuals to provide direct 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, the student will receive a certificate of completion, which should enhance employment opportunities in the field of autism treatment and education.

SPECIAL NOTE: Currently enrolled curriculum students can receive course credit for EDU248 upon successful completion of this course.

For more information, contact Judy Snowden at 336.734.7749 or jsnowden@forsythtech.edu

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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.

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Creating Classroom Centers
Empowering Students with Disabilities
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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



Online Courses

Blackboard (Bb)

Information

- Blackboard classes are conducted online, so students must be computer literate and have access to a computer with internet access, a web browser, and the ability to open Microsoft Word and PowerPoint documents.
- Registration for classes can be done by calling the Customer Service Center at 336.761.1002 or by registering in person at the West Campus at 1300 Bolton Street. Some classes with pre-requisites may require you to register in person to provide proof that the pre-requisite has been fulfilled.
- The registration deadline for all Blackboard courses is three business days prior to the start date of the course.

- Make certain to provide customer service with your updated email address and phone number at the time of registration. This will be essential to provide you with further instructions and access information.
- Orientation for all Bb courses is to be done the first time students login to their course. The course cannot be accessed until the start date.
- Required textbooks can be purchased at the West Campus bookstore. The number for the bookstore is 336.734.7754. Please call for hours of operation.
- Certificates for each course will be mailed to students after the course end date.
- Please contact Customer Service with any questions at 336.761.1002 or email questions to onlinebb@forsythtech.edu.

Bb: AAPC Exam Review ✓

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

Course Code: 90131 Cost: \$130
Date: Mar 3-Apr 26

Bb: Anatomy & Physiology for Non-Credit Students ✓

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

Course Code: 89644 Cost: \$130
Date: Feb 10-Apr 12

Bb: Case Studies Interpreter Lab ✓

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

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

Course Code: 89998 Cost: \$130
Date: Mar 24-May 3

Bb: Case Studies Translator Lab ✓

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

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

Course Code: 89711 Cost: \$130
Date: Feb 17-Mar 29

Bb: English/Spanish Advanced Grammar for Interpreters and translators ✓

This course prepares students to improve their written proficiency in Spanish and English in order to function at the highest possible level as a professional interpreter and translator. The course would expand the student's 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: 89504 Cost: \$75
Date: Jan 13-Feb 15

Bb: Medical Coding – CPT ✓

This 64-hour advanced online course provides students the opportunity to learn the proper way to review medical charts and physician documentation to assign appropriate CPT procedural codes. Students will benefit from interactive study materials and advanced coding scenarios/exercises. This course is designed as part of a series for students interested in becoming a Certified Professional Coder (CPC).

Course Code: 89728 Cost: \$185
Date: Mar 3-May 17

Coming Soon!

Bb: Medical Assisting Review ✓

This course is designed to allow students the opportunity to refresh information needed in order to take the AAMA certification exam or the AMT exam for registration.

This course will cover the materials documented in the AAMA Certification Review. Upon completion, students should be prepared to sit for either the AAMA certification exam and/or the AMT exam for registration based on their personal review of the material. This is designed as a preparatory review only.

For more information call Graham Hyder at 336.734.7733 or Judy Snowden at 336.734.7749.



Bb: Medical Coding – ICD9 ✓

This 64-hour advanced online course will provide students a sound knowledge of medical coding rules and regulations, coding errors to be avoided, as well as the ability to review and assign accurate ICD-9 diagnostic codes across a wide range of clinical cases. The course is designed as part of a series to prepare students interested in becoming a Certified Professional Coder (CPC).

Course Code: 89729 Cost: \$185
Date: Mar 3-May 17

Bb: Medical Terminology ✓

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

Course Code: 89632 Cost: \$185
Date: Feb 3-Apr 19

Bb: National Standards, Professional Skills and Ethical Practices for Interpreters ✓

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

Course Code: 89538 Cost: \$75
Date: Jan 13-Feb 8

Bb: Spanish/English Medical Terminology ✓

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

Course Code: 89556 Cost: \$185
Date: Jan 13-Apr 19

Bb: Spanish I ✓

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

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

Course Code: 89735 Cost: \$75
Date: Mar 3-Apr 26



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See page 8 for details.



New for 2015!

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See page 19 for details.

Two essential classes for today's parents!

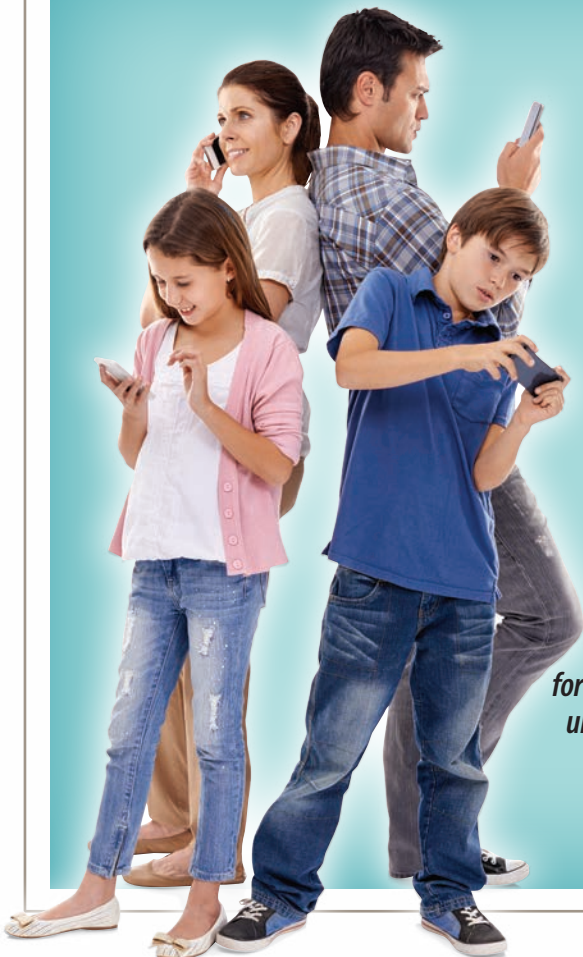
If you have a pre-teen or teenage child, these classes – only 3 hours long and \$35.00 each – can help you deal with key parenting issues in today's changing world.

Parenting: icrazy! Social Media – Learn how to make sure your child is safely using social media platforms like Facebook, Twitter, Instagram, Snapchat and Tumblr. Meets Thursday, April 16.

Parenting: Middle School Years – Middle School can be challenging for both parents and children. Get the tools to help you navigate these uncharted waters in this class taught by a professional counselor. Meets Tuesday, April 28.

See page 16 for details.

New for 2015!



ECONOMIC & WORKFORCE DEVELOPMENT STUDENT REGISTRATION FORM

To Register For Classes:

Bring your completed registration form to
one of our six locations listed on page 6 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				
Date of Birth ____/____/____ Month Day Year		Employment Status – Circle One E1 – Employed 1-10 hours UN – Unemployed – Not Seeking E2 – Employed 11-20 hours US – Unemployed – Seeking E3 – Employed 21-39 hours R – Retired E4 – Employed 40 or more hours		
Are you an Underage Minor (UAA)? (16-17 years old) <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you a Forsyth Tech Employee (EMP)? <input type="checkbox"/> Yes <input type="checkbox"/> No		

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

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

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

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

Student Signature _____ Date _____

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2015

JANUARY—MAY 2015
COURSE CATALOG

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