

Economic & Workforce Development Course Catalog

Forsyth & Stokes Counties

ForsythTech

August-December 2017

Community College

“Thanks to Forsyth
Tech, all the doors
opened perfectly.”

*David Lawson, CNA I,
Wake Forest Baptist Medical Center*

See His Profile On Page 1



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

Look Inside!

Welcome to Your New Beginning

On The Pathway To Success

A Complete Life Change

David Lawson, Certified Nursing Assistant I

Time For A Change

A year ago, David Lawson worked at a large chemical plant in Florida. He was also a volunteer fireman and EMT, which led to some bad situations. "Working at a chemical plant is dangerous anyway, but when you're an EMT and firefighter at the chemical plant, you have to run into places that other people are running away from." During one such incident, David could have lost his life, as there was a huge explosion at a chemical plant next to the one where he was working. That convinced David it was time for a change. "I was at a place in my life where I was thinking I wanted to do something more in the medical field," he says, "like be a paramedic or nurse."



A Complete Life Change

David decided to leave Florida and moved to Winston-Salem, where his mother and aunt live. Still new in town, he was driving by Forsyth Tech one day and impulsively stopped to see if they offered a training program in nursing. He ended up meeting with an advisor who guided him through the process to start classes.

Quick Turnaround

David began the college's Certified Nursing Assistant 1 (CNA1) course in January. "I finished my CNA1 course on April 6, passed my state boards on April 26, and was offered a job at Wake Forest Baptist on May 2." He's now a CNA1 in the Medical ICU. It's been an amazing few months. "Thanks to Forsyth Tech, all the doors opened perfectly," he says.

Just The Beginning

For David, becoming a CNA1 is just the beginning. He's taking the prerequisites needed to enter the Associate Degree Nursing program at Forsyth Tech, and eventually wants to get his BSN and MSN. His ultimate goal is to teach nursing and help others get on the path he's found for himself.

Interested in the Certified Nursing Assistant 1 program or another program that can help you reach your goals? This catalog is full of them! Start reading, and find your pathway to success at Forsyth Tech!

Table of Contents

Course Offerings	2-12
Agriculture/Farming	2
American Heart Association Courses	2-3
Computer Technology	3-4
Foreign Language	4
Human Resource Development	4
Human Resource Management	5
Interpreting in Health & Human Services	5
Medical	6
Personal Enrichment	6-8
Professional and Career Development	9-11
Safe Driving	11
Technical/Trade	11-12

Registration Information 13

Learn about registration procedures and payment options in this section.

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

98,300 copies of this document were printed at a cost of \$0.15 per copy. 6/17

Learn from the comfort of home!



Check out a full listing of our convenient online courses

www.ed2go.com/forsyth

Prices start as low as \$75!

Prepare for industry certification online

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Exam voucher included

Course Offerings



Agriculture/Farming

Bees and Honey❖

Learn to raise and care for bees and enjoy their wonderful tasting honey! There will be future classes that give you detailed information and live experiences if you decide to pursue beekeeping.

Course: 113731

8/1, T, 6-8 pm

Stokes County Center, Room 113

American Heart Association (AHA) Courses

Upon successful completion, you will receive certification cards that are valid for two years, no waiting! **These courses meet at West Campus.**

AHA ACLS Provider-Advanced Cardiac Life Support✓❖

Are you an advanced medical professional looking for AHA ACLS training? At Forsyth Tech, you will receive the AHA ACLS and BLS certification all in one class.

Note: If you are interested in taking this course, contact Marilyn Calhoun at 336.757.3091 or mcalhoun@forsythtech.edu.

Course: 117196, \$84

8/18-8/19, FS, 8 am-5 pm

Course: 117198, \$84

12/1-12/2, FS, 8 am-5 pm

AHA ACLS-Advanced Cardiac Life Support Renewal✓❖

This renewal course delivers ACLS providers updated information and current AHA standards of performance.

Note: If you are interested in taking this course, contact Marilyn Calhoun at 336.757.3091 or mcalhoun@forsythtech.edu.

Prerequisites: Must have a current AHA ACLS Provider card.

Course: 117197, \$84

8/19, S, 8 am-5 pm

Course: 117199, \$84

12/2, S, 8 am-5 pm

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

Are you a healthcare provider who needs Basic Life Support CPR certification? Receive your certification in one day at Forsyth Tech!

Course: 117158, \$45

8/23, W, 5:30-9:30 pm

Course: 117159, \$45

9/9, S, 8:30 am-12:30 pm

Course: 117160, \$45

9/19, T, 5:30-9:30 pm

Course: 117161, \$45

10/7, S, 8:30 am-12:30 pm

Course: 117162, \$45

10/18, W, 5:30-9:30 pm

Course: 117163, \$45

11/4, S, 8:30 am-12:30 pm

Course: 117164, \$45

11/14, T, 5:30-9:30 pm

Course: 117165, \$45

12/2, S, 8:30 am-12:30 pm

Course: 117166, \$45

12/12, T, 5:30-9:30 pm

AHA CPR Basic Life Support-EP❖❖

AHA CPR BLS-EP is a fast-paced course for experienced providers. Designed for experienced healthcare professionals who are proficient in performing BLS skills and may regularly lead or participate in emergency assessment and treatment of pre-arrest, arrest, or post-arrest patients.

Course: 117167, \$35

8/30, W, 5:30-8:30 pm

Course: 117168, \$35

9/9, S, 1-4 pm

Course: 117169, \$35

9/20, W, 5:30-8:30 pm

Course: 117170, \$35

10/7, S, 1-4 pm

Course: 117171, \$35

10/17, T, 5:30-8:30 pm

Course: 117172, \$35

11/4, S, 1-4 pm

Course: 117173, \$35

11/16, TH, 5:30-8:30 pm

Course: 117174, \$35

12/2, S, 1-4 pm

Course: 117175, \$35

12/14, TH, 5:30-8:30 pm

AHA Heartsaver CPR & First Aid❖

If you are a babysitter, lifeguard or just want the basic knowledge to manage an emergency for the first few minutes before EMS arrives, this class is for you. Don't wait for an emergency to happen!

CPR:

Course: 117176, \$30

8/29, T, 5:30-9:30 pm

Course: 117177, \$30

9/13, W, 5:30-9:30 pm

Course: 117178, \$30

10/19, TH, 5:30-9:30 pm

Course: 117179, \$30

11/8, W, 5:30-9:30 pm

Course: 117180, \$30

12/13, W, 5:30-9:30 pm

First Aid:

Course: 117181, \$30

8/30, W, 5:30-9:30 pm

Course: 117182, \$30

9/20, W, 5:30-9:30 pm

Course: 117183, \$30

10/26, TH, 5:30-9:30 pm

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

Don't wait for an emergency to happen! Receive training to be qualified to provide immediate emergency assistance for your students and loved ones.

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

If you are interested in taking this course, contact Marilyn Calhoun at 336.757.3091 or mcalhoun@forsythtech.edu.

CPR:

Course: 117187, \$75

8/29, T, 5:30-9:30 pm

Course: 117190, \$75

9/13, W, 5:30-9:30 pm

Course: 117192, \$75

10/19, TH, 5:30-9:30 pm

Course: 117194, \$75
11/8, W, 5:30-9:30 pm

Course: 117195, \$75
12/13, W, 5:30-9:30 pm

First Aid:

Course: 117188, \$75
8/30, W, 5:30-9:30 pm

Course: 117191, \$75
9/20, W, 5:30-9:30 pm

Course: 117193, \$75
10/26, TH, 5:30-9:30 pm

AHA PALS-Pediatric Advanced Life Support

Are you a healthcare provider interested in preparing to respond to emergencies for infants and children? Receive the AHA PALS and BLS certification all in one class! If you are interested in taking this course, contact Marilyn Calhoun at 336.757.3091 or mcalhoun@forsythtech.edu.

Course: 117201, \$84
9/22-9/23, FS, 8 am-5 pm

AHA PALS Renewal

AHA PALS Provider courses must be renewed every two years.

Prerequisites: Must have a current AHA PALS Provider card.

If you are interested in taking this course, contact Marilyn Calhoun at 336.757.3091 or mcalhoun@forsythtech.edu.

Course: 117203, \$84
9/23, S, 8 am-5 pm

Computer Technology

AutoCAD Fundamentals

AutoCAD Fundamentals utilizes the latest version offered. Learn to use correct steps to complete tasks, increase production time on drawings and quick steps to increase productivity in the workplace. These courses meet at Innovation Quarter.

Course: 117458, \$320
8/7-8/30, MW, 6-9 pm

Course: 117463, \$320
11/2-11/30, TTH, 6-9 pm

Be Smarter Than Your Phone!

Do you want to do more than make and receive phone calls with your smart phone? Without using data, you will practice texting, emailing, taking and sending photos and so much more!

Note: For educational purposes only. No product or carrier endorsements.

Course: 117298, \$25
9/16, S, 9 am-noon
Northwest Forsyth Center, Room 217

Excel 2013 Introduction – Level I

Discover Excel's simple formulas and functions, understand the difference between absolute and relative cell addresses, and learn how to print spreadsheets. These courses meet at Innovation Quarter.

Course: 117455, \$200
9/5-9/26, T, 6:30-9 pm

Excel 2013 Intermediate – Level II

Build on your beginner-level skills in storing, organizing, and manipulating data. Improve on your data analysis skills and refine your presentation skills with the use of Excel's charting and graphing tools.

Course: 117456, \$169, Elwonger
10/10-10/24, T, 6:30-9:00 pm
Innovation Quarter

Excel 2013 Advanced – Level III

This course will introduce you to PivotTables and macros, financial functions, data analysis, auditing and additional functions, advanced formatting and analysis tools, collaboration, and more.

Course: 117457, \$169, Elwonger
11/7-11/21, T, 6:30-9:00 pm
Innovation Quarter

Google Applications

This class prepares you to take on the wide world of Google. Bring your Android mobile device to enhance your learning experience.

Prerequisite: Must have a Gmail email account and prior experience using a computer.

Course: 117314, \$35, Anderson
10/20, F, 11 am-2 pm
West Campus, Room 1

Office 2016 for Administrative Professionals

Enhance your skills, get organized, and increase your marketability in the workforce by becoming more proficient in Microsoft Office 2016.

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

Course: 117287, \$130, Vance
8/21-10/16, MW, 6-9 pm
Oak Grove Center, Room 4455

Course: 117313, \$130, McMillan
10/16-11/8, MTW, 9 am-1 pm
Goodwill, Room 302

PC Basics and Beyond Using Windows 10

Become a confident, self-sufficient PC user. This course is for the computer novice with little to no basic computer experience.

Course: 117284, \$75, Flynt
8/24-10/12, TH, 9 am-noon
West Campus, Room 122

PC Basics and Beyond 2 Using Windows 10

This course will review and enhance material covered in PC Basics and Beyond with additional hands-on opportunities. Included will be a discussion on software installation and other various computer related topics.

Course: 117307, \$75, Flynt
10/19-11/9, TH, 9 am-noon
West Campus, Room 122

PC Purchasing Made Easy

Are you in the market for a new personal computer (PC) but don't know where to start?

Note: For educational purposes only. No product or company endorsements.

Course: 113509, \$35, Pimentel
8/12, S, 9 am-noon
West Campus, Room 1

PC Security & Maintenance

Learn how to establish security, create strong passwords, keep your computer programs up to date, manage files, create backups and learn what to do in the event of system failure.

Note: Bring your laptop computer and extra power source to class.

Course: 117322, \$49, Pimentel
12/2-12/9, S, 9 am-noon
West Campus, Room 1

Revit Fundamentals❖

Revit Fundamentals is designed to teach you functionality throughout the design process. This will enable you to create full 3D architectural project models and set them up in working drawings. These courses meet at Innovation Quarter.

Course: 117459, \$320
8/8-8/31, TTH, 6-9 pm

Course: 117464, \$320
11/20-12/13, MW, 6-9 pm

Revit Advanced❖

Autodesk Revit Advanced is for the CAD/BIM Manager and Project Manager/Coordinator setting up company standards. Upon completion of this course, you will be able to customize a complete template for a company's standards.

Course: 117465, \$320
9/11-10/4, MW, 6-9 pm
Innovation Quarter, Room 2441

Revit Interior Design❖

Are you an interior designer who has already passed the fundamentals stage of Revit Architecture? Learn the use of Phasing in design, color fill patterns, furniture layouts, lighting schemes and colors, along with Photo-realistic renderings and so much more!

Course: 117475, \$495
10/9-11/15, MW, 6-9 pm
Innovation Quarter, Room 2441

Social Media: Facebook❖

Should you “like” a post, share a viral video, “post,” “tag,” or just update your status? If you are not certain what this jargon means, this course is for you!

Prerequisite: Must have a valid email address and be able to operate a computer with the Windows environment. These courses meet at West Campus.

Course: 113506, \$35, Anderson
8/4, F, 10 am-1 pm

Course: 117309, \$35, Anderson
10/13, F, 11 am-2 pm

Social Media: Twitter❖

Tweet? What's that? If you've ever asked this question, then this class is for you! **Note:** Bring your tablet or smartphone to class.

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

Course: 117304, \$25, Anderson
10/27, F, 11 am-1 pm
West Campus, Room 1

Foreign Language

These courses meet at the Oak Grove Center. 🚗

French: Introduction❖

Bonjour! Learn French language and culture from an experienced college professor who lived and worked in Paris for thirty years. This class will emphasize pronunciation, vocabulary and reading skills, as well as some basic grammar. Get an insider's view on culture, current events and trends. This course is designed for potential travelers or lovers of all things French.

Course: 117665, \$85
9/12-10/31, T, 6:30-8:30 pm
Oak Grove Center, Room 4458

Italian: for Travelers❖

Are you planning a trip abroad? This course is designed as both an introduction to the Italian language and for those who want to get around in Italy on formal or simple, self-guided tours. Frank Ancona, the instructor, is a second generation Italian.

Course: 116964, \$85, Ancona
8/21-10/16, M, 6:30-8:30 pm

Italian: Introduction❖

Italian introduction is designed as an extension to and a continuation of the Italian for Travelers course. It will also explore the cultural and culinary differences in the different regions of Italy.

Prerequisite: Italian for Travelers or approval from coordinator.

Course: 116963, \$85, Ancona
10/23-12/11, M, 6:30-8:30 pm

Spanish I✓

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

Course: 117109, \$75, Volcan
8/17-10/5, TH, 6-9 pm

Course: 117157, \$75, Volcan
10/17-12/12, T, 6-9 pm

Spanish II✓

Course: 117108, \$75, Volcan
8/16-10/4, W, 6-9 pm

Course: 117117, \$75, Volcan
10/19-12/14, TH, 6-9 pm

Spanish III✓

Course: 117105, \$75, Volcan
8/14-10/9, M, 6-9 pm

Course: 117184, \$75, Volcan
10/18-12/13, W, 6-9 pm

Spanish IV✓

Course: 117106, \$75, Volcan
8/22-10/10, T, 6-9 pm

Course: 117156, \$75, Volcan
10/16-12/11, M, 6-9 pm

Human Resource Development

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

Employability Lab✓

Do you need to develop or revise your resume and work on communication skills to be effective in presenting yourself to employers? You may enter this course at any time and leave the course when objectives are complete.

Course: 117363, \$180, Witte
8/29-12/14, TTH, 9 am-noon
West Campus, Room 27

Course: 117391, \$180, Birkel
8/28-12/13, MW, 9:30 am-12:30 pm
Goodwill, Peters Creek

Introduction to Clerical Assistant✓

Would you like to learn more about clerical occupations and examine how to be successful in that field? Learn practical communication skills and be introduced to Microsoft Word and Excel. These courses meet at Goodwill-University Parkway.

Course: 117207, \$125
9/12-10/19, TTH, 1:05-4:35 pm

Course: 117394, \$125
10/31-12/14, TTH, 1:05-4:35 pm

Please Register Early to Reserve Your Place in a Class!

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

Human Resource Management

Foundations of HR Certificate

These courses are approved by the HR Certification Institute for recertification credit (PHR, SPHR, GPHR).

Essentials of HR Management❖ **NEW!**

Do you want to build a solid foundation in the many areas of study HR has to offer? This course will help you reach that goal! Entry-level HR professionals are encouraged to attend.

Course: 117467, \$529, Brown
9/18-10/16, M, 6-9 pm
Innovation Quarter, Room 2447

Recruitment Selection & Personnel Planning❖

Talent acquisition is one of the most important contributions that human resources professionals make to their organizations. Come learn the essential elements to be successful!

Course: 117469, \$140, Brown
9/26-10/3, TTH, 6-9 pm
Innovation Quarter, Room 2440

Employment Laws & Regulations I❖

This course will cover current federal and state employment laws and provide opportunities for discussion of strategies for complying with those laws. Topics covered include Equal Employment Opportunity laws, as well as Federal and North Carolina employment laws.

Course: 117471, \$220, Hill
10/23-11/20, M, 6-9 pm
Grady Swisher Center 🚗

Compensation & Benefits❖

In this course you are introduced to the current tools and techniques for the design, implementation and administration of legal wage, salary, and benefits programs. It will include techniques for analyzing and evaluating programs and covers various types of benefits and compensation packages.

Course: 117472, \$180, Brown
11/9-11/21, TTH, 6:00-9:00 pm
Innovation Quarter

Employee Relations❖

Employee Relations refers to a company's efforts to manage the relationships between employers and employees. This course will define the six (6) cores of employee relations and the importance of this concept in the workplace. Labor relations and ethical practices are also briefly covered.

Course: 117510, \$100, Hill
11/27-11/29, MW, 6:00-9:00 pm
Grady Swisher Center

SHRM Exam Preparation❖

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

Course: 117466, \$995, Crews
9/12-12/12, T, 6-9 pm
Innovation Quarter, Room 2447

Interpreting in Health & Human Services

National Standards & Ethical Principles for Interpreters❖

(Also offered online)
Learn about the principles and standards for professional interpretation as established by the National Council on Interpreting in Healthcare!

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

Course: 117143, \$75, Humes
8/14-9/11, MW, 6-9 pm
West Campus, Room 16 🚗

Course: 117144, \$75, Knapp
8/15-9/10, ONLINE

English/Spanish Advanced Grammar for Interpreters & Translators❖

(Also offered online)

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

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

Course: 117114, \$130, Alonso
9/18-10/25, MW, 6-9 pm
West Campus, Room 16 🚗

Course: 117113, \$130, Knapp
9/19-10/29, ONLINE

Spanish/English Medical Terminology❖

(Also offered online)

Are you looking for an introduction to the principles of medical terminology for interpreters and translators in the medical field? All medical terms taught in English and Spanish.

Course: 117145, \$185, Burrell
8/29-12/10, ONLINE

Course: 117116, \$185, Humes
8/29-12/5, TTH, 6-9 pm
West Campus, Room 16 🚗

Case Studies Translator Lab❖

(Also offered online)
Learn to translate medical case studies from English to Spanish and Spanish to English.

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

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

Course: 113556, \$130, Ayivon
8/2-9/11, MW, 6-9 pm
West Campus, Room 1 🚗

Course: 117118, \$130, Knapp
10/31-12/18, ONLINE

Course: 117119, \$130, Alonso
11/1-12/13, MW, 6-9 pm
West Campus, Room 122 🚗

Case Studies Interpreter Lab and Professional Skills❖

(Also offered online)

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

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

Course: 117107, \$130, Themido
8/21-10/18, MW, 6-9 pm
West Campus, Room 122 🚗

Course: 117110, \$130, Burrell
8/22-10/22, ONLINE


Medical


Emergency Medical Technician Basic ✓ CareersNOW


Interested in working in public safety (Emergency Medical Service, fire service and police) or in increasing your knowledge in handling emergency situations? When you successfully complete this course, you will be eligible to take the N.C. Emergency Medical Technician credentialing examination and/or the National Registry examination.


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

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

Course: 116914, \$188
9/7-12/19, TTH, 8:00 am-noon
West Campus, Room 32B 

Course: 116921, \$188
11/6-2/7, MWF, 8:30 am-3:00 pm
Northwest Forsyth Center 

Course: 116917, \$188
10/12-2/20, TTH, 6-10 pm
Northwest Forsyth Center 

Course: 112728, \$188
8/16-12/11, MW, 6-10 pm
West Campus, Room 32B 

Pharmacy Assistant ✓ CareersNOW

Would you like to work in a retail pharmacy? This course will prepare you for an entry-level job in a retail pharmacy. Use this course to start your path at Forsyth Tech toward becoming a Certified Pharmacy Technician! These courses meet at Goodwill.

Prerequisite: High school diploma or GED®.

Course: 117130, \$130, Vance
8/22-10/12, TTH, 6-9 pm


Course: 117137, \$130, Vance
9/18-11/8, MW, 9 am-noon

Course: 117139, \$130, Vance
10/17-12/14, TTH, 6-9 pm

Phlebotomy ✓

Train for a job where you draw blood specimens from patients for the purpose of testing and analyzing blood. This course consists of theory and clinical experiences, which will be available in the hospital, outpatient clinics and central processing areas.

Note: Please visit our website for all additional information and requirements for enrollment.

Course: 116887, \$203
10/3-2/21, M-F, 8 am-noon
West Campus, Room 11 

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


Do you want to learn basic nursing skills required to provide personal care for patients, residents, the elderly or others requiring medical assistance in a healthcare setting? This course will prepare you to take the NC Nurse Aide I Competency Evaluation. Passing this evaluation leads to being listed on the NC Nurse Aide I Registry.


Note: Please visit our website for all additional information and requirements for enrollment.


Classroom/Online (Hybrid Course)


Please visit our website for a list of upcoming courses.


Classroom Only:

Course: 113875, \$206
8/1-10/4, M-F, 9 am-3:30 pm
West Campus, Room 13 

Course: 113223, \$206
8/8-10/4, M-F, 8 am-2:30 pm
Northwest Forsyth Center,
Room 138 

Course: 116883, \$206
9/19-12/12, TWTH, 4-9:30 pm
Grady Swisher Center, Room 236 

Course: 116620, \$206
10/11-12/20, T-F, 9 am-3:30 pm
West Campus, Room 13 

Course: 113494, \$206
10/16-12/7, M-F, 8 am-2:30 pm
Northwest Forsyth Center,
Room 138 

The Dorothy L. Lougee Nursing Assistant I Refresher Program ✓


Course: 117447, \$130
8/2-8/28, MWTH, 5:30-9:30 pm
West Campus, Room 5

The Dorothy L. Lougee Nursing Assistant II Program ✓

CareersNOW

Are you a current NC Nursing Assistant I? Would you like to take the next step in your career as a Nursing Assistant? This course provides basic NA II nursing skills taught in accordance with the North Carolina Board of Nursing.

Note: Please visit our website for all additional information and requirements for enrollment.

Course: 116626, \$203
8/22-10/19, T-TH, 8:30 am-3 pm
West Campus, Room 11 

The Dorothy L. Lougee Nursing Assistant II Refresher Program ✓

Has your NA II certification lapsed in the past 2 years? This course assesses and validates NA II Skills competencies for candidates whose NA II certification lapsed in the last two years.

Note: This 10-hour course requires a minimum of five students for the class to be held. Please visit our website for all additional information and requirements.

Course: 116772, \$140
9/19-9/20, TW, 4-9:30 pm
West Campus, Room 11

Personal Enrichment

Arts, Crafts and Hobbies

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

Calligraphy ❖

Learn how to write in style with calligraphy. This course is for the beginner.

Course: 116946, \$65, Paige
9/11-10/30, M, 6-8 pm
South Fork Recreation Center

Crocheting ❖

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

Course: 116949, \$65, Jester
8/23-10/11, W, 1-4 pm
South Fork Recreation Center

Course: 116950, \$60, Jester
10/25-12/13, W, 1-4 pm
South Fork Recreation Center

Drawing: Basic Techniques ❖

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

Course: 116953, \$55, Conaway
9/5-9/26, T, 9:30 am-12:30 pm
West Campus, Room 15

Drawing in Color ❖

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

Course: 116951, \$65, Stewart
8/24-10/12, TH, 9 am-noon
Miller Recreation Center

Course: 116952, \$55, Stewart
10/26-12/7, TH, 9 am-noon
Miller Recreation Center

Drawing: Intermediate ❖

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

Course: 116954, \$55, Conaway
10/10-10/31, T, 9:30 am-12:30 pm
West Campus, Room 15

Flower Arranging ❖

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

Course: 116960, \$95, Gordon
9/19-10/24, T, 6-8 pm
South Fork Recreation Center

Painting: Acrylic ❖

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

Course: 116965, \$65, Conaway
8/24-10/12, TH, 9:30 am-12:30 pm
West Campus, Room 15 🚗

Course: 116966, \$65, Conaway
10/19-12/14, TH, 9:30 am-12:30 pm
West Campus, Room 15 🚗

Painting: Oil All Levels ❖

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

Course: 116967, \$65, Westmoreland
8/30-10/18, W, 9 am-noon
West Campus, Room 15 🚗

Course: 116941, \$55, Stewart
11/1-12/13, W, 9 am-noon
West Campus, Room 15 🚗

Painting: Watercolor ❖

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

Course: 116942, \$65, Conaway
8/25-10/13, F, 9:30 am-12:30 pm
West Campus, Room 15 🚗

Course: 116945, \$55, Conaway
10/27-12/15, F, 9:30 am-12:30 pm
West Campus, Room 15 🚗

Painting: Watermedia ❖

Learn to experiment with any water media. Beginners will receive an introduction into watercolor and acrylics. Demonstrations in blending colors, what makes a good paintbrush and much more!

Course: 116948, \$65, Bess
9/6-10/25, W, 1-4 pm
South Fork Recreation Center

Photography: Intro 1 ❖

Whether you use a point and shoot camera or top of the line DSLR camera, this 3-hour course will teach you how to use the settings on the camera and when to use them in order to capture that magical moment forever.

Note: Prior computer experience required.

These courses meet at West Campus.

Course: 113586, \$35, Smith
8/19, S, 9 am-noon

Course: 113588, \$35, Smith
8/26, S, 9 am-noon

Course: 116975, \$35, Smith
10/21, S, 9 am-noon

Course: 116976, \$35, Smith
10/28, S, 9 am-noon

Photography: Intro 2 ❖

Learn how to start a digital picture/file archive folder system, transfer those digital files from your camera to your computer and how to burn a photo CD. Using Photoshop CS6 Extended, you will also learn basics of digital manipulation along with how to size, crop and color adjust digital images.

Prerequisite: Photography: Intro 1
These courses meet at West Campus.

Course: 113594, \$35, Smith
9/9, S, 9 am-noon

Course: 116978, \$35, Smith
11/4, S, 9 am-noon

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.

Prerequisite: Photography: Intro 1 & 2.

Course: 116970, \$95, Smith
9/11-10/30, M, 6-9 pm
Transportation Center, Room 146 🚗

Photography: DSLR II ❖

Enjoy photo shooting and manipulation! Manipulation instruction meets Wednesdays and photo shoots are on Saturdays.

Prerequisite: DSLR I.

Course: 116972, \$95, Smith
9/16-10/11, W, 6-9 pm
Transportation Center, Room 146
Saturdays, 9 am-noon
(various locations)

Picture Framing & Matting ❖

This class is for beginners and continuing participants. Class covers each step in the process of matting and framing. You will complete several personal projects.

These courses meet at West Campus. 🚗

Course: 116962, \$85, Golden
9/11-10/30, M, 6-9 pm

Course: 116958, \$75, Russell
11/6-12/11, M, 6-9 pm

Silversmithing ❖

All levels are welcome in this metalworking course that focuses on fabricating jewelry. Ring design, soldering, bezel construction and stone setting are included.

These courses meet at West Campus. 🚗

Course: 116974, \$95, Rubin
8/30-10/18, W, 6-9 pm

Course: 116977, \$75, Rubin
11/1-12/6, W, 6-9 pm

Stained Glass - All Levels ❖

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

Course: 117006, \$85
Pettinati-Longinotti
9/7-10/26, TH, 6-9 pm
West Campus, Room 34 🚗

Woodworking❖

This beginning woodworking course will familiarize you with most woodworking hand tools and power machines used in a carpentry lab. These courses meet at Oak Grove Center. 🚗

Course: 116980, \$85, Danner
8/22-10/10, T, 6-9 pm

Course: 116982, \$85, Danner
10/17-12/12, T, 6-9 pm

Wreath Making❖

Learn to make fabulous one-of-a-kind handmade wreaths to decorate your home or give as a gift.

Course: 117013, \$55, Gordon
11/4, T, 9 am-noon
West Campus, Room 15

Baking, Beverage and Cuisine

A supply list for these courses provided online or upon registration. **These courses meet at West Campus.**

Cake Decorating: Beginning❖

Develop your creativity and ability in the basics of cake decorating.
Course: 116943, \$55, Crotts
9/5-9/26, T, 6-9 pm

Cake Decorating: Cupcakes❖

Make your parties extra special with creative cupcakes and cake pops made from rolled candies, molded fondant, and buttercream icing.
Course: 116944, \$45, Crotts
10/3-10/24, T, 6-8 pm

Candy-Making Workshop❖

In this demonstration course, you will learn new recipes to create delectable treats to share with friends and family. You will also take home a bag full of goodies to enjoy!

Note: Deadline for registration is one week before the first class.

Course: 116947, \$35, Crotts
11/18, S, 9 am-noon

Financial

These courses meet at Oak Grove Center on the Main Campus.

Estate Planning❖

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

Course: 116955, \$55, Wittenberg
10/9-10/30, M, 6:30-9 pm

Financial Strategies for Successful Retirement❖

This course will focus on retirement plans and IRAs. We will cover topics such as risk management, inflation protection and different investment vehicles to increase your purchasing power. You will have a financial plan in place at the end of the course.

Course: 116956, \$75, Wittenberg
10/3-10/24, T, 6:30-9 pm

Course: 116959, \$75, Wittenberg
10/31-11/28, T, 6:30-9 pm

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. Useful to individuals from beginner to advanced.

Note: Prior computer experience required.

Course: 116961, \$55, Wittenberg
11/6-11/27, M, 6:30-9 pm

Social Security Benefits: Remove the Guesswork❖

Explore various factors that can influence the amount of Social Security benefits received. Using a wise claiming strategy may enhance lifetime Social Security benefits.

Course: 116981, \$45, Wittenberg
9/19-9/26, T, 6:30-9 pm

Course: 117005, \$45, Wittenberg
12/5-12/12, T, 6:30-9 pm

Savvy Medicare Planning❖

Do you know the four parts of Medicare and how to enroll? When is the best time to enroll in Medicare? What does Medicare cover, what does Medicare not cover? What is a typical Medicare budget today? What can cause your health care budget to change? Do not wait until retirement to ask these very important questions.

Course: 116968, \$45, Wittenberg
9/18-9/25, M, 6:30-9 pm

Course: 116971, \$45, Wittenberg
12/4-12/11, M, 6:30-9 pm

Special Interest

Equine Management: Level 2❖ **NEW!**

In just one weekend, you will learn the basics about selected equine-related subjects from some of the following areas of expertise: types of horses, safety, behavior and training, psychology, feeding, management, maintaining health and care, as well as other related topics.

Course: 117297, \$35, Redding
10/14-10/15, SSU, 1-5 pm
Hunter Hills Equestrian Center

Wildlife Rehabilitation❖

Interested in knowing proper ways to care for wildlife? You will receive instruction on the dangers encountered with wildlife, learn proper handling techniques, intake procedures, basic medical lifesaving techniques, proper feeding of various native wildlife species and gain an understanding of the nature of each animal.

Course: 117007, \$55
9/5-11/14, T, 6-9 pm
Oak Grove Center, Room 4451 🚗

Please Register Early to Reserve Your Place in a Class!

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

Professional and Career Development

Allied Health

Activity Director ✓ CareersNOW 📄

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

Note: Proof of high school or college graduation or GED® is required for registration.

Course: 109878, \$185
8/3-10/12, MTH, 6-9 pm
West Campus, Room 14 🚗

Business

Administrative Assistant Training ✓

This program is for not only 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.

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

Course: 117389, \$130
10/9-12/4, MW, 6-9 pm
Oak Grove Center, Room 4451 🚗

Customer Relations Management in a Call Center Environment ✓ CareersNOW

Learn the art of serving customers in a call center environment! The communication techniques taught in this course will help you cultivate repeat business, market products and cross-sell when appropriate. Gain the skill-set necessary to be a productive telephone call center customer service agent within the wide variety of fields for today's job market. For more information, call 336.757.3801.

Course: 114282, \$185, Perry
8/28-10/11, MTWF, 8:30 am-12:30
Goodwill, Room 100

Course: 117368, \$185, Perry
11/1-12/19, MTWF, 8:30 am-12:30
Goodwill, Room 100

Effective Teaching Training ✓ Online Only

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

Course: 117148, \$75, Davis
9/5-10/1, ONLINE

Course: 117141, \$75, Davis
10/17-11/5, ONLINE

Financial Services and Teller Training ✓

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

Course: 117286, \$75, Milton
10/2-11/20, M, 6-9 pm
Oak Grove Center, Room 4456 🚗

LEED Green Associate Exam Prep ✨ NEW!

Would you like to increase awareness of how business and economic activity impact our planet and societies? In this course, you will learn the trends in green business, identify which activities are based on enduring principles and which are likely to be fleeting all while preparing to take the LEED Green Associate v4 exam.

Course: 117291, \$115
8/31-11/2, TH, 6-8 pm
Snyder Hall, Room 6200 🚗

Veterinary Assistant Training: Beginning ✓ 📄 CareersNOW

Course topics will include small animal anatomy and physiology, reproduction, nutrition, restraint and handling along with infectious and metabolic diseases. Other small animal topics include neoplasia, toxicities, preventive health and wellness, first aid, diagnostics, and surgical room procedures. Discussions will include basic business operations, regulations for veterinary hospitals and one lecture on large animal topics.

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

Course: 117289, \$130
8/22-12/12, T, 6:30-9 pm
Goodwill, Room 100

Food and Beverage

Culinary Arts Certificate ✓ CareersNOW

Also known as the Triad Community Kitchen, this hands-on course provides instruction and certification in ServSafe sanitation, basic culinary skills, knife skills, basic baking skills, kitchen safety, mass food production and "cook chill" technology.

Note: Please visit our website for all additional information and requirements for enrollment.

Course cost is \$185.

Additional 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. This class meets at Second Harvest Food Bank.

Medical/Clerical

Certified EHR Specialist ✓ 📄 CareersNOW

Learn about the use of health information, electronic health record, as well as how they are used in all areas of healthcare and the relevance to the job market today.

Note: Please visit our website for information and requirements for enrollment. These courses meet at West Campus. 🚗

Course: 117131, \$185, Cole
8/28-11/15, MWTH, 6-9:30 pm

Course: 117138, \$185, Cole
9/18-12/1, MWF, 9 am-1 pm

Medical Assisting Review ✓📄 (Online only)

This course is to allow you the opportunity to review information needed in order to take the AAMA certification exam or the AMT exam for registration. This is a preparatory review only.

Note: Please visit our website for all additional information and requirements for enrollment.

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

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

This course in combination with Medical Office II will prepare you for an entry-level job in a doctor's office or clinic.

Course: 117136, \$185, Hill/Frye
9/12-12/12, TTH, 6-9 pm
Goodwill, Room 100

Medical Office II: Billing/EMR ✓📄 CareersNOW

Learn to use electronic medical records for patient record keeping, appointment scheduling, billing for services, posting of payments and generating accounting reports.

Prerequisite: Medical Office I

Course: 117140, \$130, Denerson
10/30-12/20, MW, 6-9 pm
West Campus, Room 18 🚗

Medical Unit Secretary ✓📄 CareersNOW

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

Prerequisite: high school diploma or GED®, criminal background check/drug screen and immunizations required for clinical placement.

Course: 117134, \$203, Elswick
9/11-12/14, MTWTH, 7-10 pm
Bob Greene Hall, Room W304 🚗

Professional Coding Certification

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

Medical Terminology ✓📄 (Online only)

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

Course: 117146, \$185, Fithian
9/5-11/19, ONLINE

Medical Coding – CPT ✓📄 (Online only)

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

Course: 117112, \$185, Staples
9/5-11/19, ONLINE

Medical Coding ICD-10 ✓📄 (Online only)

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

Course: 117111, \$185, Staples
9/5-11/19, ONLINE

AAPC Exam Review ✓📄 (Online only)

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

Course: 117147, \$130, Fithian
10/17-12/17, ONLINE

Notary Public

eNotary ❖

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

Note: Please visit our website for all additional information and requirements for enrollment.

Course: 117408, \$55, Young
8/25, F, 9 am-noon
Transportation Center

Course: 117429, \$55, Young
11/17, F, 9 am-noon
Northwest Forsyth Center

Notary Public Education ❖📄

This course prepares you to be a commissioned/appointed notary public.

Note: Please visit our website for all additional information and requirements for enrollment.

Course: 117407, \$79, Gordon
8/22-8/24, TTH, 9 am-12:30 pm
Innovation Quarter, Room 2441

Course: 117409, \$79, Young
8/29-8/31, TTH, 1-4:30 pm
Transportation Center

Course: 117410, \$79, Gordon
9/5-9/7, TTH, 6-9:30 pm
West Campus

Course: 117411, \$79, Young
9/6-9/8, WF, 9 am-12:30 pm
Northwest Forsyth Center

Course: 117413, \$79, Gordon
9/19-9/21, TTH, 1-4:30 pm
Innovation Quarter, Room 2441

Course: 117414, \$79, Young
9/26-9/28, TTH, 6-9:30 pm
Northwest Forsyth Center

Course: 117420, \$79, Gordon
10/3-10/5, TTH, 6-9:30 pm
West Campus

Course: 117421, \$79, Young
10/10-10/12, TTH, 1-4:30 pm
Transportation Center

Course: 117423, \$79, Gordon
10/17-10/19, TTH, 9 am-12:30 pm
Innovation Quarter, Room 2447

Course: 117424, \$79
10/24-10/26, TTH, 9 am-12:30 pm
Transportation Center

Course: 117425, \$79, Gordon
11/1-11/1, W, 9 am-5pm
West Campus

Course: 117426, \$79, Young
11/7-11/9, TTH, 6-9:30 pm
Northwest Forsyth Center

Course: 117427, \$79, Gordon
11/14-11/16, TTH, 1-4:30 pm
Innovation Quarter, Room 2441

Course: 117431, \$79, Young
11/28-11/30, TTH, 9 am-12:30 pm
Northwest Forsyth Center

Course: 117434, \$79, Gordon
12/5-12/7, TTH, 6-9:30 pm
West Campus

Course: 117432, \$79, Young
12/11-12/15, MF, 1-4:30 pm
Transportation Center

Process Improvement

Six Sigma Green Belt❖

This certification program will equip you with tools required to support Lean Six Sigma process improvement projects in your company and ensure a minimum level of technical competence in the key Six Sigma disciplines. Passing a comprehensive exam and completion of a Green Belt project is required to receive certificate.

Course: 117474, \$1500, Self
9/15-11/14, TTH, 6:00-9:30 pm
Grady Swisher Center

Project Management

Project Management❖ **NEW!**

In this dynamic class setting, we focus on the pragmatic approach to project management. We not only teach the participants about the practices of project management; we tell them exactly what will happen if they do not practice these principles. This curriculum supports training and leveraging of the 'hard skills' of project management as well as the essential 'soft skills'.

Course: 117473, \$360
9/26-10/10, T, 8:30 am-5 pm
Innovation Quarter, Room 2447

Safe Driving

These courses meet at West Campus. Please check our website for course dates and times offered.

Alive At 25❖

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

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

Course Cost is \$65.

Defensive Driving: 4-Hour❖

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

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

Course Cost is \$65.

Defensive Driving: 8-Hour❖

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

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

Course Cost is \$90.

Motorcycle Safety Education: Basic Rider Course (BRC)❖

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

Note: Please visit our website for all additional information and requirements for enrollment.

Course Cost is \$170.

Technical/Trade

Auto Safety Inspection✓

This training will prepare you to pass the automobile safety qualifications exam administered on the last day of class.

Note: You should check with the local DMV at 336.767.8809 to insure that you are eligible to obtain this license. This class meets at the Transportation Center. Please call customer service for dates and times.

Auto Inspection: OBD II✓

Attention! Vehicle inspectors: increase your knowledge by taking this course in On-Board-Diagnostics II emissions testing procedures. Prepare to become qualified to complete OBD II inspections with a properly licensed inspection station upon completion of the OBD II exam administered on the last day of class.

Note: You should check with the local DMV at 336.767.8809, to insure that you are eligible to obtain this license. This class meets at the Transportation Center. Please call Customer Service for dates and times.

DMV: Dealer Pre-License✓⚡

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

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

Course: 117002, \$75, Mauk
10/10-10/11, TW, 8 am-3 pm
West Campus, Room 1

National Certification for Electrical Lineman

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

For more info, call 336.734.7023

Electrical Lineman ✓ **CareersNOW**

The Electrical Lineman program is designed to train you to become an entry-level electrical line worker for private and public utility companies and related employers. This program is approved for national certification by the National Center for Construction Education and Research and for Pre-Apprentice credit by the NC Department of Commerce. You may also earn a flagger and OSHA 10 certificate.

Note: Supplies needed include boots. An average grade of 75 is required to complete the course. Please visit our website for all additional information.

Facility Maintenance Technician ✓ **CareersNOW**

Learn technical skills that include Carpentry, Electrical, HVAC, Plumbing and OSHA Safety. In partnership with the National Apartment Association, you will also learn customer service and apartment maintenance skills including major appliance repair and pool operation.

Note: Please visit our website for all additional information.

Course: 116993, \$220
9/11-12/6, MTWTFH, 9 am-1 pm
Goodwill, Room 108

HVAC Service Technician Level I ✓ **CareersNOW**

This first level of a two-semester course prepares you for entry-level employment with local HVAC contractors in the routine service and repair of residential and light commercial HVAC (Heating, Ventilation, and Air Conditioning) systems. You must complete Level I and Level II to receive a certificate.

Note: Please visit our website for all additional information.

Course: 116994, \$215, Cornelison
9/11-12/4, MTH, 6-9 pm
Goodwill, Room 108

Used Motor Vehicle Dealer ✓ **CareersNOW**

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

Course: 117011, \$75, Mauk
11/1, W, 8 am-3 pm
West Campus, Room 1

Welding: Industrial ✓ **CareersNOW**

Learn the principles and practices of welding! Course content will include SMAW (stick), GMAW (MIG), and GTAW (TIG) welding processes. Also included will be blueprint reading, metallurgy, welding inspection, destructive and non-destructive testing. Upon completion of the course, you will have the knowledge base to sit for various industry-specific certifications.

Note: You are required to have your own safety glasses. Please visit our website for all additional information.

Course: 116937, \$265, Eubanks
8/7-11/28, MTWTH, 8:30 am-12:30 pm
Goodwill, Room 011

Welding: MIG ✓ **CareersNOW**

Learn the process for Metal Inert Gas/ Metal Flux-Core Welding (MAW/MFC-Wire). You will learn proper techniques, machine set up, inert gas and wire selection for welding both light and heavy plate to meet AWS (vertical-down and flat) welding code. Upon successful completion, you should have the skills to pass the 1G/2G & 1F weld test to AWS standards. After taking this course you may retake the course at an advanced level.

Note: You are required to have your own safety glasses. Please visit our website for all additional information.

Course: 116938, \$225, Doub
8/7-12/13, MW, 6-9 pm
Goodwill, Room 011

Welding: TIG ✓ **CareersNOW**

Gas tungsten welding is sometimes referred to by its subtype, tungsten inert gas or TIG welding. Content will include power sources, types of wire electrodes and shielding gases. Welding will be performed on mild steel and aluminum, in flat, horizontal and vertical positions. After completing this course, you may retake the course at an advanced level.

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

Note: Safety glasses are required. Please visit our website for all additional information.

Course: 116973, \$225, Hill/Eubanks
8/8-12/12, TTH, 6-9 pm
Goodwill, Room 011



Registration Information

What You Need For Registration

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

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

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

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

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, and 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.

Ways To Register

Walk-In Registration

Walk-in registration is available at six locations.

- West Campus Customer Service Center, 1300 Bolton Street, Winston-Salem
- Forsyth Tech Stokes County Center
1165 Dodgetown Road, Walnut Cove
- Grady P. Swisher Center
1108 Swisher Center Road, Kernersville

- Mazie S. Woodruff Center
Winston-Salem
- Northwest Forsyth Center
3111 Big Oaks Drive, King
- Transportation Technology Center
4255 North Patterson Avenue,
Winston-Salem

Telephone Registration

To register by phone, call 336.734.7023, and select option “2” for phone registration.

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

Payment by VISA/MasterCard only.

Important Registration Information

Refund Policy

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

- If the course has a ✓ symbol, you may get a full registration fee refund by officially withdrawing from the class before the first class meeting. After the class has started, a 75% refund can be obtained by officially withdrawing before the class has met 10% of its scheduled time.
- If the course has a ❖ symbol, you may get a full registration fee refund by officially withdrawing from the class one working day (24 hours) before the first class meeting.

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

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

Disabilities Services

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

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



Learn to save lives!

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

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

Certification cards are presented to the students upon completion of the class.

NO WAITING!

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

Be prepared to save a life!

See pages 2 & 3 for details.

American Heart
Association
Learn and Live



**AUTHORIZED
TRAINING
CENTER**

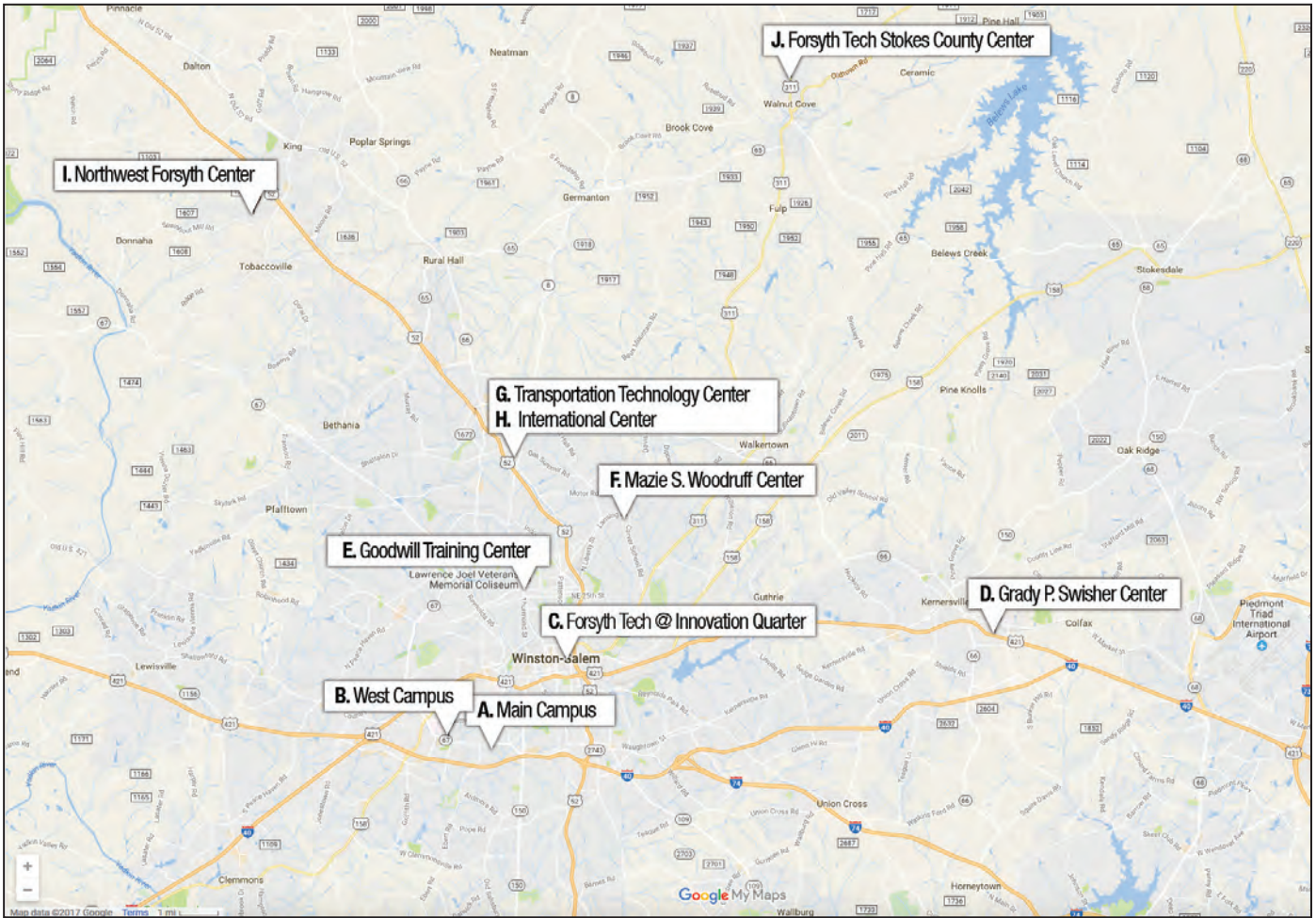
**Money a Barrier?
Need Help with
Tuition & Fees?**

***No Worry! Financial Aid is Available
for Occupational Courses.****

For more information, call 336.734.7748, ext. 1



Campus & Center Locations



•EWD Customer Service •336.734.7023

•All Other Questions •336.723.0371

A. Main Campus

2100 Silas Creek Parkway Winston-Salem, NC 27103
Phone: 336.723.0371
Email: info@forsythtech.edu
(mailing address for all locations)

B. West Campus (Economic & Workforce Development)

1300 Bolton St., Winston-Salem, NC
Phone: 336.734.7023

C. Forsyth Tech @ Innovation Quarter

525 Vine St. Suite 240, Winston-Salem, NC

Small Business Center

Phone: 336.757.3810

BioNetwork Pharmaceutical Center

Phone: 336.748.4671

Business & Industry Services

Phone: 336.757.3802

D. Grady P. Swisher Center

1108 Swisher Center Rd.
Kernersville, NC
Phone: 336.734.7903

E. Goodwill Training Center

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

F. Mazie S. Woodruff Center

4905 Lansing Dr.
Winston-Salem, NC
Phone: 336.734.7950

G. Transportation Technology Center

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

H. International Center

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

I. Northwest Forsyth Center

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

J. Forsyth Tech Stokes County Center

1165 Dodgetown Rd.
Walnut Cove, NC
Phone: 336.593.5402

look inside
to find new skills
& new passions

*Forsyth Tech
has something
for everyone!*

ForsythTech

Community College

2100 Silas Creek Parkway
Winston-Salem, North Carolina 27103

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ECONOMIC & WORKFORCE DEVELOPMENT

2017

AUGUST–DECEMBER 2017
COURSE CATALOG



Discover Your Course

Come and see what
EWD can do for you!

**EWD Open House
& Career Expo
Friday, October 6
10 am-2 pm**

Get your certification • Start your business • Explore your creative side • Speak to an advisor • Meet with employers
Improve your job skills • Learn about short-term programs • Register for a class on the spot

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