Economic & Workforce Development
Course Catalog

Forsyth & Stokes Counties

ForsythTech

Education For Life

August– December 2015

Hundreds of Course Offerings, Traditional & Online

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

Look Inside!

Learn to save lives!

Imagine a loved one, friend or co-worker suddenly having a heart attack or other medical emergency and needing CPR. Are you prepared to help?

Forsyth Tech is an official American Heart Association Community Training Center, offering courses in CPR and First Aid, Healthcare Provider CPR, Advanced Cardiac Life Support and Pediatric Advanced Life Support. Students receive certification at the end of the course.

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

See page 35 for details.

American Heart Association
Learn and Live

AUTHORIZED TRAINING CENTER

Come out and play!

Learn to play the mountain dulcimer from an expert with Beginning Mountain Dulcimer I & II.

Playing is good mental exercise, helps relieves stress, and it's lots of fun!

See page 18 for details.

Welcome to Your New Beginning

On The Pathway To Success
Leap Of Faith

José Moctezuma, Maintenance Technician, Winston-Salem Housing Authority

A Leap Of Faith

José Moctezuma was working part-time in what he calls a dead-end job. He knew that if he wanted to get ahead and have better opportunities, he would need some kind of skills training. Noticing José was good at solving mechanical, electrical and other residential issues, his neighbor recommended he take the Facility Maintenance Technician course at Forsyth Tech, saying it could offer many career opportunities. So José took a leap of faith – he quit his job and enrolled in the course.

Good Training Leads To A Good Job

The Facilities Maintenance Technician course is not a simple one. Over the course of the 240-hour program, the students learn all the responsibilities and challenges of becoming a maintenance specialist. "We went through plumbing, electrical, welding, landscaping, carpentry, blueprint reading, masonry and, most importantly, we learned to safely use light and heavy duty tools at all times," José says. After successfully completing the course and achieving several professional certifications, José was hired as a fulltime Maintenance Technician with the Housing Authority of Winston-Salem.

Thankful He Took The Leap

For José, his story is not "a success story out of a film. My story is the journey from oppression to redemption." The oppression is the life he led before a religious awakening he experienced, and his redemption is the life he is living now – a life that came about because of his faith. "I am glad that I stepped out on faith," he says, "and took the course at Forsyth Tech. I quit a job that wasn't satisfying, got training at Forsyth Tech, and my salary doubled!" José is living proof of what can happen when you have faith in yourself, faith in something greater than yourself, and a place like Forsyth Tech where that faith can be put to use.

Interested in the Facilities Maintenance Technician course, or another course that can get you started on a new or better job? This catalog is full of them! Start reading, and find your pathway to success at Forsyth Tech!

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

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

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

94,082 copies of this document were printed at a cost of $.27 per copy. 6/15

Finding Success at Forsyth Tech

STEP 1

Develop a Plan

Visit our Educational Career Center where we will help you:

> Determine your career path

> Boost your job skills

> Expand your horizons

STEP 2

Take Action

Enroll in a class to:

> Get vocational and professional training

> Learn how to start a business

> Achieve College and Career Readiness through…

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

> Find a new personal interest or hobby

STEP 3

Complete the Path

Take the final steps to success by gaining:

> Employment search skills

> Improved interview/resumé skills

> A Career Readiness Certificate

> Industry certifications

Did You Know?

Forsyth Tech is committed to your success!

We offer:

> Free classes to help you add new skills

> Grant opportunities to pay for job training

> Information on employment to help you find the right career

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

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 you will need to bring a USB flash drive to class.

Course Code: 94297, $75
9/16-11/18, W, 9 am-Noon
West Campus, Room 1

Computer Beyond The Fundamentals ✓

Reach beyond the computer fundamentals of using a mouse, and learning the desktop. In this class, you will review and enhance your knowledge of the 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 you will need to bring a USB flash drive to class.

Course Code: 94291, $75, Flynt
8/3-8/26, MW, 9 am-Noon
West Campus, Room 1

Excel 2010 Introduction ✓

In this course, you will discover dozens of shortcuts and tricks for quickly and efficiently setting up fully formatted worksheets. You will also learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, creating charts, freezing panes, and printing a spreadsheet.

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

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

Course Code: 98191, $75
10/12-11/4, MW, 6-9 pm
Goodwill, Room 100

Excel 2013 Introduction ✓ NEW!

Learn to use Microsoft's powerful spreadsheet application that is an essential tool for today's workplace. This course introduces you to the creation and editing of worksheets and charts, simple character formatting and printing. Discover Excel's simple formulas and functions, understand the difference between absolute and relative cell addresses, and learn how to print spreadsheets.

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

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

Course Code: 94552, $75
8/18-10/6, T, 6-9 pm
Grady Swisher Center, Room 219

Course Code: 98184, $75
9/14-10/7, MW, 6-9 pm
Grady Swisher Center, Room TBA

Excel 2013 Intermediate ✓ NEW!

In this course, you will go beyond the basics and build on your beginner-level Excel 2013 skills in storing, organizing, and manipulating date. Improve on your data analysis skills by learning to manipulate date through formulas while honing your presentation skills with the use of Excel's charting and graphing tools.

Prerequisite: A basic understanding of the Excel and Microsoft Windows 8 or 8.1 Operating System.

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

Course Code: 98193, $75
10/13-11/24, T, 6-9 pm
Grady Swisher Center, Room TBA

Intro to Personal Computers Using Windows 7 ❖ NEW!

You will familiarize yourself with the basic components of a personal computer (PC). You will log on to Windows 7, explore the Windows 7 interface, manage files and folders, use the common tools and programs available in Windows 7; as well as customize the Windows 7 desktop, and browse the Internet.

Prerequisite: None

Course Code: 98181, $55
8/19-8/20, WTH, 5:30-9 pm
Goodwill, Room 100

Course Code: 98200, $55
12/5-12/12, S, 10 am-1:30 pm
West Campus, Room 1

Courses in Forsyth County

Intro to Personal Computers Using Windows 8 ❖

Whether you're new to computers or have used them in the past, this class will help you become more comfortable using a personal computer (PC) and more specifically, the Windows 8.1 interface. This course will help you to define what a PC is, and familiarize you with the Windows 8.1 user interface and its basic capabilities. In this course, you will explore Windows 8.1 and learn how to create documents, send email, browse the Internet, and share information between applications and with other users. This Class is hands on and will require you to bring your laptop computer to class.

Prerequisite: None

Note: You will need to bring your Windows 8.1 laptop computer and extra power source to class.

Course Code: 98186, $55
9/16, W, 9 am-4 pm
West Campus, Room 27

Course Code: 98195, $55
10/17-10/24, S, 10 am-1:30 pm
West Campus, Room 1

Course Code: 98199, $55
11/12-11/13, THF, 10 am-1:30 pm
West Campus, Room 1

iPad/Tablet: Intro to Basic Use ❖ NEW!

Got an iPad/Tablet and don't know how to turn it on? What is Cloud and iTunes? If you need answers to the questions above, than we have the class for you. This basic iPad/Tablet class introduces you to the wonderful world of an iPad/Tablet. In this class you will learn how to touch, tap, swipe and sync your way to getting the most from your device. Class is hands-on and includes set-up, music, email, social media, apps and more. Bring to class your own iPad/Tablet and cable and have an iTunes account, you will leave with a better understanding of how to master your iPad/Tablet.

Course Code: 98182, $35
9/2, W, 2-5 pm
Innovation Quarter

Microsoft Office 2010 ✓

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

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

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

Course Code: 98185, $75
9/15-10/8, TTH, 6-9 pm
Goodwill, Room 100

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 you will need to bring a USB flash Drive to class.

Course Code: 98196, $75
10/19-11/12, MTH, 6-9 pm
Grady Swisher Center, Room TBA

PC Purchasing Made Easy ❖ NEW!

Are you in the market for a new PC and not certain where to start? Come let our knowledgeable PC Tech assist you in making an informed decision about purchasing a PC, Laptop, Tablet, etc. You will learn what information is needed to compare computer models, interpret ads, and understand what different computer performance features mean. Components will be explained in lay terms to be easily understood by anyone with little or no technical knowledge. Actual computer ads will be used as a baseline for discussion and exercises.

Prerequisites: None

Note: This course is for educational purposes and no product or company endorsement will be made.

Course Code: 98183, $35
9/12, S, 9 am-Noon
West Campus, Room 1

Course Code: 98198, $35
11/7, S, 9 am-Noon
West Campus, Room 1

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

Course Code: 97947, $85
9/14-11/2, M, 6:30-8:30 pm
Oak Grove Center, Room 4458

Spanish I ✓ (Also offered online)

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

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

Course Code: 97856, $75
8/18-10/6, T, 9 am-Noon
West Campus, Room 16

Course Code: 97857, $75
8/19-10/7, W, 6-9 pm
Oak Grove Center, Room 4458

Course Code: 98391, $75
10/19-12/14, M, 9 am-Noon
West Campus, Room 16

Course Code: 98390, $75
10/20-12/15, T, 6-9 pm
Oak Grove Center, Room 4457

Course Code: 98392, $75
10/20-12/20, ONLINE

Spanish II ✓

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

Prerequisite: Spanish I or equivalent Spanish-language exposure.

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

Course Code: 98385, $75, Volcan
8/20-10/8, TH, 6-9 pm
Oak Grove Center, Room 4458

Course Code: 97858, $75
10/20-12/15, T, 9 am-Noon
West Campus, Room 16

Course Code: 97859, $75
10/21-12/16, W, 6-9 pm
Oak Grove Center, Room 4458

Spanish III ✓

Designed to broaden your level of achievement in Spanish-language skills, Spanish III will provide additional emphasis in listening, reading, writing and speaking.

Prerequisite: Spanish II or equivalent Spanish language exposure.

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

Course Code: 98388, $75, Volcan
8/17-10/12, M, 6-9 pm
Oak Grove Center, Room 4457

Course Code: 98386, $75, Volcan
10/22-12/17, TH, 6-9 pm
Oak Grove Center, Room 4458

Spanish IV ✓

Continue to broaden your level of achievement in Spanish-language skills with further emphasis in listening, reading, writing and speaking.

Prerequisite: Spanish III or equivalent Spanish language exposure.

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

Course Code: 97861, $75, Volcan
8/19-10/7, W, 6-9 pm
Oak Grove Center, Room 4457

Course Code: 98389, $75, Volcan
10/19-12/14, M, 6-9 pm
Oak Grove Center, Room 4451

Spanish V ✓

Expand your intermediate level acquisition of the Spanish language by additional focus on your listening, reading, writing and speaking skills.

Prerequisite: Spanish IV or equivalent Spanish language exposure.

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

Course Code: 97862, $75, Volcan
10/21-12/16, W, 6-9 pm
Oak Grove Center, Room 4456

Spanish VI ✓

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

Prerequisite: Spanish V or equivalent Spanish language exposure.

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

Course Code: 98210, $75, Volcan Rivero
8/18-10/6, T, 6-9 pm
Oak Grove Center, Room 4457

Course Code: 98211, $75, Volcan Rivero
8/20-10/8, TH, 9 am-Noon
West Campus, Room 16

Spanish VII ✓

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

Prerequisite: Spanish VI or equivalent Spanish language exposure.

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

Course Code: 97864, $75, Volcan Rivero
10/20-12/15, T, 6-9 pm
TBA, Room TBA

Course Code: 98212, $75, Volcan Rivero
10/22-12/17, TH, 9 am-Noon
West Campus, Room 16

Spanish for Healthcare Professionals ✓

In today's workforce, conversational Spanish for healthcare personnel to better assist Spanish-speaking patients is a must! The class will provide a basic level of competency sufficient to meet survival medical care needs. You will be able to greet patients, learn parts of the body, assist the patient with body commands and positions and learn about the Hispanic culture.

Note: No prior knowledge of Spanish is necessary.

Course Code: 97855, $75
9/9-10/5, MW, 6-9 pm
Oak Grove Center, Room 4451

Spanish for Office ✓

Are you an office secretary or receptionist who needs to gain immediate access to functional language skills? This course teaches specific Spanish language skills that will enable you to assist Spanish-speaking customers and clients more efficiently. After completing this course, you will be able to greet customers and clients, make appointments, gather personal data, receive and make calls and assist walk-in customers.

Note: No prior knowledge of Spanish is necessary.

Course Code: 98209, $75
9/1-10/20, T, 6-9 pm
Oak Grove Center, Room 4456

Horticulture/Home

Easy Landscape Updates ❖

Do you have a tired landscape that needs help? Learn a few easy tricks the pros use to bring your landscape up to date. This class will touch on pruning techniques to update plants, creating deeper beds and use of containers. In addition, you will learn the latest trends in residential landscaping.

Note: A photo of your house and landscape will be helpful but not required. Please have all photos on a CD and not on a USB drive or on your camera.

Course Code: 98005, $35, Wood
8/29, S, 9 am-Noon
West Campus, Room 15

Installation of Wood and Laminate Flooring ❖

View a demonstration on how to prepare and install a variety of wood and laminate flooring! It may help you decide on which type material and fastening system that you would want to use as well as how it's cut and fitted.

Note: Safety glasses are required.

Course Code: 98274, $30
10/17, S, 9 am-Noon
Goodwill, Room 108

Landscape Design ❖

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: 98004, $65, Wood
9/29-11/3, T, 6-8 pm
Oak Grove Center, Room 4458

Courses in Forsyth County

Human Resource Development

Employability Lab ✓

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

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

Course Code: 98427, $180, Birkel
8/17-12/9, MW, 9 am-Noon
React Center, Computer Lab

Course Code: 98177, $180
8/18-12/10, TTH, 9 am-Noon
West Campus, Room 122

Introduction to Clerical Assistant ✓

Would you like to learn more about clerical occupations and examine what is needed to be successful in that field? In this course, you will learn practical communication and computer skills needed in today's office environment, including an introduction to Microsoft Word and Excel. You will also learn the important components of an effective job search.

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

Course Code: 98501, $125
9/15-10/22, TTH, 1-4:30 pm
Goodwill, Room 302

Course Code: 98502, $125
11/3-12/15, TTH, 1-4:30 pm
Goodwill, Room 302

Human Resource Management

Human Resource Management Certificate

Compensation & Benefits Administration ❖

This course will introduce you 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.

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

Course Code: 98404, $75
9/14-10/5, M, 6-9 pm
Innovation Quarter, Room 2447

Employment Law ❖

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

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

Course Code: 98403, $100
11/16-11/18, MW, 6-9 pm
Grady Swisher Center, Room 113

Harassment Prevention ❖

This 3 hour class covers harassment as one of the most destructive and costly workplace issues faced by employers and their employees today. In addition to sexual harassment, there are liability issues associated with harassment based on race, color, sex, national origin, religion, age or disability.

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

Course Code: 98406, $70
10/21, W, 6-9 pm
Oak Grove Center, Room 4457

Introduction to Human Resource Management ❖

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

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

Course Code: 98402, $100
9/15-9/29, TTH, 6-9 pm
Innovation Quarter, Room 2440

Courses in Forsyth County

Managing Conflicts ✓

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

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

Course Code: 98400, $75
9/14-11/9, M, 6-8:30 pm
Grady Swisher Center, Room 113

Performance Management ❖

Performance Management is critical for executing a talent management system that: 1) ensures proper training and development is taking place, and 2) involves more than the annual performance evaluation. This course will help you, as a supervisor or a manager; understand how the performance process can ensure your employees' performance is in line with the organization's strategic goals.

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

Course Code: 98409, $70
10/27-10/29, TTH, 6-9 pm
Grady Swisher Center, Room TBA

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: 98407, $70
10/26-10/28, MW, 6-9 pm
Oak Grove Center, Room 4457

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: 97953, $995
9/1-12/1, T, 6-10 pm
Innovation Quarter, Room 2447

Courses in Forsyth County

Interpreting in Health & Human Services

Case Studies Interpreter Lab ✓ (Also offered online)

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

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

Course Code: 97830, $130
11/3-12/20, ONLINE

Course Code: 97829, $130, Franceschina
11/4-12/16, MW, 1-4 pm
West Campus, Room 1

Course Code: 97828, $130, Franceschina
11/4-12/16, MW, 6-9 pm
West Campus, Room 1

Case Studies Translator Lab ✓ (Also offered online)

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

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

Course Code: 97848, $130, Knapp
9/22-11/1, ONLINE

Course Code: 97841, $130, Knapp
9/23-11/2, MW, 1-4 pm
West Campus, Room 1

Course Code: 97847, $130, Ayivon
9/23-11/2, MW, 6-9 pm
West Campus, Room 1

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

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

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

Course Code: 98468, $75, Knapp
8/17-9/20, M, 4-6 pm
West Campus, Room 16

Course Code: 97834, $75, Alonso
8/17-9/20, M, 4-6 pm
West Campus, Room 29

Course Code: 97835, $75, Knapp
8/18-9/20, ONLINE

Interpreting in Difficult Situations (Non-language specific) ✓

Would you like help in learning how to deal with difficult situations when interpreting? During this course, you will be involved in sharing the ethical and emotional concerns that comes from interpreting in challenging settings that involve grief and distress situations such as dealing with death and cancer.

Course Code: 98268, $25
9/17, TH, 6-9 pm
TBA, Room TBA

Do You Want to be a
Medical Interpreter?

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

Courses available in:

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

Every student must complete orientation before registering.

Courses in Forsyth County

Interpreting for Pediatric Patients (Non-language specific, examples in Spanish) ✓

In today's medical field, there is a need for medical terminology as it relates to diagnoses and treatments seen in a pediatric setting. In this course, you will be involved in sharing the challenges and ethical concerns interpreters face when interpreting for kids/teenagers and their parents through role playing activities and discussion.

Course Code: 98218, $25
8/13, TH, 6-9 pm
West Campus, Room 12

Interpreting Skills: Sight Translation (Spanish/English) ✓

Are you a current interpreter who needs to focus on improving your sight translation skills? In this course, you will be able to practice using an audio system where you can receive live feedback from the instructor and record yourself while you practice your skills.

Course Code: 98271, $25
10/17, S, 9 am-1 pm
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. During this class, you will explore cultural awareness as it applies to Interpreting in Health and Human Services.

Course Code: 97831, $75
Humes/Wood
8/17-9/14, MW, 1-4 pm
West Campus, Room 16

Course Code: 97832, $75
Franceschina/Wood
8/17-9/14, MW, 6-9 pm
West Campus, Room 16

Course Code: 97833, $75
8/18-9/20, ONLINE

Spanish/English Medical Terminology ✓ (Also offered online)

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

Course Code: 97827, $185
8/25-12/6, ONLINE

Course Code: 97824, $185, Rodríguez
8/27-12/3, TTH, 1-4 pm
West Campus, Room 16

Course Code: 97826, $185, Rodríguez
8/27-12/3, TTH, 6-9 pm
West Campus, Room 16

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

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

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

Course Code: 94533, $185, Fithian
8/10-10/26, MTHF, 8:45 am-12:45 pm
West Campus, Room 27

Course Code: 97876, $185, Denerson
9/14-12/9, MWTH, 6-9:30 pm
West Campus, Room 27

Course Code: 98204, $185, Fithian
11/9-2/8, MTHF, 8:45 am-12:45 pm
West Campus, Room 27

Introduction to Medical Terminology (Pharmacy Tech) ✓

This course introduces the basics of Medical Terminology for the student new to the medical field. You 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 Assistants who wants to enroll in the curriculum Pharmacy Tech program.

Prerequisites: High school diploma or GED® and completion of Pharmacy Assistant.

Course Code: 97877, $75, Vance
9/14-10/7, MW, 9 am-Noon
Goodwill, Room 306

Medical Office I: Introduction to Terminology and Coding ✓ JobsNOW

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

Course Code: 94532, $185, Odom
8/4-11/3, TTH, 6-9 pm
Goodwill, Room 100

Course Code: 97869, $185, Cole
9/8-12/8, TTH, 9 am- Noon
West Campus, Room 12

Course Code: 97875, $185, Odom/Frye
9/14-12/16, MW, 6-9 pm
Goodwill, Room 100

Courses in Forsyth County

Medical Office II: Billing/EMR ✓ JobsNOW

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

Prerequisite: Medical Office I

Course Code: 97873, $130, Burke
9/14-11/4, MW, 6-9 pm
West Campus, Room 122

Medical Unit Secretary ✓ JobsNOW

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

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

Course Code: 97866, $203, Elswick
8/31-12/21, MTWTH, 7-10 pm
Bob Greene Hall, Room W304

Course Code: 98203, $203, Hill
11/2-3/2/16, MTW, 5-9 pm
React Center, Room 7

Pharmacy Assistant ✓ JobsNOW

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

Prerequisite: High school diploma or GED®.

Course Code: 97860, $130, Vance
8/25-10/15, TTH, 6-9 pm
Goodwill, Room 306

Course Code: 97878, $130, Vance
10/19-12/16, MW, 9 am-Noon
Goodwill, Room 306

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

Professional Coding Certification

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

AAPC Exam Review ✓ (Online only)

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

Course Code: 97850, $130, Fithian
9/8-11/1, ONLINE

Anatomy & Physiology for Non-Credit Students ✓ (Online only)

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, you 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 if you are 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: 97852, $130, Boles
9/22-11/15, ONLINE

Medical Coding – CPT ✓ (Online only)

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

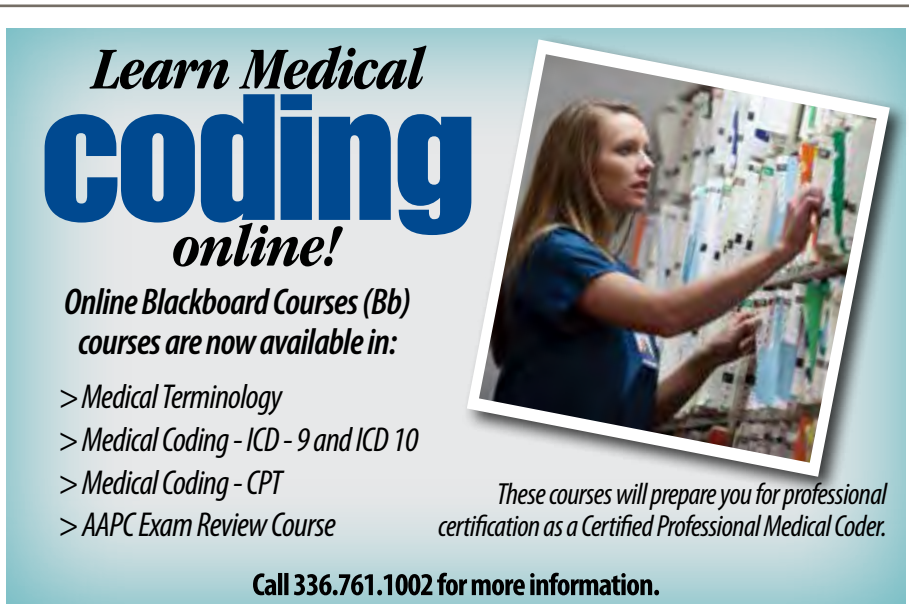
Course Code: 97853, $185, Oldham
9/8-11/22, ONLINE

Medical Coding ICD-10 ✓ (Online only)

This 64-hour advanced online course will provide you a sound knowledge of medical coding rules and regulations, coding errors to be avoided, as well as the ability to review and assign accurate ICD-10 diagnostic codes across a wide range of clinical cases. The course is designed as part of a series to prepare students interested in becoming a Certified Professional Coder (CPC).

Course Code: 98275, $185, Staples
9/22-12/6, ONLINE

Courses in Forsyth County



Medical Terminology ✓ (Online only)

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

Course Code: 97849, $185, Boles
9/15-12/6, ONLINE

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. You will learn how to identify the different types of basket weaves and caning designs. Bring your own project to work on or be inspired with a project given by the instructor.

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

24 Hour Course
Course Code: 97908, $65
9/14-11/2, M, 1-4 pm
South Fork Recreation Center

18 Hour Course
Course Code: 97909, $55
11/9-12/14, M, 1-4 pm
South Fork Recreation Center

Calligraphy ❖

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

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

Course Code: 97919, $65, Paige
9/21-11/9, M, 6-8 pm
South Fork Recreation Center

Crocheting ❖

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

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

Course Code: 97932, $65, Jester
9/9-10/28, W, 1-4 pm
South Fork Recreation Center

Digital Photography Beginning ❖

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

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

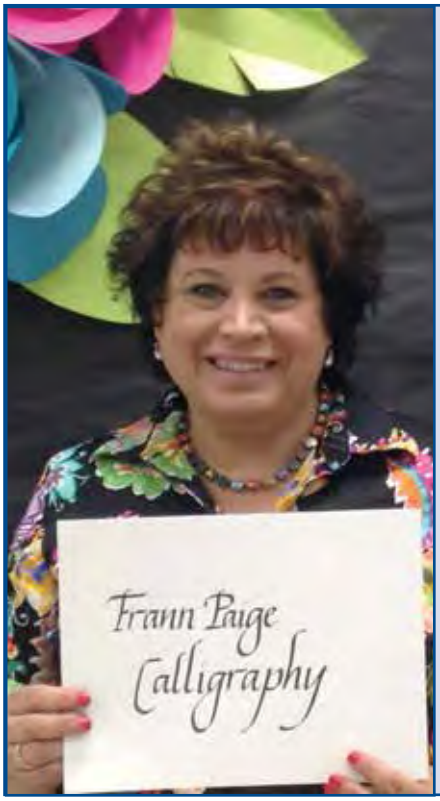
Course Code: 97920, $35, Smith
8/15, S, 9 am-Noon
West Campus, Room 122

Course Code: 97921, $35, Smith
8/22, S, 9 am-Noon
West Campus, Room 122

Course Code: 97927, $35, Smith
10/24, S, 9 am-Noon
West Campus, Room 122

Course Code: 97928, $35, Smith
10/31, S, 9 am-Noon
West Campus, Room 122

Courses in Forsyth County



Forsyth Tech Instructor Profile

Frann Paige-Calligraphy

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

Digital Photography 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: 97930, $35, Smith
8/29, S, 9 am-Noon
West Campus, Room 122

Course Code: 97931, $35, Smith
11/7, S, 9 am-Noon
West Campus, Room 122

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.

24 Hour Course
Course Code: 97937, $65, Lithgo
8/27-10/15, TH, 9 am-Noon
Miller Park Recreation Center

18 Hour Course
Course Code: 97938, $55, Lithgo
10/29-12/10, TH, 9 am-Noon
Miller Park Recreation Center

Flower Arranging ❖

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

Note: You will need to bring a bud vase the first night of class, a pair of scissors, a paring knife or small wire cutters and ribbon scissors.
Course Code: 97941, $95, Gordon
9/8-10/13, T, 6-8 pm
South Fork Recreation Center

Kudzu Basket Weaving Workshop ❖

Learn how to use local vines to make beautiful baskets. You will leave class with a completed basket.

Note: Please bring a pair of sharp hand clippers.
Course Code: 98519, $35, Buchanan
10/6, T, 6-9 pm
South Fork Recreation Center

Courses in Forsyth County

Forsyth Tech Instructor Profile
Susie Gordon–Flower Arranging

Susie Gordon has worked in the floral industry for over 40 years. She owns and operates Hawks Florist in Rural Hall and enjoys sharing her love of floral design. Susie takes continuing education courses to keep her arrangements up-to-date! "There is always something new to learn and something new to teach!"

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.

24 Hour Course
Course Code: 97954, $65, Conaway
8/27-10/15, TH, 9:30 am-12:30 pm
West Campus, Room 15

18 Hour Course
Course Code: 97955, $55, Conaway
10/29-12/10, TH, 9:30 am-12:30 pm
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.

18 Hour Course
Course Code: 97961, $55
9/2-10/7, W, 9 am-Noon
West Campus, Room 15

24 Hour Course
Course Code: 97964, $65
Pettinati Longinotti
10/21-12/16, W, 9 am-Noon
West Campus, Room 15

Painting: Watercolor ❖

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

Note: You will need to purchase additional supplies.

24 Hour Courses
Course Code: 97966, $65, Bess
8/26-10/14, W, 1-4 pm
South Fork Recreation Center

Course Code: 97968, $65, Conaway
8/28-10/16, F, 9:30 am-12:30 pm
West Campus, Room 15

18 Hour Courses
Course Code: 97967, $55, Bess
10/28-12/9, W, 1-4 pm
South Fork Recreation Center

Course Code: 97971, $55, Conaway
10/30-12/11, F, 9:30 am-12:30 pm
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 you will learn how to manipulate your digital images using Photoshop CS6 Extended. Your photos will be discussed and critiqued in class. Class content will include but will not be limited to: action/sport, still, portrait, wedding, landscape and architectural photography. After taking this class, you will be able to shoot in any situation resulting in professional quality photos.

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

Prerequisite: Digital Photography Intermediate.

Course Code: 97975, $95, Smith
9/28-11/16, M, 6-9 pm
Transportation Center, Room 146

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 you will receive technical information about the DSLR cameras, receive instructions in advanced digital manipulation skills using Photoshop CS6 extended and suggested shooting set-ups for the Saturday location shooting phases. During off campus shooting assignments, you will learn how to work with many different techniques using your DSLR digital camera including the use of different lenses, fast and slow shutter speeds, long and short depths of field as well as white balance setting, fill flash, reflected lighting techniques and how to combine any of the above in order to produce a top quality digital image. You will be given the opportunity to photograph a variety of different subjects from people and animals to architectural building details and landscape photography. Using the combination of supervised instruction, digital manipulation and shooting techniques along with your own creativity and imagination, the sky is truly the limit in your digital photography.

Prerequisite: DSLR I

Forsyth Tech Instructor Profile

Laura Partridge–Quilting

Laura Patridge made her first quilt in 1974 and has been quilting ever since. She is an award-winning quilter, quilt teacher, and quilt judge. Her favorite patterns are pieced, but she also enjoys appliqué and embellished quilts. Laura enjoys sharing her love for quilting with beginning students. "Come to a class! I promise you will have fun!"

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

Course Code: 97978, $95, Smith
9/12-10/7, W, 6-9 pm & S, 9 am-Noon
Transportation Center, Room 146 (W)
West Campus, Room 122 (S)

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.

24 Hour Course
Course Code: 98366, $85, Russell
9/14-11/2, M, 6-9 pm
West Campus, Room 34

18 Hour Course
Course Code: 98367, $75, Golden
11/7-12/19, S, 9 am-Noon
West Campus, Room 34

Courses in Forsyth County

Quilting: Skill Builder ❖ NEW!

For beginner quilters and those who enjoy a refresher course, we are offering a Skill Builder class. This eight-week session will showcase traditional quilt blocks and their construction, with each week's blocks becoming progressively more challenging. Two blocks will be demonstrated each week and fabric requirements will vary from week to week. A total of twelve blocks will be offered. Time in class will be devoted to accurate piecing while gaining confidence, along with setting solutions to turn those sample blocks into a quilt top.

Course Code: 98007, $55, Patridge
9/14-10/19, M, 9 am-Noon
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.

24 Hour Course
Course Code: 97984, $95, Szesze
8/19-10/7, W, 6-9 pm
West Campus, Room 34

18 Hour Course
Course Code: 97985, $75, Szesze
11/3-12/8, T, 6-9 pm
West Campus, Room 34

Stained Glass - All Levels ❖

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

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

24 Hour Course
Course Code: 97995, $85, David
9/3-10/22, TH, 6-9 pm
West Campus, Room 34

18 Hour Course
Course Code: 97997, $75
Pettinati/Longinotti
10/29-12/10, TH, 6-9 pm
West Campus, Room 34

Woodworking ❖

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

Note: You must furnish your own project materials.

Course Code: 97998, $85, Danner
8/18-10/6, T, 6-9 pm
Oak Grove Center, Room 1297

Course Code: 98000, $85, Danner
10/20-12/8, T, 6-9 pm
Oak Grove Center, Room 1297

Baking, Beverage and Cuisine

Artisan Bread ❖

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

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

Course Code: 98002, $55, Wood
10/5-10/26, M, 6-8 pm
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: You will need to bring wax paper, tips and prepared butter cream icing to the first class. You may purchase your own supplies from the supply list or purchase a kit the first night of class for approximately $53.

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

Course Code: 97910, $50, Crotts
9/12-10/3, S, 9 am-Noon
West Campus, Room 15

Cake Decorating: Cupcakes ❖

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

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

Course Code: 97917, $45, Crotts
10/6-10/27, T, 6:30-8:30 pm
West Campus, Room 15

Candy-Making Workshop ❖

In this demonstration class, you will learn new recipes to create delectable treats to share with friends and family. You will learn how to make all these wonderful recipes and take home a bag full of goodies to enjoy.

Note: Deadline for registration is one week before the class to allow time to create sample goodies.

Course Code: 97918, $35, Crotts
10/17, S, 9 am-Noon
West Campus, Room 15

Gluten Free: Bread and More! ❖

Are you feeling overwhelmed with the task of baking Gluten Free? This demonstration 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.

Course Code: 98003, $65, Wood
10/15-11/5, TH, 6-8 pm
West Campus, Room 15

Drink & Be Merry, Holiday Mocktails ❖ NEW!

Mocktails are the new Cocktails. Anyone can enjoy these adult drinks without the added calories or guilt. Mocktails puts a spin on the plain old party punch. This class will show you how to mix up some mocktails for your next holiday get together. You will walk away with mocktail recipes and ideas that will have your guest wanting to know your party secrets.

Note: Must be 21 years old to participate. Class includes demonstration and hands on.

Course Code: 98348, $35
10/24, S, 10 am-1 pm
West Campus, Room 15

Dance, Music and Exercise

Dance: Shag Beginners ❖

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

Note: Smooth bottom shoes preferred.

Course Code: 97934, $35, Rice
10/1-10/22, TH, 6:30-8 pm
Little Creek Recreation Center

Music: Mountain Dulcimer: Beginner ❖

Is grandpa's dulcimer hanging on your wall? Bought one on a trip to Blowing Rock? Get it down and make some music! Playing a musical instrument is a good mental exercise, relieves stress, teaches discipline and is fun and satisfying. This class will cover tuning and care, a little music theory and a little playing nicely with others.

Note: You must provide your own dulcimer, pick, music stand, Electronic Chromatic Tuner either Snark or Korg brand ($15-$25 price range) and music books from previous classes.

Course Code: 97950, $55, House
9/14-10/19, M, 6-7:30 pm
Polo Recreation Center

Music: Mountain Dulcimer: Beginner II ❖

Now that you know your way around the dulcimer, expand your skills by developing your right and left hand techniques for smoother and quicker playing.

Prerequisite: Mountain Dulcimer Beginner (or permission from the program coordinator who may be contacted at 336.734.7722 or sgriffenhagen@forsythtech.edu

Note: You must provide your own dulcimer, pick, music stand, Electronic Chromatic Tuner either Snark or Korg brand ($15-$25 price range) and music books from previous classes.

Course Code: 98446, $55, House
11/2-12/7, M, 6-7:30 pm
Polo Recreation Center

Music: Mountain Dulcimer: Advanced ❖

This is a performance-based class. You should have a working knowledge of all skills from the Beginner through Intermediate classes. At this level, you will 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

Financial

Estate Planning ❖

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

Course Code: 97939, $55, Wittenberg
10/5-10/26, M, 6:30-9 pm
Oak Grove Center, Room 4450

Financial Strategies for Successful Retirement ❖

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

Course Code: 97942, $75, Wittenberg
9/28-10/19, M, 9:30 am-Noon
Grady Swisher Center, Room 113

Course Code: 97943, $75, Wittenberg
9/29-10/20, T, 6:30-9 pm
Oak Grove Center, Room 4450

Course Code: 97945, $75, Wittenberg
11/3-11/24, T, 6:30-9 pm
Oak Grove Center, Room 4450

Forsyth Tech Instructor Profile

Michael Wittenberg-Financial Planning

CFP®, ChFC®, CLU®, CWS®, RHU®, REBC®, and CRCP

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

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: 97946, $55, Wittenberg
11/9-11/30, M, 6:30-9 pm
Oak Grove Center, Room 4450

Social Security Benefits: Remove the Guesswork ❖

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

Course Code: 98008, $45, Wittenberg
9/8-9/15, T, 6:30-9 pm
Grady Swisher Center, Room 113

Course Code: 98009, $45, Wittenberg
12/1-12/8, T, 6:30-9 pm
Oak Grove Center, Room 4450

Courses in Forsyth County

Parenting

Parenting: Who's Watching Your Child? ❖ NEW!

Choosing your child's early childhood education can be a daunting task. There are only 2,000 days between the time a baby is born and when he or she will begin kindergarten. During that time brain architecture is forming, creating the foundation for all future learning. This learning affects the whole child, and occurs in the context of relationships, experiences and environments. Because the majority of young children spend many of these days in early child care and education programs, one of the most important decisions parents make is where their children spend this time. The purpose of this class is to give parents information and tools to help them choose a program that can help create a strong learning foundation for their child.

Course Code: 98284, $35, Hampton
9/29, T, 6-9 pm
West Campus, Room 15

Social Media

Social Media: Facebook ❖ NEW!

Should you "like" your friends, share a viral video with them, "post" to their wall, or just update your status? Not certain what this means but you do know it is related to Facebook. If the answer is "yes" than this class will help you understand Facebook and its lingo. You will leave knowing how to navigate your way around Facebook as well as keep yourself safe while doing so.

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

Course Code: 98362, $35
10/16, F, 10 am-1 pm
West Campus, Room 1

Social Media – An Introduction ❖

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

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

Course Code: 98187, $35
9/18, F, 10 am-1 pm
West Campus, Room 1

Social Media: Getting LinkedIn ❖ NEW!

LinkedIn is the most popular business social network and the web site for professionals to network, build business relationships, and provide or receive referrals. Most people rarely get beyond setting up a profile, and therefore miss out on all the advanced features that have come to make LinkedIn so popular. Learn how to set up your profile so that it gets noticed by others. Discover how LinkedIn can be used to generate leads, recruit new employees, and find new jobs. This class will cover the intricacies of LinkedIn to help you create, customize, and optimize your presence on LinkedIn.

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

Course Code: 98349, $35
11/13, F, 10 am-1 pm
West Campus, Room 122

Courses in Forsyth County

Special Interest

Astronomy ❖

Have you ever wanted to learn more about astronomy? This course will broadly cover the history of astronomy, types and uses of telescopes, astronomy measurements, the solar system, constellations, nebula and our Milky Way galaxy and other galaxies. In addition, you will discuss Quasars, black holes and theories of the universe's creation.

Course Code: 97906, $50, Patsiga
9/10-10/8, TH, 6:30-8:30 pm
SciWorks

Chicken Tractor/Chicken 101 ❖ NEW!

Raising chickens can be fun and very rewarding! Did you know that you can now raise chickens in your back yard within urban areas (BYC)? This course will explain the laws and restrictions, what supplies you need to get started along with how to maintain and care for your chicks. There are great rewards (FRESH EGGS) just waiting for you!

Note: There will be a hands on portion where you build a chicken tractor.

Course Code: 98269, $120,
9/29-10/24, T, 6-8 pm & S, 9 am-1 pm
Tuesdays- Northwest Forsyth Center, Room 113
Saturdays- Stokes County Center, Room 106

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: 97983, $95, Geller
9/24-10/29, TH, 6-9 pm
Taylor Recreation Center 100

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: 98006, $55, Grimes
9/3-9/24, TH, 6-8 pm
Polo Recreation Center

Wildlife Rehabilitation ❖

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

Course Code: 98001, $55
9/8-11/17, T, 6-9 pm
Oak Grove Center, Room 4451

Professional and Career Development

Business Fundamentals

Administrative Assistant Training ✓

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

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

Course Code: 98258, $130
9/15-12/8, T, 6-9 pm
REACT Center, Room 2

Finance

Financial Services: Federal Compliance ✓

Are you currently employed or wish to be employed at a financial institution? The focus of this course will be on the basics of regulatory compliance and how it can be applied for various financial service positions such as teller, customer service and loan officers. This course meets all annual regulatory training requirements.

Course Code: 98361, $75
9/3-11/19, TH, 6-8 pm
Oak Grove Center, Room 4456

Financial Services and Teller Training ✓

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

Course Code: 98281, $75
9/14-11/9, M, 6-9 pm
Oak Grove Center, Room 4456

Courses in Forsyth County

Food and Beverage

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. You will also receive job preparedness and retention instruction. This course includes a one-week internship and job placement assistance. This course is offered in collaboration with the Second Harvest Food Bank of Northwest North Carolina's Triad Community Kitchen and Goodwill Industries of Northwest North Carolina.

Prerequisite: Achieve a minimum score of 6th grade reading and 5th grade math on the Placement Tests.

Note: There is an additional fee of $200, payable to the Second Harvest Food Bank to cover drug screening, criminal background check and ServSafe certification. Payment is due in full by the first day of class

Course Code: 91817, $185
8/10-11/4, MTWTHF, 8:30 am-3 pm
Second Harvest Food Bank

Course Code: 91818, $185
9/8-12/7, MTWTHF, 8:30 am-3 pm
Second Harvest Food Bank

Course Code: 98201, $185
10/5-1/15, MTWTHF, 8:30 am-3 pm
Second Harvest Food Bank

Already A Notary? Become An eNotary, Too!

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: 98396, $55
9/9, W, 1-4 pm
Transportation Center, Room TBA

Course Code: 98397, $55
10/14, W, 1-4 pm
Northwest Forsyth Center, Room 217

Course Code: 98451, $55
11/20, F, 9 am-Noon
Transportation Center, Room TBA

Course Code: 98399, $55
12/15, T, 9 am-Noon
Northwest Forsyth Center, Room TBA

Notary Public Education ❖

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

Course Code: 94822, $69, Gordon
8/11-8/13, TTH, 9 am-Noon
Innovation Quarter, Room 2447

Course Code: 98405, $69
9/1-9/3, TTH, 1-4 pm
Transportation Center, Room TBA

Course Code: 98408, $69
9/15-9/17, TTH, 6-9 pm
West Campus, Room 36

Course Code: 98411, $69
9/23, W, 9 am-4 pm
Transportation Center, Room TBA

Course Code: 98412, $69
9/29-10/1, TTH, 9-Noon
Innovation Quarter, Room 2446

Course Code: 98413, $69
10/6-10/8, TTH, 6-9 pm
Northwest Forsyth Center, Room 217

Course Code: 98439, $69
10/15, TH, 9 am-4 pm
Northwest Forsyth Center, Room 217

Course Code: 98443, $69
10/20-10/22, TTH, 9-Noon
Innovation Quarter, Room 2446

Course Code: 98398, $69
10/27-10/29, TTH, 6-9 pm
West Campus, Room TBA

Course Code: 98445, $69
11/3-11/5, TTH, 1-4 pm
Transportation Center, Room TBA

Course Code: 98447, $69
11/10-11/12, TTH, 6-9 pm
West Campus, Room 32B

Course Code: 98449, $69
11/17-11/19, TTH, 9 am-Noon
Innovation Quarter, Room 2446

Course Code: 98450, $69
11/18, W, 9 am-4 pm
Transportation Center, Room TBA

Course Code: 98452, $69
12/1-12/3, TTH, 9 am-Noon
Innovation Quarter, Room 2446

Course Code: 98453, $69,
12/8-12/10, TTH, 9 am-Noon
Northwest Forsyth Center, Room 217

Supply Chain Specialist Certification (Hybrid)

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

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

Logistics Fundamentals ❖

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

Course Code: 98528, $140
9/2-9/23, W, 6-9 pm
Innovation Quarter

Supply Chain and Sourcing Fundamentals ❖

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

Course Code: 98539, $140
10/7-10/28, W, 6-9 pm
Innovation Quarter

Transportation Fundamentals ❖

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

Course Code: 98540, $110
11/4, 11/18, W, 6-9 pm
11/12, TH, 6-9 pm
Innovation Quarter

Lean ❖

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

Course Code: 98544, $79
12/2-12/9, W, 6-9 pm
Innovation Quarter

Safe Driving

Alive At 25: West Campus ❖

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

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

The cost for this class is $65.

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

Defensive Driving 4-Hour ❖

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

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

The cost for this class is $65.

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

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 you with practical knowledge and techniques to avoid collisions and violations. This course helps you choose safe, responsible and lawful driving behaviors.

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

The cost for this class is $90.

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

Motorcycle Safety Education: Basic Rider Course (BRC) ❖

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

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

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

Effective August 2015!

Motorcycle Safety Education

Individuals interested in enrolling in the Motorcycle Safety Education: Basic Rider Course (BRC), will be required to successfully complete the Motorcycle Safety Foundation's Basic Rider eCourse the first night of class.

For more information about the eCourse and this new national requirement, go to: www.msf-usa.org. Click on STUDENTS and scroll down to MSF Basic eCourse.

Technical/Trade

Auto Safety Inspection ✓

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

Course Code: 98299, $75
8/18-8/19, TW, 6-10 pm
Transportation Center, Room 244

Course Code: 98301, $75
8/26, W, 8 am-5 pm
Transportation Center, Room 244

Course Code: 98302, $75
9/22-9/23, TW, 6-10 pm
Transportation Center, Room 244

Course Code: 98305, $75
9/30, W, 8 am-5 pm
Transportation Center, Room 244

Course Code: 98311, $75
10/20-10/21, TW, 6-10 pm
Transportation Center, Room 244

Course Code: 98314, $75
10/28, W, 8 am-5 pm
Transportation Center, Room 244

Course Code: 98316, $75
11/3-11/4, TW, 6-10 pm
Transportation Center, Room 244

Course Code: 98318, $75
11/18, W, 8 am-5 pm
Transportation Center, Room 244

Course Code: 98319, $75
12/1-12/2, TW, 6-10 pm
Transportation Center, Room 244

Course Code: 98323, $75
12/16, W, 8 am-5 pm
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: 98129, $75, Sellers
8/4-8/5, TW, 6-10 pm
Transportation Center, Room 244

Course Code: 98296, $75
9/8-9/9, TW, 6-10 pm
Transportation Center, Room 244
Course Code: 98298, $75

9/16, W, 8 am-5 pm
Transportation Center, Room 244
Course Code: 98307, $75

10/6-10/7, TW, 6-10 pm
Transportation Center, Room 244

Course Code: 98309, $75
10/13, T, 8 am-5 pm
Transportation Center, Room 244

Course Code: 98317, $75
11/17-11/18, TW, 6-10 pm
Transportation Center, Room 244

Course Code: 98320, $75
12/2, W, 8 am-5 pm
Transportation Center, Room 244

Course Code: 98322, $75
12/15-12/16, TW, 6-10 pm
Transportation Center, Room 244

Dog Grooming: Beginning ❖

This course will include basic dog anatomy, health and safety, recognizing normal and abnormal conditions, safe handling techniques, knowledge of basic grooming tools and pros and cons of shampoos, conditioners and fur enhancing products. You will learn application techniques for basic grooming for prebath preparations, safe bathing, drying and scissoring, nail trimming, dremeling and filing and finishing techniques.

Course Code: 98259, $200
9/15-10/22, TTH, 6-9 pm
Mt. Tabor Boarding & Grooming

DMV: Dealer Pre-License ✓

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

Course Code: 93595, $75, Mauk
8/5-8/6, WTH, 8 am-3 pm
West Campus, Room 17

Course Code: 97796, $75
10/7-10/8, WTH, 8 am-3 pm
West Campus, Room 17

Course Code: 97820, $75
12/9-12/10, WTH, 8 am-3 pm
West Campus, Room 17

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 recongition, career advancement opportunities, and a personal sense of accomplishment, professionalism, and pride for workers.

For more info, call 336.761.1002

Electrical Lineman ✓ JobsNOW

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

Course Code: 98252, $193
8/3-10/5, MTWTH, 8 am-5 pm
Northwest Forsyth Center, Room 213

Course Code: 98356, $193
10/12-12/16, MTWTH, 8 am-5 pm
Northwest Forsyth Center, Room 213

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: 97799, $75
10/10-10/17, S, 8 am-Noon
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: 97810, $75
11/7-11/14, S, 8 am-Noon
West Campus, Room 17

Facility Maintenance Technician ✓ JobsNOW

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

Course Code: 97874, $185
9/14-12/9, MTWTHF, 8:30 am-12:30 pm
Goodwill, Room 108

Courses in Forsyth County

HVAC Service Technician Level I ✓ JobsNOW

This program consists of eight subjects over two semesters. When you complete all eight subjects you will earn a HVAC Service Technician Certificate. After completing this program, you should be able to assist/perform basic service or preventative maintenance on residential and light commercial applications.

Course Code: 98265, $215
9/10-12/8, TTH, 6-9 pm
Northwest Forsyth Center, Room TBA
For more information, call Scott Crews at 336.734.7728

Course Code: 97788, $215
9/14-12/14, MW, 6-9 pm
Goodwill, Room 108
For more information, call Jerry Hobson at 336.734.7726

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: You should also bring a USB flash drive to class.

Course Code: 93592, $75, Mauk
8/4, T, 8 am-3 pm
West Campus, Room 122

Course Code: 97791, $75
9/10, TH, 8 am-3 pm
West Campus, Room 122

Course Code: 97795, $75
10/6, T, 8 am-3 pm
West Campus, Room 122

Course Code: 97806, $75
11/3, T, 8 am-3 pm
West Campus, Room 122

Course Code: 97816, $75
12/8, T, 8 am-3 pm
West Campus, Room 122

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: 98256, $130
8/18-12/8, T, 6:30-9 pm
REACT Center, Room 10

Veterinary Assistant Training: Advanced ✓ JobsNOW

We will expand upon some of the small animal topics discussed in the Beginning Veterinary Assistant Course. Additional topics will include small animal chronic and frustrating diseases, prescription diets, evaluating laboratory tests, behavior, pharmacology and dentistry. Restraint, handling, basic husbandry and diseases of pocket pets, reptiles and birds will be discussed along with large animal medicine topics. No hands-on opportunities with animals will be included in this course.

Prerequisite: Completion of the Veterinary Assistant Training: Beginning course or experience as a Veterinary Assistant.

Course Code: 98257, $75
9/2-12/9, W, 6:30-8:30 pm
REACT Center, Room 10

Welding: ARC ✓ JobsNOW

This course will instruct you 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. You will be welding with E6010 and E7018. Upon completion of the class, you should have the skills to pass the 3G/4G weld test to AWS standards. The course is 96 hours of instruction, lecture and practice and 12 hours of HRD instruction for a total of 108 hours.

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

Course Code: 97872, $225
8/4-12/8, TTH, 6-9 pm
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, you will have the knowledge base to sit for various industry-specific certifications.

Course Code: 97867, $265
8/3-11/24, MTWTH, 8:30 am-12:30 pm
Goodwill, Room 011

Welding: MIG ✓ JobsNOW

This course will instruct you 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. You will be welding with solid and flux core wires. Upon completion of the class, you should have the skills to pass the 1G/2G & 1F weld test to AWS standards. The course is 96 hours of instruction, lecture and practice and 12 hours of HRD instruction for a total of 108 hours.

After completing this course, you may retake the course at an advanced level.

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

Course Code: 97868, $225
8/3-12/14, MW, 6-9 pm
Goodwill, Room 011

Achieving My Dream!

I have always wanted to be a photographer, but never tried for one reason or another. Once I learned that Forsyth Tech was offering photography classes, I knew it was my chance to start. I bought a decent camera and immediately signed up for the beginner's photography course. I loved it and learned so much that I kept going from there, taking every course in photography they had to offer. Since finishing at Forsyth Tech, I have joined the North Carolina Photography Group based in High Point. We are a group of photographers from all levels who help each other grow and learn. I have also won several photo contests, and even had a photo go viral on Facebook, getting over 350,000 views, likes and shares! I now get calls on a regular basis from people wanting me to do photos because they saw my work or heard good things. I am so excited that this is happening, and although I still have much to learn, I am so thankful for Forsyth Tech getting me started. Their photography instructor is wonderful and has many years of experience and wisdom to offer. Photography allows me to do something I love and still be able to spend plenty of time with my three kids and husband. I can't wait to see what the future holds for me!

~ April Bentley, former photography student

Courses in Stokes County

Interpreting in Health & Human Services

Case Studies Interpreter Lab ✓

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

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

Course Code: 97830, $130
11/3-12/20, ONLINE

Case Studies Translator Lab ✓

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

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

Course Code: 97848, $130, Knapp
9/22-11/1, ONLINE

English/Spanish Advanced Grammar for Interpreters and Translators ✓

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

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

Course Code: 97835, $75, Knapp
8/18-9/20, ONLINE

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. During this class, you will explore cultural awareness as it applies to Interpreting in Health and Human Services.

Course Code: 97833, $75
8/18-9/20, ONLINE

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

Course Code: 97827, $185
8/25-12/6, ONLINE

Now Offered!
Nursing Assistant Classes!

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

Please visit our Health & Safety Section on pages 30-31 for available dates and times.

Medical/Clerical

Professional Coding Certification

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

AAPC Exam Review ✓

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

Course Code: 97850, $130, Fithian
9/8-11/1, ONLINE

Courses in Stokes County

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, you 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 if you are 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: 97852, $185, Boles
9/22-11/15, ONLINE

Medical Coding – CPT ✓

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

Course Code: 97853, $185, Oldham
9/8-11/22, ONLINE

Medical Coding ICD-10 ✓

This 64-hour advanced online course will provide you a sound knowledge of medical coding rules and regulations, coding errors to be avoided, as well as the ability to review and assign accurate ICD-10 diagnostic codes across a wide range of clinical cases. The course is designed as part of a series to prepare students interested in becoming a Certified Professional Coder (CPC).

Course Code: 98275, $185, Staples
9/22-12/6, ONLINE

Medical Terminology ✓

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

Course Code: 97849, $185, Boles
9/15-12/6, ONLINE

Personal Enrichment

Chicken Tractor/Chicken 101 ❖ NEW!

Raising chickens can be fun and very rewarding! Did you know that you can now raise chickens in your back yard within urban areas (BYC)? This course will explain the laws and restrictions, what supplies you need to get started along with how to maintain and care for your chicks. There are great rewards (FRESH EGGS) just waiting for you!

Note: There will be a hands on portion where you build a chicken tractor.

Course Code: 98269, $120,
9/29-10/24, T, 6-8 pm & S, 9 am-1 pm
Tuesdays- Northwest Forsyth Center, Room 113
Saturdays- Stokes County Center, Room 106

Professional and Career Development

eNotary ❖

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

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

Course Code: 98397, $55
10/14, W, 1-4 pm
Northwest Forsyth Center, Room 217

Course Code: 98399, $55
12/15, T, 9 am-Noon
Northwest Forsyth Center, Room TBA

Notary Public Education ❖

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

Note: This course requires a textbook.

Course Code: 98413, $69
10/6-10/8, TTH, 6-9 pm
Northwest Forsyth Center, Room 217

Course Code: 98439, $69
10/15, TH, 9 am-4 pm
Northwest Forsyth Center, Room 217

Course Code: 98453, $69
12/8-12/10, TTH, 9 am-Noon
Northwest Forsyth Center, Room 217

Courses in Stokes County

Safe Driving

Alive At 25: Stokes County ❖

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

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

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

Course Code: 90671, $65
8/20, TH, 6-10 pm
Stokes County Center, Room 113

Course Code: 90571, $65
11/19, TH, 6-10 pm
Stokes County Center, Room 113

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 recongition, career advancement opportunities, and a personal sense of accomplishment, professionalism, and pride for workers.

For more info, call 336.761.1002

Technical/Trade

Electrical Lineman ✓ JobsNOW

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

Course Code: 98252, $185
8/3-10/5, MTWTH, 8 am-5 pm
Northwest Forsyth Center, Room 213

Course Code: 98356, $185
10/12-12/16, MTWTH, 8 am-5 pm
Northwest Forsyth Center, Room 213

HVAC Service Technician Level I ✓ JobsNOW

This program consists of eight subjects over two semesters. When you complete all eight subjects you will earn a HVAC Service Technician Certificate. After completing this program, you should be able to assist/perform basic service or preventative maintenance on residential and light commercial applications.

Course Code: 98265, $215
9/10-12/8, TTH, 6-9 pm
Northwest Forsyth Center, Room 113
For more information, call Scott Crews at 336.734.7728

Welding: MIG ✓ JobsNOW

This course will instruct you 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. You will be welding with solid and flux core wires. Upon completion of the class, you should have the skills to pass the 1G/2G & 1F weld test to AWS standards. The course is 96 hours of instruction, lecture and practice and 12 hours of HRD instruction for a total of 108 hours.

After completing this course, you may retake the course at an advanced level.

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

Course Code: 98280, $225
8/11-12/16, TTH, 6-9 pm
Sertoma

Welding: For Farmers ✓

Would you like to learn how to repair your own equipment? In this course, we will focus on safety, welding techniques, cutting various metals, grinding and cleaning your work. You will learn about Arc welding, Oxyacetylene Cutting and Grinding.

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

Course Code: 98719, $115
11/2-11/20, MWF, 9-12 pm
Sertoma

Attention Stokes County Residents!

FREE

Job Training from

ForsythTech

Education For Life

To see if you qualify, call

593.5402 ext. 1117

or visit

ForsythTech.edu/stokesworks

Ed2Go®

Online Solutions For Your Busy Lifestyle

New Sessions Begin the 3rd Wednesday of Every Month
Visit www.ed2go.com/forsyth or call 336.761.1002
(Please call or visit the website at least one week prior)

✓ Refund Policy Applies to all Ed2go classes.

Accounting
Accounting Fundamentals I
Introduction to QuickBooks™ 2013
Intermediate QuickBooks™ 2014

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

Computer Blogging and Podcasting
Computer Blogging and Podcasting for Beginners

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

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

Computer Programming
Intermediate C# Programming
Introduction to C# Programming
Introduction to C++ Programing

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

Desktop Publishing
Introduction to InDesign CS6

Foreign Language
Speed Spanish I
Speed Spanish II
Speed Spanish III

Math
Math Refresher

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

Office Assistant
Administrative Assist Fundamentals

Personal Interest and Self Improvement
12 Steps to a Successful Job Search
Genealogy Basics
Interpersonal Communication
Keys to Effective Communication
Leadership
Real Estate Investing

Photography
Secrets of Better Photography

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

Writing
Grant Writing A to Z
Writing Essentials

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

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

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

Courses in Health and Safety

Health Education Prerequisites

Testing: Math and Reading Placement Tests must be completed before Nursing Assistant I Orientation, and before registering for the following classes: Nursing Assistant I, Nursing Assistant I Refresher, Nursing Assistant II, 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 10 am and the first Wednesday each month at 5:30 pm
- Goodwill: Third Wednesday each month at 1 pm

No appointment necessary.
Must bring a picture ID and Social Security card.

> **Required Scores**
- Math: 6th grade level
- Reading: 10th grade level

> **There is no cost.**

Orientation:

> **Required** for Nursing Assistant I only
> **Where/When**
- Northwest Forsyth Center, call 336.761.1002 for schedule
- West Campus, various Tuesdays, call 336.761.1002 for schedule.

Must bring photo ID, Social Security card and other required documents to Orientation. Refer to Prerequisites under class descriptions for these documents.

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

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

Health & Safety

ACLS—Advance Cardiac Life Support ✓

Are you an advanced medical professional looking for AHA ACLS training? This advanced, instructor-led classroom course highlights the importance of team dynamics and communication, systems of care and immediate post-cardiac-arrest care. Instruction is provided for airway management and related pharmacology. You will learn using group sessions, group learning and testing stations where case-based scenarios are presented. Upon successful completion, you will receive an AHA ACLS provider course completion card which is valid for two years.

Prerequisite: Current AHA Healthcare Provider CPR Certification

Note: This Course requires a textbook.

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

Course Code: 97885, $75
10/2-10/3, FS, 8 am-5 pm
West Campus, Room 14

Activity Director ✓

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

Prerequisite: A High school diploma/GED®/transcript or College Diploma/transcript are required.

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

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

Course Code: 94666, $185, Tillman
8/4-10/13, TTH, 6-9 pm
Northwest Forsyth Center, Room TBA

Autism Paraprofessional ✓

Would you like to learn how to provide services to children with autism spectrum disorders (ASDs)? Caregivers may work in educational, home-based, or community settings. Emphasis is on understanding ASDs, working with families of children with ASDs, managing challenging behaviors associated with ASDs and

evidence-based practices for targeting communication, play, self-help, and social skills of children with ASDs. Class will also cover consumer safety and rights and ethical considerations. The course includes practicum hours in a local autism specialty school. Upon satisfactory completion of the course, you will receive a certificate of completion, which should enhance employment opportunities in the field of autism treatment and education.

Prerequisite: A picture ID, Social Security Card and High school diploma/GED®/transcript or College Diploma/transcript are required. You must also present the receipt from the criminal background check before you will be allowed to register for class (no drug screen required).

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

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

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

Course Code: 98374, $148, Donovan
9/10-11/12, TH, 6-9 pm**
West Campus, Room 7

**Practicum hours are grouped into 3 rotations. You will be assigned to a rotation by the instructor during the first week of class.

CPR: Healthcare Provider-Initial ❖

Are you a healthcare provider who needs to be CPR certified? Get it at Forsyth Tech! This American Heart Association Healthcare Provider course teaches you to recognize the signs and symptoms of 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 you, as a healthcare professional, with the ability to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely and effective manner. The course is intended for certified or noncertified, licensed or non-licensed healthcare professionals or medical students. On the day of the course, upon completion, you will receive an American Heart Association Certification card good for two years.

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

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

Course Code: 94333, $40
8/8, S, 8 am-1 pm
West Campus, Room 14

Course Code: 94334, $40
8/22, S, 8 am-1 pm
West Campus, Room 14

Course Code: 97922, $40
8/29, S, 8:30 am-1:30 pm
West Campus, Room 14

Course Code: 97965, $40
9/12, S, 8:30 am-1:30 pm
West Campus, Room 14

Course Code: 97970, $40
9/26, S, 8:30 am-1:30 pm
West Campus, Room 14

Course Code: 97972, $40
10/10, S, 8:30 am-1:30 pm
West Campus, Room 14

Course Code: 97976, $40
10/24, S, 8:30 am-1:30 pm
West Campus, Room 14

Course Code: 97977, $40
11/7, S, 8:30 am-1:30 pm
West Campus, Room 14

Course Code: 97979, $40
11/21, S, 8:30 am-1:30 pm
West Campus, Room 14

Course Code: 97980, $40
12/5, S, 8:30 am-1:30 pm
West Campus, Room 14

Course Code: 97981, $40
12/19, S, 8:30 am-1:30 pm
West Campus, Room 14

CPR Healthcare Provider-Recertification ❖

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

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

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

Course Code: 94341, $30
8/8, S, 2-5 pm
West Campus, Room 14

Course Code: 94342, $30
8/22, S, 2-5 pm
West Campus, Room 14

Course Code: 97902, $30
9/10, TH, 5:30-8:30 pm
West Campus, Room 14

Course Code: 97904, $30
9/24, TH, 5:30-8:30 pm
West Campus, Room 14

Course Code: 97911, $30
10/8, TH, 5:30-8:30 pm
West Campus, Room 14

Course Code: 97912, $30
10/22, TH, 5:30-8:30 pm
West Campus, Room 14

Course Code: 97913, $30
11/12, TH, 5:30-8:30 pm
West Campus, Room 14

Course Code: 97914, $30
11/19, TH, 5:30-8:30 pm
West Campus, Room 14

Courses in Health and Safety

Course Code: 97915, $30
12/3, TH, 5:30-8:30 pm
West Campus, Room 14

Course Code: 97916, $30
12/17, TH, 5:30-8:30 pm
West Campus, Room 14

CPR: Heartsaver Provider Initial❖

If you are not a healthcare provider, this is the course for you! This course follows the current American Heart Association guidelines and is designed to teach you the basic steps of CPR, use of an AED (Automated External Defibrillator) and FBAO (Foreign Body Airway Obstruction) for victims of all ages. You will receive instruction to recognize emergency situations involving heart attack, choking, respiratory and cardiac arrest in adults, children and infant victims. No written exam is required for this course. On the day of the course, upon successful completion, you will be awarded the American Heart Association Heartsaver CPR certification which is valid for two years.

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

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

Course Code: 97883, $30
9/17, TH, 5:30-8:30 pm
West Campus, Room 14

Heartsaver CPR and First Aid for Public School System Employees ❖

Don't wait for an emergency to happen! Receive training to be qualified to provide immediate emergency assistance for your students and loved ones. You will learn the basic steps of CPR, use of an AED (Automated External Defibrillator) and FBAO (Foreign Body Airway Obstruction) for victims of all ages. You will receive instruction to recognize emergency situations involving heart attack, choking, respiratory and cardiac arrest in adults, children and infant victims. Instruction will be provided to manage life-threatening environmental emergencies, injuries and medical emergencies such as; seizures, diabetes, heat stroke and snake bites. You must provide proof of affiliation with a public school system for the class to be fee exempt. On the day of the course, upon successful completion, you will receive your AHA Heartsaver CPR/First Aid card which is valid for two years.

Note: These courses are fee exempt for Public School System Employees.

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

CPR Only

Course Code: 97886
8/13, TH, 5-9 pm
West Campus, Room 35

Course Code: 97888
9/15, T, 5-9 pm
West Campus, Room 35

Course Code: 97890
10/13, T, 5-9 pm
West Campus, Room 35

Course Code: 97892
11/10, T, 5-9 pm
West Campus, Room 35

Course Code: 97894
12/8, T, 5-9 pm
West Campus, Room 35

First Aid Only

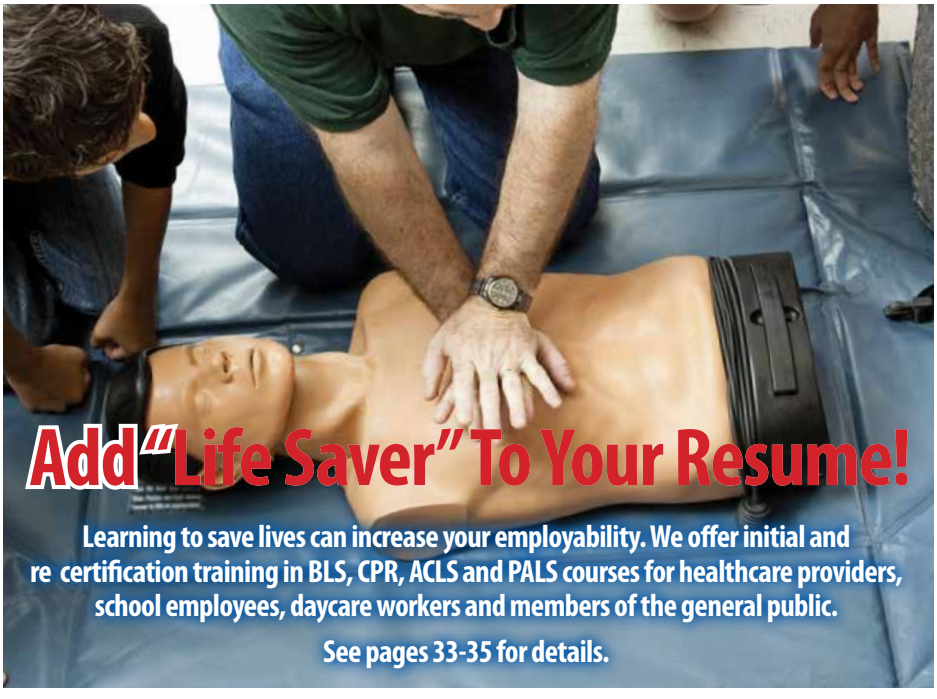
Course Code: 97887
8/20, TH, 5-9 pm
West Campus, Room 35

Code: 97889
9/22, T, 5-9 pm
West Campus, Room 35

Course Code: 97891
10/20, T, 5-9 pm
West Campus, Room 35

Course Code: 97893
11/17, T, 5-9 pm
West Campus, Room 35

Course Code: 97895
12/15, T, 5-9 pm
West Campus, Room 35



Courses in Health and Safety

EKG Cardiographic Technician ✓ NEW!

Would you like to become a monitor technician and a certified EKG Technician? Then this class is for you! Anatomy and physiology of the heart, cardiac terminology, and practice skills are taught as part of this class. Stress testing and holter monitoring are also covered. A major portion of the course will focus on basic rhythm interpretation and 12-lead EKG skills. Graduates will be prepared to function as a monitor technician, stress test technician, EKG technician, and to put on holter monitors. Upon successful completion of the course the student will be eligible to take an EKG Technician national certification examination. A clinical component is included in this class.

Prerequisites: Previous direct patient care experience and/or education (i.e. CNAI, CNAII, Military Corpsman/ Medic, EMT, CMA) within the last 2 years. Documentation of this education/ experience must be presented to the Health Education Department (certificate of course completion, transcript, letter of recommendation, and/or other formal documentation to confirm experience).

Additional Requirements:

1) Successful completion of Math and Reading placement tests (or equivalent approved by Health Education department)

2) High School Diploma/High School Transcript/GED® OR College Diploma/ College Transcript (showing graduation date)

3) Receipts from Criminal Background Check/Drug Screening

4) You must bring these documents to the Health Education (Room 32) prior to registration.

For additional course information, contact Graham Hyder at 336.734.7733 or ghyder@forsythtech.edu.

Emergency Medical Technician Basic ✓JobsNOW

Interested in working in public safety (Emergency Medical Service, Fire Service and Police) or in increasing your knowledge in handling emergency situations? This course will cover anatomy and physiology, initial patient survey and triage, basic and advanced airway management, oxygen therapy, and treatment of traumatic and medical emergencies. Additional areas of study are CPR with automated external defibrillator and general pharmacology. We follow the guidelines established by the N.C. Office of Emergency Medical Services (EMS) and is conducted by an approved Basic or Advanced Institution. The lead instructor for the EMT educational program is certified as a N.C. Level I Instructor/ Coordinator. When you successfully complete this course, you will be eligible to take the N.C. Emergency Medical Technician credentialing examination and/ or the National Registry examination.

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

For more information, call 336.757.3054

Note: Some Saturday classes are required

Course Code: 97648, $185
8/17-12/21, MW, 8 am-5 pm
Northwest Forsyth Center, Room 215

Course Code: 97647, $185
8/17-12/14, MW, 6-10 pm
West Campus, Room 32B

Course Code: 97649, $185
8/18-12/21, TTH, 6-10 pm
Northwest Forsyth Center, Room 215

Course Code: 97650, $185
8/18-12/15, TTH, 8 am- Noon
West Campus, Room 32B

Course Code: 97651, $185
8/18-12/15, TTH, 6-10 pm
Stokes County Center, Room 113

Medication Aide ✓

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

Prerequisite: 3-6 months minimum direct patient care experience with a letter of recommendation on letterhead from an RN who supervised the student's work within the past 2 years (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/GED®/transcript or college diploma/transcript are required.

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

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

Course Code: 98270, $75, Hartle
8/17-8/25, MTWTH, 9 am-1 pm
West Campus, Room 5

Course Code: 98272, $75, Hartle
9/8-9/17, TWTH, 5-9 pm
West Campus, Room 5

Course Code: 98273, $75, Hartle
12/7-12/15, MTWTH, 9 am-1 pm
West Campus, Room 5

Courses in Health and Safety

PALS-Pediatric Advance Life Support ✓

Are you a healthcare provider interested in preparing to respond to emergencies for infants and children? The American Heart Association Healthcare Provider PALS course is an instructor-led course using a series of simulated pediatric emergencies to reinforce the important concepts of a systematic approach to pediatric assessment, basic life support and team dynamics. The goal of the PALS Course is to improve the quality of care provided to seriously ill or injured children, resulting in improved outcomes. The PALS Course is for healthcare providers who respond to emergencies in infants and children. These include personnel in emergency response, emergency medicine, intensive care and critical care units such as physicians, nurses, paramedics and others who need a PALS course completion card for job or other requirements. PALS is a continuing education course for EMS providers of all levels and other health care providers. On the day of the course, upon successful completion, you will receive an AHA PALS provider course completion card which is valid for two years.

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

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

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

Course Code: 97884, $75
9/18-9/19, FS, 8 am-5 pm
West Campus, Room 14

Phlebotomy ✓

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

IMPORTANT! You will practice venipuncture which includes being stuck and sticking others.

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 an NC approved Nursing Assistant I or Nursing Assistant II Program (completed within the past 2 years) OR Direct patient care experience (i.e. Nurse, CMA, EMT, Med Office Assistant) with a letter of recommendation on letterhead from a clinical professional who supervised this care (within the past 2 years).

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

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

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

Medical Assisting Review ✓ (Online only)

This course is designed to allow students the opportunity to review information needed in order to take the AAMA certification exam or the AMT exam for registration. This course will cover the materials documented in the AAMA Certification Review. Upon completion, students should be prepared to sit for either the AAMA certification exam and/or the AMT exam for registration based on their personal review of the material. Completion of this course does not in any way determine the pass or fail outcome of the national exams. This is designed as a preparatory review only.

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

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

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

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

Note:

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

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

3) To receive a full refund, requests should be made prior to the start date of the course. On the start date, students may apply for a 75 percent refund if they have not completed the first assignment. Refunds may be requested online or onsite at the West Campus.

Course Code: 94882, $130, Hilton
8/20-10/1, ONLINE

Courses in Health and Safety

The Dorothy L. Lougee Nursing Assistant I Program ✓ JobsNOW

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

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

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

Course Code: 94852, $203, Ball
8/5-10/7, MTWTH, 9 am-3:30 pm
West Campus, Room 13

Course Code: 98371, $203, Tingler
8/10-12/14, MTW, 5:15-9:15 pm
S, 8 am-4:30 pm (some, not all)
Grady Swisher Center, Room 211

Course Code: 96196, $203, Vargas
8/24-10/22, MTWTH, 9 am-2:30 pm
West Campus, Room 7

Course Code: 94853, $203, Kilbreth
9/14-10/29, MTWTH, 8:30 am- 3 pm
Northwest Forsyth Center, Room 138

Course Code: 98492, $203, Hawkins
9/14-12/2, MTWTH, 4-8 pm
Northwest Forsyth Center, Room 138

Course Code: 93168, $203, Thomas
9/15-11/18, TWTHF, 8:30 am-3 pm
Mazie S Woodruff Center, Room 234

Course Code: 95065, $203, Hartle
9/22-12/3, TWTH, 8 am-2:30 pm
West Campus, Room 5

Course Code: 92804, $203, Debidart
9/22-12/16, TWTH, 3-8:30 pm
Grady Swisher Center, Room 236

Course Code: 98441, $203, Wolford
9/28-12/17, MTWTH, 5-9 pm
Goodwill, Room 307

Course Code: 98490, $203, Vestal/Reid
10/5-2/5, MTWTH, 9:30 am-1:45 pm
Goodwill, Room 307

Course Code: 94854, $203, Ball
10/12-12/17, MTWTH, 9 am-3:30 pm
West Campus, Room 13

Course Code: 98192, $203, Vargas
11/2-1/7, MTTHF, 8:30 am-3 pm
West Campus, Room 7

Course Code: 98202, $203, Kilbreth
11/9-1/21, MTWTH, 8:30 am-3 pm
Northwest Forsyth Center, Room 138

The Dorothy L. Lougee Nursing Assistant I Refresher Program ✓

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

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).

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

Course Code: 94903, $130, March
8/3-8/19, MTWTHF, 8 am-Noon
West Campus, Room 7

Course Code: 96312, $130, Simon/Stover
9/1-9/29, MT, 5:30-9:30 pm &
S, 8 am-4:30 pm
West Campus, Room 5

The Dorothy L. Lougee Nursing Assistant II Program ✓ JobsNOW

Are you a current NC Nursing Assistant I? Would you like to take the next step in your career as a Nursing Assistant? This course provides basic NAII nursing skills taught in accordance with the North Carolina Board of Nursing. Tasks include oxygen therapy, suctioning, sterile dressing changes, IV fluid assistive activities, ostomy care, gastrostomy feedings/nasogastric feedings and catheterizations. Classroom, laboratory and clinical learning experiences are included. Upon successful completion of the course and skill/competency evaluation, you will be eligible to apply for listing as a Nurse Aide II by the NC Board of Nursing Nurse Aide Registry.

Prerequisite: Current NC Nursing Assistant I Registry listing, Documentation of successful completion in a state approved NAI program OR a letter of recommendation from an RN who has supervised you for a minimum of 3-6 months within the last 2 years, successful completion of Math and Reading placement tests, picture ID, Social Security Card and High school diploma/GED®/ transcript or College Diploma/transcript are required. You must also present receipts from the criminal background check and drug screening before you will be allowed to register for class. Current CPR (AHA) Healthcare Provider certification is required before clinical.

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

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

Course Code: 98454, $203, Lane/Dixon
8/3-9/22, MTTHF, 8 am-2:30 pm
West Campus, Room 11

Course Code: 97759, $203, Bryant
9/8-11/17, MTWTH, 5-9 pm
Goodwill, Room 106

The Dorothy L. Lougee Nursing Assistant II Refresher Program ✓

Has your NAII certification lapsed in the previous 2 years? This course is designed to assess and validate NAII Skills competencies for candidates whose NAII certification lapsed in the last 2 years. Class time focuses on assessing and validating competency for the skills identified on the NC Board of Nursing Approved NAII Task List. The list includes Oxygen Therapy, Sterile Dressing Changes, Wound Irrigations, Nasogastric and Gastrostomy Care, Ostomy Care, Fecal Disimpacting, Tracheostomy Care, Urinary Catheterizations, and IV Assistive Activities. When you successfully graduate from the course, you will qualify to submit an application for listing on the NAII Registry. No further testing will be required.

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 ones that can be delegated to unlicensed personnel by licensed nurses. OR

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

Note: This 10 hour course requires a minimum of 5 students for the class to be held.

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

Course Code: 99141, $140, Lane
9/28, M, 8 am-7 pm
West Campus, Room 11

Forsyth Tech offers classes to develop your employees

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

The Corporate Training Department at Forsyth Tech Can Help!

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

Meet Our Trainers!

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

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

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

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

Having received her BA in Speech Communications from UNC-Greensboro and earned a Master of Public Administration degree from Georgia State University, Jacinta has lived in the Triad area for 10 years. She holds a certification as a TimeSlips Facilitator and an Alzheimer's Poetry Facilitator. She looks forward to becoming DDI certified and DiSC certified in April.

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

Call Mack Thompson at 336.734.7717 to ask questions or to schedule training classes for your team!

Increasing Business Success

Emily & Michael Roels, Owners
Essential Balanced Bodywork, Clemmons, NC

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)

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.

SBC
Small Business Center
Forsyth Technical Community College

Finding Success at Forsyth Tech

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

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

They can provide:

- Career advising, assessment and planning
- Local labor market information
- Internet access and personalized email accounts to assist in your job search
- Resume and job search assistance
- Financial Assistance

They can assist you in choosing program offerings in the following areas:

- EWD –Vocational and Professional courses
- HRD Employment Skills Classes
- Career Readiness Certificate (CRC®)
- WorkKeys® Assessment Information

STEP 2: Enroll in a Class (Take Action)

Get Vocational and Educational Training

If you're looking for a career with the opportunity for personal and professional advancement, you're going to need specialized training of some kind. Forsyth Tech offers great ways to get the education you need for a career with a future through vocational training.

For more information, call 336.761.1002

Training is available in these areas:

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

Finding Success at Forsyth Tech

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

**Financial assistance available as funding allows*

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

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

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

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

Programs Offered:

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

For more information, call 336.734.7761.

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

STEP 3: Succeed! (Complete the Path)

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

- Job search assistance
- Resume writing
- Online applications assistance
- Creating Email accounts
- Career Counseling
- Interview skills

There is no charge for these services if you are unemployed or working and earning less than double the current poverty guidelines (e.g. earning less than $23,340 for an individual or $47,700 for a family of four).

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

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

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

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

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

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

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

Finding Success at Forsyth Tech

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

The Career Readiness Certificate (CRC) is a test-based credential now required by many of our local employers. The CRC is a nationally recognized, EEOC-compliant, industry-driven system of job profiling and assessment based on the WorkKeys™ assessment program. CRC testing is conducted at Forsyth Tech's West Campus (1300 Bolton Street, Winston-Salem). The cost of the CRC testing is $30. For more information, call 336.734.7748

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

ForsythTech
Education For Life

Our Mission Statement

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

Registration Information

What You Need For Registration

Registering for an Economic & Workforce Development course at Forsyth Tech is easy. You can register by phone or at one of our six convenient registration locations in Forsyth and Stokes counties listed under Walk-in Registration. When you register, you must provide all of the following information:

> Course Registration Number
> Address
> Birthdate
> Social Security Number or Student ID
> Phone Number
> Payment

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

Privacy and Your Social Security Number

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

Payment Options

Unless otherwise noted, you can pay with:

> Visa (credit/debit card)
> MasterCard (credit/debit card)
> Check
> Cash
> Money Order

Payment of registration, equipment and/or insurance fees must be made at the time of registration. Fee exemptions, if offered, are noted in the Course Listings. Checks should be made payable to Forsyth Technical Community College.

Keep In Mind

> Early registration is encouraged.

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

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

> Students may no longer register for Continuing Education courses at Forsyth Technical Community College's Main Campus.

Ways To Register

Walk-In Registration Walk-in registration is available at six locations:

> **West Campus Customer Service Center**
1300 Bolton Street, Winston-Salem
Monday - Thursday, 8:30 am-5:30 pm
Friday, 8:30 am-1:30 pm

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

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

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

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

> **Transportation Technology Center**
4255 North Patterson Avenue, Winston-Salem
(Payment by cash or check only.)
Monday - Thursday, 8:30 am-4:30 pm (Closed Noon-1 pm)
Friday, 8:30 am-1:30 pm

Registration Information

Telephone Registration

To register by phone, call 336.761.1002
Monday - Thursday, 9 am-4 pm; Friday, 9 am-Noon.

Payment by VISA/MasterCard (credit/debit) only.

Corporate Registration

Companies registering a minimum of five employees and paying for their registration, equipment, lab, insurance or book fees by purchase order or authorization letter may use fax registration. Call 336.734.7736 to request a form. Upon completion, fax it back to 336.760.6173, attention West Campus Business Office. Employees will be registered upon receipt of the completed form. If classes are filled, the company will be notified. If you have additional questions, contact the West Campus Business Office at 336.734.7736.

Posted registration fees were in effect at the time our most recent schedule was printed and are subject to change without notice.

Important Registration Information

Refund Policy

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

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

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

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

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

Disabilities Services

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

Fees

> ***Computer Use and Technology Fee***

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

> ***Textbooks***

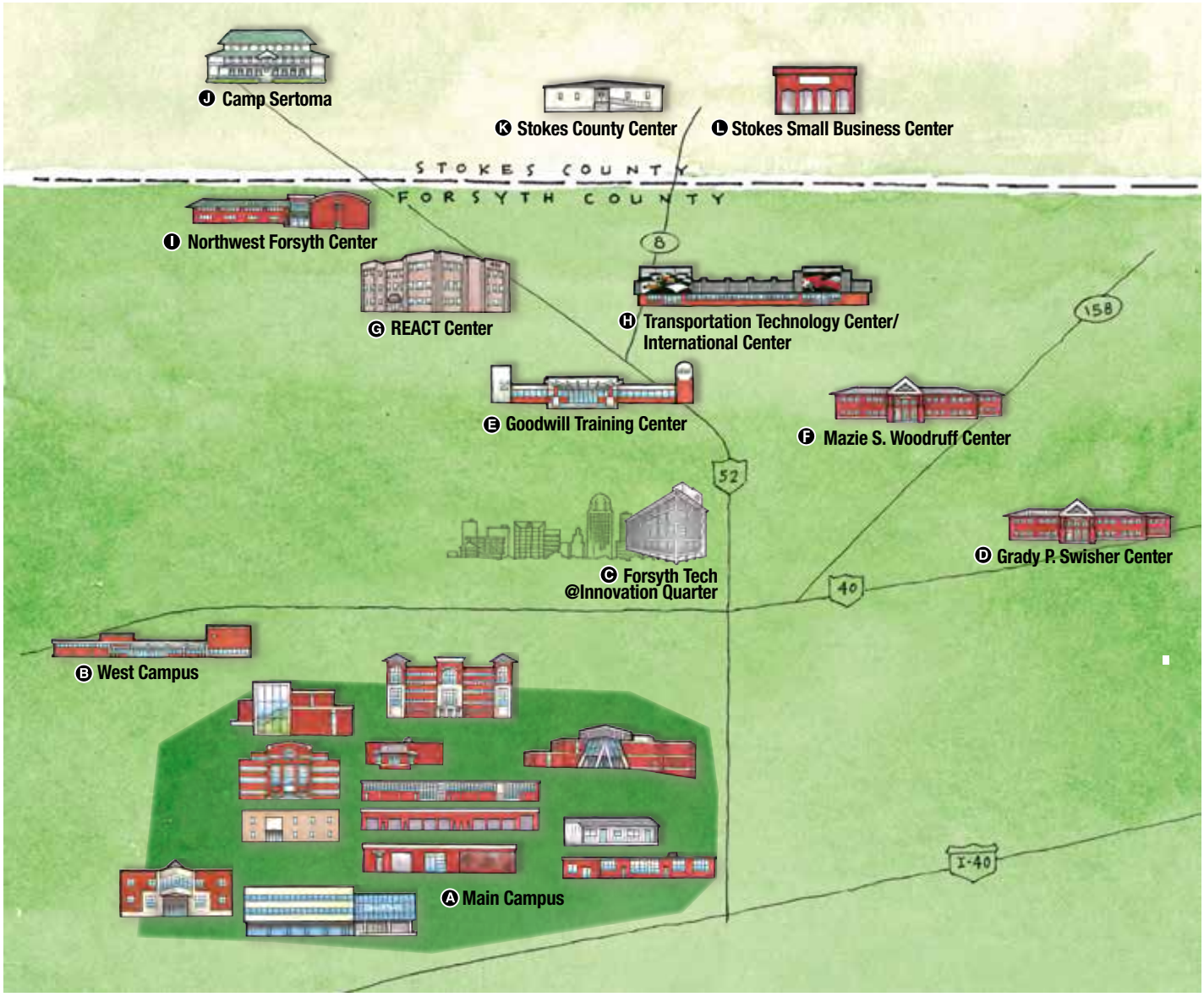
For your convenience, two options are provided for purchasing textbooks:

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

> ***Parking Decals***

Parking decals cost $25 and are nonrefundable. All EWD students who park vehicles on ANY Forsyth Tech campus (Main, Northwest Forsyth Center, Oak Grove Center, Stokes County Center, Transportation Center, West, Woodruff and Swisher) are required to purchase parking decals for all classes that meet 5 days or more. Parking decals must be purchased in person at the Customer Service Center on West Campus or at the Northwest Forsyth Center, Swisher, Woodruff, Stokes or Transportation Technology Centers. Parking decals may be purchased in advance or on the first day/night of class.

Campus & Center Locations



•Admissions Office •**336.734.7556** •Financial Aid •**336.734.7235** •EWD •**336.761.1002** •All Other Questions •**336.723.0371**

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

B. West Campus (Economic & Workforce Development)
1300 Bolton St., Winston-Salem, NC
Phone: 336.761.1002

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

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

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

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

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

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

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

ECONOMIC & WORKFORCE DEVELOPMENT STUDENT REGISTRATION FORM

To Register For Classes:
Bring your completed registration form to one of our six locations listed on page 46 of this catalog or call Customer Service at (336) 761-1002.

NAME AS SHOWN ON SOCIAL SECURITY CARD (Please Print)

Last	**First**	**Middle**	**Maiden**	
Street Address or Post Office	**City**	**State**	**Zip**	**County**
Home Phone #	**Work Phone #**	**Cell #**	**Social Security Number or Your 7 digit Student ID Number** _____	
E-Mail Address				

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

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

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

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

Driver License Information (Applies to Defense Driving Classes ONLY)

Driver License Number (**DADD**) _____ State Issued _____

Course Number	**Course Title**	**Day**	**Time**	**Fees**	**Location/Room #**
1.					
2.					
3.					
4.					

Student Signature _____ **Date** _____

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See page 23 for details.

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