

# Economic & Workforce Development Course Catalog

Forsyth & Stokes Counties

**ForsythTech**

May – August 2015

*Education For Life*

## Path to My Success

- GED®
- CRC
- Got a job!

“The staff at Forsyth Tech steered me down the path to a new job and a great career!”

*Anthony Haigwood, GED Graduate  
Now employed at RJ Reynolds Tobacco Co.*

*See His Profile On Page 1*

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

**Look Inside!**



# Bow Hunting *for beginners!*

Learn the basics of bow hunting from an expert, including state rules and regulations, equipment needed, and strategies for a successful hunt. There will not be a hunt during this class, but there will be a field trip for target practice. Note: Must be at least 18 years of age. See page 22 for Mack's bio and course details.

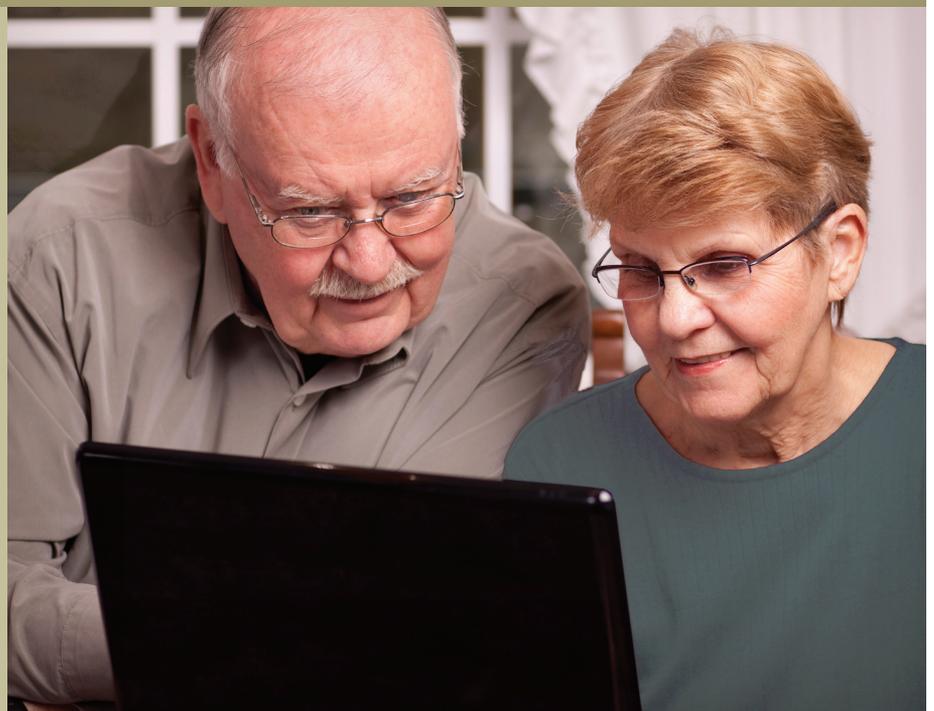
## Did I Save Enough? Is it Time to Retire?

*Get answers to these questions and more!*

**We offer two popular classes to help you prepare for your financial future:**

- Financial Planning for Successful Retirement
- Estate Planning

*Now available at two locations – see page 14 for details.*



# Welcome to Your New Beginning

## On The Pathway To Success Right Place, Right Time

Anthony Haigwood, Production Operator,  
R.J. Reynolds Tobacco Co.

### Taking The First Step

In 2012, Anthony Haigwood had been actively looking for a job for three years, but his lack of a high school diploma was keeping him from getting one. He realized he needed a plan to get ahead, so he decided to start by getting his GED®. He put that plan into action by coming to Forsyth Tech. There he found a place where he got more than just classes and homework – he got support and encouragement as well.



### That Extra Push

At Forsyth Tech, Anthony met Judith Wilkers, an instructor in the College & Career Readiness area. She gave him needed advice and guidance.

“The encouragement and inspiring words I got from Judy gave me that extra push to get my GED®,” he says. Then he met Tonia Long, a staff member at the college’s Educational Career Center. “Tonia encouraged me to get additional credentials and gave me the information that I needed to continue my job searches,” Anthony says, “and every effort I made really paid off.”

### GED® + CRC = RJR

After earning his GED®, Anthony took Career Readiness Certificate (CRC) testing at Tonia’s suggestion. The CRC is a nationally recognized test that measures workplace skills. Anthony earned a silver level certificate. Tonia told Anthony that if he took an additional CRC test, he could qualify for employment at R. J. Reynolds. He took the test, got the scores that he needed, and is now at RJR as a Production Operator, making more than he was in his last permanent position!

### Proud To Be Part Of The Family

Anthony says that Forsyth Tech was the best place for him to complete his plan to get the education that he needed. “I was definitely in the right place at the right time. I never felt as comfortable or as confident to accomplish my goals as I did there. I would encourage anyone to go to Forsyth Tech, because they will get the help they need. I’m proud to be part of the Forsyth Tech family.”

How can Forsyth Tech help you achieve your dreams? This catalog is a great place to start. It’s filled with opportunities to learn new skills, develop new talents and discover new passions. Start reading, and find your pathway to success at Forsyth Tech!

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Forsyth Technical Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, diplomas and certificates. Contact the Commission on Colleges at 1966 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about accreditation of Forsyth Technical Community College. The Commission can be contacted to file a third-party comment during the time of the 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.

92,813 copies of this document were printed at a cost of \$.27 per copy. 3/15



## 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](http://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: 90710, \$75, Brown  
5/16-6/11, TTH, 9 am-Noon  
West Campus, Room 1

Course Code: 94266, \$75, Flynt  
7/6-7/29, MW, 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: 94257, \$75, Brown  
6/23-7/21, TTH, 9 am-Noon  
West Campus, Room 1

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

### Excel 2010 Intermediate ✓

Would you like to learn beyond the basics and explore Excel 2010 in depth? New and improved features can help you be more productive, but only if you can find them when needed. Excel 2010 includes the Microsoft Office Fluent interface, which consists of a customizable visual system of tools and commands. Other new features include: improved ribbon, backstage view, workbook management tools, improved PivotTables, and Slicers.

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

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

Course Code: 94289, \$75, Woosley  
7/28-8/20, TTH, 6-9 pm  
Goodwill, Room 302

### Excel 2010 Introduction ✓

Discover dozens of shortcuts and tricks for quick and efficient set up when fully formatting worksheets. You will learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, creating custom charts, creating three-dimensional workbooks, freezing panes, and splitting a spreadsheet.

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

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

Course Code: 94019, \$75, Demaria  
5/19-6/11, TTH, 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 and understand the difference between absolute and relative cell addresses. Learn how to create three-dimensional workbooks and create custom charts and graphs.

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

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

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

### Excel 2013 Intermediate ✓ NEW!

In this 24-hour course, you will go beyond the basics and build on your beginner-level Excel 2013 skills in storing, organizing, and manipulating data. Improve on your data analysis skills by learning to manipulate data 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: 94020, \$75, Woosley  
5/19-7/7, T, 6-9 pm  
Grady Swisher Center, Room 219

# Courses in Forsyth County



## Excel 2013 Boot Camp - Level 1 ✓

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 while learning the difference between absolute and relative cell addresses. Learn how to create three-dimensional workbooks and create custom charts and graphs. This class moves very fast covering a lot of information and not recommended for the technological faint of heart.

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

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

Course Code: 94029, \$75, Moore  
6/17, W, 9 am-3 pm  
Innovation Quarter, Room 2441

## Excel 2013 Boot Camp - Level 2 ✓ NEW!

This 12-hour course is a continuation of Excel 2013 Boot Camp Level 1. You will learn more advanced Excel 2010 tools such as filtering, merge and center, wrap text, conditional formulas, linking spreadsheets, and additional shortcuts to make spreadsheet preparation easier and faster. At the end of the course, you will be able to use this program confidently at home or on the job. This class moves very fast covering a lot of information and not recommended for the technological faint of heart.

**Prerequisite:** A basic understanding of Microsoft 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: 94267, \$75, Moore  
7/8, W, 9 am-3 pm  
Innovation Quarter, Room 2441

## 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: 94262, \$75, Brown  
6/26-7/24, MF, 11 am-2 pm  
West Campus, Room 122

Course Code: 94282, \$75, Demaria  
7/20-8/12, MW, 6-9 pm  
Goodwill, Room 302

## 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: 94248, \$75, Vance  
6/22-7/15, MW, 6-9 pm  
Grady Swisher Center, Room 219

## Internet and Email Basics ❖

Master the ins and outs of the Internet with this informative, behind-the-scenes look at the World Wide Web, search engines, email, chat, telnet, blogging and more. Learn powerful research techniques to help you find whatever you want, whenever you want. Also learn how to protect your privacy, download files safely and keep your computer secure.

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

**Note:** You will need to bring a USB flash drive to class.

Course Code: 94010, \$55, Brown  
5/5-5/26, T, 1-4 pm  
Northwest Forsyth Center, Room 244

Course Code: 94275, \$55, Moore  
7/16-8/6, TH, 5:30-8:30 pm  
Mazie S Woodruff Center, Room 106

## Coming in Fall 2015!

### PC Purchasing Made Easy

Are you in the market for a new PC and not certain where to start? Come let our knowledgeable PC Technician assist you in making an informed decision about purchasing a PC, laptop, tablet, etc.

For class schedule,  
contact Customer Service  
at 336-761-1002.



# Courses in Forsyth County

## Microsoft Office 2013 Boot Camp Level 1 ✓ 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. This course moves very fast covering a lot of information and not recommended for the technological faint of heart.

**Prerequisite:** A basic understanding of 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: 94018, \$75, Laverdure  
5/18-5/21, MTWTH, 1-4 pm  
Innovation Quarter, Room 2441

## PowerPoint or Prezi? ✓ NEW!

Would you like to explore creating presentations using both PowerPoint and Prezi? You will be the judge to determine which presentation tool is the most effective for delivering your idea. PowerPoint is part of the Microsoft Office suite and uses Ribbon interface, themes, animation and sound. Prezi is "Cloud based" and allows your presentations to be available anywhere the Internet is available. You will learn how to setup a Prezi account, navigate, build and present your Prezi presentation. In PowerPoint, you will learn tips and tricks to give your presentation an edge.

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

Course Code: 94259, \$75  
6/24-6/25, WTH, 9 am-3 pm  
Innovation Quarter, Room 2441

Course Code: 94270, \$75  
7/11-7/18, S, 9 am-3 pm  
West Campus, Room 1

## Windows 8 Workshop 8.1 ❖

This 6 hour workshop is an introduction to the Windows 8.1 Operating System. You will explore the Windows 8.1 environment and learn general computer concepts, file management, multi-tasking techniques and how to customize the look of Windows 8.1 to suit your individual needs and preferences. This class is hands on and will require you to bring your laptop computer to class.

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

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

Course Code: 94023, \$69, Laverdure  
5/30-6/6, S, 10 am-1 pm  
West Campus, Room 1

Course Code: 94280, \$69  
7/18, S, 9 am-3 pm  
West Campus, Room 1

Course Code: 94288, \$69  
8/12-8/13, WTH, 6-9 pm  
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: 93806, \$85, Econ  
6/1-7/27, M, 6:30-8:30 pm  
Oak Grove Center, Room 4456

## Spanish III ✓

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

**Prerequisite:** Spanish II or equivalent Spanish language exposure.

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

Course Code: 94232, \$75, Volcan  
5/20-7/8, W, 6-9 pm  
West Campus, Room 12

Course Code: 94231, \$75  
5/21-7/9, TH, 9 am-Noon  
West Campus, Room 16

## Spanish IV ✓

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

**Prerequisite:** Spanish III or equivalent Spanish language exposure.

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

Course Code: 94233, \$75, Volcan-Rivero  
5/18-7/13, M, 6-9 pm  
West Campus, Room 12

## Spanish V ✓

This course is a continuation of Spanish IV and is designed to expand your intermediate level acquisition based on 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: 94236, \$75, Volcan-Rivero  
5/19-7/7, T, 6-9 pm  
West Campus, Room 12

Course Code: 94235, \$75, Volcan  
5/21-7/9, TH, 9 am-Noon  
West Campus, Room 17

# Courses in Forsyth County



## Spanish for School Teachers ✓

Are you a teacher who has Spanish speaking children in your classroom? This is a detailed language course that provides conversational Spanish for school personnel to better assist Spanish speaking parents and students. You will be able to learn phrases related to parts of the school, classroom, instructional management, school hallways, playground, lunch, restrooms, and buses and learn about the Hispanic culture.

**Note:** No prior knowledge of Spanish is necessary.

Course Code: 94471, \$75  
6/22-7/15, MW, 9 am-Noon  
West Campus, Room 16

Course Code: 94477, \$75  
6/23-7/16, TTH, 9 am-Noon  
West Campus, Room 17

## Horticulture/Home

### How to Prepare and Tile a Backsplash ❖

Watch a demonstration of several methods for wall preparation, tile layout and installation. In addition to normal tiling using adhesive, this course will demonstrate the use of SimpleMat which is an adhesive sheet that requires no adhesive and requires minimal grouting.

**Note:** Safety glasses are required.

Course Code: 94550, \$25  
7/11, S, 9-11:30 am  
Goodwill, Room 108

### Rock Accents for your Home ❖

Have you ever wondered how to get the look and feel of a solid stone wall using Air-Rock? This course will demonstrate how to layout and install Air-Rock on most interior and exterior surfaces. Air-Rock is a simple 2 step method that you can apply with simple instructions. Air-Rock cuts easily with a hacksaw, requires no grouting and is partially made with recycled materials.

**Note:** Safety glasses are required.

Course Code: 94549, \$35  
6/20, S, 9-11:30 am  
Goodwill, Room 108

## 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: 94753, \$180, Birkel  
5/18-8/5, MW, 9 am-Noon  
REACT Center, Room 6

Course Code: 94756, \$180, Witte  
5/19-8/6, 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: 94754, \$125  
Hernandez/Cruz  
5/19-6/30, TTH, 1:30-4:30 pm  
Goodwill, Room 302

**We're Your HR HQ!**

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

**SUMMER 2015 HR COURSES\***

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

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

See pages 7-8 for details.

PHR® • SPHR® • GPHR®

Approved Provider

HR Certification Institute™



# Courses in Forsyth County

## Human Resource Management

### Human Resource Management Certificate

#### Employment Law ❖

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

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

Course Code: 94482, \$100, Hill  
6/9-6/23, TTH, 6-9 pm  
Grady Swisher Center, Room 202

#### Human Resource Development ❖

To win the war for talent, managers must be able to identify high-potential employees, make sure the organization effectively uses the talents of these individuals, and reassures them of their value so they will not become dissatisfied and leave the organization. This course will help you better understand Human Resource Development (HRD) and the role it plays in workforce planning, training and organization development. The course will also address how HRD impacts business growth and employee retention.

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

Course Code: 94485, \$70, Recchiuti  
5/18-5/20, MW, 6-9 pm  
Innovation Quarter, Room 2446

#### 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: 94629, \$100, Brown  
5/19-6/2, TTH, 6-9 pm  
Innovation Quarter, Room 2446

#### 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: 94483, \$75, Hill  
6/1-7/20, M, 6-8:30 pm  
Oak Grove Center, Room 4458

#### Performance Management ❖

Performance Management is critical for executing a talent management system that: 1) ensures proper training and development is taking place 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: 94481, \$70, Gerald  
7/14-7/21, T, 6-9 pm  
Grady Swisher Center, Room 202

# 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: 94301, \$130, Rodríguez  
7/28-9/6, ONLINE

Course Code: 94300, \$130, Ayivon  
7/29-9/9, MW, 1-4 pm  
West Campus, Room 27

Course Code: 94261, \$130, Franceschina  
7/29-9/9, MW, 6-9 pm  
West Campus, Room 122

### 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: 94258, \$130, Knapp  
6/23-7/26, ONLINE

Course Code: 94255, \$130, Knapp  
6/22-7/27, MW, 1-4 pm  
West Campus, Room 1

Course Code: 94254, \$130, Alonso  
6/22-7/27, MW, 6-9 pm  
West Campus, Room 1

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

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

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

Course Code: 94253, \$75, Knapp  
5/19-6/21, ONLINE

Course Code: 94249, \$75, Ayivon  
5/18-6/21, M, 4-6 pm  
West Campus, Room 12

Course Code: 94250, \$75, Alonso  
5/18-6/21, M, 4-6 pm  
West Campus, Room 17

### 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: 94238, \$75  
Rodríguez/Wood  
5/19-6/21, ONLINE

Course Code: 94578, \$75  
Humes/Wood  
5/18-6/15, MW, 1-4 pm  
West Campus, Room 16

Course Code: 94581, \$75  
Franceschina/Wood  
5/18-6/15, MW, 6-9 pm  
West Campus, Room 16

### 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: 94585, \$185, Rodríguez  
5/26-8/23, ONLINE

Course Code: 94242, \$185, Humes  
5/26-8/25, TTH, 1-4 pm  
West Campus, Room 16

Course Code: 94247, \$185, Franceschina  
5/26-8/25, TTH, 6-9 pm  
West Campus, Room 16

## SMALL BUSINESS CENTER

### Free One-On-One Business Counseling

The Forsyth Tech Small Business Center provides free confidential counseling services for new and existing businesses. This free service acts as a sounding board of ideas and concerns you may have about your business. No question is too simple or complicated. Our professional staff will help you find solutions to your challenging business questions.

**TO SCHEDULE AN APPOINTMENT,  
Call 336-757-3810 or  
email [SBC@forsythtech.edu](mailto:SBC@forsythtech.edu)**



# Courses in Forsyth County

## Medical Clerical

### Certified EHR Specialist ✓ JobsNow

This 120-hour course will cover the use and management of health information and the Electronic Health Record (EHR). 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: 94527, \$185, Denerson  
5/18-8/13, MWTH, 6-9:30 pm  
West Campus, Room 27

Course Code: 94533, \$185, Fithian  
8/10-10/22, MTHF, 8:45 am-12:45 pm  
West Campus, Room 27

### 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: 94530, \$185, Comtois/Frye  
6/1-8/26, MW, 6-9 pm  
Goodwill, Room 100

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

### 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: 94528, \$130, Burke  
5/27-7/15, MW, 6-9 pm  
West Campus, Room 122

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

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

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

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

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

**For more info, call 336.761.1002**

### 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: 94526, \$203, Elswick  
5/11-8/26, MTWTH, 7-10 pm  
Bob Greene Hall, Room W304

### 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: 94529, \$130, Vance  
6/16-8/6, TTH, 6-9 pm  
Goodwill, Room 306

Course Code: 94531, \$130, Vance  
7/7-8/26, MW, 9 am-Noon  
Goodwill, Room 306

## Professional Coding Certification

These courses prepare you to take the Certified Professional Coder (CPC®) exam. Please visit [www.aapc.com](http://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](http://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

# Courses in Forsyth County



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: 94605, \$130, Fithian  
5/19-7/12, 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: 94594, \$130, Boles  
5/26-7/19, 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: 94606, \$185, Oldham  
6/2-8/16, ONLINE

## **Medical Coding – ICD-9 ✓ (Online only)**

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

Course Code: 94630, \$185, Staples  
6/2-8/16, ONLINE

## **Medical Coding ICD-10 ✓ NEW! (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: 94727, \$185, Staples  
6/9-8/23, ONLINE

## **Medical Terminology ✓ (Online only)**

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

Course Code: 94590, \$185, Boles  
5/19-8/2, ONLINE

## **Personal Enrichment Arts, Crafts and Hobbies**

### **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: 93784, \$65, Jester  
6/3-7/29, 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: 93799, \$35, Smith  
5/16, S, 9 am-Noon  
West Campus, Room 122

Course Code: 94043, \$35, Smith  
6/6, S, 9 am-Noon  
West Campus, Room 122



# Courses in Forsyth County

## 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: 93801, \$35, Smith  
5/30, S, 9 am-Noon  
West Campus, Room 122

## 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: 94741, \$95, Gordon  
6/2-7/7, T, 6-8 pm  
South Fork Recreation Center

## Painting: Acrylic ❖

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

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

Course Code: 93802, \$65, Conaway  
6/4-7/30, 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.

Course Code: 93810, \$65  
Pettinati Longinotti  
6/3-7/29, W, 9 am-Noon  
West Campus, Room 34

## Painting: Watercolor ❖

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

**Note:** You will need to purchase additional supplies.

Course Code: 93780, \$55, Bess  
6/3-7/15, W, 1-4 pm  
South Fork Recreation Center

Course Code: 93803, \$65, Conaway  
6/5-8/7, 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: 93805, \$95, Smith  
6/1-7/20, M, 6-9 pm  
Transportation Center, Room 146

## Picture Framing and Matting ❖

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

**Note:** You must provide your own supplies; the cost depends on the project.

The first class is a demonstration for beginners, and you will receive information about where to get supplies.

Course Code: 94781, \$85, Golden  
6/1-7/13, M, 6-9 pm  
West Campus, Room 34

## Quilting All Levels: Friendship Star ❖ NEW!

Make something that will last a lifetime. Learn to make a Friendship Star quilt. This quilt lends itself to multiple sizes and can be made in several different color ways, allowing your personality to shine! The true quilting beginner will be able to make this quilt successfully. The intermediate quilter will be challenged with design choices! This is a machine-based class.

Course Code: 94041, \$65, Patridge  
6/4-7/16, TH, 6-9 pm  
West Campus, Room 15

## Silversmithing ❖

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

# Courses in Forsyth County



## Get Wrapped Up In Quilting!

Learn quilting basics and more in this course for beginning and intermediate level students. See page 12 for details.

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

Course Code: 93783, \$95, Szesze  
6/3-7/29, W, 6-9 pm  
West Campus, Room 34

### Stained Glass - All Levels ❖

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

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

Course Code: 93812, \$95  
Pettinati Longinotti  
6/2-7/28, T, 9 am-Noon  
West Campus, Room 34

Course Code: 93811, \$95  
Pettinati Longinotti  
6/4-7/30, 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: 93804, \$75, Danner  
5/26-6/30, T, 6-9 pm  
Oak Grove Center, Room 1297

## Baking and Cuisine

### Artisan Bread ❖

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

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

Course Code: 93813, \$55, Wood  
6/1-6/22, 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: 93807, \$50, Crotts  
6/2-6/23, T, 6-9 pm  
West Campus, Room 15

### Cake Decorating: Cupcakes ❖

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

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

Course Code: 93808, \$45, Crotts  
7/21-8/11, T, 6:30-8:30 pm  
West Campus, Room 15



# Courses in Forsyth County

## 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: 93779, \$35, Rice  
6/4-6/25, TH, 7-8:30 pm  
West Campus, Room 35

### 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 your music flow smoothly while applying dynamics and embellishments to enhance your 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 your repertoire. New members may only enter this class by audition.

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

Course Code: 93785, \$45, House  
5/18-6/29, M, 10-11:30 am  
South Fork Recreation Center

## Special Interest

### Electricity: Basic/Homeowners ✓ NEW!

Do you want to understand how electricity works in your home? This course will include testing equipment, how a receptacle and switch are properly wired, common materials that are used, how to install an overhead light, as well as changing an overhead light with a ceiling fan. It includes the importance of safety and some of the common mistakes that a homeowner makes with electricity in their home. This course is entirely informational but will include hands on training.

Course Code: 94555, \$75, Tally  
6/8-6/29, MTH, 6-9 pm  
Northwest Forsyth Center, Room 113

### Estate Planning ❖

This course discusses Wills, Durable Power of Attorney, Healthcare, 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: 94046, \$55, Wittenberg  
6/1-6/22, M, 9:30 am-Noon  
Grady Swisher Center, Room 106

### 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.

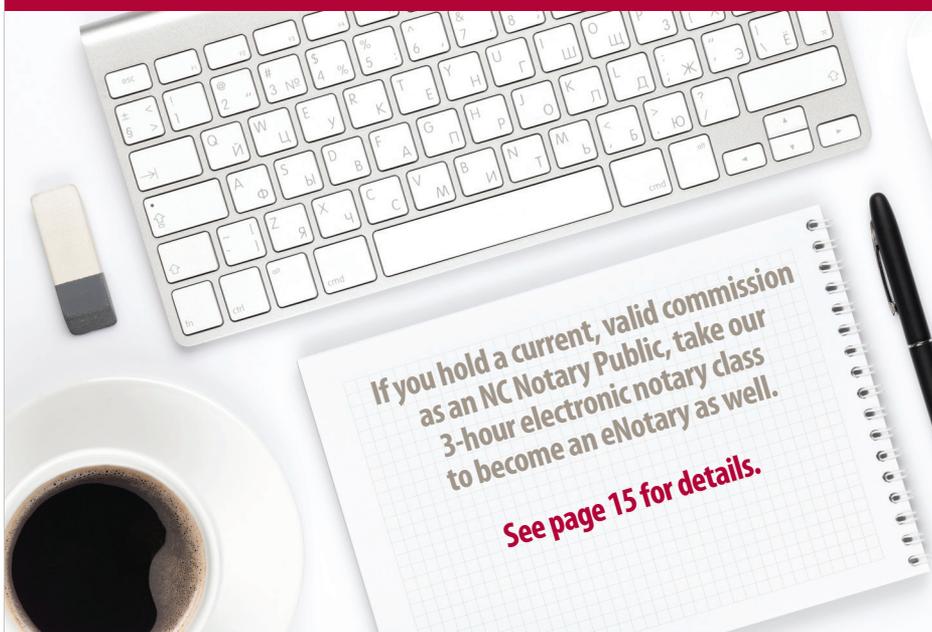
Course Code: 94780, \$75, Wittenberg  
5/19-6/9, T, 6:30-9 pm  
Grady Swisher Center, Room 106

### Plumbing: For the Homeowner ✓ NEW!

Would you like to be able to install or repair some of your most common household plumbing fixtures? The class will teach you about the materials and process used to install a faucet and sink, as well as installation of a water closet (toilet). You will understand what causes pipes to become clogged and learn how to repair the problem.

Course Code: 94551, \$40  
7/14-7/16, TTH, 6-9 pm  
Northwest Forsyth Center, Room 113

## Already A Notary? Become An eNotary, Too!



# Courses in Forsyth County



## 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: 94044, \$95, Geller  
6/4-7/16, TH, 6-9 pm  
Taylor Recreation Center

## Professional and Career Development

### Business Fundamentals

#### Administrative Assistant Training ✓

This program is not only for administrative assistants, secretaries and executive support staff who wish to upgrade or enhance their skills for new roles and expanded responsibilities, but also for those who wish to pursue these types of careers. Today's administrative assistant requires a wide variety of skills such as project management, computer applications, organization, research, communication, customer service, electronic record keeping and event planning. To receive a certificate in this area, 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: 94622, \$130, Gerald/Carter  
5/18-7/1, MW, 6-9 pm  
Oak Grove Center, Room 4457

## 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.

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: 91810, \$185  
5/27-8/28, MTWTFE, 8:30 am-3 pm  
Second Harvest Food Bank

Course Code: 91814, \$185  
6/29-10/1, MTWTFE, 8:30 am-3 pm  
Second Harvest Food Bank

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

## ServSafe Certification ✓

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

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

Course Code: 91804, \$75, Dickerson  
6/12-6/13, FS, 9 am-3 pm  
West Campus, Room 1

## 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. For additional information, contact Nell Perry at [nperry@forsythtech.edu](mailto:nperry@forsythtech.edu) or call 336.757.3801.

Course Code: 94743, \$55, Young  
5/28, TH, 1-4 pm  
Transportation Center, Room 141

Course Code: 94747, \$55, Young  
7/1, W, 9 am-Noon  
Transportation Center, Room 142



# Courses in Forsyth County

## Notary Public Education ❖

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

Course Code: 94773, \$69, Young  
5/19-5/21, TTH, 1-4 pm  
Transportation Center, Room 141

Course Code: 94742, \$69, Gordon  
5/26-5/28, TTH, 6-9 pm  
West Campus, Room 36

Course Code: 94779, \$69, Young  
6/2-6/4, TTH, 6-9 pm  
Transportation Center, Room 142

Course Code: 94794, \$69, Gordon  
6/9-6/11, TTH, 9 am-Noon  
Innovation Quarter, Room 2447

Course Code: 94745, \$69, Gordon  
6/23-6/25, TTH, 6-9 pm  
West Campus, Room 36

Course Code: 94799, \$69, Gordon  
7/14-7/16, TTH, 6-9 pm  
Transportation Center, Room 142

Course Code: 94819, \$69, Gordon  
7/29, W, 9 am-4 pm  
Innovation Quarter, Room 2447

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

## 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.

### 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 ❖

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 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.

# Courses in Forsyth County



## 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: 89339, \$75, Wooten  
5/20, W, 8 am-5 pm  
Transportation Center, Room 244

Course Code: 93567, \$75, Sellers  
6/17-6/18, WTH, 6-10 pm  
Transportation Center, Room 244

Course Code: 93583, \$75, Wooten  
6/24, W, 8 am-5 pm  
Transportation Center, Room 244

Course Code: 93590, \$75, Wooten  
7/15, W, 8 am-5 pm  
Transportation Center, Room 244

Course Code: 93591, \$75, Wooten  
7/22-7/23, WTH, 6-10 pm  
Transportation Center, Room 244

Course Code: 93597, \$75, Wooten  
8/12, W, 8 am-5 pm  
Transportation Center, Room 244

Course Code: 93599, \$75  
8/19-8/20, WTH, 6-10 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: 93565, \$75, Wooten  
6/10, W, 8 am-5 pm  
Transportation Center, Room 244

Course Code: 93588, \$75, Wooten  
7/8, W, 8 am-5 pm  
Transportation Center, Room 244

Course Code: 93594, \$75, Wooten  
8/5, W, 8 am-5 pm  
Transportation Center, Room 244

### Auto Inspection: OBD II/Recertification ✓

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

Course Code: 93566, \$75, Wooten  
6/10, W, 6-10 pm  
Transportation Center, Room 244

Course Code: 93589, \$75, Sellers  
7/8, W, 6-10 pm  
Transportation Center, Room 244

Course Code: 93596, \$75, Wooten  
8/5, W, 6-10 pm  
Transportation Center, Room 244

### 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

### 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 (CRC). 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: 94628, \$185  
Speight/Webb  
5/26-7/27, MTWTH, 8 am-5 pm  
Northwest Forsyth Center, Room 213

## National Certification for Electrical Lineman

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

For more info, call 336.761.1002



# Courses in Forsyth County

## 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: 93558, \$75, Wallace  
5/30-6/6, 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: 93598, \$185, Hobson  
6/1-8/24, MTWTFE, 8:30 am-12:30 pm  
Goodwill, Room 108

## 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](http://www.theciada.com) website and click on Dealer Pre-Licensing Info.

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

Course Code: 93564, \$75, Mauk  
6/9, T, 8 am-3 pm  
West Campus, Room 122

Course Code: 93584, \$75, Mauk  
7/7, T, 8 am-3 pm  
West Campus, Room 122

Course Code: 93592, \$75, Mauk  
8/4, 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: 94626, \$130  
Stephens/Stewart  
5/20-8/12, W, 6-9 pm  
REACT Center, Room 10

## Welding: TIG ✓ JobsNOW

This is a one-semester, 96 hour course designed to train you in the basic principles of TIG welding. Gas tungsten welding is sometimes referred to by its subtype, tungsten inert gas or TIG welding. You will operate electric power source welding machines with hand held wire electrodes. Studies will include power sources, types of wire electrodes and shielding gases.

Welding will be performed on mild steel and aluminum, in flat, horizontal and vertical positions. Safety will be emphasized throughout the course in the use of tools and equipment.

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

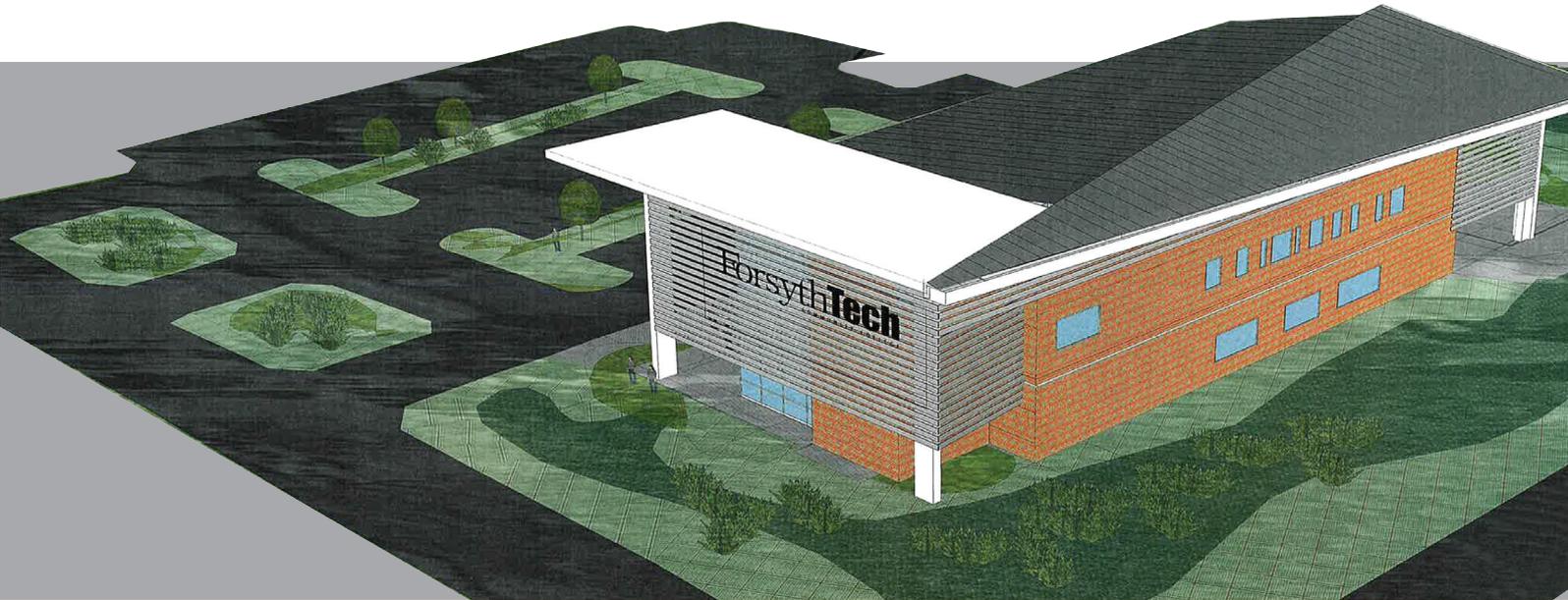
**Note:** Safety glasses are required.

Course Code: 93559, \$170, Hill  
6/1-7/22, MW, 9 am-Noon  
Goodwill, Room 011

Course Code: 93560, \$170, Hill  
6/1-7/22, MW, 6-9 pm  
Goodwill, Room 011

# New Forsyth Tech-Stokes County Building

# COMING SOON



**Our 20,000 square foot building will include:**

- Biology & Chemistry Labs
- General Classroom Space
- Practical Nursing Lab
- Faculty & Staff Offices
  - Computer Labs

Construction begins March 2015.  
Completion of building Spring 2016.  
Classes to begin Fall 2016.



# Courses in Stokes County

## Computer Technology

### Internet and Email Basics ❖

Master the ins and outs of the Internet with this informative, behind-the-scenes look at the World Wide Web, search engines, email, chat, telnet, blogging and more. Learn powerful research techniques to help you find whatever you want, whenever you want. Also learn how to protect your privacy, download files safely and keep your computer secure.

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

**Note:** You will need to bring a USB flash drive to class.

Course Code: 94010, \$55, Brown  
5/5-5/26, T, 1-4 pm

Northwest Forsyth Center, Room 244

## 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: 94301, \$130, Rodríguez  
7/28-9/6, 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: 94258, \$130, Knapp  
6/23-7/26, 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: 94253, \$75, Knapp  
5/19-6/21, 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: 94238, \$75  
Rodríguez/Wood  
5/19-6/21, 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: 94585, \$185, Rodríguez  
5/26-8/23, ONLINE



## Medical Clerical

### Professional Coding Certification

These courses prepare you to take the Certified Professional Coder (CPC®) exam. Please visit [www.aapc.com](http://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](http://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: 94605, \$130, Fithian  
5/19-7/12, ONLINE

#### 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: 94594, \$130, Boles  
5/26-7/19, 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: 94606, \$185, Oldham  
6/2-8/16, ONLINE

#### Medical Coding – ICD-9 ✓

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

Course Code: 94630, \$185, Staples  
6/2-8/16, ONLINE

#### Medical Coding ICD-10 ✓ NEW!

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: 94727, \$185, Staples  
6/9-8/23, 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: 94590, \$185, Boles  
5/19-8/2, 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.

## Notary Public

### Notary Public Education ❖

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

**Note:** This course requires a textbook.

Course Code: 94796, \$69, Young  
7/7- 7/9, TTH, 1-4 pm  
Northwest Forsyth Center, Room 217



# Courses in Stokes County

## Personal Enrichment

### Electricity: Basic/Homeowners ✓ NEW!

Do you want to understand how electricity works in your home? This course will include testing equipment, how a receptacle and switch are properly wired, common materials that are used, how to install an overhead light, as well as changing an overhead light with a ceiling fan. It includes the importance of safety and some of the common mistakes that a homeowner makes with electricity in their home. This course is entirely informational but will include hands on training.

Course Code: 94555, \$75, Tally  
6/8-6/29, MTH, 6-9 pm  
Northwest Forsyth Center, Room 113

### Bow Hunting for Beginners ❖ NEW!

Are you interested in learning what it takes to become a bow hunter? This course will include a brief history of bow hunting, state rules and regulations, equipment needed, and strategies for a successful hunt. You will also get the opportunity to participate in a field trip for target practice on the last day of class.

**Prerequisite:** You must be at least 18 years of age.

**Note:** There will not be a hunt during this class. Additional classes that include a hunt will be offered in the fall. You may bring your own bow and arrows to class but this is not required.

Course Code: 94686, \$75, Moore  
6/4-6/27, TH, 6-8 pm & S, 8 am-Noon  
Stokes County Center, Room 103

### Plumbing: For the Homeowner ✓ NEW!

Would you like to be able to install or repair some of your most common household plumbing fixtures? The class will teach you about the materials and process used to install a faucet and sink, as well as installation of a water closet (toilet). You will understand what causes pipes to become clogged and learn how to repair the problem.

Course Code: 94551, \$40  
7/14-7/16, TTH, 6-9 pm  
Northwest Forsyth Center, Room 113

## 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: 90567, \$65, Moore  
5/21, TH, 6-10 pm  
Stokes County Center, Room 113

## Forsyth Tech Instructor Profile



### Bow Hunting for Beginners – Mack Moore

A native Tar Heel and dedicated bow hunter, Mack has hunted and fished across North Carolina from the mountains to the coast, and has taken virtually every type of big and small game from Florida to Nebraska.

He has held multiple NC bow hunting records and has been awarded dozens of annual bow hunting awards from the North Carolina Bowhunter's Association. A licensed NC Hunting Guide, Mack's passion for introducing others to the outdoors drives his interest in leading classes for Forsyth Tech.

When not hunting, Mack is a long-time volunteer leader for Boy Scout Troops and Cub Scout Packs, and is himself an Eagle Scout. In the future, Mack looks forward to leading a variety of wilderness survival skills courses for Forsyth Tech.

## Technical/Trade

### Blueprint Reading for Welders ✓

Develop your reading and interpreting skills for blueprints used in the welding industry. You will study detailed drawings, understand dimensioning, tolerances and symbols as they relate to welding. By the end of class, you will be able to create a simple blueprint.

Course Code: 94547, \$75, Smith  
6/15-7/22, MW, 6-8 pm  
Stokes County Center, Room 103

### 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 (CRC). 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: 94628, \$185, Speight/Webb  
5/26-7/27, MTWTH, 8 am-5 pm  
Northwest Forsyth Center, Room 213

### National Certification for Electrical Lineman

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

For more info, call 336.761.1002

## COMING SOON!

### Welding for Farmers

**Arc Welding • Oxyacetylene Cutting • Grinding**

This class will be for farmers who wish to learn how to repair their own equipment. We will focus on safety, welding techniques, cutting various metals, grinding and cleaning their work.

For more information on how to sign up call  
Sally Elliott at 336-593-5402, ext. 1101.



Attention  
Stokes County Residents!

**FREE**

Job Training from

Forsyth**Tech**

*Education For Life*

To see if you qualify, call

**593.5402** ext. 1117

or visit

[ForsythTech.edu/stokesworks](http://ForsythTech.edu/stokesworks)

New Sessions Begin the 3<sup>rd</sup> Wednesday of Every Month  
Visit [www.ed2go.com/forsyth](http://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++ Programming

### Introduction to Java Programming

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

### Desktop Publishing

Introduction to InDesign CS6

### Foreign Language

Speed Spanish I  
Speed Spanish II  
Speed Spanish III

### Math

Math Refresher

### Medical

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

### Office Assistant

Administrative Assist Fundamentals

### Personal Interest and Self Improvement

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

### Photography

Secrets of Better Photography

### Web Pages/Web Sites

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

### Writing

Grant Writing A to Z  
Writing Essentials

### Teachers

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

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

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



# Courses in Health and Safety

## Health Education Prerequisites

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 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

- West Campus, various Tuesdays, call 336.761.1002 for schedule.

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

## NEW: Healthcare Clinical Fee

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

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

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

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

## 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: 94343, \$75  
7/17-7/18, 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:** High school diploma/ GED®/transcript or college diploma transcript is 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

# Courses in Health and Safety



## Autism Paraprofessional ✓

Would you like to learn how to provide services to children with autism spectrum disorders (ASDs)? Caregivers may work in educational, home-based, or community settings. Emphasis is on understanding ASDs, working with families of children with ASDs, managing challenging behaviors associated with ASDs and evidence-based practices for targeting communication, play, self-help, and social skills of children with ASDs. Class will also cover consumer safety and rights and ethical considerations. The course includes practicum hours in a local autism specialty school. Upon satisfactory completion of the course, you will receive a certificate of completion, which should enhance employment opportunities in the field of autism treatment and education.

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

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

\*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.

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

## 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: 90527, \$40  
5/16, S, 8 am-1 pm  
West Campus, Room 14

Course Code: 94047, \$40  
5/30, S, 8 am-1 pm  
West Campus, Room 14

Course Code: 94329, \$40  
6/13, S, 8 am-1 pm  
West Campus, Room 14

Course Code: 94330, \$40  
6/27, S, 8 am-1 pm  
West Campus, Room 14

Course Code: 94331, \$40  
7/11, S, 8 am-1 pm  
West Campus, Room 14

Course Code: 94332, \$40  
7/25, S, 8 am-1 pm  
West Campus, Room 14

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

## CPR Healthcare Provider-Recertification ❖

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

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

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

Course Code: 90581, \$30  
5/19, T, 5:30-8 pm  
West Campus, Room 14

Course Code: 94335, \$30  
5/30, S, 2-5 pm  
West Campus, Room 14

Course Code: 94337, \$30  
6/13, S, 2-5 pm  
West Campus, Room 14

Course Code: 94338, \$30  
6/27, S, 2-5 pm  
West Campus, Room 14

Course Code: 94339, \$30  
7/9, TH, 5:30-8:30 pm  
West Campus, Room 14

Course Code: 94340, \$30  
7/23, TH, 5:30-8:30 pm  
West Campus, Room 14

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



# Courses in Health and Safety

## 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: 94347, \$30  
6/16, T, 5:30-8:30 pm  
West Campus, Room 14

Course Code: 94348, \$30  
7/11, S, 2-5 pm  
West Campus, Room 14

## Heartsaver CPR and/or 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.

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

Course Code: 94345, \$75  
6/18, TH, 8 am-5 pm  
Northwest Forsyth Center, Room 217

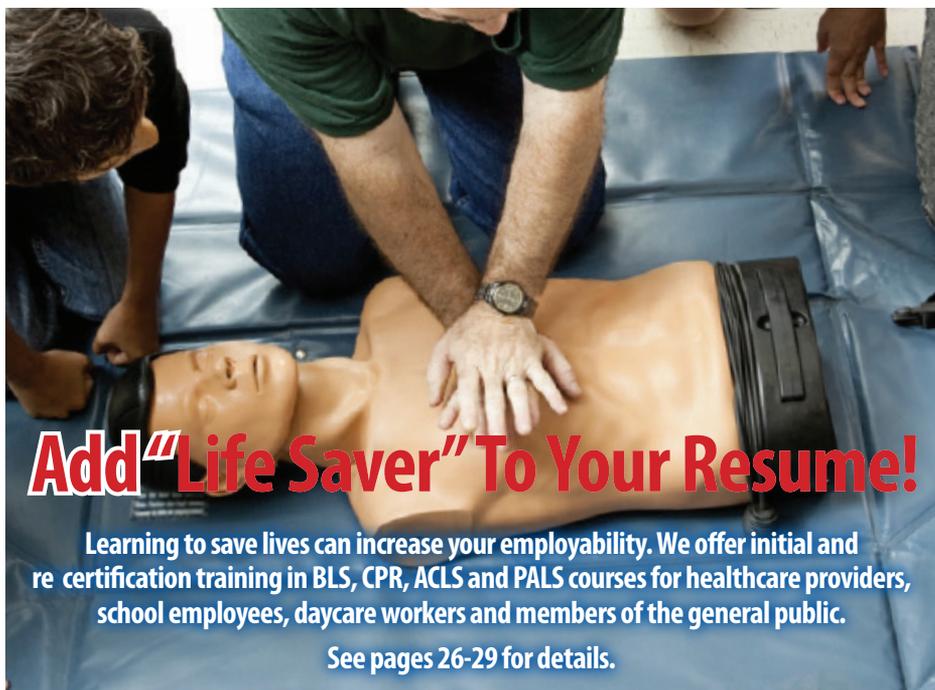
Course Code: 94346, \$75  
7/18, S, 8 am-5 pm  
West Campus, Auditorium

## 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  
Course Code: 93118, \$185  
6/10-8/5, MWFS, 8 am-5 pm  
Northwest Forsyth Center, Room 215



# Add "Life Saver" To Your Resume!

Learning to save lives can increase your employability. We offer initial and re certification training in BLS, CPR, ACLS and PALS courses for healthcare providers, school employees, daycare workers and members of the general public.

See pages 26-29 for details.



## 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, you should be prepared to sit for either the AAMA certification exam and/or the AMT exam for registration based on your 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:** You must be in the last semester of your accredited AAS medical assistant program or you 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: 94881, \$130, Hilton  
5/14-6/25, ONLINE

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

## 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.

## 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: 94344, \$75  
7/31-8/1, FS, 8 am-5 pm  
West Campus, Room 14



# Courses in Health and Safety

## 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. You 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 2 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.

## 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: 89639, \$203, Kilbreth 5/18-7/2, MTWTH, 8:30 am-3 pm Grady Swisher Center, Room 236

Course Code: 93203, \$203, Patterson 5/18-8/5, MTWTH, 6-10 pm Location: West Campus, Room 13

Course Code: 90376, \$203, Turner 5/19-7/8, MTWTH, 8 am-2:30 pm Northwest Forsyth Center, Room TBA

Course Code: 93149, \$203, Hartle 5/26-7/30, TWTH, 8 am-2:30 pm West Campus, Room 5

Course Code: 94610, \$203, Nelson 6/1-7/30, MTWTH, 8 am-2:30 pm Goodwill, Room TBA

Course Code: 90536, \$203, Kilbreth 7/20-9/3, MTWTH, 8:30 am-3 pm Goodwill, Room: 307

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

## 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



## 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, successful completion of Math and Reading placement tests (or equivalent approved by Health Education Department), 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

## 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 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.

## Coming Soon! EKG Cardiographic Technician

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

For more info, call Judy Snowden at 336.734.7749

# 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](http://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](mailto:sbc@forsythtech.edu) or 336.757.3810 to arrange a visit to our home in Innovation Quarter.





# Finding Success at Forsyth Tech

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

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

### They can provide:

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

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

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

## STEP 2: Enroll in a Class (Take Action)

### Get Vocational and Educational Training

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

For more information, call 336.761.1002

### Training is available in these areas:

- Administrative Assistant Training
- Culinary Arts Certificate
- Customer Relations Management in a Call Center Environment
- Detention Officer Certification Training
- Electrical Lineman
- Electrician Installation/Troubleshooting
- Emergency Medical Technician Basic
- Facility Maintenance Technician
- Financial Services and Teller Training
- Human Resource Management
- HVAC Service Technician
- Interpreting and Health and Human Services
- Introduction to Office Technology
- Landscape Design
- Medical Office I: Introduction to Terminology and Coding
- Medical Office II: Billing
- Medical Unit Secretary
- Nursing Assistant I



- Nursing Assistant II
- Office Technology
- Pharmacy Assistant
- Phlebotomy
- Plumbing Installation/Troubleshooting
- Small Business Certification Program
- Small Business Certification Program: Stokes County
- Welding ARC/MIG/TIG/Industrial

## **Small Business Center**

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

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

## **College and Career Readiness**

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

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

Programs Offered:

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

For more information, call 336.734.7761.

## **Personal Enrichment**

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



# Finding Success at Forsyth Tech

## STEP 3: Succeed! (Complete the Path)

### Improve Your Employment Search Skills

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

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

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

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

#### **Forsyth Tech Educational Career/JobLink Center**

1300 Bolton St., Winston-Salem, NC 27103  
Monday – Thursday (8 am–5 pm)  
Friday (8 am–2:30 pm)  
336.734.7748

#### **Goodwill Industries of NW NC Employability Lab (The ROC)**

2760 Peters Creek Parkway, Suite B,  
Winston-Salem, NC 27127  
Monday, Wednesday, Friday (11 am–3 pm)  
Tuesday, Thursday (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

#### **Walnut Cove Center Employability Lab**

904 N. Main Street, Walnut Cove, NC 27052  
Tuesday, Wednesday, & Thursday (10 am–2 pm)  
336.591.4074

#### **Winston-Salem Urban League Employability Lab**

201 W. 5th Street, Winston-Salem, NC 27101  
Monday, Tuesday, & Thursday (9 am–1 pm)  
Wednesday (12 pm–3:30 pm)



## **Prove you have the Skills Employers Need**

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

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

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



## **Our Mission Statement**

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



# Registration Information

## What You Need For Registration

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

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

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

## Privacy and Your Social Security Number

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

## Payment Options

Unless otherwise noted, you can pay with:

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

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

## Keep In Mind

- > Early registration is encouraged – classes fill on a “first come, first served” basis. 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:

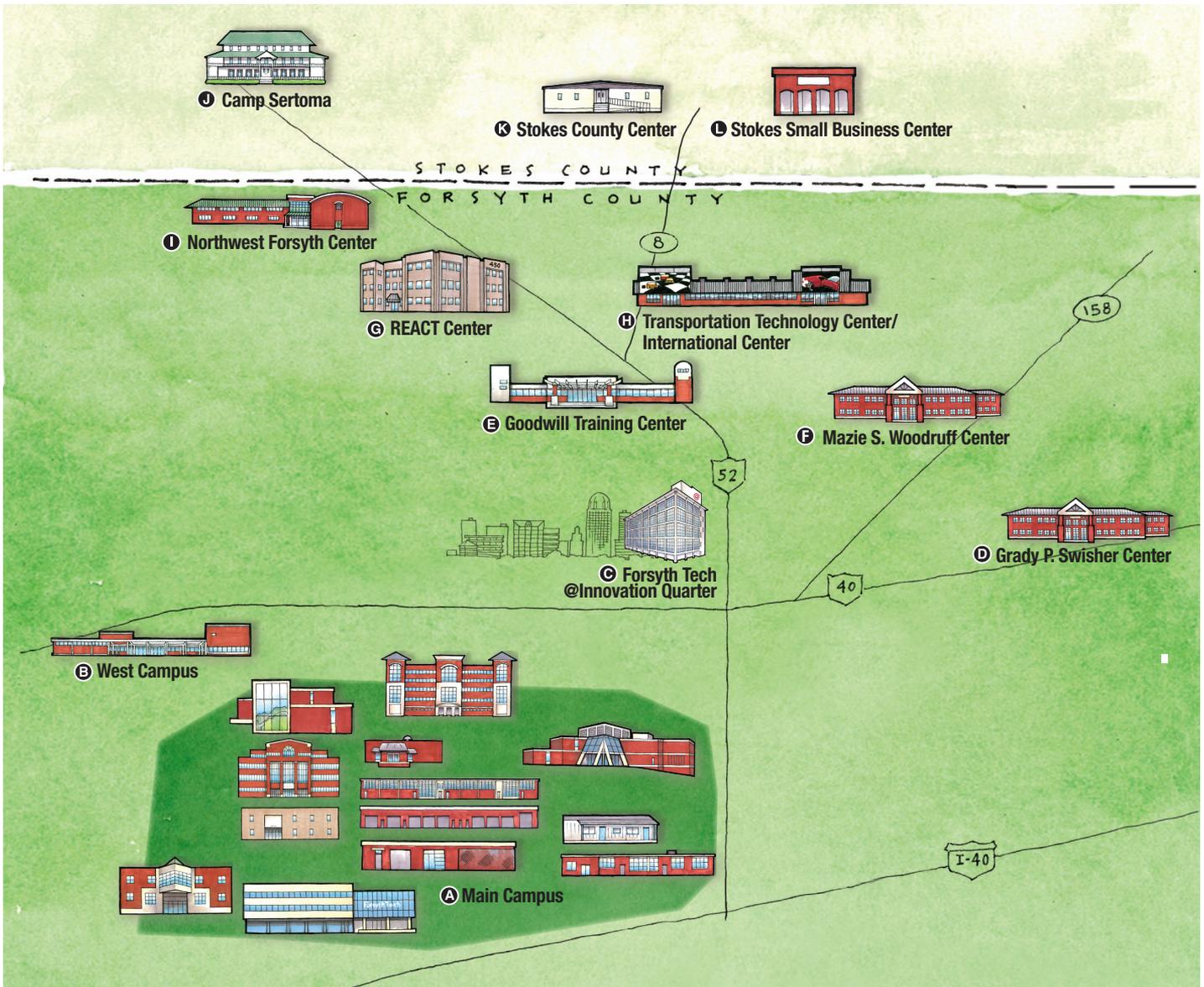
- Online: Go to [www.ftcc.bkstr.com](http://www.ftcc.bkstr.com). Click GO and find your course. Requires VISA or MasterCard.
- West Campus Bookstore on Bolton Street: Call 336.734.7754 for days and hours of operation.

### > **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 6 of this catalog  
or call Customer Service at (336) 761-1002.

NAME AS SHOWN ON SOCIAL SECURITY CARD (Please Print)

|  |              |   |   |        |
|--|--------------|---|---|--------|
| Last   | First        | Middle  | Maiden  |        |
| Street Address or Post Office  | City         | State   | Zip   | County |
| Home Phone #   | Work Phone # | Cell #  | Social Security Number or<br>Your 7 digit Student ID Number |        |
| E-Mail Address   |              |   |   |        |
| Date of Birth<br><br>____/____/____<br>Month Day Year  |              | Employment Status – Circle One<br><br>E1 – Employed 1-10 hours      UN – Unemployed – Not Seeking<br>E2 – Employed 11-20 hours      US – Unemployed – Seeking<br>E3 – Employed 21-39 hours      R – Retired<br>E4 – Employed 40 or more hours |   |        |
| Are you an Underage Minor (UAA)?<br>(16-17 years old) <input type="checkbox"/> Yes <input type="checkbox"/> No |              | Are you a Forsyth Tech Employee (EMP)? <input type="checkbox"/> Yes <input type="checkbox"/> No   |   |        |

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

| Last High School Attended _____ <input type="checkbox"/> 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 |              |     |                    |      |                 |
| <b>Driver License Information (Applies to Defense Driving Classes ONLY)</b>                                  |              |     |                    |      |                 |
| Driver License Number (DADD) _____   |              |     | State Issued _____ |      |                 |
| Course Number  | Course Title | Day | Time               | Fees | Location/Room # |
| 1.   |              |     |                    |      |                 |
| 2.   |              |     |                    |      |                 |
| 3.   |              |     |                    |      |                 |
| 4.   |              |     |                    |      |                 |

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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**2015**

MAY – AUGUST 2015  
**COURSE CATALOG**

# Attention Business Owners: FREE Logistics Seminars For Your Employees!

Introduce your employees to:

## **Supply Chain Management/Logistics Management**

Monday, May 4, 8:00 am – 12:00 pm

Covers all activities involved in the flow of products and information between the suppliers, customers, producers, and service providers.

## **Transportation Logistics**

Monday, May 4, 1:00 pm – 5:00 pm

Covers the role and importance of the transportation industry.

## **Lean Logistics**

Friday, May 15, 8:30 am – 12:30 pm

Covers the advanced application of lean logistics strategies, planning, technology, risk, and management necessary to cope with the global business environment.

All courses held at Forsyth Tech's Innovation Quarter location, 525 Vine Street.  
To register, contact Della Lawson at 336.757.3802 or [dlawson@forsythtech.edu](mailto:dlawson@forsythtech.edu).

Visit us online at [www.ForsythTech.edu](http://www.ForsythTech.edu) to learn more about Forsyth Tech!