Course Catalog

May – August 2014

Forsyth Tech

Education For Life

"**When I found out the training was only nine weeks, I was shocked!**"

Electrical Lineman Training See Page 24

Hundreds of Course Offerings

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

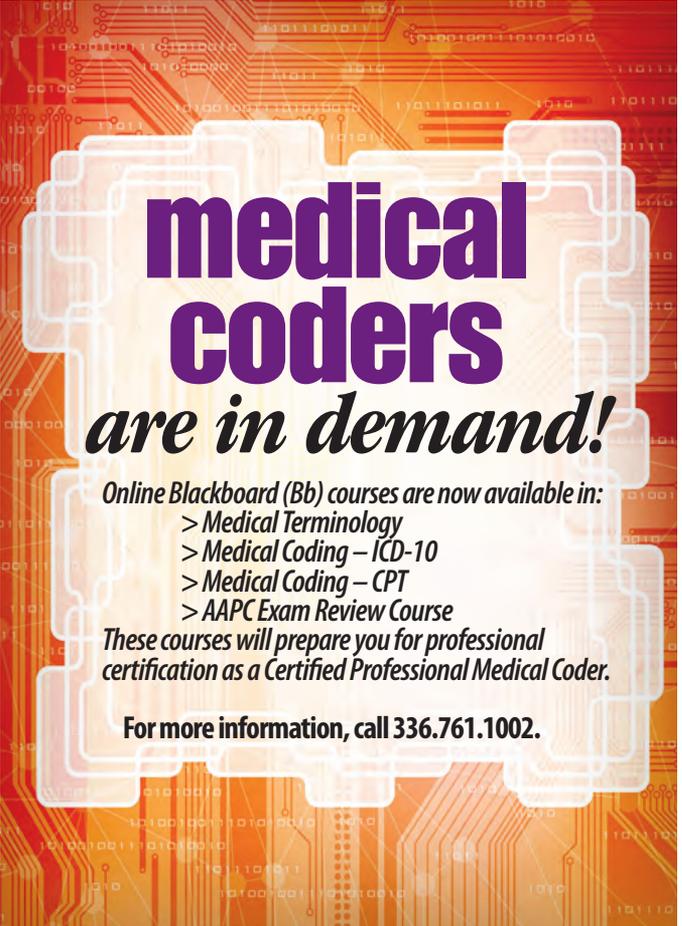*Many other job-training and career-based programs available!*

Look Inside!

Welcome to Your New Beginning

A message from Alan Murdock
Vice President, Economic & Workforce Development

Forsyth Tech students enjoy, benefit and learn side-by-side with people of different ages, experiences and educational backgrounds. The students also have the opportunity to learn skills that make them immediately employable, even in a challenging economy.

Consider student Daniel Baily. Daniel was home-schooled through high school, by his mother. In addition, he acquired practical skills from his father, a private contractor in the construction business. After completion of high school, Daniel passed the GED exam at Forsyth Tech. Daniel considered applying to universities, but decided on a different path.

Daniel enrolled in Forsyth Tech's ARC and MIG Welding classes. He also completed a 16 week Core Machining Program which includes machine processes, blueprints, calculations and intro to CNC machining. As part of this program, he received the Career Readiness Certificate (CRC) and two national certificates in machining (NIMS). "You can spend so much money going to college and end up without a job." he said.

Student Daniel Baily also enrolled in Industrial Systems Technology. He attends class four nights a week to obtain his associates degree and is employed at a metal fabricating company during the day. It is a demanding workload, he says, but his work and his education reinforce one another. What Daniel does at his job gives him a better understanding of what he is learning in his evening classes. What he learns demonstrates and helps him to better understand what he can aspire to in his career.

"It's worth it," he says of his decision to earn his degree while working fulltime. "If you are not afraid of hard work, and you like doing things with your hands, I would definitely recommend this."

See what Forsyth Tech has to offer you, based on your own interests and needs. I think you will be pleasantly surprised at all the choices, and all the guidance and support that are here for you.
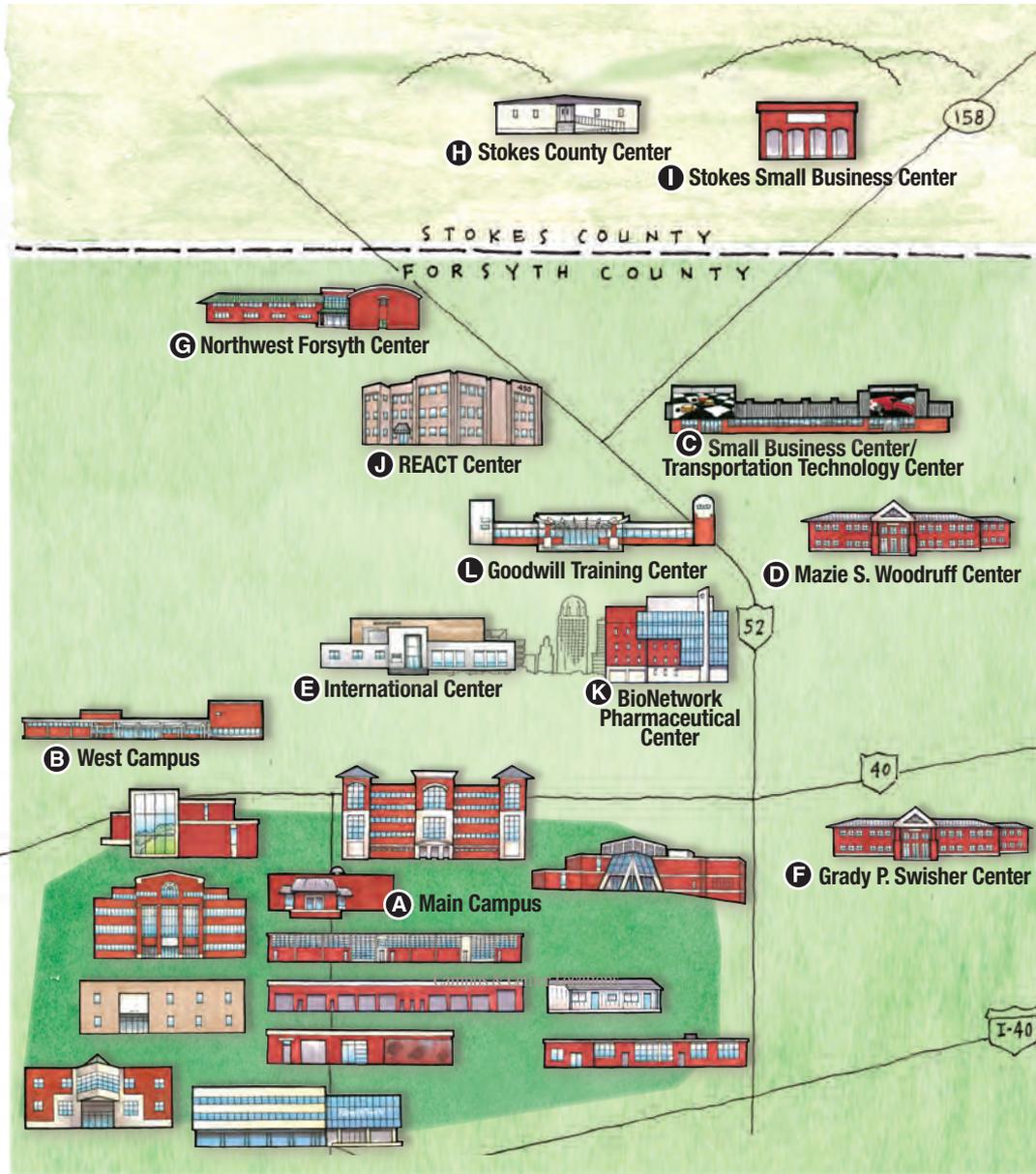
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Class Locations

Campus & Center Locations

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. Small Business Center
4255 N. Patterson Ave., Winston-Salem, NC
Phone: 336.757.3810
Transportation Technology Center
4255 N. Patterson Ave., Winston-Salem, NC
Phone: 336.757.3399

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

E. International Center
Forsyth County Public Library, 660 West 5th St.,
Winston-Salem, NC, Phone: 336.631.1325
Se habla español.

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

G. Northwest Forsyth Center
3111 Big Oaks Dr., King, NC, Phone: 336.734.7050

H. Forsyth Tech Stokes County Center
1165 Dodgetown Rd., Walnut Cove, NC
Phone: 336.593.5402

I. Stokes Small Business Center (SBC)
904 N. Main St., Walnut Cove, NC
Phone: 336.591.4074

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

K. BioNetwork Pharmaceutical Center
Richard H. Dean Building, 391 Technology Way,
Suite 162, Winston-Salem, NC, Phone: 336.748.4671

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

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

Short Courses For Biotechnology and Life Science Training

BioNetwork offers world-class workforce training and education to the biotechnology, pharmaceutical and life science industries. The courses are short and highly focused, providing employees with needed skills in a timely and affordable manner. Qualified, industry-trained experts teach all courses.

For more information regarding BioNetwork courses and to register, please contact Jessica Enevold at 336.734.7661 or jenevold@ncbionetwork.org.

Available Courses

Half-Day Short Courses

> Basic Laboratory Safety

> Data Analysis for Analytical Chemistry using EXCEL

> GMP Basics I

> GMP Basics II

One-Day Short Courses

> Analytical Sample Preparation

> HPLC Basic & Troubleshooting

> Fundamentals of FTIR

> HPLC Method Development Practices

> Wet Chemistry Methods

> Writing Effective Standard Operating Procedures (SOP's)

Two-Day Short Courses

> Basics of Chemical Analysis

> UPLC Chemistry Instrumentation and Software

Three-Day Short Courses

> Fundamentals of Gas Chromatography

Career Improvement Center

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

1 Improve Your Basic Education Skills

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

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

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

How to Enroll in the ABE, AHS or HSE Program

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

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

All students must bring:

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

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

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

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

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

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

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

Returning Student Orientation –Days, Times and Location
• Tuesdays, 1-4 pm
• West Campus, Room 20
• Bring State or Government photo ID and Social Security Card or Tax ID number.

For More Information, call 336.734.7761

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

Classes begin Monday, June 2, 2014.

All new students are required to attend an orientation session.

• West Campus (1300 Bolton Street). Look for signs to direct you to the appropriate room.
• May 8,15 and 22
• 9 am, 3:30 pm and 6 pm
• Please bring picture ID- (Por favor traiga identificación)
• No appointment necessary- (No se necesita hacer cita)
• No children- (No se permiten niños)
• Must be 18 years and older (Debe tener 18 años o más)
• For more information, call 336.631.1325

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

2 Improve Your Employment Search Skills

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

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

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

Choose how you would like to improve your employment skills:

Job Search Boot Camp

> REACT Center, Room 10, TH, 9 am-1pm

May 15, June 19 and July 17

Employability Lab

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

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

3 Prove You Have The Skills Employers Need

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

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

4 Get Vocational or Professional Training

If you're looking for a career with the opportunity for personal and professional advancement, you're going to need specialized training of some kind.

Forsyth Tech offers two great ways to get the education you need for a career with a future through vocational training and our credit programs. For more information, call 336.761.1002.

Training is available in these areas:

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

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

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

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

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

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

5 Get Good Advice and Counseling

One of the best things you can do when looking for a job or trying to decide on a career is sit down with someone who can give you good advice and counseling.

You can find such professionals at the Forsyth Tech Educational Career/JobLink Center in Winston-Salem and Stokes County Small Business/JobLink Center in Walnut Cove.

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

> Adult High School (AHS), High School Equivalency Program (HSE), English as Second Language (ESL)
> HRD Employment Skills Classes (Human Resource Development)
> The Career Readiness Certificate
> Academic programs (over 190 degree, diploma and certificate pathways)

The JobLink Centers also offer:

> Career counseling, assessments and planning
> Local labor market information
> Internet access and personalized email accounts to assist in your job search
> Information and assistance for college application and financial aid
> One-on-one business development counseling

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

> Forsyth Tech Educational Career/JobLink Center
  1300 Bolton Street
  Winston-Salem, NC
  336.734.7748

> REACT Center
  450 Hanes Mill Road, Suite 101
  Winston-Salem, NC
  336.761.1700
  Website: www.ncesc.com

> Goodwill Industries (SATELLITE SITE)
  2701 University Parkway
  Winston-Salem, NC
  336.724.3625
  Email: gwinfo@goodwillnwnc.org

> Stokes County Small Business/JobLink Center
  904 North Main Street
  Walnut Cove, NC
  336.591.5807

> Urban League
  201 West 5th Street
  Winston-Salem, NC

What You Need For Registration

Registering for an Economic & Workforce Development course at Forsyth Tech is easy. You can register online, by phone or at one of our four convenient registration locations in Forsyth and Stokes counties listed below 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 for more than one person, but you must supply all of the above information for each person 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 Class 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 five locations:

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

> **Mazie S. Woodruff Center**
   4905 Lansing Drive, Winston-Salem
   (Payment by check, money order, Visa/Mastercard (credit/debit) only.)
   Monday - Friday, 11 am-1:30 pm

> **Grady P. Swisher Center**
   1108 Swisher Center Road, Kernersville
   (Payment by check, money order, Visa/Mastercard (credit/debit) only.)
   Monday - Thursday, 8:30 am-4:30 pm
   Friday, 8:30 am-2 pm

> **Forsyth Tech Stokes County Center**
   1165 Dodgetown Road, Walnut Cove
   (Payment by cash, check or money order only.)
   Monday - Thursday, 8 am-5 pm
   Friday, 8 am-3 pm

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

> **Transportation Technology Center**
   4255 North Patterson Avenue, Winston-Salem
   (Payment by cash or check only.)
   Monday - Thursday, 8:30 am-5 pm (Closed Noon-1 pm)
   Friday, 8:30 am-1:30 pm

Telephone Registration

To register by phone, call 336.761.1002, Monday - Thursday, 9 a.m.-1:30 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

Course Repetition Policy

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

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

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

Refund Policy

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

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

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

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

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

Disabilities Services

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

Fees

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

> *Textbooks* For your convenience, two options are provided for purchasing textbooks:
>   • Online: Go to www.ftcc.bkstr.com. Click GO and find your course. Requires VISA or MasterCard.
>   • West Campus Bookstore on Bolton Street: Call 336.734.7754 for days and hours of operation.

> *Parking Decals* Parking decals cost $25 and are nonrefundable. All EWD students who park vehicles on ANY Forsyth Tech campus (Main, Northwest Forsyth Center, Oak Grove Center, 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.

Computer Technology

Computer Basics I ✓

This course is designed for the computer novice and uses Microsoft Windows to demonstrate how to operate a computer while teaching basic computer terminology.

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

> Course Code: 83893 Cost: $75
> Date: July 14-August 6, MW, 9 am-Noon
> Location: West Campus, Room 1

Computer Basics II ✓

This course is a continuation of Computer Basics and covers computer terminology, file management, troubleshooting techniques, practical PC maintenance, and various other computer-related topics.

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

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

> Course Code: 83668 Cost: $75
> Date: June 19-July 15, TTH, 9 am-Noon
> Location: West Campus, Room 1

Excel 2010 Introduction ✓

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

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

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

> Course Code: 83880 Cost: $75
> Date: June 10-July 29, T, 9 am-Noon
> Location: Goodwill, Room 302

Excel 2010 Introduction Refresher ✓

Are your Excel skills a little rusty? If so, then this one week, 12-hour course is for you.

This course introduces students to Excel 2010's improved tools to analyze data, write formulas, graph data and sort data. Basic skills are taught in this introductory class using the new ribbon system for selecting tools. This makes using Excel 2010 much easier with instinctive design and simple point-and click functionality. At the end of the course, students will be able to use this program confidently at home or on the job.

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

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

> Course Code: 83896 Cost: $75
> Date: July 14-17, MTWTH, 1-4 pm
> Location: West Campus, Room 1

Excel 2010 Intermediate ✓

In this 24-hour course, students will go beyond the basics and explore Excel 2010 in depth. New and improved features can help students be more productive, but only if they can find them when they need them. 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 students will need to bring a USB Flash Drive to class.

> Course Code: 83646 Cost: $75
> Date: May 21-July 9, W, 6-9 pm
> Location: Grady Swisher Center, Room 141

> Course Code: 84169 Cost: $75
> Date: June 7-August 2, S, 9 am-Noon
> Location: West Campus, Room 27

Microsoft Office 2010 ✓

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

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

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

> Course Code: 83664 Cost: $75
> Date: June 5-July 24, TH, 6-9 pm
> Location: Goodwill, Room 123B

> Course Code: 83895 Cost: $75
> Date: July 14-30, MWF, 8:30-11:30 am
> Location: West Campus, Room 27

Python Class ❖

This course leads the student from the basics of writing and running Python scripts to more advanced features such as file operations, regular expressions, working with binary data, and using the extensive functionality of Python modules. Extra emphasis is placed on features unique to Python, such as tuples, array slices, and output formatting. This is a hands-on programming class. All concepts are reinforced by informal practice during the lecture followed by graduated lab exercises. Python Programming is a practical introduction to a working programming language, not an academic overview of syntax and grammar. Students will immediately be able to use Python to complete tasks in the real world.

> Course Code: 84995
> Date: May 19-23, MTWTHF, 8 am – 5 pm
> Location: Oak Grove Center, Room TBA

QuickBooks Pro 2011 Level I ✓

Students will receive an introduction to accounting principles, customer transactions, vendor transactions and online banking. By the end of this session students will create a workbook from scratch.

Note: Students will need to bring a USB Flash Drive to class.

> Course Code: 83779 Cost: $75
> Date: May 20-June 19, TTH, 1-4 pm
> Location: Grady Swisher Center, Room 203

QuickBooks Pro 2011 Level II ✓

Students will be introduced to physical inventory and sales tax, setting up and using payroll, and other balance sheet account transactions. Students will learn how to make journal entries, customize reports, create custom templates and close the books.

Prerequisite: QuickBooks Pro Level I

Note: Students will need to bring a USB Flash Drive to class.

> Course Code: 83799   Cost: $75
> Date: July 15-August 7, TTH, 1-4 pm
> Location: Grady Swisher Center, Room 203

Windows 8 Workshop, Introduction ❖ NEW!

This 6–hour workshop is an introduction to the Windows 8 operating system. While using their own laptop computer, students will explore the Windows 8 environment and learn general computer concepts, file management, multi-tasking techniques and how to customize Windows 8 look to suit individual needs and preferences. Class is hands on and will require students to bring their laptop computer to class.

Prerequisite: Understand how to operate a laptop computer and basic understanding of the Microsoft Windows operating system.

Note: Students will need to bring their Windows 8 laptop computer and extra power source to class.

> Course Code: 83883   Cost: $68
> Date: June 14-28, S, 1-3 pm
> Location: West Campus, Room 36

Word 2010 Introduction ✓

In this course, students will learn how to create and modify documents in Word 2010. Students will be able to produce documents quickly and efficiently using many of the formatting features and will be able to use this program confidently at home or on the job.

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

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

> Course Code: 83881   Cost: $75
> Date: June 10-July 29, T, 5:30-8:30 pm
> Location: Mazie S. Woodruff Center, Room 106

Word 2010 Introduction Refresher ✓

This 12-hour course teaches students basic Word 2010 skills such as creating documents, moving and copying data, printing, headers and footers and aligning text. It also allows users of previous Word versions to learn the changes that have been made to Word 2010. At the end of the course, students will be able to use this program confidently at home or on the job.

Prerequisite: A basic understanding of Microsoft Word and the Microsoft Operating System.

Note: This course requires a textbook and students will need to bring a USB Flash Drive to class

> Course Code: 83904   Cost: $75
> Date: August 4-7, MTWTH, 1-4 pm
> Location: Goodwill, Room 202

Human Resource Development

Employability Lab

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

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

> Course Code: 86160   Cost: $180
> Date: May 12-Aug 6,   MW, 9am-Noon
> Location: REACT Center, Computer Lab

> Course Code: 82926   Cost: $180
> Date: May 13-August 7,TTH, 9 am-Noon
> Location: West Campus, Room 27

Introduction to Clerical Assistant ✓

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

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

    Course Code: 83537 Cost: $125
    Date: May 20-July 1, TTH, 1:30-4:30 pm
    Location: Goodwill, Room 302

    Course Code: 83544 Cost: $125
    Date: July 15-August 28, TTH, 1:30-4:30 pm
    Location: Goodwill, Room 302

Job Search Boot Camp ✓

Jump-start your job search with this powerful half-day seminar. Learn proven methods for creating a winning resume, presenting yourself effectively in interviews, uncovering the hidden job market and using networking to your advantage. This workshop is offered in partnership with Professionals in Transition.

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

    Course Code: 79827 Cost: $70
    Date: May 15, TH, 9 am-1 pm
    Location: REACT Center, Room 10

    Course Code: 83547 Cost: $70
    Date: June 19, TH, 9 am-1 pm
    Location: REACT Center, Room 10

    Course Code: 83552 Cost: $70
    Date: July 17, TH, 9 am-1 pm
    Location: REACT Center, Room 10

Human Resource Management Certificate

Introduction to Human Resource Management ❖

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

    Course Code: 83514 Cost: $100
    Date: May 6-June 3, T, 6-9 pm
    Location: Grady Swisher Center, Room 106

    Course Code: 83865 Cost: $100
    Date: May 13-June 10, T, 6-9 pm
    Location: Oak Grove Center, Room 4450

Collective Bargaining and Labor Relations ❖

An effective industrial relations system does not eliminate conflict; rather it provides institutions with the tools needed to resolve conflict in a way that minimizes its costs to management, employees and society. This course will emphasize skills that managers and labor unions can use to foster effective labor/management cooperation, minimize costly forms of conflict (such as strikes) and seek win/win solutions to disagreements.

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

    Course Code: 83952 Cost: $75
    Date: May 21-June 4, W, 6-9 pm
    Location: Grady Swisher Center, Room 114

Communications for Human Resource Professionals ❖

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

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

    Course Code: 83876 Cost: $75
    Date: June 17-July 1, T, 6-9 pm
    Location: Oak Grove Center, Room 4451

Harassment Prevention in the Workplace ❖

Harassment represents one of the most destructive and costly workplace issues faced by employers and their employees today. Additionally, liability issues are associated with harassment based on race, color, sex, national origin, religion, age or disability. This course will cover the federal employment laws that define illegal harassment in the workplace. Preventive measures to reduce this type of misconduct and internal investigation best practices will also be discussed.

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

    Course Code: 83948 Cost: $70
    Date: May 22, TH, 6-9 pm
    Location: Oak Grove Center, Room 4458

Managing Conflicts ✓

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

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

    Course Code: 83874 Cost: $75
    Date: June 5-July 31, TH, 6:30-9 pm
    Location: Oak Grove Center, Room 4458

Managing Diversity ❖

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

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

Course Code: 83510 Cost: $75
Date: May 1-15, TH, 6-9 pm
Location: Oak Grove Center, Room 4458

Organizational Behavior ❖

Organizational Behavior, the study of how people act in an organizational setting, uses a systematic approach to view a variety of topics including human behavior, change and leadership. This course gives an overview of the history of organizational behavior and progresses to how a company's behavior at the individual, group and organizational levels are driven by its philosophy, values, vision and goals.

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

Course Code: 83873 Cost: $70
Date: June 2-9, M, 6-9 pm
Location: Grady Swisher Center, Room 113

Risk Management ❖

What is risk in the organizational context? It is the chance that something will happen, positively or negatively, that will affect business goals and objectives. Risks must be managed and recognized holistically across the entire organization, thus making every employee a risk manager. This course focuses on preventative measures and techniques to minimize employer risk, particularly related to HR practices in organizational health, safety, security and privacy.

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

Course Code: 83940 Cost: $75
Date: June 9-23, M, 6-9 pm
Location: Grady Swisher Center, Room 106

Recruitment Selection and Personnel Planning ❖

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

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

Course Code: 83867 Cost: $75
Date: May 14-28, W 6-9 pm
Location: Oak Grove Center, Room 4446

Strategic Management ❖ New!

In today's competitive market, organizations must engage in strategic planning to survive and prosper. Strategic management is a process, an approach to addressing the competitive challenges an organization faces. To take a strategic approach to Human Resource Management (HRM), we must first understand the role of HRM in the strategic process. This course will introduce students to the linkage between HRM and the strategic management process.

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

Course Code: 83854 Cost: $75
Date: May 5-19, M, 6-9 pm
Location: Grady Swisher Center, Room 114

Interpreting in Health and Human Services

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

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

Course Code: 83557 Cost: $130
Date: May 19-June 23, MW, 1-4 pm
Location: West Campus, Room 16

Course Code: 83559 Cost: $130
Date: May 19-June 23, MW, 6-9 pm
Location: 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. The student will study body systems and all medical terms will be taught in both languages.

Course Code: 83570 Cost: $185
Date: May 20-August 21, TTH, 1-4 pm
Location: West Campus, Room 16

Course Code: 83623 Cost: $185
Date: May 20-August 21, TTH, 6-9 pm
Location: West Campus, Room 16

Case Studies Interpreter Lab ✓
(Also offered online)

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

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

> Course Code: 83648 Cost: $130
> Date: August 6-September 15, MW, 1-4 pm
> Location: West Campus, Room 122
>
> Course Code: 83651 Cost: $130
> Date: August 6-September 15, MW, 6-9 pm
> Location: West Campus, Room 1

Case Studies Translator Lab ✓
(Also offered online)

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

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

> Course Code: 83640 Cost: $130
> Date: June 25-August 4, MW, 1-4 pm
> Location: West Campus, Room 122
>
> Course Code: 83638 Cost: $130
> Date: June 25-August 4, MW, 6-9 pm
> Location: West Campus, Room 1

Medical Clerical

Certified EHR Specialist ✓ JobsNow

This 120-hour course will cover the use and management of health information and the electronic health record (EHR). Students will be introduced to the use of health information and the electronic health record for many settings within the health care industry. Topics include basic office skills and procedures, medical terminology, basic coding and billing information and HIPAA. Participants will have a practical understanding of electronic health records, how they are used in all areas of healthcare and the relevance to the job market today.

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

Note: CRC required. $30 National Exam administered on site after program completion: $105

> Course Code: 83473 Cost: $185
> Date: May 12-August 7, MWTH, 6-9:30 pm
> Location: West Campus, Room 27
>
> Course Code: 83490 Cost: $185
> Date: July 14-September 29, MTH, 1-5 pm, F 11-3
> Location: West Campus, Room 27

Electronic Medical Records ✓ JobsNow

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

Prerequisite: High school diploma or GED.

> Course Code: 83477 Cost: $130
> Date: May 27-July 29, TTH, 9 am-Noon
> Location: Grady Swisher Center, Room 219
>
> Course Code: 83488 Cost: $130
> Date: June 23-August 13, MW, 6-9 pm
> Location: West Campus, Room 122

Medical Office I: Introduction to Terminology and Coding ✓ JobsNOW

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

For more information, call 336.724.3625 ext.1304, Monday through Thursday, 5-8 pm.

> Course Code: 83475 Cost: $185
> Date: May 13-August 14, TTH, 6-9pm
> Location: Goodwill, Room 100
>
> Course Code: 83494 Cost: $185
> Date: July 14-October 13, MW, 6-9pm
> Location: Goodwill, Room 100

Medical Office II: Billing ✓ JobsNOW

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

Prerequisite: Medical Office I.

For more information, call 336.724.3625 ext.1304, Monday through Thursday, 5-8 pm.

> Course Code: 83483 Cost: $130
> Date: June 23-August 11, MW, 6-9 pm
> Location: Grady Swisher Center, Room 219

Medical Unit Secretary ✓ JobsNOW

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

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

> Course Code: 83476 Cost: $203
> Date: May 19-August 26,
>   MTWTH, 6-9 pm, S 7am-3 pm
> Location: Bob Greene Hall, Room W304
>
> Course Code: 83989 Cost: $203
> Date: July 7-October 29, MTW, 5-9pm
> Location: REACT Center, Room 7
>
> Course Code: 83496 Cost: $203
> Date: August 4-December 3, MWF, 9 am-1pm
> Location: Grady Swisher Center, Room 106

Pharmacy Assistant ✓ JobsNOW

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

Prerequisite: High school diploma or GED.

For more information, call 336.724.3625 ext. 1304, Monday through Thursday, 5-8 pm.

Course Code: 83478 Cost: $130
Date: June 2-July 23, MW, 9 am-Noon
Location: Goodwill, Room 306

Course Code: 83489 Cost: $130
Date: July 8-September 2, TTH, 6-9 pm
Location: Goodwill, Room 306

Personal Enrichment
Arts, Crafts and Hobbies

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: 83287 Cost: $55
Date: June 2-23, M, 6-8 pm
Location: West Campus, Room 15

Basket Weaving and Chair Caning ❖

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

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

Course Code: 83253 Cost: $65
Date: June 2-July 28, M, 1-4 pm
Location: South Fork Recreation Center

Cake Decorating: Beginning ❖

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

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

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

Course Code: 83254 Cost: $50
Date: June 3-24, T, 6-9 pm
Location: West Campus, Room 15

Cake Decorating: Cupcakes ❖

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

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

Course Code: 83255 Cost: $45
Date: July 8-29, T, 6:30-8:30 pm
Location: West Campus, Room 15

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: 83262 Cost: $65
Date: June 4-July 30, W, 1-4 pm
Location: South Fork Recreation Center

Digital Photography Beginning ❖

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

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

Course Code: 83263 Cost: $35
Date: May 24, S, 9 am-Noon
Location: West Campus, Room 122

Course Code: 83264 Cost: $35
Date: June 7, S, 9 am-Noon
Location: West Campus, Room 122

Digital Photography Intermediate ❖

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

Prerequisite: Digital Photography Beginning.

Course Code: 83265 Cost: $35
Date: June 14, S, 9 am-Noon
Location: West Campus, Room 122

Drawing in Color ❖

This class will explore colored-pencil techniques in drawing and discuss color, light and composition. Prior drawing experience is helpful.

Note: Please ask for supplies list when registering.

Course Code: 83271 Cost: $65
Date: June 5-July 31, TH, 9 am-Noon
Location: Miller Park Recreation Center

Flower Arranging ❖

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

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

> Course Code: 83274 Cost: $85
> Date: June 3-July 15, T, 6:30-8:30 pm
> Location: South Fork Recreation Center

Jewelry: Wire Work Earrings ❖

Earrings are one of the most popular types of jewelry. Come and make at least two pairs that are uniquely yours. With so many shapes to choose from - drops to dangles - there should be something for everyone.

Note: Students have a choice of purchasing supplies from a supply list * ask for the list when registering or students may purchase supplies from instructor at class at an approximate cost of $4-$10.

> Course Code: 83956 Cost: $35
> Date: August 2, S, 9 am-Noon
> Location: West Campus, Room 15

Kudzu Basket Weaving Workshop ❖

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

Note: Please bring a pair of sharp hand clippers.

> Course Code: 83276 Cost: $35
> Date: June 3, T, 1-4 pm
> Location: South Fork Recreation Center

> Course Code: 83277 Cost: $35
> Date: August 5, T, 6-9 pm
> Location: South Fork Recreation Center

Painting: Acrylic ❖

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

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

> Course Code: 83278 Cost: $65
> Date: June 5-July 31, TH, 9:30 am-12:30 pm
> Location: West Campus, Room 15

Painting: Oil All Levels ❖

Explore the fundamentals of painting with oils. Learn how to stretch a canvas, prepare an under painting, and use color mixing to create intensities to paint outstanding compositions. Advanced student artists will receive constructive critique to strengthen their skills and technique in painting with this traditional medium.

Note: Please ask for supply list upon registration.

> Course Code: 83279 Cost: $65
> Date: June 4-July 30, W, 9 am-Noon
> Location: West Campus, Room 15

Painting: Watercolor ❖

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

Note: You will need to purchase additional supplies.

> Course Code: 83281 Cost: $65
> Date: June 4-July 23, W, 1-4 pm
> Location: South Fork Recreation Center

> Course Code: 83280 Cost: $65
> Date: June 6-August 1, F, 9:30 am-12:30 pm
> Location: West Campus, Room 15

Photography: DSLR ❖

Want to get more out of your digital camera? Are you curious to know how to use Photoshop to make good photos great? This 8-week class is for the novice all the way to the advanced shooter. Learn all the bells and whistles and menu commands on your DSLR camera and more importantly when to use them. Each class will have two phases: a technical phase where you will learn camera and shooting techniques, and a manipulation phase where students will learn how to manipulate their digital images using Photoshop Extend CS5. Students will have their photos discussed and critiqued in class. Class content will include but will not be limited to: action/sport, still, portrait, wedding, landscape and architectural photography. After taking this class students will be able to shoot in any situation resulting in professional quality photos.

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

Prerequisite: Digital Photography Intermediate.

> Course Code: 83407 Cost: $85
> Date: June 9-August 4, M, 6-9 pm
> Location: Transportation Center, Room 146

Photography: DSLR II ❖ NEW!

Now that you have completed the DSLR class, are you ready to take your skill to the next level? Then DSLR II is the class for you! This class is divided into two parts. Part one will be a classroom phase held on Wednesday evenings. Part two consists of shooting sessions on Saturday afternoons. During the classroom phase, students will receive technical information about the DSLR cameras, receive instructions in advanced digital manipulation skills using Adobe Photoshop CS5 and extended and suggested shooting set-ups for the Saturday location shooting phases. During off campus shooting assignments, students will learn how to work with many different techniques using their DSLR digital camera including the use of different lenses, fast and slow shutter speeds, long and short depths of field as well as white

balance setting, fill flash, reflected lighting techniques and how to combine any of the above in order to produce a top quality digital image. Students will be given the opportunity to photograph a variety of different subjects from people and animals to architectural building details and landscape photography. Using the combination of supervised instruction, digital manipulation and shooting techniques along with your own creativity and imagination, the sky is truly the limit in your digital photography.

Prerequisite: DSLR

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

> Course Code: 83408 Cost: $85
> Date: July 9-August 2, W, 6-9 pm, S, 1-4 pm
> Location: Transportation Center, Room 146

Silversmithing ❖

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

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

> Course Code: 83284 Cost: $95
> Date: June 4-July 30, W, 6-9 pm
> Location: West Campus, Room 34

Stained Glass - All Levels ❖

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

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

> Course Code: 83285 Cost: $95
> Date: June 5-July 31, TH, 6-9 pm
> Location: 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. Students will learn about equipment safety, and there will be a lecture and demonstration of the woodworking power machines. You may construct small projects such as bookcases, magazine racks, small end tables, etc.

Note: You must furnish your own project materials.

> Course Code: 83286 Cost: $75
> Date: May 20-June 24, T, 6-9 pm
> Location: Carolina Building, Room 141

Dance, Music and Exercise

Dance: Ballroom ❖

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

> Course Code: 83266 Cost: $35
> Date: June 3-24, T, 7-8:30 pm
> Location: Little Creek Recreation Center

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: 83267 Cost: $35
> Date: June 5-26, TH, 7-8:30 pm
> Location: Little Creek Recreation Center

Music: Mountain Dulcimer Beginner II ❖

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

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

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

> Course Code: 83289 Cost: $45
> Date: May 19-June 30, M, 6:30-8 pm
> Location: Peace Haven Baptist Church

Music: Mountain Dulcimer Intermediate ❖

Intermediate dulcimer students love to play! Students will study various types of songs and playing techniques, increase their music theory through application, and perform throughout the Triad area and beyond. Often they develop their own arrangements, perform solos, and play songs in multiple parts. Participants must be proficient in reading tab, counting out the music, various tunings, and playing chord-melody and arpeggio styles. Intermediate students are expert strummers and flat pickers.

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

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

> Course Code: 83290 Cost: $65
> Date: May 22-June 26, TH, 6:30-8 pm
> Location: West Campus, Room 15

Music: Mountain Dulcimer Advanced ❖

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

Prerequisite: Mountain Dulcimer Beginning, Beginning 2, and Intermediate or permission by coordinator/instructor who may be contacted at 336.734.7722 or sgriffenhagen@forsythtech.edu
Course Code: 83288 Cost: $45
Date: May 19-June 30, M, 10-11:30 am
Location: South Fork Recreation Center

Foreign Language

Italian: Introduction ❖

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

Note: Registered students will have access to the Mechtild Montgomery Language Lab.
Course Code: 83275 Cost: $85
Date: June 2-July 21, M, 6:30-8:30 pm
Location: Oak Grove Center, Room 4458

Spanish I ✓

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

Note: Registered students will have access to the new Mechtild Montgomery Language Lab.
Course Code: 83644 Cost: $75
Date: May 19-July 14, M, 6-9 pm
Location: Oak Grove Center, Room 4457

Course Code: 83641 Cost:$75
Date: May 20-July 8, T, 9 am-Noon
Location: West Campus, Room 17

Spanish II ✓

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

Prerequisite: Spanish I or equivalent Spanish-language exposure.

Note: Registered students will have access to the new Mechtild Montgomery Language Lab.
Course Code: 83944 Cost: $75
Date: May 19-July 14, M, 9 am-Noon
Location: West Campus, Room 16

Course Code: 83627 Cost: $75
Date: May 20-July 8, T, 6-9 pm
Location: Oak Grove Center, Room 4457

Spanish V ✓

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

Prerequisite: Spanish IV or equivalent Spanish language exposure.

Note: Registered students will have access to the new Mechtild Montgomery Language Lab.
Course Code: 83568 Cost: $75
Date: May 19-July 14, M, 6-9 pm
Location: Oak Grove Center, Room 4451

Course Code: 83633 Cost: $75
Date: May 22-July 10, TH, 9 am-Noon
Location: West Campus, Room 16

Spanish VI ✓

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

Prerequisite: Spanish V or equivalent Spanish language exposure.

Note: Registered students will have access to the new Mechtild Montgomery Language Lab.
Course Code: 83625 Cost: $75
Date: May 20-July 8, T, 6-9 pm
Location: Oak Grove Center, Room 4458

Course Code: 83630 Cost: $75
Date: May 21-July 9, W, 9 am-Noon
Location: West Campus, Room 17

Spanish VII ✓

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

Prerequisite: Spanish VI or equivalent Spanish language exposure.

Note: Registered students will have access to the new Mechtild Montgomery Language Lab.
Course Code: 83569 Cost: $75
Date: May 19-July 14, M, 9 am-Noon
Location: TBA

Course Code: 83632 Cost: $75
Date: May 21-July 9, W, 6-9 pm
Location: Oak Grove Center, Room 4457

Spanish for Healthcare Professionals ✓

This is a detailed language course that provides conversational Spanish for healthcare personnel to better assist Spanish-speaking patients. The class will provide a basic level of competency sufficient to meet survival medical care needs. Participants will be able to greet patients, learn parts of the body, assist the patient with body commands and positions and learn about the Hispanic culture.

Note: No prior knowledge of Spanish is necessary.
Course Code: 83935 Cost: $75
Date: May 20-June 12, TTH, 6-9 pm
Location: Oak Grove Center, Room 4451

Spanish for School Teachers ✓

This is a detailed language course that provides conversational Spanish for school personnel to better assist Spanish speaking parents and students. Participants 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. This class is appropriate for teachers who have Spanish speaking children in their classroom.
Course Code: 83934 Cost: $75
Date: June 23-July 16, MW, 9 am-Noon
Location: TBA

Course Code: 83936 Cost: $75
Date: June 24-July 17, TTH, 9 am-Noon
Location: West Campus, Room 16

Professional and Career Development

5S ❖

This course will enhance your awareness of the principles behind the 5S's and identify the impact that the 5S's can have on improving efficiencies and promoting safe working environments. 5S can be used in laying the groundwork for ISO registration and other quality initiatives. You will learn a disciplined approach to deploy 5S and upon successful deploying 5S see an immediate improvement in organizational efficiencies and overall performance.

> Course Code: 85047 Cost: $75
> Date: August 14, TH, 8 am-Noon
> Location: West Campus, Room 12

Administrative Assistant Training ✓ JobsNow

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

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

> Course Code: 83516 Cost: $130
> Date: May 12-August 11, M, 6-9 pm
> Location: REACT Center, Room 2

Bartending ❖

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

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

> Course Code: 83649 Cost: $80
> Date: May 21-July 9, W, 6-9 pm
> Location: West Campus, Room 15

Culinary Arts Certificate ✓ JobsNow

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

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

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

For listing of course dates offered, please contact Customer Service at 336.761.1002

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: 82620 Cost: $75
> Date: August 6-7, WTH, 8 am-3 pm
> Location: West Campus, Room 17

Financial Services and Teller Training ✓

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

> Course Code: 83523 Cost: $75
> Date: May 12-July 7, M, 6-9 pm
> Location: Oak Grove Center, Room 4450

Leadership Series

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

- Leadership 101
- 1st Time Manager
- Meeting Management
- Team Building
- Toughest Supervisor Challenges

Course Code: 84996 Cost: $150
Date: May 30-June 27, F, 8:30-11:30 am
Location: West Campus, Room 17

Lean Six Sigma Overview ❖

During this course we will explore the meaning of Lean (waste elimination) and Six Sigma (High Quality Levels). Participants will learn how to identify the eight different types of waste and how to achieve defect levels of 3.4 per million units. The history of Lean and Six Sigma will be tracked from the craft guilds of the 1700's to today. A simulation using the principles of 5S, Pull and Kanbans will be conducted. This course is designed to provide each participant an overview of the Lean and Six Sigma processes and tools. This is an excellent preparatory course for anyone interested in pursuing certification as a Lean Six Sigma Green Belt or work in a continuous improvement environment.

> Course Code: 79962   Cost: $110
> Date: June 17-19, TTH, 1-5 pm
> Location: West Campus, Room 36

Notary Public Education ❖

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

Note: This course requires a textbook.

> Course Code: 83612   Cost: $69
> Date: May 21, W, 9 am-4 pm
> Location: West Campus, Room 12

> Course Code: 83684   Cost: $69
> Date: June 25, W, 9 am-4 pm
> Location: West Campus, Room 12

> Course Code: 83802   Cost: $69
> Date: July 16, W, 9 am-4 pm
> Location: West Campus, Room 12

> Course Code: 83652   Cost: $69
> Date: June 3-5, TTH, 6-9 pm
> Location: West Campus, Room 12

> Course Code: 83811   Cost: $69
> Date: July 22-24, TTH, 6-9 pm
> Location: West Campus, Room 12

> Course Code: 83833   Cost: $69
> Date: August 5-7, TTH, 6-9 pm
> Location: West Campus, Room 12

Process Mapping/ Value Stream Mapping ❖

During this course we will explore how to determine value added benefits in each process steps by mapping the current state of operations in a facility. All inputs and outputs are captured from the beginning of the process to the end with wastes identified for possible elimination or reduction. The process mapping techniques can be used in any setting: manufacturing, logistics, supply chain, finance, human resources, services, etc. A future map will be developed showing the improvements in the process and documenting the removal or reduction of wastes in the system. Often what you think your process looks like is entirely different than what it really is or should be.

> Course Code: 85046   Cost: $110
> Date: Aug 5-7, TTH, 8 am to Noon
> Location: West Campus, Room 12

Professional Cake Decorating: Beginning ✓ JobsNOW

This hands-on course teaches students to prepare, decorate and complete original cake designs. Develop skills in making flowers and leaves, writing, working with icing colors and decorating character and special occasion cakes and cupcakes. Students who successfully complete the course will leave with skills necessary to launch a career in cake decorating. The professional cake decorating class is part of the Institute for Hospitality Training and offered in partnership with Goodwill Industries of Northwest North Carolina.

Note: The first class will be a three-hour HRD component that will help students prepare for the workforce. All students taking this course will pay a $15 supply fee to Goodwill Industries. Students will need to bring wax paper, tips and prepared butter cream icing to the second class. Ask for information regarding additional/optional supplies upon registration.

> Course Code: 83256   Cost: $75
> Date: June 3-24, TW, 9 am-Noon
> Location: Goodwill

Professional Cake Decorating: Fondant ✓ JobsNOW

Have you watched the cooking shows and want to try your hand at decorating a cake with fondant icing? This course is all hands on as students learn the art of icing and decorating a cake with fondant icing. Students will learn how to make and roll fondant icing, cover a cake, smooth out icing, and cut and press flowers.

Prerequisite: Professional Cake Decorating: Beginning

Note: In addition to the supply list, students should bring a 1 lb. box of Dixie powdered sugar, 2 bags of mini marshmallows and 1 pkg. Crisco solid sticks. Students will need to purchase supplies, which can cost approximately $80. Students must have supplies the first night of class.

> Course Code: 83260   Cost: $75
> Date: August 11-14, MTWTH, 6-9 pm
> Location: West Campus, Room 15

Professional Cake Decorating: Wedding ✓ JobsNOW

Whether you want to find employment as a professional cake decorator, or just want to make beautiful cakes for personal consumption, this hands-on course will build upon the skills acquired in the beginning course. Students will learn different types of icing for wedding cakes; how to determine the number of servings from different sized cakes; how to stack cake layers; the amount of batter needed for different sized layers; and how to work with a variety of designs, including string, lace and basket weave. This course is part of the Institute for Hospitality Training. Students must attend all classes to receive a certificate of completion.

Prerequisite: Professional Cake Decorating: Beginning

Note: In addition to the supplies used in cake decorating beginning, students will need to bring prepared butter cream icing, and wax paper.

> Course Code: 83259   Cost: $75
> Date: August 4-7, MTWTH, 6-9 pm
> Location: West Campus, Room 15

ServSafe Certification ✓

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

Note: Student will need a valid email address before the first class.

> Course Code: 83885   Cost: $75
> Date: June 20-21, FS, 9 am-3 pm
> Location: West Campus, Room 1

Teacher Renewal Certification: Effective Teacher Training ✓

This course provides teachers with skills in planning, instruction, behavior management, student relations and professional growth. The course is a valuable preparation for substitute teaching in the public school system.

> Course Code: 84220   Cost: $130
> Date: June 16-20, MTWTHF, 9 am-4 pm
> Location: TBA

Used-Motor Vehicle Dealer ✓

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

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

Note: Students should also bring a USB Flash Drive to class.

Course Code: 82550 Cost: $75
Date: June 3, T, 8 am-3 pm
Location: West Campus, Room 1

Course Code: 82555 Cost: $75
Date: July 8, T, 8 am-3 pm
Location: West Campus, Room 1

Course Code: 82619 Cost: $75
Date: August 5, T, 8 am-3 pm
Location: West Campus, Room 1

Veterinary Assistant Training: Beginning ✓ JobsNOW

Course topics will include small animal and laboratory animal anatomy and physiology, restraint and handling, and reproduction. Other small animal topics include diagnostics, zoonotic disease awareness, infectious and metabolic diseases, neoplasia, toxicities, preventive health and wellness, nutrition, emergency care and surgical room procedures. Basic business operations and regulations for laboratory animal facilities and veterinary hospitals will also be discussed. No hands-on opportunities with live animals are included in this course.

Course Code: 83871 Cost: $130
Date: May 21-August 6, W, 6 9 pm
Location: REACT Center, Room 2

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. Registration by phone or walk-in only. No online registration is permitted.

For more information on this West Campus class, call Forsyth Tech Customer Service at 336.761.1002.

Defensive Driving 4-Hour ❖

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

Note: You are eligible to take this course only once within a three-year period. Registration by phone or walk-in only. No online registration is permitted.

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

Note: You are eligible to take this course only once within a three-year period. Registration by phone or walk-in only. No online registration is permitted.

For more information, call Forsyth Tech Customer Service at 336.761.1002.

Motorcycle Safety Education: Basic Rider 3-day Course ❖ NEW!

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

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

For more information, call Forsyth Tech Customer Service at 336.761.1002.

Motorcycle Safety Education: Basic ❖

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

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

For more information, call Forsyth Tech Customer Service at 336.761.1002.

Small Business Center

Important:

To register for a seminar, visit www.forsythtech.edu/services-businesses/small-business-center/ and click on "Small Business Seminars" or call 336-757-3810.

Please register for all Small Business Center courses and seminars at least one week before class!

Small Business Development Seminars

Everything You Ever Wanted to Know About Starting a Business

In this seminar participants identify the personal qualities and skills of successful business owners. Participants assess their current skills and knowledge of small business ownership and develop a learning plan to assist them in growing successful enterprises. Participants review the legal and administrative steps necessary to start a business and examine the qualities of a model business.

Course Code: 83773 Cost: Free
Date: July 8, T, 1-4 pm
Location: Transportation Center, Room TBA

Developing a Small Business Marketing Plan that Works

In this seminar participants focus on the development of a marketing plan and the importance of market analysis in projecting sales. Participants identify market segments and use market segmentation to project sales. Participants will analyze the connection between a business' marketing plan and cash flow statement and use market analysis to evaluate the ability of a marketing plan to produce sales. Participants will use a variety of sample tools to develop a marketing plan for a sample business.

Course Code: 83800 Cost: Free
Date: July 15, T, 1-4 pm
Location: Transportation Center, Room TBA

Keeping Small Business Records and Paying Your Taxes

Keeping good financial records is a critical step in managing a successful enterprise. This seminar addresses the financial records needed for good business management. In this module participants will also become familiar with tax procedures and forms that owners must file to comply with state and federal regulations for reporting business activity. Participants will demonstrate the connection between cash flow projections and the bookkeeping system created for

a business, practice posting business transactions to monthly cash receipts and disbursements journals, and demonstrate how good bookkeeping practices and regular financial statements give a clear snapshot of a business' health and tax liabilities.

Course Code: 83809 Cost: Free
Date: July 22, T, 1-4 pm
Location: Transportation Center, Room TBA

How to Write a Convincing Business Plan

In this seminar, participants will evaluate the business plan format and the importance of an Executive Summary for attracting interest and investment. Seminar attendees will have an opportunity to review sample chapters in a variety of business plans to evaluate their own concept development. The business plan seminar will include examples of market feasibility of the business concept, a marketing plan and start-up cost analysis. Participants will utilize a variety of tools to review and evaluate examples of various business plans.

Course Code: 83820 Cost: Free
Date: July 29, T, 1-4 pm
Location: Transportation Center, Room TBA

Searching for a Loan for a Start-up or Business Expansion

In this seminar, participants will receive an introduction to both traditional and non-traditional sources of funding for a business operation. Participants will review the variety of resources available for funding a business start-up or expansion. The review will include information on local funding sources, the SBA loan programs (including the SBA 7a program, Micro Loan Program and the 504 Loan Program), and other non-profit organizations that do small business lending. Participants will assess the assortment of factors that a lender uses to evaluate loan applications and practice completing a loan application for a local small business funding organization.

Course Code: 83830 Cost: Free
Date: August 5, T, 1-4 pm
Location: Transportation Center, Room TBA

Pre-Venture Orientation

"Thinking of Starting Your Own Business"

Are you thinking about getting into business for yourself? This seminar covers the issues that an individual should consider before thinking about opening the doors. In other words, this seminar is the starting point on your journey into business ownership. Learn how to identify critical issues and make the right decisions as you prepare to start your business.

Course Code: 83607 Cost: Free
Date: May 20, T, 3-5 pm
Location: Transportation Center, Room TBA

Course Code: 83659 Cost: Free
Date: June 9, M, 3-5 pm
Location: Transportation Center, Room TBA

Course Code: 83774 Cost: Free
Date: July 9, W, 3-5 pm
Location: Transportation Center, Room TBA

Ready, Set, Wait! Before You Start Your Business…

Are you considering starting a business but not sure how, or if, you want to move forward? If so, please join us for an informative session about things you need to consider as you prepare to start your own business.   Discover what questions you will need to ask and answer to help you get started on your journey to successful business ownership.

Course Code: 83862 Cost: Free
Date: August 7, TH, 1-3 pm
Location: Transportation Center, Room TBA

The Inner Road Map for New Entrepreneurs

This talk is geared toward helping new and aspiring entrepreneurs know what to expect. Here we focus on managing the mental game needed to go it alone. During the talk the audience has the chance to build a mental roadmap to help them navigate their way through the twists and turns of starting a venture. Without these tools and techniques one stands a great chance of having their dream dashed on the rocks.

Course Code: 83863 Cost: Free
Date: August 11, M, 2-5 pm
Location: Transportation Center, Room TBA

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**

Entrepreneurial Seminars

Business Tune-up

Is your business ready for a Tune Up? In this course we will explore how to redirect business plans that are not quite working. We will explore customer complaints, inconsistent payables and expansion needs.

Course Code: 83856 Cost: Free
Date: June 4, W, 1-4 pm
Location: Transportation Center, Room TBA

How to Find Customers

New customers are a major part of business growth. Participants will learn how to identify their ideal client, and how to reach, capture and keep them.

Course Code: 84530 Cost: Free
Date: June 10, T, 2-5 pm
Location: Transportation Center, Room TBA

How to Grow Your Business

You have a small business. Great! Now how do you get it to the next level? Participants will learn the quickest, fastest, easiest ways to grow sales, add customers and improve bottom line profits.

Course Code: 83859 Cost: Free
Date: June 17, T, 2-5 pm
Location: Transportation Center, Room TBA

Networking for Small Business

Networking is a skill that all small business owners and business developers need to have in order for their business to be successful. This seminar teaches the attendees how to connect, build relationships and how to expand their circle of connections. These skills are necessary in order to find opportunities and resources that are required for business growth.

Course Code: 83617 Cost: Free
Date: May 29, TH, 1-4 pm
Location: Transportation Center, Room TBA

Course Code: 83676 Cost: Free
Date: June 16, M, 1-4 pm
Location: Grady Swisher Center, Room 212

Personality Styles

One of the basic skills sales people must have is the ability to recognize the personality style of their customer. Business owners will learn the four common personality styles and how to treat them. This is a very interactive class where students complete a personality profile assessment to learn their own style. Lots of fun and very useful.

> Course Code: 83963   Cost: Free
> Date: June 5, TH, 2-5 pm
> Location: Transportation Center, Room TBA

The Mindset of the Successful Entrepreneur

"Well Done" is much better than "Well Said". What is it that truly separates those that take action and attain their goals and dreams, from those that simply dream? In this extremely charged seminar you will learn the keys to creating a "success" mindset. You will be instructed on how to discover your true "why" and understand the importance of focusing on it. You will be introduced to the importance of the subconscious and the role that it plays in your success. Get ready to take the journey of a lifetime!!!

> Course Code: 83864   Cost: Free
> Date: August 13, W, 2-5 pm
> Location: Transportation Center, Room TBA

Understanding and Applying Leadership - "What's the safest ship in a Storm?.......... Leadership"

Everything from quarterbacking a football team, leading a corporate conglomerate or growing your local civic organization, begins and ends with leadership. In this seminar you will learn what leadership truly is and what it is not. You will uncover the characteristics of true leaders and how to gain the influence necessary to lead. You will gain firsthand experience and have the opportunity to apply what you have learned. You will leave well on your way to developing the skills necessary to have individuals willingly follow you.

> Course Code: 83861   Cost: Free
> Date: July 10, TH, 2-5 pm
> Location: Transportation Center, Room TBA

eCommerce

eBay: Sell on eBay - Beyond the Basics

This seminar takes business owners to the next level of their eBay experience. This hands-on course is a fantastic way to provide a step-by-step approach to those individuals who are ready to take the next step in their experience as sellers on the world's leading online marketplace.

> Course Code: 83808   Cost: Free
> Date: July 22, T, 2-5 pm
> Location: Grady Swisher Center, Room 212
>
> Course Code: 83826   Cost: Free
> Date: July 30, W, 2-5 pm
> Location: Transportation Center, Room TBA

eBay: eBay Store

This seminar will take business owners to the next level of their eBay experience. This hands-on seminar is a fantastic way to provide a step-by-step approach to those individuals who are ready to become eBay Store owners. You will learn how to optimize your eBay store, how to market your eBay store more effectively and how to list and sell your items in your eBay store.

> Course Code: 83817   Cost: Free
> Date: July 29, T, 2-5 pm
> Location: Grady Swisher Center, Room 212
>
> Course Code: 83847   Cost: Free
> Date: August 6, W, 2-5 pm
> Location: Transportation Center, Room TBA

eBay: Selling Items on eBay

During this fast-paced seminar, business owners will learn the best practices to use when setting up an account, advertising items for sale, taking payments and shipping. Topics will include eBay features and policies, registering an account, choosing formats and categories, writing descriptions that sell, taking and submitting photos, using the help section, feedback, using PayPal and shipping tips.

> Course Code: 83780   Cost: Free
> Date: July 15, T, 2-5 pm
> Location: Grady Swisher Center, Room 212
>
> Course Code: 83814   Cost: Free
> Date: July 23, W, 2-5 pm
> Location: Transportation Center, Room TBA

Financial

ABC Budgeting for Small Business

This course will teach you the fundamentals of setting up a budget, establishing goals and monitoring progress. The class will review all aspects of debt management with an emphasis on increased cash flow through streamlining current cash application processes.

> Course Code: 83849   Cost: Free
> Date: May 21, W, 1-4 pm
> Location: Transportation Center, Room TBA

Clueless About Accounting

This seminar is designed for business owners and others interested in learning more about accounting. The presenter breaks accounting theory into bite-sized chunks that are very easy to swallow. Learn the basics of the flow of information through a business, understand how business transactions are tracked in the general ledger using accounting software like QuickBooks, and become familiar with the language of accounting, including terms like: "chart of accounts", "double-entry accounting" and "debits & credits". If you would like to better understand the missing pieces of your accounting "puzzle" then this seminar is for you.

> Course Code: 83803   Cost: Free
> Date: July 16, W, 1-4 pm
> Location: Transportation Center, Room TBA

Curious About QuickBooks Pro?

Are you considering this popular software for your business? This introduction to QuickBooks Pro informs business owners of ways the software can help them save time, manage their business, simplify bookkeeping and avoid stress at tax time. This seminar, taught by an accountant and QuickBooks consultant, provides an overview of QuickBooks Pro that offers practical suggestions on ways this software can help you run and grow your business. Bring your questions!

> Course Code: 83858   Cost: Free
> Date: June 12, TH, 1-3 pm
> Location: Transportation Center, Room TBA

How to set up QuickBooks Pro for Your Business

This beginning level seminar focuses on the important steps necessary to set up a QuickBooks company data file for your business. Topics include: creating the chart of accounts, setting up users, understanding the basics of financial statements, opening balances, backing up data files, and a forum for questions. A helpful seminar for business owners interested in, or currently using, QuickBooks software. A great supplemental in-depth seminar for those who have taken, or plan to take additional QuickBooks instruction.

> Course Code: 83679   Cost: Free
> Date: June 19, TH, 1-3:30 pm
> Location: Transportation Center, Room TBA

Introduction to North Carolina Sales & Use Tax for the Small Business Owner

This introductory seminar teaches the basics of collecting and reporting North Carolina sales and use tax. Understand general reporting requirements for the most common sales and use tax situations, how to complete a sales tax form, and explore methods to track sales and use tax that will keep your business in good standing with tax authorities.

> Course Code: 83850   Cost: Free
> Date: May 22, TH, 1-3 pm
> Location: Transportation Center, Room TBA

Grants

Grant Writing/Grant Seeking 101

This three-part workshop is designed for individuals and small businesses interested in gaining the fundamentals of grant seeking and grant writing. Through interaction, role playing and sharing best practices, you will learn how to identify prospects, how to establish relationships with prospective funding organizations and individuals, how to structure a grant proposal and how to meet deadlines while delivering the best possible product.

> Course Code: 83673   Cost: Free
> Date: June 11, W, 2-5 pm
> Location: Transportation Center, Room TBA

Grant Writing/Grant Seeking 102

This seminar is a continuation of Grant Seeking/Grant Writing 101. Business owners will refine and further develop strategies to submit successful grant proposals. Examination of specific grant components and concepts helps to achieve proficiency.

Prerequisite: Grant Writing/Grant Seeking 101
> Course Code: 83678   Cost: Free
> Date: June 18, W, 2-5 pm
> Location: Transportation Center, Room TBA

Grant Writing/Grant Seeking 103

This seminar is a continuation of Grant Seeking/Grant Writing 101 and 102. Business owners will break out into groups and create a mock grant utilizing the knowledge and information gained from the previous courses. The evaluation of action items and results helps participants gain confidence to seek other specific opportunities to write and submit grant proposals.

Prerequisite: Grant Writing/Grant Seeking 102
> Course Code: 83741   Cost: Free
> Date: June 25, W, 2-5 pm
> Location: Transportation Center, Room TBA

Effective Budgeting for Grants 101

Focus will be on the critical nature of effective budgeting in the context of the grant development process. What are the programs and initiatives of the organization seeking funding? What is the overall fund development strategy for the project/organization? Have programs and services been reviewed for cost/benefit analysis?

Prerequisite: Grant Writing/Grant Seeking 103
> Course Code: 83770   Cost: Free
> Date: July 7, M, 2-5 pm
> Location: Transportation Center, Room TBA

Effective Budgeting for Grants 102

Focus will be on various types of budgeting templates that are used, the relationship between budgeting and accounting, the role of leadership and staff in developing an operating budget/project budget.

Prerequisite: Effective Budgeting for Grants 101
> Course Code: 83776   Cost: Free
> Date: July 14, M, 2-5 pm
> Location: Transportation Center, Room TBA

Effective Budgeting for Grants 103

Focus will be on developing an actual budget, reviewing the budget and recommendations for increased effectiveness in the budget development process.

Prerequisite: Effective Budgeting for Grants 102
> Course Code: 83805   Cost: Free
> Date: July 21, M, 2-5 pm
> Location: Transportation Center, Room TBA

Social Media

Social Media for Small Business

Participants will learn what social media channels to participate in, as well as why. We will introduce you to the steps of contributing, collaborating, connecting and cramming (research) to grow your business. Social media has been around far too long for small businesses not to be participating in them today.

> Course Code: 83616   Cost: Free
> Date: May 28, W, 1-4 pm
> Location: Transportation Center, Room TBA

Google Apps for Small Business

Having a business email system is an important tool for small businesses. Google Apps can provide a small business owner with business Email, Calendar, Contacts, Business Phone Number, Documents & much more. This introduction seminar will provide the attendees with the basic setup instructions and use of the applications.

> Course Code: 83848   Cost: Free
> Date: May 19, M, 1-4 pm
> Location: Transportation Center, Room TBA
>
> Course Code: 83851   Cost: Free
> Date: June 2, M, 1-4 pm
> Location: Grady Swisher Center, Room 212

LinkedIn for Small Business

Regardless of the size of your business or the industry you are in, LinkedIn is a beneficial business tool. Using your LinkedIn Profile and Company page is a powerful way to build relationships that can build business success. Using LinkedIn is different than just "having a profile." We will show you how to participate and get value for your business.

> Course Code: 83619   Cost: Free
> Date: June 3, T, 1-4 pm
> Location: Transportation Center, Room TBA
>
> Course Code: 83742   Cost: Free
> Date: July 7, M, 1-4 pm
> Location: Grady Swisher Center, Room 212

Special Interest

Investments/Stock Market ❖

Learn more about stocks, IRAs, Roth IRAs, pensions, mutual funds, ETFs, tax-exempt municipal bonds and the stock market in a relaxed and fun atmosphere. No tests, no homework and no grades, just practical knowledge. Useful to individuals from beginner to advanced. Retirement planning principles are explained. Also discussed are investment strategies for tax advantages.

> Course Code: 83955   Cost: $55
> Date: June 3-July 15, T, 6:30-8:30 pm
> Location: Oak Grove Center, Room 4456

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: 83282   Cost: $95
> Date: June 5-July 17, TH, 6-9 pm
> Location: Taylor Recreation Center

Technical/Trade

Auto Inspection: OBD II ✓

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

> Course Code: 82551 Cost: $75
> Date: June 4, W, 8 am-5 pm
> Location: Transportation Center, Room 244

> Course Code: 82556 Cost: $75
> Date: July 9, W, 8 am-5 pm
> Location: Transportation Center, Room 244

> Course Code: 82622 Cost: $75
> Date: August 6, W, 8 am-5 pm
> Location: Transportation Center, Room 244

Auto Inspection: OBD II/Recertification ✓

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

> Course Code: 82552 Cost: $75
> Date: June 4, W, 6-10 pm
> Location: Transportation Center, Room 244

> Course Code: 82557 Cost: $75
> Date: July 9, W, 6-10 pm
> Location: Transportation Center, Room 244

> Course Code: 82621 Cost: $75
> Date: August 6, W, 6-10 pm
> Location: Transportation Center, Room 244

Auto Safety Inspection ✓

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

> Course Code: 79004 Cost: $75
> Date: May 20-21, TW, 6-10 pm
> Location: Transportation Center, Room 244

> Course Code: 82553 Cost: $75
> Date: June 18, W, 8 am-5 pm
> Location: Transportation Center, Room 244

> Course Code: 82554 Cost: $75
> Date: June 24-25, TW, 6-10 pm
> Location: Transportation Center, Room 244

> Course Code: 82558 Cost: $75
> Date: July 23, W, 8 am-5 pm
> Location: Transportation Center, Room 244

> Course Code: 82559 Cost: $75
> Date: July 29-30, TW, 6-10 pm
> Location: Transportation Center, Room 244

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: 82548 Cost: $75
> Date: May 31-June 7, S, 8 am-Noon
> Location: West Campus, Room 17

Professional

Notary Public Education ❖

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

Note: This course requires a textbook.
Course Code: 83611   Cost: $69
Date: May 20-22, TTH, 1-4 pm
Location: Northwest Forsyth Center, Room TBA

Course Code: 83677   Cost: $69
Date: June 17-19, TTH, 1-4 pm
Location: Northwest Forsyth Center, Room TBA

Course Code: 83777   Cost: $69
Date: July 15-17, TTH, 1-4 pm
Location: Northwest Forsyth Center, Room TBA

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. Registration by phone or walk-in only. No online registration is permitted.

For more information on this class, call Forsyth Tech's Stokes County Office at 336.593.5402 ext. 1104
Course Code: 83650   Cost: $65
Date: May 22, TH, 6-10 pm
Location: Stokes County Center, Room 113

Course Code: 83901   Cost: $65
Date: July 24, TH, 6-10 pm
Location: Stokes County Center, Room 113

eCommerce

eBay: eBay Store

This seminar will take business owners to the next level of their eBay experience. This hands-on seminar is a fantastic way to provide a step-by-step approach to those individuals who are ready to become eBay Store owners. You will learn how to optimize your eBay store, how to market your eBay store more effectively and how to list and sell your items in your eBay store.
Course Code: 83666   Cost: Free
Date: June 11, W, 1-4 pm
Location: Northwest Forsyth Center, Room TBA

eBay: Sell on eBay - Beyond the Basics

This seminar takes business owners to the next level of their eBay experience. This hands-on course is a fantastic way to provide a step-by-step approach to those individuals who are ready to take the next step in their experience as sellers on the world's leading online marketplace.
Course Code: 83655   Cost: Free
Date: June 4, W, 1-4 pm
Location: Northwest Forsyth Center, Room TBA

eBay: Selling Items on eBay

During this fast-paced seminar, business owners will learn the best practices to use when setting up an account, advertising items for sale, taking payments and shipping. Topics will include eBay features and policies, registering an account, choosing formats and categories, writing descriptions that sell, taking and submitting photos, using the help section, feedback, using PayPal and shipping tips.
Course Code: 83615   Cost: Free
Date: May 28, W, 1-4 pm
Location: Northwest Forsyth Center, Room TBA

Technical/Trade

Electrical: Installation/Troubleshooting ✓ JobsNOW

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

Note: This is an intro class.

For more information, call 336.734.7728.
Course Code: 83930   Cost: $195
Date: May 20-September 16, TTH, 6-9 pm
Location: Northwest Forsyth Center, Room 113

Electrical Lineman ✓ JobsNOW

The Electrical Lineman Program is designed to train persons that wish to become entry-level electrical line workers for private and public utility companies and related employers. Students will learn academic and field skills necessary for entry-level workers. Safety is stressed in every aspect of the job. Students will also have the opportunity to earn a Career Readiness Certificate.
Course Code: 83870   Cost: $180
Date: May 19-July 22, MTWTH, 8 am-5 pm
Location: Northwest Forsyth Center, Room 111

HVAC Service Technician Level I ✓ JobsNOW

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

For more information, call 336.734.7728.
Course Code: 83927   Cost: $205
Date: June 2-August 27, MW, 6-9 pm
Location: Northwest Forsyth Center, Room 113

Introduction to Facility Maintenance ✓ JobsNOW

This is an introductory course that will give the student multiple skills in the installation and repair of common facility repairs. This course will also give the skills to repair commonly needed household problems and foster entrepreneurialship.

Note: Safety glasses are required.
Course Code: 83928   Cost: $185
Date: June 2-August 13, MTW, 8:30 am-12:30 pm
Location: Northwest Forsyth Center, Room 113

National Certification for Electrical Lineman

Forsyth Tech is adding a national certification for its Electrical Lineman program starting in 2014. The certification is through the National Center for Construction Education and Research (NCCER). NCCER's standardized training provides an industry-wide standard of recognition, career advancement opportunities, and a personal sense of accomplishment, professionalism, and pride for workers. Individuals interested in Electrical Lineman training must first complete a Job Readiness & Interviewing Skills course prior to enrolling in the Electrical Lineman course.

For more info, call 336.761.1002.

Health Education Prerequisites

Testing: Math and Reading Placement Tests are required for Nursing Assistant I BEFORE Orientation, Nursing Assistant II, Nursing Assistant I Review, EKG Technician, and Medication Aide to be completed.

> **Where/When**
  - West Campus: Mondays at 1 pm or Wednesdays at 9 am or 5:30 pm, Rm 18
  - 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
> **When/Where**
  - West Campus, Tuesdays 9 am-1 pm and 5-9 pm;

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

NEW: Healthcare Clinical Fee

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

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

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

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

ACLS—Advance Cardiac Life Support ✓

This AHA ACLS course is designed for the advanced medical professional. This class is an advanced, instructor-led classroom course that highlights the importance of team dynamics and communication, systems of care and immediate post-cardiac-arrest care. Instruction is provided for airway management and related pharmacology. In this course, skills are taught in group sessions, group learning and testing stations where case-based scenarios are presented. Upon successful completion of the ACLS Course students will receive an AHA ACLS provider course completion card, valid for two years.

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.

Activity Director ✓

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

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

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

For additional course information, contact Graham Hyder at 336.734-7733 or ghyder@forsythtech.edu.

Autism Paraprofessional: ✓ NEW!

This course is designed to prepare individuals to provide direct services to children with autism spectrum disorders (ASDs.) Care givers 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 also includes practicum hours in a local autism specialty school. Upon satisfactory completion of the course, the student will receive a certificate of completion, which should enhance employment opportunities in the field of autism treatment and education.

Prerequisite: A picture ID, Social Security Card and High school diploma/transcript, GED® or College diploma/transcript are required. Students must also present receipt from the criminal background check before they 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.

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

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

Cardiopulmonary Resuscitation: Heartsaver Provider ❖

This course follows the current American Heart Association guidelines. It is designed to teach participants that are not healthcare providers the basic steps of CPR, use of an AED (Automated External Defibrillator) and FBAO (Foreign Body Airway Obstruction) for victims of all ages. Students will receive instruction to recognize emergency situations involving heart attack, choking, respiratory and cardiac arrest in adults, children and infant victims. No written exam required for this course. Upon successful completion, the student will be awarded Heartsaver CPR certification.

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

  Course Code: 83461 Cost: $25
  Date: June 17, T, 1-4 pm
  Location: West Campus, Room 14

Cardiopulmonary Resuscitation: BLS Healthcare Instructor ✓

This American Heart Association Healthcare Provider CPR Instructor's course is designed to certify instructors through the American Heart Association. This course teaches instruction skills in general, as well as specific CPR teaching skills. Upon successful completion, the student will be awarded a HCP CPR Instructor's certificate. With this certification the HCP CPR Instructors can instruct Heartsaver CPR, First Aid and Healthcare Provider CPR.

Prerequisite: Completion of on-line Core Instructor course. Valid CPR Healthcare Provider card, Core Instructor certificate and letter from CPR instructor stating the candidate has met instructor potential level.

Note: Book required.

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

> Course Code: 79982 Cost: $75
> Date: August 2, S, 8 am-5 pm
> Location: West Campus, Room 14

Healthcare Providers and Heartsaver CPR eLearning Courses Skills Practice and Skills Testing ❖

BLS CPR Online Part 1 presents cognitive information through a series of case-based scenarios, videos and interactive exercises. Upon successful completion of Part 1, including the online written test, a Part 1 Certificate of Completion is available for students to print. This certificate must then be presented for Parts 2 and 3, the hands-on skills practice and testing session with an AHA BLS Instructor. Upon successful completion of all three parts, the student will receive an AHA CPR Providers Course Completion card.

Prerequisite: Completion of the online Part 1 portion prior to scheduling a skills practice and testing session.

Note: Book required.

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

> Course Code: 83429 Cost: $25
> Date: June 19, TH, 3-5 pm
> Location: West Campus, Room 14

Cardiopulmonary Resuscitation: Healthcare Provider-Initial ❖

This American Heart Association Healthcare Provider course teaches students to recognize the signs and symptoms of heart attacks, strokes and how to perform CPR for adults, infants and children. It is the only acceptable certification for Health Education classes and it meets the requirements of clinical facilities utilized by Forsyth Technical Community College.

Note: This Course requires a textbook that must be read by the class date.

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

> Course Code: 79979 Cost: $35
> Date: May 10, S, 8:30am-1:30 pm
> Location: West Campus, Room 14

> Course Code: 79980 Cost: $35
> Date: May 13, T, 8:30am-1:30 pm
> Location: West Campus, Room 14

> Course Code: 79981 Cost: $35
> Date: May 21, W, 5:30-10 pm
> Location: West Campus, Room 14

> Course Code: 83426 Cost: $35
> Date: May 31, S, 8:30 am-1:30 pm
> Location: West Campus, Room 14

> Course Code: 83427 Cost: $35
> Date: June 14, S, 8:30 am-1:30 pm
> Location: West Campus, Room 14

> Course Code: 83428 Cost: $35
> Date: June 17, T, 5:30-10 pm
> Location: West Campus, Room 14

> Course Code: 83431 Cost: $35
> Date: June 28, S, 8:30 am-1:30 pm
> Location: West Campus, Room 14

> Course Code: 83432 Cost: $35
> Date: July 12, S, 8:30 am-1:30 pm
> Location: West Campus, Room 14

> Course Code: 83433 Cost: $35
> Date: July 15, T, 8:30 am-1:30 pm
> Location: West Campus, Room 14

> Course Code: 83435 Cost: $35
> Date: July 26, S, 8:30 am-1:30 pm
> Location: West Campus, Room 14

> Course Code: 79995 Cost: $35
> Date: August 7, TH, 5:30-10 pm
> Location: West Campus, Room 14

> Course Code: 79960 Cost: $35
> Date: August 9, S, 8:30am-1:30 pm
> Location: West Campus, Room 14

Cardiopulmonary Resuscitation Healthcare Provider-Recertification ❖

This course reviews Cardiopulmonary Resuscitation, patient assessment, in order for students to maintain certification in Healthcare Provider CPR.

Note: This Course requires a textbook. Student must provide current American Heart Association CPR Certification card.

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

> Course Code: 79992 Cost: $25
> Date: May 15, TH, 5:30-8 pm
> Location: West Campus, Room 14

> Course Code: 83430 Cost: $25
> Date: June 19, TH, 5:30-8 pm
> Location: West Campus, Room 14

> Course Code: 83434 Cost: $25
> Date: July 15, T, 5:30-8 pm
> Location: West Campus, Room 14

> Course Code: 79996 Cost: $25
> Date: August 14, TH, 5:30-8 pm
> Location: West Campus, Room 14

Cardiopulmonary Resuscitation: PALS-Pediatric Advance Life Support ✓

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

Note: This Course requires a textbook.

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

HEARTSAVER CPR AND FIRST AID FOR PUBLIC SCHOOL SYSTEM EMPLOYEES ❖

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

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

    Course Code: 83953   Cost: Fee Exempt
    Date: June 21-June 21,S, 8 am-Noon
    Location: West Campus, Room 14

    Course Code: 83950   Cost: Fee Exempt
    Date: June 21-June 21,S,1-5 pm
    Location: West Campus, Room 14

The Dorothy L. Lougee Nursing Assistant I Program ✓ JobsNOW

This state approved course introduces basic nursing skills required to provide personal care for patients, residents, the elderly or others requiring medical assistance in a healthcare setting. Emphasis is placed on the aging process, communications, patient safety, patient's rights, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation and mental health. CPR certification is included in the class. Through classroom instruction, laboratory work and clinical rotations, students are prepared to take the NC Nurse Aide I Competency Evaluation, a requirement in order to be 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, High school diploma/transcript, GED® or College diploma/transcript are required. Students must also attend an orientation session and present receipts from the criminal background check and drug screening before they will be allowed to register for class.

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

    Course Code: 84082   Cost: $203
    Date: May 19-July 31, MTWTH, 6-10 pm
    Location: West Campus, Room 13

    Course Code: 83751   Cost: $203
    Date: May 20-July 10, MTWTH, 8 am-2:30 pm
    Location: Northwest Forsyth Center, Room 138

    Course Code: 83686   Cost: $203
    Date: May 19-August 4, MTWTH   4-8 pm
    Location: Northwest Forsyth Center, Room 138

    Course Code: 83990   Cost: $203
    Date: June 3-August 6, TWTH, 8 am-2:30 pm
    Location: West Campus, Room 5

    Course Code: 83998   Cost: $203
    Date: June 10-October 23, TTH, 5-9 pm
    Location: West Campus, Room 5

    Course Code: 83460   Cost: $203
    Date: July 8-September 9, TWTH, 9 am-3:30 pm
    Location: West Campus, Room 13

    Course Code: 84521   Cost: $203
    Date: July 14-November 11, MT, 5:15-9:15 pm
        Some Saturdays, 8 am- 4:30 pm
    Location: West Campus, Room 13

    Course Code: 84066   Cost: $203
    Date: July 21-September 9, MTWTH, 8 am-2:30 pm
    Location: Goodwill, Room 100

    Course Code: 83758   Cost: $203
    Date: August 11-October 2, MTWTH, 8 am-2:30 pm
    Location: Northwest Forsyth Center, Room 138

The Dorothy L. Lougee Nursing Assistant I Refresher Program ✓

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

Prerequisite: Successful completion of Math and Reading placement tests (or equivalent approved by Health Education Department), a picture ID, Social Security Card, High school diploma/transcript, GED® or College diploma/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).

    Course Code: 83337   Cost: $130
    Date: August 4-21, MTWTH, 8 am-Noon
    Location: West Campus, Room TBA

The Dorothy L. Lougee Nursing Assistant II Program ✓ JobsNOW

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

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

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

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

EKG Technician ✓

This course is designed to prepare students to perform basic EKGs. Students will gain knowledge of cardiac terminology, the electrical conduction of the heart, its effect on heart function and basic dysrhythmias recognition. Students will be able to use the information and skills in medical settings. Upon successful completion of the course, students will receive a certificate of course completion and should be prepared to take the ASPT EKG Exam for National Certification.

Prerequisite: Successful completion of Math and Reading placement tests (or equivalent approved by Health Education Department), a picture ID, Social Security Card, High school diploma/transcript, GED® or College diploma/transcript are required. Students must also provide documentation of previous direct patient care experience and/or education (i.e. CNAI, CNAII, Military Corpsman/Medic, EMT, CMA) within the last 2 years. Documentation of this education/experience must be presented to the Health Education Department (certificate of course completion, transcript, letter of recommendation, and /or other formal documentation to confirm experience).

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

Emergency Medical Technician Basic ✓
JobsNOW

This course covers 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. This course follows 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. The EMT course is designed for those interested in working in public safety (Emergency Medical Service, Fire Service and Police) or in increasing their knowledge in handling emergency situations. Students who successfully complete this course are 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 additional course information, contact Penni Swaim at 336.757.3054.or pswaim@forsythtech.edu.
    Course Code: 80366 Cost: $185
    Date: June 16-August 15, MWF, 8 am-5 pm
    Location: Northwest Forsyth Center, Room 215

Introduction to Healthcare ✓

This course is designed to allow students to explore the healthcare culture and employment opportunities within the healthcare field. It provides students with basic information for a career in healthcare and planning for future goals. Students will also receive human resource development instruction, which will strengthen professional skills needed in the healthcare environment. Topics include teamwork, communications, customer service skills and problem solving. In addition, students will be given a Career Readiness Certification (CRC) assessment and learn how to use this assessment for employment.

Note: This course is FREE if you are unemployed or meet specific income criteria.
    Course Code: 79751 Cost: $70
    Date: June 3-26, TTH, 5:30-8:30 pm
    Location: Grady Swisher Center, Room 121

Massage: Introduction to Massage ❖

Learn basic massage strokes including effleurage, petrissage, friction, tapotement and vibration to be used on members of a person's immediate family and/or friends. This course does not qualify participants to become licensed massage therapists. Please see our college catalog credit program for information regarding this 500+ hour training and eligibility for state licensure.

Note: NC Practice Act, Article 36, Section 90-623. License required. (a) A person shall not practice or hold out himself or herself to others as a massage and bodywork therapist without first applying for and receiving from the Board a license to engage in that practice.
    Course Code: 84167 Cost: $75
    Date: June 2-23, M, 6:30-9 pm
    Location: Grady Swisher Center, Room 146

Medication Aide ✓

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

Prerequisite: 3-6 months minimum direct patient care experience with a letter of recommendation on letterhead from an RN who supervised 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, High school diploma/transcript, GED® 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.
    Course Code: 83165 Cost: $75
    Date: July 8-17, TWTH, 5:30-9:30 pm
    Location: West Campus, Room 11

Online Ed2Go

Information

- Registration deadline for Ed2Go/online courses is Noon (12 pm) on the day/date they begin.

- Online courses require Internet access, an email address, a Web browser and software. It helps to be able to stay on a routine class schedule.

- Visit www.ed2go.com/forsyth for more information, including requirements and course dates or by calling Customer Service at 336.761.1002 before the course start date.

- Registration fees can be paid online at www.ed2go.com/forsyth, homepage and then select the online registration link or by calling Customer Service at 336.761.1002.

- Recertifying teachers must submit all 12 lesson quizzes and score 80 percent or higher on the final exam, then request completion certificate.

- Course completion certificates and answers to any additional questions are available by email only at onlinecce@forsythtech.edu.

- Please go to our Forsyth Tech Students' Ed2Go Online Course Instruction Center at www.ed2go.com/forsyth on the homepage for more information.

- Para tomar clases de computadora "online" por favor llame a nuestra línea hispana 336.734.7742.

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- WordPress Web Sites Introduction ✓
- Wow, What a Great Event! ✓
- Writeriffic: Creativity Training for Writers ✓
- Writing Essentials ✓

Blackboard (Bb)

Information

- Blackboard classes are conducted online, so students must be computer literate and have access to a computer with internet access, a web browser, and the ability to open Microsoft Word and PowerPoint documents.

- Registration for classes can be done by calling the Customer Service Center at 336.761.1002, or by registering in person at the West Campus at 1300 Bolton Street. Some classes with pre-requisites may require you to register in person to provide proof that the pre-requisite has been fulfilled.

- The *registration deadline for all Blackboard courses is three business days prior to the start date* of the course.

- Upon registering, make certain to *provide customer service with your updated email address and phone number* at the time of registration. This will be essential to provide you with further instructions and access information.

- Orientation for all Bb courses is to be done the first time students login to their course. *The course cannot be accessed until the start date.*

- Required textbooks can be purchased at the West Campus bookstore. The number for the bookstore is 336.734.7754, and the general hours of operation are Mon.–Fri., 8:30 a.m. until 2:00 p.m. and Mon.–Thurs. 4:00 p.m. until 6:30 p.m.

- Certificates for each course will be mailed to students *after the course end date.*

- Please contact Customer Service with any questions at 336.761.1002 or email questions to onlinebb@forsythtech.edu.

Bb: AAPC Exam Review ✓

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

    Course Code: 83938 Cost: $130
    Date: May 19-July 13

Bb: Anatomy & Physiology for Non- Credit Students ✓

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

    Course Code: 83636 Cost: $130
    Date: June 2-July 27

Bb: Medical Assisting Review ✓

This course is designed to allow students the opportunity to refresh information needed in order to take the AAMA certification exam or the AMT exam for registration. This course will cover the materials documented in the AAMA Certification Review. Upon completion, students should be prepared to sit for either the AAMA certification exam and/or the AMT exam for registration based on their personal review of the material. 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.

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

Important: Contact Anna Hilton at 336.734.7362 or ahilton@forsythtech.edu for verification prior to registration.

Note:
• This course requires Internet access, an email address and a web browser.
• The registration deadline for this course is noon one week prior to the start date of the course.
• 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: 79786 Cost: $130
    Date: June 16-July 28

Bb: Medical Coding – CPT ✓

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

    Course Code: 83937 Cost: $185
    Date: June 2-August 17

Bb: Medical Coding ICD-10 ✓

This 64-hour advanced online course will provide students a sound knowledge of medical coding rules and regulations, coding errors to be avoided, as well as the ability to review and assign accurate ICD-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: 83942 Cost: $185
    Date: June 16-August 31

Bb: Medical Terminology ✓

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

Course Code: 83634 Cost: $185
Date: May 19-August 3

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

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

Course Code: 83555 Cost: $130
Date: May 19-June 22

Bb: Case Studies Interpreter Lab ✓

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

Prerequisite: Must be enrolled in/or have completed Spanish/English Medical Terminology and National Standards, Professional Skills and Ethical Practices for Interpreters to take this course.
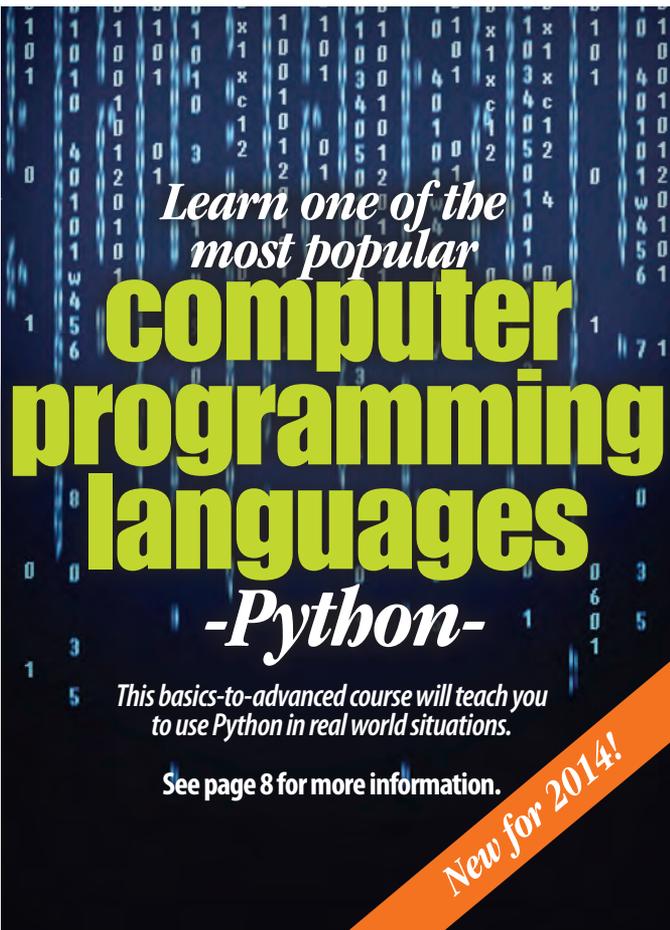
Course Code: 83645 Cost: $130
Date: August 11-September 21

Bb: Case Studies Translator Lab ✓

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

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

Course Code: 83637 Cost: $130
Date: June 30-August 10

Bb: Spanish/English Medical Terminology ✓

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

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

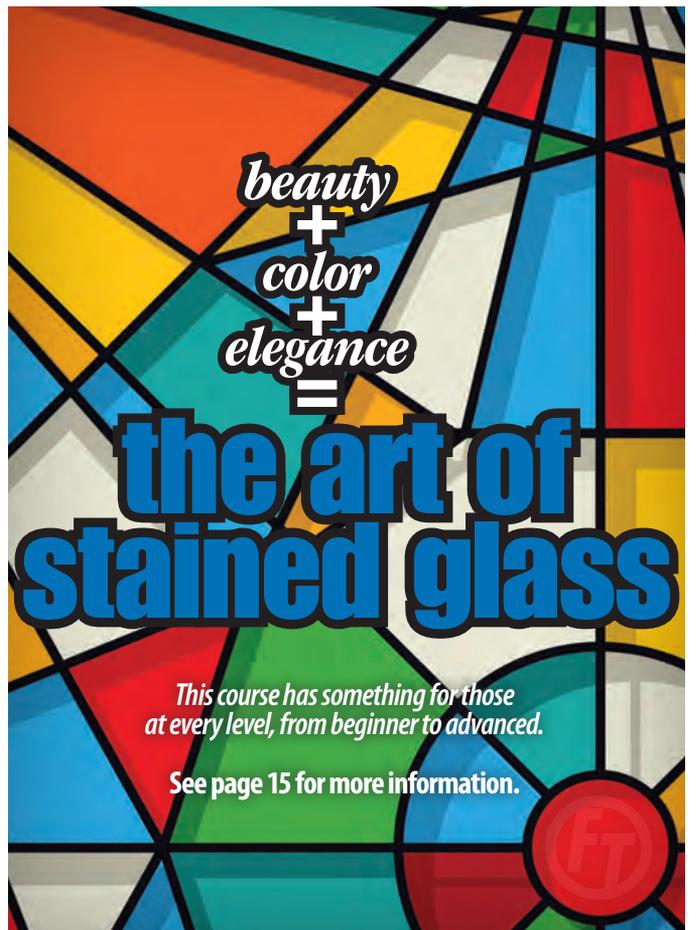Course Code: 83556 Cost: $185
Date: May 19-August 17

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