Economic & Workforce Development

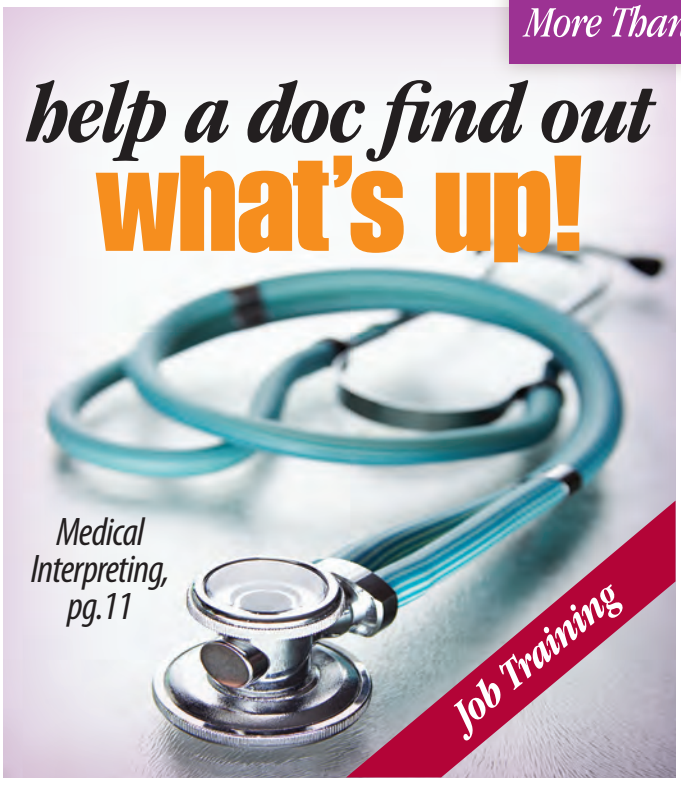
Course Catalog

August – December 2013

ForsythTech

More Than You Know

help a doc find out what's up!



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Job Training

have people surf your turf!

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Professional Growth

make bread kneadlessly!

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Personal Enrichment

get a back-to-work work out!

Job Search **Boot Camp**, pg.10

Basic Skills

Forsyth County | Stokes County | Online

Be prepared to help

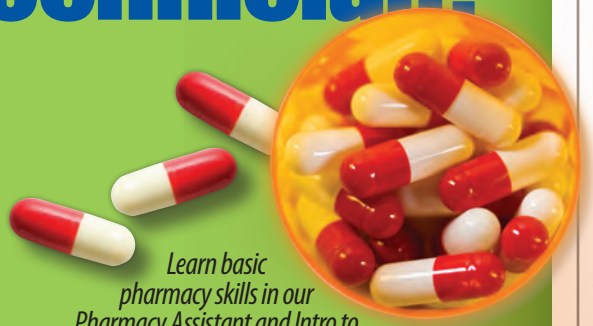
Learn CPR!

Learn the skills of performing effective CPR, as well as recognizing, responding to and managing emergency situations such as cardiac arrest.

For more course information, see page 26 or call 336.757.3091.

Get started on a career as a

certified pharmacy technician!



Learn basic pharmacy skills in our Pharmacy Assistant and Intro to Medical Terminology courses and earn 3 credits toward your Pharmacy Technician Diploma or Degree!

For more information, see page 12 or call 336.761.1002.

Attention medical coders:

anatomy & physiology

are now offered online!

It's official! ICD-10 will be implemented on October 1, 2014, so start your preparation for the increased clinical specificity requirements by brushing up on your Anatomy and Physiology now!

Call 336.761.1002 for more information.

learn medical coding

online!

Online Blackboard (Bb) courses are now available in:

- *> Medical Terminology*
- *> Medical Coding – ICD-9*
- *> Medical Coding – CPT*
- *> AAPC Exam Review Course*

These courses will prepare you for professional certification as a Certified Professional Medical Coder.

For more information, call 336.761.1002.

Welcome to Your New Beginning

A message from Alan Murdock

Vice President, Economic & Workforce Development

The Economic and Workforce Development division at Forsyth Tech encompasses a wide range of programs, and one of our most popular is the General Education Development (GED®). Each year, hundreds of men and women, lacking their high school diploma, come to Forsyth Tech to get their GED. For many, it is the key to a better job and more opportunity.

Beginning January 1st, 2014, however, the path to getting a GED will change. Here are the differences you need to be aware of:

• Currently the GED consists of five tests: Language Arts, Reading; Language Arts, Writing; Mathematics; Science; and Social Studies. The new GED will have four tests: Reasoning through Language Arts; Mathematical Reasoning; Science; and Social Studies. The new tests are expected to be more difficult than the current tests.

• Currently the five tests can be taken on paper or computer. The four new tests will only be available on a computer.

• The current cost to complete all five tests at Forsyth Tech is $35.00. We expect the cost to take the new tests to rise significantly.

There is one other very important thing you need to know: no current GED test scores will carry over to the new test. So even if you have completed four of the five current tests as of January 1st, 2014, you will still have to start over and complete all four of the new tests to get your GED. For that reason, I urge anyone who has completed part of the GED testing to finish the process before the end of 2013.

If you have questions about the current or new GED program, call us at 336.734.7761.

Alan Murdock

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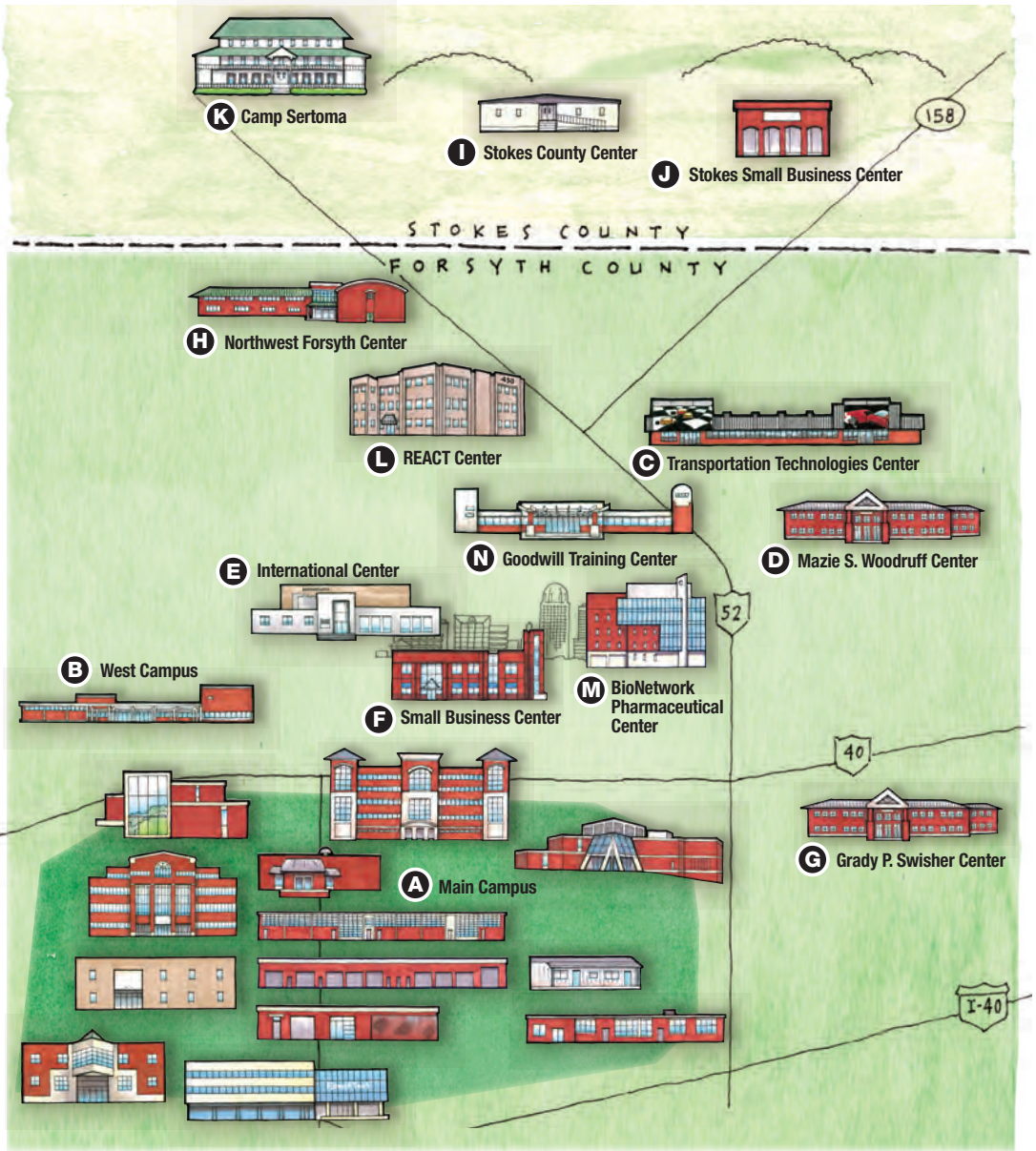
Advance your skills or career from the convenience of your home by taking courses online.

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

100,000 copies of this document were printed at a cost of $0.27 per copy. 07/13

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. Transportation Technologies 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. Small Business Center
601 West 4th St., Winston-Salem, NC,
Phone: 336.631.1320

G. Grady P. Swisher Center
1251 Dudley Products Dr., Kernersville, NC
Phone: 336.734.7903

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

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

J. Small Business Center Stokes County
904 N. Main St., Walnut Cove, NC
Phone: 336.631.1320

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

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

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

N. 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**

Class Locations

BioNetwork
NC Community Colleges
Creating Success in Life Science

BioNetwork Short Courses For Biotechnology, Pharmaceutical and Life Science Employee Training

The North Carolina Community Colleges 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. Highly qualified, industry-trained experts teach all courses.

Available Courses for Fall 2013

Half-Day Short Courses ($75)

> Basic Laboratory Safety
> Data Analysis for Analytical Chemistry using EXCEL
> GMP Basics: Orientation/Refresher
> GMP Basics: Deliberate Documentation
> GMP Basics: Conducting Investigations
> GMP Basics: QC Lab Operations

One-Day Short Courses ($100)

> Analytical Sample Preparation
> Basic HPLC & Troubleshooting
> Fundamentals of FT-IR
> Introduction to Chemical Processes
> Method Development Practices
> Pharma Packaging and Labeling
> Raw Materials in the Pharmaceutical Industry
> Technical Report Writing
> Understanding Process Variables
> Understanding Controlled Environments and Processes
> Wet Chemistry Methods
> Writing Effective Standard Operating Procedures (SOP's)

Two-Day Short Courses ($165)

> Basics of Chemical Analysis
> Fundamentals of Gas Chromatography

Three-Day Short Courses ($225)

> Microbiology and Sterile Techniques
> Working with DNA

For more information regarding BioNetwork courses and to register, please contact Tara Massie at 336.734.7659 or massiet@ncbionetwork.org.

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.

> **General Educational Development (GED)** is a program that allows you to earn a high school equivalency diploma from the State Board of the North Carolina Community College System by taking five tests: Language Arts Writing, Social Studies, Science, Language Arts Reading and Mathematics. To be awarded a high school equivalency diploma, a total minimum score must be obtained. The cost to students to take the GED is $35. For more information, call 336.734.7761.

How To Enroll in the AHS or GED Program

All AHS/GED students must complete a seven-day orientation session.

Orientation schedule for West Campus requires new students to attend seven days of orientation.

> Week 1: Monday through Thursday (4 days) at:
- 9 am (3 hours each day) or
- 6 pm (3 hours each day)

> Week 2: Tuesday through Thursday (3 days) at:
- 9 am (3 hours each day) or
- 6 pm (3 hours each day)

> Week 1 of orientation meets in **Room 20** on the West Campus.

> Week 2 of orientation meets in **Room 29** (9 am-Noon) and **Room 25** (6-9 pm)

Students attend the same session for all seven days. Late arrivals will not be admitted.

All students must bring:

> Social Security Card (signed, no copies)

> Government or State issued photo ID (no substitutions accepted)

Adult High School students must provide transcripts

Minors (ages 16 & 17) must have a Minor Release Form and Disciplinary Disclosure Form, which may be picked up in Room 111 - Educational Career Center

For more information call 336.734.7761.

The GED program is offered in Winston-Salem at:
REACT Center, 450 W. Hanes Mill Road, 336.734.7748
Goodwill, 2701 University Parkway, 336.734.7761
Urban League, 201 W. 5th Street, 336.734.7761
West Campus, 1300 Bolton Street, 336.734.7761

For Stokes County, please call 336.593.5402, ext.1104 for Orientation dates and times.

> **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.

All new students are required to attend an orientation session.

- West Campus (1800 Bolton Street). Look for signs for directions to rooms.
- May 9, 16 and 23
- Please bring picture ID – (Por favor traiga identificacion)
- No appointment necessary – (No se necesita hacer cita)
- No children – (No se permiten ninos)
- Must be 18 years and older – (18 anos o mas)
- 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.

Returning Student Orientation

If you attended Forsyth Tech GED or AHS 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 GED/AHS Orientation between 2010 and this year.
- Six months or more have passed since your last registration.
- Have not taken any GED final exams.

Returning Student Orientation Day, 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.

Important Announcement

The GED Test will be changing to a computer-based test in January 2014. At that time, any incomplete test scores will be voided and the GED candidate will have to start over. New charges for testing will apply. Questions, call 336.734.7761.

2 Improve Your Employment Search Skills

An important part of finding a job is knowing how to find a job. Forsyth Tech offers the Job Search Boot Camp and two Employability Labs to help you jump start your job search or shift it into high gear.

> Job Search Methods, Resume Writing, Interview Skills, Career Exploration

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 $22,980 for an individual or $47,100 for a family of four.)

Career Improvement Center

Choose how you would like to improve your employment skills:

Job Search Boot Camp

> REACT Center (450 Hanes Mill Road), Room 10, 9 am - 1 pm
August 15, September 19, October 17, November 21, December 19

Employability Labs

> REACT Center (450 Hanes Mill Road), Computer Lab
Mondays and Wednesdays, 9 am-Noon

> West Campus, Room 27
Tuesdays and Thursdays, 9 am-Noon

Employability Labs offer continuous open entry, meaning you can sign up for the class at any time. Register at Forsyth Tech's West Campus (1300 Bolton Street or at the REACT Center, Winston-Salem). For registration information, 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), General Educational Development (GED), 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

Registration Information

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**
1251 Dudley Products Drive, 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 am-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.

Registration Information

Important Registration Information

Course Repetition Policy

> In 1993, the N.C. legislature enacted a law that requires anyone, including senior citizens, who takes the same occupational extension course more than twice within a five-year period to pay an additional cost of $6.41-$7.12 per scheduled hour.

> Here's an example: Computer Basics costs $70 (First Time), Computer Basics costs $70 (Second Time), Computer Basics costs $163.20, (Third Time: 24 class hours x $6.80 = $163.20). 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, three 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.
- In Class: If you are taking a class at the Woodruff or Swisher Center, you may purchase your textbooks at that site the first night of class. Payment by check or money order only.

> ***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 or Woodruff Centers. Parking decals may be purchased in advance or on the first day/night of class.

Courses in Forsyth County

Computer Technology

Accounting For Business ✓

This course illustrates the basics of finance and accounting: the basic accounting equation, working with T accounts, debits and credits, the accounting cycle and journal transactions, working with the general ledger, generating financial statements and working with adjusting and closing entries.

NOTE: This course requires a textbook.

Course Code: 77821 Cost: $75
Date: October 21-December 9, M, 6-9 pm
Location: Small Business Center, Suite 105

Computer Basics ✓

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: 77329 Cost: $75
Date: August 19-October 14, M, 9 am-Noon
Location: West Campus, Room 1

Course Code: 77453 Cost: $75
Date: October 15-November 7, TTH, 6-9 pm
Location: The Meadows

Course Code: 77459 Cost: $75
Date: November 12-December 17, TTH, 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: 72545 Cost: $75
Date: August 20-October 8, T, 6-9 pm
Location: West Campus, Room 1

Course Code: 77450 Cost: $75
Date: October 21-November 13, MW, 9 am-Noon
Location: West Campus, Room 122

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: 77408 Cost: $75
Date: August 19-August 22, MTWTH, 9 am-Noon
Location: Small Business Center, Suite 105

Excel 2010 Intermediate Refresher ✓

This 12- hour course is a continuation of Excel 2010 Introduction Refresher. Students will learn more advanced Excel 2010 tools such as filtering, merge and center, wrap text, conditional formulas, linking spreadsheets, including additional shortcuts to make spreadsheet preparation easier and faster. At the end of the course, students will be able to use this program confidently at home or on the job.

Prerequisite: Excel 2010 Basic, Excel 2010 Introduction Refresher or advanced knowledge of previous versions of Microsoft Excel

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

Course Code: 77417 Cost: $75
Date: September 9-September 12, MTWTH, 9 am-Noon
Location: Small Business Center, Suite 105

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, building links, creating macros and customizing tool bar buttons.

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: 77418 Cost: $75
Date: September 10-October 29, T, 6-9 pm
Location: Grady Swisher Center, Room 203

Course Code: 77422 Cost: $75
Date: September 13-November 1, F, 9 am-Noon
Location: West Campus, Room 122

Course Code: 77457 Cost: $75
Date: October 28-November 20, MW, 9 am-Noon
Location: Goodwill, Room 202

Internet and Email for Seniors ❖

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

Prerequisite: A basic understanding of the Microsoft Windows operating system

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

Course Code: 77420 Cost: $68
Date: September 10-October 1, T, 5-8 pm
Location: Mazie Woodruff Center, Room 106

Course Code: 77445 Cost: $68
Date: September 14-October 19-S, 10 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 them 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: 77411 Cost: $75
Date: August 20-September 12, TTH, 6-9 pm
Location: Goodwill, Room 302

Course Code: 77448 Cost: $75
Date: September 27-November 15, F, 9 am-Noon
Location: Goodwill, Room 302

Course Code: 77458 Cost: $75
Date: November 4-November 14, MTWTH, 9 am-Noon
Location: Small Business Center, Suite 105

Course Code: 77460 Cost: $75
Date: November 13-December 13, WF, 9 am-Noon
Location: West Campus, Room 122

PowerPoint 2010 ✓

Students will learn how to use Microsoft PowerPoint 2010 to create, edit, save, run and print impressive slide presentations filled with formatted text, images, video, audio, animation, charts and links to the web. Whether you are a beginner or an experienced user, this 12-hour course will teach students how to turn simple slides into an exciting presentation that will grab and hold your audience's attention from start to finish. 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 PowerPoint and 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: 77446 Cost: $75
Date: September 16-September 19, MTWTH, 9 am-Noon
Location: Small Business Center, Suite 105

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: 77736 Cost: $75
Date: August 20-September 12, TTH, 1-4 pm
Location: Small Business Center, Suite 105

❖ Refund Policy Applies (see page 7) ✓ Refund Policy Applies (see page 7)

Courses in Forsyth County

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. Student 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: 77828 Cost: $75
Date: October 22-November 14, TTH, 1-4 pm
Location: Small Business Center, Suite 105

Web Site Design Introduction ✓

Learn how to design, create and post your very own site using Dreamweaver software. Discover low-cost marketing techniques and search engine strategies. Learn the basics of HTML and CSS.

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

Course Code: 72544 Cost: $75
Date: September 12-October 31, TH, 6-9 pm
Location: West Campus, Room 122

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: 77442 Cost: $75
Date: September 13-November 1, F, 9 am-Noon
Location: West Campus, Room 1

Course Code: 77461 Cost: $75
Date: December 2-December 12, MTWTH, 9 am-Noon
Location: Small Business Center, Suite 105

Word 2010 Introduction Refresher ✓

Are you lost when you open up the latest version of Word? Have you lost some of your skills since your college course on Word? If your answer is "yes," then this course is just for you! 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: 77452 Cost: $75
Date: September 30-October 3, MTWTH, 9 am-Noon
Location: Small Business Center, Suite 105

Horticulture

Design Your Own Landscape ✓

This course is designed to instruct the student in methods of site analysis, taking property measurements, identifying focal points to help produce a landscape plan, choosing plants for specific uses and spacing requirements to design a landscape for personal use.

Course Code: 76760 Cost: $75
Date: August 15-October 3, TH, 6-9 pm
Location: Oak Grove Center, Room 4458

Course Code: 76818 Cost: $75
Date: October 17-December 12, TH, 6-9 pm
Location: Oak Grove Center, Room 4458

Easy Landscape Updates ❖

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

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

Course Code: 77226 Cost: $35
Date: October 1, T, 6-9 pm
Location: West Campus, Room 12

Landscaping Basics ✓

This course is a beginning course for homeowners to learn the design principles behind the choice and placement of plants to create a functional, effective and beautiful design. Plant identification is also covered in this class, along with equipment maintenance.

Course Code: 76755 Cost: $75
Date: August 19-October 14, M, 6-9 pm
Location: Oak Grove Center, Room 4458

Course Code: 76813 Cost: $75
Date: October 21-December 9, M, 6-9 pm
Location: Oak Grove Center, Room 4458

Lawns from A to Z ❖

Whether starting over from scratch or making what you have better, this short class will tell you what you need to know to grow and keep a beautiful and healthy lawn. No supplies needed.

Course Code: 72753 Cost: $35
Date: August 24, S, 9 am-Noon
Location: West Campus, Room 15

Human Resource Development

Customer Service Careers in the Hotel Industry ✓

Learn what it takes to obtain and succeed at jobs in the hotel and motel industry, such as front desk representative and reservationist. Learn critical customer service and professionalism skills needed in this and many other occupations. Prepare for the job search with up to date tips on résumés development and interviewing skills.

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

Course Code: 77482 Cost: $180
Date: September 16-December 9, MW, 9 am-Noon
Location: REACT Center, Room 10

Customer Service Careers in Retail

The course will introduce you to customer service jobs in retail stores and the skills needed to succeed in that career. Learn important communication skills that are valuable in many walks of life. Whether on the phone, person-to-person or behind a cash register, you will be better prepared to succeed in jobs that have direct customer contact.

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

Course Code: 77485 Cost: $125
Date: September 24-October 31, TTH, 1:30-4:30 pm
Location: Goodwill, Room 306

Employability Lab ✓

This open lab provides an opportunity to develop skills and resources for the job search. Develop or revise your résumés, 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: 77471 Cost: $175
Date: August 12-December 11, MW, 9 am-Noon
Location: REACT Center, Computer Lab

Course Code: 77472 Cost: $180
Date: August 15-December 12, TTH, 9 am-Noon
Location: West Campus, Room 27

Food and Beverage Service Careers ✓

Learn about employment opportunities in the food and beverage service industry. Get hands on training in a real world setting to develop knowledge and skills in areas such as food safety, alcohol awareness, event operations, meeting and banquet set-up and customer service. Learn how to search for and land jobs in this growing field. Students successfully completing the course are guaranteed an interview with the Twin City Quarter.

Prerequisites: Students must be able to comprehend and speak English

NOTE: This course is FREE if you are unemployed or meet specific income criteria.
Course Code: 77497 Cost: $180
Date: September 9-October 17, MTWTH, 1-4 pm
Location: Downtown Marriott

Interview Skills Workshop ✓

There is a lot riding on a job interview. Learn how to prepare for the job interview and effectively present yourself.

NOTE: This course is FREE if you are unemployed or meet specific income criteria.
Course Code: 77480 Cost: $70
Date: September 9-September 12, MTWTH, 9 am-Noon
Location: REACT Center, Room 3

Course Code: 77488 Cost: $70
Date: October 15-October 24, TTH, 9 am-Noon
Location: REACT Center, Room 3

Introduction to Biotechnology Careers ✓

Interested in biotechnology but afraid you do not have the academic skills or training to enter biotechnology training programs? Enter our program that combines basic math and science training, with the career readiness and technical skills development needed to pursue further training in one of the fastest growing industries in the state!

NOTE: This course is FREE if you are unemployed or meet specific income criteria.
Course Code: 77475 Cost: $180
Date: August 26-November 20, MW, 1-4 pm
Location: West Campus, Room 17

Course Code: 77483 Cost: $180
Date: September 16-December 16, MW, 6-9 pm
Location: REACT Center, Room 10

Introduction to Clerical Assistant ✓

This course will introduce you to clerical occupations and what is needed to be successful in that field. Learn practical communication and computer skills needed in today's office environment, including Microsoft Word. Learn the important components of an effective job search.

NOTE: This course is FREE if you are unemployed or meet specific income criteria.
Course Code: 77487 Cost: $125
Date: October 1-November 14, TTH, 1:30-4:30 pm
Location: Goodwill, Room 302

Course Code: 77492 Cost: $125
Date: October 29-December 12, TTH, 5:30-8:30 pm
Location: Goodwill, Room 302

Course Code: 77495 Cost: $125
Date: November 25-December 17, MTWTH, 1:30-4:30 pm
Location: Goodwill, Room 302

Introduction to Culinary and Food Service Careers ✓

Investigate careers in the culinary and food service industries. Learn about employment opportunities and what employers in the field are looking for. Students will also learn employability skills important for success in culinary and food service jobs.

NOTE: This course is FREE if you are unemployed or meet specific income criteria.
Course Code: 77491 Cost: $70
Date: October 21-November 18, MW, 6-9 pm
Location: REACT Center, Room 3

Job Search Boot Camp ✓

Jump-start your job search with this powerful half-day seminar. Learn proven methods for creating a winning résumé, 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: 77473 Cost: $70
Date: August 15, TH, 9 am-1 pm
Location: REACT Center, Room 10

Course Code: 77484 Cost: $70
Date: September 19, TH, 9 am-1 pm
Location: REACT Center, Room 10

Course Code: 77490 Cost: $70
Date: October 17, TH, 9 am-1 pm
Location: REACT Center, Room 10

Course Code: 77494 Cost: $70
Date: November 21, TH, 9 am-1 pm
Location: REACT Center, Room 10

Course Code: 77496 Cost: $70
Date: December 19, TH, 9 am-1 pm
Location: REACT Center, Room 4

Technology Skills for Employment ✓

This course covers basic computer skills that are needed in the job search and on most jobs. It includes understanding the computer operating system, managing files and folders, awareness of the common software programs used by employers, searching the internet for job information, completing job applications online, posting résuméss on the internet and using email.

NOTE: This course is FREE if you are unemployed or meet specific income criteria.
Course Code: 77476 Cost: $125
Date: August 27-October 8, TTH, 9 am-Noon
Location: REACT Center, Computer Lab

Course Code: 77500 Cost: $125
Date: October 8-November 19, TTH, 6-9 pm
Location: REACT Center, Computer Lab

Course Code: 77493 Cost: $125
Date: October 29-December 12, TTH, 9 am-Noon
Location: REACT Center, Computer Lab

Using Social Media to Enhance Your Job Search ✓

The days of using the newspaper as your primary job search tool are over. Harness the power of social media. Learn how to use LinkedIn, Twitter, and Facebook to find your next job and stand out to employers. Learn to avoid common online mistakes and pitfalls that can undermine your credibility.

NOTE: This course is FREE if you are unemployed or meet specific income criteria.
Course Code: 77478 Cost: $70
Date: September 3-September 10, TTH, 6-9 pm
Location: REACT Center, Computer Lab

Course Code: 77489 Cost: $70
Date: October 15-October 22, TTH, 9 am-Noon
Location: REACT Center, Computer Lab

HRD: Using Twitter to Network for a Job ✓

This class will help students understand how the social networking tool Twitter can be used to find a position by connecting with recruiters and employers. Students will learn to build their own customized, professional Twitter profile and to use Twitter tools such as hashtags to focus communications toward job search communities and career professionals.

NOTE: This course is FREE if you are unemployed or meet specific income criteria.
Course Code: 77486 Cost: $70
Date: September 24-October 1, TTH, 6-9 pm
Location: REACT Center, Computer Lab

Human Resource Management Certificate

Handling Difficult Workplace Issues ❖

This course will address workplace issues such as "friendly fire," "petty bureaucrat" and "the tyrant." Students will be given a step-by-step model that can be adapted to their individual work situations or can even be employed to resolve difficult personal situations.

NOTE: This course is approved by the HR Certification Institute for recertification credit (PHR, SPHR, GPHR).
Course Code: 76999 Cost: $75
Date: September 10-September 57, T, 6-9 pm
Location: REACT Center, Room 10

Introduction to Human Resource Management ❖

This course introduces the role of the human resource function within an organization by bringing to life real-world challenges human resources professionals face on a daily basis. Designed for newcomers to the field and for professionals who wish to review the fundamentals, this course will identify and discuss the important compo-

❖ Refund Policy Applies (see page 7) ✓ Refund Policy Applies (see page 7)

nents of the human resource management function. These include selection and placement, EEO and the legal environment, safety, compensation planning, performance appraisal and employee relations.

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

Course Code: 77149 Cost: $100
Date: September 26-October 24, TH, 6-9 pm
Location: Oak Grove Center, Room 4451

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: 77000 Cost: $75
Date: September 12-October 31, TH, 6-8:30 pm
Location: Oak Grove Center, Room 4456

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: 77002 Cost: $70
Date: October 10-October 17, TH, 6-9 pm
Location: Oak Grove Center, Room 4457

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 in 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: 77004 Cost: $75
Date: October 15-October 29, T, 6-9 pm
Location: Oak Grove Center, Room 4457

Supervisory Skills for Today's Work Environment ✓

Today's employees may require different supervisory techniques than previous employees. Learn effective techniques to manage and motivate your staff. This course is designed to benefit both new and experienced supervisors, focusing on the development of interpersonal or "people skills." Topics include fundamental skills of communicating with and managing people, giving orders and instructions, improving employee work habits, delegating effectively, dealing with employee conflicts and complaints, implementing change, using positive discipline and assessing employee performance.

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

Course Code: 77145 Cost: $75
Date: September 9-October 28, M, 6-9 pm
Location: Grady Swisher Center, Room 110

Interpreting in Health and Human Services

Become a Medical Interpreter
Orientation
Wednesday, August 7, 2013
West Campus, Room 16 or Room 36
10 am or 6 pm • Call 336.761.1002

National Standards Practices for Interpreters ✓ (Also offered online)

This course introduces the principles and standards for professional interpreting 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: 76804 Cost: $130
Date: August 19-September 23, MW, 1-4 pm
Location: West Campus, Room 16

Course Code: 76805 Cost: $130
Date: August 19-September 23, MW, 6-9 pm
Location: West Campus, Room 16

Course Code: 76910 Cost: $130
Date: October 7-November 6, MW, 6-9 pm
Location: Oak Grove Center, Room 4456

Spanish/English Legal Terminology for Interpreters ✓

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

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

Course Code: 76843 Cost: $130
Date: September 24-November 14, TTH, 6-9 pm
Location: TBA

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: 76837 Cost: $185
Date: September 3-December 10, TTH, 1-4 pm
Location: West Campus, Room 16

Course Code: 76933 Cost: $185
Date: September 3-December 10, TTH, 6-9 pm
Location: West Campus, Room 16

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: 76908 Cost: $130
Date: September 25-November 6, MW, 6-9 pm
Location: Oak Grove Center, Room 4455

Course Code: 76928 Cost: $130
Date: September 25-November 6, MW, 1-4 pm
Location: West Campus, Room 1

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: 76925 Cost: $130
Date: November 11-December 18, MW, 1-4 pm
Location: West Campus, Room 1

Course Code: 76926 Cost: $130
Date: November 11-December 18, MW, 6-9 pm
Location: Oak Grove Center, Room 4455

Medical Clerical

Check out the
Online/Blackboard Courses
section of this mailer to find more
Medical Clerical courses offered online.

Certified EHR Specialist ✓ JobsNow

This 140-hour course will cover the usage and management of health information and the electronic health record (EHR). This course will introduce the students to the use of health information and the electronic health record for many settings within the health care industry. This course will provide students with a practical understanding of what an electronic health record specialist is and how important they are in 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: 77224 Cost: $185
Date: August 26-November 14, MWTH, 6-9:30 pm
Location: West Campus, Room 27

Course Code: 77300 Cost: $185
Date: September 9-November 14, MTTH, 1-5 pm
Location: Grady Swisher Center, Room 219

Course Code: 77381 Cost: $185
Date: September 30-December 13, MWF, 8:45 am-12:45 pm
Location: West Campus, Room 27

Electronic Medical Records ✓ JobsNow

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

Prerequisite: High school diploma or GED

Course Code: 77323 Cost: $130
Date: September 9-November 4, MW, 6-9 pm
Location: West Campus, Room 122

Course Code: 77330 Cost: $130
Date: October 7-December 2, MF, 9 am-Noon
Location: Grady Swisher Center, Room 219

Course Code: 77356 Cost: $130
Date: November 11, January 22, 2014, MW, 6-9 pm
Location: West Campus, Room 122

Introduction to Medical Terminology (Pharmacy Tech) ✓

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

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

Course Code: 77331 Cost: $75
Date: September 4-October 7, MW, 6-9 pm
Location: Goodwill, Room 306

Medical Office I: Introduction to Terminology and Coding ✓ JobsNOW

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

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

Course Code: 77166 Cost: $185
Date: August 26-December 2, MW, 6-9 pm
Location: Goodwill, Room 120

Course Code: 77291 Cost: $185
Date: September 3-December 3, TTH, 9 am-Noon
Location: West Campus, Room 12

Course Code: 77324 Cost: $185
Date: September 17-December 17, TTH, 6-9 pm
Location: Goodwill, Room 120

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: 77278 Cost: $130
Date: August 27-October 8, TTH, 9 am-Noon
Location: Goodwill, Room 202

Course Code: 77303 Cost: $130
Date: September 9-October 30, MW, 6-9 pm
Location: REACT Center, Computer Lab

Advanced Medical Billing ✓ JobsNOW

This course prepares individuals for healthcare billing positions. Revenue Cycle Management explores the Medical Billing process from the time a claim is submitted to applying payment to an account. Students will work on Electronic Health Record software to investigate denied claims from insurance companies and find solutions for solving these denials.

Prerequisites: High school diploma, GED or equivalent; Basic Computer Skills; Medical Office I, Medical Office II and EMR with Instructor Recommendation OR Certified EHR Specialist OR provide proof of employment in a medical office or facility. Must obtain memo before registration from West Campus, Room 34.

Course Code: 77380 Cost: $130
Date: October 15-December 10, TTH, 9 am-Noon
Location: West Campus, Room 122

Medical Unit Secretary ✓JobsNOW

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

Prerequisite: High school diploma or GED, criminal background check and drug screen

For more information, call 336.761.1002.

Course Code: 72573 Cost: $198
Date: August 14-December 11, TWTH, 9 am-1 pm
Location: Grady Swisher Center, Room 106

Course Code: 77363 Cost: $203
Date: October 7-February 12, MTW, 5-9 pm
Location: REACT Center, Room 7

Course Code: 77272 Cost: $203
Date: August 26-December 14, MTWTH, 6-9 pm
Location: Bob Greene Hall, Room W304

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: 77328 Cost: $130
Date: October 1-November 21, TTH, 6-9 pm
Location: Goodwill, Room 306

Course Code: 77333 Cost: $130
Date: October 21-December 16, MW, 9 am-Noon
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 during each class.

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

Course Code: 77227 Cost: $55
Date: September 7-September 28, S, 9-11 am
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 and tape measure.

Course Code: 77238 Cost: $65
Date: September 9-October 28, M, 9 am-Noon
Location: South Fork Recreation Center

Course Code: 77250 Cost: $65
Date: September 9-October 28, M, 1-4 pm
Location: South Fork Recreation Center

Course Code: 77245 Cost: $65
Date: November 4-December 9, M, 9 am-Noon
Location: South Fork Recreation Center

Course Code: 77248 Cost: $65
Date: November 4-December 9, M, 1-4 pm
Location: South Fork Recreation Center

❖ Refund Policy Applies (see page 7) ✓ Refund Policy Applies (see page 7)

Courses in Forsyth County

Bird Watching: Beginning ❖

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

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

Course Code: 77251 Cost: $65
Date: September 7-October 12, S, 9 am-Noon
Location: West Campus, Room 12

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 $50.

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

Course Code: 77228 Cost: $50
Date: September 3-September 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: 77229 Cost: $45
Date: October 1-October 29, T, 6-8 pm
Location: West Campus, Room 15

Calligraphy ❖

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

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

Course Code: 77322 Cost: $65
Date: September 16-November 4, M, 6-8 pm
Location: South Fork Recreation Center

Crocheting ❖

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

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

Course Code: 77252 Cost: $65
Date: September 4-October 9, W, 1-4 pm
Location: South Fork Recreation Center

Course Code: 77253 Cost: $65
Date: October 23-December 4, W, 1-4 pm
Location: South Fork Recreation Center

Digital Photography Beginning ❖

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

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

Course Code: 77302 Cost: $35
Date: September 7, S-9 am-Noon
Location: West Campus, Room 122

Course Code: 77304 Cost: $35
Date: September 14, S, 9 am-Noon
Location: West Campus, Room 122

Course Code: 77306 Cost: $35
Date: October 5, S, 9 am-Noon
Location: West Campus, Room 122

Course Code: 77307 Cost: $35
Date: October 12, 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: 77305 Cost: $35
Date: September 21, S, 9 am-Noon
Location: West Campus, Room 122

Course Code: 77308 Cost: $35
Date: November 2, S, 9 am-Noon
Location: West Campus, Room 122

Drawing: Basic Technique/Color ❖

This two-fold class offers basic black and white drawing techniques for the beginner or for those wishing to get back to drawing basics. The black and white drawing is suitable for all levels of experience. This class also continues the established basic colored pencil techniques course for those ready to learn about color and this versatile medium. Those wishing to focus on colored pencil should have some previous drawing experience.

NOTE: When buying supplies students should buy either Basic Drawing Supplies or Drawing in Color Supplies but not both.

Course Code: 77393 Cost: $65
Date: August 22-October 10, TH, 9 am-Noon
Location: Miller Park Recreation Center

Course Code: 77394 Cost: $65
Date: October 24-December 5, 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: 77270 Cost: $85
Date: October 15-November 19, 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: 77514 Cost: $35
Date: October 12, 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: 77276 Cost: $35
Date: September 10, T, 6-9 pm
Location: South Fork Recreation Center

Course Code: 77277 Cost: $35
Date: October 8, T, 1-4 pm
Location: South Fork Recreation Center

Courses in Forsyth County

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: 77286 Cost: $65
Date: September 5-October 24, TH, 9:30 am-12:30 pm
Location: West Campus, Room 15

Course Code: 77287 Cost: $65
Date: October 31-December 12, TH, 9:30 am-12:30 pm
Location: West Campus, Room 15

Painting: Oil All Levels ❖

All levels of students from beginners to advance will meet to explore the proper use of this exciting medium; especially color mixing, application and brush techniques. We will work from photos and nature while studying the styles of the master oil painters.

NOTE: Only odorless turpentine, such as clear Turpenoid, will be used in the classroom. No water based oils. A supply list will be given at registration and will be thoroughly explained during the first class.

Course Code: 77288 Cost: $65
Date: August 28-October 23, W, 9 am-Noon
Location: West Campus, Room 15

Course Code: 77289 Cost: $65
Date: November 6-December 11, 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: 77293 Cost: $65
Date: August 28-October 16, W, 1-4 pm
Location: South Fork Recreation Center

Course Code: 77290 Cost: $65
Date: September 6-October 25, F, 9:30 am-12:30 pm
Location: West Campus, Room 15

Course Code: 77295 Cost: $65
Date: October 30-December 11, W, 1-4 pm
Location: South Fork Recreation Center

Course Code: 77292 Cost: $65
Date: November 1-December 13, F, 9:30 am-12:30 pm
Location: West Campus, Room 34

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.

Prerequisite: Digital Photography Beginning and Intermediate

NOTE: Students should bring to class, paper, pencil, DSLR camera with lenses and owner's manual and a USB flash drive with at least 2 gigabytes of memory. Students may also find it useful to bring a card reader to class.

Course Code: 77299 Cost: $85
Date: August 19-October 14, M, 6-9 pm
Location: Transportation Center, Room 146

Course Code: 77301 Cost: $85
Date: October 28-December 16, M, 6-9 pm
Location: Transportation Center, Room 146

Picture Framing and Matting ❖

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

NOTE: You must provide your own supplies; the cost depends on the project. The first class is a demonstration for beginners, and you will receive information about where to get supplies.

Course Code: 77297 Cost: $85
Date: September 7-October 12, S, 9 am-Noon
Location: West Campus, Room 34

Course Code: 77220 Cost: $85
Date: September 9-October 14, M, 6-9 pm
Location: West Campus, Room 34

Course Code: 77298 Cost: $85
Date: October 26-December 7, S, 9 am-Noon
Location: West Campus, Room 34

Course Code: 77225 Cost: $85
Date: October 28-December 2, M, 6-9 pm
Location: West Campus, Room 34

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: 77311 Cost: $95
Date: August 21-October 16, W, 6-9 pm
Location: West Campus, Room 34

Course Code: 77315 Cost: $75
Date: October 8-November 26, T, 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: 77316 Cost: $95
Date: August 29-October 17, TH, 6-9 pm
Location: West Campus, Room 34

Course Code: 77317 Cost: $75
Date: October 31-December 12, 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: 77320 Cost: $75
Date: August 20-September 24, T, 6-9 pm
Location: Carolina Building, Room 141

Course Code: 77321 Cost: $75
Date: October 22-November 26, T, 6-9 pm
Location: Carolina Building, Room 141

Wreath Making ❖

Decorate your home or give a gift of a fabulous one of a kind wreath.

In this class, students will learn to make a beautiful handmade wreath to take home. Depending on the date of the class, students will make a fall grapevine or an artificial evergreen wreath. The cost of the wreath and materials are included in the registration fee.

NOTE: Supplies needed are pliers, scissors and wire cutters.

Course Code: 77215 Cost: $35
Date: October 19, S, 9 am-Noon
Location: West Campus, Room 15

Dance, Music and Exercise

Dance: Ballroom ❖

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

Course Code: 77255 Cost: $35
Date: October 1-October 22, T, 7-8:30 pm
Location: Little Creek Recreation Center

❖ Refund Policy Applies (see page 7) ✓ Refund Policy Applies (see page 7)

Courses in Forsyth County

Dance: Rhythm & Movement ❖ NEW!

Come learn rhythmic body shaping dance movements, designed to move the body in ways that promote exercise, relieve stress and increase mobility while feeling good! Don't give in to health problems; get into healthy solutions. Come have fun and "let's get down!"

Course Code: 77702 Cost: $35
Date: September 5-October 10, TH, 6:30-7:30 pm
Location: Rupert Bell Community Center

Course Code: 77704 Cost: $35
Date: September 9-October 14, M, 6:30-7:30 pm
Location: Little Creek Recreation Center

Dance: Salsa & Latin ❖

Treat yourself to exercise that is both healthy and fun with the hottest moves happening in the world of hip-hop and Latin dancing. You do not need a partner or any experience. Beginners are welcome.

Course Code: 77257 Cost: $35
Date: September 9-October 14, M, 7:15-8:15 pm
Location: Fred Astaire Dance Studio

Course Code: 77259 Cost: $35
Date: October 21-November 25, M, 7:15-8:15 pm
Location: Fred Astaire Dance Studio

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: 77263 Cost: $35
Date: September 5-September 26, TH, 7-8:30 pm
Location: Little Creek Recreation Center

Course Code: 77264 Cost: $35
Date: October 10-November 7, 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

Course Code: 77281 Cost: $45
Date: August 22-September 26, TH, 6:30-8 pm
Location: Little Creek Recreation Center

Course Code: 77280 Cost: $45
Date: October 10-November 21, TH, 6:30-8 pm
Location: Little Creek Recreation Center

Music: Mountain Dulcimer Intermediate ❖

Increase your skills and decrease the stress by continuing with our intermediate class. Students will gain more confidence through practice and participation in this course. Students will gain a better understanding of music theory and will enjoy playing with others while receiving quality instruction.

NOTE: Students must bring their own Dulcimer, music stand and music from the beginning course.

Course Code: 77283 Cost: $45
Date: September 9-October 14, M, 10-11:30 am
Location: South Fork Recreation Center

Course Code: 77284 Cost: $45
Date: October 28-December 2, M, 10-11:30 am
Location: South Fork Recreation Center

Yoga ❖

Relieve stress and develop focus through yoga. Learn how to breathe efficiently thereby lowering stress with basic yoga poses and relaxation techniques that promote balance and harmony within the body and mind. A trained instructor will analyze and work on improving individual posture. Register soon as space is limited!

NOTE: You will need to bring to class a yoga mat, yoga block, yoga strap and towel. Wear comfortable shoes and clothes.

Course Code: 77212 Cost: $35
Date: September 9-September 30, M, 6:45-8:15 pm
Location: St. Timothy's Episcopal Church

Course Code: 77211 Cost: $35
Date: October 14-November 4, M, 6:45-8:15 pm
Location: St. Timothy's Episcopal Church

Foreign Language

Check out the
Online/Blackboard Courses
section of this mailer to find more
Foreign Language courses offered online.

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: 77274 Cost: $85
Date: September 9-October 28, M, 6:30-8:30 pm
Location: Oak Grove Center, Room 4457

Spanish I ✓

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

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

Course Code: 76801 Cost: $75
Date: August 19-October 14, M, 6-9 pm
Location: Oak Grove Center, Room 4456

Course Code: 76840 Cost: $75
Date: August 22-October 10, TH, 9 am-Noon
Location: West Campus, Room 123

Spanish II ✓

This course is a continuation of Spanish I and is designed to further develop your listening, reading, writing and speaking skills in Spanish.

Prerequisite: Spanish I or equivalent Spanish language exposure

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

Course Code: 76833 Cost: $75
Date: August 20-October 8, T, 6-9 pm
Location: Oak Grove Center, Room 4457

Course Code: 76838 Cost: $75
Date: August 21-October 16, W, 9 am-Noon
Location: West Campus, Room 16

Course Code: 76923 Cost: $75
Date: October 24-December 19, TH, 9 am-Noon
Location: West Campus, Room 16

Course Code: 76924 Cost: $75
Date: October 28-December 16, M, 6-9 pm
Location: Oak Grove Center, Room 4456

Spanish III ✓

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

Prerequisite: Spanish II or equivalent Spanish language exposure

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

Course Code: 76802 Cost: $75
Date: August 19-October 14, M, 9 am-Noon
Location: West Campus, Room 16

Course Code: 76839 Cost: $75
Date: August 21-October 16, W, 6-9 pm
Location: Oak Grove Center, Room 4458

Course Code: 76914 Cost: $75
Date: October 22-December 17, T, 6-9 pm
Location: Oak Grove Center, Room 4450

Course Code: 76921 Cost: $75
Date: October 23-December 18, W, 9 am-Noon
Location: West Campus, Room 17

Spanish IV ✓

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

Prerequisite: Spanish III or equivalent Spanish language exposure

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

Course Code: 76911 Cost: $75
Date: October 21-December 16, M, 9 am-Noon
Location: West Campus, Room 16

Course Code: 76922 Cost: $75
Date: October 23-December 18, W, 6-9 pm
Location: Oak Grove Center, Room 4458

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 Mechtild Montgomery Language Lab.

Course Code: 76930 Cost: $75
Date: August 20-October 8, T, 6-9 pm
Location: Oak Grove Center, Room 4451

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 Mechtild Montgomery Language Lab.

Course Code: 76803 Cost: $75
Date: August 19-October 14, M, 9 am-Noon
Location: West Campus, Room 17

Course Code: 76913 Cost: $75
Date: October 22-December 17, T, 6-9 pm
Location: Bob Greene Hall, Room W231

Spanish VIII ✓

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

Prerequisite: Spanish VII or equivalent Spanish language exposure

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

Course Code: 76912 Cost: $75
Date: October 21-December 16, M, 9 am-Noon
Location: West Campus, Room 17

Spanish Advance + Grammar & Conversation ❖

This upper-level course is designed to address advanced conversational and grammatical concepts. The class is designed for students that are fluent in Spanish and have taken all levels of Spanish at Forsyth Tech. The class is conducted totally in Spanish.

NOTE: This class is recommended for students who have completed Spanish I-VII, Basic, Intermediate and Advanced Conversation or already possess a high fluency in Spanish.

Course Code: 76836 Cost: $70
Date: August 20-October 8, T, 9-11 am
Location: Polo Park Recreation Center

Course Code: 76917 Cost: $70
Date: October 22-December 17, T, 9-11 am
Location: Polo Park Recreation Center

Spanish for Bank Tellers ✓

This is a detailed language course that provides conversational Spanish for bank personnel to better assist their Spanish-speaking customers. Participants will be able to greet customers, cash checks, assist customers with deposits and withdrawals, verify identification, obtain basic information and learn about the Hispanic culture.

Course Code: 76920 Cost: $75
Date: October 22-November 14, TTH, 6-9 pm
Location: Bob Greene Hall, Room 279

Spanish for Healthcare Professionals ✓

This class is designed to teach non-Spanish speaking physician assistants conversational Spanish language skills to communicate with Spanish speaking patients. Students develop basic communicative skills in listening, speaking, reading and writing in Spanish. The class will provide you with a level of competency sufficient to meet survival medical care needs.

NOTE: No prior knowledge of Spanish is necessary.

Course Code: 76927 Cost: $75
Date: November 19-December 19, TTH, 6-9 pm
Location: Bob Greene Hall, Room 279

Spanish for School Teachers ✓

This class is a comprehensive program designed to provide functional Spanish language skills for school personnel who have occasional contact with Spanish speaking students. It also includes extensive training for non-Spanish speaking classroom teachers who have Spanish speaking children in their classroom.

Course Code: 76841 Cost: $75
Date: September 10-October 17, TTH, 4:30-6:30 pm
Location: TBA

Professional and Career Development

Administrative Assistant Training ✓

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

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

Course Code: 77065 Cost: $130
Date: September 17-December 10, T, 6-9 pm
Location: Oak Grove Center, Room 4451

AutoCAD ✓

This course begins with an introduction to Computer Aided Drafting and AutoCAD's drawing menus and toolbars. The class progresses to intermediate and advanced drawing, editing techniques and also includes an introduction to 3-D Computer Aided Drafting.

Prerequisite: A basic understanding of the Microsoft Windows operating system

Course Code: 76899 Cost: $130
Date: September 18-December 18, W, 6-9 pm
Location: West Campus, Room 1

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: Person must be 21 or older to register.

Course Code: 77415 Cost: $75
Date: September 9-October 28, M, 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 8th grade reading and 5th grade math on the Placement Tests.

NOTE: There is an additional fee of $188, payable to the Second Harvest Food Bank to cover drug screening, criminal background check and ServSafe certification. Payment is due in full by the first day of class.

Course Code: 77327 Cost: $185
Date: August 16-November 15, MTWTHF, 8:30 am-3 pm
Location: Second Harvest Food Bank

Course Code: 77449 Cost: $185
Date: September 24-December 19, MTWTHF, 8:30 am-3 pm
Location: Second Harvest Food Bank

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.

❖ Refund Policy Applies (see page 7) ✓ Refund Policy Applies (see page 7)

Course Code: 76868 Cost: $75
Date: September 12-September 13, THF, 8 am-3 pm
Location: West Campus, Room 17

Course Code: 76871 Cost: $75
Date: December 5-December 6, THF, 8 am-3 pm
Location: West Campus, Room 17

Dog Grooming: Beginning ❖

This course will include basic dog anatomy, health and safety, recognizing normal and abnormal conditions, safe handling techniques, knowledge of basic grooming tools and pro's and con's of shampoos, conditioners and fur enhancing products. Students will learn applying techniques for basic grooming for pre-bath preparations, safe bathing, drying and scissoring, nail trimming, dremeling and filing and finishing techniques such as brushing and scissoring.

Course Code: 77063 Cost: $200
Date: September 12-October 30, WTH, 6-9 pm
Location: Mt. Tabor Boarding & Grooming

Dog Grooming: Advanced ❖

This course builds on the skills learned in the beginning dog grooming class. Topics covered will include dog breed groupings, breed patterns, styling techniques of particular breeds, grooming senior and neglected pets.

Course Code: 77059 Cost: $200
Date: September 10-October 29, T, 6-9 pm
Location: Mt. Tabor Boarding & Grooming

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: 76993 Cost: $75
Date: August 27-October 15, T, 6-9 pm
Location: Oak Grove Center, Room 4456

Notary Public Education ❖

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

NOTE: This course requires a textbook.

Course Code: 77743 Cost: $60
Date: August 27-August 29, TTH, 6-9 pm
Location: West Campus, Room 14

Course Code: 77784 Cost: $60
Date: September 17-September 19, TTH, 6-9 pm
Location: West Campus, Room 36

Course Code: 78018 Cost: $60
Date: September 24-September 26, TTH, 1-4 pm
Location: West Campus, Room 36

Course Code: 77801 Cost: $60
Date: October 1-October 3, TTH, 6-9 pm
Location: West Campus, Room 36

Course Code: 77841 Cost: $60
Date: October 29, T, 9 am-4 pm
Location: West Campus, Room 36

Course Code: 77851 Cost: $60
Date: November 7, TH, 9 am-4 pm
Location: West Campus, Room 36

Course Code: 77868 Cost: $60
Date: November 19-November 21, TTH, 1-4 pm
Location: West Campus, Room 36

Course Code: 77882 Cost: $60
Date: December 10-December 12, TTH, 6-9 pm
Location: West Campus, Room 36

Office Technology ✓ JobsNOW

Prepare for employment as an office assistant, secretary or data-entry specialist. Learn keyboarding, Microsoft Office software (Word, Excel, Access and PowerPoint) and employability skills. Get the office skills necessary to advance your career!

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

Course Code: 72543 Cost: $185
Date: September 3-October 31, MTWTH, 8:30 am-12:30 pm
Location: Goodwill, Room 302

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: 77230 Cost: $75
Date: September 3-September 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 1 lb. box of Dixie powdered sugar, 2 bags of mini marshmallows' and 1 pkg. Crisco solid sticks. Students will need to purchase supplies. Simply choose the cake you would like to make and buy the supplies listed for that cake. Students must have supplies the first night of class.

Course Code: 77236 Cost: $75
Date: December 2-December 5, 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: 77233 Cost: $75
Date: October 14-October 17, 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 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.

Course Code: 77447 Cost: $75
Date: September 18-September 19, W, 8 am-5 pm; TH, 9 am-1 pm
Location: West Campus, Room 29

SHRM Exam Prep ❖

Now is the time to prepare for the Professional in Human Resources (PHR®) or Senior Professional in Human Resources (SPHR®) certification exam. This intensive 14-week course features the most recent SHRM® Human Resource Learning System and is designed for managers and staff with experience in general management or human resource management. By attending this course, you get the added benefits of an experienced instructor, interaction with peers and a structured classroom environment that enhances learning and helps keep you on track. Additionally, you will receive one year of online access to practice exams, case studies and valuable study materials. You will share real-world experiences with other HR professionals that can improve your workplace

effectiveness immediately. We offer this course in cooperation with the Society for Human Resource Management (SHRM) and the Winston-Salem SHRM Chapter.
Course Code: 76737 Cost: $845
Date: September 10-December 10, T, 6-9 pm
Location: Oak Grove Center, Room 4458

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: 77711 Cost: $130
Date: September 9-October 14, MW, 6-9 pm
Location: TBA

Course Code: 77712 Cost: $130
Date: October 21-November 27, MW, 6-9 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: 76861 Cost: $75
Date: September 10, T, 8 am-3 pm
Location: West Campus, Room 1

Course Code: 76869 Cost: $75
Date: October 12, S, 8 am-3 pm
Location: West Campus, Room 1

Course Code: 76870 Cost: $75
Date: November 12, T, 8 am-3 pm
Location: West Campus, Room 1

Course Code: 76872 Cost: $75
Date: December 10, T, 8 am-3 pm
Location: West Campus, Room 1

Veterinary Assistant Training: Beginning ✓JobsNOW

Course topics will include basic small animal and laboratory animal anatomy, animal safety, handling/controlling small animals and laboratory animals, parasite recognition, zoonotic disease awareness and basic animal diseases. Regulations and requirements will also be discussed for laboratory animal facilities and veterinary facilities. Simple business operations will also be discussed including proper veterinary-client, veterinary-patient relationship and veterinarian-veterinarian assistant relationship. No hands-on experience with live animals is included in this course.
Course Code: 76995 Cost: $130
Date: August 28-December 11, W, 6:30-9 pm
Location: REACT Center, Room 6

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.

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. Registration by phone or walk-in only.

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

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

10 Biggest Mistakes that Entrepreneurs Make and How to Avoid Them

Research has shown that there are 10 common mistakes that prevent most entrepreneurs from becoming successful. These mistakes, and how to avoid or correct them, will be covered in this seminar. We believe this seminar will lead you in the proper direction and ensure your success.
Course Code: 77886 Cost: FREE
Date: August 29, TH, 6-9 pm
Location: Small Business Center, Suite 105

Course Code: 77887 Cost: FREE
Date: October 8, T, 1-4 pm
Location: Small Business Center, Suite 105

Being More Productive by Saying "NO"

Business owners are confronted by many choices every day. In order to be more productive, we need to know when and how to say "yes" to opportunities that will enhance productivity. We also need to know when and how to say "no" to opportunities that will interrupt productivity. Participants will develop criteria to evaluate the choices that are presented to them.
Course Code: 77875 Cost: FREE
Date: November 26, T, 2-5 pm
Location: Small Business Center, Suite 105

Blogging for Small Business

Participants will learn what blogging is as well as the basics of how to share useful information and stories with their audience that can demonstrate their industry expertise. Small businesses that blog know that it is a great tool to create leads and business opportunities. Blogging also helps to build awareness of their business solutions and/or services.
Course Code: 77798 Cost: FREE
Date: October 1, T, 1-4 pm
Location: Small Business Center, Suite 105

Course Code: 77855 Cost: FREE
Date: November 11, M, 6-9 pm
Location: Small Business Center, Suite 105

❖ Refund Policy Applies (see page 7) ✓ Refund Policy Applies (see page 7)

Courses in Forsyth County

Bookkeeping Made Easy

This seminar answers basic bookkeeping questions for new and prospective business owners. It covers topics like: accrual and cash basis accounting, what are expenses and revenues, bookkeeping options including manual and software systems, outsourcing and what does your business actually need when it comes to bookkeeping? The presenter provides participants with down to earth suggestions that are practical and easy to follow.

Course Code: 77833 Cost: FREE
Date: October 23, W, 6-8 pm
Location: Small Business Center, Suite 105

Business Guide to Basic Bookkeeping with QuickBooks Pro

This seminar shares a practical working example of a QuickBooks Pro company file that employs an "after the fact" approach to recordkeeping as well as using QuickBooks in the simplest way possible. This seminar will focus on recording your business transactions "after the fact" (the way most businesses start out) and will cover examples of how to: (1) set up a simple chart of accounts for profit & loss reporting, (2) use the check register to enter data, (3) record deposits & summarize sales information and (4) reconcile the bank account and keep the check stub balance.

Course Code: 77910 Cost: FREE
Date: December 3, T, 1-4 pm
Location: Small Business Center, Suite 105

Clueless About Accounting

Designed for the business owner and others interested in learning more about accounting, this seminar breaks accounting theory into bite-sized chunks that are easy to swallow! Learn the basics of the accounting cycle, understand how transactions are tracked in the general ledger, and learn how to use debits and credits to record transactions using the "double-entry" method. If you own a business and use accounting software like QuickBooks, or would like to understand the nuts and bolts of accounting theory, this seminar is for you.

Course Code: 77907 Cost: FREE
Date: November 19, T, 2-5 pm
Location: Small Business Center, Suite 105

Creating a LinkedIn Profile & Company Page for Small Business

Using LinkedIn to contribute, collaborate, connect and cram (research) is different than just "having a profile." In this workshop we will help you to setup your professional profile and create your LinkedIn Company Page. This will help you to get started with social media activities needed to connect and grow your business.

NOTE: Limited to 14 and you must have an ongoing business to attend this lab.

Course Code: 77782 Cost: FREE
Date: September 17, T, 1-4 pm
Location: Small Business Center, Suite 105

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: 77745 Cost: FREE
Date: August 28, W, 6-9 pm
Location: Small Business Center, Suite 105

Course Code: 77859 Cost: FREE
Date: November 13, W, 6-9 pm
Location: Small Business Center, Suite 105

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: 77748 Cost: FREE
Date: September 3, T, 6-9 pm
Location: Grady Swisher Center, Room 212

Course Code: 77790 Cost: FREE
Date: September 23, M, 1-4 pm
Location: Small Business Center, Suite 105

Course Code: 77872 Cost: FREE
Date: November 21, TH, 6-9 pm
Location: Small Business Center, Suite 105

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: 77742 Cost: FREE
Date: August 27, T, 6-9 pm
Location: Grady Swisher Center, Room 212

Course Code: 77763 Cost: FREE
Date: September 16, M, 1-4 pm
Location: Small Business Center, Suite 105

Course Code: 77861 Cost: FREE
Date: November 14, TH, 6-9 pm
Location: Small Business Center, Suite 105

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: 77737 Cost: FREE
Date: August 20, T, 6-9 pm
Location: Grady Swisher Center, Room 212

Course Code: 77752 Cost: FREE
Date: September 9, M, 1-4 pm
Location: Small Business Center, Suite 105

Course Code: 77853 Cost: FREE
Date: November 7, TH, 6-9 pm
Location: Small Business Center, Suite 105

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?

Course Code: 77863 Cost: FREE
Date: November 18, M, 6-9 pm
Location: Small Business Center, Suite 105

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.

Course Code: 77873 Cost: FREE
Date: November 25, M, 6-9 pm
Location: Small Business Center, Suite 105

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.

Course Code: 77876 Cost: FREE
Date: December 2, M, 6-9 pm
Location: Small Business Center, Suite 105

Courses in Forsyth County

Enhancing Business Success

There is a direct correlation between effective leadership and business success. This course teaches leaders how to enhance their business success through the effective use of well-developed leadership skills. More than a theoretical discussion, participants will explore one of their own responsibilities or objectives, the results of which will be enhanced through the use of leadership skills learned during the seminar.

Course Code: 77804 Cost: FREE
Date: October 2, W, 2-5 pm
Location: Small Business Center, Suite 105

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: 77738 Cost: FREE
Date: August 21, W, 6-9 pm
Location: Small Business Center, Suite 105

Course Code: 77849 Cost: FREE
Date: November 6, W, 6-9 pm
Location: Small Business Center, Suite 105

Facebook for Small Business

If your business targets consumers, Facebook pages provide a great resource to connect, engage and build relationships that provide opportunities to drive customers to your store and website. We will show you how to get started, how to manage and engage with your followers in a way to drive business opportunities.

Course Code: 77888 Cost: FREE
Date: September 24, T, 1-4 pm
Location: Small Business Center, Suite 105

Course Code: 77895 Cost: FREE
Date: November 4, M, 6-9 pm
Location: Small Business Center, Suite 105

Financial Statements for Your Business Plan (Balance Sheet)

This seminar answers the questions most often asked by business owners and those writing a business plan: What is on a balance sheet and why does it "balance"? What is owner's equity? Why does my business need a balance sheet? How can I prepare a balance sheet if I am already in business?

Course Code: 77788 Cost: FREE
Date: September 19, TH, 6-8 pm
Location: Small Business Center, Suite 105

Financial Statements for Your Business Plan (Profit & Loss Statement)

This seminar is an insightful overview that addresses the basics of preparing a profit and loss statement. Includes information on how to prepare a profit and loss statement; the "cost of goods sold" section and how it differs for retail and service-based business; the cash and accrual basis method of accounting and how historical data can help you manage your business.

Course Code: 77793 Cost: FREE
Date: September 23, M, 6-8 pm
Location: Small Business Center, Suite 105

Grant Writing/Grant Seeking 101

This three-part seminar is designed for individuals and small business owners 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: 77885 Cost: FREE
Date: August 22, TH, 1-4 pm
Location: Small Business Center, Suite 105

Course Code: 77820 Cost: FREE
Date: October 17, TH, 6-9 pm
Location: Small Business Center, Suite 105

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 336.631.1320 or email SBC@forsythtech.edu

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: 77746 Cost: FREE
Date: August 29, TH, 1-4 pm
Location: Small Business Center, Suite 105

Course Code: 77836 Cost: FREE
Date: October 24, TH, 6-9 pm
Location: Small Business Center, Suite 105

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: 77751 Cost: FREE
Date: September 5, TH, 1-4 pm
Location: Small Business Center, Suite 105

Course Code: 77844 Cost: FREE
Date: October 31, TH, 6-9 pm
Location: Small Business Center, Suite 105

How to Set Up QuickBooks Pro

This seminar covers the important basics necessary to setting up a company data file in QuickBooks. Topics include the chart of accounts, setting up users, understanding the basics of financial statements, creating a balance sheet for an ongoing business, backing up data files, and an open question and answer period for participants.

Course Code: 77806 Cost: FREE
Date: October 3, TH, 3-5 pm
Location: Small Business Center, Suite 105

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: 77760 Cost: FREE
Date: September 11, W, 6-9 pm
Location: Small Business Center, Suite 105

Course Code: 77880 Cost: FREE
Date: December 4, W, 6-9 pm
Location: Small Business Center, Suite 105

❖ Refund Policy Applies (see page 7) ✓ Refund Policy Applies (see page 7)

Courses in Forsyth County

iPad/Tablet for Small Business

Small business owners will explore ways to enhance effectiveness leading to greater business success. Do you use your calendar(s)? Can you stay on top of your email messages? Have you stored and edited documents? We will cover these topics and more, such as note taking, to do lists and using external resources. Learn how to use current technology to make your business grow! Please bring your iPad/Tablet to this workshop.

Course Code: 77890 Cost: FREE
Date: September 4, W, 2-4 pm
Location: Small Business Center, Suite 105

Course Code: 77891 Cost: FREE
Date: October 30, W, 2-4 pm
Location: Small Business Center, Suite 105

Course Code: 77892 Cost: FREE
Date: December 4, W, 2-4 pm
Location: Small Business Center, Suite 105

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: 77750 Cost: FREE
Date: September 4, W, 6-9 pm
Location: Small Business Center, Suite 105

Course Code: 77870 Cost: FREE
Date: November 20, W, 6-9 pm
Location: Small Business Center, Suite 105

Key Leadership Skills for Small Business Owners

To be effective business owners we must develop our abilities to maintain good relationships and bring out the best in others. This seminar teaches participants how to accomplish their objectives through and with the help of other people. Participants will explore essential interaction skills and assess their strengths and weaknesses. They will be better prepared to meet today's challenges as business owners.

Course Code: 77744 Cost: FREE
Date: August 28, W, 2-5 pm
Location: Small Business Center, Suite 105

Leading Change during a Challenging Economic Environment

In our fast-paced, highly-competitive business environment, the economy and changes in technology often cause businesses to change their approach to conducting business just to stay competitive. This seminar will teach business owners about their need to adapt and initiate needed changes. They will explore ways to implement needed changes to increase the likelihood of success. They will also discuss ways to overcome negative effects of change, which ultimately impacts their ability to meet customer needs.

Course Code: 77759 Cost: FREE
Date: September 11, W, 2-5 pm
Location: Small Business Center, Suite 105

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: 77755 Cost: FREE
Date: September 10, T, 1-4 pm
Location: Small Business Center, Suite 105

Course Code: 77839 Cost: FREE
Date: October 28, M, 6-9 pm
Location: Small Business Center, Suite 105

Networking for Mutual Benefit

"Networking for Mutual Benefit," is a key activity in developing relationships that can propel careers, increase revenues and uncover business opportunities. Do not just collect business cards, instead begin networking for mutual benefit, and business success will be far more rewarding.

Course Code: 77735 Cost: FREE
Date: August 20, T, 1-4 pm
Location: Small Business Center, Suite 105

Course Code: 77809 Cost: FREE
Date: October 7, M, 6-9 pm
Location: Small Business Center, Suite 105

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: 77754 Cost: FREE
Date: September 10, T, 3-5 pm
Location: Small Business Center, Suite 105

Course Code: 77811 Cost: FREE
Date: October 8, T, 3-5 pm
Location: Small Business Center, Suite 105

Course Code: 78020 Cost: FREE
Date: November 12, T, 3-5 pm
Location: Small Business Center, Suite 105

Course Code: 77881 Cost: FREE
Date: December 10, T, 3-5 pm
Location: Small Business Center, Suite 105

Professionalism - Why It Matters

There is a direct correlation between how a business owner is viewed and opportunities for business success. This seminar will teach participants how to maximize the perception that others maintain about them. Participants will be challenged to create action plans to enhance their professionalism and leadership skills.

Course Code: 77831 Cost: FREE
Date: October 23, W, 2-5 pm
Location: Small Business Center, Suite 105

Course Code: 77883 Cost: FREE
Date: December 11, W, 2-5 pm
Location: Small Business Center, Suite 105

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: 77786 Cost: FREE
Date: September 18, W, 6-9 pm
Location: Small Business Center, Suite 105

Course Code: 77884 Cost: FREE
Date: December 11, W, 6-9 pm
Location: Small Business Center, Suite 105

Selling Process for Small Business (Talk the Talk)

"People buy from people they know, like and trust". Small business owners will learn the first step in the selling process is to make the customer feel comfortable. Participants will take a DISC personality assessment to identify their selling style and use it to better understand how to talk with customers.

Course Code: 77902 Cost: FREE
Date: August 19, M, 6-9 pm
Location: Small Business Center, Suite 105

Courses in Forsyth County

Setting Up Your Facebook Page for Small Business

If your business targets consumers, Facebook pages provide a great resource to connect, engage and build relationships that provide opportunities to drive customers to your store and website. We will help you get started, setup your page, add administrators and insert your logo in order to begin building connections that drive business opportunities thru social media. This seminar is limited to 14 participants.

Prerequisite: Access to your email from any computer and a personal Facebook account

Course Code: 77897 Cost: FREE
Date: September 30, M, 6-9 pm
Location: Small Business Center, Suite 105

Small Business Owner Elevator Sales Pitch ('So what?')

Sales people will talk for hours about all the wonderful things their product or service can do. Usually that approach gets prospects running for the door. Participants will learn how to craft and deliver a 30-second core story that quickly establishes value in the mind of the right person...the prospect.

Course Code: 77900 Cost: FREE
Date: September 9, M, 6-9 pm
Location: Small Business Center, Suite 105

Small Business Owners Selling Tactics (Know your Enemy)

Buyers hold the checkbook so it's important that small business owners know what's important to them. Sales people often make the mistake of assuming that prospects only want the lowest price. But is that all there is? Participants will learn how buyers buy and what goes through the buyer's mind as they consider a product or service. Understanding the buyer is a key skill for all sales people.

Course Code: 77893 Cost: FREE
Date: August 26, M, 6-9 pm
Location: Small Business Center, Suite 105

Small Business Owners Steps to Making the Sale (Finding Buyers)

Small business owners have great products and services, but now what? How do they find buyers? Participants will learn several ways to find, meet, capture buyers and make the sale.

Course Code: 77889 Cost: FREE
Date: September 16, M, 6-9 pm
Location: Small Business Center, Suite 105

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: 77741 Cost: FREE
Date: August 27, T, 1-4 pm
Location: Small Business Center, Suite 105

Course Code: 77826 Cost: FREE
Date: October 21, M, 6-9 pm
Location: Small Business Center, Suite 105

Time Management Tips and Tricks for Small Business Owners

Do people always seem to wait on you to show up? Do you regularly miss deadlines? Do your responsibilities seem to be out of control? If so, this workshop is for you. Unfortunately, there is no secret formula that always works for everyone. Business owners will learn about several time management strategies and select some of them to add to their own arsenal.

Course Code: 77847 Cost: FREE
Date: November 6, W, 2-5 pm
Location: Small Business Center, Suite 105

Track the Numbers

This foundational seminar will focus on the "what, why and how" of the profit and loss statement. Learn what numbers you should pay attention to, why and how to determine a break-even point for your business. Understand "the cost of goods sold section" on the profit and loss statement and the difference between accrual and cash basis method of accounting. This is a great primer for the non-accountant.

Course Code: 77815 Cost: FREE
Date: October 10, TH, 6-8 pm
Location: Small Business Center, Suite 105

Website Building 101 for Small Businesses

If you are a small business owner or individual who wants to take your business to the next level by creating a web presence, then this beginning web design class is right for you. This seminar can help you quickly and efficiently design a website for your business with little technical knowledge. Don't continue to lose valuable clients because you lack a web presence. A website can be a valuable marketing tool that your business cannot continue to do without. This seminar will share with you various resources available to help you quickly build a web site in a short period of time.

Course Code: 77903 Cost: FREE
Date: August 22, TH, 6-9 pm
Location: Small Business Center, Suite 105

Course Code: 77905 Cost: FREE
Date: September 30, M, 1-4 pm
Location: Small Business Center, Suite 105

Special Interest

Astronomy ❖

This course is a survey of astronomy. Participants taking this course will cover broadly the history of astronomy, types and uses of telescopes, astronomy measurements, the solar system, constellations, nebula and our Milky Way galaxy and other galaxies. In addition, participants will discuss Quasars, black holes and theories of the universe's creation.

Course Code: 77216 Cost: $50
Date: September 26-October 24, TH, 6:30-8:30 pm
Location: Sci Works

Estate Planning ❖

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

Course Code: 77269 Cost: $55
Date: October 31-December19, TH, 6:30-8:30 pm
Location: Oak Grove Center, Room 4457

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: 77273 Cost: $55
Date: October 8-November 12, T, 6:30-8:30 pm
Location: Oak Grove Center, Room 4450

Retirement Planning Today

This comprehensive course helps you see the "big picture." It examines many aspects of personal finance and how they can work together to create an integrated retirement plan. This course will help you assess your financial situation and develop a personalized plan to achieve your retirement goals.

Course Code: 77309 Cost: $55
Date: August 27-October 1, T, 6:30-8:30 pm
Location: Oak Grove Center, Room 4450

Sign Language I ❖

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

NOTE: You will need to purchase a book.

Course Code: 77310 Cost: $95
Date: September 19-October 24, TH, 6-9 pm
Location: Taylor Park Recreation Center

Wedding Planning ❖

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

Course Code: 77318 Cost: $55
Date: October 3-October 17, TH, 6-9 pm
Location: Polo Park Recreation Center

❖ Refund Policy Applies (see page 7) ✓ Refund Policy Applies (see page 7)

Courses in Forsyth County

Wildlife Rehabilitation ❖

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

Course Code: 77319 Cost: $50
Date: September 5-November 21, TH, 6-9 pm
Location: Oak Grove Center, Room 4450

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: 72127 Cost: $70
Date: August 13-August 14, TW, 6-10 pm
Location: Transportation Center, Room 244

Course Code: 72128 Cost: $70
Date: August 14, W, 8 am-5 pm
Location: Transportation Center, Room 244

Course Code: 76763 Cost: $75
Date: September 17-September 18, TW, 6-10 pm
Location: Transportation Center, Room 244

Course Code: 76764 Cost: $75
Date: September 18, W, 8 am-5 pm
Location: Transportation Center, Room 244

Course Code: 76811 Cost: $75
Date: October 15-October 16, TW, 6-10 pm
Location: Transportation Center, Room 244

Course Code: 76812 Cost: $75
Date: October 16, W, 8 am-5 pm
Location: Transportation Center, Room 244

Course Code: 76844 Cost: $75
Date: November 12-November 13, TW, 6-10 pm
Location: Transportation Center, Room 244

Course Code: 76845 Cost: $75
Date: November 13, W, 8 am-5 pm
Location: Transportation Center, Room 244

Course Code: 76849 Cost: $75
Date: December 3-December 4, TW, 6-10 pm
Location: Transportation Center, Room 244

Course Code: 76855 Cost: $75
Date: December 4, W, 8 am-5 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 is taught to ensure that you understand the rules, regulations and procedures, so you 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: 76756 Cost: $75
Date: August 20-August 21, TW, 6-10 pm
Location: Transportation Center, Room 244

Course Code: 76758 Cost: $75
Date: August 21, W, 8 am-5 pm
Location: Transportation Center, Room 244

Course Code: 76765 Cost: $75
Date: September 24-September 25, TW, 6-10 pm
Location: Transportation Center, Room 244

Course Code: 76792 Cost: $75
Date: September 25, W, 8 am-5 pm
Location: Transportation Center, Room 244

Course Code: 76816 Cost: $75
Date: October 22-October 23, TW, 6-10 pm
Location: Transportation Center, Room 244

Course Code: 76817 Cost: $75
Date: October 23, W, 8 am-5 pm
Location: Transportation Center, Room 244

Course Code: 76846 Cost: $75
Date: November 19-November 20, TW, 6-10 pm
Location: Transportation Center, Room 244

Course Code: 76847 Cost: $75
Date: November 20, W, 8 am-5 pm
Location: Transportation Center, Room 244

Course Code: 76856 Cost: $75
Date: December 17-December 18, TW, 6-10 pm
Location: Transportation Center, Room 244

Course Code: 76857 Cost: $75
Date: December 18, W, 8 am-5 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: 76848 Cost: $75
Date: December 7, S, 8 am-5 pm
Location: West Campus, Room 17

Electrical Contractors License Renewal/ Unit 2 ✓

This course is approved for Electrical Contractors License Renewal and covers Chapter 3, Wiring Methods and Materials.

Course Code: 76762 Cost: $75
Date: September 7, S, 8 am-5 pm
Location: West Campus, Room 17

Electrical Contractors License Renewal/ Unit 5 ✓

This course is approved for Electrical Contractors License Renewal and covers Chapters 7, 8 and 9 (Special Conditions and Communications).

Course Code: 76810 Cost: $75
Date: October 5, S, 8 am-5 pm
Location: West Campus, Room 17

HVAC Introduction ✓

This course provides instruction on troubleshooting and repair of basic A/C and refrigeration systems. Course will include classroom instruction and hands-on practice.

Course Code: 76860 Cost: $150
Date: August 19-November 11, M, 6-9 pm
Location: Carolina Building, Room 131

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 336.734.7726.
Course Code: 76858 Cost: $205
Date: August 20-November 7, TTH, 6-9 pm
Location: Goodwill, Room 108

Plumbing: Installation/Troubleshooting ✓ JobsNOW

This program consists of four subjects over one semester. Each subject will be covered in six, three-hour sessions. Students completing this course will earn a Plumbing Helper Certificate. Training will include the proper use of plumbing trade hand tools, power tools and other equipment in addition to OSHA safety training. Also included will be design, repair and troubleshooting of various residential and light commercial plumbing systems. Upon completion, students will be qualified to assist an average plumber in day-to-day activities.

NOTE: This is an intro class.
For more information, call 336.734.7726.
Course Code: 72139 Cost: $190
Date: August 12-December 2, MW, 6-9 pm
Location: Goodwill, Room 108

Courses in Stokes County

Computer Technology

Computer Basics ✓

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: 77416 Cost: $75
Date: September 9-October 2, MW, 6-9 pm
Location: Stokes County Center II, Room 203

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: 77419 Cost: $75
Date: September 9-October 28, M, 6-9 pm
Location: Northwest Forsyth Center, Room 109

Human Resource Development

Technology Skills for Employment ✓

This course covers basic computer skills that are needed in the job search and on most jobs. It includes understanding the computer operating system, managing files and folders, awareness of the common software programs used by employers, searching the internet for job information, completing job applications online, posting résumésrésumés on the internet and using email.

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

Course Code: 77499 Cost: $125
Date: September 17-October 29, TTH, 6-9 pm
Location: Northwest Forsyth Center, Room 244

Personal Enrichment

Flower Arranging: Silk ❖

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

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

Course Code: 77705 Cost: $55
Date: September 3-October 8, T, 6:30-8:30 pm
Location: Northwest Forsyth Center, Room 217

Professional

Notary Public Education ❖

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

NOTE: This course requires a textbook.

Course Code: 77756 Cost: $60
Date: September 10-September 12, TTH, 1-4 pm
Location: Northwest Forsyth Center, Room 213

Course Code: 77816 Cost: $60
Date: October 8-October 10, TTH, 6-9 pm
Location: Northwest Forsyth Center, Room 113

Course Code: 77856 Cost: $60
Date: November 12-November 14, TTH, 6-9 pm
Location: Northwest Forsyth Center, Room 113

Course Code: 77877 Cost: $60
Date: December 3-December 5, TTH, 1-4 pm
Location: Northwest Forsyth Center, Room 113

Safe Driving

Alive At 25: Stokes County ❖

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

NOTE: You are eligible to take this class only once within a three-year period. 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: 71772 Cost: $65
Date: September 26, TH, 6-10 pm
Location: Stokes County Center I, Room 113

Course Code: 71773 Cost: $65
Date: November 21, TH, 6-10 pm
Location: Stokes County Center I, Room 113

Course Code: 71775 Cost: $65
Date: December 19, TH, 6-10 pm
Location: Stokes County Center I, Room 113

Seminars

eBay: Selling Items on eBay

During this fast-paced session, business owners will learn best practices to use when setting up an account, advertising items for sale, taking payments and shipping items. 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: 77824 Cost: FREE
Date: October 21, M, 6-9 pm
Location: Northwest Forsyth Center, Room 113

eBay: Sell on eBay - Beyond the Basics

This seminar takes business owners to the next level of your eBay experience. This hands-on seminar provides a step-by-step approach to those who are ready to take the next step in their experience as a seller on the World's Leading Online Marketplace.

Course Code: 77837 Cost: FREE
Date: October 28, M, 6-9 pm
Location: Northwest Forsyth Center, Room 113

eBay: eBay Store

This seminar will take 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 become eBay Store owners. You will learn how to optimize your eBay store, how to market your store more effectively and how to list your items in your eBay store.

Course Code: 78019 Cost: FREE
Date: November 4, M, 6-9 pm
Location: Northwest Forsyth Center, Room 113

❖ Refund Policy Applies (see page 7) ✓ Refund Policy Applies (see page 7)

Courses in Stokes County

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: 76931 Cost: $195
Date: August 19-December 16, MW, 6-9 pm
Location: Camp Sertoma

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: 77053 Cost: $185
Date: August 19-October 16, MTWTH, 8 am-5 pm
Location: Northwest Forsyth Center, Room 111

Course Code: 77077 Cost: $185
Date: October 21-December 17, MTWTH, 8 am-5 pm
Location: Northwest Forsyth Center, Room 111

Home Repairs for the Homeowner ✓

Through lecture and demonstration, this course will explain the processes used for basic household repairs. Topics will include door lock installation, laminate and wood flooring, HVAC thermostat replacement, water closet repairs and a variety of other repairs.

Course Code: 76944 Cost: $75
Date: September 17-October 15, TW, 9 am-Noon
Location: Northwest Forsyth Center, Room 115

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: 76935 Cost: $205
Date: September 11-December 16, MW, 6-9 pm
Location: Camp Sertoma

HVAC Service Technician Level II ✓ JobsNOW

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

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

Course Code: 76939 Cost: $205
Date: September 24-December 19, TTH, 6-9 pm
Location: Camp Sertoma

Plumbing: Installation/Troubleshooting ✓ JobsNOW

This program consists of four subjects over one semester. Each subject will be covered in six, three-hour sessions. Students completing this course will earn a Plumbing Helper Certificate. Training will include the proper use of plumbing trade hand tools, power tools and other equipment in addition to OSHA safety training. Also included will be design, repair and troubleshooting of various residential and light commercial plumbing systems. Upon completion, students will be qualified to assist an average plumber in day-to-day activities.

NOTE: This is an intro class.

For more information, call 336.734.7728.

Course Code: 76929 Cost: $195
Date: August 19-December 18, MW, 6-9 pm
Location: Northwest Forsyth Center, Room 115

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: 76943 Cost: $185
Date: September 16-November 21, MTWTH, 9 am-1 pm
Location: Camp Sertoma

Welding: ARC ✓ JobsNOW

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

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

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

Course Code: 76932 Cost: $215
Date: August 21-December 18, MW, 6-9 pm
Location: Camp Sertoma

Welding: MIG ✓ JobsNOW

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

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

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

Course Code: 76934 Cost: $215
Date: August 27-December 19, TTH, 6-9 pm
Location: Camp Sertoma

Courses in Health and Safety

Health Education Prerequisites

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

> **When/Where**
- Mondays at 10 am and the first Wednesday each month at 5:30 pm; Stokes County Center
- Wednesdays at 9 am or 5:30 pm; West Campus
- Third Wednesday each month at 1 pm; Goodwill

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 $75.00 and is the sole responsibility of the student. Students are to begin the background check/drug screen process before they register for a Heath Education class. However, information will not be sent to a clinical site until after the student registers.

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

Health and Safety

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/GED/transcript

NOTE: Students must bring a copy of high school diploma/GED/transcript to Customer Service for verification in order to register.

Course Code: 77423 Cost: $185
Date: September 23-November 7, MTH, 6-9 pm; S, 9 am-3:30 pm
Location: Northwest Forsyth Center, Room 217

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, rights and ethical considerations. The course also includes a practicum component, which will be completed at an 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. This course consists of 30-hours of classroom instruction and 48-hours of practicum. The practicum will be during the day (8:45 am-2:45 pm) beginning October 1. Students will sign up for days/times the first day of class.

Prerequisite: Successful completion of an exam assessing basic reading comprehension skills at a minimum of tenth grade level and math skills at a minimum of sixth grade level, a picture ID, Social Security Card and high school diploma or high school transcript or GED or college diploma are required. Students must also present receipts from the criminal background check 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.

For additional course information contact e-mail snowden@forsythtech.edu or 336.734.7749.

Course Code: 77692 Cost: $203
Date: September 4-November 26, W, 6-9 pm
Location: West Campus, Room 7

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 e-mail mcalhoun@forsythtech.edu or call 336.757.3091.

Course Code: 73580 Cost: $35
Date: August 10, S, 8:30 am-2 pm
Location: West Campus, Room 14

Course Code: 73581 Cost: $35
Date: August 17, S, 8:30 am-2 pm
Location: Northwest Forsyth Center, Room 217

Course Code: 77546 Cost: $35
Date: August 20, T, 5:30-10 pm
Location: West Campus, Room 14

Course Code: 77531 Cost: $35
Date: September 10, T, 5:30-10 pm
Location: West Campus, Room 14

Course Code: 77532 Cost: $35
Date: September 14, S, 8:30 am-2 pm
Location: West Campus, Room 14

Course Code: 77535 Cost: $35
Date: September 21, S, 8:30 am-2 pm
Location: West Campus, Room 14

Course Code: 77536 Cost: $35
Date: September 24, T, 5:30-10 pm
Location: Northwest Forsyth Center, Room 217

Course Code: 77537 Cost: $35
Date: October 5, S, 8:30 am-2 pm
Location: West Campus, Room 14

❖ Refund Policy Applies (see page 7) ✓ Refund Policy Applies (see page 7

Courses in Health and Safety

Course Code: 77538 Cost: $35
Date: October 15, T, 5:30-10 pm
Location: West Campus, Room 14

Course Code: 77541 Cost: $35
Date: October 22, T, 5:30-10 pm
Location: West Campus, Room 14

Course Code: 77542 Cost: $35
Date: November 2, S, 8:30 am-2 pm
Location: West Campus, Room 14

Course Code: 77530 Cost: $35
Date: November 5, T, 5:30-10 pm
Location: West Campus, Room 14

Course Code: 77543 Cost: $35
Date: November 12, T, 5:30-10 pm
Location: West Campus, Room 14

Course Code: 78044 Cost: $35
Date: December 7, S, 8:30 am-2 pm
Location: West Campus, Room 14

Course Code: 77582 Cost: $35
Date: December 10, T, 5:30-10 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 HCP CPR Certification card.

For additional course information contact e-mail mcalhoun@forsythtech.edu or call 336.757.3091.

Course Code: 77577 Cost: $25
Date: August 26, M, 5:30-9 pm
Location: West Campus, Room 14

Course Code: 77579 Cost: $25
Date: October 1, T, 5:30-9 pm
Location: West Campus, Room 14

Cardiopulmonary Resuscitation: Heart-saver 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 e-mail mcalhoun@forsythtech.edu or call 336.757.3091.

Course Code: 77547 Cost: $25
Date: September 19, TH, 5:30-9 pm
Location: West Campus, Room 14

The Dorothy L. Lougee Nursing Assistant I Review Program ✓

This course is designed to update individuals who have been listed within the previous three years on the North Carolina Nurse Aide I Registry but let their certification lapse. This course is also a review for Nursing Assistants registered in another state 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 necessary for listing on the North Carolina Nurse Aide I Registry.

Prerequisite: Successful completion of an exam assessing basic reading comprehension skills at a minimum of a tenth grade level, math skills at a sixth grade level and ONE of the following: 1) NC Nursing Assistant I Registry listing (expired within the past 3 years) OR 2) Registry listing from another state (within the past 3 years) OR 3) certificate of completion from state approved NA I course (in the past year) OR 4) RN/LPN (in the past 5 years). A picture ID, Social Security Card and high school diploma or high school transcript or GED or college diploma are required.

NOTE: Students who make 3 attempts to pass the Skills and Written examination within 2 years of completion of an NA I training program are to retake a state approved training program prior to retaking the state exam. This is a NC requirement.

Course Code: 69465 Cost: $130
Date: September 9-September 27, MTTHF, 8 am-Noon
Location: West Campus, Room 11

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 an exam assessing basic reading comprehension skills at a minimum of a tenth grade level, math skills at a sixth grade level and attend an orientation session. A picture ID, Social Security Card, a high school diploma or high school transcript, or GED or college diploma are required. Students must also present receipts from the criminal background check and drug screening before they will be allowed to register for class.

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: 73004 Cost: $198
Date: August 12-October 2, MTWTH, 8 am-2:30 pm
Location: Northwest Forsyth Center, Room 138

Course Code: 77097 Cost: $203
Date: August 19-December 10, MT, 5-9 pm; S, 8 am-4:30 pm
Location: Grady Swisher Center, Room 211

Course Code: 77560 Cost: $203
Date: September 3-November 13, MTWTH, 8:30 am-12:30 pm
Location: West Campus, Room 5

Course Code: 68306 Cost: $203
Date: September 3-November 26, MTTH, 5:30-9:30 pm
Location: West Campus, Room 5

Course Code: 77641 Cost: $203
Date: September 3-December 11, TWTH, 9 am-1:15 pm
Location: Grady Swisher Center, Room 236

Course Code: 77562 Cost: $203
Date: September 9-November 7, MTWTH, 9 am-2:30 pm
Location: West Campus, Room 7

Course Code: 70830 Cost: $203
Date: September 10-November 7, TWTH, 8:30 am-3:30 pm
Location: Goodwill

Course Code: 77561 Cost: $203
Date: September 16-October 31, MTWTH, 9 am-3:30 pm
Location: West Campus, Room 13

Course Code: 72227 Cost: $203
Date: September 17-December 5, TWTH, 3-8:30 pm
Location: Grady Swisher Center, Room 236

Course Code: 77615 Cost: $203
Date: October 2-February 26, TW, 4:45-8:45 pm; S, times vary
Location: Goodwill

Course Code: 73010 Cost: $203
Date: October 22-December 11, MTWTH, 8 am-2:30 pm
Location: Northwest Forsyth Center, Room 138

Course Code: 77606 Cost: $198
Date: November 4-December 19, MTWTH, 9 am-3:30 pm
Location: West Campus, Room 13

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 an exam assessing basic

reading comprehension skills at a minimum of a tenth grade level, math skills at a minimum of a sixth grade level and current CPR (AHA) Healthcare Provider certification (before clinical). A picture ID, Social Security Card and either a high school diploma or high school transcript or GED or college diploma are required. Students must also present receipts from the criminal background check and drug screening before they will be allowed to register for class.

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: 73089 Cost: $203
Date: August 15-October 10, MTW, 8 am-4:30 pm; TH, 7 am-3:30 pm
Location: Northwest Forsyth Center, Room 138

Course Code: 77294 Cost: $203
Date: September 3-October 24,TWTH, 5-9 pm
Location: Goodwill

Course Code: 77463 Cost: $203
Date: September 24-December 19, TWTH, 5:30-9:30 pm
Location: West Campus, Room 11

Course Code: 73121 Cost: $203
Date: October 14-December 10, MTW, 8 am-Noon; TH, 7 am-3:30 pm
Location: Northwest Forsyth Center, Room 138

EKG Technician ✓

This course is designed to prepare students to perform basic EKGs. Students will gain knowledge of cardiac terminology, understand the structure and function of the heart and become familiar with the anatomy and physiology of the heart. Students will gain a basic understanding of the electrical conduction system and how it affects heart function. Based upon this knowledge, students will understand why an EKG is done. Students will also understand the cardiac cycle, be able to identify common artifacts and demonstrate patient preparation as well as proper placement of EKG leads. Students will learn how to operate an EKG monitor, run a strip accurately and mount it properly. This course prepares students to take the ASPT National Certification Exam.

Prerequisite: High school diploma or high school transcript or GED or college diploma, successful completion of an exam assessing basic reading comprehension skills at a minimum of a tenth grade level and math skills at a minimum of a sixth grade level. Successful completion of NAI, NAII or Phlebotomy is **recommended.**

NOTE: The EKG Technician course is designed to complement other healthcare certifications such NAI, NAII, EMT and/or Phlebotomy.

Course Code: 73151 Cost: $130
Date: November 5-December 14, TTH, 6-9:30 pm
Location: West Campus, Room 32B

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 more information, call 336.757.3054.

Course Code: 76915 Cost: $180
Date: August 14-December 18, MW, 6-10 pm
Location: West Campus, Room 32B

Course Code: 76988 Cost: $185
Date: September 19-January 28, 6-10 pm
Location: Northwest Forsyth Center, Room 215

Course Code: 76990 Cost: $185
Date: November 12-March 25, TTH, 8 am-Noon
Location: West Campus, Room 32B

Heartsaver Infant/Child Adult CPR/AED/ First Aid ❖

This course is the basic CPR course designed by American Heart Association. It includes instruction in Heartsaver CPR for infants, children and adults. Instruction for First Aid techniques in obstructed airway, life-threatening emergencies, injuries and medical emergencies. The course is designed for the lay public or the workplace. Upon successful completion, the student will be awarded Healthcare Provider CPR and First Aid certification.

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

For additional course information contact e-mail mcalhoun@forsythtech.edu or call 336.757.3091.

Course Code: 77539 Cost: $50
Date: October 12, S, 8 am-3 pm
Location: West Campus, Room 14

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: 73356 Cost: $70
Date: October 8-October 31, TTH, 5:30-8:30 pm
Location: Goodwill, Room 123B

Course Code: 73357 Cost: $70
Date: December 2-December 17, MTTH, 5:30-8:30 pm
Location: Grady Swisher Center, Room 219

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: 77120 Cost: $70
Date: November 7-December 5, TH, 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 an exam assessing basic reading comprehension skills at a minimum of a tenth grade level and math skills at a minimum of a sixth grade level. A picture ID, Social Security Card, and high school diploma or high school transcript, or GED or college diploma are required.

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

Course Code: 77469 Cost: $75
Date: September 10-September 19, TWTH, 5:30-9:30 pm
Location: West Campus, Room 11

Course Code: 77470 Cost: $75
Date: November 12-November 21, TWTH, 5:30-9:30 pm
Location: West Campus, Room 11

❖ Refund Policy Applies (see page 7) ✓ Refund Policy Applies (see page 7)

Online Courses

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.
- Para tomar clases de computadora "online" por favor llame a nuestra línea hispana 336.734.7742.
- Please go to our Forsyth Tech Students' Ed2Go Online Course Instruction Center at www.ed2go.com/forsyth on the homepage for more information.

Online Courses

Ed2go®

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.

You'll find more great career training this fall at your fingertips, thanks to Forsyth Tech's educational partner ed2go!

- A+ Certification/Basic/Hardware
- A+Certification/Intermediate/Operating Systems
- A+Certification/Advanced/Hardware
- Access 2010 Introduction
- Accounting Fundamentals I
- Accounting Fundamentals II
- Administrative Assistant Fundamentals
- Algebra Introduction
- ASP.NET-Introduction
- C# Programming Introduction
- Computer Skills for the Workplace
- Crystal Reports Introduction
- CSS3 and XHTML5 Introduction
- CSS3 and XHTML5 Intermediate
- Designing Effective Websites
- Digital Photography Discovery
- Dreamweaver CS6 Introduction
- Excel 2007 Introduction
- Excel 2007 Intermediate
- Excel 2010 Introduction
- Excel 2010 Intermediate
- Grammar Refresher
- Guided Reading: Strategies for the Differentiated Classroom
- InDesign CS5 Introduction
- Internet Introduction (Navigating)
- Interpersonal Communication
- Java Programming Introduction
- Leadership
- Magazine Writing
- Networking Introduction
- Networking Intermediate
- PC Security Introduction
- PC Troubleshooting
- Photoshop CS6 Introduction
- Photoshop Elements 11 for the Digital Photographer
- PMP Certification Prep I
- PMP Certification Prep II
- PowerPoint 2010 Introduction
- Project Management Fundamentals
- QuickBooks 2013 Introduction
- Real Estate Investing I
- Real Estate Investing II: Financing Your Property
- Response to Intervention: Reading Strategies that Work
- Secrets of Better Photography
- Six Sigma – Total Quality Fundamentals
- Solving Classroom Discipline Problems
- Solving Classroom Discipline Problems II
- Speed Spanish I
- Speed Spanish II
- SQL Introduction
- Start/Operate Your Own Home-Based Business
- Supply Chain Management Fundamentals
- (TRC) Teaching Math: Grades 4-6
- Teaching Smarter with SMART Boards
- Teaching Students with ADHD
- Teaching Students with Autism
- Teaching Students with Learning Disabilities
- Web Pages (Creating)
- Word 2010 Introduction
- WordPress Web Sites Introduction
- Wow, What a Great Event!
- Writeriffic: Creativity Training for Writers
- Writing Essentials

❖ Refund Policy Applies (see page 7) ✓ Refund Policy Applies (see page 7)

Blackboard Courses

Blackboard (Bb)

Information

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

Prerequisites: Bb: Medical Coding - ICD-9 and Bb: Medical Coding – CPT

For more information call 336-734-7706 or call customer service 336-761-1002.

Course Code: 76973 Cost: $130
Date: September 3-October 28

Bb: Anatomy & Physiology for Non-Credit Students ✓

This 50-hour online 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 & pathophysiology information for medical coders preparing for the transition to ICD-10.

For more information call 336-734-7706 or call customer service 336-761-1002.

Course Code: 76982 Cost: $130
Date: September 16-November 10

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: 73500 Cost: $130
Date: October 7-November 15

Blackboard Courses

Bb: Medical Billing ✓

This 64-hour online course will introduce students to the basics of medical billing and insurance, including insurance terminology, private payers and government programs, general insurance claim procedures, standard forms, patient record keeping, patient billing and collections, as well as potential billing problems & mistakes to avoid. Students will also have the opportunity for hands-on experience with billing software.

Prerequisites: High school diploma or GED, Bb: Medical Coding – ICD-9 and Bb: Medical Coding – CPT or Students may also complete Medical Office I to serve in place of the two Blackboard (Bb) prerequisites above for this course.

For more information call 336.734.7706 or call customer service 336.761.1002.

Course Code: 76979 Cost: $185
Date: September 16-December 1

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).

Prerequisites: Bb: Medical Terminology and High school diploma or GED.

For more information call 336.734.7706 or call customer service 336.761.1002.

Course Code: 76976 Cost: $185
Date: September 16-November 24

Bb: Medical Coding – ICD-9 ✓

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

Prerequisites: Bb: Medical Terminology and High school diploma or GED.

For more information call 336.734.7706 or call customer service 336.761.1002.

Course Code: 76984 Cost: $185
Date: September 23-December 8

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 relate 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.

Prerequisite: High school diploma or GED (No prior medical terminology classes required.)

For more information call 336.734.7706 or call customer service 336.761.1002.

Course Code: 76975 Cost: $185
Date: September 9-November 24

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: 76971 Cost: $130
Date: August 19-September 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: 76987 Cost: $130
Date: November 4-December 15

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: 76986 Cost: $130
Date: September 23-November 3

Bb: Spanish/English Medical Terminology ✓

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

Course Code: 76972 Cost: $185
Date: August 19-November 24

Bb: Spanish I ✓

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

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

Course Code: 77917 Cost: $75
Date: August 19-October 13

Bb: Spanish II ✓

This course is a continuation of Spanish I and is designed to further develop your listening, reading, writing and speaking skills in Spanish.

Prerequisite: Spanish I or equivalent Spanish-language exposure.

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

Course Code: 77960 Cost: $75
Date: October 21-December 15

❖ Refund Policy Applies (see page 7) ✓ Refund Policy Applies (see page 7

Attention:

food service managers & owners

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For more information see page 18 or call 336.761.1002.

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Attention students-

the GED is changing in 2014

so finish now to save time & money!

> If you've taken one or more GED subject tests but not all of them, we urge you to complete your tests this year. If you don't, you will have to start over after January 2014. Beginning next year the new GED exam will have changes in content and cost more, so complete yours now!

For GED information in Forsyth County, call 336.734.7761 or in Stokes County, call 336.593.5402 x1104.

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