

ForsythTech

*More Than You Know*

ECONOMIC & WORKFORCE DEVELOPMENT

# COURSES FOR EVERYONE

MAY - AUGUST 2013



Job  
Training

Professional  
Growth

Personal  
Enrichment

Basic Skills

*and more!*

Forsyth County | Stokes County | Online

## Make Your Icing Enticing!

Learn the fun (and delicious) art of Cake Decorating!

Learn how to make roses and leaves, write names, and much more.

Class taught in Stokes County.

For more information,  
call 336.734.7722.

See page 12 for details.

## 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.*

## Get The Low Down On The Dow

Our Investments/Stock Market  
course will show you how  
Wall Street works – and how  
to make it work for you!

See page 15 for details.

## Become A Medical Interpreter

Day and evening courses  
offered this summer!  
Also offered online.

### Medical Interpreter Orientation:

Wednesday, May 1st, 10 am or 6 pm  
West Campus, Room 16 or Room 36

*For more information, call 761.1002.*

# Welcome to Your New Beginning

## A message from Alan Murdock

*Vice President, Economic & Workforce Development*



Earlier this year the Winston-Salem Chamber of Commerce held their annual State of the Economy luncheon. The keynote speaker, nationally known economist Marci Rossell, had this to say: "2013 is when the average person will start to feel the economic recovery."

I agree with this assessment. Locally, good things are happening and we see signs that the economy is improving. In the next year or two, new companies will move into the area and existing companies will be expanding. As a result, new employment opportunities will open up at Deere-Hitachi, Northstate, Herbalife, Inmar, Caterpillar, Pepsi, Siemens and others.

This coming economic growth makes this an excellent time to "invest in yourself" by taking job-related Economic and Workforce Development classes at Forsyth Tech. By expanding your skill set, you can make yourself more attractive to potential employers – or to your current employer.

And if the economic recovery has you thinking this might be a good to start your own business and work for yourself, we can help with that, too. Our Small Business Centers in Forsyth and Stokes counties have a new director, Allan Younger, and he's ready and eager to help local entrepreneurs turn their business dreams into realities.

The economy isn't where we want it to be yet, but it's getting there. Make sure you're ready to take advantage of the recovery with help from Forsyth Tech's Economic and Workforce Development division. That's why we're here.

Alan Murdock

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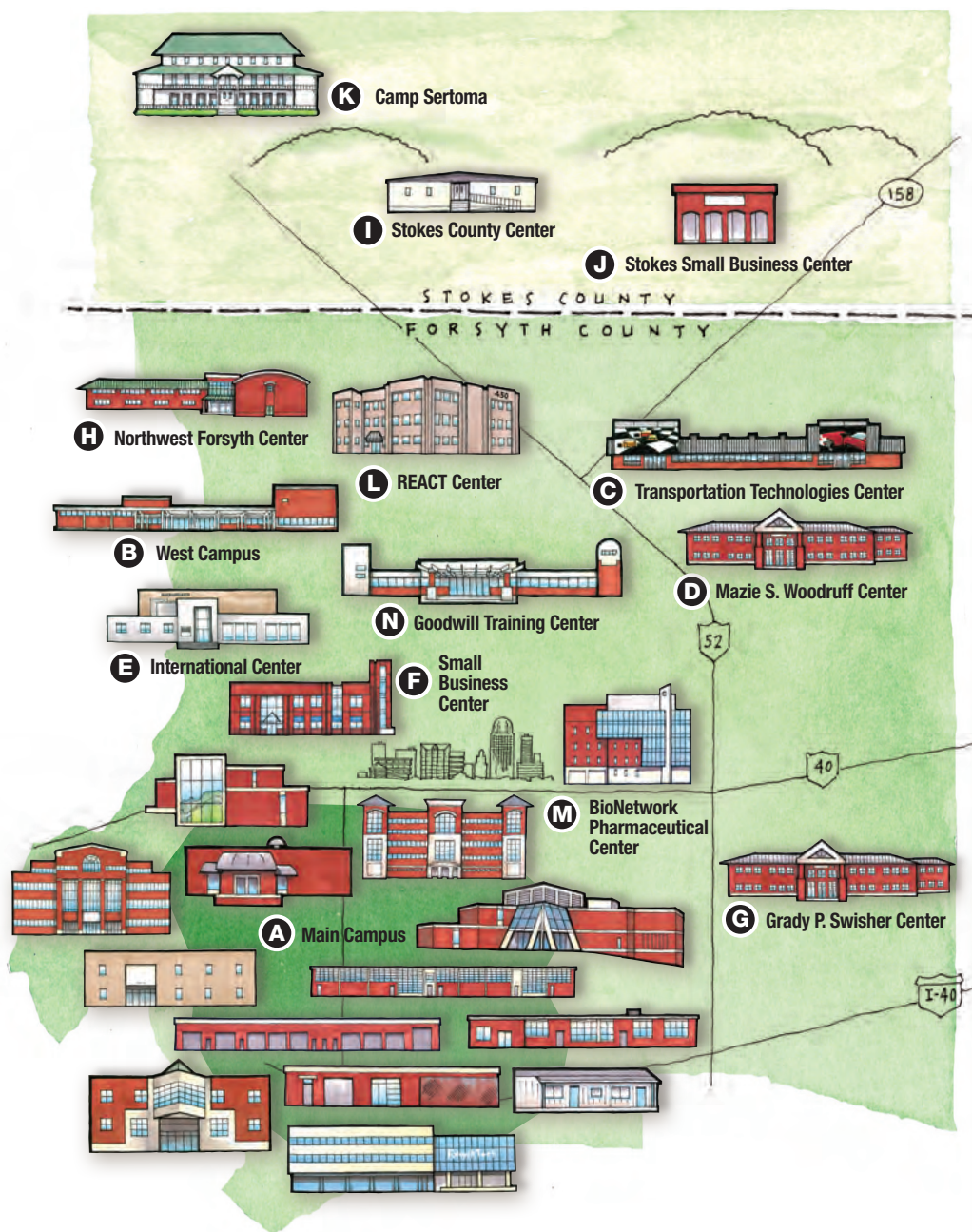
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*Advance your skills or career from the convenience of your home by taking courses online.*

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 inquiries about the College should be addressed directly to the college.

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## Campus & Center Locations

- A. Main Campus**  
2100 Silas Creek Parkway, Winston-Salem, NC 27103  
Phone: 336.723.0371, Email: [info@forsythtech.edu](mailto: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. Stokes Small Business Center (SBC)**  
904 N. Main St., Walnut Cove, NC  
Phone: 336.591.4074
- 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



## 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 Summer 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

- > 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)

#### 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

#### 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](mailto: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.



## 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.



## 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 \$20,420 for an individual or \$41,300 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  
May 16, June 20, July 18

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

- > REAL Modules in Spanish
- > 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](http://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<br>1300 Bolton Street<br>Winston-Salem, NC<br>336.734.7748   | > Stokes County Small Business/JobLink Center<br>904 North Main Street<br>Walnut Cove, NC<br>336.591.5807 |
| > REACT Center<br>450 Hanes Mill Road, Suite 101<br>Winston Salem, NC<br>336.761.1700<br>Website: <a href="http://www.ncesc.com">www.ncesc.com</a>                                  | > Urban League<br>201 West 5 <sup>th</sup> Street<br>Winston-Salem, NC                                    |
| > Goodwill Industries (SATELLITE SITE)<br>2701 University Parkway<br>Winston Salem, NC<br>336.724.3625<br>Email: <a href="mailto:gwinfo@goodwillnwc.org">gwinfo@goodwillnwc.org</a> |   |



# 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.

### Senior Citizen Policy

- > Tuition will be discounted for one 1 course in non-credit instruction per academic semester for senior citizens age 65 or older who are qualified as legal residents of North Carolina. All senior citizens registering for the first time must come to the West Campus in order to have their senior citizen status verified.
- > Waiver covers registration fees only. Other fees may apply.
- > This policy applies to Occupational Extension classes only.

### 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](http://www.ftcc.bkstr.com). Click GO and find your course. Requires VISA or MasterCard.
  - West Campus Bookstore on Bolton Street: Call 336.734.7754 for days and hours of operation.
  - 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. Parking decals are free to senior citizens, 65 years or older. 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. Class will not meet June 11 or 13.

Course Code: 74034 Cost: \$70  
Date: May 21-June 20, TTH, 6-9 pm  
Location: Small Business Center, Suite 107

### 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: 72487 Cost: \$70  
Date: June 3-June 26, MW, 9 am-Noon  
Location: West Campus, Room 1

Course Code: 72500 Cost: \$70  
Date: June 4-July 23, T, 5-8 pm  
Location: Mazie Woodruff Center, Room 106

Course Code: 72488 Cost: \$70  
Date: June 7-August 2, F, 11 am-2 pm  
Location: West Campus, Room 1

Course Code: 72489 Cost: \$70  
Date: June 11-July 30, T, 6-9 pm  
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: 72483 Cost: \$70  
Date: July 9-August 1, TTH, 9 am-Noon  
Location: West Campus, Room 1

Course Code: 72484 Cost: \$70  
Date: July 24-September 11, W, 9 am-Noon  
Location: West Campus, Room 1

### Excel 2010 Introduction ●✓

In this 24-hour course, students will discover dozens of shortcuts and tricks for quickly and efficiently setting up fully formatted worksheets. Students will also learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, creating custom charts, creating three-dimensional workbooks, 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: 72490 Cost: \$70  
Date: May 23-July 18, TH, 6-9 pm  
Location: West Campus, Room 1

Course Code: 72510 Cost: \$70  
Date: June 5-July 24, W, 6-9 pm  
Location: Goodwill

### Excel 2010 Intermediate ●✓

In this 24-hour course, students will go beyond the basics and explore Excel 2010 in depth. New and improved features can help students be more productive, but only if they can find them when they need them. Excel 2010 includes the Microsoft Office Fluent interface, which consists of a customizable visual system of tools and commands. Other new features include: improved ribbon, backstage view, workbook management tools, improved PivotTables and Slicers.

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

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

Course Code: 69235 Cost: \$70  
Date: May 31-July 26, F, 9 am-Noon  
Location: West Campus, Room 122

Course Code: 72498 Cost: \$70  
Date: June 3-July 22, M, 6-9 pm  
Location: Grady Swisher Center, Room 141

Course Code: 72491 Cost: \$70  
Date: August 1-September 19, TH, 6-9 pm  
Location: West Campus, Room 1

### 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: 72480 Cost: \$70  
Date: June 10-June 13, MTWTH, 9 am-Noon  
Location: Small Business Center, Suite 107

### 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: 72482 Cost: \$70  
Date: June 24-June 27, MTWTH, 9 am-Noon  
Location: Small Business Center, Suite 107

### 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: 72508 Cost: \$70  
Date: May 20-June 17, MW, 9 am-Noon  
Location: Goodwill

Course Code: 72497 Cost: \$70  
Date: August 5-September 30, M, 6-9 pm  
Location: Grady Swisher Center, Room 203

### 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: 72481 Cost: \$70  
Date: June 17-June 20, MTWTH, 9 am-Noon  
Location: Small Business Center, Suite 107

# Courses in Forsyth County



## 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: 73204 Cost: \$70  
Date: July 9-August 1, TTH, 1-4 pm  
Location: Small Business Center, Suite 107

## 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: 72492 Cost: \$70  
Date: June 13-August 8, TH, 6-9 pm  
Location: West Campus, Room 122

## 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: 72100 Cost: \$70  
Date: May 23-July 18, TH, 6-9 pm  
Location: Ardmore Hall, Room 202

### 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: 72710 Cost: \$35  
Date: May 18, S, 9 am-Noon  
Location: West Campus, Room 15

### 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: 72102 Cost: \$70  
Date: June 3-July 29, M, 6-9 pm  
Location: Ardmore Hall, Room 202

## 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 resume development and interviewing skills.

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

Course Code: 72387 Cost: \$175  
Date: May 22-August 14, 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: 73534 Cost: \$120  
Date: June 18-July 30, TTH, 1:30-4:30 pm  
Location: Goodwill

### Employability Lab ●✓

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

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

Course Code: 72364 Cost: \$175  
Date: May 13-August 7, MW, 9 am-Noon  
Location: REACT Center, Computer Lab

Course Code: 72372 Cost: \$175  
Date: May 14-August 8, 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: 72397 Cost: \$175  
Date: June 17-July 29, MTWTH, 1-4 pm  
Location: Embassy Suites

### 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: 72391 Cost: \$65  
Date: June 3-June 6, MTWTH, 9 am-Noon  
Location: REACT Center, Room 3

Course Code: 72406 Cost: \$65  
Date: July 9-July 16, TTH, 9 am-Noon  
Location: REACT Center, Room 10

### 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: 72381 Cost: \$175  
Date: May 20-August 12, MW, 1-4 pm  
Location: West Campus, Room 17

### 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: 72385 Cost: \$120  
Date: May 21-July 2, TTH, 1:30-4:30 pm  
Location: Goodwill, Room 302

Course Code: 72398 Cost: \$120  
Date: June 18-August 1, TTH, 5:30-8:30 pm  
Location: Goodwill, Room 302

Course Code: 72407 Cost: \$120  
Date: July 16-August 27, TTH, 1:30-4:30 pm  
Location: Goodwill, Room 302





# Courses in Forsyth County

## 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: 72383 Cost: \$65  
Date: May 21-June 13, TTH, 1-4 pm  
Location: REACT Center, Room 10

Course Code: 72405 Cost: \$65  
Date: July 8-July 31, MW, 6-9 pm  
Location: REACT Center, Room 10

## Job Search Boot Camp ●✓

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

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

Course Code: 72376 Cost: \$65  
Date: May 16, TH, 9 am-1 pm  
Location: REACT Center, Room 10

Course Code: 72400 Cost: \$65  
Date: June 20, TH, 9 am-1 pm  
Location: REACT Center, Room 10

Course Code: 72408 Cost: \$65  
Date: July 18, TH, 9 am-1 pm  
Location: REACT Center, Room 10

## Resume Development ●✓

This course provides instruction and assistance to students in developing their resumes.

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

Course Code: 72395 Cost: \$65  
Date: June 4-June 11, TTH, 6-9 pm  
Location: Goodwill, Room 123B

## 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 resumes on the Internet and using email.

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

Course Code: 72375 Cost: \$120  
Date: May 14-June 25, TTH, 9 am-Noon  
Location: REACT Center, Computer Lab

Course Code: 72396 Cost: \$120  
Date: June 18-August 1, TTH, 6-9 pm  
Location: REACT Center, Computer Lab

Course Code: 72401 Cost: \$120  
Date: June 27-August 13, 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: 72389 Cost: \$65  
Date: May 23-May 30, TTH, 6-9 pm  
Location: REACT Center, Computer Lab

Course Code: 72409 Cost: \$65  
Date: August 6-August 13, TTH, 6-9 pm  
Location: REACT Center, Computer Lab

## 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: 72403 Cost: \$65  
Date: June 18-June 25, TTH, 6-9 pm  
Location: Goodwill, Room 123B

## Human Resource Management Certificate

### Communications for Human Resource Professionals ❖

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

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

Course Code: 73162 Cost: \$75  
Date: July 23-July 30, TTH, 6-9 pm  
Location: West Campus, Room 17

## Human Resource Development ❖

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

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

Course Code: 73077 Cost: \$70  
Date: June 4-June 11, T, 6-9 pm  
Location: West Campus, Room 17

## Managing Conflict ●✓

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: 72942 Cost: \$70  
Date: May 23-July 18, TH, 6:30-9 pm  
Location: Oak Grove Center, Room 4456

## Managing Diversity ❖

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

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

Course Code: 73201 Cost: \$75  
Date: May 21-June 4, T, 6-9 pm  
Location: Oak Grove Center, Room 4456

## Interpreting in Health and Human Services

### 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: 72287 Cost: \$125  
Date: May 13-June 17, MW, 9 am-Noon  
Location: West Campus, Room 16

# Courses in Forsyth County



Course Code: 72290 Cost: \$125  
Date: May 13-June 17, MW, 6-9 pm  
Location: West Campus, Room 16

## Spanish/English Medical Terminology ●✓ (Also offered online)

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

Course Code: 72291 Cost: \$180  
Date: May 21-August 22, TTH, 9 am-Noon  
Location: West Campus, Room 16

Course Code: 72326 Cost: \$180  
Date: May 21-August 22, 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: 72340 Cost: \$125  
Date: July 29-September 9, MW, 1-4 pm  
Location: West Campus, Room 1

Course Code: 72342 Cost: \$125  
Date: July 29-September 9, MW, 6-9 pm  
Location: West Campus, Room 1

## 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: 72329 Cost: \$125  
Date: May 16-August 14, MW, 1-4 pm  
Location: West Campus, Room 1

Course Code: 72336 Cost: \$125  
Date: June 19-July 24, MW, 6-9 pm  
Location: West Campus, Room 1

## Medical Clerical

### 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: 72548 Cost: \$180  
Date: May 20-August 14, MWTH, 6-9:30 pm  
Location: West Campus, Room 27

Course Code: 72558 Cost: \$180  
Date: July 8-September 16, 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: 72552 Cost: \$125  
Date: June 3-July 24, MW, 6-9 pm  
Location: West Campus, Room 122

Course Code: 72567 Cost: \$125  
Date: July 23-September 17, TTH, 9 am-Noon  
Location: West Campus, Room 122

### Introduction to Medical Terminology (Pharmacy Tech) ●✓ JobsNow

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: 72597 Cost: \$70  
Date: June 3-June 26, 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: 72556 Cost: \$180  
Date: May 14-August 13, TTH, 9 am-Noon  
Location: REACT Center, Room 6

Course Code: 72546 Cost: \$180  
Date: May 20-August 19, MW, 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: 72596 Cost: \$125  
Date: May 14-July 2, TTH, 6-9 pm  
Location: Goodwill, Room 202

### 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

### 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: 72557 Cost: \$125  
Date: June 4-July 30, TTH, 6-9 pm  
Location: Goodwill, Room 306

Course Code: 72564 Cost: \$125  
Date: July 8-August 28, MW, 9 am-Noon  
Location: Goodwill, Room 306



# Courses in Forsyth County

## Revenue Cycle Management ●✓ 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 room 32 or 34.

Course Code: 72549 Cost: \$125  
Date: May 28-July 23, TTH, 9 am-Noon  
Location: West Campus, Room 122

Course Code: 72569 Cost: \$125  
Date: July 29-September 23, MW, 6-9 pm  
Location: West Campus, Room 122

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

## Personal Enrichment *Arts, Crafts and Hobbies*

### Basket Weaving and Chair Caning ✧

Release your creative juices by crafting beautiful, useful works of art. Learn to weave unique baskets by hand, while enjoying the company of other weavers. 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: 72719 Cost: \$65  
Date: June 3-July 15, M, 1-4 pm  
Location: South Fork Recreation Center

### Cake Decorating: Beginning ✧

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

**NOTE:** Students will need to bring wax paper, tips and prepared butter cream icing to the first class. Students may purchase their own supplies from the supply list or purchase a kit the first night of class for approximately \$50.

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

Course Code: 72726 Cost: \$50  
Date: June 4-June 25, 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 butter cream 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: 72744 Cost: \$45  
Date: July 2-July 23, T, 6:30-8:30 pm  
Location: West Campus, Room 15

### Crocheting ✧

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

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

Course Code: 72745 Cost: \$55  
Date: July 10-August 14, W, 1-4 pm  
Location: South Fork Recreation Center

### Digital Photography Beginning - West Campus ✧

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: 72738 Cost: \$35  
Date: June 15, S, 9 am-Noon  
Location: West Campus, Room, 122

Course Code: 72741 Cost: \$35  
Date: June 22, S, 9 am-Noon  
Location: West Campus, Room, 122

Course Code: 72747 Cost: \$35  
Date: July 20, S, 9 am-Noon  
Location: West Campus, Room, 122

Course Code: 72748 Cost: \$35  
Date: July 27, S, 9 am-Noon  
Location: West Campus, Room, 122

### Digital Photography Intermediate - West Campus ✧

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: 72743 Cost: \$35  
Date: June 29, S, 9 am-Noon  
Location: West Campus, Room, 122

Course Code: 72751 Cost: \$35  
Date: August 3, 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: 72732 Cost: \$55  
Date: June 6-July 18, 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: 72713 Cost: \$85  
Date: May 21-June 25, 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: 72711 Cost: \$35  
Date: May 18, S, 9 am-Noon  
Location: West Campus, Room 17



# Courses in Forsyth County



## **Jewelry: Wire Work Necklace ❖**

The techniques covered in this wire component workshop will be more free form. Some of the designs covered will be connectors, links, spirals and bead wraps. The goal is to finish a wire link necklace with or without beads.

**NOTE:** Students have a choice of purchasing supplies from a supply list \* ask for the list when registering or students may purchase supplies from the instructor at class at an approximate cost of \$8-\$25.

Course Code: 72739 Cost: \$35

Date: June 15, S, 9 am-Noon

Location: West Campus, Room 15

## **Jewelry: Fantastic Rings ❖**

One class, three hours and three rings! Students will enjoy creating three unique rings. These rings are made with wire wrap and beads. Each is unique and fun to wear. Students will learn techniques in bending and forging wire.

**NOTE:** Cost of supplies for the rings is \$5.00 and can be paid to the instructor at the time of class.

Course Code: 72749 Cost: \$35

Date: July 27, 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: 72737 Cost: \$35

Date: June 11, T, 1-4 pm

Location: South Fork Recreation Center

Course Code: 72742 Cost: \$35

Date: June 25, T, 6-9 pm

Location: South Fork Recreation Center

## **Painting: Acrylic ❖**

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

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

Course Code: 72733 Cost: \$65

Date: June 6-August 1, 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: 72716 Cost: \$65

Date: May 22-June 26, 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: 72717 Cost: \$55

Date: May 22-June 26, W, 1-4 pm

Location: South Fork Recreation Center

Course Code: 72736 Cost: \$65

Date: June 7-August 2, F, 9:30 am-12:30 pm

Location: West Campus, Room 15

## **Photography: DSLR ❖**

Want to get more out of your Digital camera? Are you curious to know how to use Photoshop to make good photos great? This 8-week class is for the novice all the way to the advanced shooter. Learn all the bells and whistles and menu commands on your DSLR camera and more importantly when to use them. Each class will have two phases: a technical phase where students will learn camera and shooting techniques, and a manipulation phase where students will learn how to manipulate their digital images using Photoshop CS6 Extended. Students will have their photos discussed and critiqued in class. Class content will include, but will not be limited to: action/sport, still, portrait, wedding, landscape and architectural photography. After taking this class students will be able to shoot in any situation resulting in professional quality photos.

**NOTE:** Students should bring to class, paper and pencil, DSLR camera with lenses and owner's manual and a zip drive with at least 2 gigabytes of memory.

Course Code: 72723 Cost: \$85

Date: June 3-July 29, 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: 72718 Cost: \$85

Date: June 1-July 27, S, 9 am-Noon

Location: West Campus, Room 34

Course Code: 72724 Cost: \$75

Date: June 3-July 15, 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: 72729 Cost: \$95

Date: June 3-July 29, M, 9 am-Noon

Location: West Campus, Room 34

Course Code: 72730 Cost: \$95

Date: June 5-July 31, W, 6-9 pm

Location: West Campus, Room 34

## **Stained Glass - All Levels ❖**

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

**NOTE:** A supply list will be provided at the first class.

Supply cost depends on individual project and may range from \$50-\$100.

Course Code: 68651 Cost: \$95

Date: April 11-May 30, TH, 6-9 pm

Location: West Campus, Room 34

Course Code: 72735 Cost: \$95

Date: June 6-August 1, TH, 6-9 pm

Location: West Campus, Room 34

## **Dance, Music and Exercise**

### **Dance: Ballroom ❖**

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

Course Code: 72727 Cost: \$35

Date: June 4-June 25, T, 7-8:30 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: 72720 Cost: \$35

Date: June 3-July 15, M, 7:15-8:15 pm

Location: Fred Astaire Dance Studio



# Courses in Forsyth County

## 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: 72721 Cost: \$35

Date: June 6-June 27, TH, 7-8:30 pm

Location: Little Creek Recreation Center

Course Code: 72746 Cost: \$35

Date: July 11-August 1, TH, 7-8:30 pm

Location: Little Creek Recreation Center

## Music: Mountain Dulcimer Beginner ❖

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

**NOTE:** Students will need to provide Dulcimer and music stand to hold music.

Course Code: 72765 Cost: \$45

Date: May 23-June 27, TH, 6:30-8 pm

Location: West Campus, Room 123

## Music: Mountain Dulcimer Intermediate ❖

Increase your skills and decrease the stress by continuing with our intermediate class. Students will gain more confidence by 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: 72704 Cost: \$45

Date: May 13-June 24, 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: 72759 Cost: \$35

Date: June 3-June 24, M, 6:45-8:15 pm

Location: St. Timothy's Episcopal, Room Drake Hall

## Zumba ❖

Zumba is a "feel happy", uplifting Latin-style dance aerobics class that completely takes the "work" out of work out! The hottest exercise out to date, this fitness phenomenon features salsa, merengue, cumbia, flamenco, belly dance, samba, reggae ton, hip-hop and more! Fusing hypnotic musical rhythms and tantalizing moves to create a dynamic workout system, Zumba is designed to be FUN and EASY TO DO! Turn your work out in to a party and burn between 500 to 1,000 calories in one hour! Why put your fun-fitness on hold?

Course Code: 72725 Cost: \$35

Date: June 3-July 15, M, 5:30-6:30 pm

Location: Miller Park Recreation Center

## Zumba Gold ❖

Zumba Gold is a low intensity but high energy dance fitness class for older adults and true beginners. This fun, Latin-inspired dance class includes merengue, salsa, rock & roll, tango, swing and more. It is safe, easy to do and an effective total body work out.

Course Code: 72758 Cost: \$35

Date: June 4-July 16, T, 12:35-1:35 pm

Location: Miller Park Recreation Center

## Foreign Language

### Italian: Introduction ❖

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

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

Course Code: 72722 Cost: \$85

Date: June 3-July 29, M, 6:30-8:30 pm

Location: Oak Grove Center, Room 4456

### 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: 73236 Cost: \$70

Date: May 21-July 9, T, 6-9 pm

Location: Bob Greene Hall, Room 264

Course Code: 73237 Cost: \$70

Date: May 22-July 10, W, 9 am-Noon

Location: West Campus, Room 17

### 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: 73149 Cost: \$70

Date: May 20-July 15, M, 9 am-Noon

Location: West Campus, Room 17

Course Code: 73228 Cost: \$70

Date: May 22-July 10, W, 6-9 pm

Location: Bob Greene Hall, Room 264

## Spanish V Grammar and Conversation ●✓

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

Prerequisite: Spanish IV or equivalent Spanish language exposure.

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

Course Code: 73143 Cost: \$70

Date: May 21-July 9, T, 6-9 pm

Location: Bob Greene Hall, Room 279

## Spanish VI Grammar and Conversation ●✓

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: 73139 Cost: \$70

Date: May 20-July 15, M, 9 am-Noon

Location: West Campus, Room 15

## 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: 73144 Cost: \$70

Date: May 21-July 9, T, 9:00-11 am

Location: Polo Park Recreation Center

## 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: 73148 Cost: \$70

Date: June 24-July 17, MW, 9 am-Noon

Location: West Campus, Room 29

## Check out the Online/Blackboard Courses

section of this mailer to find more  
Foreign Language courses offered online.

# Courses in Forsyth County



## Special Interest

### Investments/Stock Market ❖

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

Course Code: 72715 Cost: \$55

Date: May 21-June 25, T, 6:30-8:30 pm

Location: Oak Grove Center, Room 4457

### Sign Language I ❖

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

**NOTE:** You will need to purchase a book.

Course Code: 72734 Cost: \$95

Date: June 6-July 18, TH, 6-9 pm

Location: Taylor Recreation Center

## 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: 73082 Cost: \$125

Date: June 4-July 18, TTH, 6-9 pm

Location: REACT Center, Room 6

### 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: 73549 Cost: \$70

Date: June 3-July 22, M, 6-9 pm

Location: West Campus, Room 15

### 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 prebath preparations, safe bathing, drying and scissoring, nail trimming, dremeling and filing and finishing techniques such as brushing and scissoring.

Course Code: 72937 Cost: \$200

Date: May 21-July 9, T, 6-9 pm

Location: Mt. Tabor Boarding and 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: 72944 Cost: \$70

Date: June 18-August 6, T, 6-9 pm

Location: Oak Grove Center, Room 4458

### Notary Public Education ●✓

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

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

Course Code: 73171 Cost: \$60

Date: May 21-May 23, TTH, 1-4 pm

Location: West Campus, Room 36

Course Code: 73186 Cost: \$60

Date: June 11-June 13, TTH, 6-9 pm

Location: West Campus, Room 36

Course Code: 73191 Cost: \$60

Date: June 18-June 20, TTH, 1-4 pm

Location: West Campus, Room 36

Course Code: 73207 Cost: \$60

Date: July 16-July 18, TTH, 6-9 pm

Location: West Campus, Room 36

Course Code: 73210 Cost: \$60

Date: July 23-July 25, TTH, 1-4 pm

Location: West Campus, Room 36

Course Code: 73216 Cost: \$60

Date: August 6-August 8, TTH, 1-4 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: 72503 Cost: \$180

Date: May 20-July 22, 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: 72728 Cost: \$70

Date: June 4-June 25, TTW, 9 am-Noon

Location: Goodwill

### Professional Cake Decorating: Intermediate ●✓ 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: 72750 Cost: \$70

Date: July 29-August 1, MTWTH, 6-9 pm

Location: West Campus, Room 15





# Courses in Forsyth County

## Professional Cake Decorating: Advanced ●✓ JobsNOW

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: Beginning and Intermediate Cake Decorating

**NOTE:** In addition to the supply list, students should bring 1 lb. box of Dixie powdered sugar, two bags of mini marshmallows and one package of Crisco solid sticks. Students will need to purchase supplies that will cost approximately \$190. Students must have supplies the first night of class.

Course Code: 72752 Cost: \$70

Date: August 5-August 8, 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 the 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: 73366 Cost: \$70

Date: May 29-May 30, W, 8 am-5 pm; TH, 9 am-1 pm

Location: West Campus, Room 123

## 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: 73606 Cost: \$125

Date: June 24-June 28, MTWTH, 9 am-4 pm

Location: Oak Grove Center, Room 4450

Course Code: 73608 Cost: \$125

Date: July 8-July 12, MTWTH, 9 am-4 pm

Location: Oak Grove Center, Room 4450

## Used-Motor Vehicle Dealer ●✓

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

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

**NOTE:** Students should also bring a USB flash drive to class.

Course Code: 72103 Cost: \$70

Date: June 4, T, 8 am-3 pm

Location: West Campus, Room 1

Course Code: 72121 Cost: \$70

Date: July 13, S, 8 am-3 pm

Location: West Campus, Room 1

Course Code: 72126 Cost: \$70

Date: August 6, 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: 72941 Cost: \$125

Date: May 22-August 14, W, 6-9 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](http://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!

### Being More Productive by Saying "NO"

We 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 our productivity. We also need to know when and how to say "NO" to opportunities that will interrupt our productivity. Participants will develop criteria to evaluate the choices that are presented to them.

Course Code: 73214 Cost: FREE

Date: July 31, W, 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 & stories with their audience that can demonstrate their industry expertise. Small businesses that blog know that it is a great tool to create leads, thus business opportunities. Blogging also helps to build awareness of their business solutions/services.

Course Code: 73177 Cost: FREE

Date: May 23, TH, 1-4 pm

Location: The Enterprise Center

Course Code: 73190 Cost: FREE

Date: June 17, M, 1-4 pm

Location: Small Business Center, Suite 105

### Creating a Blog for Small Business

Blogging is a powerful way to showcase your expertise and value as a Small Business. Attendees of this workshop will actually begin to build their first business blog and learn the basic steps needed to take their blog to a level that will help to grow their business. Do not be afraid to get involved with blogging for business. Let us help you get started. Limited to 14 and you must have an ongoing business to attend this lab.

# Courses in Forsyth County



Course Code: 73199 Cost: FREE  
Date: June 27, TH, 1-4 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.

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

Course Code: 73197 Cost: FREE  
Date: June 19, W, 1-4 pm  
Location: Small Business Center, Suite 105

## Developing a Small Business Marketing Plan that Works

In this session, participants focus on 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: 73178 Cost: FREE  
Date: May 28, T, 1-4 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**

## eBay: Sell on eBay - Beyond the Basics

This seminar takes students to the next level of your eBay experience. This hands-on course 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: 73206 Cost: FREE  
Date: July 16, T, 1-4 pm  
Location: Small Business Center, Suite 105

## eBay: eBay Store

This seminar will take participants 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: 73211 Cost: FREE  
Date: July 23, T, 1-4 pm  
Location: Small Business Center, Suite 105

## eBay: Selling Items on eBay

During this fast-paced session, you 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: 73203 Cost: FREE  
Date: July 9, T, 1-4 pm  
Location: Small Business Center, Suite 105

## 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 course.

Course Code: 73192 Cost: FREE  
Date: June 18, T, 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: 73169 Cost: FREE  
Date: May 21, T, 1-4 pm  
Location: Small Business Center, Suite 105

## Grant Writing/Grant Seeking 101

This seminar is the first of three workshops designed for individuals interested in gaining the fundamentals of grant seeking and grant writing. Through interaction, role playing and sharing best practices, participants 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: 73176 Cost: FREE  
Date: May 23, TH, 1-4 pm  
Location: Small Business Center, Suite 105

## Grant Writing/Grant Seeking 102

This seminar is a continuation of Grant Seeking/Grant Writing 101. Students 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: 73179 Cost: FREE  
Date: May 29, W, 1-4 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. Students 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: 73187 Cost: FREE  
Date: June 13, TH, 1-4 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: 73185 Cost: FREE  
Date: June 11, T, 1-4 pm  
Location: Small Business Center, Suite 105



# Courses in Forsyth County

## 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: 73181 Cost: FREE  
Date: June 4, T, 1-4 pm  
Location: Small Business Center, Suite 105

## Key Leadership Skills for Small Business Owners

To be effective leaders, we must develop our abilities to maintain good relationships and bring out the best in others. This course teaches leaders 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 whether they work for large corporations, mid-sized companies or aspire to become small business owners.

Course Code: 73175 Cost: FREE  
Date: May 22, W, 2-5 pm  
Location: Small Business Center, Suite 105

## Leading Change During a Challenging Economic Environment

In this fast-paced, highly competitive business environment, the economy and changes in technology often cause companies to change their approach to conducting business just to stay competitive. This course teaches leaders about their need to adapt to 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: 73182 Cost: FREE  
Date: June 5, 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: 73183 Cost: FREE  
Date: June 10, M, 1-4 pm  
Location: Small Business Center, Suite 105

Course Code: 73218 Cost: FREE  
Date: August 8, TH, 1-4 pm  
Location: The Enterprise Center

## 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: 73168 Cost: FREE  
Date: May 20, M, 1-4 pm  
Location: Small Business Center, Suite 105

Course Code: 73188 Cost: FREE  
Date: June 13, TH, 1-4 pm  
Location: The Enterprise Center

## 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: 73184 Cost: FREE  
Date: June 11, T, 9-11 am  
Location: Small Business Center, Suite 105

Course Code: 73202 Cost: FREE  
Date: July 9, T, 9-11 am  
Location: Small Business Center, Suite 105

## Professionalism - Why It Matters

There is a direct correlation between how a leader is viewed and opportunities for business success. This workshop teaches leaders 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: 73205 Cost: FREE  
Date: July 10, W, 2-5 pm  
Location: Small Business Center, Suite 105

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

In this seminar, attendees 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: 73198 Cost: FREE  
Date: June 25, T, 1-4 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: 73180 Cost: FREE  
Date: June 3, M, 1-4 pm  
Location: Small Business Center, Suite 105

Course Code: 73208 Cost: FREE  
Date: July 18, TH, 1-4 pm  
Location: The Enterprise Center

## Time Management Tips and Tricks

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. Participants will learn about several time management strategies and select some of them to add to their own arsenal.

Course Code: 73212 Cost: FREE  
Date: July 24, W, 2-5 pm  
Location: Small Business Center, Suite 105

## 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: 68228 Cost: \$70  
Date: May 14-May 15, TW, 6-10 pm  
Location: Transportation Center, Room 244

Course Code: 68229 Cost: \$70  
Date: May 15, W, 8 am-5 pm  
Location: Transportation Center, Room 244

Course Code: 72105 Cost: \$70  
Date: June 18-June 19, TW, 6-10 pm  
Location: Transportation Center, Room 244

Course Code: 72106 Cost: \$70  
Date: June 19, W, 8 am-5 pm  
Location: Transportation Center, Room 244

Course Code: 72122 Cost: \$70  
Date: July 16-July 17, TW, 6-10 pm  
Location: Transportation Center, Room 244

Course Code: 72123 Cost: \$70  
Date: July 17, W, 8 am-5 pm  
Location: Transportation Center, Room 244



# Courses in Forsyth County



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

## Auto Safety Inspection ●✓

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

Course Code: 72098 Cost: \$70  
Date: May 21-May 22, TW, 6-10 pm  
Location: Transportation Center, Room 244

Course Code: 72099 Cost: \$70  
Date: May 22, W, 8 am-5 pm  
Location: Transportation Center, Room 244

Course Code: 72107 Cost: \$70  
Date: June 25-June 26, TW, 6-10 pm  
Location: Transportation Center, Room 244

Course Code: 72120 Cost: \$70  
Date: June 26, W, 8 am-5 pm  
Location: Transportation Center, Room 244

Course Code: 72124 Cost: \$70  
Date: July 23-July 24, TW, 6-10 pm  
Location: Transportation Center, Room 244

Course Code: 72125 Cost: \$70  
Date: July 24, 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: 72104 Cost: \$70  
Date: June 8, S, 8 am-5 pm  
Location: West Campus, Room 17

## 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 336.734.7726.

Course Code: 72135 Cost: \$190  
Date: August 12-December 4, MW, 6-9 pm  
Location: Goodwill, Room 108

## Facility Maintenance Technician ●✓ JobsNOW

This 260-hour course provides the student with classroom lecture and maximum hands on experience in HVAC, Plumbing repair, Electrical repair and Carpentry skills. Students build and wire an actual building to residential code. Also included is customer service, communication and employability skills along with math, blueprint reading and OSHA safety.

**NOTE:** CFC and CPO certification are available for an additional cost.

For more information call 336.734.7726.

Course Code: 72129 Cost: \$180  
Date: July 8-October 11, MTWTHF, 1-5 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 13-December 3, TTH, 6-9 pm  
Location: Goodwill, Room 108

## Welding: ARC/ARC Basic ●✓ 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 13 weeks involving 78 hours of instruction, lecture and practice.

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

Course Code: 73360 Cost: \$210  
Date: August 5-November 25, MW, 9 am-Noon  
Location: Goodwill, Room 011

Course Code: 73364 Cost: \$210  
Date: August 6-November 21, TTH, 6-9 pm  
Location: Goodwill, Room 011

## Welding: MIG (MIG/MFC-Wire) ●✓ 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 13 weeks involving 78 hours of instruction, lecture and practice.

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

Course Code: 73361 Cost: \$210  
Date: August 5-November 25, MW, 6-9 pm  
Location: Goodwill, Room 011

Course Code: 73362 Cost: \$210  
Date: August 6-November 21, TTH, 9 am-Noon  
Location: Goodwill, Room 011

## Welding: TIG ●✓ JobsNOW

This is a one-semester, 78-hour course designed to train the student in the basic principles of TIG welding. Gas tungsten welding is sometimes referred to by its subtype, tungsten inert gas or TIG welding. Students will operate electric power source welding machines with hand held wire electrodes. Studies will include power sources, types of wire electrodes and shielding gases. Welding will be performed on mild steel and aluminum, in flat, horizontal and vertical positions. Safety will be emphasized throughout the course in the use of tools and equipment.

**NOTE:** Safety glasses are required.

Course Code: 73363 Cost: \$210  
Date: August 6-November 21, TTH, 1-4 pm  
Location: Goodwill, Room 011

Course Code: 72137 Cost: \$210  
Date: August 13-December 3, TTH, 6-9 pm  
Location: Goodwill, Room 011



# 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: 72494 Cost: \$70  
Date: May 21-June 13, TTH, 1-4 pm  
Location: Northwest Forsyth Center, Room 109

Course Code: 72495 Cost: \$70  
Date: June 3-June 26, MW, 6-9 pm  
Location: Stokes County Center II, Room 203

## Human Resource Development

### HRD: 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 resumes on the internet and using email.

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

Course Code: 73359 Cost: \$120  
Date: June 4-July 18, TTH, 6-9 pm  
Location: Northwest Forsyth Center, Room 109

## Personal Enrichment

### Cake Decorating: Beginning/Stokes ❖

This class will begin with the basics of teaching you how to make roses, leaves and writing. The instructor will demonstrate how each tip is used and give help when needed. Students will decorate cake squares and individual cakes. Enjoy learning a new craft. A supply list is available upon registration.

**NOTE:** Students must bring icing and supplies the first night of class. Supplies may be purchased on site.

Course Code: 72853 Cost: \$35  
Date: June 13-June 27, TH, 6-8 pm  
Location: Papanana's Crafts

### Digital Camera Beginning - Stokes County ❖

This course introduces students to the basics of digital photography. Learn how to set your camera for any shooting situation, become familiar with a list of terms used every day in digital photography and printing.

**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: 72847 Cost: \$35  
Date: June 8, S, 9 am-Noon  
Location: Walnut Cove Center

### Digital Camera Intermediate - Stokes County ❖

Once you learn how to take pictures, you will want to download the picture from your camera to the computer and store in a picture file. Learn how to send pictures via email. Students will also learn how to size, crop and color adjust digital images.

Prerequisite: Digital Camera Beginning.

Course Code: 72851 Cost: \$35  
Date: June 22, S, 9 am-Noon  
Location: Walnut Cove Center

### Kudzu Basket Weaving/Stokes ❖

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 and clothespins.

Course Code: 72740 Cost: \$35  
Date: June 18, T, 6-9 pm  
Location: Papanana's Crafts

## 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: 69563 Cost: \$65  
Date: May 30, TH, 6-10 pm  
Location: Stokes County Center I, Room 113

Course Code: 69564 Cost: \$65  
Date: July 25, TH, 6-10 pm  
Location: Stokes County Center I, Room 113

## Seminars

### eBay: Sell on eBay - Beyond the Basics

This seminar takes students to the next level of your eBay experience. This hands-on course 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: 73215 Cost: FREE  
Date: August 1, TH, 1-4 pm  
Location: Northwest Forsyth Center, Room 217

### eBay: eBay Store

This seminar will take participants 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: 73217 Cost: FREE  
Date: August 8, TH, 1-4 pm  
Location: Northwest Forsyth Center, Room 217

### eBay: Selling Items on eBay

During this fast-paced session, you 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: 73213 Cost: FREE  
Date: July 25, TH, 1-4 pm  
Location: Northwest Forsyth Center, Room 217

## Technical/Trade

### Blueprint Reading for Welders ●✓

This course is intended to teach individuals how to read and interpret blueprints used in the welding industry. Students will study detailed drawings, understand dimensioning, tolerances and symbols as they relate to welding. By the end of class, participants will be able to create a simple blueprint.

Course Code: 72947 Cost: \$70

Date: June 3-June 26, MW, 6-8 pm

Location: Stokes County Center, Dodgetown Road, Room 113

### 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: 72949 Cost: \$190

Date: May 2-August 1, TTH, 6-9 pm

Location: Northwest Forsyth Center, Room 115

### 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: 72935 Cost: \$180

Date: May 13-July 10, MTWTH, 8 am-5 pm

Location: Northwest Forsyth Center, Room 111

### HVAC Service Technician Level I

#### ●✓ JobsNOW

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

For more information, call 336.734.7728.

Course Code: 72953 Cost: \$200

Date: May 2-August 1, TTH, 6-9 pm

Location: Northwest Forsyth Center, Room 113

### 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: 72948 Cost: \$190

Date: May 2-July 31, MW, 6-9 pm

Location: Northwest Forsyth Center, Room 115





# 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, EKG Technician, and Medication Aide to be completed.

### > When/Where

- Mondays at 9 am at the Stokes County Center
- Wednesdays at 9 am or 5:30 pm; West Campus
- Third Wednesday each month; 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

### > When/Where

- Nursing Assistant I: 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 Health Education class. However, information will not be sent to a clinical site until after the student registers.

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

## Health 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.

### Autism Paraprofessional ●✓ NEW!

This course is designed to prepare individuals to provide direct services to children with autism spectrum disorders (ASDs.) Care givers may work in educational, home-based, or community settings. Emphasis is on understanding ASDs, working with families of children with ASDs, managing challenging behaviors associated with ASDs and evidence-based practices for targeting communication, play, self-help and social skills of children with ASDs. Class will also cover consumer safety and rights and ethical considerations. The course also includes 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.

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/ GED or high school transcript 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.

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

### Cardiopulmonary Resuscitation: Healthcare Provider ❖

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 and use of an AED (Automated External Defibrillator) and FBAO (Foreign Body Airway Obstruction) for victims of all ages. 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 call 336.757.3091 or e-mail mcalhoun@forsythtech.edu.

Course Code: 73572 Cost: \$35

Date: May 18, S, 8:30 am-2 pm

Location: West Campus, Room 14

Course Code: 73573 Cost: \$35

Date: June 11, T, 5:30-10 pm

Location: West Campus, Room 14

Course Code: 73574 Cost: \$35

Date: June 15, S, 8:30 am-2 pm

Location: West Campus, Room 14

Course Code: 73575 Cost: \$35

Date: June 22, S, 8:30 am-2 pm

Location: Northwest Forsyth Center, Room 217

Course Code: 73576 Cost: \$35

Date: July 13, S, 8:30 am-2 pm

Location: West Campus, Room 14

Course Code: 73577 Cost: \$35

Date: July 15, M, 5:30-10 pm

Location: West Campus, Room 14

Course Code: 73578 Cost: \$35

Date: July 27, S, 8:30 am-2 pm

Location: Northwest Forsyth Center, Room 217

Course Code: 73579 Cost: \$35

Date: August 6, T, 5:30-10 pm

Location: West Campus, Room 14

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

# Courses in Health and Safety



## Cardiopulmonary Resuscitation: Heartsaver Provider ♦

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

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

For additional course information call 336.757.3091 or e-mail [mcalthoun@forsythtech.edu](mailto:mcalthoun@forsythtech.edu).

Course Code: 73583 Cost: \$25

Date: June 4, T, 6-9:30 pm

Location: West Campus, Room 14

## Cardiopulmonary Resuscitation: Healthcare Providers and Heartsaver CPR eLearning Courses Skills Practice and Skills Testing ♦

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

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

For additional course information contact e-mail [mcalthoun@forsythtech.edu](mailto:mcalthoun@forsythtech.edu) or call 336.757.3091

Course Code: 73588 Cost: \$25

Date: May 22, W, 6-8:30 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 tenth grade level and 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 GED or high school transcript are required.

**NOTE:** Students who make three attempts to pass the Skills and Written examination within two 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: 69459 Cost: \$125

Date: June 10-June 28, MTTH, 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 exam assessing basic reading comprehension skills at a minimum of tenth grade level and math skills at a sixth grade level, attend an orientation session. A picture ID, Social Security Card and high school diploma or GED or high school transcript are required. Students must also present receipts from the criminal background check and drug screening before they will be allowed to register for class.

**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: 72920 Cost: \$198

Date: May 13-July 31, MTWTH, 4-8 pm

Location: Northwest Forsyth Center, Room 138

Course Code: 72222 Cost: \$198

Date: May 20-August 1, MTTH, 4-9:30 pm

Location: North Stokes High School

Course Code: 68308 Cost: \$198

Date: May 20-August 1, MTTH, 4:30-10 pm

Location: West Campus, Room 7

Course Code: 72578 Cost: \$198

Date: May 21-July 9, MTWTH, 8 am-2:30 pm

Location: Northwest Forsyth Center, Room 138

Course Code: 70829 Cost: \$198

Date: July 2-September 4, TWTH, 8:30 am-3 pm

Location: Goodwill

Course Code: 73004 Cost: \$198

Date: August 12-October 2, MTWTH, 8 am-2:30 pm

Location: Northwest Forsyth Center, Room 138

## 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 tenth grade level and math skills at a minimum of sixth grade level, letter of recommendation on letterhead from an RN who has supervised student's work in the past two years, and current CPR (AHA) Healthcare Provider certification (before clinical). A picture ID, Social Security Card and high school diploma or GED or high school transcript are required. Students must also present receipts from the criminal background check and drug screening before they will be allowed to register for class.

**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: \$198

Date: August 15-October 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. Upon successful completion of the course, students will receive a Forsyth Tech certificate of completion.

**Prerequisite:** High school diploma/GED or high school transcript, 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. Successful completion of NAI, NAII or Phlebotomy is recommended.

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

Course Code: 73150 Cost: \$125

Date: July 9-August 10, TTH, 6-9:30 pm

Location: West Campus, Room 32B



# Courses in Health and Safety

## 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: 72457 Cost: \$180

Date: June 5-August 3, MWFS, 8 am-5 pm

Location: Northwest Forsyth Center, Room 215

## Introduction to Healthcare ●✓

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

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

Course Code: 69484 Cost: \$65

Date: June 3-June 26, MW, 5:30-8:30 pm

Location: Goodwill, Room 123B

## 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: 69524 Cost: \$70

Date: June 6-June 27, TH, 6:30-9 pm

Location: Grady Swisher Center, Room 146

Course Code: 73154 Cost: \$70

Date: July 8-July 29, M, 9-11:30 am

Location: Grady Swisher Center, Room 146

Course Code: 73153 Cost: \$70

Date: July 8-July 29, M, 6:30-9 pm

Location: Grady Swisher Center, Room 146

## Medication Aide ●✓

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

Prerequisite: 3-6 months minimum direct patient care experience with a letter of recommendation on letterhead from an RN who supervised student's work within the past 2 years (a letter of recommendation from NAI or NAII instructor is not sufficient), successful completion of 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 GED or high school transcript are required.

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

Course Code: 72938 Cost: \$70

Date: May 14-May 23, TWTH, 5:30-9:30 pm

Location: West Campus, Room 11





## Online Ed2Go

### Information

- Registration deadline for Ed2Go/online courses is Noon (12 pm) on the day/date they begin.
- Online courses require Internet access, an email address, a Web browser and software. It helps to be able to stay on a routine class schedule.
- Visit [www.ed2go.com/forsyth](http://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](http://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.
- Online students may apply for a full refund before the first day of the course. As of the first day of the course, students may apply for a 75% refund up to the last day of class if they have not completed the first assignment. No other refunds will be given.
- Course completion certificates and answers to any additional questions are available by email only at [onlinecce@forsythtech.edu](mailto: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](http://www.ed2go.com/forsyth) on the homepage for more information.

## Online Courses

### A+ Certification/Basic/Hardware ●✓

This course teaches you about the hardware common to virtually every personal computer including micro-processors, RAM, power supplies, motherboards, BIOS, CMOS, the expansion bus, floppy drives and hard drives. Learn how things work, how to configure everything and how to troubleshoot in real-world environments.

Course Code: 69360 Cost: \$70  
Date: April 17-May 24

Course Code: 69378 Cost: \$70  
Date: May 15-June 21

Course Code: 69430 Cost: \$70  
Date: June 19-July 26

### A+ Certification/Intermediate/Operating Systems ●✓

The Intermediate CompTIA A+ Certification Prep course picks up where the Basic course left off, taking you right into the PC. You will start with detailed information on installing and configuring hard drives and removable drives, and then spend the rest of the course knee-deep in Windows. You will learn about the operating system from installation to operations, maintenance to troubleshooting. The course finishes with an in-depth look into installing, configuring, maintaining and troubleshooting printers. This course takes you through the second of the three steps you need to become both a highly competent PC tech and a CompTIA A+ certified technician, 2009 style.

Course Code: 69361 Cost: \$70  
Date: April 17-May 24

Course Code: 69379 Cost: \$70  
Date: May 15-June 21

Course Code: 69432 Cost: \$70  
Date: June 19-July 26

### Access 2010 Introduction ●✓

Take control over your data! Whether you are a novice or an experienced database user, these hands-on lessons will show you how to harness the full power of Microsoft Access 2010. You will learn to build and customize tables and you will discover how to use forms to simplify data entry, create reports and design queries. By the time you have finished this course, you will know how to construct an effective database for any information you need to store, document and manage – at home or on the job.

Course Code: 69380 Cost: \$70  
Date: May 15-June 21

Course Code: 69434 Cost: \$70  
Date: June 19-July 26

### Accounting Fundamentals I ●✓

Demand for accounting professionals currently exceeds supply. If you are interested in increasing financial awareness and accountability while also gaining a marketable skill, this course is for you. Learn the basics of double-entry bookkeeping, while also learning how to analyze and record financial transactions, as well as prepare various financial reports at the end of the fiscal period. Accounts receivable, accounts payable, payroll procedures, sales taxes and various common banking activities will be discussed. This course will cover all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period.

Course Code: 69381 Cost: \$70  
Date: May 15-June 21

Course Code: 69435 Cost: \$70  
Date: June 19-July 26

### Administrative Assistant Fundamentals ●✓

Rapid growth in the health, legal services, data processing, management, public relations and other industries has created many new job opportunities for administrative assistants. This course will help you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning and office ergonomics. Become an indispensable member of your team by identifying opportunities and implementing solutions to turn an office into a high productivity machine.

Course Code: 69382 Cost: \$70  
Date: May 15-June 21

Course Code: 69436 Cost: \$70  
Date: June 19-July 26

### ASP.Net Introduction ●✓

Learn how to create exciting, interactive and professional Web sites with ASP.NET. In this hands-on course, you will begin by adding the power of interactive controls to your web pages and you will discover how you can use style sheets to give every web page you create the same clean and consistent look and feel. You will find out how to connect to a database and put the information it contains on public display. Then, you will develop a true community-based web site that allows users to register, log in, create and update profiles and post messages to a forum. You will also explore the issue of web security and learn some simple things you can do to secure your site against some common attacks.

Course Code: 69295 Cost: \$70  
Date: April 17-May 24

Course Code: 69383 Cost: \$70  
Date: May 15-June 21

Course Code: 69437 Cost: \$70  
Date: June 19-July 26

### Computer Skills for the Workplace ●✓

Learn the fundamental computer skills needed to succeed in today's workplace. Discover practical applications for email, word processors, spreadsheets and databases, gaining a working foundation for the critical computer skills needed to survive in the modern job market.

Course Code: 69298 Cost: \$70  
Date: April 17-May 24

Course Code: 69387 Cost: \$70  
Date: May 15-June 21

Course Code: 69441 Cost: \$70  
Date: June 19-July 26

### Creating WordPress Websites Introduction ●✓

Want to build an attractive, sophisticated blog or website – without having to learn any special coding? WordPress is the answer you are looking for! WordPress is one of the world's most popular Web design tools because it's free, easy to use and it produces professional results. In these lessons, you will get hands-on experience with this powerful tool as you create your own combination WordPress blog and website. You will walk through the process from start to finish, mastering everything from planning your content to picking a theme. For WordPress beginners, there is no easier way to learn the ropes. By the end of the course, you will know how to use WordPress confidently to launch and maintain your own blog or interactive website.

Course Code: 69349 Cost: \$70  
Date: April 17-May 24

Course Code: 69420 Cost: \$70  
Date: May 15-June 21

Course Code: 69486 Cost: \$70  
Date: June 19-July 26

### Creating WordPress Websites II ●✓

Create a website that can do just about anything, without any technical coding! In this course, you will learn how to build content management websites and blogs with WordPress.org, the world's most popular Web page publisher.

Content management lets you control your own site by providing an easy-to-use online administrative area that makes creating and updating content as simple as sending an email. Your online visitors will be able to comment on your articles, fill out forms and applications, buy your products and even make appointments.

Course Code: 69421 Cost: \$70  
Date: May 15-June 21

## Crystal Reports Introduction ●✓

Discover the techniques the pros use to produce attractive, reader-friendly reports for any audience. Designed for Crystal Reports XI, Crystal Reports 2008 and Crystal Reports 2011, this course will teach you how to transform the information that lies buried in your database or accounting program into clear, easy-to-understand documents. With the help of hands-on activities and step-by-step instructions, you will learn the secrets for extracting, sorting and grouping your data. In addition, you will find out how to include totals for groups of figures or for the entire report. Next, you will master the art of building your reports and formatting your material to create a polished, professional look. By the time you are done, you will be able to produce anything from a quick meeting handout to an elaborate annual report – and you will never be intimidated by report-writing tasks again!

Course Code: 69300 Cost: \$70  
Date: April 17-May 24

Course Code: 69388 Cost: \$70  
Date: May 15-June 21

Course Code: 69442 Cost: \$70  
Date: June 19-July 26

## CSS3 and XHTML5 Introduction ●✓

Learn how to create state-of-the-art Web sites using modern CSS3 and HTML5 techniques. Take your existing HTML skills to the next level and start building sites like the pros. If you want to survive and excel in the fast-paced world of Web publishing, you are going to need to keep up with ever-evolving standards. The new standard for Web developers is to use CSS3 and HTML5.

Course Code: 69302 Cost: \$70  
Date: April 17-May 24

Course Code: 69389 Cost: \$70  
Date: May 15-June 21

Course Code: 69443 Cost: \$70  
Date: June 19-July 26

## Digital Photography Discovery ●✓

This course provides an introduction to the fascinating technology that is catapulting the photographic world into the 21st century. You will discuss the basics of digital photography, equipment, software, the digital darkroom, printing, Internet and email use, along with commercial and personal applications.

Course Code: 69303 Cost: \$70  
Date: April 17-May 24

Course Code: 69390 Cost: \$70  
Date: May 15-June 21

Course Code: 69447 Cost: \$70  
Date: June 19-July 26

## Dreamweaver CS5 Introduction ●✓

If you want to design professional-quality websites, this is the class for you! In these step-by-step lessons, you will build an in-class website using Adobe Dreamweaver CS5—and in the process, you will discover how to plan a website from the ground up. You will work alongside an industry professional as you master skills ranging from using Cascading Style Sheets to creating standards-compliant pages. You will examine site planning strategies, learn principles of good Web design and explore Dreamweaver's best practices for maintaining websites once they are online. By the time you are done, you will be using this powerful software tool with skill and confidence.

Course Code: 69305 Cost: \$70  
Date: April 17-May 24

Course Code: 69391 Cost: \$70  
Date: May 15-June 21

Course Code: 69450 Cost: \$70  
Date: June 19-July 26

## Dreamweaver CS5 Intermediate ●✓

Take your web design skills to new heights as you master advanced Adobe Dreamweaver CS5 techniques! You will get hands-on practice in using pure CSS layout and discover how to incorporate multimedia elements such as Flash video and audio. In addition, you will explore the use of XML and XSL. In just 12 lessons, you will harness the power of this industry-standard Web development tool.

Course Code: 69309 Cost: \$70  
Date: April 17-May 24

Course Code: 69392 Cost: \$70  
Date: May 15-June 21

## Excel 2007 Introduction ●✓

Discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. Learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, creating custom charts, creating 3-dimensional workbooks, building links and creating macros and custom tool bar buttons.

Course Code: 69314 Cost: \$70  
Date: April 17-May 24

Course Code: 69394 Cost: \$70  
Date: May 15-June 21

Course Code: 69454 Cost: \$70  
Date: June 19-July 26

## Excel 2010 Introduction ●✓

Do you work with numbers? Then you need to master Microsoft Excel 2010—and this is the place to do it. In this easy online course, you will discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You will learn the secrets behind writing powerful formulas, using functions, sorting

and analyzing data, designing custom charts, creating three-dimensional workbooks, building links, working with templates and creating macros and custom toolbar buttons. By the time you are done, you will be using Excel like a professional.

Course Code: 69315 Cost: \$70  
Date: April 17-May 24

Course Code: 69395 Cost: \$70  
Date: May 15-June 21

Course Code: 69455 Cost: \$70  
Date: June 19-July 26

## Excel 2010 Intermediate ●✓

Take your Excel skills to the next level! In these hands-on lessons, you will master charting, PivotTables, Slicers, Sparklines and other advanced features of Microsoft Excel 2010. You will learn how to harness the power of Excel's data analysis and filtering tools and see how easy it is to create macros that eliminate repetitive tasks. You will also set yourself apart from the casual Excel user by adding VLOOKUP, INDEX & MATCH and Excel's other time-saving functions to your repertoire. So get ready for six fun, action-packed weeks that will make you an Excel expert!

Course Code: 69312 Cost: \$70  
Date: April 17-May 24

Course Code: 69393 Cost: \$70  
Date: May 15-June 21

Course Code: 69451 Cost: \$70  
Date: June 19-July 26

## Explore a Career as a Pharmacy Technician ●✓

Health care is a booming field these days and pharmacy technicians are in high demand. In this course, you will explore your career opportunities as you gain the skills that can help you land an entry-level position as a pharmacy clerk or technician. You will discover the meanings of key pharmaceutical terms, learn about common categories of drugs and how they work, review the laws that govern pharmacy dispensing and master the simple math that every pharmacy tech needs to know. You will also take a look at the many job settings and career paths open to you if you become a pharmacy technician. In addition, you will explore the steps you can take to boost your career by getting certified. By the time you are done, you will be prepared to start your career in this popular and rapidly growing field.

Course Code: 69328 Cost: \$70  
Date: April 17-May 24

Course Code: 69401 Cost: \$70  
Date: May 15-June 21

Course Code: 69463 Cost: \$70  
Date: June 19-July 26





# Online Courses

## Grammar Refresher ●✓

Whatever your goals, a grasp of English grammar is important if you want to improve your speaking and writing skills. This course will help you gain confidence in your ability to produce clean, grammatically correct work. Reacquaint yourself with old, forgotten rules, meet some new ones and discover your own grammatical strengths.

Course Code: 69318 Cost: \$70  
Date: April 17-May 24

Course Code: 69396 Cost: \$70  
Date: May 15-June 21

Course Code: 69456 Cost: \$70  
Date: June 19-July 26

## Guided Reading: Strategies for the Differentiated Classroom ●✓

Now more than ever, today's teachers are grappling with the question of how to reach struggling readers. While there are no quick fixes, thousands of teachers are combining the principles of differentiated instruction and guided reading with unparalleled success. Mixed in the right proportion, these popular strategies will help you build a balanced literary framework that gets results with even the most challenged learners.

Course Code: 69339 Cost: \$70  
Date: April 17-May 24

Course Code: 69411 Cost: \$70  
Date: May 15-June 21

Course Code: 69476 Cost: \$70  
Date: June 19-July 26

## Internet Introduction (Navigating) ●✓

It has been said that there is no communication unless a mutual sharing of meaning takes place. Words, facial and body movements, tone of voice, even clothing and situation, all form an intricate symbol system that must be quickly translated by those who want to communicate. This course explains and explores concepts of verbal and nonverbal expression including personal style, listening, relationship dynamics, self-esteem, conflict management, and cultural and gender communication differences.

Course Code: 69320 Cost: \$70  
Date: April 17-May 24

Course Code: 69397 Cost: \$70  
Date: May 15-June 21

Course Code: 69457 Cost: \$70  
Date: June 19-July 26

## Java Programming Introduction ●✓

If you want to learn computer programming but do not have any prior experience, you will enjoy a tour of Java, one of the most widely used computer languages in the world. It is a breeze to learn in a friendly and supportive environment. Start with the basics of program design and go on to write your own programs and integrate input and output, calculations, decision-making and loops. Build your knowledge and confidence with easy-

to-understand examples and plenty of skill-building exercises. So whether you just want to try it out to see if you like it or plan on doing more with Java, this is a great place to start!

Course Code: 69322 Cost: \$70  
Date: April 17-May 24

Course Code: 69458 Cost: \$70  
Date: June 19-July 26

## Java Programming Intermediate ●✓

Deepen your understanding of the Java programming language and start writing programs that are more sophisticated and professional. You will learn about reading and writing data files, organizing information with multiple classes in Java's class hierarchy and creating GUI applications using tools like windows, menus, buttons, text boxes, check boxes, scrolling and more.

Course Code: 69398 Cost: \$70  
Date: May 15-June 21

## Math Refresher ●✓

Ever find math baffling? This course can help you gain confidence in your basic math skills so you can start using math to your advantage. You will not find any theory or memorization here. Each of your lessons will be filled with practical exercises and information that you can put to immediate use. You will get valuable hands-on experience and advice on using a calculator; determining the proper amount to pay in tips, discounts and taxes; managing your income and expenses; checking your bills and bank statements for errors and overcharges; comparing investment vehicles; shopping for the best loans; buying a home; determining the right amount of paint, carpet, or tile for your next home improvement project; converting from one type of currency to another; calculating the chances that something will happen; interpreting a graph; comparing test results; understanding a statistical survey and more.

Course Code: 69331 Cost: \$70  
Date: April 17-May 24

Course Code: 69404 Cost: \$70  
Date: May 15-June 21

Course Code: 69468 Cost: \$70  
Date: June 19-July 26

## Networking Introduction ●✓

This course explains computer networking basics in terms that you can easily understand, using concepts common to everyday, non-computing experience. A brief networking history provides context, explaining how networks have become so important to businesses and individuals. The course emphasizes networking fundamentals, explaining the software and hardware that makes networking possible. The course stresses understanding how and why networks work. Upon completion of the course, you will be capable of performing basic computer networking tasks, such as DSL connectivity or configuring connections to an Internet Service Provider.

Course Code: 69323 Cost: \$70  
Date: April 17-May 24

Course Code: 69399 Cost: \$70  
Date: May 15-June 21

Course Code: 69460 Cost: \$70  
Date: June 19-July 26

## PC Troubleshooting ●✓

This course takes you step-by-step through the typical hardware and operating system problems encountered by technicians and teaches troubleshooting techniques to decipher any problem and gives the skills needed to solve them. Once the basics are mastered, the course launches into some of the more advanced and nasty problems that sometimes crop up in the PC. Finally, this course will show you how to maintain and optimize a Microsoft Windows PC.

Course Code: 69326 Cost: \$70  
Date: April 17-May 24

Course Code: 69400 Cost: \$70  
Date: May 15-June 21

Course Code: 69461 Cost: \$70  
Date: June 19-July 26

## Photoshop CS6 Introduction ●✓

Photoshop is the world's best-known photo-editing program. Artists, photographers, designers and hobbyists all rely on Adobe Photoshop for image creation and editing. Discover the fastest and most effective ways to use Photoshop and how to use it with detailed, step-by-step instructions that you will have no trouble following—even if you've never used a computer graphics program before! Photoshop CS6 has a host of impressive new features for photographers and you will encounter a number of them.

Course Code: 69335 Cost: \$70  
Date: April 17-May 24

Course Code: 69407 Cost: \$70  
Date: May 15-June 21

Course Code: 69472 Cost: \$70  
Date: June 19-July 26

## Photoshop Elements 10 for the Digital Photographer ●✓

Take your images from so-so to spectacular! Adobe Photoshop Elements 10 gives you the tools you need to achieve high-quality results right from the start. As you master this award-winning software, you will learn to edit images on your computer, correct flaws, enhance your final product, create simple art projects, prepare images for email and the Web and organize your images so you can keep track of them easily. Designed for camera enthusiasts with no photo-editing experience, this course will take you from novice to accomplished user in just a few weeks. Upgrade students are welcome as well!

Course Code: 69336 Cost: \$70  
Date: April 17-May 24

Course Code: 69408 Cost: \$70  
Date: May 15-June 21

Course Code: 69473 Cost: \$70  
Date: June 19-July 26

## PHP and MySQL – Introduction ●✓

Learn how to create an interactive website, allowing visitors to post and retrieve information provided by you or your site's visitors. You will see how to use the PHP programming language to generate dynamic websites that automatically change as your data changes. You will also learn how to use the popular MySQL database server with PHP to store and retrieve data over the Web.

Course Code: 69464 Cost: \$70  
Date: June 19-July 26

## PHP and MySQL - Intermediate ●✓

Learn how to create an interactive online store complete with an online catalog of products, allowing customers to browse the catalog to select items, place them in a shopping cart and complete an order. You will see how to use the popular MySQL database server to store product information (including images) and track customer orders. You will also learn how to use the PHP programming language to display product images in your online store, allow customers to shop online using a shopping cart in their browser and provide an administrative section to manage the store.

Course Code: 69402 Cost: \$70  
Date: May 15-June 21

## PMP Certification Prep I ●✓

Learn how to prepare for the Project Management Institute's prestigious PMP® certification exam. Master the first six chapters of A Guide to the Project Management Body of Knowledge (PMBOK® Guide), 4th edition – the essential resource for the PMP® certification exam. Find out about the nine project management knowledge areas, five process groups and 42 project management processes. Raise your project management IQ by discovering tips and techniques related to the questions you will encounter on the PMP® exam. Use proven learning strategies to help absorb key terminology, concepts and formulas.

Course Code: 69330 Cost: \$70  
Date: April 17-May 24

Course Code: 69403 Cost: \$70  
Date: May 15-June 21

Course Code: 69467 Cost: \$70  
Date: June 19-July 26

## PowerPoint 2010 Introduction ●✓

Take your PowerPoint presentations from “so-so” to sensational! In these lessons, you will learn how to use Microsoft PowerPoint 2010 to create impressive slide presentations that include text, objects, SmartArt, multimedia, animation, sound, charts, clip art and hyperlinks. In addition, you will discover how to create a PowerPoint photo album with your digital pictures. You will also master PowerPoint Web App, an online version of PowerPoint, and learn how to save your presentations as PDF files and videos. Whether you are a beginner or an

experienced user, this course will teach you how to turn simple slides into an exciting presentation that will grab and hold your audience's attention from start to finish.

Course Code: 69333 Cost: \$70  
Date: April 17-May 24

Course Code: 69405 Cost: \$70  
Date: May 15-June 21

Course Code: 69469 Cost: \$70  
Date: June 19-July 26

## Project Management Fundamentals ●✓

There are more projects occurring today than at any time in history. Organizations initiate projects to create new computer applications, erect bridges and buildings, improve processes, develop new products and reorganize company operations. Unfortunately, most organizations do not manage projects well, creating an unprecedented demand for project management practitioners. This course will provide you with the essential information needed to prepare for and complete your first project.

Course Code: 69334 Cost: \$70  
Date: April 17-May 24

Course Code: 69406 Cost: \$70  
Date: May 15-June 21

Course Code: 69471 Cost: \$70  
Date: June 19-July 26

## QuickBooks 2012 for Contractors ●✓

Designed specifically for contractors, this course teaches you to use the Premier Contractor Edition of QuickBooks 2012 to run your contracting business more efficiently. You will discover how to create custom and professional-looking contract estimates and generate useful and dynamic reports. You will also learn the different methods for billing your clients, including the QuickBooks progress invoicing and job-costing features. Clear lessons and step-by-step instructions will give you hands-on practice with the features you are sure to use every day.

Course Code: 69410 Cost: \$70  
Date: May 15-June 21

Course Code: 69475 Cost: \$70  
Date: June 19-July 26

## QuickBooks 2012 Introduction ●✓

Learn how QuickBooks accounting software makes it easy to set up a chart of accounts; reconcile your checking account; create and print invoices, receipts and statements; track your payables, inventory and receivables; create estimates and generate reports.

Course Code: 69337 Cost: \$70  
Date: April 17-May 24

Course Code: 69409 Cost: \$70  
Date: May 15-June 21

Course Code: 69474 Cost: \$70  
Date: June 19-July 26

## Real Estate Investing I ●✓

Experienced investors recognize weak markets as opportunities to pick up bargains. When there are more sellers than buyers, your chances of getting a good deal go way up. In many areas, now is the time to buy before prices start climbing again. In this course, you will learn how to make money in any area, in good times and bad, even if you have little money to start with. Real Estate Investing includes specially designed worksheets and hands-on activities to take the guesswork out of your investing efforts. You will learn how to invest in foreclosures, manage a rehab project and build your team of real estate professionals (title officers, lawyers, accountants, mortgage brokers, appraisers and more).

Course Code: 69341 Cost: \$70  
Date: April 17-May 24

Course Code: 69413 Cost: \$70  
Date: May 15-June 21

Course Code: 69478 Cost: \$70  
Date: June 19-July 26

## Response to Intervention: Reading Strategies that Work ●✓

Would it not be wonderful if we could be proactive in helping our struggling readers? Well, we can! In this six-week course, you will learn response to intervention (RTI) strategies that ensure the struggling readers in your classroom get the help and education they need. RTI gives us a strategic plan to bring tiered interventions to our students, at their reading level and with their unique challenges in mind. These intervention strategies tackle the toughest literacy problems with flexibility and creativity, and will help them with phonics, fluency, vocabulary mastery, comprehension and writing.

Course Code: 69340 Cost: \$70  
Date: April 17-May 24

Course Code: 69412 Cost: \$70  
Date: May 15-June 21

Course Code: 69477 Cost: \$70  
Date: June 19-July 26

## Secrets of Better Photography ●✓

Secrets of Better Photography is a hands-on course for beginning and emerging photographers. We will cover digital equipment, lighting, compositional tips and tricks, as well as ways to work with people and pets for great portraits! You will explore photojournalism, still-life photography, a few digital editing tools, as well as manual settings for dynamic exposure. With step-by-step explanations and lots of examples, you will see how to take your camera out of automatic mode with terrific results. You may be surprised at what f/stops, aperture settings and shutter speed can do for you! We will explain terms like depth of field and frozen action, and show you how to use your camera to get shots like the pros.

Course Code: 69342 Cost: \$70  
Date: April 17-May 24



# Online Courses

Course Code: 69414 Cost: \$70  
Date: May 15-June 21

Course Code: 69479 Cost: \$70  
Date: June 19-July 26

## Six Sigma – Total Quality Fundamentals ●✓

Learn how to effectively apply the fundamentals of total quality. Understand what quality is and learn about the history of the quality movement. Discover the role of customers in quality and determine the major elements of a quality system. Master key concepts such as the cost of nonquality, variation and total employee involvement (TEI). Increase your value to your company by learning about various motivational models, leadership and teamwork. Determine how to effectively apply quality standards by creating and implementing internal and external auditing activities. Learn the ins and outs of ISO 9000, ISO 14000 and the Malcolm Baldrige National Quality Award.

Course Code: 69343 Cost: \$70  
Date: April 17-May 24

Course Code: 69415 Cost: \$70  
Date: May 15-June 21

Course Code: 69481 Cost: \$70  
Date: June 19-July 26

## Solving Classroom Discipline Problems ●✓

Why do some teachers enjoy peaceful, orderly classrooms while others face daily discipline battles? The answer is that some teachers know the secrets to solving discipline problems. This course reveals those secrets and presents a step-by-step approach to effective and positive classroom discipline.

Course Code: 69297 Cost: \$70  
Date: April 17-May 24

Course Code: 69385 Cost: \$70  
Date: May 15-June 21

Course Code: 69439 Cost: \$70  
Date: June 19-July 26

## Speed Spanish I ●✓

This course is designed for anyone who wants to learn Spanish pronto. Learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you will be able to go into any Spanish-speaking situation and converse in Spanish. ¡Qué Bueno!

Course Code: 69344 Cost: \$70  
Date: April 17-May 24

Course Code: 69416 Cost: \$70  
Date: May 15-June 21

Course Code: 69482 Cost: \$70  
Date: June 19-July 26

## Speed Spanish II ●✓

This course is for students who would like to become more conversational and more comfortable in Spanish-speaking situations. You will see words, hear them pronounced properly and have plenty of opportunities to practice pronunciation. Learn several clever recipes to use to glue the words together into sentences.

Course Code: 69345 Cost: \$70  
Date: April 17-May 24

Course Code: 69417 Cost: \$70  
Date: May 15-June 21

Course Code: 69483 Cost: \$70  
Date: June 19-July 26

## Speed Spanish III ●✓

Master the ability to speak, understand and read Spanish by taking the final installment in our unique three-part Speed Spanish learning series. In this advanced-level course, you will learn the final six recipes that will serve as templates to help you create any Spanish sentence you want.

Course Code: 69418 Cost: \$70  
Date: May 15-June 21

## Start and Operate Your Own Home-Based Business ●✓

Home-based businesses are the hottest business trend of the decade. Learn how to be your own boss and eliminate the stress of working for others. The benefits of working from home are numerous. Earn what you deserve, be independent, have tax deductions and do away with traffic, office politics and more. Learn how to develop the entrepreneurial qualities, motivation, discipline and creativity needed to succeed. This class is a great way to start your own business or enhance the one you already have.

Course Code: 69296 Cost: \$70  
Date: April 17-May 24

Course Code: 69384 Cost: \$70  
Date: May 15-June 21

Course Code: 69438 Cost: \$70  
Date: June 19-July 26

## Teaching Students With Learning Disabilities ●✓

Learn how to successfully meet the diverse needs of the learning disabled students in your classroom from an experienced special educator. We will dissect the whole special education process, from working with individualized education programs (IEPs) to helping students struggling with reading comprehension, math skills and writing. Empower yourself by discovering easy, practical and creative strategies that you can use to help your struggling students to find their light bulb moments!

Course Code: 69348 Cost: \$70  
Date: April 17-May 24

Course Code: 69419 Cost: \$70  
Date: May 15-June 21

Course Code: 69485 Cost: \$70  
Date: June 19-July 26

## Fundamentals of Technical Writing ●✓

Learn the skills needed to succeed in the well-paying field of technical writing. Discover the secrets of successful technical writers, including technical writing conventions, interviewing skills, documentation management, publishing and formatting techniques and how to get your first job as a technical writer.

Course Code: 69424 Cost: \$70  
Date: May 15-June 21

## Word 2010 Introduction ●✓

Learn how to create and modify documents in Word 2010, the world's most popular word processing program. With the help of step-by-step instructions and hands-on activities, you will quickly master every basic feature of Word and be able to use this program confidently at home or on the job.

Course Code: 69350 Cost: \$70  
Date: April 17-May 24

Course Code: 69422 Cost: \$70  
Date: May 15-June 21

Course Code: 69487 Cost: \$70  
Date: June 19-July 26

## Writeriffic: Creativity Training for Writers ●✓

Who does not know the fear of the blank page? How can we transform our visions into the written word? Is it really possible to become a terrific writer? You will find the answer to these and more of your questions in Writeriffic. In this high-energy class you will learn lots of tricks from the published writer's toolbox. Whether you're at work now or hoping to write a novel, a nonfiction book, a memoir, short stories or articles, Writeriffic liberates the imaginative, inventive bolts of genius that are inside everyone. If you've ever dreamed of hearing your writer's voice and writing what's in your heart and head, this class will make it happen.

Course Code: 69352 Cost: \$70  
Date: April 17-May 24

Course Code: 69423 Cost: \$70  
Date: May 15-June 21

Course Code: 69488 Cost: \$70  
Date: June 19-July 26



## 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.*
- Online students may apply for a full refund before the first day of the course. As of the first day of the course, students may apply for a 75% refund up to the last day of class if they have not completed the first assignment. No other refunds will be given.
- Please contact Customer Service with any questions at 336.761.1002 or email questions to [onlinebb@forsythtech.edu](mailto: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](http://www.aapc.com)). Medical Terminology, Anatomy & Physiology, ICD-9 Diagnostic Coding, CPT Procedural Coding, and HCPCS Level II are some of the topics reviewed. 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 336.734.7791 or call customer service 336.761.1002.

Course Code: 72909 Cost: \$125

Date: May 20-July 15

### 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 336.734.7791 or call customer service 336.761.1002.

Course Code: 73020 Cost: \$125

Date: June 10-August 5

### 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](mailto: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: 73495 Cost: \$125

Date: May 20-June 28



# 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 336.734.7791 or call customer service 336.761.1002.

Course Code: 73015 Cost: \$180  
Date: June 3-August 19

## **Bb: Medical Coding – CPT ●✓**

This 50-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 336.734.7791 or call customer service 336.761.1002.

Course Code: 72906 Cost: \$125  
Date: June 3-July 29

## **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 336.734.7791 or call customer service 336.761.1002.

Course Code: 72907 Cost: \$180  
Date: May 27-August 12

## **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 336.734.7791 or call customer service 336.761.1002.

Course Code: 72905 Cost: \$180  
Date: May 20-August 5

## **Bb: National Standards, Professional Skills and Ethical Practices for Interpreters ●✓ (Also offered online)**

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

Course Code: 72598 Cost: \$125  
Date: May 13-June 16

## **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: 72426 Cost: \$125  
Date: June 17-July 28

## **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: 72425 Cost: \$125  
Date: July 29-September 8

## **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: 72542 Cost: \$180  
Date: May 20-August 25

# Learn **Spanish** for your job!

We offer a variety of Spanish courses for anyone at any skill level, as well as these customized courses for specific occupations:

- > School Teachers
- > Health Care Professionals
- > Bank Tellers

**For more information,  
call 336.761.1002.**

## **Office Technology**

Get the training you need to prepare for an entry-level office position. Enroll in our FREE\* Introduction to Clerical Assistant course now, then take Office Technology this summer. These two courses will give you knowledge and skills that would otherwise take six or more courses to obtain!



\* The Introduction to Clerical Assistant course is free if you are unemployed or meet income criteria.



## 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.**

## **Turn Kudzu From Vine To Devine!**

Learn to use kudzu vines to make beautiful baskets in our one-day **Kudzu Basket Weaving** class. You'll have fun and leave the class with a basket!

Classes taught in Forsyth & Stokes Counties.  
See pages 13 & 20 for details.

*For more information call 336.734.7722*



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