

# Economic & Workforce Development Course Catalog

Forsyth & Stokes Counties

**ForsythTech**

January-May, 2018

*Community College*



“At Forsyth Tech,  
the staff cared.”

*Althea Dortch, BSW,  
Career Peer Support Specialist*

*See Her Profile On Inside Cover*

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

**Look Inside!**

# Welcome to Your New Beginning

## On The Pathway To Success Achieving Her Lifelong Goal

*Althea Dortch, BSW, Career Peer Support Specialist*

### Taking Charge of Her Life

Dropping out of high school in 9<sup>th</sup> grade, Althea faced many challenges. At 30 years of age, she was a single mother making minimum wage. To improve herself and provide a better life for her children, she needed to earn her General Equivalency Diploma (GED®). It was her goal but could she accomplish her dream with three little boys? She applied at the West Campus of Forsyth Technical Community College and worked toward her GED®.



### Nothing Beats Failure Except Trying

“Without regular childcare I sometimes missed school to take care of my baby,” said Althea. “That made me sad because I wanted to go to school. When I finally got a voucher for daycare, I enrolled him in the daycare next door to the West Campus.”

For two years, she excelled in every program except math. With the staff’s encouragement, she persevered. Althea was the first in her family to get her GED®.

Equipped with her diploma, she continued toward her associate degree at Forsyth Tech. The Student Success Center helped her get financial aid and classes. As an older student, she first felt isolated. Yet, as students got to know her, they supported her, giving her confidence. “When I heard about the dual program between Forsyth Tech and Winston-Salem State University, I said let’s do this,” said Althea. “At Forsyth Tech, the staff cared and fixed my life all across the board.”

### Education Is What I Will Pass on to My Children

Graduating last year from Winston-Salem State University with a Bachelor of Social Work, Althea’s children saw her walk across the stage. She encourages her children to pursue their education.

“I tell my sons, knowledge is power and education is the key,” said Althea. “The more education you have, the more opportunities you create for yourself.”

*Interested in the GED® program or another program that can help you reach your goals? This catalog is full of them! Start reading, and find your pathway to success at Forsyth Tech!*

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



Certification cards  
presented upon  
completion of class.

# NO WAITING!

See pages 2 & 3 for details.

American Heart Association  **AUTHORIZED TRAINING CENTER**  
*Learn and Live*



# Course Offerings



## Agriculture/Farming

### Raised Beds & Maximized Yields❖

One of the fastest ways to get that deep layer of fertile soil is to make a raised bed. Raised beds yield up to four times more vegetables than the same amount of space planted in rows. Join us as we learn this growing technique and build a wooden raised bed container to take home.

Course Code: 119019, \$80, Crews  
2/12-2/27, M, 6-9 pm  
Stokes County Center, Room 113

## American Heart Association (AHA) Courses

Upon successful completion, you will receive certification cards that are valid for two years; cards will be issued at the end of class, no waiting! All of these courses meet at West Campus.

### AHA ACLS Provider-Advanced Cardiac Life Support✔

Are you an advanced medical professional looking for AHA ACLS training? At Forsyth Tech, you will receive the AHA ACLS and BLS certification all in one class.

**Note:** If you are interested in taking this course, contact Marilyn Calhoun at 336.757.3091 or mcalhoun@forsythtech.edu.

Course Code: 118833, \$84  
2/23-2/24, FS, 8 am-5 pm

Course Code: 118834, \$84  
4/27-4/28, FS, 8 am-5 pm

### AHA ACLS-Advanced Cardiac Life Support Renewal✔

This renewal course delivers ACLS providers updated information and current AHA standards of performance.

**Note:** If you are interested in taking this course, contact Marilyn Calhoun at 336.757.3091 or mcalhoun@forsythtech.edu.

**Prerequisite:** Must have a current AHA ACLS Provider card.

Course Code: 118835, \$84  
2/24, S, 8 am-5 pm

Course Code: 118836, \$84  
4/28, S, 8 am-5 pm

### AHA CPR: Basic Life Support Healthcare Provider-Initial❖

Are you a healthcare provider or medical student who needs Basic Life Support CPR certification? Receive your certification in one day at Forsyth Tech!

Course Code: 118752, \$45  
1/10, W, 5:30-10 pm

Course Code: 118753, \$45  
1/20, S, 8 am-12:30 pm

Course Code: 118754, \$45  
2/3, S, 8 am-12:30 pm

Course Code: 118756, \$45  
2/20, T, 5:30-10 pm

Course Code: 118757, \$45  
3/3, S, 8 am-12:30 pm

Course Code: 118758, \$45  
3/17, S, 8 am-12:30 pm

Course Code: 118829, \$45  
4/14, S, 8 am-12:30 pm

Course Code: 118830, \$45  
4/25, W, 5:30-10 pm

Course Code: 118831, \$45  
5/5, S, 8 am-12:30 pm

### AHA CPR Basic Life Support-EP❖

AHA CPR BLS-EP is a fast-paced course for experienced providers. Designed for experienced healthcare professionals who have taken the class before or who are exposed to emergency assessment and treatment on a regular basis.

Course Code: 118840, \$35  
1/20, S, 1-4 pm

Course Code: 118841, \$35  
1/24, W, 5:30-8:30 pm

Course Code: 118843, \$35  
2/3, S, 1-4 pm

Course Code: 118844, \$35  
2/21, W, 5:30-8:30 pm

Course Code: 118845, \$35  
3/3, S, 1-4 pm

Course Code: 118846, \$35  
3/17, S, 1-4 pm

Course Code: 118847, \$35  
4/14, S, 1-4 pm

Course Code: 118848, \$35  
4/24, T, 5:30-8:30 pm

Course Code: 118849, \$35  
5/5, S, 1-4 pm

### AHA Heartsaver CPR & First Aid❖

If you are a babysitter, lifeguard or just want the basic knowledge to manage an emergency for the first few minutes before EMS arrives, this class is for you. Don't wait for an emergency to happen!

#### CPR and First Aid:

Course Code: 118859, \$50  
5/12, S, 8:30 am-4:30 pm

#### CPR only:

Course Code: 118851, \$30  
1/30, T, 5:30-9:30 pm

Course Code: 118852, \$30  
2/27, T, 5:30-9:30 pm

Course Code: 118853, \$30  
3/13, T, 5:30-9:30 pm

Course Code: 118854, \$30  
4/19, TH, 5:30-9:30 pm

#### First Aid only:

Course Code: 118855, \$30  
1/31, W, 5:30-9:30 pm

Course Code: 118856, \$30  
2/28, W, 5:30-9:30 pm

Course Code: 118857, \$30  
3/20, T, 5:30-9:30 pm

Course Code: 118858, \$30  
4/26, TH, 5:30-9:30 pm

### AHA Heartsaver CPR & First Aid for Public School System Employees✔

Don't wait for an emergency to happen! Receive training to be qualified to provide immediate emergency assistance for your students and loved ones.

**Note:** These courses are fee exempt with proof of affiliation for public school system employees. If you are interested in taking this course, contact Marilyn Calhoun at 336.757.3091 or mcalhoun@forsythtech.edu.

#### CPR and First Aid:

Course Code: 118868, \$75  
5/12, S, 8:30 am-4:30 pm

#### CPR only:

Course Code: 118860, \$75  
1/30, T, 5:30-9:30 pm

Course Code: 118861, \$75  
2/27, W, 5:30-9:30 pm

Course Code: 118862, \$75  
3/13, T, 5:30-9:30 pm

Course Code: 118863, \$75  
4/19, TH, 5:30-9:30 pm

**First Aid only:**

Course Code: 118864, \$75  
1/31, W, 5:30-9:30 pm

Course Code: 118865, \$75  
2/28, W, 5:30-9:30 pm

Course Code: 118866, \$75  
3/20, T, 5:30-9:30 pm

Course Code: 118867, \$75  
4/26, TH, 5:30-9:30 pm

### AHA PALS-Pediatric Advanced Life Support ✓👤

Are you a healthcare provider interested in preparing to respond to emergencies for infants and children? Receive the AHA PALS and BLS certification all in one class!

**Note:** If you are interested in taking this course, contact Marilyn Calhoun at 336.757.3091 or mcalhoun@forsythtech.edu.

Course Code: 118837, \$84  
3/9-3/10, FS, 8 am-5 pm

### AHA PALS Renewal ✓👤

AHA PALS Provider courses must be renewed every two years.

**Note:** If you are interested in taking this course, contact Marilyn Calhoun at 336.757.3091 or mcalhoun@forsythtech.edu.

**Prerequisite:** Must have a current AHA PALS Provider card.

Course Code: 118838, \$84  
3/10-3/10, S, 8 am-5 pm

## Computer Technology

### AutoCAD Fundamentals ❖

Learn to use correct steps to complete tasks, increase production time on drawings and quick steps to increase productivity in the workplace. AutoCAD Fundamentals utilizes the latest version offered.

Course Code: 119597, \$299  
3/5-3/28, MW, 6-9 pm  
Innovation Quarter, Room 2444

### Be Smarter Than Your Phone! ❖

Do you want to do more than make and receive phone calls with your smart phone? Without using data, you will practice texting, emailing, taking and sending photos and so much more! **Note:** Bring phone and charger to class. For educational purposes only. No product or carrier endorsements.

Course Code: 119130, \$25, Rhodes  
1/20, S, 9 am-Noon  
Northwest Forsyth Center, Room 106

### Excel 2013 Introduction- Level I ✓👤

Discover Excel's simple formulas and functions, understand the difference between absolute and relative cell addresses, and learn how to print spreadsheets. All materials provided.

Course Code: 119023, \$200  
3/6-3/27, T, 6:30-9 pm  
Innovation Quarter, Room 2444

### Excel 2013 Intermediate – Level II ❖

Build on your beginner-level skills in storing, organizing, and manipulating data. Improve on your data analysis skills and refine your presentation skills with the use of Excel's charting and graphing tools. All materials provided.

Course Code: 119038, \$169  
4/10-4/24, T, 6:30-9 pm  
Innovation Quarter, Room 2444

### Excel 2013 Advanced – Level III ❖

Grow your Excel skills with knowledge about Pivot Tables and macros, financial functions, data analysis, auditing and additional functions, advanced formatting and analysis tools, collaboration, and more.

Course Code: 119053, \$169  
5/8-5/22, T, 6:30-9 pm  
Innovation Quarter, Room 2444

### Excel 2016 Introduction ✓👤

Learn basic Excel skills such as creating and formatting worksheets, manipulating data, working with charts, and using Excel templates. This course will teach you the basics of Excel 2016.

Course Code: 119136, \$75, Woosley  
1/22-3/12, M, 6-9 pm  
West Campus, Room 122, 🚗

### Excel 2016 Intermediate ✓👤

Expand your Excel skills with formulas, Pivot Tables, advanced charts, and more. This course will teach you intermediate skills of Excel 2016.

Course Code: 119575, \$75, Woosley  
3/26-5/14, M, 6-9 pm  
West Campus, Room 27, 🚗

### Excel 2016 Introduction Refresher ❖👤

Do you need to brush up on your basic Excel skills? If so, then this course is for you! Topics include creating and formatting worksheets, manipulating data, working with charts, using Excel templates, and more. This course is only a refresher for those who are familiar with computers and Excel. This is not designed to teach you Excel 2016.

Course Code: 119266, \$78, Anderson  
4/13-4/27, F, 10 am-2 pm  
West Campus, Room 27

### Excel 2016 Intermediate Refresher ❖👤

Do you need to brush up on your intermediate Excel skills? If so, then this course is for you! Topics include formulas, Pivot Tables, advanced charts, and more. This course is only a refresher for those who are familiar with computers and Excel. This is not designed to teach you Excel 2016.

Course Code: 119295, \$78, Anderson  
5/11-5/25, F, 10 am-2 pm  
West Campus, Room 27

### Google Applications ❖

Prepare to take on the wide world of Google! Bring your Android mobile device to enhance your learning experience.

**Prerequisite:** Must have a Gmail email account and prior experience using a computer.

Course Code: 119141, \$35, Anderson  
1/26, F, 10 am-1 pm  
West Campus, Room 122

Course Code: 119243, \$35, Anderson  
3/16, F, 10 am-1 pm  
West Campus, Room 122

### Office 2016 for Administrative Professionals ✓👤 CareersNOW

Enhance your skills, get organized, and increase your marketability in the workforce by becoming more proficient in Microsoft Office 2016.

**Prerequisite:** A basic understanding of how to use a computer.

Course Code: 119181, \$130, McMillan  
2/5-2/28, MTW, 9 am-1 pm  
Goodwill, Room 302

Course Code: 119249, \$130, Vance  
3/19-5/9, MW, 6-9 pm  
West Campus, Room 122, 🚗

## PC Basics & Beyond Using Windows 10 ✓ 📁 🖱️

Become a confident, self-sufficient PC user. This course is for the computer novice with little to no basic computer experience.

Course Code: 119128, \$75, Flynt  
1/17-3/7, W, 9 am-Noon  
West Campus, Room 122, 🚗

## PC Basics & Beyond 2 Using Windows 10 ✓ 📁 🖱️

Review and enhance your knowledge of material covered in PC Basics and Beyond with additional hands-on opportunities. Learn about software installation and other various computer related topics.

Course Code: 119257, \$75, Flynt  
4/4-5/2, W, 9 am-Noon  
West Campus, Room 122, 🚗

## PC Security & Maintenance ❖

Learn how to establish security, create strong passwords, keep your computer programs up to date, manage files, create backups and learn what to do in the event of system failure.

**Note:** Bring your laptop computer and extra power source to class.

Course Code: 119135, \$49, Pimental  
1/20-1/27, S, 9 am-Noon  
West Campus, Room 1

## Revit Fundamentals ❖

Learn about the user interface and basic drawing, editing, and viewing tools. Then learn design development tools including how to model walls, doors, windows, floors, ceilings, stairs, and more.

Course Code: 121152, \$299  
4/3-4/26, TTH, 6-9pm  
Innovation Quarter, Room 2444

## Foreign Language

### French: Introduction ❖ 📁 🖱️

Bonjour! Learn French language and culture from an experienced college professor who lived and worked in Paris for thirty years. This class will emphasize pronunciation, vocabulary and reading skills, as well as some basic grammar. Get an insider's view on culture, current events and trends. This course is for potential travelers or lovers of all things French.

Course Code: 119221, \$85, Pardo  
3/27-5/15, T, 6:30-8:30 pm  
Oak Grove Center, Room 4452, 🚗

### French I ❖ 📁 🖱️

Bonjour! If you've already mastered the basic principles, then French I is for you. This course will provide an opportunity for those who wish to gain a deeper understanding of the language in order to enhance their basic speaking, writing, and reading skills.

Course Code: 119216, \$85, Pardo  
1/23-3/13, T, 6:30-8:30 pm  
Oak Grove Center, Room 4452, 🚗

### Italian for Travelers ❖ 📁 🖱️

Are you planning a trip abroad? This course is designed as both an introduction to the Italian language and those who want to get around in Italy on formal or simple, self-guided tours. Frank Ancona, the instructor, is a second generation Italian.

Course Code: 119290, \$85, Ancona  
3/26-5/14, M, 6:30-8:30 pm  
Oak Grove Center, Room 4458, 🚗

### Italian: Introduction ❖

Italian introduction is an extension to and a continuation of the Italian for Travelers course. It will also explore the cultural and culinary differences in the different regions of Italy.

**Prerequisite:** Italian for Travelers or approval from coordinator.

Course Code: 119288, \$85, Ancona  
1/22-3/12, M, 6:30-8:30 pm  
Oak Grove Center, Room 4458, 🚗

### Conversational Spanish ❖

Have you ever wanted to understand and speak basic conversation Spanish? This class will help you to communicate simple statements when traveling abroad or just around your community. We will learn everyday use of the language that will help you interact with confidence.

Course Code: 119052, \$60, Crews  
2/20-3/29, T, 6-7:30pm  
Stokes County Center, Room 119, 🚗

### Spanish I ✓ 📁 🖱️

Get an introduction to the four basic skills of language acquisition—listening, reading, writing, and speaking—with this beginning Spanish course.

Course Code: 119021, \$75  
1/8-3/5, M, 6-9 pm  
Oak Grove Center, Room 3365, 🚗

Course Code: 119040, \$75  
3/21-5/9, W, 6-9 pm  
Oak Grove Center, Room 3365

### Spanish II ✓ 📁 🖱️

Course Code: 119022, \$75  
1/9-2/27, T, 6-9 pm  
Oak Grove Center, Room 3365, 🚗

Course Code: 119042, \$75  
3/12-4/30, M, 6-9 pm  
Oak Grove Center, Room 3365, 🚗

### Spanish III ✓ 📁 🖱️

Course Code: 119033, \$75  
1/11-3/1, TH, 6-9 pm  
Oak Grove Center, Room 3365, 🚗

Course Code: 119044, \$75  
3/13-5/1, T, 6-9 pm  
Oak Grove Center, Room 3365, 🚗

### Spanish IV ✓ 📁 🖱️

Course Code: 119037, \$75  
3/15-5/3, TH, 6-9 pm  
Oak Grove Center, Room 3365

## Human Resource Development

These courses are FREE if you are unemployed or meet specific income criteria.

### Employability Lab ✓

Do you need to develop or revise your resume and work on communication skills to be effective in presenting yourself to employers? You may enter this course at any time and leave the course when objectives are met.

Course Code: 119229, \$180, Birkel  
1/8-5/16, MW, 9:30 am-12:30 pm  
Goodwill, Peters Creek

Course Code: 119320, \$180, Witte  
1/9-5/17, TTH, 9 am-Noon  
West Campus, Room 27

## Please Register Early to Reserve Your Place in a Class!

Sometimes excellent courses are canceled when too many people wait until the last minute to register. We need a minimum number of enrollments before a class can run. To avoid the inconvenience of not being able to attend the class you want, register today—don't wait!



### Introduction to Clerical Assistant ✓

Would you like to learn more about clerical occupations and examine how to be successful in that field? Learn practical communication skills and be introduced to Microsoft Word and Excel. These courses meet at Goodwill -University Parkway.

Course Code: 119411, \$125  
1/23-3/1, TTH, 1-4:30 pm

Course Code: 119412, \$125  
3/27-5/3, TTH, 1-4:30 pm

### Human Resource Management Human Resource Management Certificate

These courses are approved by the HR Certification Institute for recertification credit (PHR, SPHR, GPHR).

### Essentials of HR Management ✦

Do you want to build a solid foundation in the many areas of study HR has to offer? This course will help you reach that goal! Entry-level HR professionals are encouraged to attend.

Course Code: 119099, \$529, Brown  
3/5-4/2, M, 6-9 pm  
Innovation Quarter, Room 2446

### Recruitment Selection & Personnel Planning ✦

Talent acquisition is one of the most important contributions that human resources professionals make to their organizations. Come learn the essential elements to be successful!

Course Code: 119116, \$140, Brown  
3/20-3/27, TTH, 6-9 pm  
Innovation Quarter, Room 2440

### Employment Laws & Regulations I ✦

Learn about current federal and state employment laws and provide opportunities for discussion of strategies for complying with those laws. Topics covered include Equal Employment Opportunity laws and federal and North Carolina employment laws.

Course Code: 119110, \$220, Hill  
4/4-4/18, W, 6-9 pm  
Grady Swisher Center, Room 121

### Introduction to Payroll ✦

Learn how to balance theory and practical skills using various exercises along with an emphasis on payroll laws and actions.

Course Code: 121149, \$350  
5/14-5/21, MW, 6-9 pm  
Grady Swisher Center, Room TBA

### Compensation & Benefits ✦

Get an introduction to the current tools and techniques for the design, implementation and administration of legal wage, salary, and benefits programs. This course will include techniques for analyzing and evaluating programs and covers various types of benefits and compensation packages.

Course Code: 119131, \$180, Brown  
4/17-4/26, TTH, 6-9 pm  
Innovation Quarter, Room 2440

### Employee Relations ✦

Learn how to manage the relationships between employers and employees. This course will define the six (6) cores of employee relations and the importance of this concept in the workplace. Labor Relations and Ethical Practices is also briefly covered.

Course Code: 119227, \$100, Hill  
5/7-5/9, MW, 6-9 pm  
Grady Swisher Center, Room 121

### SHRM Exam Preparation ✦

Prepare for the new SHRM Certified Professional (SHRM-CP™) or SHRM Senior Certified Professional (SHRM-SCP™) credential that establishes you as a recognized expert in the HR field.

Course Code: 119072, \$995, Crews  
1/16-4/17, T, 6-9 pm  
Innovation Quarter, Room 2446

### Interpreting in Health & Human Services

#### National Standards & Ethical Principles for Interpreters ✓

(Also offered online)

Learn about the principles and standards for professional interpretation as established by the National Council on Interpreting in Healthcare!

**Note:** This course is not language specific. All languages are welcome.

Course Code: 119017, \$75  
1/8-2/5, MW, 6-9 pm  
West Campus, Room 29, 🚗

Course Code: 119056, \$75  
1/9-2/4, ONLINE

#### English/Spanish Advanced Grammar for Interpreters & Translators ✓

(Also offered online)

Improve your written proficiency in Spanish and English in order to function at the highest possible level as a professional interpreter and translator!

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

Course Code: 119030, \$130  
2/12-3/26, MW, 6-9 pm  
West Campus, Room 29, 🚗

Course Code: 119073, \$130  
2/13-3/25, ONLINE

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

Are you looking for an introduction to the principles of medical terminology for interpreters and translators in the medical field? All medical terms are taught in English and Spanish.

Course Code: 119027, \$185  
1/30-5/1, TTH, 6-9 pm  
West Campus, Room 3, 🚗

Course Code: 119067, \$185  
1/30-5/6, ONLINE

#### Case Studies Translator Lab ✓ (Also offered online)

Learn to translate medical case studies from English to Spanish and Spanish to English.

**Prerequisite:** Must be enrolled in/ or have completed Spanish/English Medical Terminology and National Standards & Ethical Principles for Interpreters in order to take this course.

Course Code: 119035, \$130  
4/2-5/7, MW, 6-9 pm  
West Campus, Room 29, 🚗

Course Code: 119094, \$130  
4/3-5/6, ONLINE

#### Case Studies Interpreter Lab & Professional Skills ✓ (Also offered online)

Improve your consecutive and simultaneous interpreting skills! This class emphasizes listening and oral skills in both the Spanish and English language.

**Prerequisite:** Must be enrolled in/ or have completed Spanish/English Medical Terminology and National Standards & Ethical Principles for Interpreters in order to take this course.

Course Code: 119024, \$130  
1/22-3/21, MW, 6-9 pm  
West Campus, Room 3, 🚗

Course Code: 119060, \$130  
1/23-3/18, ONLINE

## Medical

### Emergency Medical Technician Basic ✓ CareersNOW

Interested in working in public safety (Emergency Medical Service, fire service and police) or in increasing your knowledge in handling emergency situations? When you successfully complete this course, you will be eligible to take the N.C. Emergency Medical Technician credentialing examination and/or the National Registry examination.

**Important:** Paid law enforcement will be fee exempt only if this course is deemed necessary to fulfill job duties and will require a written statement to that effect from a superior on agency letterhead.

**Note:** Some Saturdays are required. Please visit our website for additional information and requirements for enrollment.

Course Code: 116925, \$188  
3/20-7/26, TTTHS, 6-10 pm  
Northwest Forsyth Center, Room 215

Course Code: 116923, \$188  
1/8-5/9, MWS, 6-10 pm  
West Campus, Room 32B

Course Code: 116924, \$188  
2/6-6/7, TTTHS, 6-10 pm  
West Campus, Room 32B


### The Dorothy L. Lougee Nursing Assistant I Program ✓ CareersNOW (Also offered as hybrid)


Do you want to learn basic nursing skills required to provide personal care for patients, residents, the elderly or others requiring medical assistance in a healthcare setting? This course will prepare you to take the NC Nurse Aide I Competency Evaluation. Passing this evaluation leads to being listed on the NC Nurse Aide I Registry.


**Note:** Please visit our website for additional information and requirements for enrollment.


**Hybrid Course (Classroom/Online):** Please visit our website for a list of upcoming courses.

#### Classroom Only:

Course Code: 118729, \$206, Ball  
1/4-3/7, MTWTHF, 9 am-3:30 pm  
West campus, Room 13, 


Course Code: 119334, \$206, Lingard  
1/8-4/19, MTTTHS, 5:30-9:30 pm  
West Campus, Room 5, 


Course Code: 119341, \$206, Nelson  
1/9-3/13, TWTTHF, 8:30 am-3 pm  
West Campus, Room 5, 

Course Code: 119357, \$206, Turner  
1/22-3/28, MTWF, 8 am-2:30 pm  
Northwest Forsyth Center, Room 138 

### The Dorothy L. Lougee Nursing Assistant I Refresher Program ✓

Has your NA I certification lapsed in the past two years? This course assesses and validates NA I skills competencies for candidates whose NA I certification lapsed within the last two years.

Course Code: 120619, \$130, Cooper  
1/8-2/5, MWTH, 5:30 pm-9:30 pm  
West Campus, Room 7, 

Course Code: 120623, \$130, Cooper  
4/2-4/26, MWTH, 5:30-9:30 pm  
West Campus, Room 7, 

### The Dorothy L. Lougee Nursing Assistant II Refresher Program ✓

Has your NA II certification lapsed in the past two years? This course assesses and validates NA II skills competencies for candidates whose NA II certification lapsed in the last two years.

**Note:** This 10-hour course requires a minimum of five students for the class to be held. Please visit our website for additional information and requirements.

Course Code: 120611, \$140, Foster  
2/6-2/7, TW, 4-9:30 pm  
West Campus, Room 11

## Personal Enrichment

### Arts, Crafts and Hobbies

A supply list for these courses is provided online or upon registration.

#### Bird Watching: Beginning ✦

Do you enjoy watching the birds in your yard? Get an introduction to the hobby of bird watching and learn how to identify common birds by sight, sound, and habitat.

**Note:** You are encouraged to bring binoculars. Pencil and paper are required.

Course Code: 119114, \$65, Rogers  
4/7-5/12, S, 9 am-Noon  
West Campus, Room 12

#### Calligraphy ✦

Learn how to write in style with calligraphy. This course is for the beginner.

Course Code: 119134, \$65, Paige  
3/5-4/30, M, 6-8 pm  
South Fork Recreation Center

#### Crocheting ✦

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

Course Code: 119142, \$65, Jester  
1/17-3/7, W, 1-4 pm  
South Fork Recreation Center

Course Code: 119149, \$65, Jester  
3/21-5/9, W, 1-4 pm  
South Fork Recreation Center

#### Dance: Shag for Beginners ✦

Learn the basics of dancing to rhythm and blues music. Couples or singles may enroll.

**Note:** Smooth bottom shoes preferred.

Course Code: 119157, \$35, Rice  
3/1-3/22, TH, 6:30-8 pm  
Little Creek Recreation Center

#### Drawing: Basic Techniques ✦

Before you begin your masterpiece in acrylic, oil or watercolor, learn the fundamentals of drawing.

Course Code: 119178, \$55, Conaway  
1/23-2/13, T, 9:30 am-12:30 pm  
West Campus, Room 15

Course Code: 119183, \$55, Conaway  
2/27-3/20, T, 9:30 am-12:30 pm  
West Campus, Room 15

#### Drawing in Color ✦

Explore colored-pencil techniques in drawing and discuss color, light and composition. Prior drawing experience is helpful, but not required.

Course Code: 119165, \$65, Stewart  
1/18-3/8, TH, 9 am-Noon  
Miller Park Recreation Center

Course Code: 119172, \$65, Stewart  
3/22-5/10, TH, 9 am-Noon  
Miller Park Recreation Center

#### Drawing: Intermediate ✦

Improve your basic drawing skills by learning to use shading and texture to make a flower or figure appear three-dimensional. Understand what makes a good composition and how to edit your reference photos to get it.

Course Code: 119189, \$55, Conaway  
4/3-4/24, T, 9:30 am-12:30 pm  
West Campus, Room 15

### **Drawing: Portraits** ❖

Learn how to recognize and draw facial features and placement on the planes of the head. Forming the features individually and knowing their placement in relation to each other will help to create a finished portrait. Learn the value of shading and highlighting to create the appearance of a three-dimensional portrait.

**Note:** Materials needed: 11x14 spiral bound sketch pad (Canson XL mixed media recommended), #2 lead pencil, and kneaded rubber eraser.

Course Code: 119193, \$65, Conaway  
2/27-4/3, T, 1:30-4:30 pm  
West Campus, Room 15 🚗

### **Flower Arranging** ❖

Learn to make stunning floral designs using fresh flowers from the professionals. Cost includes fresh flowers.

Course Code: 119212, \$105, Gordon  
4/3-5/8, T, 6-8 pm  
South Fork Recreation Center

### **Genealogy: Intro** ❖ **NEW!**

Create your family tree one-step at a time. Get an experienced genealogist's view on how to collect vital stats, cite sources, locate records, and much more. This course is for first time genealogists as well as those who are well on their way to discovering their past.

Course Code: 119316, \$65, Rayburn  
3/1-4/5, TH, 6-8 pm  
West Campus, Room 122, 🚗

### **Painting: Acrylic** ❖

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

Course Code: 119293, \$65, Conaway  
1/11-3/1, TH, 9:30 am-12:30 pm  
West Campus, Room 15, 🚗

Course Code: 119300, \$65, Conaway  
3/22-5/10, TH, 9:30 am-12:30 pm  
West Campus, Room 15, 🚗

### **Painting: Oil All Levels** ❖

Explore the fundamentals of painting with oils. Advanced students welcome.

Course Code: 119138, \$65, Stewart  
1/17-3/7, W, 9 am-Noon  
West Campus, Room 15, 🚗

Course Code: 119143, \$65, Stewart  
4/4-5/23, W, 9 am-Noon  
West Campus, Room 15, 🚗

### **Painting: Watercolor** ❖

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

Course Code: 119146, \$65, Conaway  
1/12-3/2, F, 9:30 am-12:30 pm  
West Campus, Room 15, 🚗

Course Code: 119151, \$65, Conaway  
3/16-5/11, F, 9:30 am-12:30 pm  
West Campus, Room 15, 🚗

### **Painting: Watermedia** ❖

Learn to experiment with any water media. You will receive an introduction to watercolor and acrylics, in blending colors, information about what makes a good paintbrush and much more!

Course Code: 119164, \$65, Bess  
1/31-3/21, W, 1-4 pm  
South Fork Recreation Center

Course Code: 119156, \$55, Bess  
4/4-5/9, W, 1-4 pm  
South Fork Recreation Center

### **Photography: Intro 1** ❖

Whether you use a point and shoot camera or top of the line DSLR camera, this three-hour course will teach you how to use the settings on the camera and when to use them in order to capture that magical moment forever.

**Note:** Prior computer experience required.

Course Code: 119176, \$35, Smith  
1/6, S, 9 am-Noon  
West Campus, Room 122

Course Code: 119177, \$35, Smith  
1/20-1/20, S, 9 am-Noon  
West Campus, Room 122

Course Code: 119179, \$35, Smith  
2/10, S, 9 am-Noon  
West Campus, Room 122

Course Code: 119182, \$35, Smith  
2/17, S, 9 am-Noon  
West Campus, Room 122

### **Photography: Intro 2** ❖

Learn how to start a digital picture/file archive folder system, transfer those digital files from your camera to your computer and how to burn a photo CD. Using Photoshop CS6 Extended, you will also learn basics of digital manipulation along with how to size, crop and color adjust digital images.

### **Prerequisite:** Photography: Intro 1

Course Code: 119184, \$35, Smith  
1/27, S, 9 am-Noon  
West Campus, Room 122

Course Code: 119186, \$35, Smith  
2/24, S, 9 am-Noon  
West Campus, Room 122

### **Photography: DSLR I** ❖ ⚡

Want to get more out of your digital camera? Are you curious to know how to use Photoshop to make good photos great? This 8-week class is for the novice all the way to the advanced shooter.

**Prerequisite:** Photography: Intro 1 & 2.

Course Code: 119168, \$95, Smith  
2/26-4/16, M, 6-9 pm  
Transportation Center, Room 146, 🚗

### **Photography: DSLR II** ❖ ⚡

Enjoy photo shooting and digital manipulation! Manipulation instruction meets Wednesdays and photo shoots are on Saturdays.

**Prerequisite:** DSLR I.

Course Code: 119171, \$95, Smith  
4/21-5/16, WS, 6-9 pm  
Transportation Center, Room 146

### **Picture Framing & Matting** ❖

Take a treasured photo or piece of art and turn it into a showpiece by matting and framing it yourself! This class is for beginners and continuing participants. Class covers each step in the process of matting and framing.

Course Code: 119190, \$85, Golden  
1/22-3/12, M, 6-9 pm  
West Campus, Room 34, 🚗

Course Code: 119192, \$85, Russell  
3/26-5/14, M, 6-9 pm  
West Campus, Room 34, 🚗

### **Quilting with Baby Clothes** ❖ **NEW!**

Have you been going through your attic and found those baby clothes that remind you of your wonderful children? Relive the past by using old baby clothes to make a quilted keepsake. This fun class will teach you the basics you need to make this unique gift.

Course Code: 119057, \$75  
2/5-3/8, M, 1-4 pm  
Stokes County Center, Room 113, 🚗



### Silversmithing❖

Learn how to design a ring, solder, construct a bezel, and set a stone in our silversmithing class. All levels are welcome in this metalworking course.

Course Code: 119198, \$95, Rubin  
1/17-3/7, W, 6-9 pm

West Campus, Room 34, 🚗

Course Code: 119199, \$95, Rubin  
4/11-5/30, W, 6-9 pm

West Campus, Room 34, 🚗

### Stained Glass-All Levels❖

Explore the qualities of stained glass methods. You will learn fabrication processes of cutting glass, foiling, leading and soldering.

Course Code: 119207, \$85, Pettinati-Longinotti

1/18-3/8, TH, 6-9 pm

West Campus, Room 34, 🚗

Course Code: 119208, \$85, Pettinati-Longinotti

3/22-5/10, TH, 6-9 pm

West Campus, Room 34, 🚗

### Woodworking❖

Familiarize yourself with woodworking hand tools and power tools used in a carpentry lab in our beginning woodworking course.

Course Code: 119219, \$85, Danner  
1/9-2/27, T, 6-9 pm

Oak Grove Center, Room 1297, 🚗

Course Code: 119220, \$85, Danner  
3/13-5/1, T, 6-9 pm

Oak Grove Center, Room 1297, 🚗

### Baking, Beverage and Cuisine

A supply list for these courses is provided online or upon registration.

### Cake Decorating: Beginning❖

Develop your creativity and ability in the basics of cake decorating.

Course Code: 119126, \$55, Crotts  
3/6-3/27, T, 6-9 pm

West Campus, Room 15

### Cake Decorating: Cupcakes❖

Make your parties extra special with creative cupcakes and cake pops made from rolled candies, molded fondant, and buttercream icing.

Course Code: 119129, \$45, Crotts  
4/17-5/8, T, 6-8 pm

West Campus, Room 15

### Financial

All of these courses meet in Oak Grove Center room 4450 on Main Campus, unless otherwise noted. Students must receive a temporary parking pass from Campus Police prior to these classes.

### Estate Planning❖

Prepare for the unexpected and learn how to protect your family through estate planning! Discuss wills, durable power of attorney, healthcare POA, transfer and payable-on-death accounts, living wills & trusts, gifting and other topics. It is never too late to plan for your financial security.

Course Code: 119200, \$55, Wittenberg  
4/3-4/24, T, 6:30-9 pm

### Financial Strategies for Successful Retirement❖

Get information on retirement plans and IRAs. We will cover topics such as risk management, inflation protection and different investment vehicles to increase your purchasing power. You will have a financial plan in place at the end of the course.

Course Code: 119206, \$75, Wittenberg  
1/30-2/20, T, 6:30-9 pm

Course Code: 119209, \$75, Wittenberg  
3/6-3/27, T, 6:30-9 pm

### 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. Useful to individuals from beginner to advanced.

**Note:** Prior computer experience required.

Course Code: 119284, \$55, Wittenberg  
3/5-3/26, M, 6:30-9 pm

Oak Grove Center, Room 4455

### Social Security Benefits: Remove the Guesswork❖

Explore various factors that can influence the amount of Social Security benefits received. Using a wise claiming strategy may enhance lifetime Social Security benefits.

Course Code: 119202, \$45, Wittenberg  
1/22-1/29, M, 6:30-9 pm

Course Code: 119204, \$45, Wittenberg  
5/7-5/14, M, 6:30-9 pm

### Savvy Medicare Planning❖

Do you know the four parts of Medicare and how to enroll? When is the best time to enroll in Medicare? What does Medicare cover, what does Medicare not cover? What is a typical Medicare budget today? What can cause your health care budget to change? Do not wait until retirement to ask these very important questions.

Course Code: 119195, \$45, Wittenberg  
4/23-4/30, M, 6:30-9 pm

### Special Interest

#### Animal Care❖ **NEW!**

A healthy pet can bring your family a lot of enjoyment for many years. Educate yourself on some of the basic needs of your new dog or cat. We will discuss food and nutrients, exercise, vaccinations, shelter, and general health.

Course Code: 119045, \$25, Crews  
2/8-2/15, TH, 6-9 pm

Stokes County Center, Room 119

#### Sign Language: Beginning❖ **NEW!**

Have you ever wanted to learn American Sign Language? Beginner ASL focuses on learning finger spelling and building basic vocabulary and conversation signs. Become familiar with ASL and gain an understanding of the deaf world through engaging activities.

Course Code: 120964, \$70, White  
2/6-3/27, T, 6-8 pm

Oak Grove Center, Room 4459, 🚗

## Wedding Planning❖

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

Course Code: 119211, \$55, Eggleston  
3/6-3/27, T, 6-8 pm  
West Campus, Room 25

## Wildlife Rehabilitation❖

Interested in knowing proper ways to care for wildlife? You will receive instruction on the dangers encountered with wildlife, learn proper handling techniques, intake procedures, basic medical lifesaving techniques, proper feeding of various native wildlife species and gain an understanding of the nature of each animal.

Course Code: 119217, \$55  
3/1-5/10, TH, 6-9 pm  
Oak Grove Center, Room 4451, 🚗

## Professional and Career Development

### Allied Health

#### Activity Director✓📄CareersNow

Receive your basic training to become an activity director in a healthcare related setting. This course follows the state approved course outline. When training is complete, you will be qualified to work as an activity director in a nursing home or assisted living facility.

**Note:** Proof of high school diploma or equivalent or college diploma/transcript is required for registration.

Course: 121206  
4/3-6/7, TTH, 6-9pm  
Norwest Forsyth Center, Room 16 🚗

#### Autism Paraprofessional✓📄

Would you like to learn how to provide services to children with autism spectrum disorders (ASDs)?

The course includes practicum hours in a local autism specialty school. Upon satisfactory completion of the course, you will receive a certificate.

**Note:** Included in the registration fee is an \$18 non-refundable malpractice insurance fee, which is valid for one year.

**SPECIAL NOTE:** If you are currently enrolled in curriculum classes, you may receive course credit for EDU248 upon successful completion of this course.

**Prerequisite:** A picture ID, Social Security card and high school diploma or equivalent or college diploma/transcript are required. Criminal background check must be completed by Investigative Associates; no drug screen required. You must present the receipt from the criminal background check before you will be allowed to register for class.

Course Code: 118526, \$151, Andree  
1/11-3/15, MTWTH, 6-9 pm  
West Campus, Room 14, 🚗

### Business

#### Administrative Assistant Training✓

Interested in becoming an administrative assistant, secretary, or executive support staff? Want to upgrade or enhance skills for new roles and expanded responsibilities in your career as an administrative professional? Then this is the course for you!

**Note:** A DiSC profile is required for the first class; visit the West Campus bookstore for purchase.

Course Code: 119419, \$130  
1/8-4/30, M, 6-9 pm  
Oak Grove Center, Room 4456, 🚗

#### Customer Relations Management in a Call Center Environment✓ CareersNOW

Learn the art of serving customers in a call center environment! The communication techniques taught in this course will help you cultivate repeat business, market products and cross-sell when appropriate. Gain the skill-set necessary to be a productive telephone call center customer service agent within the wide variety of fields for today's job market. For more information, call 336.757.3801.

Course Code: 119306, \$185  
3/5-4/17, MTWF, 8:30 am-12:30 pm  
Goodwill, Room 100

#### Effective Teaching Training✓ (Online Only)

Interested in preparing to be a substitute teacher in a private or public school setting? The NC Effective Teacher Training Program (ETT) provides instruction in skills associated with effectiveness in the classrooms of North Carolina. Upon satisfactory completion of the course, you will receive a certificate and 2.4 Continuing Education Units (CEUs).

Course Code: 119048, \$75  
2/6-3/4, ONLINE

Course Code: 119051, \$75  
4/3-4/29, ONLINE

#### Financial Services and Teller Training✓

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

Course Code: 119433, \$75, Milton  
1/29-3/26, M, 6-9 pm  
West Campus, Room 30, 🚗

#### Veterinary Assistant Training: Beginning✓📄CareersNOW

Learn the basics for working in a veterinary office. Course topics will include small animal anatomy and physiology, reproduction, nutrition, restraint and handling, preventive health and wellness, first aid, diagnostics, and surgical room procedures. Discussions will include basic business operations and regulations for veterinary hospitals.

**Note:** No hands-on opportunities with animals will be included in this course.

Course Code: 119432, \$130  
1/9-5/1, T, 6:30-9 pm  
Goodwill, Room 100



### Veterinary Assistant Training: Advanced **CareersNOW**

Expand on your basic veterinary assistant knowledge with information about small animal chronic and frustrating diseases, prescription diets, evaluating laboratory tests, behavior, pharmacology and dentistry. Restraint, handling, basic husbandry and diseases of pocket pets, reptiles and birds will be discussed along with large animal medicine topics.

**Note:** No hands-on opportunities with animals will be included in this course.

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

Course Code: 119436, \$75  
2/14-5/2, W, 6:30-8:30 pm  
Goodwill, Room 100

### Food and Beverage

#### Culinary Arts Certificate **CareersNOW**

Learn with hands-on instruction and get your certification in ServSafe sanitation, basic culinary skills, knife skills, basic baking skills, kitchen safety, mass food production and cook chill technology.

**Note:** There is an additional fee of \$200, payable to the Second Harvest Food Bank, to cover drug screening, criminal background check and ServSafe certification. Payment is due in full by the first day of class. This class meets at Second Harvest Food Bank, also known as the Triad Community Kitchen.

Course Code: 117327, \$185, Williams  
1/18-4/18, MTWTHF, 8:30 am-3 pm  
Second Harvest Food Bank

Course Code: 119315, \$185, Williams  
2/15-5/16, MTWTHF, 8:30 am-3 pm  
Second Harvest Food Bank

Course Code: 119321, \$185, Williams  
3/15-6/14, MTWTHF, 8:30 am-3 pm  
Second Harvest Food Bank

Course Code: 119324, \$185, Williams  
4/19-7/20, MTWTHF, 8:30 am-3 pm  
Second Harvest Food Bank

### ServSafe Certification

Take part in the highest standard of food safety training and certification. This course meets the NC requirement for food service workers. The online certification exam is administered following the review by a certified ServSafe instructor/proctor.

Course Code: 119144, \$59, Dickerson  
1/27, S, 9 am-4:30 pm  
West Campus, Room 18




### Medical/Clerical

#### Certified EHR Specialist **CareersNOW**

Train for high demand administrative positions in the medical community! Learn data management skills such as entry and transmission of patient data, restoration of electronic records, billing and coding, medical report, patient charting, and HIPAA privacy regulations. Course required to sit for the national certification exam administered by National Healthcareer Association.

**Note:** National certification costs an additional \$115.

**Prerequisite:** High school diploma or equivalent, reading/language placement tests, Career Readiness Certificate (\$30)

Course Code: 118704, \$185, Cole  
2/5-4/25, MWTH, 6-9:30 pm  
West Campus, Room 18, 

#### Medical Office I: Introduction to Terminology & Coding **CareersNOW**


Prepare for an entry-level job in a doctor's office or clinic when you complete this introductory course and Medical Office II.

Course Code: 118703, \$185, Hill  
1/29-4/25, MW, 6-9 pm  
Goodwill, Room 100

### Medical Office II: Billing/EMR **CareersNOW**

Learn to use electronic medical records for patient record keeping, appointment scheduling, billing for services, posting of payments and generating accounting reports.


**Prerequisite:** Medical Office I

Course Code: 118702, \$130, Denerson  
1/22-3/12, MW, 6-9 pm  
West Campus, Room 27, 

#### Medical Unit Secretary **CareersNOW**

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

**Prerequisite:** High school diploma or equivalent, criminal background check/drug screen and immunizations required for clinical placement

Course Code: 118699, \$203, Elswick  
2/12-5/15, MTWTH, 7-10 pm  
Bob Greene Hall, Room W304, 

#### Pharmacy Assistant **CareersNOW**

Would you like to work in a retail pharmacy? This course will prepare you for an entry-level job in a retail pharmacy. Use this course to start your path at Forsyth Tech toward becoming a Certified Pharmacy Technician!

**Prerequisite:** High school diploma or equivalent

Course Code: 118696, \$130, Vance  
1/16-3/8, TTH, 6-9 pm  
Goodwill, Room 306

Course Code: 118705, \$130, Vance  
3/20-5/10, TTH, 6-9 pm  
Goodwill, Room 306

Course Code: 118718, \$130, Vance  
4/2-5/23, MW, 9 am-Noon  
Goodwill, Room 306

### Professional Coding Certification

These courses are part of a series and prepare you to take the Certified Professional Coder (CPC®) exam. Please visit [www.aapc.com](http://www.aapc.com) to learn more about this certification.

## Medical Terminology ✓📖 (Online Only)

Learn prefixes, suffixes, root words and terms that relate to anatomy, physiology and review of body systems. Upon completion, you should be able to pronounce, spell and define medical terms as related to selected body systems and their pathological disorders.

Course Code: 119065, \$185  
1/29-4/15, ONLINE

## Medical Coding – CPT ✓📖 (Online Only)

Learn the proper way to review medical charts and physician documentation to assign appropriate CPT procedural codes.

Course Code: 119085, \$185  
2/13-4/29, ONLINE

## Medical Coding ICD-10 ✓📖 (Online Only)

Learn sound knowledge of medical coding rules and regulations, coding errors to avoid, as well as the ability to review and assign accurate ICD-10 diagnostic codes across a wide range of clinical cases.

Course Code: 119082, \$185  
2/13-4/29, ONLINE

## AAPC Exam Review ✓📖 (Online Only)

Prepare for the National CPC® certification exam administered by the American Academy of Professional Coders ([www.aapc.com](http://www.aapc.com))! This is the final course in the online series for students seeking to take the Certified Professional Coder (CPC®) credentialing exam.

Course Code: 119088, \$130  
3/20-5/13, ONLINE

## Notary Public

### eNotary ❖

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

**Note:** Please visit our website for additional information and requirements for enrollment.

Course Code: 119302, \$55, Young  
2/23-2/23, F, 9 am-Noon  
Transportation Center, Room 146

Course Code: 119332, \$55, Young  
4/13-4/13, F, 9 am-Noon  
Transportation Center, Room 146

## Notary Public Education ❖📖

Become a commissioned notary public by completing our Notary Public Education course.

**Note:** Please visit our website for additional information and requirements for enrollment.

Course Code: 119253, \$79, Young  
1/9-1/11, TTH, 1-4:30 pm  
Northwest Forsyth Center, Room 217

Course Code: 119259, \$79, Gordon  
1/16-1/18, TTH, 6-9:30 pm  
West Campus, Room 36

Course Code: 119263, \$79, Gordon  
1/23-1/25, TTH, 1-4:30 pm  
Innovation Quarter, Room 2447

Course Code: 119272, \$79, Young  
1/29-1/31, MW, 1-4:30 pm  
Northwest Forsyth Center, Room 217

Course Code: 119285, \$79, Gordon  
2/6-2/8, TTH, 6-9:30 pm  
West Campus, Room 30

Course Code: 119289, \$79, Young  
2/13-2/15, TTH, 1-4:30 pm  
Transportation Center, Room 143

Course Code: 119298, \$79, Gordon  
2/20-2/22, TTH, 1-4:30 pm  
Innovation Quarter, Room 2447

Course Code: 119308, \$79, Young  
2/26-2/28, MW, 1-4:30 pm  
Transportation Center, Room 143

Course Code: 119319, \$79, Gordon  
3/6-3/8, TTH, 6-9:30 pm  
West Campus, Room 36

Course Code: 119338, \$79, Young  
3/15-3/16, THF, 9 am-Noon  
Northwest Forsyth Center, Room 217

Course Code: 119343, \$79, Young  
3/20-3/22, MW, 6-9:30 pm  
Northwest Forsyth Center, Room 217

Course Code: 119354, \$79, Gordon  
3/27-3/28, TW, 1-4:30 pm  
Innovation Quarter, Room 2447

Course Code: 119313, \$79, Young  
4/3-4/5, TTH, 6-9:30 pm  
Transportation Center, Room 131

Course Code: 119323, \$79, Gordon  
4/10-4/11, TTH, 1-4:30 pm  
Innovation Quarter, Room 2447

Course Code: 119337, \$79, Young  
4/17-4/19, TTH, 1-4:30 pm  
Transportation Center, Room 143

Course Code: 119340, \$79, Gordon  
4/24-4/26, TTH, 6-9:30 pm  
West Campus, Room 36

Course Code: 119349, \$79, Young  
5/1-5/3, TTH, 6-9:30 pm  
Northwest Forsyth Center, Room 217

Course Code: 119358, \$79, Young  
5/8-5/10, TTH, 1-4:30 pm  
Innovation Quarter, Room 2447

## Process Improvement

### Six Sigma Green Belt ❖

Equip yourself with tools required to support Lean Six Sigma process improvement projects in your company and ensure a minimum level of technical competence in the key Six Sigma disciplines. Passing a comprehensive exam and completion of a Green Belt project is required to receive certification.

Course Code: 119235, \$1,500, Self  
1/9-3/8, TTH, 6-9:30 pm  
Grady Swisher Center, Room 203

## Program Management

### Program Management LERN ❖ NEW!

Participate in training for professionals associated with lifelong learning programs. Receive information about program development, finance and budgeting, program analysis, marketing, and more.

Course Code: 117658, \$995  
4/23-4/27, MTWTHF, 9 am-3 pm  
Innovation Quarter, Room 2447

## Safe Driving

All of these courses meet at West Campus. Please check our website for course dates and times offered. Drivers ages 16-17 need a completed minor release form before registering.

### Alive At 25 ❖

Alive at 25 specifically targets the needs of inexperienced drivers ages 16-24. Course curriculum developed by the National Safety Council (NSC).

Course Cost is \$69.



## National Certification for Electrical Lineman

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

For more info, call 336.734.7023

## Technical/Trade

### Auto Safety Inspection✓

Prepare yourself to pass the automobile safety qualifications exam. The exam is administered on the last day of class.

**Note:** Please contact the local DMV at 336.767.8809 to insure that you are eligible to obtain this license. This class meets at the Transportation Center. Please visit <http://www.forsythtech.edu/courses-programs/job-skills/careersnow/auto-safety-obd-ii/> for a list of upcoming courses.

### Auto Inspection: OBD II✓

Attention vehicle inspectors! Increase your knowledge by taking this course in On-Board-Diagnostics II emissions testing procedures. Prepare to become qualified to complete OBD II inspections with a properly licensed inspection station upon completion of the OBD II exam. The exam is administered on the last day of class.

**Note:** Please contact the local DMV at 336.767.8809 to insure that you are eligible to obtain this license. This class meets at the Transportation Center. Please visit <http://www.forsythtech.edu/courses-programs/job-skills/careersnow/auto-safety-obd-ii/> for a list of upcoming courses.

### Blueprint Reading for Trades✓📖

Develop your abilities to read and interpret engineering drawings! The foundation for this is achieved through the study of such topics as multi-view drawings, sectional views, geometric dimensions and tolerances, and part feature specifications.

Course Code: 119331, \$130, Crews  
1/22-4/11, MW, 6-8 pm  
Stokes County Center, Room 119, 🚗

### DMV: Dealer Pre-License✓📄

Would you like to be a licensed North Carolina auto dealer? Topics include minimum requirements, dealer license plates, vehicle inspections, tinting, and registration. Important information on frequently used forms, dealer disclosures, and Federal laws is also covered.

**Note:** Please visit the NC DMV website at <https://connect.ncdot.gov/business/DMV/pages/car-dealers.aspx> for minimum requirements regarding application LT-415 to insure you are eligible to obtain this license.

Course Code: 119112, \$75, Mauk  
5/1-5/2, TW, 8 am-3 pm  
West Campus, Room 18

### Electrical Helper: Service & Repair✓

Interested in learning the basics of electricity and the electrical trade? This course will teach you the basic skills and knowledge for entry level employment under the supervision of an electrical contractor as well as a pathway into the electrical trades. Learn electrical theory, electrical safety, tools and materials used in the electrical trades, blueprint reading, residential wiring, troubleshooting, and common electrical problems.

**Note:** Safety glasses required.

Course Code: 119327, \$185, Crews  
2/6-6/7, TTH, 6-9 pm

Stokes County Center, Room 113, 🚗

### Electrical Lineman✓📖 CareersNOW

Become an entry-level electrical line worker for private and public utility companies and related employers. This program is approved for national certification by the National Center for Construction Education and Research and for Pre-Apprentice credit by the NC Department of Commerce. You may also earn a flagger and OSHA 10 certificate. This course is approved for GI benefits.

**Note:** Supplies needed include boots. An average grade of 75 is required to complete the course. Please visit our website for information on course dates and times.

Course Code: 117461, \$246

3/19-5/21, MTWTH, 8 am-5 pm

Northwest Forsyth Center, Room 213, 🚗

### Electrical: Installation and Troubleshooting✓📖 CareersNOW

Learn the principles of electrical installation and repair. Learn to install new electrical circuits and equipment. Upon completion of the course, you will receive a certificate and should have the necessary training to be eligible for an entry-level position with an electrical contractor.

**Note:** This is an introduction class. 70% attendance is required in order to receive a certificate of completion for this course.

Course Code: 119120, \$205, Long

2/12-6/18, MW, 6-9 pm

Goodwill, Room 108

### Defensive Driving: 4-Hour❖

In this classroom-only course, participants of all ages will learn essential defensive driving techniques and skills to avoid collisions and decrease future violations. Course not recommended for participants with DUIs or passing stopped school bus violations. Course curriculum developed by the National Safety Council (NSC).

Course Cost is \$69.

### Defensive Driving: 8-Hour❖

This 8-hour program is for drivers with serious traffic violations or who have more than one pending traffic violation. Course curriculum developed by the National Safety Council (NSC).

Course Cost is \$94.

### Motorcycle Safety Education: Basic Rider Course (BRC)❖

The updated Basic Rider Course now includes an eCourse (online) that is a prerequisite for the riding exercises. The eCourse is conducted during the first Thursday night class. The Motorcycle Safety Foundation requires all students to complete the eCourse satisfactorily in order to participate in the riding portion of the class.

**Note:** Please visit our website for additional information and requirements for enrollment.

Course Cost is \$174.

### Facility Maintenance Technician ✓ CareersNOW

Learn technical skills that include Carpentry, Electrical, HVAC, Plumbing and OSHA Safety. In partnership with the National Apartment Association, you will also learn customer service and apartment maintenance skills including major appliance repair and pool operation.

**Note:** Please visit our website for additional information.

Course Code: 119070, \$220, Wood  
2/5-4/27, MTWTHF, 8:30 am-12:30 pm  
Goodwill, Room 108

### HVAC Service Technician Level I and II ✓ CareersNOW

Complete your HVAC service training with this two-level course. Upon satisfactory completion of this course, which includes Level I and Level II, you will receive a certificate.

**Note:** Please visit our website for additional information.

Course Code: 119046, \$215, Hobson  
1/9-3/29, TWTH, 1-5 pm  
Goodwill, Room 108

### HVAC Service Technician Level I ✓ CareersNOW

Prepare for entry-level employment with local HVAC contractors in the routine service and repair of residential and light commercial HVAC (Heating, Ventilation, and Air Conditioning) systems. Upon satisfactory completion of Level I and Level II, you will receive a certificate.

**Note:** Please visit our website for additional information.

Course Code: 119029, \$215, Stewart  
2/20-5/10, TTH, 6-9 pm  
Northwest Forsyth Center, Room 115

### HVAC Service Technician Level II ✓ CareersNOW

Continue your HVAC service training with information about mechanical cooling, electronic and mechanical controls and refrigeration troubleshooting. Upon satisfactory completion of Level I and Level II, you will receive a certificate, along with CFC certification. You should then be ready for entry-level employment with local HVAC contractors.

**Note:** 70% attendance is required in order to receive a certificate of completion for this course.

**Prerequisite:** HVAC Service Technician Level I

Course Code: 119080, \$215, Cornelison  
2/13-5/3, TTH, 6-9 pm  
Goodwill, Room 108

### Used Motor Vehicle Dealer ✓ ↓

If you are a licensed dealer who needs to renew your dealer's license for pre-owned vehicles, this course provides the 6 hours of training you need. You must already have a dealer's license to take this class. For initial 12-hour licensing class, please see DMV Dealer Pre-License elsewhere in this catalog.

Course Code: 119066, \$75, Mauk  
2/1-2/1, TH, 8 am-3 pm  
West Campus, Room 18

### Welding: Industrial ✓ CareersNOW

Learn the principles and practices of welding! Course content will include SMAW (stick), GMAW (MIG), and GTAW (TIG) welding processes. Also included will be blueprint reading, metallurgy, welding inspection, destructive and non-destructive testing. Upon completion of the course, you will have the knowledge base to sit for various industry-specific certifications.

**Note:** You are required to have your own safety glasses. Please visit our website for additional information.

Course Code: 119020, \$265, Eubanks,  
Hill  
1/8-4/26, MTWTH, 8:30 am-12:30 pm  
Goodwill, Room 11

### Welding: ARC ✓ CareersNOW

Get instruction on welding in the Shield Metal Arc Welding (SMAW-Stick) process. You will learn proper techniques and electrode selection for welding plate to meet AWS (vertical-up) welding code. You will be welding with E6010 and E7018 electrodes. Upon successful completion of the class, you should have the skill to pass the 3G/4G weld test to AWS standards. After taking this course you may retake the course at an advanced or pipe welding level.

**Note:** You are required to have your own safety glasses. 70% attendance is required in order to receive a certificate of completion for this course.

Course Code: 119043, \$225, Hill  
1/9-5/10, TTH, 6-9 pm  
Goodwill, Room 11

### Welding: MIG ✓ CareersNOW

Learn process for Metal Inert Gas/Metal Flux-Core Welding (MAW/MFC-Wire). You will learn proper techniques, machine set up, inert gas and wire selection for welding both light and heavy plate to meet AWS (vertical-down and flat) welding code. Upon successful completion, you should have the skills to pass the 1G/2G & 1F weld test to AWS standards. After taking this course you may retake the course at an advanced level.

**Note:** You are required to have your own safety glasses. Please visit our website for additional information.

Course Code: 119025, \$225, Doub  
1/8-5/14, MW, 6-9 pm  
Goodwill, Room 11

## Please Register Early to Reserve Your Place in a Class!

Sometimes excellent courses are canceled when too many people wait until the last minute to register. We need a minimum number of enrollments before a class can run. To avoid the inconvenience of not being able to attend the class you want, register today—don't wait!



# Registration Information



## What You Need For Registration

For detailed information, please visit <http://www.forsythtech.edu/ewd/how-to-register-for-ewd-classes/>

When you register, you must provide all of the following information:

- Course Code
- Full Name
- Address
- Birthdate
- Social Security Number or Student ID
- Phone Number
- Payment
- Proof of GED® or high school diploma if required as a prerequisite for the class

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

## 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

Payment of registration, equipment, and/or insurance fees must be made at the time of registration. Fee exemptions, if offered, are noted in the course listings.

## Ways To Register

### Walk-In Registration

Walk-in registration is available at six locations.

- West Campus Customer Service Center, 1300 Bolton Street, Winston-Salem  
*Cash, check, money order, Visa/MasterCard*
- Forsyth Tech Stokes County Center  
1165 Dodgetown Road, Walnut Cove  
*Cash, check, money order*
- Grady P. Swisher Center  
1108 Swisher Center Road, Kernersville  
*Check, money order,*

### Visa/MasterCard

- Mazie S. Woodruff Center  
Winston-Salem  
*Check, money order, Visa/MasterCard*
- Northwest Forsyth Center  
3111 Big Oaks Drive, King  
*Cash or check*
- Transportation Technology Center  
4255 North Patterson Avenue,  
Winston-Salem  
*Cash or check*

### Telephone Registration

To register by phone, call 336.734.7023, and select option 2 for phone registration.

Monday-Thursday, 9 am-4 pm  
Friday, 9 am-noon.

Payment by Visa/MasterCard only.

### Important Registration Information

#### Refund Policy

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

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

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

**PLEASE NOTE:** To request a registration fee refund in accordance with the above policy, you must officially withdraw from a class by completing and submitting a Request for Refund form to the EWD 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.**

**Malpractice insurance fees are non-refundable.**

## Disabilities Services

Students who have a disability and would like to request services and accommodations must register with Disability Services. You will be required to provide current, official documentation of your disability. Information provided by a student is voluntary and appropriate confidentiality is maintained. Students who need assistance for academic services should call the EWD Counselor at 336.757.3090 to schedule a referral appointment.

## Fees

### Computer Use and Technology Fee

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

### Textbooks

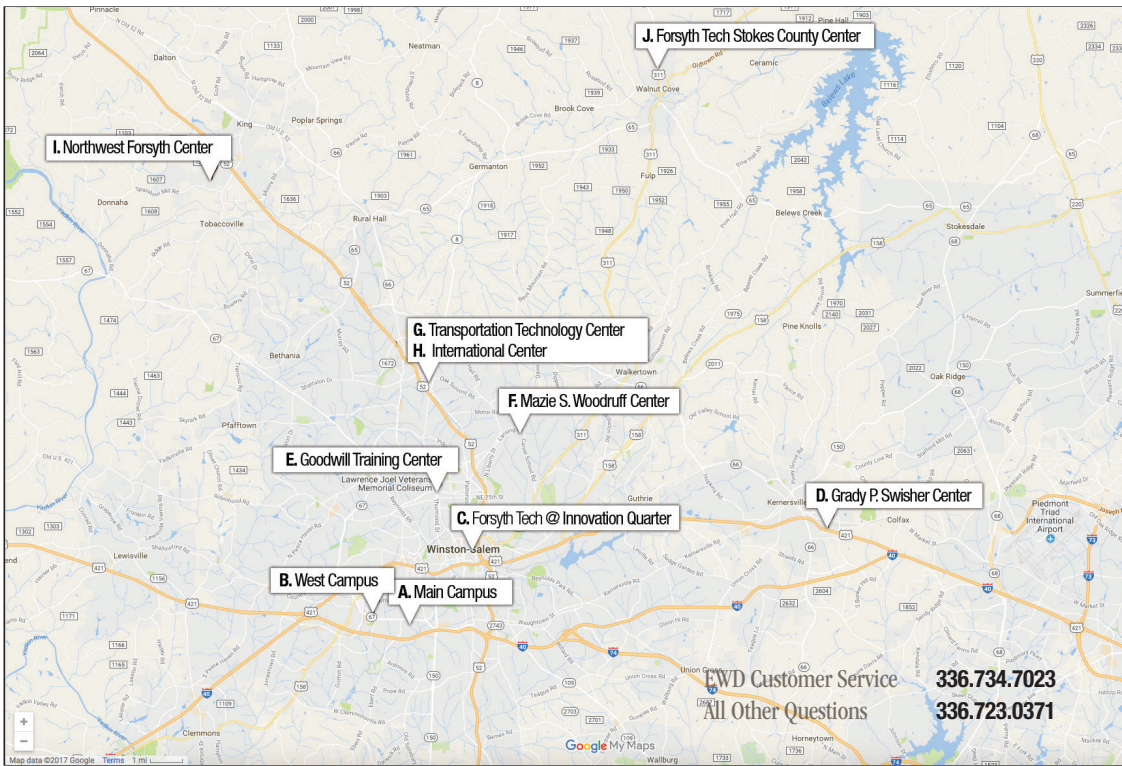
For your convenience there are two options for purchasing textbooks:

- Online: Go to <http://forsythtech.bncollege.com/>. Click GO and find your course. Requires Visa or MasterCard.
- West Campus Bookstore on Bolton Street: Call 336.734.7754 for days and hours of operation.

### Parking Decals

Parking decals cost \$35 and are nonrefundable. All EWD students who park vehicles on ANY Forsyth Tech campus (Main, Northwest Forsyth Center, Oak Grove Center, Stokes County Center, Transportation Center, West, Woodruff and Swisher) are required to purchase parking decals for all classes that meet five days or more. Parking decals must be purchased in person at the Customer Service Center on West Campus or at the Northwest Forsyth Center, Swisher, Woodruff, Stokes or Transportation Technology Centers. Parking decals may be purchased in advance or on the first day of class during normal business hours.

Please go to <http://www.forsythtech.edu/student-services/cashier/> to view hours of operation.



**A. Main Campus**  
 2100 Silas Creek Parkway  
 Winston-Salem  
 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  
 Phone: 336.734.7023

**C. Forsyth Tech @ Innovation Quarter**  
 525 Vine St., Ste. 240, Winston-Salem  
**Small Business Center**  
 Phone: 336.757.3810  
**BioNetwork Pharmaceutical Center**  
 Phone: 336.748.4671  
**Business & Industry Services**  
 Phone: 336.757.3802

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

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

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

**G. Transportation Technology Center**  
 4255 N. Patterson Ave.  
 Winston-Salem  
 Phone: 336.757.3399

**H. International Center**  
 4255 N. Patterson Ave.  
 Winston-Salem  
 Phone: 336.734.7984

**I. Northwest Forsyth Center**  
 3111 Big Oaks Dr., King  
 Phone: 336.734.7050

**J. Forsyth Tech Stokes County Center**  
 1165 Dodgetown Rd.  
 Walnut Cove  
 Phone: 336.593.5402

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*Community College*

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**2018**

JANUARY-MAY 2018  
**COURSE CATALOG**

# Foundations of Human Resources Management

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- SHRM Essentials of HR Management
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- Employment Law 1
- Compensation & Benefits
- Employee Relations

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This 14-week course prepares students to take the SHRM Certification Exam. This exam is administered by SHRM in one central location within the Triad three times per year.

*See pages 3 & 4 for additional Human Resources Management courses.*

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