

# Course Catalog

August – December 2014

ForsythTech

Education For Life

Hundreds of  
Course Offerings

Job Training  
Professional Growth  
Personal Enrichment  
Basic Skills



“My ultimate goal is to be in aerospace technologies and build parts that go into space.”

Sharon Sealey, Computer-Integrated Machining Student See Her Profile On Page 1

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

Look Inside!

**NEW!**

Learn to make  
**Gluten Free Bread**

*(And save some, too!)*

*Eat healthier and save money by making your own gluten free bread, cookies and more!*

See page 16 for details.

Learn to  
**save lives!**



*Get your Advanced Cardiac Life Support and/or Pediatric Advanced Life Support Certification and know the protocols and techniques of advanced life support. Re-certification courses also offered.*

See page 26 for details.

**NEW!**

Create your own  
**stained glass jewelry box**

Make one for yourself or someone you love.  
It's a great gift or keepsake!

See page 15 for details.

Help make their  
**Golden Years shine!**



*Our 60-hour "Activity Director - Basic" course gives you the training needed to work as an Activity Director in a Nursing Home or Assisted Living Facility.*

See page 26 for details.

# Welcome to Your New Beginning

## On The Pathway To Success A Talent With Tools

*Sharon Sealey, Computer-Integrated Machining*

Sharon Sealey enrolled at Forsyth Tech to complete her high school education and ended up finding a new career she loves — one that has her literally reaching for the stars.

A single mother living in Stokes County, Sharon had a job in fast food, but wanted something better. Sharon knew that in order to secure a better career and future, she needed to obtain her GED®. That brought her to Forsyth Tech, where she met Sally Elliott, Coordinator of Stokes Economic & Workforce Development (EWD). “Sally was the first person I met when I went to take the GED® placement test,” Sharon recalls. “She’s been a major part in making all this happen.”



Sally was impressed by Sharon’s math scores and asked if she would be interested in taking an Intro to Machining course offered through EWD. “She said, ‘You might be good at it because it’s heavily math-based.’ And that’s how I ended up here.”

“Here” is Forsyth Tech’s Computer-Integrated Machining degree program, where Sharon is learning the sophisticated, technology-based manufacturing processes used to make complex tools and parts. After completing the EWD Machining courses, Sharon was encouraged to move on to the Computer-Integrated Machining degree program where she is currently on track to earn her Associate in Applied Science next May.

Amazingly, before this Sharon was not mechanically inclined. “I never really messed with anything mechanical in my life,” she says. “Now I’m using drill presses, lathes, milling machines and everything else. Apparently I have an aptitude for it.”

And what does the future hold for her? “My ultimate goal is to be in aerospace technologies and build parts that go into space,” she says. “I figure I’ll never make it into space, but if I make the parts that go up there then I’ll be there by proxy.”

Sharon’s path at Forsyth Tech has taken her from GED® to EWD to a degree program. Where will your path take you? Get started this fall with one of the courses listed here!

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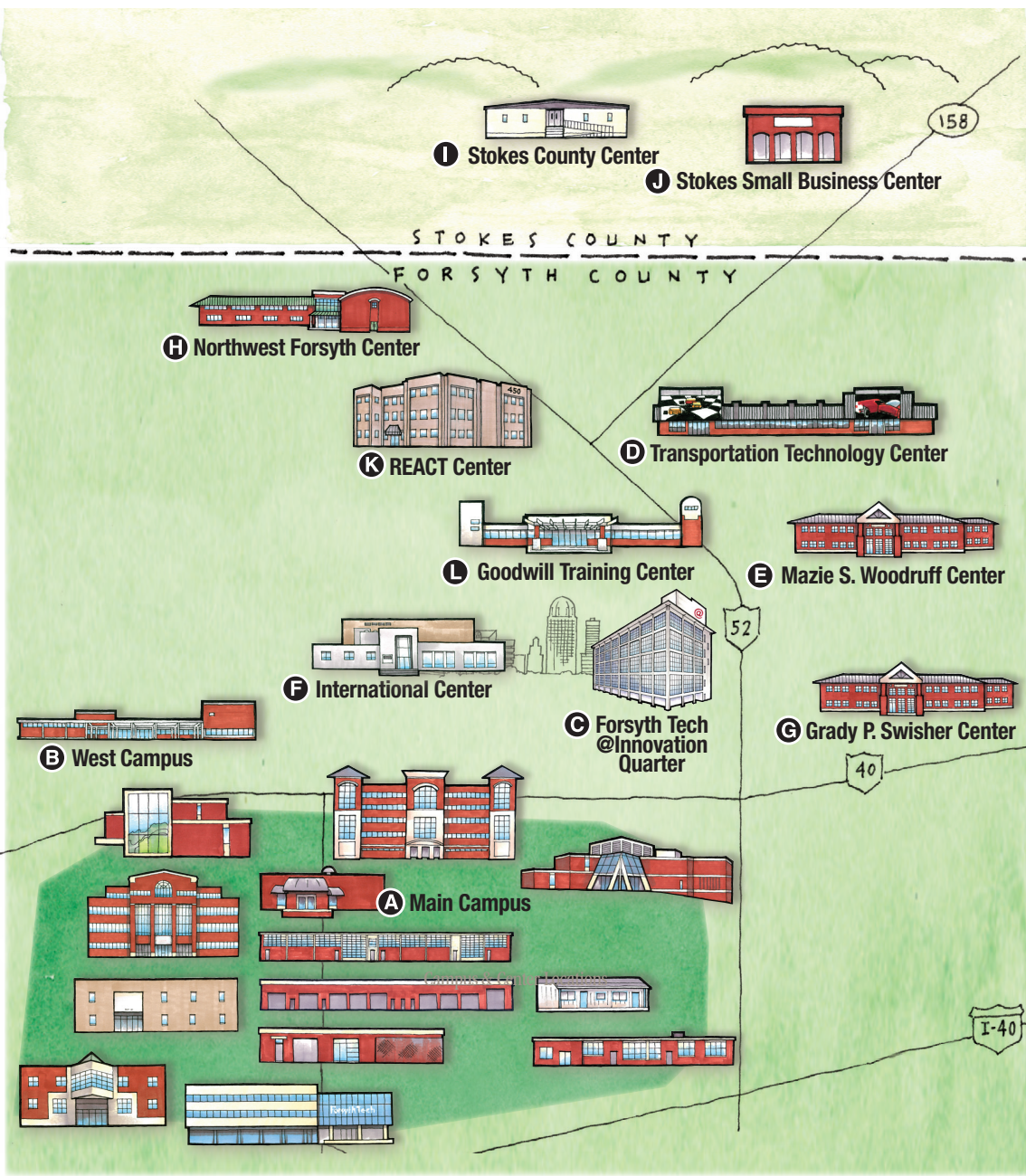
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Forsyth Technical Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, diplomas and certificates. Contact the Commission on Colleges at 1966 Southern Lane, Decatur,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

*100,000 copies of this document were printed at a cost of \$.27 per copy. 7/14*



# Class Locations



## Campus & Center Locations

- A. Main Campus**  
2100 Silas Creek Parkway, Winston-Salem, NC 27103  
Phone: 336.723.0371, Email: info@forsythtech.edu  
*(mailing address for all locations)*
- B. West Campus (Economic & Workforce Development)**  
1300 Bolton St., Winston-Salem, NC  
Phone: 336.761.1002
- C. Forsyth Tech @ Innovation Quarter**  
525 Vine St., Winston-Salem, NC  
**Small Business Center**  
Phone: 336.757.3810  
**BioNetwork Pharmaceutical Center**  
Phone: 336.748.4671  
**Business & Industry Services**  
Phone: 336.757.3802
- D. Transportation Technology Center**  
4255 N. Patterson Ave., Winston-Salem, NC  
Phone: 336.757.3399
- E. Mazie S. Woodruff Center**  
4905 Lansing Dr., Winston-Salem, NC  
Phone: 336.734.7950
- F. International Center**  
Forsyth County Public Library  
660 West 5th St., Winston-Salem, NC  
Phone: 336.631.1325  
*Se habla español.*
- G. Grady P. Swisher Center**  
1108 Swisher Center Rd., 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. REACT Center**  
JobsNOW Occupational Training  
450 W. Hanes Mill Rd., Winston-Salem, NC,  
Phone: 336.761.1002
- L. Goodwill Training Center**  
2701 University Parkway, Winston-Salem, NC  
Phone: 336.724.3625, ext. 1304

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

## Increasing Business Success

The objective of the Small Business Center Network is to help small businesses succeed by providing high quality, readily accessible assistance to prospective and existing business owners.

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

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



### Some of our recent and upcoming seminars include:

- Clueless About Accounting
- eBay Your Way to Success: Selling Items on eBay
- Enhancing Business Success
- Google Apps for Small Business
- Grant Seeking/Grant Writing
- How to Find Customers
- How To Write a Convincing Business Plan
- iPads/Tablets for Small Business
- Keeping Small Business Records and Paying Your Taxes
- Networking for Small Business
- Social Media for Small Business
- Thinking Of Starting Your Own Business

Interested persons should register and obtain additional information by visiting: [www.forsythtech.edu](http://www.forsythtech.edu) and type “small business center” in the search field.

You will be able to:

- Join our email distribution list and LinkedIn discussion group
- Register for upcoming seminars and online training
- Register for an appointment with a business counselor who is available to assist you with your business challenges
- Obtain information that may be helpful to you

Contact us at [sbc@forsythtech.edu](mailto:sbc@forsythtech.edu) or 336.757.3810 to arrange a visit to our home in Innovation Quarter.





# Career Improvement Center

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



## 1 Improve Your Basic Education Skills

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

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

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

### How to Enroll in the ABE, AHS or HSE Program

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

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

#### All students must bring:

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

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

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

#### New Student Orientation

For Orientation dates and times, please visit our website at [www.forsythtech.edu/cce](http://www.forsythtech.edu/cce) or if you live in

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

#### Returning Student Orientation

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

#### Requirements:

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

#### Returning Student Orientation –Days, Times and Location

- Tuesdays, 1-4 pm
- West Campus, Room 20
- Bring State or Government photo ID and Social Security Card or Tax ID number.

For More Information, call 336.734.7761

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

Classes begin Monday, August 25, 2014

#### All new students are required to attend an orientation session.

- West Campus (1300 Bolton Street). Look for signs to direct you to the appropriate room.
- August 7, 14, and 21
- 9 am, 3:30 pm and 6 pm
- Please bring picture ID- (Por favor traiga identificación)
- No appointment necessary- (No se necesita hacer cita)
- No children- (No se permiten niños)
- Must be 18 years and older (Debe tener 18 años o más)
- For more information, call 336.631.1325

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



## 2 Improve Your Employment Search Skills

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

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

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

#### Choose how you would like to improve your employment skills:

##### Job Search Boot Camp

> REACT Center, Room 10, TH, 9am-1 pm  
August 21, September 18, October 16, November 20, and December 18.

##### Employability Lab

- > West Campus, Room 27  
August 19-December 11, TTH, 9 am –Noon
- > React Center, Computer Lab  
August 18-December 10, MW, 9 am –Noon

For more information, please visit [www.forsythtech.edu/cce/continuing-education/employment-skills/](http://www.forsythtech.edu/cce/continuing-education/employment-skills/) or call 336.761.1002



## 3 Prove You Have The Skills Employers Need

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

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

## 4 Get Vocational or Professional Training

If you're looking for a career with the opportunity for personal and professional advancement, you're going to need specialized training of some kind. Forsyth Tech offers two great ways to get the education you need for a career with a future through vocational training and our credit programs. For more information, call 336.761.1002.

### Training is available in these areas:

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

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

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

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

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

For more information about Forsyth Tech Credit Programs, visit [www.forsythtech.edu](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), High School Equivalency Program (HSE), English as Second Language (ESL)
- > HRD Employment Skills Classes (Human Resource Development)
- > The Career Readiness Certificate (CRC)
- > Academic programs (over 190 degree, diploma and certificate pathways)

### The JobLink Centers also offer:

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

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

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



# Registration Information

## What You Need For Registration

Registering for an Economic & Workforce Development course at Forsyth Tech is easy. You can register by phone or at one of our six convenient registration locations in Forsyth and Stokes counties listed under Walk-in Registration.

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

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

You may register 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 six locations:

- > **West Campus Customer Service Center**  
1300 Bolton Street, Winston-Salem  
Monday - Thursday, 8:30 am-5:30 pm  
Friday, 8:30 am-1 pm
- > **Mazie S. Woodruff Center**  
4905 Lansing Drive, Winston-Salem  
(Payment by check, money order, Visa/Mastercard (credit/debit) only.)  
Monday - Friday, 11 am-1:30 pm
- > **Grady P. Swisher Center**  
1108 Swisher Center Road, Kernersville  
(Payment by check, money order, Visa/Mastercard (credit/debit) only.)  
Monday - Thursday, 8:30 am-4:30 pm  
Friday, 8:30 am-2 pm
- > **Forsyth Tech Stokes County Center**  
1165 Dodgetown Road, Walnut Cove  
(Payment by cash, check or money order only.)  
Monday - Thursday, 8 am-5 pm  
Friday, 8 am-3 pm
- > **Northwest Forsyth Center**  
3111 Big Oaks Drive, King  
(Payment by cash, 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 \$6.34-\$7.03 per scheduled hour.

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

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

### Refund Policy

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

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

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

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

### Disabilities Services

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

### Fees

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

> **Textbooks** For your convenience, two options are provided for purchasing textbooks:

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

> **Parking Decals** Parking decals cost \$25 and are nonrefundable. All EWD students who park vehicles on ANY Forsyth Tech campus (Main, Northwest Forsyth Center, Oak Grove Center, Stokes County Center, Transportation Center, West, Woodruff and Swisher) are required to purchase parking decals for all classes that meet 5 days or more. Parking decals must be purchased in person at the Customer Service Center on West Campus or at the Northwest Forsyth Center, Swisher, Woodruff, Stokes or Transportation Technology Centers. Parking decals may be purchased in advance or on the first day/night of class.



# Courses in Forsyth County

## Computer Technology

### Computer Basics I ✓

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

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

Course Code: 87940 Cost: \$75  
Date: Aug 23-Oct 18, S, 12-3 pm  
Location: West Campus, Room 1

Course Code: 87953 Cost: \$75  
Date: Oct 3-Nov 21, F, 9 am-Noon  
Location: West Campus, Room 1

### Computer Basics II ✓

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

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

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

Course Code: 87955 Cost: \$75  
Date: Oct 8-Dec 3, 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, freezing panes, and splitting a spreadsheet

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

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

Course Code: 87943 Cost: \$75  
Date: Aug 25-Sep 22, MF, 6-9 pm  
Location: Goodwill, Room 202

### Excel 2010 Introduction Boot Camp ❖

Need an intro to Excel course but cannot make an eight week commitment? Then this 10-hour course is for you. You will be introduced 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. By 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 Windows Operating System.

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

Course Code: 87950 Cost: \$75  
Date: Sep 9-18, TTH, 6-8:30 pm  
Location: Mazie S Woodruff Center, Room 106

### 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 needed. Excel 2010 includes the Microsoft Office Fluent interface, which consists of a customizable visual system of tools and commands. Other new features include: improved ribbon, backstage view, workbook management tools, improved PivotTables, and Slicers.

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

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

Course Code: 87941 Cost: \$75  
Date: Aug 23-Oct 18, S, 9 am-Noon  
Location: West Campus, Room 27

Course Code: 87964 Cost: \$75  
Date: Oct 13-Nov 7, ME, 6-9 pm  
Location: Goodwill, Room 302

### Excel 2010 Intermediate Boot Camp ✓

This 10-hour course is a continuation of Excel 2010 Introduction Boot Camp. 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:** A basic understanding of Microsoft Excel 2010 and a basic understanding of Microsoft Windows Operating System.

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

Course Code: 88264 Cost: \$75  
Date: Aug 25-28, MTWTH, 1-3:30 pm  
Location: Innovation Quarter, Room 2444

### Microsoft Office 2010 ❖

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

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

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

Course Code: 87939 Cost: \$75  
Date: Aug 18-Sep 15, MW, 6-9 pm  
Location: Goodwill, Room 302

Course Code: 87944 Cost: \$75  
Date: Sep 8-Oct 1, MW, 6-9 pm  
Location: Oak Grove Center, Room 4455

### Office Technology ✓

This course covers the basics of the Windows operating system, Microsoft Office software programs (Word, Excel, PowerPoint and Access), keyboarding skills, and employability skills. In Word, students will learn how to create and edit documents, create tables and use Mail Merge. In Excel, students will learn how to create and format Excel worksheets, write formulas, use built-in functions and create charts. In PowerPoint, students will acquire the skills necessary to create, edit and deliver effective presentations, which include transitions, animations, clip art and music. In Access, students will learn the basics of database design and usage, focusing on records, tables, forms and reports. After completion of this course, students will be prepared for an entry-level office position.

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

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

Course Code: 87686 Cost: \$185  
Date: Sep 15-Dec 3, MTW, 9 am-1 pm  
Location: Goodwill, Room 302

### Windows 8 Workshop, Introduction ❖ NEW!

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

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

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

Course Code: 87952 Cost: \$68  
Date: Sep 23-26, TF, 9 am-Noon  
Location: West Campus, Room 1

### Word 2010 Introduction Boot Camp ✓

Need an intro to Word course but cannot make an eight week commitment? Then this 10-hour course is for you. This course teaches students basic Word 2010 skills such as creating documents, moving and copying data, printing, headers and footers and aligning text. It also allows users of previous Word versions to what's new and exciting in word 2010. At the end of the course, students will be able to use this program confidently at home or on the job.

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

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

Course Code: 88072 Cost: \$75  
Date: Oct 7-16, TTH, 6-8:30 pm  
Location: Mazie S Woodruff Center, Room 106

# Courses in Forsyth County



## 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: 87785 Cost: \$85  
Date: Sep 8-Oct 27, M, 6:30-8:30 pm  
Location: Oak Grove Center, Room 4458

### 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 new Mechtild Montgomery Language Lab.

Course Code: 87431 Cost: \$75  
Date: Aug 19-Oct 7, T, 6-9 pm  
Location: Bob Greene Hall, Room 279

Course Code: 87432 Cost: \$75  
Date: Aug 21-Oct 9, TH, 9 am-Noon  
Location: West Campus, Room 17

Course Code: 87434 Cost: \$75  
Date: Oct 20-Dec 15, M, 6-9 pm  
Location: Oak Grove Center, Room 4451

Course Code: 87435 Cost: \$75  
Date: Oct 22-Dec 17, W, 9 am-Noon  
Location: West Campus, Room 16

### Spanish II ❖

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

**Prerequisite:** Spanish I or equivalent Spanish-language exposure.

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

Course Code: 87437 Cost: \$75  
Date: Aug 18-Oct 13, M, 6-9 pm  
Location: Oak Grove Center, Room 4451

Course Code: 87445 Cost: \$75  
Date: Aug 19-Oct 7, T, 9 am-Noon  
Location: West Campus, Room 16

Course Code: 87446 Cost: \$75  
Date: Oct 16-Dec 11, TH, 9 am-Noon  
Location: West Campus, Room 29

Course Code: 87447 Cost: \$75  
Date: Oct 21-Dec 16, T, 6-9 pm  
Location: Oak Grove Center, Room 4458

### Spanish III ✓

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

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

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

Course Code: 87448 Cost: \$75  
Date: Aug 18-Oct 13, M, 9 am-Noon  
Location: West Campus, Room 16

Course Code: 87449 Cost: \$75  
Date: Aug 19-Oct 7, T, 6-9 pm  
Location: Oak Grove Center, Room 4458

Course Code: 87450 Cost: \$75  
Date: Oct 20-Dec 15, M, 6-9 pm  
Location: West Campus, Room 12

Course Code: 87457 Cost: \$75  
Date: Oct 21-Dec 16, T, 9 am-Noon  
Location: West Campus, Room 16

### Spanish IV ❖

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

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

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

Course Code: 87458 Cost: \$75  
Date: Aug 18-Oct 13, M, 6-9 pm  
Location: Oak Grove Center, Room 4450

Course Code: 87460 Cost: \$75  
Date: Aug 20-Oct 8, W, 9 am-Noon  
Location: West Campus, Room 16

Course Code: 87461 Cost: \$75  
Date: Oct 20-Dec 15, M, 9 am-Noon  
Location: West Campus, Room 16

Course Code: 87462 Cost: \$75  
Date: Oct 21-Dec 16, T, 6-9 pm  
Location: Bob Greene Hall, Room W303

### Spanish V ✓

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

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

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

Course Code: 87463 Cost: \$75  
Date: Oct 20-Dec 15, M, 6-9 pm  
Location: Bob Greene Hall, Room 279

Course Code: 87465 Cost: \$75  
Date: Oct 22-Dec 17, W, 9 am-Noon  
Location: West Campus, Room 12

### Spanish VI ✓

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

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

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

Course Code: 87470 Cost: \$75  
Date: Aug 18-Oct 13, M, 6-9 pm  
Location: Bob Greene Hall, Room 264

Course Code: 87467 Cost: \$75  
Date: Aug 21-Oct 9, TH, 9 am-Noon  
Location: West Campus, Room 16

### Spanish VII ❖

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

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

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

Course Code: 87471 Cost: \$75  
Date: Aug 19-Oct 7, T, 6-9 pm  
Location: Bob Greene Hall, Room W231

Course Code: 87472 Cost: \$75  
Date: Aug 20-Oct 8, W, 9 am-Noon  
Location: West Campus, Room 17

Course Code: 87487 Cost: \$75  
Date: Oct 20-Dec 15, M, 6-9 pm  
Location: West Campus, Room 16

Course Code: 87481 Cost: \$75  
Date: Oct 23-Dec 18, TH, 9 am-Noon  
Location: West Campus, Room 16

### Spanish VIII ✓

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

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

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

Course Code: 87490 Cost: \$75  
Date: Aug 18-Oct 13, M, 9 am-Noon  
Location: West Campus, Room 17

Course Code: 87492 Cost: \$75  
Date: Aug 20-Oct 8, W, 6-9 pm  
Location: Oak Grove Center, Room 4458



# Courses in Forsyth County

Course Code: 87530 Cost: \$75  
Date: Oct 21-Dec 16, T, 6-9 pm  
Location: Bob Greene Hall, Room W231

Course Code: 87532 Cost: \$75  
Date: Oct 22-Dec 17, W, 9 am-Noon  
Location: West Campus, Room 12

## Spanish for Healthcare Professionals ❖

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

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

Course Code: 87548 Cost: \$75  
Date: Oct 28-Nov 20, TTH, 6-9 pm  
Location: Bob Greene Hall, Room 264

## Spanish for School Teachers ✓

This is a detailed language course that provides conversational Spanish for school personnel to better assist Spanish speaking parents and students. Participants will be able to learn phrases related to parts of the school, classroom, instructional management, school hallways, playground, lunch, restrooms, and buses and learn about the Hispanic culture.

**Note:** No prior knowledge of Spanish is necessary. This class is appropriate for teachers who have Spanish speaking children in their classroom.

Course Code: 87544 Cost: \$75  
Date: Sep 16-Oct 9, TTH, 4:30-6:30 pm  
Location: TBA, Room TBA

## Horticulture/Home

### Landscape Design ❖ NEW!

Do you have an area in your yard that needs help? Are you looking for curb appeal? This course will help you design your personal space. In four classes you will gain understanding in site requirements, maintenance, and seasonal enjoyment of plant life.

**Note:** Please bring 1/4" graph paper, pencil, eraser and a straight edge ruler.

Course Code: 88041 Cost: \$55  
Date: Sep 9-30, T, 6-8 pm  
Location: Oak Grove Center, Room 4456

### How to Prepare and Tile a Backsplash ❖

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

**Note:** Safety glasses are required.  
Course Code: 87831 Cost: \$25  
Date: Sep 27, S, 9-11 am  
Location: Goodwill, Room 108

### Installation of Wood and Laminate Flooring ❖

This class will demonstrate how to prepare and install a variety of wood and laminate flooring. It may help you decide on which type material and fastening system that you would want to use as well as how it's cut and fitted.

**Note:** Safety glasses are required.  
Course Code: 87830 Cost: \$30  
Date: Oct 11, S, 9 am-Noon  
Location: Goodwill, Room 108

### Rock Accents for your Home ❖ NEW!

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

**Note:** Safety glasses are required.  
Course Code: 87829 Cost: \$25  
Date: Sep 13, S, 9-11 am  
Location: Goodwill, Room 108

## Human Resource Development

### Employability Lab ✓

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

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

Course Code: 88109 Cost: \$180  
Date: Aug 18-Dec 10, MW, 9 am-Noon  
Location: REACT Center, Room Computer Lab

Course Code: 88110 Cost: \$180  
Date: Aug 19-Dec 11, TTH, 9 am-Noon  
Location: West Campus, Room 27

### Introduction to Clerical Assistant ❖

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

**Note:** This course is FREE if you are unemployed or meet specific income criteria.  
Course Code: 88112 Cost: \$125  
Date: Sep 16-Oct 28, TTH, 1:30-4:30 pm  
Location: Goodwill, Room 302

Course Code: 88115 Cost: \$125  
Date: Nov 4-Dec 18, TTH, 1:30-4:30 pm  
Location: Goodwill, Room 302

### Job Search Boot Camp ✓

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

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

Course Code: 88111 Cost: \$70  
Date: Aug 21, TH, 9 am-1 pm  
Location: REACT Center, Room 10

Course Code: 88113 Cost: \$70  
Date: Sep 18, TH, 9 am-1 pm  
Location: REACT Center, Room 10

Course Code: 88114 Cost: \$70  
Date: Oct 16, TH, 9 am-1 pm  
Location: REACT Center, Room 10

Course Code: 88116 Cost: \$70  
Date: Nov 20, TH, 9 am-1 pm  
Location: REACT Center, Room 10

Course Code: 88117 Cost: \$70  
Date: Dec 18, TH, 9 am-1 pm  
Location: REACT Center, Room 10

## Human Resource Management

### Human Resource Management Certificate

### Collective Bargaining & Labor Relations ❖

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

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

Course Code: 88092 Cost: \$75  
Date: Oct 27-Nov 3, MW, 6-9 pm  
Location: Grady Swisher Center, Room 114

# Courses in Forsyth County



## Compensation & Benefits Administration ❖

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

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

Course Code: 88086 Cost: \$75

Date: Oct 6-20, MW, 6-9 pm

Location: Oak Grove Center, Room 4456

## Employment Laws & Regulations I ❖

This course will cover current federal and state employment laws. The course will also provide opportunities for discussion of strategies for complying with those laws. Topics that will be covered include: Equal Employment Opportunity laws and Federal and North Carolina Employment laws.

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

Course Code: 88090 Cost: \$100

Date: Oct 7-21, TTH, 6-9 pm

Location: Oak Grove Center, Room 4456

## Handling Difficult Workplace Issues ❖

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

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

Course Code: 88096 Cost: \$70

Date: Nov 18-20, TTH, 6-9 pm

Location: Oak Grove Center, Room 4456

## Introduction to Human Resource Management ❖

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

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

Course Code: 88083 Cost: \$100

Date: Sep 10-24, MW, 6-9 pm

Location: Oak Grove Center, Room 4456

Course Code: 88074 Cost: \$100

Date: Sep 8-Oct 6, M, 6-9 pm

Location: Grady Swisher Center, Room 114

## Job Analysis & Evaluation ❖

In each organization, there is a basic framework that determines compensation for each employee working for that organization. This course will guide students through a systematic approach to the job analysis process, key elements of developing and writing clear job descriptions and the guidelines and methods for conducting job evaluations within an organization. It will also provide students with a basic understanding of the importance in developing an affordable and competitive pay structure that ensures the organization is in compliance with the Americans with Disabilities Act (ADA) and the Fair Labor Standards Act (FLSA).

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

Course Code: 88085 Cost: \$70

Date: Sep 29-Oct 1, MW, 6-9 pm

Location: Oak Grove Center, Room 4456

## Managing Conflicts ✓

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

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

Course Code: 88040 Cost: \$75

Date: Sep 4-Oct 23, TH, 6-8:30 pm

Location: Oak Grove Center, Room 4456

## Performance Management ❖

Performance management is critical for executing a talent management system that: 1) ensures proper training and development is taking place and 2) involves more than the annual performance evaluation. This course will help supervisors and managers understand how the performance process can ensure their employees' performance is in line with the organization's strategic goals.

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

Course Code: 88095 Cost: \$70

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

Location: Oak Grove Center, Room 4456

## PHR/SPHR Certification Exam Prep

### SHRM Exam Preparation ❖

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

materials. You will share real-world experiences with other HR professionals that can improve your workplace effectiveness immediately. We offer this course in cooperation with the Society for Human Resource Management (SHRM) and the Winston-Salem SHRM Chapter.

Course Code: 88716 Cost: \$995

Date: Sep 9-Dec 9, T, 6-9 pm

Location: Innovation Quarter, Room 1

## Interpreting in Health & Human Services

### IMPORTANT!

**Attendance in one of our mandatory orientation sessions is required before registering for one of these classes.**

**For orientation dates/times, please call Joana Themido at 336.734.7703 or visit us at [www.forsythtech.edu](http://www.forsythtech.edu).**

**Click on Job Training & Certification > More > Interpreting in Health and Human Services.**

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

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

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

Course Code: 87428 Cost: \$130

Date: Nov 3-Dec 17, MW, 1-4 pm

Location: West Campus, Room 122

Course Code: 87429 Cost: \$130

Date: Nov 3-Dec 17, MW, 6-9 pm

Location: West Campus, Room 1



# Courses in Forsyth County

## 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: 87425 Cost: \$130  
Date: Sep 22-Oct 29, MW, 1-4 pm  
Location: West Campus, Room 122

Course Code: 87672 Cost: \$130  
Date: Sep 22-Oct 29, MW, 6-9 pm  
Location: West Campus, Room 1

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

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

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

Course Code: 87693 Cost: \$75  
Date: Aug 18-Sep 21, M, 4-6 pm  
Location: West Campus, Room 16

Course Code: 87697 Cost: \$75  
Date: Aug 18-Sep 21, W, 4-6 pm  
Location: West Campus, Room 16

## 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: 87418 Cost: \$75  
Date: Aug 18-Sep 15, MW, 1-4 pm  
Location: West Campus, Room 16

Course Code: 87419 Cost: \$75  
Date: Aug 18-Sep 15, MW, 6-9 pm  
Location: West Campus, Room 16

## Spanish/English Legal Terminology for Interpreters ✓

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

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

Course Code: 87639 Cost: \$185  
Date: Sep 9-Dec 16, TTH, 6-9 pm  
Location: West Campus, Room 12

## 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: 87421 Cost: \$185  
Date: Aug 26-Dec 2, TTH, 1-4 pm  
Location: West Campus, Room 16

Course Code: 87422 Cost: \$185  
Date: Aug 26-Dec 2, TTH, 6-9 pm  
Location: West Campus, Room 16

## Medical Clerical

### Certified EHR Specialist ✓ JobsNow

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

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

**Note:** CRC required (\$30) and National Exam administered on site after program completion (\$105)

Course Code: 87889 Cost: \$185  
Date: Sep 15-Dec 8, MWTH, 6-9:30 pm  
Location: West Campus, Room 27

Course Code: 88508 Cost: \$185  
Date: Oct 20-Jan 16, MTHF, 8:45 am-12:45 pm  
Location: West Campus, Room 27 & 122

### 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: 87753 Cost: \$130  
Date: Aug 18-Oct 13, MW, 6-9 pm  
Location: West Campus, Room 122

Course Code: 87892 Cost: \$130  
Date: Sep 23-Nov 13, TTH, 9 am-Noon  
Location: Grady Swisher Center, Room 219

Course Code: 87896 Cost: \$130  
Date: Oct 20-Dec 15, MW, 6-9 pm  
Location: West Campus, Room 122

# Courses in Forsyth County



## Medical Office I: Introduction ✓ 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: 87754 Cost: \$185

Date: Aug 26-Nov 20, TTH, 6-9 pm

Location: Goodwill, Room 100

Course Code: 87890 Cost: \$185

Date: Sep 15-Dec 22, MW, 6-9 pm

Location: Goodwill, Room 100

Course Code: 87891 Cost: \$185

Date: Sep 16-Dec 16, TTH, 9 am- Noon

Location: West Campus, Room 12

## 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: 87916 Cost: \$130

Date: Sep 8-Oct 29, MW, 6-9 pm

Location: REACT Center, Computer Lab

Course Code: 88524 Cost: \$130

Date: Nov 10-Jan 14, MW, 6-9 pm

Location: REACT Center, Computer Lab

## 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: 83496 Cost: \$203

Date: Aug 4-Dec 3, MWF, 9 am- 1pm

Location: Grady Swisher, Room 106

Course Code: 87807 Cost: \$203

Date: Sep 2-Dec 16, MTWTH, 7-10 pm &

S, 7 am -3 pm

Location: Bob Greene Hall, Room W304

Course Code: 88520 Cost: \$203

Date: Nov 3-Mar 11, MWF, 9 am -1 pm

Location: Grady Swisher Center, Room 106

Course Code: 88548 Cost: \$203

Date: Nov 17- Mar 18, MTW, 5-9 pm

Location: REACT Center, Room 7

## 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: 87894 Cost: \$130

Date: Sep 30-Nov 20, TTH, 6-9 pm

Location: Goodwill, Room 306

Course Code: 87895 Cost: \$130

Date: Oct 20-Dec 15, MW, 9 am-Noon

Location: Goodwill, Room 306

## 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 with a project given by the instructor.

**Note:** Supplies needed are old towel, ice pick, needle-nose pliers, scissors, screwdriver and tape measure.

Course Code: 87743 Cost: \$65

Date: Sep 8-Oct 27, M, 1-4 pm

Location: South Fork Recreation Center

Course Code: 87744 Cost: \$55

Date: Nov 10-Dec 15, M, 1-4 pm

Location: South Fork Recreation Center

#### Calligraphy ❖

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

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

Course Code: 87749 Cost: \$65

Date: Sep 8-Oct 27, M, 6-8 pm

Location: South Fork Recreation Center

#### Crocheting ❖

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

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

Course Code: 87773 Cost: \$65

Date: Aug 27-Oct 22, W, 1-4 pm

Location: South Fork Recreation Center

Course Code: 87774 Cost: \$55

Date: Oct 29-Dec 10, W, 1-4 pm

Location: South Fork Recreation Center



# Courses in Forsyth County

## Digital Photography Beginning ❖

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

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

Course Code: 87750 Cost: \$35

Date: Aug 23, S, 9 am-Noon

Location: West Campus, Room 122

Course Code: 87751 Cost: \$35

Date: Sep 6, S, 9 am-Noon

Location: West Campus, Room 122

Course Code: 87765 Cost: \$35

Date: Nov 1, S, 9 am-Noon

Location: West Campus, Room 122

## Digital Photography Intermediate ❖

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

**Prerequisite:** Digital Photography Beginning.

Course Code: 87755 Cost: \$35

Date: Sep 13, S, 9 am-Noon

Location: West Campus, Room 122

Course Code: 87767 Cost: \$35

Date: Nov 15, S, 9 am-Noon

Location: West Campus, Room 122

## Drawing in Color ❖

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

**Note:** Please ask for supplies list when registering.

Course Code: 87777 Cost: \$65

Date: Aug 21-Oct 9, TH, 9 am-Noon

Location: Miller Park Recreation Center

Course Code: 87778 Cost: \$55

Date: Oct 23-Dec 4, 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: 87781 Cost: \$95

Date: Oct 21-Nov 25, T, 6-8 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: 87789 Cost: \$35

Date: Sep 27, S, 9 am-Noon

Location: West Campus, Room 15

## 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: 87788 Cost: \$35

Date: Oct 18, S, 9 am-Noon

Location: West Campus, Room 15

## 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: 87826 Cost: \$65

Date: Aug 28-Oct 16, TH, 9:30 am-12:30 pm

Location: West Campus, Room 15

Course Code: 87837 Cost: \$55

Date: Oct 30-Dec 11, TH, 9:30 am-12:30 pm

Location: West Campus, Room 15

## Painting: Oil All Levels ❖

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

**Note:** Please ask for supply list upon registration.

Course Code: 87844 Cost: \$65

Date: Aug 20-Oct 8, W, 9 am-Noon

Location: West Campus, Room 15

Course Code: 87846 Cost: \$65

Date: Oct 29-Dec 17, 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: 87838 Cost: \$65

Date: Aug 29-Oct 17, F, 9:30 am-12:30 pm

Location: West Campus, Room 15

Course Code: 87842 Cost: \$65

Date: Sep 3-Oct 29, W, 1-4 pm

Location: South Fork Recreation Center

Course Code: 87841 Cost: \$55

Date: Oct 31-Dec 12, F, 9:30 am-12:30 pm

Location: West Campus, Room 15

Course Code: 87843 Cost: \$55

Date: Nov 12-Dec 17, W, 1-4 pm

Location: South Fork Recreation Center



# Courses in Forsyth County



## Photography: DSLR ❖

Want to get more out of your digital camera? Are you curious to know how to use Photoshop to make good photos great? This 8-week class is for the novice all the way to the advanced shooter. Learn all the bells and whistles and menu commands on your DSLR camera and more importantly when to use them. Each class will have two phases: a technical phase where you will learn camera and shooting techniques, and a manipulation phase where students will learn how to manipulate their digital images using Photoshop 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:** You must have a DSLR camera. In addition students should bring the following to class: paper, pencil, DSLR camera with lenses and owner's manual, a USB drive with at least 2 gigabytes of memory. Students will find it useful to bring a card reader to class.

**Prerequisite:** Digital Photography Intermediate.

Course Code: 87763 Cost: \$95

Date: Sept 29-Nov 17, M, 6-9 pm

Location: Transportation Center, Room 146

## Photography: DSLR II ❖ NEW!

Now that you have completed the DSLR class, are you ready to take your skill to the next level? Then DSLR II is the class for you. This class is divided into two parts. One, a classroom phase held Wednesday evenings and the second, a shooting phase held Saturday afternoons. During the classroom phase students will receive technical information about the DSLR cameras, receive instructions in advanced digital manipulation skills using Photoshop CS6 extended and suggested shooting set-ups for the Saturday location shooting phases. During off campus shooting assignments, students will learn how to work with many different techniques using their DSLR digital camera including the use of different lenses, fast and slow shutter speeds, long and short depths of field as well as white balance setting, fill flash, reflected lighting techniques and how to combine any of the above in order to produce a top quality digital image. Students will be given the opportunity to photograph a variety of different subjects from people and animals to architectural building details and landscape photography. Using the combination of supervised instruction, digital manipulation and shooting techniques along with your own creativity and imagination, the sky is truly the limit in your digital photography.

**Prerequisite:** DSLR

**Note:** All students must have a DSLR camera. In addition students should bring the following to class: lenses, a tripod and owner's manual, paper and pencil for note taking, a USB drive with at least 2 gigabytes of memory,

a card reader for their media card and (if you have one) an external flash and sync cord. Some shooting assignments will involve strenuous walking/hiking.

Course Code: 87762 Cost: \$95

Date: Sep 6-Oct 1, S, 9 am-1 pm, W, 6-9 pm

Location: West Campus, Room 122 (Sat)

Transportation Center, Room 146 (Wed)

## Picture Framing and Matting ❖

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

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

Course Code: 87851 Cost: \$85

Date: Sep 6-Oct 25, S, 9 am-Noon

Location: West Campus, Room 34

Course Code: 87852 Cost: \$85

Date: Oct 20-Dec 8, M, 6-9 pm

Location: West Campus, Room 34

## Quilt Making: All Levels ❖ NEW!

This quilt making class is for beginner and intermediate levels. Students will learn the wonderful form of artistic expression through fabric and sewing. Beginners will make a 9-patch quilt. The instructor will give step by step instructions. Intermediate level students may bring a quilting project they would like to work on or the instructor will suggest one to enhance their quilting knowledge and skills.

**Note:** Students must bring their own machine. A supply list is available upon registering.

Course Code: 87870 Cost: \$65

Date: Sep 4-Oct 23, TH, 6-9 pm

Location: West Campus, Room 15

Course Code: 87871 Cost: \$55

Date: Sep 6-Nov 8, S, 9 am – Noon

Location: West Campus, Room 15

**Please Note:** This class meets the first two Saturdays of each month

## 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: 87854 Cost: \$95

Date: Aug 20-Oct 8, W, 6-9 pm

Location: West Campus, Room 34

Course Code: 87855 Cost: \$75

Date: Oct 29-Dec 10, 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: 87861 Cost: \$85

Date: Aug 26-Oct 14, T, 9 am-Noon

Location: West Campus, Room 34

Course Code: 87862 Cost: \$85

Date: Aug 28-Oct 16, TH, 6-9 pm

Location: West Campus, Room 34

## Stained Glass: Jewelry Box ❖ New!

Let's work 3 dimensional with stained glass. Create a jewelry box that will be a keepsake and fun to make!

**Note:** Please bring light weight work gloves, glass pliers and glass cutters. All other supplies provided.

Course Code: 87869 Cost: \$60

Date: Nov 13-Dec 11, TH, 6-9 pm

Location: West Campus, Room 34

## Stained Glass: Ornaments ❖ New!

Let's make a beautiful stained glass suncatcher/ ornament for your window or Holiday tree! With some prior experience you may be able to make more than one!

**Note:** \$10 supply fee to be paid to instructor at the first class.

Course Code: 87867 Cost: \$45

Date: Oct 30-Nov 6, TH, 6-9 pm

Location: West Campus, Room 34

## Wildlife Rehabilitation ❖

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

Course Code: 87857 Cost: \$55

Date: Sep 9-Nov 18, T, 6-9 pm

Location: Oak Grove Center, Room 4451



# Courses in Forsyth County

## Woodworking ❖

This beginning woodworking course is designed to familiarize you with most woodworking hand tools and power machines used in a carpentry lab. Students will learn about equipment safety, and there will be a lecture and demonstration of the woodworking power machines. You may construct small projects such as bookcases, magazine racks, small end tables, etc.

**Note:** You must furnish your own project materials.

Course Code: 87859 Cost: \$75

Date: Aug 19-Sep 23, T, 6-9 pm

Location: Carolina Bldg., Room 141

Course Code: 87860 Cost: \$75

Date: Oct 21-Nov 25, T, 6-9 pm

Location: Carolina Bldg., Room 141

## Wreath Making: Natural ❖ **NEW!**

Would you like to have a year round wreath made from natural materials? We provide the kudzu, honeysuckle and grape vine. You provide any natural materials or decorations you would like to incorporate into your wreath. Envision using your new unique handmade wreath in your home year round!

**Note:** Dress comfortably; bring a pair of good garden clippers, any natural products to decorate your wreath such as pine cones, acorn, flowers, and your creativity.

Course Code: 87880 Cost: \$35

Date: Oct 7, T, 1-4 pm

Location: South Fork Recreation Center

Course Code: 87881 Cost: \$35

Date: Oct 21, T, 6-9 pm

Location: South Fork Recreation Center

## Baking and Cuisine

### Artisan Bread ❖

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

**Note:** Supplies must be brought to the first night of class.

Please ask for a supply list when registering.

Course Code: 87863 Cost: \$55

Date: Sep 8-29, M, 6-8 pm

Location: West Campus, Room 15

## Gluten Free Bread: Bread and More! ❖ **New!**

Are you feeling overwhelmed with the task of baking Gluten Free? This class will discuss the various Gluten Free Baking mixes available, as well as how to construct your own. Enjoy a sampling of breads or cookies while mixing the recipe in class.

**Note:** Gluten free breads do not require kneading or rise times, but baking and cooling times are lengthy. Students will mix the recipes in their personal mixing bowls and bake the product after class. Ask for the supply list when registering.

Course Code: 87872 Cost: \$65

Date: Oct 20-Nov 10, M, 6-8 pm

Location: West Campus, Room 15

## Cake Decorating: Cupcakes ❖

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

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

Course Code: 87747 Cost: \$45

Date: Oct 7-28, T, 6:30-8:30 pm

Location: West Campus, Room 15

## Candy-Making Workshop ❖

In this demonstration class, you will learn new recipes to create delectable treats to share with friends and family. Students will learn how to make all these wonderful recipes and take home a bag full of goodies to enjoy.

**Note:** Deadline for registration is one week before the class to allow time to create sample goodies.

Course Code: 87745 Cost: \$35

Date: Nov 15, S, 9 am-Noon

Location: West Campus, Room 15

## Dance, Music and Exercise

### Dance: Ballroom ❖

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

Course Code: 87775 Cost: \$35

Date: Oct 7-28, T, 7-8:30 pm

Location: West Campus, Auditorium

### 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: 87776 Cost: \$35

Date: Oct 2-23, TH, 7-8:30 pm

Location: West Campus, Auditorium

### Music: Mountain Dulcimer Beginner II ❖

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

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

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

Course Code: 87805 Cost: \$65

Date: Sep 8-Oct 13, M, 6:30-8 pm

Location: Peace Haven Baptist Church

Course Code: 87808 Cost: \$65

Date: Oct 27-Dec 1, M, 6:30-8 pm

Location: Peace Haven Baptist Church

# Courses in Forsyth County



## Music: Mountain Dulcimer Intermediate ❖

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

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

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

Course Code: 87812 Cost: \$65  
Date: Sep 11-Oct 16, TH, 6:30-8 pm  
Location: West Campus, Room 12

Course Code: 87809 Cost: \$65  
Date: Oct 30-Dec 11, TH, 6:30-8 pm  
Location: West Campus, Room 12

## Music: Mountain Dulcimer Advanced ❖

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

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

Course Code: 87815 Cost: \$45  
Date: Sep 8-Oct 13, M, 10-11:30 am  
Location: South Fork Recreation Center

Course Code: 87820 Cost: \$45  
Date: Oct 27-Dec 1, M, 10-11:30 am  
Location: South Fork Recreation Center

## Special Interest

### Astronomy ❖

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

Course Code: 87742 Cost: \$50  
Date: Sep 4-Oct 2, TH, 6:30-8:30 pm  
Location: SciWorks

### Estate Planning ❖

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

Course Code: 88005 Cost: \$55  
Date: Oct 27-Nov 17, M, 6:30-9 pm  
Location: Oak Grove Center, Room 4450

### Financial Strategies for Successful Retirement ❖

Develop a budget and manage your money in pre-retirement. Learn how to replace your income during your retirement years. This course will focus on retirement plans and IRAs. Topics such as risk management, inflation protection and different investment vehicles to increase your purchasing power will also be discussed. You will have a financial plan in place at the end of the course.

Course Code: 87782 Cost: \$75  
Date: Sep 9-30, T, 6:30-9 pm  
Location: Oak Grove Center, Room 4450

Course Code: 87783 Cost: \$75  
Date: Oct 14-Nov 4, T, 6:30-9 pm  
Location: Oak Grove Center, Room 4450

Course Code: 88002 Cost: \$75  
Date: Nov 18-Dec 9, T, 6:30-9 pm  
Location: Oak Grove Center, Room 4450

## 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: 87787 Cost: \$55  
Date: Nov 24-Dec 15, M, 6:30-9 pm  
Location: Oak Grove Center, Room 4450

## Sign Language I ❖

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

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

Course Code: 87853 Cost: \$95  
Date: Sep 18-Oct 23, TH, 6-9 pm  
Location: Taylor Recreation Center

## Wedding Planning ❖

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

Course Code: 87856 Cost: \$55  
Date: Oct 2-23, TH, 6-8 pm  
Location: Polo Recreation Center



# Courses in Forsyth County

## Professional and Career Development

### Business Fundamentals

#### Administrative Assistant Training ✓

This program is not only for administrative assistants, secretaries and executive support staff who wish to upgrade or enhance their skills for new roles and expanded responsibilities, but also for those who wish to pursue these types of careers. Today's administrative assistant requires a wide variety of skills such as project management, computer applications, organization, research, communication, customer service, electronic record keeping and event planning. To receive a certificate in this area, 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: 88076 Cost: \$130

Date: Sep 8-Dec 1, M, 6-9 pm

Location: REACT Center, Room 10

#### Managing Conflicts ✓

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

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

Course Code: 88040 Cost: \$75

Date: Sep 4-Oct 23, TH, 6-8:30 pm

Location: Oak Grove Center, Room 4458

#### Prezi - The New Way To Do Presentations ❖ NEW!

Prezi.com is one of the most interesting and useful "Cloud based" presentation tools around. It's fun and easy to use, once you experience it! Learn Prezi and you will not want to use PowerPoint or Keynote ever again. Your presentations will be available anywhere you can access the Internet (everywhere) and your audience will pay attention to what you present. Students will learn how to setup a Prezi account, navigate, build and present their Prezi presentation.

Course Code: 88070 Cost: \$30

Date: Aug 28, TH, 6-9 pm

Location: West Campus, Room 1

Course Code: 88071 Cost: \$30

Date: Oct 22, W, 6-9 pm

Location: West Campus, Room 1

## Computer Programming

#### Introduction to ASP.NET ✓

Learn how to create powerful, interactive, community-based Web sites with ASP.NET.

Course Code: 88165 Cost: \$75

Date: Aug 20-Oct 10

Location: Online

Course Code: 88585 Cost: \$75

Date: Oct 15-Dec 5

Location: Online

#### Introduction to Programming ✓

Take your first steps toward a career as a computer programmer as you master basic programming concepts and get hands-on practice in writing applications containing GUIs, sound, and graphics.

Course Code: 88168 Cost: \$75

Date: Aug 20-Oct 10

Location: Online

Course Code: 88586 Cost: \$75

Date: Oct 15-Dec 5

Location: Online

#### Introduction to C++ Programming ✓

Learn to program in C++, even if you have no prior programming experience!

Course Code: 88171 Cost: \$75

Date: Aug 20-Oct 10

Location: Online

Course Code: 88587 Cost: \$75

Date: Oct 15-Dec 5

Location: Online

#### Introduction to C# Programming ✓

Learn the fundamentals of computer programming with the new C# programming language.

Course Code: 88174 Cost: \$75

Date: Aug 20-Oct 10

Location: Online

Course Code: 88588 Cost: \$75

Date: Oct 15-Dec 5

Location: Online

#### Intermediate C# Programming ✓

Learn to write Graphical User Interface programs in the C# Programming Language.

Course Code: 88173 Cost: \$75

Date: Aug 20-Oct 10

Location: Online

Course Code: 88589 Cost: \$75

Date: Oct 15-Dec 5

Location: Online

#### Introduction to Perl Programming ✓

Learn a programming skill that will make you a more valuable Web developer or system administrator.

Course Code: 88175 Cost: \$75

Date: Aug 20-Oct 10

Location: Online

#### Introduction to PHP and MySQL ✓

Learn how to create dynamic, interactive Web sites using PHP and a MySQL database server.

Course Code: 88176 Cost: \$75

Date: Aug 20-Oct 10

Location: Online

Course Code: 88590 Cost: \$75

Date: Oct 15-Dec 5

Location: Online

#### Intermediate PHP and MySQL ✓

Learn how to create a dynamic, interactive online store using advanced PHP techniques and a MySQL database server.

Course Code: 88178 Cost: \$75

Date: Aug 20-Oct 10

Location: Online

Course Code: 88591 Cost: \$75

Date: Oct 15-Dec 5

Location: Online

#### Introduction to Python 2.5 Programming ✓

Learn the fundamentals of computer programming in Python with topics that include basic decisions and loops, advanced data structures, object-oriented programming and graphical user interfaces.

Course Code: 88180 Cost: \$75

Date: Aug 20-Oct 10

Location: Online

Course Code: 88592 Cost: \$75

Date: Oct 15-Dec 5

Location: Online

# Courses in Forsyth County



## Introduction to Visual Basic ✓

Learn how to write code for Windows applications using the Visual Basic programming language and development

Course Code: 88184 Cost: \$75  
Date: Aug 20-Oct 10  
Location: Online

Course Code: 88593 Cost: \$75  
Date: Oct 15-Dec 5  
Location: Online

## Intermediate Visual Basic ✓

Gain in-demand VB skills writing sophisticated Windows programs that access and modify business databases.

Course Code: 88183 Cost: \$75  
Date: Aug 20-Oct 10  
Location: Online

Course Code: 88593 Cost: \$75  
Date: Oct 15-Dec 5  
Location: Online

## Database Management

### Introduction to Database Development ✓

Many projects bog down or are never completed for lack of a disciplined approach to development. This course will guide you step-by-step through all the phases of a system development project to guarantee that the resulting product will not only work as it was designed to work, but also that the design truly responds to user needs.

Course Code: 88185 Cost: \$75  
Date: Aug 20-Oct 10  
Location: Online

Course Code: 88596 Cost: \$75  
Date: Oct 15-Dec 5  
Location: Online

### Intermediate SQL ✓

Expand your knowledge of Structured Query Language (SQL), the industry standard database programming language.

Course Code: 88188 Cost: \$75  
Date: Aug 20-Oct 10  
Location: Online

Course Code: 88595 Cost: \$75  
Date: Oct 15-Dec 5  
Location: Online

## Introduction to Microsoft Access 2007 ✓

Learn how Microsoft's powerful database can help you store and manage information you've collected about your business.

Course Code: 88190 Cost: \$75  
Date: Aug 20-Oct 10  
Location: Online

Course Code: 88597 Cost: \$75  
Date: Oct 15-Dec 5  
Location: Online

## Intermediate Microsoft Access 2007 ✓

Expand your Microsoft Access 2007 skills to build better, more user-friendly Access databases.

Course Code: 88189 Cost: \$75  
Date: Aug 20-Oct 10  
Location: Online

Course Code: 88598 Cost: \$75  
Date: Oct 15-Dec 5  
Location: Online

## Introduction to Microsoft Access 2010 ✓

Learn to build, edit, and maintain a database in Access 2010, using tables, reports, forms, and queries to give you fast access to all your important information.

Course Code: 86185 Cost: \$75  
Date: Aug 20-Oct 10  
Location: Online

Course Code: 86483 Cost: \$75  
Date: Oct 15-Dec 5  
Location: Online

## Intermediate Microsoft Access 2010 ✓

Learn how to build more intuitive and powerful Microsoft Access 2010 databases.

Course Code: 88191 Cost: \$75  
Date: Aug 20-Oct 10  
Location: Online

Course Code: 88599 Cost: \$75  
Date: Oct 15-Dec 5  
Location: Online

## Finance

### Accounting Fundamentals ✓

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Course Code: 86195 Cost: \$75  
Date: Aug 20-Oct 10  
Location: Online

Course Code: 86485 Cost: \$75  
Date: Oct 15-Dec 5  
Location: Online

### Basic Accounting for Business ✓

Are you a business owner who needs to learn basic business accounting? Come join us for a class where you will gain valuable business accounting tax knowledge and explore the issues surrounding business accounting methods.

Course Code: 88207 Cost: \$75  
Date: Oct 22-Nov 5, W, 6-8:30 pm  
Location: Grady Swisher Center, Room TBA

### Business Finance for Non-Finance Personnel ✓

This course will help you understand business environments, financial statements, and strategy so you can make more profitable business and personal financial decisions.

Course Code: 88159 Cost: \$75  
Date: Aug 20-Oct 10  
Location: Online

Course Code: 88580 Cost: \$75  
Date: Oct 15-Dec 5  
Location: Online

### Business Taxes ✓

Has the thought of your Business Taxes got you down? This class will assist you in gaining some basic tax knowledge necessary to sufficiently prepare and analyze your business tax documents.

Course Code: 88204 Cost: \$75  
Date: Aug 20-27, W, 6-8:30 pm  
Location: Grady Swisher, Room TBA

Course Code: 88209 Cost: \$75  
Date: Dec 3-10, W, 6-8:30 pm  
Location: Grady Swisher Center, Room TBA



# Courses in Forsyth County

## 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: 88084 Cost: \$75  
Date: Sep 15-Nov 3, M, 6-9 pm  
Location: West Campus, Room 12

## Quickbooks Pro 2014 Level I ❖

This course will introduce basic accounting principles and teaches participants how to keep track of transactions and finances.

Course Code: 88205 Cost: \$75  
Date: Sep 3-17, W, 6-8:30 pm  
Location: Grady Swisher Center, Room TBA

## Quickbooks Pro 2014 Level II ❖

This course continues Level I of QuickBooks with more in-depth hands-on practice.

**Prerequisite:** Quickbooks Pro 2014 Level I  
Course Code: 88206 Cost: \$75  
Date: Oct 1-8, W, 6-8:30 pm  
Location: Grady Swisher Center, Room TBA

## Food and Beverage

### Bartending ❖

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

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

Course Code: 87698 Cost: \$80  
Date: Oct 1-Nov 19, W, 6-9 pm  
Location: West Campus, Room 15

### Culinary Arts Certificate ✓ JobsNow

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

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

Course Code: 87676 Cost: \$185  
Date: Aug 5-Nov 4, MTWTF, 8:30 am-3 pm  
Location: Second Harvest Food Bank

Course Code: 87684 Cost: \$185  
Date: Sep 9-Dec 10, MTWTF, 8:30 am-3 pm  
Location: Second Harvest Food Bank

## Knife Skills 101 ❖ NEW!

Do you know the difference between a chef's knife and a paring knife or the difference between dicing and julienne? If you don't, and would like to learn, come join us for this knife skills course. You will leave knowing how to choose the right knife for the right cut, as well as how to care for and sharpen your knives. Topics include station prep, preparing vegetables, sanitation and more. The instructor has 37 years of experience as an executive chef.

Course Code: 87951 Cost: \$35  
Date: Sep 6, S, 9 am-1 pm  
Location: Second Harvest Food Bank

## ServSafe Certification ✓

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

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

Course Code: 87688 Cost: \$75  
Date: Sep 16-17, TW, 9 am-3 pm  
Location: West Campus, Room 1

Course Code: 87719 Cost: \$75  
Date: Dec 12-13, FS, 9 am-3 pm  
Location: West Campus, Room 1

# Courses in Forsyth County



## Notary Public

### eNotary ❖

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

**Note:** You must submit an application to the Secretary of State to complete the process to become an Electronic Notary.

Course Code: 88124 Cost: \$55  
Date: Sep 2, T, 6-9 pm  
Location: Transportation Center, Room TBA

Course Code: 88158 Cost: \$55  
Date: Oct 7, T, 1-4 pm  
Location: Transportation Center, Room TBA

Course Code: 88194 Cost: \$55  
Date: Nov 4, T, 6-9 pm  
Location: Innovation Quarter, Room 2447

Course Code: 88198 Cost: \$55  
Date: Dec 9, T, 1-4 pm  
Location: Transportation Center, Room TBA

### Notary Public Education ❖

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

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

Course Code: 88123 Cost: \$69  
Date: Aug 19-21, TTH, 9 am-Noon  
Location: Innovation Quarter, Room 2447

Course Code: 88125 Cost: \$69  
Date: Aug 26-28, TTH, 1-4 pm  
Location: Northwest Forsyth Center, Room 213

Course Code: 88145 Cost: \$69  
Date: Sep 2-4, TTH, 1-4 pm  
Location: Transportation Center, Room TBA

Course Code: 88153 Cost: \$69  
Date: Sep 9-11, TTH, 6-9 pm  
Location: Innovation Quarter, Room 2447

Course Code: 88154 Cost: \$69  
Date: Sep 16-18, TTH, 1-4 pm  
Location: Innovation Quarter, Room 2447

Course Code: 88156 Cost: \$69  
Date: Sep 30-Oct 2, TTH, 6-9 pm  
Location: Innovation Quarter, Room 2447

Course Code: 88157 Cost: \$69  
Date: Oct 7-9, TTH, 6-9 pm  
Location: Transportation Center, Room TBA

Course Code: 88182 Cost: \$69  
Date: Oct 14-16, TTH, 1-4 pm  
Location: Northwest Forsyth Center, Room 213

Course Code: 88192 Cost: \$69  
Date: Oct 21-23, TTH, 9 am-Noon  
Location: Innovation Quarter, Room 2447

Course Code: 88193 Cost: \$69  
Date: Nov 4-6, TTH, 1-4 pm  
Location: Transportation Center, Room TBA

Course Code: 88195 Cost: \$69  
Date: Nov 18-20, TTH, 6-9 pm  
Location: Innovation Quarter, Room 2447

Course Code: 88196 Cost: \$69  
Date: Dec 2-4, TTH, 9 am-Noon  
Location: Transportation Center, Room TBA

Course Code: 88197 Cost: \$69  
Date: Dec 9-11, TTH, 6-9 pm  
Location: Transportation Center, Room TBA

## Process Improvement

### 5S ❖

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

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

### Process Mapping/ValueStream Mapping ❖

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

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

### Six Sigma Green Belt ❖

This course is designed to certify participants in the Lean Six Sigma Green Belt program. This certification program will equip Green Belt candidates with tools required to support Lean Six Sigma process improvement projects in their companies and ensure a minimum level of technical competence in the key Six Sigma disciplines. Upon completion, students will be knowledgeable in the five stages of the DMAIC model, able to work within a team environment and be competent to use the fundamental tools in each stage of the Lean Six Sigma process. As a component of the class, statistical software will be used to analyze data. Certification is awarded upon successfully passing a comprehensive exam and completion of a Green Belt project. Cost of class includes student materials.

Course Code: 85193 Cost: \$1,500  
Date: Aug 19-Oct 30, TTH, 6-9:30 pm  
Location: Grady Swisher, Room 203



# Courses in Forsyth County

## Using A3 to Unlock Your Problem Solving Mind ❖

Training Within Industry stresses utilizing people to the best of their abilities. Understanding the A3 problem solving methodology helps employees develop their problem solving skills leading not only to improved profits, quality, productivity, safety and delivery but also to a culture that understands the value of developing people at every level. A3 problem solving can be used by workers at every level of an organization.

Course Code: 85049 Cost: \$110  
Date: Aug 19-21, TTH, 8 am-Noon  
Location: West Campus, Room 12

## Project Management

### High Speed Project Management ✓

Learn to deal with the realities of managing projects at supersonic speeds despite truncated timelines, inadequate staffing, and skimpy budgets.

Course Code: 88160 Cost: \$75  
Date: Aug 20-Oct 10  
Location: Online

Course Code: 88581 Cost: \$75  
Date: Oct 15-Dec 5  
Location: Online

### Introduction to Microsoft Project 2013 ✓

Discover how to effectively plan, implement, manage, and control projects using the world's most popular project management software.

Course Code: 88161 Cost: \$75  
Date: Aug 20-Oct 10  
Location: Online

Course Code: 88583 Cost: \$75  
Date: Oct 15-Dec 5  
Location: Online

### Introduction to Microsoft Project 2010 ✓

Discover how to effectively plan, implement, and control projects using Microsoft Project 2010, the world's most popular project management software.

Course Code: 88162 Cost: \$75  
Date: Aug 20-Oct 10  
Location: Online

Course Code: 88582 Cost: \$75  
Date: Oct 15-Dec 5  
Location: Online

## PMP® Certification Prep 1 ✓

Begin a well-paying career as a project manager by preparing to take—and pass—the PMP® certification exam.

Course Code: 86343 Cost: \$75  
Date: Aug 20-Oct 10  
Location: Online

Course Code: 86539 Cost: \$75  
Date: Oct 15-Dec 5  
Location: Online

## PMP® Certification Prep 2 ✓

Prepare to take—and pass—the Project Management Institute's PMP® certification exam.

Course Code: 88163 Cost: \$75  
Date: Aug 20-Oct 10  
Location: Online

Course Code: 88584 Cost: \$75  
Date: Oct 15-Dec 5  
Location: Online

## Project Management Fundamentals ✓

Gain the skills you'll need to succeed in the fast-growing field of project management.

Course Code: 88164 Cost: \$75  
Date: Aug 20-Oct 10  
Location: Online

Course Code: 88561 Cost: \$75  
Date: Oct 15-Dec 5  
Location: Online

## Safe Driving

### Alive At 25: West Campus ❖

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

**Note:** You are eligible to take this class only once within a three-year period. The cost for this class is \$65.

For available dates and times 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. The cost for this class is \$65.

For available dates and times on this West Campus class, call Forsyth Tech Customer Service at 336.761.1002.

## Defensive Driving 8-Hour ❖

This eight-hour program is designed for drivers with serious traffic violations or who have more than one pending traffic violation. It is conducted in the classroom only. The goal of the class is to provide drivers with practical knowledge and techniques to avoid collisions and violations. This course helps drivers choose safe, responsible and lawful driving behaviors.

**Note:** You are eligible to take this course only once within a three-year period. The cost for this class is \$90.

For available dates and times on this West Campus class, 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. The cost for this class is \$160.

For available dates and times on this West Campus class, call Forsyth Tech Customer Service at 336.761.1002.

## Social Media

### Social Media – For Me Or Not? ❖ NEW!

Social Media sites are useful for communicating and sharing with family, friends, business partners and community connections. These tools when used properly can help you not only enjoy life, but help grow your business and support your communities. This class will introduce you to various social media sites and the best practices of using them for all areas of your life. We will discuss Facebook, LinkedIn, Twitter, Google+, Pinterest and Instagram.

**Note:** This course is only discussion/lecture no "hands on".

Course Code: 88056 Cost: \$30  
Date: Aug 20, W, 6-9 pm  
Location: West Campus, Room 29

Course Code: 88068 Cost: \$30  
Date: Sep 8, M, 6-9 pm  
Location: West Campus, Room TBA



# Courses in Forsyth County



## Technical/Trade

### Auto Safety Inspection ✓

This course prepares auto technicians and service personnel as safety inspectors for motor vehicles. The class includes regulations and test-inspection procedures. It is taught to ensure that you understand the rules/regulations, 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: 82623 Cost: \$75  
Date: Aug 20, W, 8 am-5 pm  
Location: Transportation Center, Room 244

Course Code: 82624 Cost: \$75  
Date: Aug 26-27, TW, 6-10 pm  
Location: Transportation Center, Room 244

Course Code: 86866 Cost: \$75  
Date: Sep 23-24, TW, 6-10 pm  
Location: Transportation Center, Room 244

Course Code: 86867 Cost: \$75  
Date: Sep 24, W, 8 am-5 pm  
Location: Transportation Center, Room 244

Course Code: 86883 Cost: \$75  
Date: Oct 21-22, TW, 6-10 pm  
Location: Transportation Center, Room 244

Course Code: 86884 Cost: \$75  
Date: Oct 22, W, 8 am-5 pm  
Location: Transportation Center, Room 244

Course Code: 86893 Cost: \$75  
Date: Nov 18-19, TW, 6-10 pm  
Location: Transportation Center, Room 244

Course Code: 86892 Cost: \$75  
Date: Nov 19, W, 8 am-5 pm  
Location: Transportation Center, Room 244

Course Code: 86901 Cost: \$75  
Date: Dec 16-17, TW, 6-10 pm  
Location: Transportation Center, Room 244

Course Code: 86898 Cost: \$75  
Date: Dec 17, W, 8 am-5 pm  
Location: Transportation Center, Room 244

### Auto Inspection: OBD II ✓

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

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

Course Code: 86864 Cost: \$75  
Date: Sep 10, W, 8 am-5 pm  
Location: Transportation Center, Room 244

Course Code: 86881 Cost: \$75  
Date: Oct 8, W, 8 am-5 pm  
Location: Transportation Center, Room 244

Course Code: 86886 Cost: \$75  
Date: Nov 5, W, 8 am-5 pm  
Location: Transportation Center, Room 244

Course Code: 86895 Cost: \$75  
Date: Dec 3, W, 8 am-5 pm  
Location: Transportation Center, Room 244

### Auto Inspection: OBD II/Recertification ✓

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

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

Course Code: 86865 Cost: \$75  
Date: Sep 10, W, 6-10 pm  
Location: Transportation Center, Room 244

Course Code: 86882 Cost: \$75  
Date: Oct 8, W, 6-10 pm  
Location: Transportation Center, Room 244

Course Code: 86888 Cost: \$75  
Date: Nov 5, W, 6-10 pm  
Location: Transportation Center, Room 244

Course Code: 86894 Cost: \$75  
Date: Dec 3, W, 6-10 pm  
Location: Transportation Center, Room 244

### DMV: Dealer Pre-License ✓

This course provides prospective auto dealers with the 12 hours of authorized training to become a licensed dealer in North Carolina. Topics include minimum requirements, dealer license plates, vehicle inspections, titling and registration, frequently used forms, dealer disclosures and Federal laws.

Course Code: 82620 Cost: \$75  
Date: Aug 6-7, WTH, 8 am-3 pm  
Location: West Campus, Room 17

Course Code: 86880 Cost: \$75  
Date: Oct 8-9, WTH, 8 am-3 pm  
Location: West Campus, Room 17

Course Code: 86897 Cost: \$75  
Date: Dec 10-11, WTH, 8 am-3 pm  
Location: West Campus, Room 17

### 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: 88037 Cost: \$185  
Date: Aug 11-Oct 14, MTWTH, 8 am-5 pm  
Location: Northwest Forsyth Center, Room 111

Course Code: 88091 Cost: \$185  
Date: Oct 16-Dec 18, MTWTH, 8 am-5 pm  
Location: Northwest Forsyth Center, Room 111

### Electrical Contractors License Renewal Unit 5 ✓

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

Course Code: 86878 Cost: \$75  
Date: Oct 4-11, S, 8 am-Noon  
Location: West Campus, Room 17

### 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: 86889 Cost: \$75  
Date: Nov 8-15, S, 8 am-Noon  
Location: West Campus, Room 17



# Courses in Forsyth County

## Facility Maintenance Technician ✓ JobsNOW

This is a 240-hour course that instructs the student in various technical skills that includes: Carpentry, Electrical, HVAC, Plumbing, OSHA Safety and HRD skills. In partnership with the National Apartment Association students will also learn customer service and apartment maintenance skills, including major appliance repair and pool operation. Certificates will include Refrigerant certification (CFC), Aquatic Facilities Technician (CPO) and Certified Apartment Maintenance Technician (CAMT).

Course Code: 87739 Cost: \$185  
Date: Aug 25-Nov 14, MTWTFE, 8:30 am-12:30 pm  
Location: Goodwill, Room 108

## HVAC Service Technician Level I ✓ JobsNOW

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

For more information, call 336.734.7726.

Course Code: 86577 Cost: \$215  
Date: Sep 9-Dec 2, TTH, 6-9 pm  
Location: Goodwill, Room 108

## Plumbing: Installation/Troubleshooting ✓ JobsNOW

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

**Note:** This is an intro class.

For more information, call 336.734.7726.

Course Code: 86576 Cost: \$195  
Date: Aug 18-Dec 8, MW, 6-9 pm  
Location: Goodwill, Room 108

## Used-Motor Vehicle Dealer ✓

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

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

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

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

Course Code: 86863 Cost: \$75  
Date: Sep 9, T, 8 am-3 pm  
Location: West Campus, Room 1

Course Code: 86879 Cost: \$75  
Date: Oct 7, T, 8 am-3 pm  
Location: West Campus, Room 1

Course Code: 86885 Cost: \$75  
Date: Nov 4, T, 8 am-3 pm  
Location: West Campus, Room 1

Course Code: 86896 Cost: \$75  
Date: Dec 9, T, 8 am-3 pm  
Location: West Campus, Room 1

## Veterinary Assistant Training: Beginning ✓ JobsNOW

Course topics will include small animal anatomy and physiology, reproduction, nutrition, restraint and handling along with infectious and metabolic diseases. Other small animal topics include neoplasia, toxicities, preventive health and wellness, first aid, diagnostics, and surgical room procedures. Basic business operations and regulations for veterinary hospitals will also be discussed. In addition, there will be one lecture on large animal topics. No hands-on opportunities with animals will be included in this course.

Course Code: 88081 Cost: \$130  
Date: Sep 9-Dec 9, T, 6:30- 9 pm  
Location: REACT Center, Room 10

## Veterinary Assistant Training: Advanced ✓ JobsNOW

We will expand upon some of the small animal topics discussed in the Beginning Veterinary Assistant Course. Additional topics will include 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. 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: 88552 Cost: \$75  
Date: Sep 10-Dec 10, W, 6:30- 8:30 pm  
Location: REACT Center, Room 2

## Welding: Industrial ✓ JobsNOW

This course provides instruction on the principles and practices of welding. Emphasis is on the blueprint reading, metallurgy, welding inspection and destructive and non-destructive testing. Course content will be specific to a particular welding process such as SMAW (stick), GMAW (MIG) and GTAW (TIG). Upon completion, students will have the knowledge base to sit for various industry-specific certifications.

Course Code: 86574 Cost: \$265  
Date: Aug 4-Nov 20, MTWTFE, 8:30 am-12:30 pm  
Location: Goodwill, Room 011

# Courses in Stokes County



## Notary Public

### Notary Public Education ❖

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

Course Code: 88125 Cost: \$60  
Date: Aug 26-28, TTH, 1-4 pm  
Location: Northwest Forsyth Center, Room 213

Course Code: 88182 Cost: \$60  
Date: Oct 14-16, TTH, 1-4 pm  
Location: Northwest Forsyth Center, Room 213

## Personal Enrichment

### Flower Arranging: Silk ❖

Design an arrangement that will last with silk flowers. Students will learn how to make boutonnieres and corsages, bud vase arrangements and beautiful floral designs for a tabletop. In addition the instructor will demonstrate how to create an arrangement for a cemetery plot, either in a vase or grave stone topper.

No experience is needed for this hands-on class.

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

Course Code: 87779 Cost: \$65  
Date: Sep 9-Oct 14, T, 6-8 pm  
Location: Walnut Cove Senior Rec Center

## 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: 79542 Cost: \$65  
Date: Sep 25, TH, 6-10 pm  
Location: Stokes County Center, Room 113

Course Code: 79543 Cost: \$65  
Date: Nov 13, TH, 6-10 pm  
Location: Stokes County Center, Room 113

Course Code: 79544 Cost: \$65  
Date: Dec 11, TH, 6-10 pm  
Location: Stokes County Center, Room 113

## Technical/Trade

### 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: 88037 Cost: \$185  
Date: Aug 11-Oct 14, MTWTH, 8 am-5 pm  
Location: Northwest Forsyth Center, Room 111

Course Code: 88091 Cost: \$185  
Date: Oct 16-Dec 18, MTWTH, 8 am-5 pm  
Location: Northwest Forsyth Center, Room 111

## National Certification for Electrical Lineman

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

**For more info,  
call 336.761.1002.**

### 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: 87828 Cost: \$215  
Date: Sep 2-Dec 4, TTH, 6-9 pm  
Location: Northwest Forsyth Center, Room 113

### Welding: ARC ✓ JobsNOW

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

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

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

Course Code: 87558 Cost: \$225  
Date: Aug 18-Dec 17, MW, 6-9 pm  
Location: Sertoma

### Welding: MIG ✓ JobsNOW

This course will instruct students in welding safety of the Metal Inert Gas/Metal Flux-Core Welding process (MAW/MFC-Wire), proper techniques, machine setup, inert gas and wire selection for welding both light and heavy plate to meet AWS (vertical-down and flat) welding code. Students will be welding with solid and flux core wires. Upon completion of the class the students should have the skills to pass the 1G/2G & 1F weld test to AWS standards. The course is 96-hours including instruction, lecture and practice. After completing this course, students may retake the course at an advanced level.

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

Course Code: 87559 Cost: \$225  
Date: Aug 19-Dec 11, TTH, 6-9 pm  
Location: Sertoma



# Courses in Health and Safety

## Health Education Prerequisites

**Testing:** Math and Reading Placement Tests must be completed before Nursing Assistant I orientation, and before registering for the following classes: Nursing Assistant II, Nursing Assistant I Review, EKG Technician, and Medication Aide.

### > Where/When

- West Campus: Mondays at 1 pm or Wednesdays at 9am or 5:30 pm, Rm 18
- Stokes County Center: Mondays at 10am and the first Wednesday each month at 5:30 pm
- Goodwill: Third Wednesday each month at 1 pm

*No appointment necessary. Must bring a picture ID and Social Security card.*

### > Required Scores

- Math: 6th grade level
- Reading: 10th grade level

### > There is no cost.

## Orientation:

### > Required for Nursing Assistant I only

### > When/Where

- West Campus, Tuesdays 9am-1 pm and 5-9 pm

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

## NEW: Healthcare Clinical Fee

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

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

The cost of the screening begins at \$70.00 and is the sole responsibility of the student. Students are to begin the background check/drug screen process before they register for a 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.

## ACLS—Advance Cardiac Life Support ✓

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

**Pre-requisite:** Current AHA Healthcare Provider CPR Certification

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

For additional course information, contact Marilyn Calhoun at 336.757.3091 or mcalhoun@forsythtech.edu  
Course Code: 88000 Cost: \$75  
Date: Sep 4-5, THF, 8 am-5 pm  
Location: West Campus, Room 14

## ACLS Renewal Course ✓

ACLS Provider courses must be renewed every two years. This renewal class gives ACLS providers updated information and current AHA standards of performance. The provider completing this course is issued an AHA certification card good for two years.  
**Prerequisite:** Must have a current PALS Provider card.

For additional course information, contact Marilyn Calhoun at 336.757.3091 or mcalhoun@forsythtech.edu  
Course Code: 88001 Cost: \$75  
Date: Sep 5, F, 8 am-5 pm  
Location: West Campus, Room 14

## 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 or high school transcript or GED® or college diploma are required.  
**Note:** Students must bring a copy of proof of high school or college graduation or GED® to Customer Service for verification in order to register.

For additional course information, contact Graham Hyder at 336-734-7733 or ghyder@forsythtech.edu.  
Course Code: 87887 Cost: \$185  
Date: Aug 5- Oct 16, TTH, 6-9 pm  
Location: Northwest Forsyth Center, Room 217

## Autism Paraprofessional ✓

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

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

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

**Special Note:** Currently enrolled curriculum students can receive course credit for EDU248 upon successful completion of this course.

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

Course Code: 87616 Cost: \$203  
Date: Sep 4-Nov 13, TH, 6-9 pm  
Clinical Hours: Sep 29-Oct 17, MTWTHF,  
8:45 am-2:45 pm (TBD in class)  
Location: West Campus, Room 13

# Courses in Health and Safety



## Cardiopulmonary Resuscitation: BLS Healthcare Instructor ✓

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

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

**Note:** Book required.

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

Course Code: 79982 Cost: \$75

Date: Aug 2, S, 8 am-5 pm

Location: West Campus, Room 14

## CPR: Healthcare Provider-Initial ❖

This American Heart Association Healthcare Provider course teaches students to recognize the signs and symptoms of heart attacks and strokes and how to perform CPR for adults, infants and children and use of an AED (Automated External Defibrillator) and FBAO (Foreign Body Airway Obstruction) for victims of all ages. The BLS Healthcare Provider course is designed to provide a wide variety of healthcare professionals the ability to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely and effective manner. The course is intended for certified or noncertified, licensed or non-licensed healthcare professionals or medical students. Upon completion of the course the student will receive an American Heart Certification card good for two years.

**Note:** This course has a required book that must be read prior to class.

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

Course Code: 79960 Cost: \$40

Date: Aug 9, S, 8:30 am-1:30 pm

Location: West Campus, Room 14

Course Code: 79995 Cost: \$40

Date: Aug 19, T, 5:30-10 pm

Location: West Campus, Room 14

Course Code: 79997 Cost: \$40

Date: Aug 23, S, 8 am-1 pm

Location: West Campus, Room 14

Course Code: 79994 Cost: \$40

Date: Sep 13, S, 8:30 am-1:30 pm

Location: West Campus, Room 14

Course Code: 79968 Cost: \$40

Date: Sep 27, S, 8:30 am-1:30 pm

Location: West Campus, Room 14

Course Code: 87540 Cost: \$40

Date: Oct 11, S, 8:30 am-1:30 pm

Location: West Campus, Room 14

Course Code: 87545 Cost: \$40

Date: Oct 16, TH, 5:30-10 pm

Location: West Campus, Room 14

Course Code: 87551 Cost: \$40

Date: Oct 25, S, 8:30am-1:30 pm

Location: West Campus, Room 14

Course Code: 87552 Cost: \$40

Date: Nov 8, S, 8:30 am-1:30 pm

Location: West Campus, Room 14

Course Code: 87553 Cost: \$40

Date: Nov 18, T, 5:30-10 pm

Location: West Campus, Room 14

Course Code: 87555 Cost: \$40

Date: Dec 6, S, 8:30 am-1:30 pm

Location: West Campus, Room 14

Course Code: 87557 Cost: \$40

Date: Dec 16, T, 5:30-10 pm

Location: West Campus, Room 14

## CPR Healthcare Provider-Recertification ❖

This course is a review of the Healthcare Provider-Initial course in order for students to maintain certification in Healthcare Provider CPR. The student must present, on the day of the class, a HCP certification card that has not expired for more than one month.

**Note:** Must have a current HCP CPR certification card.

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

Course Code: 79996 Cost: \$30

Date: Aug 14, TH, 5:30-8 pm

Location: West Campus, Room 14

Course Code: 87836 Cost: \$30

Date: Aug 23, S, 1:30-4:00 pm

Location: West Campus, Room 14

Course Code: 79966 Cost: \$30

Date: Sep 23, T, 5:30-8 pm

Location: West Campus, Room 14

Course Code: 87528 Cost: \$30

Date: Oct 21, T, 5:30-8 pm

Location: West Campus, Room 14

Course Code: 87529 Cost: \$30

Date: Nov 17, M, 5:30-8 pm

Location: West Campus, Room 14

Course Code: 87531 Cost: \$30

Date: Dec 15, M, 5:30-8 pm

Location: West Campus, Room 14

## CPR: Heartsaver Provider Initial ❖

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 is required for this course. Upon successful course completion, the student will be awarded the American Heart Association Heartsaver CPR certification that is good for two years.

Who should take the Heartsaver class: Those with limited or no medical training. To include: daycare workers, summer camp counselors, coaches, fitness instructors, social workers, nannies, parents, grandparents, babysitters, construction workers and general public.

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

Course Code: 87917 Cost: \$30

Date: Aug 21, TH, 5:30- 7:30 pm

Location: West Campus, Room 14

Course Code: 87918 Cost: \$30

Date: Sep 23, T, 2:30-4:30 pm

Location: West Campus, Room 14

Course Code: 87833 Cost: \$30

Date: Oct 21, T, 3-5 pm

Location: West Campus, Room 14

## Discovering 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: 79752 Cost: \$70

Date: Sep 2-25, TTH, 5:30-8:30 pm

Location: Goodwill, Room 123B

Course Code: 79753 Cost: \$70

Date: Dec 1-16, MITH, 5:30-8:30 pm

Location: Grady Swisher Center, Room 219



# Courses in Health and Safety

## EKG Technician ✓

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

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

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

Course Code: 87347 Cost: \$130  
Date: Oct 7-Nov 15, TTH, 6:30-10 pm  
Nov. 15, S, 8 am-2:30 pm  
Location: West Campus, Room 7

## 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: 85403 Cost: \$185  
Date: Aug 15-Dec 31, MW, 6-10 pm, S, 8 am-5 pm  
Location: West Campus, Room 32B

## 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 rights, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation and mental health. CPR certification is included in the class.

Through classroom instruction, laboratory work and clinical rotations, students are prepared to take the NC Nurse Aide I Competency Evaluation, a requirement in order to be listed on the NC Nurse Aide I Registry.

**Prerequisite:** Successful completion of Math and Reading placement tests (or equivalent approved by Health Education Department), a picture ID, Social Security card, a high school diploma/high school transcript or GED® or college diploma are required. Students must also attend an orientation session and present receipts from the criminal background check and drug screening before they will be allowed to register for class.

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

Course Code: 83758 Cost: \$203  
Date: Aug 11-Oct 2, MWTH, 8 am-2:30 pm  
Location: Northwest Forsyth Center, Room 138

Course Code: 87865 Cost: \$203  
Date: Aug 11-Dec 9, MTW, 5:30-9:30 pm  
Some Saturdays  
Location: Grady Swisher, Room 211

Course Code: 88073 Cost: \$203  
Date: Sep 2-Nov 4, MTWTH, 9 am-2:30 pm  
Location: West Campus, Room 7

Course Code: 88077 Cost: \$203  
Date: Sep 3- Dec 11, MTWTH, 9:15 am-1:30 pm  
Location: Grady Swisher Center, Room 236

Course Code: 84074 Cost: \$203  
Date: Sep 16-Nov 19, TWTH, 8:30 am-3 pm  
Location: Mazie S. Woodruff Center, Room 234

Course Code: 87982 Cost: \$203  
Date: Sep 16-Nov 18, MTWTH, 9 am-3:30 pm  
Location: West Campus, Room 13

Course Code: 80052 Cost: \$203  
Date: Sep 23-Dec 11, TWTH, 3-8:30 pm  
Location: Grady Swisher Center, Room 236

Course Code: 84081 Cost: \$203  
Date: Sep 29- Dec 2, MTTH, 8 am-2:30 pm  
Location: Northwest Forsyth Center, Room 138

Course Code: 83759 Cost: \$203  
Date: Oct 21-Dec 11, MTWTH, 8 am-2:30 pm  
Location: Northwest Forsyth Center, Room 113

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

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

**Prerequisite:** Successful completion of Math and Reading placement tests (or equivalent approved by Health Education Department), a picture ID, Social Security Card, and high school diploma/high school transcript or GED® or college diploma/college transcript are required. Candidates must also bring documentation of ONE of the following to the Health Education Department: 1) NC Nursing Assistant I listing (certification has lapsed in the past 2 years) OR 2) Nursing Assistant registry from another state (certification has lapsed in the past 2 years) OR 3) Nursing Assistant registry from another state (current).

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

Course Code: 83338 Cost: \$130  
Date: Nov 3-20, MTWTH, 8 am-Noon  
Location: West Campus, Room TBA

# Courses in Health and Safety



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

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

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

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

Course Code: 87542 Cost: \$203  
Date: Aug 4-Sep 22, MTWTH, 8 am-2:30 pm  
Location: Northwest Forsyth Center, Room 113

Course Code: 88065 Cost: \$203  
Date: Aug 18-Oct 3, MTTHE, 8 am -2:30 pm  
Location: West Campus, Room 11

Course Code: 83222 Cost: \$203  
Date: Sep 4-Dec 18, TWTH, 5:30-9:30 pm  
Location: West Campus, Room 11

Course Code: 87556 Cost: \$203  
Date: Oct 6-Nov 12, MTWTH, 8 am-2:30 pm  
Location: Northwest Forsyth Center, Room 113

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

This course is designed to assess and validate NAII Skills competencies for candidates whose NAII certification lapsed in the previous 24 months. Class time focuses on assessing and validating competency for the skills identified on the NC Board of Nursing Approved NAII Task List. The list includes Oxygen Therapy, Sterile Dressing Changes, Wound Irrigations, Nasogastric and Gastrostomy Care, Ostomy Care, Fecal Disimpacting, Tracheostomy Care, Urinary Catheterizations, and IV Assistive Activities. Successful graduates will submit applications for listing on the NAII Registry. No further testing will be required.

**Prerequisite:** Current NC NAII registry listing, copy of NC Board of Nursing NAII registry listing showing the expiration date within the previous 24 months, picture ID and Social Security Card (with matching names). Also required is documentation on letterhead from the HR Department or the supervising nurse stating you are eligible for NAII competency assessment in one of two ways:

1. You worked at least 8 hours for compensation during the previous 24 months performing nursing care activities under the supervision of a Registered Nurse and that you have no substantiated findings of abuse, neglect, or misappropriation of funds on the DHSR Nurse Aide Registry. "Nursing care activities" are normally performed by a nurse but one that can be delegated to unlicensed personnel by licensed nurses. **OR**

2. You have had a continuous 24 month period during which patient care activities were performed for compensation. "Patient care activities" are personal care activities that can be performed by unlicensed personnel.

For information regarding additional class offerings, please contact 336.761.1002.

Course Code: 88795 Cost: \$165  
Date: Aug 19-23, TW, 5:30-9:30 pm &  
S, 8 am-4:30 pm  
Location: West Campus, Room 11

## PALS-Pediatric Advance Life Support ✓

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

**Prerequisite:** Must have a current HCP CPR certification card.

**Note:** This course has a required book that must be read prior to class.

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

Course Code: 87983 Cost: \$75  
Date: Oct 3-4, FS, 8 am-5 pm  
Location: West Campus, Room 14

## PALS Renewal Course ✓

PALS Provider courses must be renewed every two years. This renewal class gives PALS providers updated information and current AHA standards of performance. The provider completing this course will be issued an AHA certification card good for two years.

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

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

Course Code: 87999 Cost: \$75  
Date: Oct 4, S, 8 am-5 pm  
Location: West Campus, Room 14

## Phlebotomy ✓ NEW!

This training prepares the student to draw blood specimens from patients for the purpose of testing and analyzing blood. A phlebotomist's job includes maintenance of equipment used in obtaining blood specimens, the use of appropriate communication skills when working with patients, the selection of venipuncture sites, the care of blood specimens and the entry of the testing process into the computer, as well as clerical duties associated with record keeping. This course consists of theory and clinical experiences which will be available in the hospital, outpatient clinics and central processing areas.

**IMPORTANT!** Students will have to practice venipuncture which includes being stuck and sticking others.

**Prerequisite:** Successful completion of Math and Reading placement tests (or approved equivalent), picture ID and Social Security Card (with matching names), High school diploma/GED®/transcript or College Diploma/transcript, receipts from Criminal Background Check/Drug Screening. Students must also provide documentation of one of the following: Current Nursing Assistant I or Nursing Assistant II registry listing OR Certificate of Completion from an NC approved Nursing Assistant I or Nursing Assistant II Program (completed within the past 2 years) OR Direct patient care experience (i.e. Nurse, CMA, EMT, Med Office Assistant) with a letter of recommendation on letterhead from a clinical professional who supervised this care (within the past 2 years).

**Additional requirements:** Current CPR (American Heart Association) Healthcare Provider Certification and completed immunization form must be turned in on the first day of class.

**Note:** Students will attend one of 2 clinical rotations (January 12-29 or Feb 2-18, 2015.) Both will meet Monday through Friday during the day (8 hour shifts). Students will work out the exact schedule with their instructor the first week of class.

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

Course Code: 88886 Cost: \$203  
Date: Oct 1 - Feb 25, TWTH, 8 am-Noon  
Location: West Campus, Room 11



# Online Courses

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Database Development (Introduction)  
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Using Social Media in Business

### Computer Blogging and Podcasting

Computer Blogging and Podcasting for Beginners

### Computer Hardware & Hardware

A+ Certification/ Basic/Hardware  
A+ Certification/Intermediate/Operating Systems  
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### Computer: Microsoft Software Products

Advanced Microsoft Excel 2010  
Intermediate Microsoft Excel 2010  
Introduction to Microsoft Access 2007  
Intermediate Microsoft Access 2007  
Introduction to Microsoft Access 2010  
Intermediate Microsoft Access 2010  
Introduction to Microsoft Excel 2007  
Introduction to Microsoft Excel 2010  
Introduction to Microsoft Excel 2013  
Introduction to Microsoft PowerPoint 2010  
Introduction to Microsoft Project 2010  
Introduction to Microsoft Project 2013  
Introduction to Microsoft Word 2010  
Computer Networking  
Networking Wireless

### Computer Programming

Intermediate C# Programming  
Introduction to C# Programming  
Introduction to C++ Programming

### Introduction to Java Programming

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

### Desktop Publishing

Introduction to InDesign CS6

### Foreign Language

Speed Spanish I  
Speed Spanish II  
Speed Spanish III

### Math

Math Refresher

### Medical

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

### Office Assistant

Administrative Assist Fundamentals

### Personal Interest and Self Improvement

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

### Photography

Secrets of Better Photography

### Web Pages/Web Sites

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

### Writing

Grant Writing A to Z  
Writing Essentials

### Teachers

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

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





## 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.

- 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. Please call for hours of operation.
- Certificates for each course will be mailed to students after the course end date.
- Please contact Customer Service with any questions at 336.761.1002 or email questions to [onlinebb@forsythtech.edu](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-10 Diagnostic Coding, CPT Procedural Coding and HCPCS level II are some of the topics reviewed. Students will utilize interactive online tools and information, including mock exam questions to ensure comprehensive preparation for the exam. This is the final course in the online series for students seeking to take the Certified Professional Coder (CPC) credentialing exam.

Course Code: 87543 Cost: \$130  
Date: Oct 21-Dec 14

### Bb: Anatomy & Physiology for Non- Credit Students ✓

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

Course Code: 87534 Cost: \$130  
Date: Sep 23-Nov 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: 87427 Cost: \$130  
Date: Nov 4-Dec 14

### 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: 87424 Cost: \$130  
Date: Sep 23-Nov 2

### Bb: Medical Coding – CPT ✓

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

Course Code: 87539 Cost: \$185  
Date: Sep 30-Dec 14

### Bb: Medical Coding – ICD9 ✓

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).

Course Code: 87537 Cost: \$185  
Date: Sep 30-Dec 14

### Bb: Medical Terminology ✓

This 64-hour advanced online course is designed to give students a solid foundation in medical terminology through class/instructor interactions as well as enhanced interactive study materials. The student will learn prefixes, suffixes, root words and terms that relates to anatomy, physiology and review of body systems.

Upon completion, students should be able to pronounce, spell and define medical terms as related to selected body systems and their pathological disorders.

Course Code: 87533 Cost: \$185  
Date: Sep 9-Nov 23

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

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

Course Code: 87420 Cost: \$75  
Date: Aug 19-Sep 14

### Bb: English/Spanish Advanced Grammar for Interpreters and translators ✓

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

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

Course Code: 87701 Cost: \$75  
Date: Aug 19-Sep 21

### 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: 87423 Cost: \$185  
Date: Aug 26-Nov 30

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*online!*



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- > Medical Coding - ICD - 9
- > Medical Coding - CPT
- > AAPC Exam Review Course

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**See page 27 for details.**

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Bring your completed registration form to  
one of our six locations listed on page 6 of this catalog  
or call Customer Service at (336) 761-1002.

**NAME AS SHOWN ON SOCIAL SECURITY CARD (Please Print)**

Last	First	Middle	Maiden	
Street Address or Post Office	City	State	Zip	County
Home Phone #	Work Phone #	Cell #	Social Security Number or Your 7 digit Student ID Number	

E-Mail Address \_\_\_\_\_

<b>Date of Birth</b> _____ / _____ / _____ Month      Day      Year	<b>Employment Status – Circle One</b> E1 – Employed 1-10 hours      UN – Unemployed – Not Seeking E2 – Employed 11-20 hours      US – Unemployed – Seeking E3 – Employed 21-39 hours      R – Retired E4 – Employed 40 or more hours
<b>Are you an Underage Minor (UAA)?</b> (16-17 years old) <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Are you a Forsyth Tech Employee (EMP)?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Ethnicity – Circle One or More</b> White, Non-Hispanic (WH)      American Indian/Alaska Native (AN)      Asian (AS) Black, Non-Hispanic (BL)      Hispanic (HIS)	<b>Gender – Circle One</b> M – Male F – Female
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Last High School Attended \_\_\_\_\_  **Unknown (1756748)**  
 Last Attend Date \_\_\_\_\_

**Highest Grade Completed – Circle One**  
 1 2 3 4 5 6 7 8 9 10 11 12 13 –High School Equivalency Diploma/GED®/Adult HS Diploma  
 14 – One Yr. Voc. Diploma    15 – Associate Degree    16 – Bachelor Degree    17 – Master’s Degree or Higher

**Driver License Information (Applies to Defense Driving Classes ONLY)**

Driver License Number (DADD) \_\_\_\_\_ State Issued \_\_\_\_\_

Course Number	Course Title	Day	Time	Fees	Location/Room #
1.					
2.					
3.					
4.					

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

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**2014**

**AUGUST – DECEMBER 2014  
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*This course is offered in cooperation with the Society for Human Resource Management (SHRM) and the Winston-Salem SHRM Chapter.*

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