“This class is a little community.”

Mollie Lithgo
"Drawing In Color" Instructor
Read about her and the class on page 1

Hundreds of Course Offerings, Traditional & Online
~Job Training ~Professional Growth ~Personal Enrichment ~Basic Skills
Back by Popular Demand!

Painting the Color of Light

Well-known NC artist Amos Westmoreland will help you understand the effects of light on our visible world and show you how to add warmth and depth to your paintings by creating an impression of light (and color) on the canvas.

See page 13 for more information.

Paint! Draw!
Get Creative!
(We Know You Have It In You.)

Forsyth Tech offers classes in Acrylic, Oil, Watercolor, Basic Drawing and Drawing In Color, and our quality instructors have a passion for sharing and teaching art that will expand your world and find your hidden talents!

See pages 10-15 for a list of upcoming classes.
On The Pathway To Success

A Little Community

“Drawing In Color” Class Members

“This class is a little community”
When Molly Lithgo recently stopped teaching Forsyth Tech’s “Drawing In Color” class after twenty years, she said goodbye to a lot of longtime friends. Many of her students had been taking the class for over a decade, and two – Mary Lib McCachern and Shirley McElwee – were in the class the whole time Molly taught it. “This class is a little community of people who are interested in making art,” Molly explains. “They’re very devoted to what they’re doing and very good at what they do.”

“The best art teacher I ever had”
Mary Lib and Shirley are two of her best students, Molly says. And they return the compliment. “Molly is the best art teacher I ever had,” Shirley says – high praise from a woman who majored in Art in college. “I really appreciate her critiques – they’re just wonderful. She points out things I don’t see, and as soon as she sees them and tells me, I say, ‘Yep, that’s it.’ I don’t know what I’m going to do without those finishing touches.”

“I needed something to preserve my sanity”
For Mary Lib, taking an art class was a way to get active after her husband passed away. “I needed something to preserve my sanity,” she says. Shirley had actually worked as a professional artist after college, then became a homemaker and raised six children. When she and her husband moved to Winston-Salem from Detroit, “we were retirement age,” she says, and taking art classes at Forsyth Tech appealed to her. They both discovered that the class was a great place to make new friends. “That’s another reason you come to class, because of the friendships you make here,” Shirley says.

“That’s why I’ve been here this long”
Molly may be retiring from teaching the class, but she’ll still be doing art – she’s a professional potter. Teaching the class was, she says, “my fun time, just like it is for these guys.” And it’s students like Mary Lib and Shirley that she’ll miss most. “That’s why I’ve been here this long – the community that’s formed.”

Interested in taking an art class at Forsyth Tech?
Check out our complete list in this catalog!
STEP 1

Develop a Plan

Visit our Educational Career Center where we will help you:

> Determine your career path
> Boost your job skills
> Expand your horizons

STEP 2

Take Action

Enroll in a class to:

> Get vocational and professional training
> Learn how to start a business
> Achieve College and Career Readiness through . . .
  > High School Equivalency preparation
  > Adult High School Diploma
  > English as a Second Language
> Find a new personal interest or hobby
STEP 3

Complete the Path

Take the final steps to success by gaining:

> Employment search skills
> Improved interview/resumé skills
> A Career Readiness Certificate
> Industry certifications

Did You Know?

Forsyth Tech is committed to your success!

We offer:

> Free classes to help you add new skills
> Grant opportunities to pay for job training
> Information on employment to help you find the right career

For more information on how Forsyth Tech can start you on a path to success, see pages 42-45 or visit www.ForsythTech.edu.
Courses in Forsyth County

Computer Technology

**Excel 2013 Introduction**

Learn to use Microsoft’s powerful spreadsheet application that is an essential tool for today’s workplace. This course introduces you to the creation and editing of worksheets and charts, simple character formatting and printing. Discover Excel’s simple formulas and functions, understand the difference between absolute and relative cell addresses, and learn how to print spreadsheets.

**Prerequisite:** A basic understanding of Excel and the Microsoft Windows 8 or 8.1 operating system.

Course Code: 107988, $75, Woosley 10/17-11/7, M, 2-5 pm
West Campus, Room 1

**Microsoft Office 2013**

Enhance your skills, get organized and increase your marketability in the workplace by becoming more proficient in Microsoft Office 2013. This class will introduce you to Word, Excel, Access and PowerPoint while using the 2013 version of Microsoft Office.

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

Course Code: 107978, $75, Anderson 9/16-11/4, F, 10 am-1 pm
West Campus, Room 1

**PC Basics and Beyond I**

Become a confident, self-sufficient PC user. This course is designed for the computer novice with little to no basic computer experience. This course will start with the basics and reach beyond from using the mouse to basic PC troubleshooting. You will use Microsoft Windows 7 to demonstrate how to operate and use a computer. Topics include: hardware, software, operating systems, Internet, Email, security as well as an introduction to the Microsoft Office 2013 Suite.

**Note:** Textbook is optional. You will need to bring a USB flash drive to class.

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

Course Code: 107968, $75, Flynt 8/18-10/6, TH, 9 am-Noon
West Campus, Room 1

**PC Basics and Beyond II**

This course will review and enhance material covered in PC Basics and Beyond, with more time spent hands on utilizing materials provided by the instructor. A general review of Windows, files and folders, disks, and other Windows procedures will be covered. In addition, we will spend time in Microsoft WordPad, Word, Excel, PowerPoint, the internet, and email. Included will be a discussion on software installation and other various computer related topics.

**Prerequisite:** PC Basics and Beyond I, Microsoft Windows course, or documented use.

Course Code: 107991, $75, Flynt 10/27-11/17, TH, 9 am-Noon
West Campus, Room 1

**PC Purchasing Made Easy**

Are you in the market for a new PC and not certain where to start? Come let our knowledgeable PC Tech assist you in making an informed decision about purchasing a PC, laptop, tablet, etc. You will learn what information is needed to compare computer models, interpret ads, and understand what different computer performance features mean. Components will be explained in lay terms to be easily understood by anyone with little or no technical knowledge. Actual computer ads will be used as a baseline for discussion and exercises.

**Prerequisite:** NONE

**Note:** This course is for educational purposes and no product or company endorsement will be made.

Course Code: 107993, $35, Pimentel 11/5, S, 9 am-Noon
West Campus, Room 1

Forsyth Tech Instructor Profile

**Dale Woosley**

Computer Technology

Dale Woosley is a Forsyth Tech Computer Instructor who grew up in Kernersville. He has also lived in England, Germany, and California. His relatives are from England, so he enjoyed tracing his roots while living there. Dale graduated from UNC-Chapel Hill with BS in Business and MBA degrees. He and his wife, Pat, enjoy traveling, especially to the Caribbean Islands. Dale enjoys teaching seniors one-on-one how to use a computer. His hobby is vintage cars.

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PC Security & Maintenance ✨

Learn the fundamentals of maintenance and security issues for your computer! In this course, you will learn how to set user accounts and establish security, how to create strong passwords, and how to keep your computer programs up to date. Learn how to manage files, create backups and what to do in the event of system failure. Learn the best practices to help prevent and combat viruses, malware and identity theft. Class will be taught by a Forsyth Tech PC technician with over 10 years of experience.

Course Code: 108001, $49, Pimentel
12/3-12/10, S, 9 am-Noon
West Campus, Room 1

Foreign Language

Italian I ✨

The Italian 1 course is designed as an extension to and a continuation of the Italian for Travelers course. The course is designed to continue helping those who are interested in expanding their knowledge of the Italian language in a more formal setting. The 8-week course will cover Italian pronunciation, use of more regular and irregular verbs in the present and simple past (passato prossimo) tenses, reflexive pronouns and verbs, personal pronouns, and an expansion of their useful vocabulary to at least 300 words. It will also explore the cultural and culinary differences in the different regions of Italy. Translation: It ain’t all red sauce.

Prerequisite: Italian for Travelers or approval from coordinator, and/or instructor.

Course Code: 107177, $85, Ancona
8/22-10/17, M, 6:30-8:30 pm
Oak Grove Center, Room 4458

Italian: for Travelers ✨

Are you planning a trip abroad? The Italian for Travelers course is designed as both an introduction to the Italian language and as a help to those whose only interest is being able to get around in Italy on formal or simple, self-guided tours. The 8-week course will cover Italian pronunciation, use of verbs in the present tense that are useful for visiting major sites, an introduction to Italian history and culture, and the connection between Italy and countries in the New World with special emphasis on the impact of Italians on U.S. history and culture. Frank Ancona, the instructor, is a second generation Italian. He has worked in Italy, and his grandparents are from Sicily.

Course Code: 106726, $75
8/17-10/5, W, 6-9 pm
Oak Grove Center, Room 4456

Spanish I ✨

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

Course Code: 106866, $75, Volcan
10/13-12/15, TH, 6-9 pm
Oak Grove Center, Room 4458

Course Code: 106726, $75,Volcan
8/17-10/5, W, 6-9 pm
Oak Grove Center, Room 4456

Forsyth Tech Instructor Profile

Carlos Volcan Spanish

Spanish Instructor Carlos Volcan is a native of Caracas, Venezuela. He has a Bachelor of Science in Education from the Universidad Catolica Andres Bello Caracas-Venezuela. Carlos is an enthusiastic teacher with more than 30 years in the educational and business field. He uses innovative educational strategies to help students learn Spanish quickly and easily. Carlos truly believes that “learning a second language not only has cognitive and academic benefits, it also supports a greater sense of openness to and appreciation for other cultures.”

Textbook Required for Course ✨ USB Flash Drive Required ✨ Parking Sticker Required ✨ Refund Policy Applies (see page 47) ✨ Refund Policy Applies (see page 47)
Courses in Forsyth County

Spanish II ✓
This continuation of Spanish I is designed to further your understanding of the four basic skills of language acquisition - listening, reading, writing and speaking.
Prerequisite: Spanish I or equivalent Spanish-language exposure.
Course Code: 106694, $75, Volcan 8/15-10/10, M, 6-9 pm
Oak Grove Center, Room 4457
Course Code: 106727, $75, Volcan 10/19-12-14, W, 6-9 pm
Oak Grove Center, Room 4451

Spanish III ✓
Designed to broaden your level of achievement in Spanish-language skills, Spanish III will provide additional emphasis in listening, reading, writing and speaking.
Prerequisite: Spanish II or equivalent Spanish language exposure.
Course Code: 106724, $75, Volcan 8/16-10/4, T, 6-9 pm
Oak Grove Center, Room 4457
Course Code: 106695, $75, Volcan 10/17-12/12, M, 6-9 pm
Oak Grove Center, Room 4457

Spanish IV ✓
Continue to broaden your level of achievement in Spanish-language skills with further emphasis in listening, reading, writing and speaking.
Prerequisite: Spanish III or equivalent Spanish language exposure.
Course Code: 106700, $75, Rodriguez 8/15-10/10, M, 6-9 pm
Oak Grove Center, Room 4456
Course Code: 106725, $75, Volcan 10/18-12/13, T, 6-9 pm
Oak Grove Center, Room 4458

Spanish V ✓
Expand your intermediate level acquisition of the Spanish language by additional focus on your listening, reading, writing and speaking skills.
Prerequisite: Spanish IV or equivalent Spanish language exposure.
Course Code: 106705, $75, Rodriguez 10/17-12/12, M, 6-9 pm
Oak Grove Center, Room 4456

Human Resource Development

Employability Lab ✓
Do you need to 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? This open lab provides an opportunity to develop skills and resources for your job search. You may enter the lab at any time and leave the course when your objectives are met.
Note: This course is FREE if you are unemployed or meet specific income criteria.
Course Code: 107736, $180, Birkel 8/29-12/14, MW, 9 am-Noon
REACT Center, Room 6
Course Code: 107744, $180, Witte 8/30-12/15, TTH, 9 am-Noon
West Campus, Room 122

Introduction to Clerical Assistant ✓
Would you like to learn more about clerical occupations and examine what is needed to be successful in that field? In this course, you will learn practical communication and computer skills needed in today’s office environment which will include an introduction to Microsoft Word and Excel. You will also learn the important components of an effective job search.
Note: This course is FREE if you are unemployed or meet specific income criteria.
Course Code: 108270, $125 9/13-10/20, TTH, 1-4:30 pm
Goodwill, Room 302
Course Code: 108271, $125 11/1-12/13, TTH, 1-4:30 pm
Goodwill, Room 302

We offer customized Spanish courses for specific occupations:
> School Teachers
> Health Care Professionals
> Bank Tellers
Call 336.734.7023 for more information.

We offer customized Spanish courses for specific occupations:

School Teachers
Health Care Professionals
Bank Tellers
Call 336.734.7023 for more information.

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

Course Code: 108270, $125
9/13-10/20, TTH, 1-4:30 pm
Goodwill, Room 302

Course Code: 108271, $125
11/1-12/13, TTH, 1-4:30 pm
Goodwill, Room 302
Courses in Forsyth County

Human Resource Management

Human Resource Management Certificate

Employment Law
You have an employee who has claimed discrimination in the workplace. Do you understand the current federal and state employment laws and how to recognize behaviors that constitute illegal discrimination, harassment, and retaliation? This course will provide opportunities for discussion of strategies for complying with those laws. Topics that will be covered include federal and state employment laws, regulations, and general statutes such as: Equal Employment Opportunity laws, Federal and N.C. Employment laws. This class will also help you navigate the maze of employment laws that confront human resource management professionals and their employers.

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

Course Code: 108383, $100, Hill 11/7-11/21, MW, 6-9 pm
Grady Swisher Center, Room TBA

Introduction to Human Resources
Are you a newcomer to the field or a professional who wishes to review the fundamentals? This course is designed for you! It introduces the role of the human resource function within an organization by bringing to life real-world challenges human resource professionals face on a daily basis. In this course, the important components of the human resource management function will also be identified and discussed. These include selection and placement, Equal Employment Opportunity 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: 108370, $100, Brown 09/06-09/20, TTH, 6-9pm
Innovation Quarter, Room 2447

Managing Conflicts
Conflict is common to every organization. This course will help you recognize the source of the conflict and help various parties reach a solution that yields maximum results. Additional course objectives include: defining conflict, identifying skills needed to prevent and resolve conflict, analyzing the effects of conflict, and realizing the importance of communication in conflict.

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

Course Code: 108395, $75, Hill 8/22-10/17, M, 6-8:30 pm
Grady Swisher Center, Room TBA

HR Certification Exam Prep

SHRM Exam Preparation
Now is the time to prepare for the new SHRM Certified Professional (SHRM-CP™) or SHRM Senior Certified Professional (SHRM-SCP™) credential which establishes you as a recognized expert in the HR field. This intensive 14-week course features the most recent SHRM® Learning System and is designed for current and aspiring HR professionals seeking to take the exams or for professional development. 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. This certification preparation program covers four knowledge domains: people, organization, workplace and strategy as well as eight behavioral competencies; leadership & navigation, ethical practice, business acumen, relationship management, consultation, critical evaluation, global & cultural effectiveness, and communication. We offer this course in cooperation with the Society for Human Resource Management (SHRM) and the Winston-Salem SHRM Chapter.

Course Code: 108365, $995, Crews 9/13-12/13, T, 6-9 pm
Innovation Quarter, Room 2447

My desire was to attend school to improve my communication skills in English and learn American culture.

– David Waldvogel
ESL
Courses in Forsyth County

**Interpreting in Health & Human Services**

**Case Studies Interpreter Lab and Professional Skills** ✓ (Also offered online)
In this lab, you 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. This course is also designed to build practical skills and job seeking tools.

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

- Course Code: 106783, $130
  Themido-Tudela /Pena-Owens
  9/19-11/14, MW, 6-9 pm
  West Campus, Room 122

- Course Code: 106728, $130
  Burrell/Owens
  9/20-11/20, ONLINE

**Case Studies Translator Lab** ✓ (Also offered online)
In this lab, you 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 & Ethical Principles for Interpreters to take this course.

- Course Code: 106852, $130
  Humes
  10/31-12/12, MW, 6-9 pm
  West Campus, Room 1

- Course Code: 106853, $130
  Knapp
  11/1-12/11, ONLINE

**English/Spanish Advanced Grammar for Interpreters and Translators** ✓ (Also offered online)
This course prepares you to improve your written proficiency in Spanish and English in order to function at the highest possible level as a professional interpreter and translator. The course will expand your knowledge in those two language skill areas before taking the 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: 106846, $130, Knapp
  9/13-10/30, ONLINE

- Course Code: 106844, $130, Alonso
  9/14-10/24, WM, 6-9 pm
  West Campus, Room 16

**National Standards & Ethical Principles for Interpreters** ✓ (Also offered online)
Are you interested in learning more about the principles and standards for professional interpretation as established by the National Council on Interpreting in Healthcare? In this course, you will explore cultural awareness as it applies to Interpreting in Health and Human Services.

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

- Course Code: 106692, $75, Alonso
  8/15-9/12, MW, 6-9 pm
  West Campus, Room 16

- Course Code: 106693, $75, Knapp
  8/16-9/11, ONLINE

**Spanish/English Medical Terminology** ✓ (Also offered online)
This course is designed to introduce bilingual individuals to Legal Terminology and Ethics for court interpreters. You will learn legal terms in Spanish and English.

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

- Course Code: 107175, $185, Alonso
  9/6-12/15, TTH, 6-9 pm
  TBA, Room TBA

- Course Code: 106710, $185, Rodriguez
  8/30-12/8, TTH, 6-9 pm
  West Campus, Room 16

- Course Code: 106716, $185, Burrell
  8/30-12/11, ONLINE

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**Do You Want to be a Medical Interpreter?**
Choose from traditional classroom or online Blackboard Courses (Bb)

- National Standards & Professional Skills
- Advanced Grammar in English & Spanish
- Medical Terminology
- Translators Lab
- Interpreters Lab
- 45 hours Practicum

Every student must complete orientation before registering

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Economic & Workforce Development Registration: 336.734.7023
Courses in Forsyth County

Medical Clerical

Certified EHR Specialist ✓ CareersNOW
This 120-hour course will cover the use and management of health information and the Electronic Health Record (EHR). You 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. You will have a practical understanding of electronic health records, how they are used in all areas of healthcare and the relevance to the job market today.

Prerequisite: High school diploma or GED®, reading & language placement tests, basic computer skills.

Note: CRC required ($30) and national exam is administered on site after program completion ($115).

CareersNOW
Course Code: 107816, $185, Cole 8/29-11/17, MWTH, 6-9:30 pm West Campus, Room 27
Course Code: 107819, $185, Cole 9/26-12/9, MWF, 8 am-12:45 pm West Campus, Room 18

Medical Office I: Introduction to Terminology and Coding ✓ CareersNOW
This introductory class is the first step to prepare for an entry level job in a doctor’s office or clinic. In the first half of this course, you will receive an introduction to medical terminology. In the second half, you will receive an introduction in how to convert a medical procedure or disease into a number code for insurance billing. This course does not prepare you to be a professional coder. Upon successful completion of this course you should enroll in Medical Office II: Billing/EMR. After taking Medical Office I & Medical Office II, you will then be prepared for an entry level job in a doctor’s office or clinic.

Prerequisite: Medical Office I
Course Code: 107815, $130, Denerson 8/29-10/19, MW, 6-9 pm West Campus, Room 18

Medical Office II: Billing/EMR ✓ CareersNOW
Learn to use Electronic Medical Records for patient record keeping, appointment scheduling, billing for services, posting of payments and generating accounting reports. This computer-based course, combined with Medical Office I, prepares you for an entry-level job in a doctor’s office or clinic.

Prerequisite: Medical Office I
Course Code: 107817, $185 McLelland/Frye 9/12-12/12, MW, 6-9 pm Goodwill, Room 100
Course Code: 107944, $185 McLelland/Frye 10/25-2/2, MW, 6-9 pm Goodwill, Room 100

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

Prerequisite: High school diploma or GED®, criminal background check/drug screen and immunizations required for clinical placement. For more information, call 336.734.7023.

CareersNOW
Course Code: 107818, $203, Elswick 9/12-12/15, MTWTH, 7-10 pm Bob Green Hall, Room W304

Pharmacy Assistant ✓ CareersNOW
Would you like to work in a retail pharmacy? After completing this course you will be prepared for an entry-level job in a retail pharmacy. Learn drug regulation and control, pharmaceutical terminology, medications and their uses and applied math. Use this course to start your path at Forsyth Tech toward becoming a Certified Pharmacy Technician!

Prerequisite: High school diploma or GED®.

CareersNOW
Course Code: 107887, $130, Vance 8/16-10/6, TTH, 6-9 pm Goodwill, Room 306
Course Code: 107890, $130, Vance 9/19-11/9, MW, 9 am-Noon Goodwill, Room 306

"Without Forsyth Tech I would not be where I am now."
― Allisha Waddell
Electronic Health Records Specialist
Courses in Forsyth County

Professional Coding Certification

These courses prepare you to take the Certified Professional Coder (CPC®) exam. Please visit www.aapc.com to learn more about this certification.

AAPC Exam Review ✓ (Online only)

This 50-hour online course provides you the opportunity to prepare for the National CPC® Certification exam administered by the American Academy of Professional Coders (www.aapc.com). Medical Terminology, Anatomy & Physiology, ICD-10 Diagnostic Coding, CPT Procedural Coding and HCPCS level II are some of the topics reviewed. You 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: 106831, $130, Fithian
10/18-12/18, ONLINE

Anatomy & Physiology for Non-Credit Students ✓ (Online only)

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, you 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 if you are 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: 107174, $130, Boles
9/13-11/6, ONLINE

Medical Coding – CPT ✓ (Online only)

This 64-hour online course provides you with the opportunity to learn the proper way to review medical charts and physician documentation to assign appropriate CPT procedural codes. You 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: 106787, $185, Oldham
9/13-12/4, ONLINE

Medical Coding ICD-10 ✓ (Online only)

This 64-hour online course will provide you a sound knowledge of medical coding rules and regulations, coding errors to be avoided, as well as the ability to review and assign accurate ICD-10 diagnostic codes across a wide range of clinical cases. The course is designed as part of a series to prepare students interested in becoming a Certified Professional Coder (CPC®).

Course Code: 106786, $185, Staples
9/13-12/11, ONLINE

Medical Terminology ✓ (Online only)

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

Course Code: 108545, $185, Boles
8/29-11/13, ONLINE

Personal Enrichment

Arts, Crafts and Hobbies

Calligraphy ✹

Learn how to write in style with Calligraphy. In a course designed for the beginner, the italic alphabet is a popular introduction to the art of the broad edged pen. You 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: You should bring quality copy paper, a 12” ruler, pencil, notepaper, and eraser. The instructor will give more information regarding additional supplies.

Course Code: 107191, $65, Paige
9/12-11/7, M, 6-8 pm
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), one ball of cotton yarn and scissors.

24-Hour Course
Course Code: 107194, $65, Jester
8/31-10/19, W, 1-4 pm
South Fork Recreation Center

18-Hour Course
Course Code: 107195, $55, Jester
10/26-12/14, W, 1-4 pm
South Fork Recreation Center

“I am new to painting and so appreciative of the instructor and support of every class member.”

— Barbara Page, Painting
Decorating 1-2-3 ❖
Every room needs some attention. Add color, accessorize, or learn how to make the space work for you. Each week we will focus on one topic, color, accessory, or space. The last hour of each class will be hands on using your own individual issues.

Note: Bring a paper and pencil. There will be much you will want to remember from this 9-hour course.
Course Code: 107712, $55, Fossier 10/4-10/25, T, 6-8:30 pm Oak Grove Center, Room 4456

Drawing: Basic Techniques ❖ New!
Before you begin your masterpiece in acrylic, oil, or watercolor, spend four Tuesdays with Ginnie Conaway to learn the fundamentals of drawing. You will learn to draw what you see, not what you think you see. Learn to make your shapes appear three dimensional with the use of shading and values. The class will begin in pencil and you can move to pen work if you wish.

Note: Supplies needed include 11”x14” drawing (not sketching) pad, soft pencils 2B through 6B, kneaded rubber eraser, folder for handouts and other material discussed in class.
Course Code: 108212, $45, Conaway 9/6-9/27, T, 9:30 am-12:30 pm West Campus, Room 15
Course Code: 108213, $45, Conaway 10/25-11/15, T, 9:30 am-12:30 pm West Campus, Room 15

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

Note: Please ask for the supply list when registering.

24-Hour Course
Course Code: 107198, $65 8/25-10/13, TH, 9 am-Noon Miller Park Recreation Center

18-Hour Course
Course Code: 107199, $55 10/27-12/8, TH, 9 am-Noon 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 a professional to make stunning designs. The cost of flowers is included in the registration fee.

Note: You 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: 107204, $95, Gordon 9/20-10/25, T, 6-8 pm South Fork Recreation Center
Introduction to Digital Photography I ❖

Are you a novice with a point and shoot camera or a professional photographer using a top of the line DSLR camera? This course is designed for you! Learn and understand everyday terms used in digital photography such as photographic composition, shutter speed, f-stop (depth of field) ISO and white balance. Gain knowledge regarding situational shooting scenarios from indoor and outdoor photography to portraits and action shots. This course will teach you how to use the setting on the camera and when to use them in order to capture that magical moment forever. Say goodbye to the automatic setting on your camera and say hello to great pictures!

Note: You must have a good working knowledge of computers and be comfortable with using the mouse and keyboard at the same time. Be sure to bring the camera’s owner manual, paper and pencil with you to class!

Course Code: 107181, $35, Smith 8/20, S, 9 am-Noon West Campus, Room 122
Course Code: 107182, $35, Smith 8/27, S, 9 am-Noon West Campus, Room 122
Course Code: 107752, $35, Smith 10/22, S, 9 am-Noon West Campus, Room 122

Introduction to Digital Photography II ❖

This course is a continuation of the Intro to Digital Photography I class and is divided into two phases. Phase one-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 and how to burn a photo CD. Phase two-teaches the basics of digital manipulation. Learn to size, crop and color adjust digital images.

Prerequisite: Intro to Digital Photography I.

Note: You must have a good working knowledge of computers and be comfortable with using the mouse and keyboard at the same time. Be sure to bring the camera’s owner manual, paper and pencil with you to class!

Course Code: 107183, $35, Smith 9/10, S, 9 am-Noon West Campus, Room 122

Kudzu Basket Weaving Workshop ❖

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

Note: Please bring a pair of sharp hand clippers.

Course Code: 107216, $35, Buchanan 10/13, TH, 6-9 pm South Fork Recreation Center

Painting: Acrylic ❖

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

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

Course Code: 107217, $65, Conaway 8/18-10/6, TH, 9:30 am-12:30 pm West Campus, Room 15
Course Code: 107218, $65, Conaway 10/13-12/8, THT, 9:30 am-12:30 pm West Campus, Room 15

Painting: Choose Your Medium ❖

NEW!

This class is designed for the person who has so much going on in the day that they have no time for themselves! Treat yourself to an introduction into various art mediums like watercolor or acrylic. Before you know it you will be more relaxed and enjoying some “me” time.

This class will explore the possibilities of combining different media (watercolor, acrylic, pen & ink), in various ways. It is also for students that want to work in any one of these media by itself.

Come to class with your choice of materials.

Course Code: 107662, $45, Conaway 10/3-10/24, M, 6:30-8:30 pm West Campus, Room 15

“ I love the warm, relaxed, informal atmosphere of the class.”

– Keith Huffstetler, Painting

Economic & Workforce Development Registration: 336.734.7023
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.

24-Hour Course
Course Code: 107666, $65
Pettinati-Longinotti
8/31-10/19, W, 9 am-Noon
West Campus, Room 15

18-Hour Course
Course Code: 107665, $55
Pettinati-Longinotti
11/2-12/14, W, 9 am-Noon
West Campus, Room 15

Painting: The Color of Light NEW!

Learn the phenomenon of how certain objects in nature either reflect or absorb light, and how this adds warmth and depth to paintings produced by all levels. This workshop is designed to help you understand the effects of light on our visible world. You will experiment with limited means to create an illusion or impression of light (and color) onto the flat surface of a canvas.

Course Code: 107717, $50
Westmoreland
9/12-10/3, M, 9 am-Noon
West Campus, Room 15

Painting: Watercolor

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

Note: You will need to purchase additional supplies.

24-Hour Course
Course Code: 107219, $65, Conaway
8/19-10/7, F, 9:30 am-12:30 pm
West Campus, Room 15

Course Code: 107220, $60, Conaway
10/14-12/9, F, 9:30 am-12:30 pm
West Campus, Room 15

18-Hour Course
Course Code: 107230, $55, Bess
11/2-12/14, W, 1-4 pm
South Fork Recreation Center

Painting: Watercolor

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

Note: You will need to purchase additional supplies.

24-Hour Course
Course Code: 107219, $65, Conaway
8/19-10/7, F, 9:30 am-12:30 pm
West Campus, Room 15

Course Code: 107220, $60, Conaway
10/14-12/9, F, 9:30 am-12:30 pm
West Campus, Room 15

18-Hour Course
Course Code: 107230, $55, Bess
11/2-12/14, W, 1-4 pm
South Fork Recreation Center

“ I continue to learn new things that make my art better.”

– Patricia Horton, Painting
Photography: DSLR I ❖ ❖

Want to get more out of your digital camera? Are you curious to know how to use Photoshop to make good photos great? This 8-week class is for the novice all the way to the advanced shooter. 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 you will learn how to manipulate your digital images using Photoshop CS6 Extended. Your photos will be 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, you will be able to shoot in any situation resulting in professional quality photos.

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

**Prerequisite:** Intro to Digital Photography II.

Course Code: 107185, $95, Smith 9/12-10/31, M, 6-9 pm Transportation Center, Room 146 🗓

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Photography: DSLR II ❖ ❖

Now that you have completed the DSLR course, are you ready to take your skill to the next level? Then DSLR II is the course for you. This course 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 you will receive technical information about DSLR cameras, receive instruction 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, you will learn how to work with many different techniques using your DSLR digital camera, including the use of different lenses, fast and slow shutter speeds, long and short depths of field, white balance settings, fill flash, and reflected lighting techniques. You 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 I.

**Note:** This class requires the use of a DSLR camera and you will need to 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 your media card and (if you have one) an external flash and sync cord. Some shooting assignments will involve strenuous walking/hiking.

Course Code: 107187, $95, Smith 9/17-10/12, S, 9 am-Noon, W, 6-9 pm Transportation Center, Room 146 (The 9/17 class will be held at West Campus, room 12 from 9-9:15 am)

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Forsyth Tech Instructor Profile

**Betti Pettinati-Longinotti, Art**

Betti Pettinati-Longinotti works in drawing, painting and glass. She received a BFA from the Maryland Institute College of Art, an MA in Art Education from the University of the Arts/Philadelphia, and an MFA in Visual Arts through the Art Institute of Boston at Lesley University. Her work has been shown internationally. In 2015 she was selected to be artist in resident at The Torpedo Factory in Alexandria, VA. You can view her portfolio of artwork and installation at: [www.plstudioartglass.com](http://www.plstudioartglass.com).
Courses in Forsyth County

**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 purchase supplies.

**24-Hour Course**
Course Code: 107221, $85, Golden
8/29-10/24, M, 6-9 pm
West Campus, Room 34

**18-Hour Course**
Course Code: 107222, $75, Russell
11/7-12/12, M, 6-9 pm
West Campus, Room 34

**Silversmithing**

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

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

**24-Hour Course**
Course Code: 107223, $95, Rubin
8/24-10/12, W, 6-9 pm
West Campus, Room 34

**18-Hour Course**
Course Code: 107224, $75, Rubin
10/26-12/7, W, 6-9 pm
West Campus, Room 34

**Stained Glass - All Levels**

Beginners will explore the qualities of stained glass methods. You will learn 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.

**24-Hour Course**
Course Code: 107226, $85
Pettinati-Longinotti
8/25-10/13, TH, 6-9 pm
West Campus, Room 34

**18-Hour Course**
Course Code: 107227, $75
Pettinati-Longinotti
11/3-12/15, TH, 6-9 pm
West Campus, Room 34

**Woodworking**

This beginning woodworking course is designed to familiarize you with most woodworking hand tools and power machines used in a carpentry lab. You 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: 107235, $85, Danner
8/16-10/11, T, 6-9 pm
Oak Grove Center, Room 1297

Course Code: 107234, $85, Danner
10/25-12/13, T, 6-9 pm
Oak Grove Center, Room 1297

**Baking, Beverage and Cuisine**

**Cake Decorating: Beginning**

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

**Note:** You will need to bring wax paper, tips and prepared butter cream icing to the first class. You may purchase your own supplies from the supply list or purchase a kit the first night of class for approximately $53. For more information and a list of needed supplies, call 336.734.7023.

Course Code: 107715, $55, Crotts
9/6-9/27, T, 6-9 pm
West Campus, Room 15

**Cake Decorating: Cupcakes**

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. You will make animals, flowers, butterflies and produce creative cupcakes and cake pops.

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

Course Code: 107714, $45, Crotts
10/11-11/1, T, 6-8 pm
West Campus, Room 15
Courses in Forsyth County

Special Interest

Estate Planning
This course discusses Wills, Durable Power of Attorney, Healthcare POA, Transfer and Payable-on-Death Accounts, Living Wills, Living Trusts, gifting and other topics are discussed in simple terms so that you can talk intelligently with an attorney to 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: 107201, $55, Wittenberg
   11/7-11/28, M, 6:30-9 pm
   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: 107202, $75, Wittenberg
   10/4-10/25, T, 6:30-9 pm
   Oak Grove Center, Room 4450

   Course Code: 107203, $75, Wittenberg
   11/1-11/22, T, 6:30-9 pm
   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: 107215, $55, Wittenberg
   10/10-10/31, M, 6:30-9 pm
   Oak Grove Center, Room 4450

Social Security Benefits: Remove the Guesswork
Are you planning to retire? Then this course is a “must take” for you! Using a wise claiming strategy may enhance lifetime Social Security benefits; however, the rules impacting Social Security benefits are very complicated. Factors such as age, marital status, special situations, and lifespan assumptions may have significant impact on the benefits received. This course will explore various factors that can influence the amount of Social Security benefits received and discuss some possible claiming strategies.

   Course Code: 107225, $45, Wittenberg
   12/5-12/12, M, 6:30-9 pm
   Oak Grove Center, Room 4450

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

   Course Code: 107231, $55, Eggleston
   10/27-11/17, TH, 6-8 pm
   West Campus, Room 15

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: 107232, $55
   9/6-11/15, T, 6-9 pm
   Oak Grove Center, Room 4451

Professional and Career Development

AutoCad and AutoDesk

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

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

   Course Code: 108363, $350, Clayton
   9/20-10/6, TTH, 6-9 pm
   Innovation Quarter, Room 2446

   Course Code: 108359, $350, Clayton
   10/11-11/3, TTH, 6-9 pm
   Innovation Quarter, Room 2444

The staff at Forsyth Tech listened to my needs and was very supportive of what my goals were.”

   – Barbara Moore

GED
Courses in Forsyth County

Save the Date!
Saturday, October 22
10 am-2 pm

Visit the Economic & Workforce Development's
Open House & Career Expo!

Come and see how EWD can help you gain or improve job skills.
Local companies, live demonstrations, and on-site registration will be available.
Food, music, and fun will be provided!

Revit® MEP

Autodesk Revit® MEP is a building information modeling (BIM) software created by Autodesk for professionals who engage in MEP (mechanical, electrical, and plumbing) engineering, the three engineering disciplines that Revit® MEP addresses. By utilizing BIM, Revit® MEP, you will be able to leverage dynamic information in intelligent models, allowing complex building systems to be accurately designed and documented in a shorter amount of time. Each intelligent model created with Revit® MEP represents an entire project and is stored in a single database file. This allows changes made in one part of the model to be automatically propagated to other parts of the model, thus enhancing the workflow for Revit® MEP users.

Course Code: 108360, $350, Clayton
11/8-12/6, TTH, 6-9 pm
Innovation Quarter, Room 2444

Business Fundamentals

Customer Relations Management in a Call Center Environment

Learn the art of serving customers in a call center environment! You will learn how to become a telephone customer service professional by applying communication techniques. These techniques will help you will cultivate repeat business, market products and cross-sell when appropriate. Gain the skill-set necessary to be a productive Telephone Call Center Customer Service Agent within the wide variety of fields for today's job market.

For more information, call 336.757.3801
Course Code: 108202, $185, Perry
8/24-10/6, MTWF, 8:30 am-12:30 pm
Goodwill, Room 100
Course Code: 108203, $185, Perry
10/24-12/7, MTWF, 8:30 am-12:30 pm
Goodwill, Room 100

Effective Supervision

Calling all new and experienced supervisors! Are you interested in focusing on the development of your interpersonal or people skills? Topics for this course include fundamental skills for communicating with and managing people, giving orders and instructions, improving employee work habits, delegating effectively, dealing with employee conflicts and complaints, implementing change, using positive discipline and assessing employee performance.

Course Code: 108324, $75, Brown
8/18-10/6, TH, 6-9 pm
Oak Grove Center, Room 4458

Office Tech Prep

This course covers an introduction to the basics of the Windows operating system, Microsoft Office 2010 software programs (Word, Excel, PowerPoint and Access), keyboarding skills, and other office technology. You will learn how to create and edit documents using Microsoft Word. In Excel, you will learn how to create and format a worksheet, create charts and write formulas. Learn how to create, edit and deliver an effective presentation using PowerPoint. In Access you will learn the basics of database design and usage. After completion of this course, you will be prepared for an entry-level office position.

Prerequisite: A basic understanding of how to operate a computer and mouse.

Course Code: 107981, $185, McMillan
9/19-11/14, MTW, 9 am-1 pm
Goodwill, Room 302

Office Tech Prep

This course covers an introduction to the basics of the Windows operating system, Microsoft Office 2010 software programs (Word, Excel, PowerPoint and Access), keyboarding skills, and other office technology. You will learn how to create and edit documents using Microsoft Word. In Excel, you will learn how to create and format a worksheet, create charts and write formulas. Learn how to create, edit and deliver an effective presentation using PowerPoint. In Access you will learn the basics of database design and usage. After completion of this course, you will be prepared for an entry-level office position.

Prerequisite: A basic understanding of how to operate a computer and mouse.

Course Code: 107981, $185, McMillan
9/19-11/14, MTW, 9 am-1 pm
Goodwill, Room 302
Courses in Forsyth County

Finance

Financial Services and Teller Training ✔

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

Course Code: 108339, $75, Milton 10/17-12/5, M, 6-9 pm
Oak Grove Center, Room 4451

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

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

The cost for this class is $185, and is held at the Second Harvest Food Bank.

For available dates and times for this class, call Forsyth Tech Customer Service at 336.734.7023.

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. You will compile a recipe book of alcoholic and non-alcoholic drinks. Upon completion of this course, you should be able to identify and prepare a minimum of 35 drinks, using proper amounts, mixes, glassware, and garnishes, tools and equipment of the trade.

Note: You must be 21 or older to register.

There is an additional cost for field trips.

Course Code: 107975, $80
9/10-10/29, S, 10 am-1 pm
West Campus, Room 15

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: If you are at least 18 years old, have never been convicted of a felony, have a high school or high school equivalency diploma and can satisfactorily complete this workshop, you can apply for your Notary Public Commission.

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

Course Code: 108208, $55, Young 8/31, W, 9 am-Noon
Transportation Center, Room TBA

Course Code: 108210, $55, Young 8/31, W, 9 am-Noon
Transportation Center, Room TBA

Culinary Arts Certificate ✔ CareersNOW

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. You 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.

Course Code: 108537, $55, Young 11/22, T, 9 am-Noon
Northwest Forsyth Center, Room 217

Notary Public Education ✔

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

Note: If you are at least 18 years old, have never been convicted of a felony, have a high school or high school equivalency diploma and can satisfactorily complete this workshop, you can apply for your Notary Public Commission.

Course Code: 108205, $69, Gordon 8/16-8/18, TTH, 6-9 pm
West Campus, Room 29

Course Code: 108207, $69, Young 8/23-8/25, TTH, 1-4 pm
Transportation Center, Room TBA

Course Code: 108242, $69, Gordon 9/6-9/8, TTH, 6-9 pm
West Campus, Room 29

Course Code: 108244, $69, Young 9/13-9/15, TTH, 6-9 pm
Northwest Forsyth Center, Room 217

Course Code: 108525, $69, Young 10/11-10/13, TTH, 9 am-Noon
Innovation Quarter, Room 2447

Course Code: 108526, $69, Gordon 10/18-10/19, TW, 9 am-Noon
Innovation Quarter, Room 2447

Course Code: 108527, $69, Young 10/25-10/27, TTH, 6-9 pm
Transportation Center, Room TBA
Courses in Forsyth County

Process Improvement

Project Management ❖
This comprehensive course will introduce you to the discipline of defining, planning, organizing, securing, scheduling and managing resources to bring about the successful completion of specific project goals. Participants will learn the skills necessary to effectively bring a project to completion including the phases of successfully leading a project from initiation, planning, execution, control, and closure. Leadership and organizational skills including time management, setting priorities, managing meetings and team building will be included.

Reliability and Technical Skills Series

Industrial Electricity ❖
This foundational course provides through introduction to industrial electricity principles. It is the first of a series designed to prepare students for any career which requires an understanding of electrical fundamentals. Emphasis is placed on practical applications which enables the “adult learner” to more readily grasp complex concepts. Theory is addressed but “hands-on” software simulations and instructor led discussions enable the student to readily comprehend how the theory is applied. While college credit is not available, students can expect to receive in this intense 40 hour class the same information presented in a semester long Basic Electricity class.

Note: This course is perfect for multi-craft maintenance technicians, electricians, or non-technical workers who need a foundational understanding of fundamental electrical principles. It is designed to have an immediate impact for those in the manufacturing and service industries by reducing equipment downtime and saving maintenance dollars on costly repairs.

Courses in Forsyth County

Course Code: 108530, $69
11/1-11/3, TTH, 6-9 pm
West Campus, Room 29

Course Code: 108531, $69, Young
11/8-11/10, TTH, 1-4 pm
Northwest Forsyth Center, Room 217

Course Code: 108532, $69, Gordon
11/15, T, 9 am-4 pm
Innovation Quarter, Room 2447

Course Code: 108544, $69, Young
11/29-12/11, TTH, 6-9 pm
Northwest Forsyth Center, Room 217

Course Code: 108546, $69, Gordon
12/6-12/8, TTH, 9 am-Noon
Innovation Quarter, Room 2447

Course Code: 108547, $69, Young
12/13, T, 9-4 pm
Northwest Forsyth Center, Room 217

Course Code: 108352, $495, Swain
10/6-10/13, TH, 8 am-5 pm
Innovation Quarter, Room 2440

Course Code: 108719, $1500, Self
9/6-12/1, TTh, 6-9:30 pm
Grady Swisher Center, Room 203

The knowledge I gained in class is a great asset to the building blocks of my career."

— Mary Perminter, FT Student

Course Code: 108349, $1,300, Hager
8/22-9/26, MW, 5-9 pm
Innovation Quarter, Room 2444
Motors and Controls ❖
This comprehensive course will introduce students to a broad range of motor types and control systems. It provides an overview of electric motor operation, selection, installation, control and maintenance motor types and controls to installing and maintaining conventional controllers, electronic motor drives and programmable logic controllers. Electrical apprentices and journeymen will find this course valuable due to electrical code references applicable to the installation of new control systems and motors, as well as information on maintenance and troubleshooting techniques. It includes coverage of how motors operate in conjunction with their associated control circuitry. Both older and newer motor technologies are examined. Topics covered range from motor types and controls to installing and maintaining conventional controllers, electronic motor drives and programmable logic controllers. Control circuit function is emphasized by using constructor simulation software that is provided for each student with the lab manual.

Course Code: 108350, $1,300, Hager 10/3-11/2, MW, 5-9 pm
Innovation Quarter, Room 2444

Programmable Logic Controllers I ❖
This introductory course to PLCs is designed to enable you to read, program and troubleshoot PLC ladder logic and PLC hardware. Topics covered include an overview of PLCs and discussion of standard components found in every system regardless of vendor, number systems and codes found in various systems, fundamentals of logic, insights to programming and how to make it easier, basics of programming, how PLC programs are constructed and best practices for programming, fundamental PLC wiring diagrams and ladder logic programs.

Course Code: 108351, $1,300, Edwards 11/7-12/7, MW, 5-9 pm
Innovation Quarter, Room 2444

Sales Effectiveness

Accelerated Selling ❖ NEW!
Are you ready to take your sales career to the next level? Do you dread making cold calls? Do you feel frustrated with your sales results? If you answered yes to one or more of these questions, join us for a power-packed three session sales program to ACCELERATE your sales results. You will be under the instruction of a top regional sales professional and former Dale Carnegie Training instructor who has developed a compressed selling program for beginners or people that want to revisit best practices to improve their sales results. Learning objectives include: building business relationships, discovering selling opportunities in your existing market, identifying roadblocks to success and improving your confidence and ability to communicate effectively.

Course Code: 108378, $646.48
9/27-10/25, T, 8:30 am-12:30 pm
Innovation Quarter, Room 2447

Safe Driving

Alive At 25: West Campus ❖
This 4-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. This class is held at West Campus. For available dates and times, call Forsyth Tech Customer Service at 336.734.7023.

Defensive Driving 4-Hour ❖
This 4-hour driver improvement course gives you 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 $90. This class is held at West Campus. For available dates and times, call Forsyth Tech Customer Service at 336.734.7023

Motorcycle Safety Education

Individuals interested in enrolling in the Motorcycle Safety Education: Basic Rider Course (BRC), will be required to successfully complete the Motorcycle Safety Foundation’s Basic Rider eCourse the first night of class.

For more information about the eCourse and this new national requirement, go to: www.msf-usa.org.

Click on STUDENTS and scroll down to MSF Basic eCourse.
Motorcycle Safety Education: Basic Rider Course (BRC)

In this course you will learn the basic skills of motorcycle operation, effective braking and obstacle operation, as well as safe riding strategies. The Basic Rider Course has been updated and now includes an eCourse (online) that is a prerequisite for the riding exercises. The eCourse will be conducted during the first Thursday night class. MSF requires all students to satisfactorily complete the eCourse in order to participate in the riding portion of the class.

Note: Must have a valid email address and know how to operate a computer. Class is physically and mentally demanding. Ride exercises will be conducted in extreme heat, cold, and rain. If you are unable to meet the physical or coordination requirements, you may be required to discontinue the riding portion of the course with no refund provided.

Additional Note: eCourse is included in registration.

For more information about the eCourse, please visit: http://www.msf-usa.org/eCourse.aspx.

This class is held at West Campus. For available dates and times, call Forsyth Tech Customer Service at 336.734.7023.

Technical/Trade

Auto Safety Inspection

Are you an auto technician or auto service employee who is interested in a certification as an automobile safety inspector? The course taught will ensure that you understand the rules, regulations, and test equipment procedures needed to inspect a vehicle properly. This training will prepare you to pass the qualifications exam. On passing the exam, you will be qualified to do inspections at a properly licensed inspection station. The DMV will complete your background check before the certificate becomes official. (You should check with the local DMV at 336-767-8809, to insure that you are eligible to obtain this license.)

Course Code: 107592, $75, Jackson
8/17, W, 8 am-5 pm
Transportation Center, Room 244

Auto Inspection: OBD II

Attention! Vehicle inspectors: increase your knowledge by taking this course in On-Board-Diagnostics II emissions testing procedures. Train in the use of OBD test equipment and test requirements, and prepare to become qualified to complete OBD II inspections with a properly licensed inspection station upon completion of the OBD II exam. The DMV will complete your background check before the certificate becomes official. (You should check with the local DMV at 336-767-8809, to insure that you are eligible to obtain this license.)

Course Code: 107591, $75, Sellers
8/23-8/24, TW, 6-10 pm
Transportation Center, Room 244

Course Code: 107605, $75, Sellers
9/20-9/21, TW, 6-10 pm
Transportation Center, Room 244

Dog Grooming: Advanced

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

Note: Please ask for supply list upon registration. Grooming supplies needed for this course are approximately $395.00 and can be purchased at Petedge.com.

Course Code: 108518, $275
8/16-10/4, TTH, 6-9 pm
Country Club Grooming
Courses in Forsyth County

National Certification for Electrical Lineman

Forsyth Tech added a national certification for its Electrical Lineman program in 2014. This certification is through the National Center for Construction Education and Research (NCCER). NCCER’s standardized training provides an industry-wide standard of recognition, career advancement opportunities, and a personal sense of accomplishment, professionalism, and pride for workers.

For more info, call 336.734.7023

Electrical Lineman  CareersNOW

The Electrical Lineman Program is designed to train you to become an entry-level line workers for private and public utility companies and related employers. You will learn field skills and academic necessary for entry-level employment. Safety is stressed in every aspect of the training. You will also have the opportunity to earn a Career Readiness Certificate. This program is approved for national certification by the National Center for Construction Education and Research and for Pre-Apprentice credit by the NC Department of Commerce. You may also earn a flagger and OSHA 10 certificate.

Course Code: 106720, $192
Speight/Webb
8/1-10/4, MTWTH, 8 am-5 pm
Northwest Forsyth Center, Room 213

Course Code: 108306, $192
Speight/Webb
10/10-12/14, MTWTH, 8 am-5 pm
Northwest Forsyth Center, Room 213

Equine Management  

Are you a current or aspiring horse owner, stable manager, boarding facility personnel, or veterinary assistant/technician? Then this course is for you! Take this course to improve your knowledge of how to select a horse, feed and properly care for a horse as well as stable management, and veterinary practices of which an owner/caretaker should be aware.

Course Code: 108323, $75, Redding
10/11-11/29, T, 6-9 pm
Oak Grove Center, Room 4457

Facility Maintenance Technician  CareersNOW

This is a 240-hour course that instructs you in various technical skills that includes: Carpentry, Electrical, HVAC, Plumbing, OSHA Safety and Human Resource Development skills. In partnership with the National Apartment Association, you will also learn customer service and apartment maintenance skills, including major appliance repair and pool operation. Certificate will include Refrigerant certification (CFC).

Note: Additional certificate options for the Aquatic Facilities Technician (AFT) and Certified Apartment Maintenance Technician (CAMT) require additional fees.

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

Course Code: 107600, $220, Hobson
9/12-12/8, MTWTHF, 8:30 am-12:30 pm
Goodwill, Room 108

HVAC Servicing and Repair Hybrid  CareersNOW

This new hybrid HVAC class allows you to learn in a variety of environments. This course includes approximately 81 hours of hands-on understanding and troubleshooting HVAC systems, and 54 hours of instructor selected on-line instruction. This format allows students to have more flexibility without compromising their understanding of general HVAC service and repair. This course includes the electrical and mechanical background needed for entry level employment with a HVAC contractor. Some of the skills you will learn in this class include: electricity basics, ohms law: low and high voltage, tools used in the HVAC industry, dynamics of refrigeration, brazing, oil/gas furnaces, heat pumps and refrigerants. You will also have the opportunity to take the (CFC) test for EPA refrigeration certification.

Course Code: 108289, $215, Stewart
8/25-2/23, TTH, 6-9 pm
Northwest Forsyth Center, Room 11
Courses in Forsyth County

**OSHA 10hr**
This OSHA Outreach course assists employers in training and introducing employees to the basic practices of identifying, reducing, eliminating and reporting hazards associated with their work.
- Course Code: 108362, $175, Norman
- 10/4-10/5, TW, 8 am-2 pm
- Innovation Quarter, Room 2441

**OSHA 30hr**
This OSHA General Industry Training course is a comprehensive safety program designed for anyone involved in general industry. Specifically devised for safety directors, foremen, and field supervisors; the program provides complete information on OSHA compliance issues.
- Course Code: 108356, $595, Norman
- 9/12-9/20, MTW, 8 am-5 pm
- Innovation Quarter, Room 2440

**Veterinary Assistant Training: Beginning**
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: 106614, $130
- 8/23-12/6, T, 6:30-9 pm
- REACT Center, Room 7

**Veterinary Assistant Training: Advanced**
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.
- Course Code: 108321, $75
- 8/31-11/16, W, 6:30-8:30 pm
- REACT Center, Room 7

**Welding: MIG**
This course will offer instruction on welding in the Metal Inert Gas/Metal Flux-Core Welding (MAW/MFC-Wire) process. You will learn proper techniques and electrode selection for welding plate to meet AWS (vertical-up) welding code. You will be welding with E6010 and E7018 electrodes. Upon successful completion of the class, you should have the skill to pass the 3G/4G weld test to AWS standards.
- Course Code: 107559, $225
- 8/8-12/14, MW, 6-9 pm
- Goodwill, Room 011

**Welding: Industrial**
This 256-hour course will instruct you in the principles and practices of welding. Course content will include SMAW (stick), GMAW (MIG), and GTAW (TIG) welding processes. Also included will be blueprint reading, metallurgy, welding inspection, destructive and non-destructive testing. You will also receive required training in Human Resource Development (HRD). Upon completion of the course, you will have the knowledge base to sit for various industry-specific certifications.
- Course Code: 104377, $265, Hobson
- 8/8-11/29, MTWTH, 8:30 am-12:30 pm
- Goodwill, Room 011
New sessions begin the 2nd or 3rd Wednesday of every month. More course options are available, please visit our website at www.ed2go.com/forsyth or call 336.734.7023 to learn more.

Must register on or before 12:00 noon on the course start date—listed at www.ed2go.com/forsyth.
Forsyth Technical Community College, in partnership with ed2go, offers online open enrollment programs designed to provide the skills necessary to acquire professional-level positions for many in-demand occupations.

Our programs are designed by a team of professionals from each respective field, providing you with effective web-based learning programs. Instructors/mentors are actively involved in your online learning experience, responding to any questions or concerns, as well as encouraging and motivating you to succeed.

331 Courses in the Following Categories

- Business & Professional
- Healthcare & Fitness
- IT & Software Development
- Management & Corporate
- Media & Design
- Skilled Trades & Industrial
- Sustainable Energy & Going Green

www.careertraining.ed2go.com/forsyth/

For more information contact,  
Carolyne Bennett, MBA  
Distance Learning Technical Specialist/ed2go Administrator  
336.593.5402, ext. 1106  
cbennett@forsythtech.edu
Increasing Business Success

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:

August
- How To Start A Business
- Event Planning Fundamentals for Small Business
- Generate Revenue and Recognition for Small Business
- Grantwriting 101

September
- Marketing Your Business
- How To Write A Business Plan
- Grantwriting 102
- Credit and Finances for Small Business
- Managing a Non-Profit

October
- Basics of Bookkeeping
- Your Small Business Taxes
- Marketing for Artists and Crafts
- Technology: Organizing Files and Managing Documents

November
- Business Info To Go – Data Research
- Small Business Roundtable
- Thinking of Starting A Business

December
- Business Presentation Clinic
- LinkedIn Clinic

Register and obtain additional information by visiting: www.forsythtech.edu and typing “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 or 336.757.3810 to arrange a visit to our home in Innovation Quarter.
Courses in Stokes County

Agriculture and Farming

Chicken Tractor/Chicken 101 ❖
Raising chickens can be fun and very rewarding! Did you know that you can now raise chickens in your backyard within urban areas (BYC)? This course will explain the laws and restrictions, what supplies you need to get started along with how to maintain and care for your chicks. There are great rewards (FRESH EGGS) just waiting for you!

Note: There will be a hands on portion where you build a chicken tractor.
Course Code: 108093, $30
8/9-8/27, T, 5:30-8:30 pm, S, 8 am-Noon
Stokes County Center, Room 106

Composting/Vermiculture/Soil Prep ❖
The success of your plants growth is determined by how healthy your soil. The health of your soil will determine the plant's production and quality. This course will introduce you to the basics of composting and creating healthy soil. This includes soil structure, natural and local sources of nutrients, and the diversity and number of microbes and other organisms that live in the soil. Composting is a means of recycling organic waste into useable nutrients. Vermiculture, which is using earth worms to convert nutrient dense materials into usable plant food called castings, will also be covered.
Course Code: 108114, $25
8/18-9/1, TH, 5:30-7:30 pm
Stokes County Center, Room 106

Raised Beds and Maximizing Yield ❖
Would you like to get a deep layer of fertile soil? One of the fastest ways is to make a raised bed. Raised beds yield up to four times more vegetables than the same amount of space planted in rows. This is due to their loose soil and efficient spacing. Join us as we learn this growing technique.
Course Code: 108116, $25
9/12-9/26, M, 6-8 pm
Stokes County Center, Room 106

Raising Healthy Goats ❖
Learn what it takes to care for your goats. This course will introduce you to basic health, nutrition, food sources, and many other aspects of goat farming. You will explore the many resources that goats provide to you and increased market value of goat's milk and meat.
Course Code: 108117, $25
9/20-9/27, T, 6-8 pm, S, 9 am-Noon
Stokes County Center, Room 106

Build a Cold Frame ❖
Would you like to extend your growing season and maximize your harvest? One of the easiest ways to extend the growing and harvest season is to build a warm space around plants. In this course you will build a cold frame to take to your farm for immediate use in starting your seedlings and protecting your plants. A cold frame is simply an enclosed area with a clear top to let in sunlight. With a few basic supplies and your imagination you will learn how to build a cold frame.
Course Code: 108127, $25
10/29, S, 8 am-Noon
Stokes County Center, Room 106

Build a Grow Tunnel ❖
Give your plants and seeds a jump start as the days become colder and the daylight shorter. Grow tunnels help warm the soil and provide a temperature in which many cold season vegetables can grow, as well as help seeds stay warm and germinate to be ready for spring planting.
Course Code: 108128, $50
11/5-11/19, S, 8 am-Noon
Stokes County Center, Room 106

High Tunnels/Prolonging Your Growing Season ❖
Learn to prolong your growing season by learning more about the use of high tunnels. This class will focus on what you can grow, how to improve your crops' yield, and other ways to enhance your methods of plant growth.
Course Code: 108121, $10
9/27, T, 5:30-8:30 pm
Stokes County Center, Room 106

Build a Solar Panel ❖
Learn to build your first solar panel! You will be using common materials to capture natural heat from the sun. Start saving your soda cans to use as part of the solar collector. You will need to bring 60 empty cans and have time for a little fun.
Course Code: 108123, $45
10/1-10/8, S, 8 am-Noon
Stokes County Center, Room 106

Capturing Rainwater and Preventing Erosion ❖
Water can be one of our most valued resources and can be an agent that can destroy our farmlands and streams. In this course you will learn about permeable surfaces and how it affects water runoff as well as the effects that it has on your farmland and the surrounding rivers and streams. You will also learn permaculture, which is a creative design process based on whole system thinking.
Course Code: 108125, $20
10/11-10/18, T, 5:30-8:30 pm
Stokes County Center, Room 106
Courses in Stokes County

Interpreting in Health & Human Services

Case Studies Interpreter Lab and Professional Skills ✓ (Online only)

In this lab, you 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. This course is also designed to build practical skills and job seeking tools.

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

- Course Code: 106728, $130
  - Burrell/Owens
  - 9/20-11/20, ONLINE

Case Studies Translator Lab ✓ (Online only)

In this lab, you 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 & Ethical Principles for Interpreters to take this course.

- Course Code: 103687, $130, Knapp
  - 8/2-9/11, ONLINE

- Course Code: 106853, $130, Knapp
  - 11/1-12/11, ONLINE

English/Spanish Advanced Grammar for Interpreters and Translators ✓ (Online only)

This course prepares you to improve your written proficiency in Spanish and English in order to function at the highest possible level as a professional interpreter and translator. The course will expand your 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: 106846, $130, Knapp
  - 9/13-10/30, ONLINE

National Standards & Ethical Principles for Interpreters ✓ (Online only)

Are you interested in learning more about the principles and standards for professional interpretation as established by the National Council on Interpreting in Healthcare? In this course, you will explore cultural awareness as it applies to Interpreting in Health and Human Services.

- Course Code: 106693, $75, Knapp
  - 8/16-9/11, ONLINE

Spanish/English Medical Terminology ✓ (Online only)

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. You will study body systems and all medical terms will be taught in both languages.

- Course Code: 106716, $185, Burrell
  - 8/30-12/11, ONLINE

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“The professionalism at Forsyth Tech proved to me that this was the best place to continue my education and move forward with my career goals.”

– Regwood Hill, FT Stokes County Student
Courses in Stokes County

Medical Clerical

Professional Coding Certification (Online only)
These courses prepare you to take the Certified Professional Coder (CPC®) exam. Please visit www.aapc.com to learn more about this certification.

AAPC Exam Review (Online only)
This 50-hour advanced online course provides you the opportunity to prepare for the National CPC® Certification exam administered by the American Academy of Professional Coders (www.aapc.com). Medical Terminology, Anatomy & Physiology, ICD-9 Diagnostic Coding, CPT Procedural Coding and HCPCS level II are some of the topics reviewed. You 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: 106783, $130, Fithian 10/18-12/18, ONLINE

Anatomy & Physiology for Non-Credit Students (Online only)
This 50-hour online course will introduce basic anatomy, physiology and pathology. Emphasis is placed on the relationships between the human body structure, health and disease. Upon completion, you 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 if you are 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: 107174, $130, Boles 9/13-11/6, ONLINE

Medical Coding – CPT (Online only)
This 64-hour advanced online course provides you with the opportunity to learn the proper way to review medical charts and physician documentation to assign appropriate CPT procedural codes. You 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: 106787, $185, Oldham 9/13-12/4, ONLINE

Medical Coding ICD-10 (Online only)
This 64-hour advanced online course will provide you a sound knowledge of medical coding rules and regulations, coding errors to be avoided, as well as the ability to review and assign accurate ICD-10 diagnostic codes across a wide range of clinical cases. The course is designed as part of a series to prepare students interested in becoming a Certified Professional Coder (CPC®).
Course Code: 106786, $185, Staples 9/13-12/11, ONLINE

Medical Terminology (Online only)
This 64-hour advanced online course is designed to give you a solid foundation in medical terminology through class/instructor interactions as well as enhanced interactive study materials. You will learn prefixes, suffixes, root words and terms that relates to anatomy, physiology and review of body systems. Upon completion, you should be able to pronounce, spell and define medical terms as related to selected body systems and their pathological disorders.
Course Code: 106723, $185, Boles 8/29-11/13, ONLINE

Nursing Assistant I Classes are held at Grady Swisher Center, Goodwill, Northwest Forsyth Center & West Campus.
NAI Classes are held at Goodwill, Northwest Forsyth Center & West Campus.
Please visit our Health & Safety Section on pages 32-40 for available dates and times.
Courses in Stokes County

Professional and Career Development

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: If you are at least 18 years old, have never been convicted of a felony, have a High School or High School Equivalency diploma and can satisfactorily complete this workshop, you can apply for your Notary Public Commission.

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

Course Code: 108537, $55, Young 11/22, T, 9 am-Noon
Northwest Forsyth Center, Room 217

Notary Public Education

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

Note: If you are at least 18 years old, have never been convicted of a felony, have a high school or high school equivalency diploma and can satisfactorily complete this workshop, you can apply for your Notary Public Commission.

Course Code: 108537, $55, Young 11/22, T, 9 am-Noon
Northwest Forsyth Center, Room 217

Safe Driving

Alive At 25: Stokes County

This 4-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.

Course Code: 107967, $65, Carico 8/18, TH, 6-10 pm
Northwest Forsyth Center, Room 217

Technical/Trade

Electrical Lineman CareersNOW

The Electrical Lineman Program is designed to train you to become entry-level line worker for private and public utility companies and related employers. You will learn academic and field skills necessary for entry-level workers. Safety is stressed in every aspect of the job. You will also have the opportunity to earn a Career Readiness Certificate. This program is approved for national certification by the National Center for Construction Education and Research and for Pre-Apprentice credit by the NC Department of Commerce. You may also earn a flagger and OSHA 10 certificate.

Course Code: 106720, $192, Speight/Webb 8/1-10/4, MTWTH, 8 am-5 pm
Northwest Forsyth Center, Room 213
Course Code: 108306, $196, Speight/Webb 10/10-12/14, MTWTH, 8 am-5 pm
Northwest Forsyth Center, Room 213

HVAC Servicing and Repair

Hybrid

This new hybrid HVAC class allows you to learn in a variety of environments. This course includes approximately 81 hours of hands on understanding and troubleshooting HVAC systems, and 54 hours of instructor selected on-line instruction. This format allows students to have more flexibility without compromising their understanding of general HVAC service and repair. This course includes the electrical and mechanical background needed for entry-level employment with a HVAC contractor. Some of the skills you will learn in this class include: electricity basics, ohms law: low and high voltage, tools used in the HVAC industry, dynamics of refrigeration, brazing, oil/gas furnaces, heat pumps and refrigerants. You will also have the opportunity to take the (CFC) test for EPA refrigeration certification.

Course Code: 108289, $215, Stewart 8/25-2/23, TTH, 6-9 pm
Northwest Forsyth Center, Room 111

“Forsyth Tech employees were very supportive through the whole process”

– Ross Weathers, Electrical Lineman

National Certification for Electrical Lineman

Forsyth Tech added a national certification for its Electrical Lineman program 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.

For more info, call 336.734.7023

Forsyth Tech employees were very supportive through the whole process

– Ross Weathers, Electrical Lineman

Economic & Workforce Development Registration: 336.734.7023
Need career training but have no cash?

Good News—Financial Aid is available!

See page 42-43 for the list of eligible courses. For more information, call 336.734.7748, ext.1

Discover the benefits of becoming a Telemetry Cardiovascular Technician in a rapidly expanding health care job market.

Opportunities for Telemetry Cardiovascular Technicians are available locally for individuals who want to follow their heart in pursuing this career path.

Next class is August 2 - October 25

Join us now and learn what those lines on an EKG strip really mean!
Contact 336.734.7733 for more information.
Health Education Prerequisites

TABE Testing: Math and reading placement tests, or equivalent, are to be completed before Nursing Assistant I orientation, and before registering for the following classes: Nursing Assistant I, Nursing Assistant I Refresher, Nursing Assistant II, Medication Aide, Phlebotomy, and Telemetry Tech.

> Where/When
- West Campus: Times vary. Please call 761.1002 for days and times.
- Stokes County Center: Mondays at 10 am.
- 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

> Where/When
- Northwest Forsyth Center, call 336.734.7023 for schedule
- West Campus, various Tuesdays, call 336.734.7023 for schedule.
  Must bring photo ID, Social Security card and other required documents to Orientation. Refer to Prerequisites under class descriptions for these documents.

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.

Students are encouraged to register early for classes in order for the background check/drug screen to be completed and sent for a determination. If denied before the class begins, the student is entitled to a full refund. If denied after the class begins refunds are subject to Forsyth Tech’s refund policy (refer to page 47).

ACLS—Advanced Cardiac Life Support

Are you an advanced medical professional looking for AHA ACLS training? This advanced, instructor-led classroom course 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. You will learn using group sessions, group learning and testing stations where case-based scenarios are presented. Upon successful completion, you will receive AHA, ACLS and BLS provider course completion cards which are valid for two years. Receive two AHA certifications in this two day course.

Prerequisite: None

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

Course Code: 107919, $84
8/19-8/20, FS, 8 am-5 pm
West Campus, Room 14

Course Code: 107920, $84
12/9-12/10, FS, 8 am-5 pm
West Campus, Room 14

“I went to Forsyth Tech to get the training that I needed to be qualified as an Activity Director and to begin a fulfilling career.”

– Cynthia Becker
Activity Director
Activity Director ✓

Receive your basic training to become an Activity Director in a healthcare related setting, such as long term care, 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. When the entire 60 hours of training has been completed, you will be qualified to work as an Activity Director in a nursing home or assisted living facility.

Prerequisite: A high school diploma/GED®/transcript or college diploma/transcript are required.

Note: You must bring a copy of proof of high school or college graduation or GED® to customer service for verification in order to register.

Course Code: 103107, $185, Tillman 8/2-10/11, TTH, 6-9 pm
West Campus, Room 7 📞
Autism Paraprofessional

Would you like to learn how to provide 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, you 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/GE/D/transcript or college diploma/transcript are required. You must also present the receipt from the criminal background check before you will be allowed to register for class (no drug screening required).

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

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

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

- Course Code: 105335, $148, Donovan 8/25-11/3, TH, 6-9 pm
  West Campus, Room 13

CPR: AHA Basic Life Support Healthcare Provider-Initial

Are you a healthcare provider who needs Basic Life Support CPR certification? Receive your certification in one day at Forsyth Tech! The BLS HCP CPR course teaches you to recognize the signs and symptoms of sudden cardiac arrest 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 you, as a healthcare professional, with 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 non-certified, licensed or non-licensed healthcare professionals or medical students. Upon completion you will receive an American Heart Association Certification card (NO WAITING) 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: 104164, $45 8/6, S, 8 am-1 pm
  West Campus, Room 14

- Course Code: 104166, $45 8/20, S, 8 am-1 pm
  West Campus, Room 13

- Course Code: 107906, $45 8/27, S, 8 am-1 pm
  West Campus, Room 14

- Course Code: 107907, $45 9/8, TH, 5:30-10 pm
  West Campus, Room 14

- Course Code: 107897, $45 9/17, S, 8 am-1 pm
  West Campus, Room 13

I have been taking CPR off and on for the past 37 years. John (Hanes) was by far the best instructor I have ever experienced. He answered all questions; he described the situation and gave real life scenarios and practical hints. I left feeling more prepared than ever should I have to use this knowledge.

– Sandy Moore
CPR Healthcare Provider
Courses in Health and Safety

CPR AHA Basic Life Support Healthcare Provider-Renewal

Do you have an American Heart Association BLS CPR certification that is about to expire or expired within the last month? This course is a review of the BLS HCP-Initial course in order for students to maintain certification in BLS Healthcare Provider CPR. You must present, on the day of the class, an AHA BLS HCP certification card that has not expired for more than one month. On the day of the course, upon completion you will receive an American Heart Association Certification card which is valid for two years, no waiting!

Note: Must have a current AHA BLS HCP CPR certification card that has not been expired for more than 30 days.

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

- Course Code: 104257, $35
  8/6, S, 2-5 pm
  West Campus, Room 14
- Course Code: 108222, $35
  8/30, T, 5:30-8:30 pm
  West Campus, Room 14
- Course Code: 107943, $35
  9/15, TH, 5:30-8:30 pm
  West Campus, Room 14
- Course Code: 107942, $35
  9/29, TH, 5:30-8:30 pm
  West Campus, Room 14
- Course Code: 107941, $35
  10/13, TH, 5:30-8:30 pm
  West Campus, Room 14
- Course Code: 107940, $35
  10/22, S, 2-5 pm
  West Campus, Room 14
- Course Code: 107939, $35
  11/3, TH, 5:30-8:30 pm
  West Campus, Room 14
- Course Code: 107938, $35
  11/17, TH, 5:30-8:30 pm
  West Campus, Room 14

CPR: AHA eLearning CPR Skills Practice and Testing

Are you seeking an alternative to classroom training or wishing to renew an existing AHA certification? The eLearning courses offer a flexible training option. The online cognitive portion, provided by AHA, allows students to complete learning at their own pace and convenience. Prior to completing the on-line cognitive portion students should schedule this hands-on skills practice and testing session to complete their certification. During this session students have the opportunity for one-on-one practice before a skills test with a certified AHA Instructor. Upon successful completion of all three parts, students will be proficient in the required skills and will receive a certification card, on the spot, in the associated discipline, no waiting!

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

- Course Code: 107927, $25
  8/17, W, 5:30-7:30 pm
  West Campus, Room 14
- Course Code: 107928, $25
  9/21, W, 5:30-7:30 pm
  West Campus, Room 14
- Course Code: 107929, $25
  10/28, F, 1-3 pm
  West Campus, Room 14
- Course Code: 107930, $25
  12/9, F, 1-3 pm
  West Campus, Room 14

Please Register Early to Reserve Your Place in a Class!

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

Textbook Required for Course  USB Flash Drive Required  Parking Sticker Required  Refund Policy Applies (see page 47)  Refund Policy Applies (see page 47)
Courses in Health and Safety

**CPR: Heartsaver Provider Initial**

If you are not a healthcare provider, this is the course for you! This course follows the current American Heart Association guidelines and is designed to teach you the basic steps of CPR, use of an AED (Automated External Defibrillator) and FBAO (Foreign Body Airway Obstruction) for victims of all ages. You 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. On the day of the course, upon successful completion, you will be awarded the American Heart Association Heartsaver CPR certification which is valid for two years.

Who should take the Heartsaver class?
Those with limited or no medical training including 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: 107915, $30
  8/16, T, 5:30-9 pm
  West Campus, Room 14
- Course Code: 107918, $30
  10/18, T, 5:30-9 pm
  West Campus, Room 14

**Heartsaver CPR and First Aid for Public School System Employees**

Don’t wait for an emergency to happen! Receive training to be qualified to provide immediate emergency assistance for your students and loved ones. You will learn the basic steps of CPR, use of an AED (Automated External Defibrillator) and FBAO (Foreign Body Airway Obstruction) for victims of all ages. You will receive instruction to recognize emergency situations involving heart attack, choking, respiratory and cardiac arrest in adults, children and infant victims. Instruction will be provided to manage life-threatening environmental emergencies, injuries and medical emergencies such as: seizures, diabetes, heat stroke and snake bites. You must provide proof of affiliation with a public school system for the class to be fee exempt. On the day of the course, upon successful completion, you will receive your AHA Heartsaver CPR/First Aid card which is valid for two years.

Note: These courses are fee exempt for public school system employees.

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

- **CPR and First Aid**
  - Course Code: 108159, $70
    9/10, S, 8:30 am-5 pm
    Northwest Forsyth Center, Room 217

- **CPR Only**
  - Course Code: 104303, $70
    8/16, T, 5:30-9:30 pm
    West Campus, Room 35
  - Course Code: 108160, $70
    9/13, T, 5:30-9:30 pm
    West Campus, Room 14
  - Course Code: 108164, $70
    10/18, T, 5:30-9:30 pm
    West Campus, Room 14
  - Course Code: 108166, $70
    11/9, W, 5:30-9:30 pm
    West Campus, Room 14
  - Course Code: 108168, $70
    12/8, TH, 5:30-9:30 pm
    West Campus, Room 14

“**The knowledge I gained in class is a great asset to the building blocks of my career.**”

— Mary Perminter, FT Student
Courses in Health and Safety

Emergency Medical Technician-Basic

Interested in working in public safety (emergency medical service, fire service and police) or in increasing your knowledge in handling emergency situations? This course will cover 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. We follow the guidelines established by the N.C. Office of Emergency Medical Services (EMS) to be 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. When you successfully complete this course, you will be eligible to take the N.C. Emergency Medical Technician credentialing examination and/or the National Registry Medical Technician credentialing 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

Note: Some Saturday classes are required.

Course Code: 107779, $185
8/2-11/29, TTH, 6-10 pm
Northwest Forsyth Center, Room 215

Course Code: 107518, $185
8/2-11/29, TTH, 8 am-12 Noon
West Campus, Room 32B

Course Code: 107527, $185
8/15-12/14, MW, 6-10 pm
West Campus, Room 32B

Course Code: 107535, $185
9/26-12/14, MWF, 8:30 am-3 pm
Northwest Forsyth Center, Room 215

Course Code: 107778, $185
10/25-3/2, TTH, 6-10 pm
Northwest Forsyth Center, Room 215

Course Code: 107779, $185
11/17-3/21, TTH, 6-10 pm
Stokes County Center, Room 113

Textbook Required for Course
USB Flash Drive Required
Parking Sticker Required

Medical Assisting Review ✓ (Online only)

This course is designed to allow you the opportunity to review information needed in order to take the AAMA certification exam or the AMT exam for registration. This course will cover the materials documented in the AAMA certification review. Upon completion, you should be prepared to sit for either the AAMA certification exam and/or the AMT exam for registration based on your personal review of the material. Completion of this course does not in any way determine the pass or fail outcome of the national exams. This is designed as a preparatory review only.

Prerequisite: You must be in the last semester of an accredited AAS medical assistant program or you must have graduated from a CAAHEP accredited diploma program or accredited AAS Medical Assisting program.

Important: Prior to registration, you must confirm that you are in/graduated from an accredited program.

For course content information, contact Anna Hilton at 336.734.7362 or ahilton@forsythtech.edu

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

Note:
1) This course requires Internet access, an email address and a web browser.
2) The registration deadline for this course is noon one week prior to the start date of the course.
3) To receive a full refund, requests should be made prior to the start date of the course. On the start date, students may apply for a 75 percent refund if they have not completed the first assignment. Refunds may be requested online or onsite at the West Campus.

Medication Aide ✓

The Medication Aide course teaches the six rights of medication administration for non-licensed personnel. Topics will include medication administration via the oral, topical and instillation routes, medical asepsis, hand hygiene, terminology and legal implications. Upon completion, students should be prepared to take the competency exam and demonstrate skills necessary to qualify for listing on the North Carolina Medication Aide Registry.

Prerequisite: Documentation of successful completion of a state approved NAI course in the past 2 years OR 3-6 months minimum direct patient care experience with a letter of recommendation on letterhead from an RN who supervised the student's work within the past 2 years, 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/GED®/transcript or college diploma/transcript are required.

Note: To pursue a Medication Aide position in a skilled nursing facility, a current State NAI Registry certification is required.

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

Course Code: 107518, $185
10/10-10/13, MTWTH, 8:30 am-3 pm
Northwest Forsyth Center, Room TBA

Parking Sticker Required

Refund Policy Applies (see page 47)
**PALS-Pediatric Advanced Life Support**

Are you a healthcare provider interested in preparing to respond to emergencies for infants and children? 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. On the day of the course, upon successful completion, you will receive AHA PALS and BLS provider course completion cards which are valid for two years. Receive two AHA certifications in this two-day course.

**Prerequisite:** None

**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:** 107921, $84
- **9/16-9/17, FS, 8 am-5 pm**
- **West Campus, Room 14**

**Phlebotomy**

Train for a job where you 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:** You will 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: AHA Basic Life Support Healthcare Provider Certification and completed immunization form must be turned in on the first day of class.

**Note:** You will attend one of two clinical rotations. Both will meet Monday through Friday during the day (8-hour shifts). You will work out the specific schedule with your instructor the first week of class. Included in the registration fee is an $18 non-refundable insurance fee, which is valid for one year.

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

**Telemetry Cardiovascular Technician**

**NEW!**

Prepare for a job as a Telemetry Technician with EKG training! The course will cover the anatomy and physiology of the heart as it relates to cardiac rhythm interpretations, principles of EKG, rhythm recognition of sinus, atrial, junctional, ventricular, pacemaker, and heart block rhythms. Skills will include operating EKG equipment, printing and mounting cardiac rhythm strips, as well as interpreting over 30 cardiac rhythms produced from 12 and 6 lead telemetry monitors. A 24-hour clinical component is included. Upon successful completion of the course, you 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 3 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).

**Additional requirements:** Current CPR: AHA Basic Life Support Healthcare Provider Certification and completed immunization form must be turned in on the first day of class.

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

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

- **Course Code:** 104534, $203
- **8/2-10/25, TTH, 6-10 pm**
- **West Campus, Room 5**

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**Economic & Workforce Development Registration:** 336.734.7023
The Dorothy L. Lougee Nursing Assistant I Program  CareersNOW
(Also offered as hybrid)

Do you want to learn basic nursing skills required to provide personal care for patients, residents, the elderly or others requiring medical assistance in a healthcare setting? Then this course is for you! Emphasis is placed on the aging process, communications, patient safety, patient’s rights, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation and mental health. CPR: AHA Basic Life Support Healthcare Provider Certification is included in the class. Through classroom instruction, laboratory work and clinical rotations, you are prepared to take the NC Nurse Aide I Competency Evaluation. Passing this evaluation leads to being 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/GED®, transcript or college diploma/transcript are required. You must also attend an orientation session and present receipts from the criminal background check and drug screening before you will be allowed to register for class.

Additional requirements: A completed immunization form must be turned in on the first day of class.

Note: Included in the registration fee is an $18 non-refundable insurance fee, which is valid for one year. The state of North Carolina no longer allows individuals to challenge the N.C. Nurse Aide I exam and requires candidates to first complete a state-approved NC training program. The only exceptions to this rule are: 1) persons currently listed on any state’s Nurse Aide I registry 2) U.S. military who have completed medical corpsman training 3) retired or non-practicing nurses. Questions regarding the new ruling or for more information on the new ruling, contact the N.C. NAI Registry.

Classroom Only:
Course Code: 105363, $203, Kilbreth 8/1-9/21, MTWTH, 8:30 am-3 pm Northwest Forsyth Center, Room 138
Course Code: 103319, $203, Nelson 8/16-12/1, MTWTH, 5:30-9:30 pm Northwest Forsyth Center, Room TBA
Course Code: 107795, $203, Vestal/Reid 8/31-12/15, MTWTH, 9:30 am-1:45 pm Goodwill, Room 307
Course Code: 108325, $203, Ball 9/6-11/9, MTWTH, 9 am-3:30 pm West Campus, Room 13
Course Code: 107949, $203, Debidart 9/20-12/15, MTWTH, 4-9:30 pm Grady Swisher Center, Room 236
Course Code: 107865, $203, Turner 10/3-11/29, MTWTH, 8 am-2:30 pm Northwest Forsyth Center, Room TBA

Classroom and Online: Hybrid
Course Code: 107962, $203, Kilbreth 8/12-10/12, MTWTH, 8:30 am-3 pm Northwest Forsyth Center, Room 135

The Dorothy L. Lougee Nursing Assistant II Program  CareersNOW

Are you a current NC Nursing Assistant I? Would you like to take the next step in your career as a Nursing Assistant? This course provides basic NAII 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, you will be 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, documentation of successful completion in a state approved NAI program OR a letter of recommendation from an RN who has supervised you for a minimum of 3-6 months within the last 2 years, successful completion of math and reading placement tests, picture ID, Social Security card and high school diploma/GED®, transcript or college diploma/transcript are required. You must also present receipts from the criminal background check and drug screening before you will be allowed to register for class.

Additional requirements: Current CPR: AHA Basic Life Support Healthcare Provider Certification and completed immunization form must be turned in on the first day of class.

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

Course Code: 107659, $203, Kilbreth 10/17-12/8, MTWTH, 8:30 am-3 pm Northwest Forsyth Center, Room 138

Textbook Required for Course  USB Flash Drive Required  Parking Sticker Required  Refund Policy Applies (see page 47)  Refund Policy Applies (see page 47)
The Dorothy L. Lougee Nursing Assistant II Refresher Program

Has your NAII certification lapsed in the previous 2 years? This course is designed to assess and validate NAII Skills competencies for candidates whose NAII certification lapsed in the last 2 years. 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. When you successfully graduate from the course, you will qualify to submit an application 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 ones 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.

Note: This 10-hour course requires a minimum of 5 students for the class to be held.

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

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“I was able to enroll in my Nursing Assistant classes at Goodwill/Forsyth Tech with confidence and quickly earned my state certifications.”

— Tina Halabi, NA I & II
Courses in Health and Safety

Training designed for the unique needs of your business.

Our team is experienced in adult education and delivering results. We can organize a half-day session, a full-day session or longer. We can provide the training at your workplace or you can come to the college for professional training at Forsyth Tech’s cutting-edge corporate training center in Innovation Quarter.

Whether you’re looking for a specific skill set or a team building session, we will customize training for your group that fits your schedule.

We welcome Rob Hinshaw’s return to Forsyth Tech as Director of Corporate Training. Rob has consulted with Fortune 500 companies to small businesses on training, development, and leadership for many years. While previously at Forsyth Tech, he was a corporate trainer and coordinator of the SHRM PHR/SPHR Certification Prep program and managed select Customized Training Clients. He most recently was the Manager of People Development at Advanced Home Care where he redesigned New Talent Orientation, designed leadership programs for Executive Leaders, and provided learning & development consultation to operational and support teams. He is thrilled to be returning to Forsyth Tech.

We do custom training for organizations around

- Industrial/Technical Skills
- Human Resources
- Team-Building Sessions
- Microsoft Office Suite
- Leadership & Executive Development
STEP 1: Visit our Educational Career Center (Develop A Plan)

If you are looking for a new career or to make a career change, you can meet with one of our professionals in the Forsyth Tech Educational Career Center.

They can provide:
- Career advising, assessment and planning
- Local labor market information
- Internet access and personalized email accounts to assist in your job search
- Resume and job search assistance
- Financial Assistance

They can assist you in choosing program offerings in the following areas:
- EWD – Vocational and Professional courses
- HRD Employment Skills Classes
- Career Readiness Certificate (CRC)
- WorkKeys® Assessment Information

STEP 2: Enroll in a Class (Take Action)

Get Vocational and Educational 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 great ways to get the education you need for a career with a future through vocational training.

For more information, call 336.734.7023

Training is available in these areas:
- Activity Director*
- Administrative Assistant Training
- Autism Paraprofessional*
- Bartending*
- Culinary Arts Certificate*
- Customer Relations/Call Center*
- Detention Officer Certification Training
- Telemetry Cardiovascular Technician*
- Electrical Lineman*
- Electrician Installation/Troubleshooting
- Emergency Medical Technician Basic*
- Facility Maintenance Technician*
- Financial Services and Teller Training*
- Human Resource Management
- HVAC Service Technician I & II*
- Interpreting-Health & Human Services
- Medical Clerical Courses*
- Medical Unit Secretary*
- Nursing Assistant I & II*
- Office Tech Prep*
Finding Success at Forsyth Tech

Small Business Center
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 and QuickBooks™ Pro)

College and Career Readiness
We provide free programs to adults to obtain the knowledge and skills necessary for work, further education, family self-sufficiency, and community involvement.

The College and Career Readiness programs prepare you for college and careers as well as assist students learning to master language. The program provides you the skills and support necessary to further your education and to enter the workforce as a skilled worker. The program consists of pathways for you to achieve your learning objectives along with a National Credential for the workforce known as the Career Readiness Certificate (CRC). Students who are actively completing a track of study have the opportunity to receive scholarship assistance and job placement.

Programs Offered:
• High School Equivalency Diploma program
• English as a Second Language program
• Adult High School and BSP 050 programs
• Compensatory Education program
• Stokes County programs

For more information, call 336.734.7761.

Personal Enrichment
Forsyth Tech is the center of all your creative pursuits. Our affordable classes span the gamut from photography and jewelry making to quilting and motorcycling. Find yourself in a supportive environment of beginners, enthusiasts and working professionals, making the world a more beautiful and fascinating place.

• Pharmacy Assistant*
• Phlebotomy*
• Small Business Certification Program
• Small Business Certification Program:
  Stokes County
• Veterinary Assistant (Beginning & Advanced)*
• Welding ARC/MIG/TIG/Industrial*

*Financial assistance available as funding allows

Refund Policy Applies (see page 47)
STEP 3: Succeed! (Complete the Path)

Improve Your Employment Search Skills
An important part of finding a job is in knowing how to find a job. Forsyth Tech partners with resources throughout the community to offer:

• Job search assistance
• Resume writing
• Online applications assistance
• Creating Email accounts
• Career Counseling
• Interview skills

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 $23,760 for an individual or $48,600 for a family of four).

For more information, visit any of these centers below or call 336.734.7748

Forsyth Tech Educational Career/JobLink Center
1300 Bolton St., Winston-Salem, NC 27103
Monday – Thursday (8 am–5 pm)
Friday (8 am–2:30 pm)
336.734.7748

Goodwill Industries of NW NC Employability Lab
(The ROC)
2760 Peters Creek Parkway, Suite B,
Winston-Salem, NC 27127
Monday – Friday (10 am–2 pm)
336.201.0800

REACT Center Employability Lab
450 W. Hanes Mill Rd., Suite 201
Winston-Salem, NC 27105
Monday – Thursday (9:30 am–1:30 pm)
336.776.6806

King Public Library Employability Lab
101 Pilot View Drive, King, NC 27021
Monday, Wednesday, and Friday (1 pm–5 pm)
336.983.3868

Goodwill Industries of NW NC Employability Lab
2701 University Parkway, Winston-Salem, NC 27105
Monday – Friday (10 am–2 pm)
336.724.3625, ext. 1330

Winston-Salem Urban League Employability Lab
201 W. 5th Street, Winston-Salem, NC 27101
Monday – Thursday (9 am–1 pm)
336.725.5614, ext. 3010
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 now required by many of our local employers. The CRC is a nationally recognized, EEOC-compliant, industry-driven system of job profiling and assessment based on the WorkKeys™ assessment program. 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 336.734.7748

Keytrain® is an open entry lab for individuals who want to prepare for the Career Readiness Certification Assessments. Call 336.737.7748 to schedule your appointment today!

Our Mission Statement

“Forsyth Technical Community College provides students with flexible educational pathways to a competitive workforce for the community and global economy.”
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
- Proof of GED® or high school diploma if required as a prerequisite for the class

You may register more than one person, but you must supply all of the above information for each person being 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 Course 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.
  - Classes may be canceled as early as one week prior to the start date due to low enrollment. Every effort will be made to notify registrants if a class has been canceled. However, it is your responsibility to update your address and phone number with our customer service center at 336.734.7023.
- 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.
Registration Information

**Telephone Registration**
To register by phone, call 336.734.7023
Monday - Thursday, 9 am-4 pm; Friday, 9 am-Noon.
Payment by VISA/MasterCard (credit/debit) only.

**Corporate Registration**
Companies registering a minimum of five employees and paying for their registration, equipment, lab, insurance or book fees by purchase order or authorization letter may use fax registration. Call 336.734.7736 to request a form.
Upon completion, fax it back to 336.760.6173, attention West Campus Business Office. Employees will be registered upon receipt of the completed form. If classes are filled, the company will be notified. If you have additional questions, contact the West Campus Business Office at 336.734.7736.

*Posted registration fees were in effect at the time our most recent schedule was printed and are subject to change without notice.*

**Important Registration Information**

**Refund Policy**

> A full refund is given if Forsyth Tech cancels a course.
> If the course has a ✓ symbol, you may get a full registration fee refund by officially withdrawing from the class before the first class meeting. After the class has started, a 75% refund can be obtained by officially withdrawing before the class has met 10% of its scheduled time.
> If the course has a ✫ symbol, you may get a full registration fee refund by officially withdrawing from the class one working day (24 hours) before the first class meeting.
> **PLEASE NOTE:** To request a registration fee refund in accordance with the above policy, you must officially withdraw from a class by completing and submitting a Request for Refund form to the Economic & Workforce Development Customer Service Center on West Campus. Forms are available at the Customer Service Center or you may fill out and submit the online Request for Refund form. Refunds are generally mailed within four to six weeks of receipt of the Request for Refund form and/or notification of class cancellation.
> No other refunds will be given. This includes malpractice insurance fees.

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

**Fees**

> **Computer Use and Technology Fee**
All occupational courses have a $5 per course computer use and technology fee.
> **Textbooks**
For your convenience, two options are provided for purchasing textbooks:
- Online: Go to www.ftcc.bkstr.com. Click GO and find your course. Requires VISA or MasterCard.
- West Campus Bookstore on Bolton Street: Call 336.734.7754 for days and hours of operation.

> **Parking Decals**
Parking decals cost $25 and are nonrefundable. All EWD students who park vehicles on ANY Forsyth Tech campus (Main, Northwest Forsyth Center, Oak Grove Center, 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 of class during normal business hours.
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: 336.734.7023

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

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

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

G. REACT Center
JobsNOW Occupational Training
450 W. Hanes Mill Rd., Winston-Salem, NC,
Phone: 336.734.7023

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

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

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

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

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

• EWD Customer Service • 336.734.7023
• All Other Questions • 336.723.0371
ECONOMIC & WORKFORCE DEVELOPMENT
STUDENT REGISTRATION FORM

To Register For Classes:
Bring your completed registration form to
one of our six locations listed on page 46 of this catalog
or call Customer Service at (336) 734-7023.

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

Date of Birth

________/_______/________
Month Day Year

Employment Status – Circle One

- E1 – Employed 1-10 hours
- E2 – Employed 11-20 hours
- E3 – Employed 21-39 hours
- E4 – Employed 40 or more hours
- UN – Unemployed – Not Seeking
- US – Unemployed – Seeking
- R – Retired

Are you an Underage Minor (UAA)?
(16-17 years old) □Yes □No

Are you a Forsyth Tech Employee (EMP)? □Yes □No

Ethnicity – Circle One or More

| White, Non-Hispanic (WH) | American Indian/Alaska Native (AN) | Asian (AS) |
| Black, Non-Hispanic (BL) | Hispanic (HIS) | |

Gender – Circle One

- M – Male
- F – Female

Last High School Attended

□ Unknown (1756748)

Last Attend Date __________________

Highest Grade Completed – Circle One

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Driver License Information (Applies to Defense Driving Classes ONLY)

Driver License Number (DADD) __________________________ State Issued ______________________

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Student Signature _______________________________________ Date ________________
Open House & Career Expo

Come and see how Economic & Workforce Development can help you gain or improve job skills. Local companies, live demonstrations, and onsite registration will be available.

Forsyth Tech West Campus
1300 Bolton Street
Winston-Salem, NC

Saturday, October 22
10 am-2 pm

Visit us online at www.ForsythTech.edu to learn more about what we offer!