Economic & Workforce Development
Course Catalog

Forsyth Tech

Education For Life

Forsyth & Stokes Counties

January– May 2017

At Forsyth Tech they go the extra mile to make sure you succeed!

Francine Yancy
Nursing Assistant, Wake Forest Baptist

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

Welcome to Your New Beginning

On The Pathway To Success
Looking For Something Better
Francine Yancy, Nursing Assistant

A Career Instead Of A Job
For Francine Yancy, coming to Forsyth Tech was a way to get off a path that was leading nowhere. A single mother of four boys, ages 3 to 15, Francine says that she had, for a long time, just been going "from job to job." After getting laid off yet again, she wanted to make a change. "I decided I need something better," she says. "I need a career. That's what made me decide to go to school."

Getting In The Door
Francine lives in Walnut Cove, so she went to the college's Stokes County Center in Walnut Cove to sign up for classes. Because she was unemployed at the time, she was able to have her tuition, books and other supplies paid for through a "Stokes Works" grant from the N.C. Department of Commerce. That financial aid made it possible for her to sign up for the fast track Nursing Assistant I/II programs and Medication Aide course. "I always wanted to work in the nursing field," she says, "so I figured that would be my best way to get in the door."

Going The Extra Mile
Though the classes were hard, Francine said going to Forsyth Tech was a wonderful experience. "It was great," she recalls. "At Forsyth Tech they go the extra mile to try to make sure you succeed. The instructors would stay after class to go over things I didn't know, or keep the lab open extra days in case I needed more practice. They were very helpful."

A First Step
Thanks to her Forsyth Tech training, made possible by the Stokes Works grant, Francine is now employed as a Nursing Assistant at Wake Forest Baptist. "I love it," she says. "It's exactly what I went to school for." But for her, it's just a first step. "I'm actually still at Forsyth Tech, enrolled in the Licensed Practical Nurse program," she says, "and I have a fiancé who's helping me accomplish my goals." And she's not the only one in her family at Forsyth Tech – her oldest son goes to Stokes Early College High School in Danbury. "That also encouraged me," she says, "because I thought if my son can do this, maybe I can get something out of more education, too!"

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

Table of Contents

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

> Apply for financial aid

> 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.

Computer Technology

Excel 2013 Introduction-Level I ❖ ⚓

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.

All materials provided. Please bring a flash drive to save your work.

Course Code: 112224, $125, Moudden
2/16, TH, 8:30 am-5 pm
Innovation Quarter, Room 2444

Excel 2013 Intermediate-Level II ❖ ⚓

In this course, you will go beyond the basics and build on your beginner-level Excel 2013 skills in storing, organizing, and manipulating date. Improve on your data analysis skills by learning to manipulate data through formulas while honing your presentation skills with the use of Excel's charting and graphing tools. All materials provided.

Course Code: 112228, $125, Moudden
3/21, T, 8:30 am-5 pm
Innovation Quarter, Room 2444

Excel 2013 Advanced-Level III ❖ ⚓

This course provides more complex skills than those presented in our Level 1 and Level 2 books, but with the same proven instructional design. This is an advanced course that will challenge students. Topics introduced include PivotTables and macros, financial functions, data analysis, auditing and additional functions, advanced formatting and analysis tools, collaboration, and more. The text concludes with an integration lesson.

Course Code: 112231, $125, Moudden
4/25, T, 8:30 am-5 pm
Innovation Quarter, Room 2444

PC Basics and Beyond ✓ 📗 ⚓

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 Microsoft Office 2013.

Prerequisite: Computer Basic, Microsoft Windows course, or documented/use.

Course Code: 110591, $75, Flynt
1/19-3/9, TH, 9 am-Noon
West Campus, Room 1 🚗

Foreign Language

Italian I ❖

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

Course Code: 110532, $85, Ancona
3/21-5/16, T, 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: 110457, $85, Ancona
1/23-3/13, M, 6:30-8:30 pm
Oak Grove Center, Room 4458 🚗

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: 111010, $75, Volcan
1/10-2/28, T, 6-9 pm
Oak Grove Center, Room 4456 🚗

Course Code: 111011, $75, Volcan
3/13-5/1, M, 6-9 pm
Oak Grove Center, Room 4456 🚗

Spanish II ✓ 📗

This continuation of Spanish I and 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: 110998, $75, Volcan
1/12-3/2, TH, 6-9 pm
Oak Grove Center, Room 4458 🚗

Course Code: 111012, $75, Volcan
3/14-5/9, T, 6-9 pm
Oak Grove Center, Room 4456 🚗

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: 110997, $75, Volcan
1/11-3/1, W, 6-9 pm
Oak Grove Center, Room 4458 🚗

Course Code: 111004, $75, Volcan
3/16-5/4, TH, 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: 111009, $75, Volcan
> 1/9-3/6, M, 6-9 pm
> Oak Grove Center, Room 4457 🚗

> Course Code: 111013, $75, Volcan
> 3/15-5/3, W, 6-9 pm
> Oak Grove Center, Room 4458 🚗

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: 109852, $180, Birkel
> 1/9-5/17, MW, 9 am-Noon
> Goodwill (the ROC)

> Course Code: 109854, $180, Witte
> 1/10-5/18, TTH, 9 am-Noon
> West Campus, Room 122

Forsyth Tech Instructor Profile
Donald Witte
HRD Instructor

Donald Witte is an HRD instructor teaching courses in Employability Skills and Techniques, Career Readiness Work Keys Training. Don holds a B.S. in Business & Mathematics and an M.B.A. in Marketing & Finance. Don retired from many years in the air transportation industry having worked in marketing and management. Don helps the recently unemployed learn job skills including resumes, interviewing techniques, networking, support and individual coaching. Don believes the Employability Lab provides the unemployed an opportunity to restart and reassess their careers in an understanding and educational environment.

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: 110093, $125
> 1/24-3/2, TTH, 1-4:30 pm
> Goodwill, Room 302

> Course Code: 110096, $125
> 3/28-5/4, TTH, 1-4:30 pm
> Goodwill, Room 302

Human Resource Management

Human Resource Management Certificate

Compensation & Benefits Administration ❖

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

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

> Course Code: 112230, $75, Brown
> 4/4-4/13, TTH, 6-9 pm
> Innovation Quarter, Room 2440

📖 Textbook Required for Course   ⚷ USB Flash Drive Required   🚗 Parking Sticker Required
❖ Refund Policy Applies (see page 47)   ✓ Refund Policy Applies (see page 47)

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Communications for Human Resource Professionals ❖

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

Note: This course is approved by the HR Certification Institute for recertification credit (PHR, SPHR, GPHR).
Course Code: 112233, $75, Brown
5/9-5/16, TTH, 6-9 pm
Innovation Quarter, Room 2440

Introduction to Human Resources ❖

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

Note: This course is approved by the HR Certification Institute for recertification credit (PHR, SPHR, GPHR).
Course Code: 112195, $100, Brown
1/10-1/24, TTH, 6-9 pm
Innovation Quarter, Room 2447

Job Analysis & Evaluation ❖

In each organization, there is a basic framework to all compensation programs that determines the pay for each employee who works for that particular company. This course will guide participants through a systematic approach to the job analysis process, the key elements of developing and writing clear job descriptions, and the guidelines and methods around conducting job evaluations within your organization.

It will also provide participants with the basic understanding of the importance in developing an affordable and competitive pay structure and ensures the organization is in compliance with the Americans with Disabilities Act (ADA) and the Fair Labor Standards Act (FLSA) during this process.

Note: This course is approved by the HR Certification Institute for recertification credit (PHR, SPHR, GPHR).
Course Code: 112188, $70, Hill
3/20-3/22, MW, 6-9 pm
Grady Swisher Center

Performance Management ❖

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

Note: This course is approved by the HR Certification Institute for recertification credit (PHR, SPHR, GPHR).
Course Code: 112229, $70
4/10-4/12, MW, 6-9 pm
Grady Swisher Center

Recruitment Selection and Personnel Planning ❖

Talent acquisition is one of the most important contributions that human resources professionals make to their organizations. Making poor hiring decisions is costly both in time and your organization's resources. This course will explore elements of hiring efficiency including recruitment, selection, interviewing, and human resource planning. This class will also cover effective hiring, including transitioning a new hire candidate to team member.

Note: This course is approved by the HR Certification Institute for recertification credit (PHR, SPHR, GPHR).
Course Code: 112199, $75, Hill
2/1-2/8, MW, 6-9 pm
Grady Swisher Center

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: 112187, $995,
   Brown/Hill
1/9-4/7, M, 6-9 pm
Innovation Quarter, Room 2447

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 Priniciples for Interpreters to take this course.

Course Code: 111397, $130
1/23-3/20, MW, 6-9 pm
West Campus, Room 1 🚗

Course Code: 111142, $130
1/24-3/26, ONLINE

Forsyth Tech Instructor Profile
Ramon Alonso
Interpreting in H&HS

Ramon was born, raised and educated in Cuba. He holds a Chemical Engineering degree from Universidad de Villanueva, Cuba. He has spent several years as a consultant, traveling around the world, and has held various technical and managerial positions in the U. S. and Mexico. Ramon thought he should put to good use his bilingual skills in English and Spanish (his native language) and graduated in 2009 from the Interpreting in Health and Human Services (IHHS) program at Forsyth Tech. He is nationally certified as a Spanish medical interpreter (CMI), and works as a freelance interpreter. He has taught all the modules of the IHHS program.

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: 111404, $130, Humes
4/3-5/8, MW, 6-9 pm
West Campus, Room 1 🚗

Course Code: 111155, $130, Knapp
4/4-5/14, 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 the 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: 111401, $130, Alonso
2/13-3/22, MW, 6-9 pm
West Campus, Room 122 🚗

Course Code: 111150, $130, Knapp
2/14-3/26, ONLINE

Begin your new career in
Medical & Human Services

Medical and Human Service Programs prepare you for Medical/Clerical positions in hospitals, retail pharmacies and physician's offices, allowing you to enter one of today's fastest-growing career fields. We also offer training and national certification in the field of Electronic Health Records.

Course Offerings
- Certified Electronic Health Records (EHR) Specialist
- Electronic Medical Records (EMR)
- Medical Office I: Terminology & Coding
- Medical Office II: Billing/EMR
- Pharmacy Assistant
- Medical Unit Secretary

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: 111396, $75, Humes
1/9-2/6, MW, 6-9 pm
West Campus, Room 16 🚗

Course Code: 111138, $75, Knapp
1/10-2/5, ONLINE

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

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

Course Code: 111398, $185, Rodriguez
1/31-5/4, TTH, 6-9 pm
West Campus, Room 16 🚗

Course Code: 111148, $185, Burrell
1/31-5/7, ONLINE

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).

    Course Code: 110571, $185, Cole
2/6-4/24, MWTH, 6-9:30 pm
West Campus, Room 27 🚗

    Course Code: 110574, $185, Cole
3/1-5/10, MWF, 9 am-1 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.

    Course Code: 110554, $185, Hill/Frye
1/23-4/19, MW, 6-9 pm
Goodwill, Room 100

    Course Code: 110576, $185, Hill/Staples
5/2-8/1, TTH, 6-9 pm
Goodwill, Room 100

Medical Office II: Billing/EMR ✓📗
CareersNOW

Learn to use Electronic Medical Records for patient record keeping, appointment scheduling, billing for services, posting of payments and generating accounting reports. 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: 110572, $130, Denerson
2/20-4/10, MW, 6-9 pm
West Campus, Room 18 🚗

Become A Certified Electronic Health Record Specialist

The need for electronic health record specialists is growing. This multidisciplinary course prepares you for the national certification exam, which will be offered on site.

See page 8 for more information

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.

    Course Code: 110575, $203, Elswick
2/13-5/16, MTWTH, 7-10 pm
Bob Greene 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®.

    Course Code: 110570, $130, Vance
1/23-3/13, MW, 9 am-Noon
Goodwill, Room 306

    Course Code: 110573, $130, Vance
2/21-4/13, TTH, 6-9 pm
Goodwill, Room 306

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: 111153, $130, Fithian
3/21-5/14, 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: 111152, $185, Oldham
2/14-4/30, 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: 111151, $185, Staples
2/14-4/30, 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: 111146, $185, Boles
1/31-4/16, ONLINE

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!

Personal Enrichment

Arts, Crafts and Hobbies

Bird Watching: Beginning ❖

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

Note: You are encouraged to bring binoculars. Pencil and paper are required.
> Course Code: 110558, $65, Rogers
> 4/1-5/13, S, 9 am-12 pm
> West Campus, Room 15

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: 110520, $65, Paige
> 3/6-5/1, 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), 1 ball of cotton yarn and scissors.
> Course Code: 110459, $65, Jester
> 1/18-3/8, W, 1-4 pm
> South Fork Recreation Center

> Course Code: 110533, $65, Jester
> 3/22-5/10, W, 1-4 pm
> South Fork Recreation Center

Drawing: Basic Techniques ❖

Before you begin your masterpiece in acrylic, oil, or watercolor, spend four Tuesday's 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" spiral bound sketchpad (Canson XL mixed media recommended), soft pencils 2B and 6B, kneaded rubber eraser, folder for handouts and other material discussed in class.
> Course Code: 110456, $45, Conaway
> 1/17-2/7, T, 9:30 am-12:30 pm
> West Campus, Room 15

> Course Code: 110505, $45, Conaway
> 2/28-3/21, 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 supplies list when registering.
> Course Code: 110463, $65, Adams
> 1/19-3/9, TH, 9 am-Noon
> Miller Park Recreation Center

> Course Code: 110537, $65, Adams
> 3/23-5/11, TH, 9 am-Noon
> Miller Park Recreation Center

Drawing: Portraits ❖

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

Note: Materials needed include: 11x14 spiral bound sketch pad (Canson xl mixed media recommended), #2 lead pencil, kneaded eraser
> Course Code: 110559, $45, Conaway
> 4/18-5/9, T, 9:30 am-12:30 pm
> West Campus, Room 15

Flower Arranging ❖

This course explores the different elements of design with hands-on experience using fresh flowers. Learn to make gorgeous flower arrangements using flowers from your yard, grocery store or a local florist. Learn all the tricks from the professionals to make stunning designs. The cost of flowers is included in the registration fee.

Note: 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: 110560, $95, Gordon
> 4/4-5/9, T, 6-8 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 a composition such as landscapes, seascapes and still life.

Note: You will need to purchase additional supplies costing approximately $25-$50.
> Course Code: 110409, $65, Conaway
> 1/12-3/2, TH, 9:30 am-12:30 pm
> West Campus, Room 15 🚗

> Course Code: 110555, $65, Conaway
> 3/23-5/11, TH, 9:30 am-12:30 pm
> West Campus, Room 15 🚗

Painting: Choose Your Medium ❖ NEW!

This class is designed for the person that has so much going on in the day 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 who want to work in any one of these media by itself.

Come to class with your choice of materials.

> Course Code: 112095, $45, Conaway
> 2/6-2/27, M, 6:30-8:30 pm
> West Campus, Room 15

Painting: Oil All Levels ❖

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

Note: Please ask for supply list upon registration.

> Course Code: 110461, $65,
> Pettinati-Longinotti
> 1/18-3/8, W, 9 am-Noon
> West Campus, Room 15 🚗

> Course Code: 110535, $65,
> Pettinati-Longinotti
> 3/22-5/10, W, 9 am-Noon
> West Campus, Room 15 🚗

Painting: Watercolor ❖

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

Note: You will need to purchase additional supplies; materials will be provided for the first class if needed.

> Course Code: 110413, $65, Conaway
> 1/13-3/3, F, 9:30 am-12:30 pm
> West Campus, Room 15 🚗

> Course Code: 110527, $65, Conaway
> 3/17-5/12, F, 9:30 am-12:30 pm
> West Campus, Room 15 🚗

Painting: Watermedia ❖ NEW!

Learn to experiment with any water media, including watercolors, acrylics, gouache, and watercolor pencils. Beginners, will receive an introduction into watercolor and acrylics and the difference between them the first day of class. We keep supplies at a minimum, teaching you how to mix paints to create hues rather than buy a tube of another color. Demonstrations will be done in blending colors, what makes a good paint brush and can you use them for all media, and much more!

> Course Code: 110517, $65, Bess
> 3/1-4/19, W, 1-4 pm
> South Fork Recreation Center

Photography: Intro 1 ❖

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 good bye 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: 110454, $35, Smith
> 1/14, S, 9 am-Noon
> West Campus, Room 122

> Course Code: 110464, $35, Smith
> 1/7, S, 9 am-Noon
> West Campus, Room 122

> Course Code: 110473, $35, Smith
> 2/11, S, 9 am-Noon
> West Campus, Room 122

> Course Code: 110476, $35, Smith
> 2/18, S, 9 am-Noon
> West Campus, Room 122

Photography: Intro 2 ❖

This course is a continuation of the Intro to Digital Photography 1 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: Photography: Intro 1.

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

> Course Code: 110468, $35, Smith
> 1/28, S, 9 am-Noon
> West Campus, Room 122

> Course Code: 110504, $35, Smith
> 2/25, S, 9 am-Noon
> West Campus, Room 122

Photography: DSLR I ❖ ⚓

Want to get more out of your digital camera? Are you curious to know how to use Photoshop to make good photos great? This 8-week class is for the novice all the way to the advanced shooter. 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: Photography: Intro I & II.
  Course Code: 110519, $95, Smith
  3/6-4/24, M, 6-9 pm
  Transportation Center, Room 146 🚗

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 the DSLR cameras, receive instructions in advanced digital manipulation skills using Photoshop CS6 extended and suggested shooting set-ups for the Saturday location shooting phases. During off campus shooting assignments, you will

Frame Your Treasures!

Our Picture Framing and Matting class will teach you all you need to know to frame your family photos, art work, diplomas -- anything you want to preserve and display!

See below for more information.

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 as well as white balance setting, fill flash, reflected lighting techniques and how to combine any of the above in order to produce a top quality digital image. 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: You must have a DSLR camera. In addition you should bring the following to class: lenses, a tripod and owner's manual, paper and pencil for note taking, a USB drive with at least 2 gigabytes of memory, a card reader for your media card and (if you have one) an external flash and sync cord. Some shooting assignments will involve strenuous walking/hiking.
  Course Code: 110565, $95, Smith
  4/29-5/24, S, 9 am-12 pm, W, 6-9 pm
  West Campus, Room 122

Picture Framing and Matting ❖

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

Note: You must provide your own supplies; the cost depends on the project. The first class is a demonstration for beginners, and you will receive information about where to get supplies.
  Course Code: 110466, $85, Russell
  1/23-3/13, M, 6-9 pm
  West Campus, Room 34 🚗
  Course Code: 110556, $85, Golden
  3/27-5/15, 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 $25 or more.

Course Code: 110462, $95, Rubin
1/18-3/8, W, 6-9 pm
West Campus, Room 34 🚗

Course Code: 110557, $95, Rubin
3/29-5/17, 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 your projects, filigree and/or sandblasting.

Note: A supply list will be provided at the first class. Supply cost depends on individual project and may range from $50-$100.

Course Code: 110529, $85,
Pettinati-Longinotti
3/16-5/4, 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: 110401, $85, Danner
1/10-2/28, T, 6-9 pm
Oak Grove Center, Room 1297 🚗

Course Code: 110523, $85, Danner
3/14-5/9, 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.

Course Code: 110521, $55, Crotts
3/7-3/28, T, 6-9 pm
West Campus, Room 15

Cake Decorating: Cupcakes ❖

Join the fun and learn to make creative critters, flowers and more! Make your parties extra special with creative cupcakes made from rolled candies, molded fondant, and buttercream icing. Cake pops are perfect little treats that are easy to make and fun to create. 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: 110562, $45, Crotts
4/18-5/9, T, 6-8 pm
West Campus, Room 15

Dance, Music and Exercise

Dance: Shag Beginners ❖

This course covers the basics of the Shag. You will dance to rhythm and blues music. Couples or singles may enroll.

Note: Smooth bottom shoes preferred.

Course Code: 110526, $35, Rice
3/16-4/6, TH, 6:30-8 pm
Little Creek Recreation Center

Special Interest

Be Smarter Than Your Phone ❖ NEW!

Are you tired of waiting for your child/grandchild to program your phone for you? Do you want to do more than make and receive phone calls with your cell phone? Would you like to feel more confident knowing which buttons to push? Then this course is for you! After taking this class you will know how to get the most from your phone without using data. You will also understand how to store phone numbers and other data on your phone. Practice texting, emailing, taking and sending photos. We will discuss purchasing Apps and how to look for Apps that will help you in your day to day activity. No one is selling phone plans here!

Note: Both Android and iOS operating systems will be covered.

Course Code: 110680, $25, Rhodes
1/28, S, 9 am-Noon
YMCA of King, Room 100

Estate Planning ❖

This course discusses Wills, Durable Power of Attorney, Healthcare POA, Transfer and Payable-on-Death accounts, Living Wills and Living Trusts, gifting and more 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: 110525, $55, Wittenberg
3/14-4/4, T, 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: 110469, $75, Wittenberg
2/7-2/28, T, 6:30-9 pm
Oak Grove Center, Room 4450

Course Code: 110563, $75, Wittenberg
4/18-5/9, 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: 110561, $55, Wittenberg
4/17-5/8, M, 6:30-9 pm
Oak Grove Center, Room 4450

Savvy Medicare Planning ❖ NEW!

Do you know the four parts of Medicare and how to enroll? When is the best time to enroll in Medicare? What does Medicare cover, what does Medicare not cover? What is a typical Medicare budget today? What can cause your health care budget to change? Don't wait until retirement to ask these very important questions. After this class you will have a better understanding of managing Medicare and long term care.

Course Code: 111365, $45, Wittenberg
2/13-2/20, M, 6:30-9 pm
Oak Grove Center, Room 4450

Attention Animal Lovers!
Learn Wildlife Rehabilitation!

Injured wildlife need educated and caring people to help them survive. This 11-week course will teach you handling and feeding techniques, basic medical lifesaving techniques and more. It will prepare you to apply for a Rehabber Certification.

See below for more information.

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: 110465, $45, Wittenberg
1/23-1/30, M, 6:30-9 pm
Oak Grove Center, Room 4450

Course Code: 110522, $45, Wittenberg
3/13-3/20, M, 6:30-9 pm
Oak Grove Center, Room 4450

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: 110503, $55, Griffenhagen
3/2-5/11, TH, 6-9 pm
Oak Grove Center, Room 4451 🚗

Professional and Career Development

Business Fundamentals

Customer Relations Management in a Call Center Environment ✓ CareersNOW

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 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: 107862, $185, Perry
1/4-2/15, MTWF, 8:30 am-12:30 pm
Goodwill, Room 100

Course Code: 110311, $185, Perry
2/22-4/4, MTWF, 8:30 am-12:30 pm
Goodwill, Room 100

Course Code: 112145, $185, Perry
4/12-5/23, 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: 110854, $75, Brown
1/11-3/1, W, 6-9 pm
Oak Grove Center, Room 4456

Office Administration ❖🍃⚓ CareersNOW

This course is an extensive introduction to the basics of the Windows operating system, Microsoft Office 2013 software programs (Word, Excel, PowerPoint and Access) and basic keyboarding skills. Learn how to create, save, edit, and print documents using Microsoft Word. In Excel you will learn how to build, edit and format spreadsheets, create and modify charts and create basic formulas and functions. Learn how to create, edit and deliver an effective presentation using the powerful features of PowerPoint. In Access you will learn the basics of database design and usage. Successfully completing this course will prepare you for an entry-level office position.

Prerequisite: A basic understanding of how to operate a computer and mouse.
Course Code: 110602, $185, McMillan
2/27-4/24, MTW, 9 am-1 pm
Goodwill, Room 302

Interested in preparing to be a substitute teacher?

Our new course **NC Effective Training Program (ETT)** is recommended. It provides instruction in skills associated with effectiveness in the classroom in North Carolina.

Forsyth Tech Instructor Profile
Jacinta White Corporate Trainer

Jacinta White joined Forsyth Tech as a corporate trainer in 2015 with more than 15 years of facilitation, public speaking, and program management experience. She is DDI, DiSC and Core Strengths certified, and blends traditional training methods with her natural facilitation skills. Jacinta holds a B.A. in Speech Communications from UNC-G and a Master of Public Administration in Nonprofit Management from Georgia State University. Jacinta is an NC Arts Council teaching artist, published poet, and volunteers as a board member for the Southeastern Center for Contemporary Art (SECCA) and the Shugart Women's Center.

Forsyth Tech Instructor Profile
Brian W. Clayton CAD Instructor

Brian W. Clayton, has two A.A.S Mechanical Engineering degrees and an A.A.S Architectural Technology degree from Guilford Technical Community College. Along with being Autodesk certified in AutoCAD and Revit, he is also CAD/BIM certified from Guilford Technical Community College. Brian has been using AutoCAD for over 20 years, and the Revit software for over 6 years in the commercial field and has been a corporate trainer for over 6 years.

Computer Assisted Design (CAD) Software

AutoCAD Fundamentals ❖

This AutoCAD Fundamental Training course is designed to teach students/Professionals the fundamentals of AutoCAD, in the latest version offered. The skills will also assist in professionals from using incorrect steps to complete tasks and increase production time on drawings. Students and Professionals will learn how to setup blocks, templates, layer manager, and Model space/paper space, along with External References and the Design Center. They will learn the new interface and ability to navigate through the software with ease and understanding the quick steps to increase productivity in the workplace.

Course Code: 112193, $320
1/9-2/6, MW, 6-9 pm
Innovation Quarter, Room 2444

Course Code: 112203, $320
3/13-4/5, MW, 6-9 pm
Innovation Quarter, Room 2444

AutoCAD Advanced ❖

This AutoCAD Advanced Training course is designed to teach students/Professionals advanced skills of AutoCAD, in the latest version offered. The course will provide isometric drawing skills, creating blocks with attributes, customizing title blocks with attributes and labels. They will learn scaling images, scaling and rotating by reference drawings, along with using Data Extraction, Data link and Linking and Extraction methods. When students/Professionals leave this course they will have an in-depth understanding of the AutoCAD software.

Course Code: 112196 , $320
2/13-3/8, MW, 6-9 pm
Innovation Quarter, Room 2444

Revit Fundamentals ❖

This Revit Fundamental training course is designed to teach you the Autodesk Revit functionality as you would work with it throughout the design process. You begin by learning about the user interface and basic drawing, editing, and viewing tools. Then you learn design development tools including how to model walls, doors, windows, floors, ceilings, stairs and more. The objective of the Autodesk Revit Fundamental training course is to enable students/professionals to create full 3D architectural project models and set them up in working drawings. This training course focuses on basic tools that the majority of users need.

Course Code: 112194, $320
1/10-2/2, TTH, 6-9 pm
Innovation Quarter, Room 2444

Course Code: 112204, $320
4/17-5/10, MW, 6-9 pm
Innovation Quarter, Room 2444

Revit Advanced ❖

This Autodesk Revit Advanced training course is designed for the CAD/BIM Manager and Project Manager/Coordinator setting up company standards. From the company title block, standardizing fonts, dimension styles to creating custom families in Revit. This course will also teach how to set up templates, custom line weights, sub-categories, families, view templates. When students/professionals leave this course they will be able to customize a complete template for a company's standards

Course Code: 112198 $320
2/7-3/2, TTH, 6-9 pm
Innovation Quarter, Room 2444

> **After speaking with Tonia at Forsyth Tech about the direction I needed to take, I was more confident in my job search!**
>
> *– Sue Ann Marrero*
> *CEHRS, CRC*

Revit Interior Design ❖

This course is for interior design users who are already past the fundamentals stage or Revit Architecture and want to implement more of Interior Design in their projects. Students will learn the use of Phasing in design, color fill patterns, creating customer materials, area calculations, perspective views, walkthroughs, shadowing, detailed schedules, materials lists, furniture layouts and furniture systems, etc. Lighting schemes and colors, along with Photo-realistic renderings.

Course Code: 112206, $495
3/7-4/6, TTH, 6-9 pm
Innovation Quarter, Room 2444

Revit MEP Fundamentals ❖

Students/Professionals should be familiar with Revit Fundamentals before taking this course. This course is intended to introduce students/professionals to the software's user interface and the fundamentals of HVAC, electrical, and piping/plumbing components that make the Autodesk Revit MEP software a powerful and flexible engineering modeling tool. The objective is to familiarize students with the tools necessary to create, document, and print the parametric model. The examples and practices are designed to take you through the basics of a full MEP project from linking in an architectural model to construction documents.

Course Code: 112205, $410
4/18-5/16, TTH, 6-9 pm
Innovation Quarter, Room 2444

Food and Beverage

Bartending ❖ CareersNOW

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 completing this course should be able to identify a minimum of 35 recipes, using proper amounts, mixes, glassware and garnishes. You will use tools and equipment of the trade. Each student will compile a recipe book of alcoholic and non-alcoholic drinks.

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

Course Code: 110597, $80
2/4-3/25, S, 11 am-2 pm
West Campus, Room 15

Culinary Arts Certificate ✓ CareersNOW

Also known as the Triad Community Kitchen, this hands-on course provides instruction and certification in ServSafe sanitation, basic culinary skills, knife skills, basic baking skills, kitchen safety, mass food production and "cook chill" technology. 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.

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.

For available dates and times for this class held at Second Harvest Food Bank, call Forsyth Tech Customer Service at 336.734.7023.

Forsyth Tech Instructor Profile
N'gai Dickerson Culinary Arts Instructor

As a culinary professional, N'gai's passion is people and his talent is food. N'gai has been a professional chef for 11 years. N'gai holds an Associate Degree in culinary arts from GTCC. In 2009 he accepted the responsibility as chef instructor for Forsyth Tech, and enjoys his dual role as a proctor and instructor. N'gai has proctored over 700 plus students, helping them provide safe food to patrons throughout the triad. N'gai is also the catering chef at Providence Restaurant and Catering located in the Double Tree Inn. According to N'gai, "It's great seeing students become the best versions of themselves and grow into the future chefs of the Triad."

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 Electronic Notary Commission.

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

Course Code: 110233, $55, Young
2/17, F, 9 am-Noon
Northwest Forsyth Center

Course Code: 110300, $55, Young
4/21, F, 9 am-Noon
Transportation Center

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.

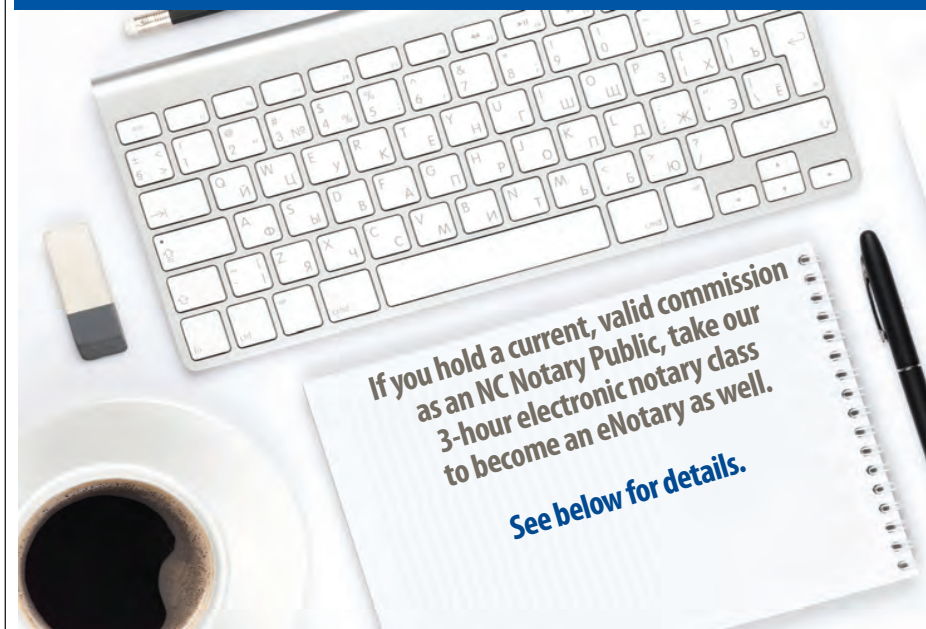Course Code: 110223, $79, Gordon
1/10-1/12, TTH, 6-9:30 pm
West Campus

Course Code: 110224, $79, Young
1/17-1/19, TTH, 1-4:30 pm
Transportation Center

Course Code: 110225, $79, Gordon
1/24-1/26, TTH, 9 am-12:30 pm
Innovation Quarter, Room 2447

Course Code: 110228, $79, Young
1/30-1/31, MT, 9 am-12:30 pm
Transportation Center

Course Code: 110229, $79, Gordon
2/7-2/9, TTH, 6-9:30 pm
West Campus

Already A Notary? Become an eNotary, too!

If you hold a current, valid commission as an NC Notary Public, take our 3-hour electronic notary class to become an eNotary as well.

See below for details.

Course Code: 110232, $79, Young
2/13-2/15, MW, 9 am-12:30 pm
Northwest Forsyth Center

Course Code: 110234, $79, Gordon
2/21-2/23, TTH, 9 am-12:30 pm
Innovation Quarter, Room 2447

Course Code: 110235, $79, Young
2/27-2/28, MT, 6-9:30 pm
Northwest Forsyth Center

Course Code: 110236, $79, Gordon
3/7-3/9, TTH, 6-9:30 pm
West Campus

Course Code: 110237, $79, Young
3/14-3/16, TTH, 1-4:30 pm
Transportation Center

Course Code: 110287, $79, Gordon
3/21-3/23, TTH, 9 am-12:30 pm
Innovation Quarter, Room 2447

Course Code: 110291, $79, Young
3/28-3/30, TTH, 1-4:30 pm
Transportation Center

Course Code: 110294, $79, Gordon
4/4-4/6, TTH, 6-9:30 pm
West Campus

Course Code: 110295, $79, Young
4/10-4/12, MW, 6-9:30 pm
Northwest Forsyth Center

Course Code: 110296, $79, Gordon
4/18-4/20, TTH, 9 am-12:30 pm
Innovation Quarter, Room 2447

Course Code: 110302, $79, Young
4/25-4/27, TTH, 9 am-12:30 pm
Northwest Forsyth Center

Course Code: 110305, $79, Gordon
5/2-5/4, TTH, 6-9:30 pm
West Campus

> **Not too long ago, I didn't know what I was going to do. Now, I can be a mother, a provider, and do what I love!**
>
> *– Jamie Parker*
> *Triad Community Kitchen–*
> *recruited through Goodwill*

Courses in Forsyth County

Process Improvement

Six Sigma Green Belt ❖

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

Course Code: 112236, $1500, Self
1/10-3/9, TTH, 6-9:30 pm
Grady Swisher Center

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.

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. Drivers ages 16-17 need a completed minor release form before registering.

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 program 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 $65.

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

Defensive Driving 8-Hour ❖

This 8-hour program is designed for drivers with serious traffic violations or who have more than one pending traffic violation. It is conducted in the classroom only. The goal of the class is to provide you with practical knowledge and techniques to avoid collisions and violations. This course helps you choose safe, responsible and lawful driving behaviors.

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

The cost for this class is $90.

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

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.

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

The cost for this class is $170.

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: 109577, $75, Jackson
1/11, W, 8 am-5 pm
Transportation Center, Room 244

Course Code: 109581, $75, Sellers
1/24-1/25, TW, 6-10 pm
Transportation Center, Room 244

Course Code: 109586, $75, Jackson
2/8, W, 8 am-5 pm
Transportation Center, Room 244

Course Code: 109593, $75, Sellers
2/21-2/22, TW, 6-10 pm
Transportation Center, Room 244

Course Code: 109623, $75, Jackson
3/1, W, 8 am-5 pm
Transportation Center, Room 244

Course Code: 109627, $75, Sellers
3/21-3/22, TW, 6-10 pm
Transportation Center, Room 244

Course Code: 109701, $75, Jackson
4/12, W, 8 am-5 pm
Transportation Center, Room 244

Course Code: 109704, $75, Sellers
4/25-4/26, TW, 6-10 pm
Transportation Center, Room 244

Course Code: 109705, $75, Jackson
5/3, W, 8 am-5 pm
Transportation Center, Room 244

Want a job in construction?
Learn Basic Construction Skills!

Local construction companies need workers, but you need to have some basic skills to get hired. We're developing a new course to offer basic training in masonry, carpentry, electrical and plumbing installation, as well as blueprint reading and understanding of NC building codes and OSHA safety standards.

Coming in 2017!

For more information contact Jerry Hobson at 336-734-7726 or jhobson@forsythtech.edu.

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: 109578, $75, Sellers
1/17-1/18, TW, 6-10 pm
Transportation Center, Room 244

Course Code: 109583, $75, Jackson
2/1, W, 8 am-5 pm
Transportation Center, Room 244

Course Code: 109590, $75, Sellers
2/14-2/15, TW, 6-10 pm
Transportation Center, Room 244

Course Code: 109625, $75, Sellers
3/7-3/8, TW, 6-10 pm
Transportation Center, Room 244

Course Code: 109628, $75, Jackson
3/29, W, 8 am-5 pm
Transportation Center, Room 244

Course Code: 109630, $75, Sellers
4/4-4/5, TW, 6-10 pm
Transportation Center, Room 244

Course Code: 109702, $75, Jackson
4/19, W, 8 am-5 pm
Transportation Center, Room 244

Course Code: 109706, $75, Sellers
5/9-5/10, TW, 6-10 pm
Transportation Center, Room 244

Forsyth Tech Instructor Profile

Steve Long
Electrical Installation

Steve has a long history in the electrical field locally in Winston-Salem. Steve worked seven years with Salem Electric and 38 years as an Engineering Manager at Wake Forest Baptist Health. He teaches in both the Electrical Installation/ Troubleshooting and Facility Maintenance Technician courses in Economic and Workforce Development. Steve is a Vietnam veteran serving in the U.S. Coast Guard, Chairman of the Davidson County Planning & Zoning Board (20 yrs.).

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 entry-level electrical line workers 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: 109919, $196,
  Speight-Webb
1/9-3/13, MTWTH, 8 am-5 pm
Northwest Forsyth Center, Room 213 🚗

Course Code: 109934, $196,
  Speight-Webb
3/20-5/22, MTWTH, 8am-5 pm
Northwest Forsyth Center, Room 213 🚗

Dog Grooming: Beginning ❖ ◕

This course will include basic dog anatomy, health and safety, recognizing normal and abnormal conditions, safe handling techniques, knowledge of basic grooming tools and pros and cons of shampoos, conditioners and fur enhancing products. You will learn application techniques for basic grooming for pre-bath preparations, safe bathing, drying and scissoring, nail trimming, dremeling and filing and finishing techniques.

Course Code: 112094, $200, Friend
3/7-5/2, T, 6-9 pm
K-9 Classy Clips

Electrical: Installation/ Troubleshooting ✓ CareersNOW

This program instructs you in the principles of electrical installation and repair. Starting with electrical safety and theory, the course continues with electrical codes that must be followed and the necessary knowledge for repair. This includes the troubleshooting of the electrical circuit and the installation of the parts needed for the repair. Also included is the sizing of wire according to the amp load and types if connectors used for repair. You will learn to install new electrical circuits and equipment. Upon completing this class, you will receive a certificate and should have the necessary training to be eligible for an entry-level position with an electrical contractor.

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

Course Code: 109708, $185, Long
2/13-6/19, MW, 6-9 pm
Goodwill, Room 108

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 HRD 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. Certificates will include Refrigerant certification (CFC), Aquatic Facilities Technician and Certified Apartment Maintenance Technician (CAMT).

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

> Course Code: 109624, $220,
> Eubanks/Akinsanmi/Blount/Long
> 2/6-4/28, MTWTHF, 8:30 am-12:30 pm
> Goodwill, Room 108

HVAC Service Technician Level II ✓
CareersNOW

This is the second level of a two-semester course that instructs you in the routine service and repair of residential and light commercial HVAC (Heating, Ventilation, and Air Conditioning). Subjects will include mechanical cooling, electronic and mechanical controls and refrigeration troubleshooting. The EPA 608 Refrigerant Certification (CFC) will be offered in this section. Upon passing the Type 1, 2 and 3 exams, you will receive a "Universal" certification. When you complete both Level I and Level II of this course, you will receive a certificate, along with the CFC certification. You should then be ready for entry-level employment with local HVAC contractors.

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

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

> Course Code: 109721, $215, Cornelison
> 2/14-5/9, TTH, 6-9 pm
> Goodwill, Room 108

Forsyth Tech Instructor Profile
Larry Eubanks
Facility Maintenance Technician

Larry is a 1982 graduate of West Forsyth High School and a 1986 graduate of N. C. State University. He is a licensed Real Estate Broker, having worked many years in the home sale and rental management areas. Larry also is a Certified Aquatic Technician, holds a Universal HVAC Certification and has also held a N.C. Residential Building Contractor License. Larry teaches several subjects in the Facility Maintenance Technician course, along with HRD subjects in the welding programs. He enjoys coaching little league baseball, operating the press box for high school baseball games and playing golf.

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: 112238, $175, Norman
> 4/4-4/5, TW, 8 am-2 pm
> Innovation Quarter, Room 2447

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: 112232 , $595, Norman
> 3/13-3/21, MTW, 8 am-3 pm
> Innovation Quarter, Room 2447

Used Motor Vehicle Dealer ✓ 📖

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

    Course Code: 110662, $75, Mauk
2/7, T, 8 am-3 pm
West Campus, Room 1

Veterinary Assistant Training: Beginning ✓ 📖 CareersNOW

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: 110845, $130
1/10-5/9, T, 6:30-9 pm
Oak Grove Center, Room 4457 🚗

> **"I entrusted Forsyth Tech to assist me with my goals."**
>
> *– Regwood Hill,*
> *Welding TIG, HRD*

Veterinary Assistant Training: Advanced ✓ 📖 CareersNOW

We will expand upon some of the small animal topics discussed in the Beginning Veterinary Assistant Course. Additional topics will include small animal chronic and frustrating diseases, prescription diets, evaluating laboratory tests, behavior, pharmacology and dentistry. Restraint, handling, basic husbandry and diseases of pocket pets, reptiles and birds will be discussed along with large animal medicine topics. No hands-on opportunities with animals will be included in this course.

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

    Course Code: 110847, $75
2/15-5/3, W, 6:30-8:30 pm
Oak Grove Center, Room 4457 🚗

Welding: ARC ✓ CareersNOW

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

This course is 96 hours of instruction, lecture and practice along with the required 12 hours of Human Resource Development (HRD) training. After taking this course you may retake the course at an advanced or pipe welding level.

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

    Course Code: 109629, $225,
Hill/Eubanks
1/10-5/11, TTH, 6-9 pm
Goodwill, Room 011

Welding: Industrial ✓ CareersNOW

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.

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

    Course Code: 109621, $265, Akinsanmi
1/9-4/27, MTWTH, 8:30 am-12:30 pm
Goodwill, Room 011

Welding: MIG ✓ CareersNOW

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

This course is 96 hours of instruction, lecture and practice along with the required 12 hours of Human Resource Development (HRD) training. After taking this course you may retake the course at an advanced level.

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

    Course Code: 109626, $225,
Doub/Eubanks
1/9-5/15, MW, 6-9 pm
Goodwill, Room 011

A SUMMER ENRICHMENT PROGRAM FOR AGES 8-15
Mark Your Calendars!

June 26- July 28, 2017

Join the email list!
www.forsythtech.edu/summer-enrichment

DESTINATION
FORSYTH TECH
EXPLORE • DISCOVER • CREATE

Classes available morning & afternoon

Here's what other parents are saying about our program

"Dylan has enjoyed this more than any other program he has ever done."

"We have enjoyed the class and will sign up again next summer."

ForsythTech
Education For Life

For information only. This is not a program of Winston-Salem/Forsyth County Schools. It is not endorsed or supported by the school system.

Forsyth Technical Community College

INSTRUCTOR LED
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Learn from the comfort of home!

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Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communitites for our learners. New course sessions begin monthly. Visit our website to view start dates for the courses that interest you.

Complete any of these courses entirely from your home or office and at any time of the day or night.

Prices start as low as: **$75**

Introduction to Google Analytics
Learn how to track and generate traffic to your website, create reports, and analyze data with Google's free, state-of-the-art Web analytics tools.

Performing Payroll in QuickBooks
Learn how to use QuickBooks 2013 to create paychecks, pay tax liabilities, and produce forms and reports.

Accounting Fundamentals
Give yourself skills that are in high demand by exploring corporate accounting with a veteran instructor.

Beginning Writer's Workshop
Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively.

Computer Skills for the Workplace
Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

A to Z Grant Writing
Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals.

Grammar Refresher
Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Creating Web Pages
Learn the basics of HTML so you can design, create, and post your very own site on the Web.

Introduction to SQL
Gain a solid working knowledge of the most powerful and widely used database programming language.

Introduction to Final Cut Pro X
Make the leap from home video enthusiast to professional video editor using Apple's revolutionary Final Cut Pro X editing software.

Introduction to Microsoft Excel
Become proficient in Microsoft Excel and discover countless shortcuts, tricks, and features for creating and formatting worksheets quickly and efficiently.

Intermediate Microsoft Excel
 Take your Microsoft Excel skills to the next level as you master charts, PivotTables, Slicers, Sparklines, and other advanced Excel features.

Introduction to CSS3 and HTML5
Learn to create state-of-the-art Web sites using modern CSS3 and HTML5 techniques.

Leadership
Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

Writing Essentials
Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.

Effective Business Writing
Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

Fundamentals of Supervision and Management
Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

Enroll Now!

www.ed2go.com/forsyth

Register: 336-734-7023 then 2 - Help-336-593-5402-Carolyne

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Forsyth Technical Community College

Online Career Training Programs

Our career training programs can start you on a path to an in-demand profession or help advance your current career with industry certification. You may begin these programs at any time and learn at your own pace. Upon successful completion of all coursework, you will receive a certificate of completion.

Features:

- **6-18 month self-paced, start anytime**
- **Textbook and materials included**
- **Prepare for industry certification**
- **Certification exam vouchers are included**
- **Financial assistance available**
- **Student advisors provide you coaching, motivation, and career readiness support**

Other Program Categories:

- Business and Professional
- Healthcare and Fitness
- IT and Software Development
- Management and Corporate
- Media and Design
- Hospitality and Gaming
- Skilled Trades and Industrial

All materials are included in the program fees. Each course has an instructor assigned to answer questions and solve student problems.

Administrative Professional with Microsoft Office 2016 Master

This program teaches the skills you need to become a successful administrative professional and prepares you to sit for the Microsoft Office 2016 Master Certification exams.

Administrative Professional with Microsoft Office Specialist 2016

This program teaches key skills for becoming an administrative professional and prepares you to sit for the Microsoft Office Specialist Certification exams.

CBCS Administrative Medical Specialist with Medical Billing and Coding

This nationally recognized program combines the Administrative Medical Specialist program with training in medical billing and coding and medical terminology to give you a competitive edge in the healthcare field.

CBCS Medical Billing and Coding

This nationally recognized program combines the Medically Billing and Coding program with 60 hours of medical terminology training to give you a competitive edge in the healthcare field.

CompTIA Certification Training: A+, Network+, Security+

This program provides a comprehensive foundation for IT professionals, incorporating CompTIA A+, CompTIA Network+, and CompTIA Security+ specific training, and prepares you for the corresponding industry exams that are desirable for IT professionals.

CompTIA A+ Certification Training

CompTIA A+ certification is the industry standard for validating the skills of entry-level computer technicians. It opens the door to an exciting career in computer technology, this program's online platform makes training convenient and interactive.

NASM Certified Personal Trainer and Exam Preparation

This online program will help you pass the NASM exam and earn your NASM Certified Personal Trainer certification, one of the most respected certifications in the fitness industry.

OMCA Email Marketing Associate

Want to learn more about email marketing? Make the most of your company's efforts and prepare for the OMCA certification exam.

OMCP Search Marketing Professional

Learn the scope of digital marketing and dive deep into Search Engine Optimization (SEO) techniques, while preparing to take the Online Marketing Certified Professional (OMCP) exam.

Paralegal

This program will prepare you for success in this growing career field. You'll learn about the American legal system, how to conduct legal research and legal interviews, how to perform legal analyses, and more.

Pharmacy Technician

Pharmacy technicians support licensed pharmacists in providing health care to patients. Train to enter this rapidly growing field with this respected online program.

To Enroll or learn more, visit or call us at:

www.careertraining.ed2go.com/forsyth

Carolyne Bennett: 336-593-5402 ext. 1106 or cbennett@forsythtech.edu

061603

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:

January
- Event Planning Fundamentals for Small Business
- QuickBooks Desktop Series (4 parts)
- Grant writing 101
- LinkedIn Clinic

February
- Thinking of Starting A Business
- Business Info To Go – Data Research
- Small Business Obstacles

March
- Managing A Non- Profit
- How to Start A Business
- How To Find Customers
- Marketing Your Small Business
- How To Write A Business Plan

April
- Financing Your Small Business
- Basics of Bookkeeping
- Your Small Business Taxes

May
- Small Business Roundtable
- Conversations with Small Business Owner

Yasmine Nicole Crowell, President & Manager
Essence of Beauty Studio, LLC
4221 N. Liberty St, Winston Salem, NC 27105
336-529-6606
www.essenceofbeautystudio.com

Register and obtain additional information at www.forsythtech.edu/small-business-center

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 to assist with your business challenges
- And more!

SBC SMALL BUSINESS CENTER
FORSYTH TECHNICAL COMMUNITY COLLEGE

Contact us at sbc@forsythtech.edu or 336.757.3810 to arrange a visit to our home in Innovation Quarter.

Agriculture and Farming

Home/Horticulture

Build a Bat House ❖ NEW!

Why build a bat house? Bats are great neighbors to have around your home. Bats are natural pest controllers. One single bat can eat 60 moths or 1000 mosquito sized insects in one night? Bats also play an important role in pollinating plants and pesticide reduction. Bats look for narrow, tight spaces to crawl up in during the daylight hours and hunt by night. Building a bat house is easy! It only takes a few tools and a little time. Join us for some building fun!

> Course Code: 110348, $40
> 2/27-3/6, M, 3-4:30 PM
> Stokes County Center

How to Prepare and Tile a Backsplash ❖

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

Note: Safety glasses are required.
> Course Code: 110349, $25
> 3/7-3/9, TTH, 5:30-7:30 pm
> Stokes County Center

"Mini" Cabin Series ❖ NEW!

How can I build my own cabin? There are many people that would like to build a small wood frame building but haven't got a clue of how to start. After completing this course, students will walk away with skills such as the use of hand tools, power tools, and a building system needed to build your own "mini" cabin. We will actually build an eight foot by twelve foot building. You will be able to learn from a hands-on perspective. This class will be limited to eight people, so sign up now!

> Course Code: 110355, $400
> 4/22-5/13, S, 8 am-2 pm,
> TTH, 5:30-8:30 pm
> Stokes County Center

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: 111142, $130
> 1/24-3/26, 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: 111155, $130, Knapp
> 4/4-5/14, ONLINE

> ❝ **The ESL program has been very helpful for me and I'm very thankful that, thanks to teachers like you, now I can stay in college with a good level of English!** ❞
>
> *– Carlos Flores*
> *ESL*

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: 111150, $130, Knapp
> 2/14-3/26, 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: 111138, $75, Knapp
> 1/10-2/5, 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: 111148, $185, Burrell
> 1/31-5/7, ONLINE

📖 Textbook Required for Course   ⚲ USB Flash Drive Required   🚗 Parking Sticker Required
❖ Refund Policy Applies (see page 47)   ✓ Refund Policy Applies (see page 47)

Medical Clerical

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 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: 111153, $130, Fithian 3/21-5/14, 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: 111152, $185, Oldham 2/14-4/30, 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: 111151, $185, Staples 2/14-4/30, 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: 111146, $185, Boles 1/31-4/16, ONLINE

Personal Enrichment

Special Interest

Be Smarter Than Your Phone ❖ NEW!

Are you tired of waiting for your child/grandchild to program your phone for you? Do you want to do more than make and receive phone calls with your cell phone? Would you like to feel more confident knowing which buttons to push? Then this course is for you! After taking this class you will know how to get the most from your phone without using data. You will also understand how to store phone numbers and other data on your phone. Practice texting, emailing, taking and sending photos. We will discuss purchasing Apps and how to look for Apps that will help you in your day to day activity. No one is selling phone plans here!

Note: Both Android and iOS operating systems will be covered.

    Course Code: 110680, $25 1/28, S, 9 am-Noon YMCA of King, Room 100

Nursing Assistant Classes

Nursing Assistant I classes are held at Grady Swisher Center, Goodwill, Northwest Forsyth Center & West Campus.

Nursing Assistant II classes are held at Goodwill, Northwest Forsyth Center & West Campus.

See pages 39-40 for available dates and times.

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 Electronic Notary Commission.

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

> Course Code: 110233, $55, Young
> 2/17, F, 9 am-Noon
> Northwest Forsyth Center

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: 110232, $79, Young
> 2/13-2/15, MW, 9 am-12:30 pm
> Northwest Forsyth Center

> Course Code: 110235, $79, Young
> 2/27-2/28, MT, 6-9:30 pm
> Northwest Forsyth Center

> Course Code: 110295, $79, Young
> 4/10-4/12, MW, 6-9:30 pm
> Northwest Forsyth Center

> Course Code: 110302, $79, Young
> 4/25-4/27, TTH, 9 am-12:30 pm
> Northwest Forsyth Center

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.

For more information on this class, call Forsyth Tech's Stokes County office at 336.593.5402 ext. 1104

Technical/Trade

Electrical Lineman ✓ ✎ CareersNOW

The Electrical Lineman Program is designed to train you to become an entry-level electrical 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: 109919, $196,
>   Speight-Webb
> 1/9-3/13, MTWTH, 8 am-5 pm
> Northwest Forsyth Center, Room 213 🚗

> Course Code: 109934, $196,
>   Speight-Webb
> 3/20-5/22, MTWTH, 8am-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: 110356, $215
> 5/2-10/12, TTH, 6-9 pm
> Northwest Forsyth Center, Room 111

Money a Barrier? Need Help with Tuition & Fees?

No Worry! Financial Aid is Available for Occupational Courses.*

Effective Teaching Training@ NEW!
(Also offered online) ✓📖

Interested in preparing to be a substitute teacher in a private or public school setting? The NC Effective Training Program (ETT) is recommended and provides instruction in skills associated with effectiveness in the classroom of North Carolina. You will develop skills in instructional planning, teaching, behavior management, human relations, and professional growth. When successfully completed, you will receive a certificate of completion and 2.4 CEUs (Continuing Education Units).

Online Only
Course: 112136, $75
1/17-1/23

Classroom with Online Component
Course: 112134, $75
1/17-2/12

Course: 112135, $75
3/7-3/30

Course: 112137, $75
5/2-5/26

For more information or class locations, please call 336.734.7023.

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 734.7023 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 Heath 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. No waiting for certification card!

Prerequisite: None

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

Course Code: 110455, $84
1/20-1/21, FS, 8 am-5 pm
West Campus, Room 14

Course Code: 110458, $84
3/17-3/18, FS, 8 am-5 pm
West Campus, Room 13

Course Code: 110460, $84
4/28-4/29, FS, 8 am-5 pm
West Campus, Room 13

Activity Director ✓🕮 CareersNOW

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: 109872, $185, Tillman
1/10-3/16, TTH, 6-9 pm
Goodwill, Room 308

Course Code: 109876, $185, Tillman
4/18-6/22, TTH, 6-9 pm
Northwest Forsyth Center 🚗

🕮 Textbook Required for Course   ⚷ USB Flash Drive Required   🚗 Parking Sticker Required
❖ Refund Policy Applies (see page 47)   ✓ Refund Policy Applies (see page 47)

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Learn to save lives!

When a person is in sudden cardiac arrest, minutes can make the difference between a patient's life and death, whether you are in a hospital or in an out of hospital environment. Be prepared to overcome the unexpected in these life and death situations by properly administering CPR.

Forsyth Tech is an official American Heart Association Community Training Center.

Certification cards are presented to the students upon completion of the class.
NO WAITING!

If you need these credentials for a job, or just want to be prepared in life-threatening event, come to Forsyth Tech for these AHA certifications.
Be prepared to save a life!

American Heart Association | AUTHORIZED TRAINING CENTER
Learn and Live

Autism Paraprofessional ✓📖
CareersNOW

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/GED®/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.

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: 110377, $45
1/11, W, 5:30-10 pm
West Campus, Room 14

Course Code: 110386, $45
1/28, S, 8 am-1 pm
West Campus, Room 14

Course Code: 110392, $45
2/11, S, 8 am-1 pm
West Campus, Room 14

Course Code: 110394, $45
2/25, S, 8 am-1 pm
West Campus, Room 14

Course Code: 110397, $45
3/11, S, 8 am-1 pm
West Campus, Room 14

Course Code: 110399, $45
3/18, S, 8 am-1 pm
West Campus, Room 14

Course Code: 110404, $45
4/8, S, 8 am-1 pm
West Campus, Room 14

Course Code: 110407, $45
4/29, S, 8 am-1 pm
West Campus, Room 14

Course Code: 110408, $45
5/6, S, 8 am-1 pm
West Campus, Room 14

❤ 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 336.757.3091or mcalhoun@forsythtech.edu.

Course Code: 110422, $35
1/12, TH, 5:30-8:30 pm
West Campus, Room 14

Course Code: 110427, $35
1/28-1/28, S, 2-5 pm
West Campus, Room 14

Course Code: 110429, $35
2/11, S, 2-5 pm
West Campus, Room 14

Course Code: 110433, $35
2/25, S, 2-5 pm
West Campus, Room 14

Course Code: 110437, $35
3/11, S, 2-5 pm
West Campus, Room 14

Course Code: 110441, $35
3/18, S, 2-5 pm
West Campus, Room 14

Course Code: 110447, $35
4/8, S, 2-5 pm
West Campus, Room 14

Course Code: 110449, $35
4/29, S, 2-5 pm
West Campus, Room 14

Course Code: 110451, $35
5/6, S, 2-5 pm
West Campus, Room 14

❤ CPR: AHA eLearning CPR Skills Practice and Testing ❖ NEW!

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.

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: 110499, $30
1/25, W, 5:30-9 pm
West Campus, Room 14

Course Code: 110500, $30
3/21, T, 5:30-9 pm
West Campus, Room 14

Course Code: 110502, $30
4/26, W, 5:30-9 pm
West Campus, Room 14

Heartsaver CPR and First Aid ❖

If you are a baby sitter or lifeguard; or just want the basic knowledge to manage an emergency for the first few minutes before EMS arrives, this class is for you. Don't wait for an emergency to happen! 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. 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. For additional course information, contact Marilyn Calhoun at 336.757.3091 or mcalhoun@forsythtech.edu.

Course Code: 110488, $50
2/18, S, 8:30 am-4:30 pm
West Campus, Room 14

Course Code: 110495, $50
5/13, S, 8:30 am-4:30 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: 110512, $78
2/18, S, 8:30 am-4:30 pm
West Campus, Room 35

Course Code: 110513, $78
5/13, S, 8:30 am-4:30 pm
West Campus, Room 35

CPR Only
Course Code: 110506, $78
1/25, W, 5:30-9:30 pm
West Campus, Room 35

Course Code: 110507, $78
3/21, T, 5:30-9:30 pm
West Campus, Room 35

Course Code: 110508, $78
4/26, W, 5:30-9:30 pm
West Campus, Room 35

First Aid Only
Course Code: 110509, $78
1/26, TH, 5:30-9:30 pm
West Campus, Room 35

Course Code: 110510, $78
3/28, T, 5:30-9:30 pm
West Campus, Room 35

Course Code: 110511, $78
4/27, TH, 5:30-9:30 pm
West Campus, Room 35

Emergency Medical Technician Basic ✓📖 CareersNOW

Interested in working in public safety (Emergency Medical Service, Fire Service and Police) or in increasing your knowledge in handling emergency situations? 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 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.

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

Note: Some Saturday classes are required.
Course Code: 112098, $188
1/19-5/18, TTH, 8 am- 12 Noon
West Campus, Room 32B 🚗

Course Code: 112100, $188
2/16-6/22, TTH, 6-10 pm
Northwest Forsyth Center, Room 215 🚗

Course Code: 112104, $188
3/13-7/19, MW, 6-10 pm
West Campus, Room 32B 🚗

Course Code: 112105, $188
4/24-6/30, MTTHF, 9 am-2:30 pm
Northwest Forsyth Center, Room 215 🚗

Course Code: 112106, $188
6/19-8/8, MTWTHF, 8:30 am-3 pm
Northwest Forsyth Center, Room 215 🚗

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 and class scheduling, 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.
Course Code: 112083, $70, Hartle
1/3-1/12, TWTH, 9 am-1 pm
West Campus, Room 7

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. No waiting for certification card!

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: 110472, $84
    2/17-2/18, FS, 8 am-5 pm
    West Campus, Room 14

    Course Code: 110475, $84
    3/31-4/1, 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 (American Heart Association) Healthcare Provider Certification and completed immunization form must be turned in on the first day of class.

Note: You will attend one of 2 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.

Special Note: Candidates on the Phlebotomy call list will be notified by email when the next class is scheduled and ready for registration.

Telemetry Cardiovascular Technician✓📖 CareersNOW

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 (American Heart Association) 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: 111723, $203, Phillips
    1/5-4/17, MTH, 6-10 pm
    West Campus, Room 7 🚗

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 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 and Online (Hybrid Course)
Course Code: 110846, $203, Kilbreth
1/27-3/23, MTWTHF, 8:30 am-3 pm
West Campus, Room 5

Classroom Only
Course Code: 110376, $206, Turner
1/4-2/23, MTWTH, 8 am-2:30 pm
Northwest Forsyth Center, Room 138 🚗

Course Code: 109730, $206, Debidart
1/17-4/4, TWTH, 4-9:30 pm
Grady Swisher Center, Room 236 🚗

Course Code: 111089, $206, Hartle
1/24-4/6, TWTH, 8 am-1:30 pm
West Campus, Room 7 🚗

Course Code: 109776, $206, Ball
2/14-4/25, TWTH, 9 am-3:30 pm
West Campus, Room 13 🚗

Course Code: 110865, $206, Kilbreth
3/27-5/18, MTWTH, 8:30 am-3 pm
West Campus, Room 5 🚗

Course Code: 111166, $206, Hartle
4/18-6/29, TWTH, 8 am-1:30 pm
West Campus, Room 7 🚗

Course Code: 110498, $206, Turner
5/3-6/28, MTWTH, 8 am-2:30 pm
Northwest Forsyth Center, Room 138 🚗

Course Code: 112326, $206, Nelson
1/3-3/20, MTWTH, 5:30-9:30 pm
Northwest Forsyth Center, Room 138 🚗

> **"Thank you for giving me the opportunity to overcome my past and to take hold of an incredible future!"**
> — Tina Halabi Speech
> NAI, NAII

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

Has your North Carolina Nurse Aide I Registry lapsed within the previous two years? Have you been registered in another state (current or lapsed within the previous two years) and are seeking certification as a Nursing Assistant in North Carolina? This course will provide you with a review of the knowledge, skills and abilities that must be demonstrated on the National Nurse Aide Assessment Program (NNAAP) Examination. This course does not have a clinical component.

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

Course Code: 110862, $130, Kilbreth
2/13-2/28, MTW, 8:30 am-3 pm
West Campus, Room 5 🚗

Course Code: 112099, Cooper
3/22-4/19, MWTH, 5:30-9:30 pm
West Campus, Room 7 🚗

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) 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.

Contact Customer Service at 336.734.7023 for course information

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 NAI 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.

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!

Corporate Training

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 do custom training for organizations around

- Industrial/Technical Skills
- Human Resources
- Team-Building Sessions
- Microsoft Office Suite
- Leadership & Executive Development

Finding Success at Forsyth Tech

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

Financial assistance available as funding allows

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*

- Pharmacy Assistant*
- Phlebotomy*
- Small Business Certification Program
- Small Business Certification Program:
    Stokes County

- Veterinary Assistant (Beginning & Advanced)*
- Welding ARC/MIG/TIG/Industrial*

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
- Adult Basic Education
- 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.

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

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

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

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!

ForsythTech
Education For Life

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.

Ways To Register

Walk-In Registration Walk-in registration is available at six locations:

> **West Campus Customer Service Center**
  1300 Bolton Street, Winston-Salem
  Monday - Wednesday, 9 am-5:15 pm*
  Thursday, 9 am-6:15 pm*
  Friday, 9 am-12:45 pm
    *cashier closed for lunch, 1 pm-2 pm.

> **Forsyth Tech Stokes County Center**
  1165 Dodgetown Road, Walnut Cove
  (Payment by cash, check or money order only.)
  Monday - Thursday, 8:30 am-4:30 pm
  Friday, 8:30 am-1:30 pm

> **Grady P. Swisher Center**
  1108 Swisher Center Road, Kernersville
  (Payment by check, money order, Visa/Mastercard (credit/debit) only.)
  Monday - Thursday, 8:30 am-4:30 pm
  Friday, 8:30 am-1:30 pm

> **Mazie S. Woodruff Center**
  4905 Lansing Drive, Winston-Salem
  (Payment by check, money order, Visa/Mastercard (credit/debit) only.)
  Monday - Thursday, 8:30 am-4:30 pm
  Friday, 8:30 am-1:30 pm

> **Northwest Forsyth Center**
  3111 Big Oaks Drive, King
  (Payment by cash, check or money order only.)
  Monday - Thursday, 8:30 am-4:30 pm
  Friday, 8:30 am-1:30 pm

> **Transportation Technology Center**
  4255 North Patterson Avenue, Winston-Salem
  (Payment by cash or check only.)
  Monday - Thursday, 8:30 am-4:30 pm (Closed Noon-1 pm)
  Friday, 8:30 am-1:30 pm

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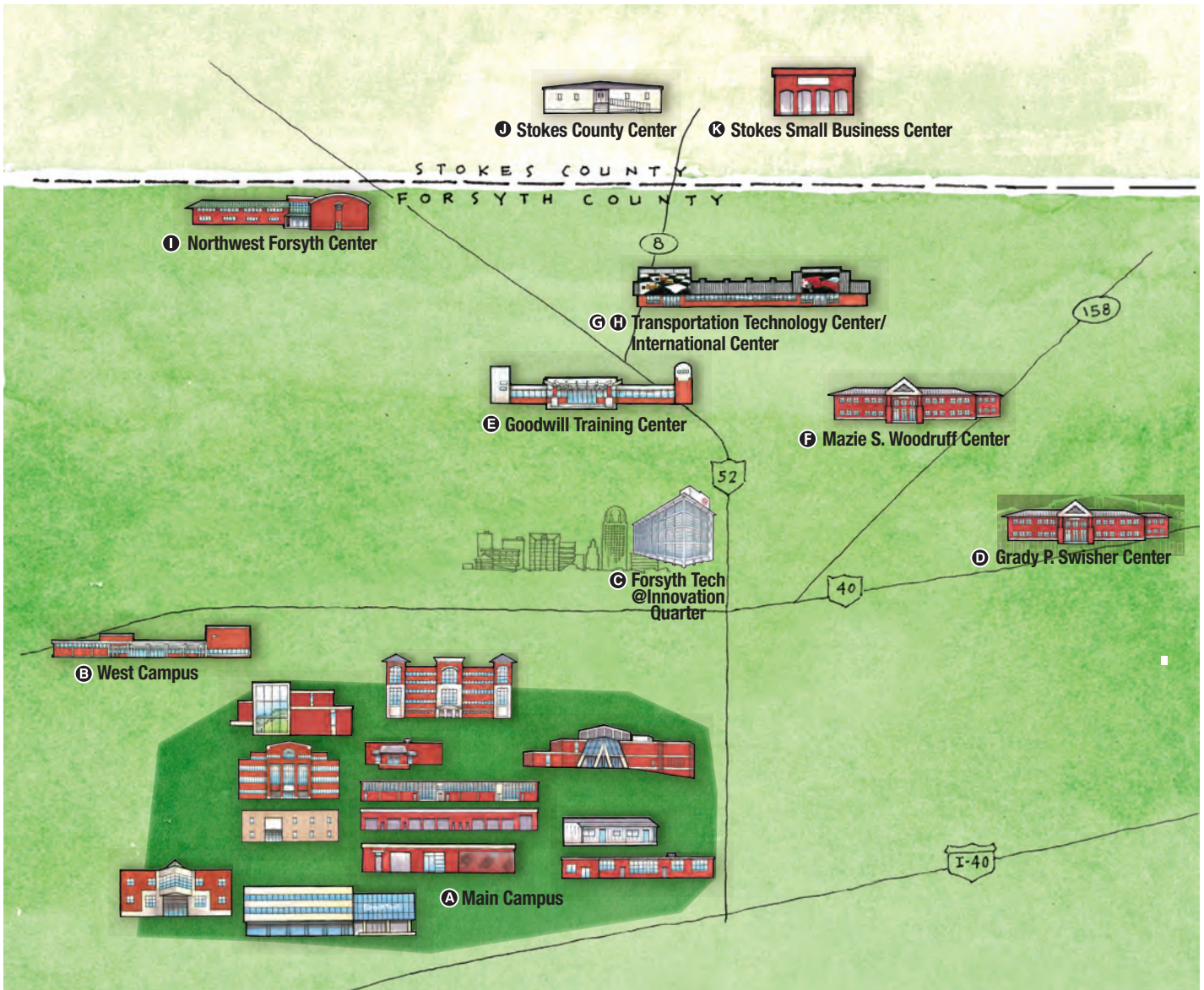For your convenience, two options are provided for purchasing textbooks:

- 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 $35 and are nonrefundable. All EWD students who park vehicles on ANY Forsyth Tech campus (Main, Northwest Forsyth Center, Oak Grove Center, Stokes County Center, Transportation Center, West, Woodruff and Swisher) are required to purchase parking decals for all classes that meet 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.

J Stokes County Center   K Stokes Small Business Center

S T O K E S   C O U N T Y
F O R S Y T H   C O U N T Y

I Northwest Forsyth Center

8

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G H Transportation Technology Center/
International Center

E Goodwill Training Center

F Mazie S. Woodruff Center

52

D Grady P. Swisher Center

C Forsyth Tech
@Innovation
Quarter

40

B West Campus

I-40

A Main Campus

• EWD Customer Service • **336.734.7023**   • All Other Questions • **336.723.0371**

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. 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

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

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

Driver License Information (Applies to Defense Driving Classes ONLY)

Driver License Number (**DADD**) _____   State Issued _____

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

Student Signature _____   **Date** _____

ForsythTech

Education For Life

2100 Silas Creek Parkway
Winston-Salem, North Carolina 27103

ECONOMIC & WORKFORCE DEVELOPMENT 2017

JANUARY-MAY 2017
COURSE CATALOG

Autodesk Training
for Corporations, Professionals and Continuing Education Students!

Forsyth Tech's Division of Corporate Training is offering the following courses:

- **AutoCAD Fundamentals**
- **AutoCAD Advanced**
- **Revit Fundamentals**
- **Revit Advanced**
- **Revit Interior Design**
- **Revit MEP (Mechanical, Electrical, Plumbing)**

Autodesk® design software is widely chosen by designers across the United States and globally. Autodesk products such as AutoCAD and Revit 3D provide firms and professional consultants with the technology required to provide their clients top-level design integration and precise design data.

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