

Economic & Workforce Development Course Catalog

Forsyth & Stokes Counties

ForsythTech

May – August 2016

Education For Life



“Forsyth Tech played a big role in my success!”

Travis Dezarn
Electrical Lineman, Duke Energy

See His Profile On Page 1

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

Look Inside!

BE PART OF THE FUN!

June 27-July 28, 2016

A SUMMER ENRICHMENT
PROGRAM FOR YOUTH
AGES 8-13



LOOK NO FURTHER!

You've reached your destination;
unique learning opportunities await!

Your child will be in a
well-supervised setting.

Your child can choose to create
through technology and art!

REGISTER TODAY!

Destination Forsyth Tech is a perfect
blend of fun and enrichment activities.
Each class is designed to encourage
your child to use their imagination,
learn new things, and build friendships.

Forsyth Tech West Campus
1300 Bolton Street, Winston-Salem, NC
Classes will meet Monday-Thursday
9 am-Noon or 1-4 pm

ForsythTech
Education For Life

See the center spread of this catalog for more information!

Welcome to Your New Beginning

On The Pathway To Success Keeping The Lights On

Travis Dezarn, Electrical Lineman

Right Place, Right Time

Growing up, Travis Dezarn had a friend whose father was a lineman for Duke Energy. As Travis got older and started thinking about getting a job, lineman seemed like a great choice. "I was looking for something that was challenging and where I could be outdoors," he says. So when Forsyth Tech started their Electrical Lineman program at the Northwest Forsyth Center in King, Travis' hometown, he signed up immediately. He was in the first graduating class in 2010, nineteen years old, and eager to start his career.



The Power Of Positive Thinking

He had a job within a week of graduation, employed at Pike Electric on a transmission construction crew. He says the skills and training he got at Forsyth Tech gave him a leg up. "I felt like I was ahead of the people who hadn't gone through the program," he says. Within two years Travis had moved on to Duke Energy, his dream job. "That was my final goal, to work at Duke."

A Rewarding Career

Today he is a Transmission Line Tech 2 with Duke Energy in Winston-Salem. And that's really all he wants to do. "I don't plan on doing anything other than line work," he says. "It's challenging and very demanding, but it's so rewarding turning lights back on for people. The brotherhood and friendships that you build in this career are like none other." He's also back at Forsyth Tech, working on a degree in Business Management to help him move up in the company.

A Solid Foundation

Travis gives the Electrical Lineman program a lot of credit for where he is. "Forsyth Tech played a big role in my success," he says. "They focus on safety, following the rules, preparing every day and knowing what tasks you're doing, good communication – that's stuff they stress, and stuff that I'm still doing today. The knowledge that you get in the field during your career is built on top of the foundation you get at Forsyth Tech."

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

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*Blackboard Courses are now included in the Forsyth & Stokes County Course listings.

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There are many ways to register for Economic & Workforce Development courses. Learn more about registration procedures and payment options in this section.

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At a glance, see the many locations where Economic & Workforce Development programs are held.

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

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STEP 1

Develop a Plan

Visit our Educational Career Center where we will help you:

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

STEP 2

Take Action

Enroll in a class to:

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



STEP 3

Complete the Path

Take the final steps to success by gaining:

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

Did You Know?

Forsyth Tech is committed to your success!

We offer:

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

For more information on how Forsyth Tech can start you on a path to success, see pages 34-37 or visit www.ForsythTech.edu.



Courses in Forsyth County

Computer Technology

Email Tips & Tricks ❖ NEW!

With a few simple tips and tricks, you can become much more creative with email. This introductory class will have you sending emails with confidence. Learn how to send and receive email, reply to an email message, create a contact list, share pictures and attach and open files. You will also learn to identify potential email scams and harmful files. If you don't currently have an email address, please be prepared to create one.

Prerequisite: Must be able to operate a computer and familiar with the Windows environment

Note: Class will be conducted in a computer lab.

Course Code: 104348, \$25, Woosley
8/6, S, 10 am-Noon
West Campus, Room 27

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: 107577, \$125, Moudden
6/21-6/23, TTH, 8:30 am-12:30 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 data. 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: 107583, \$125, Moudden
7/12-7/14, TTH, 8:30 am-12:30 pm
Innovation Quarter, Room 2441

Internet Tips & Tricks ❖ NEW!

This introductory class will have you surfing the World Wide Web with confidence. What does a URL, Favorites, and a secured web site mean? Learn the difference in a web page and a web site. You will learn how to narrow down your searches using 'search engines' as well as how to guard yourself against identify theft and other cybercrimes. You will be able to 'Google It' with confidence in no time.

Prerequisite: Must be able to operate a computer and familiar with the Windows environment.

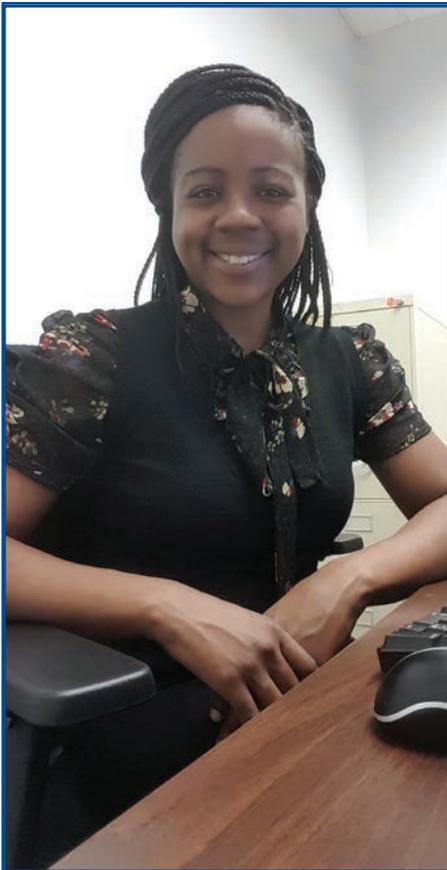
Note: Class will be conducted in a computer lab.

Course Code: 104335, \$25, Woosley
8/5, F, 10 am-Noon
West Campus, Room 122

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 the Microsoft Office 2010 Suite.

Course Code: 104291, \$75, Flynt
5/19-7/14, TH, 9:30 am-Noon
West Campus, Room 1 🚗



Forsyth Tech Instructor Profile

Ashley Anderson- Computer Technology

Ashley Anderson has a Masters in Management Information Systems and Bachelor of Science in Business Administration from The University of North Carolina at Greensboro. Ashley has been delivering technology skills instruction for the past several years. Here at Forsyth Tech, Ashley was the first instructor to participate in a special initiative between AT&T and WinstonNet that provided students who successfully completed the requirements, to qualify for a refurbished laptop bundle at a discount, to aid in closing the digital divide.

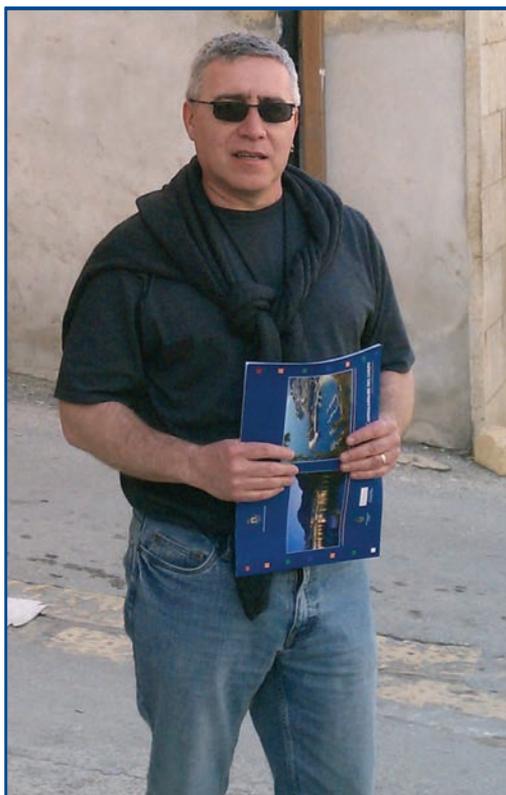
Viaggio in Italia? Prendere Italiano per i viaggiatori!*

See page 6 for details

***Traveling to Italy? Take Italian
For Travelers!**

Get the basic communication skills you need from experienced traveler Frank Ancona. Beginner and intermediate courses available.

New Class!



Forsyth Tech Instructor Profile **Frank Ancona-Italian**

Italian instructor Frank Ancona is a second-generation Italian-American whose grandparents came from Castellammare del Golfo in Sicily. Growing up in an upstairs apartment from his grandparents, Frank developed a passion for his heritage. Frank studied Italian under Professoressa Carmen Brunol at Pasadena City College graduating with co-majors in Italian and Business. He is a founding member and the facilitator of the Triad Friends of Italy (www.triadfriendsofitaly.com) which works to promote an understanding of Italian culture and history, help people discover their family roots, and inform non-Italians of Italian contributions to the history and culture of the United States. Frank is a teacher at Parkland Magnet High School and is the teacher sponsor of the school's Italian club teaching Italian language and culture to students. Frank gave private lessons in Italian in the San Gabriel Valley of Southern California.



Courses in Forsyth County

PC Security & Maintenance ❖ NEW!

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

Course Code: 104340, \$49
8/6-8/13, S, 9am-Noon
West Campus, Room 1

PowerPoint 2013 ❖

You will learn how to use Microsoft PowerPoint 2010 to create, edit, save, run and print impressive slide presentations filled with formatted text, images, video, audio, animation, charts and links to the web. Whether you are a beginner or an experienced user, this 8-hour course will teach you how to turn simple slides into an exciting presentation that will grab and hold your audience's attention from start to finish. At the end of the course, you will be able to use this program confidently at home or on the job. All materials will be provided.

Course Code: 107588, \$125, Moudden
7/26-7/28, TTH, 8:30 am-12:30 pm
Innovation Quarter, Room 2441

Presentations with PowerPoint & Prezi ❖

This course allows you to get a feel for creating presentations using both PowerPoint and Prezi. You will be the judge to determine which presentation tool, PowerPoint or Prezi, is the most effective for delivering your idea. PowerPoint is part of the Microsoft Office suite and a mainstay presentation program. Prezi is the dynamic new kid on the block that is "Cloud based" and allows your presentations to be available anywhere the Internet is available. You will learn how to setup a Prezi account, navigate, build and present your Prezi presentation. In PowerPoint you will learn tips and tricks to give your presentation an edge.

Course Code: 104324, \$35, Foster
7/12-7/19, TTH, 6-9 pm
Oak Grove Center, Room 4455

“I was ready to take just any job in order to "do something". However, I now have more confidence and resources in order to get a job that I will feel joyful about and be successful in.”

– Tammy Reilly,
Administrative Assistant

Foreign Language

Italian: for Travelers ❖ NEW!

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: 103708, \$85, Ancona
5/23-7/25, 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.

Note: After registering for this class, you will have access to the new Mechtild Montgomery Language Lab.

Course Code: 104433, \$75, Volcan
5/16-7/18, M, 6-9 pm
West Campus, Room 12 🚗

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.

Note: After registering for this class, you will have access to the new Mechtild Montgomery Language Lab.

Course Code: 104436, \$75, Volcan
5/17-7/5, T, 6-9 pm
West Campus, Room 12 🚗

Courses in Forsyth County



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.

Note: When you register for this class, you will have access to the new Mechtild Montgomery Language Lab.

Course Code: 104498, \$75

Rodriguez

5/16-7/18, M, 6-9 pm

West Campus, Room 17 🚗

Spanish VIII ✓📖📱

Further widen your intermediate level understanding of the Spanish language by acquiring further skills based on listening, reading, writing and speaking.

Prerequisite: Spanish VII or equivalent Spanish language exposure.

Note: After registering for this course, you will have access to the new Mechtild Montgomery Language Lab.

Course Code: 104435, \$75, Volcan

5/18-7/6, W, 6-9 pm

West Campus, Room 17 🚗

Spanish for School Teachers ✓📖

Are you a teacher who has Spanish speaking children in your classroom? This is a detailed language course that provides conversational Spanish for school personnel to better assist Spanish speaking parents and students. You will be able to learn phrases related to parts of the school, classroom, instructional management, school hallways, playground, lunch, restrooms, and buses and learn about the Hispanic culture.

Note: No prior knowledge of Spanish is necessary.

Course Code: 104432, \$75

Garcia-Martinez

6/27-7/25, MW, 9 am-Noon

West Campus, Room 12 🚗

Forsyth Tech Instructor Profile

Damian Birkel-HRD Lab

Damian Birkel is a nationally certified career counselor with over 22 years of experience in marketing management. Damian earned a Bachelor of Arts Degree from Cleveland State University and is the founder of Professionals In Transition® Support Group, Inc., (P.I.T.®) which is a nationally recognized non-profit organization founded in 1992 to assist downsized employees. He is the author of two books and a recipient of the Jefferson Award for "Outstanding Public Service Benefiting the Local Community." According to Damian, "The Employability Lab changes lives because it teaches the critical skills needed to return to work."



Human Resource Development

Course Code: 104379, \$180, Birkel

6/6-8/17, MW, 9 am-Noon

REACT Center, Room 6 🚗

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: 104385, \$180, Witte

5/31-8/18, TTH, 9 am-Noon

West Campus, Room 27 🚗

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, including 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: 104546, \$125

5/24-6/30, TTH, 1-4:30 pm

Goodwill, Room 302



Courses in Forsyth County

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: 104730, \$75

6/14-6/23, TTH, 6-9pm

Innovation Quarter, Room TBA

Communication 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.

Course Code: 104731, \$75

7/12-7/19, TTH, 6-9 pm

Innovation Quarter, Room TBA

Handling Difficult Workplace Issues ❖

This course will not only identify some of the difficult people and situations in the workplace that may create a toxic environment, but will also cover approaches that have been shown to effectively address such issues. This course will address workplace issues such as “friendly fire”, the “petty bureaucrat”, and the “tyrant”. Participants will be given a step-by-step model that can be adapted to individual work situations or can even be employed to resolve difficult personal situations.

Course Code: 104882, \$70

7/5 -7/7, TTH, 5:30-8:30 pm

Grady Swisher Center, TBA

Performance Management ❖

Performance Management is critical for executing a talent management system that: 1) ensures proper training and development is taking place and 2) involves more than the annual performance evaluation. This course will help you, as a supervisor or a manager, understand how the performance process can ensure your 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: 104729, \$70

6/6 - 6/8, MW, 5:30-8:30 pm

Grady Swisher Center, TBA

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 for Interpreters to take this course.

Course Code: 103688, \$130

5/25-7/27, MW, 6-9 pm

West Campus, Room 122 🚗

Course Code: 103689, \$130, Burrell

5/24-7/24, ONLINE

Case Studies Translator Lab ✓📖 (Also offered online)

In this lab, you will translate medical case studies from English to Spanish and Spanish to English. This lab consists of computer-based training and is designed to develop and improve grammar, reading and writing skills in both languages.

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

Course Code: 103686, \$130

8/1-9/7, MW, 6-9 pm

West Campus, Room 122 🚗

Course Code: 103687, \$130, Knapp

8/2-9/11, ONLINE

Courses in Forsyth County



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

This course prepares you to improve your written proficiency in Spanish and English in order to function at the highest possible level as a professional interpreter and translator. The course will expand your knowledge in those two language skill areas before taking 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: 103684, \$130, Alonso
6/15-7/27, MW, 6-9 pm
West Campus, Room 16 🚗

Course Code: 103685, \$130, Knapp
6/14-7/31, ONLINE

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. This course is not language specific, all languages are welcome.

Course Code: 103680, \$75, Alonso
5/16-6/13, MW, 6-9 pm
West Campus, Room 16 🚗

Course Code: 103681, \$75, Burrell
5/17-6/12, 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!

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: 103691, \$185
5/17-8/18, TTH, 6-9 pm
West Campus, Room 16 🚗

Course Code: 103692, \$185, Burrell
5/17-8/21, 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.

Prerequisites: High school diploma or GED®, reading & language placement tests, Basic Computer Skills

Note: CRC required (\$30) and national exam administered on site after program completion (\$105)

Course Code: 104112, \$185, Cole
5/23-8/11, MWTH, 6-9:30 pm
West Campus, Room 27 🚗

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: 104098, \$185
McLelland/Frye
5/17-8/11, TTH, 6-9 pm
Goodwill, Room 100



Courses in Forsyth County

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: 104134, \$130, Denerson
6/13-8/3, MW, 6-9 pm
West Campus, Room 18 

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 336.761.1002.

Course Code: 104136, \$203, Elswick
6/6-9/8, 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: 104091, \$130, Vance
5/2-6/27, MW, 9 am-Noon
Goodwill, Room 306

Course Code: 104125, \$130, Vance
6/7-7/28, 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: 103696, \$130, Fithian
6/7-7/31, 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: 103695, \$185, Oldham
5/31-8/14, ONLINE

Electronic Health Records National Exam and Certification available at Forsyth Tech!

Forsyth Tech offers advanced training to prepare you for a national certification as a Certified Electronic Health Record Specialist.

The exam is offered through National Healthcareer Association (NHA) and is available for students who successfully complete the Certified EHR Specialist course.

Introductory level training is also available for those interested in discovering more about Electronic Medical Records using actual EMR software.

The software used in these programs meets national standards for meaningful use per the federal government.

For more info, call 336.761.1002

Courses in Forsyth County



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: 103694, \$185, Staples
5/31-8/21, 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: 103693, \$185, Boles
5/17-7/31, ONLINE

Personal Enrichment

Arts, Crafts and Hobbies

Crocheting ❖

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

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

Course Code: 103610, \$55, Jester
5/18-6/22, W, 1-4 pm
South Fork Recreation Center

Flower Arranging ❖

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

Note: 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: 103612, \$95, Gordon
6/7-7/19, T, 6-8 pm
South Fork Recreation Center

Intro to Digital Photography I ❖

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

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

Course Code: 103668, \$35, Smith
5/14, S, 1-4 pm
West Campus, Room 122

Course Code: 103671, \$35, Smith
6/4, S, 9 am-Noon
West Campus, Room 122

Intro to Digital Photography II ❖

This course is a continuation of the Intro to Digital Photography I class and is divided into two phases. Phase One: Learn how to start a digital picture/file archive folder system, along with the best way to get your digital files transferred from your camera to your computer and how to burn a photo CD. Phase Two: Teaches the basics of digital manipulation. Learn to size, crop and color adjust digital images.

Prerequisite: Intro to Digital Photography I.

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

Course Code: 103672, \$35, Smith
6/11, S, 9 am-Noon
West Campus, Room 122

Kudzu Basket Weaving Workshop ❖

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

Note: Please bring a pair of sharp hand clippers.

Course Code: 103614, \$35, Buchanan
6/28, T, 6-9 pm
South Fork Recreation Center



Courses in Forsyth County



Get the FYI on your DSLR camera!

Go beyond simple point-and-shoot – our Photography DSLR course will show how to use the settings on your camera to capture a great digital image and also manipulate the image using Photoshop.

***Students must take prerequisite Beginning and Intermediate Digital Photography!**

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 two gigabytes of memory. You will find it useful to bring a card reader to class.

Prerequisite: Intro to Digital Photography II.

Course Code: 103673, \$95, Smith
6/13-8/8, M, 6-9 pm
Transportation Center, Room 146 🚗

Painting: Acrylic ❖

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

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

Course Code: 103615, \$65, Conaway
6/2-7/28, TH, 9:30 am-12:30 pm
South Fork Recreation Center

Painting: Watercolor ❖

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

Note: You will need to purchase additional supplies.

Course Code: 103618, \$55, Bess
5/25-6/29, W, 1-4 pm
South Fork Recreation Center

Course Code: 103619, \$65, Conaway
6/3-7/29, F, 9:30 am-12:30 pm
South Fork Recreation Center

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: 103617, \$65
Pettinat-Longinotti
6/1-7/27, W, 9 am-Noon
West Campus, Room 14 🚗

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: 103620, \$85, Golden
6/6-8/1, M, 6-9 pm
West Campus, Room 34 🚗

Courses in Forsyth County



Silversmithing ❖

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

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

Course Code: 103623, \$75, Rubin

5/18-6/22, W, 6-9 pm

West Campus, Room 34 🚗

Stained Glass - All Levels ❖

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

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

Course Code: 103624, \$85

Pettinati-Longinotti

6/2-7/28, TH, 9 am-Noon

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: 103625, \$85, Danner

5/24-7/12, T, 6-9 pm

Oak Grove Center, Room 1297 🚗

Baking, Beverage and Cuisine

Cake Decorating: Beginning ❖

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

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

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

Course Code: 103609, \$50, Crotts

6/7-6/28, T, 6-9 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: 103611, \$35, Rice

5/19-6/9, TH, 6:30-8 pm

Little Creek Recreation Center



Forsyth Tech Instructor Profile

Steve Danner- Woodworking

Steve was an industrial arts teacher in the Winston-Salem / Forsyth County Schools system for 30 years and taught at 6 different schools: Anderson High, Kernersville Jr. High, North Forsyth High, Reynolds High, Carver High and Atkins Middle. He has taught Woodworking for Forsyth Tech for over 20 years. Steve is ready to teach you how to use the many power tools we have in our woodworking lab. Enjoy creating one of a kind pieces while receiving great instruction.



Courses in Forsyth County

Social Media

Social Media: Facebook ❖

Should you “like” your friends, share a viral video with them, “post” to their wall, or just update your status? Not certain what this means but you do know it is related to Facebook? If the answer is “yes” than this course will help you understand Facebook and its lingo. You will leave knowing how to navigate your way around Facebook as well as keep yourself safe while doing so.

Note: A working knowledge of computers and the internet is helpful. You must have a valid email address already set up before class.

Course Code: 104310, \$35, Anderson
6/17, F, 10 am-1 pm
West Campus, Room 1

Social Media: Getting LinkedIn ❖

LinkedIn is the most popular business social network and the web site for professionals to network, build business relationships, and provide or receive referrals. Most people rarely get beyond setting up a profile, and therefore miss out on all the advanced features that have come to make LinkedIn so popular. Learn how to set up your profile so that it gets noticed by others. Discover how LinkedIn can be used to generate leads, recruit new employees, and find new jobs. This course will cover the intricacies of LinkedIn to help you create, customize, and optimize your presence on LinkedIn.

Note: A working knowledge of computers and the internet is helpful. You must have a valid email address already set up before the first class.

Course Code: 104321, \$35, Anderson
7/8, F, 10 am-1 pm
West Campus, Room 1

Social Media: Instagram ❖ NEW!

With over 400 million users, Instagram is a simple way to capture and share the world’s moments. Transform your everyday photos and videos into works of art and share them with your family and friends. You will also see the world through somebody else’s eyes by following them on Instagram. Learn how to make hashtags work for you. We will also explore the do’s and don’ts of Instagram to get you on the fast track to success.

Note: Must bring your smartphone to class.

Course Code: 104325, \$25, Anderson
7/15, F, 9-11 am
West Campus, Room 1

Social Media: Tweet, Tweet, Twitter ❖ NEW!

Tweet? What the heck is a Tweet? If you’ve ever asked this question, then this class is for you! Twitter is all the rage for Gen Y, celebrities and everyday people. Learn how to make tweets and hashtags work for you. You will also explore the do’s and don’ts of Twitter. Come to this class to find out more about one of the most popular online social media sites.

Prerequisite: Must be able to operate a computer and familiar with the Windows environment.

Note: Bring your tablet or smartphone to class.

Course Code: 104332, \$25, Anderson
7/29, F, 10 am-Noon
West Campus, Room 1

Social Media, What is it? ❖

Glad you asked. Social Media sites are useful for communicating and sharing with family, friends, business partners and community connections. These tools when used properly can help you not only enjoy life, but help grow your business and support your communities. Using social media can be entertaining, informative, and just downright fun. This class will introduce you to various social media sites, best practices of using them and how to clean up your digital “DNA”. This course is designed for the beginner who wants to learn more about emerging social media trends and wants to take their introductory knowledge to the next level in follow-up sessions.

Note: A working knowledge of computers and the internet is required.

Course Code: 104294, \$25, Anderson
6/3, F, 10 am-Noon
West Campus, Room 1

“It’s a wonderful experience to go to a place that not only puts you in classes, but cares about your well-being and how you thrive.”

– Natasha Lawrence
Culinary Art Certificate

Courses in Forsyth County



Professional and Career Development

AutoCad and AutoDesk

Revit MEP ❖ NEW!

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

Course Code: 104271, \$350
5/17-6/9, TTH, 6-9 pm
Innovation Quarter, Room 2441

Business Fundamentals

Administrative Assistant Training ✓

This program is not only for administrative assistants, secretaries and executive support staff who wish to upgrade or enhance their skills for new roles and expanded responsibilities, but also for those who wish to pursue these types of careers. Today's administrative assistant requires a wide variety of skills such as project management, computer applications, organization, research, communication, customer service, electronic record-keeping and event planning. To receive a certificate in this area, you must complete a series of four courses. You will also have the opportunity to acquire a Career Readiness Certification (CRC) as part of the program.

Note: A DiSC profile is required for the first class and can be purchased in the bookstore.

Course Code: 104373, \$130, Gerald
5/25-7/27, MW, 6-9 pm
Oak Grove Center, Room 4457 🚗

Customer Relations Management in a Call Center Environment ✓

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

For more information, call 336.757.3801.
Course Code: 104582, \$185
7/5-8/12, MTWTFH, 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: 104369, \$75, Brown
5/19-7/7, TH, 6-9 pm
Oak Grove Center, Room 4458 🚗

Answer the call!

Our "Customer Relations Management in a Call Center Environment" course can give you the skills needed to be a call center customer service representative.

For more information contact Nell Perry at 336.757.3801 or Goodwill Industries at 336.724.3621



Courses in Forsyth County

Food and Beverage

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 336.761.1002.

Notary Public

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: 104583, \$69, Young
5/17-5/19, TTH, 1-4 pm
Transportation Center, Room TBA

Course Code: 104584, \$69, Gordon
5/24-5/26, TTH, 9 am-Noon
Innovation Quarter, Room 2447

Course Code: 104585, \$69, Young
6/1-6/2, WTH, 9 am-Noon
Northwest Forsyth Center, Room TBA

Course Code: 104586, \$69, Gordon
6/7-6/9, TTH, 6-9 pm
West Campus, Room TBA

Course Code: 104587, \$69, Gordon
6/14-6/16, TTH, 9 am-Noon
Innovation Quarter, Room 2447

Course Code: 104588, \$69, Gordon
7/12-7/14, TTH, 6-9 pm
West Campus, Room TBA

Course Code: 104589, \$69, Gordon
7/19-7/21, TTH, 9 am-Noon
Innovation Quarter, Room 2447

Course Code: 104590, \$69, Gordon
8/2-8/4, TTH, 9 am-Noon
Innovation Quarter, Room 2447

Course Code: 104591, \$69, Young
8/8-8/11, MTH, 6-9 pm
Transportation Center, Room TBA

Safe Driving

Alive At 25: West Campus ❖

This 4-hour defensive driving course is for drivers age 16-24 and is conducted in the classroom only. The purpose is to save lives through education about proper conduct and safe-driving techniques when operating a motor vehicle.

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

The cost for this class is \$65.

This class is held at West Campus. For available dates and times, call Forsyth Tech Customer Service at 336.761.1002.

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 336.761.1002.

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 336.761.1002.

Courses in Forsyth County



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>

This class is held at West Campus. For available dates and times, call Forsyth Tech Customer Service at 336.761.1002.

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).



Forsyth Tech Instructor Profile

Lee Jackson- Motorcycle Safety & Auto Safety Inspection

Lee Jackson has been riding and working on motorcycles for over 40 years. Riding motorcycles and teaching students to ride is Lee's passion. Lee has spent the last 40 years working in the automotive industry and has joked that he is born, bred and raised to run an automotive repair shop. When the opportunity arose to become an instructor for the NC Safety and OBD II classes, Lee felt it fit like a glove. "I am very blessed to be able to teach the hobby I love"

Course Code: 103769, \$75, Sellers
6/7-6/8, TW, 6-10 pm
Transportation Center, Room 244

Course Code: 103772, \$75, Jackson
6/8, W, 8 am-5 pm
Transportation Center, Room 244

Course Code: 103776, \$75, Jackson
7/6, W, 8 am-5 pm
Transportation Center, Room 244

Course Code: 103777, \$75, Sellers
7/12-7/13, TW, 6-10 pm
Transportation Center, Room 244

Course Code: 103780, \$75, Sellers
8/10-8/11, WTH, 6-10 pm
Transportation Center, Room 244

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.



Courses in Forsyth County

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: 103746, \$75, Sellers
5/24-5/25, TW, 6-10 pm
Transportation Center, Room 244

Course Code: 103747, \$75, Jackson
5/25, W, 8 am-5 pm
Transportation Center, Room 244

Course Code: 103774, \$75, Jackson
6/15, W, 8 am-5 pm
Transportation Center, Room 244

Course Code: 103775, \$75, Sellers
6/21-6/22, TW, 6-10 pm
Transportation Center, Room 244

Course Code: 103778, \$75, Jackson
7/13, W, 8 am-5 pm
Transportation Center, Room 244

Course Code: 103779, \$75, Sellers
7/26-7/27, TW, 6-10 pm
Transportation Center, Room 244

DMV: Dealer Pre-License ✓ ↕

Would you like to be a licensed North Carolina auto dealer? This course provides you with the 12 hours of training necessary to become one. Topics include minimum requirements, dealer license plates, vehicle inspections, tinting, and registration. Important information on frequently used forms, dealer disclosures, and Federal laws is also covered. The DMV will complete a background check on each student before the certificate becomes official. (The student should check the NC DMV website at (<https://connect.ncdot.gov/business/DMV/pages/car-dealers.aspx>) and read the minimum requirements for application LT-415, to insure they are eligible to obtain this license).

Course Code: 103773, \$75, Mauk
6/8-6/9, WTH, 8 am-3 pm
West Campus, Room 1

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: 104371, \$192
Speight/Webb
5/23-7/26, MTWTH, 8 am-5 pm
Northwest Forsyth Center, Room 213 🚗

Electrical Contractors License Renewal/Unit 5 ✓

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

Course Code: 103748, \$75, Wallace
5/28-6/4, S, 8 am-Noon
West Campus, Room 17 🚗

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 recongition, career advancement opportunities, and a personal sense of accomplishment, professionalism, and pride for workers.

For more info, call 336.761.1002

Courses in Forsyth County



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: 103745, \$220, Hobson
5/23-8/5, MTWTHF, 8:30 am-12:30 pm
Goodwill, Room 108

Used Motor Vehicle Dealer ✓ USB

If you are a licensed dealer who needs to renew your dealer's license for pre-owned vehicles, this course provides the six 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: 103770, \$75, Mauk
6/7, T, 8 am-3 pm
West Campus, Room 1

Course Code: 103859, \$75, Mauk
8/10, W, 8 am-3 pm
West Campus, Room 1

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: 104377, \$265
8/8-11/29, MTWTH, 8:30 am-12:30 pm
Goodwill, Room 011

Welding: TIG ✓ CareersNOW

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

After completing this course, you may retake the course at an advanced level.

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

Course Code: 103750, \$170, Hill
5/23-7/20, MW, 9 am-Noon
Goodwill, Room 011

Course Code: 103768, \$170, Hill
5/23-7/20, MW, 6-9 pm
Goodwill, Room 011

“The class itself gave me 240 hours of training, which includes OSHA, HVAC, Fundamental Logistics and Fundamental Maintenance. I would recommend the class to people.”

– Byron Daugherty,
Facilities Maintenance



*As seen left to right: Mike Dryman, Tim Webb, Will Money, Steve Mills, Steve Carpenter, George Speight Jr., Pete Welborn
Front: Rick Grubbs, Wayne Hart (not pictured)*

Forsyth Tech Instructor Profile

Electrical Lineman Program

Steve Carpenter

Steve is an Electrical Lineman Instructor at Forsyth Tech with over 29 years of service in the industry. Steve has worked in various roles within the electrical lineman industry including overhead construction, transmission and maintenance, and primary/secondary underground construction. Steve is an NCCER certified instructor and is part of the (EMC) Blue Ridge Electric Membership Cooperative.

Wayne Hart

Wayne Hart has worked in the electric and gas industry for over 25 years. During his 14-year career at Pike Electric, Wayne served as Line Construction Foreman, Safety Supervisor, and Manager of Career Development. Wayne is an NCCER certified instructor and has experience in hazardous communication and chemical safety, as well as work simplification training.

George Speight Jr.

George Speight has been a Lead Line Instructor for Forsyth Tech's Electrical Line Academy since 2010. George enjoys serving as a mentor for student development and being actively involved in recruiting local companies for student employment. George is an NCCER certified instructor and is also Line and Bucket Truck Operator Certified.

Tim Webb

Tim Webb is a full-time Electrical Lineman Academy Instructor with 5 years of service at Forsyth Tech. Tim is a certified flagger instructor and also a certified NCCER instructor. Tim has vast experience in overhead and underground distribution. Tim brings a wealth of experience including 25 years of service with Pike Electrical and 5 years of service with Shaw Energy Solutions.

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:

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

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

You will be able to:

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

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



Ed2Go®

Online Solutions For Your Busy Lifestyle

New sessions begin the 2nd or 3rd Wednesday of every month. More course options are available, please visit our website at www.ed2go.com/forsyth or call 336.761.1002 to learn more

Must register on or before 12:00 noon on the course start date—listed at www.ed2go.com/forsyth.

✓ Refund Policy Applies
to all Ed2go classes.

Accounting

Accounting Fundamentals I
Introduction to QuickBooks™ 2013
Intermediate QuickBooks™ 2014

Business

Business Finance (for Non-Finance Personnel)
Computer Skills for the Workplace
Database Development (Introduction)
High Speed Project Management
PMP® Certification Preparation I
PMP® Certification Preparation II
Using Social Media in Business

Computer Blogging and Podcasting

Computer Blogging and Podcasting for Beginners

Computer Hardware & Hardware

A+ Certification/ Basic/Hardware
A+ Certification/Intermediate/Operating Systems
A+ Certification/Advanced/Hardware

Computer: Microsoft® Software Products

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

Computer Programming

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

Introduction to Java Programming

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

Desktop Publishing

Introduction to InDesign CS6

Foreign Language

Speed Spanish I
Speed Spanish II
Speed Spanish III

Math

Math Refresher

Medical

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

Office Assistant

Administrative Assist Fundamentals

Personal Interest and Self Improvement

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

Photography

Secrets of Better Photography

Web Pages/Web Sites

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

Writing

Grant Writing A to Z
Writing Essentials

Teachers

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

Each Ed2go® course offers 2.4 CEU's Continuing Educational Units awarded with successful completion of all 12 quizzes and a grade of 80% on the final quiz.)

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

Online Solutions designed to propel your business and professional career forward!



Forsyth Technical Community College, in partnership with ed2go, offers online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations.

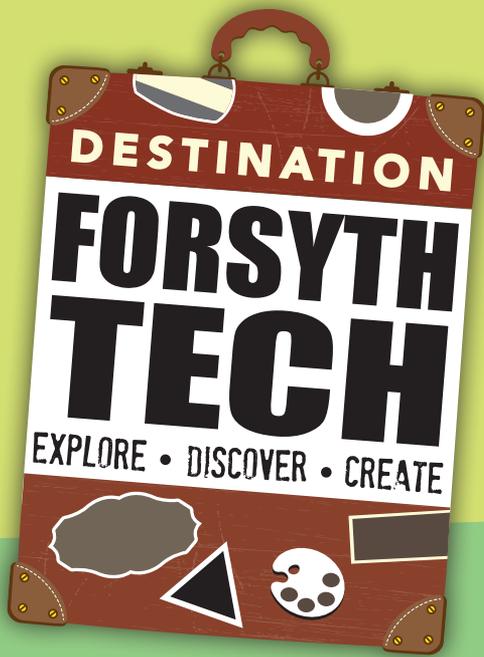
Our programs are designed by a team of professionals from each respective field, providing you with effective web-based learning programs. Instructors/mentors are actively involved in your online learning experience, responding to any questions or concerns, as well as encouraging and motivating you to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

331 Courses in the Following Categories

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

www.careertraining.ed2go.com/forsyth/

For more information contact,
Carolyne Bennett, MBA
Distance Learning Technical Specialist/
Ed2go Administrator
336.593.5402, ext. 1106
cbennett@forsythtech.edu



BE PART OF THE FUN!

June 27-July 28, 2016

A SUMMER ENRICHMENT PROGRAM FOR YOUTH AGES 8-13

Summer 2016 Program Guide

Course Descriptions

Animal Kingdom

Explore the many animal kingdoms through art, painting, plaster masks, and watercolor.
Cost \$79

App Attack

Take the first step in mobile app design and design your own game app.
Cost \$129

Babysitting FUNDamentals

Learn the basics of how to market yourself; safety and emergency information; and basic first aid. Offered in partnership with Red Cross. Ages 12-15.
Cost \$89

Glow in the Dark Art

The dark never looked so good! Enjoy making unique art pieces with glow in the dark paint under black lighting.
Cost \$79

Lego Video Games

Create your own characters and adventures in an interactive 2-D video game.
Cost \$129

Make Your First 3-D Video

Learn the physics behind 3-D games. Explore beginning event and scripting, level design, controlling flow of game play and storytelling.
Cost \$129

Minecraft Animators

Bring your favorite Minecraft character to life in a short animated film.
Cost \$129

Minecraft Designers

Learn the basics of creating your own 3-D objects.
Cost \$129

Minecraft Modders

Use your favorite game to learn the basics of modding and foundations of programming.
Cost \$129

Paint Like the Masters

Create your own masterpiece in the style of artists like O'Keefe, Haring and Matisse.
Cost \$79

Pediatric First Aid/CPR

Topics covered in this class include: child/infant CPR/AED/choking, asthma care and pediatric first aid. You will receive an American Heart Association Pediatric First Aid/CPR Certification. Ages 12-15.
Cost \$50

Photoshop

Learn to use the powerful tools and capabilities of Photoshop CS6 Extended. Create cool effects including eye color changes and filter effects. Your digital images will look professional. Prepare pictures for Facebook and blogs; make collages, text and more. Everything you need to know to take a picture from "just okay" to "fantastic!"
Cost \$79

Recyclable Art

Turn trash into treasures! Not all trash needs to be thrown away. Turn everyday disposable objects into beautiful art, including sculptures, textiles, and décor.
Cost \$79

Under the Sea Art

Create paper maché fish, textured seahorses, and stepping stones, adding elements from the sea and much more!
Cost \$79

Wearable Art

Create one-of-a-kind pieces of jewelry working with wire, polymer clay, and beads.
Cost \$79

Are you a rising 9th grader
interested in Environmental Science?

Come to our Sustainability and Environmental Science Program
this Summer and be a scientist for a week!

June 20-23 • 9 am-2 pm at Forsyth Tech Main Campus

• field trips • demonstrations • guest speakers • & other cool science stuff!

Lunch will be provided each day for Environmental Science Program participants.

Register Today - Maximum of 15 spots available!
Contact Eddie Waddell at ewaddell@forsythtech.edu

Forsyth Tech reserves the right to change the schedule of classes and instructors when necessary. The college also reserves the right to cancel any class(es) before the first session due to low enrollment. If a class is canceled, students will be notified by phone and/or e-mail and will receive a 100% refund. See next page for full refund policy.

Schedule at a Glance

Register based on your child's age when class begins

WEEK 1 June 27-30

Make Your First 3-D Video
Course #104120
Ages 11-13
9 am-12 noon

Minecraft Modders
Course #104101
Ages 8-10
9 am-12 noon

Under the Sea Art
Course #104191
Ages 8-10
9 am-12 noon

Make Your First 3-D Video
Course #104118
Ages 8-10
1 pm-4 pm

Minecraft Modders
Course #104102
Ages 11-13
1 pm-4 pm

WEEK 2 July 11-14

App Attack
Course #104105
Ages 11-13
9 am-12 noon

Paint Like the Masters
Course #104188
Ages 8-10
9 am-12 noon

App Attack
Course #104103
Ages 8-10
1 pm-4 pm

Photoshop
Course #104194
Ages 11-13
1 pm-4 pm

Babysitting FUNDamentals
Course #104192
Ages 12-15
Monday: 9 am-12:30 pm
Tuesday: 9 am-12 noon

Pediatric First Aid/CPR
Course #104341
Ages 12-15
Wednesday & Thursday:
9 am-12 noon

WEEK 3 July 18-21

Minecraft Designers
Course #104109
Ages 11-13
9 am-12 noon

Animal Kingdom
Course #104195
Ages 8-10
9 am-12 noon

Minecraft Designers
Course #104107
Ages 8-10
1 pm-4 pm

Wearable Art
Course #104190
Ages 11-13
1 pm-4 pm

WEEK 4 July 25-28

Lego Games
Course #104121
Ages 8-10
9 am-12 noon

Minecraft Animators
Course #104116
Ages 11-13
9 am-12 noon

Recyclable Art
Course #104189
Ages 11-13
9 am-12 noon

Minecraft Animators
Course #104113
Ages 8-10
1 pm-4 pm

Glow in the Dark Art
Course #104193
Ages 8-10
1 pm-4 pm

Lego Games
Course #104122
Ages 11-13
1 pm-4 pm

What You Need for Registration

Registering for a summer enrichment class at Forsyth Tech is easy. Once you have received confirmation that your application packet is complete, you may register by phone or in person at Forsyth Tech's West Campus, which is located at 1300 Bolton Street, Winston-Salem.

Ways to Register

Walk-In Registration

Walk-in registration is only available at:
West Campus Customer Service
1300 Bolton Street, Winston-Salem

Monday – Thursday, 8:30 am – 5:30 pm; Friday, 8:30 am – 1:30 pm

Telephone Registration

To register by phone, call 336.761.1002

Monday – Thursday, 9 am – 4 pm; Friday, 9 am – Noon.

Refund Policy

A full refund is given if Forsyth Tech cancels a class. If a class is canceled by Forsyth Tech, parents will be notified by phone and/or e-mail and will receive a 100% refund. Students who withdraw 24 hours prior to the first class session are eligible for a 100% refund, provided they complete and submit a Request for Refund form to the Customer Service Center on West Campus, located at 1300 Bolton Street.

Payment Options

You can pay with:

- Visa (credit/debit card)
- MasterCard (credit/debit card)
- Check (made payable to Forsyth Technical Community College)
- Cash
- Money Order

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.

Registration must be completed before the first class meeting.

Late registration is not permitted.

Payment only by Visa/Mastercard (credit/debit) is allowed when registering by phone.

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 Customer Service Center on West Campus, located at 1300 Bolton Street. 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.

If you have questions, please call the Customer Service Center at 336.761.1002.



Courses in Stokes County

Home/Horticulture

Landscape Designs ✓📖

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

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

Course Code: 104046, \$75
6/7-6/16, TTH, 5:30-8:30 pm
Stokes County Center, Room 103

Organic Gardening ✓

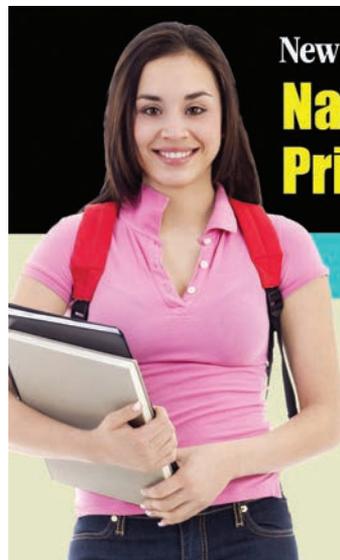
Organic Gardening is growing a garden without the use of synthetic chemicals. Emphasis on site selection, soil preparation, growing techniques, crop selection, cultural practices and pest control will be taught. Today, there is an interest in consuming fresh, locally grown organic produce. Learn the 'art' of growing plants using organic practices.

Course Code: 104040, \$75
5/23-6/6, MW, 5:30-8:30 pm
Stokes County Center, Room 103

Townhouse Landscape/Gardening ✓

This course is designed to address the need for small space landscaping with the growing demand for apartment and condo living. The course will address such things as design, courtyard areas, under deck landscaping, plant selection and maintenance.

Course Code: 104047, \$75
6/27-7/13, MW, 5:30-8:30 pm
Stokes County Center, Room 103



New Course for 2016!
National Standards & Ethical Principles for Interpreters

Take this convenient course from home!

In this course, which is open to ALL languages, you will explore cultural awareness as it applies to Interpreting in Health and Human Services.

For more information call 336.761.1002

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 for Interpreters to take this course.

Course Code: 103689, \$130, Burrell
5/24-7/24, ONLINE

Case Studies Translator Lab ✓📖 (Online only)

In this lab, you will translate medical case studies from English to Spanish and Spanish to English. This lab consists of computer-based training and is designed to develop and improve grammar, reading and writing skills in both languages.

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

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



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: 103685, \$130, Knapp
6/14-7/31, 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: 103681, \$75, Burrell
5/17-6/12, 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: 103692, \$185, Burrell
5/17-8/21, ONLINE

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: 103696, \$130, Fithian
6/7-7/31, 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!

Now Offered! Nursing Assistant Classes!

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

Please visit our Health & Safety Section on pages 37-38 for available dates and times.



Courses in Stokes County

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: 103695, \$130, Oldham
5/31-8/14, 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: 103694, \$185, Staples
5/31-8/21, 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: 103693, \$185, Boles
5/17-7/31, ONLINE

Professional and Career Development

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: 104585, \$69, Young
6/1-6/2, WTH, 9 am-Noon
Northwest Forsyth Center, Room TBA

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

Course Code: 104289, \$65, Carico
5/19, TH, 6-10 pm
Stokes County Center, Room 113

“I would like to also tell anyone who needs encouragement to always follow your dreams and don't give up no matter what your challenges are; don't let anybody tell you what you can't do.”

— Douglas Richburg,
GED

National Certification for Electrical Lineman

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

**For more info, call
336.761.1002**

Technical/Trade

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: 104371, \$192
Speight/Webb
5/23-7/26, MTWTH, 8 am-5 pm
Northwest Forsyth Center, Room 213 🚗

Attention
Stokes County Residents!

FREE

Job Training from

ForsythTech

Education For Life

To see if you qualify, call

593.5402 ext. 1117



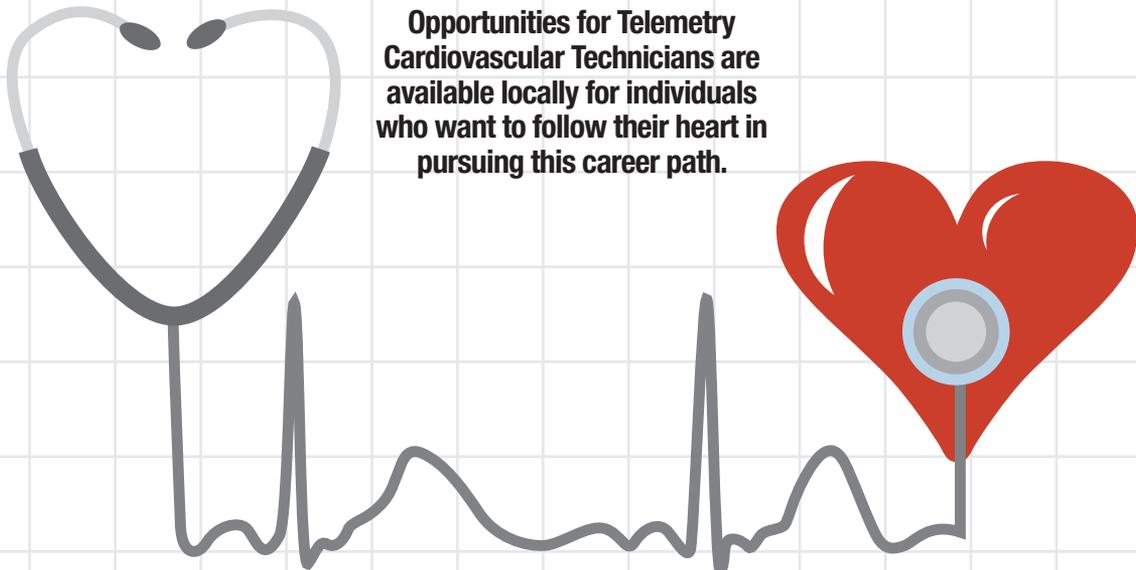
Need career training *but have no cash?*

Good News-Financial Aid is available!

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

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

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



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



Health Education Prerequisites

TABE Testing: Math and Reading Placement Tests must be completed before Nursing Assistant I Orientation, and before registering for the following classes: Nursing Assistant I, Nursing Assistant I Refresher, Nursing Assistant II, Medication Aide, Phlebotomy, and Telemetry Tech.

> Where/When

- West Campus: Times vary. Please call 761.1002 for days and times.
- Stokes County Center: Mondays at 10 am and the first Wednesday each month at 5:30 pm
- Goodwill: Third Wednesday each month at 1 pm
No appointment necessary.
Must bring a picture ID and Social Security card.

> Required Scores

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

> There is no cost.

Orientation:

> **Required** for Nursing Assistant I only

> Where/When

- Northwest Forsyth Center, call 336.761.1002 for schedule
- West Campus, various Tuesdays, call 336.761.1002 for schedule.

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

Healthcare Clinical Fee

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

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

The cost of the screening begins at \$70.00 and is the sole responsibility of the student. Students are to begin the background check/drug screen process before they register for a Health Education class. However, information will not be sent to a clinical site until after the student registers.

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

Health & Safety

ACLS—Advance 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 an AHA ACLS provider course completion card which is valid for two years.

Prerequisite: Current AHA Healthcare Provider CPR Certification

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

Course Code: 104286, \$81
8/12-8/13, FS, 8 am-5 pm
West Campus, Room 14

Activity Director ✓

Receive your basic training to become an Activity Director in a healthcare related setting, such as long term care, assisted living facilities or adult care homes! This course follows the state approved course outline including (1) an overview of the Activity Director profession, (2) Human Development and the Aging Process, (3) Standards of Practice, (4) Activity Care Planning, and (5) Methods of Service Delivery. When the entire 60 hours of

training has been completed, you will be qualified to work as an Activity Director in a Nursing Home or Assisted Living Facility.

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

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

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

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



Courses in Health and Safety

Autism Paraprofessional ✓

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

Prerequisite: A picture ID, social security card and high school diploma/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: When you successfully complete the course, you may qualify for a stipend to help pay with expenses! In addition, if you are currently enrolled in curriculum classes, you may receive course credit for EDU248 upon successful completion of this course.

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

CPR: AHA Healthcare Provider-Initial ❖📖

Are you a healthcare provider who needs to be CPR certified? Get it at Forsyth Tech! This American Heart Association Healthcare Provider 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 noncertified, licensed or non-licensed healthcare professionals or medical students. On the day of the course, upon completion you will receive an American Heart Association Certification card good for two years.

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

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

Course Code: 99603, \$45
5/21, S, 8 am-1 pm
West Campus, Room 14

Course Code: 104155, \$45
6/11, S, 8 am-1 pm
West Campus, Room 14

Course Code: 104160, \$45
6/25, S, 8 am-1 pm
West Campus, Room 14

Course Code: 104161, \$45
7/16, S, 8 am-1 pm
West Campus, Room 14

Course Code: 104162, \$45
7/30, S, 8 am-1 pm
West Campus, Room 14

Course Code: 104164, \$45
8/6, S, 8 am-1 pm
West Campus, Room 14

Course Code: 104166, \$45
8/20, S, 8 am-1 pm
West Campus, Room 14

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: 102357, \$30
6/14, T, 5:30-9 pm
West Campus, Room 14

“My instructor mentored me by guiding me in the right direction and providing me with the skills to be successful as an Activity Director.”

– Tamara Gaines
Activity Director



Learn to save lives!

When a person is in sudden cardiac arrest minutes makes 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, offering courses in CPR and First Aid, Healthcare Provider CPR, Advanced Cardiac Life Support and Pediatric Advanced Life Support. Students will receive a certification card at the end of the course.

Be ready – come to Forsyth Tech and learn to save a life!

See page 32 for details.



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: 104317, \$75
7/19, T, 8:30 am-4:30 pm
West Campus, Room 35

CPR Only

Course Code: 104306, \$75
6/14, T, 5:30-9:30 pm
West Campus, Room 35

Course Code: 104303, \$75
8/16, T, 5:30-9:30 pm
West Campus, Room 35

First Aid Only

Course Code: 104315, \$75
6/20, M, 5:30-9:30 pm
West Campus, Room 35

Course Code: 104319, \$75
8/23, T, 5:30-9:30 pm
West Campus, Room 35



Courses in Health and Safety

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) and is conducted by an approved Basic or Advanced Institution. The lead instructor for the EMT educational program is certified as a N.C. Level I Instructor/Coordinator. 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

Note: Some Saturday classes are required
Course Code: 100708, \$185
6/1-7/29, MTWTFE, 9 am-2:30 pm
Northwest Forsyth Center, Room 215

Medication Aide ❖

Would you like to receive training to become qualified as a Medication Aide? This 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 two 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 two years, successful completion of math and reading placement tests (or equivalent approved by Health Education Department), a picture ID, Social Security Card and high school diploma/GED/transcript or college diploma/transcript are required.

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

For dates and times offered or additional course information, contact Graham Hyder at 336.734.7733 or ghyder@forsythtech.edu.

PALS-Pediatric Advance 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 an AHA PALS provider course completion card which is valid for two years.

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

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

For additional course information, contact Marilyn Calhoun at 336.757.3091 or mcalhoun@forsythtech.edu
Course Code: 104290, \$81
7/22-7/23, 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 two 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 two 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 two clinical rotations. Both will meet Monday through Friday during the day (8-hour shifts). You will work out the exact schedule with your instructor the first week of class. Included in the registration fee is an \$18 non-refundable insurance fee, which is valid for one year

For dates and time offered or additional course information, contact Graham Hyder at 336.734.7733 or ghyder@forsythtech.edu.

Medical Assisting Review ✓

(Online only)

This course is designed to allow students 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, students should be prepared to sit for either the AAMA certification exam and/or the AMT exam for registration based on their personal review of the material. Completion of this course does not in any way determine the pass or fail outcome of the national exams. This is designed as a preparatory review only.

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

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

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

For registration information, contact Graham Hyder at 336.734.7733 or ghyder@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.

Course Code: 104279, \$130, Hilton
6/6-7/18, ONLINE



Courses in Health and Safety

Telemetry Cardiovascular Technician ✓ **NEW!**

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

Prerequisites: 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).

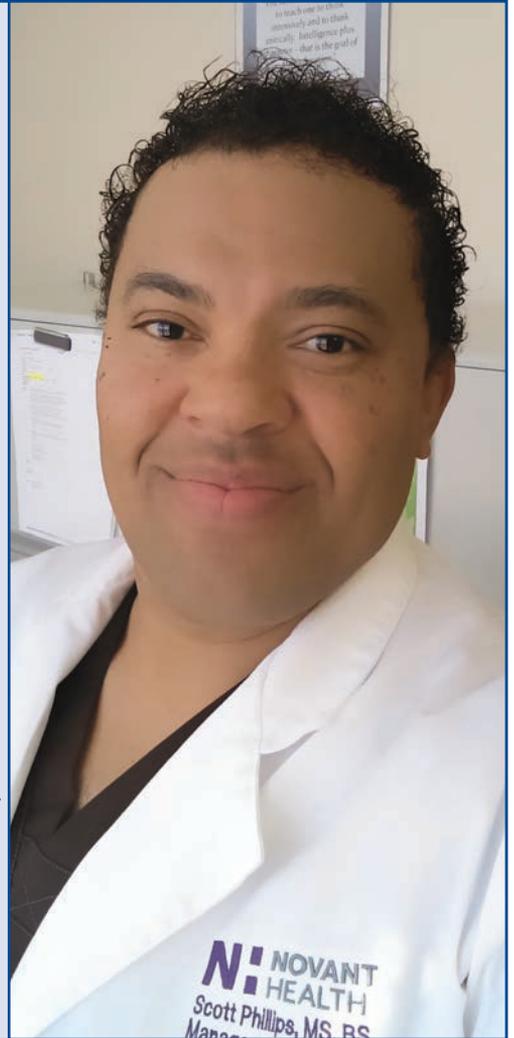
Note: Included in the registration fee is an \$18 non-refundable insurance fee, which is valid for one year.

For additional course information, contact Graham Hyder at 336.734.7733 or ghyder@forsythtech.edu.

Course Code: 104534, \$203, Phillips
8/2-10/25, TTH, 6-10 pm, S, 9 am-1 pm
West Campus, Room 5 🚗

Forsyth Tech Instructor Profile **Scott Phillips— Telemetry Cardiovascular Technician**

Scott Phillips has worked in EKG/Telemetry monitoring since 2009 when he was hired as the supervisor of 30 EKG/Telemetry technicians for Novant Health Forsyth Medical Center. With a Bachelor's in Communications and a Masters in Higher Education, Scott went on to become the first non-nurse educator in Novant Health. He was recently promoted to the telemetry monitoring unit manager. In his tenure as the staff educator, Scott developed, and now conducts, an Orientation Care Pathway for new hires in telemetry monitoring and has taught nurses and CNAs.



“I was able to enroll in a NAI class at Goodwill/FT with confidence and quickly earned my state certification.”

– Tina Halabi Speech
NA I & II

Courses in Health and Safety



The Dorothy L. Lougee Nursing Assistant I Program ✓ CareersNOW

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.

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.

Course Code: 103506, \$203, Hartle
5/17-7/26, TWTH, 8 am-2:30 pm
West Campus, Room 5

Course Code: 103078, \$203, Nelson
5/23-7/11, MTWTHF, 8 am-1:30 pm
Goodwill, Room 307

Course Code: 103505, \$203, Kilbreth
5/23-7/13, MTWTH, 8:30 am-3 pm
Grady Swisher Center, Room 236

Course Code: 107257, \$203, Patterson
5/24-8/8, MTWTH, 6-10 pm
West Campus, Room 13

Course Code: 99215, \$203, Ball
6/1-8/4, TWTH, 9 am-3:30 pm
West Campus, Room 13

Course Code: 103319, \$203, Nelson
8/16-12/1, TWTH, 5:30 pm-9:30 pm
Northwest Forsyth Center,
Room TBA

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 two years) OR 2) Nursing Assistant registry from another state (certification has lapsed in the past two years) OR 3) Nursing Assistant registry from another state (current).

For dates and times offered or additional course information, contact Graham Hyder at 336.734.7733 or ghyder@forsythtech.edu.

Coming Soon! NURSING ASSISTANT I-HYBRID

This hybrid course will be a combination of face-to-face and online learning.

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



Forsyth Tech Instructor Profile

Nancy Vargas—Nursing

Nancy was born in High Point, NC and attended nursing school at the University of Alabama. Nancy has been teaching for 17 years and her background includes medical, surgical and orthopedic nursing. Nancy's hobbies include growing and caring for vegetables, sheep/goats, pets and houseplants. She enjoys listening to the Beatles and her favorite cartoon character is Nemo. Her favorite quote is "The best criticism of the bad is the practice of the better" (Richard Rohr).

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 two 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. Current CPR (AHA) Healthcare Provider certification is required before clinical.

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

For dates and times offered or additional course information, contact Graham Hyder at 336.734.7733 or ghyder@forsythtech.edu

The Dorothy L. Lougee Nursing Assistant II Refresher Program ✓

Has your NAII certification lapsed in the previous two years? This course is designed to assess and validate NAII Skills competencies for candidates whose NAII certification lapsed in the last two 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 five students for the class to be held.

For dates and times offered or additional course information, contact Graham Hyder at 336.734.7733 or ghyder@forsythtech.edu.



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!

Forsyth Tech offers classes to **develop** your employees

Do you need economical training solutions in single session workshops or a multi-session series of workshops which can cover a wide range of topics for enhancing the skills of employees?

The Corporate Training Department at Forsyth Tech Can Help!

We offer a variety of options ranging from how to build leadership skills to forming workforce skills and topics ranging from how to provide extraordinary customer service to delivering amazing employee day-to-day performance. Forsyth Tech Corporate Training can customize a training plan built to meet your team's specific educational or developmental needs to drive your business!

Meet Our Trainers!



Sherri Kong enjoys working with teams to build communication and collaboration skills. Since 2013, she has worked with Corporate Training to facilitate training for the City of Winston-Salem, Winston-Salem Police Department, Hanesbrands, Murray Supply, Inmar, Deere-Hitachi and Herbalife.

Sherri received her Bachelor's degree in Spanish and History from UNC-Chapel Hill. She also has her MA in Communication Studies from UNC-Greensboro and MS in Human Resource Development from NC State University. Sherri is a certified facilitator in Crucial Conversations, DiSC, DDI, Achieve Global and is also certified to administer CCL assessments.

Outside of work, Sherri enjoys traveling, trail running, rollerblading, and has recently fallen in love with the sport of dog sledding. She is bilingual and spent two years teaching English in Peru.



David Pritchett has over 20 years of education experience in the corporate world and school systems. He brings a wealth of knowledge in the Manufacturing, Safety, Team Building, Leadership and Customer Service fields. A certified DiSC instructor, he has worked with many companies across the region, to improve profitability and company cultures. David graduated from Middle Tennessee State University with a degree in Speech Communication. In his spare time, he officiates NCAA baseball and high school basketball games and enjoys golfing, cycling and reading.



Jacinta White joined the Corporate Training team as a trainer February 2015. Previously, she served as Program Director of the 9-month Flagship Program at Leadership Winston-Salem. Jacinta is the owner of "The Word Project", where she facilitates art workshops for individual and community healing, and publishes "Snapdragon: A Journal of Art & Healing". She is also a published, award-winning poet.

Having received her BA in Speech Communications from UNC-Greensboro and earned a Master of Public Administration degree from Georgia State University, Jacinta has lived in the Triad area for 10 years. Her certifications include TimeSlips Facilitator, Alzheimer's Poetry Facilitator, DDI and DiSC.

Jacinta is involved in the community and serves on the Advisory Council for Shugart Women's Center and is a member of the Women's Fund of Winston-Salem.

Call Rob Hinshaw at 336.757.3707 to ask questions or to schedule training classes for your team!



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



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 336.761.1002

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*
- Plumbing Installation/Troubleshooting
- Small Business Certification Program
- Small Business Certification Program:
Stokes County
- Veterinary Assistant (Beginning & Advanced)*
- Welding ARC/MIG/TIG/Industrial*

**Financial assistance available as funding allows*

Small Business Center

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

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

College and Career Readiness

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

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

Programs Offered:

- High School Equivalency Diploma program
- English as a Second Language program
- Adult High School and BSP 050 programs
- Compensatory Education program
- Stokes County programs

For more information, call 336.734.7761.

Personal Enrichment

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



Finding Success at Forsyth Tech

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

REACT Center Employability Lab

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

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

King Public Library Employability Lab

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

Goodwill Industries of NW NC Employability Lab

2701 University Parkway, Winston-Salem, NC 27105
Monday – Friday (10 am–2 pm)
336.724.3625, ext. 1330

Winston-Salem Urban League Employability Lab

201 W. 5th Street, Winston-Salem, NC 27101
Monday – Thursday (9 am–1 pm)
336.725.5614, ext. 3010



Prove you have the Skills Employers Need

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

The Career Readiness Certificate (CRC) is a test-based credential now required by many of our local employers. The CRC is a nationally recognized, EEOC-compliant, industry-driven system of job profiling and assessment based on the WorkKeys™ assessment program. CRC testing is conducted at Forsyth Tech's West Campus (1300 Bolton Street, Winston-Salem). The cost of the CRC testing is \$30. For more information, call 336.734.7748

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



Our Mission Statement

“Forsyth Technical Community College provides students with flexible educational pathways to a competitive workforce for the community and global economy.”



Registration Information

What You Need For Registration

Registering for an Economic & Workforce Development course at Forsyth Tech is easy. You can register by phone or at one of our six convenient registration locations in Forsyth and Stokes counties listed under Walk-in Registration. When you register, you must provide all of the following information:

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

You may register 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 336.761.1002.
- > Registration must be completed before the first class meeting. Late registration is not permitted.
- > Students may no longer register for Continuing Education courses at Forsyth Technical Community College’s Main Campus.

Ways To Register

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

- > **West Campus Customer Service Center**
1300 Bolton Street, Winston-Salem
Monday - Thursday, 8:30 am-5:30 pm
Friday, 8:30 am-1:30 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

Registration Information



Telephone Registration

To register by phone, call 336.761.1002
Monday - Thursday, 9 am-4 pm; Friday, 9 am-Noon.

Payment by VISA/MasterCard (credit/debit) only.

Corporate Registration

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

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

Important Registration Information

Refund Policy

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

Disabilities Services

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

Fees

> **Computer Use and Technology Fee**

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

> **Textbooks**

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

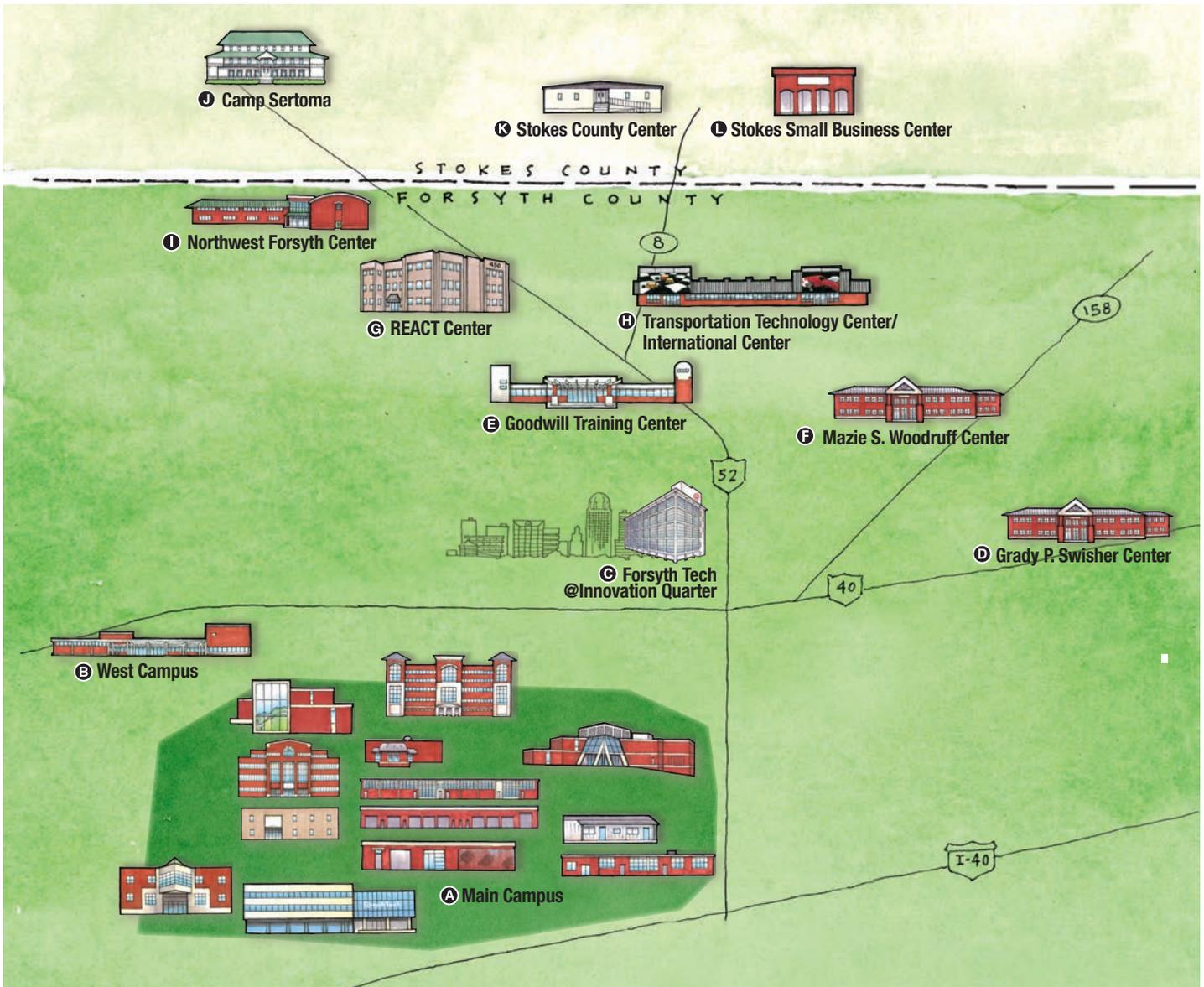
- Online: Go to www.ftcc.bkstr.com. Click GO and find your course. Requires VISA or MasterCard.
- West Campus Bookstore on Bolton Street: Call 336.734.7754 for days and hours of operation.

> **Parking Decals**

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



Campus & Center Locations



•Admissions Office •336.734.7556 •Financial Aid •336.734.7235 •EWD •336.761.1002 •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: 336.761.1002

C. Forsyth Tech @ Innovation Quarter

525 Vine St., Winston-Salem, NC
Small Business Center
Phone: 336.757.3810
BioNetwork Pharmaceutical Center
Phone: 336.748.4671
Business & Industry Services
Phone: 336.757.3802

D. Grady P. Swisher Center

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

E. Goodwill Training Center

2701 University Parkway, Winston-Salem, NC
Phone: 336.724.3625, ext. 1304

F. Mazie S. Woodruff Center

4905 Lansing Dr., Winston-Salem, NC
Phone: 336.734.7950

G. REACT Center

JobsNOW Occupational Training
450 W. Hanes Mill Rd., Winston-Salem, NC,
Phone: 336.761.1002

H. Transportation Technology Center

4255 N. Patterson Ave., Winston-Salem, NC
Phone: 336.757.3399

I. International Center

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

J. Northwest Forsyth Center

3111 Big Oaks Dr., King, NC,
Phone: 336.734.7050

K. Camp Sertoma

1105 Camp Sertoma Dr., Westfield, NC
Phone: 336.761.1002

L. Forsyth Tech Stokes County Center

1165 Dodgetown Rd., Walnut Cove, NC
Phone: 336.593.5402

M. 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) 761-1002.

NAME AS SHOWN ON SOCIAL SECURITY CARD (Please Print)

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

E-Mail Address _____

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) <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a Forsyth Tech Employee (EMP)? <input type="checkbox"/> Yes <input type="checkbox"/> 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
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Last High School Attended _____ **Unknown (1756748)**
 Last Attend Date _____

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

Driver License Information (Applies to Defense Driving Classes ONLY)

Driver License Number (DADD) _____ State Issued _____

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

Student Signature _____ Date _____

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& new passions

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ECONOMIC & WORKFORCE DEVELOPMENT

2016

MAY—AUGUST 2016

COURSE CATALOG

Lean Production Simulator (LPS) Class

Teach your employees to embrace continuous improvement each and every day through a full-day, team-based, vehicle assembly simulation.

The lean production simulator focuses on:

- Team Building
- Eliminating waste
- Standard Work
- LEAN initiative
- Job Instruction Training
- Hands-on simulation
- Job Rotation
- Process Improvement
- Continuous Improvement
- 5 Why's
- 5S Philosophy
- Requires 17 participants (4 teams of 4 and one material handler) working under the direction of a Forsyth Tech Team Leader
- Held at the Forsyth Tech Training Center located on Main Campus in Oak Grove Center
- For more information or a tour, contact Rob Hinshaw, Director of Corporate Education at 336.757.3707 or rhinshaw@forsythtech.edu

Visit us online at www.ForsythTech.edu to learn more about Forsyth Tech!