

ForsythTech

More Than You Know

ECONOMIC & WORKFORCE DEVELOPMENT COURSES FOR EVERYONE

JANUARY - MAY 2013

Job Training



Professional Growth



Basic Skills *and more!*



Personal Enrichment



Be A Silversmith And Let Your Talent Shine!

Use your imagination and creativity
to create one-of-a-kind pieces of
fine jewelry.

Classes meet:
Monday 9:00 am - 12:00 pm or
Wednesday 6:00 - 9:00 pm

For more information, call 336.761.1002.

Become A Medical Interpreter

Medical Interpreter Orientation:

Jan. 2, 2013 at 10:00 am or 6:00 pm
West Campus, Room 16

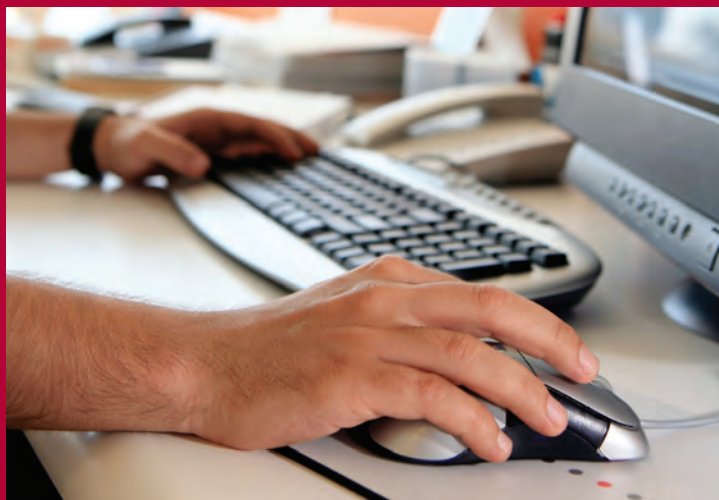
Also Available: Legal Terminology Courses

March 5, 2013 at 6:00 pm at Swisher Center
Available both online and on campus

*For more information on course
offerings or orientations, call 761.1002.*

Office Technology

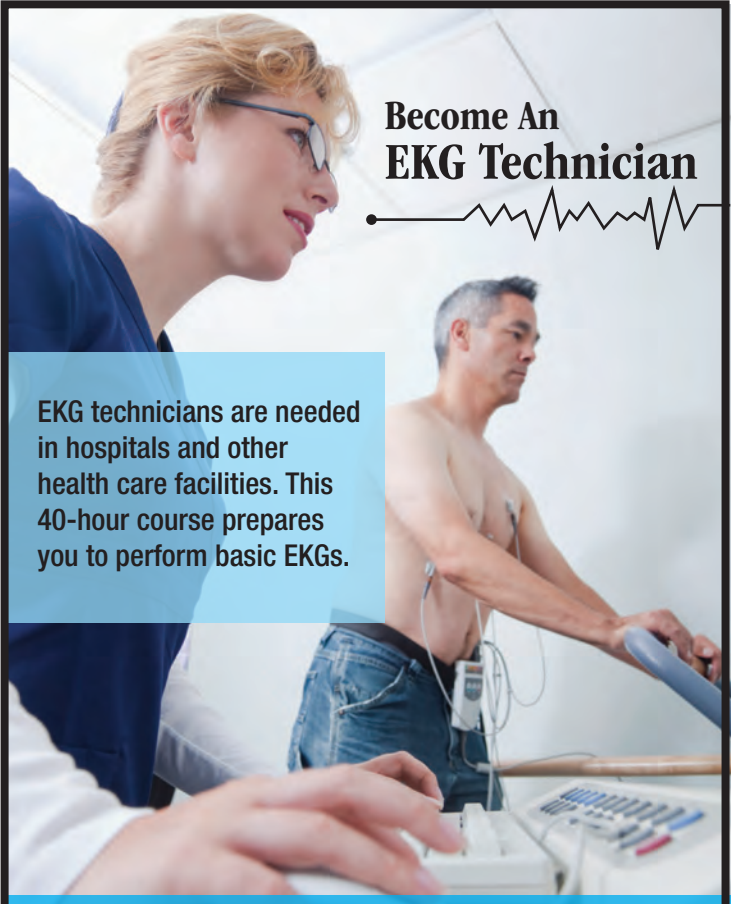
Get the training you need to prepare for an entry-level office position. Enroll in our FREE* Introduction to Clerical Assistant course now, then take Office Technology this summer. These two courses will give you knowledge and skills that would otherwise take six or more courses to obtain!



*The Introduction to Clerical Assistant course is free
if you are unemployed or meet income criteria.

For more information, call 336.761.1002.

Become An EKG Technician



EKG technicians are needed
in hospitals and other
health care facilities. This
40-hour course prepares
you to perform basic EKGs.

For more information, contact Judy Snowden at 336.734.7749.

Welcome to Your New Beginning

A message from Alan Murdock

Vice President, Economic & Workforce Development



Job. A very small word for something that has such a meaningful impact in our lives, in our communities and in our nation. When I speak with those who are unemployed, they tell me there are no jobs available. Yet when I speak to employers,

they tell me there are not enough people to fill the jobs they have vacant. Therein lies the skills-gap between the workforce and employers. Forsyth Tech is here to help bridge that gap through short-term training, certificates, diplomas and two-year degrees. And now, through a new program, many of our educational opportunities are even more accessible.

I'm excited to share that North Carolina has created the Back to Work program to fill the skills-gap for those who have exhausted their NC unemployment benefits. Participants may receive training at no cost, including the cost of materials. The training must lead to a third-party credential such as a computer certification, or be a course with strong interest from employers such as the Electrical Lineman or Electronic Medical Records courses here at Forsyth Tech. Even if you do not meet the requirements of the NC Back to Work program, I urge you to look into the available programs as a means to bridge that gap yourself.

Please see the ad on page 5 for more details regarding the NC Back to Work program.

Alan Murdock

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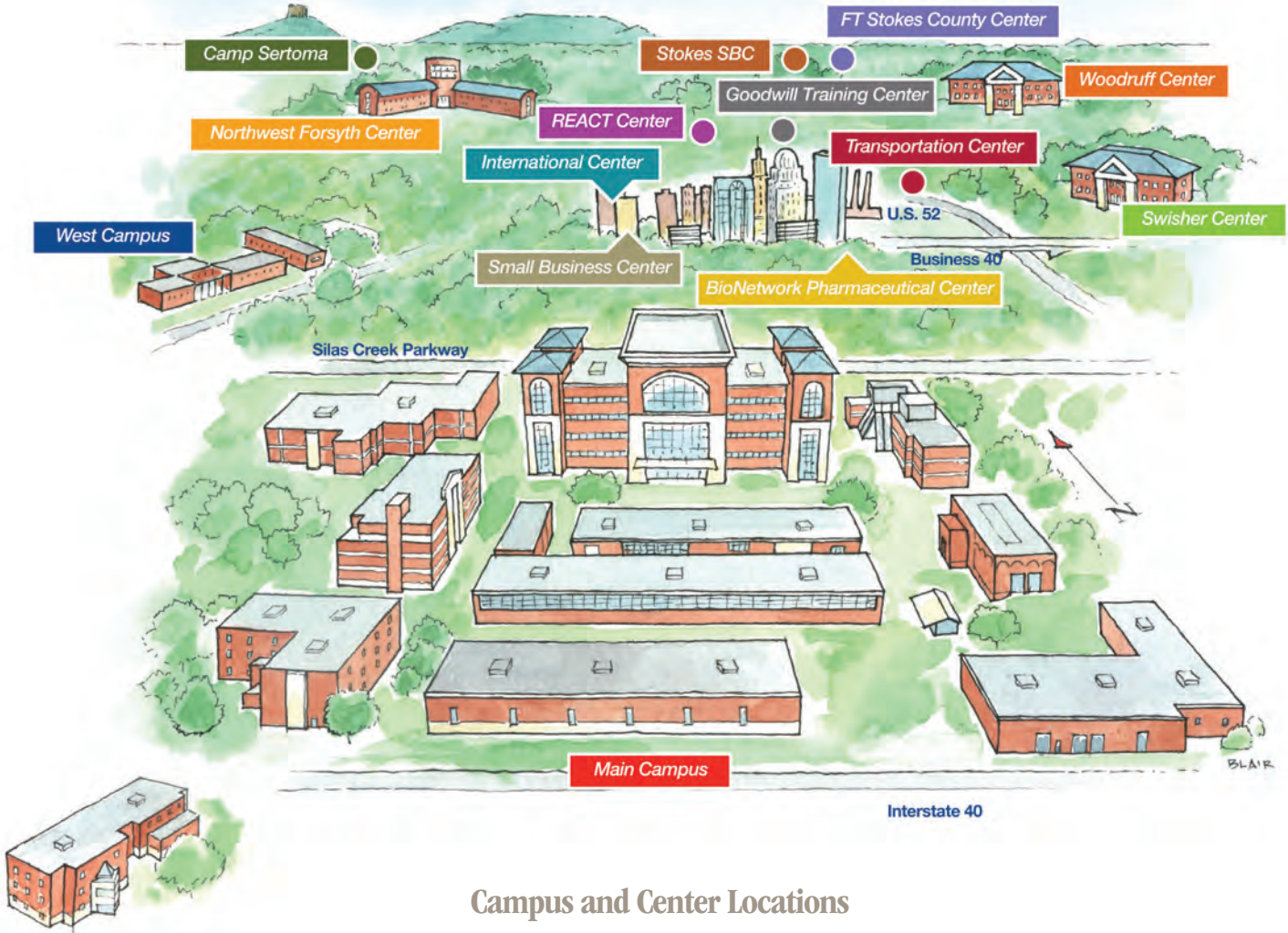
Advance your skills or career from the convenience of your home by taking courses online.

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.

187,000 copies of this document were printed at a cost of \$0.24 per copy. 10/12



Class Locations



Campus and Center Locations

Main Campus
 2100 Silas Creek Parkway
 Winston-Salem, NC 27103
 Phone: 336.723.0371
 Email: info@forsythtech.edu
(mailing address for all locations)

West Campus
 1300 Bolton St.
 Winston-Salem, NC
 Phone: 336.761.1002

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

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

International Center
 Forsyth County Public Library
 660 West 5th St.
 Winston-Salem, NC
 Phone: 336.631.1325
Se habla español.

Small Business Center
 Chamber Building
 601 West 4th St.
 Winston-Salem, NC
 Phone: 336.631.1320

Grady P. Swisher Center
 1251 Dudley Products Dr.
 Kernersville, NC
 Phone: 336.734.7903

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

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

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

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

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

BioNetwork Pharmaceutical Center
 Richard H. Dean Building
 391 Technology Way, Suite 162
 Winston-Salem, NC
 Phone: 336.748.4671

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

Admissions Office
336.734.7556

Financial Aid
336.734.7235

All Other Questions
336.723.0371

For other Forsyth and Stokes County class locations, call 336.761.1002.



BioNetwork Short Courses For Biotechnology, Pharmaceutical and Life Science Employee Training

The North Carolina Community Colleges BioNetwork offers world-class workforce training and education to the biotechnology, pharmaceutical and life science industries. The courses are short and highly focused, providing employees with needed skills in a timely and affordable manner. Highly qualified, industry-trained experts teach all courses.

Available Courses for Spring 2013

Half-Day Short Courses (\$75)

- > Basic Laboratory Safety
- > Data Analysis for Analytical Chemistry using EXCEL
- > GMP Basics: Orientation/Refresher
- > GMP Basics: Deliberate Documentation
- > GMP Basics: Conducting Investigations
- > GMP Basics: QC Lab Operations

- > Raw Materials in the Pharmaceutical Industry
- > Technical Report Writing
- > Understanding Process Variables
- > Understanding Controlled Environments and Processes
- > Wet Chemistry Methods
- > Writing Effective Standard Operating Procedures (SOP's)

One-Day Short Courses (\$100)

- > Analytical Sample Preparation
- > Basic HPLC & Troubleshooting
- > Fundamentals of FT-IR
- > Introduction to Chemical Processes
- > Method Development Practices
- > Pharma Packaging and Labeling

Two-Day Short Courses (\$165)

- > Basics of Chemical Analysis
- > Fundamentals of Gas Chromatography

Three-Day Short Courses (\$225)

- > Microbiology and Sterile Techniques
- > Working with DNA

For more information regarding our courses and to register, please contact Tara Massie at 336.734.7659 or massiet@ncbionetwork.org.



Did You Know?

A Little More About Economic & Workforce Development Financial Assistance

In 2011, Economic & Workforce Development (EWD) received almost \$130,000 for financial assistance for students.

Programs

EWD uses the funding it receives to create and expand programs, such as the Firefighter Certification Program, Continuing Education for Massage Therapists and online courses in Medical Terminology, among others.

EWD off-campus centers, such as the new Transportation Technology Center, are increasing in enrollment and course offerings.

Partnerships

EWD in Forsyth and Stokes Counties works in partnership with many community organizations including:

- > The Public School Systems
- > Kate B. Reynolds Trust
- > Golden Leaf
- > NC Tobacco Trust Fund (Project SkillUP)
- > DataMax
- > Bank of America Foundations
- > Stokes Economic Development
- > King Chamber of Commerce
- > WIA
- > Goodwill Industries

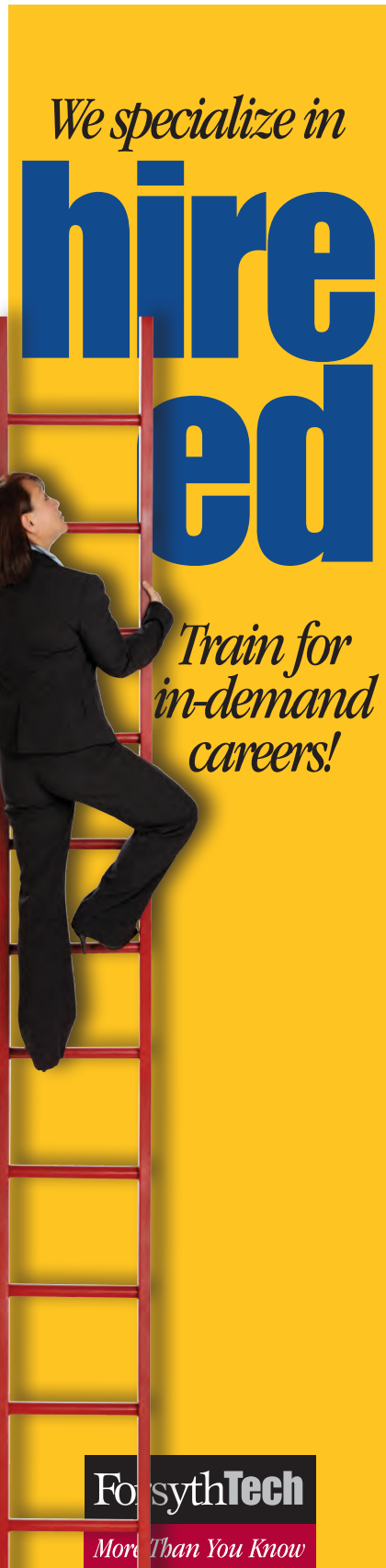
Opportunities with Forsyth Tech and Goodwill Industries

Forsyth Tech and Goodwill Industries have been partners for 20 years. With many classes offered by Forsyth Tech at Goodwill, the possibilities don't end there. When you sign up to take a course at Goodwill Industries through Forsyth Tech, you can also take advantage of additional services offered at Goodwill, including job placement, career counseling, resume preparation and access to free clothing for interviews. Scholarships are available to qualified applicants.



ForsythTech

More Than You Know





Here are lists of the fastest-growing jobs in this area!

The Division of Employment Security of North Carolina projects the following occupations to be among the fastest growing in the Northwest Piedmont region of our state (Forsyth, Rockingham, Stokes, Surry, Davie and Yadkin counties) through 2016. All are supported by associate degree or vocational training programs at Forsyth Tech.

Fastest-Growing Occupations Requiring an Associate Degree For more information call 336.723.0371

	Median Wage
Registered Nurses	\$54,222
Computer Support Specialists	\$41,431
Dental Hygienists	\$63,733
Medical Records & Health Information Technicians	\$27,588
Radiologic Technologists & Technicians	\$54,103
Medical & Clinical Laboratory Technicians	\$36,970
Paralegals & Legal Assistants	\$35,607
Life, Physical & Social Science Technicians	\$31,675
Respiratory Therapists	\$49,711
Electrical & Electronic Engineering Technicians	\$51,731
Diagnostic Medical Sonographers	\$57,910

Fastest-Growing Occupations Requiring Vocational Training For more information call 336.761.1002

	Median Wage
Culinary Arts	\$18,500
Electric Lineman	\$31,700
Nursing Aides, Orderlies & Attendants	\$23,077
Welders, Cutters, Solderers & Brazers	\$35,219
Emergency Medical Technicians & Paramedics	\$31,538
Medical Transcriptionists	\$34,728

Get Back to Work!

Forsyth Tech is one of 16 community colleges to receive funding to help retrain long-term unemployed North Carolinians for both employment and new careers through a program called “North Carolina Back to Work.”

If you have exhausted your unemployment benefits or are about to, you may qualify for this program.

Students who enter the program receive job training and retraining, employability skills, advising and counseling—at no cost—and they also become eligible for industry-recognized, third-party credentials.

The program will pay tuition, registration fees, books and certification costs for approved classes that can lead to jobs.

In addition, the program will pay for one-on-one counseling and career coaching to help get the long-term unemployed back to work.

Our goal is to help 1,000 people in our community retrain for new jobs by June 30, 2013.

For more information or to talk to one of our career counselors, call us at 336.734.7630 or email us: backtowork@forsythtech.edu.





Career Improvement Center

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



1 Improve Your Basic Education Skills

> **Adult Basic Education (ABE)** is designed for adults who need help with reading, writing, speaking, problem-solving and math skills. Adult Basic Education can help you function better in many ways, including on the job. For more information, call 336.734.7756.

> **Adult High School (AHS)** is a distance learning program (meaning you take courses online) that lets you learn at your own pace and on your own schedule. If you left school early and now want to finish, Adult High School is an excellent way to earn your high school diploma and enhance your employment opportunities. There is no cost to the student for Adult High School courses. For more information, call 336.734.7756.

> **General Educational Development (GED)** is a program that allows you to earn a high school equivalency diploma from the State Board of the North Carolina Community College System by taking five tests: Language Arts Writing, Social Studies, Science, Language Arts Reading and Mathematics. To be awarded a high school equivalency diploma, a total minimum score must be obtained. The cost to students to take the GED is \$25. For more information, call 336.734.7761.

How To Enroll in the AHS or GED Program

All AHS/GED students must attend a four-day orientation session.

Orientations meet Monday-Thursday. Students must attend four days at the same session time (late students will not be admitted):

- > 9am - Noon
- > 1:30 - 4:30pm
- > 6 - 9pm

West Campus, Room 20

All students must bring:

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

Adult High School students must provide transcripts

Minors (ages 16 & 17) must have a Minor Release Form and Disciplinary Disclosure Form, which may be picked up in Room 111 - Educational Career Center

The GED program is offered in Winston-Salem at:

REACT Center, 450 W. Hanes Mill Road, 336.734.7748

Goodwill, 2701 University Parkway, 336.734.7761

Mazie Woodruff Center, 4905 Lansing Drive, 336.734.7761

West Campus, 1300 Bolton Street, 336.734.7761

For Stokes County, please call 336.593.5402, ext.1104 for Orientation dates and times.

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

All students are required to attend an orientation session.

- > West Campus (1300 Bolton Street). Look for signs for directions to rooms.
- > May 17, 24 and 31
- > Please bring picture ID - (Por favor traiga identificación)
- > No appointment is necessary - (No se necesita hacer cita)
- > No Children - (No se permiten niños)
- > Must be 18 years and older - (18 años o más)
- > For more information call 336.734.7742 (Se habla Español)

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



2 Improve Your Employment Search Skills

An important part of finding a job is knowing how to find a job. Forsyth Tech offers the Job Search Boot Camp and two Employability Labs to help you jump start your job search or shift it into high gear.

- > Job Search Methods
- > Interview Skills
- > Resume Writing
- > Career Exploration

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 \$20,420 for an individual or \$41,300 for a family of four).

Choose how you would like to improve your employment skills:

Job Search Boot Camp

- > REACT Center (450 Hanes Mill Road), Room 10, 9am - 1pm
January 17, February 21, March 21, April 18

Employability Labs

- > REACT Center (450 Hanes Mill Road), Computer Lab
Mondays and Wednesdays, 9am - Noon
- > West Campus, Room 27
Tuesdays and Thursdays, 9am - Noon

Employability Labs offer continuous open entry, meaning you can sign up for the class at any time. Register at Forsyth Tech's West Campus (1300 Bolton Street or at the REACT Center, Winston-Salem). For registration information, call 336.761.1002.



3 Prove You Have The Skills Employers Need

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

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

4 Get Vocational or Professional Training

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

Training is available in these areas:

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

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

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

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

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

For more information about Forsyth Tech Credit Programs, visit www.forsythtech.edu.

5 Get Good Advice and Counseling

One of the best things you can do when looking for a job or trying to decide on a career is sit down with someone who can give you good advice and counseling. You can find such professionals at the Forsyth Tech Educational Career/JobLink Center in Winston-Salem and Stokes County Small Business/JobLink Center in Walnut Cove.

The staff at the JobLink Centers can help you with any of the programs mentioned here:

- > Adult High School (AHS), General Educational Development (GED), English as Second Language (ESL)
- > HRD Employment Skills Classes (Human Resource Development)
- > The Career Readiness Certificate
- > Academic programs (over 190 degree, diploma and certificate pathways)

The JobLink Centers also offer:

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

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

- | | |
|--|---|
| <ul style="list-style-type: none"> > Forsyth Tech Educational Career/JobLink Center
1300 Bolton Street
Winston-Salem, NC
336.734.7748 > REACT Center
450 Hanes Mill Road, Suite 101
Winston Salem, NC
336.761.1700
Website: www.ncesc.com > Goodwill Industries (SATELLITE SITE)
2701 University Parkway
Winston Salem, NC
336.724.3625
Email: gwinfo@goodwillnwncc.org | <ul style="list-style-type: none"> > Stokes County Small Business/JobLink Center
904 North Main Street
Walnut Cove, NC
336.591.5807 > Urban League
201 West 5th Street
Winston-Salem, NC |
|--|---|



Registration Information

What You Need For Registration

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

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

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

Privacy and Your Social Security Number

Forsyth Tech takes precautions to guard against identity theft. Your Social Security number is used by Forsyth Tech only to register you in the course(s) of your choice, to assign your course grades and to develop your transcript.

Payment Options

Unless otherwise noted, you can pay with:

- > Visa (credit/debit card)
- > MasterCard (credit/debit card)
- > Check
- > Cash
- > Money Order

Payment of registration, equipment and/or insurance fees must be made at the time of registration. Fee exemptions, if offered, are noted in the Class Listings. Checks should be made payable to Forsyth Technical Community College.

Keep In Mind

- > Early registration is encouraged – classes fill on a “first come, first served” basis. Registration must be completed before the first class meeting. Late registration is not permitted.
- > Students may no longer register for Continuing Education courses at Forsyth Technical Community College’s Main Campus.

Ways To Register

Online Registration

Visit www.forsythtech.edu and click on “Economic & Workforce Development.” Under Economic & Workforce Development, click on “How To Register For Classes.” Payment by Visa or MasterCard only. Online registration cannot be used if you are registering for classes on a “fee-exempt” basis.

Walk-In Registration

Walk-in registration is available at five locations:

- > **West Campus Customer Service Center**
1300 Bolton Street, Winston-Salem
Monday - Thursday, 8:30am - 5:30pm
Friday, 8:30am - 1pm
- > **Mazie S. Woodruff Center**
4905 Lansing Drive, Winston-Salem
Monday - Friday, 11am - 1:30pm
- > **Grady P. Swisher Center**
1251 Dudley Products Drive, Kernersville
Monday - Thursday, 8:30am - 4:30pm
Friday, 8:30am - 2pm
- > **Forsyth Tech Stokes County Center**
1165 Dodgetown Road, Walnut Cove
(Payment by cash, check or money order only.)
Monday - Thursday, 8am - 5pm
Friday, 8am - 3pm
- > **Northwest Forsyth Center**
3111 Big Oaks Drive, King
(Payment by check or money order only.)
Monday - Thursday, 8:30am - 4pm
Friday, 8:30am - 1:30pm
- > **Transportation Technology Center**
4255 North Patterson Avenue, Winston-Salem
Monday - Thursday, 8:30am - 5pm (Closed Noon - 1pm)
Friday, 8:30am - 1:30pm

Telephone Registration

To register by phone, call 336.761.1002, Monday - Thursday, 9 am - 1:30 pm. Payment by VISA/MasterCard (credit/debit) only.

Corporate Registration

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

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

Registration Information



Important Registration Information

Course Repetition Policy

- > In 1993, the N.C. legislature enacted a law that requires anyone, including senior citizens, who takes the same occupational extension course more than twice within a five-year period to pay an additional cost of \$6.41-\$7.12 per scheduled hour.
- > Here's an example: Computer Basics costs \$70 (First Time), Computer Basics costs \$70 (Second Time), Computer Basics costs \$163.20, (Third Time: 24 class hours x \$6.80 = \$163.20). This example does not reflect scheduled cost.

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

Refund Policy

- > A full refund is given if Forsyth Tech cancels a course.
- > If the course has a ✓ 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.

Senior Citizen Policy

- > Tuition will be discounted for one 1 course in non-credit instruction per academic semester for senior citizens age 65 or older who are qualified as legal residents of North Carolina. All senior citizens registering for the first time must come to the West Campus in order to have their senior citizen status verified.
- > Waiver covers registration fees only. Other fees may apply.
- > This policy applies to Occupational Extension classes only.

Disabilities Services

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

Fees

- > **Computer Use and Technology Fee** All occupational courses have a \$5 per course computer use and technology fee.
- > **Textbooks** For your convenience, three 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.
 - > In Class: If you are taking a class at the Woodruff or Swisher Center, you may purchase your textbooks at that site the first night of class. Payment by check or money order only.
- > **Parking Decals** Parking decals cost \$25 and are nonrefundable. All EWD students who park vehicles on ANY Forsyth Tech campus (Main, Northwest Forsyth 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 or Woodruff Centers. Parking decals may be purchased in advance or on the first day/night of class.



Courses in Forsyth County

Computer Technology

Computer Basics ●✓

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

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

Course Code: 69202 Cost: \$70
Date: January 9-February 27, W, 9 am-Noon
Location: West Campus, Room 1

Course Code: 69199 Cost: \$70
Date: January 10-February 7, TTH, 9 am-Noon
Location: West Campus, Room 1

Course Code: 69214 Cost: \$70
Date: February 5-April 2, T, 6-9 pm
Location: West Campus, Room 1

Computer Basics: Beyond The Basics ●✓

This course reaches beyond the computer basics of using a mouse, learning the desktop, saving files, and making folders. Learn in a basic approach how to resize and edit a photo with Microsoft Office Picture Manager, create useful and practical drawings in Paint, record a voice or music file in Sound Recorder, use the characters of Character Map, and much more.

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

NOTE: This course requires a textbook and students will need to bring a USB Flash drive to class.

Course Code: 67423 Cost: \$70
Date: January 8-February 5, T, 5-8 pm
Location: Mazie Woodruff Center, Room 106

Computer Basics II ●✓

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

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

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

Course Code: 69215 Cost: \$70
Date: February 12-March 7, TTH, 9 am-Noon
Location: West Campus, Room 1

Course Code: 69231 Cost: \$70
Date: April 9-May 28, T, 6-9 pm
Location: West Campus, Room 1

Course Code: 69426 Cost: \$70
Date: April 10-May 29, W, 9 am-Noon
Location: West Campus, Room 1

Excel 2010 Introduction Refresher ●✓

Are your Excel skills a little rusty? If so, then this one week, 12-hour course is for you.

This course introduces students to Excel 2010's improved tools to analyze data, write formulas, graph data and sort data. Basic skills are taught in this introductory class using the new ribbon system for selecting tools. This makes using Excel 2010 much easier with instinctive design and simple point-and click functionality. At the end of the course, students will be able to use this program confidently at home or on the job.

Prerequisite: A basic understanding of Microsoft Excel.

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

Course Code: 69212 Cost: \$70
Date: February 4-February 7, MTWTH, 9 am-Noon
Location: Small Business Center, Room 107

Excel 2010 Introduction ●✓

In this 24-hour course, students will discover dozens of shortcuts and tricks for quickly and efficiently setting up fully formatted worksheets. Students will also learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, creating custom charts, creating three-dimensional workbooks, building links, creating macros and customizing tool bar buttons.

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

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

Course Code: 69203 Cost: \$70
Date: January 10-February 28, TH, 6-9 pm
Location: West Campus, Room 1

Course Code: 69550 Cost: \$70
Date: March 4-March 27, MW, 9 am-Noon
Location: Goodwill, Room 302

Course Code: 69221 Cost: \$70
Date: March 11-April 29, M, 6-9 pm
Location: Grady Swisher Center, Room 203

Course Code: 69225 Cost: \$70
Date: March 15-May 17, F, 9 am-Noon
Location: West Campus, Room 122

Excel 2010 Intermediate Refresher ●✓

This 12-hour course is a continuation of Excel 2010 Introduction Refresher. Students will learn more advanced Excel 2010 tools such as filtering, merge and center, wrap text, conditional formulas, linking spreadsheets, including additional shortcuts to make spreadsheet preparation easier and faster. At the end of the course, students will be able to use this program confidently at home or on the job.

Prerequisite: Excel 2010 Basic, Excel 2010 Introduction Refresher or advanced knowledge of previous versions of Microsoft Access.

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

Course Code: 69217 Cost: \$70

Date: February 18-February 21, MTWTH, 9 am-Noon
Location: Small Business Center, Room 107

Excel 2010 Intermediate ●✓

In the 24-hour course, students will go beyond the basics and explore Excel 2010 in depth. New and improved features can help students be more productive, but only if they can find them when they need them. Like the other Microsoft Office 2010 programs, Excel 2010 includes the Microsoft Office Fluent interface, which consists of a customizable visual system of tools and commands. Other new features include: improved ribbon, backstage view, workbook management tools, Excel Mobile 2010 for Windows Phone 7, improved PivotTables, and Slicers.

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

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

Course Code: 69224 Cost: \$70
Date: March 14-May 9, TH, 6-9 pm
Location: West Campus, Room 1

Course Code: 69234 Cost: \$70
Date: May 17-July 11, TH, 6-9 pm
Location: West Campus, Room 122

Internet and Email for Seniors ❖

This course is for seniors only. Master the ins and outs of the Internet with this informative, behind-the-scenes look at the World Wide Web, search engines, email, chat, telnet, blogging and more. Learn powerful research techniques to help you find whatever you want, whenever you want. Also learn how to protect your privacy, download files safely and keep your computer secure.

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

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

Course Code: 69213 Cost: \$68
Date: February 4-February 25, M, 6-9 pm
Location: Grady Swisher Center, Room 203

Course Code: 69218 Cost: \$68
Date: February 19-March 12, T, 5-8 pm
Location: Mazie Woodruff Center, Room 106

Course Code: 69229 Cost: \$68
Date: April 6-May 4-S, 11 am-2 pm
Location: West Campus, Room 1

Courses in Forsyth County



Microsoft Office 2010 ●✓

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

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

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

Course Code: 69200 Cost: \$70

Date: January 8-February 26, T, 6-9 pm

Location: West Campus, Room 122

Course Code: 69548 Cost: \$70

Date: January 8-January 31, TTH, 9 am-Noon

Location: Goodwill, Room 302

Course Code: 69549 Cost: \$70

Date: February 12-March 7, TTH, 6-9 pm

Location: Goodwill, Room 302

Course Code: 69223 Cost: \$70

Date: March 12-May 7, T, 6-9 pm

Location: West Campus, Room 122

Course Code: 69233 Cost: \$70

Date: April 24-June 12, W, 6-9 pm

Location: West Campus, Room 122

PowerPoint 2010 ●✓

Students 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 12-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, students will be able to use this program confidently at home or on the job.

Prerequisite: A basic understanding of Microsoft PowerPoint.

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

Course Code: 69369 Cost: \$70

Date: March 11-March 14, MTWTH, 9 am-Noon

Location: Small Business Center, Room 107

QuickBooks Pro 2011 Level I ●✓

Students will receive an introduction to accounting principles, customer transactions, vendor transactions and online banking. By the end of this session students will create a workbook from scratch.

NOTE: Students will need to bring a USB flash drive to class.

Course Code: 69033 Cost: \$70

Date: January 15-February 7, TTH, 1-4 pm

Location: Small Business Center, Room 105

QuickBooks Pro 2011 Level II ●✓

Students will be introduced to physical inventory and sales tax, setting up and using payroll, and other balance sheet account transactions. Student will learn how to make journal entries, customize reports, create custom templates and close the books.

Prerequisite: QuickBooks Pro Level I

NOTE: Students will need to bring a USB Flash Drive to class.

Course Code: 69035 Cost: \$70

Date: February 26-March 21, TTH, 1-4 pm

Location: Small Business Center, Room 105

Web Site Design Introduction ●✓

Learn how to design, create and post your very own site using Dreamweaver software. Discover low-cost marketing techniques and search engine strategies. Learn the basics of HTML and CSS.

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

Course Code: 69211 Cost: \$70

Date: January 31-March 21, TH, 6-9 pm

Location: West Campus, Room 122

Course Code: 69232 Cost: \$70

Date: April 11-May 30, TH, 6-9 pm

Location: West Campus, Room 122

Word 2010 Introduction Refresher ●✓

Are you lost when you open up the latest version of Word? Have you lost some of your skills since your college course on Word? If your answer is "yes," then this course is just for you! This 12-hour course teaches students basic Word 2010 skills such as creating documents, moving and copying data, printing, headers and footers and aligning text. It also allows users of previous Word versions to learn the changes that have been made to Word 2010. At the end of the course, students will be able to use this program confidently at home or on the job.

Prerequisite: A basic understanding of Microsoft Word.

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

Course Code: 69205 Cost: \$70

Date: January 14-January 17, MTWTH, 9 am-Noon

Location: Small Business Center, Room 107

Word 2010 Introduction ●✓

In this course, students will learn how to create and modify documents in Word 2010. Students will be able to produce documents quickly and efficiently using many of the formatting features and will be able to use this program confidently at home or on the job.

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

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

Course Code: 69204 Cost: \$70

Date: January 11-March 1, F, 9 am-Noon

Location: West Campus, Room 27

Word 2010 Intermediate Refresher ●✓

This 12-hour course is a continuation of Word 2010 Introduction Refresher. Students will learn more advanced Word 2010 tools such as keyboard shortcuts, commands that include helpful and lesser-known techniques for document navigation, content creation, formatting, layout, working with data and graphics. At the end of the course, students will be able to use this program confidently at home or on the job.

Prerequisite: Word 2010 Basic, Word 2010 Introduction Refresher or advanced knowledge of previous versions of Microsoft Word.

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

Course Code: 69208 Cost: \$70

Date: January 28-January 31, MTWTH, 9 am-Noon

Location: Small Business Center, Room 107

Early Educators Certificate Program

A Healthier You ●✓

This session is designed for early education professionals who wish to improve their health and well-being in order to become a better model for the children in their care. Topics for the frazzled early childhood educator include nutrition, exercise, stress management and organization.

Course Code: 69310 Cost: \$70

Date: April 3-April 24, W, 6:30-9 pm

Location: TBA

Creative Activities for Young Children ●✓

This session covers basic, introductory planning and adaptation of developmentally supportive learning environments with attention to curriculum, appropriate interactions, teaching practices and learning materials. Emphasis is placed on creating and adapting integrated, meaningful, and engaging developmentally supportive learning experiences predominantly in art and dramatic play for young children. Upon completion, participants should have basic knowledge and skills to create, adapt and implement developmentally supportive learning materials, experiences and environments for fostering creativity and divergent thinking skills in young children.

Course Code: 69325 Cost: \$70

Date: March 12-March 19, T, 6:30-9:30 pm

Location: TBA

Horticulture

Design Your Own Landscape ●✓

This course is designed to instruct the student in methods of site analysis, taking property measurements, identifying focal points to help produce a landscape plan, choosing plants for specific uses and spacing requirements to design a landscape for personal use.

Course Code: 68191 Cost: \$70

Date: February 7-March 28, TH, 6-9 pm

Location: Ardmore Hall, Room 202



Courses in Forsyth County

Easy Landscape Updates ❖

Do you have a tired landscape that needs help? Learn a few easy tricks the pros use to bring your landscape up to date. This class will touch on pruning techniques to update plants, creating deeper beds and use of containers. In addition, students will learn the latest trends in residential landscaping.

NOTE: A photo of your house and landscape will be helpful but not required. Please have all photos on a CD and not on a USB drive or on your camera.

Course Code: 68948 Cost: \$35
Date: March 2, S, 9 am-Noon
Location: West Campus, Room 15

Landscape for Wildlife ❖

This three-hour class will help you create a landscape for birds, butterflies and wildlife. Learn what plants attract wildlife, and how to avoid unwanted animals. This course is filled with useful information that will be beneficial if you would like to apply for a wildlife habitat certification. After all the hard work of planning and planting, students will enjoy watching the wildlife in their yards. Plant lists will be included.

NOTE: A picture of your landscape area will be helpful but not required. Please have all photos on a CD and not on a USB drive or on your camera.

Course Code: 68950 Cost: \$35
Date: February 9, S, 9 am-Noon
Location: West Campus, Room 15

Landscaping Basics ●✓

This course is a beginning course for homeowners to learn the design principles behind the choice and placement of plants to create a functional, effective and beautiful design. Plant identification is also covered in this class, along with equipment maintenance.

Course Code: 68208 Cost: \$70
Date: March 18-May 6, M, 6-9 pm
Location: Ardmore Hall, Room 202

Lawns from A to Z ❖

Whether starting over from scratch or making what you have better, this short class will tell you what you need to know to grow and keep a beautiful and healthy lawn. No supplies needed.

Course Code: 68949 Cost: \$35
Date: March 23, S, 9 am-Noon
Location: West Campus, Room 15

Human Resource Development

Customer Service Careers in the Hotel Industry ●✓

Learn what it takes to obtain and succeed at jobs in the hotel and motel industry, such as front desk representative and reservationist. Learn critical customer service and professionalism skills needed in this and many other occupations. Prepare for the job search with up to date tips on resume development and interviewing skills.

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

Course Code: 68998 Cost: \$175
Date: February 4-April 29, MW, 9 am-Noon
Location: REACT Center, Room 10

Employability Lab ●✓

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

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

Course Code: 68982 Cost: \$175
Date: January 7-May 1, MW, 9 am-Noon
Location: REACT Center, Computer Lab

Course Code: 68984 Cost: \$175
Date: January 8-May 2, TTH, 9 am-Noon
Location: West Campus, Room 27

Food and Beverage Service Careers ●✓

Learn about employment opportunities in the food and beverage service industry. Get hands on training in a real world setting to develop knowledge and skills in areas such as food safety, alcohol awareness, event operations, meeting and banquet set-up, and customer service. Learn how to search for and land jobs in this growing field. Students successfully completing the course are guaranteed an interview with the Twin City Quarter.

Prerequisites: Students must be able to comprehend and speak English.

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

Course Code: 69552 Cost: \$175
Date: February 4-March 14, MTWTH, 12:30-3:30 pm
Location: Courtyard Marriott

Interview Skills Workshop ●✓

There is a lot riding on a job interview. Learn how to prepare for the job interview and effectively present yourself.

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

Course Code: 68996 Cost: \$65
Date: January 28-January 31, MTWTH, 9 am-Noon
Location: REACT Center, Room 3

Course Code: 69014 Cost: \$65
Date: March 5-March 14, TTH, 9 am-Noon
Location: REACT Center, Room 10

Introduction to Biotechnology Careers ●✓

Interested in biotechnology but afraid you do not have the academic skills or training to enter biotechnology training programs? Enter our program that combines basic math and science training, with the career readiness and technical skills development needed to pursue further training in one of the fastest growing industries in the state!

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

Course Code: 68987 Cost: \$175
Date: January 14-April 8, MW, 1-4 pm
Location: West Campus, Room 14

Course Code: 69007 Cost: \$175
Date: February 11-May 6, MW, 6-9 pm
Location: REACT Center, Room 3

Introduction to Clerical Assistant ●✓

This course will introduce you to clerical occupations and what is needed to be successful in that field. Learn practical communication and computer skills needed in today's office environment, including Microsoft Word. 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: 68990 Cost: \$120
Date: January 15-February 26, TTH, 1:30-4:30 pm
Location: Goodwill, Room 302

Course Code: 69009 Cost: \$120
Date: February 12-March 26, TTH, 6-9 pm
Location: Goodwill, Room 123B

Course Code: 69017 Cost: \$120
Date: March 12-April 23, TTH, 1:30-4:30 pm
Location: Goodwill, Room 302

Introduction to Culinary and Food Service Careers ●✓

Investigate careers in the culinary and food service industries. Learn about employment opportunities and what employers in the field are looking for. Students will also learn employability skills important for success in culinary and food service jobs.

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

Course Code: 69000 Cost: \$65
Date: January 15-February 7, TTH, 1-4 pm
Location: REACT Center, Room 10

Course Code: 69189 Cost: \$65
Date: March 11-April 3, MW, 6-9 pm
Location: REACT Center, Room 2

Courses in Forsyth County



Job Search Boot Camp ●✓

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

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

Course Code: 68995 Cost: \$65
Date: January 17, TH, 9 am-1 pm
Location: REACT Center, Room 10

Course Code: 69011 Cost: \$65
Date: February 21, TH, 9 am-1 pm
Location: REACT Center, Room 10

Course Code: 69020 Cost: \$65
Date: March 21, TH, 9 am-1 pm
Location: REACT Center, Room 10

Course Code: 69024 Cost: \$65
Date: April 18, TH, 9 am-1 pm
Location: REACT Center, Room 10

KeyTrain™

KeyTrain™ is an open entry lab for individuals interested in practice lessons before taking the WorkKeys® assessment tests. KeyTrain™ is a comprehensive, yet easy-to-use system for improving the basic skills measured by the WorkKeys® Assessment System. Using KeyTrain™, one can assess one's potential WorkKeys® score, review topics in each WorkKeys® skill area and practice problems similar to those on an actual WorkKeys® assessment.

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

Course Code: 68722 Cost: \$175
Date: January 8, TTH, 1-4 pm
Location: West Campus, Room 122

Removing Barriers to Success ●✓

The course will provide an awareness of personal behaviors that lead to success and goal accomplishment at work and in school. Topics will include dressing for success, interviewing for a job, seeking employment with a criminal record, handling frustrations and setbacks effectively, resolving conflict, handling peer pressure and communicating successfully with employers and teachers.

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

Course Code: 68991 Cost: \$65
Date: January 15-January 29, T, 1-4 pm
Location: West Campus, Room 14

Course Code: 69004 Cost: \$65
Date: February 5-February 19, T, 1-4 pm
Location: West Campus, Room 14

Course Code: 69012 Cost: \$65
Date: February 26-March 12, T, 1-4 pm
Location: West Campus, Room 14

Course Code: 69018 Cost: \$65
Date: March 19-April 9, T, 1-4 pm
Location: West Campus, Room 14

Course Code: 69022 Cost: \$65
Date: April 16-April 30, T, 1-4 pm
Location: West Campus, Room 14

Course Code: 69025 Cost: \$65
Date: May 7-May 21, TTH, 1-4 pm
Location: West Campus, Room 14

Resume Development ●✓

This course provides instruction and assistance to students in developing their resumes.

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

Course Code: 68997 Cost: \$65
Date: January 29-February 5, TTH, 6-9 pm
Location: Goodwill, Room 123B

Technology Skills for Employment ●✓

This course covers basic computer skills that are needed in the job search and on most jobs. It includes understanding the computer operating system, managing files and folders, awareness of the common software programs used by employers, searching the Internet for job information, completing job applications online, posting resumes on the Internet and using email.

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

Course Code: 68992 Cost: \$120
Date: January 15-February 26, TTH, 9 am-Noon
Location: REACT Center, Computer Lab

Course Code: 69010 Cost: \$120
Date: February 19-April 2, TTH, 6-9 pm
Location: REACT Center, Computer Lab

Course Code: 69019 Cost: \$120
Date: March 19-April 30, TTH, 9 am-Noon
Location: REACT Center, Computer Lab

Using Social Media to Enhance Your Job Search ●✓

The days of using the newspaper as your primary job search tool are over. Harness the power of Social Media. Learn how to use LinkedIn, Twitter, and Facebook to find your next job and stand out to employers. Learn to avoid common online mistakes and pitfalls that can undermine your credibility.

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

Course Code: 68994 Cost: \$65
Date: January 15-January 22, TTH, 6-9 pm
Location: REACT Center, Computer Lab

Course Code: 69016 Cost: \$65
Date: March 5-March 12, TTH, 9 am-Noon
Location: REACT Center, Computer Lab

Using Twitter to Network for a Job ●✓

This class will help students understand how the social networking tool Twitter can be used to find a position by connecting with recruiters and employers. Students will learn to build their own customized, professional Twitter Profile and to use Twitter tools such as hashtags to focus communications toward job search communities and career professionals.

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

Course Code: 69006 Cost: \$65
Date: February 5-February 12, TTH, 6-9 pm
Location: REACT Center, Computer Lab

Course Code: 69023 Cost: \$65
Date: April 9-April 16, TTH, 6-9 pm
Location: REACT Center, Computer Lab

Human Resource Management Certificate

Employment Law ●✓

This 15-hour course will cover current federal and state employment laws. The course will also provide opportunities for discussion of strategies for complying with those laws. Topics that will be covered include: Equal Employment Opportunity laws and Federal and North Carolina Employment laws.

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

Course Code: 68874 Cost: \$100
Date: March 28-April 25, TH, 6-9 pm
Location: Grady Swisher Center, Room 110

Course Code: 68876 Cost: \$100
Date: April 9-May 7, T, 6-9 pm
Location: Career Center, Room 4457

Introduction to Human Resource Management ●✓

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

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

Course Code: 68829 Cost: \$100
Date: January 8-January 22, TTH, 6-9 pm
Location: Grady Swisher Center, Room 110

Course Code: 68838 Cost: \$100
Date: January 29-February 12, TTH, 6-9 pm
Location: Career Center, Room 4456



Courses in Forsyth County

Managing Conflicts ●✓

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

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

Course Code: 68871 Cost: \$70
Date: March 14-May 2, TH, 6-8:30 pm
Location: Career Center, Room 4458

Performance Management ●✓

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

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

Course Code: 68877 Cost: \$70
Date: April 10-April 17, W, 6-9 pm
Location: Career Center, Room 4457

Strategic Management ●✓ **New!**

In today's competitive market, organizations must engage in strategic planning to survive and prosper. Strategic management is a process, an approach to addressing the competitive challenges an organization faces. To take a strategic approach to Human Resource Management (HRM), we must first understand the role of HRM in the strategic process. This course will introduce students to the linkage between HRM and the strategic management process.

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

Course Code: 68875 Cost: \$75
Date: April 1-April 15, M, 6-9 pm
Location: Grady Swisher Center, Room 110

Course Code: 68878 Cost: \$75
Date: April 24-May 8, W, 6-9 pm
Location: Career Center, Room 4457

Supervisory Skills for Today's Work Environment ●✓

Today's employees may require different supervisory techniques than previous employees. Learn effective techniques to manage and motivate your staff. This course is designed to benefit both new and experienced supervisors, focusing on the development of interpersonal or "people skills." Topics include fundamental skills of 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.

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

Course Code: 68858 Cost: \$70
Date: February 12-April 9, T, 6-9 pm
Location: Grady Swisher Center, Room 110

Interpreting in Health and Human Services

National Standards, Professional Skills and Ethical Practices for Interpreters ●✓ (Also offered online)

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

Course Code: 69152 Cost: \$125
Date: January 7-February 11, MW, 1-4 pm
Location: West Campus, Room 16

Course Code: 69153 Cost: \$125
Date: January 7-February 11, MW, 6-9 pm
Location: West Campus, Room 16

Spanish/English Legal Terminology for Interpreters ●✓

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

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

Course Code: 69279 Cost: \$125
Date: March 5-April 30, TTH, 6-9 pm
Location: Grady Swisher Center, Room 106

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

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

Course Code: 69244 Cost: \$180
Date: January 8-April 11, TTH, 6-9 pm
Location: West Campus, Room 16

Course Code: 69245 Cost: \$180
Date: January 8-April 11, TTH, 1-4 pm
Location: West Campus, Room 16

Case Studies Translator Lab ●✓ (Also offered online)

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

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

Course Code: 69262 Cost: \$125
Date: February 13-March 25, MW, 6-9 pm
Location: Hauser Hall, Room 223

Course Code: 69264 Cost: \$125
Date: February 13-March 25, MW, 1-4 pm
Location: West Campus, Room 122

Case Studies Interpreter Lab ●✓ (Also offered online)

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

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

Course Code: 69304 Cost: \$125
Date: March 27-May 1, MW, 1-4 pm
Location: West Campus, Room 122

Course Code: 69306 Cost: \$125
Date: March 27-May 1, MW, 6-9 pm
Location: Hauser Hall, Room 223

Medical Clerical

Check out the **Online/Blackboard Courses** section of this mailer to find more Medical Clerical courses offered online.

Certified EHR Specialist ●✓ **JobsNow**

This 140-hour course will cover the usage and management of health information and the electronic health record (EHR). This course will introduce the students to the use of health information and the electronic health record for many settings within the health care industry. This course will provide students with a practical understanding of what an electronic health record specialist is and how important they are in the job market today.

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

Courses in Forsyth County



NOTE: CRC required. \$30 National Exam administered on site after program completion: \$105

Course Code: 68381 Cost: \$180
Date: January 14-April 4, MWTH, 1-5 pm
Location: West Campus, Room 12

Course Code: 68389 Cost: \$180
Date: February 11-May 13, MWTH, 6-9:30 pm
Location: West Campus, Room 12

Course Code: 68416 Cost: \$180
Date: April 15-July 5, MWF, 9 am-1 pm
Location: West Campus, Room 12

Electronic Medical Records ●✓ JobsNow

This introductory course will provide information about effective management, documentation and communication using electronic health information. The course will also provide hands-on activities to navigate through the various applications found in a typical electronic medical record system. Upon completion, students will be able to use electronic health records as a tool before, during and after a patient encounter.

Prerequisite: High school diploma or GED.

Course Code: 68387 Cost: \$125
Date: January 28-March 20, MW, 6-9 pm
Location: West Campus, Room 122

Course Code: 68414 Cost: \$125
Date: April 2-May 23, TTH, 9 am-Noon
Location: West Campus, Room 122

Introduction to Medical Terminology (Pharmacy Tech) ●✓

This course introduces the basics of Medical Terminology for the student new to the medical field. Students will learn prefixes, suffixes and root words. Terms are introduced using basic human anatomy and physiology to facilitate a working medical vocabulary. This class is required for Pharmacy Assistant students who want to enroll in the curriculum Pharmacy Tech program.

Prerequisites: High school diploma or GED and completion of Pharmacy Assistant.

Course Code: 68401 Cost: \$70
Date: February 25-March 20, MW, 6-9 pm
Location: Goodwill, Room 306

Medical Office I: Introduction to Terminology and Coding ●✓ JobsNOW

This course prepares students for an entry-level job in a doctor's office or clinic, but does not prepare students to be a professional coder. In the first half of the course, students receive an introduction to medical terminology. In the second half of the course, students receive an introduction in how to convert a medical procedure or disease into a number code for insurance billing.

For more information, call 336.724.3625 ext.1304, Monday through Thursday, 5-8 pm.

Course Code: 68384 Cost: \$180
Date: January 15-April 16, TTH, 9 am-Noon
Location: REACT Center, Room 66

Course Code: 68385 Cost: \$180
Date: January 15-April 16, TTH, 6-9 pm
Location: Goodwill, Room 100

Course Code: 68391 Cost: \$180
Date: February 11-May 8, MW, 6-9 pm
Location: Goodwill, Room 100

Course Code: 68398 Cost: \$180
Date: February 18-May 15, MW, 1-4 pm
Location: Grady Swisher Center, Room 213

Course Code: 68410 Cost: \$180
Date: April 1-July 1, MW, 6-9 pm
Location: Grady Swisher Center, Room 213

Medical Office II: Billing ●✓ JobsNOW

This course prepares students for an entry-level job in a doctor's office or clinic. Learn to use Medical Manager software for patient record keeping, appointment scheduling, billing for services, posting of payments and generating accounting reports.

Prerequisite: Medical Office I.

For more information, call 336.724.3625 ext.1304, Monday through Thursday, 5-8 pm.

Course Code: 68382 Cost: \$125
Date: January 14-March 6, MW, 6-9 pm
Location: REACT Center, Computer Lab

Course Code: 68386 Cost: \$125
Date: January 22-March 13, TTH, 9 am-Noon
Location: Goodwill, Room 202

Course Code: 68423 Cost: \$125
Date: April 29-June 19, MW, 6-9 pm
Location: Goodwill, Room 202

Medical Unit Secretary ●✓ JobsNOW

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

Prerequisite: High school diploma or GED, Criminal Background Check and Drug Screen

For more information, call 336.761.1002.

Course Code: 68378 Cost: \$198
Date: January 2-April 29, MTWTH, 6-9 pm; S, 7 am-3 pm
Location: Bob Greene Hall, Room W304

Course Code: 68394 Cost: \$198
Date: February 12-April 17, TWTH, 8:30 am-5 pm
Location: West Campus, Room 17

Course Code: 68407 Cost: \$198
Date: March 4-July 8, MTW, 5-9 pm;
S, 7 am-3 pm
Location: REACT Center, Room 7

Course Code: 68485 Cost: \$198
Date: March 19-July 31, TWTH 9 am-1 pm
Location: Grady Swisher Center, Room 106

Course Code: 68419 Cost: \$198
Date: April 15-August 14, MWTH 1-5 pm; S, 7 am-3 pm
Location: Grady Swisher Center, Room 106

Pharmacy Assistant ●✓ JobsNOW

The course introduces students to the work of entry-level employees in a retail pharmacy. It prepares students to enter an on-the-job training program for pharmacy technicians. Instruction covers drug regulation and control, pharmaceutical terminology, medications and their uses and applied math.

Prerequisite: High school diploma or GED.

For more information, call 336.724.3625 ext. 1304, Monday through Thursday, 5-8 pm.

Course Code: 68379 Cost: \$125
Date: January 8-February 28, TTH, 6-9 pm
Location: Goodwill, Room 306

Course Code: 68399 Cost: \$125
Date: February 25-April 17, MW, 9 am-Noon
Location: Goodwill, Room 306

Course Code: 68403 Cost: \$125
Date: March 19-May 14, TTH, 6-9 pm
Location: Goodwill, Room 306

Revenue Cycle Management ●✓ JobsNOW

This course prepares individuals for healthcare billing positions. Revenue Cycle Management explores the Medical Billing process from the time a claim is submitted to applying payment to an account. Students will work on Electronic Health Record software to investigate denied claims from insurance companies and find solutions for solving these denials.

Prerequisites: High school diploma, GED or equivalent; Basic Computer Skills; Medical Office I, Medical Office II and EMR with Instructor Recommendation OR Certified EHR Specialist OR provide proof of employment in a medical office or facility. Must obtain memo before registration from room 32 or 34.

Course Code: 68380 Cost: \$125
Date: January 14-March 11, MW, 9 am-Noon
Location: West Campus, Room 27

Course Code: 68388 Cost: \$125
Date: February 5-April 2, TTH, 6-9 pm
Location: West Campus, Room 27

Personal Enrichment Arts, Crafts and Hobbies

Artisan Bread ❖

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

NOTE: Supplies must be brought to the first night of class. Please ask for a supply list when registering.

Course Code: 68946 Cost: \$50
Date: January 15-January 29, T, 6-9 pm
Location: West Campus, Room 15



Courses in Forsyth County

Basket Weaving and Chair Caning ❖

This class will teach you how to identify the different types of basket weaves and caning designs. Bring your own project to work on.

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

Course Code: 68584 Cost: \$65
Date: January 14-March 11, M, 1-4 pm
Location: South Fork Recreation Center

Course Code: 68585 Cost: \$65
Date: January 14-March 11, M, 9 am-Noon
Location: South Fork Recreation Center

Course Code: 68637 Cost: \$65
Date: March 25-May 13, M, 1-4 pm
Location: South Fork Recreation Center

Course Code: 68638 Cost: \$65
Date: March 25-May 13, M, 9 am-Noon
Location: South Fork Recreation Center

Bird Watching: Beginning ❖

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

NOTE: Participants are encouraged to bring binoculars. Pencil and paper are required.

Course Code: 68649 Cost: \$65
Date: April 13-May 18, S, 9 am-Noon
Location: West Campus, Room 15

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: Students will need to bring wax paper, tips and prepared butter cream icing to the first class. Students may purchase their own supplies from the supply list or purchase a kit the first night of class for approximately \$50.

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

Course Code: 68605 Cost: \$50
Date: February 12-March 5, T, 6-9 pm
Location: West Campus, Room 15

Cake Decorating: Cupcakes ❖

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

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

Course Code: 68578 Cost: \$45
Date: April 9-April 30, T, 6:30-8:30 pm
Location: West Campus, Room 15

Candy-Making Workshop ❖

In this demonstration class, you will learn new recipes to create delectable treats to share with friends and family. Create a one of a kind Easter basket with homemade chocolate bunnies and chicks. Students will learn how to make all these wonderful recipes and take home a bag full of goodies to enjoy.

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

Course Code: 68628 Cost: \$35
Date: March 16, S, 9 am-Noon
Location: West Campus, Room 15

Crocheting ❖

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

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

Course Code: 68634 Cost: \$65
Date: March 20-April 24, W, 1-4 pm
Location: South Fork Recreation Center

Digital Photography Beginning ❖

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

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

Course Code: 68583 Cost: \$35
Date: January 12, S, 9 am-Noon
Location: West Campus, Room 122

Course Code: 68589 Cost: \$35
Date: January 26, S, 9 am-Noon
Location: West Campus, Room 122

Course Code: 68610 Cost: \$35
Date: March 2, S, 9 am-Noon
Location: West Campus, Room 122

Course Code: 68617 Cost: \$35
Date: March 9, S, 9 am-Noon
Location: West Campus, Room 122

Digital Photography Intermediate ❖

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

Prerequisite: Digital Photography Beginning.

Course Code: 68590 Cost: \$35
Date: February 2, S, 9 am-Noon
Location: West Campus, Room 122

Course Code: 68626 Cost: \$35
Date: March 16, S, 9 am-Noon
Location: West Campus, Room 122

Drawing: Basic Technique/Color ❖

This two-fold class offers basic black and white drawing techniques for the beginner or for those wishing to get back to drawing basics. The black and white drawing is suitable for all levels of experience. This class also continues the established basic colored pencil techniques course for those ready to learn about color and this versatile medium. Those wishing to focus on colored pencil should have some previous drawing experience.

NOTE: When buying supplies students should buy either Basic Drawing Supplies or Drawing in Color Supplies but not both.

Course Code: 68588 Cost: \$65
Date: January 17-March 7, TH, 9 am-Noon
Location: Miller Park Recreation Center

Course Code: 68635 Cost: \$65
Date: March 21-May 9, TH, 9 am-Noon
Location: Miller Park Recreation Center

Flower Arranging ❖

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

NOTE: Students will need to bring a bud vase the first night of class, a pair of scissors, a paring knife or small wire cutters and ribbon scissors.

Course Code: 68643 Cost: \$85
Date: April 2-May 6, T, 6:30-8:30 pm
Location: South Fork Recreation Center

Courses in Forsyth County



Jewelry: Fantastic Rings ❖

One class, three hours, and three rings! Students will enjoy creating three unique rings. These rings are made with wire wrap and beads. Each is unique and fun to wear. Students will learn techniques in bending and forging wire.

NOTE: Cost of supplies for the rings is \$5.00 and can be paid to the instructor at the time of class.

Course Code: 68616 Cost: \$35

Date: March 9, S, 9 am-Noon

Location: West Campus, Room 15

Jewelry: Wire Work Earrings ❖

Earrings are one of the most popular types of jewelry. Come and make at least two pairs that are uniquely yours. With so many shapes to choose from - drops to dangles - there should be something for everyone.

NOTE: Students have a choice of purchasing supplies from a supply list. *Ask for the list when registering, or students may purchase supplies from instructor at class at an approximate cost of \$4-\$10.

Course Code: 68597 Cost: \$35

Date: February 2, S, 9 am-Noon

Location: West Campus, Room 15

Jewelry: Wire Work Necklace ❖

The techniques covered in this wire component workshop will be more free form. Some of the designs covered will be connectors, links, spirals and bead wraps. The goal is to finish a wire link necklace with or without beads.

NOTE: Students have a choice of purchasing supplies from a supply list.* Ask for the list when registering, or students may purchase supplies from the instructor at class at an approximate cost of \$8-\$25.

Course Code: 68653 Cost: \$35

Date: April 13, S, 9 am-Noon

Location: West Campus, Room 34

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: 68623 Cost: \$35

Date: March 12, T, 1-4 pm

Location: South Fork Recreation Center

Course Code: 68654 Cost: \$35

Date: April 30, T, 6-9 pm

Location: South Fork Recreation Center

Painting: Acrylic ❖

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

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

Course Code: 68606 Cost: \$65

Date: February 14-March 21, TH, 9:30 am-12:30 pm

Location: West Campus, Room 15

Course Code: 68646 Cost: \$65

Date: April 4-May 9, TH, 9:30 am-12:30 pm

Location: West Campus, Room 15

Painting: Oil All Levels ❖

All levels of students from beginners to advanced will meet to explore the proper use of this exciting medium; especially color mixing, application and brush techniques. We will work from photos and nature while studying the styles of the master oil painters.

NOTE: Only odorless turpentine, such as clear Turpenoid, will be used in the classroom. No water based oils.

A supply list will be given at registration and will be thoroughly explained during the first class.

Course Code: 68602 Cost: \$65

Date: February 6-March 13, W, 9 am-Noon

Location: West Campus, Room 15

Course Code: 68644 Cost: \$65

Date: April 3-May 8, W, 9 am-Noon

Location: West Campus, Room 15

Painting: Watercolor ❖

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

NOTE: You will need to purchase additional supplies.

Course Code: 68587 Cost: \$65

Date: January 16-March 6, W, 1-4 pm

Location: South Fork Recreation Center

Course Code: 68608 Cost: \$65

Date: February 15-March 22, F, 9:30 am-12:30 pm

Location: West Campus, Room 15

Course Code: 68633 Cost: \$65

Date: March 20-May 8, W, 1-4 pm

Location: South Fork Recreation Center

Course Code: 68647 Cost: \$65

Date: April 5-May 10, F, 9:30 am-12:30 pm

Location: West Campus, Room 15

Photography: DSLR ❖

Want to get more out of your Digital camera? Are you curious to know how to use Photoshop to make good photos great? This 8-week class is for the novice all the way to the advanced shooter. Learn all the bells and whistles and menu commands on your DSLR camera and more importantly when to use them. Each class will have two phases: a technical phase where students will learn camera and shooting techniques, and a manipulation phase where students will learn how to manipulate their digital images using Photoshop CS6 Extended. Students will have their photos discussed and critiqued in class. Class content will include, but will not be limited to: action/sport, still, portrait, wedding, landscape and architectural photography. After taking this class students will be able to shoot in any situation resulting in professional quality photos.

NOTE: Students should bring to class, paper and pencil, DSLR camera with lenses and owner's manual and a zip drive with at least 2 gigabytes of memory.

Course Code: 68631 Cost: \$85

Date: March 18-May 6, M, 6-9 pm

Location: Transportation Center, Room 146

Picture Framing and Matting ❖

This class for beginners and continuing participants 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: 68592 Cost: \$75

Date: January 28-March 4, M, 6-9 pm

Location: West Campus, Room 34

Course Code: 68642 Cost: \$75

Date: April 1-May 6, M, 6-9 pm

Location: West Campus, Room 34

Quilt Making: Beginning ❖

Learn the traditional art of quilt making with the innovations of today. You will be making a quilt as you learn the current techniques. No sewing or quilting experience is needed. You will learn fabric selection, rotary cutting, sewing machine strip piecing, accurate speed piecing techniques, settings, borders, mitering, hand and machine quilting, binding and documentation.

NOTE: A supply list is discussed in the first class.

Course Code: 68576 Cost: \$65

Date: January 8-February 26, T, 1-4 pm

Location: Taylor Recreation Center

Course Code: 68619 Cost: \$65

Date: March 12-May 7, T, 1-4 pm

Location: Taylor Recreation Center



Courses in Forsyth County

Quilt Making: Intermediate ❖

Bring a project that you would like to work on or pick one of the class project suggestions. You will expand your quilting knowledge and skills as new challenges are met. You can work on something simple, accurate and quick, or design and draft an original. Work on anything from hand appliqué, paper piecing, curved piecing or just finishing projects. Knowledgeable assistance and lessons offered in all areas.

Prerequisite: Quilt Making: Beginning class or quilting and sewing machine experience needed.

Course Code: 68577 Cost: \$65
Date: January 8-February 26, T, 9 am-Noon
Location: Taylor Recreation Center

Course Code: 68620 Cost: \$65
Date: March 12-May 7, T, 9 am-Noon
Location: Taylor Recreation Center

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: 68580 Cost: \$95
Date: January 9-February 27, W, 6-9 pm
Location: West Campus, Room 34

Course Code: 68596 Cost: \$85
Date: January 28-March 4, M, 9 am-Noon
Location: West Campus, Room 34

Course Code: 68624 Cost: \$95
Date: March 13-May 1, W, 6-9 pm
Location: West Campus, Room 34

Course Code: 68632 Cost: \$95
Date: March 18-May 6, M, 9 am-Noon
Location: West Campus, Room 34

Stained Glass - All Levels ❖

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

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

Course Code: 68582 Cost: \$95
Date: January 10-February 28, TH, 6-9 pm
Location: West Campus, Room 34

Course Code: 68651 Cost: \$95
Date: April 11-May 30, TH, 6-9 pm
Location: 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. Students will learn about equipment safety, and there will be a lecture and demonstration of the woodworking power machines. You may construct small projects such as bookcases, magazine racks, small end tables, etc.

NOTE: You must furnish your own project materials.

Course Code: 68586 Cost: \$75
Date: January 8-February 12, T, 6-9 pm
Location: Carolina Building, Room 141

Course Code: 68622 Cost: \$75
Date: March 12-April 23, T, 6-9 pm
Location: Carolina Building, Room 141

Dance, Music and Exercise

Dance: Ballroom ❖

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

Course Code: 68613 Cost: \$35
Date: March 5-March 26, T, 7-8:30 pm
Location: Little Creek Recreation Center

Dance: Salsa & Latin ❖

Treat yourself to exercise that is both healthy and fun with the hottest moves happening in the world of hip-hop and Latin dancing. You do not need a partner or any experience. Beginners are welcome.

Course Code: 68598 Cost: \$35
Date: February 4-March 11, M, 7:15-8:15 pm
Location: Fred Astaire Dance Studio

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: 68614 Cost: \$35
Date: March 7-March 28, TH, 7-8:30 pm
Location: Little Creek Recreation Center

Music: Mountain Dulcimer Beginner ❖

Is grandpa's dulcimer hanging on your wall? Bought one on a trip to Blowing Rock? Get it down and make some music! Playing a musical instrument is a good mental exercise, relieves stress, teaches discipline and is fun and satisfying. This class will cover tuning and care, a little music theory and a little playing nicely with others.

NOTE: Students will need to provide dulcimer and music stand to hold music.

Course Code: 68604 Cost: \$45
Date: February 7-March 14, TH, 6:30-8 pm
Location: West Campus, Room 123

Music: Mountain Dulcimer Intermediate ❖

Increase your skills and decrease the stress by continuing with our intermediate class. Students will gain more confidence by practice and participation in this course. Students will gain a better understanding of music theory and will enjoy playing with others while receiving quality instruction.

NOTE: Students must bring their own dulcimer, music stand and music from the beginning course.

Course Code: 68599 Cost: \$45
Date: February 4-March 11, M, 10-11:30 am
Location: South Fork Recreation Center

Course Code: 68641 Cost: \$45
Date: April 1-May 6, M, 10-11:30 am
Location: South Fork Recreation Center

Yoga ❖

Relieve stress and develop focus through yoga. Learn how to breathe efficiently thereby lowering stress with basic yoga poses and relaxation techniques that promote balance and harmony within the body and mind. A trained instructor will analyze and work on improving individual posture. Register soon as space is limited!

NOTE: You will need to bring to class a yoga mat, yoga block, yoga strap and towel. Wear comfortable shoes and clothes.

Course Code: 68591 Cost: \$35
Date: January 28-February 18, M, 6:45-8:15 pm
Location: Gold's Gym, Reynolda Road

Course Code: 68612 Cost: \$35
Date: March 4-March 25, M, 6:45-8:15 pm
Location: Gold's Gym, Reynolda Road

Zumba ❖

Zumba is a "feel happy", uplifting Latin-style dance aerobics class that completely takes the "work" out of work out! The hottest exercise out to date, this fitness phenomenon features salsa, merengue, cumbia, flamenco, belly dance, samba, reggae ton, hip-hop and more! Fusing hypnotic musical rhythms and tantalizing moves to create a dynamic workout system, Zumba is designed to be fun and easy to do! Turn your work out in to a party, and burn between 500 and 1,000 calories in one hour! Why put your fun-fitness on hold?

Course Code: 68593 Cost: \$35
Date: January 28-March 4, M, 5:30-6:30 pm
Location: Miller Park Recreation Center

Course Code: 68639 Cost: \$35
Date: March 25-April 29, M, 5:30-6:30 pm
Location: Miller Park Recreation Center

Courses in Forsyth County



Zumba Gold ❖

Zumba Gold is a low intensity but high energy dance fitness class for older adults and true beginners. This fun, Latin-inspired dance class includes meringue, salsa, rock & roll, tango, swing and more. It is safe, easy to do and an effective total body work out.

Course Code: 68640 Cost: \$35

Date: April 9-May 15, T, 12:35-1:35 pm

Location: Miller Park Recreation Center

Foreign Language

Check out the
Online/Blackboard Courses
section of this mailer to find more
Foreign Language courses offered online.

Arabic I ❖

Learn basic Modern Standard Arabic script and grammar, as well as how to handle everyday living situations in an Arabic culture.

NOTE: Registered students will have access to the Mechtild Montgomery Language Lab.

Course Code: 68630 Cost: \$85

Date: March 18-May 6, M, 6:30-8:30 pm

Location: Bob Greene Hall, Room W317

Italian: Introduction ❖

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

NOTE: Registered students will have access to the Mechtild Montgomery Language Lab.

Course Code: 68594 Cost: \$85

Date: January 28-March 18, M, 6:30-8:30 pm

Location: Bob Greene Hall, Room 264

Spanish/English Grammar Advanced ●✓

This course prepares students to acquire written proficiency in Spanish in order to function at the highest possible level as a professional translator. The course is designed for those students that need to be proficient in grammar and writing skills. The course is conducted entirely in Spanish.

Prerequisite: Must be fully bilingual.

NOTE: This class is recommended for students who would like to expand their knowledge in grammar and writing skills in Spanish before taking Case Studies Translation Lab.

Course Code: 69249 Cost: \$70

Date: February 4-February 25, MW, 9 am-Noon

Location: West Campus, Room 14

Spanish Advanced Grammar and Conversation ●✓

This upper-level course is designed to address advanced grammatical concepts and their uses in conversation.

The course will cover the subjunctive and perfect tenses.

Prerequisite: Spanish VII or equivalent grammar and conversation.

NOTE: Registered students will have access to the Mechtild Montgomery Language Lab.

Course Code: 69239 Cost: \$70

Date: January 8-February 26, T, 9-11 am

Location: Polo Park Recreation Center

Course Code: 69246 Cost: \$70

Date: January 24-February 21, TH, 6-9 pm

Location: Bob Greene Hall, Room 264

Course Code: 69283 Cost: \$70

Date: March 7-April 4, TH, 6-9 pm

Location: Bob Greene Hall, Room 264

Course Code: 69289 Cost: \$70

Date: March 12-May 7, T, 9-11 am

Location: Polo Park Recreation Center

Course Code: 69313 Cost: \$70

Date: April 18-May 16, TH, 6-9 pm

Location: Bob Greene Hall, Room 264

Spanish I ●✓

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

NOTE: Registered students will have access to the Mechtild Montgomery Language Lab.

Course Code: 69284 Cost: \$70

Date: March 11-April 15, M, 9 am-Noon

Location: Bob Greene Hall, Room 279

Course Code: 69293 Cost: \$70

Date: March 13-May 1, W, 6-9 pm

Location: Bob Greene Hall, Room 279

Spanish III ●✓

This class is a continuation of Spanish II and is designed to help students attain an acceptable level of understanding of grammatical concepts with continued emphasis on conversation.

Prerequisite: Spanish II or equivalent Spanish language exposure.

NOTE: Registered students will have access to the Mechtild Montgomery Language Lab.

Course Code: 69188 Cost: \$70

Date: January 8-February 26, T, 6-9 pm

Location: Bob Greene Hall, Room 279

Spanish IV ●✓

This course is designed to broaden the student's level of achievement in basic Spanish language skills with emphasis on grammar and conversation.

Prerequisite: Spanish III or equivalent Spanish language exposure.

NOTE: Registered students will have access to the Mechtild Montgomery Language Lab.

Course Code: 69148 Cost: \$70

Date: January 7-March 4, M, 9 am-Noon

Location: West Campus, Room 16

Course Code: 69285 Cost: \$70

Date: March 12-May 7, T, 6-9 pm

Location: Bob Greene Hall, Room 279

Spanish V Grammar and Conversation ●✓

This class is a continuation of Spanish IV and is designed to expand the acquisition of vocabulary, the control of structure and the ability to communicate.

Prerequisite: Spanish IV or equivalent Spanish language exposure.

NOTE: Registered students will have access to the Mechtild Montgomery Language Lab.

Course Code: 69301 Cost: \$70

Date: March 18-May 6, M, 9 am-Noon

Location: West Campus, Room 16

Spanish VI Grammar and Conversation ●✓

This class is a continuation of Spanish V and will begin preparing students for conversing and writing in Spanish.

Prerequisite: Spanish V or equivalent Spanish language exposure.

Course Code: 69243 Cost: \$70

Date: January 8-February 27, T, 6-9 pm

Location: Bob Greene Hall, Room W231

Spanish VII Grammar and Conversation ●✓

A continuation of Spanish VI, this course will place special emphasis on grammar and conversation.

Prerequisite: Spanish VI or equivalent Spanish language exposure.

NOTE: Registered students will have access to the Mechtild Montgomery Language Lab.

Course Code: 69299 Cost: \$70

Date: March 13-May 1, W, 6-9 pm

Location: Bob Greene Hall, Room W231



Courses in Forsyth County

Spanish for Bank Tellers ●✓

This is a detailed language course that provides conversational Spanish for bank personnel to better assist their Spanish-speaking customers. Participants will be able to greet customers, cash checks, assist customers with deposits and withdrawals, verify identification, obtain basic information and learn about the Hispanic culture.

Course Code: 69308 Cost: \$70
Date: April 2-April 25, TTH, 6-9 pm
Location: Bob Greene Hall, Room W303

Spanish for Healthcare Professionals ●✓

This class is designed to teach non-Spanish speaking physician assistants conversational Spanish language skills to communicate with Spanish speaking patients. Students develop basic communicative skills in listening, speaking, reading and writing in Spanish. The class will provide you with a level of competency sufficient to meet survival medical care needs.

NOTE: No prior knowledge of Spanish is necessary.
Course Code: 69265 Cost: \$70
Date: February 26-March 21, TTH, 6-9 pm
Location: Bob Greene Hall, Room W303

Spanish for School Teachers ●✓

This class is a comprehensive program designed to provide functional Spanish language skills for school personnel who have occasional contact with Spanish speaking students. It also includes extensive training for non-Spanish speaking classroom teachers who have Spanish speaking children in their classroom.

Course Code: 69316 Cost: \$70
Date: May 17-28, TTH, 4:30-7:30 pm
Location: Bob Greene Hall, Room W303

Special Interest

Sign Language I ❖

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

NOTE: You will need to purchase a book.
Course Code: 68615 Cost: \$95
Date: March 7-April 11, TH, 6-9 pm
Location: Taylor Recreation Center

Wedding Planning ❖

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

Course Code: 68603 Cost: \$55
Date: February 7-February 21, Th, 6-9 pm
Location: Polo Park Recreation Center

Wildlife Rehabilitation ❖

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

Course Code: 68671 Cost: \$55
Date: February 19-May 7, T, 6-9 pm
Location: Career Center, Room 32

Professional and Career Development

Accounting For Business ●✓

This course illustrates the basics of finance and accounting: the basic accounting equation, working with T accounts, debits and credits, the accounting cycle and journal transactions, working with the general ledger, generating financial statements and working with adjusting and closing entries.

NOTE: This course requires a textbook.
Course Code: 69036 Cost: \$70
Date: March 11-April 29, M, 6-9 pm
Location: Small Business Center, Room 105

Administrative Assistant Training ●✓

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

NOTE: A DiSC profile is required for the first class and can be purchased in the bookstore.
Course Code: 69121 Cost: \$125
Date: February 5-May 7, T, 6-9 pm
Location: REACT Center, Room 6

AutoCAD ●✓

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

Prerequisite: A basic understanding of the Microsoft Windows operating system.
Course Code: 68189 Cost: \$125
Date: January 23-April 10, W, 6-9 pm
Location: West Campus, Room 1

Bartending ●✓

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

NOTE: Person must be 21 or older to register.
Course Code: 69236 Cost: \$70
Date: January 9-February 27, W, 6-9 pm
Location: West Campus, Room 15

Course Code: 69207 Cost: \$70
Date: January 28-March 18, M, 6-9 pm
Location: Grady Swisher Center, Room 216

Course Code: 69226 Cost: \$70
Date: April 1-May 20, M, 6-9 pm
Location: Grady Swisher Center, Room 216

DMV: Dealer Pre-License ●✓

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

Course Code: 68211 Cost: \$70
Date: March 14-March 15, THF, 8 am-3 pm
Location: West Campus, Room 14

Dog Grooming ●✓

This course will include basic dog anatomy, health and safety, recognizing normal and abnormal conditions, safe handling techniques, knowledge of basic grooming tools and pro's and con's of shampoos, conditioners and fur enhancing products. Students will learn applying techniques for basic grooming for prebath preparations, safe bathing, drying and scissoring, nail trimming, dremeling and filing and finishing techniques such as brushing and scissoring.

Course Code: 68843 Cost: \$200
Date: February 7-March 28, TH, 6-9 pm
Location: Mt. Tabor Boarding and Grooming

Financial Services and Teller Training ●✓

This course is designed for people interested in becoming bank tellers, cashiers and customer service representatives. Topics to be covered include: balancing operations, cash handling, customer relations, introduction to banking operations, motivation and self-confidence, professional conduct and dress and security procedures.

Course Code: 68868 Cost: \$70
Date: March 12-May 7, T, 6-9 pm
Location: Career Center, Room 4458

Courses in Forsyth County



Notary Public Education ❖

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

NOTE: This course requires a textbook.

Course Code: 68709 Cost: \$60

Date: January 15-January 17, TTH, 6-9 pm

Location: West Campus, Room 36

Course Code: 68749 Cost: \$60

Date: February 5-February 7, TTH, 6-9 pm

Location: West Campus, Room 36

Course Code: 68752 Cost: \$60

Date: March 19-March 21, TTH, 6-9 pm

Location: West Campus, Room 36

Course Code: 68755 Cost: \$60

Date: April 9-April 11, TTH, 6-9 pm

Location: West Campus, Room 36

Course Code: 68754 Cost: \$60

Date: April 30-May 2, TTH, 6-9 pm

Location: West Campus, Room 36

Professional Cake Decorating: Beginning ●✓ JobsNOW

This hands-on course teaches students to prepare, decorate and complete original cake designs. Develop skills in making flowers and leaves, writing, working with icing colors and decorating character and special occasion cakes and cupcakes. Students who successfully complete the course will leave with skills necessary to launch a career in cake decorating. The professional cake decorating class is part of the Institute for Hospitality Training and offered in partnership with Goodwill Industries of Northwest North Carolina.

NOTE: The first class will be a three-hour HRD component that will help students prepare for the workforce. All students taking this course will pay a \$15 supply fee to Goodwill Industries. Students will need to bring wax paper, tips and prepared butter cream icing to the second class. Ask for information regarding additional/optional supplies upon registration.

Course Code: 68601 Cost: \$70

Date: February 5-February 26, TW, 9 am-Noon

Location: Goodwill, Room 108

Professional Cake Decorating: Intermediate ●✓ JobsNOW

Whether you want to find employment as a professional cake decorator, or just want to make beautiful cakes for personal consumption, this hands-on course will build upon the skills acquired in the beginning course. Students will learn different types of icing for wedding cakes; how to determine the number of servings from different sized cakes; how to stack cake layers; the amount of batter needed for different sized layers; and how to work with a variety of designs, including string, lace and basket weave. This course is part of the Institute for Hospitality Training. Students must attend all classes to receive a certificate of completion.

Prerequisite: Professional Cake Decorating: Beginning

NOTE: In addition to the supplies used in cake decorating beginning, students will need to bring prepared butter cream icing, and wax paper.

Course Code: 68636 Cost: \$70

Date: March 18-March 21, MTWTH, 6-9 pm

Location: West Campus, Room 15

Professional Cake Decorating: Advanced ●✓ JobsNOW

This course is all hands on as students learn the art of icing and decorating a cake with fondant icing. Students will learn how to make and roll fondant icing, cover a cake, smooth out icing, and cut and press flowers.

Prerequisite: Beginning and Intermediate Cake Decorating

NOTE: In addition to the supply list, students should bring 1 lb. box of Dixie powdered sugar, 2 bags of mini marshmallows and 1 pkg. Crisco solid sticks. Students will need to purchase supplies that will cost approximately \$190. Students must have supplies the first night of class.

Course Code: 68657 Cost: \$70

Date: May 6-May 9, MTWTH, 6-9 pm

Location: West Campus, Room 15

Setting Up Your LinkedIn Profile for Small Business

Using LinkedIn to Contribute, Collaborate, Connect and Cram (research) is different than just "having a profile." In this workshop we will help you to setup your profile, fine tune it and get started with beneficial activities that will put you ahead of those who are not participating. We will help you get past just being there. Limited to 14, and you must have an ongoing business to attend this lab.

Course Code: 69072 Cost: \$70

Date: April 25-May 9, TH, 1-4 pm

Location: Small Business Center, Room 107

SHRM Exam Prep ❖

Now is the time to prepare for the Professional in Human Resources (PHR®) or Senior Professional in Human Resources (SPHR®) certification exam. This intensive 14-week course features the most recent SHRM® Human Resource Learning System and is designed for managers and staff with experience in general management or human resource management. By attending this course, you get the added benefits of experienced instructors, interaction with peers and a structured classroom environment that enhances learning and helps keep you on track. Additionally, you will receive one year of online access to practice exams, case studies and valuable study materials. You will share real-world experiences with other HR professionals that can improve your workplace effectiveness immediately. We offer this course in cooperation with the Society for Human Resource Management (SHRM) and the Winston-Salem SHRM Chapter.

Course Code: 68919 Cost: \$845

Date: February 5-May 14, T, 6-9 pm

Location: Small Business Center, Room 106

Six Sigma Green Belt ❖

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

Course Code: 69569 Cost: \$1,500

Date: January 8-March 7, TTH, 6-9:30 pm

Location: Grady Swisher Center, Room 219

Teacher Renewal Certification: Effective Teacher Training ●✓

This course provides teachers with skills in planning, instruction, behavior management, student relations and professional growth. The course is a valuable preparation for substitute teaching in the public school system.

Course Code: 69555 Cost: \$125

Date: January 16-February 25, MW, 6-9 pm

Location: West Campus, Room 123

Course Code: 69556 Cost: \$125

Date: March 11-April 15, MW, 6-9 pm

Location: West Campus, Room 123

Used-Motor Vehicle Dealer ●✓

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

NOTE: This course is for dealers who already possess their Used-Motor Vehicle license. For initial licensing, please visit www.theciada.com website and click on Dealer Pre-Licensing Info.

Course Code: 68182 Cost: \$70

Date: January 8, T, 8 am-3 pm

Location: West Campus, Room 1

Course Code: 68192 Cost: \$70

Date: February 5, T, 8 am-3 pm

Location: West Campus, Room 1

Course Code: 68206 Cost: \$70

Date: March 16, S, 8 am-3 pm

Location: West Campus, Room 1

Course Code: 68215 Cost: \$70

Date: April 9, T, 8 am-3 pm

Location: West Campus, Room 1

Course Code: 68225 Cost: \$70

Date: May 7, T, 8 am-3 pm

Location: West Campus, Room 1



Courses in Forsyth County

Veterinary Assistant Training: Beginning ●✓ JobsNOW

Course topics will include basic small animal and laboratory animal anatomy, animal safety, handling/controlling small animals and laboratory animals, parasite recognition, zoonotic disease awareness and basic animal diseases. Regulations and requirements will also be discussed for laboratory animal facilities and veterinary facilities. Simple business operations will also be discussed including proper veterinary-client, veterinary-patient relationship and veterinarian/veterinarian assistant relationship. No hands-on experience with live animals is included in this course.

Course Code: 68831 Cost: \$125
Date: January 9-April 24, W, 6:30-9 pm
Location: REACT Center, Room 10

Veterinary Assistant Training: Advanced ●✓ JobsNOW

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

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

Course Code: 68862 Cost: \$70
Date: February 13-May 1, W, 6:30-8:30 pm
Location: REACT Center, Room 6

Safe Driving

Alive At 25: West Campus ❖

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

NOTE: You are eligible to take this class only once within a three-year period. Registration by phone or walk-in only. No online registration is permitted.

For more information on this West Campus class, call Forsyth Tech Customer Service at 336.761.1002.

Defensive Driving 4-Hour ❖

This four-hour driver improvement program gives participants practical strategies to reduce violations and collisions. It is conducted in the classroom only.

NOTE: You are eligible to take this course only once within a three-year period. Registration by phone or walk-in only. No online registration is permitted.

For more information, call Forsyth Tech Customer Service at 336.761.1002.

Defensive Driving 8-Hour ❖

This eight-hour program is designed for drivers with serious traffic violations or who have more than one pending traffic violation. It is conducted in the classroom only. The goal of the class is to provide drivers with practical knowledge and techniques to avoid collisions and violations. This course helps drivers choose safe, responsible and lawful driving behaviors. Registration by phone or walk-in only. No online registration is permitted.

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

For more information, call Forsyth Tech Customer Service at 336.761.1002.

Motorcycle Safety Education: Basic ❖

This course provides an introduction to the fundamentals of safe, responsible motorcycling. Students will gain the knowledge and skills that lead to licensing for motorcycle operation on the streets and highways. This course consists of classroom and on-motorcycle instruction. To preview the student manual, please go to www.msf-usa.org and click on "Library/Safety Tips," then scroll down to Basic Rider Course Handbook.

NOTE: Motorcycles are provided. Students must be at least 16 years of age and have a valid driver's license and the ability to ride a bicycle. Heat and cold weather conditions may be encountered while taking the course.

For more information, call Forsyth Tech Customer Service at 336.761.1002.

Small Business Center

A Guide to Financial, Tax & Accounting Considerations of a Successful Business Part I

In this interactive seminar, participants will be guided through areas a business owner must master in order to have a successful business. Participants will obtain information that will assist them in selecting the correct business entity for their operation. Choosing the correct entity classification could make a difference in the taxes you pay, the cost of doing business and the amount of paperwork and red tape. Participants will obtain information useful on how to register with the federal and state tax authorities. Participants will receive a working knowledge on accounting and bookkeeping topics as well as an overview of federal and state tax forms and tax topics that pertain to the business and the business owner.

Course Code: 69462 Cost: FREE
Date: January 16, W, 6-9 pm
Location: Small Business Center, Room 105

A Guide To Financial, Tax & Accounting Considerations of a Successful Business Part II

This seminar is a continuation from A Guide to Financial, Tax & Accounting Considerations of a Successful Business Part I.

Course Code: 69470 Cost: FREE
Date: January 28, M, 6-9 pm
Location: Small Business Center, Room 105

Being More Productive by Saying "NO"

We are confronted by many choices every day. In order to be more productive, we need to know when and how to say "YES" to opportunities that will enhance our productivity. We also need to know when and how to say "NO" to opportunities that will interrupt our productivity. Participants will develop criteria to evaluate the choices that are presented to them.

Course Code: 68658 Cost: FREE
Date: March 20, W, 2-5 pm
Location: Small Business Center, Room 105
Course Code: 68700 Cost: FREE
Date: May 8, W, 2-5 pm
Location: Small Business Center, Room 105

Blogging for Small Business

In this seminar you will learn what blogging is as well as why and how to share useful information to your audience that can show that you are authority in your industry.

Course Code: 69061 Cost: FREE
Date: February 4, M, 1-4 pm
Location: Small Business Center, Room 105

Course Code: 69068 Cost: FREE
Date: April 22, M, 6-9 pm
Location: Small Business Center, Room 105

Bookkeeping Made Easy

This seminar answers basic bookkeeping questions for new and prospective business owners. It covers topics like: accrual and cash basis accounting; what are expenses and revenues; bookkeeping options including manual and software systems; outsourcing; and what does your business actually need when it comes to bookkeeping? The presenter provides participants with down to earth suggestions that are practical and easy to follow.

Course Code: 68699 Cost: FREE
Date: May 6, M, 6-8 pm
Location: Small Business Center, Room 105

Effective Budgeting for Grants 101

Focus will be on the critical nature of effective budgeting in the context of the grant development process. What are the programs and initiatives of the organization seeking funding? What is the overall fund development strategy for the project/organization? Have programs and services been reviewed for cost/benefit analysis?

Course Code: 68675 Cost: FREE
Date: February 7, TH, 6-9 pm
Location: Small Business Center, Room 105

Courses in Forsyth County



Effective Budgeting for Grants 102

Focus will be on various types of budgeting templates that are used, the relationship between budgeting and accounting, the role of leadership and staff in developing an operating budget/project budget.

Course Code: 68679 Cost: FREE

Date: February 14, TH, 6-9 pm

Location: Small Business Center, Room 105

Effective Budgeting for Grants 103

Course Code: 68681 Cost: FREE

Date: February 21, TH, 6-9 pm

Location: Small Business Center, Room 105

Cold Calls

Cold Calling, the sales activity everyone hates but every sales person needs to do . . . well. This session is geared for business owners or others actively in a sales role that requires capturing new accounts. Participants will gain valuable knowledge on growing sales, knowing your prospects, giving a 30 second commercial, and scripting.

Course Code: 68758 Cost: FREE

Date: January 30, W, 6-9 pm

Location: Small Business Center, Room 105

SMALL BUSINESS CENTER

Free One-On-One Business Counseling

The Forsyth Tech Small Business Center provides free confidential counseling services for new and existing businesses. This free service acts as a sounding board of ideas and concerns you may have about your business. No question is too simple or complicated. Our professional staff will help you find solutions to your challenging business questions.

IMPORTANT: Please register for all Small Business Center courses and seminars at least one week before class.

TO SCHEDULE AN APPOINTMENT, CALL 336.631.1167 or 336.631.1320.

Developing a Small Business Marketing Plan that Works

In this session, participants focus on development of a marketing plan and the importance of market analysis in projecting sales. Participants identify market segments and use market segmentation to project sales. Participants will analyze the connection between a business' marketing plan and cash flow statement and use market analysis to evaluate the ability of a marketing plan to produce sales. Participants will use a variety of sample tools to develop a marketing plan for a sample business.

Course Code: 68677 Cost: FREE

Date: February 12, T, 1-4 pm

Location: Small Business Center, Room 105

Course Code: 68690 Cost: FREE

Date: April 10, W, 6-9 pm

Location: Small Business Center, Room 105

eBay: Sell on eBay - Beyond the Basics

This seminar takes students to the next level of your eBay experience. This hands-on course provides a step-by-step approach to those who are ready to take the next step in their experience as a seller on the World's Leading Online Marketplace.

Course Code: 68724 Cost: FREE

Date: February 4, M, 6-9 pm

Location: Grady Swisher Center, Room 212

Course Code: 68731 Cost: FREE

Date: February 25, M, 6-9 pm

Location: Small Business Center, Room 105

Course Code: 68736 Cost: FREE

Date: April 22, M, 1-4 pm

Location: Small Business Center, Room 105

eBay: eBay Store

This seminar will take participants to the next level of their eBay experience. This hands-on course is a fantastic way to provide a step-by-step approach to those individuals who are ready to become eBay Store owners. You will learn how to optimize your eBay store, how to market your store more effectively and how to list your items in your eBay store.

Course Code: 68725 Cost: FREE

Date: February 11, M, 6-9 pm

Location: Grady Swisher Center, Room 212

Course Code: 68732 Cost: FREE

Date: March 4, M, 6-9 pm

Location: Small Business Center, Room 105

Course Code: 68739 Cost: FREE

Date: April 29, M, 1-4 pm

Location: Small Business Center, Room 105

eBay: Selling Items on eBay

During this fast-paced session, you will learn best practices to use when setting up an account, advertising items for sale, taking payments and shipping items. Topics will include eBay features and policies, registering an account, choosing formats and categories, writing descriptions that sell, taking and submitting photos, using the help section, feedback, using PayPal and shipping tips.

Course Code: 68723 Cost: FREE

Date: January 28, M, 6-9 pm

Location: Grady Swisher Center, Room 212

Course Code: 68730 Cost: FREE

Date: February 18, M, 6-9 pm

Location: Small Business Center, Room 105

Course Code: 68734 Cost: FREE

Date: April 15, M, 1-4 pm

Location: Small Business Center, Room 105

Enhancing Business Success

There is a direct correlation between effective leadership and business success. This course teaches leaders how to enhance their business success through the effective use of well-developed leadership skills. More than a theoretical discussion, participants will explore one of their own responsibilities or objectives, the results of which will be enhanced through the use of leadership skills learned during the course.

Course Code: 68652 Cost: FREE

Date: February 6, W, 2-5 pm

Location: Small Business Center, Room 105

Everything You Ever Wanted to Know About Starting a Business

In this seminar participants identify the personal qualities and skills of successful business owners. Participants assess their current skills and knowledge of small business ownership and develop a learning plan to assist them in growing successful enterprises. Participants review the legal and administrative steps necessary to start a business and examine the qualities of a model business.

Course Code: 68674 Cost: FREE

Date: February 5, T, 1-4 pm

Location: Small Business Center, Room 105

Course Code: 68689 Cost: FREE

Date: April 3, W, 6-9 pm

Location: Small Business Center, Room 105

Financial Statements for Your Business Plan (Balance Sheet)

This seminar answers the questions most often asked by business owners and those writing a business plan: What is on a balance sheet and why does it "balance"? What is owner's equity? Why does my business need a balance sheet? How can I prepare a balance sheet if I am already in business?

Course Code: 68673 Cost: FREE

Date: February 4, M, 6-8 pm

Location: Small Business Center, Room 105



Courses in Forsyth County

Financial Statements for Your Business Plan (Profit & Loss Statement)

This seminar is an insightful overview that addresses the basics of preparing a profit and loss statement. Includes information on how to prepare a profit and loss statement; the "cost of goods sold" section and how it differs for retail and service-based business; the cash and accrual basis method of accounting; and how historical data can help you manage your business.

Course Code: 68676 Cost: FREE
Date: February 11, M, 6-8 pm
Location: Small Business Center, Room 105

Grant Writing/Grant Seeking 101

This seminar is the first of three workshops designed for individuals interested in gaining the fundamentals of grant seeking and grant writing. Through interaction, role playing and sharing best practices, participants will learn how to identify prospects, how to establish relationships with prospective funding organizations and individuals, how to structure a grant proposal and how to meet deadlines while delivering the best possible product.

Course Code: 68669 Cost: FREE
Date: January 15, T, 1-4 pm
Location: Small Business Center, Room 105

Course Code: 68684 Cost: FREE
Date: March 7, TH, 6-9 pm
Location: Small Business Center, Room 105

Grant Writing/Grant Seeking 102

This seminar is a continuation of Grant Seeking/Grant Writing 101. Students will refine and further develop strategies to submit successful grant proposals. Examination of specific grant components and concepts helps to achieve proficiency.

Prerequisite: Grant Writing/Grant Seeking 101.
Course Code: 68670 Cost: FREE
Date: January 22, T, 1-4 pm
Location: Small Business Center, Room 105

Course Code: 68686 Cost: FREE
Date: March 14, TH, 6-9 pm
Location: Small Business Center, Room 105

Grant Writing/Grant Seeking 103

This seminar is a continuation of Grant Seeking/Grant Writing 101 and 102. Students will break out into groups and create a mock grant utilizing the knowledge and information gained from the previous courses. The evaluation of action items and results helps participants gain confidence to seek other specific opportunities to write and submit grant proposals.

Prerequisite: Grant Writing/Grant Seeking 102.
Course Code: 68672 Cost: FREE
Date: January 29, T, 1-4 pm
Location: Small Business Center, Room 105

Course Code: 68688 Cost: FREE
Date: March 21, TH, 6-9 pm
Location: Small Business Center, Room 105

How to Sell More Stuff...Easier

In this seminar, participants will learn the fastest way to make sales. They will learn to make warm calls, up-sell, and have other people sell for them.

Course Code: 68759 Cost: FREE
Date: February 27, W, 6-9 pm
Location: Small Business Center, Room 105

How to Set Up QuickBooks Pro

This seminar covers the important basics necessary to setting up a company data file in QuickBooks. Topics include: the chart of accounts, setting up users, understanding the basics of financial statements, creating a balance sheet for an ongoing business, backing up data files and an open question and answer period for attendees.

Course Code: 68668 Cost: FREE
Date: January 7, M, 6-8 pm
Location: Small Business Center, Room 105

How to Write a Convincing Business Plan

In this seminar, participants will evaluate the business plan format and the importance of an Executive Summary for attracting interest and investment. Seminar attendees will have an opportunity to review sample chapters in a variety of business plans to evaluate their own concept development. The business plan seminar will include examples of market feasibility of the business concept, a marketing plan and start-up cost analysis. Participants will utilize a variety of tools to review and evaluate examples of various business plans.

Course Code: 68682 Cost: FREE
Date: February 26, T, 1-4 pm
Location: Small Business Center, Room 105

Course Code: 68697 Cost: FREE
Date: April 24, W, 6-9 pm
Location: Small Business Center, Room 105

Keeping Small Business Records and Paying Your Taxes

Keeping good financial records is a critical step in managing a successful enterprise. This seminar addresses the financial records needed for good business management. In this module participants will also become familiar with tax procedures and forms that owners must file to comply with state and federal regulations for reporting business activity. Participants will demonstrate the connection between cash flow projections and the bookkeeping system created for a business, practice posting business transactions to monthly cash receipts and disbursements journals, and demonstrate how good bookkeeping practices and regular financial statements give a clear snapshot of a business' health and tax liabilities.

Course Code: 68680 Cost: FREE
Date: February 19, T, 1-4 pm
Location: Small Business Center, Room 105

Course Code: 68696 Cost: FREE
Date: April 17, W, 6-9 pm
Location: Small Business Center, Room 105

Key Leadership Skills for Small Business Owners

To be effective leaders, we must develop our abilities to maintain good relationships and bring out the best in others. This course teaches leaders how to accomplish their objectives through and with the help of other people. Participants will explore essential interaction skills and assess their strengths and weaknesses. They will be better prepared to meet today's challenges whether they work for large corporations, mid-sized companies or aspire to become small business owners.

Course Code: 68648 Cost: FREE
Date: January 9, W, 2-5 pm
Location: Small Business Center, Room 105

Course Code: 68659 Cost: FREE
Date: April 10, W, 2-5 pm
Location: Small Business Center, Room 105

Leading Change During a Challenging Economic Environment

In this fast-paced, highly competitive business environment, the economy and changes in technology often cause companies to change their approach to conducting business just to stay competitive. This course teaches leaders about their need to adapt to and initiate needed changes. They will explore ways to implement needed changes to increase the likelihood of success. They will also discuss ways to overcome negative effects of change, which ultimately impacts their ability to meet customer needs.

Course Code: 68650 Cost: FREE
Date: January 23, W, 2-5 pm
Location: Small Business Center, Room 105

LinkedIn for Small Business

In this seminar, participants will learn how to Contribute, Collaborate, Connect & Cram in LinkedIn in order to build relationships that can lead to that next business opportunity or sale. Class Participants will learn about Connections, Groups, Discussions and Recommendations.

Course Code: 69058 Cost: FREE
Date: January 28, M, 1-4 pm
Location: Small Business Center, Room 105

Course Code: 69066 Cost: FREE
Date: April 15, M, 6-9 pm
Location: Small Business Center, Room 105

Networking for Mutual Benefit

This seminar focuses on "Networking for Mutual Benefit" which is a key point in developing relationships that can propel careers, increase revenues and uncover business opportunities.

Course Code: 69053 Cost: FREE
Date: January 7, M, 1-4 pm
Location: Small Business Center, Room 105

Course Code: 69062 Cost: FREE
Date: April 1, M, 6-9 pm
Location: Small Business Center, Room 105

Courses in Forsyth County



Pre-Venture Orientation - "Thinking of Starting Your Own Business"

Are you thinking about getting into business for yourself? This seminar covers the issues that an individual should consider before thinking about opening the doors. In other words, this seminar is the starting point on your journey into business ownership. Learn how to identify critical issues and make the right decisions as you prepare to start your business.

Course Code: 69031 Cost: FREE

Date: January 15, T, 9-11 am

Location: Small Business Center, Room 105

Course Code: 69032 Cost: FREE

Date: February 12, T, 9-11 am

Location: Small Business Center, Room 105

Course Code: 69038 Cost: FREE

Date: March 12, T, 9-11 am

Location: Small Business Center, Room 105

Course Code: 69039 Cost: FREE

Date: April 9, T, 9-11 am

Location: Small Business Center, Room 105

Professionalism - Why It Matters

There is a direct correlation between how a leader is viewed and opportunities for business success. This workshop teaches leaders how to maximize the perception that others maintain about them. Participants will be challenged to create action plans to enhance their professionalism and leadership skills.

Course Code: 68655 Cost: FREE

Date: February 20, W, 2-5 pm

Location: Small Business Center, Room 105

Course Code: 68660 Cost: FREE

Date: April 24, W, 2-5 pm

Location: Small Business Center, Room 105

Searching for a Loan for a Start-up or Business Expansion

In this seminar, attendees will receive an introduction to both traditional-and non-traditional sources of funding for a business operation. Participants will review the variety of resources available for funding a business start-up or expansion. The review will include information on local funding sources, the SBA loan programs (including the SBA 7a Program, Micro Loan Program, and the 504 Loan Program), and other non-profit organizations that do small business lending. Participants will assess the assortment of factors that a lender uses to evaluate loan applications and practice completing a loan application for a local small business funding organization.

Course Code: 68683 Cost: FREE

Date: March 5, T, 1-4 pm

Location: Small Business Center, Room 105

Course Code: 68698 Cost: FREE

Date: May 1, W, 6-9 pm

Location: Small Business Center, Room 105

Setting Up a Home-Based Business

Find out what you need to know about home-based businesses. Understand tax implications, learn tips for organizing your office, how to balance home life with work life and how technology can help you run your business efficiently.

Course Code: 68685 Cost: FREE

Date: March 11, M, 6-8 pm

Location: Small Business Center, Room 105

Setting Up Your LinkedIn Profile

Using LinkedIn to Contribute, Collaborate, Connect and Cram (research) is different than just "having a profile." In this workshop we will help you to setup your profile, fine tune it and get started with beneficial activities that will put you ahead of those who are not participating. We will help you get past just being there. Limited to 14, and you must have an ongoing business to attend this lab.

Course Code: 69054 Cost: FREE

Date: January 10, TH, 6-9 pm

Location: Small Business Center, Room 105

Course Code: 69063 Cost: FREE

Date: April 2, T, 1-4 pm

Location: Small Business Center, Room 105

Setting Up Your Blog for Small Business

Blogging is a powerful way to showcase your expertise and value as a Small Business. In this workshop we will help you setup your first blog, create your first post and share it with others. Do not be afraid to get involved with blogging. Let us help you get started. Limited to 14, and you must have an ongoing business to attend this lab.

Course Code: 69057 Cost: FREE

Date: January 24, TH, 6-9 pm

Location: Small Business Center, Room 105

Course Code: 69067 Cost: FREE

Date: April 16, T, 1-4 pm

Location: Small Business Center, Room 105

Social Media for Small Business

In this seminar you will learn what Social Media channels to participate in, as well as why and how to contribute, collaborate, connect and cram (research) to grow your business.

Course Code: 69055 Cost: FREE

Date: January 14, M, 1-4 pm

Location: Small Business Center, Room 105

Course Code: 69064 Cost: FREE

Date: April 8, M, 6-9 pm

Location: Small Business Center, Room 105

Time is Money (Time Management)

In this seminar, participants will learn how to discipline themselves against such distractions as the phone, the refrigerator and beautiful weather. They will learn a system to prioritize activities that put commissions in their pocket.

Course Code: 68760 Cost: FREE

Date: March 27, W, 6-9 pm

Location: Small Business Center, Room 105

Time Management Tips and Tricks

Do people always seem to wait on you to show up? Do you regularly miss deadlines? Do your responsibilities seem to be out of control? If so, this workshop is for you. Unfortunately, there is no secret formula that always works for everyone. Participants will learn about several time management strategies and select some of them to add to their own arsenal.

Course Code: 68656 Cost: FREE

Date: March 6, W, 2-5 pm

Location: Small Business Center, Room 105

Track the Numbers

This foundational seminar focuses on the "what, why, and how" of the profit and loss statement. Learn what numbers you should pay attention to, why and how to determine a break-even point for your business. Understand "the cost of goods sold section" on the profit and loss statement and the difference between accrual and cash basis method of accounting. This seminar is a great primer for the non-accountant.

Course Code: 68687 Cost: FREE

Date: March 18, M, 6-8 pm

Location: Small Business Center, Room 105

Using Prezi for Small Business

Prezi.com is one of the most interesting and useful "Cloud based" Presentation tools around. It's fun and easy to use once you experience it. Learn Prezi and you will not have to have a PowerPoint or Keynote license and your presentations will be available wherever the Internet is. Limited to 14, and you must have an ongoing business to attend this lab.

Course Code: 69059 Cost: FREE

Date: January 31, TH, 6-9 pm

Location: Small Business Center, Room 105

Course Code: 69065 Cost: FREE

Date: April 9, T, 1-4 pm

Location: Small Business Center, Room 105



Courses in Forsyth County

Technical/Trade

Auto Inspection: OBD II ●✓

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

Course Code: 68184 Cost: \$70
Date: January 15-January 16, TW, 6-10 pm
Location: Transportation Center, Room 244

Course Code: 68186 Cost: \$70
Date: January 16, W, 8 am-5 pm
Location: Transportation Center, Room 244

Course Code: 68199 Cost: \$70
Date: February 12-February 13, TW, 6-10 pm
Location: Transportation Center, Room 244

Course Code: 68200 Cost: \$70
Date: February 13, W, 8 am-5 pm
Location: Transportation Center, Room 244

Course Code: 69740 Cost: \$70
Date: March 12-March 13, TW, 6-10 pm
Location: Transportation Center, Room 244

Course Code: 68205 Cost: \$70
Date: March 13, W, 8 am-5 pm
Location: Transportation Center, Room 244

Course Code: 68219 Cost: \$70
Date: April 16-April 17, TW, 6-10 pm
Location: Transportation Center, Room 244

Course Code: 68220 Cost: \$70
Date: April 17, W, 8 am-5 pm
Location: Transportation Center, Room 244

Course Code: 68228 Cost: \$70
Date: May 14-May 15, TW, 6-10 pm
Location: Transportation Center, Room 244

Course Code: 68229 Cost: \$70
Date: May 15, W, 8 am-5 pm
Location: Transportation Center, Room 244

Auto Safety Inspection ●✓

This course prepares auto technicians and service personnel as safety inspectors for motor vehicles. The class includes regulations and test-inspection procedures and is taught to ensure that you understand the rules and regulations and can inspect a vehicle properly and pass the qualifications exam. Upon passing the exam for certification as a safety inspector, students can do inspections at a licensed inspection station.

Course Code: 68187 Cost: \$70
Date: January 22-January 23, TW, 6-10 pm
Location: Transportation Center, Room 244

Course Code: 68188 Cost: \$70
Date: January 23, W, 8 am-5 pm
Location: Transportation Center, Room 244
Course Code: 68201 Cost: \$70
Date: February 19-February 20, TW, 6-10 pm
Location: Transportation Center, Room 244

Course Code: 68202 Cost: \$70
Date: February 20, W, 8 am-5 pm
Location: Transportation Center, Room 244

Course Code: 68212 Cost: \$70
Date: March 19-March 20, TW, 6-10 pm
Location: Transportation Center, Room 244

Course Code: 68214 Cost: \$70
Date: March 20, W, 8 am-5 pm
Location: Transportation Center, Room 244

Course Code: 68221 Cost: \$70
Date: April 23-April 24, TW, 6-10 pm
Location: Transportation Center, Room 244

Course Code: 68224 Cost: \$70
Date: April 24, W, 8 am-5 pm
Location: Transportation Center, Room 244

Blueprint Reading: Residential ●✓

This course will teach blueprint reading to beginners. Learn to read residential and small commercial building blueprint drawings. This course will also prepare students for the residential section of the General Contractor's Exam.

Course Code: 68273 Cost: \$70
Date: February 16-April 13, S, 9 am-Noon
Location: West Campus, Room 16

Electrical Contractors License Exam Prep ●✓

This course prepares students for the Electrical Contractors License Exam for the state of North Carolina.

Course Code: 68268 Cost: \$125
Date: February 7-April 25, TH, 6-9 pm
Location: Ardmore Hall, Room 204

Electrical Contractors License Renewal/Unit 1 ●✓

This course is approved for Electrical Contractors License Renewal/CEU and covers Chapters 1 & 2, Article 90, NEC Expert 2005 (Grounded Systems).

Course Code: 68203 Cost: \$70
Date: March 9, S, 8 am-5 pm
Location: West Campus, Room 14

Electrical Contractors License Renewal/Unit 3 ●✓

This course is approved for continuing education for electrical contractors and covers Chapter 4, General Equipment, NEC Expert 2005 (Motors & Controls) and a test.

Course Code: 68269 Cost: \$70
Date: February 9, S, 8 am-5 pm
Location: West Campus, Room 14

Electrical Contractors License Renewal/Unit 4 ●✓

This class provides electrical contractors with updated information on the latest changes to the National Electrical Code, the North Carolina Electrical Laws, and local utility company requirements. It covers NEC Chapters 5 (Special Occupancies) and 6 (Special Equipment).

Course Code: 68274 Cost: \$70
Date: May 11, S, 8 am-5 pm
Location: West Campus, Room 14

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: 68218 Cost: \$70
Date: April 13, S, 8 am-5 pm
Location: West Campus, Room 14

Electrical: Installation/Troubleshooting ●✓ JobsNOW

This program consists of four subjects taken during one semester. After completing all four subjects, students will earn an Electrician Helper Certificate. Students successfully completing this program will be able to qualify for entry-level employment with electrical contractors, maintenance companies and apartment complexes.

NOTE: This is an intro class.

For more information, call 336.734.7726.

Course Code: 68234 Cost: \$190
Date: February 11-June 3, MW, 6-9 pm
Location: Goodwill, Room 108

Courses in Forsyth County



Facility Maintenance Technician

●✓ JobsNOW

This 260-hour course provides the student with classroom lecture and maximum hands on experience in HVAC, Plumbing repair, Electrical repair and Carpentry skills. Students build and wire an actual building to residential code. Also included is customer service, communication and employability skills along with math, blueprint reading and OSHA safety.

NOTE: CFC and CPO certification are available for an additional cost.

For more information call 336.734.7726.

Course Code: 68190 Cost: \$180

Date: January 22-April 29, MTWTFE, 1-5 pm

Location: Goodwill, Room 108

HVAC Service Technician Level II

●✓ JobsNOW

This is the second semester of a two-semester HVAC program. Subjects will include mechanical cooling, electronic controls, CFC certification, electromechanical refrigerant controls and refrigeration troubleshooting.

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

Course Code: 68177 Cost: \$200

Date: January 7-April 29, M, 5:30-10 pm

Location: Carolina Building, Room 131

Plumbing: Installation/Troubleshooting

●✓ JobsNOW

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

NOTE: This is an intro class.

For more information, call 336.734.7726.

Course Code: 68235 Cost: \$190

Date: February 12-June 4, TTH, 6-9 pm

Location: Goodwill, Room 108

Welding: Advanced ●✓ JobsNOW

This course will offer advanced training to students who have completed either the ARC or MIG courses. It will include blueprint reading, use of measuring instruments and the use of metal working machinery along with added welding skills. Students will build a mechanical/welding project to complete the course.

Prerequisite: Completion of either ARC or MIG welding.

Course Code: 68232 Cost: \$210

Date: February 5-May 28, TTH, 9 am-Noon

Location: Goodwill, Room 11

Welding: ARC ●✓ JobsNOW

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

The course is 13 weeks involving 78 hours of both instruction, lecture and practice.

NOTE: Students are required to have their own safety glasses.

Course Code: 68230 Cost: \$210

Date: February 4-May 22, MW, 9 am-Noon

Location: Goodwill, Room 11

Welding: MIG (MIG/MFC-Wire)

●✓ JobsNOW

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

The course is 13 weeks involving 78 hours of both instruction, lecture and practice.

NOTE: Students are required to have their own safety glasses.

Course Code: 68231 Cost: \$210

Date: February 4-May 22, MW, 6-9 pm

Location: Goodwill, Room 11

Welding: Pipe (SMAW-Stick ●✓ JobsNOW

This course will instruct students in welding safety of the Shield Metal Arc Welding process (SMAW-Stick), proper techniques and electrode selection for welding pipe to meet ASME (vertical-up) welding code. Students will be welding with E6010 and E7018. Upon completion of the class the students should have the skills to pass the 6G weld test to ASME & AWS standards.

The course is 13 weeks involving 78 hours of instruction, lecture and practice.

Prerequisites: Students taking this course must have 3G or 4G AWS plate certification with E6010 and E7018 electrodes or will be required to weld sample tests before being permitted to start the course. A 78-hour basic SMAW – Arc Welding course is available to train participants not passing the 3G or 4G AWS plate certification.

NOTE: Students are required to have their own safety glasses.

Course Code: 68233 Cost: \$210

Date: February 5-May 28, TTH, 6-9 pm

Location: Goodwill, Room 11



Courses in Stokes County

Computer Technology

Computer Basics II ●✓

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

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

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

Course Code: 69241 Cost: \$70

Date: April 1-April 24, MW, 6-9 pm

Location: Stokes County Center II, Room 203

Internet and Email for Seniors ❖

This course is for seniors only. Master the ins and outs of the Internet with this informative, behind-the-scenes look at the World Wide Web, search engines, email, chat, telnet, blogging and more. Learn powerful research techniques to help you find whatever you want, whenever you want. Also learn how to protect your privacy, download files safely and keep your computer secure.

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

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

Course Code: 69220 Cost: \$68

Date: February 28-March 18, M, 6-9 pm

Location: Northwest Forsyth Center, Room TBA

Word 2010 Introduction ●✓

In this course, students will learn how to create and modify documents in Word 2010. Students will be able to produce documents quickly and efficiently using many of the formatting features and will be able to use this program confidently at home or on the job.

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

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

Course Code: 69227 Cost: \$70

Date: April 1-May 20, M, 6-9 pm

Location: Northwest Forsyth Center, Room 109

Human Resource Development

Technology Skills for Job Seekers ●✓

This course covers basic computer skills that are needed in the job search and on most jobs. It includes understanding the computer operating system, managing files and folders, awareness of the common software programs used by employers, searching the Internet for job information, completing job applications online, posting resumes on the Internet and using email.

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

Course Code: 68986 Cost: \$65

Date: January 8-January 31, TTH, 9 am-Noon

Location: King Library

Course Code: 69005 Cost: \$65

Date: February 5-February 28, TTH, 9 am-Noon

Location: King Library

Course Code: 69015 Cost: \$65

Date: March 5-March 28, TTH, 9 am-Noon

Location: King Library

Course Code: 69021 Cost: \$65

Date: April 2-April 25, TTH, 9 am-Noon

Location: King Library

Course Code: 69026 Cost: \$65

Date: May 7-May 30, TTH, 9 am-Noon

Location: King Library

Personal Enrichment

Cake Decorating: Cupcakes ❖

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

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

Course Code: 68645 Cost: \$45

Date: April 3-April 24, W, 6-8 pm

Location: Northwest Forsyth Center, Room 116

Professional and Career Development

Notary Public Education ❖

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

NOTE: This course requires a textbook.

Course Code: 68710 Cost: \$60

Date: January 22-January 24, TTH, 6-9 pm

Location: Northwest Forsyth Center, Room 244

Course Code: 68712 Cost: \$60

Date: February 19-February 21, TTH, 6-9 pm

Location: Northwest Forsyth Center, Room 244

Course Code: 68750 Cost: \$60

Date: March 12-March 14, TTH, 6-9 pm

Location: Northwest Forsyth Center, Room 244

Course Code: 68753 Cost: \$60

Date: April 16-April 18, TTH, 6-9 pm

Location: Northwest Forsyth Center, Room 242

Course Code: 68756 Cost: \$60

Date: May 7-May 9, TTH, 6-9 pm

Location: Northwest Forsyth Center, Room 244

Safe Driving

Alive At 25: Stokes County ❖

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

NOTE: You are eligible to take this class only once within a three-year period. Registration by phone or walk-in only. No online registration is permitted.

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

Course Code: 69561 Cost: \$55

Date: January 24, TH, 6-10 pm

Location: Stokes County Center I, Room 113

Course Code: 69562 Cost: \$55

Date: March 28, TH, 6-10 pm

Location: Stokes County Center I, Room 113

Courses in Stokes County



Seminars

eBay: Sell on eBay - Beyond the Basics

This seminar takes students to the next level of your eBay experience. This hands-on course provides a step-by-step approach to those who are ready to take the next step in their experience as a seller on the World's Leading Online Marketplace.

Course Code: 68735 Cost: FREE

Date: April 16, T, 6-9 pm

Location: Northwest Forsyth Center, Room 244

eBay: eBay Store

This seminar will take participants to the next level of their eBay experience. This hands-on course is a fantastic way to provide a step-by-step approach to those individuals who are ready to become eBay Store owners. You will learn how to optimize your eBay store, how to market your store more effectively and how to list your items in your eBay store.

Course Code: 68737 Cost: FREE

Date: April 23, T, 6-9 pm

Location: Northwest Forsyth Center, Room 244

eBay: Selling Items on eBay

During this fast-paced session, you will learn best practices to use when setting up an account, advertising items for sale, taking payments and shipping items. Topics will include eBay features and policies, registering an account, choosing formats and categories, writing descriptions that sell, taking and submitting photos, using the help section, feedback, using PayPal and shipping tips.

Course Code: 68733 Cost: FREE

Date: April 9, T, 6-9 pm

Location: Northwest Forsyth Center, Room 244

Technical/Trade

Electrical: Installation/Troubleshooting

●✓ JobsNOW

This program consists of four subjects taken during one semester. After completing all four subjects, students will earn an Electrician Helper Certificate. Students successfully completing this program will be able to qualify for entry-level employment with electrical contractors, maintenance companies and apartment complexes.

NOTE: This is an intro class.

For more information, call 336.734.7726.

Course Code: 68300 Cost: \$190

Date: January 23-April 22, MW, 6-9 pm

Location: Northwest Forsyth Center, Room 115

Course Code: 68303 Cost: \$190

Date: January 23-April 22, MW, 6-9 pm

Location: Sertoma

Electrical Lineman ●✓ JobsNOW

The Electrical Lineman Program is designed to train persons that wish to become entry-level electrical line workers for private and public utility companies and related employers. Students will learn academic and field skills necessary for entry-level workers. Safety is stressed in every aspect of the job. Students will also have the opportunity to earn a Career Readiness Certificate.

Course Code: 68823 Cost: \$180

Date: January 7-March 5, MTWTH, 8 am-5 pm

Location: Northwest Forsyth Center, Room 111

Course Code: 68865 Cost: \$180

Date: March 11-May 7, MTWTH, 8 am-5 pm

Location: Northwest Forsyth Center, Room 111

Facility Maintenance Introduction

●✓ JobsNOW

This is an 80 hour introductory course that will give the student multiple skills in the installation and repair of common facility repairs. This course will also give the skills to repair commonly needed household problems and foster entrepreneurship.

NOTE: Safety glasses are required.

For more information call 336.734.7726.

Course Code: 68304 Cost: \$180

Date: February 4-April 15, MT, 8 am-Noon

Location: Sertoma

HVAC Service Technician Level I

●✓ JobsNOW

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

For more information, call 336.734.7726.

Course Code: 68298 Cost: \$200

Date: January 23-April 22, MW, 6-9 pm

Location: Sertoma

HVAC Service Technician Level II

●✓ JobsNOW

This is the second semester of a two-semester HVAC program. Subjects will include mechanical cooling, electronic controls, CFC certification, electromechanical refrigerant controls and refrigeration troubleshooting.

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

Course Code: 68290 Cost: \$200

Date: January 22-April 16, TTH, 6-9 pm

Location: Sertoma

Plumbing: Installation/Troubleshooting

●✓ JobsNOW

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

NOTE: This is an intro class.

For more information, call 336.734.7726.

Course Code: 68301 Cost: \$190

Date: January 23-April 22, MW, 6-9 pm

Location: Northwest Forsyth Center, Room 115

Welding: ARC Introduction ●✓ JobsNOW

This course is a 96-hour introduction to the principles of ARC welding. Students will operate AC/DC transform type welding machines. Studies will be made of heat ranges, polarities, and flux-coated electrodes. Welding will be performed on mild steel in flat, horizontal and vertical positions. Safety will be emphasized throughout the course in the use of tools and equipment.

NOTE: Safety glasses are required.

Course Code: 68295 Cost: \$210

Date: January 23-April 22, MW, 6-9 pm

Location: Sertoma

Welding: MIG Introduction ●✓ JobsNOW

This course is a 96-hour introductory class that covers the wire welding process. This class focuses on hands-on experience as well as the theory behind it. The safe use of tools and equipment will be emphasized throughout the course.

NOTE: Safety glasses are required.

Course Code: 68287 Cost: \$210

Date: January 22-April 23, TTH, 6-9 pm

Location: Sertoma



Courses in Health and Safety

Health Education Prerequisites

Testing: Math and Reading Placement Tests are required for Nursing Assistant I BEFORE Orientation, Nursing Assistant II, Nursing Assistant I Review, EKG Technician, and Medication Aide to be completed.

> **When/Where**

- Mondays at 9 am at the Stokes County Center
- Wednesdays at 9 am or 5:30 pm; West Campus
- Third Wednesday each month; Goodwill

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

> **When/Where**

- Nursing Assistant I: West Campus, Tuesdays 9 am - 1 pm and 5-9 pm;

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

NEW: Healthcare Clinical Fee

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

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

The cost of the screening begins at \$75.00 and is the sole responsibility of the student. Students are to begin the background check/drug screen process before they register for a Health Education class. However, information will not be sent to a clinical site until after the student registers.

If a student is denied by the clinical site, this proactive approach may enable the student to receive a full refund. Criminal background check/drug screen is valid for 12 months and must be current at the time of clinicals.

Health and Safety

Activity Director ●✓

This course is designed to provide basic training to individuals desiring to become an Activity Director in a healthcare related setting, such as long term care or assisted living facilities or adult care homes. This course follows the state approved course outline including (1) an overview of the Activity Director profession, (2) Human Development and the Aging Process, (3) Standards of Practice, (4) Activity Care Planning, and (5) Methods of Service Delivery. Persons completing the entire 60 hours of training become qualified to work as an Activity Director in a Nursing Home or Assisted Living Facility.

Prerequisite: High school diploma/GED/transcript

NOTE: Students must bring a copy of high school diploma/GED/transcript to Customer Service for verification in order to register.

Course Code: 69527 Cost: \$198
Date: January 7-February 25, MT, 6-9 pm;
S, 9 am-3:30 pm
Location: Northwest Forsyth Center, Room TBA

Autism Paraprofessional ●✓ NEW!

This course is designed to prepare individuals to provide direct services to children with autism spectrum disorders (ASDs.) Care givers 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. Upon satisfactory completion of the course, the student will receive a certificate of

completion, which should enhance employment opportunities in the field of autism treatment and education.

Prerequisite: Successful completion of an exam assessing basic reading comprehension skills at a minimum of tenth grade level and math skills at a minimum of sixth grade level, a picture ID, Social Security Card and high school diploma/ GED or high school transcript are required. Students must also present receipts from the criminal background check and drug screening before they will be allowed to register for class.

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

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

Cardiopulmonary Resuscitation: Healthcare Provider ❖

This American Heart Association Healthcare Provider course teaches students to recognize the signs and symptoms of heart attacks, 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. It is the only acceptable certification for Health Education classes and it meets the requirements of clinical facilities utilized by Forsyth Technical Community College.

NOTE: This Course requires a textbook that must be read by the class date.

For additional course information call 336.757.3091 or e-mail mcalhoun@forsythtech.edu.

Course Code: 69165 Cost: \$35
Date: January 5, S, 8:30 am-2 pm
Location: West Campus, Room 13

Course Code: 69169 Cost: \$35
Date: January 12, S, 8:30 am-2 pm
Location: Northwest Forsyth Center, Room 217

Course Code: 69171 Cost: \$35
Date: February 2, S, 8:30 am-2 pm
Location: Northwest Forsyth Center, Room 217

Course Code: 69173 Cost: \$35
Date: February 23, S, 8:30 am-2 pm
Location: West Campus, Room 13

Course Code: 69174 Cost: \$35
Date: March 2, S, 8:30 am-2 pm
Location: West Campus, Room 13

Course Code: 69175 Cost: \$35
Date: March 9, S, 8:30 am-2 pm
Location: Northwest Forsyth Center, Room 217

Course Code: 69177 Cost: \$35
Date: March 23, S, 8:30 am-2 pm
Location: Northwest Forsyth Center, Room 217

Course Code: 69179 Cost: \$35
Date: April 6, S, 8:30 am-2 pm
Location: West Campus, Room 13

Course Code: 69181 Cost: \$35
Date: April 20, S, 8:30 am-2 pm
Location: Northwest Forsyth Center, Room 217

Course Code: 69431 Cost: \$35
Date: May 11, S, 8:30 am-2 pm
Location: Northwest Forsyth Center, Room 217

Courses in Health and Safety



Course Code: 69182 Cost: \$35
Date: May 4, S, 8:30 am-2 pm
Location: West Campus, Room 13

Course Code: 69183 Cost: \$35
Date: May 8, W, 5:30-10 pm
Location: West Campus, Room 13

Cardiopulmonary Resuscitation: Healthcare Provider Instructor Course ●✓

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

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

NOTE: Book required.

For additional course information call 336.757.3091 or e-mail mcalhoun@forsythtech.edu.

Course Code: 69568 Cost: \$70
Date: April 27, S, 8 am-5 pm
Location: Northwest Forsyth Center, Room 217

Cardiopulmonary Resuscitation: Healthcare Providers and Heartsaver CPR eLearning Courses Skills Practice and Skills Testing ●✓

BLS CPR Online Part 1 presents cognitive information through a series of case-based scenarios, videos and interactive exercises. Upon successful completion of Part 1, including the online written test, a Part 1 Certificate of Completion is available for students to print. This certificate must then be presented for Parts 2 and 3, the hands-on skills practice and testing session with an AHA BLS instructor. Students will receive an AHA CPR Providers Course Completion card upon successful completion of all three parts.

NOTE: This course requires a textbook.

For additional course information contact e-mail mcalhoun@forsythtech.edu or call 336.757.3091

Course Code: 69170 Cost: \$25
Date: January 16, W, 6-8:30 pm
Location: West Campus, Room 13

Course Code: 69172 Cost: \$25
Date: February 6, W, 6-8:30 pm
Location: West Campus, Room 13

Course Code: 69176 Cost: \$25
Date: March 14, TH, 6-8:30 pm
Location: Northwest Forsyth Center, Room 217

Course Code: 69180 Cost: \$25
Date: April 10, W, 6-8:30 pm
Location: West Campus, Room 13

Cardiopulmonary Resuscitation: Heartsaver Provider ❖

This course follows the current American Heart Association guidelines. It is designed to teach participants that are not healthcare providers the basic steps of CPR, use of an AED (Automated External Defibrillator) and FBAO (Foreign Body Airway Obstruction) for victims of all ages. Students will receive instruction to recognize emergency situations involving heart attack, choking, respiratory and cardiac arrest in adults, children and infant victims. No written exam required for this course. Upon successful completion, the student will be awarded Heartsaver CPR certification.

NOTE: This Course requires a textbook that must be read by the class date.

For additional course information call 336.757.3091 or e-mail mcalhoun@forsythtech.edu.

The Dorothy L. Lougee Nursing Assistant I Program ●✓ JobsNOW

This state approved course introduces basic nursing skills required to provide personal care for patients, residents, the elderly or others requiring medical assistance in a healthcare setting. Emphasis is placed on the aging process, communications, patient safety, patient'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, students are prepared to take the NC Nurse Aide I Competency Evaluation, a requirement in order to be listed on the NC Nurse Aide I Registry.

Prerequisite: Successful completion of an exam assessing basic reading comprehension skills at a minimum of tenth grade level and math skills at a sixth grade level, attend an orientation session. A picture ID, Social Security Card and high school diploma or GED or high school transcript are required. Students must also present receipts from the criminal background check and drug screening before they will be allowed to register for class.

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

Course Code: 68973 Cost: \$198
Date: January 8-May 7, TTH, 3-8:30 pm
Location: Grady Swisher Center, Room 236

Course Code: 68112 Cost: \$198
Date: January 14-April 16, MTTH, 5:30-9:30 pm
Location: West Campus, Room 7

Course Code: 68782 Cost: \$198
Date: February 25-May 14, MTTH, 4-9:30 pm
Location: North Stokes High School

Course Code: 68307 Cost: \$198
Date: May 6-July 29, MTWTH, 5-9 pm;
S, 8 am-4:30 pm
Location: Grady Swisher Center, Room 211

Course Code: 68308 Cost: \$198
Date: May 20-August 8, MTWTH, 5:30-9:30 pm
Location: West Campus, Room 7

The Dorothy L. Lougee Nursing Assistant I Review Program ●✓

This course is designed to update individuals who have been listed within the previous three years on the North Carolina Nurse Aide I Registry but let their certification lapse. This course is also a review for Nursing Assistants registered in another state who are seeking certification as a Nursing Assistant in North Carolina. This course provides individuals with a review of the knowledge, skills and abilities that must be demonstrated on the National Nurse Aide Assessment Program (NNAAP) Examination necessary for listing on the North Carolina Nurse Aide I Registry.

Prerequisite: Successful completion of an exam assessing basic reading comprehension skills at a minimum of tenth grade level and math skills at a sixth grade level and ONE of the following: 1) NC Nursing Assistant I Registry listing (expired within the past 3 years) OR 2) Registry listing from another state (within the past 3 years) OR 3) certificate of completion from state approved NA I course (in the past year) OR 4) RN/LPN (in the past 5 years). A picture ID, Social Security Card and high school diploma or GED or high school transcript are required.

NOTE: Students who make 3 attempts to pass the Skills and Written examination within 2 years of completion of an NA I training program are to retake a state approved training program prior to retaking the state exam. This is a NC requirement.

Course Code: 69453 Cost: \$125
Date: April 1-April 19, MTTH, 8 am-Noon
Location: Mazie Woodruff Center, Room 211

EKG Technician ●✓

This course is designed to prepare students to perform basic EKGs. Students will gain knowledge of cardiac terminology, understand the structure and function of the heart, and become familiar with the anatomy and physiology of the heart. Students will gain a basic understanding of the electrical conduction system and how it affects heart function. Based upon this knowledge, students will understand why an EKG is done. Students will also understand the cardiac cycle, be able to identify common artifacts, and demonstrate patient preparation as well as proper placement of EKG leads. Students will learn how to operate an EKG monitor, run a strip accurately, and mount it properly. Upon successful completion of the course, students will receive a Forsyth Tech certificate of completion.

Prerequisite: High school diploma/GED or high school transcript, successful completion of an exam assessing basic reading comprehension skills at a minimum of tenth grade level and math skills at a minimum of sixth grade level. Successful completion of NAI, NAI or Phlebotomy is recommended.

Note. The EKG Technician course is designed to complement other healthcare certifications such as NAI, NAI, EMT, and/or Phlebotomy. This course is not currently structured to prepare the student for National Certification.



Courses in Health and Safety

Emergency Medical Technician Basic ●✓ JobsNOW

This course covers anatomy and physiology, initial patient survey and triage, basic and advanced airway management, oxygen therapy, and treatment of traumatic and medical emergencies. Additional areas of study are CPR with automated external defibrillator and general pharmacology. This course follows the guidelines established by the N.C. Office of Emergency Medical Services (EMS) and is conducted by an approved Basic or Advanced Institution. The lead instructor for the EMT educational program is certified as a N.C. Level I Instructor/Coordinator. The EMT course is designed for those interested in working in public safety (Emergency Medical Service, Fire Service and Police) or in increasing their knowledge in handling emergency situations. Students who successfully complete this course are eligible to take the N.C. Emergency Medical Technician credentialing examination and/or the National Registry examination. Prerequisite: Successful completion of an exam assessing basic reading comprehension skills at the 10th grade reading level.

For more information, call 336.757.3054.

Course Code: 69351 Cost: \$180

Date: January 14-May 13, MW, 6-10; S, 8 am-5 pm
Location: West Campus, Room 32B

Course Code: 69368 Cost: \$180

Date: February 5-June 8, TTH, 6-10 pm; S, 8 am-5 pm
Location: Northwest Forsyth Center, Room 215

Course Code: 69372 Cost: \$180

Date: March 5-May 28, TTH, 8 am-5 pm
Location: West Campus, Room 32B

Introduction to Healthcare ●✓

This course is designed to allow students to explore the healthcare culture and employment opportunities within the healthcare field. It provides students with basic information for a career in healthcare and planning for future goals. Students will also receive human resource development instruction, which will strengthen professional skills needed in the healthcare environment. Topics include teamwork, communications, customer service skills and problem solving. In addition, students will be given a Career Readiness Certification (CRC) assessment and learn how to use this assessment for employment.

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

Course Code: 69480 \$65

Date: March 4-March 27, MW, 5:30-8:30 pm
Location: Grady Swisher Center, Room 110

Massage: Introduction to Massage ❖

Learn basic massage strokes including effleurage, petrissage, friction, tapotement and vibration to be used on members of a person's immediate family and/or friends. This course does not qualify participants to become licensed massage therapists. Please see our college catalog credit program for information regarding this 500+ hour training and eligibility for state licensure.

NOTE: NC Practice Act, Article 36, Section 90-623. License required. (a) A person shall not practice or hold out himself or herself to others as a massage and bodywork therapist without first applying for and receiving from the Board a license to engage in that practice.

Course Code: 69522 Cost: \$70

Date: January 10-January 31, TH, 6:30-9 pm

Location: Grady Swisher Center, Room 146

Course Code: 69523 Cost: \$70

Date: April 4-April 25, TH, 6:30-9 pm

Location: Grady Swisher Center, Room 146

Medication Aide ●✓

This course is designed to meet the training requirements to become qualified as a Medication Aide. It will cover 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: 3-6 months minimum direct patient care experience with a letter of recommendation on letterhead from an RN who supervised student's work within the past 2 years (a letter of recommendation from NAI or NAII instructor is not sufficient), successful completion of an exam assessing basic reading comprehension skills at a minimum of tenth grade level and math skills at a minimum of sixth grade level. A picture ID, Social Security Card and high school diploma or GED or high school transcript are required.

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

Course Code: 69540 Cost: \$70

Date: March 14-April 25, TH, 4:30-8:30 pm

Location: West Campus, Room 11

PALS-Pediatric Advance Life Support ●✓

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

NOTE: This Course requires a textbook.

For additional course information contact e-mail mcalhoun@forsythtech.edu or call 336.757.3091

Personal Care Assistant ●✓

This course provides instruction for individuals who want to work in adult care and family care homes. A Personal Care Assistant has a broad range of responsibilities, including assisting residents with dining, making beds, hygiene and grooming, helping patients in and out of bed, light housekeeping and meal preparation. Communication and interpersonal skills are taught throughout the course and demonstrated by students in class, lab and clinical settings.

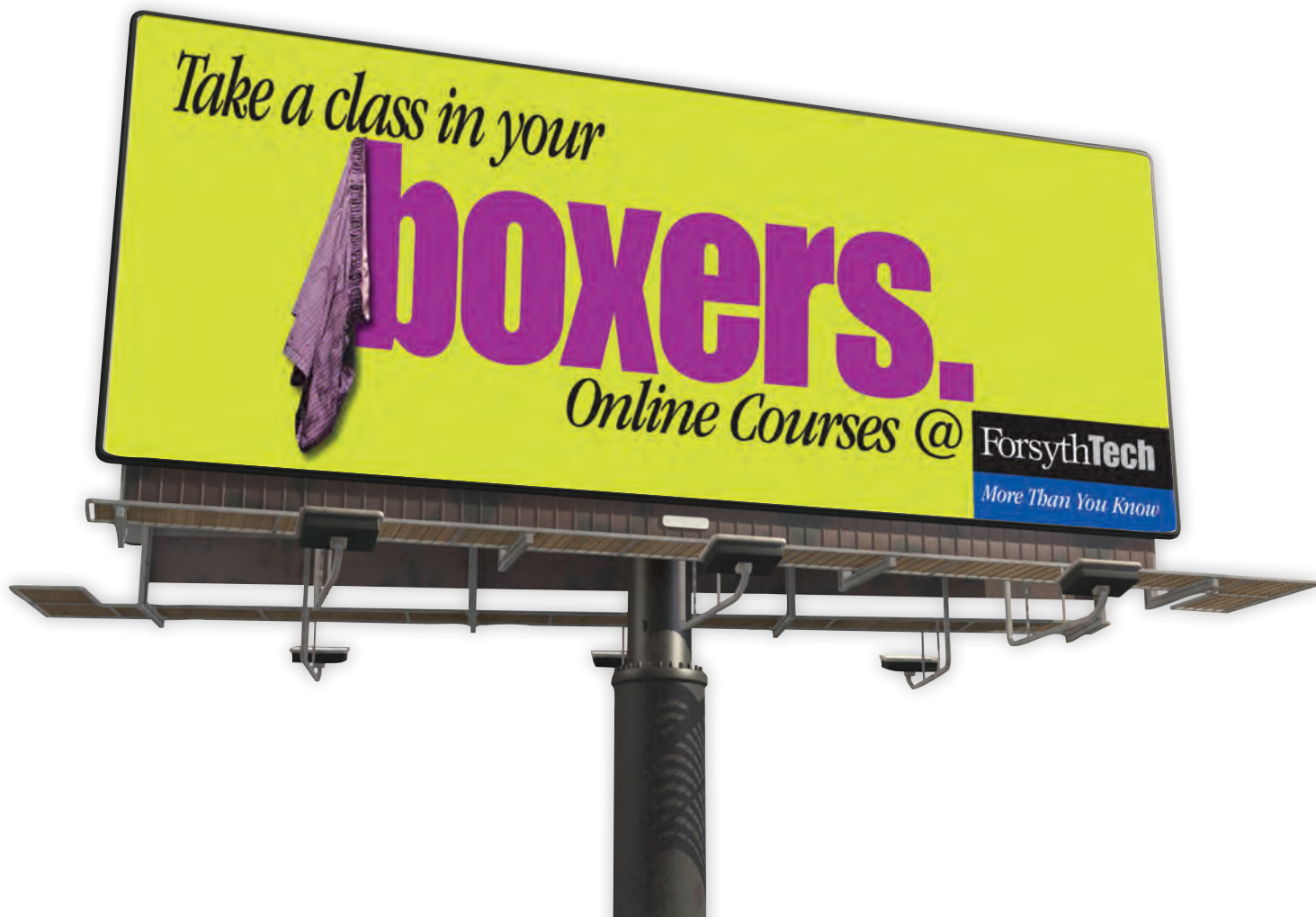
Prerequisite: Picture ID, Social Security Card, and receipts from the criminal background check and drug screening are required before registration. Students must also have a current CPR (AHA) Healthcare Provider certification (before clinical).

Course Code: 69535 Cost: \$198

Date: January 7-January 30, MTTHF, 9 am-2:30 pm
Location: Goodwill

Course Code: 69536 Cost: \$198

Date: April 1-April 25, MTTHF, 9 am-2:30 pm
Location: Goodwill



Online Ed2Go

Information

- Registration deadline for Ed2Go/online courses is Noon (12 pm) on the day/date they begin.
- Online courses require Internet access, an email address, a Web browser and software. It helps to be able to stay on a routine class schedule.
- Visit www.ed2go.com/forsyth for more information, including requirements and course dates or by calling Customer Service at 336.761.1002 before the course start date.
- Registration fees can be paid online at www.ed2go.com/forsyth, homepage and then select the online registration link or by calling Customer Service at 336.761.1002.
- Recertifying teachers must submit all 12 lesson quizzes and score 80 percent or higher on the final exam, then request completion certificate.
- Online students may apply for a full refund before the first day of the course. As of the first day of the course, students may apply for a 75% refund up to the last day of class if they have not completed the first assignment. No other refunds will be given.
- Course completion certificates and answers to any additional questions are available by email only at onlinecce@forsythtech.edu.
- Para tomar clases de computadora "online" por favor llame a nuestra línea hispana 336.734.7742.
- Please go to our Forsyth Tech Students' Ed2Go Online Course Instruction Center at www.ed2go.com/forsyth on the homepage for more information.



Online Courses

Online Courses

A+ Certification/Basic/Hardware ●✓

This course teaches you about the hardware common to virtually every personal computer including micro-processors, RAM, power supplies, motherboards, BIOS, CMOS, the expansion bus, floppy drives and hard drives. Learn how things work, how to configure everything and how to troubleshoot in real-world environments.

Course Code: 67011 Cost: \$70
Date: January 16-February 22

Course Code: 67084 Cost: \$70
Date: February 20-March 29

Course Code: 67136 Cost: \$70
Date: March 20-April 26

A+ Certification/Intermediate/Operating Systems ●✓

The Intermediate CompTIA A+ Certification Prep course picks up where the Basic course left off, taking you right into the PC. You will start with detailed information on installing and configuring hard drives and removable drives, and then spend the rest of the course knee-deep in Windows. You will learn about the operating system from installation to operations, maintenance to troubleshooting. The course finishes with an in-depth look into installing, configuring, maintaining and troubleshooting printers. This course takes you through the second of the three steps you need to become both a highly competent PC tech and a CompTIA A+ certified technician, 2009 style.

Course Code: 67137 Cost: \$70
Date: March 20-April 26

Access 2010 Introduction ●✓

Take control over your data! Whether you are a novice or an experienced database user, these hands-on lessons will show you how to harness the full power of Microsoft Access 2010. You will learn to build and customize tables, and you will discover how to use forms to simplify data entry, create reports and design queries. By the time you have finished this course, you will know how to construct an effective database for any information you need to store, document, and manage—at home or on the job.

Course Code: 67012 Cost: \$70
Date: January 16-February 22

Course Code: 67085 Cost: \$70
Date: February 20-March 29

Course Code: 67151 Cost: \$70
Date: March 20-April 26

Accounting Fundamentals I ●✓

Demand for accounting professionals currently exceeds supply. If you are interested in increasing financial awareness and accountability while also gaining a marketable skill, this course is for you. Learn the basics of double-entry bookkeeping, while also learning how to analyze and record financial transactions, as well as prepare various financial reports at the end of the fiscal period. Accounts receivable, accounts payable, payroll procedures, sales taxes and various common banking activities will be discussed. This course will cover all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period.

Course Code: 67015 Cost: \$70
Date: January 16-February 22

Course Code: 67087 Cost: \$70
Date: February 20-March 29

Course Code: 67155 Cost: \$70
Date: March 20-April 26

Accounting Fundamentals II ●✓

While it is true that accounting professionals are scarce, those with corporate accounting experience are even rarer. This course will build on the knowledge gained in the Accounting Fundamentals I course to provide a solid understanding of corporate accounting practices. You will be able to analyze transactions and prepare various corporate financial reports. Gain practical experience working with dividends, plant assets, depreciation, accrued revenue and expenses, retained earnings, stockholders' equity and more.

Prerequisite: Accounting Fundamentals I.

Course Code: 67148 Cost: \$70
Date: March 20-April 26

Administrative Assistant Fundamentals ●✓

Rapid growth in the health, legal services, data processing, management, public relations and other industries has created many new job opportunities for administrative assistants. This course will help you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning and office ergonomics. Become an indispensable member of your team by identifying opportunities and implementing solutions to turn an office into a high productivity machine.

Course Code: 67016 Cost: \$70
Date: January 16-February 22

Course Code: 67088 Cost: \$70
Date: February 20-March 29

Course Code: 67156 Cost: \$70
Date: March 20-April 26

Algebra Introduction ●✓

Understand how algebra is relevant to almost every aspect of your daily life, and become skilled at solving a variety of algebraic problems. This unique and thought-provoking course integrates algebra with many other areas of study, including history, biology, geography, business, government and more. As a result, you will acquire a wide variety of basic skills that will help you find solutions to almost any problem.

Course Code: 67050 Cost: \$70
Date: January 16-February 22

Course Code: 67107 Cost: \$70
Date: February 20-March 29

Course Code: 67138 Cost: \$70
Date: March 20-April 26

ASP.NET Introduction ●✓

Learn how to create exciting, interactive and professional Web sites with ASP.NET. In this hands-on course, you will begin by adding the power of interactive controls to your Web pages, and you will discover how you can use style sheets to give every Web page you create the same clean and consistent look and feel. You will find out how to connect to a database and put the information it contains on public display. Then, you will develop a true community-based Web site that allows users to register, log in, create and update profiles and post messages to a forum. You will also explore the issue of Web security, and learn some simple things you can do to secure your site against some common attacks.

Course Code: 67017 Cost: \$70
Date: January 16-February 22

Computer Skills for the Workplace ●✓

Learn the fundamental computer skills needed to succeed in today's workplace. Discover practical applications for email, word processors, spreadsheets and databases, gaining a working foundation for the critical computer skills needed to survive in the modern job market.

Course Code: 67021 Cost: \$70
Date: January 16-February 22

Crystal Reports Introduction

Discover the techniques the pros use to produce attractive, reader-friendly reports for any audience. Designed for Crystal Reports XI, Crystal Reports 2008, and Crystal Reports 2011, this course will teach you how to transform the information that lies buried in your database or accounting program into clear, easy-to-understand documents. With the help of hands-on activities and step-by-step instructions, you will learn the secrets for extracting, sorting and grouping your data. In addition, you will find out how to include totals for groups of figures or for the entire report. Next, you will master the art of building your reports and formatting your material to create a polished, professional look. By the time you are done, you will be able to produce anything from a quick meeting handout to an elaborate annual report—and you will never be intimidated by report-writing tasks again!

Course Code: 67023 Cost: \$70
Date: January 16-February 22



Creating WordPress Websites Introduction ●✓

Want to build an attractive, sophisticated blog or website—without having to learn any special coding? WordPress is the answer you are looking for! WordPress is one of the world's most popular Web design tools because it's free, it's easy to use, and it produces professional results. In these lessons, you will get hands-on experience with this powerful tool as you create your own combination WordPress blog and website. You will walk through the process from start to finish, mastering everything from planning your content to picking a theme. For WordPress beginners, there is no easier way to learn the ropes. By the end of the course, you will know how to use WordPress confidently to launch and maintain your own blog or interactive website.

Course Code: 67071 Cost: \$70
Date: January 16-February 22

Course Code: 67133 Cost: \$70
Date: February 20-March 29

Course Code: 67178 Cost: \$70
Date: March 20-April 26

CSS and XHTML Introduction ●✓

Learn how to create state-of-the-art websites using modern CSS and XHTML techniques. Take your existing HTML skills to the next level and start building sites like the pros. If you want to survive and excel in the fast-paced world of web publishing, you are going to need to keep up with ever-evolving standards. The new standard for web developers is to use CSS and XHTML.

Course Code: 67024 Cost: \$70
Date: January 16-February 22

Course Code: 67092 Cost: \$70
Date: February 2-March 29

Designing Effective Websites ●✓

These days, creating a Web site is so easy almost anyone can do it. But with all the competition on the Web, creating a site that is effective is more challenging than ever. To do that, you need to employ good design principles. Regardless of your current skills or level of knowledge, in this course you will master the basics of Web design and learn how to build sites that are better and more effective. Get ready to take your Web design skills to the next level!

Course Code: 67051 Cost: \$70
Date: January 16-February 22

Digital Photography Discovery ●✓

This course provides an introduction to the fascinating technology that is catapulting the photographic world into the 21st century. You will discuss the basics of digital photography, equipment, software, the digital darkroom, printing, Internet and email use, along with commercial and personal applications.

Course Code: 67025 Cost: \$70
Date: January 16-February 22

Dreamweaver CS5 Introduction ●✓

If you want to design professional-quality websites, this is the class for you! In these step-by-step lessons, you will build an in-class website using Adobe Dreamweaver CS5—and in the process, you will discover how to plan a website from the ground up. You will work alongside an industry professional as you master skills ranging from using Cascading Style Sheets to creating standards-compliant pages. You will examine site planning strategies, learn principles of good Web design and explore Dreamweaver's best practices for maintaining websites once they are online. By the time you are done, you will be using this powerful software tool with skill and confidence.

Course Code: 67027 Cost: \$70
Date: January 16-February 22

Course Code: 67096 Cost: \$70
Date: February 20-March 29

Course Code: 67157 Cost: \$70
Date: March 20-April 26

Dreamweaver CS5 Intermediate ●✓

Take your Web design skills to new heights as you master advanced Adobe Dreamweaver CS5 techniques! You will get hands-on practice in using pure CSS layout and discover how to incorporate multimedia elements such as Flash video and audio. In addition, you will explore the use of XML and XSL. In just 12 lessons, you will harness the power of this industry-standard Web development tool.

Course Code: 67028 Cost: \$70
Date: January 16-February 22

Excel 2010 Introduction ●✓

Do you work with numbers? Then you need to master Microsoft Excel 2010—and this is the place to do it. In this easy online course, you will discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You will learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, designing custom charts, creating three-dimensional workbooks, building links, working with templates and creating macros and custom toolbar buttons. By the time you are done, you will be using Excel like a professional.

Course Code: 67033 Cost: \$70
Date: January 16-February 22

Course Code: 67098 Cost: \$70
Date: February 20-March 29

Course Code: 67159 Cost: \$70
Date: March 20-April 26

Excel 2010 Intermediate ●✓

Take your Excel skills to the next level! In these hands-on lessons, you will master charting, PivotTables, Slicers, Sparklines and other advanced features of Microsoft Excel 2010. You will learn how to harness the power of Excel's data analysis and filtering tools and see how easy it is to create macros that eliminate repetitive tasks. You will also set yourself apart from the casual Excel user by adding VLOOKUP, INDEX & MATCH and Excel's other time-saving functions to your repertoire. So get ready for six fun, action-packed weeks that will make you an Excel expert!

Course Code: 67031 Cost: \$70
Date: January 16-February 22

Course Code: 67097 Cost: \$70
Date: February 20-March 29

Course Code: 67158 Cost: \$70
Date: March 20-April 26

Grammar Refresher ●✓

Revive your lost or forgotten knowledge of English grammar and gain confidence in your ability to produce grammatically correct writing. Whether you are a student or professional, a published or beginning writer, this course will help you navigate and master the linguistic twists and turns inherent in English grammar. Grammar is fun if you know the rules. A patient instructor will support you throughout the course, and plenty of interactive exercises will give you ample opportunity to put into practice everything you learn.

Course Code: 67035 Cost: \$70
Date: January 16-February 22

Course Code: 67099 Cost: \$70
Date: February 20-March 29

Course Code: 67160 Cost: \$70
Date: March 20-April 26

Grant Writing A to Z ●✓

This is an invigorating and informative course that will equip you with the skills and tools needed to enter the exciting field of grant writing! Learn how to raise needed funds by discovering how and where to look for potential funding sources that are a good match for your organization. Also learn how to network and develop true partnerships with a variety of financial backers, how to organize a successful grant-writing campaign and how to put together a complete proposal package. This course targets nonprofit organizations, schools, religious institutions and municipalities that are seeking grants from foundation, corporate, government and individual donors. Many of the elements easily translate to the for-profit field and to individual artists. Material specifically designed for businesses and individuals is also included.

Course Code: 67149 Cost: \$70
Date: March 20-April 26



Online Courses

Guided Reading: Strategies for the Differentiated Classroom ●✓

Now more than ever, today's teachers are grappling with the question of how to reach struggling readers. While there are no quick fixes, thousands of teachers are combining the principles of differentiated instruction and guided reading with unparalleled success. Mixed in the right proportion, these popular strategies will help you build a balanced literary framework that gets results with even the most challenged learners.

Course Code: 67172 Cost: \$70

Date: March 20-April 26

Guided Reading and Writing: Strategies for Maximum Student Achievement ●✓

Get the professional development training you need to improve student literacy as an accomplished teacher shares the secrets of turning guided reading strategies into opportunities for teaching writing. Find out how to harness the power of the total literacy framework. The road to literacy is also the road to ingenuity, invention and imagination, and you will soon learn how to take your students from groans to grins with creative lesson plans that really work!

Course Code: 67105 Cost: \$70

Date: February 20-March 29

Internet Introduction (Navigating) ●✓

Master the ins and outs of the Internet with this informative, behind-the-scenes look at the World Wide Web, search engines and directories, social networking and bookmarking, blogs, wikis and more. Learn powerful research techniques to help you find whatever you want whenever you want; take advantage of the power of cloud computing; reconnect with friends and family; share documents and photos; plan vacations and major purchases; and discover how you can better defend your computer against external threats.

Course Code: 67039 Cost: \$70

Date: January 16-February 22

Course Code: 67104 Cost: \$70

Date: February 20-March 29

Course Code: 67161 Cost: \$70

Date: March 20-April 26

Interpersonal Communication

Communication is more than speaking, hearing or even having a good vocabulary. This course explores strategies for success in every day interpersonal communication. You will explore clear examples of verbal and nonverbal habits, effective listening, self-concept, differences in cultural and gender conversation styles and conflict management. You will also gain practical strategies you can use today to improve communication at home, in social situations and in the workplace. If you want to strengthen personal behavior and develop strategies for creating positive communication climates with family, friends and business associates, you are sure to find this course invaluable.

Course Code: 67183 Cost: \$70

Date: February 20-March 29

Java Programming Introduction ●✓

If you want to learn computer programming but do not have any prior experience, you will enjoy a tour of Java, one of the most widely used computer languages in the world. It is a breeze to learn in a friendly and supportive environment. Start with the basics of program design and go on to write your own programs and integrate input and output, calculations, decision-making and loops. Build your knowledge and confidence with easy-to-understand examples and plenty of skill-building exercises. So whether you just want to try it out to see if you like it or plan on doing more with Java, this is a great place to start!

Course Code: 67162 Cost: \$70

Date: March 20-April 26

Leadership ●✓

Leadership skills can help you gain the respect and admiration of others, while also allowing you to enjoy success in your career and more control over your destiny. Contrary to popular belief, leadership skills can be learned and developed. Even if you do not hold a leadership position, this course will teach you how to use the principles of great leaders to achieve success in almost every aspect of your daily life.

Course Code: 67180 Cost: \$70

Date: February 20-March 29

Magazine Writing ●✓

Ever read a nonfiction magazine article and said, I can write better than that. With this fun, interactive class you can learn the ropes from a pro and turn your dream of becoming a freelancer into a bright future as a magazine writer. It is fun, easy and a great source of extra income whether you are retired, planning for the future or staying close to the kids. If you are a determined new writer, or if you have not written for magazines in years, this class will jump-start your career. You will learn plenty of powerful brainstorming techniques designed to practically write every article for you.

Course Code: 67150 Cost: \$70

Date: March 20-April 26

Networking Introduction ●✓

Businesses, schools and other organizations are becoming increasingly reliant on computer networks. Learn why networks have become so important, how software and hardware makes networking possible and how networks function. This course will give you the foundation needed to begin training for CCNA Certification or employment in a computer networking career.

Course Code: 67041 Cost: \$70

Date: January 16-February 22

Course Code: 67109 Cost: \$70

Date: February 20-March 29

Course Code: 67164 Cost: \$70

Date: March 20-April 26

PC Troubleshooting ●✓

This course takes you step-by-step through the typical hardware and operating system problems encountered by technicians and teaches troubleshooting techniques to decipher any problem and gives the skills needed to solve them. Once the basics are mastered, the course launches into some of the more advanced and nasty problems that sometimes crop up in the PC. Finally, this course will show you how to maintain and optimize a Microsoft Windows PC.

Course Code: 67042 Cost: \$70

Date: January 16-February 22

Course Code: 67110 Cost: \$70

Date: February 20-March 29

Course Code: 67165 Cost: \$70

Date: March 20-April 26

Pharmacy Technician ●✓

Health care is a booming field these days, and pharmacy technicians are in high demand. In this course, you will explore your career opportunities as you gain the skills that can help you land an entry-level position as a pharmacy clerk or technician. You will discover the meanings of key pharmaceutical terms, learn about common categories of drugs and how they work, review the laws that govern pharmacy dispensing and master the simple math that every pharmacy tech needs to know. You will also take a look at the many job settings and career paths open to you if you become a pharmacy technician. In addition, you will explore the steps you can take to boost your career by getting certified. By the time you are done, you will be prepared to start your career in this popular and rapidly growing field.

Course Code: 67044 Cost: \$70

Date: January 16-February 22

Course Code: 67111 Cost: \$70

Date: February 20-March 29

Course Code: 67167 Cost: \$70

Date: March 20-April 26

Photoshop CS5 – Introduction ●✓

Are you a photographer or a graphic artist—or do you want to alter your old family photos for albums or scrapbooks? Then you need to learn Photoshop, the world's best graphics program. This hands-on, project-oriented course is filled with detailed, easy-to-follow instructions that teach you how to edit photos and create original images and basic paintings. Discover how to improve photographs by removing flaws, correcting for poor exposure, or adding elements using the newest techniques Adobe Photoshop CS5 has to offer. You will even learn how much fun it can be to paint again without the mess to clean up. And best of all, you do not need any special artistic ability or prior Photoshop experience to take this course.

Course Code: 67055 Cost: \$70

Date: January 16-February 22

Course Code: 67093 Cost: \$70

Date: February 20-March 29

Course Code: 67171 Cost: \$70

Date: March 20-April 26



Photoshop Elements 10 for the Digital Photographer ●✓

Take your images from so-so to spectacular! Adobe Photoshop Elements 10 gives you the tools you need to achieve high-quality results right from the start. As you master this award-winning software, you will learn to edit images on your computer, correct flaws, enhance your final product, create simple art projects, prepare images for email and the Web and organize your images so you can keep track of them easily. Designed for camera enthusiasts with no photo-editing experience, this course will take you from novice to accomplished user in just a few weeks. Upgrade students are welcome as well!

Course Code: 67115 Cost: \$70
Date: February 20-March 29

PMP Certification Prep I ●✓

Learn how to prepare for the Project Management Institute's prestigious PMP certification exam. Master the first six chapters of A Guide to the Project Management Body of Knowledge (PMBOK Guide), 3rd edition – the most essential resource for the PMP certification exam. Learn all about the nine Project Management Knowledge Areas, five Process Groups and 44 project management processes. Raise your project management IQ by discovering tips and techniques related to the questions you will encounter on the PMP exam. Use proven learning strategies to help absorb key terminology, concepts and formulas.

Course Code: 67047 Cost: \$70
Date: January 16-February 22

Course Code: 67112 Cost: \$70
Date: February 20-March 29

Course Code: 67168 Cost: \$70
Date: March 20-April 26

PowerPoint 2010 Introduction ●✓

Take your PowerPoint presentations from “so-so” to sensational! In these lessons, you will learn how to use Microsoft PowerPoint 2010 to create impressive slide presentations that include text, objects, SmartArt, multimedia, animation, sound, charts, clip art and hyperlinks. In addition, you will discover how to create a PowerPoint photo album with your digital pictures. You will also master PowerPoint Web App, an online version of PowerPoint, and learn how to save your presentations as PDF files and videos. Whether you are a beginner or an experienced user, this 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.

Course Code: 67053 Cost: \$70
Date: January 16-February 22

Course Code: 67113 Cost: \$70
Date: February 20-March 29

Course Code: 67169 Cost: \$70
Date: March 20-April 26

Project Management Fundamentals ●✓

There are more projects occurring today than at any time in history. Organizations initiate projects to create new computer applications, erect bridges and buildings, improve processes, develop new products and reorganize company operations. Unfortunately, most organizations do not manage projects well, creating an unprecedented demand for project management practitioners. This course will provide you with the essential information needed to prepare for and complete your first project.

Course Code: 67054 Cost: \$70
Date: January 16-February 22

Course Code: 67114 Cost: \$70
Date: February 20-March 29

Course Code: 67170 Cost: \$70
Date: March 20-April 26

Protect Your Money, Credit and Identity ●✓

Do you worry about criminals stealing your identity or scammers cheating you out of your money? Are you feeling threatened by abusive debt collectors or predatory lenders? If so, this course offers you the help you need. You will learn how to prevent identity theft and protect yourself against credit card fraud, Internet scams, and real estate “dirty tricks.” And that's not all! Your course instructor—a former Assistant District Attorney—will show you how to avoid pitfalls when you are doing anything from buying a used car to selecting a credit card or considering a service contract. You will also see how to obtain your credit score and discover the right way to clean up your credit history. In addition, you will find out how to slow down (or even stop) foreclosure proceedings. And if you are getting harassing calls from debt collectors, this course will bring you up to speed on the federal and state laws that can give you peace of mind. By the time you finish these lessons, you will have the facts you need to avoid scams and rip-offs, and you will know how to make debt collectors and credit card companies play by the rules.

Course Code: 67181 Cost: \$70
Date: February 20-March 29

QuickBooks 2012 Introduction ●✓

Learn how QuickBooks accounting software makes it easy to set up a chart of accounts; reconcile your checking account; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; and generate reports.

Course Code: 67056 Cost: \$70
Date: January 16-February 22

Course Code: 67117 Cost: \$70
Date: February 20-March 29

QuickBooks 2012 for Contractors ●✓

Designed specifically for contractors, this course teaches you to use the Premier Contractor Edition of QuickBooks 2012 to run your contracting business more efficiently. You will discover how to create custom and professional-looking contract estimates and generate useful and dynamic reports. You will also learn the different methods for billing your clients, including the QuickBooks progress invoicing and job-costing features. Clear lessons and step-by-step instructions will give you hands-on practice with the features you are sure to use every day.

Course Code: 67135 Cost: \$70
Date: March 20-April 26

Response to Intervention: Reading Strategies that Work ●✓

Would it not be wonderful if we could be proactive in helping our struggling readers? Well, we can! In this six-week course, you will learn response to intervention (RTI) strategies that ensure the struggling readers in your classroom get the help and education they need. RTI gives us a strategic plan to bring tiered interventions to our students, at their reading level and with their unique challenges in mind. Helping them with phonics, fluency, vocabulary mastery, comprehension and writing, these intervention strategies tackle the toughest literacy problems with flexibility and creativity.

Course Code: 67059 Cost: \$70
Date: January 16-February 22

Ready, Set, Read ●✓

Learn what the newest research says about how children really learn to read and write. Become a powerful guide to literacy development when working with young children. Gain confidence in your ability to guide a child's literacy development and take pleasure in seeing how even the smallest events can be really big steps in reading and writing success.

Course Code: 67090 Cost: \$70
Date: February 20-March 29

Real Estate Investing I ●✓

Want to invest in real estate but have no money and no idea where to start? This course will de-mystify the technical aspects of acquiring and profiting from property. Explore how to find, finance and negotiate a deal, how to invest in lease options, foreclosures, quick flips, rehabs and mobile homes. Most importantly, you will finish the course with a specific game plan tailored to your individual investing goals that will put you well on your way to finding your first or next deal.

Course Code: 67061 Cost: \$70
Date: January 16-February 22

Course Code: 67123 Cost: \$70
Date: February 20-March 29

Course Code: 67173 Cost: \$70
Date: March 20-April 26



Online Courses

Secrets of Better Photography ●✓

Designed for both film and digital photographers, this course is filled with tips and tricks to help you take better photographs. You will learn the basic technology that all cameras use, and you will receive helpful information on exposure and lighting. You will also explore strategies for taking excellent photos in all types of situations, including portraiture, landscape, macro and still life.

Course Code: 67062 Cost: \$70
Date: January 16-February 22

Course Code: 67124 Cost: \$70
Date: February 20-March 29

Course Code: 67174 Cost: \$70
Date: March 20-April 26

Six Sigma – Total Quality Fundamentals ●✓

Learn how to effectively apply the fundamentals of total quality. Understand what quality is and learn about the history of the quality movement. Discover the role of customers in quality and determine the major elements of a quality system. Master key concepts such as the cost of nonquality, variation, and total employee involvement (TEI). Increase your value to your company by learning about various motivational models, leadership, and teamwork. Determine how to effectively apply quality standards by creating and implementing internal and external auditing activities. Learn the ins and outs of ISO 9000, ISO 14000, and the Malcolm Baldrige National Quality Award.

Course Code: 67066 Cost: \$70
Date: January 16-February 22

Course Code: 67127 Cost: \$70
Date: February 20-March 29

Solving Classroom Discipline Problems ●✓

Why do some teachers enjoy peaceful, orderly classrooms while others face daily discipline battles? The answer is that some teachers know the secrets to solving discipline problems. This course reveals those secrets and presents a step-by-step approach to effective, positive classroom discipline.

Course Code: 67020 Cost: \$70
Date: January 16-February 22

Speed Spanish I ●✓

This course is designed for anyone who wants to learn Spanish pronto. Learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you will be able to go into any Spanish-speaking situation and converse in Spanish. Qué Bueno!

Course Code: 67067 Cost: \$70
Date: January 16-February 22

Course Code: 67128 Cost: \$70
Date: February 20-March 29

Course Code: 67175 Cost: \$70
Date: March 20-April 26

Speed Spanish II ●✓

This course is for students who would like to become more conversational and more comfortable in Spanish-speaking situations. You will see words, hear them pronounced properly and have plenty of opportunities to practice pronunciation. Learn several clever recipes to use to glue the words together into sentences.

Course Code: 67129 Cost: \$70
Date: February 20-March 29

Course Code: 67176 Cost: \$70
Date: March 20-April 26

SQL Introduction ●✓

Learn the key concepts of Structured Query Language (SQL) and gain a solid working knowledge of this powerful and universal database programming language. You will learn the basic structure of relational databases, how to read and write simple and complex SQL statements, and advanced data manipulation techniques.

Course Code: 67046 Cost: \$70
Date: January 16-February 22

Course Code: 67140 Cost: \$70
Date: March 20-April 26

Start and Operate Your Own Home-Based Business ●✓

Home-based businesses are the hottest business trend of the decade. Learn how to be your own boss and eliminate the stress of working for others. The benefits of working from home are numerous. Earn what you deserve, be independent, have tax deductions and do away with traffic, office politics and more. Learn how to develop the entrepreneurial qualities, motivation, discipline and creativity needed to succeed. This class is a great way to start your own business or enhance the one you already have.

Course Code: 67019 Cost: \$70
Date: January 16-February 22

Course Code: 67089 Cost: \$70
Date: February 20-March 29

Supply Chain Management Fundamentals ●✓

This course will help you succeed as a supply chain management professional. Master the fundamentals of supply chain management, including customer-demand forecasting, Master Production Scheduling (MPS), Material Requirements Planning (MRP), capacity planning and Production Activity Control (PAC). The course also includes essential information to help you prepare for internationally recognized supply chain and material management certification examinations.

Course Code: 67108 Cost: \$70
Date: February 20-March 29

Course Code: 67139 Cost: \$70
Date: March 20-April 26

Teaching Students With Learning Disabilities ●✓

Learn how to successfully meet the diverse needs of the learning disabled students in your classroom from an experienced special educator. We will dissect the whole special education process, from working with individualized education programs (IEPs) to helping students struggling with reading comprehension, math skills and writing. Empower yourself by discovering easy, practical and creative strategies that you can use to help your struggling students to find their light bulb moments!

Course Code: 67070 Cost: \$70
Date: January 16-February 22

Course Code: 67132 Cost: \$70
Date: February 20-March 29

Course Code: 67177 Cost: \$70
Date: March 20-April 26

(TRC) Teaching Math: Grades 4-6 ●✓

Reinvent math instruction for grades 4-6 by bringing hands-on learning, inexpensive manipulatives and real-world connections into your classroom. Whether you are a new teacher or a seasoned pro, this course will help you get your students excited about math!

Course Code: 67130 Cost: \$70
Date: February 20-March 29

Web Pages (Creating) ●✓

Learn how to design, create and post your very own site on the Internet's World Wide Web. Discover low-cost marketing techniques and search engine strategies.

Course Code: 67146 Cost: \$70
Date: March 20-April 26

Word 2010 Introduction ●✓

Learn how to create and modify documents in Word 2010, the world's most popular word processing program. With the help of step-by-step instructions and hands-on activities, you will quickly master every basic feature of Word and be able to use this program confidently at home or on the job.

Course Code: 67072 Cost: \$70
Date: January 16-February 22

Writeriffic: Creativity Training for Writers# ●✓

Do you have a novel, essay or legacy to share in writing? Have you thought of writing, but do not know how to stay motivated? Are you stumbling with writer's block? Wonder how to capture characters and plots to make them marketable? This class will ignite your creative energies in simple, fun and easy steps. In just six weeks, you will be a liberated, imaginative and versatile writer ready to tackle or finish that book that is inside you. The class is G-rated in content and language. In the next few weeks, you will quickly put to use the tools published writers utilize for novels, memoirs, short stories or articles. If you have ever dreamed of hearing your writer's voice and writing what is in your heart and head, this class will make it happen.

Course Code: 67073 Cost: \$70
Date: January 16-February 22

Course Code: 67134 Cost: \$70
Date: February 20-March 29

Course Code: 67179 Cost: \$70
Date: March 20-April 26

Blackboard (Bb)

Information

- Blackboard classes are conducted online, so students must be computer literate and have access to a computer with internet access, a web browser, and the ability to open Microsoft Word and PowerPoint documents.
- Registration for classes can be done by calling the Customer Service Center at 336.761.1002, or by registering in person at the West Campus at 1300 Bolton Street. Some classes with pre-requisites may require you to register in person to provide proof that the pre-requisite has been fulfilled.
- The *registration deadline for all Blackboard courses is three business days prior to the start date* of the course.
- Upon registering, make certain to *provide customer service with your updated email address and phone number* at the time of registration. This will be essential to provide you with further instructions and access information.
- Orientation for all Bb courses is to be done the first time students login to their course. *The course cannot be accessed until the start date.*
- Required textbooks can be purchased at the West Campus bookstore. The number for the bookstore is 336.734.7754, and the general hours of operation are Mon.–Fri., 8:30 a.m. until 2:00 p.m. and Mon.–Thurs. 4:00 p.m. until 6:30 p.m.
- Certificates for each course will be mailed to students *after the course end date.*
- Students may apply for a full refund before the 1st day of the course. On the first day of the course, the student may apply for a 75% refund if they have not completed the first assignment. No other refunds will be given.
- Please contact Customer Service with any questions at 336.761.1002 or email questions to onlinebb@forsythtech.edu.

Bb: AAPC Exam Review ●✓

This 50-hour advanced online course provides students the opportunity to prepare for the National CPC Certification exam administered by the American Academy of Professional Coders (www.aapc.com). Medical Terminology, Anatomy & Physiology, ICD-9 Diagnostic Coding, CPT Procedural Coding, and HCPCS Level II are some of the topics reviewed. Students will utilize interactive online tools and information, including mock exam questions to ensure comprehensive preparation for the exam. This is the final course in the online series for students seeking to take the Certified Professional Coder (CPC) credentialing exam.

Prerequisites: Bb: Medical Coding - ICD-9 and Bb: Medical Coding – CPT

For more information call 336.734.7791 or call customer service 336.761.1002.

Course Code: 69498 Cost: \$125

Date: January 14-March 11

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

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

For more information call 336.734.7791 or call customer service 336.761.1002.

Course Code: 69504 Cost: \$125

Date: February 11-April 8

Bb: Medical Assisting Review ●✓

This course is designed to allow students the opportunity to refresh 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.

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

Important: Contact Anna Hilton at 336.734.7362 or ahilton@forsythtech.edu for verification prior to registration.

NOTE:

- This course requires Internet access, an email address and a web browser.
- The registration deadline for this course is noon one week prior to the start date of the course.
- 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 on site at the West Campus.

Course Code: 69544 Cost: \$125

Date: March 4-April 12



Blackboard Courses

Bb: Medical Billing ●✓

This 64-hour online course will introduce students to the basics of medical billing and insurance, including insurance terminology, private payers and government programs, general insurance claim procedures, standard forms, patient record keeping, patient billing and collections, as well as potential billing problems & mistakes to avoid. Students will also have the opportunity for hands-on experience with billing software.

Prerequisites: High school diploma or GED, Bb: Medical Coding – ICD-9 and Bb: Medical Coding – CPT OR Students may also complete Medical Office I to serve in place of the two Blackboard (Bb) prerequisites above for this course.

For more information call 336.734.7791 or call customer service 336.761.1002.

Course Code: 69541 Cost: \$180
Date: February 11-April 29

Bb: Medical Coding – CPT ●✓

This 50-hour advanced online course provides students the opportunity to learn the proper way to review medical charts and physician documentation to assign appropriate CPT procedural codes. Students will benefit from interactive study materials and advanced coding scenarios/exercises. This course is designed as part of a series for students interested in becoming a Certified Professional Coder (CPC.)

Prerequisites: Bb: Medical Terminology and High school diploma or GED

For more information call 336.734.7791 or call customer service 336.761.1002.

Course Code: 69537 Cost: \$125
Date: January 22-March 18

Bb: Medical Coding – ICD-9 ●✓

This 64-hour advanced online course will provide students a sound knowledge of medical coding rules and regulations, coding errors to be avoided, as well as the ability to review and assign accurate ICD-9 diagnostic codes across a wide range of clinical cases. The course is designed as part of a series to prepare students interested in becoming a Certified Professional Coder (CPC.)

Prerequisites: Bb: Medical Terminology and High school diploma or GED

For more information call 336.734.7791 or call customer service 336.761.1002.

Course Code: 69538 Cost: \$180
Date: January 28-April 15

Bb: Medical Terminology ●✓

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

Prerequisite: High school diploma or GED (No prior medical terminology classes required.)

For more information call 336.734.7791 or call customer service 336.761.1002.

Course Code: 69539 Cost: \$180
Date: February 4-April 22

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

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

Course Code: 69449 Cost: \$125
Date: January 7-February 10

Bb: Case Studies Interpreter Lab ●✓

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

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

Course Code: 69448 Cost: \$125
Date: March 25-May 5

Bb: Case Studies Translator Lab ●✓

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

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

Course Code: 69433 Cost: \$125
Date: February 11-March 24

Bb: Spanish/English Medical Terminology ●✓

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

Course Code: 69551 Cost: \$180
Date: January 7-April 14

Bb: Early Educator Certification: Building Your Skills for Implementing Best Practices in Administering Quality Early Care and Education Programs ●✓

This session will challenge the experienced administrator to assess current practices and connect with resources to develop best practices in administering a quality early education program. The participant will learn through group discussion, role play, researching resources and individual reflection.

Course Code: 69428 Cost: \$70
Date: March 4-March 10

Bb: Early Educator Certification: Challenging Behaviors ●✓

This session will provide participants with an understanding of challenging behaviors, their causes and suggestions for helping to change behaviors. The intended audience is all persons, regardless of experience level, working with children ages birth to twelve. The information will be shared using small group discussions, individual reflection and videos. The learner will be participatory in the learning through small group, pair share activities and individual reflections.

Course Code: 69429 Cost: \$70
Date: February 18-February 24

NEW COURSE

Advanced Medical Billing – **Revenue Cycle Management**

This 48-hour course explores the medical billing process in depth, including how to investigate unpaid insurance claims.

Course has prerequisites and other requirements.
Call 336.734.7767 for more information.

Learn Medical Coding Online!

Online Blackboard (Bb) courses
are now available in:

- Medical Terminology
- Medical Coding – ICD-9
- Medical Coding – CPT
- AAPC Exam Review Course

*These courses will prepare you for professional certification
as a Certified Professional Medical Coder.*

For more information, call 336.734.7791.

Attention Medical Coders: **Anatomy & Physiology** Are Now Offered Online!

It's official! ICD 10 will be implemented on October 1, 2014, so start your preparation for the increased clinical specificity requirements by brushing up on your Anatomy and Physiology now!

Call 336.761.1002 for more information.



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jsnowden@forsythtech.edu.

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- > Skills Assessment, including the Career Readiness Certificate
- > Customized Corporate Training, including Lean Manufacturing
- > GED, Adult High School, English as a Second Language
- > Professional and Career Development Courses
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