Economic & Workforce Development
Course Catalog

ForsythTech
Community College
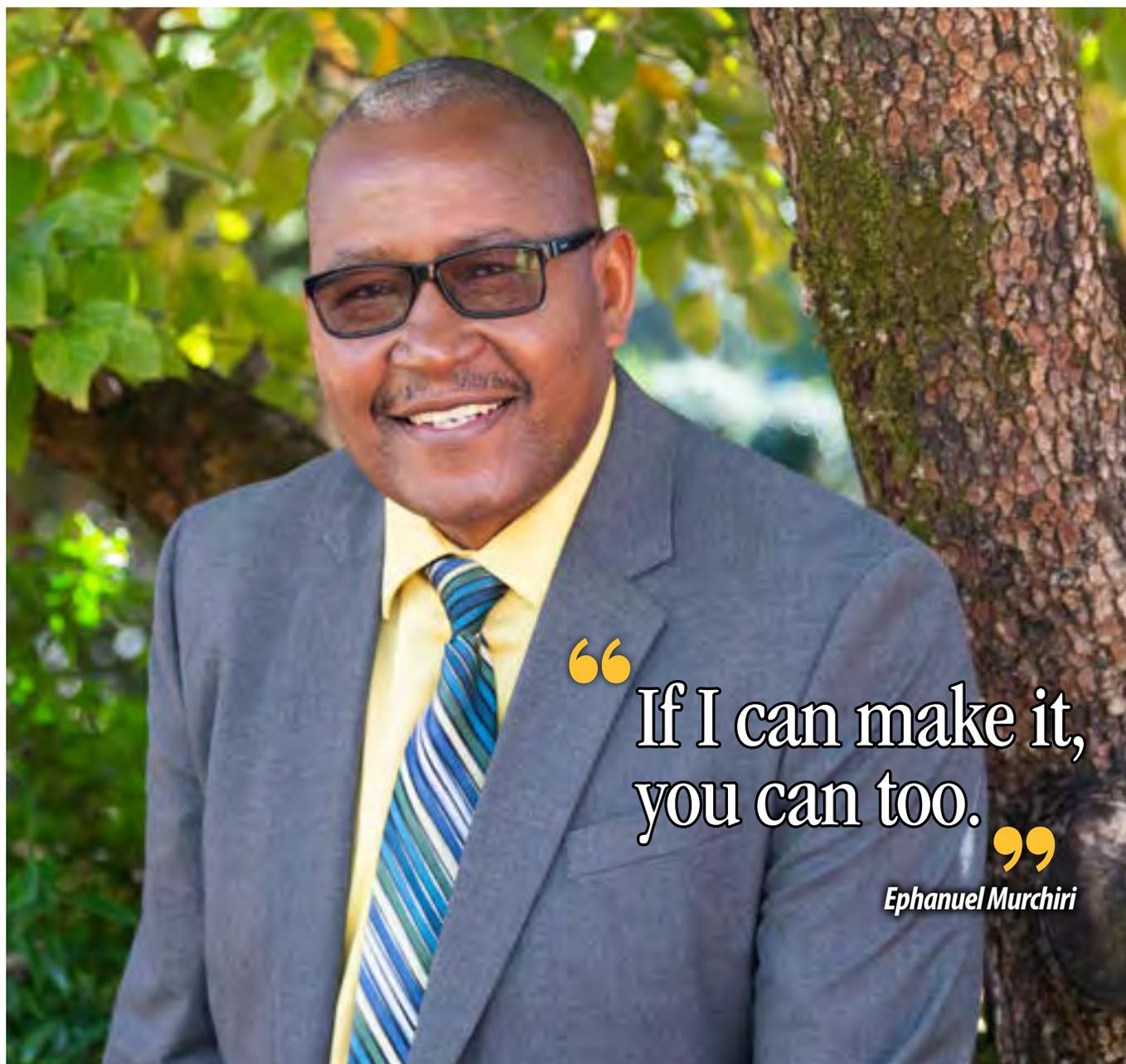
> " *If I can make it, you can too.* "
>
> *Ephanuel Murchiri*

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

Welcome to Your New Beginning

On The Pathway To Success
Ephanuel Murchiri

For Ephanuel Murchiri, the hurdles he has faced haven't discouraged him, instead they have presented opportunities for him to find a way to achieve his goals.

Born in Nairobi, Kenya, Ephanuel was 12 years old when he watched his mother perish for lack of simple medical treatment. He knew then he wanted to help others through medicine.

One of his earliest obstacles was attending high school, simply for lack of funds. A missionary chaplain helped him with funds to attend school. Upon graduation, he taught school, then attended seminary and became a Presbyterian minister. Through his ministry, he opened three medical clinics and had a weekly radio show.

His show was recognized in the U.S. and he was invited to come to New York in 2015. Still thinking about his medical goal, he took classes in science and math at the Allen School in Jamaica, N.Y.

In 2016, he visited Winston-Salem and decided he liked the climate much better than the cold in New York.

Once in Winston-Salem, he didn't hesitate to begin taking continuing education classes at our West Campus to earn his Nursing Assistant Certification. With that certification, he enrolled in the Medication Aide class. Having completed that class, he plans to take his prerequisites at Forsyth Tech to apply for the nursing program next fall.

While taking classes, he also mentored other refugees. He works part-time with World Relief as an interpreter and transports students to class, encouraging them to learn English through the English as a Second Language classes (ESL) at Forsyth Tech.

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

Table of Contents

Administrative Support and Customer Service

Administrative Assistant Training✓🖥📖

Want to become an administrative assistant, secretary, or executive support staff member? Want to upgrade or enhance your skills for new roles and expanded responsibilities in an administrative professional career? Then this is the course for you!

Note: DiSC profile required for the first class; visit the West Campus bookstore for purchase. Course includes Microsoft Office training.

> Course Code: 127259, $185, Gerald
> 1/7-5/13, MTh, 6-9 pm
> RLS Center, Room 4457

Customer Relations Management in a Call Center Environment✓ 🖥

Learn the art of serving customers in a call center environment. Cultivate repeat business, market products, and cross-sell using the communication techniques you'll learn. Gain the skill-set necessary to be a productive customer service agent within the wide variety of fields in today's job market.

Note: For more information, call 336.757.3801. Classes meet at Goodwill.

> Course Code: 126754, $185
> 2/4-3/15, MTWF, 8:30 am-12:30 pm
>
> Course Code: 126758, $185
> 5/1-6/12, MTWF, 8:30 am-12:30 pm

Intro to Clerical Assistant✓

Would you like to learn more about clerical occupations and examine how to be successful in that field? Learn practical communication skills and get an introduction to Microsoft Word and Excel.

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

> Course Code: 126646, $125
> 2/12-3/28, TTH, 1-4 pm
> Goodwill, Room 302

Beverage and Food

Bartending 101❖

Get an introduction to the professional craft of bartending. Learn the Alcohol Beverage Control (ABC) laws and requirements, categories of alcohol, bar equipment, and a wealth of recipes for common and classic cocktails.

Prerequisite: 21 years of age or older

> Course Code: 127158, $80
> 1/26-3/9, S, 9:30 am-12:30 pm
> West Campus, Room 15

Culinary Arts Training✓🖥

Learn with hands-on instruction and get your certification in ServSafe sanitation. Gain basic culinary skills, knife skills, basic baking skills, and knowledge of kitchen safety, mass food production and "cook chill" technology. Receive job preparedness and retention instruction. This course is offered in collaboration with the Second Harvest Food Bank of Northwest NC's Providence Culinary Training and Goodwill Industries of Northwest NC, and includes a one-week internship and job placement assistance.

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

Prerequisite: 18 years of age or older

> Course Code: 125305, $185
> 1/7-4/4, MTWTHF, 8:30 am-3 pm
>
> Course Code: 125307, $185
> 2/11-5/10, MTWTHF, 8:30 am-3 pm
>
> Course Code: 125309, $185
> 3/6-6/5, MTWTHF, 8:30 am-3 pm

Healthcare

American Heart Association CPR

Receive your e-card upon course completion. Certification is valid for two years. AHA classes are held at West Campus. For more info, email ewdinfo@forsythtech.edu.

Basic Life Support❖📖

> Course Code: 126226, $45
> 1/16, W, 5:30-10 pm
>
> Course Code: 126227, $45
> 1/26, S, 8 am-12:30 pm
>
> Course Code: 126229, $45
> 2/9, S, 8 am-12:30 pm
>
> Course Code: 126231, $45
> 2/23, S, 8 am-12:30 pm
>
> Course Code: 126232, $45
> 3/9, S, 8 am-12:30 pm
>
> Course Code: 126233, $45
> 3/30, S, 8 am-12:30 pm
>
> Course Code: 126234, $45
> 4/13, S, 8 am-12:30 pm
>
> Course Code: 126235, $45
> 4/27, S, 8 am-12:30 pm
>
> Course Code: 126236, $45
> 5/4, S, 8 am-12:30 pm
>
> Course Code: 126237, $45
> 5/7, T, 5:30-10 pm
>
> Course Code: 126239, $45
> 5/18, S, 8 am-12:30 pm

BLS Renewal❖📖

> Course Code: 126240, $35
> 1/17, TH, 5:30-8:30 pm
>
> Course Code: 126241, $35
> 1/26, S, 1-4 pm
>
> Course Code: 126243, $35
> 2/9, S, 1-4 pm
>
> Course Code: 126244, $35
> 2/23, S, 1-4 pm
>
> Course Code: 126245, $35
> 3/9, S, 1-4 pm
>
> Course Code: 126246, $35
> 3/30, S, 1-4 pm
>
> Course Code: 126247, $35
> 4/13, S, 1-4 pm
>
> Course Code: 126248, $35
> 4/27, S, 1-4 pm
>
> Course Code: 126249, $35
> 5/4, S, 1-4 pm
>
> Course Code: 126251, $35
> 5/8, W, 5:30-8:30 pm
>
> Course Code: 126252, $35
> 5/18, S, 1-4 pm

Need help getting started?

Call or visit West Campus Educational Career Center.

336.734.7748
1300 Bolton Street,
Winston-Salem

Train for the Job

Heartsaver CPR & First Aid ❖ ◈

CPR & First Aid
Course Code: 126254, $50
1/22, T, 8:30 am-5:00 pm

Course Code: 126260, $50
3/29, F, 8:30 am-5:00 pm

Course Code: 126262, $50
4/6, S, 8:30 am-5:00 pm

CPR Only
Course Code: 126256, $30
2/27, W, 5:30-9:30 pm

Course Code: 126263, $30
5/1, W, 5:30-9:30 pm

First Aid Only
Course Code: 126258, $30
2/28, TH, 5:30-9:30 pm

Course Code: 126266, $30
5/9, TH, 5:30-9:30 pm

Heartsaver CPR & First Aid for Public School System Employees ✓◈

CPR & First Aid
Course Code: 126253
1/22, T, 8:30 am-5:00 pm

Course Code: 126259
3/29, F, 8:30 am-5:00 pm

Course Code: 126261
4/6, S, 8:30 am-5:00 pm

CPR Only
Course Code: 126255
2/27, W, 5:30-9:30 pm

Course Code: 126264
5/1, W, 5:30-9:30 pm

We also offer **Advanced Cardiac Life Support (ACLS)** and **Pediatric Advanced Life Support (PALS)** training and renewal. Email ewdinfo@forsythtech.edu for more information.

Clerical Programs

Certified Electronic Health Records (EHR) Specialist ✓◈🐷

Train for high demand administrative positions in the medical community! Learn data management skills, including entry and transmission of patient data, restoration of electronic records, billing and coding, medical reporting, patient charting, and HIPPA privacy regulations.
Note: National certification costs an additional $117. Career Readiness Certificate required before end of class costs $30.
Prerequisite: High school diploma or equivalent, reading and language placement tests, memo from West Campus Room 34
Course Code: 126222, $185, Cole
2/4-4/24, MWTH, 6-9:30 pm
West Campus, Room 18 🚗

Medical Office 1: Intro to Terminology & Coding ✓◈🐷

Prepare for an entry-level job in a doctor's office or clinic when you complete this introductory course and Medical Office 2.
Note: Classes meet at Goodwill.
Course Code: 126223, $185, Hill
1/14-4/15, MW, 6-9 pm

Course Code: 126276, $185, Hill
5/7-8/6, TTH, 6-9 pm

Medical Office 2: Billing/EMR ✓◈🐷

Complete your medical office training by learning to use electronic medical records for patient record keeping, appointment scheduling, billing for services, posting of payments, and generating accounting reports.
Prerequisite: Medical Office 1
Course Code: 126219, $130, Denerson
1/14-3/6, MW, 6-9 pm
West Campus, Room 27 🚗

Medical Unit Secretary ✓◈🐷

Get the skills needed to work as a medical unit secretary in a hospital or skilled nursing center. Learn about medical terminology, hospital record keeping and hospital procedures.
Prerequisite: High school diploma or equivalent; criminal background check/drug screen and immunizations required for clinical placement
Course Code: 126224, $203, Elswick
2/4-5/7, MTWTH, 7-10 pm
Bob Greene Hall, Room W304 🚗

Pharmacy Assistant ✓◈🐷

Prepare for an entry-level job in a retail pharmacy. Use this course to start your path at Forsyth Tech toward becoming a Certified Pharmacy Technician!
Note: Classes meet at Goodwill.
Prerequisite: High school diploma or equivalent
Course Code: 126221, $130, Vance
1/22-3/14, TTH, 6-9 pm

Course Code: 126225, $130, Vance
3/25-5/15, MW, 9 am-Noon

Clinical Programs

Visit https://tiny.cc/FTClinicalPrograms or email ewdinfo@forsythtech.edu for course information, tuition, and requirements for enrollment in these programs.

Activity Director ✓◈🐷

Receive basic training to become an activity director in long-term care, assisted living facilities or adult care homes! This course follows the state approved course outline, and when training is complete, you will be qualified to work as an activity director in a nursing home or assisted living facility.

Autism Paraprofessional ✓🐷

Would you like to learn how to provide services to children with autism spectrum disorders (ASDs)? Caregivers may work in educational, home-based, or community settings. Learn about 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. You will complete your practicum hours in a local autism specialty school.

The Dorothy L. Lougee Nursing Assistant I Program ✓◈🐷
(Also offered as hybrid)

Want to learn basic nursing skills required to provide personal care for patients, residents, the elderly or others requiring medical assistance in a healthcare setting? Prepare to take the NC Nurse Aide I Competency Evaluation, which leads to being listed on the NC Nurse Aide I Registry.
Note: We also offer an NAI refresher course.

The Dorothy L. Lougee Nursing Assistant II Program✓🗋📖

Further your career as a nursing assistant by completing the NAII program. Through classroom, lab, and clinical learning experiences, learn about oxygen therapy, suctioning, sterile dressing changes, IV fluid assistive activities, ostomy care, gastronomy and nasogastric feedings, and catheterizations. Upon successful completion of the course and the competency evaluation, you can apply for listing as a Nurse Aide II with the NC Board of Nursing.
Note: We also offer an NAII refresher course.

Medication Aid✓🗋

Do you want to further your healthcare career? Complete this course to become a medication aide! Learn the medication administration via oral, topical and instillation routes, medical asepsis, hand hygiene, terminology, and legal implications. Upon successful completion, you will be prepared to take the competency exam and demonstrate skills necessary to qualify for listing on the NC Medication Aide Registry.

Phlebotomy✓🗋📖

Train for a job where you draw blood specimens from patients for the purpose of testing and analyzing blood. You will learn the theory of Phlebotomy in class and have clinical experiences in hospital, outpatient clinics, and central processing areas.

Coding Programs

These courses are part of a series and prepare you to take the Certified Professional Coder (CPC®) exam. Visit www.aapc.com to learn more about this certification.

Medical Terminology✓🗋

Learn prefixes, suffixes, root words and terms that relate to anatomy, physiology and review of body systems. Be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.
> Course Code: 126601, $185, Fithian
> 1/29-4/14, ONLINE

Medical Coding: CPT✓🗋

Learn the proper way to review medical charts and physician documentation to assign appropriate CPT procedural codes.
Prerequisites: Medical Terminology
> Course Code: 126603, $185, Staples
> 2/12-4/28, ONLINE

Medical Coding: ICD-10 ✓🗋

Learn medical coding rules and regulations, coding errors to avoid, and gain the ability to review and assign accurate ICD-10 diagnostic codes across a wide range of clinical cases.
Prerequisites: Medical Terminology
> Course Code: 126706, $185, Staples
> 2/12-4/28, ONLINE

AAPC Exam Review✓◎

Prepare for the National CPC® certification exam administered by the American Academy of Professional Coders (www.aapc.com)! This is the final course in the online series for students seeking to take the Certified Professional Coder (CPC®) credentialing exam.
> Course Code: 126605, $130, Fithian
> 3/19-5/19, ONLINE

Emergency Responders

Emergency Medical Technician Basic✓🗋📖

Interested in working in public safety or in increasing your knowledge in handling emergencies? Complete this course and then take the NC Emergency Medical Technician credentialing examination and/or the National Registry examination to become an EMT.
Note: Some Saturdays required. Visit our website for additional information and requirements for enrollment.
Special Note: Paid law enforcement will be fee exempt only if this course is deemed necessary to fulfill job duties and will require a written statement to that effect from a superior on agency letterhead.
> Course Code: 125636, $188
> 1/14-5/20, MW 6-10 pm, S 8 am-5 pm
> West Campus 🚗

> Course Code: 125650, $188
> 2/5-6/20, TTH 6-10 pm, S 8 am-5 pm
> Northwest Forsyth Center 🚗

> Course Code: 125657, $188
> 3/5-7/18, TTH 8 am-12 pm, S 8 am-5 pm
> West Campus 🚗

> Course Code: 125661, $188
> 6/3-8/6, MTTHF 8:30 am-4 pm, S 8 am-5 pm
> Northwest Forsyth Center 🚗

🗋 Textbook Required for Course   ⚷ USB Flash Drive Required   ◎ Software Required   📖 CareersNow - Financial Assistance Available!
🚗 Parking Sticker Required   ✓ Refund Policy Applies (see page 13)   ❖ Refund Policy Applies (see page 13)

Interpreting in Health and Human Services

National Standards & Ethical Principles for Interpreters✓📖

Learn about the principles and standards for professional interpretation as established by the National Council on Interpreting in Healthcare.

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

> Course Code: 126608, $75, Amaro
> 1/14-2/11, MW, 6-9 pm
> West Campus, Room 16 🚗

> Course Code: 126697, $75, Knapp
> 1/15-2/10, ONLINE

Spanish/English Advanced Grammar for Interpreters & Translators✓📖

Improve your written proficiency in Spanish and English in order to function at the highest possible level as a professional interpreter and translator.

Note: This course is mandatory for all students enrolled in the Interpreting in Health & Human Services program.

> Course Code: 126604, $130, Alonso
> 2/18-4/1, MW, 6-9 pm
> West Campus, Room 16 🚗

> Course Code: 126708, $130, Knapp
> 2/19-3/31, ONLINE

Spanish/English Medical Terminology✓📖

Get an introduction to the principles of medical terminology for interpreters and translators in the medical field. All medical terms are taught in English and Spanish.

> Course Code: 126701, $185, Humes
> 1/29-4/30, TTH, 6-9 pm
> West Campus, Room 16

> Course Code: 126705, $185, Burrell
> 1/29-5/5, ONLINE

Case Studies Interpreter Lab & Professional Skills✓📖

Improve your consecutive and simultaneous interpreting skills! This class emphasizes listening and oral skills in both the Spanish and English language.

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

> Course Code: 126711, $130
> 5/20-7/17, MW, 6-9 pm
> West Campus, Room 27 🚗

> Course Code: 126607, $130
> 5/21-7/21, ONLINE

Case Studies Translator Lab✓📖

Learn to translate medical case studies from English to Spanish and Spanish to English.

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

> Course Code: 126710, $130, Alonso
> 4/8-5/15, MW, 6-9 pm
> West Campus, Room 1 🚗

> Course Code: 126606, $130, Knapp
> 4/9-5/19, ONLINE

Technical and Trade

Auto Inspection: OBD II✓

Attention vehicle inspectors! Increase your knowledge by taking this course in On-Board-Diagnostics II emissions testing procedures. Become qualified to complete OBD II inspections upon successful completion of the OBD II exam. The exam is administered on the last day of class. Visit our website for the list of upcoming courses.

Note: Check with the local DMV at 336.767.8809 to insure that you are eligible to obtain this license. Classes meet at the Transportation Center.

> Course cost: $75

Auto Safety Inspection✓

Prepare yourself to pass the automobile safety qualifications exam. The exam is administered on the last day of class. Visit our website for the list of upcoming courses.

Note: Check with the local DMV at 336.767.8809 to insure that you are eligible to obtain this license. Classes meet at the Transportation Center.

> Course cost: $75

Carpentry Fundamentals✓

Get an introduction to general carpentry safety and hand and power tool operation. Learn about simple blueprint reading and the basic construction components of a building.

> Course Code: 126747, $75
> 3/5-4/4, TTH, 5-8 pm
> Stokes County Center, Room 113

Electrical Lineman✓📖💼

Become an entry-level electrical line worker for private and public utility companies and related employers. This program is approved for national certification by the National Center for Construction Education and Research and for Pre-Apprentice credit by the NC Department of Commerce. You may also earn a flagger and OSHA 10 certificate. Visit our website for the list of upcoming courses.

Note: Work boots required. An average grade of 75 is required to complete the course.

***Special* Note:** If you are a veteran and plan to use VA benefits, call 734-7403.

Electrical: Installation & Troubleshooting✓💼

Learn the principles of electrical installation and repair. Learn to install new electrical circuits and equipment. Upon completion, you will receive a certificate and should have the necessary training to be eligible for an entry-level position with an electrical contractor.

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

> Course Code: 126704, $205, Long
> 2/11-6/19, MW, 6-9 pm
> Goodwill, Room 108

Facility Maintenance Technician✓💼

Gain technical skills in carpentry, electrical, HVAC, plumbing and OSHA Safety. In partnership with the National Apartment Association, learn customer service and apartment maintenance skills, including major appliance repair and pool operation.

Note: Visit our website for additional information.

> Course Code: 126651, $228
> 2/4-5/3, MTWTHF, 8:30 am-12:30 pm
> Goodwill, Room 108

HVAC Service Technician Level 1 ✓🐦

Prepare for entry-level employment with local HVAC contractors in the routine service and repair of residential and light commercial HVAC (Heating, Ventilation, and Air Conditioning) systems. Receive CFC certification when you complete both Level I and Level II. Level II will be offered in the summer.
Note: Visit our website for additional information.

> Course Code: 126660, $215, Hobson
> 2/12-5/2, TTH, 6-9 pm
> Goodwill, Room 108

HVAC Service Technician Level 1 & 2 ✓🐦

Complete your HVAC service training with this two-level course. Learn the dynamics of refrigeration and work with heat pumps, oil, gas, and electric furnaces. Receive CFC certification upon satisfactory completion of this course, which includes Level I and Level II. This training will get you ready for entry level employment with local HVAC contractors.
Note: 70% attendance is required in order to receive a certificate of completion for this course.

> Course Code: 126626, $250, Hobson
> 1/15-4/4, TWTH, 1-5 pm
> Goodwill, Room 108

> Course Code: 126831, $250, Stewart
> 1/29-7/18, TTH, 6-9 pm
> Northwest Forsyth Center, Room 111 🚗

Plumbing Skills ✓

Explore plumbing principles, fixtures, and pipe installation methods and gain skills in reading blueprints through hands-on experience with plumbing tools and equipment.

> Course Code: 126772, $75
> 1/28-3/25, M, 5:30-8 pm
> Stokes County Center, Room 113 🚗

Plumbing:
Planning the Rough-In Layout ✓

Learn how to plan out a plumbing system. Homes have two plumbing systems: one distributes clean water and the other disposes of waste water. There are many things to think about when designing a whole house plumbing system, such as the number of fixtures, the slope of the pipe, the type of materials to use, and how to vent unwanted gases. The first step to building a great plumbing system is the planning and creating blueprint sketches.

> Course Code: 126764, $75
> 2/20-4/17, W, 5:30-7:30 pm
> Stokes County Center, Room 119 🚗

Welding: Basics & Beyond ✓ NEW!

Have you ever wanted to learn how to weld? You are not alone! Welding is used in thousands of ways from creating art to building spaceships. Whether you are an artist, a weekend warrior, or curious about welding as a career, learn about various welding methods and techniques, such as GMAW (MIG), GTAW (TIG), and SMAW (stick), as well as the different types of welding equipment, basic welding safety, and the use of various tools to prepare metals for welding.
Note: This course is for beginners, but all skill levels are welcome.

> Course Code: 126785, $225, Doub
> 1/14-5/8, MW, 6-9 pm
> Goodwill, Room 11

Welding: Industrial ✓🐦

Learn the principles and practices of welding! Course content will include SMAW (stick), GMAW (MIG), and GTAW (TIG) welding processes. Also included will be blueprint reading, metallurgy, welding inspection, destructive and non-destructive testing. Upon completion of the course, you will have the knowledge base to sit for various industry-specific certifications and enter the workforce.
Note: Safety glasses required. Visit our website for additional information.

> Course Code: 126643, $265
> 1/28-5/9, MTWTH, 8:30 am-12:30 pm
> Goodwill, Room 11

Welding: MIG ✓🐦

Learn the process for Metal Inert Gas/Metal Flux-Core Welding (GMAW/MFC-Wire) with information about proper techniques, machine set up, inert gas and wire selection for welding both light and heavy plate to meet AWS (vertical-down and flat) welding code. Upon successful completion, you should have the skills to pass the 1G/2G & 1F weld test to AWS standards. After taking this course you may retake the course at an advanced level.
Note: Safety glasses required. Visit our website for additional information.

> Course Code: 126632, $225, Doub
> 1/15-5/9, TTH, 6-9 pm
> Goodwill, Room 11

Other

Effective Teacher Training ✓

Interested in becoming a substitute teacher in a private or public school setting? Get your start here! The NC Effective Teacher Training Program (ETT) provides instruction in skills associated with effectiveness in the classrooms of North Carolina. Upon satisfactory completion of the course, you will receive a certificate and 2.4 Continuing Education Units (CEUs).

> Course Code: 126602, $75, Davis
> 2/5-3/3, ONLINE

Natural Hair Care Specialist ✓

Train to become a licensed Natural Hair Care Specialist. Get ready for the state exam by learning about sanitation, bacteriology, hair and scalp disorders, client consultation, business management, and professional ethics and by getting hands on experience with different hair stylings.
Note: Must purchase student kit from Gifted Hands Academy. Visit our website for additional information.

> Course Code: 127943, $185
> 1/7-4/23, MTWTHF, 10 am-2 pm
> Gifted Hands Academy

> Course Code: 127949, $185
> 1/8-4/23, TWTHF, 6-9 pm,
> S, 9:30 am-5:30 pm
> Gifted Hands Academy

Veterinary Assistant Training: Beginning ✓📘🐦

Learn the basics of working in a veterinary hospital. Course topics include canine and feline anatomy and physiology, reproduction, nutrition, restraint and handling, infectious and metabolic diseases, preventive health, first aid, diagnostics, and surgical room procedures, as well as equine medicine.
Note: This course offers non-paid, supervised internship programs with the Humane Society of the Piedmont and the Forsyth Humane Society where you will be able to handle dogs and cats plus perform numerous diagnostic procedures.

> Course Code: 126740, $130
> 1/8-4/30, T, 6:30-9 pm
> Goodwill

📘 Textbook Required for Course   ⚓ USB Flash Drive Required   ◎ Software Required   🐦 CareersNow - Financial Assistance Available!
🚗 Parking Sticker Required   ✓ Refund Policy Applies (see page 13)   ❖ Refund Policy Applies (see page 13)   5

Advance Your Career

Data Analytics

Data Analytics: Fundamentals❖⚓ NEW!

Data analysis is widely used to enhance business operations. Learn how to follow and detect trends in order to make optimal decisions, using tools for analysis and visualization. Manipulate and present data in a variety of ways. This course is a combination of demonstration and hands-on work to enhance the learning experience. See the back page for more information about our new Data Analytics with Excel certificate for professionals.
Note: Book included
Prerequisite: Prior experience with Excel 2007 or later
> Course Code: 126526, $185, Bryant
> 2/7-2/28, TH, 6-9 pm
> Innovation Quarter, Room 2441

Human Resources Management

Compensation & Benefits❖

Get an introduction to the current tools and techniques for the design, implementation and administration of legal wage, salary, and benefits programs. Learn techniques for analyzing and evaluating programs and about various types of benefits and compensation packages.
> Course Code: 127659, $199, Brown
> 3/19-3/26, TTh, 6-9 pm
> Innovation Quarter, Room 2440

Employee Relations❖

Gain the knowledge to manage the relationships between employers and employees. Learn about the six cores of employee relations and the importance of this concept in the workplace, as well as labor relations and ethical practices.
> Course Code: 127665, $100, Hill
> 4/1-4/3, MW, 6-9 pm
> Innovation Quarter, Room 2440

Employment Law 1❖

Learn about current federal and state employment laws and discuss strategies for complying with those laws. Topics covered include Equal Employment Opportunity laws as well as federal and North Carolina employment laws.
> Course Code: 127655, $249, Hill
> 2/20-3/20, W, 6-9 pm
> Innovation Quarter, Room 2440

Essentials of HR Management❖

Are you an entry-level HR professional interested in exploring the field as a career? Take this course and build a solid foundation in the many areas of study that human resources has to offer.
> Course Code: 127598, $549, Brown
> 2/4-3/4, M, 6-9 pm
> Innovation Quarter, Room 2447

Recruitment Selection & Personnel Planning❖

Talent acquisition is one of the most important contributions that human resources professionals make to their organizations. Become an effective hiring manager by learning about recruitment, selection, interviewing, human resource planning, as well as how to transition a new hire candidate to a team member.
> Course Code: 127647, $149, Brown
> 2/7-2/14, TTh, 6-9 pm
> Innovation Quarter, Room 2440

SHRM Exam Prep❖

Prepare for the new SHRM Certified Professional (SHRM-CP™) exam or SHRM Senior Certified Professional (SHRM-SCP™) exam that establishes you as a recognized expert in the HR field. This program is offered in cooperation with the Society for Human Resource Management (SHRM®).
> Course Code: 127585, $995, Crews
> 1/22-4/23, T, 6-9 pm
> Innovation Quarter, Room 2447

IT Training Program (ITTP)

Design Your Website with WordPress❖ NEW!

Do you want to create a website at a low cost? Take your first steps into the world of website and/or blog development with a fundamental understanding of WordPress. Upon completion, you will know the necessary concepts for creating, enhancing, and maintaining a basic website.
Note: For experienced computer users. All materials included.
> Course Code: 126506, $275
> 1/14-2/11, M, 6-9 pm
> Innovation Quarter, Room 2441

Excel 2013: Intro & Intermediate❖

Get a solid working knowledge of Excel. Upon completion, you will be able to use its basic and intermediate level features, such as setting up a worksheet/workbook, customizing the Excel environment, formatting using conditional formatting, sorting and filtering tables, creating basic and nested formulas and more.
Note: For experienced computer users. All materials included.
> Course Code: 126519, $499
> 1/16-3/6, W, 6-9 pm
> Innovation Quarter, Room 2441

Excel 2013: Advanced❖

Become an Excel Power User! Learn to use Excel's collaboration, protection, and programming capabilities by performing data merging, using lookups, macro recording, and tweaking the Visual Basic for Applications program code. Upon completion of the course, students will be able to share and analyze data, and automate repetitive tasks.
Note: For experienced computer users. All materials included
Prerequisite: Excel 2013: Intro & Intermediate
> Course Code: 126847, $275
> 4/3-4/24, W, 6-9 pm
> Innovation Quarter, Room 2441

Excel 2016: Intro✓⬗

Want to get started on the basics of Excel? Learn skills such as creating and formatting worksheets, manipulating data, working with charts, and using Excel templates. This 24-hour course will teach you the basics of Excel 2016.
Note: For beginning computer users.
> Course Code: 126801, $75, Woosley
> 4/2-5/21, T, 6-9 pm
> Goodwill, Room 202

Intro to Python❖ NEW!

Get an introduction to programming in the free open-source scripting language Python through hands-on instruction. Learn how to store, access and manipulate both numeric and character data with Python; understand the difference between lists, tuples and dictionaries for storing objects in Python; read and write files and access operating system commands from Python programs, and create simple GUI applications using Tkinter.
Note: All materials included
Prerequisite: Basic understanding of mathematics
> Course Code: 126855, $249, Zhang
> 4/4-5/9, TH, 6-9 pm
> Innovation Quarter, Room 2441

Land the Job

These courses are **FREE** if you are unemployed or meet specific income criteria.

Employability Lab✓

Do you need to develop or revise your resume and improve your communication skills to be effective in presenting yourself to employers? Get assistance in our open employability lab. You can enter the lab at any time and leave when your objectives are met.
Course Code: 126635
1/8-5/16, TTh, 9 am- Noon
West Campus, Room 122

KeyTrain✓

Do you need to practice before taking the WorkKeys assessment? KeyTrain™ is a comprehensive, easy to use system for improving the basic skills measured by the WorkKeys® Assessment System. Using KeyTrain, you can assess your potential assessment score, review topics in each skill area, and practice problems similar to those on an actual assessment.
Note: Please call the West Campus Educational Career Center at 336.734.7748 for more information.

Marketing

Creating Your Digital Brand❖NEW!

Perfect your brand for promoting and growing your business! Your brand serves as the extension and first impression of your products and services. Create a media package with your brand assets, refine your website as hub for all other channels, write copy, find promotional channels, and set up automated responses to messaging channels.
Note: Bring your own device to class for hands-on learning.
Prerequisites: Knowledge of computer software, common file formats, and general web usage.
Course Code: 126866, $55, Brewer
5/7, T, 7-9 pm
Innovation Quarter, Room 2446

Internet Marketing Fundamentals❖NEW!

Optimize your website for better search engine results, use analytics to measure traffic and user behavior, use best practices for managing email lists and creating effective email campaigns, create revenue generating advertising and ad placements, and leverage social media channels to grow and engage your audience.
Prerequisite: Basic computer and Internet usage skills. Must have active email account.
Course Code: 126841, $265, Brewer
4/2-4/30, T, 7-9 pm
Innovation Quarter, Room 2444

Notary Public

eNotary❖

Prepare to perform the duties and responsibilities required to be a certified NC electronic notary.
Note: Visit our website for additional information and requirements for enrollment.
Course Code: 126798, $55, Young
1/18, F, 9 am-Noon
Transportation Center, Room 144

Course Code: 126799, $55, Young
3/15, F, 9 am-Noon
Northwest Forsyth Center, Room 113

Notary Public Education❖📖

Note: Visit our website for additional information and requirements for enrollment.
Course Code: 126760, $79, Young
1/8-1/10, TTH, 1-4:30 pm
Northwest Forsyth Center, Room 215

Course Code: 126761, $79, Gordon
1/15-1/17, TTH, 6-9:30 pm
West Campus, Room 24

Course Code: 126762, $79, Young
1/22-1/24, TTH, 6-9:30 pm
Northwest Forsyth Center, Room 215

Course Code: 126763, $79, Gordon
1/29-1/31, TTH, 1-4:30 pm
Innovation Quarter, Room 2447

Course Code: 126776, $79, Young
2/5-2/7, TTH, 1-4:30 pm
Transportation Center, Room 142

Course Code: 126778, $79, Gordon
2/12-2/14, TTH, 6-9:30 pm
West Campus, Room 24

Course Code: 126780, $79, Young
2/19-2/21, TTH, 6-9:30 pm
Transportation Center, Room 142

See our website for full list of upcoming courses.

Professional Skills

Effective Business Writing❖NEW!

Writing skills are highly desired by today's employers and can mean the difference in gaining a promotion and landing a job. Increase your ability to influence clients and colleagues; appear capable, intelligent, and credible through your written communications.
Course Code: 126829, $85, Redfield
2/12-2/26, T, 6-7:30 pm
Innovation Quarter, Room 2446

Speak Up! Public Speaking and Presenting at Work❖NEW!

No matter what position you hold, you need to speak confidently and eloquently for personal and professional growth. Get the basics of how to organize and give an effective presentation, skills that are valuable in any job.
Course Code: 126522, $95, Richardson
3/5-3/26, T, 6-8 pm
Innovation Quarter, Room 2446

Project Management

Project Management Essentials❖

Focus on the essential practical steps to Project Management. Discover best practices and create positive outcomes. Learn how to leverage the hard skills of project management as well as the vital soft skills.
Note: Bring a project to use throughout the course.
Course Code: 126529, $399, McIsaac
3/13-3/27, W, 8:30 am-5:00 pm
Innovation Quarter, Room 2447

Project Management Professional Exam Preparation❖

Establish yourself as a globally-recognized project manager by earning the most sought-after credential in the profession: Project Management Professional (PMP)®. PMP certification is a proven way to enhance your resume, elevate your career potential, and boost your earnings. PMP is a registered mark of the Project Management Institute, Inc.
Note: All materials included
Course Code: 126835, $1,595, Reid
3/14-5/30, TH, 6-9 pm
Innovation Quarter, Room 2446

Enrich Your Life

Animal Care and Interest

Bird Watching: Beginning❖
Do you enjoy watching the birds in your yard? Get an introduction to the hobby of bird watching and learn how to identify common birds by sight, sound, and habitat.
Note: Binoculars recommended; pencil and paper required
  Course Code: 126670, $65, Rogers
  4/6-5/18, S, 9 am-Noon
  West Campus, Room 12

Beekeeping:
Things We All Should Know❖NEW!
Are you thinking about starting a beehive? Curious about what's involved in keeping bees and making honey? Then this is the course for you! Bees are an essential part of our ecosystem. Learn how to care for and protect them.
  Course Code: 126724, $10
  1/17, TH, 6-7:30 pm
  Stokes County Center, Room 119

Caring for Your Exotic Animal❖NEW!
Exotic animals have needs that are very different from those of domestic animals. They require special diets, special homes, and expensive veterinary visits. Many times, people buy exotic pets not knowing how to care for them, which leads to sickness or death of the animal and injury to the owner. Be proactive and make sure you can properly care for an exotic pet before buying it.
  Course Code: 126713, $20
  3/7-3/14, TH, 6-7:30 pm
  Stokes County Center, Room 119

Protect Your Pet:
Facility Cleanliness❖ NEW!
Whether you're working at a veterinary office, volunteering at a clinic, or just want the best home environment for your pet, the importance of cleanliness cannot be overlooked. Learn what needs to be cleaned and the right chemicals for the job. Join Dr. Debbie Cowan, owner of Animal Hospital of Walnut Cove, as she helps us understand how to protect our pets.
  Course Code: 126781, $25
  2/5-2/26, T, 6-7 pm
  Stokes County Center, Room 119

Wildlife Rehabilitation❖
Want to learn the proper ways to care for wildlife? Receive instruction on the dangers encountered with wildlife. Learn proper handling techniques, intake procedures, basic medical lifesaving techniques, and proper feeding of various native wildlife species to gain an understanding of the nature of each animal.
  Course Code: 126723, $55
  2/28-5/9, TH, 6-9 pm
  RLS Center, Room 4453 🚗

Arts, Crafts, and Hobbies

Calligraphy❖
Write in style! Learn the art of beautiful writing.
  Course Code: 126645, $65, Paige
  3/4-4/29, M, 6-9 pm
  South Fork Recreation Center

Calligraphy for Chalkboards❖
Explore how to spice up a menu board or give added touches to welcome signs at your home or business. Learn how to make your chalkboards and signs stand out with the elegant beauty of handwritten calligraphy.
Note: Additional materials (approx. $25) not included
  Course Code: 126720, $35
  2/4-3/11, M, 6-8 pm
  Northwest Forsyth Center, Room 111 🚗

Crocheting❖
Create treasured gifts for your family and friends! Learn the basic stitches with a simple project.
  Course Code: 126617, $65, Jester
  1/16-3/6, W, 1-4 pm
  South Fork Recreation Center

  Course Code: 126655, $65, Jester
  3/20-5/8, W, 1-4 pm
  South Fork Recreation Center

Drawing in Color❖
Explore colored-pencil techniques in drawing and discuss color, light, and composition. Prior drawing experience is helpful, but not required.
  Course Code: 126627, $65, Stewart
  1/17-3/7, TH, 9 am-Noon
  Miller Park Recreation Center

  Course Code: 126659, $65, Stewart
  3/21-5/9, TH, 9 am-Noon
  Miller Park Recreation Center

Drawing: Basic Techniques❖
Learn the fundamentals of drawing whatever you see.
Note: Ask for supplies upon registration.
  Course Code: 126631, $55, Conaway
  1/29-2/19, T, 9:30 am-12:30 pm
  West Campus, Room 15

Drawing: Intermediate❖
Improve your basic drawing skills by learning to use shading and texture to make a flower or figure appear three-dimensional. Understand what makes a good composition and how to edit your reference photos to get it.
  Course Code: 126737, $55, Conaway
  4/9-4/30, T, 9:30 am-12:30 pm
  West Campus, Room 15

Drawing: Portraits❖
Learn the placement of facial features, how to add shading to create believable form, and how to capture expression. Add color by working in your favorite medium.
Note: Materials needed: 11x14 spiral bound sketch pad (Canson XL mixed media recommended), #2 lead pencil, and kneaded rubber eraser.
  Course Code: 126673, $65, Conaway
  4/9-5/14, T, 1:30-4:30 pm
  West Campus, Room 15 🚗

Flower Arranging❖
Learn to make stunning floral designs using fresh flowers from the professionals.
Note: Cost includes fresh flowers
  Course Code: 126653, $110, Gordon
  3/12-4/16, T, 6-8 pm
  South Fork Recreation Center

Genealogy: Intro❖
Create your family tree one step at a time. Get an experienced genealogist's view on how to collect vital stats, cite sources, locate records, and much more. This course is for first time genealogists as well as those who are well on their way to discovering their past.
  Course Code: 126666, $65, McRae
  3/28-5/2, TH, 6-8 pm
  West Campus, Room 1 🚗

Painting: Acrylic❖

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

Course Code: 126613, $65, Conaway
1/10-2/28, TH, 9:30 am-12:30 pm
West Campus, Room 15

Course Code: 126733, $65, Conaway
3/28-5/16, TH, 9:30 am-12:30 pm
West Campus, Room 15 🚗

Painting: Oil - All Levels❖

Explore the fundamentals of painting with oils.

Course Code: 126625, $65, Stewart
1/16-3/6, W, 9 am-Noon
West Campus, Room 15 🚗

Painting: Watercolor❖

Gain a basic understanding of watercolor painting still life and landscapes through lecture and hands-on experience

Course Code: 126707, $65, Conaway
1/11-3/1, F, 9:30 am-12:30 pm
West Campus, Room 15 🚗

Course Code: 126669, $65, Conaway
3/29-5/17, F, 9:30 am-12:30 pm
West Campus, Room 15 🚗

Painting: Watermedia❖

Learn effective techniques and concepts to pain like a pro in any colored media – acrylic, watercolor, pastels, or oil.

16-Hour Course
Course Code: 126728, $65, Richards
1/28-3/25, M, 6-8pm
West Campus, Room 15

14-Hours Course
Course Code: 128078, $55, Richards
4/8-5/20, M, 6-8 pm
West Campus, Room 15

Picture Framing & Matting❖

Take a treasured photo or piece of art and turn it into a showpiece by matting and framing it yourself. Learn each step in the process of matting and framing. Beginners and continuing participants are welcome.

Course Code: 126641, $85, Golden
2/18-4/15, M, 6-9 pm
West Campus, Room 34 🚗

Repurposing Workshop❖NEW!

Give new life to the things you no longer use! Learn how to make something new and useable from things that you're ready to throw away. Share ideas and show off the things you've already repurposed with the class.

Course Code: 126777, $30
1/29-2/5, T, 5-7 pm
Stokes County Center, Room 113

Silversmithing❖

Design and fabricate your own jewelry! Learn to bend, drill, saw, solder, and polish metal or try setting a stone. All skill levels are welcome.

Course Code: 126618, $95, Rubin
1/16-3/6, W, 6-9 pm
West Campus, Room 34 🚗

Course Code: 126730, $95, Rubin
3/20-5/8, W, 6-9 pm
West Campus, Room 34 🚗

Stained Glass - All Levels❖

Explore the qualities of stained glass methods. Learn the fabrication processes of cutting glass, foiling, leading, and soldering.

Course Code: 126716, $85,
Pettinati-Longinotti
2/7-3/28, TH, 6-9 pm
West Campus, Room 34 🚗

Woodworking❖

Create a footstool using power tools in our carpentry lab.   Learn about equipment safety, see a demonstration of the tools, and enjoy hands-on learning. Once your project is complete to your satisfaction, you may work on an individual project.
Note: Bring all supplies to the first class.

Course Code: 126619, $85, Danner
1/8-2/26, T, 6-9 pm
RLS Center, Room 1297 🚗

Course Code: 126729, $85, Danner
3/19-5/7, T, 6-9 pm
RLS Center, Room 1297 🚗

Baking

Cake Decorating: Beginning❖

Wow your friends and family at your next party with a beautiful cake! Develop your creativity and ability in the basics of cake decorating by taking this course.

Course Code: 126649, $55, Crotts
3/5-3/26, T, 6-9 pm
West Campus, Room 15

Cake Decorating: Cupcakes❖

Make your parties extra special with creative cupcakes and cake pops made from rolled candies, molded fondant, and buttercream icing.

Course Code: 126676, $45, Crotts
4/16-5/7, T, 6-8 pm
West Campus, Room 15

Language

French: Intro❖📕

Study French language and culture from an experienced college professor who lived and worked in Paris for 30 years. Learn pronunciation, vocabulary and reading skills, as well as some basic grammar. Get an insider's view on culture, current events and trends.

Course Code: 126717, $85, Pardo
1/22-3/12, T, 6:30-8:30 pm
RLS Center, Room 4453 🚗

French 1❖📕

If you've already mastered the basic principles, then French 1 is for you. Gain a deeper understanding of the language in order to enhance your basic speaking, writing, and reading skills.
Prerequisite: French Intro

Course Code: 126734, $85, Pardo
3/26-5/14, T, 6:30-8:30 pm
RLS Center, Room 4446 🚗

Italian for Travelers❖📕

Get an introduction to the Italian language that will help you tour Italy on formal or self-guided tours. Frank Ancona, the instructor, is a second generation Italian.

Course Code: 126623, $85, Ancona
1/14-3/11, M, 6:30-8:30 pm
RLS Center, Room 4458 🚗

Italian 1❖📕

Continue your knowledge from Italian for Travelers by exploring the cultural and culinary differences in the different regions of Italy.
Prerequisite: Italian for Travelers or approval from coordinator

Course Code: 126662, $85, Ancona
3/25-5/13, M, 6:30-8:30 pm
RLS Center, Room 4458 🚗

Sign Language: Beginning❖
Have you ever wanted to learn American Sign Language? Beginner ASL focuses on finger spelling and building basic vocabulary and conversation signs. Become familiar with ASL and gain an understanding of the deaf world through engaging activities.
Course Code: 126634, $70, White
2/5-3/26, T, 6-8 pm
RLS Center, Room 4452 🚗

Spanish 1✓📖
We will use new textbooks for Spanish 1 and 2 in spring 2019. If you are starting Spanish 3 or 4, we will use Panorama through spring 2019, then we will use the same textbook as Spanish 1 and 2.
Course Code: 126629, $75
1/22-3/12, T, 6-9 pm
RLS Center, Room 4460 🚗

Course Code: 126732, $75
3/25-5/13, M, 6-9 pm
RLS Center, Room 4460 🚗

Spanish 2✓📖
Prerequisite: Spanish 1
Course Code: 126736, $75
4/2-5/21, T, 6-9 pm
RLS Center, Room 4451 🚗

Spanish 3✓📖
Prerequisite: Spanish 1 & 2
Course Code: 126621, $75, Morris
1/10-2/28, TH, 6-9 pm
RLS Center, Room 4460 🚗

Spanish 4✓📖
Prerequisite: Spanish 1, 2, & 3
Course Code: 126731, $75, Morris
3/21-5/9, TH, 6-9 pm
RLS Center, Room 4460 🚗

Parent-Teen Series
Teen must be 13 years of age or older. A Minor Release Form is required prior to registration.

Making a Chainmail Bracelet❖ NEW!
Looking for something exciting and different to do with your teenager? Join us for a time of learning, creating, and friendship as you work together to create a one of a kind chainmail bracelet.
Note: Cost is per person. Base materials included; bring your own extra features.
Course Code: 126715, $30
2/2, S, 8 am-Noon
Northwest Forsyth Center, Room 106

Working with Liquid Acrylics❖ NEW!
Have you ever wondered how someone made a beautiful piece of jewelry out of liquid acrylics, decorative stones, and other items? Design your own piece of jewelry to take home!
Note: Cost is per person. Base materials included; bring your own extra features.
Course Code: 126718, $30
2/16, S, 8:30 am-12:30 pm
Northwest Forsyth Center, Room 106

Personal Finance
Students must receive a temporary parking pass from Campus Police on Main Campus prior to attending these classes.

Estate Planning❖
Prepare for the unexpected and learn how to protect your family through estate planning. Discuss wills, durable power of attorney, healthcare POA, transfer and payable-on-death accounts, living wills & trusts, gifting and other topics. It is never too late to plan for your financial security.
Course Code: 126738, $55, Wittenberg
4/15-5/6, M, 6:30-9 pm
RLS Center, Room 4450

Financial Strategies for Successful Retirement❖📖
Get information on retirement plans and IRAs. Learn about risk management, inflation protection and different investment vehicles to increase your purchasing power. Take home a financial plan at the end of the course.
Course Code: 126712, $75, Wittenberg
1/29-2/19, T, 6:30-9 pm
RLS Center, Room 4450

Course Code: 126726, $75, Wittenberg
3/5-3/26, T, 6:30-9 pm
RLS Center, Room 4450

Investments: Stock Market❖
Receive $10,000 of imaginary *Fun Bucks* to buy and sell in a non-competitive, virtual reality stock marking using *The Stock Market Game!* Learn about stock splits, dividends, P/E ratios, trading volume, portfolio-building issues, and more in this non-lecture format class.
Course Code: 126725, $55, Wittenberg
3/4-4/1, M, 6:30-9 pm
RLS Center, Room 4455

Savvy Medicare Planning❖
What are the four parts of Medicare? How do you enroll? When is the best time to enroll? What does Medicare cover, what does it not cover? What is a typical Medicare budget today? What can cause your healthcare budget to change? Don't wait until retirement to get the answers to these very important questions!
Course Code: 126739, $45, Wittenberg
5/7-5/14, T, 6:30-9 pm
RLS Center, Room 4450

Social Security Benefits: Remove the Guesswork❖
Explore various factors that can influence the amount of Social Security benefits you'll receive. Using a wise claiming strategy may enhance lifetime your Social Security benefits.
Course Code: 126624, $45, Wittenberg
1/15-1/22, T, 6:30-9 pm
RLS Center, Room 4450

Photography

Photography: Intro 1❖
Whether you use a point and shoot camera or a top of the line DSLR camera, learn how and when to use the settings on your camera in order to capture that magical moment forever.
Prerequisite: Prior computer experience
Course Code: 126610, $35, Smith
1/5, S, 9 am-Noon
West Campus, Room 122

Course Code: 126614, $35, Smith
1/12, S, 9 am-Noon
West Campus, Room 122

Course Code: 126639, $35, Smith
2/9, S, 9 am-Noon
West Campus, Room 122

Course Code: 126721, $35, Smith
2/16, S, 9 am-Noon
West Campus, Room 122

Photography: Intro 2❖
Learn how to start a digital picture/file archive folder system, transfer digital files from your camera to your computer, and how to burn a photo CD. Using Photoshop CS6 Extended, learn basics of digital manipulation, along with how to size, crop, and color adjust digital images.
Prerequisite: Photography: Intro 1
Course Code: 126709, $35, Smith
1/26, S, 9 am-Noon
West Campus, Room 122

Course Code: 126722, $35, Smith
2/23, S, 9 am-Noon
West Campus, Room 122

Photography: DSLR 1 ❖ ⚕

Want to get more out of your digital camera? Are you curious about how to use Photoshop to make good photos great? Whether you're a novice or advanced shooter, this class is for you!
Prerequisite: Photography: Intro 1 & 2
 Course Code: 126644, $95, Smith
 2/25-4/22, M, 6-9 pm
 Transportation Center, Room 146 🚗

Photography: DSLR 2 ❖ ⚕

Enjoy photo shooting and digital manipulation! Manipulation instruction meets in Transportation Center room 146 on Wednesdays and photo shoots meet at various local locations on Saturdays. The first class meeting will take place in West Campus room 122.
Prerequisite: Photography: DSLR I
 Course Code: 126678, $95, Smith
 4/27-5/22, W 6-9 pm, S 9 am-12 pm
 Wednesdays: Transportation Center, Room 146
 1st Saturday: West Campus, Room 122

Safe Driving

All of these courses meet at West Campus. Visit http://tiny.cc/FTSpring2019 and search course title for the full list of offerings. Course curriculum has been developed by the National Safety Council (NSC) and the Motorcycle Safety Foundation (MSF).

Alive at 25 ❖

Alive at 25 specifically targets the needs of inexperienced drivers ages 16-24.
Note: Drivers ages 16-17 need to complete a Minor Release Form before registering.
 Course cost: $69

Defensive Driving: 4-Hour ❖

Learn essential defensive driving techniques and skills to avoid collisions and decrease future violations in this classroom-only course. Not for participants with DUIs or violations for passing stopped school buses.
Note: Drivers ages 16-17 need to complete a Minor Release Form beforeregistering.
 Course cost: $69

Defensive Driving: 8-Hour ❖

This 8-hour program is for drivers with serious traffic violations or more than one pending traffic violation.
Note: Drivers ages 16-17 need to complete a Minor Release Form before registering.
 Course cost: $94

Motorcycle Safety Education: Basic Rider Course (BRC) ❖

MSF certified rider coaches will guide you through basic skills of motorcycle operation, effective braking and obstacle operation, as well as safe riding strategies. For more information, call 336.734.7023.
Note: Course is physically demanding; if you are unable to meet the physical or coordination requirements, you may be required to discontinue the riding portion of the course with no refund provided. Ride exercises are conducted in extreme heat, cold, and rain. Visit our website for additional information and requirements for enrollment.
Prerequisite: Valid driver's license; 18 years of age or older; must be able to balance and ride a bicycle
 Course cost: $174

Special Interest

Caring for Your Automobile ❖

Learn basic vehicle care and maintenance, such as checking fluids and changing a tire, as well as what to do when the check engine light comes on and what you should and should not learn to repair on your own. Be more confident with automobile language so that you can make wise decisions when talking with your mechanic.
 Course Code: 126719, $25
 4/27, S, 9 am-Noon
 Stokes County Center, Room 113

Homeowners' Bootcamp ❖

Save money on repairs and enhance the look of your home with our hands-on demonstrations. Learn how to install, finish, and repair drywall, tile a backsplash, fix basic plumbing problems, and create an accent wall.
 Course Code: 126714, $40
 5/6-5/13, M, 5:30-7:30 pm
 Stokes County Center, Room 115

Transform Laminate to Look Like Granite ❖ NEW!

Granite is one of the most used countertop material in today's homes. The look is beautifully, but costly. Learn how to update your laminate countertops using acrylic and paints for a granite look without breaking your budget!
 Course Code: 126779, $25
 3/13, W, 5:30-7:30 pm
 Stokes County Center, Room 113

Wedding Planning ❖

Learn how to direct a wedding from the first contact with the bride until the end of the reception. Learn how to take the details and turn them into a wedding to remember for family and friends.
 Course Code: 126650, $55, Eggleston
 3/5-3/26, T, 6-8 pm
 West Campus, Room 20

Register early to reserve your place in class!

Sometimes excellent courses are cancelled when people wait too late to register.

We need a minimum number of students enrolled at least a week before the 1st day of class before the course can run.

Course Locations

**Bob Greene Hall &
Robert L. Strickland Center
Main Campus**
2100 Silas Creek Parkway
Winston-Salem
Phone: 336.723.0371

**Forsyth Tech @
Innovation Quarter**
525 Vine Street, Suite 240
Winston-Salem
Phone: 336.757.3802

Gifted Hands Academy
2602 New Walkertown Road
Winston-Salem
Phone: 336.971.0112

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

Grady P. Swisher Center
1108 Swisher Center Road
Kernersville
Phone: 336.734.7903

Mazie S. Woodruff Center
4905 Lansing Drive
Winston-Salem
Phone: 336.734.7950

Miller Park Recreation Center
400 Leisure Lane
Winston-Salem
Phone: 336.727.2831

Northwest Forsyth Center
3111 Big Oaks Drive
King
Phone: 336.734.7050

Second Harvest Food Bank
3655 Reed Street
Winston-Salem
Phone: 336.784-5770

South Fork Recreation Center
4403 Country Club Road
Winston-Salem
Phone: 336.659.4305

Stokes County Center
1165 Dodgetown Road
Walnut Cove
Phone: 336.593.5402

**Transportation Technology
Center**
4255 North Patterson Avenue
Winston-Salem
Phone: 336.757.3399

West Campus
1300 Bolton Street
Winston-Salem
Phone: 336.734.7023

DESTINATION
FORSYTH TECH
EXPLORE • DISCOVER • CREATE

Mark your calendar for the summer 2019 program!
a summer enrichment program for youth ages 9-18

June 24, 2019 through July 26, 2019
(No classes will be held July 1-5, 2019)

Email us at destination@forsythtech.edu
to receive early-bird content and registration information!

Registration Information

What You Need For Registration

You will need the following information for each person being registered:

- Course Code
- Full Name
- Address
- Birthdate
- Social Security Number or Forsyth Tech Student ID
- Phone Number
- Payment
- Any other documentation required as a prerequisite for the class

Ways to Register

Telephone Registration

Call 336.734.7023, option 2
Monday-Thursday, 9 am-4 pm
Friday, 9 am-noon
Visa/MasterCard only

Walk-In Registration

- West Campus
  1300 Bolton Street
  Winston-Salem
  Cash, check, money order, Visa/MasterCard

- Stokes County Center
  1165 Dodgetown Road
  Walnut Cove
  Cash, check, money order

- Grady P. Swisher Center
  1108 Swisher Center Road
  Kernersville
  Check, money order, Visa/MasterCard

- Mazie S. Woodruff Center
  4905 Lansing Drive
  Winston-Salem
  Check, money order, Visa/MasterCard

- Northwest Forsyth Center
  3111 Big Oaks Drive
  King
  Cash or check

- Transportation Technology Center
  4255 North Patterson Avenue
  Winston-Salem
  Cash or check

Privacy and Your SSN

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

Payment

You must pay tuition and any required fees at the time of registration. Tuition exemptions, if offered, are noted in the course listings.

Refund Information

Forsyth Tech will issue you full refund if a course is cancelled.

If the course has a ✓ symbol, you can get a full refund of your tuition by officially withdrawing before the first class meeting. After the class has started, you can get a 75% refund by officially withdrawing before the class has met 10% of its scheduled time.

If the course has a ❖ symbol, you can get a full refund of your tuition by officially withdrawing one working day (24 hours) before the first class meeting. No partial refunds will be given.

Please Note: To withdraw from a course, complete and submit a *Request for Refund* form. Forms are available at the West Campus Customer Service center or online at https://www.forsythtech.edu/ewd.

Allow up to 6 weeks from the date we received your request or from the date of class cancellation notification for your refund check to arrive.

No other refunds will be given; malpractice insurance and other specific fees are non-refundable.

Disabilities Services

If you have a disability and would like to request accommodations, you must register with Disability Services. You will be required to provide current, official documentation of your disability. Information is voluntary and appropriate confidentiality is maintained. Call the EWD counselor at 336.757.3090 to schedule a referral appointment.

Additional Fees

Tuition and fees are subject to change.

Parking Decals

Parking decals cost $35 and are nonrefundable. All students who park vehicles on any Forsyth Tech campus are required to purchase parking decals for classes that have five or more meetings. Parking decals must be purchased in person, on or before the first day of class at any of the walk-in registration locations during normal business hours.

Student ID Badges

Forsyth Tech student ID badges are available for $5. Certain programs require students to obtain a student ID badge. This fee is not included in tuition. Call 336.723.7023 for ID making hours.

Textbooks

There are two options for purchasing textbooks:

- Online: Email ewdinfo@forsythtech.edu for instructions.

- In-Person: West Campus Bookstore. Call 336.734.7754 for hours of operation.

Disclaimer

Course times, dates, location, instructor, etc. subject to change after publication of this catalog. Check our website or call 336.734.7023 to confirm course information.

Forsyth Tech
Community College

2100 Silas Creek Parkway
Winston-Salem, North Carolina 27103

ECONOMIC & WORKFORCE DEVELOPMENT 2019 COURSE CATALOG
JANUARY-MAY 2019

Data Analytics with Excel – NEW!
Certificate for Professionals

Microsoft Excel is powerful data analysis tool that you can use to manipulate, analyze, and present data, crucial skills in today's workplace. The use of Excel is widespread, with almost all large and small businesses using it in their daily functioning.

The Data Analytics with Excel Certificate takes you from basic operations such as reading data into Excel using various data formats, organizing and manipulating data, to some of the more advanced functionality of Excel.

This six course program was designed for those who need to use Excel for analytical purposes and reporting, planning and decision-making. Completion of the following courses are required for certificate. Excel Introduction, Intermediate, and Advanced courses must be completed first, after which the others can be completed in any order.

Course Requirements:
- Excel Introduction – Level 1
- Excel Intermediate – Level 2
- Excel Advanced – Level 3
- Data Analytics Fundamentals
- Data Analysis with Excel Pivot Tables
- Data Analysis with Excel Dashboards

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