Economic & Workforce Development
Course Catalog

ForsythTech
Community College

> ❝It's exciting to give students a foundation of skills and help them continue to grow.❞
>
> *- Nancy Singleton, CPR Instructor*

Hundreds of Course Offerings, Traditional & Online

Job Training ~ Professional Growth ~ Personal Enrichment ~ Basic Skills

Welcome to Your New Beginning

Making A Difference – How A Retired Nurse Encourages Students To Save Lives
Nancy Singleton

Working after retirement can provide a sense of purpose, a connection to the community and, of course, extra money. Nancy Singleton started her career in the military, serving in the Navy for six years as a hospital corpsman and pharmacy technician. After leaving the military, and wanting to continue in the medical field, she attended Wytheville Community College in Virginia and earned her associate degree in nursing. Nancy spent 40 years in nursing, working extensively in critical care, post-anesthesia care, and ambulatory care.

Nearing retirement in 2018, Nancy wanted to keep her credentials current. She enrolled in the American Heart Association (AHA) Basic Life Support (BLS) and Advanced Cardiac Life Support (ACLS) courses at Forsyth Tech. Nancy's teachers recognized her potential as an instructor and asked her to take the AHA BLS instructor course to teach at Forsyth Tech.

Nancy completed the class in 2018, joining Forsyth Tech as an adjunct instructor. Bringing a wealth of knowledge and passion to teaching, she continues to impact each student's life by preparing them to save a life and helping them maintain credentials for their career. Nancy is a valued member of Forsyth Tech's AHA CPR Department.

"Teaching keeps me involved with students. It's exciting to give them a good foundation of skills and help them continue to grow," said Nancy. "It gives me the opportunity to share my nursing experience and give them career advice."

Nancy finds teaching AHA CPR certification classes rewarding. She loves connecting with students, learning their stories and goes the extra mile to make sure every student who attends her courses not only receives their AHA credential, but also qualifies to administer CPR.

Nancy Singleton and Forsyth Tech are privileged to be a part of each student's success story!

Interested in AHA CPR certification classes 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

Need help getting started?

Call or visit
West Campus Educational Career Center

336.734.7748
1300 Bolton Street
Winston-Salem, NC 27103

Administrative Support

Administrative Assistant Training✓🐷☙⚓

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

> Course Code: 132399, $185, Gerald
> 9/9-12/12, MTH, 6-9 pm
> Strickland Center, Room 4457 🚗

Intro to Clerical Assistant✓

Would you like to learn more about clerical occupations and 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: 132383, $125
> 8/27-10/10, TTH, 1-4 pm
> Goodwill, Room 302

Food Service

Culinary Arts Training✓🐷

Get hands-on instruction and certification in ServSafe sanitation. Gain basic culinary skills and knowledge of kitchen safety, mass food production, and cook-chill technology. Receive job preparedness and retention training. This course is offered in collaboration with the Second Harvest Food Bank and Goodwill and includes a one-week internship and job placement assistance.
Note: Must be 18 or older. For more information and list of classes, visit https://tiny.cc/FTCulinaryArts

> **For full schedule of AHA CPR classes, email ewdinfo@forsythtech.edu**

Healthcare

American Heart Association CPR

Register early – these classes fill up fast! Receive your AHA e-card upon successful completion. All AHA classes meet at West Campus. For more information visit https://tiny.cc/FTCPR

Advanced Cardiac Life Support (ACLS): Initial Certification❖☙

Includes BLS renewal. Contact Marilyn Calhoun at mcalhoun@forsythtech.edu before registering.

> Course Code: 129546, $150
> 8/16-8/17, FS, 8 am-5 pm
>
> Course Code: 132283, $150
> 9/27-9/28, FS, 8 am-5 pm
>
> Course Code: 132285, $150
> 10/25-10/26, FS, 8 am-5 pm

ACLS Renewal❖☙

Includes BLS renewal. Contact Marilyn Calhoun at mcalhoun@forsythtech.edu before registering.
Prerequisite: AHA ACLS Provider card

> Course Code: 129550, $120
> 8/17, S, 8 am-5 pm
>
> Course Code: 132284, $120
> 9/28, S, 8 am-5 pm
>
> Course Code: 132287, $120
> 10/26, S, 8 am-5 pm

Basic Life Support Healthcare Provider (BLS): Initial Certification❖☙

Are you a healthcare provider or medical/nursing student who needs Basic Life Support CPR certification?

> Course Code: 129212, $45
> 8/10, S, 8 am-12:30 pm
>
> Course Code: 132243, $45
> 8/21, W, 5:30-10 pm

BLS Renewal❖☙

Need to renew your AHA BLS Healthcare Provider certification?
Prerequisite: AHA BLS Provider card

> Course Code: 129213, $35
> 8/10, S, 1-4 pm
>
> Course Code: 132269, $35
> 8/20, T, 5:30-8:30 pm

Heartsaver CPR & First Aid❖☙

Are you a babysitter, lifeguard or just want the basic knowledge to manage an emergency for the first few minutes before EMS arrives? This class is for you!

> **CPR & First Aid**
> Course Code: 129219, $65
> 8/17, S, 8 am-4:30 pm
>
> **CPR Only**
> Course Code: 132307, $45
> 11/6, W, 5:30-9:30 pm
>
> **First Aid Only**
> Course Code: 132308, $45
> 11/13, W, 5:30-9:30 pm

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

Don't wait for an emergency to happen! Become qualified to provide immediate emergency assistance for your students and coworkers.
Note: These courses are fee exempt with proof of affiliation for public school system employees.

> **CPR & First Aid**
> Course Code: 129224
> 8/17, S, 8 am-4:30 pm
>
> **CPR Only**
> Course Code: 132293
> 11/6, W, 5:30-9:30 pm
>
> **First Aid Only**
> Course Code: 132294
> 11/13, W, 5:30-9:30 pm

Pediatric Advanced Life Support (PALS) ❖☙

Includes BLS renewal. Contact Marilyn Calhoun before registering at: mcalhoun@forsythtech.edu

> Course Code: 129553, $150
> 9/13-9/14, FS, 8 am-5 pm

LEARN TO SAVE LIVES

E-Cards available upon successful completion.

American Heart Association — Learn and Live | AUTHORIZED TRAINING CENTER

🚗 Parking Sticker Required ☙ Textbook Required for Course ⚓ USB Flash Drive Required
🐷 CareersNow - Financial Assistance Available! ✓/❖ Refund Policies (see page 13)

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Train for the Job

Clerical Programs
Visit https://tiny.cc/FTMedClerical for enrollment requirements.

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 HIPAA privacy regulations. Course completion is required to sit for the national certification exam administered by National Healthcareer Association.
Note: National certification costs an additional $117. Career Readiness Certificate required before end of class costs $45.
> Course Code: 132775, $185, Cole
> 9/16-12/9, MWTH, 6-9:30 pm
> West Campus, Room 18 🚗

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. This program includes clinical placement.
Note: Program requires criminal background check, drug screening, and complete immunization records.
> Course Code: 132774, $203, Elswick
> 9/9-12/12, MTWTH, 7-10 pm
> Bob Greene Hall, Room W304 🚗

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 II.
> Course Code: 132772, $185, Hill
> 9/9-12/11, MW, 6-9 pm
> Goodwill

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 I
> Course Code: 132771, $130, Denerson
> 9/9-10/30, MW, 6-9 pm
> West Campus, Room 27 🚗

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!
> Course Code: 132776, $130, Vance
> 10/1-11/21, TTH, 6-9 pm
> Goodwill, Room 306
>
> Course Code: 130386, $130, Vance
> 10/14-12/11, MW, 9 am-Noon
> Goodwill, Room 306

Clinical Programs
Visit https://tiny.cc/FTClinicalPrograms for course information, tuition, and enrollment requirements.

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. When training is complete, you will be qualified to work as an activity director in a nursing home or assisted living facility.

Autism Paraprofessional✓📺📖
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.

Dorothy L. Lougee Nursing Assistant I Program✓📺📖
Gain the 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.

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 Aide✓📖
Do you want to further your healthcare career? Complete this course to become a medication aide! Learn 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. Learn the theory of phlebotomy in class and have clinical experiences in hospital, outpatient clinics, and central processing areas.

Medical Coding Programs
Offered online only
https://tiny.cc/FTonline
for schedule

- Medical Terminology
- Medical Coding: CPT
- Medical Coding: ICD-10
- AAPC Exam Review

For more information call
336.734.7023 or email
ewdinfo@forsythtech.edu.

Emergency Responders

Emergency Medical Technician Basic✓📖🖊

Want to work in public safety? Complete this course and then take the NC Emergency Medical Technician exam and/or National Registry exam to become an EMT.
Note: For additional information, enrollment requirements, and list of classes, visit https://tiny.cc/FTEMT
Special Note: Paid law enforcement will be fee exempt only if course is deemed necessary to fulfill job duties and will require a written statement to that effect from a superior on agency letterhead.

Interpreting in Health and Human Services

This program requires attendance at a mandatory orientation.
Call 336.734-7023 for orientation schedule. For more information visit https://tiny.cc/FTInterpret

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: All languages are welcome; not language specific.
    Course Code: 132361, $75, Humes
    8/19-9/16, MW, 6-9 pm
    West Campus, Room 13 🚗

    Course Code: 132515, $75, Knapp
    8/20-9/15, 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: Mandatory for all students enrolled in the Interpreting program.
    Course Code: 132363, $130, Alonso
    9/23-10/30, MW, 6-9 pm
    West Campus, Room 25 🚗

    Course Code: 132518, $130, Knapp
    9/24-11/3, 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: 132362, $185, Amaro
    9/3-12/12, TTH, 6-9 pm
    West Campus, Room 12 🚗

    Course Code: 132516, $185, Burrell
    9/3-12/15, ONLINE

Case Studies Interpreter Lab & Professional Skills✓🖊

Improve your consecutive and simultaneous interpreting skills! This class emphasizes listening and speaking 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: 132364, $130, Ayivon
    9/30-12/4, MW, 6-9 pm
    West Campus, Room 13 🚗

    Course Code: 132519, $130, Burrell
    10/1-12/8, 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: 129435, $130, Alonso
    8/19-9/25, MW, 6-9 pm
    West Campus, Room 1 🚗

    Course Code: 132366, $130, Alonso
    11/4-12/18, MW, 6-9 pm
    West Campus, Room 11 🚗

    Course Code: 129432, $130, Knapp
    8/20-9/29, ONLINE

    Course Code: 132521, $130, Knapp
    11/5-12/15, ONLINE

Technical and Trade

Visit https://tiny.cc/FTTrade for more information on these programs.

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.
Note: Check with the local DMV at 336.767.8809 to ensure that you are eligible to obtain this license. Visit https://tiny.cc/FTAuto for the list of upcoming courses.

Auto Safety Inspection✓

Prepare to pass the automobile safety qualifications exam. The exam is administered on the last day of class.
Note: Check with the local DMV at 336.767.8809 to ensure that you are eligible to obtain this license. Visit https://tiny.cc/FTAuto for the list of upcoming courses.

Carpentry Fundamentals✓

Get an introduction to general carpentry safety including hand and power tool operation. Learn about simple blueprint reading and the basic construction components of a building.
    Course Code: 132589, $75
    10/2-10/28, MW, 6-8 pm
    Stokes County Center, Room 119 🚗

DMV: Dealer Pre-License✓

Would you like to be a licensed North Carolina auto dealer? Topics include minimum requirements, dealer license plates, vehicle inspections, tinting, and registration. Important information on frequently used forms, dealer disclosures, and Federal laws is also covered.
Note: Read the minimum requirements for application LT-415 at https://tiny.cc/DMVDealerships to ensure you are eligible to obtain this license.
    Course Code: 132666, $75, Mauk
    9/18-9/19, WTH, 8 am-3 pm
    West Campus, Room 18

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.
    Course Code: 132616, $205, Long
    8/19-12/18, MW, 6-9 pm
    Goodwill, Room 108

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 Community College System and the Department of Labor. You may also earn a DOT flagger and OSHA 10 certificate.

Note: For program information and the list of upcoming classes, visit https://tiny.cc/FTElectricalLineman

Special Note: If you are a veteran and plan to use VA benefits, call 336.734.7403 for more information.

Facility Maintenance Technician✓🖥

Gain technical skills in carpentry, electrical, HVAC, plumbing and OSHA Safety. Learn customer service and apartment maintenance skills, including major appliance repair and pool operation.

Note: For additional information visit https://tiny.cc/FTFacMainTech
    Course Code: 132630, $228
    9/16-12/13, 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. Level 2 will be offered in the spring. Receive CFC certification when you pass the exam at the end of Level 2.

Note: Visit https://tiny.cc/FTHVAC for program information.
    Course Code: 132617, $215, Hobson
    8/20-12/10, 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. This training will get you ready for entry-level employment with local HVAC contractors. Receive CFC certification when you pass the exam at the end of class.

Note: Visit https://tiny.cc/FTHVAC for program information.
    Course Code: 132621, $250
    8/26-11/19, MTWTH, 1-5 pm
    Goodwill, Room 108

Used Motor Vehicle Dealer✓

Are you a licensed dealer who needs to renew your dealer's license for pre-owned vehicles? This course provides the 6 hours of training you need. You must already have a dealer's license to take this class.
    Course Code: 132658, $75, Mauk
    8/22, TH, 8 am-3 pm
    West Campus, Room 122

Welding: ARC✓🖥

Get instruction on welding in the Shield Metal Arc Welding (SMAW-Stick) process. You will learn proper techniques and electrode selection for welding plate to meet AWS (vertical-up) welding code. You will be welding with E6010 and E7018 electrodes. Upon successful completion of the class, you should have the skill to pass the 3G/4G weld test to AWS standards. After taking this course you may retake the course at an advanced or pipe welding level.
    Course Code: 132611, $225, Doub
    8/13-12/12, TTH, 6-9 pm
    Goodwill, Room 11

Welding: Basics & Beyond✓

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: 132610, $225, Doub
    8/12-12/18, 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.
    Course Code: 132626, $265
    9/9-12/13, MTWTHF, 8:30 am-12:30 pm
    Goodwill, Room 11

Other

Effective Teacher Training for Substitute Teachers✓

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 of completion and 2.4 Continuing Education Units (CEUs).
    Course Code: 132505, $75, Sellars
    9/10-10/7, ONLINE

    Course Code: 132400, $75, Davis
    11/5-12/2, ONLINE

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 internship programs with the Humane Society of the Piedmont and the Forsyth Humane Society.
    Course Code: 132654, $130
    8/20-12/17, T, 6:30-9 pm
    Goodwill

Questions?
Contact us at ewdinfo@forsythtech.edu or 336.734.7023

Human Resources Management

Communications for HR Professionals❖NEW!
Learn how to write well-organized and focused documents with clarity and precision. Get an introduction to the proper way to write business and professional communications, reports, and manuals. A portion of class will be dedicated to developing public speaking skills.
> Course Code: 132524, $149, Brown
> 12/2-12/9, MW, 6-9 pm
> Innovation Quarter, Room 2440

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: 132517, $199, Brown
> 11/7-11/14, 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: 132522, $100, Hill
> 11/20-11/25, MW, 6-9 pm
> Innovation Quarter, Room 2440

Employment Law & Regulations 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: 132513, $249, Hill
> 10/14-10/28, MW, 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: 132504, $549, Brown
> 9/9-10/7, M, 6-9 pm
> Innovation Quarter, Room 2440

Managing Diversity❖
Develop a new set of skills to successfully manage a diverse workforce. Discuss the changing demographics and diversity in the workforce and the tools you'll need to help foster an organizational culture that values diversity and ensures that HRM systems are bias-free.
> Course Code: 132507, $149, Hill
> 9/11-9/25, W, 6-9 pm
> Innovation Quarter, Room 2440

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: 132512, $149, Brown
> 9/24-10/1, TTH, 6-9 pm
> Innovation Quarter, Room 2446

SHRM Exam Preparation❖
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.
> Course Code: 132501, $995
> 9/10-12/10, TTH, 6-9 pm
> Innovation Quarter, Room 2447

IT Training Program (ITTP)

AutoCAD Fundamentals❖
Learn the basic commands of the AutoCAD software, and how to navigate through the software. Topics will include application and ribbon menus, coordinate entry, draw tools, modify tools, layouts and viewports. Get the basic skills needed to take the AutoCAD User Certification test to become an Autodesk AutoCAD Certified User.
> Course Code: 132502, $175
> 8/20-8/29, TTH, 6-9 pm
> Innovation Quarter, Room 2441

> Course Code: 132527, $175
> 9/3-9/12, TTH, 6-9 pm
> Innovation Quarter, Room 2444

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: 131952, $75, Woosley
> 9/3-10/22, T, 6-9 pm
> Goodwill, Room 202

Excel 2016: Level 1 & 2❖NEW!
Get a solid working knowledge and understanding of Microsoft Excel. Learn how to set up a worksheet, use conditional formatting, sort and filter tables, create formulas, summarize data and analyze data, use pivot tables, create visual displays, and more!
> Course Code: 131949, $499
> 8/21-10/9, W, 6-9 pm
> Innovation Quarter, Room 2441

Excel 2016: Level 3❖NEW!
Become a Microsoft Excel Power User! Learn the advanced features and functionality in Excel to link, summarize, and analyze data on a higher level. Use Excel's collaboration, protection, and programming capabilities by performing data merging, using lookups, recording macros, and tweaking the Visual Basic for Applications program code.
> Course Code: 131950, $275
> 10/30-11/20, W, 6-9 pm
> Innovation Quarter, Room 2441

PC Basics & Beyond 1: Using Windows 10✓◓
Become a confident, self-sufficient PC user. Learn hands-on practical skills and discuss computer related topics. This course is for the computer novice with little to no basic computer experience.
> Course Code: 131439, $75, Flynt
> 8/21-10/9, W, 9 am-Noon
> West Campus, Room 122 🚗

PC Basics & Beyond 2: Using Windows 10✓◓
Build on your knowledge from PC Basics and Beyond with additional hands-on opportunities. Learn about software installation and other various computer related topics.
> Course Code: 131440, $75, Flynt
> 10/16-11/20, W, 9 am-Noon
> West Campus, Room 122 🚗

🚗 Parking Sticker Required ◓ Textbook Required for Course ⚕ USB Flash Drive Required
💰 CareersNow - Financial Assistance Available! ✓/❖ Refund Policies (see page 13)

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Python: Intro❖

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 provided.
Prerequisite: Basic understanding of mathematics.
> Course Code: 131951, $249, Zhang
> 10/1-11/5, T, 6-9 pm
> West Campus, Room 26 🚗

SharePoint Essentials❖NEW!

Let collaboration begin! With SharePoint, you can create a collaborative web site for your team and any others you decide to grant access. Any type of file (Excel, Word, PowerPoint, PDF, images, video, audio, etc.) can be centrally stored, accessed, edited, and maintained. You just need knowledge of three simple things to get started: Internet/Web browsing, Microsoft Windows, and Microsoft Office concepts.
> Course Code: 132188, $449
> 9/5-10/10, TH, 6-9:30 pm
> Innovation Quarter, Room 2441

SQL: Intro❖

Learn how to create SQL statements, as well as create and design tables. You'll also learn how to create stored procedures, use cursors and transactions to preserve data integrity.
> Course Code: 131435, $275, Brown
> 9/10-10/29, T, 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✓

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 you meet your objectives.
> Course Code: 132382, $180, Witte
> 8/20-12/19, TTH, 9 am-Noon
> West Campus, Room 27

KeyTrain✓

Want 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. Assess your potential score, review topics in each skill area, and practice problems similar to those on an actual assessment.
Note: Call our West Campus Education Career Center at 336.734.7748 for more information.

Marketing

Creating Your Digital Brand❖

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 a 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.
Prerequisite: Knowledge of computer software, common file formats, and general web usage.
> Course Code: 131948, $55
> 8/27, T, 7-9 pm
> Innovation Quarter, Room 2446

Internet Marketing Fundamentals❖

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 placement, and leverage social media channels to grow and engage your audience.
> Course Code: 131947, $265
> 10/8-11/5, T, 7-9 pm
> Innovation Quarter, Room 2444

Notary Public

Visit https://tiny.cc/FTNotary for the full list of classes, additional information and requirements for enrollment.

eNotary❖◐

> Course Code: 132434, $55, Young
> 9/20, F, 9 am-Noon
> Transportation Center, Room 144
>
> Course Code: 132435, $55, Young
> 11/15, F, 9 am-Noon
> Northwest Forsyth Center, Room 113

Notary Public Education❖◐

> Course Code: 132193, $79, Gordon
> 8/20-8/22, TTH, 1-4:30 pm
> Innovation Quarter, Room 2447
>
> Course Code: 132194, $79, Gordon
> 8/27-8/29, TTH, 6-9:30 pm
> West Campus, Room 24

Professional Skills

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: 131433, $399
> 10/9-10/23, W, 8:30 am-5:00 pm
> Innovation Quarter, Room 2447

Speak Up! Public Speaking & Presenting at Work❖

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: 131946, $95, Richardson
> 10/8-11/5, T, 6-8 pm
> Innovation Quarter, Room 2446

Animal Care and Interest

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: 132653, $75
> 9/10-11/26, T, 6-9 pm
> Strickland Center, Room 4446 🚗

Arts, Crafts, and Hobbies

Calligraphy❖
Write in style! Learn the art of beautiful writing.
> Course Code: 132534, $65, Paige
> 10/7-12/2, M, 6-8 pm
> South Fork Recreation Center

Crocheting❖
Create treasured gifts for your family and friends! Learn the basic stitches with a simple project.
> Course Code: 132544, $65, Jester
> 8/21-10/9, W, 1-4 pm
> South Fork Recreation Center
>
> Course Code: 132490, $65, Jester
> 10/16-12/11, W, 1-4 pm
> South Fork Recreation Center

Drawing in Color❖
Learn the basics of value, form, and color theory using colored pencils. Colored pencils are fun, easy to use and carry, and economical. Learn how to draw in color from both life and photos. The class is informative, stress-free, and suitable for beginning to advanced artists.
> Course Code: 132474, $65, Stewart
> 8/22-10/10, TH, 9 am-Noon
> Miller Park Recreation Center
>
> Course Code: 132495, $55, Stewart
> 10/24-12/5, TH, 9 am-Noon
> Miller Park Recreation Center

Drawing: Basic Techniques❖
Learn the fundamentals of drawing whatever you see.
Note: Ask for supply list at registration.
> Course Code: 132479, $55, Conaway
> 9/3-9/24, 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: 132487, $55, Conaway
> 10/1-10/29, 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: 132497, $65, Conaway
> 11/5-12/10, T, 9:30 am-12:30 pm
> West Campus, Room 15 🚗

Flower Arranging❖
Make stunning floral designs using fresh flowers under the direction of an expert.
Note: Cost includes fresh flowers.
> Course Code: 132496, $110, Gordon
> 10/29-12/3, T, 6:30-8:30 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: 132546, $65, McRae
> 10/3-11/14, TH, 6-8 pm
> West Campus, Room 122 🚗

Painting: Acrylic❖
Learn how to apply, mix, and blend color, as well as a variety of techniques used in acrylic painting to create landscapes, seascapes, and still life.
> Course Code: 132543, $65, Conaway
> 8/22-10/10, TH, 9:30 am-12:30 pm
> West Campus, Room 15 🚗
>
> Course Code: 132532, $65, Conaway
> 10/17-12/12, TH, 9:30 am-12:30 pm
> West Campus, Room 15 🚗

Painting: Oil - All Levels❖
Explore the basics of oil painting. Oils achieve brilliant colors, blend effortlessly, allow easy correction, and produce a variety of textures and effects. Learn how to paint from both life and photos. The class is informative, stress-free, and suitable for beginning to advanced artists.
> Course Code: 132541, $79, Stewart
> 9/4-10/9, W, 9 am-Noon
> West Campus, Room 15 🚗
>
> Course Code: 132526, $79, Stewart
> 10/23-12/4, 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: 132475, $65, Conaway
> 8/23-10/11, F, 9:30 am-12:30 pm
> West Campus, Room 15 🚗
>
> Course Code: 132491, $65, Conaway
> 10/18-12/13, F, 9:30 am-12:30 pm
> West Campus, Room 15 🚗

Silversmithing❖
Design and fabricate your own jewelry! Learn to bend, drill, saw, solder, polish metal, and set a stone. All skill levels are welcome.
> Course Code: 132484, $95, Rubin
> 9/18-11/6, W, 6-9 pm
> West Campus, Room 34 🚗

Stained Glass - All Levels❖
Explore stained glass methods. Learn the fabrication processes of cutting glass, foiling, leading, and soldering.
> Course Code: 132480, $85
> Pettinati-Longinotti
> 9/5-10/24, TH, 6-9 pm
> West Campus, Room 34 🚗

🚗 Parking Sticker Required 🎓 Textbook Required for Course ⚷ USB Flash Drive Required
💰 CareersNow - Financial Assistance Available! ✓/❖ Refund Policies (see page 13)

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Woodworking ❖

Create a footstool using various power tools in our carpentry lab. Learn about equipment safety, see a demonstration of the tools, and enjoy hands-on learning. Once the project is completed to your satisfaction, you may work on an individual project.

Note: Bring all supplies to the first class.

Course Code: 132473, $85, Danner
8/20-10/8, T, 6-9 pm
Strickland Center, Room 1297 🚗

Course Code: 132494, $85, Danner
10/22-12/10, T, 6-9 pm
Strickland Center, Room 1297 🚗

Food and Drink

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.

Course Code: 132542, $55, Crotts
9/3-9/24, 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: 132493, $45, Crotts
10/22-11/12, T, 6-8 pm
West Campus, Room 15

Holiday Mocktails ❖ NEW!

Mocktails are the new cocktails! Enjoy these fun drinks without calories or guilt. Learn how to mix up mocktails through hands-on demonstrations. Leave class with simple recipes and ideas that will make you the envy of your next holiday event!

Note: Must be 21 years or older.

Course Code: 132671, $45, Bruton
10/12, S, 9:30 am-12:30 pm
West Campus, Room 15

Language, Travel, and Culture

Europe: Recreation & Relaxation ❖ NEW!

Discover Europe on foot! Even in the middle of a busy city, you can find enjoyment walking around parks, shopping districts, and landmarks. Learn how to find recreation and relaxation in England, Belgium, and France.

Course Number: 132801, $50
10/21-10/28, M, 6:30-8:30 pm
West Campus, Room 15

French: Intro ❖ ◈

Bonjour! Are you a traveler or a lover of all things French? 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: 132477, $85, Pardo
8/27-10/8, TTH, 6:30-8:30 pm
Strickland Center, Room 4458 🚗

French 1 ❖ ◈

If you've already mastered the basic principles, then French I 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: 132529, $85, Pardo
10/22-12/10, T, 6:30-8:30 pm
Strickland Center, Room 4458 🚗

Irish Culture ❖ NEW!

Do you know about Little Women's Christmas, Shrove Tuesday Pancakes, Queen of the Pirates or how St. Patrick's Day came to be celebrated worldwide? These are just some of the traditions you will learn about in this course taught by someone who grew up in Ireland.

Course Code: 132766, $50
9/19-9/26, TH, 6:30-8:30 pm
West Campus, Room 16

Italian for Travelers ❖ ◈

Are you planning a trip abroad? Get an introduction to the Italian language that will help you tour Italy on formal or self-guided tours. Instructor Frank Ancona is a second generation Italian.

Course Code: 132545, $85, Ancona
8/19-10/14, M, 6:30-8:30 pm
Strickland Center, Room 4458 🚗

Italian:
Culinary Language of Italy ❖ ◈ NEW!

Pizza, pasta, and parmigiana - we are surrounded by Italian food! Learn to speak basic Italian while also learning more about Italian food. This is not a cooking course, but you will learn about the tools and ingredients used in the preparation of simple Italian dishes.

Prerequisite: Italian for Travelers

Course Code: 132500, $85, Ancona
10/21-12/16, M, 6:30-8:30 pm
Strickland Center, Room 4458 🚗

Italian: Travel Seminar ❖ NEW!

Italy is the land of history, fashion, cars, and FOOD! Plan your first (or umpteenth) trip to Italy. Discover the most popular regions to visit and sites to see. Learn how to stay safe and avoid common travel mistakes. Instructor Frank Ancona has traveled extensively with tour groups and on his own with family. Proud of his Sicilian heritage, he has helped many travelers plan their visits to Italy.

Course Code: 132499, $55, Ancona
8/10-8/17, S, 9 am-Noon
West Campus, Room 12

Japanese Tea Ceremony ❖ NEW!

In Japan, tea is more than just a hot drink. It is part of a very important ritual that has deep meaning. The tea ceremony represents purity, tranquility, respect, and harmony. A lot of preparation goes into this important event. Learn more about Japan and the Tea Ceremony!

Course Code: 132763, $50
10/16-10/23, W, 6:30-8:30 pm
West Campus, Room 15

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 deaf culture through engaging activities.

Course Code: 132540, $70, White
9/10-11/5, T, 6-8 pm
Strickland Center, Room 4457 🚗

Spanish 1 & 2 ✓ REVAMPED!

Hola! Learn about Spanish language and culture from instructors who are native speakers or have lived in Latin American countries for years. This class will emphasize pronunciation, vocabulary and reading skills, and basic grammar. By the end of this course, you will be comfortable with basic conversation. Save money and time by taking our combined Spanish 1 & 2 course!

Course Code: 132550, $130, Morris
8/19-12/16, M, 6-9 pm
Strickland Center, Room 4460 🚗

Course Code: 132548, $130
Arizmendi-Penalosa
8/22-12/12, TH, 6-9 pm
Strickland Center, Room 4460 🚗

Personal Finance

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: 132547, $55, Wittenberg
> 11/4-12/2, M, 6:30-9 pm
> Strickland Center, Room 4450

Financial Strategies for Successful Retirement❖
Get valuable 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: 132535, $75, Wittenberg
> 10/1-10/29, T, 6:30-9 pm
> Strickland Center, Room 4450
>
> Course Code: 132525, $75, Wittenberg
> 11/5-11/26, T, 6:30-9 pm
> Strickland Center, Room 4450

Investments: Stock Market❖◗
Receive $10,000 of imaginary Fun Bucks to buy and sell in a non-competitive, virtual reality stock market 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.
Prerequisite: Prior computer experience required.
> Course Code: 132523, $55, Wittenberg
> 12/2-12/16, M, 6:30-9 pm
> Strickland 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: 132530, $45, Wittenberg
> 10/7-10/14, M, 6:30-9 pm
> Strickland Center, Room 4450
>
> Course Code: 132498, $45, Wittenberg
> 12/10-12/17, T, 6:30-9 pm
> Strickland 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: 132482, $45, Wittenberg
> 10/21-10/28, M, 6:30-9 pm
> Strickland Center, Room 4450
>
> Course Code: 132489, $45, Wittenberg
> 12/5-12/12, TH, 6:30-9 pm
> Strickland 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.
Note: These classes meet at West Campus, Room 122.
Prerequisite: Prior computer experience required.
> Course Code: 129616, $35, Smith
> 8/17, S, 9 am-Noon
>
> Course Code: 129461, $35, Smith
> 8/24, S, 9 am-Noon
>
> Course Code: 132539, $35, Smith
> 9/14, S, 9 am-Noon
>
> Course Code: 132488, $35, Smith
> 10/5, S, 9 am-Noon
>
> Course Code: 132533, $35, Smith
> 10/12, S, 9 am-Noon

Photography: Intro 2❖
Expand your skills by learning 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.
Note: These classes meet at West Campus, Room 122.
Prerequisite: Photography: Intro 1
> Course Code: 129618, $35, Smith
> 9/7, S, 9 am-Noon
>
> Course Code: 132538, $35, Smith
> 9/21, S, 9 am-Noon
>
> Course Code: 132531, $35, Smith
> 10/19, S, 9 am-Noon

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 an advanced shooter, this class is for you!
Prerequisite: Photography: Intro 1 & 2
> Course Code: 132485, $95, Smith
> 9/23-11/18, 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.
Note: Some shooting assignments involve strenuous walking or hiking.
Prerequisite: Photography: DSLR 1
> Course Code: 132549, $95, Smith
> 8/24-9/25, W 6-9 pm, S 9 am-Noon
> Wednesdays: Transportation Center, Room 146
> 1st Saturday: West Campus, Room 122

🚗 Parking Sticker Required ◗ Textbook Required for Course ⚓ USB Flash Drive Required
♟ CareersNow - Financial Assistance Available! ✓/❖ Refund Policies (see page 13)

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Safe Driving

All of these courses meet at West Campus. Visit https://tiny.cc/FTEWDFall2019 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❖

This classroom-only course specifically targets the needs of inexperienced drivers ages 16-24.

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 recommended for participants with DUIs or violations for passing stopped school buses.

Course cost: $69

Defensive Driving: 8-Hour❖

This 8-hour, classroom-only program is for drivers with serious traffic violations or more than one pending traffic violation.

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. Visit https://tiny.cc/FTSafeDriving for additional information and requirements for enrollment. **Note:** Course is physically demanding; ride exercises are conducted in extreme heat, cold, and rain. **Prerequisite:** Valid driver's license; 18 years of age or older; must be able to balance and ride a bicycle.

Course cost: $174

Travel with Forsyth Tech in 2020!

England, Belgium & France: June 2020
Focus: Positive Psychology

Ireland: March 2020
Focus: Culture, History, Art

Japan: May 2020
Focus: Social Justice

STUDY AWAY
Forsyth Tech

For more information, contact Laura Hortal at lhortal@forsythtech.edu

All of these courses are offered at our Stokes County Center in beautiful Walnut Cove, NC!

Blueprint Reading❖
Gain an understanding of how to interpret lines, scales, dimensions, and other standard information on blueprints. Learn to read multi-view drawings and materials used for building a structure.
Course Code: 132557, $65
10/17-10/31, TTH, 6-8 pm

Construction Skills for Women❖
Interested in gaining valuable building trade skills? Get hands-on experience safely using essential building tools. Learn how to read blue prints and identify building projects.
Course Code: 132559, $80
11/12-12/4, TW, 1-4 pm

Homeowner's 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: 132558, $50
11/5-11/14, TTH, 6-8 pm

Homeowner's Guide: Plumbing❖
Prepare to handle your next plumbing issue! Learn how to turn off the water in your home, repair a leaky faucet, fix or change a flapper valve in a toilet, and install a new wax seal when your toilet is leaking.
Course Code: 132429, $35
10/1-10/10, TTH, 6-8 pm

Homeowner's Repair Seminars❖
Do you know the tools that every homeowner should have in their home? Do you know how to use those tools? Are you tired of waiting for someone to fix things around your house? Join us to learn some basic repairs and get supervised hands-on experience doing it yourself!
Course Code: 132555, $35
9/4-9/25, W, 6-7:30 pm

How to Read a Lease Agreement❖
A signed lease agreement is a legally binding contract. Save yourself a lot of headaches and money by taking time to read and understand a lease agreement before signing it. Learn on a generic lease agreement how to find out who's responsible for repairs to your rental property, whether or not you can have animals, and what happens if you miss your rental payments.
Course Code: 129427, $25
8/8, TH, 6-8 pm

Pet Health: Keeping Things Clean & Healthy❖NEW!
Whether you are working in a veterinary office, volunteering at a local shelter, or you just want to provide the best environment for your pet, cleanliness is vital. Learn about the correct processes and chemicals to use to keep your pets happy and healthy. Join Dr. Debbie Cowan, owner of Animal Hospital of Walnut Cove, as she shows us how to protect our pets.
Course Code: 132427, $20
9/3-9/24, T, 6-7 pm

Repurposing Workshop❖
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: 132556, $25
9/24-9/26, TTH, 6-7:30 pm

Smart Home: What Does It Mean❖NEW!
Rapidly changing technology allows you to control your home's lights, temperature, appliances, and security with your smartphone. Join us as we look at the many automated features that you can install in your home for security, comfort, and savings.
Course Code: 132430, $20
11/4, M, 6-7:30 pm

Smart Home: Security Systems❖NEW!
There are many types of security systems that can be installed and controlled with smart home technology. Get information that will help you to decide which security system is best for your needs to keep your property and family safe.
Course Code: 132432, $20
11/18, M, 6-7:30 pm

To-Do List: Selling Your Home❖
Learn what it takes to get your home market-ready before it goes on the market and how to understand the repairs on an inspection report after it goes under contract. Learn which repairs you can do and what you should leave to a licensed professional. Get hands-on practice making common repairs.
Course Code: 129669, $65
8/5-8/14, MW, 6-8 pm

Course Code: 132431, $65
11/6-11/20, W, 6-8 pm

Transform Laminate to Look Like Granite❖
Granite is one of the most used countertop materials in today's homes. The look is beautiful, but costly. Learn how to update your laminate countertops using acrylic and paints for a granite look without breaking your budget!
Course Code: 132428, $30
9/5, TH, 5:30-7:30 pm

Course Code: 132560, $30
12/3, T, 1-3 pm

Course Code: 132433, $30
12/4, W, 5:30-7:30 pm

Vinyl Printing & Cutting❖NEW!
Need ideas for unique, personalized gifts for your friends and family? See live demonstrations of how to use hobby and industrial vinyl cutting tools to create t-shirts, jewelry, wall art, pillows, and much more. Experiment creating your own designs in class.
Course Code: 130400, $25
8/20-8/22, TTH, 6:30-8 pm

🚗 Parking Sticker Required ◗ Textbook Required for Course ⚡ USB Flash Drive Required
💰 CareersNow - Financial Assistance Available! ✓/❖ Refund Policies (see page 13)

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Course Locations

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

Georgia Taylor Recreation Center
1471 West Clemmonsville Road
Winston-Salem
Phone: 336-650-7695

Gifted Hands Academy
971 Salisbury Ridge 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

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

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

Register early to reserve your place in class!

Sometimes excellent courses are canceled 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 so that the course can run.

Registration Information

What You Need For Registration

You will need the following information to register:
- 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

- **Grady P. Swisher Center**
  Check, money order, Visa/MasterCard

- **Mazie S. Woodruff Center**
  Check, money order, Visa/MasterCard

- **Northwest Forsyth Center**
  Cash or check

- **Stokes County Center**
  Cash, check, money order

- **Transportation Technology Center**
  Cash, check, Visa/MasterCard

- **West Campus**
  Cash, check, money order, Visa/MasterCard

Visit http://tiny.cc/EWDRegistration for full registration information, including hours of operation at our campuses and centers.

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 canceled.

If the course has a ✓ symbol, you can get a full refund of your registration fee 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 registration fee 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://tiny.cc/EWDRefund.

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 non-refundable. 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.

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, price, etc., are 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
AUG - DEC 2019
COURSE CATALOG
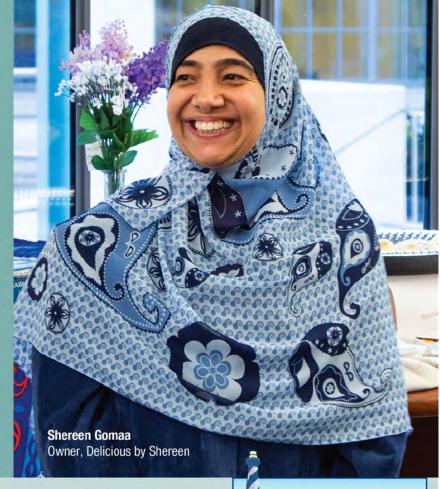
Increasing Business Success

Are you a small business owner or thinking of starting your own business?

Forsyth Tech's Small Business Center can help!

Visit us at **https://tiny.cc/FTSBC** to:
- Register for classes, roundtables, and events
- Join our LinkedIn discussion group
- Sign up for the SBC weekly email newsletter
- Schedule a small business mentoring appointment

Services provided by the Small Business Center are FREE!

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Owner, Delicious by Shereen

**Contact us at sbc@forsythtech.edu or 336.757.3810
to learn more about services provided at Innovation Quarter.**

SBC
SMALL BUSINESS CENTER
FORSYTH TECHNICAL COMMUNITY COLLEGE

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