

Economic & Workforce Development COURSE CATALOG

AUGUST - DECEMBER 2020

“I wanted better for myself and my family. Going back to school was the answer.”

- Connery Swinson,
Maintenance Planner





Your New Beginning

More Training Offers More Opportunities *Connery Swinson, Maintenance Planner*

Connery Swinson bet himself he could go back to school and land a better job, and it paid off. "I wanted better for myself and my family. Going back to school was the answer," said Swinson.



Swinson's background included extensive maintenance but he lacked the Heating, Ventilation and Air Conditioning (HVAC) experience he wanted.

He called Forsyth Technical Community College and spoke with Josh Burcham, dean, Community Workforce and Development. "Josh told me about the collaborations with businesses, and what the college was trying to accomplish with their HVAC/Facility Tech students," said Swinson. "That told me Forsyth Tech was the best opportunity and fit for me."

With his wife's encouragement, Swinson worked 10-hour days in his previous job for seven months while going to school two nights a week in the HVAC training program. Swinson said, "I'm ambitious, but I believe in working hard to get to what I want."

He earned his certification in November 2018 through Forsyth Tech at Goodwill Industries.

"I had a great time learning from the instructor, Jerry Hobson," said Swinson. He has a wealth of knowledge as a former Engineering Manager in a hospital for 30 years."

"Forsyth Tech gave me the opportunity to improve my skills, develop my career and build a network of friends I keep in touch with today," said Swinson. "This program opened so many other opportunities. Many companies are looking for HVAC techs but there are not enough of us to fill the need. Having your certification will give you multiple opportunities."

Swinson is now maintenance planner/scheduler for Guilford Technical Community College, working with a computerized maintenance management system to improve the efficiency and tracking of repairs and work requests for all of the college campuses. "I love what I do and it's very rewarding," said Swinson.

Interested in the HVAC program?

Please contact Josh Burcham, dean, Community Workforce and Development at jburcham@forsythtech.edu

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

Need help getting started?

Call or visit

West Campus Educational Career Center

336.734.7748
1300 Bolton Street
Winston-Salem, NC 27103



Train for the Job



Admin Support and Customer Service

Administrative Assistant Training ✓📖📱

Become an administrative assistant, secretary, or executive support staff member. Upgrade and enhance your skills for new roles and expanded responsibilities in an administrative professional career. Course includes Microsoft Office training.

Note: DiSC profile required for the first class; purchase at the West Campus bookstore.

Course Code: 139536, \$190, Emery
9/9-12/16, MW, 6-9 pm
Strickland Center, Room 4455/4459

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 a wide variety of fields in today's job market.

Note: For more information, call 336.757.3801.

Course Code: 139194, \$185, Perry
9/1-10/13, MTWF, 8:30 am-12:30 pm
Goodwill

Microsoft Office 2019 for Administrative Professionals ✓📖📱

Enhance your skills, get organized, and increase your marketability in the workforce by becoming more proficient in Microsoft Office 2019. This course will introduce you to the standard components of Office 2019 including Word, Excel, Access, PowerPoint, Outlook, Publisher, OneDrive, and OneNote.

Course Code: 139534, \$80
10/6-11/3, TTH, 6-9 pm
West Campus, Room 1

Food Service

Culinary Arts Training ✓📖

Get hands-on instruction and certification in ServSafe sanitation. Gain basic culinary skills and kitchen safety knowledge, 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: For more information <https://tiny.cc/FTCulinaryArts>. Must be 18 or older.

Course Code: 138355, \$190
9/16-12/17, MTWTF, 8:30 am-3 pm
Second Harvest Food Bank

Healthcare

American Heart Association CPR

Register early – classes fill up fast! Receive your AHA eCard upon successful completion. All AHA classes meet at West Campus. Visit <https://tiny.cc/FTCPR> for more information and the full list of classes.

Advanced Cardiac Life Support (ACLS): Initial Certification ✨

For advanced medical professionals. Includes BLS renewal. Contact Marilyn Calhoun at mcalhoun@forsythtech.edu before registering.

Course Code: 139384, \$155
8/28-8/29, F 8 am-3 pm and S 8 am-5 pm

Course Code: 139391, \$155
10/9-10/10, F 8 am-3 pm and S 8 am-5 pm

ACLS Renewal ✨

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

Course Code: 139390, \$125
8/29, S, 8 am-5 pm

Course Code: 139392, \$125
10/10, S, 8 am-5 pm

Course Code: 139396, \$125
12/4, F, 8 am-5 pm

AHA CPR Skills Testing ✓NEW!

AHA with Forsyth Tech offers HeartCode Blended Learning for AHA BLS and Heartsaver certifications. AHA Blended Learning classes minimize classroom time and reduces student exposure. Only the hands-on skills session needs to be completed in person and our classes are very small. Students can complete the on-line portion at their leisure.

Prerequisites: Prior to registering, go to <http://tiny.cc/heartcodeblended> to purchase and complete the AHA HeartCode Online module. You must present, in class, the AHA HeartCode module certificate of completion in order to receive the BLS certification.

Course Code: 139219, \$28
8/25, T, 5:30-7 pm

Course Code: 139220, \$28
9/23, W, 5:30-7 pm

Course Code: 139221, \$28
10/8, TH, 5:30-7 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? **Note:** Visit <https://tiny.cc/FTCPR> for the full list of classes.

Course Code: 138328, \$53
8/22, S, 8 am-12:30 pm

Course Code: 139175, \$53
9/10, TH, 5:30-10 pm

Course Code: 139176, \$53
9/19, S, 8 am-12:30 pm

BLS Renewal ✨

Renew your AHA BLS Healthcare Provider certification!

Note: Visit <https://tiny.cc/FTCPR> for the full list of classes.

Prerequisites: AHA BLS Provider card

Course Code: 138339, \$43
8/22, S, 1-4 pm

Course Code: 139185, \$43
9/1, T, 5:30-8:30 pm

Course Code: 139186, \$43
9/19, S, 1-4 pm



Train for the Job

Heartsaver CPR & First Aid

Calling all babysitters, lifeguards, and people who to manage an emergency for the first few minutes before EMS arrives – this class is for you.

CPR & First Aid

Course Code: 139205, \$77
9/26, S, 8 am-4:30 pm

Course Code: 139206, \$77
10/26, M, 8 am-4:30 pm

Course Code: 139207, \$77
11/3, T, 8 am-4:30 pm

CPR Only

Course Code: 138346, \$63
8/19, W, 5:30-9:30 pm

Course Code: 139209, \$63
12/16, 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 employment at a primary or secondary public school system.

CPR & First Aid

Course Code: 139210, \$70
9/26, S, 8 am-4:30 pm

Course Code: 139211, \$70
10/26, M, 8 am-4:30 pm

Course Code: 139212, \$70
11/3, T, 8 am-4:30 pm

CPR Only

Course Code: 138363, \$70
8/19, W, 5:30-9:30 pm

Course Code: 139218, \$70
12/16, W, 5:30-9:30 pm

Clinical Programs

For the full listing of courses, visit <https://tiny.cc/EWDSchedule> and search by Course Title.

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.

Note: For more info visit and the full list of classes.

<https://tiny.cc/FTActivityDirector>

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.

Prerequisites: You must complete the enrollment process at

<https://tiny.cc/FTAutismPro> in order to be eligible to register for this course.

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.

Prerequisites: You must complete the enrollment process at

<https://tiny.cc/FTCNA1> in order to be eligible to register for this course.

Dorothy L. Lougee Nursing Assistant II Program

Further your career as a nursing assistant by completing the NAI 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.

Prerequisites: You must complete the enrollment process at

<https://tiny.cc/FTCNA2> in order to be eligible to register for this course.

Dorothy L. Lougee Nursing Assistant I and II Refresher Programs

Has your NAI or NAI certification lapsed within the last 24 months? Did you get your NAI certification in another state and now need to be certified in NC? Take one of our evening NA refresher courses!

Note: For more information and enrollment requirements, visit

<https://tiny.cc/FTMedClinical>.

Special Note: Refresher courses do not include a clinical component. Students who successfully complete the NAI refresher course will take the NC NA Competency Exam; no further testing is required for students who successfully complete the NAI refresher course.



AHA BLENDED eLearning: Online + Hands-On

Students will complete part of the course self-directed online, followed by a scheduled hands-on testing session with a AHA instructor.



Train for the Job



Medication Aide ✓📖🚗

Gain the skills needed to become a medication aide. Learn about medication administration, medical asepsis, hand hygiene, medical terminology, and legal implications. Upon successful completion, you will be prepared to take the competency exam and demonstrate the skills necessary to qualify for listing on the NC Medication Aide Registry.

Prerequisites: You must complete the enrollment process at <https://tiny.cc/FTMedAide> in order to be eligible to register for this course.

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 hospitals, outpatient clinics, and central processing areas.

Prerequisites: You must complete the enrollment process at <https://tiny.cc/FTPhebotomy> in order to be eligible to register for this course.

Emergency Responders

Emergency Medical Technician Basic ✓📖🚗

Become an EMT by completing our EMT Basic course and taking the NC Emergency Medical Technician exam and/or the National Registry exam.

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 this course is deemed necessary to fulfill job duties and will require a written statement to that effect from a superior on agency letterhead.

Medical 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, introductory 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.

Prerequisites: High school diploma or equivalent; reading, language, and computer placement tests; memo from West Campus Room 34

Course Code: 139160, \$190, Cole
9/14-12/7, 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 II.

Course Code: 139156, \$190, Hill/Frye
9/8-12/8, TTH, 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.

Prerequisites: Medical Office I or Certified HER Specialist

Course Code: 139159, \$135, Denerson
9/14-11/2, 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. This program includes clinical placement.

Note: Program requires criminal background check, drug screening, and complete immunization records.

Course Code: 139154, \$208, Elswick
9/1-12/9, 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 toward becoming a Certified Pharmacy Technician.

Course Code: 139164, \$135, Vance
9/15-11/5, TTH, 6-9 pm
Goodwill

Medical Coding Program All Online!

Medical Terminology ✓📖

Start your medical coding studies by learning prefixes, suffixes, root words, terms that relate to anatomy and physiology, and review body systems. Be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

Course Code: 139171, \$190, Fithian
9/15-12/6, 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: 139173, \$190, Staples
9/15-12/6, 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: 139172, \$190, Staples
9/15-12/6, ONLINE

Train for the Job

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.

Note: Students must purchase an access code from the West Campus bookstore.

Course Code: 139174, \$135, Fithian
10/6-11/15, ONLINE

Interpreting in Health and Human Services Online!

This program requires attendance at a mandatory orientation. Call 336.734.7023 for orientation schedule. Visit <https://tiny.cc/FTInterpret> for more information.

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: 139331, \$80, Amaro
8/17-9/14, MW, 6-9 pm
West Campus, Room 25

Course Code: 139330, \$80, Knapp
8/18-9/13, 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: 139326, \$135, Alonso
9/21-10/28, MW, 6-9 pm
West Campus, Room 1

Course Code: 139325, \$135, Knapp
9/22-11/1, 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: 139352, \$190, Amaro
9/1-12/10, TTH, 6-9 pm
West Campus, Room 16

Course Code: 139347, \$190, Burrell
9/1-12/13, 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.

Prerequisites: 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: 139316
\$135, Ayivon/Owens
9/14-11/9, MW, 6-9 pm
West Campus, Room 122

Course Code: 139315, \$135, Burrell
9/15-11/8, ONLINE

Case Studies Translator Lab✓

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

Prerequisites: 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: 139492, \$135, Alonso
11/2-12/16, MW, 6-9 pm
West Campus, Room 11

Course Code: 139498, \$135, Knapp
11/3-12/20, ONLINE

Other

Effective Teacher Training for Substitute Teachers✓ Online!

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: 139437, \$80, Sellers
9/15-10/12, ONLINE

Course Code: 139451, \$80, Davis
11/3-12/2, ONLINE

Technical and Trade

Visit <https://tiny.cc/FTTrade> for more information about 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 prior to registration 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 prior to registration to ensure that you are eligible to obtain this license. Visit <https://tiny.cc/FTAUTO> for the list of upcoming courses.

Train for the Job



Electrical Lineworker ✓🔧

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 visit <https://tiny.cc/FTElectricalWorker>

Prerequisites: To be placed on the waitlist, students must take Intro to Electrical Lineworker. Call 336.734.7023 for the Intro to Electrical Lineworker schedule and registration information.

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

Electrical: Installation and 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: 139120, \$210, Long
8/17-12/16, MW, 6-9 pm
Goodwill

Course Code: 139466, \$210
8/17-12/14, MW, 6-9 pm
Stokes County Center, Room 106

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 program information visit <https://tiny.cc/FTFacMainTech>

Course Code: 139132, \$273
Eubanks/Long
9/14-12/11, MTWTFH, 8:30 am-12:30 pm
Goodwill

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: 139122, \$225, Hobson
8/18-12/8, TTH, 6-9 pm
Goodwill

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: 139124, \$260
8/24-11/17, MTWTH, 1-5 pm
Goodwill

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: 139127, \$230, Doub
8/25-12/17, TTH, 6-9 pm
Goodwill

Welding: Industrial ✓🔧

Learn the principles and practices of welding. Course content includes SMAW (stick), GMAW (MIG), and GTAW (TIG) welding processes, as well as 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: 139119, \$270, Campbell
8/17-12/10, MTWTH, 8:30 am-12:30 pm
Goodwill

Welding: ARC ✓🔧

Get instruction on welding in the Shield Metal Arc Welding (SMAW-Stick) process. Learn proper techniques and electrode selection for welding plate to meet AWS (vertical-up) welding code. You will weld 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.

Note: Safety glasses required.

Course code: 139627, \$230
8/12-12/9, MW, 6-9pm
Stokes County Center, Room 105

Welding: MIG ✓🔧

Learn the process for Metal Inert Gas/Metal Flux-Core Welding (MAW/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.

Course Code: 139121, \$230, Doub
8/17-12/16, MW, 6-9 pm
Goodwill

Course Code: 139626, \$230
8/18-12/15, TTH, 6-9 pm
Stokes County Center, Room 105

Questions?

Contact us at
ewdinfo@forsythtech.edu
or 336.734.7023

Advance Your Career

HR 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: 139314, \$204, Brown
11/10-11/19, TTH, 6-9 pm
Innovation Quarter, Room 2440

Employee Relations❖ Online!

Gain the knowledge to manage 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: 139328, \$105, Hill
11/23-11/25, ONLINE

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: 139301, \$254, Hill
10/26-11/9, MW, 6-9 pm
Innovation Quarter, Room 2446

End-to-End Talent Acquisition

Want to learn how to hire the brightest and best candidates? You can by learning about the latest talent acquisition cycles, technology and data metrics to help you compete when hiring the best workforce talent!

Course Code: 139402, \$154
10/14-10/20, TWTH, 6-9 pm
Innovation Quarter, Room 2440

Essentials of HR Management❖Hybrid!

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: 139294, \$554, Brown
9/14-10/12, M, 6-9 pm
Innovation Quarter, Room 2440

Recruitment Selection & Personnel Planning ❖ Online!

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: 139304, \$154, Brown
10/14-10/21, ONLINE

Workplace Policies and Procedures

Are you in charge of developing policies and procedures for your unique workplace situation? Then this course is for you. Learn about employment, leave, performance expectations and so much more!

Course Code: 139398, \$105
9/16-9/23, W, 6-8 pm
Innovation Quarter, Room 2440

SHRM Exam Preparation❖Hybrid!

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: 139292, \$1,050
9/15-12/15, TTH, 6-9 pm
Innovation Quarter, Room 2447

IT Training Program (ITTP)

Visit <https://tiny.cc/FTITTP> for more information and to sign up for our ITTP quarterly email newsletter.

Advanced Computer Skills

Excel 2016: Level 1 & 2❖

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: 138850, \$495
8/19-9/30, W, 6-9:30 pm
Innovation Quarter, Room 2444

Excel 2016: Level 3❖

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 VBA code.

Course Code: 138859, \$304
10/14-11/4, W, 6-9 pm
Innovation Quarter, Room 2444

PHP and MySQL❖

Learn the programming techniques required to design, code, test, debug, and create a dynamic website using the PHP scripting language and integrate a MySQL Database into a website

Course Code: 138861, \$240, Brown
9/3-10/15, TH, 6-8 pm
Innovation Quarter, Room 2444

SQL: Intro❖📖

Get started with the SQL language. 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: 138860, \$331, Brown
9/1-10/20, T, 6-8 pm
Innovation Quarter, Room 2444

Basic Computer Skills

Excel 2016: Intro✔ Online!

Get started on the basics of Excel by learning how to create and format worksheets, manipulate data, work with charts, and use Excel templates.

Note: For beginning computer users
Course Code: 139606, \$80, Flynt
10/2-11/20, F, 9 am-Noon, ONLINE

PC Basics & Beyond 1: Using Windows 10✔📖📱

Become a confident, self-sufficient PC user. Learn about basic computer operation and how to manage, store, and find computer files. Get an introduction to Microsoft Word, the Internet, and email. This course is for those with little to no computer experience.

Course Code: 138756, \$80, Flynt
8/19-10/7, W, 9 am-Noon
West Campus, Room 122

Advance Your Career



PC Basics & Beyond 2: Using Windows 10 ✓🖱️📁

Build on your knowledge from PC Basics & Beyond 1 with additional hands-on opportunities. Learn about Cloud storage, Excel, PowerPoint, and PC Security.

Course Code: 138757, \$80, Flynt
10/14-12/2, W, 9 am-Noon
West Campus, Room 122

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: 139322, \$180, Witte
8/18-12/17, TTH, 9 am-Noon
West Campus, Room 27

WorkKeys Curriculum (Formerly KeyTrain) ✓

WorkKeys® Curriculum (formerly 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.

Course Code: 139321, \$180, Steward
8/18-12/19, T, 6-9 pm and S, 9 am-1 pm
West Campus, Room 12 or 23



Bring a mask.

Notary

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

eNotary ✦

Prepare to perform the duties and responsibilities required to be a certified NC electronic notary.

Course Code: 139234, \$60, Gordon
9/4, F, 1-4 pm
West Campus, Room 18

Course Code: 139243, \$60, Gordon
11/6, F, 1-4 pm
Innovation Quarter, Room 2441

Notary Public Education ✦📖

Become a commissioned notary public!

Course Code: 139192, \$84, Gordon
8/18-8/20, TTH, 1-4:30 pm
Innovation Quarter, Room 2447

Course Code: 139193, \$84, Gordon
8/25-8/27, TTH, 6-9:30 pm
Transportation Center, Room 142

Course Code: 139195, \$84, Gordon
9/1-9/3, TTH, 1-4:30 pm
Northwest Forsyth Center, Room 217

Course Code: 139235, \$84, Gordon
9/8-9/10, TTH, 6-9:30 pm
West Campus, Room 20

Course Code: 139236, \$84, Gordon
9/22-9/24, TTH, 1-4:30 pm
Innovation Quarter, Room 2447

Course Code: 139237, \$84, Gordon
9/29-9/30, TW, 6-9:30 pm
Northwest Forsyth Center, Room 235

Course Code: 139238, \$84, Gordon
10/6-10/8, TTH, 1-4:30 pm
Transportation Center, Room 142

Course Code: 139239, \$84, Gordon
10/14-10/14, W, 9 am-5 pm
Innovation Quarter, Room 2447

Course Code: 139240, \$84, Gordon
10/20-10/22, TTH, 1-4:30 pm
Innovation Quarter, Room 2447

Course Code: 139241, \$84, Gordon
10/27-10/29, TTH, 6-9:30 pm
Transportation Center, Room 142

Course Code: 139242, \$84, Gordon
11/3-11/5, TTH, 1-4:30 pm
Innovation Quarter, Room 2447

Course Code: 139244, \$84, Gordon
11/10-11/12, TTH, 6-9:30 pm
West Campus, Room 20

Course Code: 139248, \$84, Gordon
11/17-11/19, TTH, 1-4:30 pm
Northwest Forsyth Center, Room 235

Course Code: 139249, \$84, Gordon
12/1-12/3, TTH, 6-9:30 pm
West Campus, Room 20

Course Code: 139250, \$84, Gordon
12/8-12/10, TTH, 1-4:30 pm
Innovation Quarter, Room 2447

Professional Skills

Continuing Education Courses for Teachers

Are you a K-12 teacher in need of CEUs? Check out our online course catalog at Ed2Go. Subjects include Technology in the Classroom, Learning Disabilities, Classroom Discipline, and more. Earn 2.4 CEUs upon successful completion for each course you take. Prices start at \$99. Register and pay online at <http://ed2go.com/forsyth>.

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: 138848, \$100, Richardson
10/6-11/3, T, 6-8 pm
Innovation Quarter, Room 2434



Enrich Your Life

Animal Care and Interest

Wildlife Rehabilitation❖

Want to learn the proper ways to care for wildlife? Receive instruction on the dangers encountered with wildlife. Gain an understanding of the nature of various native wildlife species. Learn proper handling techniques, intake procedures, basic lifesaving techniques, and proper feeding.

Course Code: 139270, \$80, Griffenhagen
9/1-11/17, T, 6-9 pm
Strickland Center, Room 4446

Arts, Crafts, and Hobbies

Calligraphy❖

Write in style by learning the art of beautiful handwriting.

Course Code: 139373, \$70, Paige
9/14-11/9, M, 6:30-8:30 pm
South Fork Recreation Center

Crocheting❖

Create treasured gifts for your family and friends by learning basic crochet stitches with a simple project.

Course Code: 139367, \$70, Jester
8/19-10/7, W, 1-4 pm
South Fork Recreation Center

Course Code: 139501, \$60, Jester
10/21-12/9, 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. This class is informative, stress-free, and suitable for beginning to advanced artists.

Course Code: 139340, \$70, Stewart
8/20-10/8, TH, 9 am-Noon
Miller Park Recreation Center

Course Code: 139354, \$70
10/15-12/10, 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: 139497, \$60, Conaway
9/1-9/22, 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 figure appear three-dimensional. Understand what makes a good composition and how to edit your reference photos to get it.

Course Code: 139376, \$60, Conaway
10/6-11/3, 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: 139387, \$70, Conaway
11/10-12/15, 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: 139510, \$115, Gordon
10/27-12/1, 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 class is for first time genealogists as well as those who are well on their way to discovering their past.

Course Code: 139504, \$70, McRae
10/1-11/5, TH, 6-8 pm
West Campus, Room 27

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: 139372, \$70, Conaway
8/20-10/8, TH, 9:30 am-12:30 pm
West Campus, Room 15

Course Code: 139418, \$70, Conaway
10/22-12/17, TH, 9:30 am-12:30 pm
West Campus, Room 15

Painting: Oil❖

Explore the basics of oil painting in a fun and easy way that anyone can follow. 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. This class is informative, stress-free, and suitable for beginning to advanced artists.

Course Code: 139505, \$84, Stewart
9/2-10/7, W, 9 am-Noon
West Campus, Room 15

Course Code: 139519, \$84, Stewart
10/21-12/9, 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: 139344, \$70, Conaway
8/21-10/9, F, 9:30 am-12:30 pm
West Campus, Room 15

Course Code: 139368, \$70
10/23-12/18, F, 9:30 am-12:30 pm
West Campus, Room 15

Silversmithing❖

Design and create your own silver jewelry by learning to bend, drill, saw, solder, polish metal, and set a stone. All skill levels are welcome.

Course Code: 139521, \$100, Rubin
8/26-10/14, W, 6-9 pm
West Campus, Room 34

Course Code: 139349, \$85, Rubin
10/21-12/9, W, 6-9 pm
West Campus, Room 34

Enrich Your Life



Stained Glass-All Levels❖

Explore stained glass methods. Learn the fabrication processes of cutting glass, foiling, leading, and soldering. All skill levels are welcome.

Course Code: 139508, \$90

Pettinati-Longinotti

9/10-10/29, TH, 6-9 pm

West Campus, Room 34

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 can work on a project of your choice. All skill levels are welcome.

Note: Bring all supplies to the first class.

Course Code: 139444, \$90, Danner

9/8-11/3, T, 6-9 pm

Strickland Center, Room 1297

Food and Drink

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.

Prerequisites: 21 years of age or older

Course Code: 139525, \$90, Bruton

8/22-10/17, S, 9:30 am-12:30 pm

West Campus, Room 15

Language, Travel, and Culture

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: 139355, \$90

8/25-10/20, T, 6:30-8:30 pm

Strickland Center, Room 4457

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.

Prerequisites: French: Intro

Course Code: 139342, \$90, Pardo

10/27-12/15, T, 6:30-8:30 pm

Strickland Center, Room 4457

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: 139515, \$90, Ancona

8/24-10/19, M, 6:30-8:30 pm

Strickland Center, Room 4457

Course Code: 139343, \$90, Ancona

10/26-12/14, M, 6:30-8:30 pm

Strickland Center, Room 4457

Sign Language: Beginning❖

Want 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: 139286, \$75, Blevins

9/15-11/10, T, 6-8 pm

Strickland Center, Room 4451

Spanish 1✓❖

Hola! Learn Spanish language and culture from instructors who have lived in Latin American countries for years. Learn pronunciation, vocabulary and reading skills, and basic grammar. Get an insider's view on culture, current events, and trends.

Course Code: 139350, \$80, Morris

8/18-10/6, M, 6-9 pm

Strickland Center, Room 4451

Course Code: 139511, \$80

Arizmendi Penaloza

10/22-12/17, TH, 6-9 pm

Strickland Center, Room 4446

Spanish 2✓❖

Continue your Spanish language acquisition with more vocabulary, grammar, and reading skills while learning about the culture and current trends in Latin American countries. Become comfortable with basic conversation. This class is muy divertida!

Prerequisites: Spanish 1

Course Code: 139522, \$80, Morris

10/19-12/7, M, 6-9 pm

Strickland Center, Room 4446

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 and trusts, gifting and other topics. It is never too late to plan for your financial security.

Course Code: 139503, \$60, Wittenberg

10/5-10/26, M, 6:30-9 pm

Strickland Center, Room 4450

Financial Strategies for Successful Retirement❖

Develop a budget and manage your money in pre-retirement. Learn how to replace your income during your retirement years. This course will focus on retirement plans and IRAs. Topics such as risk management, inflation protection and different investment vehicles to increase your purchasing power will also be discussed.

Course Code: 139374, \$80, Wittenberg

9/15-10/6, T, 6:30-9 pm

Strickland Center, Room 4450

Course Code: 139389, \$80, Wittenberg

10/20-11/10, T, 6:30-9 pm

Strickland Center, Room 4450

Investments: Stock Market❖

Receive \$10,000 of imaginary Fun Bucks to buy and sell in the non-competitive, virtual reality Stock Market Game! Learn about stock splits, dividends, P/E ratios, trading volume, portfolio-building issues, and more in this non-lecture format class.

Prerequisites: Prior computer experience

Course Code: 139366, \$60

11/17-12/8, T, 6:30-9 pm

Strickland Center, Room 4455



Enrich Your Life

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: 139379, \$50
11/2-11/9, M, 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 the lifetime of your Social Security benefits.

Course Code: 139377, \$50, Wittenberg
11/16-11/23, M, 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.

Prerequisites: Prior computer experience

Course Code: 139371, \$40, Smith
8/15, S, 9 am-Noon
West Campus, Room 122

Course Code: 139430, \$40, Smith
8/22, S, 9 am-Noon
West Campus, Room 122

Course Code: 139506, \$40, Smith
11/7, S, 9 am-Noon
West Campus, Room 122

Course Code: 139520, \$40, Smith
11/14, S, 9 am-Noon
West Campus, Room 122

Photography: Intro 2 ❖

Expand your photography skills by learning how to start a digital picture/file archive folder system, how to 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, including how to size, crop, and color adjust digital images.

Prerequisites: Photography: Intro 1
Course Code: 139348, \$40, Smith
8/29, S, 9 am-Noon
West Campus, Room 122

Course Code: 139378, \$40
11/21, S, 9 am-Noon
West Campus, Room 122

Photography: DSLR 1 ❖❖

Want to get more out of your DSLR 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!

Prerequisites: Photography: Intro 1 & 2
Course Code: 139375, \$100, Smith
9/21-11/9, M, 6-9 pm
Transportation Center, Room 146

Photography: DSLR 2 ❖❖

Enjoy photo shooting and digital manipulation! Class meets at the Transportation Center on Wednesdays and photoshoots meet at various local locations on Saturdays. The first Saturday class meeting will take place at West Campus.

Note: Some shooting assignments involve strenuous walking or hiking.

Prerequisites: Photography: DSLR 1
Course Code: 139502, \$100, Smith
9/12-10/7, W 6-9 pm, S 9am-Noon
1st Sat, West Campus, Room 122
Wed, Transportation Center, Room 146
Sat, 9 am-Noon, TBA Photoshoots

Safe Driving

All of these courses meet at West Campus. For the full list of classes visit <http://tiny.cc/EWDSchedule>. 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.
Cost: \$74

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.
Cost: \$74

Defensive Driving: 8-Hour ❖

This 8-hour, classroom-only program is for drivers with serious traffic violations or more than one pending traffic violation.
Cost: \$99

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 additional information and requirements for enrollment:

<https://tiny.cc/FTSafeDriving>

Note: Course is physically demanding; ride exercises are conducted in extreme heat, cold, and rain.

Prerequisites: Valid driver's license; 18 years of age or older; must be able to balance and ride a bicycle.
Cost: \$180

Stokes County



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: 139531, \$60
11/10-11/24, TTH, 5:30-7:30 pm

Homeowner's Guide: Electrical❖

Understand how electricity works in your home! Learn how to install an overhead light and how to change an overhead light with a ceiling fan. Other topics include testing equipment, how a receptacle and switch are properly wired, common materials used, the importance of safety, and common mistakes.

Course Code: 139528, \$55
10/20-10/29, TTH, 5:30-7:30 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: 139517, \$55
11/3-11/12, TTH, 5:30-7:30 pm

Making Epoxy Countertops❖

Want to update your kitchen countertop or a piece of furniture without spending a lot of money? Epoxy can create a beautiful, durable surface in a variety of colors. Learn how to create a granite look at a fraction of the cost!

Course Code: 139524, \$45
9/24, TH, 5:30-7:30 pm

Plumbing Skills Workshop❖

No plumbing experience? No worries! Get hands-on practice with toilet repair and replacement, sink and disposal installation, waste and water pipes, and many other plumbing repairs.

Course Code: 139434, \$80
9/14-10/12, MW, 6-8 pm

Tile 101: Backsplash❖

Need to spice up your kitchen with a new look? Learn about the different types and styles of tile, and the basic skills of how to lay out, cut, and install your new backsplash.

Course Code: 139527, \$70
12/3-12/10, TTH, 5:30-7:30 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: 139475, \$50
10/14-10/28, W, 5:30-7:30 pm

Ed2Go Professional Development

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Computer Programming • Creating Web Pages • Microsoft Word 2019 • Intro to QuickBooks
Microsoft PowerPoint • Digital Photography

For more information visit <https://www.ed2go.com/forsyth>



Course Locations

Forsyth Tech@Innovation Quarter

525 Vine Street, Suite 240
Winston-Salem
Phone: 336.757.3802

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
Hauser 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
- SSN or Forsyth Tech ID
- Phone Number
- Payment
- Any other documentation required 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, check, money order, Visa/MasterCard
- **Stokes County Center**
Cash, check, money order, Visa/MasterCard
- **Transportation Technology Center**
Cash, check, money order, 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. Fee exemptions, if offered, are noted in the course listings.

Refund Information

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

If your 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 your 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.

To withdraw from a course, 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 receive your request or from the date of class cancellation notification for your refund check to arrive.

Note: *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 336.757.3090 to schedule a referral appointment.

Additional Fees

Tuition and fees are subject to change.

Parking Decals

Beginning spring 2020, students will no longer pay a separate fee for parking decals. Parking decals are now included with the Campus Access and Security (CAPS) fee that is included in the price of most EWD courses. If not included, the \$5 CAPS fee should be paid at the cashier window. Students who park vehicles on any Forsyth Tech campus are required to obtain a parking decal from the Cashier's Office and display it on their vehicle. Additional parking decals can be purchased for \$25.

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 with registration. Call 336.723.7023 for ID making hours.

Textbooks

There are two options for purchasing textbooks:

- Email ewdinfo@forsythtech.edu for instructions.
- 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 the schedule at <https://tiny.cc/EWDSchedule> or call 336.734.7023 to confirm course information.

ECONOMIC & WORKFORCE DEVELOPMENT **2020** **AUG - DEC 2020**
COURSE CATALOG

**ONLINE
REGISTRATION
COMING SOON!**



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