

# Economic & Workforce Development Course Catalog

*Forsyth & Stokes Counties*

**ForsythTech**

*Community College*

*JANUARY - MAY 2020*

**“My experience has been  
nothing short of incredible.”**

**- Colin Tompkins**

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



# Welcome to Your New Beginning

## Manufacturing Turned Out to Be A Perfect Fit

*Colin Tompkins*

Having been out of high school for five years, Colin Tompkins struggled to get a meaningful, full-time job and to finish his degree. He described the hiring catch-22 of either having a degree but no experience or having experience but no degree.



Colin decided to enter the Production Technician Program (PTP) developed by the Business and Industry department of Forsyth Tech's Economic and Workforce Development division. After completing PTP, he was hired into Forsyth Tech's Learn and Earn Apprenticeship Program (LEAP@ForsythTech) by Siemens Energy, Inc.

"The great thing about the PTP program is that not only is it a perfect transition into the LEAP program, it's also an amazing stand-alone program," said Colin. "Whether you go into LEAP@ForsythTech or straight into the workforce, you will be a step ahead of other people applying for the same job."

PTP teaches the principles of Lean Six Sigma's philosophy of manufacturing, OSHA safety, CPR and first aid, and blueprint reading. Students also receive hands-on experience through Forsyth Tech's Lean Production Simulator. It is one of only two in the entire state. After only a few weeks into his apprenticeship, Colin said he has already used every one of those skills.

He attends school in the mornings and goes to work in the afternoon. At the end of this program, he will have earned an Associate in Applied Science in Computer Integrated Machining, real work experience, and a Journeyworker's card.

Growing up, Colin never thought he would choose manufacturing as a career, but it's turned out to be the perfect fit for him.

He shared, "My experience with PTP and LEAP@ForsythTech has been nothing short of incredible. I've learned valuable skills that have impacted my work, school, and life in general. LEAP is literally the best opportunity I have ever had in my life."

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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.

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## Need help getting started?



Call or visit West Campus Educational Career Center  
336.734.7748  
1300 Bolton Street, Winston-Salem, NC 27103

# SCHOLARSHIPS



Thanks to the generosity of our sponsors,



## You may qualify to receive funding in the following areas:

- Autism Paraprofessional
- Administrative Assistant Training
- Basic Construction
- Certified Electronics Health Records Specialist (CEHRS)
- Culinary Arts Certificate
- Customer Relations Management in a Call Center
- Electrical: Installation/Troubleshooting
- Electrical Lineman
- Emergency Medical Technician (EMT)
- Facility Maintenance Technician
- HVAC Service Tech (Levels 1 & 2)
- Medical Office 1 - (Terminology and Coding)
- Medical Office 2 - (Billing/Electronic Medical Records)
- Medical Unit Secretary
- Office 2016 for Administrative Professionals
- Natural Hair Care
- Nurse Aide 1 (CNA 1)
- Nurse Aide 2 (CNA 2)
- Pharmacy Assistant
- Intro to Medical Terminology for Pharmacy Tech A.A.
- Phlebotomy
- Telemetry Cardiovascular Technician (EKG)
- Veterinary Assistant
- Welding (ARC, MIG, Industrial, TIG)

Contact EWD Educational Career Center for more info 336-734-7748



# Train for the Job

## Administrative Support

### Administrative Assistant Training ✓ 📁 🖨️ 🖱️

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: 133675, \$190, Gerald  
1/27-5/4, MTH, 6-9pm  
Strickland Center 4457

### Intro to Clerical Assistant ✓

Increase your knowledge 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: 133996, \$125, Gwyn  
2/11-3/26, TTH, 1-4pm  
Goodwill 302

### 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: 133686, \$80, Vance  
3/2-3/25, MW, 6-9pm  
West Campus 1

## Food Service

### Culinary Arts Training ✓ 📁 🖱️

Gain basic culinary skills and kitchen safety knowledge, mass food production, and cook-chill technology through hands-on instruction. Receive ServSafe certification, job preparedness and retention training. This course is offered in collaboration with the Second Harvest Food Bank and Goodwill. Includes a one week internship and job placement assistance.

**Note:** Must be 18 or older. Visit <https://tiny.cc/FTCulinaryArts> for more information and list of classes.

## 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](mailto:mcalhoun@forsythtech.edu) before registering.

Course Code: 133356, \$155, Fowler  
2/28-2/29, F 8am-3pm, S 8am-5pm

Course Code: 133372, \$155, Fowler  
5/8-5/9, F 8am-3pm, S 8am-5pm

### ACLS Renewal ❖ 📁

Includes BLS renewal. Contact Marilyn Calhoun at [mcalhoun@forsythtech.edu](mailto:mcalhoun@forsythtech.edu) before registering.

**Prerequisite:** AHA ACLS Provider card  
Course Code: 133357, \$125, Fowler  
2/29, S, 8am-5pm

Course Code: 133369, \$125, Fowler  
3/21, S, 8am-5pm

Course Code: 133373, \$125, Fowler  
5/9, S, 8am-5pm

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

For healthcare providers and medical/nursing students.

Course Code: 133304, \$53  
1/11, S, 8am-12:30pm

Course Code: 133305, \$53  
1/25, S, 8am-12:30pm

For full list of BLS classes, visit <https://tiny.cc/FTCPR>

### BLS Renewal ❖ 📁

**Prerequisite:** AHA BLS Provider card  
Course Code: 133343, \$43  
1/11, S, 1-4pm

Course Code: 133344, \$43  
1/25, S, 1-4pm

For full list of BLS renewal classes, visit <https://tiny.cc/FTCPR>



**LEARN TO SAVE LIVES**

E-Cards available upon successful completion.

American Heart Association  **AUTHORIZED TRAINING CENTER**  
*Learn and Live*

### BLS CPR Skills Testing ❖ NEW!

This class is required after students complete the AHA HeartCode BLS online module. Students must present their AHA HeartCode certification of completion in class to attend skills testing and receive their AHA BLS certification.

**Prerequisite:** AHA HeartCode certification of completion  
Course Code: 133419, \$28  
1/28, T, 7:45-9:15pm

Course Code: 133420, \$28  
2/27, TH, 7:45-9:15pm

Course Code: 133421, \$28  
3/25, W, 7:45-9:15pm

Course Code: 133422, \$28  
4/21, T, 7:45-9:15pm

### Family & Friends CPR ❖ NEW!

Want to learn CPR, but don't need a CPR certification for educational or employment requirements? This is the class for you! Learn lifesaving skills for adults, children, and infants using AHA guidelines. Instruction includes hands-only (no breaths) CPR, AED training, as well as mild and severe airway blockage. **Note:** This is not a certification course.

Course Code: 133414, \$25  
1/28, T, 5:30-7:30pm

Course Code: 133415, \$25  
2/27, TH, 5:30-7:30pm

Course Code: 133416, \$25  
3/25, W, 5:30-7:30pm

Course Code: 133417, \$25  
4/21, T, 1-3pm

# Train for the Job



## Heartsaver CPR & First Aid

Calling all babysitters, lifeguards, and people who manage emergencies in the minutes before EMS arrives – this is the certification class for you.

### CPR & First Aid

Course Code: 133378, \$77  
1/23, TH, 8am-4:30pm

Course Code: 133401, \$77  
3/30, M, 8am-4:30pm

Course Code: 133402, \$77  
4/25, S, 8am-4:30pm

### CPR Only

Course Code: 133390, \$63  
2/12, W, 5:30-9:30pm

Course Code: 133404, \$63  
5/21, TH, 5:30-9:30pm

### First Aid Only

Course Code: 133397, \$63  
2/19, W, 5:30-9:30pm

## 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: 133407  
1/23, TH, 8am-4:30 pm

Course Code: 133410  
3/30, M, 8am-4:30pm

Course Code: 133411  
4/25, S, 8am-4:30pm

### CPR Only

Course Code: 133408  
2/12, W, 5:30-9:30pm

Course Code: 133412  
5/21, TH, 5:30-9:30pm

### First Aid Only

Course Code: 133409  
2/19, W, 5:30-9:30pm

## Pediatric Advanced Life Support(PALS): Initial Certification

For advanced pediatric healthcare providers. Includes BLS renewal. Contact Marilyn Calhoun at mcalhoun@forsythtech.edu before registering.

Course Code: 133374, \$155, Fowler  
4/24-4/25, F 8am-3pm, S 8am-5pm

**For full schedule of AHA CPR classes, visit <https://tiny.cc/EWDSchedule> click on EWD courses**

## Clinical Programs

### Activity Director

Receive basic training to become an activity director in long-term care, assisted living facilities or adult care homes. This course follows the state-approved course outline. 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 information and the full list of classes visit <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.

**Prerequisite:** 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. **Note:** We also offer an NAI refresher course.

**Prerequisite:** 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.

**Note:** We also offer an NAI refresher course.

**Prerequisite:** You must complete the enrollment process at <https://tiny.cc/FTCNA2> in order to be eligible to register for this course.

## Medication Aid

Gain the skills needed to become a medication aid. 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.

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



# Train for the Job

## 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.

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



### Interested in becoming an EMT?

Scholarships are available through the SECU Bridge to Career Cohort program. Call 336.734.7748 for more information!

## 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:** Visit <https://tiny.cc/FTEMT> for additional information, enrollment requirements, and list of classes.

## 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.

Course Code: 133263, \$190, Cole  
2/3-4/20, MWTH, 6-9:30pm  
West Campus 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: 133260, \$190, Hill  
1/21-4/16, TTH, 6-9pm  
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: 133261, \$135, Denerson  
1/22-3/11, MW, 6-9pm  
West Campus 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: 133264, \$208, Elswick  
2/3-5/5, MTWTH, 7-10pm  
Bob Greene Hall 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: 133262, \$135, Vance  
1/28-3/19, TTH, 6-9pm  
Goodwill 306

Course Code: 133265, \$135, Vance  
3/16-5/6, MW, 9am-Noon  
Goodwill 306

## Medical Coding Program 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: 133271, \$190, Fithian  
1/28-4/17, ONLINE

### Medical Coding: CPT ✓📖📱

Learn the proper way to review medical charts and physician documentation to assign appropriate CPT procedural codes.

**Prerequisite:** Medical Terminology  
Course Code: 133270, \$190, Staples  
2/11-5/3, 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.

**Prerequisite:** Medical Terminology  
Course Code: 133269, \$190, Staples  
2/11-5/3, ONLINE

### AAPC Exam Review ✓

Prepare for the National CPC® certification exam administered by the American Academy of Professional Coders ([www.aapc.com](http://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: 133359, \$135, Fithian  
3/10-5/10, ONLINE

## Interpreting in Health and Human Services

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: 133864, \$80, Alonso  
1/13-2/10, MW, 6-9pm  
West Campus 3

Course Code: 133867, \$80, Knapp  
1/14-2/9, ONLINE

# Train for the Job



## 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: 133870, \$135, Alonso  
2/17-3/25, MW, 6-9pm  
West Campus 3

Course Code: 133875, \$135, Knapp  
2/18-3/29, 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: 134033, \$190, Amaro  
1/28-4/30, TTH, 6-9pm  
West Campus 23

Course Code: 134042, \$190, Burrell  
1/28-5/3, 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: 133615, \$135, Ayivon  
1/22-3/18, MW, 6-9pm  
West Campus 1

Course Code: 133614, \$135, Burrell  
1/21-3/15, 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: 133616, \$135, Alonso  
3/30-5/4, MW, 6-9pm  
West Campus 1

Course Code: 133617, \$135, Knapp  
3/31-5/10, 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.

## 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> prior to registration to ensure you are eligible to obtain this license.

Course Code: 133787, \$115, Mauk  
2/6-2/7, THF, 8am-3pm  
West Campus 18

## 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: 133768, \$75, Mauk  
1/27-1/27, M, 8am-3pm  
West Campus 1

## 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.  
Course Code: 133742, \$210, Long  
2/10-6/17, MW, 6-9pm  
Goodwill 108



Beginning in spring 2020, parking decals are now combined 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.

All 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.



## Stained Glass

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

Course Code: 133760, \$90  
Pettinati-Longinotti  
3/5-4/23, TH, 6-9pm  
West Campus 34

Tony Colburn, received 1st place and Judges Choice in Crafts at the Dixie Classic Fair

# Begin your new career in Medical and Human Services

*Launch your career in the Medical field with one of these courses!*

Medical Office I: Terminology & Coding

Medical Office II: Billing

Certified Electronic Health Record Specialist  
(National Certification)

Medical Unit Secretary

Pharmacy Assistant

**Call 336.734.7023  
for more information!**





# Train for the Job



## 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, visit <https://tiny.cc/FTElectricalLineman>

**Prerequisite:** To be placed on the waitlist, students must take Intro to Electrical Lineman. Call 336.734.7023 for the Intro to Electrical Linemen schedule and registration information.

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

Course Code: 133628, \$233  
2/3-5/1, MTWTHF, 8:30am-12:30pm  
Goodwill 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 prepare you 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: 133626, \$260  
1/27-4/16, MTWTH, 1-5pm  
Goodwill 108

## HVAC Service Technician: Level 2 ✓🔧

Continue your HVAC service training with information about mechanical cooling, electronic and mechanical controls and refrigeration troubleshooting. This training will prepare you 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.

**Prerequisite:** HVAC Service Technician Level 1  
Course Code: 133623, \$260, Hobson  
1/21-5/7, TTH, 6-9pm  
Goodwill 108

## 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.

Course Code: 133738, \$230, Doub  
1/14-5/7, TTH, 6-9pm  
Goodwill 11

## 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: 135752, \$270  
Campbell  
1/24-5/14, MTWTH, 8:30am-12:30pm  
Goodwill 11

## Welding: TIG ✓🔧

Get hands-on training by welding on mild steel and aluminum in flat, horizontal, and vertical positions. Learn how to operate electric power source welding machines with hand-held wire electrodes and learn about power sources, types of wire electrodes, and shielding gases. Safety in the use of tools and equipment is emphasized throughout the course.

**Prerequisite:** ARC or MIG class within the last 3 years

Course Code: 133737, \$230, Gordon  
1/13-5/6, MW, 6-9pm  
Goodwill 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: 133716, \$80, Sellers  
2/4-3/2, ONLINE

Course Code: 133721, \$80, Davis  
4/7-5/4, ONLINE

### Veterinary Assistant Training: Advanced ✓🔧

Expand your basic veterinary assistant knowledge with discussions on canine and feline behavior, chronic and acute diseases, prescription diets, evaluating laboratory tests, pharmacology, and dentistry. Discuss restraint, handling, basic husbandry and diseases of small mammals, reptiles and birds along with equine medicine topics. This course offers non-paid, supervised internship programs with the Humane Society of the Piedmont and the Forsyth Humane Society.

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

Course Code: 133766, \$135, Stephens  
1/8-4/29, W, 6:30-9pm  
Goodwill



# Advance Your Career

## Data Analytics

### Data Analytics: Fundamentals ❖

Data analysis is widely used to enhance business operations. Learn how to follow and detect trends to make optimal decisions, using tools for analysis and visualization. Manipulate and present data in a variety of ways. This course is a combination of demonstration and hands-on work to enhance the learning experience.

**Prerequisite:** Experience with Excel 2007 or later

Course Code: 133207, \$190, Bryant  
1/13-2/10, M, 6-9pm  
West Campus 21

### Data Analysis with Excel 2016 Dashboards ❖

Track key data points and monitor performance measures at a glance with Excel Dashboards. Learn how to plan, design, and gather data; determine and create formulas; apply data validation with forms and controls; use lookup functions; use conditional formatting; and create charts and graphs.

**Prerequisite:** Solid understanding of Excel

Course Code: 133030, \$234  
2/3-2/24, M, 6-9pm  
Innovation Quarter 2444

### Data Analysis with Excel 2016 Pivot Tables ❖

Gain the strategies and skills needed to create an interactive visual interface in Excel that will provide views into data from various sources within your workbook. Learn how to create data models, summarize and organize data, filter and format data, refresh and change layouts, perform calculations, filter data, and present data with Pivot Charts.

**Prerequisite:** Solid understanding of Excel

Course Code: 133386, \$504  
3/9-3/11, M 8:30am-5:30pm  
W 8:30am-12:30pm  
Innovation Quarter 2444

## Human Resources Management

Visit <https://tiny.cc/FTHRManagement> for more information about our Human Resources Education programs.

### 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: 133969, \$204, Brown  
4/2-4/14, TTH, 6-9pm  
Innovation Quarter 2440

### Employee Relations ❖

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: 133991, \$105  
4/21-4/23, TTH, 6-9pm  
Innovation Quarter 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: 133912, \$254, Hill  
3/16-3/30, MW, 6-9pm  
Innovation Quarter 2434

### 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: 133905, \$554, Brown  
2/3-3/2, M, 6-9pm  
Innovation Quarter 2447

## Recruitment, Selection & Personnel Planning ❖

Talent acquisition is one of the most important contributions that human resources professionals make to their organizations. Become an effective hiring manager by learning about recruitment, selection, interviewing, human resource planning, as well as how to transition a new hire candidate to a team member.

Course Code: 133907, \$154, Brown  
3/4-3/11, MW, 6-9pm  
Innovation Quarter 2434

### Strategic Management ❖ NEW!

Learn the meaning of strategic management as it relates to human resources. Determine your organization's strengths, weaknesses, opportunities, and threats.

Course Code: 133998, \$154  
4/28-5/5, TTH, 9am-Noon  
Innovation Quarter 2447

### 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: 133904, \$1050, Crews  
1/21-4/21, TTH, 6-9pm  
Innovation Quarter 2446

### SHRM Specialty Credential: People Analytics ❖ NEW!

People analytics is the wave of the future. Learn the metrics behind both quantitative and qualitative people analytics. Investigate relevant, real-world business issues and effectively communicate data-supported findings.

Course Code: 135547, \$1200  
4/14-4/28, TTH, 6-9pm  
Innovation Quarter 2447

### SHRM Specialty Credential: Talent Acquisition ❖ NEW!

Are you ready to win the war on talent? Discover the benefits of workforce planning. Explore recruiting and sourcing strategies for developing a diverse and inclusive talent pipeline. Reflect on case studies and newly acquired expertise to apply what you learn to your organization.

Course Code 134594, \$1200  
3/6-4/3, F, 9am-12pm  
Innovation Quarter 2440



## IT Training Program (ITTP)

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

## Basic Computer Skills

### 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: 133072, \$80, Flynt  
2/5-3/25, W, 9am-Noon  
West Campus 122

### 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: 133075, \$80, Flynt  
4/8-5/13, W, 9am-Noon  
West Campus 122

### Excel 2016: Intro ✓📁

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

**Note:** For beginning computer users  
Course Code: 133242, \$80, Woosley  
4/7-5/26, T, 6-9pm  
Goodwill

### Excel 2016: Intermediate ✓📁 **NEW!**

Expand your Excel knowledge by learning how to sort, filter, and validate data; use pivot tables; and create advanced charts to give a quick analysis of data.

Course Code: 133243, \$80  
6/9-7/28, T, 6-9pm, Woosley  
Goodwill

## Advanced Computer Skills

### Excel 2016: Level 1 & 2 ✨🖱️

Get a solid working knowledge and understanding of Excel. Learn how to set up a worksheet, use conditional formatting, sort and filter tables, create formulas, summarize and analyze data, use pivot tables, create visual displays, and more.

Course Code: 133376, \$495  
1/13-1/27, M, 8:30am-5:30pm  
Innovation Quarter 2444

### Excel 2016: Level 3 ✨🖱️

Become an Excel Power User. Learn advanced features and functionality 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: 133377, \$304  
2/3-2/5, M 8:30am-5:30pm  
W 8:30am-12:30pm  
Innovation Quarter 2444

### PHP and MySQL ✨ **NEW!**

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: 133541, \$240, Brown  
2/4-2/20, TTH, 6-8pm  
Innovation Quarter 2444

### Python: Intro ✨

Get an introduction to Python programming through hands-on instruction. Learn how to store, access and manipulate data; understand the difference between lists, tuples, and dictionaries for storing objects; read/write files and access operating system commands; and create simple GUI applications using Tkinter.

**Note:** All materials provided  
**Prerequisite:** Basic understanding of mathematics.

Course Code: 133385, \$254, Zhang  
3/3-4/28, T, 6-9pm  
Innovation Quarter 2441

### SharePoint Essentials ✨

Let collaboration begin! Any type of file can be centrally stored, accessed, edited, and maintained by your team on a SharePoint website. You just need knowledge of three simple things to get started: Web browsing, Microsoft Windows, and Microsoft Office.

Course Code: 133423, \$454  
4/14-4/21, T, 8:30am-6:30pm  
Innovation Quarter 2444

## Amazon Web Services

### Architecting in AWS ✨ **NEW!**

Optimize the Amazon Web Services (AWS) Cloud by understanding AWS services and how they fit into cloud-based solutions. Explore best practices and design patterns to help you architect optimal IT solutions on AWS. Build and explore a variety of infrastructures through guided, hands-on activities.

Course Code: 133900, \$2205  
3/3-3/5, TWTH, 9am-5pm  
Innovation Quarter 2441

### Developing in AWS ✨ **NEW!**

Develop secure and scalable cloud applications using the AWS SDK. Explore how to interact with AWS using code and discover key concepts, best practices, and troubleshooting tips.

Course Code: 133901, \$2205  
3/10-3/12, TWTH, 9am-5pm  
Innovation Quarter 2441

### Systems Operations in AWS ✨ **NEW!**

Are you a system admin or do you work in a Development Operations role? Learn how to deploy networks and systems on the AWS platform. Topics include AWS features, tools, and best practices for configuration and deployment.

**Prerequisite:** Background in software development or systems administration. Proficiency in maintaining operating systems at the command line, such as shell scripting in Linux or cmd/PowerShell in Windows. Basic knowledge of networking protocols (TCP/IP, HTTP).

Course Code: 133902, \$2205  
3/24-3/26, TWTH, 9am-5pm  
Innovation Quarter 2441



# Advance Your Career

## Land the Job

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

### Employability Lab✓

Need to write 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: 133982, \$180, Witte  
1/7-5/14, TTH, 9am-Noon  
West Campus 27

### WorkKeys Curriculum✓

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 336.734.7748 for more information.

## Notary

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

### eNotary❖

Course Code: 133281, \$60, Young  
1/10-1/10, F, 9am-Noon  
Transportation Center 146

### Notary Public Education❖

Course Code: 133280, \$84, Gordon  
1/7-1/9, TTH, 6-9:30pm  
Innovation Quarter 2447

Course Code: 133282, \$84, Young  
1/14-1/16, TTH, 1-4:30pm  
Northwest Forsyth Center 217

Course Code: 133283, \$84, Gordon  
1/21-1/23, TTH, 1-4:30pm  
Innovation Quarter 2447

Course Code: 133284, \$84, Young  
1/28-1/30, TTH, 6-9:30pm  
Northwest Forsyth Center 217

## 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>

### Crucial Conversations❖ NEW!

Create alignment and agreement by fostering open dialogue around high-stakes, emotional, or risky topics at all levels of your organization. By learning how to speak persuasively, not abrasively, you'll begin building acceptance rather than resistance in order to resolve disagreements. Encourage teamwork, make the highest-quality decisions, and act on your decisions with unity and commitment.

Course Code: 133418, \$704  
2/4-2/5, TW, 8:30am-5:30pm  
Innovation Quarter 2447

### Entrepreneurial Mindset: Lessons from the Icehouse Program❖ NEW!

Learn about the entrepreneurial person by identifying specific attributes, behaviors, and skills that enable entrepreneurs to succeed. Examine eight fundamental concepts of an entrepreneurial mindset that will empower you to succeed.

Course Code: 133384, \$230  
3/2-4/20, M, 6-8pm  
Innovation Quarter 2440

### Intro to Customer Service and Sales Conversations✓ NEW!

Become an effective customer service and sales communicator. Learn how to listen actively, engage people with open-ended questions, and use positive language. Discover how to handle different types of customers with positive outcomes.

Course Code: 133471, \$135  
2/3-3/23, MW, 8:30am-12:30pm  
Innovation Quarter 2440

### Lean Six Sigma Yellow Belt❖ NEW!

Advance your status at work by becoming a Lean Six Sigma Yellow Belt. Learn about 5S and Value Stream Mapping.

Course Code: 133553, \$304  
4/20-4/21, MT, 8:30am-5:30pm  
Grady Swisher Center 203

### Non-Profit Boot Camp: Best Practices to Positive Impacts❖ NEW!

Prepare to organize and form a non-profit organization using practical experience and best practices. Learn how to develop effective strategies to fund your organization, identify grant prospects, and write a quality grant proposal. Our five-part boot camp is great for beginners as well as established non-profits and their teams.

Course Code: 133536, \$324  
1/21-2/18, T, 6-8pm  
Innovation Quarter 2447

### Project Management Essentials❖

Focus on the practical steps to project management. Discover best practices and create positive outcomes. Learn how to leverage the hard skills of project management and the vital soft skills.

**Note:** Bring a project to use throughout the course.

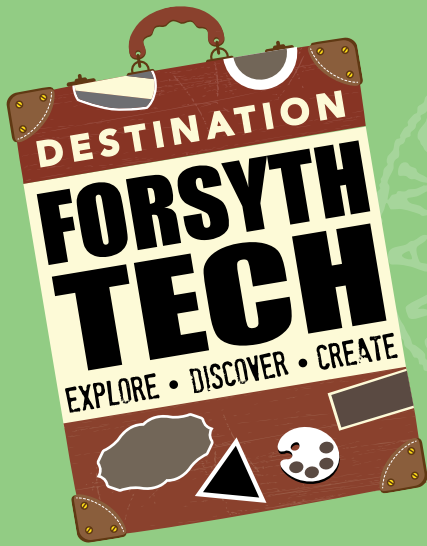
Course Code: 133387, \$404  
3/4-3/18, W, 8:30am-5:00pm  
West Campus 26

### 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: 133506, \$100, Richardson  
2/4-2/25, T, 6-8pm  
Innovation Quarter 2440

# Mark Your Calendars for Summer 2020!



***Make the most of your summer break!***

Put your creativity to work, learn new skills, and have fun!

Tech, Math, Art, Science, & Test Prep!

**Ages 9-18**

**July 6 – August 6, 2020**

**Check our website in January for the official schedule!**

[www.forsythtech.edu/summer-enrichment](http://www.forsythtech.edu/summer-enrichment)



## Prepare for the ACT or SAT Test this Spring!



Our Boot Camps are designed to ensure your student is ready to do their best on exam day. Knowing how to read the exam and what to be aware of is often more important than just what you know.

These sessions are held for a full day, 9am-5pm, to give students the opportunity to go through an exam and complete sections in the allotted time to help with pacing and recreate the exam environment.

Students will go through questions with the instructor to learn question structure, how to arrive most efficiently at the answers, and tips/tricks for being prepared to attack the exam most effectively.

**Register Now!  
Seating is Limited!**

### **ACT Boot Camp**

**Feb. 15**

9am-5pm

(hour lunch break)

West Campus

Course #135760, \$115

### **SAT Boot Camp**

**April 18**

9am-5pm

(hour lunch break)

West Campus

Course # 135759, \$115



# Enrich Your Life

## Animal Care and Interest

### Bird Watching: Beginning❖

Enjoy watching the birds in your yard? Learn how to identify common birds by sight, sound, and habitat.

**Note:** Binoculars recommended; pencil and paper required.

Course Code: 133659, \$70  
4/4-5/16, S, 9am-Noon  
West Campus 12

### Wildlife Rehabilitation❖

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: 133808, \$80  
2/27-5/7, TH, 6-9pm  
Strickland Center 4450

## Arts, Crafts, and Hobbies

### Calligraphy❖

Write in style with the art of beautiful handwriting.

Course Code: 133758, \$70, Paige  
3/2-4/27, M, 6:30-8:30pm  
South Fork Recreation Center

### Crocheting❖

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

Course Code: 133729, \$70, Jester  
1/15-3/4, W, 1-4pm  
South Fork Recreation Center

Course Code: 133910, \$70, Jester  
3/25-5/13, W, 1-4pm  
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 all skill levels.

Course Code: 133642, \$70, Stewart  
1/16-3/5, TH, 9am-Noon  
Miller Park Recreation Center

Course Code: 133653, \$70, Stewart  
3/19-5/7, TH, 9am-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: 133812, \$60, Conaway  
1/14-2/4, T, 9:30am-12:30pm  
West Campus 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: 133647, \$60, Conaway  
2/18-3/10, T, 9:30am-12:30pm  
West Campus 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.

**Materials Needed:** 11x14 spiral bound sketch pad (Canson XL mixed media recommended), Code2 lead pencil, and kneaded rubber eraser.  
Course Code: 133915, \$70, Conaway  
4/7-5/12, T, 9:30am-12:30pm  
West Campus 15

### Flower Arranging❖

Make stunning floral designs using fresh flowers under the direction of an expert.

**Note:** Cost includes fresh flowers.  
Course Code: 133652, \$115, Gordon  
3/24-4/28, T, 6-8pm  
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 the way to discovering their past.

Course Code: 133914, \$70, McRae  
4/2-5/7, TH, 6-8pm  
West Campus 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: 133640, \$70, Conaway  
1/9-2/27, TH, 9:30am-12:30pm  
West Campus 15

Course Code: 133908, \$70, Conaway  
3/19-5/7, TH, 9:30am-12:30pm  
West Campus 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 all skill levels.

Course Code: 133806, \$84, Stewart  
2/12-3/18, W, 9am-Noon  
West Campus 15

Course Code: 133658, \$84, Stewart  
4/1-5/6, W, 9am-Noon  
West Campus 15

### Painting: Watercolor❖

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

Course Code: 133724, \$70, Conaway  
1/10-2/28, F, 9:30am-12:30pm  
West Campus 15

Course Code: 133909, \$70, Conaway  
3/20-5/15, F, 9:30am-12:30pm  
West Campus 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.

#### 24-Hour Course

Course Code: 133644, \$100, Rubin  
1/22-3/11, W, 6-9pm  
West Campus 34

#### 18-Hour Course

Course Code: 133656, \$80, Rubin  
3/25-5/6, W, 6-9pm  
West Campus 34



## Stained Glass❖

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

Course Code: 133760, \$90

Pettinati-Longinotti

3/5-4/23, TH, 6-9pm

West Campus 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: 133655, \$90, Danner

3/24-5/12, T, 6-9pm

Strickland Center 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: 133759, \$60, Crotts

3/3-3/31, T, 6-9pm

West Campus 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: 133753, \$90, Pardo

1/21-3/10, T, 6:30-8:30pm

Strickland Center 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: 133798, \$90, Pardo

3/24-5/12, T, 6:30-8:30pm

Strickland Center 4458

### 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: 133755, \$90, Ancona

1/27-3/16, M, 6:30-8:30pm

Strickland Center 4458

### Italian: Culinary Language of Italy❖🇮🇹

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: 133657, \$90, Ancona

3/30-5/18, M, 6:30-8:30pm

Strickland Center 4458

### Italian: Travel Seminar❖

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: 133726, \$60, Ancona

1/11-1/25, S, 9am-Noon

West Campus 17

### 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: 133650, \$75, Blevins

3/3-4/28, T, 6-8pm

Strickland Center 4457

### 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: 133645, \$80, Morris

1/27-3/16, M, 6-9pm

Strickland Center 4451

Course Code: 133911, \$80

Arizmendi-Penaloza

3/26-5/14, TH, 6-9pm

Strickland Center 4457

### 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!

**Prerequisite:** Spanish 1

Course Code: 133895, \$80

Arizmendi-Penaloza

1/16-3/5, TH, 6-9pm

Strickland Center 4457

Course Code: 133913, \$80, Morris

3/30-5/18, M, 6-9pm

Strickland Center 4451

## 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: 133319, \$60, Wittenberg

4/21-5/12, T, 6:30-9pm

Strickland Center 4450



# Enrich Your Life

## 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: 133309, \$80, Wittenberg  
1/21-2/11, T, 6:30-9pm  
Strickland Center 4450

Course Code: 133317, \$80, Wittenberg  
3/3-3/31, T, 6:30-9pm  
Strickland Center 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.

**Prerequisite:** Prior computer experience

Course Code: 133311, \$60, Wittenberg  
3/9-3/30, M, 6:30-9pm  
Strickland Center 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: 133312, \$50, Wittenberg  
5/4-5/11, M, 6:30-9pm  
Strickland Center 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: 133310, \$50, Wittenberg  
1/27-2/3, M, 6:30-9pm  
Strickland Center 4450

## Photography

### Photography: Intro 1❖

**Now offered on Tuesday evenings!**

Whether you use a point-and-shoot camera or a top of the line DSLR camera, learn how and when to use the settings on your camera in order to capture that magical moment forever.

**Prerequisite:** Prior computer experience

Course Code: 133641, \$40, Smith  
1/11, S, 9am-Noon  
West Campus 122

Course Code: 133754, \$40, Smith  
1/25, S, 9am-Noon  
West Campus 122

Course Code: 133648, \$40, Smith  
3/3, T, 6-9pm  
West Campus 122

Course Code: 133896, \$40, Smith  
3/10, T, 6-9pm  
West Campus 122

### Photography: Intro 2❖

**Now offered on Tuesday evenings!**

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. Learn basics of digital manipulation using Photoshop CS6 Extended.

**Prerequisite:** Photography: Intro 1

Course Code: 133757, \$40, Smith  
2/1, S, 9am-Noon  
West Campus 122

Course Code: 133654, \$40, Smith  
3/24, T, 6-9pm  
West Campus 122

### Photography: DSLR 1❖

Want to get more out of your DSLR camera? 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: 133646, \$100, Smith  
2/3-3/23, M, 6-9pm  
Transportation Center 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.

**Note:** Some shooting assignments involve strenuous walking or hiking.

**Prerequisite:** Photography: DSLR 1  
Course Code: 133661, \$100, Smith  
4/18-5/13, W 6-9pm, S 9am-12pm  
1st Sat: West Campus 122  
Wed: Transportation Center 146

## Safe Driving

All of these courses meet at West Campus. Visit <https://tiny.cc/EWDSchedule> and search by course title for the full list of driving classes. 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 visit

<https://tiny.cc/FTSafeDriving>

**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.

Cost: \$180





## Special Interest

### Wedding Planning❖

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

Course Code: 133651, \$60, Eggleston  
4/21-5/12, T, 6-8pm  
West Campus 17

### 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: 133984, \$55  
1/16-1/30, TTH, 5:30-7:30pm

# Stokes County Center



### 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: 133950, \$40  
2/3-2/24, M, 6-8pm

### Homeowner's Guide: Electrical❖ **NEW!**

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: 133987, \$45  
3/4-3/25, W, 6-8pm

### 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: 133993, \$50  
5/7-5/28, TH, 2-3:30pm

### Workplace Fundamentals: Problem Solving

Course Code: 133947, \$40  
1/15-1/29, W, 5-7pm

### Welding Skills Workshop: Shielded Metal

Course Code: 133952, \$120  
3/30-4/20, M, 5:30-8:30pm

### Welding Skills Workshop: MIG

Course Code: 133956, \$120  
5/7-5/28, Th, 5:30-8:30pm



# 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
- 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 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/EWDRRegistration> 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/EWDRrefund>

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:

- Online: Email [ewdinfo@forsythtech.edu](mailto: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 the schedule at <https://tiny.cc/EWDSchedule> or call 336.734.7023 to confirm course information.*

look inside  
to find new skills  
& new passions

*Forsyth Tech  
has something  
for YOU!*

**ForsythTech**

*Community College*

2100 Silas Creek Parkway  
Winston-Salem, North Carolina 27103

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**ECONOMIC & WORKFORCE DEVELOPMENT**

**2020**

**JAN - MAY 2020  
COURSE CATALOG**

# SHRM Specialty Credentials



**PROVE**

that you're a strategic talent  
acquisition partner.

## Talent Acquisition

Distinguish yourself and  
demonstrate the critical  
role you play in  
attracting and  
retaining the key to  
every organization  
success—talent.



## People Analytics

Be recognized for your  
knowledge and ability to  
leverage people-related data  
and analytics to influence  
business decisions and make  
data-based  
recommendations.



**USE**

people-related data to  
impact business decisions.

Visit us online at [www.ForsythTech.edu/ewd](http://www.ForsythTech.edu/ewd) to learn more about Forsyth Tech!