

# Economic & Workforce Development COURSE CATALOG

MAY - AUGUST 2021

“ We had students from all walks of life, we became like a family. ”

- Matthew Bray



# Your New Beginning

## Melding a Hobby into a Welding Business

*Matthew Bray*

When Matthew Bray retired from the Army, he wanted to do something different. His hobbies included blacksmithing and bladesmithing (making knives), and then he started making different tools and jigs (a custom tool to control the motion of other parts to make things more efficient).



Bray said it was apparent he could make these tools much better with further training.

“I enjoyed ‘puttering around’ with the welder I had and thought, ‘why not learn it the right way and see what jobs are out there?’”

Bray started in the welding class at the Forsyth Tech Center at Goodwill Services on University Parkway in February 2020. Halfway through the class, the COVID 19 lockdown started so they were out of class for several weeks, finishing in May.

To gain experience, Bray worked with companies and became certified in welding standards. Once he had the expertise needed, he turned his hobby into a business even amidst the pandemic!

He said he wasn’t sure exactly how people would respond to his business but said it wasn’t that difficult. Welding is solitary work; he would do the estimates without requiring the client to be nearby and communicated by phone and text messaging. “Indeed, it isn’t safe to have the client around while I’m welding so it wasn’t too big a deal.”

Bray said he would highly recommend the welding course.

“The instructors are very professional, and we had students from all walks of life, we became like a family,” said Bray. “Some students might have been stronger in one process and would help others and then others might need assistance in another process. We all had fun, even developing some competition in the class that made the course very rewarding.”

### Interested in welding?

Go to [www.forsythtech.edu/shortterm](http://www.forsythtech.edu/shortterm)

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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

### 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: 143772, \$125, Sappenfield  
6/1-7/15, TTH, 1-4 pm  
Goodwill, Room 302

## Food Service

### Culinary Arts Training ✓👨🍳

Get hands-on instruction and certification in ServSafe sanitation. Gain basic culinary skills and 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 info and list of classes, visit <https://tiny.cc/FTCulinaryArts>. Must be 18 or older.

## Healthcare

### American Heart Association

#### Certification Courses

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: 143267, \$155  
6/17-6/18, THF, 8 am-4 pm

#### ACLS Renewal ✓👨🩺

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

**Prerequisites:** AHA ACLS Provider card

Course Code: 143268, \$125  
6/18, F, 8 am-4 pm

#### AHA CPR Skills Testing ✓

AHA with Forsyth Tech offers HeartCode Blending 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. The total course time and cost is basically the same as face to face classes.

Course Code: 143232, \$28  
5/26, W, 5:30-7:30 pm

Course Code: 143233, \$28  
6/24, TH, 5:30-7:30 pm

Course Code: 143236, \$28  
7/29, TH, 5:30-7:30 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: 140619, \$53  
5/15, S, 8 am-12:30 pm

Course Code: 143238, \$53  
5/20, TH, 5:30-10 pm

Course Code: 143241, \$53  
6/12, S, 8 am-12:30 pm

Course Code: 143242, \$53  
6/26, S, 8 am-12:30 pm

Course Code: 143243, \$53  
7/10, S, 8 am-12:30 pm

Course Code: 143244, \$53  
7/24, S, 8 am-12:30 pm

Course Code: 143245, \$53  
8/7, 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: 140630, \$43  
5/15, S, 1-4 pm

Course Code: 143252, \$43  
6/12, S, 1-4 pm

Course Code: 143255, \$43  
6/26, S, 1-4 pm

Course Code: 143256, \$43  
7/10, S, 1-4 pm

Course Code: 143257, \$43  
7/24, S, 1-4 pm

Course Code: 143258, \$43  
8/7, S, 1-4 pm

#### Heartsaver CPR & First Aid ✓👨🩺

Calling all babysitters, lifeguards and/or the average person who may need to manage an emergency situation for the first few minutes before EMS arrives.

Course Code: 140646, \$77  
5/22, S, 8 am-5 pm

Course Code: 143263, \$77  
6/3, TH, 8 am-5 pm

Course Code: 143264, \$77  
7/12, M, 8 am-5 pm

#### Heartsaver CPR & First Aid for School 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: 140864  
5/22, S, 8 am-5 pm

Course Code: 143260  
6/3, TH, 8 am-5 pm

Course Code: 143261  
7/12, M, 8 am-5 pm



### 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.

📖 Textbook Required for Course    🗄️ USB Flash Drive Required

👤 CareersNow - Financial Assistance Available!    ✓/❖ Refund Policies (see page 13)

# Train for the Job

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

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

Course Code: 143266, \$155  
7/16-7/17, FS, 8 am-4 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 information and to see the full list of classes, visit <https://tiny.cc/FTActivityDirector>

## **Autism Paraprofessional Hybrid!**

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 Hybrid!**

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.

Course Code: 144950, \$240  
6/1-7/29, MTWTH, 5:30-9:30 pm  
West Campus, Room 7

## **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.

## **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/FTPhlebotomy> 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:** Fire fighters and Rescue squad personnel are fee exempt with a letter of affiliation from agency. 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: 145013, \$190, Mapp  
5/17-8/5, MWTH, 6-9:30 pm  
West Campus, Room 18

# Train for the Job



## 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: 145234, \$190, Denerson  
5/18-8/12, TTH, 6-9 pm  
Goodwill

### 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: 144870, \$208, Elswick  
5/24-8/26, MTWTH, 7-10 pm  
Bob Green 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: 145246, \$135, Vance  
6/1-7/22, TTH, 6-9 pm  
Goodwill, Room 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: 145014, \$190, Fithian  
5/18-8/8, 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: 145016, \$190, Staples  
5/18-8/8, 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: 145015, \$190, Staples  
5/18-8/8, 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: 145243, \$135, Fithian  
6/15-8/8, ONLINE

### Interpreting in Health & 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: 143702, \$80, Amaro  
5/18-6/13, 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: 143777, \$135, Alonso  
6/15-7/25, 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: 143732, \$190, Burrell  
5/18-8/22, 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: 143689, \$135, Burrell  
5/18-7/18, 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: 143886, \$135, Knapp  
7/27-9/5, 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: 143383, \$80, Sellers  
6/1-6/28, ONLINE



Please remember  
to bring a mask.



# Train for the Job

## 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. These courses are held at the Transportation Technology Center, Room 207. Visit <https://tiny.cc/FTAUTO> for the list of upcoming courses.

Course Code: 143698, \$80, Gates  
5/24-5/25, MT, 6-10 pm

Course Code: 143733, \$80, Jackson  
5/26, W, 8 am-5 pm

Course Code: 143764, \$80, Gates  
6/7-6/8, MT, 6-10 pm

Course Code: 143754, \$80, Jackson  
6/9, W, 8 am-5 pm

Course Code: 143699, \$80, Gates  
6/21-6/22, MT, 6-10 pm

Course Code: 143734, \$80, Jackson  
6/23, W, 8 am-5 pm

Course Code: 143687, \$80, Gates  
7/12-7/13, MT, 6-10 pm

Course Code: 143873, \$80, Jackson  
7/14, W, 8 am-5 pm

Course Code: 143766, \$80, Gates  
7/26-7/27, MT, 6-10 pm

Course Code: 143756, \$80, Jackson  
7/28, W, 8 am-5 pm

Course Code: 143701, \$80, Gates  
8/9-8/10, MT, 6-10 pm

### 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. These classes are held at the Transportation Technology Center, Room 207. Visit <https://tiny.cc/FTAUTO> for the list of upcoming courses.

Course Code: 143763, \$80, Gates  
5/17-5/18, MT, 6-10 pm

Course Code: 143871, \$80, Jackson  
5/19, W, 8 am-5 pm

Course Code: 143685, \$80, Gates  
6/14-6/15, MT, 6-10 pm

Course Code: 143872, \$80, Jackson  
6/16, W, 8 am-5 pm

Course Code: 143765, \$80, Gates  
6/28-6/29, MT, 6-10 pm

### Basic Construction Skills ✓

Receive instruction in the principles of residential and light commercial construction from the planning and beginning stages all the way to a completed structure. Learn about NC Building Codes, OSHA Construction Safety, blue print reading, along with safety guidelines regarding construction tools and equipment. Get hands-on training in electrical and plumbing rough-ins, house framing, exterior siding, drywall installation, interior trim, and many other aspects of building construction. After completion of this course, you will be prepared for entry-level employment with local general contractors.

**Note:** Safety glasses and work gloves required

Course Code: 143751, \$220, Hobson  
5/17-8/11, MTWTH, 8:30 am-12:30 pm  
Goodwill

### Auto Dealer Pre-Licensing ✓

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: 143769, \$115, Mauk  
5/20-5/21, THF, 8 am-3 pm  
West Campus, Room 18

### 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

### 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>

### 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.

### 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: 143669, \$230, Doub  
5/18-8/5, TTH, 6-9 pm  
Goodwill

## Questions?

Contact us at  
[ewdinfo@forsythtech.edu](mailto:ewdinfo@forsythtech.edu)  
or 336.734.7023

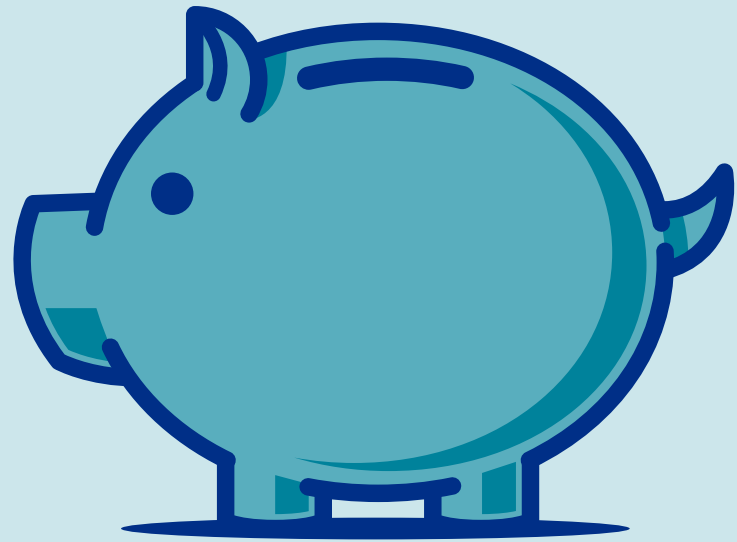
# Need money to train for a new or better job?

**You may qualify for a scholarship from one of our sponsors!**

- Bank of America Foundation
- Project Skill-up--Tobacco Trust Fund Commission
- State Employees' Credit Union Foundation
- Governor's Emergency Education Relief (GEER)
- Golden LEAF Foundation

**Students must be 18 years of age or older with a high school diploma or high school equivalency and one or more of the following:**

- Currently unemployed
- Received notification of a pending layoff
- Working and eligible for the Federal Earned Income Tax Credit (FEITC)
- Working and earning wages at or below two hundred percent (200%) of the federal poverty guidelines



**For more information, contact the Educational Career Center at 336.757.3701**

# Advance Your Career

## HR Management

Visit <https://tiny.cc/FTHRManagement> for more information and a list of upcoming courses.

## Compensation & Benefits ❖ Online!

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.

## 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.

## Employment Law & Regulations 1 ❖ Online!

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.

## 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.

## 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.

## 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.

## IT Training Program (ITTP)

Visit <https://tiny.cc/FTITTP> for more information and the most up-to-date course listings.

## Basic Computer Skills

### Excel Intro & Intermediate ✓ 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 excel users

### Computer Basics 1 ✓ Online Hybrid!

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.

### Computer Basics 2 ✓ Online Hybrid!

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

## 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. For more information visit <https://short.forsythtech.edu/HRD>

Course Code: 143775, \$180, Witte 5/18-8/12, TTH, 9 am-Noon King Library, MWF, 1-5 pm Gentry Technical Center

## 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: 143783, \$180, Steward 5/18-8/14, T, 6-9 pm West Campus, Room 3

## Notary

### eNotary ❖ Online!

Prepare to perform the duties and responsibilities required to be a certified NC electronic notary. For more information and a list of upcoming courses visit <https://short.forsythtech.edu/enotary>.

### Notary Public Education ❖ Online!

Become a commissioned notary public! Visit <https://tiny.cc/FTNotary> for additional information, requirements for enrollment, and the full list of classes.

## Professional Skills

### Continuing Education Courses for Teachers Online!

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>.



# Enrich Your Life



## Arts, Crafts, and Hobbies

### Crocheting❖

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

Course Code: 143640, \$70, Jester  
5/26-7/14, W, 1-4 pm  
West Campus, Room 16

### Drawing: Basic Techniques❖

Learn the fundamentals of drawing whatever you see.

**Note:** Ask for supply list at registration.  
Course Code: 143743, \$60, Stewart  
5/20-6/10, TH, 4-7 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: 143664, \$75, Stewart  
7/6-8/10, T, 9:30 am-12:30 pm  
West Campus, Room 16

### Flower Arranging❖

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

**Note:** Cost includes fresh flowers  
Course Code: 143790, \$115, Gordon  
5/18-6/22, T, 6-8 pm  
West Campus, Room 34

### 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: 143692, \$70, Conaway  
5/20-7/8, TH, 9:30 am-12:30 pm  
West Campus, Room 34

### 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: 143736, \$85, Stewart  
5/18-6/22, T, 5:30-8:30 pm  
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: 143641, \$70, Cates  
6/4-7/23, F, 9:30 am-12:30 pm  
West Campus, Room 34

### 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: 143745, \$100, Rubin  
6/9-7/21, W, 6-9 pm  
West Campus, Room 34

### Stained Glass-All Levels❖

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

Course Code: 143665, \$90  
Pettinati-Longinotti  
5/20-7/8, 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:** Complete supply list is posted on our website.

Course Code: 143791, \$90, Layton  
5/18-7/6, T, 6-9 pm  
Strickland Center, Room 1297

## Food and Drink

### Bartending❖

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: 143784, \$90, Bruton  
6/5-7/24, S, 9 am-Noon  
West Campus, Room 15

### 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.

**Note:** Complete supply list posted on our website.

Course Code: 143694, \$65, Kattan  
5/24-6/21, M, 6-9 pm  
West Campus, Room 15

## 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.

# Enrich Your Life

## Ed2Go Professional Development

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Microsoft PowerPoint • Digital Photography

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

### Language, Travel, and Culture

#### 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: 143738, \$80  
Arizmendi Penalosa  
5/18-7/6, T, 6-9 pm  
Strickland Center, Room 4450

#### 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: 143642, \$80, Morris  
6/7-8/2, M, 6-9 pm  
Strickland Center, Room 4455

### Personal Finance

For more information and a list of course dates being held this fall, visit <https://short.forsythtech.edu/PersonalFinance>

#### 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.

#### 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.

### 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

#### 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!

#### 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.

# Enrich Your Life



## 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.

Course Code: 143747, \$40, Rierson  
6/5, S, 9 am-Noon  
West Campus, Room 122

Course Code: 143666, \$40, Rierson  
6/12, S, 9 am-Noon  
West Campus, Room 122

Course Code: 143792, \$40, Rierson  
8/14, 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: 143643, \$40, Rierson  
6/26, S, 9 am-Noon  
West Campus, Room 122

### Photography: DSLR 1❖ψ

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: 143749, \$100, Rierson  
6/14-8/9, M, 6-9 pm  
Transportation Center, Room 146

### Photography: DSLR 2❖ψ

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

## 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 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. Visit <https://tiny.cc/FTSafeDriving> for additional information and requirements for enrollment.

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

**Prerequisites:** Valid driver's license; 18 years of age or older; must be able to balance and ride a bicycle

Cost: \$180

## K-12 Educators Complete Your Continuing Education Hours ONLINE



Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly. Visit our website to view start dates for the courses that interest you.

Below are just a few of our most popular continuing education courses:

- Enhancing Language Development in Childhood
- Teaching Students With Autism: Strategies for Success
- Differentiated Instruction in the Classroom
- Creating K-12 Learning Materials
- Survival Kit for New Teachers
- Spanish in the Classroom

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Please consult your Professional Development Coordinator for continuing education approval.

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# Stokes County

## Stokes County Center Courses

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

### 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: 143388, \$60  
7/13-7/22, 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: 143386, \$60  
6/9-6/30, W, 5:30-7:30 pm

### Homeowner's Repair Workshop ❖

Save money on home repairs and interior updates! Learn how to fix simple plumbing repairs, work with tile, repair drywall, and more with hands-on practice.

Course Code: 143389, \$60  
7/13-7/22, 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: 143384, \$45  
6/2, W, 5:30-7:30 pm

### Welding: ARC Beginners ❖

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: 145412, \$80  
7/6-7/29, TTH, 5:30-8:30 pm

### Welding: MIG Beginner ❖

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: 145413, \$80  
8/3-8/31, TTH, 5:30-8:30 pm

### Welding: Home, Shop, Farm ❖

Have you wanted to use welding equipment around your home or repair things on the farm? This course will use a simple step by step process to teach you proper welding techniques allowing you to operate your equipment in a safe manner. **Note:** This course is for beginners, but all skill levels are welcome.

Course Code: 143385, \$175  
6/2-7/28, MW, 5:30-8:30 pm



## Stokes County Center Offers Several New Trades Classes!

With many jobs shifting or being eliminated during the pandemic, now is the perfect time to learn a skilled trade. For some trades, it takes only a few short months to go from beginner to earning a license, starting a new career or moving to a new level. Short-term classes are now offered at the new Forsyth Tech Trades Shops Building.

Go to [www.forsythtech.edu/shortterm](http://www.forsythtech.edu/shortterm)



Are you curious about woodworking and don't know where to begin?

Forsyth Tech offers a comprehensive, 8-week woodworking course open to all abilities and skill levels. Come and learn the basic tools and techniques needed to design and build the project of your dreams!

To see a full list of our woodworking classes please visit the EWD Personal Enrichment page on our website.

[short.forsythtech.edu/personalenrichment](https://short.forsythtech.edu/personalenrichment)



## JEFFREY CATES

Forsyth Tech's Personal Enrichment Program is pleased to introduce our newest art instructor, Jeffrey Cates. Specializing in painting and printmaking he will be offering watercolor, acrylic, and mixed media courses throughout the year.

Jeffrey is also a recipient of the 2021 NC Arts Council Grant, congratulations Jeffrey, and welcome to the team.

[www.jeffreycates.com](http://www.jeffreycates.com)



*Come and unlock your creative potential this season!*

Our art classes provide a fun, relaxed environment to learn and grow and are open and accessible to all skill levels.

for a full list of the classes Jeffrey offers, please visit the EWD Arts page on our website.

[short.forsythtech.edu/ewdart](https://short.forsythtech.edu/ewdart)





# 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





# 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/Master/Discovery only

### Walk-In Registration

- **Grady P. Swisher Center**  
*Check, money order,  
Visa/Master/Discovery*
- **Mazie S. Woodruff Center**  
*Check, money order,  
Visa/Master/Discovery*
- **Northwest Forsyth Center**  
*Cash, check, money order,  
Visa/Master/Discovery*
- **Stokes County Center**  
*Cash, check, money order,  
Visa/Master/Discovery*
- **Transportation Technology Center**  
*Cash, check, money order,  
Visa/Master/Discovery*
- **West Campus**  
*Cash, check, money order,  
Visa/Master/Discovery*

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 by visiting <https://short.forsythtech.edu/eAccounts> and follow the instructions. Your first ID badge is included. All replacement badges will be \$5. Certain programs require students to obtain a student ID badge. This fee is not included with registration.

## Textbooks

Visit <https://short.forsythtech.edu/textbook> Select the Technology Building as location and EWD Con-Ed as term OR email [ewdinfo@forsythtech.edu](mailto:ewdinfo@forsythtech.edu) for further instructions.

## 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** **2021** **MAY-AUG 2021 COURSE CATALOG**

*Summer Camps*  
**@Forsyth Tech**

*Plan your summer fun!*  
Summer Enrichment Program for  
Youth Ages 9-18  
June– August



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[summercamps@forsythtech.edu](mailto:summercamps@forsythtech.edu)



**Regi w! Classes fi**