Economic & Workforce Development
Course Catalog

> 66 **I feel that we are making a difference in lives.** 99
>
> *- Julie Gillett, EMS Instructor*

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

Welcome to Your New Beginning

Answering the Call to Give Back to the Community
Julie Gillett, EMS Instructor

Great sales people possess certain traits including insight, responsibility, confidence, empathy and good communication. Julie Gillett, after a 20-year career in retail sales, felt she had a good grasp of these skills and wanted to give back to her community. She now applies those talents as an Emergency Medical Technician (EMT).

"I enjoyed working with people but felt there was more I could contribute," said Gillett. "While I was still working, I became a volunteer firefighter and worked for the Pinnacle Fire Department for two years."

Through that experience, Gillett discovered she preferred the medical response duties more than the fire response functions. She decided to go back to school for Emergency Medical Services (EMS) at the Northwest Center of Forsyth Tech in King.

"We see people on their worst day when they need medical assistance. I feel that we are making a difference in lives," said Gillett. As an emergency medical technician for Life Star Ambulance Service, Gillett works approximately 60-hours a week. In addition, she serves as an adjunct faculty member teaching the technical aspects of the standard practice for EMS students. Plus, Julie still volunteers on-call for the Pinnacle Fire Department.

Penni Swaim, coordinator of Emergency Medical Services at Forsyth Tech said, "When she completed her training, I knew not only had Julie mastered the skills but she had a way with people that made her an exceptional EMT. I asked her to come back and be an instructor." Gillett felt her sales training helped her tremendously in her work with EMS.

"Knowing how to talk with people and how I would want to be treated in those situations, makes me work hard to give people the care and compassion they need at that time. I enjoyed sales but I love what I'm doing now."

Interested in the EMS program at Forsyth Tech? The program has been moved from the Northwest Center at Forsyth to the Mazie S. Woodruff Center at 4905 Lansing Drive, Winston-Salem, NC 27105.

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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

EMT Certification

The EMT course is the first step in a career in Emergency Medical Services and is required for both ambulance services and fire departments.

The course is 260 hours and requires students to learn and practice skills such as patient assessment, airway management, hemorrhage control and proper moving of patients.

The program is now being offered at the Forsyth Tech Mazie S. Woodruff Center. The facility offers students a dedicated patient simulation lab for performing skills and assessments, as well as a spacious area to practice driving an ambulance.

For more information please visit https://tiny.cc/FTEMT

Summer Camps
@ForsythTech
YOUTH AGES 9-18, JULY 6 – AUG 12

Register now! Classes fill fast!
www.forsythtech.edu/summer-camps

Check out our classes for youth ages 9-18!
Coding & Gaming • STEM • Big Ideas & Problem Solving
Art, Drama, & Dance • Skill Building & Academic
College, Career, & Test Prep

In the unfortunate event that we are unable to hold face-to-face camps this summer, we will make every effort to offer as many of these camp sessions as we can in interactive online formats to help keep campers engaged and connected during their time at home.

Admin Support & Customer Service

Customer Relations Management in a Call Center Environment✓🐦
Learn the art of serving customers in a call center environment. Cultivate repeat business, market products, and cross-sell using the communication techniques you'll learn. Gain the skill-set necessary to be a productive customer service agent within a wide variety of fields in today's job market.
Note: For more information, call 336.757.3801.
Course Code: 138436, $190
6/1-7/14, MTWF, 8:30 am-12:30 pm
Goodwill

Intro to Clerical Assistant✓
Want to know more about clerical occupations and how to be successful in that field? Learn practical communication skills and get an introduction to Microsoft Word and Excel.
Note: This course is FREE if you are unemployed or meet specific income criteria.
Course Code: 138433, $125, Gwyn
6/2-7/16, 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: Must be 18 or older. For more information and list of classes, visit https://tiny.cc/FTCulinaryArts

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 before registering.

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

Course Code: 138367, $155
6/19-6/20, F 8 am-3 pm, S 8 am-5 pm

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

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

Course Code: 138370, $125
6/20, S, 8 am-5 pm

Course Code: 138371, $125
7/18, S, 8 am-5 pm

Basic Life Support Healthcare Provider (BLS): Initial Certification❖🖑
Are you a healthcare provider or medical/nursing student who needs Basic Life Support CPR certification?
Note: Visit https://tiny.cc/FTCPR for the full list of classes.

Course Code: 133338, $53
5/2, S, 8 am-12:30 pm

Course Code: 133340, $53
5/16, S, 8 am-12:30 pm

Course Code: 138253, $53
5/30, S, 8 am-12:30 pm

Course Code: 138254, $53
6/13, S, 8 am-12:30 pm

Course Code: 138255, $53
6/27, S, 8 am-12:30 pm

Course Code: 138306, $53
7/11, S, 8 am-12:30 pm

Course Code: 138323, $53
7/25, S, 8 am-12:30 pm

Course Code: 138325, $53
8/8, S, 8 am-12:30 pm

Course Code: 138328, $53
8/22, 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: 133352, $43
5/2, S, 1-4 pm

Course Code: 133353, $43
5/16, S, 1-4 pm

Course Code: 133354, $43
5/20, W, 5:30-8:30 pm

Course Code: 138329, $43
5/30, S, 1-4 pm

Course Code: 138333, $43
6/13, S, 1-4 pm

Course Code: 138334, $43
6/27, S, 1-4 pm

Course Code: 138336, $43
7/11, S, 1-4 pm

Course Code: 138337, $43
7/25, S, 1-4 pm

Course Code: 138338, $43
8/8, S, 1-4 pm

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

Heartsaver CPR & First Aid❖🖑
Calling all babysitters, lifeguards, and people who manage an emergency for the first few minutes before EMS arrives.
CPR & First Aid
Course Code: 138342, $77
6/11, TH, 8 am-5 pm

Course Code: 138344, $77
7/18, S, 8 am-5 pm

Course Code: 138345, $77
8/15, S, 8 am-5 pm

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

Course Code: 138343, $63
6/24, W, 5:30-9:30 pm

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

First Aid Only
Course Code: 133405, $63
5/28, TH, 5:30-9:30 pm

Train for the Job

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 primary or secondary schools.

CPR & First Aid
Course Code: 138359
6/11, TH, 8 am-5 pm

Course Code: 138362
7/18, S, 8 am-5 pm

Course Code: 138366
8/15, S, 8 am-5 pm

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

Course Code: 138360
6/24, W, 5:30-9:30 pm

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

First Aid Only
Course Code: 133413
5/28, TH, 5:30-9:30 pm

LEARN TO SAVE LIVES

E-Cards available upon successful completion.

American Heart Association *Learn and Live*
AUTHORIZED TRAINING CENTER

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

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

Dorothy L. Lougee Nursing Assistant I Program ✓✎🐷

Gain the basic nursing skills required to provide personal care for patients, residents, the elderly or others requiring medical assistance in a healthcare setting. Prepare to take the NC Nurse Aide I Competency Evaluation, which leads to being listed on the NC Nurse Aide I Registry.
Prerequisites: You must complete the enrollment process at https://tiny.cc/FTCNA1 in order to be eligible to register for this course.

Dorothy L. Lougee Nursing Assistant II Program ✓✎🐷

Further your career as a nursing assistant by completing the NAII program. Through classroom, lab, and clinical learning experiences, learn about oxygen therapy, suctioning, sterile dressing changes, IV fluid assistive activities, ostomy care, gastronomy and nasogastric feedings, and catheterizations. Upon successful completion of the course and the competency evaluation, you can apply for listing as a Nurse Aide II with the NC Board of Nursing.
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 NAII 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: 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 NAII refresher course. For more information and enrollment requirements, visit https://tiny.cc/FTMedClinical

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.

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

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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.

Telemetry Cardiovascular Technician✓📛
Become a Certified EKG (ECG) and Telemetry Technician. Learn the anatomy and physiology of the heart as it relates to cardiac rhythm interpretations, principles of EKG, rhythm recognition of sinus, atrial, junctional, ventricular, pacemaker, and heart block rhythms. Gain skills in operating EKG equipment, printing and mounting cardiac rhythm strips as well as interpreting cardiac rhythms from telemetry monitors.
Prerequisites: You must complete the enrollment process at https://tiny.cc/FTTelemetryTech in order to be eligible to register for this course.

Emergency Responders

Emergency Medical Technician Basic✓☜📛
Become an EMT by completing our EMT Basic course and taking the NC Emergency Medical Technician exam and/or the National Registry exam.
Note: For additional information, enrollment requirements, and list of classes, visit
https://tiny.cc/FTEMT
Special Note: Paid law enforcement will be fee exempt only if this course is deemed necessary to fulfill job duties and will require a written statement to that effect from a superior on agency letterhead.

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

Certified Electronic Health Records (EHR) Specialist✓☜📛
Train for high-demand administrative positions in the medical community! Learn data management skills, including entry and transmission of patient data, restoration of electronic records, introductory billing and coding, medical reporting, patient charting, and HIPAA privacy regulations. Course completion is required to sit for the national certification exam administered by National Healthcareer Association.
Note: National certification costs an additional $117.
Prerequisites: High school diploma or equivalent; reading, language, and computer placement tests.
> Course Code: 138228, $190, Cole
> 5/18-8/5, MWTH, 6-9:30 pm
> West Campus, Room 18

Medical Office 1: Intro to Terminology & Coding✓☜📛
Prepare for an entry-level job in a doctor's office or clinic when you complete this introductory course and Medical Office II.
> Course Code: 138170, $190, Hill/Frye
> 5/4-8/3, MW, 6-9 pm
> Goodwill

Medical Office 2: Billing/EMR✓☜📛
Complete your medical office training by learning to use electronic medical records for patient record keeping, appointment scheduling, billing for services, posting of payments, and generating accounting reports.
Prerequisites: Medical Office I or Certified EHR Specialist
> Course Code: 138226, $135, Denerson
> 5/18-7/8, MW, 6-9 pm
> West Campus, Room 27

Medical Unit Secretary✓☜📛
Get the skills needed to work as a medical unit secretary in a hospital or skilled nursing center. Learn about medical terminology, hospital record keeping and hospital procedures. This program includes clinical placement.
Note: Program requires criminal background check, drug screening, and complete immunization records.
> Course Code: 138234, $208, Elswick
> 5/18-8/18, MTWTH, 7-10 pm
> Bob Greene Hall, Room W304

Pharmacy Assistant✓☜📛
Prepare for an entry-level job in a retail pharmacy. Use this course to start your path toward becoming a Certified Pharmacy Technician.
> Course Code: 138232, $135, Vance
> 6/2-7/23, TTH, 6-9 pm
>
> Goodwill, Room 306

Interpreting in Health & 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: 138311, $80, Alonso
> 5/18-6/15, MW, 6-9 pm
> West Campus, Room 30
>
> Course Code: 138315, $80, Knapp
> 5/19-6/14, 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: 138320, $135, Amaro
6/22-7/29, MW, 6-9 pm
West Campus, Room 122

Course Code: 138321, $135, Knapp
6/23-8/2, 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: 138318, $190, Amaro
5/19-8/20, TTH, 6-9 pm
West Campus, Room 26

Course Code: 138316, $190, Burrell
5/19-8/23, 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: 138422, $135, Ayivon
5/18-7/15, MW, 6-9 pm
West Campus, Room 3

Course Code: 138421, $135, Burrell
5/19-7/12, 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: 138438, $135
8/3-9/9, MW, 6-9 pm
West Campus, Room 3

Course Code: 138439, $135
8/4-9/13, 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: 138340, $115, Mauk
8/3-8/4, MT, 8 am-3 pm
West Campus, Room 1

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: 138214, $220
5/18-8/12, MTW, 8:30 am-12:30 pm
Goodwill, Room 108

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 more information, visit http://tiny.cc/FTElectricalLineworker
Prerequisite: To be placed on the waitlist, students must take Intro to Electrical Lineworker. Call 336.734.7023 for the Intro to Electrical Lineworker schedule and registration information. Special Note: If you are a veteran and plan to use VA benefits, call 336.734.7403 for more information.

Electrical Workshop ✓

Understand how electricity works in your home. Learn how to calculate current, voltage, resistance and OHM's Law and apply these concepts with hands-on training using various testing equipment.
Course Code: 138290, $80, Crews
6/15-7/22, MW, 9-11 am
Northwest Forsyth Center, Room 115

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

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

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HVAC Electrical Controls Workshop✓

Gain an understanding of the electrical theory and functions of an HVAC unit electrical system. Learn how to calculate Ohms Law, use metering equipment, and how to read wiring diagrams. Receive instruction on how to identify electrical problems and determine solutions using testing devices.

    Course Code: 138292, $100, Stewart
    6/18-7/28, TTH, 6-8 pm
    Northwest Forsyth Center, Room 113

HVAC Service Technician: Level 1 & 2✓🐷

Complete your HVAC service training with this two-level course. Learn the dynamics of refrigeration and work with heat pumps, oil, gas, and electric furnaces. This training will get you ready for entry-level employment with local HVAC contractors. Receive CFC certification when you pass the exam at the end of class.

Note: Visit https://tiny.cc/FTHVAC for program information.

    Course Code: 138302, $260
    6/1-8/20, MTWTH, 1-5 pm
    Goodwill, Room 108

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.

    Course Code: 138357, $230, Doub
    5/19-8/13, TTH, 6-9 pm
    Goodwill

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: 138484, $80, Davis
    6/2-6/29, ONLINE

Medical Coding Programs

Offered online only, visit
https://tiny.cc/FTonline
for schedule

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

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

IT Training Program (ITTP)

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

Excel 2016: Intermediate✓🍪

Expand your Excel knowledge by learning how to customize worksheets by sorting, filtering, and validating data; use pivot tables to summarize and reorganize data; and create advanced charts to give a quick analysis of data.

Course Code: 133243, $80, Woosley
6/9-7/28, T, 6-9 pm
Goodwill, Room 100

SQL: Intro❖🍪

Get started with the SQL language. Learn how to create SQL statements, as well as create and design tables. You'll also learn how to create stored procedures, use cursors and transactions to preserve data integrity.

Course Code: 137437, $330
6/3-7/8, W, 6-9 pm
Innovation Quarter, Room 2441

Land the Job

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

Employability Lab✓

Need to develop or revise your resume and improve your communication skills to be effective in presenting yourself to employers? Get assistance in our open employability lab. You can enter the lab at any time and leave when you meet your objectives.

Course Code: 138423, $180, Witte
5/26-8/6, TTH, 9 am-Noon
West Campus, Room 3

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.

Notary

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

eNotary❖

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

Course Code: 133303, $60, Young
5/8, F, 9 am-Noon
Transportation Center, Room 146

Course Code: 138430, $60, Young
7/17, F, 9 am-Noon
Northwest Forsyth Center, Room 113

Notary Public Education❖🍪

Become a commissioned notary public!

Course Code: 133302, $84, Gordon
5/5-5/7, TTH, 6-9:30 pm
Innovation Quarter, Room 2447

Course Code: 138424, $84, Young
5/12-5/14, TTH, 6-9:30 pm
Transportation Center, Room 142

Course Code: 138425, $84, Gordon
5/19-5/21, TTH, 1-4:30 pm
Innovation Quarter, Room 2447

Course Code: 138426, $84, Gordon
6/2-6/4, TTH, 6-9:30 pm
West Campus, Room 20

Course Code: 138427, $84, Young
6/16-6/18, TTH, 1-4:30 pm
Northwest Forsyth Center, Room 235

Course Code: 138428, $84, Gordon
6/23-6/25, TTH, 1-4:30 pm
Innovation Quarter, Room 2447

Course Code: 138440, $84, Young
7/7-7/9, TTH, 1-4:30 pm
Transportation Center, Room 143

Course Code: 138429, $84, Gordon
7/14-7/16, TTH, 1-4:30 pm
Innovation Quarter, Room 2447

Course Code: 138431, $84, Gordon
7/28-7/30, TTH, 6-9:30 pm
West Campus, Room 20

Course Code: 138432, $84, Gordon
8/4-8/6, TTH, 6-9:30 pm
West Campus, Room 23

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

Ed2Go Professional Development

- Online courses available 24/7
- Professional Development for K-12 Teachers
- Instructor Led
- Convenient and Affordable

Some of the courses include:
Microsoft Office Software • Accounting Fundamentals Series
Computer Skills for the workplace • Supervisor Suite • Grant Writing
Blogging and Podcasting • And many more…

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

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

7

Arts, Crafts, and Hobbies

Crocheting ❖
Create treasured gifts for your family and friends by learning basic crochet stitches with a simple project.
Course Code: 138450, $70, Jester
5/20-7/15, W, 1-4 pm
South Fork Recreation Center

Drawing: Basic Techniques ❖
Learn the fundamentals of drawing whatever you see.
Note: Ask for supply list at registration.
Course Code: 138401, $60, Conaway
5/19-6/9, T, 9:30 am-12:30 pm
West Campus, Room 15

Drawing: Portraits ❖
Learn the placement of facial features, how to add shading to create believable form, and how to capture expression. Add color by working in your favorite medium.
Note: Materials needed: 11x14 spiral bound sketch pad (Canson XL mixed media recommended), #2 lead pencil, and kneaded rubber eraser.
Course Code: 138464, $70, Conaway
7/7-8/4, T, 9:30 am-12:30 pm
Also 8/3, M, 9:30 am-12:30 pm
West Campus, Room 26

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: 138451, $70, Conaway
5/21-7/16, TH, 9:30 am-12:30pm
Hauser Hall, 155

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: 138404, $84, Stewart
5/20-6/24, W, 9 am-Noon
West Campus, Room 15

Painting: Watercolor ❖
Gain a basic understanding of watercolor painting still life and landscapes through lecture and hands-on experience.
Course Code: 138454, $70, Conaway
5/22-7/17, F, 9:30 am-12:30 pm
Hauser Hall, 155

Picture Framing & Matting ❖
Take a treasured photo or piece of art and turn it into a showpiece by matting and framing it yourself. Learn each step in the process of matting and framing. Beginners and continuing participants are welcome.
Course Code: 138456, $70, Russell
6/1-7/13, M, 6-9 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: 138414, $100, Rubin
6/17-7/29, 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: 138406, $90
Pettinati-Longinotti
5/21-7/16, TH, 6-9 pm
West Campus, Room 34

Summer Camps @ForsythTech
JULY - AUG 2020

For Teens!

Check out our variety of classes for 14-18 year olds!
Environmental Action Lab • Auto Basics for New Drivers
Exploring Design • Flawless Photo Editing
3D Printing & Modeling • Biotech Lab Experience
ACT/SAT Prep • ACT/SAT Math
ACT/SAT Reading: Improve Your Test Scores • Your College Essay
Exploring Your Creative Genius • Career Compass
Art of Metal Tooling & Embossing

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: 138457, $90, Danner
  6/2-7/28, T, 6-9 pm
  Strickland Center, Room 1297

Food and Drink

Bartending 101❖

Get an introduction to the professional craft of bartending. Learn the Alcohol Beverage Control (ABC) laws and requirements, categories of alcohol, bar equipment, and a wealth of recipes for common and classic cocktails.
Prerequisites: 21 years of age or older
  Course Code: 138341, $90, Bruton
  5/2-6/27 S, 9:30 am-12:30 pm
  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.
  Course Code: 138410, $60, Crotts
  6/2-6/23, T, 6-9 pm
  West Campus, Room 15

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: 138409, $80, Morris
  6/1-7/27, M, 6-9 pm
  Strickland Center, Room 4446

Spanish 2✓🕮

Continue your Spanish language acquisition with more vocabulary, grammar, and reading skills while learning about the culture and current trends in Latin American countries. Become comfortable with basic conversation. This class is muy divertida!
Prerequisites: Spanish 1
  Course Code: 138460, $80
  Arizmendi-Penaloza
  6/4-7/30, TH, 6-9 pm
  Strickland Center, Room 4446

Personal Finance

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, 6:30-9 pm
  Strickland Center, Room 4450

Photography

Photography: Intro 1❖

Whether you use a point-and-shoot camera or a top of the line DSLR camera, learn how and when to use the settings on your camera in order to capture that magical moment forever.
Prerequisites: Prior computer experience
  Course Code: 138437, $40, Smith
  5/16, S, 9 am-Noon
  West Campus, Room 122

  Course Code: 138407, $40, Smith
  5/30, 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.
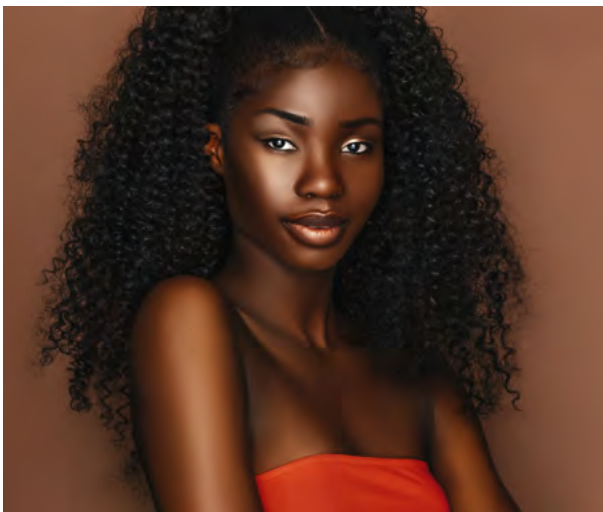**Prerequisites:** Photography: Intro 1
  Course Code: 138412, $40, Smith
  6/6, S, 9 am-Noon
  West Campus, Room 122

Photography: DSLR 1❖ ⚷

Want to get more out of your DSLR camera? Are you curious about how to use Photoshop to make good photos great? Whether you're a novice or an advanced shooter, this class is for you!
Prerequisites: Photography: Intro 1 & 2
  Course Code: 138463, $100, Smith
  6/8-8/3, M, 6-9 pm
  Transportation Center, Room 146

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

Enrich Your Life

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

P PARKING

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.

Stokes County Center Courses

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

Construction Skills for Women❖
Interested in gaining valuable building trade skills? Get hands-on experience safely using essential building tools. Learn how to read blue prints and identify building projects.
Course Code: 138309, $135
5/26-6/11, TTH, 9-11:30 am

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: 138308, $35, Crews
6/15-6/24, MW, 10-11:30 am

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

Welding Skills: MIG❖
Ever wanted to try your hand at welding, but weren't sure where to learn? Get a safe, hands-on introduction to welding at our new Stokes County Welding Lab under the guidance of our highly trained instructors.
Course Code: 133956, $120
5/7-5/28, TH, 5:30-8:30 pm

SCHOLARSHIPS

Thanks to the generosity of our sponsors,

Bank of America.

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North Carolina
Tobacco Trust Fund Commission

Golden LEAF
FOUNDATION

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 Lineworker
- 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
- Phlebotomy
- Telemetry Cardiovascular Technician (EKG)
- Veterinary Assistant
- Welding (ARC, MIG, Industrial, TIG)

SECU Foundation
PEOPLE HELPING PEOPLE®

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

Course Locations

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

Gifted Hands Academy
971 Salisbury Ridge Road
Winston-Salem
Phone: 336.971.0112

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

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

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

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

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

Northwest Forsyth Center
3111 Big Oaks Drive
King
Phone: 336.734.7050

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

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

Stokes County Center
1165 Dodgetown Road
Walnut Cove
Phone: 336.593.5402

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

West Campus
1300 Bolton Street
Winston-Salem
Phone: 336.734.7023

Register early to reserve your place in class!

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

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

Registration Information

What You Need For Registration
You will need the following information to register:
- Course Code
- Full Name
- Address
- Birthdate
- SSN or Forsyth Tech ID
- Phone Number
- Payment
- Any other documentation required for the class

Ways to Register

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

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

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

- **Northwest Forsyth Center**
  Cash or check

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

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

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

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

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

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

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

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

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

To withdraw from a course, submit a Request for Refund form. Forms are available at the West Campus Customer Service Center or online at **https://tiny.cc/EWDRefund**
Allow up to 6 weeks from the date we receive your request or from the date of class cancellation notification for your refund check to arrive.

Note: Malpractice insurance and other specific fees are non-refundable.

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

Additional Fees
Tuition and fees are subject to change.

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

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

Textbooks
There are two options for purchasing textbooks:
- Email **ewdinfo@forsythtech.edu** for instructions.
- West Campus Bookstore Call 336.734.7754 for hours of operation.

Disclaimer
Course times, dates, location, instructor, price, etc. are subject to change after publication of this catalog. Check the schedule at **https://tiny.cc/EWDSchedule** or call 336.734.7023 to confirm course information.

ForsythTech
Community College

2100 Silas Creek Parkway
Winston-Salem, North Carolina 27103

ECONOMIC & WORKFORCE DEVELOPMENT 2020
MAY – AUG 2020
COURSE CATALOG

Beyond Excel: Introduction to Visual Basic for Applications

So, you're recording macros in Microsoft applications such as Excel and Word? That's GREAT! But sometimes you wish you could just go that next step to be able to do more. Well, Visual Basic for Applications (VBA) is the answer! This makes it worth learning. You can extend the functionality of Microsoft Office applications by automating tasks and reports. While you can automate some things using macros, VBA gives you a lot more power and flexibility. This course is taught by a VBA programmer who will gently and effectively walk you through the process step-by-step. (Note: Much of the emphasis will be placed on creating VBA with a focus on extending Microsoft Excel processes.)

Learning Objectives:

- Navigate the Visual Basic environment
- Work with Procedures and Functions
- Understand Objects
- Use Expressions, Variables, and Intrinsic Functions
- Control Program Execution
- Work with Form and Controls
- Work with the Pivot Table Object
- Debug Code
- Handle Error

Register NOW!
Customer Service: 336-734-7023
Cost: $714.99

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