INTRODUCTION TO PERSONAL COMPUTERS
Learn the basics of personal computers including the hard drive, CD-ROM, e-mail, Internet, word processing, and spreadsheets.
Instructor: Kevin Cureton
Mon/Tue, Jun 23 & 24 5:00 p.m. - 9:00 p.m.
Fee: $99 (includes textbook)
Location: CEWD, Room 208

INTRODUCTION TO MICROSOFT WORD® 2010
Participants will learn to create and edit documents and use other features of this powerful new word processing program.
Instructor: Kevin Cureton
Wed/Thur, Jun 25 & 26 5:00 p.m. - 9:00 p.m.
Fee: $99 (includes textbook)
Location: CEWD, Room 208

INTRODUCTION TO MICROSOFT EXCEL® 2010
Learn to use the newest and most popular spreadsheet program. Create functions to analyze and manage information and build reports.
Instructor: Kevin Cureton
Mon/Tue, Jun 30 & Jul 1 5:00 p.m. - 9:00 p.m.
Fee: $99 (includes textbook)
Location: CEWD, Room 208

iPad™ BASICS
Learn to use your Apple® iPad! The first 30 minutes of the course covers setting up the device. The final two hours covers all major functions along with how to install and use apps. This course requires you to bring your own iPad.
Instructor: Kevin Cureton
Wed, Jul 2 6:00 p.m. - 8:30 p.m.
Fee: $49 (includes handouts)
Location: CEWD, Room 101

COMMUNITY COURSES

HUNTER SAFETY
Learn the proper handling and use of bows, arrows, pistols, black powder, shotguns, and rifles. Survival and basic first aid are also included. Attend all sessions and pass the written exam to receive the Alabama Firearms and Hunter Safety Program Certification required for an Alabama Hunting License.
Instructors: Larry Doster and Joe Carroll
Sat, August 16 & 23 8:00 a.m. - noon
Mon, Tue, Thu November 3, 4, 6 6:00 p.m. - 9:00 p.m.
Must attend all sessions to receive certification. Exam will be given at the conclusion of the last session.
Location: CEWD, Room 101
Fee: $10

Are You Interested In Online Courses?
Go to:
www.ed2go.com/wallace or www.gatlineducation.com/wallace
to explore the hundreds of courses we offer!

THE BASICS OF SOCIAL MEDIA
Learn to use today’s most popular social media platforms including Facebook®, Twitter®, Flikr®, Instagram®, Pinterest®, among others. Course will include information on internet safety and privacy issues associated with the various social media sites.
Instructor: Kevin Cureton
Wed, Jul 9 6:00 p.m. - 8:30 p.m.
Fee: $49 (includes handouts)
Location: CEWD, Room 101

SHORT-TERM TRAINING

CERTIFIED NURSING ASSISTANT (CNA)
This 25-day program combines classroom instruction and hands-on application of patient-care skills. Upon completion of this course, participants will be eligible to sit for the Nurse Aide Registry Examination.
Instructors: Robyn Gause, RN, Mandy Hall, RN, Carolyn Swihart, LPN
Mon - Thu, June 2 - July 15 5:00 p.m. - 9:00 p.m.
Mon - Thu, July 28 - September 9 5:00 p.m. - 9:00 p.m.
Fee: $725 (includes textbook and Nurse Aide Registry exam fee)
WIA approved
To register, students must have a high school diploma or equivalent. Attendees must purchase two sets of uniforms prior to class start date (not included in fee). Attendees must also provide a multi-state background check to enter the course (not included in fee). Students are required to provide proof of a clear, two-step TB skin test.
Location: CEWD, Room 109

COMPUTER SKILLS FOR TODAY’S WORKPLACE
This six-week program will help students develop computer skills necessary to work in an office environment. Skills range from basic usage and keyboarding to proficiency in Microsoft® Office® (Word®, Excel®, and PowerPoint®).
Instructor: Kevin Cureton
Mon/Tue/Thu, July 7 - August 14 5:00 p.m. - 9:00 p.m.
Fee: $1,500 (includes text books and fees)
WIA approved
Location: CEWD, Room 203

PRE-APPRENTICE LINEMAN TRAINING PROGRAM
This seven-week, 280-hour program prepares students for entry-level employment with power companies, electric cooperatives, municipal power agencies, and electrical contractors.
Instructor: Mike Evans
Mon-Thru, April 28 - June 24 8:00 a.m. - 4:00 p.m.
Fee: $3,500
WIA approved
To register, students must have a high school diploma or equivalent. Students must obtain a Department of Transportation (DOT) physical examination and a two-year driving history from the State Troopers office with no more than two moving violations in the past two years.
Location: Wallace Campus, Bldg. 515
READY TO WORK

Employers are searching for workers that have skills including work ethics, communication skills, problem solving skills, and the ability to show up for work on time. Employers also value employees who possess computer skills and customer service skills. This 8-week FREE course helps prepare job seekers in all of these important job skill areas.

Instructor: Rodney Myers
Tue/Wed/Thu, Jun 9 - Aug 7 5:00 p.m. - 9:00 p.m.
Fee: FREE
Location: CEWD, Room 207

WORKKEYS®

HIGHLY QUALIFIED TEACHING ASSISTANT

Alabama teaching paraprofessionals have the option of taking WorkKeys® assessments to meet the requirements for being “highly qualified” as set forth by NCLB legislation. The Wallace Community College WorkKeys® service center offers WorkKeys® testing at the CEWD.

Testing Schedule for Teaching Paraprofessionals:
Thu, May 15 8:00 a.m. - noon
Tue, June 17 8:00 a.m. - noon
Thu, July 19 8:00 a.m. - noon
Tue, August 19 8:00 a.m. - noon
Fee: $60
Location: CEWD, Room 208

Wallace Community College offers more than 300 online courses!
Visit www.ed2go.com/wallace or www.gatlineducation.com/wallace to view our exciting online course options!

WAYS TO REGISTER

1) REGISTER BY PHONE using a MasterCard or Visa by calling 334-556-2203 or 1-800-543-2426, ext. 2203.
2) MAIL REGISTRATION FORM AND PAYMENT TO:
Wallace Community College
5565 Montgomery Hwy
Dothan, AL 36303

CANCELLATIONS & REFUNDS
To receive a 100% refund, written notice of withdrawal is required one week before the class begins. If a course is canceled by the College, all persons enrolled will be notified and full refunds made. NO REFUNDS WILL BE ISSUED AFTER THE COURSE BEGINS.

CONFIRMATION: We do not send confirmation cards. Please mark your calendars with dates and times.
Check out our complete listing of noncredit short courses at http://www.wallace.edu/community_services/workforce_development.aspx

REGISTRATION FORM

(Please print)

Name__________________________________________________Social Security No.__________________________
Address________________________________________________________Date of Birth__________________________
City________________________________State____ZIP________Employer__________________________

Phone (H)___________________________(W)______________________(FAX)__________________________

Male ___ Female ___ Race____

Course Name/Number_________________________________Payment method ( ) Check ( ) Money Order
________________________________________________________( ) Cash ( ) Visa ( ) Master Card

Credit Card No.________________________________Exp. Date__________Name on Card__________________

Wallace Community College affords equal opportunity to all employees and applicants for admission or employment regardless of race, gender, religion, national origin, age, or disability. WCC will make reasonable accommodations for persons with disabilities.

A portion of the above information is used by Wallace Community College for reporting purposes only.