



Center for Economic & Workforce Development

Dothan

Fall 2012

SPECIAL INTEREST

ACT™ PREPARATION COURSE

This course is designed to prepare students for the ACT™ college entrance examination. Each of the four sections of the exam (math, English, reading comprehension, and science reasoning) will be reviewed. Tips and test-taking strategies will be discussed.

Instructor: Darren Peterson

Tue/Thu, Nov 6 - Dec 6 6:00 p.m. - 8:00 p.m.

Fee: \$125 (includes textbook and online course material)

Location: CEWD, Room 102

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. Must attend all sessions to complete course. Exam will be given at the conclusion of last session.

Instructors: Larry Doster & Joe Carroll

Sat, Aug 18 & 25 7:00 a.m. - noon

Mon/Tue/Thu, Nov 5, 6, & 8 5:30 p.m. - 9:00 p.m.

Fee: \$10

Location: CEWD, Room 101

INTRODUCTION TO PERSONAL COMPUTERS

Learn the basics of personal computers including the hard drive, CD-ROM, e-mail, Internet, word processing, and spreadsheets.

Instructor: Darren Peterson

Wed/Thu, Oct 10 & 11 5:30 p.m. - 9:30 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: Darren Peterson

Mon/Tue, Oct 15 & 16 5:30 p.m. - 9:30 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: Darren Peterson

Wed/Thu, Oct 17 & 18 5:30 p.m. - 9:30 p.m.

Fee: \$99 (includes textbook)

Location: CEWD, Room 208

SHORT-TERM TRAINING

CERTIFIED NURSING ASSISTANT

This 20-day program combines classroom instruction and hands-on application of patient care skills. Upon completion, participants will be eligible to sit for the nurse aide registry examination.

Instructors: Robyn Gause, Annice Atwell, Frances Naramore

Mon - Fri, Aug 13 - Sep 10 8:00 a.m. - 3:00 p.m.

Mon - Fri, Sep 24 - Oct 19

Mon - Fri, Nov 5 - Dec 5

Fee: \$725 (includes textbook and exam fees)

WIA approved

Attendees must purchase uniforms (not included in fee). Attendees must also provide background checks from Bullet Screening Services prior to admission to program (not included in fee).

Location: CEWD, Room 109

OPHTHALMIC ASSISTANT PROGRAM

The ophthalmic assistant is an important member of the eye-care team and supplies vital information to the treating physician. A high school diploma or equivalent is required to enter this 14-week program.

Instructors: Stephanie Kimel, COA, and Anthony Grammer, COT

Mon/Wed, Sep 5 - Dec 12 6:00 p.m. - 8:30 p.m.

Fee: \$1,400 (includes textbook and all other course fees)

WIA approved

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 the programs of Microsoft® Office® (Word®, Excel®, and PowerPoint®).

Instructor: Bill Roberts

Mon/Tue/Thu, Oct 8 - Nov 15 5:30 p.m. - 9:30 p.m.

Fee: \$1,500 (includes textbooks and fees)

WIA approved

Location: CEWD, Room 203

PLUMBER'S APPRENTICE

This course prepares students with the fundamentals of the plumbing profession and is taught in three sixteen-week modules. The course follows the National Center for Construction Education & Research (NCCER) Level 1 plumbing curriculum. Upon completion of three modules (eight and one-half months), attendees will be credited with one year of service toward journeyman plumber status.

Instructor: Joe Trawick, Master Plumber

Tue Aug 28 - Dec 11 6:00 p.m. - 9:00 p.m.

Fee: \$500 per module (includes textbook and all other course fees)

WIA approved

Location: Wallace Campus, Bldg 515

PREAPPRENTICE LINEWORKER 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. This program requires physical stamina; student weight limit is 275 lbs.

Instructor: Mike Evans

Mon - Fri, Oct 1 - Nov 16 8:00 a.m. - 4:00 p.m.

Fee: \$3,500

WIA approved

Location: Wallace Campus, Bldg 515

Are You Interested In Online Courses?

Visit www.wallace.edu/workforce_dev

to explore the hundreds of courses we offer
through Ed-2-Go and Gatlin!

Wallace Community College offers customized training courses for area businesses. Training topics include first time supervisor, communications, business ethics, teambuilding, train the trainer, time management, and computer applications. The College also offers customized courses in welding, CPR, plumbing, carpentry, and others.

No matter what training need may arise within an organization, Wallace Community College stands ready to provide quality training when it is required!

Call 334-556-2203 or visit
www.wallace.edu/workforce_dev

HIGHLY QUALIFIED TEACHING ASSISTANT PARAPRO
 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, Aug 30	8:00 a.m. – noon
Thu, Oct 4	8:00 a.m. – noon
Tue, Nov 6	8:00 a.m. – noon
Thu, Dec 6	8:00 a.m. – noon

Fee: \$60

Location: CEWD, Room 208

Applicants must pre-register by calling 334-556-2414.

WAYS TO REGISTER

- 1) REGISTER BY PHONE using a MasterCard, Visa, or Discover 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 refund, written notice of withdrawal is required one week before the class begins. If a course is cancelled 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 www.wallace.edu/workforce_dev.

REGISTRATION FORM

You may duplicate this form.

(Please print)

Name _____ Social Security No. _____

Address _____ Date of Birth _____

City _____ State _____ ZIP _____ Employer _____

Phone (H) _____ (W) _____ (FAX) _____

Male ___ Female ___ Race _____ Email _____

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.