



# Center for Economic & Workforce Development

## Dothan

### Spring 2013

#### SPECIAL INTEREST

#### SHORT-TERM TRAINING (cont.)

##### **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

**Mon, Tue, Thu, Feb 25, 26, & 28 5:30 p.m. - 9:00 p.m.**

Must attend all three sessions. Exam will be given at the conclusion of last session.

Location: CEWD, Room 101

Fee: \$10

To register, call 334-556-2203

##### **BOATER SAFETY**

Learn proper watercraft operations and safety rules pertaining to waterways in the state of Alabama. Exam will be given at the conclusion of the session.

Instructor: Alabama Marine Police

**Mon, Tue, Mar 25 & 26 6:00 p.m. - 9:00 p.m.**

Fee: \$10

Location: CEWD, Room 101

To register, call 334-556-2203

#### SHORT-TERM TRAINING

##### **CERTIFIED NURSING ASSISTANT**

This 20-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: Staff Instructors

**Mon – Fri, Jan 7 - Feb 4 8:00 a.m. - 3:00 p.m.**

**Mon – Fri, Feb 18 - Mar 15**

**Mon – Fri, Apr 1 - Apr 26**

**Mon – Fri, May 13 - Jun 13**

Fee: \$725 (includes application fee, exam fee, & textbooks)

Attendees must also purchase uniforms (not included in fee).

Location: CEWD, Room 109

##### **PLUMBER'S APPRENTICE**

Students will learn the fundamentals of the plumbing profession. The course will be taught in three 16-week modules. The course follows the National Center for Construction Education & Research (NCCER) Level 1 plumbing curriculum. After completing three modules in 8.5 months, attendees will be credited with one year of service toward journeyman plumber status.

Instructor: Joe Trawick, Master Plumber

**Tue, Jan 8 - Apr 23 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

##### **PROFESSIONAL MEDICAL CODING**

This 40-week course, prepared by the American Academy of Professional Coders (AAPC), is a definitive college-level program of study aimed at providing the most up-to-date information relating to CPT, HCPCS, and ICD-9-CM procedural and diagnostic coding.

Instructor: Brenda Monday

**Tue, Jan 29 - Nov 16 5:30 p.m. – 8:00 p.m.**

Fee: \$1,400 (includes textbooks, exam, and AAPC membership)

WIA approved

Location: SAMC Auditorium Conference Room

##### **COMPUTER SKILLS FOR TODAY'S WORKPLACE**

This six-week program will provide computer skills necessary for anyone interested in working in an office environment. Basic usage and keyboarding skills will be taught all the way through becoming proficient in Microsoft Office Suite®, which includes Word®, Excel®, and PowerPoint®.

Instructor: Bill Roberts

**Mon, Tue, Thu, Jan 28 - Mar 7 5:30 p.m. - 9:30 p.m.**

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

WIA approved

Location: CEWD, Room 208

##### **DENTAL ASSISTANT PROGRAM**

This 12-week course will prepare students to perform standard dental assisting duties within a modern dental office setting. The final 2-weeks of the course will be in externship at a local dentist's office.

Instructor: Dr. Nancy Hein & Dr. Daniel Pittman

**Mon/Wed, Jan 28 - Apr 19 6:00 p.m. – 9:00 p.m.**

Fee: \$1,400 (includes all required materials) *Uniforms not included.*

WIA approved

Location: CEWD, Room 206

##### **OPHTHALMIC ASSISTANT PROGRAM**

The ophthalmic assistant is an important member of the eye-care team, supplying vital information to the physician who is treating the patient. Individuals must have a high school diploma or equivalent to enter the 14-week program.

Instructor: Stephanie Hollis

**Mon/Wed, Jan 28 - Apr 17 6:00 p.m. - 8:30 p.m.**

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

WIA approved

Location: CEWD, Room 109

##### **PRE-APPRENTICE 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.

Instructor: Mike Evans

**Mon-Fri, Feb 4- Mar 22 8:00 a.m. - 4:00 p.m.**

Fee: \$3,500

WIA approved

Location: Wallace Campus, Bldg. 515

**Interested in online courses?  
Go to [www.wallace.edu/workforce\\_dev](http://www.wallace.edu/workforce_dev)**

**COMPUTER UPGRADE TRAINING**

**WORKKEYS®**

**Microsoft Word 2007® and Excel 2007® - Intermediate Series**

This course offers intermediate level users for both Word™ and Excel™ training in the 2010 version.

Instructor: Darren Peterson

**Word Mon/Tue, Mar 25 & 26 5:30 p.m. - 9:30 p.m.**

**Excel Wed/Thu, Mar 27 & 28 5:30 p.m. - 9:30 p.m.**

Fee: \$99 per course

Location: CEWD, Room 208

**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

**Mon/Tue, Apr 1 & 2 5:30 p.m. - 9:30 p.m.**

Fee: \$99

Location: CEWD, Room 208

**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, Jan 10 8:00 a.m. – Noon**

**Thu, Feb 12 8:00 a.m. – Noon**

**Thu, Mar 14 8:00 a.m. – Noon**

**Thu, Apr 18 8:00 a.m. – Noon**

**Thu, May 23 8:00 a.m. – Noon**

Fee: \$60

Location: CEWD, Room 208

**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 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](http://www.wallace.edu).

**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 Address \_\_\_\_\_

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.*