



# Center for Economic & Workforce Development

## Dothan

### Summer 2013

#### SPECIAL INTEREST

##### **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, Jun 17 & 18**

**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, Jun 24 & 25**

**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, Jun 26 & 27**

**5:30 p.m. - 9:30 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: Chris Joiner, Ph.D.

**Tue, Jun 18**

**6:00 p.m. - 8:30 p.m.**

Fee: \$49 (includes handouts)

Location: CEWD, Room 101

#### KIDS COLLEGE

##### **SPACED OUT ROBOTICS!**

Robots play important roles in the field of space exploration. Explore how robots are used in space programs! Students are encouraged to bring boxes of various sizes to build their own robots. Students will use Skype to talk with employees at NASA space centers to learn more about robots in space.

Instructors: Sandy Sanders and Diane Watson

##### Dothan Classes

**Grades 1-3** (upcoming school year) - **Mon-Thu, June 24 - 27**  
**8:00 a.m. - 11:30 a.m.**

**Grades 4-6** (upcoming school year) - **Mon-Thu, June 24 - 27**  
**1:00 p.m. - 4:30 p.m.**

##### Eufaula Classes

**Grades 1-3** (upcoming school year) - **Mon-Thu, July 8 - July 11**  
**8:00 a.m. - 11:30 a.m.**

**Grades 4-6** (upcoming school year) - **Mon-Thu, July 8 - July 11**  
**1:00 p.m. - 4:30 p.m.**

Fee: \$100 each course

Drink/snack provided

Locations: Dothan classes - CEWD, Room 101

Eufaula classes - Bldg. C Classroom

#### SPECIAL INTEREST (cont.)

##### **THE BASICS OF SOCIAL MEDIA**

Learn to use today's most popular social media platforms including Facebook®, Twitter®, Flickr®, Instagram®, Pinterest®, among others. Course will include information on internet safety and privacy issues associated with the various social media sites.

Instructor: Chris Joiner, Ph.D.

**Thu, Jun 20**

**6:00 p.m. - 8:30 p.m.**

Fee: \$49 (includes handouts)

Location: CEWD, Room 208

#### 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, Annice Atwell, LPN, Carolyn Swihart, LPN

**Mon - Thu, May 13 - June 25** **5:00 p.m. - 9:00 p.m.**

**Mon - Thu, July 15 - August 22** **5:00 p.m. - 9:00 p.m.**

**Mon - Thu, August 9 - October 11** **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: Bill Roberts

**Mon/Tue/Thu, July 15 - August 22** **5:30 p.m. - 9:30 p.m.**

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

WIA approved

Location: CEWD, Room 203

##### **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-Thu, April 29 - 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

**SPECIAL INTEREST**

**WORKKEYS®**

**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 17 & 24** 7:00 a.m. - noon

**Mon, Tue, Thu, November 4, 5, 7** 5:30 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

**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 23**

**8:00 a.m. - noon**

**Tue, June 25**

**8:00 a.m. - noon**

**Thu, July 25**

**8:00 a.m. - noon**

**Tue, August 27**

Fee: \$60

Location: CEWD, Room 208

Wallace Community College offers  
more than **300** online courses!

Visit [www.ed2go.com/wallace](http://www.ed2go.com/wallace) or [www.gatlineducation.com/wallace](http://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](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.*