



Center for Economic & Workforce Development

Dothan

Fall 2016

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: Chase Jones

Tue/Thu, Nov. 1 & 2 5:00 p.m. - 9:00 p.m.

Fee: \$99 (includes textbook)

Location: CEWD Room 203

Microsoft Word 2013® - INTRODUCTION

This course offers an introductory level instruction for users of Microsoft Word™ (2013 version).

Instructor: Chase Jones

Mon/Tue, Dec 5 & 6 5:00 p.m. - 9:00 p.m.

Fee: \$99 per course (includes textbook)

Location: CEWD, Room 203

Microsoft Excel 2013® - INTRODUCTION

This course offers an introductory level instruction for users of Microsoft Excel™ (2013 version).

Instructor: Chase Jones

Wed/Thu, Dec 7 & 8 5:00 p.m. - 9:00 p.m.

Fee: \$99 per course (includes textbook)

Location: CEWD, Room 203

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: Chase Jones

Fri, Dec 9 6:00 p.m. - 8:30 p.m.

Fee: \$49 (includes handouts)

Location: CEWD Room 101

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: Chase Jones

Mon, Dec 12 6:00 p.m. - 8:30 p.m.

Fee: \$49 (includes handouts)

Location: CEWD Room 101

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, Lamar Davis

Tue/Wed/Thu, Open Enrollment 5:00 p.m. - 9:00 p.m.

Fee: FREE

Location: CEWD, Room 207

SHORT-TERM TRAINING

CERTIFIED NURSING ASSISTANT

This 25-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: Mandy Odom and Anna Owens

Mon - Fri, Aug 1 - Sep 6 5:00 p.m. - 9:00 p.m.

Mon - Fri, Sep 19 - Oct 21 5:00 p.m. - 9:00 p.m.

Mon - Fri, Nov 7 - Dec 14 5:00 p.m. - 9:00 p.m.

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

WIOA approved

Location: CEWD, Room 109

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).

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 Hollis & Ashley Dunn

Mon/Wed, Sep 12 - Dec 14 6:00 p.m. - 8:30 p.m.

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

WIOA approved

Location: CEWD, Room 102

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: Chase Jones

Mon/Wed/Fri, Oct 3 - Nov 10 5:00 p.m. - 9:00 p.m.

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

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

Instructor: Mike Evans

Mon - Fri, Oct 3 - Nov 21 8:00 a.m. - 4:00 p.m.

Fee: \$3,500

WIOA approved

Location: Bldg 515 (Wallace Campus)

UPCOMING COURSES

DENTAL ASSISTANT PROGRAM

This 20-week contains both classroom lecture and hands-on skills training. Students will learn x-ray techniques, making impressions and molds, dental anatomy, instrumentation, dental office protocols, and more.

Instructors: Dr. Nancy Hein, Dr. Daniel Pittman, Jan Taylor, Sandi Davis, and Kristen Grantham

Tue/Thu, Jan 12 - May 26 6:00 p.m. - 9:00 p.m.

Fee: \$1,700 (includes textbook and supplies)

WIOA approved

Location: CEWD, Room 206

Application packets will be available September 6 through November 4, 2016. Interested students must turn in a completed application packet in order to be interviewed for acceptance into the dental assistant program.

Are You Interested In Online Courses?

www.wallace.edu/community_services/workforce_development/online_certificate_courses

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/community_services/workforce_development

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

| | |
|--------------------|-------------------------|
| Tue, Aug 16 | 8:00 a.m. – noon |
| Thu, Sep 15 | 8:00 a.m. – noon |
| Tue, Oct 18 | 8:00 a.m. – noon |
| Thu, Nov 17 | 8:00 a.m. – noon |

Fee: \$70

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.