SPECIAL INTEREST

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, Mar 7
8:00 a.m. - 5:00 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: Kevin Cureton
Mon/Wed, Apr 13 & 15
5:00 p.m. - 9:00 p.m.
Fee: $99 (includes textbook)
Location: CEWD, Room 203

Microsoft Word 2010® and Excel 2010® - INTERMEDIATE
This course offers intermediate level users for both Word™ and Excel™ training in the 2010 version.
Instructor: Kevin Cureton
Word
Mon/Wed, Apr 20 & 22
5:00 p.m. - 9:00 p.m.
Excel
Mon/Wed, Apr 27 & 29
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: Kevin Cureton
Mon, May 4
6:00 p.m. - 8:30 p.m.
Fee: $49 (includes handouts)
Location: CEWD, Room 203

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, May 6
6:00 p.m. - 8:30 p.m.
Fee: $49 (includes handouts)
Location: CEWD, Room 203

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!

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 Hall, RN and Carolyn Swihart, LPN
Mon - Fri, Jan 12 - Feb 16
5:00 p.m. - 9:00 p.m.
Mon - Fri, Mar 2 - Apr 3
5:00 p.m. - 9:00 p.m.
Mon - Fri, Apr 20 - May 26
5:00 p.m. - 9:00 p.m.
Fee: $725 (includes textbook and exam fees)
WIA 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, COA & Ashley Dunn, COA
Mon/Wed, Feb 16 - May 20
6:00 p.m. - 8:30 p.m.
Fee: $1,400 (includes textbook and all other course fees)
WIA approved
Location: CEWD, Room 102

DENTAL ASSISTANT PROGRAM
This 14-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 Pitman, Jan Taylor, Sandi Davis, and Kristen Grantham
Tue/Thu, Feb 17 - May 22
6:00 p.m. - 9:00 p.m.
Fee: $1,400 (includes textbook and supplies)
WIA approved
Location: CEWD, Room 206
Students must take WorkKeys® Reading and Locating Information assessments in order to apply. Those scoring a requisite score on the assessments will be required to sit for an interview selection process. Students must purchase 2 sets of solid royal blue scrubs for the program.

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: Kevin Cureton
Mon/Tue/Thu, Mar 2 - Apr 9
5:30 p.m. - 9:30 p.m.
Fee: $1,500 (includes textbooks and fees)
WIA approved
Location: CEWD, Room 203

PRE-APPRENTICE LINELINWORKER 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, Feb 2 - Mar 20
8:00 a.m. - 4:00 p.m.
Fee: $3,500
WIA approved
Location: Bldg 515 (Wallace Campus)
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

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.