



# Center for Economic & Workforce Development

## Dothan

### Spring 2017

#### 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

**Mon/Wed, April 10 & 12** 5:00 p.m. - 9:00 p.m.

Fee: \$99 (includes textbook)

Location: CEWD Room 203

##### INTERMEDIATE MICROSOFT WORD® 2013

Participants will learn increasingly advanced topics such as managing lists, customizing tables and charts, creating custom formats and themes, template creation, mail merges, and other lessons.

Instructor: Chase Jones

**Mon/Wed April 17 & 19** 5:00 p.m. - 9:00 p.m.

Fee: \$99 (includes textbook)

Location: CEWD, Room 203

##### INTERMEDIATE MICROSOFT EXCEL® 2013

Participants will learn increasingly advanced topics such as calculating data with advanced formulas, presenting data using charts, creating tables, formatting tables, filtering data, creating pivot tables and other lessons.

Instructor: Chase Jones

**Mon/Wed April 24 & 26** 5:00 p.m. - 9:00 p.m.

Fee: \$99 (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

**Thursday, April 27** 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, May 1** 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

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

Fee: FREE

Location: CEWD, Room 207

#### SPECIAL INTEREST CONT.

##### INTRODUCTION TO WELDING

This 5-week course introduces participants to basic welding and cutting techniques. Emphasis is placed on Oxy-fuel cutting, Shielded Metal Arc Welding, Gas Metal Arc Welding and Gas Tungsten Arc Welding. Upon completion participants should be able to perform welding and cutting activities that are conducive to the home hobbyist or farm applications.

Instructor: Joey Jackson

**Saturday's only, Feb 25 - Mar 25** 7:30 a.m. - 12:30 p.m.

Fee: \$275 (includes handout)

Location: Bldg. 125 (Wallace Campus)

##### Beginner's Spanish

This 8-week course will provide participants with an opportunity to learn basic conversational skills and gain a better understanding of the Hispanic culture. Topics covered will include the alphabet and pronunciation, key words, phrases, and basic conversation.

Instructor: Michelle Lopez

**Tue/Thur, Jan 10 - March 2** 5:30 p.m. - 7:30 p.m.

Fee: \$160 (includes textbook and audio CD's)

Location: CEWD Room 102 (Wallace Campus)

#### 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 Liz White

**Mon - Fri, Jan 9 - Feb 13** 5:00 p.m. - 9:00 p.m.

**Mon - Fri, Feb 27 - Mar 31** 5:00 p.m. - 9:00 p.m.

**Mon - Fri, Apr 17 - May 22** 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*

##### 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, Feb 27 - Apr 6** 5:00 p.m. - 9:00 p.m.

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

WIOA approved

#### Are You Interested In Online Courses?

[www.wallace.edu/community\\_services/workforce\\_development/online\\_certificate\\_courses](http://www.wallace.edu/community_services/workforce_development/online_certificate_courses)

<http://careertraining.ed2go.com/wallace/>

## Industrial Welding

This 12 week course prepares students for employment in the Welding industry as structural welders in a production environment. Students will gain hands on experience with Oxy-fuel cutting, Plasma Arc Cutting, Gas Metal Arc Welding as well as an overview of blueprint reading and basic mathematics. Students can exit the program after 12 weeks with an AWS welding certification.

Instructor: Jarrod Craven and Cody Sprouse

**Mon - Thu, Dates:TBD 5:00 p.m. - 8:00 p.m.**

Fee: \$3,500 (includes textbooks, tool kit and fees)

Location: Bldg 125 (Wallace Campus)

## Sheet Metal Technician

This 7 week course trains students in the fundamentals of sheet metal shop operation. Shop safety and shop operation practices will be covered. Correct operation of sheet metal hand tools, rotary machines, power shear and roll forming machines are included in lab work. Fundamentals of sheet metal layout will be practiced and applied to fabrication scenarios as well as have an overview of basic mathematics and blueprint reading. Instructor: Eddie Folds

**Mon - Thu, Feb 6 - Mar 23 5:00 p.m. - 8:00 p.m.** Fee: Scholarships available (includes textbook and tool kit) Location: Bldg 473 (Wallace campus)

## CUSTOMIZED TRAINING FOR BUSINESS & INDUSTRY

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

## 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: Ashley Dunn

**Mon/Wed, Feb 13 – May 17 6:00 p.m. - 8:30 p.m.**

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

WIOA approved

Location: CEWD, Room 102

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

Instructor: Mike Evans

**Mon - Fri, Feb 6 - Mar 24 8:00 a.m. - 4:00 p.m.**

Fee: \$3,500

WIOA approved

Location: Bldg 515 (Wallace Campus)

## WORKKEYS®

### 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 5 8:00 a.m. – noon**

**Tue, Feb 7 8:00 a.m. – noon**

**Thu, Mar 9 8:00 a.m. – noon**

**Tue, April 11 8:00 a.m. – noon**

Fee: \$80

Location: CEWD, Room 208

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

## 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, July 25 - Dec 14 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 February 13 through April 14, 2017. Interested students must turn in a completed application packet*