



Center for Economic & Workforce Development

Dothan

Spring 2012

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.

Instructors: Larry Doster and Tim Ward

Mon, Tue, Thu Mar 5, 6, & 8 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

Tue, Thu, Mar 20 & 22 6:00 p.m. - 9:00 p.m.

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

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 9 - Feb 6 8:00 a.m. - 3:00 p.m.

Mon - Fri, Feb 20 - Mar 16

Mon - Fri, Mar 26 - Apr 20

Mon - Fri, May 7 - Jun 5

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 10 - Apr 24 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 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: Kelley Wood

Tue, Jan 10 - May 22 6:00 p.m. - 8:30 p.m.

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

WIA approved

Location: CEWD, Room 109

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: Patrick Adkinson

Mon, Tue, Thu, Jan 30 - Mar 8 5:30 p.m. - 9:30 p.m.

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

WIA approved

Location: CEWD, Room 208

CERTIFIED DIETARY MANAGER PROGRAM

This 20-week course will prepare students to perform a variety of specialized tasks and to work with registered dietitians to provide quality nutritional care for clients in a variety of noncommercial settings.

Instructor: Stephanie Nunnery, RD

Tue/Thu, Feb 7 - Jun 21 5:30 p.m. - 9:30 p.m.

Fee: \$1,995 (includes exam fee and all other required materials)

WIA approved

Location: CEWD, Room 207

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 Kimel

Mon/Wed, Jan 30 - May 2 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 6 - Mar 23 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

COMPUTER UPGRADE TRAINING

WORKKEYS®

Microsoft Word 2007® and Excel 2007® - Introductory Series

This course offers introductory level users for both Word™ and Excel™ training in the 2007 version.

Instructor: Darren Peterson

Word Mon/Tue Feb 6 & 7 5:30 p.m. - 9:30 p.m.

Excel Wed/Thu Feb 8 & 9 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/Wed, Mar 26 & 28 5:00 p.m. - 9:00 p.m.

Fee: \$99

Location: CEWD, Room 208

To register, call 334-556-2203.

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

Thu, Feb 9 8:00 a.m. – Noon

Thu, Mar 15 8:00 a.m. – Noon

Thu, Apr 19 8:00 a.m. – Noon

Thu, May 24 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.

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.