



# Center for Economic & Workforce Development

## Dothan

### Fall 2009

#### SPECIAL INTEREST

##### ACT™ PREPARATION COURSE

This course is designed to prepare students for the ACT™ college entrance examination. Each of the four sections of the exam (math, English, reading comprehension, & science reasoning) will be reviewed. Tips and test-taking strategies will be discussed.

Instructor: Darren Peterson

**Tue/Thu, Aug 18 - Sep 10** 6:00 p.m. - 8:00 p.m.

**Tue/Thu, Sep 29 - Oct 22** 6:00 p.m. - 8:00 p.m.

**Tue/Thu, Nov 12 - Dec 10** 6:00 p.m. - 8:00 p.m.

Fee: \$160 (includes textbook and online course material)

Location: CEWD, Room 206

To register, call 334-556-2203.

##### 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 and Tim Ward

**Sat, Sep 19 & 26** 7:00 a.m. - noon

**Mon/Tue/Thu, Nov 2, 3 & 5** 5:30 p.m. - 9:00 p.m.

Fee: \$10

Location: CEWD, Room 101

To register, call 334-556-2203.

##### GRANT WRITING 101

Learn the proper techniques to successfully apply for various types of grants, including federal, state, and local applications.

Instructor: Dr. Ashli Boutwell

**Mon/Wed Oct 19 & 21** 6:00 p.m. - 9:00 p.m.

Fee: \$120 (includes hand-out materials)

Location: CEWD, Room 101

To register, call 334-556-2203.

##### INTERMEDIATE MICROSOFT WORD® 2007

Participants will learn to create and edit documents and use other features of this powerful word processing program.

Instructor: Darren Petersen

**Mon/Tue, Dec 14 & 15** 5:30 p.m. - 9:30 p.m.

Fee: \$99 (includes textbook)

Location: CEWD, Room 208

To register, call 334-556-2203.

##### INTERMEDIATE MICROSOFT EXCEL® 2007

Learn to use the world's most popular spreadsheet program. Create functions to analyze and manage information and build reports.

Instructor: Darren Petersen

**Wed/Thu, Dec 16 & 17** 5:30 p.m. - 9:30 p.m.

Fee: \$99 (includes textbook)

Location: CEWD, Room 208

To register, call 334-556-2203.

#### SHORT-TERM TRAINING

##### CERTIFIED NURSING ASSISTANT

This 18-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: Darlene Cantrell, Laura Hardy, Frances Naramore

**Mon - Fri, Aug 3 - Aug 26** 8:00 a.m. - 3:00 p.m.

**Mon - Fri, Sep 14 - Oct 7**

**Mon - Fri, Oct 26 - Nov 19**

Fee: \$695 (includes textbook and exam fees)

WIA approved

Attendees must purchase uniforms (not included in fee).

Location: CEWD, Room 109

##### 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.

Instructor: Stephanie Kimel

**Mon/Wed, Sep 2 - Dec 2** 6:00 p.m. - 8:30 p.m.

Fee: \$1,200 (includes textbook and all other course fees)

WIA approved

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 the programs of Microsoft® Office® (Word®, Excel®, and PowerPoint®).

Instructor: Patrick Adkinson

**Mon/Tue/Thu, Oct 12 - Nov 19** 5:30 p.m. - 9:30 p.m.

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

WIA approved

Location: CTC, Room 125

##### PLUMBER'S APPRENTICE

This course prepares students with the fundamentals of the plumbing profession and is taught in three sixteen-week modules. The course follows the National Center for Construction Education & Research (NCCER) Level 1 plumbing curriculum. Upon completion of three modules (eight and one-half months), attendees will be credited with one year of service toward journeyman plumber status.

Instructor: Joe Trawick, Master Plumber

**Tue Sep 1 - Dec 15** 6:00 p.m. - 9:00 p.m.

Fee: \$500 per module (includes textbook and all other course fees)

WIA approved

Location: Dothan Technology Center (behind Northview High School)

##### 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. One week is spent at the TVPPA climbing lab in Scottsboro, Alabama.

Instructor: Mike Evans

**Mon - Fri, Oct 19 - Dec 18** 8:00 a.m. - 4:00 p.m.

Fee: \$3,500

WIA approved

Location: Wallace Campus, Bldg 473

**PLUMBING CODES**

This course is designed to assist apprenticed plumbers in preparing for the journeyman plumbing examination.

Requirements: *International Plumbing Code 2006*

Instructor: Joe Trawick, Master Plumber

**Mon/Wed, Oct 26 - Nov 18 6:00 p.m. - 8:00 p.m.**

Fee \$180

Location: CEWD, Room 206

To register, call 334-556-2205.

For detailed information, visit our Web site at [www.wallace.edu/workforce\\_dev](http://www.wallace.edu/workforce_dev).

**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, Aug 20 8:00 a.m. – noon**

**Thu, Sept 17 8:00 a.m. – noon**

**Thu, Oct 15 8:00 a.m. – noon**

**Thu, Nov 19 8:00 a.m. – noon**

**Thu, Dec 17 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/workforce\\_dev](http://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 \_\_\_\_\_

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.*