



Center for Economic & Workforce Development

Dothan

Summer 2012

SPECIAL INTEREST

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, June 18 & 19 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, June 20 & 21 5:30 p.m. - 9:30 p.m.

Fee: \$99 (includes textbook)

Location: CEWD, Room 208

To register, call 334-556-2203.

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, and science reasoning) will be reviewed. Tips and test-taking strategies will be discussed.

Instructor: Darren Peterson

Sat, August 4 - August 25 8:30 a.m. - 12:30 p.m.

Fee: \$125 (includes textbook and online course material)

Location: Sparks Campus, Bldg. C Classroom

To register, call 334-556-2414.

KIDS COLLEGE

SPACED OUT ROBOTICS!

Robots play important roles in the field of space exploration. Explore how robots are used in space programs! Students are encouraged to bring their own recyclable material to build their own robots. Students will use Skype to talk with employees at NASA space centers to learn more about robots in space.

Instructors: Sandy Sanders and Diane Watson

Dothan Classes

Grades 1-3 (upcoming school year) - **Mon-Thu, June 25 - 28**

8:00 a.m. - 11:30 a.m.

Grades 4-6 (upcoming school year) - **Mon-Thu, June 25 - 28**

1:00 p.m. - 4:30 p.m.

Eufaula Classes

Grades 1-3 (upcoming school year) - **Mon-Thu, July 9 - July 12**

8:00 a.m. - 11:30 a.m.

Grades 4-6 (upcoming school year) - **Mon-Thu, July 9 - July 12**

1:00 p.m. - 4:30 p.m.

Fee: \$100 each course

Drink/snack provided

Locations: Dothan classes - CEWD, Room 101

Eufaula classes - Bldg. C Classroom

To register, call 334-556-2203.

SHORT-TERM TRAINING

CERTIFIED NURSING ASSISTANT (CNA)

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: Robyn Gause, RN, Annice Atwell, LPN, Frances Naramore, LPN

Mon - Thu, May 7 - June 5 8:00 a.m. - 3:00 p.m.

Mon - Thu, June 25 - July 30 8:00 a.m. - 3:00 p.m.

Mon - Thu, August 13 - September 10 8:00 a.m. - 3:00 p.m.

Fee: \$725 (includes textbook and Nurse Aide Registry exam fee)

WIA approved

To register, students must have a high school diploma or equivalent.

Attendees must purchase two sets of uniforms from Sandra Jean's Uniform Shop prior to class start date (not included in fee). Attendees must also provide a multi-state background check to enter the course (not included in fee). Students are required to provide proof of a clear, two-step TB skin test.

Location: CEWD, Room 109 - Call 334-556-2203 to register

COMPUTER SKILLS FOR TODAY'S WORKPLACE

This 6-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: Bill Roberts

Mon/Tue/Thu, July 16 - August 23 5:30 p.m. - 9:30 p.m.

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

WIA approved

Location: CEWD, Room 203 - Call 334-556-2203 to register

PROFESSIONAL MEDICAL CODING

Prepared by the American Academy of Professional Coders (AAPC), this course 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: Rhonda Burgess

Tue, July 10 - November 27 5:30 p.m. - 9:30 p.m.

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

WIA approved

To register, students must provide proof of attending a course in Medical Terminology and a course in Human Anatomy.

Location: CEWD, Room 109 - Call 334-556-2414 to register

PRE-APPRENTICE LINEMAN TRAINING PROGRAM

This 7-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-Thu, May 7 - July 3 8:00 a.m. - 4:00 p.m.

Fee: \$3,500

WIA approved

To register, students must have a high school diploma or equivalent. Students must obtain a Department of Transportation (DOT) physical examination and a two-year driving history from the State Troopers office with no more than two moving violations in the past two years.

Location: Wallace Campus, Bldg 515 - Call 334-556-2203 to register

SPECIAL INTEREST

WORKKEYS®

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 Joe Carroll

Sat, August 18 & 25 7:00 a.m. - noon

Mon, Tue, Thu, November 5, 6, 8 5:30 p.m. - 9:00 p.m.

Must attend all sessions to receive certification. Exam will be given at the conclusion of last session.

Location: CEWD, Room 101

Fee: \$10

To register, call 334-556-2203

HIGHLY QUALIFIED TEACHING ASSISTANT

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, June 28 8:00 a.m. - noon

Tue, July 31 8:00 a.m. - noon

Thu, August 30 8:00 a.m. - noon

Fee: \$60

Location: CEWD, Room 208 - Call 334-556-2414 to register

Wallace Community College offers more than **300** online courses!

Visit www.wallace.edu/workforce_dev
And click on Gatlin and Ed2Go for complete course listings!

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 100% refund, **written notice of withdrawal is required one week before the class begins.** If a course is canceled 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

(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.