



# Workforce Development Courses Sparks Campus Spring 2012

## ❖SPECIAL INTEREST❖

### FRUGAL LIVING 101

Participants will learn everything from super couponing to making laundry detergent to creating meals for less. This is a great workshop for anyone on a budget.

**Sat, March 10** 9:00 a.m. - noon

Instructor: Tameka Williams

Fee: \$15 by March 1

*Participants should bring paper and pencil.*

### INTRODUCTION TO COMPUTERS

Learn basic computer operation, create and save documents, and explore the Internet.

**Tue, Mar 28** 9:00 a.m.-2:00 p.m.

Instructor: Stephanie Johnston

Fee: \$65 by March 14

Location: Bevill Center

## ❖ONLINE CERTIFICATE OPTIONS❖

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A variety of certificate programs is available through our partnership with Gatlin Education Services.

For a complete list of courses, visit  
[www.gatlineducation.com/wallace](http://www.gatlineducation.com/wallace)

## ❖PROFESSIONAL DEVELOPMENT❖

### CUSTOMER SERVICE TRAINING

Learn to provide good customer service through communication and attitude. Discover how it benefits you, the business and the community.

**Mon & Tue, March 5 & 6** 8:30 a.m. - noon

Instructor: Stephanie Johnston

Fee: \$60 by February 28

### CAREER READINESS CERTIFICATE TESTING

**Thu, March 1** 8:00 a.m. - noon

**Thu, May 10** 8:00 a.m. - noon

Fee: \$30

Payment is required prior to the testing date.

## Certified Nursing Assistant Class

In just 18 days, you can be on your way to a new career.



**M-Th, 8:00 a.m. - 3:00 p.m.**

**Fri, 8:00 a.m. - 2:00 p.m.**

**Instructors: Cathy Stephens & Chris Beam**

**Fee: \$725 (includes textbook, application fee, and exam)**

**WIA approved**

*Students are responsible for background check and uniform.*

**Location: Building C**

**Now taking applications  
for upcoming classes.**

[www.wallace.edu](http://www.wallace.edu)

*For financial assistance, contact the  
Eufaula Career Center.*



Ready to Work is a free training program that prepares adults with the entry-level skills required for employment with most businesses and industries. Successful completion of the program results in an Alabama Certified Worker Certificate and a State of Alabama Career Readiness Credential.

Ready to Work covers topics in the following areas:

- ❖ Computer Technology
- ❖ Time Management
- ❖ Decision Analysis
- ❖ Problem Solving
- ❖ Teamwork
- ❖ Communication Skills
- ❖ Conflict Resolution
- ❖ Quality Manufacturing
- ❖ Job Search Techniques
- ❖ Workplace Ethics and Behaviors

**Call 687-3543, ext. 2444 or 2451 for more information.**

**WAYS TO REGISTER**

- 1) REGISTER BY PHONE using a MasterCard or VISA by calling 687-3543 or 1-800-543-2426, ext. 4247.
- 2) MAIL REGISTRATION FORM AND PAYMENT TO

Wallace Community College  
Attn: Marcia Hudson  
P. O. Drawer 580  
Eufaula, AL 36072-0580

**CANCELLATIONS & REFUNDS**

To receive a 100% 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](http://www.wallace.edu).

**ATTENDANCE:** Students receiving CEUs must attend the entire class to be awarded maximum credit.

**REGISTRATION FORM**

*You may duplicate this form.*

**(Please print)**

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_

Address \_\_\_\_\_ Date of Birth \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Employer \_\_\_\_\_

Phone (H) \_\_\_\_\_ (C) \_\_\_\_\_ (FAX) \_\_\_\_\_

Male \_\_\_ Female \_\_\_ Race \_\_\_\_\_

Course Name/Number \_\_\_\_\_ Payment method ( ) Check ( ) Money Order

\_\_\_\_\_ ( ) Cash ( ) VISA ( ) MasterCard

Credit Card No. \_\_\_\_\_ Exp. Date \_\_\_\_\_ CVV# \_\_\_\_\_ Name on Card \_\_\_\_\_

If you require special accommodations under ADA, please let us know.

*Wallace Community College affords equal opportunity to all employees and applicants for admissions 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.*