

## FREQUENTLY ASKED QUESTIONS:

### Is financial aid available for courses taught through the Workforce Development Department?

Workforce Development courses are not offered for college credit; therefore, traditional financial aid is not available. Many of the short-term training programs qualify for Workforce Investment Act (WIA) funds. Contact the local Alabama Career Center for more information.

### Where is the WCC Center for Economic & Workforce Development located?

In Dothan, Ala., the WCC Center for Economic & Workforce Development is located at the corner of John D. Odom Rd. and U.S. Highway 231 N. (next to the Alabama State Trooper office).

In Eufaula, Ala., the Sparks Campus Workforce Development Center is located at the WCC Sparks Campus in the Bevill Center.

### How do I obtain customized training for my organization?

Simply call our office at 334-556-2203 and speak with our Workforce Development personnel to set up an appointment. We will be glad to discuss your training needs.

### Is there a minimum number of students required for each class?

Yes. Classes must have acceptable enrollment levels in order to be offered. Minimum class sizes vary.



WALLACE  
COMMUNITY  
COLLEGE

## Center for Economic and Workforce Development

5565 Montgomery Highway  
Dothan, AL 36303

1-800-543-2426  
Ext. 2203

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

### Wallace Campus

1141 Wallace Drive • Dothan, AL 36303  
334-983-3521

### Sparks Campus

3235 S. Eufaula Ave. • Eufaula, AL 36027  
334-687-3543

### Fort Rucker Center

Building 4502, Kingsman St. • Fort Rucker, AL 36362  
334-598-8866

*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.*

# Your Future. Our Focus.



Workforce Development



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## WORKFORCE DEVELOPMENT



The Workforce Development Department of Wallace Community College offers a wide range of programs, services, and activities:

- Short-term certificate programs
- Continuing education courses
- Adult Education services including GED preparation classes, ESL classes, and GED testing
- Customized training for existing business and industry
- WorkKeys® and Career Readiness Certificate testing
- Ed2Go® & Gatlin® online courses

No matter what your noncredit training needs are, the WCC Workforce Development Department can assist you or your company.

## SHORT-TERM CERTIFICATE COURSES

- Certified Dietary Manager (CDM)  
20 weeks
- Certified Nursing Assistant (CNA)  
18 days
- Ophthalmic Assistant  
12 weeks
- Medical Coding  
16 weeks
- Plumber's Apprentice  
48 weeks
- Pre-apprentice Electrical Line Worker  
7 weeks



## CONTINUING EDUCATION

Wallace Community College offers continuing education credit opportunities for the following professions:

- Attorneys
- Assisted-living Facility Administrators
- Counselors
- HVAC Contractors
- Medical Assistants
- Nurses
- Nursing Home Administrators
- Occupational Therapists
- Pharmacists
- Physical Therapists
- Social Workers

## TRAINING FOR BUSINESS & INDUSTRY

The Workforce Development Department of Wallace Community College provides training for existing businesses and industries to enhance the quality and skill levels of their workforce. Common training topics include the following:

- Communication skills
- Computer skills, including Microsoft® Office products (Word®, Excel®, PowerPoint®, Access™)
- Ethics
- Human Resources updates
- OSHA regulations
- Supervisor training
- Team building
- Workplace Spanish

*Let us develop courses to meet your needs!*

## WORKKEYS® TESTING CENTER

WorkKeys® offers testing for paraprofessionals (Teachers' Aides) and for Career Readiness Certificates (CRCs). Job profiling and pre-employment screenings are also available.

# WorkKeys®

## ONLINE OFFERINGS

Ed2Go® and Gatlin® course offerings may be accessed at [www.wallace.edu/workforce\\_dev](http://www.wallace.edu/workforce_dev).

Both Web portals offer numerous programs relevant to today's training needs.