



# Center for Economic & Workforce Development

## Dothan

### Summer 2014

#### SPECIAL INTEREST

##### **INTRODUCTION TO PERSONAL COMPUTERS**

Learn the basics of personal computers including the hard drive, CD-ROM, e-mail, Internet, word processing, and spreadsheets.

Instructor: Kevin Cureton

**Mon/Tue, Jun 23 & 24** 5:00 p.m. - 9:00 p.m.

Fee: \$99 (includes textbook)

Location: CEWD, Room 208

##### **INTRODUCTION TO MICROSOFT WORD® 2010**

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

Instructor: Kevin Cureton

**Wed/Thur, Jun 25 & 26** 5:00 p.m. - 9:00 p.m.

Fee: \$99 (includes textbook)

Location: CEWD, Room 208

##### **INTRODUCTION TO MICROSOFT EXCEL® 2010**

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

Instructor: Kevin Cureton

**Mon/Tue, Jun 30 & Jul 1** 5:00 p.m. - 9:00 p.m.

Fee: \$99 (includes textbook)

Location: CEWD, Room 208

##### **iPad™ BASICS**

Learn to use your Apple® iPad! The first 30 minutes of the course covers setting up the device. The final two hours covers all major functions along with how to install and use apps. This course requires you to bring your own iPad.

Instructor: Kevin Cureton

**Wed, Jul 2** 6:00 p.m. - 8:30 p.m.

Fee: \$49 (includes handouts)

Location: CEWD, Room 101

#### COMMUNITY COURSES

##### **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 16 & 23** 8:00 a.m. - noon

**Mon, Tue, Thu November 3, 4, 6** 6:00 p.m. - 9:00 p.m.

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

Location: CEWD, Room 101

Fee: \$10

#### SPECIAL INTEREST (cont.)

##### **THE BASICS OF SOCIAL MEDIA**

Learn to use today's most popular social media platforms including Facebook®, Twitter®, Flickr®, Instagram®, Pinterest®, among others. Course will include information on internet safety and privacy issues associated with the various social media sites.

Instructor: Kevin Cureton

**Wed, Jul 9** 6:00 p.m. - 8:30 p.m.

Fee: \$49 (includes handouts)

Location: CEWD, Room 101

#### SHORT-TERM TRAINING

##### **CERTIFIED NURSING ASSISTANT (CNA)**

This 25-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, Mandy Hall, RN, Carolyn Swihart, LPN

**Mon - Thu, June 2 - July 15** 5:00 p.m. - 9:00 p.m.

**Mon - Thu, July 28 - September 9** 5:00 p.m. - 9:00 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 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

##### **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 Microsoft® Office® (Word®, Excel®, and PowerPoint®).

Instructor: Kevin Cureton

**Mon/Tue/Thu, July 7- August 14** 5:00 p.m. - 9:00 p.m.

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

WIA approved

Location: CEWD, Room 203

##### **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.

Instructor: Mike Evans

**Mon-Thu, April 28 - June 24** 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

**Are You Interested In Online Courses?**

Go to:

**[www.ed2go.com/wallace](http://www.ed2go.com/wallace) or**

**[www.gatlineducation.com/wallace](http://www.gatlineducation.com/wallace)**

to explore the hundreds of courses we offer!

**READY TO WORK**

Employers are searching for workers that have skills including work ethics, communication skills, problem solving skills, and the ability to show up for work on time. Employers also value employees who possess computer skills and customer service skills. This 8-week FREE course helps prepare job seekers in all of these important job skill areas.

Instructor: Rodney Myers

Tue/Wed/Thu, Jun 9 - Aug 7 5:00 p.m. - 9:00 p.m.

Fee: FREE

Location: CEWD, Room 207

**WORKKEYS®**

**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, May 15 8:00 a.m. - noon

Tue, June 17 8:00 a.m. - noon

Thu, July 17 8:00 a.m. - noon

Tue, August 19 8:00 a.m. - noon

Fee: \$60

Location: CEWD, Room 208

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

Visit [www.ed2go.com/wallace](http://www.ed2go.com/wallace) or [www.gatlineducation.com/wallace](http://www.gatlineducation.com/wallace)  
to view our exciting online course options!

**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 [http://www.wallace.edu/community\\_services/workforce\\_development.aspx](http://www.wallace.edu/community_services/workforce_development.aspx)

**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.*