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Please take a few minutes to let us know how we are doing.

1. Have you taken Workforce Development/ Continuing Education classes at ACC in the past?
   ___Yes. What classes? __________________________ ____
   Did we meet your expectations for those classes? ___YES ___NO
   ___No. We would love to see you in a future class.

2. If you have taken prior classes, how did you register?
   ___By Mail  ___In Person  ___On-line  ___Other: ________________

3. How would you rate the ease of the registration and payment process for Workforce Development/ Continuing Education classes?
   ___Excellent  ___Good  ___Fair  ___Poor  ___N/A

4. How would you rate the ease of locating Workforce Development/ Continuing Education classes and registration information online?
   ___Excellent  ___Good  ___Fair  ___Poor  ___N/A

5. Are Workforce Development/ Continuing Education classes offered at times convenient for you?
   ___Yes ___No. What days/ times would you recommend? ________________

6. Are Workforce Development/ Continuing Education classes offered at convenient locations for you?
   ___Yes ___No. What locations would you recommend? ________________

7. What Workforce Development/ Continuing Education classes would you like to see offered in the future?
   _____________________________________________________________

8. Do you know someone that might be willing to teach a Workforce Development/ Continuing Education class?
   Name ________________________________________________
   Contact info ________________________________
   Class ____________________________________________

9. Comments: _______________________________________________________ 
   ____________________________________________________________
   ____________________________________________________________

Mail survey to:
ACC Continuing Education Office
1304 Plaza Dr.
Burlington, NC 27215
Attn: Dillingham Center Director
**Lean Six-Sigma Certifications:**

**ACC Yellow Belt Certificate**

Course provides an orientation to the Lean basic history, concepts, and improvement process. Training focuses on how to apply and develop Kaizen and Lean principles for minimizing the amount of time and resources used in work processes by elimination of waste and defects. Yellow Belts participate as a core team member or subject matter expert (SME) on a project or projects. They gather data, participate in problem-solving exercises, and add their personal experiences to the exploration process. Not only do Yellow Belts learn the skills necessary to identify, monitor, and control profit-eating practices in their own processes, but they are also prepared to feed that information to other Green Belts and Black Belts.

**Prerequisite: None**

**Location:** ACC  **Hours:** 24  **Fee:** $73

- 8/28-10/16  W  6-9 p.m.
- 10/23-12/18  W  6-9 p.m.

**Programs with N.C. State University (NCSU)**

**ACC/NCSU Green Belt Certificate**

**ACC/NCSU Green Belt Section 1: Pre-requisite:** Yellow Belt Certification or Credit by Exam. Learn the tools and skills needed to plan and complete a Lean Six Sigma certification project. Work on teams led by Lean Six Sigma Black Belts. Help your organization implement Lean Six Sigma effectively.

**Location:** ACC  **Hours:** 36  **Fee:** $378*  
($128 Registration, $250 text)

- 7/8-9/30  M  6-9 p.m.
- 10/28-2/20/20  M  6-9 p.m.

**ACC/NCSU Green Belt Section 2: Pre-requisite: Company Approved Project, Green Belt 1.** Training in the statistical tools needed to implement Lean Six Sigma projects using Minitab statistical software for quality improvement and data analysis. Lean Six Sigma projects require company approval and 6 month/6 hours (1 hour each month) Project Review Class attendance.

**Location:** ACC  **Hours:** 24  **Fee:** $73

- 10/3-11/21  TH  6-9 p.m.

**ACC/NCSU Black Belt Certificate**

**ACC/NCSU Black Belt Section 1: Pre-requisite: Green Belt Section 1, 2.** Black Belts are trained to identify, implement processes to maximize an organization’s return on investments. Black Belts use two powerful methodologies, Lean and Six Sigma for reducing waste, speeding up processes, and determining root cause of problems and are full time leaders, change agents, and practitioners of Lean Six Sigma.

**Location:** ACC  **Hours:** 42  **Fee:** $428  
($128 Registration, $300 text)

- TBA  T  6-9 p.m.

**ACC/NCSU Black Belt Section 2: Prerequisite: Company Approved Project, Green Belt 1, 2.** Class focuses on Six Sigma Project planning and development. Black Belt instructor serves as mentor to Project formatting. Six Sigma projects require company approval and 6 month/6 hours (1 hour each month) Project Review Class attendance. Project data collection requires work outside class times.

**Location:** ACC  **Hours:** 22  **Fee:** $73*  
*NCSU Black Belt Project Review/Certificate Fee: $200

- TBA  T  6-9 p.m.

**Programs with University of Tennessee**

**Supply Chain and Logistics Certification**

**Bronze Belt:** This course will introduce you to the basic concepts of supply chain operations, logistics, inventory control, production management and transportation principals.

**Location:** ACC  **Hours:** 20  **Fee:** $173*  
($73 Registration, $100 Book)

- 8/8-9/26  TH  6-9 p.m.
- 10/12-12/5  TH  6-9 p.m.

**Leading with Purpose**

This class is designed to up-skill those currently in supervisory roles as well as equip those who have a desire to grow to a supervisory or management role within a company. Training focuses on the fundamental principles of leadership designed to develop an individual's awareness and effectiveness. Accept the challenge to become a leader who can brings people together to accomplish the extraordinary. Topics Covered: Traits of a Leader, Understanding and Applying Leadership, Communication, Problem Solving, Conflict Resolution, Constructive Confrontation, Business Etiquette (Email, Phone, and In-Person Communication) Skills, Time Management and Delegation, Anger Management, Professionalism, Public Speaking, Team Building, Organizational Success, Teamwork, Diversity and Inclusion, and much more!

**Location:** ACC  **Hours:** 20  **Fee:** $95*  
($73 Registration, $22 Book)

- 9/10-10/8  T  1-5 p.m.
- 10/22-11/19  T  1-5 p.m.

**Project Management Professional (PMP) Fundamentals:**

Participants learn the terminology, tools, and techniques required to take a project from the initiating process to planning, executing, controlling, and closing.

**Location:** ACC  **Hours:** 24  **Fee:** $73+book

- 8/20-10/8  T  6-9 p.m.
The Small Business Center offers assistance with the following:

- Starting, growing, operating, exiting, or turning around your business
- Developing a greater knowledge of the basic functional elements of your business such as marketing, social media, accounting, financial analysis, human resources and more.
- Workshops (seated and online webinars)
- One on one Confidential Business Counseling, Special Initiatives and Topical Summits.
- Basic Business Workshops

**Who Owns the Ice House?**

This fall we will introduce an exciting new initiative called "Who Owns the Ice House". This exciting new initiative goes far beyond the concept of business creation and both large and small business management. Entrepreneurship is a mindset that can empower people to succeed, no matter their chosen path, whether operating in corporate suites or smaller neighborhood businesses. This program develops the skills required to succeed in these environments through:

- Creative & Critical Thinking
- Effective Problem Solving
- Communication & Collaboration
- Adaptability & Initiative
- Curiosity & Lifelong Learning

**CEO Initiative**

The fall will also see our fifth "CEO Initiative". This outstanding program is perfect for those serious entrepreneurs who are willing to embrace the daunting yet satisfying task of learning how to develop their own viable business entity. Those able to complete this once a week for sixteen weeks (over two semesters) business development initiative, will have achieved the benefit of having developed a viable business proposition. Those accomplishing this end will earn the opportunity to pitch their business proposition to a panel of seasoned entrepreneurs and business persons. These professionals will judge the proven most viable offering and can award a $10,000 kick start to the winner(s).

*Note: Cost is $73 each semester. There is a $35 scholarship for those who qualify financially.*

Call 336-506-4312 or 336-506-4311 for more details on how our Small Business Center can help you in the quest for business success.
Want to improve basic math, reading, and writing skills?

High School Equivalency Program

Ready for options to complete your High School Credential!

Leveled classes to focus on standards to take the **GED** test (computer based testing) or the **Hi-Set** tests (paper and pencil test). Convenient times and locations to meet your needs!

- ACC-Dillingham Center (Exit 145): Day & Evening Classes Available
- ACC-Carrington-Scott (Main) Campus (Exit 150): Day, Evening, & Saturday Classes Available
- May Memorial Library, downtown Burlington: M, W, F 9 am – 12 noon; North Park Library
- GED® in the Community: Mail-in Program
- HSE Online
- New Hybrid Classes
- Exam Scholarships available for qualified individuals!

Adult Basic Literacy Education (ABLE)

Specifically designed for adults with intellectual and developmental disabilities. If you have the academic and adaptive skills to be successful in a college classroom setting, this is for YOU!

- Foster READING, WRITING, MATH, and COMPUTER LITERACY SKILLS
- Further your ACADEMIC CAREER
- Get prepared for EMPLOYMENT

Classes meet mornings and afternoons at the Dillingham Center.

Call 336-506-4308 for details!

Basic Skills Plus
336-506-4388

Study for your HIGH SCHOOL EQUIVALENCY and a COLLEGE CERTIFICATE at the same time!

To qualify:
- Meet TABE score of 9.0 in reading and/or math
- Be a N.C. resident for at least one year and work towards your high school equivalency diploma

Learn employability skills in some of Alamance County’s fastest-growing industries:

- Early Childhood
- Machining
- Nurse Aide
- Plumbing
- General Office Certificate
- Manicuring/Nail Technology
- Pharmacy Technician

**Adult High School**
336-506-4377
Betty Harris

- Complete your HIGH SCHOOL DIPOLMA
- Tuition FREE!
- Classes are available days, evenings, and online!
- Must be 16 and older. Those under 18 must complete the Minor Release Process to be eligible.
NEW! College Transitions Classes  
336-506-4177

English   BSP 4002    Mon-Thur.  10:00-12:00pm  
Math       BSP 4003    Mon-Thur.  12:10-2:10pm

• Upon completing classes students will be able to enter college level English and Math classes
• Tuition Free Classes
• Eligible to students entering college with a GPA 2.2 or below
• Flexible entry and exit upon completion of course requirements

Crossover to College  
336-506-4320 or 336-506-4376  
Email: devin.smith@alamancecc.edu

• Complete the college application and financial aid process
• Choose a program of study
• Prepare for college coursework.

Come and prepare to go to college at ACC! 

The class is FREE!  
October 1, 2019 – November 21, 2019  
T & TH    12:00 – 2:30 p.m.  
Main Campus

Career College

The Career College is a two-year integrative post-secondary certificate program. Curriculums are designed to provide a foundation for transitioning into a career or additional coursework.

Career College offers the following courses of study:

• Automotive Assistant
• Greenhouse Assistant
• Health and Public Services
• Animal Care Assistant
• Adult Literacy and Employment Skills

Please contact:  
Tim Haith, Career College Coordinator at 336-506-4384  
Monica Isbell, Disability Services Coordinator at 336-506-4130.
Alamance Community College

**IMPROVE YOUR ENGLISH!**

ESL is a comprehensive program offered to help non-English speakers achieve their goals in speaking, reading, writing, listening, and learning the English language. The ESL program also includes classes for U.S. citizenship and English in the workplace.

**Benefits of ESL:**
- **FREE** classes
- Improve English speaking, reading, writing and listening
- Classes are for non-speakers through advanced levels
- Classes are offered each semester, mornings, afternoons, evenings, Saturdays, and online

**Locations:**
- ACC Main Campus and ACC Dillingham Center
- City Gate Dream Center, Burlington
- Blessed Sacrament School, Burlington
- Front Street United Methodist Church, Burlington

**Other Classes Offered:**

**Citizenship:** This class prepares students for the naturalization application and interview to become American citizens. Classes cover all portions of the exam including American civics, history, and government, as well as the English language skills needed for the interview.

**TOEFL Preparation Class:** This class focuses on listening, speaking, reading, and writing skills, as well as strategies for test taking.

**Integrated Education and Training courses (IET):** These classes are designed to support students by improving language and academic skills while completing occupational training. Current options include Cosmetology. Coming soon: HVAC and more, call for current offerings!

OPEN ENROLLMENT THROUGHOUT THE SEMESTER CALL TODAY!

ALL PERSONAL STUDENT INFORMATION IS KEPT CONFIDENTIAL & CLASSES ARE FREE!
Call (336) 506-4380 or email stephania.garzon@alamancecc.edu for more information.
¡Mejore su inglés!

El curso de ESL es un programa comprensivo que se ofrece a personas que no hablan inglés, con el fin de ayudarlos a alcanzar sus objetivos de aprender el idioma o mejorar sus habilidades al escuchar, hablar, leer y escribir. El programa de ESL también ofrece clases de Ciudadanía y clases de inglés en un ámbito profesional.

Algunos beneficios del curso de ESL son:
- Las clases son GRATIS
- La posibilidad de mejorar su forma de leer, escribir, escuchar y hablar
- Las clases se ofrecen en varios niveles
- Existen clases disponibles en la mañana, tarde, noche, sábados, y en línea

¡Permita que Alamance Community College illumine su camino!

Ubicaciones disponibles:
- Cede principal de Alamance Community College
- Dillingham Center, Burlington
- City Gate Dream Center, Burlington
- Colegio Católico Blessed Sacrament, Burlington
- Front Street United Methodist Church, Burlington

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**Clases alternatives**

**Ciudadanía Estadounidense:** Esta clase tiene el objetivo de preparar a los estudiantes para la solicitud de Naturalización. Las clases cubren todas las fases del proceso para llegar a ser ciudadanos Americanos. Los estudiantes aprenden sobre educación cívica Americana, comprensión de la estructura de gobierno y las habilidades necesarias del lenguaje para la llevar a cabo la entrevista.

**Clase de preparación para el TOEFL:** Esta clase se enfoca en mejorar las habilidades para escuchar, hablar, leer y escribir. También ofrece estrategias para tomar exámenes o pruebas.

**Educación integrada y Cursos de entrenamiento:**
Esta clases están diseñadas para apoyar a los estudiantes al mayor sus habilidades académicas y de lenguaje, mientras completan cursos de certificación profesional. Las opciones actualmente disponibles son Cosmetología. Próximamente disponibles: HVAC (Sistema de Ventilación, Calefacción y Aire) y más!

Los cursos de educación integrada y de entrenamiento, pueden proporcionar asistencia de matrícula e incentivos a los estudiantes, cuando están actualmente matriculados a los cursos de ESL y programas de certificación.

TODA INFORMACIÓN PERSONAL SE MANTENDRÁ CONFIDENCIAL.

Inscripciones abiertas durante todo el semestre
Para inscribirse, llame al (336) 506-4380 o mande un correo electrónico a stephania.garzon@alamancecc.edu

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***CUIDADO DE NIÑOS GRATIS***
DISPONIBLE EN ALGUNAS UBICACIONES
NEW! Aquaculture, Intro
This course is a comprehensive introduction to commercial Aquaculture, or the farming and husbandry of aquatic organisms, including fish, mollusks, and crustaceans. The course will include the fundamentals of fish and shellfish culture, including discussions of the various types of culture systems used (ponds, raceways, recirculating systems, etc.), water quality management, nutrition and feeds, diseases, genetics and breeding, harvesting and transport, economics and business, sustainability, and regulatory issues. Culture techniques for species of commercial importance are incorporated into the course, including channel catfish, tilapia, trout, hybrid striped bass, yellow perch, marine shrimp, freshwater shrimp, oysters, clams, blue mussels, and other species. Call 336-506-4301 or 336-506-4300 for more information. Instructor: Dr. Doug Holland
Location: Online Hours: 77 Fee: $180
61889 8/19-11/30 PAY BY 8/14

NEW! Aquaponics/ Sustainable Agriculture
This course is a comprehensive introduction to aquaponics, the combination of fish production in recirculating aquaculture systems (RAS) and hydroponic plant production. The course will include considerable information on the design and construction of aquaponic systems, with emphasis on the use of locally available and low-cost construction materials. Other major topics include techniques for fish culture in recirculating systems, water quality management, nutrition and feeds, diseases, genetics and breeding, harvesting and transport, economics and business, sustainability, and regulatory issues. Hydroponic plant production, particularly the production of food plants, is incorporated into the course, with information on the various types of hydroponic systems, selection of growth media, plant species selection and production, maintenance of plant nutrient solutions, and plant disease and pest management. Alternative marketing of fresh fish and vegetables through local niche markets will be discussed as well. Call 336-506-4301 or 336-506-4300 for more information. Instructor: Nathan Beasley.
Location: ACC Horticulture Lab Hours: 28 Fee: $128
61947 10/8-12/10* T 8 a.m.-12 p.m. PAY BY 10/3
*No class 10/15, 10/22, 11/26

NEW! Greenhouse Maintenance and Construction
This class has been created to train green industry professionals, local farmers, and homeowners about the principles and procedures involved in the installation, operation and maintenance of greenhouses. Participants will acquire technical knowledge and hands-on training/skills as it relates to site analysis, greenhouse design and selection, greenhouse operations and greenhouse construction and maintenance. Call 336-506-4200 or 336-506-4219 for more information. Instructor: Nathan Beasly.
Location: ACC Horticulture Lab Hours: 28 Fee: $128
61946 8/20-10/1 T 8 a.m.-12 p.m. PAY BY 8/15

NEW! Hardscape Design and Installation
www.alamancecc.edu/landscaping
The installation of pavers to create beautiful patios, pathways, and retaining walls is becoming more and more popular. This course will provide the participants with information about the principles and procedures involved in the installation and maintenance of hardscapes, particularly interlocking concrete pavers and retaining walls. Participants will acquire technical knowledge and hands-on training/skills as it relates to site analysis, hardscape design and selection, hardscape installation and maintenance. This class is geared towards homeowners and industry professionals. Call 336-506-4200 or 336-506-4219 for more information. Instructor: Nathan Beasley.
Location: ACC Horticulture Lab Hours: 28 Fee: $128
61947 10/8-12/10* T 8 a.m.-12 p.m. PAY BY 10/3
*No class 10/15, 10/22, 11/26

Visit our website at: alamancecc.edu/continuing-education/
NEW! Irrigation Training for the Green Industry

This course is a five-section program developed to meet the need for certified irrigation technicians across the piedmont triad area of North Carolina. Participants will acquire technical knowledge and hands-on training/skills as it relates to irrigation assembly, design and troubleshooting. Upon completion of this course, participants will be better prepared to take the certified irrigation technician exam offered through the Irrigation Association.

Call 336-506-4200 or 336-506-4219 for more information.

Instructor: Nathan Beasley

Location: Horticulture Lab  Hours: 64  Fee: $183
61950  8/22-12/19  TH  5-9 p.m.  PAY BY 8/19

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Section 1: Introduction to Irrigation
- Irrigation Components
- Irrigation Layout and Assembly
- Pipe Joining Techniques

Location: Horticulture Lab  Hours: 8
8/22-8/29  TH  5-9 p.m.

Section 2: Advanced Irrigation Techniques
- Drip/Micro Irrigation
- Electric Controllers and Wiring
- Material Calculations
- Reading Blueprints
- Valves

Location: Horticulture Lab  Hours: 16
9/5-9/26  TH  5-9 p.m.

Section 3: Irrigation Design
- Distribution Uniformity
- Drip/Micro System Parameters
- Irrigation Hydraulics (Pressure Dynamics and Flow)
- Pipe Layout and Sizing
- Precipitation Rates
- Sprinkler/Rotor Selection and Layout

Location: Horticulture Lab  Hours: 16
10/3-10/31  TH  5-9 p.m.
*no class 10/17

Section 4: Irrigation Troubleshooting
- Diagnostic Devices
  (Volt-Ohm Meter, Wire Locator, Fault Finder)
- Repair of Irrigation Components
  (Valves, Sprinklers, Rotors, Drip/Micro Components,
   Controllers, Electrical Wiring, Pump Start Relays)
- Winterization Techniques

Location: Horticulture Lab  Hours: 16
11/7-12/5  TH  5-9 p.m.

Section 5: Two Wire Electrical Systems
- Two Wire Controllers
- Two Wire Decoders
- Two Wire Troubleshooting
- Two Wire Wiring Techniques
- Lightning/Surge Protection

Location: Horticulture Lab  Hours: 8
12/12-12/19  TH  5-9 p.m.

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Residential Landscape Design

This series of classes is mainly directed to homeowners who want to learn more about residential landscape design. The series can be taken individually or you can sign up for all three sessions for $128.

Call 336-506-4200 or 336-506-4219 for more information.

Instructor: Lindsey Heise

Location: ACC, Drafting Lab  Hours: 37.5
61949  8/13-12/10  T  6-8:30 p.m.

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Residential Landscape Design – Beginner

This is an introductory course for residential landscape design. Students will be introduced to design principles/elements and will learn how to utilize them to assess existing landscapes. Call 336-506-4200 or 336-506-4219 for more information.

Instructor: Lindsey Heise

Location: ACC, Drafting Lab  Hours: 12.5
8/13-9/10  T  6-8:30 p.m.

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Residential Landscape Design – Intermediate

This course will provide an overview of the design principles and elements. Students will learn how to apply design principles to create conceptual landscape design and planting plans. Call 336-506-4200 or 336-506-4219 for more information.

Instructor: Lindsey Heise

Location: ACC, Drafting Lab  Hours: 12.5
9/17-10/29*  T  6-8:30 p.m.
*no class 10/15, 10/22

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Residential Landscape Design – Advanced

This course will focus on space-making and creating outdoor rooms using horizontal, vertical and overhead plane. Students will utilize design principles and elements to create residential landscape plans that include split elevations for hardscape plans.

Call 336-506-4200 or 336-506-4219 for more information.

Instructor: Lindsey Heise

Location: ACC, Drafting Lab  Hours: 12.5
11/5-12/10*  T  6-8:30 p.m.
*no class on 11/26
Drones - FAA Part 107 Remote Pilot Prep Course
This course prepares learners for small Unmanned Aircraft Systems (sUAS) / Drone flight certification. Topics include flight theory, flight operations, and flight training using the Federal Aviation Administration (FAA) Remote Pilot – Small Unmanned Aircraft Systems Study Guide, North Carolina Unmanned Aircraft Systems Operator Permit Knowledge Test Study Guide, and North Carolina Department of Transportation (NCDOT) Division of Aviation UAS flight standards & best practices (required book is $15). Learners will gain an introduction to commercial, government, and recreational drone applications. Upon completion, students will be prepared to sit for the FAA Part 107 Remote Pilot Knowledge Test and NCDOT UAS Operator Permit. Call 336-506-4219 or 336-506-4322 for more information. 

Instructor: Ralph Newcomb
Location: DC Hours: 29 Fee: $128
61838 9/9-10/28 M 6-9 p.m./ PAY BY 9/4
11/2* SA 9 a.m.-2:30 p.m.

Wildlife Rehab
This course is intended for anyone who works with animals and has a serious interest in rehabilitation. Upon finishing the course, students will fill out paperwork for a state permit to rehabilitate animals as well as have the opportunity to join the Wildlife Rehab Inc. non-profit organization if they so choose. Call 336-506-4200 or 336-506-4219 for more information. 

Instructor: Cristina Griffin
Location: ACC* Hours: 24 Fee: $73
61837 9/9-10/28 M 6-9 p.m. PAY BY 9/4
13

Grant Writing
A workshop designed to get the skills you need to find funding and write a successful grant. Call 336-506-4300 or 336-506-4301 for more information. Instructor: Cindy Brady
Location: DC  Hours: 6  Fee: $73
61926  10/8-10/22  T  6-8 pm  PAY BY 10/3

NEW! Legal Transcriptionist
There is demand for this skill set, which will be taught as a hands-on instructional course. You will learn the activities performed by transcriptionists in a law firm or other legal setting where documents are converted from the spoken word to printed form. It will provide the knowledge and other background needed to format the most common legal documents and to operate a transcription machine with good speed and accuracy. Call 336-506-4200 or 336-506-4219 for more information. Instructor: Paulette Powell
Location: DC  Hours: 36  Fee: $128
61952  9/4-11/20  W  6-9 pm  PAY BY 8/30

Society for Human Resource Management (SHRM) Prep
ACC is now offering the Society for Human Resource Management (SHRM) Certification prep course. Earning your SHRM-CP or SHRM-SCP credential makes you a recognized expert and leader in the Human Resource field — and a valuable asset to your organization, keeping you and your organization more competitive in today's economy. This professional distinction sets you apart from your colleagues, proving your high level of knowledge and skills. Students will: Build consistent organization-wide Human Resource practices, learn efficient and capable employee management skills and avoid costly litigation that could be prevented through basic Human Resource best practices. Call 336-506-4200 or 336-506-4307 for more information. Instructor: Lorri Allison

* If you are interested in taking this class, you must attend a Mandatory Information Session August 27 at the Dillingham Campus. Call 336-506-4200 or email duncan.shaw@alamancecc.edu.

Location: DC  Hours: 39  Fee: $128*
62028  8/27-11/19  T  6-9 p.m.  PAY BY 8/22

*Additional Expenses: Approx. $595 (books & materials)

Career & Office: Certifications

Administrative Professional Assistant: Office 2013 and 365
This course provides training for beginners desiring to gain skills using the Microsoft Office 2013 desktop software applications to improve efficiency in the workplace. You will also learn the Office 365 Web Apps, which are the Microsoft Office suite of online programs that allow you to work in the cloud because you can access your documents whenever you have an Internet connection from almost any device. Office 2013 programs include Microsoft Word, Excel, PowerPoint, Access, OneNote, and Outlook. Office 365 web apps also include OneDrive, Calendar, Tasks, and People. **The cost of the 7 courses in the series is $566 if taken individually.** The APA series is offered at a cost of $183, for a savings of $383 (68% discount). This course is specifically designed to prepare you to take the Microsoft Office Specialist (MOS) certification(s), which you may take through ACC for FREE!

Instructor: Norine Tweedie
Location: DC  Hours: 99  Fee: $183
61873  8/19-12/11  MW  6-9 p.m.  Pay By 8/14

*no class on 9/2

**Individual Sessions:**

**Word: Ver. 2013**
Location: DC  Hours: 27  Fee: $128**
61863  8/19-9/18  MW  6-9 p.m.  Pay By 8/14

**Excel: Ver. 2013**
Location: DC  Hours: 27  Fee: $128 **
61864  9/23-10/21  MW  6-9 p.m.  Pay By 9/18

**PowerPoint: Ver. 2013**
Location: DC  Hours: 18  Fee: $73**
61866  10/23-11/11  MW  6-9 p.m.  Pay By 10/18

**Access: Ver. 2013**
Location: DC  Hours: 18  Fee: $73**
61868  11/13-12/2  MW  6-9 p.m.  Pay By 11/8

**Outlook: Ver. 2013**
Location: DC  Hours: 6  Fee: $73**
61870  12/4-12/9  MW  6-9 p.m.  Pay By 11/27

**OneNote**
Location: DC  Hours: 3  Fee: $73**
61871  12/11  MW  6-9 p.m.  Pay By 12/6

Visit our website at: alamancecc.edu/continuing-education/
NEW! A+ Certification Prep
The A+ certification is an internationally recognized validation of the technical knowledge required of foundation-level IT practitioners. Call 336-506-4301 or 336-506-4300 for more information.
Instructor: Steve Ellinwood
Location: DC  Hours: 24  Fee: $73
61927  9/9-10/16  MW  6-8pm  PAY BY 9/4

NEW! Accounting Basics: Intro for Non-Accounting Majors
This course is designed for students who have little or no accounting knowledge. Topics include the accounting cycle, journal entries, T-accounts, adjusting entries, preparation and analysis of financial statements. Call 336-506-4301 or 336-506-4300 for more information.
Instructor: Benton Bogle
Location: DC  Hours: 48  Fee: $128*+book
61977  8/20-12/10  T  6-9pm  PAY BY 8/15

NEW! MS Excel for Accounting
This course provides a practical approach to the operation of computerized general ledger system. Students will apply what is learned in coursework to real-world situations. The textbook follows a fictional company to demonstrate how concepts and exercises correlate to practical circumstances. Examples and exercises mimic situations that accountants encounter in real work environments. Call 336-506-4301 or 336-506-4300 for more information.
Instructor: Benton Bogle
Location: DC  Hours: 48  Fee: $128*+book
61978  8/22-12/12  TH  6-9pm  PAY BY 8/19

NEW! Webpage Design
This class provides hands-on instruction to create a working website that’s easy to maintain. There’s no software to buy or install and no knowledge of HTML code is required.

This class would be a great choice for churches or nonprofits and can be shared with co-workers or staff. Students will learn to set-up and maintain a website, add content, blogs, pictures, videos and social media links. The course also covers how to buy a website name, choose a hosting company, add e-commerce, and get search engines like Google to find a website. Call 336-506-4301 or 336-506-4300 for more information.
Instructor: Benton Bogle
Location: DC  Hours: 12  Fee: $73
61924  8/7-8/28  W  6-9pm  PAY BY 8/1
61925  10/2-10/23  W  6-9pm  PAY BY 9/27

**Guidelines for HRD:** Classes in this category focus on the development of workplace skills by providing skill assessment services, employability skills training, and career development counseling to unemployed and underemployed adults. The classes are student-centered and focus on the creation of activities geared towards the acquisition of work-related skills or upgrading employment-related skills. Call 336-506-4200 or 336-506-4219 for more information on these Courses.

These courses are FREE to those who meet any one of the following four criteria:
- You are currently unemployed
- You have received notification of a pending layoff
- You are working and eligible for the Federal Earned Income Tax Credit
- You are working and earn wages at or below 200 percent of the federal poverty guidelines

Basic Computer Skills I
This course is for persons with little to no knowledge of computers and internet technology. Operating a computer (PC, Laptop, Tablet, and Smartphone) is a necessary life skill for finding and maintaining gainful employment. Included is an overview of basic computer concepts, uses of hardware (equipment), applications (tools and commands) and programs under different operating systems, such as Windows, Google Chrome, IOS and Android. At the end of the course students will be comfortable operating a computer (PC, Laptop, Tablet, and Smartphone), creating and managing E-mail accounts, finding information on the internet and using computers for researching and finding gainful employment. Call 336-506-4200 or 336-506-4219 for more information.

Location: Goodwill  Hours: various  Fee: $125**
61963  9/3-9/30  M-F  9 a.m.-11 a.m.  40 hrs
61964  10/1-10/31  M-F  9 a.m.-11 a.m.  46 hrs
61965  11/1-11/27  M-F  9 a.m.-11 a.m.  38 hrs
61968  12/2-12/20  M-F  9 a.m.-11 a.m.  30 hrs

**Free for qualified individuals. – Refer to Guidelines for HRD.

Location: DRCT  Hours: various  Fee: $70**
61969  9/3-9/26  TTH  12-2 pm.  16 hrs
61970  10/1-10/31  TTH  12-2 pm.  20 hrs
61971  11/5-11/26  TTH  12-2 pm.  14 hrs
61972  12/3-12/19  TTH  12-2 pm.  12 hrs

**Free for qualified individuals. – Refer to Guidelines for HRD.

Location: DC  Hours: various  Fee: $73**
61973  9/4-9/30  MW  6-8:30 pm.  20 hrs
61974  10/2-10/30  MW  6-8:30 pm.  22.5 hrs
61975  11/4-11/27  MW  6-8:30 pm.  20 hrs
61976  12/2-12/18  MW  6-8:30 pm.  15 hrs

**Free for qualified individuals. – Refer to Guidelines for HRD.
2019 Fall Workforce Development Course Schedule

**Basic Computer Skills II**

Students will learn the basics of Microsoft Word, Excel, Publisher, and PowerPoint, as well as how to use these programs in day-to-day settings as well as in job search efforts. If you want to learn how to use your Computer for creating documents, presentations, flyers or budgets using Microsoft Office, and how to take advantages in iCloud services for using these programs and storage your files, this is your best option. This course includes all the introductions about Word, Excel, PowerPoint, Publisher and other MS applications. Call 336-506-4200 or 336-506-4219 for more information.

**Location:** Goodwill  
**Hours:** various  
**Fee:** $125**

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<th>End Date</th>
<th>Days</th>
<th>Time</th>
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<td>61993</td>
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<td>M-F</td>
<td>11 a.m. - 1 p.m.</td>
<td>30 hrs</td>
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**Free for qualified individuals. – Refer to Guidelines for HRD.**

**NEW!! Basic Cloud-Based Computing, Introduction**

This class is for those seeking employment in today’s electronic age, or seeking advancement in their current career. Cloud-based computing skills are a necessity because email and knowledge of cloud-based computer programs are now the “new basic computer skill.” We will be going over the basics of Microsoft 365 cloud storage, which most organizations have found the need to implement as a mail management system, as well as, shared files in Word, Excel, PowerPoint, etc. Also, we will learn about some of the other most popular cloud storage services used by many companies, colleges, and for personal use (Google Docs, Zoho Office, iWork, etc.) Call 336-506-4200 or 336-506-4219 for more information.

**Location:** DC  
**Hours:** various  
**Fee:** $128**

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**Free for qualified individuals. – Refer to Guidelines for HRD.**

**Keyboarding Touch Typing & Basic Computer Usage, Introduction**

The keyboarding portion of this class is designed to learn to type on the computer keyboard using correct techniques as well as development of speed and accuracy. Students will also learn to use computer equipment as it relates to employment, education, and training for employment opportunities. This includes the internet, job search, and career occupational research. This class is self-directed and student centered. Call 336-506-4200 or 336-506-4219 for more information.

**Location:** DC  
**Hours:** various  
**Fee:** $73**

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<th>Course Code</th>
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<td>61995</td>
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<td>61996</td>
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<td>61997</td>
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**Free for qualified individuals. – Refer to Guidelines for HRD.**

**Guidelines for HRD:**

Classes in this category focus on the development of workplace skills by providing skill assessment services, employability skills training, and career development counseling to unemployed and underemployed adults. The classes are student-centered and focus on the creation of activities geared towards the acquisition of work-related skills or upgrading employment-related skills. Call 336-506-4200 or 336-506-4219 for more information on these Courses.

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- You have received notification of a pending layoff
- You are working and eligible for the Federal Earned Income Tax Credit
- You are working and earn wages at or below 200 percent of the federal poverty guidelines

Visit our website at: alamancecc.edu/continuing-education/
Employability Skills

Employability skills are the general skills needed for success in the labor market at all employment levels and for all industries of college and career readiness. Take advantage of career coaching! Learn the correct way to fill out a job application, build an effective resume, write a cover letter, and be ready when opportunity knocks. Get a job interview, make a great impression, and land the job you want! If you need new skills to get a job you will want to attend this class. This is an open lab so students can drop in anytime T-TH from 9 a.m. to 12 noon at ESC. Call 336-506-4200 or 336-506-4219 for more information.

**Location:** ESC       **Hours:** various                     **Fee:** $125**
62018 9/3-9/26          TWTH 9 a.m.-12 p.m.        36 hrs
62019 10/1-10/31         TWTH 9 a.m.-12 p.m.        45 hrs
62020 11/5-11/27         TWTH 9 a.m.-12 p.m.        33 hrs
62021 12/3-12/19         TWTH 9 a.m.-12 p.m.        27 hrs

**Free for qualified individuals. – Refer to Guidelines for HRD.**

**NEW! How to Make Money When You Don't Have a Job**

Is your job search taking longer than anticipated? Explore proven methods for earning money with just your computer and an internet connection. Using sites like Amazon and eBay, discover where to get products to sell online and how to get outsourcers to do most of the work for you. Learn how to write books that create long-term income. Create other sources of income such as article writing, editing, language translation, graphic art, logo design, ghostwriting, website design, newsletter creation, virtual assistance, research assistance. Please call 336-506-4200 or 336-506-4219 for more information. Instructor: Kenneth McDonald

**Location:** ACC       **Hours:** various                     **Fee:** $73**
62027 9/3-9/12*        M-TH 6-9 p.m.                 24 hrs
   *will also meet Fri 9/6, 6-9 pm
62029 9/30-10/10        M-TH 6-9 p.m.                 24 hrs
62031 11/4-11/14        M-TH 6-9 p.m.                 24 hrs
62032 12/2-12/12        M-TH 6-9 p.m.                 24 hrs

**Free for qualified individuals. – Refer to Guidelines for HRD.**
National Career Readiness Certificate (NCRC) Test Prep

Want to become more employable? Want to improve your ability in job skills that are necessary for today's job market? ACC can help you enhance your opportunities for employment. We are now officially a testing site for the National Career Readiness Certificate, also known as the NCRC. The NCRC consists of three tests, assessing these three skills: applied mathematics, reading for information, locating information. Your score on the tests determines if you earn a NCRC Platinum, Gold, Silver or Bronze. More and more public agencies and private businesses are using the NCRC to make employee hiring and promotion decisions. Call 336-506-4200 (ACC) or 336-417-5990 (Goodwill) for more information. Instructor: Victoria Ringeisen

Location: Goodwill Hours: various Fee: $70/125**
62035 9/3-9/26 TTH 1-5 pm. 32 hrs
62036 10/1-10/31 TTH 1-5 pm. 40 hrs
62037 11/5-11/26 TTH 1-5 pm. 28 hrs
62039 12/3-12/19 TTH 1-5 pm. 24 hrs
**Free for qualified individuals. – Refer to Guidelines for HRD.

NCWorks Online

This class provides an overview of NCWorks Online and how to access its job search tools. You will set up an individual NCWorks account and complete self-assessments, including job skills, personal skills, and interests. You will learn how to use assessments in career exploration, post a resume online, find the latest job openings, search for training and education programs, and find information on local employers. This is an open lab so students can drop in anytime T-TH from 1-5 p.m. at ESC. Call 336-506-4200 for more information.

Location: ESC Hours: various Fee: $125/180**
62040 9/3-9/26 TWTH 1-5 p.m. 48 hrs
62041 10/1-10/31 TWTH 1-5 p.m. 60 hrs
62042 11/5-11/27 TWTH 1-5 p.m. 44 hrs
62043 12/3-12/19 TWTH 1-5 p.m. 52 hrs
**Free for qualified individuals. – Refer to Guidelines for HRD.

Working Smart: Soft Skills for Workplace Success

Employers are looking for people who have the "life skills" capabilities that outlast and extend beyond technical skills, and allow you to communicate, build relationships, continuously grow and thrive in competitive work environments. Adapt to rapid change. Understanding that to work harder, one must work smarter. Navigating complex situations without being intimidated by workplace challenges. This is what employers want in new hires! Working Smart provides these tools so you can excel at your job and be a more valuable employee. Enroll now and increase your chances for employment and advancement. Managers and supervisors are encouraged to attend. Call 336-227-6900 or 336-506-4200 for more information. Instructor: David Grinstead

Topics covered in this five module, 16-lesson curriculum includes (but not limited too):

- Active Listening
- Integrity
- Communications
- Self-Change
- Goal Setting
- Stress Management
- Handling Feedback
- Personal Branding
- Professionalism

Location: Women’s Resource Center Hours: 28 Fee: $125**
62044 9/3-9/26 TTH 9:00 am – 12:30 pm
62045 11/5-11/26* TTH 9:00 am – 12:30 pm
*will also meet Mon 11/25, 9-12:30
**Free for qualified individuals. – Refer to Guidelines for HRD.
Blacksmithing
This course teaches introductory blacksmithing techniques. Students must have accident insurance, which can be purchased from the college. *Equipment needed:* safety glasses, welding shield, welding jacket, welding gloves, work boots, and proper clothing. Call 336-506-4200 or 336-506-4307 for more information. Instructor: Michael Lovelace
Location: ACC Hours: 32 Fee: $128
62038 8/24-10/12 SA 9 a.m. to 1 p.m. PAY BY 8/21
62046 10/19-12/14 SA 9 a.m. to 1 p.m. PAY BY 10/16

General Carpentry and Framing
This course provides instruction related to the core skills used by carpenters in residential and commercial settings. Topics include safety, hand / power tool use, site preparation, measurement and layout, construction framing, and other related topics. Upon completion, students should be able to construct, erect, install, or repair structures and fixtures made of wood. Call 336-506-4200 or 336-506-4307 for more information. Instructor: Clifton Fogleman
Location: ACC Hours: 99 Fee: $184.50
62047 8/20-12/12 TTH 6-9 p.m. PAY BY 8/15

General Contractor License Preparation
Pre-requisite: Very strong background in reading and interpreting architectural blueprints, Building Blueprint Reading course. This course is designed for individuals seeking to become licensed as a general contractor in NC. While the course is not required in order to be eligible to sit for the exam, it is designed to help improve your chances of passing. Course topics discussed that the contractor's exam covers include licensing requirements, building codes, insurance requirements, pertinent employment laws and blueprint reading. This course is NOT a course on construction techniques and terminology nor does it tell you how to organize subcontractors and schedule construction. NOTE: The course is geared primarily to the residential license. Call 336-506-4200 or 336-506-4307 for more information. Instructor: Al Caviness
Location: ACC Hours: 63 Fee: $183*
62048 9/9-11/18 MW 6-9 p.m. PAY BY 9/4

*Additional Expenses: books & materials, approx. $300

Alamance Community College

**Plumbing Repairs**
This course will introduce students to the basics of plumbing repairs. Topics will include minor plumbing repairs for kitchens, bathrooms, hot water heaters and outdoor faucets. This class will consist of classroom work as well as work in the plumbing lab. *List of required supplies and tools will be given upon registration.* Call 336-506-4200 or 336-506-4307 for more information. Instructor: Marty Blackwell.
Location: ACC Hours: 39 Fee: $128
62051 9/9-12/2 M 6-9 p.m. PAY BY 9/4

**Plumbing Pre-Apprentice Part A**
This course is part A of a two-semester program to get a pre-apprentice certificate for the NC Dept. of Commerce. It will introduce students to the basics of plumbing. Topics include installation and maintenance of piping, fittings, valves along with tool safety and standard practices in the plumbing industry. The course consists of classroom work and work in the plumbing lab. *List of required supplies, tools and book will be given upon registration.* Call 336-506-4200 for more information. Instructor: Marty Blackwell
Location: ACC Hours: 105 Fee: $183
62052 8/20-12/19 TTH 6-9 p.m. PAY BY 8/15

**Residential Wiring**
This course is designed to cover the principles of electrical wiring as it applies to residential applications. Emphasis is on Ohm's law, alternating and direct currents, series circuits, parallel circuits and series parallel circuits, use of electrical tools and equipment, wiring materials and many other special subjects. Preventive maintenance and troubleshooting as well as National Electrical Code will be covered. Call 336-506-4200 or 336-506-4307 for more information. Instructor: Al Caviness
Location: ACC Hours: 102 Fee: $183
62053 8/19-12/18 MW 6-9 p.m. PAY BY 8/14

Do you need financial assistance with a Workforce Development class?
You may qualify for a Workforce Development scholarship.
Please check with the Continuing Education Business office when you register to see if you or your chosen class meet the guidelines.
NEW!!  Heavy Equipment Operations
This is a 3-part program for Heavy Equipment Operator. This program can lead to a NCCER (National Center for Construction Education and Research) journey-level assessment and certification. Call 336-506-4301 or 336-506-4300 for more information.

Call to have your name added to the interest list.

Level I topics
This introductory course is designed to provide even the most novice student a practical understanding of basic heavy equipment operation. You will learn the essential skills of Earthmoving, including digging, trenching, and loading, in addition to heavy equipment safety, preventive maintenance, and construction site fundamentals.

Orientation to the Trade  Basic Operational Techniques
Heavy Equipment Safety  Utility Tractors
Identification of Heavy Equipment Grades  Introduction to Earthmoving

Location: TBD  Hours: 165  Fee: $180

Level II topics
This course continues to advance your practical understanding of basic heavy equipment operation. You will learn the essential of the topics listed below.

Rough Terrain Forklifts  On-Road Dump Trucks
Excavation Math  Interpreting Civil Drawings
Site Work  Soils
Skid Steers  Loaders  Scrapers

Location: TBD  Hours: 189  Fee: $180

Level III topics
Finishing and Grading  Compaction Equipment
Backhoes  Off-Road Dump Trucks
Dozers  Excavators  Motor Graders

Location: TBD  Hours: 273  Fee: $180

Electrical Standard Inspection, 1
This certification-related course will reflect the 2017 National Electrical Code (NEC), which was adopted by the state in 2018. Thus, students will need to get the 2017 NEC book. The course is designed for the education and training of the Electrical Level 1 code enforcement official who has the responsibility of inspecting residential and small commercial electrical installations in construction up to 20,000 square feet. Upon completion, course participants will have a better understanding of the Electrical Code of the NC State Building Code and will be able to apply the Code in the inspection field. In addition, with the successful completion of this course and the Law & Administration course in conjunction with other education and experience requirements specified by the NC Code Officials Qualification Board, course participants will be eligible to take the Electrical Level 1 state examination for inspector certification. Call 336-506-4200 or 336-506-4307 for more information. Instructor: Russell Williams

Location: DC  Hours: 40  Fee: $128

NEW! Mechanical Standard Inspection, 3
This certification-related course is designed for the education and training of the Mechanical Level III code enforcement official who has the responsibility of inspecting electrical installations in all types of construction of unlimited size and is built upon the information presented in the Mechanical Levels I and II Standard Inspection Courses. Upon completion, course participants will have a better understanding of the Mechanical Code and the Fuel Gas Code of the NC State Building Code and will be able to apply the Code in the inspection field. In addition, with the successful completion of this course and the Law & Administration course in conjunction with other education and experience requirements specified by the NC Code Officials Qualification Board, course participants will be eligible to take the Mechanical Level III state examination for inspector certification. Call 336-506-4200 or 336-506-4307 for more information. Instructor: Russell Williams

Location: DC  Hours: 16  Fee: $73
Career Spotlight

EKG TECHNICIAN
This course is designed and approved to prepare the student to become a certified EKG (ECG) Technician / Monitor. The course will cover the anatomy and physiology of the heart, principles of EKG, dysrhythmia recognition of sinus, junctional / atrial rhythms, heart blocks, and bundle branches and ventricular ectopy rhythms. Skills will include operating EKG equipment, running and mounting strips, reading and interpreting 22 types of cardiac lead tracings produced from 12 and 5 lead monitors, and understanding the basics of capnography as it relates to heart function. See page 27 for details.

Job Outlook
According to BLS data, job opportunities for cardiovascular technologists and technicians across specialties is expected to grow 22% by 2024.

Low to Median Hourly Wage in NC $22.06 - $31.16
Projected Annual Job Openings 2016-2026 90
To learn more, visit https://www.alamancecc.edu/healthcare or call 336-506-4200 or 336-506-4219.

Source: https://www.onetonline.org/link/summary/29-2031.00

PHARMACY TECHNICIAN
Opportunities are growing in the dynamic pharmacy technician field. This course is open to anyone and will help prepare those interested in the Pharmacy Technician Certification Board (PTCB) examination. See page 28 for details.

Job Outlook
Employment of pharmacy technicians is projected to grow 12 percent from 2016 to 2026, faster than the average for all occupations. Increased demand for prescription medications will lead to more demand for pharmaceutical services.

Low to Median Hourly Wage in NC $9.98 - $14.32
Projected Annual Job Openings 2016-2026 1,410
To learn more, visit https://www.alamancecc.edu/healthcare, or call 336-506-4200 or 336-506-4219.

Source: https://www.onetonline.org/link/summary/47-2152.02
Career Spotlight

PHLEBOTOMY TRAINING
Opportunities are growing for trained phlebotomists. This course provides theory and clinical experiences needed for the proper collection of blood and other specimens used for diagnostic testing. Emphasis is placed on ethics, legalities, medical terminology, safety and universal precautions, health care delivery systems, patient relations, anatomy and physiology, and specimen collection. See page 28 for details.

Job Outlook
Employment of phlebotomists is projected to grow 25 percent from 2016 to 2026, much faster than the average for all occupations. Hospitals, diagnostic laboratories, blood donor centers, and other locations will need phlebotomists to perform bloodwork.

Low to Median Hourly Wage in NC $10.92 - $14.44
Projected Annual Job Openings 2016-2026 850
To learn more, visit https://www.alamancecc.edu/healthcare or call 336-506-4200 or 336-506-4219.

Source: https://www.onetonline.org/link/summary/31-9097.00

PLUMBING, PRE-APPRENTICE
This course is a two-semester program to get a pre-apprentice certificate for the NC Dept. of Commerce. It will introduce students to the basics of plumbing. Topics include installation and maintenance of piping, fittings, valves along with tool safety and standard practices in the plumbing industry. The course consists of classroom work and work in the plumbing lab. See page 18 for more details.

Job Outlook
Employment of plumbers is projected to grow 16% from 2016 to 2026, much faster than the average for all occupations. New construction and building maintenance and repair should drive demand for these workers, and overall job opportunities are expected to be good.

Low to Median Hourly Wage in NC $14.30 - $20.29
Projected Annual Job Openings 2016-2026 1,490
To learn more, visit www.alamancecc.edu/construction-trades or call 336-506-4200 or 336-506-4307.

Source: https://www.onetonline.org/link/summary/47-2152.02
Driving Safety
CDL/ Truck Driving

ACC is partnering with Davidson County Community College to offer the CDL programs.

CDL Prep
This class will help students gain the knowledge needed to acquire a commercial driver’s license Class A permit. The class will cover the key parts of the CDL permit exam and help students focus on the key issues. Students must attend all days to get credit for the class. NO DRIVING INVOLVED. Call 336-506-4149 or 336-506-4322 for more information. Instructors: DCCC
Location: DC  Hours: 24  Fee: $73*
60875  7/13-7/27  Sa 9 am-4 pm  PAY BY 7/8
61757  9/7-9/21  Sa 9 am-4 pm  PAY BY 8/30

**Students will need to have a copy of the CDL manual at class. Please visit https://www.ncdot.gov/dmv/ to download a copy of the Commercial Driver License Manual.

CDL-A, Truck Driver Training
CDL-A Permit required. This class is designed to teach students to drive tractor-trailer and trucks. This program will prepare the prospective driver to understand safety, driver responsibility and also the laws and regulations governing the motor carrier industry. Upon successful completion, students are qualified to take the CDL-A Exam and are employable by commercial trucking firms. Class includes classroom and behind the wheel portions. Cost includes DCCC required fees and text books. Call 336-249-8186 x 6337 for more information.
Approx. Cost.  $1,565.41
Location: Davidson CCC truck yard
8/14-10/9  M-F  8 am-5 pm
10/15-12/12  M-F  8 am-5 pm

Alamance Community College
Defensive Driving (4 Hour)  
www.alamancecc.edu/drivesafe
This class is designed for low speeds, stop sign and stop light violations. Topics covered include safety belts, child safety regulations, passing safely, the effect of alcohol and drugs on driving and vehicle laws and regulations. Call 336-506-4149 or 336-506-4322.
Location: DC  Hours: 4  Fee: $70

Defensive Driving (8 hours)  
www.alamancecc.edu/drivesafe
This class is designed for high speeds, speeding in a work zone, speeding in school zone, all other aggressive driving violations and repeat offenders. Call 336-506-4149 or 336-506-4322.
Location: DC  Hours: 8  Fee: $105

MOTORCYCLE SAFETY CLASSES:
- Enrollment is limited to 11 students per class and is taken on a first come, first served basis
- A waiver form is required. Visit our website for more information.

www.alamancecc.edu/motorcycles

BRC – Basic Rider Course
Basic Rider Course - The Basic Rider Course is aimed at beginning riders of all ages. The course consists a mixture of classroom and range time. Practical riding skills are developed in a controlled, off-street environment. The course is mandatory for motorcyclists under the age of 18 in the state of NC. Call 336-506-4322 or 336-506-4149 for more information.
Location: ACC  Hours: 22  Fee: $195
7/12-7/14  9/6-9/8  10/4-10/6  11/1-11/3
8/16-8/18

Basic Rider Course 2 (formerly ERC)
Prerequisite: At least 6 months riding experience and 3,000 miles under your belt.

The BRC2 is for someone who has been riding for a little while. Students must possess a valid motorcycle license/ motorcycle endorsement. Students must provide a street legal, properly licensed motorcycle and must show proof of insurance. Bikes must also pass a safety inspection at class. Call 336-506-4149 or 336-506-4322 for more information.
Location: ACC  Hours: 9  Fee: $80
Sa 10/26
Emergency Medical Responder

Pre-Requisite: Successful completion of TABE Test

This course provides the foundation for the student to function as an Emergency Medical Responder in various prehospital settings. After successful completion of the course, students will be prepared to provide basic assessments and care for patients of all ages with a variety of medical conditions and traumatic injuries. The class consists of the combination of lecture, web enhanced supplements, skills demonstration and practice, and simulated patient experiences. Students. Call 336-506-4299 for more information.

Location: ACC  Hours: 72  Fee: $184.50 + Books
61936  10/3-12/21  THSA  1800-2200*  Pay By 9/26
*This course meets Saturdays from 8a-6p.

Emergency Medical Technician Refresher (Hybrid)

Pre-Requisite: Successful completion of TABE Test within the past 12 months

This course will consist of both online activities and in-class sessions for skills review and testing. Students must successfully complete a final written and practical exam for successful completion of the course. This course follows the guidelines set forth by the N.C Office of EMS for basic level refresher courses. Call 336-506-4299 for information.

Credential Status:
- Currently holds a valid North Carolina, NREMT or other State EMS Credential.
- Held a Basic Level North Carolina EMS Credential (EMR or EMT) that has expired within the last 2 years.

Location: ACC/ Online  Hours: 96  Fee: $183 +Fees
61938  9/16-11/2  SA 08:00-17:00  Pay by 9/3

EMR to EMT Bridge

Pre-Requisite: Successful completion of TABE Test

This course bridges the foundational knowledge of an EMR to allow the student to function as a competent Emergency Medical Technician in various prehospital settings. After successful completion of the course, students will be prepared to provide basic assessments and care for patients of all ages with a variety of medical conditions and traumatic injuries. The class consists of the combination of lecture, web enhanced supplements, skills demonstration and practice, and simulated patient experiences. Call 336-506-4299 for more information.

Location: ACC  Hours: 288  Fee: $183 +Fees
60979  8/29-1/31/20  TTHSA*  1800-2200 Pay by 8/6
*This course meets Saturdays from 8a-5p. Organized class will conclude by the end of December. Students will use the remaining time to self-schedule clinical experiences.

60980  9/4-1/31/20  WSA*  1800-2200 Pay by 8/6
*This course meets Saturdays from 8a-5p. Organized class will conclude by the end of December. Students will use the remaining time to self-schedule clinical experiences.

Traditional/ Days
61937  12/2-3/31  MWF  0900-1800  Pay by 11/5

Location: ACC/ Online  Hours: 96  Fee: $183 +Fees
60979  8/29-1/31/20  TTHSA*  1800-2200 Pay by 8/6
*This course meets Saturdays from 8a-5p. Organized class will conclude by the end of December. Students will use the remaining time to self-schedule clinical experiences.

www.alamancecc.edu/ems

Emergency Services:
EMS Training

2019 Fall Workforce Development Course Schedule
Anatomy and Physiology for EMS
This course will provide the foundation in anatomy and physiology that paramedics need in order to succeed both in the classroom and in the field. This course is a pre-requisite for the Paramedic Academy. Call 336-506-4299 for more information.
Location: Online Hours: 96 Fee: $180+ Books 61244 9/30-12/13 Pay by 9/1/19

Paramedic Academy
Pre-Requisites:
- Successful completion of TABE Test (Reading Comprehension, English Comprehension, Mathematical Skills)
- Successful completion of an EMT course.
- Certification of EMT is required prior to participation in the clinical education and field internship.
- Successful completion of an approved Anatomy and Physiology course prior to clinical rotations
- Successful completion of Introduction for the ALS Provider course.

This course will provide the foundation for the student to function as a Paramedic in the pre-hospital and hospital settings. The class consists of a combination of lecture, web enhanced supplements, skills demonstration and practice, and simulated patient experiences. Successful completion of the program requires completion of 500 clinical and field internship hours and successful completion of all course sections (101, 102, & 103). After successful completion of the course, the student will be eligible to take the NC Paramedic exam with the NCOEMS to be credentialed as a NC Paramedic and/or be eligible to take the NREMT exam to be credentialed as a NREMT Paramedic. Call 336-506-4299 for more information.

Graduates of the program will acquire the following certifications throughout the course:
- AHA Healthcare Provider CPR
- NIMS 100, NIMS 200, NIMS 700, NIMS 800
- ACLS, PALS, PHTLS
- EMS In-Service Training Courses
ACC offers various classes from the American Heart Association. Classes will be scheduled as needed. Call 336-506-4299 for more information. Minimum of 6 students required.

Basic Life Support - CPR (Heart Saver) – 8 Hours
This course is for anyone with limited or no medical training who needs a course completion card in CPR and AED use to meet job, regulatory, or other requirements. This course will teach you to recognize cardiac arrest, get emergency care on the way quickly, and help a person until more advanced care arrives to take over. The course also covers adult choking and naloxone. This course is a video-based, instructor-led course that teaches adult and child CPR and AED use, infant CPR, and how to relieve choking in adults, children, and infants. This course teaches skills with the AHA’s research-proven practice-while-watching technique, which allows instructors to observe the students, provide feedback, and guide the students’ learning of skills.

Basic Life Support - CPR – 6 Hours (Healthcare Provider)
ACLS (Advanced Cardiac Life Support)
Initial – 16 Hours Refresher – 8 Hours
PALS (Pediatric Advanced Life Support)
Initial – 16 Hours Refresher – 8 Hours
ITLS (International Trauma Life Support) – 16 Hours
NAEMT PHTLS (Prehospital Trauma Life Support)
Initial – 16 Hours Refresher – 8 Hours

★ Enrollment for the next Paramedic Academy will begin 9/2/19 and must be submitted by 12/2/19
★ Applications may be found on our website. Applications must be completed prior to the deadline for consideration into the Paramedic Academy.
★ There is a 15 student limit for each class. Seats are extremely competitive. Students interested in the upcoming academy should act sooner rather than later. If the number of applications exceeds the class max capacity, then the admissions committee will select 15 qualified based on the information received from the application.
★ Core classes (Introduction for the ALS Provider & Paramedic 101 will begin Spring 2020).
★ Day and night classes are available. Call for more information.
Emergency Services: Law Enforcement Training

Basic Law Enforcement Training (BLET)  www.alamancecc.edu/blet
The BLET course is required in order to become a law enforcement officer in NC. Students must be sponsored or hired by a law enforcement agency to take this course. For more information, call 336-506-4034.

**Uniforms & Materials cost approximately $300
Location: ACC  Hours: 740+
61219  8/5-12/6  M-F*  8 a.m.-6:30 p.m.*
*schedule may vary  REGISTER BY 7/29

Detention Officer Certification Course (DOCC)  www.alamancecc.edu/docc
The DOCC course is required in order to become a certified detention officer in NC. Students must be hired by a NC Sheriff’s Department to take this course. Please call your local Sheriff’s Department for employment opportunities. For more information, contact Gene Perry at 336-506-4147.

Location: ACC  Hours: 174
62078  11/7-12/9  M-F*  8 a.m.-5 p.m.
*schedule may vary

Detention Officer In-Service Training
ACC offers many of the mandated and non-mandated courses for detention officers. For more information, contact Gene Perry at 336-506-4147

Mental Health First Aid for Detention Officers
Location:  Cardinal Innovations  Hours:  8
62079  11/4  M  0800-1700

Taser Certification for Detention Officers
Location:  HRCC  Hours:  8
62080  11/5  T  0800-1700

Pepper Spray Certification for Detention Officers
Location:  HRCC  Hours:  8
62081  11/6  W  0800-1700

Law Enforcement In-Service Training
ACC offers many of the mandated and non-mandated courses for law enforcement officers, telecommunicators and detention officers. For more information, contact Gene Perry at 336-506-4147

Visit our website at: alamancecc.edu/continuing-education/
Sign Language
Learn to communicate with hearing impaired individuals and understand the problems involved with deafness. All levels will meet together and break into small groups for practice. Call 336-506-4149 or 336-506-4322 for more information. Instructors: Bud Catoe, Rebekah Kincaid
Location: Forest Hills Hours: 20 Fee: $70
61758 7/15-9/9 M 6-8:30 p.m. PAY BY 7/10
61759 9/30-11/18 M 6-8:30 p.m. PAY BY 9/25

Spanish: Conversational
Learn to speak and understand basic words, sentences, and phrases. Being bilingual is a great benefit if you work with or help the Spanish-speaking public. *Students are responsible for textbooks and materials. Call 336-506-4149 or 336-506-4322 for more information.* Instructor: Raquel Held, Esther Benbassat
Location: DC Hours: 20 Fee: $73*
LEVEL I
61760 8/5-9/9 MW 6-8 p.m. PAY BY 7/31
61761 8/6-9/5 TTH 6-8 p.m. PAY BY 8/1
61762 10/7-11/6 MW 6-8 p.m. PAY BY 10/2
61763 10/8-11/7 TTH 6-8 p.m. PAY BY 10/3
61764 11/11-12/11 MW 6-8 p.m. PAY BY 11/6

INTERMEDIATE
61765 8/5-9/9 MW 6-8:30 p.m PAY BY 7/31
61766 10/7-11/6 MW 6-8:30 p.m PAY BY 10/2
61767 11/11-12/11 MW 6-8:30 p.m PAY BY 11/6

Spanish: Conversational, Advanced
This class is designed for advanced students wishing to enhance conversational skills. Students will use a combination of 5 different books, video lessons, and audio tapes to become more familiar with the culture and variations of the Spanish language. Students must have prior approval before joining this class due to the advanced level. *Students are responsible for textbooks and materials. Call 336-506-4149 or 336-506-4322 for more information.* Instructor: Raquel Held
Location: DC Hours: 24 Fee: $73*
61768 9/6-11/22 F 12-2 p.m. PAY BY 9/3

Alamance Community College
Spanish: Interpreter Program
This program prepares students to work as paraprofessional Spanish interpreters, facilitating oral communication between people in various community settings such as hospitals, schools and service agencies. Call 336-506-4200 for more information.

The program has two possible tracks:

TRACK 1: Native Spanish speakers
Prerequisites (Track 1): Curriculum courses DRE 096, DRE 097 and DRE 098 may be required based on placement test scores.

Required courses (Track 1):
- Writing and Inquiry (curriculum course ENG 111)
- Oral Communication (curriculum course ENG 115)
- Professional Research/Reporting (curriculum course ENG 114)

TRACK 2: Native English speakers
Prerequisite (Track 2): Showing proficiency at the Intermediate Spanish II level as determined by testing or successful completion of the curriculum course SPA 212.

Required courses (Track 2):
- Spanish Reading & Composition (curriculum course SPA 231)
- Spanish Conversation (curriculum course SPA 221)
- Spanish Grammar Review (Workforce Development course)

Additional courses:
- Introduction to Spanish Interpreting
- Analytical Skills in Spanish Interpreting
- Introduction to Spanish Translation

Course offerings this semester:
Intro to Spanish Interpretation & Analytical Skills
This combines two of the required courses above into one long course, to provide a cost-savings to the student. Call 336-506-4200 for more information. Instructor: Carmen Carreno
Location: ACC Hours: 63 Fee: $183
61840 9/3-11/12 TTH 5:30-8:30 p.m. PAY BY 8/30

Do you need financial assistance with a Workforce Development class? $$$
You may qualify for a Workforce Development scholarship.

Please check with the Continuing Education Business office when you register to see if you or your chosen class meet the guidelines.
NEW! Community Dental Health Coordinator

Prerequisite: This training is open to anyone who is a Dental Assistant 1 or a Dental Hygienist. The Community Dental Health Coordinator (CDHC) is a dental team member whose primary function is the prevention of dental disease with an emphasis on community health worker skills. CDHCs are trained to:

- Work in clinics, schools, private practices, and public health settings in accordance with state laws and regulations
- Collect information to assist dentists in triaging patients
- Address social, environmental, and health literacy issues and help patients navigate the complexities of the health care system
- Provide dental Health education and help people develop goals to enhance their oral health
- Coordinate care in accordance with dentist’s instructions
- Provide limited clinical services, including screenings, fluoride treatments, sealants, X-Rays

Call 336-506-4200 or 336-506-4219 for more information.
Instructor: Dr. Rick Foster, Crystal Adams, Kay Sitterson, Emily Howell, Sherry Shook

Location: ONLINE Hours: 310 Fee: $180

Next class starts in Spring 2020

NEW! EKG Technician

This course is designed and approved to prepare the student to become a certified EKG (ECG) Technician / Monitor. The course will cover the anatomy and physiology of the heart, principles of EKG, dysrhythmia recognition of sinus, junctional / atrial rhythms, heart blocks, and bundle branches and ventricular ectopy rhythms. Skills will include operating EKG equipment, running and mounting strips, reading and interpreting 22 types of cardiac lead tracings produced from 12 and 5 lead monitors, and understanding the basics of capnography as it relates to heart function. Call 336-506-4200 or 336-506-4219 for more information. Instructor: Cyndi Caviness

Location: Hybrid, ACC Hours: 128 Fee: $196* +book

** Additional expenses not included above: CPR certification

NEW! Medical Coding and Billing

This course is designed to develop coding skills. Emphasis is placed on diagnostic and procedural coding in the outpatient facility. Upon completion students should be able to demonstrate proficiency in coding for reimbursement. Call 336-506-4200 or 336-506-4219 for more information. Instructor: Cyndi Caviness

Location: Hybrid, ACC Hours: 130 Fee: $183 +book

Next class starts in Spring 2020

** Additional expenses not included above: book

NEW! Medical Scribe

Medical Scribes focus on data collection, and documenting the entire interaction between the patient and the provider. This allows the provider to be relieved from time-consuming documentation and/or dictation, and enables them to focus on the patient.

This course will be presented in hybrid format. Hybrid format allows the student to complete some coursework online as well as incorporating some traditional seated coursework. Upon completion of the program, the student will earn a certificate of completion and will be prepared to take the national medical scribe certification exam.

It is expected that the student will spend 8-12 hours a week between class, studying and completing online activities. Call 336-506-4200 or 336-506-4219 for more information. Instructor: Cyndi Caviness

Location: Hybrid, ACC Hours: 192 Fee: $183

Next class starts in Spring 2020

Visit our website at: alamancecc.edu/continuing-education/
NEW! Medical Terminology
This course is an introduction to the study of the structure of medical words and terms. Emphasis is placed on spelling and defining commonly used prefixes, suffixes, root words, their combining forms, and body organization. Program content covers the basic human anatomy and physiology for all systems, laboratory medicine, pharmacology, elements of medical terms and names of major diseases, including terms used in physical exams, operative procedures and diagnosis. Call 336-506-4200 or 336-506-4219 for more information. Instructor: Cyndi Caviness
Location: Online Hours: 144 Fee: $180**
61955 9/9-12/16 PAY BY 9/4

** Additional expenses not included above: book

NEW! Medication Technician
Pre-Requisite: High school diploma or GED
This class prepares unlicensed staff to take the North Carolina Adult Care Medication Test, successful completion of which enables them to give medications in adult care homes, assisted living facilities, group homes as well as for home health agencies. Course content includes 15 hours of skills training required by the State of North Carolina. Students are taught how to properly prepare and administer these medications. Upon successful completion of the course, students are eligible to be listed on the North Carolina Adult Care Medication Aide Listing and to sit for the competency test (which is an additional $25 and done on your own). Call 336-506-4200 or 336-506-4219 for more information. Instructor: Shawnya Toole
Location: ACC Hours: 15 Fee: $73
61956 8/23-9/20 F 9 a.m.-12:10 p.m. PAY BY 8/20
61957 9/27-11/1* F 9 a.m.-12:10 p.m. PAY BY 9/24
61958 11/8-12/13* F 9 a.m.-12:10 p.m. PAY BY 11/5

*no class 10/25, 11/29

NEW! Phlebotomy Training
Prerequisites:
- HS Diploma or equivalent
- Passing TABE reading test score of 10th grade or higher PRIOR to registration

Opportunities are growing for trained phlebotomists. This course provides theory and clinical experiences needed for the proper collection of blood and other specimens used for diagnostic testing. Emphasis is placed on ethics, legalities, medical terminology, safety and universal precautions, health care delivery systems, patient relations, anatomy and physiology, and specimen collection. Call 336-506-4200 or 336-506-4219 for more information. Instructor: Cyndi Caviness, Shelly Cook
Location: ACC Hours: 120* Fee: $292**
61959 9/4-12/18 MW 1-5 p.m. PAY BY 8/29
61960 9/4-12/18 MW 5-9 p.m. PAY BY 8/29

*Requires an additional 90 hours of clinical time (probably daytime hours) in the summer semester. Estimated end date 3/1/20

**Registration amount includes fees for drug screening, criminal background check, malpractice insurance & CPR certification.

**Additional expenses not included above include: book, program-approved uniform & TB skin test

Visit our website at:
www.alamancecc.edu/healthcare
NEW! Acting & Improv for Theatre & Film
A practical experience in the methods and techniques for scene study "Acting and Improvisation" including comedy and drama performances. Classes taught by working professional and veteran film performer. Come learn from an alumni of The Second City in Los Angeles. Call 336-506-4300 or 336-506-4301 for more information. Instructor: Starr Jones
Location: DC  Hours: 24  Fee: $73
61875  10/28-12/9  MW  6-8 p.m.  PAY BY 10/23
*will not meet on 11/27

NEW! Cosmetology Bilingual Certificate Program, Part 3
This multi-semester / multi-part comprehensive training provides bilingual (English & Spanish) instruction and clinical practice in scientific / artistic principles and hands-on fundamentals of the cosmetology industry. This training is provided in a simulated salon environment which enables students to develop manipulative skills. Coursework includes instruction in all phases of professional imaging, hair design, chemical processes, skin and nail care, multicultural practices, business / computer principles, product knowledge, etc. Graduates should qualify to sit for the State Board of Cosmetic Arts examination, and upon successfully passing this exam, graduates will be issued a license. Call 336-506-4200 or 336-506-4300 for more information. Instructor: Jeannie Godfrey
Location: DC  Hours: 260  Fee: $183*
61962  8/19-12/12  M-TH  5:30-9:30 p.m.  PAY BY 8/14
* Additional expenses: books, a kit, approved uniform & shoes, malpractice insurance.

NEW! Sound Engineering, Level II
Pre-Requisite: Sound Engineering or prior experience.
Students will gain practical training in mixing, mastering, and music production. This class is suitable for students aspiring to work as a DJ, work in the music industry and artists wanting to venture into online music distribution. Call 336-506-4300 or 336-506-4301 for more information. Instructor: Cedric Hester
Location: DC  Hours: 24  Fee: $73
61983  10/22-12/10  T  6-9 p.m.  PAY BY 10/17
Insurance, Continuing Education

ACC is pleased to be able to offer a variety of courses for insurance continuing education. These courses have been approved by the Department of Insurance to meet requirements for insurance continuing education credits (ICEC). With the exception of Flood and Ethics courses, all of these courses are designated as General, meaning an agent holding any type of license may take them to meet their continuing education requirement. Every agent will need to obtain 24 hours of ICEC within each two-year licensing cycle.

While topics may be more suitable to one type of insurance, ANY general course will satisfy continuing education requirements for either license type. Property & Casualty agents must have a Flood Insurance course every 4 years. Everyone needs an Ethics course every two years. Call 336-506-4301 or 336-506-4307 for more information. Instructor: John Black

<table>
<thead>
<tr>
<th>Course</th>
<th>Location</th>
<th>Hours</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Flood Insurance</td>
<td>DC</td>
<td>3</td>
<td>$35*</td>
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<tr>
<td>Liquor Liability</td>
<td>DC</td>
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<td>$35*</td>
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<tr>
<td>Ethics for Agents and Brokers in NC</td>
<td>DC</td>
<td>3</td>
<td>$35*</td>
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<tr>
<td>Commercial Automobile Coverage</td>
<td>DC</td>
<td>3</td>
<td>$35*</td>
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Insurance Pre-licensing: Property & Casualty

These courses are designed to meet the N.C. Department of Insurance guidelines for insurance pre-licensing courses. Individuals must satisfactorily complete the appropriate course in order to sit for the license exam in Property or Liability insurance. This course requires a textbook that is available at the ACC Bookstore on the Graham campus. Please call 336-506-4307 or 336-506-4301 for more information. Instructor: John Black

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<th>Location</th>
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<tr>
<td>DC</td>
<td>48</td>
<td>$128</td>
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Call to have your name added to the interest list.

Notary Public Eligibility Requirements

To be eligible to become a Notary in NC:
- Take an approved course (see below for course schedule)
- Be at least 18 years of age
- Be a High School graduate or equivalent
- Live or work in NC
- Not be convicted of a misdemeanor or felony, within the last 10 years.
- Bring proof of ID to class (valid Driver’s License or passport)

Notary Public Education

Visit www.alamancecc.edu/notary

This course is required to become a notary public in North Carolina. Upon completion of the course, you will complete and send an application with the $50 fee to the N.C. Secretary of State’s office to receive your commission. You will need to purchase your own notary seal or stamp. Course fee includes the cost of the textbook. Fees are subject to change without notification. Call 336-506-4307 or 336-506-4301 for more information. Instructors: Deborah Stephenson, Shelby Dent

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<tr>
<td>DC</td>
<td>7</td>
<td>$99.25</td>
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Notary Public Education – Electronic

Visit www.alamancecc.edu/notary

Electronic notarization is a process whereby a notary affixes an electronic signature and notary seal using a secure Public key to an electronic document (such as a PDF or Word document). More and more states are enacting legislation to provide for electronic commerce and e-notarization, driving the need to ensure that ASN’s members have a good grasp of the fundamentals of being an electronic notary. Whether you choose to become an electronic notary or not, a sound working knowledge of e-notarization basics will be valuable to you. Call 336-506-4307 or 336-506-4301 for more information. Instructor: Shelby Dent

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<td>DC</td>
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Electronic classes are free to take. Your name will be added to the interest list.
2019 Fall Workforce Development Course Schedule

Real Estate Continuing Education
www.alamancecc.edu/realestate

Real estate licensees must have a minimum of eight (8) hours continuing education approved by the NC Real Estate Commission each license renewal period in order to maintain their license on active status. Of those 8 hours, 4 must be the General Update course or the Broker-in-Charge Update (BICUP). The remaining 4 hours can be any approved elective.

2019-2020 BIC UPDATE COURSE is a 4 hour course which must be completed prior to June 10, 2020 by ALL brokers-in-charge or BIC-eligible brokers who were designated as broker-in-charge prior to July 1, 2019 and who wish to remain a broker-in-charge or maintain their eligibility as of July 1, 2019 for the 2019-2020 license period. BICs and BIC Eligible brokers also take a four-hour elective of their choice to complete their continuing education requirements. They do NOT take the GENERAL updates course. All others take the GENERAL UPDATE and a four-hour elective of their choice to complete their continuing education requirements.

All Continuing education must be completed by June 10, 2020. Alamance Community College will be offering courses that will fulfill these requirements over the next several months. Instructor: Larry Lee
Location: DC Hours: 4 Fee: $49

2017-18 General Update
62060 8/28 W 8:30 a.m.–12:30 p.m. PAY BY 8/23
62061 9/25 W 8:30 a.m.–12:30 p.m. PAY BY 9/20
62062 10/23 W 8:30 a.m.–12:30 p.m. PAY BY 10/18
62063 11/20 W 8:30 a.m.–12:30 p.m. PAY BY 11/15

2017-18 Broker-In-Charge Update (BICUP)
62064 8/28 W 5:30-9:30 p.m. PAY BY 8/23
62065 9/25 W 5:30-9:30 p.m. PAY BY 9/20
62066 10/23 W 5:30-9:30 p.m. PAY BY 10/18

Code of Ethics
62067 8/28 W 1-5 p.m. PAY BY 8/23
62068 9/25 W 1-5 p.m. PAY BY 9/20
62069 10/23 W 1-5 p.m. PAY BY 10/18

Visit our website at:alamancecc.edu/continuing-education/

Real Estate Math
www.alamancecc.edu/realestate

This course is a pre/co-requisite of the Real Estate Provisional Broker course. Successfully passing a real estate math proficiency test will satisfy the requirement. This course is offered online, allowing students to complete it during times that are convenient to them. Topics covered will include commissions (percentages), square footage/acreage, and math for finance, appraising, and settlement. Course will be online. Students will have 60 days from the start to complete the course. Please call 336-506-4307 or 336-506-4301 for more information. Instructor: David Parker
Location: Online Hours: 24 Fee: $70
62054 9/11-11/9 PAY BY 9/4

Real Estate Provisional Broker
www.alamancecc.edu/realestate

This course will satisfy the education requirements for individuals wishing to become licensed as a provisional real estate broker. Proficiency in real estate math demonstrated by successful completion of a real estate math class or passing a proficiency test is a pre/co-requisite for this course.

After completing the course, you will need to apply for a license ($30 application fee to the Real Estate Commission) and sit for and pass the state exam ($64 exam fee). This course has a required textbook available in ACC Bookstore. Must have book first day of class. Please call 336-506-4307 or 336-506-4301 for more information. Instructor: Larry Lee
Location: DC Hours: 90 Fee: $183**
62055 9/9-11/4 MTTH 9:00 a.m. – Noon PAY BY 9/4
62056 9/9-11/4 MTTH 6-9 p.m. PAY BY 9/4

*will not meet on 1/21

**Additional expenses: books, license application, exam fee
We are adding new Continuing Education classes all the time!

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Be sure to check out our website for the latest information.

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From our home page www.alamancecc.edu

- Click on Degrees and Programs
- Click on Workforce Development/Continuing Education
- Choose your program of interest

or simply go to:
www.alamancecc.edu/continuing-education

Online Courses

Visit www.ed2go.com/alamance for a complete listing of all courses and specific course content.

**Online courses at ACC:**

*Stay at home...Go far.*

Learn why internet-based education is so popular. Never taken an online class? Once you’ve experienced the flexibility of the schedule, the user-friendliness of the online experience, and the quality of the classes, we’re VERY confident you'll be hooked and want to take more. Do you have trouble fitting traditional classroom courses into your busy schedule? Continuing Education online courses are available on a schedule you choose. Courses begin every month and last six weeks. Each course consists of 12 lessons, with two lessons released each week. You can view your lessons 24 hours a day, seven days a week from any computer that has internet access. Call 336-506-4219 for more information.

**Online classes begin on these dates and continue for six weeks:**

- Aug. 14, Sept. 11,
- Oct. 16, Nov. 13, Dec.11

*The more than 250 courses are divided into the following categories:*

- Accounting and Finance
- Business
- Computer Applications
- Design and Composition
- Health Care and Medical
- Language and Arts
- Law and Legal
- Personal Development
- Teaching and Education
- Technology
- Writing and Publishing
Cake Decorating
Learn to make superior cakes, assemble and apply icing with sound techniques. Decorating skills are learned for making a variety of flowers, borders, shaping cakes, piping characters and learning to be creative and use your own ideas. *A supply list is given to students at registration. Call 336-506-4149 or 336-506-4322 for more information. Instructor: Howard Allen.
Location: ACC, A336 Hours: 24 Fee: $73*
61769  8/22-10/10  TH  2-5 p.m.  PAY BY 8/19
61770  10/17-12/12  TH  2-5 p.m.  PAY BY 10/14

NEW! Cake Decorating, Advanced
Pre-requisite: Basic Cake Decorating. This class is design to enhance the skills of students who have grasp the basic caking decorating methods. This class will feature hands-on demonstration such as poured glazes, rolled fondant, modeling chocolate, and gum paste flower art. *A supply list is given to students at registration. Call 336-506-4149 or 336-506-4322 for more information. Instructor: Howard Allen.
Location: ACC, A336 Hours: 24 Fee: $73*
61856  8/22-10/10  TH  6-9 p.m.  PAY BY 8/19
61857  10/17-12/12  TH  6-9 p.m.  PAY BY 10/14

Chair Caning & Basket Weaving
www.alamancecc.edu/arts-crafts
Instruction will be given on the different patterns for Chair Caning based on the wishes of the class. Caning students may choose from 5 different chair caning patterns including Lace, Rush, Binder Cane, Pressed Cane or Shaker Tape. Basket weaving students will learn the basic pattern for a market style basket. Instructor will work with students on an individual level to help them learn new skills and enhance old ones. Call 336-506-4149 or 336-506-4322 for more information. Instructor: Jimmy Workman
Location: FH Hours: 48 Fee: $125*
61771  8/28-12/11  W  1-4 p.m.  PAY BY 8/23

Dance: Ballroom & Special Occasion
www.alamancecc.edu/dance
Do you have a special occasion coming up? Come learn steps for that traditional “First Dance” or “Father-Daughter Dance” or other special occasions. The class includes American style Waltz, Fox Trot, Tango, Latin and Rhythm dances. This is the perfect class to take as a couple. A dance partner is not required but is suggested. Call 336-506-4149 or 336-506-4322 for more information. Instructors: Sheila and Hugh Walker
Location: Forest Hills Hours: 12 Fee: $60
61772  8/1-9/5  TH  7-9 p.m.  PAY BY 7/29
61773  9/26-10/31  TH  7-9 p.m.  PAY BY 9/23

Dance: Shag Dance
www.alamancecc.edu/dance
Did you know that Shag Dance is North Carolina’s official state popular dance? It is a type of swing dance that developed during the 1930’s and 40’s combining nimble footwork with upbeat rhythm and blues known as beach music. Shag is most often associated with beach music. A dance partner is not required but is suggested. Call 336-506-4149 or 336-506-4322 for more information. Instructors: Sheila and Hugh Walker
Location: Forest Hills Hours: 12 Fee: $60
61775  7/29-9/9  M  7-9 p.m.  PAY BY 7/24
61777  9/23-10/28  M  7-9 p.m.  PAY BY 9/18

NEW! Financial: Passport to Retirement
This course includes the information you need to assess the costs associated with retirement, determine your sources of retirement income, improve your investment potential, reduce your financial risk, and help preserve your estate for your heirs. The decisions you make in these key areas will ultimately determine your financial success. Through examples, exercises, and case studies you’ll discover how to take control of your finances and position yourself for a brighter financial future. Workbook provided. Call 336-506-4149 or 336-506-4322 for more information. Instructor: Logan Sharpe
Location: DC Hours: 6 Fee: $40
61778  10/30-11/13  W  6:30-8:30 pm  PAY BY 10/25
Financial: Rejuvenate Your Retirement
Whether your objective is to become more active, give your life a new sense of purpose or make more informed financial decisions, this class has something for everyone. In this course you discover new ways to stay mentally, physically and socially active, as well as learn about important financial topics such as tax reduction planning, retirement income planning, investment risk management, health care planning and estate planning. Workbook provided. Call 336-506-4149 or 336-506-4322 for more information. Instructor: Willy Fisher
Location: DC Hours: 4 Fee: $35
61779 10/10-10/17 TH 1-3 p.m. PAY BY 10/7
61780 10/15-10/22 T 9:30-11:30 a.m. PAY BY 10/10

Financial: Retirement Planning Today
Start planning your retirement at any stage of your life. In this class students will learn key terms, strategies, and concepts to achieve a successful retirement. Topics include: Social Security, long term care, Roth IRA conversions, minimizing taxes, and investment strategies to build, sustain, and distribute wealth. Learn how to determine when you can retire and the lifestyle you can achieve. Learn how to plan and invest for life’s next chapter with prudence and efficiency, not emotion. Workbook provided. Call 336-506-4149 or 336-506-4322 for more information. Instructor: Tim Mellon
Location: DC Hours: 6 Fee: $49
61782 10/3-10/10 TH 6-9 p.m. PAY BY 9/30

Medicare Made Clear
Have you heard that there have been many changes to Medicare? Learn about all of the options available to you. Did you know that you don’t have to be 65 to qualify for Medicare? If you are retired or just planning for retirement, this course will help you to make the most of Medicare. We will talk about part A and B and about all of the new options that are available to those who qualify for Medicare. When you understand all of the options you can make the best decision for you. Call 336-506-4149 or 336-506-4322 for more information. Instructor: Bill Cauthren
Location: DC Hours: 3 Fee: FREE
8/6 T 6-9 p.m. Register By 8/1
9/3 T 6-9 p.m. Register By 8/28
10/1 T 6-9 p.m. Register By 9/26
11/5 T 6-9 p.m. Register By 10/31

Floral Design
Students will learn the basics of floral arranging and then design and make their own seasonal floral arrangements. Students will learn how to select the correct container to make their arrangements pop. Artificial flowers will be used in class. Call 336-506-4149 or 336-506-4322 for more information. Instructor: Blake Jones
Location: KSC Hours: 18 Fee: $65
61783 8/6-9/10 T 6-9 p.m. PAY BY 8/1
*7/30 6:30-7:30 p.m. information session
61784 10/1-11/12 T 6-9 p.m. PAY BY 9/26
*9/24 6:30-7:30 p.m. information session

Painting: Acrylic – Tricks of the Trade
Perfect for the beginner or advanced student. Learn how to make a “magic blending color” and other secrets that artists use to enhance your paintings and get them to sell. *A supply list given at the first class. Call 336-506-4149 or 336-506-4322 for more information. Instructor: Skee Johnson
Location: Depot Hours: 24 Fee: $70*
61786 9/4-10/23 W 7-10 p.m. PAY BY 8/29

*ARTS & CRAFT CLASSES
Students are responsible for their supplies & project materials. Supplies will vary depending on projects chosen. Contact the numbers listed for a list of basic supplies for your chosen class.

Golf
This course is appropriate if you are a beginner golfer with little or no experience, intermediate skill level, a ‘business golfer’, or a golfer with physical or injury limitations. The instructor will go over the rules & etiquette of playing golf. Instruction will be given for irons, putting, chipping & longer clubs, with complete instruction for alignment, grip & set-up. First class meets at Burlington Center. *Students are responsible for their own supplies and green fees. Golf clubs required except for the first class. Call 336-506-4149 or 336-506-4322 for more information. Instructor, Mike Doyle
Location: DC/ Randy’s Golf Center Hours: 12 Fee: $80*
61785 9/5-10/10 TH 6-8 p.m. PAY BY 8/30

*7/30 6:30-7:30 p.m. information session
61787 10/30-12/4 W 7-10 p.m. PAY BY 10/25
Painting: Watercolor, Beginning
www.alamancecc.edu/arts-crafts
This class is perfect for the beginning student. Learn techniques for sketching, mixing colors, and applying watercolor paints to the paper to achieve a variety of desired effects. The instructor will present various techniques such as a wash, glaze, wet on wet, dry brush, dropping in color, lifting out color, or negative painting to capture the attraction of the season. *A supply list given at the first class. Call 336-506-4149 or 336-506-4322 for more information. Instructor: Carolyn Teague
Location: DC  Hours: 24  Fee: $73*
61790  9/17-11/5  T  9 a.m-12 p.m.  PAY BY 9/12

Painting: Watercolor, Fall Treasures
www.alamancecc.edu/arts-crafts
The instructor works with students of all levels. Students will use household items to add special effects to their watercolor art. The instructor will present various techniques such as a wash, glaze, wet on wet, dry brush, dropping in color, lifting out color, or negative painting to capture the attraction of autumn and winter. *A supply list given at the first class. Call 336-506-4149 or 336-506-4322 for more information. Instructor: Carolyn Teague
Location: DC  Hours: 48  Fee: $128*
61791  9/10-11/12  T  1-5 p.m.  PAY BY 9/5
61792  9/11-11/13  W  9 a.m-1 p.m.  PAY BY 9/6

Painting: Watercolor, Still Life
www.alamancecc.edu/arts-crafts
Learn techniques to capture the color and composition of still life and landscapes. Students will learn various techniques to achieve the desired effects. The instructor works with students of all levels from beginner to advanced. *A supply list will be discussed at the first class. Call 336-506-4149 or 336-506-4322 for more information. Instructor: Don Marlowe
Location: DC  Hours: 24  Fee: $73*
61793  9/24-11/26  T  6-8:30 p.m.  PAY BY 9/19

Photography: Basic
www.alamancecc.edu/photo
Learn the basic operations of a digital SLR camera including f/stops, shutter speeds, exposures, lighting, composition, and film speed. Students may take fieldtrips to practice capturing various elements. Critiques of student photographs and suggested practice assignments are used as a part of the learning process. Students are encouraged to bring their own camera. Come learn from the former owner of Westbrook Studios. Call 336-506-4149 or 336-506-4322 for more information. Instructor: Joe Robertson
Location: DC  Hours: 24  Fee: $73
61795  8/13-10/1  T  6-9 p.m.  PAY BY 8/8

Photography: Portrait
www.alamancecc.edu/photo
Pre-requisite: Basic Photography or experience with manual operation of a camera is necessary. Students will learn techniques of classic and contemporary portrait photography including posing, lighting, composition, and clothing selection. Outdoor and indoor location as well as in-studio will be covered for both individual and group portraiture. Come learn from the former owner of Westbrook Studios. Call 336-506-4149 or 336-506-4322 for more information. Instructor: Joe Robertson
Location: ACC, 102  Hours: 24  Fee: $73
61796  9/26-11/14  TH  6-9 p.m.  PAY BY 9/23

Pottery: Advanced
www.alamancecc.edu/pottery
Pre-requisite: Student must have taken prior pottery classes and understand the basics of pottery. The instructor will help students refine their skills making various shapes such as cups, plates, bowls and jars. Students will become more familiar with the kiln and finishing processes and will develop and explore their personal techniques. Call 336-506-4149 or 336-506-4322 for more information. Instructor: Briggette Slivinski
Location: Elmira Rec.  Hours: 48  Fee: $150
61817  8/27-12/10  T  6:30-9:30 p.m.  PAY BY 8/22

*Registration fee includes 25 lbs. of clay, glazes, and firing.
Pottery: Hand Building & Wheel Thrown
www.alamancecc.edu/pottery
In this class students learn clay wheel-throwing and hand building techniques along with glazing techniques. Instructor works with all skill levels. Call 336-506-4149 or 336-506-4322 for more information. Instructors: Valerie Boyd, Pete Pate, Briggette Slivinski, Curry Wilkinson
Location: Elmira Rec. Hours: 48 Fee: $150
61799 8/18-12/8* SU 1-4 p.m PAY BY 8/12
*will not meet on 9/1
Location: Elmira Rec. Hours: 24 Fee: $95
61803 8/19-10/14* M 6:30-9:30 p.m. PAY BY 8/12
61805 8/21-10/9 W 2-5 p.m. PAY BY 8/14
61806 8/21-10/9 W 6-9 p.m. PAY BY 8/14
61807 8/22-10/10 TH 1-4 p.m. PAY BY 8/15
61808 8/22-10/10 TH 6-9 p.m. PAY BY 8/15
61809 8/27-10/15 T 9 a.m-12 p.m. PAY BY 8/20
61810 8/27-10/15 T 1-4 p.m. PAY BY 8/20
61811 10/16-12/11* W 2-5 p.m. PAY BY 10/9
61812 10/16-12/11* W 6-9 p.m. PAY BY 10/9
61813 10/17-12/12* TH 1-4 p.m. PAY BY 10/10
61814 10/17-12/12* TH 6-9 p.m. PAY BY 10/10
61815 10/22-12/10 T 9-12 p.m. PAY BY 10/15
61816 10/22-12/10 T 1-4 p.m. PAY BY 10/15
* Classes will not meet on 9/2, 11/27 or 11/28

New!! Pottery: Holiday Ornaments Workshop
www.alamancecc.edu/pottery
In this class students will learn to make simple hand built clay ornaments. Students will experiment using the extruder, slab rollers and molds to learn the basic techniques and make holiday themed ornaments. Perfect for a getting a head start on Holiday gifts! Students should be able to make approx.50-75 ornaments in the 4 week session. *Registration fee includes 12.5 lbs. of clay, glazing and firing. Call 336-506-4149 or 336-506-4322 for more information. Instructors: Briggette Slivinski
Location: Elmira Rec. Hours: 12 Fee: $62.50
61797 10/21-11/11 M 6:30-9:30 p.m. PAY BY 10/14
61798 11/18-12/9 M 6:30-9:30 p.m. PAY BY 11/11

Alamance Community College
New! Quilting: Fun and Fast Quilts
www.alamancecc.edu/arts-crafts
Prerequisite: Student must have a working knowledge of basic quilting techniques. Using three yards of fabric, students will create quick and easy quilts. Students will learn a modern twist to create a traditional quilt or use strips to make a big block quilt. Students will need bright colorful fabric (1 focal fabric and 2 complimentary fabrics.) Call 336-506-4149 or 336-506-4322 for more information. Instructor: Helen Doutt
Location: DC Hours: 48 Fee: $128*
61818 8/15-12/5 TH 9 a.m.-12 noon. PAY BY 8/12
61819 8/15-12/5 TH 1-4 p.m. PAY BY 8/12

Sewing
www.alamancecc.edu/arts-crafts
Instructor will work with students on all levels to help them select and sew a project at their skill level. Students will be given detailed instruction and guidance on their individual projects. Students will make individual projects such as simple window treatment, children's clothing, tote bags, basic clothing. There are a limited number of machines available in the class room to share, so students are encouraged to bring their own sewing machine. Call 336-506-4149 or 336-506-4322 for more information. Instructor: Mandy Foster
Location: DC Hours: 15 Fee: $65*
61820 9/9-10/14 M 6:30-9 p.m. PAY BY 9/4
61821 10/28-12/2 M 6:30-9 p.m. PAY BY 10/23

Stained Glass
www.alamancecc.edu/glass
This class is for beginners through advanced students and includes instruction on using patterns, cutting glass, grinding and foiling edges, and soldering pieces together. Based on individual skill level, students may create items based on their skill level. Call 336-506-4149 or 336-506-4322 for more information. Instructors: Hettie Moore, Terri Barker, Judy Bowman
Additional Expenses: *This class requires special tools and equipment that may be purchased as a kit (Approx. $110).
Location: DC Hours: 24 Fee: $73*
60850 7/9-8/27 T 9-12 p.m. PAY BY 7/3
60851 7/10-8/28 W 9-12 p.m. PAY BY 7/3
60852 7/11-8/29 TH 9-12 p.m. PAY BY 7/3
61822 9/3-10/22 T 9-12 p.m. PAY BY 8/28
61823 9/4-10/23 W 9-12 p.m. PAY BY 8/29
61824 9/5-10/24 TH 9-12 p.m. PAY BY 8/30
61825 9/5-10/24 TH 2-5 p.m. PAY BY 8/30
Location: DC Hours: 21 Fee: $73*
61826 10/29-12/10 T 9-12 p.m. PAY BY 10/24
61827 10/30-12/11 W 9-12 p.m. PAY BY 10/25
Location: DC Hours: 18 Fee: $65*
61828 10/31-12/12 TH 9-12 p.m. PAY BY 10/28
61829 10/31-12/12 TH 2-5 p.m. PAY BY 10/28
WOOD CLASSIES:
All wood classes include mandatory insurance and are on a first come, first served basis.
Classes fill up months in advance.
Register and pay early to reserve your spot.

Wood: Woodcarving
www.alamancecc.edu/wood
Students will learn carving techniques and professional finishing touches used to create small figurines. Learn the various types of carving along with basic carving techniques, tool care, and safety measures. Students will learn how to carve projects with interlocking pieces out of one solid piece of wood. Examples include baby rattles, small toys, lamp stands, and chains. *Students are responsible for materials. Cost includes insurance. Call 336-506-4149 or 336-506-4322 for more information. Instructor: Bill Wallace
Location: Broad St. Hours: 24 Fee: $71.50*
61830 9/9-11/11* M 6-9 p.m. PAY BY 9/4
*will not meet on 10/14 & 10/21

Wood: Woodturning
www.alamancecc.edu/wood
Students will learn how to design a one of a kind project using the wood lathe and various hand tools. Students will learn the difference between faceplate turning vs spindle turning. Instructors will work with students individually to develop new skills and improve old ones. *Students are responsible for materials. Cost includes insurance. Call 336-506-4149 or 336-506-4322 for more information. Instructors: Bill & Jim Wallace
Location: Davis’ Shop Hours: 96 Fee: $181.50*
61841 8/19-12/12 M 1-4 pm/ TH 9 am-12 pm PAY BY 8/21
61845 8/19-10/14* M 9 am-12 pm PAY BY 8/14
61846 8/21-10/9 W 6-9 p.m. PAY BY 8/16
61847 8/22-10/10 TH 6-9 p.m. PAY BY 8/19
61848 8/27-10/15 T 1-4 p.m. PAY BY 8/22
61849 10/16-12/11* W 6-9 p.m. PAY BY 10/11
61850 10/17-12/12* TH 6-9 p.m. PAY BY 10/14
61851 10/21-12/9 M 9 am-12 pm PAY BY 10/16
61852 10/22-12/10 T 1-4 p.m. PAY BY 10/17
*Classes will not meet on 9/2, 11/27 or 11/28

Wood: Woodworking, Basics
www.alamancecc.edu/wood
Perfect for the Beginner student or students who want to learn refinishing techniques. Students will learn the safe operation of various power tools including table saws, drill presses, jointers, planers, band saws, and lathes and create a simple project. Refinishing students will learn basic minor touch up procedures and basic repair techniques for older furniture. Instructor will work with each student on an individual basis to customize a simple project. *Students are responsible for materials. Call 336-506-4149 or 336-506-4322 for more information. Instructors: Tom Davis, Fred Haumann
Location: Davis’ Shop Hours: 24 Fee: $71.50*
61834 8/19-10/14 M 1-4 p.m. PAY BY 8/14
61835 8/22-10/10 TH 9 am-12 pm PAY BY 8/19
61836 10/17-12/12* TH 9 am-12 pm PAY BY 10/14
61839 10/21-12/9 M 1-4 p.m. PAY BY 10/16
*Classes will not meet on 9/2 or 11/28

Wood: Woodworking, Intermediate
www.alamancecc.edu/wood
Prerequisite: Basic Woodworking or a basic knowledge of woodworking with prior experience. Students will expand on the basic knowledge and safe operation of various power tools and begin to make more involved projects. *Students are responsible for materials. Instructors: Call 336-506-4149 or 336-506-4322 for more information. Instructors: Tom Davis, Fred Haumann
Location: Davis’ Shop Hours: 93 Fee: $181.50*
61854 8/26-12/10* MT 6-9 p.m. PAY BY 8/21
*will not meet on 9/2
Location: Davis’ Shop Hours: 96 Fee: $181.50*
61855 8/27-12/11 TW 9 a.m.-12 p.m. PAY BY 8/22

Wood: Woodworking, Advanced www.alamancecc.edu/wood
Prerequisite: Intermediate level with prior woodworking experience. Designed for Intermediate to Advanced students. Students will learn advanced methods of woodworking and use these skills to make advanced items like cabinets, tool boxes, grandfather clocks, tables, chairs, etc. Classes will take the student from wood selection to final finishing. Instructor will work with students to develop new skills and enhance existing ones. *Students are responsible for materials. Call 336-506-4149 or 336-506-4322 for more information. Instructor: Tom Davis
Location: Davis’ Shop Hours: 93 Fee: $181.50*
61854 8/26-12/10* MT 6-9 p.m. PAY BY 8/21
*will not meet on 9/2
Location: Davis’ Shop Hours: 96 Fee: $181.50*
61855 8/27-12/11 TW 9 a.m.-12 p.m. PAY BY 8/22

WOOD CLASSES:
All wood classes include mandatory insurance and are on a first come, first served basis.
Classes fill up months in advance.
Register and pay early to reserve your spot.
ACC is committed to offering high quality courses that enhance the professional development of teachers, teacher assistants, substitutes. We offer opportunities for both licensed and non-licensed personnel.

**Substitute Teacher/ Effective Teacher Training**

This course is designed to prepare learners to enter a school setting as a substitute teacher and fill the role of the regular instructor in the classroom. Learners will engage in a variety of activities that will enhance their awareness of challenges encountered by today’s youth and enable them to recognize and develop appropriate learning activities. **Call 336-506-4200 or 336-506-4219 for more information.** Instructor: Christine Harris

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<tr>
<th>Location</th>
<th>Hours</th>
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<tr>
<td>DC</td>
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61843  9/3-11/5  T  5:15-8:15 p.m.  PAY BY 8/29
61844  9/5-11/7  TH  5:15-8:15 p.m.  PAY BY 8/30

**Teacher Assistant Program**

This program is for individuals whose objective is to become a teacher assistant, who wish to be effective in the classroom, and who desire a better understanding of how students learn. This course, along with successful completion of the NCRC exam, fulfills the requirements in North Carolina to become a teacher assistant. No previous college education or teaching experience is necessary. **Call 336-506-4200 or 336-506-4219 for more information.** Instructor: LaTish Edwards

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<tr>
<th>Location</th>
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61945  8/22-12/14  TH  6-9 p.m. /  PAY 8/19
   Sa  10 a.m.-1 p.m.

**Online Classes**

Check out the Continuing Education online classes at [www.ed2go.com/alamance](http://www.ed2go.com/alamance) for additional classes that may count towards technology credits or Teacher CEU’s. **Call 336-506-4219 for more information.**

Online classes begin on these dates and continue for six weeks:

Aug. 14, Sept. 11, Oct. 16, Nov. 13, Dec.11

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**Registration Information**

- If you wish to take a Continuing Education class at ACC, please register and pay 3-5 days prior to the start date of class.
- Make checks payable to Alamance Community College or ACC.
- A $31 processing fee will be charged on a returned check.

Four easy ways to preregister:

1. **Walk-In:** M-F, 8 a.m.-5 p.m.
   Dillingham Center
   1304 Plaza Drive
   Burlington, NC 27215

2. **By Mail:** Mail a completed registration form with your check or money order to:
   ACC Continuing Education Office
   1304 Plaza Dr.
   Burlington, NC 27215

3. **By FAX:** Fax the completed, signed registration form to (336) 506-4342 and call with payment.

4. **NEW!** Visit our website to complete the online registration form and call with debit/credit card payment. (Visa, MC, Discover, American Express)

   [www.alamancecc.edu/continuing-education/registration](http://www.alamancecc.edu/continuing-education/registration)

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Continuing Education Office  336-506-4300

Visit our website at: [alamancecc.edu/continuing-education/](http://alamancecc.edu/continuing-education/)
**Continuing Education Registration Form**

ACC, 1304 Plaza Drive, Burlington, NC 27215

Fax 336 506-4342

<table>
<thead>
<tr>
<th>Student ACC ID #</th>
<th>Certification License #</th>
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<tr>
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<td>(Auto Dealer, EMS, Real Estate, etc.)</td>
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<table>
<thead>
<tr>
<th>LAST Name</th>
<th>FIRST Name</th>
<th>MIDDLE Name</th>
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<tr>
<th>Suffix</th>
<th>Nickname (if you typically use a name other than the above)</th>
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<tr>
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<th>Highest Educational Level</th>
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<tr>
<th>Employer</th>
<th>Student Signature</th>
<th>Date</th>
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*By my signature, I am affirming that this information is correct. I hereby authorize the release of information necessary to report my completion of this course to my agency of affiliation as needed for my certification.*

**LAW ENFORCEMENT / FIRE / EMS:** required for the registration fee exemption:

<table>
<thead>
<tr>
<th>Dept./Agency Affiliation</th>
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<tr>
<th>Position/Title</th>
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<table>
<thead>
<tr>
<th>Supervisor’s Name &amp; Phone Number</th>
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<table>
<thead>
<tr>
<th>Email Address</th>
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**OFFICE USE ONLY**

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<tr>
<th>Reg. Fee</th>
<th>PM</th>
<th>Books</th>
<th>Cards</th>
<th>Malpr Ins</th>
<th>Other</th>
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<td>Cash</td>
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<td>Check #</td>
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<tr>
<td>AMX</td>
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<tr>
<td>Discover</td>
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<tr>
<td>MC</td>
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<tr>
<td>VISA</td>
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<tr>
<td>Money Order #</td>
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<table>
<thead>
<tr>
<th>Bill (Company):</th>
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<tbody>
<tr>
<td>Payment Rec’d by</td>
<td>Date</td>
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</table>

Services are available for students with documented disabilities and/or medical conditions.

Contact the Coordinator of Disability Services in Student Success at (336) 506-4130 prior to the start of class.

ACC-300CE
Special Thanks to our partners below for helping us to keep ACC in the Community!

<table>
<thead>
<tr>
<th>Location Code</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC</td>
<td><strong>Main campus</strong>, 1247 Jimmie Kerr Rd., Graham (Exit 150 off I-40/ I 85)</td>
</tr>
<tr>
<td>Allied Churches</td>
<td><strong>Allied Churches of Alamance County</strong>, 206 N. Fisher St., Burlington</td>
</tr>
<tr>
<td>Blessed Sacrament School</td>
<td><strong>Blessed Sacrament School</strong>, 515 Hillcrest Ave., Burlington</td>
</tr>
<tr>
<td>BHA</td>
<td><strong>Burlington Housing Authority</strong>, 133 N. Ireland St., Burlington</td>
</tr>
<tr>
<td>Broad St</td>
<td><strong>Broad Street Recreation Center</strong>, 215 N. Broad St., Burlington</td>
</tr>
<tr>
<td>Davis’ Shop</td>
<td><strong>Davis’ Shop</strong>, 1104 Southerland St, Suite B, Graham</td>
</tr>
<tr>
<td>DC</td>
<td><strong>Dillingham Center</strong>, 1304 Plaza Dr., Burlington (Exit 145 off I-40/ I-85)</td>
</tr>
<tr>
<td>Depot</td>
<td><strong>Burlington Historic Depot</strong>, 200 S. Main St., Burlington</td>
</tr>
<tr>
<td>DSS</td>
<td><strong>Dept. of Social Services</strong>, 319 N. Graham-Hopedale Rd, Burlington</td>
</tr>
<tr>
<td>Elmira Rec</td>
<td><strong>Elmira Recreation Center</strong>, 810 Wicker St., Burlington</td>
</tr>
<tr>
<td>ESC</td>
<td><strong>Employment Security Commission</strong>, 2720 S. Mebane St., Burlington</td>
</tr>
<tr>
<td>Forest Hills</td>
<td><strong>Forest Hills Recreation Center</strong>, 227 Williamson St., Burlington</td>
</tr>
<tr>
<td>Front Street</td>
<td><strong>Front Street United Methodist Church</strong>, 136 S. Fisher St., Burlington</td>
</tr>
<tr>
<td>DRCT</td>
<td><strong>City Gate Dream Center</strong>, 1423 N. Church St., Burlington</td>
</tr>
<tr>
<td>Goodwill</td>
<td><strong>Goodwill Industries</strong>, 3740 South Church St., Burlington</td>
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<tr>
<td>KSC</td>
<td><strong>Kernodle Senior Center</strong>, 1535 South Mebane St., Burlington</td>
</tr>
<tr>
<td>MAC</td>
<td><strong>Mebane Arts Center</strong>, 633 Corregidor St., Mebane</td>
</tr>
<tr>
<td>May Memorial</td>
<td><strong>May Memorial Library</strong>, 342 S. Spring St., Burlington</td>
</tr>
<tr>
<td>North Park Library</td>
<td><strong>North Park Library</strong>, 849 Sharpe Rd., Burlington</td>
</tr>
<tr>
<td>Online</td>
<td><strong>Online</strong>, Can be taken anywhere with Internet access</td>
</tr>
<tr>
<td>Randy’s Golf Center</td>
<td><strong>Randy’s Golf Center</strong>, 2515 Cherry Lane, Haw River</td>
</tr>
<tr>
<td>TBA</td>
<td><strong>TBA</strong>, To Be Announced</td>
</tr>
<tr>
<td>WRC</td>
<td><strong>Women’s Resource Center</strong>, 411-B, West Fifth St., Burlington</td>
</tr>
</tbody>
</table>