

Fall 2020

ABTech

Community College

CONTINUING EDUCATION | Class Schedule



Community Enrichment

Occupational Training

A-B Tech Barber Academy

BioNetwork

Entrepreneurship

Online

Transitional Studies

A-B Tech Madison

A-B Tech South

ASHEVILLE • MADISON • ENKA • SOUTH • WOODFIN

828-398-7903 • abtech.edu

Table of Contents

abtech.edu/ce

Registration information, page 5. Register early!

828-398-7903

Schedule Spans August - December

General Information	3
Financial Assistance	3
Registration Form	4
Registration Information	5
Letter from Vice President	6
Directory	7
Community Enrichment	8
Art	8
Creative Writing	12
Financial Wellness	12
Food & Beverage	13
Home & Garden	13
Languages	14
Defensive Driving	16
Motorcycle Safety	17
Music & Dance	18
Recreation	19
Online	20
Occupational Training	21
Advanced Manufacturing	21
Automotive	29
Computer Training	30
Craft Beverage Institute	33
Emergency Services	34
Healthcare Services	36
Nurse Aide I & II	
Hospitality Services	39
Certifications	40
Job Preparedness	42
Workforce Training	49
A-B Tech Barber Academy	53
A-B Tech & Partnerships	54
BioNetwork	55
Entrepreneurship	57
Online	65
Transitional Studies	68
A-B Tech Madison	70
A-B Tech South	74
JumpStart	75
Campus Maps	76
Index	80

For General Information

Call:
828-398-7903



E-mail:
ce@abtech.edu



What's new?
Look for this icon
throughout the
schedule.



Online
abtech.edu/
Coned-Registration



Asheville-Buncombe Technical Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Asheville-Buncombe Technical Community College.

Books

Because of the high cost of books, we only have students purchase textbooks when they are essential. Students should bring the book with them to the first class.

Textbooks can be purchased at the Asheville campus. Hours for the Asheville campus are 9 a.m. to 6 p.m. Monday through Thursday and on Friday from 9 a.m. to 5 p.m. Books are available at A-B Tech Madison for classes scheduled at that campus only. Hours for A-B Tech Madison are 8 a.m. to 6:30 p.m. Monday through Thursday and on Friday from 8 a.m. to 5 p.m. For textbook title and cost, go to abtech.edu/ce/textbook

Disclaimer

This schedule listing should not be considered a contract between Asheville-Buncombe Technical Community College and any student. Errors may occur in preparing for publication. Changes may be necessary for various reasons. A minimum enrollment may be required to offer a course or continue a sequence of courses. Tuition and fees are subject to change by the State Legislature. There may be changes in the class schedule for inclement weather. If changes are necessary, an effort will be made to inform the students who are preregistered or enrolled.

Nondiscrimination Policy

The A-B Tech Board of Trustees and administration are fully committed to encouraging and sustaining a learning and work environment that is free from prohibited discrimination. The College does not practice or condone discrimination based on race, color, national origin, religion, sex, sexual orientation, gender identity or expression, pregnancy, disability, genetic information/medical history, age, political affiliation or veterans' status in the administration of any of its academic programs and employment practices.

For inquiries or allegations concerning possible discrimination or harassment related to sex, sexual orientation, gender identity or expression, or pregnancy, contact the following office: Director of Title IX Compliance, 340 Victoria Road, Asheville, NC 28801, (828) 398-7932.

For all other inquiries or allegations concerning possible discrimination or harassment, please contact the following office: Vice President for Student Services, 340 Victoria Road, Asheville, NC 28801, (828) 398-7146.

Support Services

Individuals with disabilities (as defined in the Americans with Disabilities Act of 1990, "ADA") who wish to make a request for reasonable accommodation, auxiliary communication aids or services, or materials in alternative accessible formats should contact the Services Counselor in the K. Ray Bailey Student Services Center or call 828-398-7141 or contact supportservices@abtech.edu.

New Teachers: New Classes

Do you have a new class you would like to propose for consideration in a future schedule? If you are enthusiastic and knowledgeable about your subject and can communicate to a variety of people, we would like to hear from you. Email Christine Schmidt at christineschmidt@abtech.edu for a Course Proposal Form to be submitted for each class you are proposing. The form(s) must be submitted electronically and cannot be mailed.

Financial Assistance

You may be eligible for financial assistance through one of the following programs:

- **A-B Tech Foundation**
- **Workforce Innovation and Opportunities Act (WIOA)**
- **Skills Training & Employment Program (STEP)**
- **State Employees' Credit Union (SECU)**
- **Golden Leaf Foundation (Madison County Residents)**
 - * Electronic Health Records
 - * EMT – Intermediate
 - * Any Nurse Aide I Class
 - * Nurse Aide II - Offered based on demand
 - * Ophthalmic Assistant





Pay by Mail
CE Cashier
A-B Tech
340 Victoria Rd.
Asheville, NC 28801

Pay in Person See page 5.

Students requesting a name change must submit one of the following legal documents:

1. Social Security card
2. Copy of marriage license
3. Copy of divorce decree
4. Passport
5. Copy of court documents

Name: _____
Last First Middle/Maiden

Address: _____
Street/P.O. Box City State Zip County

Home Phone: _____ **Work Phone:** _____ **Ext.** _____ **Cell Phone:** _____

E-mail: _____ **Date of Birth:** _____

Gender: M F Prefer not to answer **Ethnicity:** Hispanic/Latino Non-Hipanic/Latino Prefer not to answer

Race: Alaska Native Asian Black/African-American Hawaiian/Pacific Islander White

Employment:

- 1-10 Hrs/Wk (E1) 21-39 Hrs/Wk(E3) Unemployed/Seeking (US)
 11-20 Hrs/Wk (E2) 40 Hrs/Wk or more (E4) Unemployed/Not Seeking (UN) Retired (R)

Highest Education Level: 1 2 3 4 5 6 7 8 9 10 11 12 GED
 Adult High School (13) Associate Degree (15) Master's Degree or Higher (17)
 Post HS/Vocational Diploma (14) Bachelor's Degree (16)

*Students must be at least 18 years of age. Consideration may be given to 16- and 17-year-olds.
 See Student Eligibility policy on page 5.*

Course #	Course Title	Dates	Day(s)	Time	Location	Cost

Refund Policy: *As established by the NC State Board of Community Colleges, a refund shall be made under the following circumstances: 1) If a student officially withdraws prior to the first class meeting, the student will receive a 100% refund; 2) If a class is canceled due to insufficient enrollment, a student will receive a 100% refund; 3) A 75% refund will be issued (Self-Supporting classes with prefixes CSP and SEF are excluded) if the student officially withdraws prior to or on the 10 percent point of the scheduled hours of class; 4) No refund will be made after the 10 percent point of the class; 5) The insurance, technology and supply/lab fees are refundable only if a class is canceled or the student drops before the class begins. 6) There will be a minimum of three to four weeks to process refunds.*

Signature _____ **Date** _____

Sponsoring Organization Information

If tuition is being paid by an agency/organization, authorization to bill on company letterhead/purchase order must be attached or remit payment by check.

Company Name: _____

Payment to include total of all fees listed for each course.

Payment Type: Check (payable to A-B Tech) Money Order

Photo Release

Throughout the year, A-B Tech's employees or agents may take photographs of students and school activities. These photographs may appear in various A-B Tech materials including A-B Tech's website, newsletters, brochures and other marketing and advertising materials. If you do not want your photograph or image to be included in these or other promotional materials, please contact A-B Tech's Community Relations & Marketing department at 828-398-7117.

Registration Information

abtech.edu/ce

828-398-7903

Registration information, page 5. Register early!

Three Easy Ways to Register

1. Online (Easiest way to register!)

Go to abtech.edu/coned-registration

Follow the instructions.

2. Mail

Complete the continuing education registration form on page 4 and mail with your check or money order to: **(Payment should include all fees listed for each course.)**

CE Cashier
A-B Tech
340 Victoria Road
Asheville, NC 28801

3. In-Person

Complete the continuing education registration form on page 4 and bring with your payment (check, cash, money order or credit card) to one of two locations:

Asheville Campus

Mondays through Thursdays,
between 8:30 a.m. - 6:30 p.m.

Fridays,
8:30 a.m. - 4:30 p.m.

Ferguson Center for Allied Health and Workforce
Development (AHWD),
Lobby, 10 Genevieve Circle
Asheville, NC 28801

A-B Tech Madison

Mondays through Thursdays,
between 8 a.m. - 6:30 p.m.

Fridays,
8 a.m. - 5 p.m.

Lobby, Ramsey Building
4646 US 25-70
Marshall, NC 28753

IN PERSON REGISTRATION INFORMATION

**Registration for Continuing Education
classes is in the Ferguson Center for
Allied Health and Workforce
Development (AHWD)
Lobby, 10 Genevieve Circle
Asheville, NC 28801**

See Map pg. 79, #24, for directions

Register early!

Students are not registered to class until payment is received. If a class fills, a waiting list will be maintained for an additional or future class.

There is a returned check fee of \$25.

Support Services: Individuals with disabilities (as defined in the Americans with Disabilities Act of 1990, "ADA") wishing to make a request for reasonable accommodation, auxiliary communication aids or services, or materials in alternative accessible formats should contact the Disability Services Counselor in the K. Ray Bailey Student Services Center or call 828-398-7141.

Refund Policy: As established by the NC State Board of Community Colleges, a refund shall be made under the following circumstances: 1) If a student officially withdraws prior to the first class meeting, the student will receive a 100% refund; 2) If a class is canceled due to insufficient enrollment, a student will receive a 100% refund; 3) A 75% refund will be issued (Self-Supporting classes with prefixes CSP and SEF are excluded) if the student officially withdraws prior to or on the 10 percent point of the scheduled hours of class; 4) No refund will be made after the 10 percent point of the class; 5) The insurance, technology and supply/lab fees are refundable only if a class is canceled or the student drops before the class begins; 6) **There will be a minimum of three to four weeks to process refunds.**

Student Eligibility

Continuing education course offerings are designed for adult learners. In special cases, 16- and 17-year-olds will be considered when there is available space in the class.

Programs, classes and services offered at the Small Business Center, Business Incubation and the BioNetwork are open, as usual, in the TCC/SBC building. See pages 54-65 for program information.

Letter from the V.P. Deborah Wright



Greetings to the Buncombe and Madison Communities. I hope this Fall Schedule finds you safe and healthy and that receiving the A-B Tech schedule from Continuing Education brings some sense of normalcy to your week.

While we have been working remotely these last couple of months, the focus of our efforts has been to look at ways to conduct hands-on learning in new ways and create an environment where you can safely return to take those classes that can't be offered online. If anything, we have learned just how unpredictable life is and how necessary it is to RISE up to each new challenge.

With that said, I hope you can get excited about everything you discover inside this Fall schedule of classes. There will be some old favorites, and some new ones created to help you navigate this new normal in which we find ourselves. One of the new classes we designed just for you is Introduction to Zoom for video and audio conferencing with teams, friends and colleagues. Many of us have used Zoom to continue our meetings and interactions with each other and we thought you might appreciate the opportunity to learn it as well. Another new course, Pandemic: Issues and Answers, will be taught by Jon Wiener, Dean of Allied Health/Virology expert; Clint Gorman, Dean of Emergency Services/Paramedic; and Danielle Wiener, Infection control and it is sure to fill up quickly.

And, while many of us were teleworking, Kevin Kimrey, Director of Economic and Workforce Development, and adjuncts Bruce McCurry and Bob McCurry alongside Kevin Mills, Associate Director, Events and Facilities Support, were busy setting up the new Advanced Manufacturing Center which you see on the cover. This renovation was completed during the down time allowing all the new equipment to be assembled and installed, without disruption. It is a beautiful space and we are eager for you to see it and take advantage of the classes and training opportunities provided in this new space.

Lastly, we would not be able to be in as many locations or to serve the community the way that we do without our many partners across Asheville. Check out our new Partnership Page to see how wide-reaching our programs are and the breadth of all we do through the Continuing Education Division at A-B Tech.

Here's to new adventures,

Deborah D. Wright

Vice President, Economic & Workforce Development and Continuing Education

Associate Director, Workforce Continuing Education	828-398-7925
Coordinator, Occupational & Skilled Trades	828-398-7924
Coordinator, Human Resources Development	828-398-7334
Coordinator, Computer & Online Training	828-398-7933
Coordinator, A-B Tech Barber Academy	828-398-7609
Coordinator, Health Occupations	828-398-7960
Director, Workforce Partnerships & Outreach	828-398-7936
Case Manager, Workforce Innovation and Opportunity Act (WIOA)	828-398-7948
Coordinator, NC Works Career Center	828-251-6200
Director, Economic & Workforce Development	828-398-7923
Coordinator, Advanced Manufacturing Center	828-398-7295
Coordinator, Aerospace Manufacturing	828-398-7931
Coordinator, Customized Training	828-398-7921
Coordinator, Workplace Learning	828-398-7603
Executive Director, Small Business Center	828-398-7949
Associate Director, Small Business Center	828-398-7951
Director, Community Enrichment Programs	828-398-7134
Director, Industry Training for Food Beverage & BioNetwork	828-782-2323
Coordinator, Industry Training Administrative Program	828-782-2328
Coordinator, Laboratory BioNetwork	828-782-2329
Coordinator, UpSkill WNC	828-398-7333
Coordinator, STEP	828-250-5571
Coordinator, Fire Protection Services	828-782-2139
Coordinator, Emergency Medical Services	828-782-2623
Coordinator, Law Enforcement Training	828-782-2319

Art

Creative Mixed Media and Acrylics

This class is excellent if you want to be introduced to a variety of artistic processes, or to expound on your painting practice. You will apply basic collage techniques with acrylic paint, glazes, pastes and mediums to produce fascinating works of art. Bring a small bottle of Elmer's glue, brushes, and assorted papers such as old gift-wrap, magazines, maps, sheet music, tissue paper and paper bags to first class. The instructor, Ursula Gullow will explain a complete materials list on the first day.

F, 9/18-10/16, 8:30 a.m. - 11 a.m., CSP-4531-378AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79

Drawing, Beginning

This class will give you the basic drawing skills and confidence you need to develop your abilities. Focus will be placed on the study of line, shape, design, perspective, composition and texture. Minimal drawing supplies needed. Bring pencils, erasers and a sketch pad to first class.

TH, 9/17-10/15, 2 p.m. - 4:30 p.m., CSP-4009-381AR
RM 417, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79

TH, 9/17-10/15, 6 p.m. - 8:30 p.m., CSP-4009-382AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79

Drawing, Intermediate

You will further explore how to use shading to create the illusion of form, depth, space and light with drawing materials. Improve your confidence and expand your ability to draw shapes and expressive strokes and create visual textures of different objects. Previous drawing experience is required.

TH, 10/29-12/3, 2 p.m. - 4:30 p.m., CSP-4013-385AR
RM 417, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79

TH, 10/29-12/3, 6 p.m. - 8:30 p.m., CSP-4013-386AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79

Enhance Your Acrylic Paintings

Are you ready to take your acrylic paintings to the next level? This intensive focuses on advanced approaches to creating captivating paintings through color-mixing, glazing and brushwork. Painting experience recommended. Bring usual art materials to the first class and 11" x 14" or larger canvas. Ursula Gullow, Instructor.

F, 10/23-11/20, 8:30 a.m. - 11 a.m., CSP-4457-388AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79

Nature's Notebook II: Drawing in Pen and Ink - Continue Observing Nature

This class is designed for those who have completed Nature's Notebook I and have experience in botanical drawing. You will continue looking into the natural world using pencils, pen and ink, and watercolor. There is further exploration into graphics such as making greeting cards and stationary logos, silverpoint, collage, and even scanning leaves, flowers, and shells, not to mention the various artistic philosophies of other cultures. Bring your basic supplies including sketchpads, pencils, pens, and inks, etc. Peter Loewer, Instructor. Pre-Requisite is Nature's Notebook I.

TH, 9/17-10/15, 8:30 a.m. - 11 a.m., CSP-4042-391AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79

TH, 10/22-11/19, 8:30 a.m. - 11 a.m., CSP-4042-392AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79

Painting, Beginning Acrylics

Looking for a painting class for beginners where you learn basic painting techniques while exploring your creative side? Acrylic paints are vibrant, easy to use and lend themselves to beautiful spontaneous effects. Explore color mixing and blend colors, create a range of different textures and brush strokes and paint objects/still-lifes to capture dimension. You will be amazed at what you can do. Bring one sheet of poster board to the first class additional supplies will be discussed in class. Ursula Gullow, Instructor.

W, 9/16-10/14, 8:30 a.m. - 11 a.m., CSP-4029-399AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79

**AHWD = Ferguson Center for Allied
Health and Workforce Development.
10 Genevieve Circle
See map on pg. 79, #24, for directions.**

Painting, Landscapes with Acrylics

Create harmonious landscapes in acrylic paint through the use of dynamic color-mixing and confident brushwork. Instructor, Ursula Gullow will demonstrate ways to develop a painting and expressively depict trees, skies, clouds, rivers, light and shadow. Bring usual paint supplies and canvas boards or poster paper to first class along with photographs of any panoramic landscape subject.

W, 10/21-11/18, 8:30 a.m. - 11 a.m., CSP-4545-401AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79

Studio Painting: Personal Style

Are you looking to broaden your painting skills while developing your own personal style? This studio class is a great place to develop your point of view with other painters using the medium of your choice. Working from photographs or still-life, professional artist, Tony Corbitt, Jr. will give one-on-one critiques each week. Bring painting supplies to the first class. This class is best suited to those who have had at least a beginner's course or some previous experience in any painting media.

T, 9/15-10/13, 1:30 p.m. - 4 p.m., CSP-4035-406AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79

T, 10/27-11/24, 1:30 p.m. - 4 p.m., CSP-4035-407AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79

Watercolor Beginning I

Are you new to watercolors or just haven't had success in the past? Watercolors' unique working characteristics and process are easily learned. Unlock the mysteries of the fundamental elements: the secret to create glowing, transparent washes, effective color mixing, tonal value, how to plan your painting, and basic composition. Basic drawing skills needed. Come prepared to paint the first day; bring a tube of red, yellow and blue of the brand Cotman or Academy watercolors and a single full-sheet of Kilimanjaro or Arches 140 lb. cold press watercolor paper. A complete list of supplies will be given at the first class. Tony Corbitt, Jr., Instructor.

TH, 9/17-10/15, 1:30 p.m. - 4 p.m., CSP-4066-409AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79

Watercolor Beginning II

Expand your skills in watercolor by developing your own imagery, from abstraction to realism. You may work with still life, portraits, landscape or fantasy imagery and refine your vision and your ability to execute it. To the first class bring a tube of red, yellow and blue of the brand Cotman or Academy watercolors and a single full-sheet of Kilimanjaro or Arches 140 lb. cold press watercolor paper. A complete list of supplies will be given at the first class.

TH, 10/22-11/19, 1:30 p.m. - 4 p.m., CSP-4068-410AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79

Beginning Digital SLR Photography

Whether you just purchased a new Digital SLR camera or you are still trying to get the most out of one you already have, this class will help you master your camera as you explore Focus, Shutter Speed, Aperture, F-Stops and much more. You will be given direct and interactive feedback on your photographs and how to get the best images with your Digital SLR camera. Bring your camera to the first class. (No point and shoot cameras.)

TH, 9/10-10/8, 6 p.m. - 8 p.m., CSP-4047-412AR
RM 426, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79

F, 9/11-10/9, 10 a.m. - 12 p.m., CSP-4047-414AR
RM 426, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79

Beginning Digital SLR Photography - Online

Whether you just purchased a new Digital SLR camera or you are still trying to get the most out of one you already have, this class will help you master your camera as you explore Focus, Shutter Speed, Aperture, F-Stops and much more. You will be given direct and interactive feedback on how to get the best images with your Digital SLR camera. (No point and shoot cameras.) This is an online format consisting of some Zoom sessions.

T, 9/8-10/6, 6 p.m. - 7:30 p.m., CSP-4663-413AR
Fees: Course: \$79

Refund Policy for self-supporting classes with prefixes CSP and SEF: Students must officially drop the class before it begins to receive a refund. No refunds after the class begins.

Intermediate Digital SLR Photography - Online

Whether you just purchased a new Digital SLR camera or you are still trying to get the most out of one you already have, this class will help you master your camera as you explore Focus, Shutter Speed, Aperture, F-Stops and much more. You will be given direct and interactive feedback on your photographs and how to get the best images with your Digital SLR camera. (No point and shoot cameras.) This is an online format consisting of some Zoom sessions.

TH, 10/22-11/12, 6 p.m. - 7:30 p.m., CSP-4664-415AR
Fees: Course: \$79

Intermediate Digital SLR Photography

If you have a good understanding of your SLR camera and experience with composition and exposure and want to get the most out of your camera, this is the class to take. Explore your SLR camera's capabilities and discover how to take better pictures. This class is designed to challenge your skill level and visual understanding of photography. Learn through shooting and editing assignments. Your work will be critiqued in class. Bring your SLR camera to the first class and expect to become a better photographer.

F, 10/23-11/13, 10 a.m. - 12 p.m., CSP-4049-417AR
RM 426, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79

Smartphone Photography

Are you wondering how to get the most from your smartphone camera or tablet? Capture exciting photos wherever you are and with whatever you have in your pocket. The best part of smartphone photography is how easy it is to share your creations with the world. You will gain an understanding of creative design elements including light direction and quality, subject-to-camera distance, framing, point-of-view and explore how to edit digital images to improve or creatively enhance technical and design qualities. You will be amazed at the quality of the serene landscapes, stunning portraits and amazing close-ups you will create. Bring your smartphone and/or tablet to the first class. The instructor will demonstrate techniques compatible with Android and iOS (Apple) devices; class demos will be made on iOS phone and tablet.

T, 10/6-10/27, 6 p.m. - 8 p.m., CSP-4515-420AR
RM 126, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79

Pottery - Beginning Wheel Made Easy

This class is designed and structured for beginning students and will introduce the basic techniques involved in throwing on the potter's wheel through class demonstrations and hands-on experience. All students will begin with simple forms to learn the basic skills of centering, pulling, and trimming. Glazing and firing procedures will also be covered. Bring a towel, apron and a small notebook to the first class. Wear suitable clothes for working with clay. Beginning students only! The toolkit fee of \$10 is payable at the first class. The lab fee includes one bag of clay, glazes, and firing.

W, 9/23-10/21,, 8:30 a.m. - 11 a.m., CSP-4051-422AR
Poplar, Asheville Campus
Fees: Course: \$109, Supply/Lab: \$25

W, 9/23-10/21,, 6 p.m. - 8:30 p.m., CSP-4051-423AR
Poplar, Asheville Campus
Fees: Course: \$109, Supply/Lab: \$25

W, 11/4-12/9, 8:30 a.m. - 11 a.m., CSP-4051-424AR
Poplar, Asheville Campus
Fees: Course: \$109, Supply/Lab: \$25

W, 11/4-12/9, 6 p.m. - 8:30 p.m., CSP-4051-425AR
Poplar, Asheville Campus
Fees: Course: \$109, Supply/Lab: \$25

Pottery - Dinnerware

You will hand-build one, six-piece dinnerware place setting and one serving piece incorporating different hand-building methods such as slab roller, extruder, hand extrusions, slumping and draping. You will develop an understanding of the skills used in forming clay, glazing and decorating ceramic forms. The lab fee includes one bag of clay, glazes and firing. If you don't already have pottery tools, a \$10 tool kit can be purchased at the first class.

M, 10/26-11/23, 8:30 a.m. - 11 a.m., CSP-4546-427AR
Poplar, Asheville Campus
Fees: Course: \$109, Supply/Lab: \$25

M, 10/26-11/23, 6 p.m. - 8:30 p.m., CSP-4546-428AR
Poplar, Asheville Campus
Fees: Course: \$109, Supply/Lab: \$25

**AHWD = Ferguson Center for Allied Health and Workforce Development.
10 Genevieve Circle
See map on pg. 79, #24, for directions.**

Pottery - Intermediate Goblets, Steins and Cups of Kinds

This intermediate wheel-based class will focus on the cup form in all its lovely styles: goblets, steins and other cup varieties we come up with as a group! Get a handle on this delightful and intimate pottery form. Stop avoiding handles! Learn to pull them in a supportive atmosphere. Wheel experience is required. You must be able to center two pounds of clay. Lab fee includes one bag of clay, glazes and firing.

TH, 11/5-12/10, 6 p.m. - 8:30 p.m., CSP-4657-430AR
Poplar, Asheville Campus
Fees: Course: \$109, Supply/Lab: \$25

Pottery - Intermediate Bowls of All Kinds

Outfit your kitchen with handmade utilitarian objects. Projects may include such things as colanders, mixing bowls, butter dishes and honey pots. This is for intermediate and advanced students. You must have prior wheel experience and feel comfortable centering up to 2 to 3 lbs. of clay on your own. The lab fee includes one bag of clay, glazes and firing.

TH, 9/24-10/22, 6 p.m. - 8:30 p.m., CSP-4520-431AR
Poplar, Asheville Campus
Fees: Course: \$109, Supply/Lab: \$25

Pottery - Intermediate Studio

If you can throw a cylinder or bowl with confidence, this functional pottery class will take your skills to the next level; while also helping to refine your existing skills and learning to focus on form. You will explore lidded jars, pitchers and other forms in functional pottery. You should confidently be able to center your own clay. The lab fee includes one bag of clay, glazes and firing.

TH, 9/24-10/22, 2 p.m. - 4:30 p.m., CSP-4053-432AR
Poplar, Asheville Campus
Fees: Course: \$109, Supply/Lab: \$25

TH, 11/5-12/10, 2 p.m. - 4:30 p.m., CSP-4053-433AR
Poplar, Asheville Campus
Fees: Course: \$109, Supply/Lab: \$25

Refund Policy for self-supporting classes with prefixes CSP and SEF: Students must officially drop the class before it begins to receive a refund. No refunds after the class begins.

Pottery - Landscape Art and Garden Containers

This exciting class is designed for both beginning and intermediate levels. You will make containers such as planters, wall planters and stacked tower planters. Explore making garden-sized bird baths, lanterns and bird houses. These projects will involve wheel and hand-building as well as the use of decorative techniques. The lab fee includes one bag of clay, glazes and firing. Laura Somerville, Instructor.

M, 9/14-10/12, 8:30 a.m. - 11 a.m., CSP-4101-445AR
Poplar, Asheville Campus
Fees: Course: \$109, Supply/Lab: \$25

M, 9/14-10/12, 6 p.m. - 8:30 p.m., CSP-4101-446AR
Poplar, Asheville Campus
Fees: Course: \$109, Supply/Lab: \$25

Pottery - Seasoned Beginners

Have you taken a few beginning clay classes and want to understand pottery studio processes and are ready for a little more beyond beginning techniques? In this class you will still be working on the basics but you will also broaden your knowledge of pottery forms and glazes. This is a throwing based, curriculum driven course so be ready to learn a lot and have a lot of fun. Please bring tools, towels, and a sketchbook for taking notes. The lab fee includes one bag of clay, glazes and firing.

TH, 9/24-10/22, 8:30 a.m. - 11 a.m., CSP-4551-447AR
Poplar, Asheville Campus
Fees: Course: \$109, Supply/Lab: \$25

TH, 11/5-12/10, 8:30 a.m. - 11 a.m., CSP-4551-448AR
Poplar, Asheville Campus
Fees: Course: \$109, Supply/Lab: \$25

Stained Glass, Beginning

Come and experience the world of stained glass with a veteran stained glass artist who will teach you how to cut glass, work with copper foil, the proper way to solder, and pattern design. You will be introduced to the tools of the trade, safety procedures and protocol as well as most of the materials including various types of glass. When you complete this course you will have several finished projects to show, as well as a mastery of the basic skills used in the craft of stained glass. We welcome all beginners from those with no experience to a very elementary knowledge. Tools and supplies will cost \$100-\$150.

W, 9/23-10/21, 6 p.m. - 8:30 p.m., CSP-4096-450AR
RM 417, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79, Ins: \$1.35

Art - Creative Writing - Financial Wellness

Community Enrichment

abtech.edu/ce

828-398-7817 or 828-398-7369

Stained Glass Panels Intermediate, Lead Came

"People are like stained-glass windows. They sparkle and shine when the sun is out, but when the darkness sets in; their true beauty is revealed only if there is a light from within." Elizabeth Kubler-Ross

Do you have experience with copper foil and want to be introduced to the basics of leaded glass construction? You will explore the history of leaded glass, soldering, design, reinforcing and finishing techniques. If you have experience with leaded glass and want to improve your skills, there will be plenty of individual instruction tailored to your skill level. You will be amazed at the pieces you will produce in this class.

T, 10/20-11/17, 6 p.m. - 8:30 p.m., CSP-4097-451AR
RM 417, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79, Ins: \$1.35

Creative Writing

Writing, Children's Picture Books - Online

Are you thinking of writing a children's picture book? Whether it's for children in your family or for publication, this class gives you the basics of what makes a terrific picture book. The focus will be on fresh story ideas, rhythm and rhyme, page and word count, etc. You will create a 32-page draft. By the end of the class you will have a draft outline for a book and a clear overview of how to proceed. This is a creative writing class and does not include how to illustrate. It does however, give you clear direction on how publishers approach illustrations. This class will be conducted in an online format consisting of videos and Zoom sessions.

TH, 9/17-10/15, 2 p.m. - 3:30 p.m., CSP-4646-454CW
Fees: Course: \$79

Financial Wellness

Investing Basics - Stocks and Bonds

Stop worrying and gain the confidence you need to create a personalized investment plan. This class will demystify how the financial markets work; help you consider your investment goals and strategies as well as the risks and returns that are acceptable to your personal finances. The instructor, David McMahan will guide you through these topics and more.

M, 9/14-10/5, 6 p.m. - 8 p.m., CSP-4186-461FW
RM 126, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79

Protect Your Retirement Plan Assets

If you are nearing retirement, are already retired, have inherited a retirement account, or are just concerned about protecting your retirement assets, this class is a must. We will discuss the advantages and disadvantages of leaving your retirement plan money in your 401(k) plan and how to avoid the most common beneficiary mistakes people make that result in thousands of dollars in needless taxes. Given all of today's uncertainty, this is a class you cannot afford to miss! David McMahan, Instructor.

M, 10/19-11/9, 6 p.m. - 8 p.m., CSP-4195-463FW
RM 126, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79

**AHWD = Ferguson Center for Allied
Health and Workforce Development.
10 Genevieve Circle
See map on pg. 71, #24, for directions.**

Food & Beverage

Gifts from the Kitchen for the Holidays ^{new}

Discover the techniques to transform delicious recipes into memorable handmade gifts for any occasion.

Chef Donna McCrain will demonstrate as you sit back and watch the process of making cookies, fudge, jam, chocolate bark and more for the perfect gift. No more shopping at the mall when you can make gifts from your kitchen. Handouts will be supplied.

T, 11/3-11/17, 5:30 p.m. - 8 p.m., CSP-4600-466FB

RM 225, Magnolia, Asheville Campus

Fees: Course: \$79, Supply/Lab: \$35

Home & Garden

Cake Decorating

Whether you're a home hobbyist or an aspiring baker, cake artist Waynette Scruggs' eye for smart design will inspire you to make cakes that look as good as they taste. With nothing fancier than a pastry bag and a set of piping tips you will create elegant details that will accent your cakes to polished masterpieces. One night will be dedicated to learning all about tiered cake construction; perfect for wedding cakes. You will discover how to pipe refined designs and make gum paste flowers for any special occasion cake that calls for elegance or whimsy. Supplies needed for class will cost approximately \$40-\$50.

M, 10/5-11/2, 6 p.m. - 8:30 p.m., CSP-4320-469HG

RM 417, Ferguson Ctr., AHWD, Asheville Campus

Fees: Course: \$79

Holiday Herbal Gifts

The best gifts don't have to cost a lot of money. Add elements of nature and fragrance to your holidays by creating natural herbal gifts for your friends and family. Explore making beautifully packaged bath salts, herbal mists, infusions, container candles, healing lip balms, body butters, glycerin soaps and sugar scrubs and much more.

W, 11/4-11/18, 6 p.m. - 8 p.m., CSP-4308-475HG

RM 417, Ferguson Ctr., AHWD, Asheville Campus

Fees: Course: \$69

Refund Policy for self-supporting classes with prefixes CSP and SEF: Students must officially drop the class before it begins to receive a refund. No refunds after the class begins.

Interior Decorating for the Home

To create an interior environment, you need to think about the look and feel as well as how the space will be used. Discover your own sense of style as you explore aspects of interior decorating from how to choose colors and color schemes to determining the best furniture placement as well as creative ways to display wall art and accessorizing. This course is designed for students interested in exploring options for their own homes.

You will be urged to bring your own interior space issues to class for discussion. Handouts will be provided each week for you to refer to as you continue with your own decorating projects. You will learn more than you ever expected while having a great time exchanging ideas. Bring an artist's color wheel to the first class. Brinda Caldwell, Instructor.

M, 9/14-10/12, 6 p.m. - 8:30 p.m., CSP-4155-477HG

RM 426, Ferguson Ctr., AHWD, Asheville Campus

Fees: Course: \$79

Interior Decorating and Design II

If you've taken a beginning Interior Decorating/Design class, this is the next step on your interior decorating journey. You will continue to explore color schemes and room arrangements. Emphasis will be placed on finishes, flooring and final touches. Bring pictures of your rooms that need work and solutions will be provided. Brinda Caldwell, Instructor.

M, 10/19-11/9, 6 p.m. - 8:30 p.m., CSP-4164-478HG

RM 426, Ferguson Ctr., AHWD, Asheville Campus

Fees: Course: \$79

Landscaping for the Homeowner

Beautiful landscapes can increase the value of your property and add to the enjoyment of your home. In this five-week class you will explore the basics of designing your home landscape, plant types, growing habits and planting basics. The instructor is a landscape designer and will guide you through these principles as well as some dos and don'ts.

TH, 10/15-11/12, 6 p.m. - 8 p.m., CSP-4168-480HG

RM 431, Ferguson Ctr., AHWD, Asheville Campus

Fees: Course: \$79

Making Soaps Naturally

Discover through hands-on experience how to make creamy, moisturizing soap using the cold-process method. Learn to safely work with lye and experiment with different oils, fragrances, herbs, and natural colorants. This beginner's class will reveal how the properties of various oils and additives produce different soap types. A supply list will be provided at the first class. Cost of supplies \$35-\$40.

TH, 9/17-10/1, 6 p.m. - 8 p.m., CSP-4160-482HG

RM 417, Ferguson Ctr., AHWD, Asheville Campus

Fees: Course: \$69

Medicinal Plants and Their Healing Power

For centuries our ancestors used natural remedies to relieve pain and improve physical and mental states through the use of herbal seeds, bark, roots, flowers and foliage. Directly involve yourself in the healing process by making your own herbal remedies. Explore choosing herbs, making salves, poultices, infusions and stocking your herbal medicine cabinet.

W, 9/2-9/16, 6 p.m. - 8 p.m., CSP-4455-485HG
RM 417, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69

Upholstery

Do you have a worn out favorite chair around the house in need of a face lift? This course provides practical experience in the use of tools, equipment, and techniques of the upholstery industry. You will learn methods in selecting upholstery fabrics and details concerning the usage of fabrics. Bring your chair, tack/staple puller, screw driver and a hammer to the first class and begin to transform it into a work of art. No fabrics are needed for the first class.

T, 9/1-10/20, 9:30 a.m. - 12 p.m., CSP-4185-497HG
RM 171, Small Business Ctr., A-B Tech Enka
Fees: Course: \$115, Supply/Lab: \$20, Ins: \$1.35

T, 9/1-10/20, 1:30 p.m. - 4 p.m., CSP-4185-498HG
RM 171, Small Business Ctr., A-B Tech Enka
Fees: Course: \$115, Supply/Lab: \$20, Ins: \$1.35

T, 9/1-10/20, 6 p.m. - 8:30 p.m., CSP-4185-499HG
RM 171, Small Business Ctr., A-B Tech Enka
Fees: Course: \$115, Supply/Lab: \$20, Ins: \$1.35

T, 10/27-12/15, 9:30 a.m. - 12 p.m., CSP-4185-500HG
RM 171, Small Business Ctr., A-B Tech Enka
Fees: Course: \$115, Supply/Lab: \$20, Ins: \$1.35

T, 10/27-12/15, 1:30 p.m. - 4:30 p.m., CSP-4185-501HG
RM 171, Small Business Ctr., A-B Tech Enka
Fees: Course: \$115, Supply/Lab: \$20, Ins: \$1.35

T, 10/27-12/15, 6 p.m. - 8:30 p.m., CSP-4185-502HG
RM 171, Small Business Ctr., A-B Tech Enka
Fees: Course: \$115, Supply/Lab: \$20, Ins: \$1.35

Languages

French, Beginning I

If you are interested in learning French for travel or the simple pleasure of speaking a romantic language, this class will give you the stepping stones. You will learn practical conversation phrases as well as essential vocabulary. The emphasis will be on French culture and fundamentals for traveling scenarios. For beginners only! Textbook: *Easy French, Step by Step*.

W, 9/23-11/4, 2 p.m. - 4 p.m., CSP-4103-504LN
RM 432, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79

French, Beginning II

Vive la France! Join us for a follow-up to French I, or to refresh French you studied in the past. With an emphasis on conversation, you will learn more grammar and complex sentence structures. You will explore present, future, and past tenses and continue to look at the French culture. Don't miss this opportunity to develop better spoken proficiency through in-class exercises, read and write with more accuracy and expand your vocabulary. Textbook: *Easy French, Step by Step*.

M, 9/21-11/2, 2 p.m. - 4 p.m., CSP-4104-505LN
RM 451, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79

French, Beginning III

This is a continuation of levels I and II, as you progress to build vocabulary and expand your language learning. Your grammar and sentence structure will strengthen, while incorporating fun aspects of French culture. You will practice oral communication skills in class.

M, 11/9-12/14, 2 p.m. - 4 p.m., CSP-4661-506LN
RM 451, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79

German, Beginning I

If you have ever wanted to learn German, now is the time. The instructor will guide you through the most spoken language within the European Union; one European in four speaks German. After English, German is the language in which the most information is available on the Internet. It was spoken and written by Goethe, Mozart, Beethoven, Freud, Klimt and Einstein and numerous other great artists and scientists. Learning German will begin your discovery of one of the great cultures of Europe. Textbook: *The Everything Learning German Book*.

TH, 9/24-11/5, 6 p.m. - 8 p.m., CSP-4105-507LN
RM 426, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79

Sign Language, Beginning I

American Sign Language (ASL) is quickly becoming one of the most widely used languages in the United States. In this beginning class, be introduced to finger spelling and ASL signs, grammar, terminology and communication processes. Leave the class with a signing vocabulary of over 200 words. Textbook: *Signing Illustrated*.

T, 9/15-10/27, 6 p.m. - 7:30 p.m., CSP-4129-511LN
 RM 326, Ferguson Ctr., AHWD, Asheville Campus
 Fees: Course: \$79

Sign Language, Beginning II

Learn to communicate with the deaf. In this follow-up to Sign Language I class you will continue to develop basic ASL skills. Emphasis will be on creating basic conversational sentences while increasing the vocabulary. At the final class you will share your new skills by signing a story, song or poem of your choice. Textbook: *Signing Illustrated*.

T, 9/15-10/27, 7:30 p.m. - 9 p.m., CSP-4130-512LN
 RM 326, Ferguson Ctr., AHWD, Asheville Campus
 Fees: Course: \$79

Spanish, Beginning I

This course introduces basic information for those whose family life, travel plans or personal interest requires an introduction to the Spanish language. The course does not aim for native fluency, but rather basic proficiency by introducing you to simple vocabulary centered on selected themes. The focus in the course is simple conversation with an emphasis on primary vocabulary as well as tips for traveling in countries where Spanish is the primary language. Textbook: *Spanish Now, Eighth Edition*.

T, 9/22-11/3, 2 p.m. - 4 p.m., CSP-4121-514LN
 RM 432, Ferguson Ctr., AHWD, Asheville Campus
 Fees: Course: \$79

M, 9/21-11/2, 6 p.m. - 8 p.m., CSP-4121-515LN
 RM 426, Ferguson Ctr., AHWD, Asheville Campus
 Fees: Course: \$79

Spanish, Beginning II

This class provides a further exploration of the language and improvement of conversation skills for those who have taken Spanish, Beginning I. You will learn more grammar and sentence structure. The grammar covered in this class will include irregular present tense verbs, prepositions, ser and estar, adjectives, numbers, and formal commands. Textbook: *Spanish Now, Eighth Edition*.

W, 9/23-11/4, 2:30 p.m. - 4:30 p.m., CSP-4122-517LN
 RM 426, Ferguson Ctr., AHWD, Asheville Campus
 Fees: Course: \$79

W, 9/23-11/4, 6 p.m. - 8 p.m., CSP-4122-518LN

RM 426, Ferguson Ctr., AHWD, Asheville Campus
 Fees: Course: \$79

Spanish, Beginning III

This is a continuance of Spanish I and II. There will be further exploration of the Spanish language, improving your grammar skills and sentence structure. The grammar covered in this class will include possessive and demonstrative adjectives, regular preterite, a continuation of irregular present tense verbs, and direct and indirect object pronouns. You will use the same book as in Spanish I and II. Textbook: *Spanish Now*.

T, 9/22-11/3, 6 p.m. - 8 p.m., CSP-4123-520LN
 RM 451, Ferguson Ctr., AHWD, Asheville Campus
 Fees: Course: \$79

Defensive Driving

Community Enrichment

abtech.edu/ce

828-398-7817 or 828-398-7369

Defensive Driving

A-B Tech and the Safety and Health Council of North Carolina are co-sponsoring Defensive Driving classes. The DDC 4 (4-hour) and DDC ADD (8 hour) classes are for anyone who has received a traffic citation outside of Buncombe County and for jurisdictions that accept the Safety and Health Council Course Certification.

This course will motivate participants to change their behind-the-wheel behaviors and attitudes. The Defensive Driving Course will give participants key understanding, skills and techniques to avoid collisions and reduce future violations. The result is a more responsible driver who grasps best practices to prevent injury and death while operating a motor vehicle. The course is a blended learning program utilizing a multimedia presentation, hazard clips and animated driving scenarios to give participants knowledge they can use in real life situation.

For information and registration call the Charlotte Office of the Safety and Health Council of North Carolina at 704-644-4201.

All registrations must be pre-paid by debit or credit card and are non-refundable. Late arrivals are not admitted to class. Certificate of Completion is provided at the end of class.

DDC4 AND DDCADD classes scheduled once a month.

DDC 4	Saturday, Aug. 22	9 am – 1 pm	Rm 431
DDC ADD	Saturday, Aug. 8	8 am – 5 pm	Rm 432
DDC 4	Saturday, Sept. 19	9 am – 1 pm	Rm 431
DDC ADD	Saturday, Sept. 12	8 am – 5 pm	Rm 432
DDC 4	Saturday, Oct. 17	9 am – 1 pm	Rm 431
DDC ADD	Saturday, Oct. 10	8 am – 5 pm	Rm 432
DDC 4	Saturday, Nov. 21	9 am – 1 pm	Rm 431
DDC ADD	Saturday, Nov. 14	8 am – 5 pm	Rm 432
DDC 4	Saturday, Dec. 5	9 am – 1 pm	Rm 431
DDC ADD	Saturday, Dec. 5	8 am – 5 pm	Rm 432

Classes meet on the A-B Tech Asheville Campus in the Ferguson Center for Allied Health and Workforce Development, 10 Genevieve Circle.

Call 704-644-4201 for information and registration.

**AHWD = Ferguson Center for Allied
Health and Workforce Development.
10 Genevieve Circle
See map on pg. 79, #24, for directions.**

Refund Policy for self-supporting classes with prefixes CSP and SEF: Students must officially drop the class before it begins to receive a refund. No refunds after the class begins.

Motorcycle Safety Education Program



This Basic Rider Course is certified by the NC Motorcycle Safety Education Program and conducted at a pace that results in successful completion for most novice riders. The course provides classroom and actual motorcycle operator training in a controlled, off-street environment. No experience is necessary; a good sense of balance is required (you must be able to ride a bicycle). If you experience significant difficulty or become a safety risk to yourself or others, you will not be permitted to continue to ride. To receive the NC Motorcycle Safety Education Program endorsement card you must attend one hundred percent of all scheduled course hours.

You will learn:

- To have more fun by riding your motorcycle safely.
- The basics: what to wear, how to start and stop your motorcycle and motorcycle controls.
- Street strategies to avoid trouble and stay safe.
- How to maneuver your motorcycle in tough situations: swerving, avoiding collisions, special situations, lane changes, passing and avoiding hazards.

Reasons why you should take this course:

- Licensing Test Waiver – NCDMV waives the skill portion of your motorcycle-endorsement test, if you've successfully completed the Rider Course.
- Insurance Discounts - Many insurance companies offer discounts on motorcycle premiums to students who have successfully completed a Rider Course. Be sure to ask your insurance agent.

Required Gear:

- Long pants
- Long sleeve shirts
- Over the ankle boots; No sneakers
- Full-fingered gloves
- Eye protection (sunglasses or prescription eyewear is permissible)
- DOT approved helmet
- Motorcycles are provided.

Eligibility Requirements:

- Students ages 16-18 must have the written consent of a parent or guardian.
- You do not need to possess a driver's license or learner's permit to take the course.
- You must possess some degree of strength, be able to support a 300 pound motorcycle while straddling it and have the ability to push the motorcycle for distances up to 120 feet.
- Heat and cold weather conditions can add to the strenuous conditions you'll encounter while taking the course.

Course Dates

8/01 - 8/02

8/08 - 8/09

8/15 - 8/16

8/22 - 8/23

8/29 - 8/30

9/05 - 9/06

9/12 - 9/13

9/19 - 9/20

9/26 - 9/27

10/03 - 10/04

10/17 - 10/18

10/24 - 10/25

10/31 - 11/01

11/07 - 11/08

Course Numbers

CSP-4258-265MS

CSP-4258-267MS

CSP-4258-269MS

CSP-4258-565MS

CSP-4258-567MS

CSP-4258-569MS

CSP-4258-571MS

CSP-4258-573MS

CSP-4258-575MS

CSP-4258-577MS

CSP-4258-579MS

CSP-4258-581MS

CSP-4258-583MS

CSP-4258-585MS

MSF E-Course – To be completed before coming to class on Saturday morning. E-Codes will be sent to registered students a week before the class begins.

Saturday and Sunday, 7:45 a.m. - 5 p.m.,
Room 203 Advanced Manufacturing Center Building,
Asheville Campus

Registration Fee: \$195 (includes the e-Course Authorization Code, Basic Rider Course Handbook and a \$4 comprehensive insurance fee).

For information call 828-398-7817 or 828-398-7369 or register at abtech.edu/ce/registration

All NC Motorcycle Safety Education courses are self-supporting and tuition fees will not be refunded if you fail to show up or don't complete the course for any reason. No fee exemptions. No refunds or transfers are available after registration.

Music & Dance

Ballroom Dancing I

Have fun with your partner in this couples ballroom dance class. This class will teach you the basic steps, turns and combinations, as well as the technique and posture for leading and following for a variety of dances: foxtrot, waltz, tango, cha cha, rumba and East Coast swing. These steps can be used anywhere, not just the ballroom, and to any type of music. Wear slick bottom shoes, no clogs. Must have a partner to register; the fee covers one student. Missy Lindsey, Instructor.

M, 9/14-10/19, 6 p.m. - 7 p.m., CSP-4201-526MD
Ivy Bldg., Asheville Campus
Fees: Course: \$79, Ins: \$1.35

M, 10/26-11/30, 6 p.m. - 7 p.m., CSP-4201-527MD
Ivy Bldg., Asheville Campus
Fees: Course: \$79, Ins: \$1.35

Ballroom Dancing II

Continue the fun as you learn more steps and gain more experience dancing with your partner. You and your classmates will plan a real evening of ballroom dancing. Wear slick bottom shoes, no clogs. Must have a partner to register; the fee covers one student. Missy Lindsey, Instructor.

M, 9/14-10/19, 7:15 p.m. - 8:15 p.m., CSP-4203-528MD
Ivy Bldg., Asheville Campus
Fees: Course: \$79, Ins: \$1.35

M, 10/26-11/30, 7:15 p.m. - 8:15 p.m., CSP-4203-529MD
Ivy Bldg., Asheville Campus
Fees: Course: \$79, Ins: \$1.35

Contemporary Line Dancing, Beginning

Contemporary Line Dancing has evolved into a modern, urban style that is popular across the globe. Contemporary line dancing uses a variety of music styles including swing, flowing waltz and nightclub rhythms, jazz and Latin flavor. You still dance choreography in lines - but with the look and feel of ensemble dancing. It is fun, great exercise, and will free the dancer in you! No partners needed - perfect for singles! Esella Thompson, Instructor.

W, 9/2-10/7, 6 p.m. - 7 p.m., CSP-4200-538MD
Ivy Bldg., Asheville Campus
Fees: Course: \$79, Ins: \$1.35

W, 10/14-11/18, 6 p.m. - 7 p.m., CSP-4200-539MD
Ivy Bldg., Asheville Campus
Fees: Course: \$79, Ins: \$1.35

Contemporary Line Dancing II

This class is for the dancer who already knows the fundamental steps and has line danced before. We will work on the most current dances so you will feel comfortable going anywhere and dancing. Great exercise for your mind and body...and lots of FUN! Esella Thompson, Instructor.

W, 9/2-10/7, 7:15 p.m. - 8:15 p.m., CSP-4369-540MD
Ivy Bldg., Asheville Campus
Fees: Course: \$79, Ins: \$1.35

W, 10/14-11/18, 7:15 p.m. - 8:15 p.m., CSP-4369-541MD
Ivy Bldg., Asheville Campus
Fees: Course: \$79, Ins: \$1.35

Guitar, Beginning

Discover how fast you will be playing chord accompaniment to folk and country songs. You'll quickly gain a basic knowledge of reading chord charts, tuning, strumming, chords and theory with a fingerstyle technique for a more thorough exploration of the instrument's capabilities. Bring your guitar to the first class.

T, 9/15-10/20, 6 p.m. - 7:30 p.m., CSP-4135-543MD
RM 432, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79

Guitar, Intermediate

Go beyond chord accompaniment and begin finger picking, reading notes, and understanding the fundamentals of music theory. A greater variety of more difficult music will be explored. You should have a basic knowledge of the guitar, chords and chord charts for this class. Bring your guitar to the first class.

T, 9/15-10/20, 7:30 p.m. - 9 p.m., CSP-4137-544MD
RM 432, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79

Ivy Building is #22 on Campus Map
pg. 72

Refund Policy for self-supporting classes with prefixes CSP and SEF: Students must officially drop the class before it begins to receive a refund. No refunds after the class begins.

Music Theory and Ear Training

A simple yet modern take on traditional music theory and what it means in the 21st century. Emphasis on ear training and practical application. Topics include the "classical" major and minor scales, the "Celtic" modes, and the "blue" notes. We will discuss the historical development of these scales as well as techniques to help you train your ear to hear them.

W, 9/16-10/14, 6 p.m. - 8 p.m., CSP-4138-545MD
RM 432, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79

Music Theory and Ear Training, II

A deeper look into music theory and how it applies to the modern world. Emphasis on training the ear to hear challenging melodies as well as basic chord progressions. Topics include classical major and minor scales, the modes, and the blue notes, as well as spelling chords and chordal extensions. We will also discuss the historical development of all of these concepts and how they apply to all genres of music.

W, 10/21-11/18, 6 p.m. - 8 p.m., CSP-4139-546MD
RM 432, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79

Recreation

Fly Fishing

Experience the joy of fly fishing and increase your confidence as you explore casting, fly presentation and wading techniques. There will be discussion on aquatic insects and their life cycle, reading a river, finding fish, selecting a rod and fly line, picking the right fly, selecting wading equipment and gearing up for a trip. Bring a brown bag lunch and any fishing equipment you might have to class. Shane Buckner, Instructor.

S, 9/19, 10 a.m. - 3:30 p.m., CSP-4217-549RR
RM 126, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79

Yoga

Relieve stress and develop focus through yoga. You will learn basic postures and be introduced to yoga philosophy. This is a great class to find out what yoga is all about. Wear comfortable clothes and bring a mat to the first class. Tricia Lea, Instructor.

T, 9/8-10/13, 6 p.m. - 7:30 p.m., CSP-4233-551RR
Ivy Bldg., Asheville Campus
Fees: Course: \$79, Ins: \$1.35

T, 10/20-11/24, 6 p.m. - 7:30 p.m., CSP-4233-552RR
Ivy Bldg., Asheville Campus
Fees: Course: \$79, Ins: \$1.35

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10 Genevieve Circle
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To Enroll in Online Courses Visit:

www.ed2go.com/abtech

New sessions begin: 8/12, 9/16/, 10/14, 11/11, 12/9

Asheville-Buncombe Technical Community College is pleased to offer a wide range of convenient and highly interactive online classes with a focus on creating warm, supportive learning communities. Each high quality course includes twelve comprehensive lessons, quizzes and a discussion area. A final exam tests your newly acquired knowledge at the end. Courses can be completed entirely from your home or office at any time of the day or night! For detailed online course information: Visit ed2go.com/abtech and enter a class title, subject or keyword in the Search box. Click on the title that interests you and at the next page and you will be able to view the course description, instructor bio, full syllabus, student reviews and system requirements.

Community Enrichment Courses

Course Fee \$89

Digital Photography

Photographing Nature
Photographing People

Health and Wellness

Human Anatomy and Physiology
Human Anatomy and Physiology II
Introduction to Natural Health and Healing

Life and Work Development

Get Assertive
Grammar Refresher
Grammar Refresher II
Keys to Effective Communication
Mastering Public Speaking
Math Refresher

Special Interest

Introduction to Screenwriting
Secrets of the Caterer

Special Interest, continued

Start Your Own Arts and Crafts Business
Wow, What a Great Event!

Test Prep

GRE Preparation 1 – Verbal and Analytical
GRE Preparation 2 – Quantitative

Writing and Publishing

Beginner's Guide to Getting Published
Introduction to Internet Writing Markets
Mystery Writing
Publish and Sell Your E-Books
The Craft of Magazine Writing
The Keys to Effective Editing
Write Fiction like a Pro
Writing Essentials
Writing for Children
Writing the Fantasy Novel
Writing Young Adult Fiction

For questions regarding these courses contact Jo Stahle at ellenjstahle@abtech.edu or 828-398-7369.

Welcome to the New A-B Tech Advanced Manufacturing Center!



The Advanced Manufacturing Center (AMC) is a newly remodeled teaching and training facility on A-B Tech's main campus. This state-of-the-art manufacturing training center houses the college's Customized Training Program for business and industry training, the Composites Training Center of Excellence, the Industrial Maintenance & Automation Academy, and the Machining Training Center.

With over \$3 million in high-tech training equipment, AMC is comprised of over 30,000 square feet of instructional labs, shop spaces, classrooms, conference and student collaborative areas, staff offices, and areas for training the employees of local manufacturing companies.

Median pay for Industrial Maintenance Technicians is \$53,180. Median pay for the top 10% is \$79,150.

Advanced Manufacturing

Occupational Training

abtech.edu/ce

Registration information, page 5. Register early!

828-398-7760



Identifying the need to meet employment and skills requirements in the ever-growing manufacturing sector, A-B Tech decided to develop an Advanced Manufacturing Center in 2014, and \$1.3 million was appropriated from the Connect NC Bond to fund

renovations to A-B Tech's Maple Building. Over the last five years, North Carolina Community College System equipment allocations and grants from Duke Energy and Golden LEAF have helped A-B Tech acquire over \$3 million in state-of-the-art training equipment. AMC's presence ensures that local companies have the workers they need for years to come.

Every job in manufacturing creates another 2.5 jobs in local goods and services. For every \$1 invested in manufacturing, another \$1.37 in additional value is created in other sectors.

-Deloitte

AMC will also help spur and support local economic growth. Regional workforce partners and business leaders have recognized it as a key component in recruiting new manufacturing businesses to western North Carolina, especially those involved in high-tech manufacturing.



Looking for a quick and flexible gateway to retool your career?

The Certified Production Technician program at A-B Tech may be your answer! Certified Production Technician is a **6-week, 120 hour course** that combines independent online work with flexible face-to-face instruction and leads to the national industry-recognized core skill certification, Certified Production Technician (CPT) from the Manufacturing Skill Standards Council (MSSC). Program completers are guaranteed direct connections to local manufacturers that are hiring full-time jobs with benefits. The CPT curriculum covers safety, quality practices and measurement, manufacturing processes, production awareness, and maintenance awareness. In essence, it prepares people to successfully work on any manufacturing floor! The structure of the class allows flexibility so current employment, travel, childcare, and many of life's hurdles can be set aside.

The number to call for more info is 828-398-7295.

Our region is home to hundreds of manufacturers making all kinds of products, ranging from airplane parts to outdoor gear to craft beverages. Entry level jobs in advanced manufacturing tend to pay a living wage or better and usually include benefits.



Short-Term Training for Multiple Career Paths

At the A-B Tech Advanced Manufacturing Center we want to prepare you for jobs like these through our short-term training programs. Classes last from 5-24 weeks in the areas of Machining, Composites and Industrial Maintenance. Whether you are completely new to Advanced Manufacturing or you have a little experience under your belt and want to advance, we are here to help you reach your goals.

Join us this Fall/Winter!

Multiple Job Pathways

MSSC Certified Production Technician
MNT-3111-008AM

Machining

Machining Fundamentals
MEC-7027-932AM
CNC Machining 101
MEC-7070-012AM

Composites

Composite Technology Level 1
MEC-3187-904AM

Industrial Maintenance Academy

Electrical
MNT-9001-955AM

Automation/Mechatronics

MNT-9001-956AM

Advanced Manufacturing

Occupational Training

abtech.edu/ce

Registration information, page 5. Register early!

828-398-7760

Advanced Manufacturing

MSSC Certified Production Technician

The Manufacturing Production Tech (CPT) curriculum covers safety, quality practices and measurement, manufacturing and production processes, and maintenance awareness. The course prepares students to pass the four exams required to receive the Certified Production Technician (CPT) certification, which are included in the cost of the class. Students will participate in a combination of instructor led online computer modules and hands on activities.

M-F, 10/12-11/23, 8 a.m. - 12:15 p.m., MNT-3111-008AM
RM 202, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$429.46

Composites, Introduction to

Composites are used extensively in aircraft as well as automobile, marine, and motor cycle manufacturing. This introduction class will give you one day of hands-on experience with composite ply layup, rapid ply cutter operation, bagging fundamental, and autoclave operation. During this 8 hour class you will layup your own coaster and cook it in an autoclave. To register call 828-398-7334 or email meller@abtech.edu

S, 8/8, 8 a.m. - 5 p.m., HRD-7639-400HR
RM 212, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

T-TH, 9/15-9/17, 5:30 p.m. - 9:30 p.m., HRD-7639-423HR
RM 212, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 10/17, 8 a.m. - 5 p.m., HRD-7639-401HR
RM 212, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 12/12, 8 a.m. - 5 p.m., HRD-7639-402HR
RM 212, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

Composite Technology Level 1 ^{new}

This course will give you the basic knowledge and understanding of working with composite materials (fiberglass and carbon fiber). In this 96-hour course, we will be utilizing molds and materials used in composite fabrication and repair. In addition, we will be using a Gerber Ply cutter, vacuum bagging on molds, and curing in an autoclave. You will be learning how to read blue prints, use precision measurement equipment and basic shop math. You will be learning the importance of ply layup and ply orientation. This training can be used many different composite applications (repair, manufacturing, auto, recreational, arts/crafts, and aerospace).

T-TH, 9/22-11/12, 5:30 p.m. - 9:30 p.m., MEC-3187-904AM
RM 212, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$286.35

Machining, Introduction to ^{new}

Machining is a vital part of every product we use today. This introduction to machining will give you an overview of blueprint reading, precision measuring tools and hands on experience at the lathe. In this 8 hour project based class you will make a part you can take home for yourself. This will be a spinning top that you can enjoy as well as the children. To register call 828-398-7334 or email meller@abtech.edu.

S, 8/8, 8 a.m. - 5 p.m., HRD-7964-428HR
RM TBD, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 11/14, 8 a.m. - 5 p.m., HRD-7694-429HR
RM TBD, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

Machining Fundamentals

Take a step toward a new career in machining by learning to operate drill presses, milling machines, saws and bench grinders. During this 15-week course you will work hands-on with actual equipment to learn basic automated machining. Additional course topics include an introduction to CNC machining, shop safety, blueprint reading, shop math, Lean Manufacturing principles, team work and problem solving.

M-TH, 8/31-12/17, 3:30 p.m. - 9:30 p.m., MEC-7027-932AM
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$286.35

CNC Machining 101

During this course you will work hands-on with actual CNC mills and lathes to learn basic automated machining. Course topics include CNC programming, set-up, operation, trouble-shooting and maintenance, general machining principles, shop safety, blueprint reading, shop math, Lean Manufacturing principles, team work and problem solving.

M-TH, 9/14-10/15, 8 a.m. - 2 p.m., MEC-7070-012AM
RM 110 Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$286.35

Industrial Maintenance - Electrical

Manufacturers invest a great deal in their production equipment and they need highly skilled technicians who know how to keep this equipment running and in top condition. Expand your knowledge base and skill set while improving your hiring potential/pay grade--enroll in the Industrial Maintenance Academy courses! This course provides an introduction to basics of industrial technology and explores areas of expertise needed to service manufacturing as a maintenance technician. The focus will be on electrical fundamentals including theory, systems, practices, and safety. Studies include: lockout/tagout procedures; PPE (personal protective equipment); fire and electrical safety; DC, AC, Ohm's Law, & Watt's Law; circuits, diagrams, & symbology; electrical components & wiring; tools & test instruments; motors, motor controls, & variable frequency drives; troubleshooting; and maintenance theory, strategies, & practices. Prerequisites: Curiosity and an interest in technical problem solving. Manufacturing technical experience and/or MSSC Certified Production Technician Certification

M-TH, 8/10-10/6, 4 p.m. - 8 p.m., MNT-9001-955AM
RM 107, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$189.46

Industrial Maintenance - Automation/ Mechatronics new

This course provides an introduction to basics of industrial technology and explores areas of expertise needed to service manufacturing as a maintenance technician. The focus will be on the fundamentals of automation, mechatronics, and safety. Studies include: mechanics/mechanical fundamentals; pneumatics, electro-pneumatics; pneumatic diagrams, symbols, & circuits; industrial sensors; automation basics; PLCs (programmable logic controllers); PLC ladder logic, programming, symbology; HMIs (human machine interface); and PLC/automation troubleshooting. Prerequisites: Industrial Maintenance Academy-Electrical and/or MSSC Certified Production Technician - Maintenance Awareness Certificate

M-TH, 10/21-12/17, 8 a.m. - 12 p.m., MNT-9001-956AM
RM 107, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$189.46

OSHA 10 General Industry

An OSHA course on safety and health awareness level training for industry workers; with a particular focus on manufacturing. Course coverage includes job site inspections, hazard identification, accident prevention, hazard control, walking and working surfaces, emergency action plans, hazard communication, fire prevention and protection, fall protection, electrical safety, personal protective equipment, material handling, hazard communication, machine guarding, ergonomics, etc. Upon completion of the course, students will earn a OSHA 10 Hour General Safety and Health completion card. Register early.

TH,F, 8/27-8/28, SEF-6489-012AM

TH, 8 a.m. - 5 p.m.

F, 8 a.m. - 12 p.m.

RM 202, Adv. Manufacturing Ctr., Asheville Campus

Fees: Course: \$95

Industrial Safety: Bloodborne Pathogens

OSHA 29 CFR 1910.1030 requires employers to safeguard employees who have a reasonably anticipated occupational exposure to blood or other potentially infectious materials. Without proper preparation in blood diseases and airborne pathogens, costly OSHA and state-specific regulatory fines could be levied. Much more importantly, lives could be adversely impacted or even lost. Learn to ensure both safety and compliance with industry-leading classroom bloodborne pathogens training.

TH, 9/17, 6 p.m. - 9:15 p.m., SEF-6483-011AM

RM 203, Adv. Manufacturing Ctr., Asheville Campus

Fees: Course: \$75

Industrial Safety: First Aid/CPR/AED

Guidelines detailing how rescuers should perform vital first aid and basic life support techniques are updated regularly based on medical research. The National Safety Council is at the leading edge of this process. From OSHA compliance to workplace wellness, effective first aid and CPR training is vital to your organization's safety. This course will get you trained in leading edge and best practices.

T/TH, 9/22-9/24, 6 p.m. - 10 p.m., SEF-6484-508AM

RM 203, Adv. Manufacturing Ctr., Asheville Campus

Fees: Course: \$99

5S + Safety: Visual Workplace Management

5S + Safety is a key LEAN foundational concept which is central to a company's "Continuous Improvement" program. It establishes the operational stability necessary to making and sustaining continuous improvements in manufacturing and business. As the primary tool in creating a clean and orderly environment, 5S + Safety exposes waste and hazard and reduces both. It helps establish the framework and discipline necessary to pursue additional continuous improvement initiatives. This course provides both theory and the practical tools to begin immediately implementing your organization's continuous improvement program. Early registration recommended.

F, 8/7, 8 a.m. - 12 p.m., SEF-6481-015AM

RM 203, Adv. Manufacturing Ctr., Asheville Campus

Fees: Course: \$99

Forklift Safety and Operation

Learn safe forklift operation using the latest OSHA regulations and requirements. Students will practice using a forklift during class time. Get your training certificate so you can have an extra skill for a potential new employer!

S, 9/12, 8 a.m. - 5 p.m., OSH-3012-965AM

110, Adv. Mfg. Ctr., Asheville campus

Fees: Course: \$81.35

S, 10/24, 8 a.m. - 5 p.m., OSH-3012-966AM

110, Adv. Mfg. Ctr., Asheville campus

Fees: Course: \$81.35

S, 12/12, 8 a.m. - 5 p.m., OSH-3012-967AM

110, Adv. Mfg. Ctr., Asheville campus

Fees: Course: \$81.35

LEAN Six Sigma Yellow Belt

This course offers an understanding of the basic tools used in LEAN Six Sigma Continuous Improvement strategies. Yellow Belt training covers some of the basic improvement methodologies and the metrics required to test and demonstrate their efficacy. Many organizations call on their "Certified Yellow Belts" to serve as a "Subject Matter Expert" (SME) and/or as an important team member on important projects. By providing significant tools--concepts and methodologies--Yellow Belt training enables students to increase both the role and value they bring to the larger processes and goals of their company. Early registration highly recommended.

TH, 8/20-9/3, 8 a.m. - 3 p.m., SEF-6486-014AM

RM 203, Adv. Manufacturing Ctr., Asheville Campus

Fees: Course: \$390

TH, 12/3-12/17, 8 a.m. - 3 p.m., SEF-6586-015AM

RM 203, Adv. Manufacturing Ctr., Asheville Campus

Fees: Course: \$390

LEAN Six Sigma Green Belt

This LEAN Six Sigma Green Belt training course provides hands-on participation in an extensive simulation of a substantive LEAN Six Sigma project. The 88-hour (1 day/week) course training teaches and prepares individuals to implement the principles, practices and techniques of LEAN Six Sigma in a support capacity on a Black Belt project team or leader on smaller projects. Green Belts are traditionally Lead process stakeholders and may also be assigned specific process-level improvement projects to conduct on their own--projects that normally do not require the statistical rigor demonstrated by a Black Belt. This course does, however, provide a significant introduction to the statistical tools, graphical analysis and data-collection strategies often only found in a Black Belt class. Course will provide in-class use of Minitab statistical software.

TH, 8/15-12/8, 8a.m. - 5 p.m., SEF-6485-010AM

RM 203, Adv. Manufacturing Ctr., Asheville Campus

Fees: Course: \$1,800

Value Stream Mapping

Value Stream Mapping is a powerful and effective tool for quickly identifying strategic and tactical opportunities to eliminate waste from your business or manufacturing process. Derived from the gold standard or process management, the Toyota Production System and its Lean management principles, Value Stream Mapping teaches anyone delivering products or services "how to SEE" and rapidly analyze where their system "delivers" true value and where it does not. This six-hour course is for business owners, manufacturers and process-flow responsible parties--anyone who must deliver results in and to a competitive market. Course includes copy of "Learning to See" workbook.

T, 8/4, 8 a.m. - 5 p.m., SEF-6497-004AM

RM 203, Adv. Manufacturing Ctr., Asheville Campus

Fees: Course: \$195

TH, 9/17, 8 a.m. - 5 p.m., SEF-6497-005AM

RM 203, Adv. Manufacturing Ctr., Asheville Campus

Fees: Course: \$195

Situational Leadership II

To be a leader others want to follow, managers need to set clear and attainable goals, provide the matching leadership style and give appropriate feedback. The goal of a Situational Leader is to help others develop competence, motivation and confidence. Situational Leadership II (SLII) boosts the effectiveness, impact and dedication of leaders and teaches them to behave in alignment with their good intentions and with what their people need. Leveraging all the theory and design that has made Situational Leadership II the world's most taught leadership training model for more than 35 years, our new learning design, the SLII Experience, uses game-changing techniques that immerse learners in SLII quickly, deeply and effectively.

TH,F, 10/22-10/23, 8 a.m. - 5 p.m., SEF-6496-008AM
RM 203, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$995

Blanchard/Situational Leadership: 1st Time Manager

First-time Manager is a program to help new managers successfully transition from individual contributor to leader of others. This unique program is exclusively based on content from one of the most important leadership books of our time, The New One Minute Manager®, by Ken Blanchard and Spencer Johnson.

TH, 11/5, 8 a.m. - 3:15 p.m., SEF-7034-003AM
RM TBD, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$250

Blanchard/Situational Leadership: Building Trust

Revive and nurture relationships in the workplace by learning to talk about trust. The Building Trust program is built on the ABCD Trust Model—a simple yet powerful tool that teaches the four elements of trust that are critical to creating and sustaining trustful relationships. Participants gain awareness of and sensitivity to the behaviors that influence trust and learn how to build and sustain trust effectively.

TH, 11/12, 8 a.m. - 3 p.m., SEF-7032-003AM
RM TBD, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$225

Blanchard/Situational Leadership: Coaching Skills

Coaching Skills is a workshop that helps managers adopt more coach-like behaviors. This class helps leaders to integrate coaching into their leadership style by developing coaching skills and applying new behaviors to help employees reach higher levels of performance and professional development.

TH, 11/19, 8 a.m. - 3 p.m., SEF-7033-002AM
RM TBD, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$325

Communicating for Leadership Success

This foundational course helps leaders communicate effectively so they can spark action in others. The course teaches leaders the interaction essentials they need to handle the variety of challenges and opportunities they encounter every day in the workplace and beyond. The course will help leaders:

- Achieve results through others by building strong interpersonal relationships.
- Plan for successful interactions with team members in person and virtually.
- Provide meaningful, supportive feedback that motivates team members and helps individuals improve their performance.
- Impact business outcomes by consistently meeting the personal and practical needs of others.

T, 8/25, 1 p.m. - 5 p.m., SEF-7035-002AM
RM 203, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$99

Building & Sustaining Trust

What does trust have to do with business success? Everything. Trust is directly linked to employee engagement, retention, productivity, and innovation. Leaders who demonstrate trust and trustworthiness inspire higher levels of performance and commitment to team and organizational success. This course introduces Trust Builders, actions leaders can take to build and sustain trusting relationships, as well as common Trust Breakers that can erode or quickly break trust. Applying these skills to build trusting relationships enables people to take risks, identify and solve problems, and collaborate to achieve business results.

T, 9/1, 1 p.m. - 5 p.m., SEF-7032-004AM
RM 203, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$99

High Impact Feedback & Listening

In this course, individual performers learn how to effectively deliver both positive and developmental feedback. They also learn how to be receptive to feedback and to listen to accurately understand the speaker's intended message. In the workplace, these skills help them to optimize and sustain their own and their co-workers' performance. This course will help associates:

- Support colleagues' job performance, growth, and development.
- Build authentic, trusting relationships with colleagues.
- More wisely choose opportunities to give and seek feedback.
- Handle, reduce, or eliminate defensiveness or negative emotions that can occur in a feedback discussion.
- Help create a culture of teamwork and performance.

T, 9/8, 1 p.m. - 5 p.m., SEF-7037-002AM
RM 203, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$99

Coaching for Peak Performance

Effective coaching is one of the most important drivers of team member performance. Whether leaders are guiding people toward success in new or challenging situations or helping people improve or enhance their work performance, their ability to coach and provide feedback makes the difference between mediocrity and high performance. By helping learners understand the importance of three coaching techniques and how to effectively handle both proactive and reactive coaching discussions, this course helps leaders have more effective and efficient interactions.

T, 9/15, 1 p.m. - 5 p.m., SEF-7040-003AM
RM 203, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$99

Addressing Poor Performance

A single employee with chronic performance problems can dominate a leader's time, and drag down the productivity and morale of an entire work group. This course builds leaders' skills in handling chronic performance problems. They learn how to document and present a solid case for needed improvement and use effective interaction skills. Leaders identify the steps to take after the performance problem discussion to provide ongoing feedback and support, and determine if it is necessary to impose formal consequences.

T, 9/22, 1 p.m. - 5 p.m., SEF-7038-002AM
RM 203, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$99

Setting Goals & Reviewing Results

People are more engaged and strive for better results when they feel ownership of their work process and outcomes. Unfortunately, leaders fail to engage and reinforce this sense of ownership during performance management discussions. This course will show the positive effect of shifting the traditional role of planner and evaluator from the leader, to a shared responsibility between leader and employee. This shift builds employee ownership, and allows the leader to focus on coaching and developing throughout the performance cycle. Leaders will experience how to use effective (SMART) goals to help them and their employees track progress and fairly evaluate outcomes. A well-written performance plan is also a powerful tool for leaders to use when determining where to focus their development and coaching discussions with their employees.

T, 9/29, 1 p.m. - 5 p.m., SEF-7036-003AM
RM 203, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$99

Executing Strategy at the Frontline

In this course, leaders will learn the three key elements of executing strategy at the front line - Focus, Measurement, and Accountability. They learn how to focus on the few most critical priorities, to measure progress toward the accomplishment of these priorities, and to hold themselves and their team members accountable against the metrics. Participants will also explore best practices for accountability, such as determining and communicating accountability—including consequences. The Strategy Execution Tool helps leaders capture in one place their top priorities, progress and outcome measures, and those accountable for achieving the priorities. Using the three elements of execution ensures that leaders and their teams get the right things done, in spite of daily distractions.

T, 10/6, 1 p.m. - 5 p.m., SEF-7039-002AM
RM 203, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$99

Advanced Manufacturing - Automotive

abtech.edu/ce

Occupational Training

828-398-7760

Registration information, page 5. Register early!

Crucial Conversations

Crucial Conversations focuses on skills for creating open dialogue around high-stakes, emotional, or risky topics—at all levels of your organization. By learning how to speak and be heard (and encouraging others to do the same), you'll surface the best ideas, make the highest-quality decisions, and then act on your decisions with unity and commitment.

TH, 10/9-10/16, 8 a.m. - 5 p.m. SEF-6470-021AM
RM 203, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$225

Expert OJT

The Expert OJT® Workshop teaches you how to build a complete, structured OJT program. Designed for anyone — supervisors, trainers and non-trainers who need to write job aids, or train others. No previous training or job aid writing experience required.

TH,F, 11/19-11/20, 8 a.m. - 5 p.m., SEF-9101-003AM
RM 203, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$225

Introduction to Supply Chain Management

In this course, we will explore the four links in the Supply Chain – Source, Make, Deliver, Return – and the data and processes that support successful execution of these links. The emphasis will be on planning materials and other resources required to deliver products and services to your customer along with understanding the importance of accurate Bills of Material and Inventory Control. We will also demystify the alphabet soup of acronyms found in any discussion of Supply Chain topics! Engaging hands-on exercises will be utilized to reinforce the concepts presented in each session. Ample time will be allotted to allow the student to capture ideas and thoughts on each topic as it applies to their current business situation.

M, 9/14-10/12, 5 p.m. - 9 p.m., SEF-7004-013AM
RM 204, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$350

Automotive

Auto Safety Inspection

This course covers the operation of a public inspection station and station facilities, inspection rules and procedures for vehicle safety equipment. Safety inspectors are responsible for knowing all the information in the NC Safety Inspection Manual.

M,T, 9/14-9/15, 6 p.m. - 10 p.m., AUT-7203-352TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80

M,T, 10/5-10/6, 6 p.m. - 10 p.m., AUT-7203-353TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80

M,T, 11/2-11/3, 6 p.m. - 10 p.m., AUT-7203-354TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80

M,T, 12/7-12/8, 6 p.m. - 10 p.m., AUT-7203-355TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80

Escort Vehicle Certification

This eight hour course satisfies the requirements set by the North Carolina Department of Transportation to certify Oversize – Overweight load escort vehicle drivers. Course components consist of defensive driving, escort driver requirements, skills training and an examination.

S, 10/17, 8:30 a.m. - 5:30 p.m., SEF-4602-335TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80

Escort Vehicle Recertification

This four hour course satisfies the requirements set by the North Carolina Department of Transportation to recertify Oversize – Overweight load escort vehicle drivers. Course components consist of defensive driving, escort driver requirements, skills training and an examination.

TH, 10/29, 5:30 AM - 9:30 p.m., SEF-4603-415TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80

Automotive - Computer Training

Occupational Training

abtech.edu/ce

Registration information, page 5. Register early!

828-398-7903

OBD Emissions Inspection Certification

This course covers the requirements to become a Certified On-Board Diagnostics (OBD) Emissions Inspector. This course ensures that licensed mechanics understand OBD technology pertaining to emissions testing and includes a written and hands-on test.

W,TH, 9/16-9/17, 6 p.m. - 10 p.m., AUT-3129-365TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80

W,TH, 10/7-10/8, 6 p.m. - 10 p.m., AUT-3129-366TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80

W,TH, 11/4-11/5, 6 p.m. - 10 p.m., AUT-3129-367TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80

W,TH, 12/9-12/10, 6 p.m. - 10 p.m., AUT-3129-368TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80

W,TH, 9/23-9/24, 6 p.m. - 10 p.m., AUT-7202-476TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80

W,TH, 10/14-10/15, 6 p.m. - 10 p.m., AUT-7202-477TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80

W,TH, 11/11-11/12, 6 p.m. - 10 p.m., AUT-7202-478TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80

W,TH, 12/16-12/17, 6 p.m. - 10 p.m., AUT-7202-479TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80

Computer Training

Fundamental Technical Skills

Basic Computer Level 1

Class for those just beginning their journey into the world of computers. Learn how to turn the computer on/off properly, computer terminology, proper key-boarding posture and mouse skills. Navigate through the Windows system, learn how to save and find files or pictures, send emails, and open, save and send email attachments. Bring all questions. No textbook required.

T/TH, 8/18-9/3, 9 a.m. - 12 p.m., CIS-7469-601CO
RM 438, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$80

Basic Computer Level 2

Take the next step in learning computer functions most commonly used in today's world. Learn how to use web functions, manage emails, files, complete downloads and the basics of Google free productivity tools. Understand cloud storage and how to make this option work for you. Knowledge of skills covered in Basic Computer Level 1 recommended as a prerequisite.

T/TH, 9/8-9/24, 9 a.m. - 12 p.m., CIS-7470-414CO
RM 438, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$80

Computer Career Skills

You will learn about the newest Microsoft Office applications: Word, Excel, PowerPoint, and Outlook. A great introduction to all of these applications to expand or begin your computer knowledge. Students will need basic computer skills.

T/TH, 10/29-11/24, 6 p.m. - 9 p.m., OST-7435-115CO
RM 438, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$80

Introduction to ZOOM ^{new}

Ever wondered how to use Zoom for video and audio conferencing, team collaboration, chat, and webinars, using your mobile devices, desktops, phones, and virtual rooms? Learn how to setup a ZOOM account, go through account settings, safeguarding your online video sessions, and practice joining and hosting meetings. Access to the class not recommended via phone. Basic Computer Skills required.



S, 8/22, 9 a.m. - 12 p.m., SEF-4300-002CO
RM Zoom, ZOOM, Online
Fees: Course: \$39

iPhone Introduction new

Are you new to the iPhone or need help with initial set up, applications, voice, email, text message, photo, video, location, web browser search, and/or social media? Are you concerned about privacy/security? This class provides hands-on and scenario-based learning. Students are encouraged to bring their devices to class.

M/W/F, 8/17-8/21, 1 p.m. - 4 p.m., SEF-9800-002CO
RM 438, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$59

Microsoft Office Applications

Access Introduction

Knowledge is power and in this digital world, the power businesses need comes from data. Data is being collected at all times now, but collection alone isn't helpful. The data needs to be organized and managed in an efficient way. Learn the basics of database management with Microsoft Access, including the skills necessary to create a new database, construct data tables, design forms and reports, and create queries. Students will need basic computer skills. Students are encouraged to bring their own USB thumb drive to store their data and projects.

M/W, 10/12-10/21, 6 p.m. - 9 p.m., SEF-8019-407CO
RM 438, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$70

Excel for Beginners

Learn to organize and analyze data using Microsoft Excel through hands-on exercises and examples designed for the beginner. This class will proceed at a slower pace, and is more in depth than the one-day accelerated class. Explore workbook basics, building, formatting and printing worksheets, and using functions and formulas. Basic computer skills required. Students are encouraged to bring their own USB thumb drive to store their data and projects.

T/TH, 9/8-9/17, 6 p.m. - 9 p.m., SEF-8014-418CO
RM 121, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$70

Excel Intermediate

Learn to organize and analyze data using Microsoft Excel through hands-on exercises and examples designed for the more advanced user. This class is a follow-up to Excel for the Beginner, and is more in depth than the one-day accelerated Intermediate class. Learn how to manipulate worksheets, use filters, set-up Macros and much more. Students are encouraged to bring their own USB thumb drive to store their data and projects.

M/W, 9/21-9/30, 6 p.m. - 9 p.m., SEF-8015-428CO
RM 438, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$70

Excel Introduction (One-Day)

Learn to organize and analyze data using Microsoft Excel. Explore workbook basics, building, formatting and printing worksheets, and using functions and formulas. This one-day class is designed for experienced computer users, and concepts are presented in an accelerated format. Basic computer skills required. Students are encouraged to bring their own USB thumb drive to store their data and projects.

S, 10/10, 9 a.m. - 4 p.m., SEF-8012-117CO
RM 438, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$59

Excel Intermediate (One-Day)

Learn how to manipulate worksheets, use filters, set-up Macros and much more in this intermediate class using Microsoft Excel. This one-day class is designed for experienced computer users and concepts are presented in an accelerated format. Students are encouraged to bring their own USB thumb drive to store their data and projects.

S, 10/24, 9 a.m. - 4 p.m., SEF-8013-117CO
RM 438, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$59

Graphic Design & Digital Marketing

Adobe Illustrator for Drawing (One-Day)

You will learn how to create distinct vector artwork and logos. Learn how to use the drawing and painting tools, modify shapes, use layers, apply filters, trace over images, and make custom shapes with the pen tool. Explore color with Live color, gradients, the color guide, swatches and transparencies. Basic computer skills required. Students are encouraged to bring their own USB thumb drive to store their data and projects.

S, 10/3, 9 a.m. - 4 p.m., SEF-7658-708CO
RM 438, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$59

Computer Training

Occupational Training

abtech.edu/ce

Registration information, page 5. Register early!

828-398-7903

Adobe InDesign

You will learn how to create basic design projects, such as flyers, business cards, letterhead, ads and brochures. Create your own marketing materials for a small business or organization, or you want your student or business papers to be perceived as more professional. This class is the fastest and most efficient path to mastering basic tasks with InDesign. Students will need basic computer skills. Students are encouraged to bring their own USB thumb drive to store their data and projects.

T/TH, 8/18-8/27, 6 p.m. - 9 p.m., CIS-7408-119CO
RM 438, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$80

Adobe Photoshop, Introduction

This class will help you get started with the powerful Adobe software, Photoshop. You will learn all about image selections, layers, adjusting images, preparing finished images and other pertinent topics. This class is on Windows and is suitable for Macintosh users who can bring laptops if preferred. Students need basic computer skills. Students are encouraged to bring their own USB thumb drive to store their data and projects.

T/TH, 9/1-9/17, 6 p.m. - 9 p.m., SGR-7418-519CO
RM 438, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$80

Adobe Photoshop, Intermediate

This course is for those who have completed the 18-hr. introduction class or equivalent. Raise your Photoshop skills to the next level. Learn sophisticated techniques for editing and manipulating images, add actions, brushes and fonts, earn professional tips for portrait retouching, combine multiple images into sophisticated montages using layer masks and discover the photographer's best work flow. The class is taught on Windows and suitable for Macintosh users who can bring laptops if preferred. Students are encouraged to bring their own USB thumb drive to store their data and projects.

T/TH, 9/22-10/8, 6 p.m. - 9 p.m., SGR-7476-544CO
RM 438, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$80

Blogging 101: Options for Beginners (One-Day)

Do you blog? Blogging has become a way for you to share your passion or expertise of a subject and even make some extra money doing it. This class focuses on how to use Google Blogger (a free tool) to create your own blog or website. You'll also learn how to use Blogger for Online marketing and how to further leverage these web posts with other social media tools including Facebook.

M, 8/24, 1 p.m. - 5 p.m., SEF-8010-116CO
RM 438, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$39

Facebook and Instagram Advertising

Clicking the "Boost Post" button but not sure if your ads are working? Want to understand how Facebook and Instagram advertising work together to increase your brand recognition? This class is for those with an active Facebook business page and/or Instagram Business account and have already started advertising or want to learn how. Learn from the pros how Facebook ads really work, how to use Ad Manager to your advantage, and best practices that get results.

TH, 10/22, 1 p.m. - 4 p.m., SEF-5804-437CO
RM 438, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$39

Graphic Design Made Easy

Want professional graphics and images for your social media or event cover art? No time to learn Illustrator or Photoshop? Design creative, colorful eye-catching marketing graphics using Canva, a free tool with tons of personality. No experience necessary. Easy to learn, fun to use. Attract your target audience and market like a design pro.

M/W/F, 9/14-9/18, 1 p.m. - 4 p.m., SEF-9511-121CO
RM 438, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$59

Social Media Marketing

Do you want to market and promote your work or business through social media, or just learn more about social media capabilities? Learn how to best utilize Facebook, Twitter, Instagram, Google+, YouTube, LinkedIn, Pinterest and others for blogging, email campaigns and various other social marketing tools. Build long lasting relationships with existing and potential clients. Explore how to make the most out of social ads and how to use social media tracking tools. Class held in computer lab, but feel free to bring own device if preferred and all account logins if you have them.

M/W, 10/26-11/4, 6 p.m. - 9 p.m., SEF-5810-616CO
RM 438, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75

Video Creation with YouTube

Optimize your online marketing with video recordings and YouTube. Leverage your newer smartphone or tablet's camera to plan, create, upload, edit, and monitor your video marketing content. Students must have an active Gmail account and bring their own Apple or Android smartphone or tablet with a built-in camera for video recordings.

M/W, 10/5-10/7, 1 p.m. - 5 p.m., SEF-9514-449CO
RM 438, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$59

Computer Training - Craft Beverage Institute

abtech.edu/ce

Occupational Training

828-398-7903

Registration information, page 5. Register early!

Website Options for Beginners

Do you want a website for your business or organization but not sure the best way to start? Creating your own website can be confusing and time consuming, hiring a professional can be costly. Before you head down the website path, learn about different web building system options and the process the professionals use when it comes to creating successful websites. Review the pros and cons of do it yourself vs. contracting. Leave class with the right plan for you.

W, 9/9, 1 p.m. - 4 p.m., SEF-5800-012CO
RM 438, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$39

WordPress Basics

Does your company or organization have a WordPress site you want to manage? Did someone else build your website and now it requires updates? Learn the basics of the content management system to edit and create pages & menus, display blog posts, add photos and embed videos. Learn what themes and plugin are, how to use them, and why you might want to. Bring WordPress website login to class. Appropriate as well for those who do not currently have a website, but want to learn the ground floor management operations.

M/W, 9/14-9/23, 6 p.m. - 9 p.m., SEF-5811-343CO
RM 121, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75



Craft Beverage Institute of the Southeast®



The Craft Beverage Institute of the Southeast® (CBI) at Asheville-Buncombe Technical Community College is designed to support the rapidly growing craft beverage industry in Western North Carolina and the Southeast

by providing curriculum and non-credit courses in brewing, distilling, fermentation and related business practices. The Institute prepares individuals for positions in brewery and distillery operations and management, distribution, sales and marketing, and customer service or to be self-employed and open their own craft production facility.

In addition to brewing, distillation and winemaking practices, students perform experiments and vet their production output via sensory evaluations.

Find out more at: www.abtech.edu/CBI

Craft Beverage Institute

Foundations of Wine

Covers topics and practical skills essential to a career in the wine industry, be it distribution, retail, restaurant or hospitality settings. Focus on knowledge needed to prepare for entry level certification exams such as those offered by the Court of Master Sommeliers and the Society of Wine Educators. Explore the basics of wine, global regional differences, service techniques and food pairings. Blind tastings included to develop distinction ability. Hobbyists welcome. Instructor: Andy Hale. Students must be 21 years old and register in person at one of the following locations: Asheville Campus or A-B Tech Madison. Valid proof of ID required. Exams not part of the class.

T, 9/29-10/20, 6 p.m. - 9 p.m., SEF-7848-013WT
RM 225, Magnolia, Asheville Campus
Fees: Course: \$106.35



Emergency Services

Occupational Training

abtech.edu/ce

Registration information, page 5. Register early!

828-398-7355

Reality-Based Law Enforcement Training, Continuing Education



Reality-based training, available to sworn officers, provides real-time, high intensity scenarios to develop or enhance split-second reactions. The 3-day class includes instruction, practical drills and immediate feedback and reaction revision. LEO ConEd also offers other free training for sworn officers in law enforcement, detention, corrections, and probation & parole. Training is scheduled on a demand basis in topics such as radar, rapid deployment, narcotics, firearms, defensive tactics, officer safety, radar, non-lethal weapons, etc. To request specific topics, register or get more information contact the LEO Con Ed Coordinator at 828-782-2319 or email LEOConEd@abtech.edu



Basic Law Enforcement Training (BLET)

Basic Law Enforcement offers free training for sworn law enforcement officers, certified detention officers, certified correctional officers and probation and parole officers. Training is regularly scheduled in topics such as narcotics, firearms, defensive tactics, officer safety, radar, non-lethal weapons, investigations, rapid deployment and counter terrorism, in addition to:

- Basic Rifle Qualifications
- Detention Officer Certification
- Mandatory In-Service Classroom
- Mandatory In-Service Online
- Radar Certification
- Radar Recertification

For additional information:
www.abtech.edu/blet-ConEd
828-782-2350 or robertdfisher@abtech.edu



Emergency Medical Services (EMS)

In addition to the classes listed, Emergency Medical Science Continuing Education program provides the following training courses:

Critical Care EMT-P Refresher (CCEMT-P Refresher)

Tactical Emergency Casualty Care (TECC)

Wilderness EMT

For more information on these and other classes offered, please visit www.abtech.edu/ems-ConEd, email emsconed@abtech.edu, or call 828-782-2623.

Financial assistance may be available to assist with the cost of these Emergency Services classes. For more information, call 828-251-6200 and ask for Ashley.

A-B Tech Seeking Continuing Education Instructors

A-B Tech's Continuing Education Workforce Programs Department is seeking local workforce experts to teach on a part-time basis.

For more information, visit: <https://abtcc.peopleadmin.com/postings/4696> or call 828-398-7903.

Emergency Services

Advanced Emergency Medical Technician (AEMT)

The AEMT course is a comprehensive program consisting of lab, clinical and field components in addition to classroom time. It builds upon the basic knowledge and enables the individual to provide limited advanced emergency medical care and transportation for emergent and critical patients. AEMTs perform interventions with the basic and advanced equipment typically found on an ambulance. Successful completion of this state-approved AEMT course will qualify the student to sit for the NCOEMS AEMT exam. Please refer to the Emergency Services Continuing Education web page for current class updates or changes. For further assistance please contact Timothy Green at 828-782-2623, or timothywgreen@abtech.edu.

M/W/S, 7/6-12/31, 6 p.m. - 10 p.m., EMS-4300-495ES
RM 138, ESEB, Woodfin
Fees: Course: \$211.35

Pediatric Advanced Life Support (PALS) Re-cert (One-Day)

PALS Re-cert is a one day classroom, video-based instructor-led course that uses a series of simulated pediatric emergencies to reinforce the important concepts of a systematic approach to pediatric assessment, basic life support, PALS treatment algorithms, effective resuscitation and team dynamics. The goal of the PALS course is to improve the quality of care provided to seriously ill or injured children, resulting in improved outcome. PALS Course is offered through out the year periodically. Please refer to the Emergency Medical Services Continuing Education web page for updated course offerings and information or contact Timothy Green at 828-782-2623, or timothywgreen@abtech.edu.

S, 6/20, 9 a.m. - 5 p.m., SAF-3010-485ES
RM TBD, ESEB, Woodfin
Fees: Course: \$100

Emergency Medical Technician-Initial (EMT) Madison Campus

This course provides the foundation knowledge and skills necessary to stabilize and transport patients ranging from non-emergent and routine medical transports to life threatening emergencies. Successful completion of this state-approved EMT course will qualify the student to sit for the NCOEMS EMT state exam. For more information and to see other requirements please refer to the Emergency Medical Services Continuing Education web page. For more information or assistance please contact Timothy Green 828-782-2623, or timothywgreen@abtech.edu.

M/W/S, 7/29-12/19, 6 p.m. - 10 p.m., EMS-4200-489ES
RM 103, Ramsey, A-B Tech Madison
Fees: Course: \$211.35

ACLS/PALS Instructor Course (One-Day)

ACLS/PALS Instructor Class helps prepare teacher candidates in course preparation, effective teaching mechanics, policies and procedures of American Heart ACLS/PALS Courses. Prior to class registration, the candidate must be affiliated with American Heart Training Center. For information regarding this class, please contact Timothy Green at 828-782-2623, or timothywgreen@abtech.edu.

F, 7/17, 9 a.m. - 5 p.m., SAF-3010-488ES
RM , ESEB, Woodfin
Fees: Course: \$90

Emergency Medical Technician- Initial (EMT) Woodfin Campus

This course provides the foundation knowledge and skills necessary to stabilize and transport patients ranging from non-emergent and routine medical transports to life threatening emergencies. Successful completion of this state-approved EMT course will qualify the student to sit for the NCOEMS EMT state exam. A separate fee of \$1.35 is to be paid on the first day of class to the instructor for student insurance. For more information and to see other requirements please refer to the Emergency Medical Services Continuing Education web page. For more information or assistance please contact Timothy Green at 828-782-2623, or timothywgreen@abtech.edu.

T/TH/S, 7/30-12/19, 6 p.m. - 10 p.m., EMS-4200-490ES
RM TBD, ESEB, Woodfin
Fees: Course: \$211.35

Emergency Medical Technician- Initial (EMT) South Campus

This course provides the foundation knowledge and skills necessary to stabilize and transport patients ranging from non-emergent and routine medical transports to life threatening emergencies. Successful completion of this state-approved EMT course will qualify the student to sit for the NCOEMS EMT state exam. A separate fee of \$1.35 is to be paid on the first day of class to the instructor for student insurance. For more information and to see other requirements please refer to the Emergency Medical Services Continuing Education web page. For more information or assistance please contact Timothy Green at 828-782-2623, or timothywgreen@abtech.edu.

T, S, 8/4-12/19, 8 a.m. - 5 p.m., EMS-4200-491ES
RM 115, , A-B Tech South
Fees: Course: \$211.35

Emergency Services - Healthcare Services

Occupational Training

abtech.edu/ce

Registration information, page 5. Register early!

828-398-7355

CPR Instructor Course (One-Day)

The BLS instructor Course is to prepare future instructor on the AHA Guidelines as well as to prepare the instructor candidate on class preparation, regulations and procedures. The candidate should leave this workshop with sufficient knowledge to successfully and competently instructor BLS classes in all BLS disciplines. Potential students must be sponsored by an American Heart Association Training Center prior to registering for this course. For more information please contact Greg Gore at 828-782-2652 or gregorygore@abtech.edu.

F, 8/7, 9 a.m. - 5 p.m., SAF-3010-496ES

RM TBD, ESEB, Woodfin

Fees: Course: \$90

Basic Life Support (CPR)

With the knowledge and skills you learn in this course you can save a life. You will learn the skills of CPR for victims of all ages. You will learn how to relieve choking (foreign-body airway obstruction). The skills you learn in this course will enable you to recognize emergencies such as sudden cardiac arrest and how to respond to them. Required Text & Equipment: 1) Pocket Mask (CPR Mask) 2) AHA Basic Life Support Provider Student Manual - 2015 edition. AB Tech Emergency Services Division offers one BLS class every month. Please refer to the Emergency Services Continuing Education web page for current class updates or changes. For further assistance please contact Timothy Green at 828-782-2623, or timothywgreen@abtech.edu.

S, 8/8, 9 a.m. - 3 p.m., SAF-3010-487ES

RM 206, ESEB, Woodfin

Fees: Course: \$95

S, 9/12, 9 a.m. - 5 p.m., SAF-3010-682ES

RM 206, ESEB, Woodfin

Fees: Course: \$95

S, 10/3, 9 a.m. - 3 p.m., SAF-3010-683ES

RM 206, ESEB, Woodfin

Fees: Course: \$90

S, 11/7, 9 a.m. - 3 p.m., SAF-3010-684ES

RM 206, ESEB, Woodfin

Fees: Course: \$90

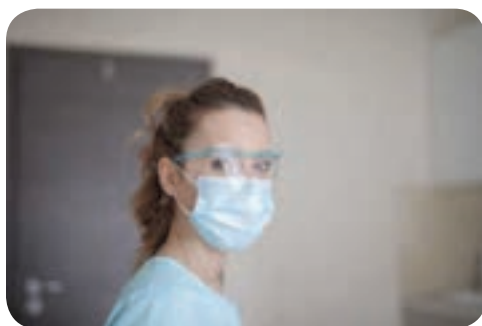
S, 12/5, 9 a.m. - 3 p.m., SAF-3010-685ES

RM 206, ESEB, Woodfin

Fees: Course: \$90

Finish Your High School Credential and a Healthcare Certificate at the Same Time!

Enroll in the free High School Equivalency Preparation or Adult High School Program and benefit from the tuition waiver for occupational training in Nurse Aide I, Electronic Health Records, or Ophthalmic Assisting. Contact AdultEd@abtech.edu or see page 68.



Healthcare Services

Pandemics: Issues and Answers ^{new}

Learn from local experts about pandemics and their causes. Find out how governments, public health officials and emergency service personnel combat pandemics and mobilize to protect the public. Review viruses, how they are transmitted, why they are different from other illnesses, and how they affect the human body. Get answers to your questions about how we can best protect ourselves in daily life. Instructor panel: Jon R. Wiener, Ph. D., Dean of Allied Health/virology expert, Clint Gorman, M.B.A., Dean of Emergency Services/ Paramedic, and Danielle Wiener, Master of Public Health (2021)/infection control specialist. Course open to public. No special background or knowledge required.

T, 9/1-10/6, 6:30 p.m. - 8:30 p.m., SEF-3390-099HC

RM 326, Ferguson Ctr., AHWD, Asheville Campus

Fees: Course: \$75

Nurse Aide Level I required for Associate Degree Nursing and RIBN (Regionally Increasing Baccalaureate Nurses) Nursing Program

Nurse Aide Level I prepares students for this requirement. Classes fill up quickly. Class size is limited to 10 students.

Due to demand for the Nurse Aide classes, minors (16-17 years old) will be admitted to class per College policy on page 5. Exceptions may be made for minors with a high school diploma or GED® at the time of class. A background check and a drug screen test will be required. These costs are the responsibility of the student. Information about completion of Drug Screening will be provided during Introduction of Nurse Aide I

For further information please call, 828-398-7878, or visit abtech.edu/ce.

Medication Aide

This course is designed to meet the training requirements for becoming qualified as a medication aide and will cover the six rights of medication administration for non-licensed personnel. Upon satisfactory completion, students will be able to take the competency exam (additional cost of \$59) and demonstrate skills necessary to qualify for listing on the North Carolina Medication Aide Registry. Proof of high school diploma or GED® and current listing as a Nurse Aide I in North Carolina are required in order to register.

Nurse Aide I

This course provides basic training for entry-level caregiving skills needed to work as a Nursing Assistant in various healthcare settings such as nursing homes, hospitals, or private homes. Additional information needed for registration is available on our web site at <https://www.abtech.edu/healthcare/nurse-aide-program-cna>. Madison NA-I classes should register at the A-B Tech Madison site. Textbook: *Hartman's Nursing Assistant Care Long Term Care, 4th edition, the Workbook for Hartman's Nursing Assistant Care Long Term Care, 4th edition and NA I Handbook* are available at Campus bookstore. Students cannot register online for NA-I courses. There is an Introduction to Nurse Aide class prior to the start of class. Day classes break one-half hour for lunch. Evening classes will have varying times for lab, and skills testing. Class dates, times, and tuition are subject to change. Due to the pandemic, the classroom portion of the class will be delivered by using ZOOM. Lab and clinical portions are still face-to-face.

M-W, 8/17-10/7, 8 a.m. - 3:30 p.m., NUR-3240-501HC
RM 342, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$226.35

W-F, 8/19-10/9, 8 a.m. - 3:30 p.m., NUR-3240-601HC
RM 344, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$226.35

W-F, 9/2-10/28, 8 a.m. - 3:30 p.m., NUR-3240-602HC
RM 344, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$226.35

W-F, 10/14-12/11, 8 a.m. - 3:30 p.m., NUR-3240-603HC
RM 344, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$226.35

W-F, 10/21-12/18, 8 a.m. - 3:30 p.m., NUR-3240-604HC
RM 344, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$226.35

M-W, 10/26-12/16, 8 AM - 3:30 p.m., NUR-3240-504HC
RM 342, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$226.35

M-W, 8/31-10/22, 8 a.m. - 3:30 p.m., NUR-3240-502HC
RM 342, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$226.35

M-W, 10/12-12/3, 8 a.m. - 3:30 p.m., NUR-3242-503HC
RM 342, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$226.35

TBD, , 5 p.m. - 9 p.m.,
RM 344, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$226.35

T/TH, , 5 p.m. - 9 p.m.,
RM 344, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$226.35

T-TH, 8/25-10/15, 8 a.m. - 3:30 p.m., NUR-3240-344HC
RM 113, Ramsey, A-B Tech Madison
Fees: Course: \$226.35

T-TH, 10/21-12/17, 8 a.m. - 3:30 p.m., NUR-3240-345HC
RM 113, Ramsey, A-B Tech Madison
Fees: Course: \$226.35

M,T, , 5 p.m. - 9 p.m., NUR-3240-365HC
RM 113, Ramsey, A-B Tech Madison
Fees: Course: \$226.35

T-TH, 8/25-10/8, 8:30 a.m. - 4 p.m., NUR-3240-256HC
RM 120, Goodwill Ctr., Goodwill
Fees: Course: \$216.35

T-TH, 10/13-12/10, 8:30 a.m. - 4 p.m., NUR-3240-257HC
RM 120, Goodwill Ctr., Goodwill
Fees: Course: \$216.35

TBD, , ,
RM U468, St. Joseph Campus, Mission Health Systems
Fees: Course: \$191.35

Nurse Aide Refresher

This course is for the NA I whose state listing has expired four years or less and for the nurse aide that has relocated to North Carolina. The 40 hour course consists of theory review and skills testing to assess the student knowledge of North Carolina's required skills. Upon satisfactory completion of the course, the graduate will be eligible to apply for the NC Nurse Aide Competency Exam. (Additional cost of \$120). Students must have completed an approved Nurse Aide course and/or been listed on NC Nurse Aide registry. Students must also have current Health Care Provider BLS CPR card. Call for dates, times and location at 828-398-7878. Tuition is subject to change.

TBD, , 8 a.m. - 3:30 p.m.,
RM TBD, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$136.35

TBD, , 8 a.m. - 3:30 p.m.,
RM TBD, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$136.35

Healthcare Services

Occupational Training

abtech.edu/ce

Registration information, page 5. Register early!

828-398-7878

Clinical Massage

This program provides classroom, laboratory, and clinical experience consistent with the standards of practice established by the North Carolina Board of Massage and Bodywork Therapy (NCBMBT). This course is designed to prepare student for the MBLEX which establishes eligibility to practice in North Carolina as a Licensed Massage and Bodywork Therapist. Exact dates, times and delivery to be determined due to Pandemic.

TBD,
RM 242, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$191.35

TBD,
RM 242, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$191.35

Electronic Health Record Specialist (EHRS)

This 96 hour course prepares you for high demand administrative positions in the medical community such as physicians offices, hospitals and retirement facilities. Learn data management skills such as entry and transmission of patient data, restoration of electronic records, insurance and billing coding, medical reporting, patient charting and HIPPA privacy regulations. Course required to sit for the National Healthcareer Association Electronic Health Record Specialist Certification Exam. Exam is not part of the class, but offered upon class completion separately. Required book "Certified Electronic Health Records Specialist (CEHRS) Printed Study Guide 2020 Edition". Must have a GED or High School Diploma, basic keyboarding skills and pass a basic computer assessment administered at the Goodwill Workforce Center. Call Goodwill, 828-298-9023 to schedule computer assessment.

T/TH, 9/1-11/24, 9 a.m. - 1 p.m., HIT-3700-126HC
RM 214, Goodwill Ctr., Goodwill
Fees: Course: \$180

Medication Aide

This course is designed to meet the training requirements for becoming qualified as a Medication Aide. The course covers the six rights of medication administration for non-licensed personnel. Students required to know classifications of medication, common side effects and interactions with other medications. Students must complete all 24 hours of the course. They must also pass the components of the course to have their names uploaded to Pearson Vue for their certification test. These classes are held at various times and days including Saturday. Please call the Health Occupations office for dates and times at 828-398-7878. Fees are subject to change. This course is a face-to-face class.

Fees: Course: \$81.35

Ophthalmic Assistant I

The A-B Tech Continuing Education Ophthalmic Assisting Program is accredited with the Commission on Accreditation of Ophthalmic Programs (CoA-OMP). This program prepares its graduates to sit for the Certified Ophthalmic Assistant examination upon completion. The classroom portion includes areas such as diagnostic testing, scribing, pediatrics, retina, ultrasound, photography, contact lenses, surgical assisting, ocular motility, low vision and many other subspecialties of ophthalmology. This is Part I of the certification.



TBD, 8 a.m. - 2:30 p.m.,
RM 449, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$201.35

Ophthalmic Assistant II

The A-B Tech Continuing Education Ophthalmic Assisting Program is accredited with the Commission on Accreditation of Ophthalmic Programs (CoA-OMP). This 6 month program prepares its graduates to sit for the Certified Ophthalmic Assistant examination upon completion of this course. The ability to specialize within this field includes areas such as diagnostic testing, scribing, pediatrics, retina, ultrasound, photography, contact lenses, surgical assisting, ocular motility, low vision and many other subspecialties of ophthalmology. This Part 2 of the certification includes the clinical component.

TBD, 8 a.m. - 4:30 p.m.,
RM 449, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$191.35

Ophthalmic Assisting

Ophthalmic medical personnel are part of a professional team of eye care providers, supplying vital information to the physician in treating patients with eye disease, vision problems and surgery. The North Carolina median wage for this field is \$15.52 per hour or \$32,300 a year.

The A-B Tech Continuing Education Ophthalmic Assisting Program is accredited with the Commission on Accreditation of Ophthalmic Programs (CoA-OMP). A-B Tech's comprehensive six-month program prepares its graduates to sit for the Certified Ophthalmic Assistant examination upon completion of the course.

For more information, contact Health Occupations Office at (828) 398-7878 or teresawnix@abtech.edu or karlagoethe@abtech.edu

Healthcare Services - Hospitality Services

abtech.edu/ce

Occupational Training

828-398-7878

Registration information, page 5. Register early!

Nurse Aide II

This course offers short-term training to move NAs at Level I to more complex nursing tasks under the supervision of a licensed nurse. This course is limited to individuals that are currently listed on the NC Registry. Individuals also must have at least six months experience; High School diploma or GED; RN Letter of Recommendation; proof of immunizations; background check, drug screening, and score of 80 or more on assessment test. The skills are more complex than NA I. Class times and clinicals vary and may include evenings and weekends. Registration must be in person. After completion of course, names will be uploaded to the NCBON. Candidates must apply to NCBON and pay \$24 to be listed as NA II. Textbook: *Thomson's North Carolina Nurse Aide II*. Class typically meets M/W evenings 5-9 p.m. and will include Saturday daytime clinical 7 a.m.-3:30 p.m. Students cannot register online for Nurse Aide courses. See Financial Assistance information, page 3.

Please call 828-398-7878 for questions and to be placed on a mailing list to receive information on upcoming classes and registration information as it becomes available.

Medical Terminology Made Easy

Learn how to easily remember, pronounce and apply the meanings of the prefixes, roots and suffixes that combine to form more than 11,000 complex medical terms. Participants quickly learn, easily recall and effectively apply the course content to the job. Textbook: *The Dean Vaughn Medical Terminology 350 Total Retention System*. Call for exact dates.

Hospitality Services

ServSafe Manager Certification

Prepare for the National Restaurant Association's ServSafe Manager Certification. Exam is included as part of the class. Upon completion with a passing exam grade of 75%, the student will earn this industry recognized certification valid for 5 years. This one day class features online testing and instant score results. No book required.

T, 9/22, 8:30 a.m. - 5 p.m., SEF-5816-056HS
RM 211, Goodwill Ctr., Goodwill
Fees: Course: \$106

T, 11/24, 8:30 a.m. - 5 p.m., SEF-5816-058HS
RM 211, Goodwill Ctr., Goodwill
Fees: Course: \$106



Basic and Advanced Culinary Skills Classes



Through a cooperative arrangement with A-B Tech and ABCCM, we are able to offer these 13-week, 216-hour culinary skills classes.

- Cost:** \$750, Scholarships available to qualified veterans
- When:** M/T/W, 8 a.m. — 2:30 p.m. w/lunch break
- Where:** Veteran's Restoration Quarters
1329 Tunnel Road
Asheville, N.C.
- Contact:** Eric Cox, Culinary Instructor
828-259-5333, ext. 1606 for more information



Learn, Formulate and Test

Test Kitchen and Natural Products Laboratory



Located at A-B Tech Enka, BioNetwork's facilities provide onsite equipment rental, laboratory testing, and training opportunities for entrepreneurs, chefs, restaurateurs, and enthusiasts with the desire to explore new and alternative food and beverage formulation, presentation techniques, and cooking methods.

<https://www.ncbionetwork.org/food-manufacturing>

Not all certification classes are offered every semester.

Advanced Manufacturing Certification Program

Course Title	Hours	Certifying Body	Level
Certified Production Technician	120	Manufacturing Skill Standards Council	National

Business & Hospitality Certification Programs

Course Title	Hours	Certifying Body	Level
Drone Remote Pilot Part 107	15	FAA	National
Foundations of Wine	12	Court of Master Sommeliers	International
Foundations of Beer	9	Cicerone	National
eNotary	3.5	NC Secretary of States office	State
IP Networking	21	CompTIA	National
Notary Public	7	NC Secretary of States office	State
Sensory Analysis of Beer	9	Cicerone	National
ServSafe Manager Certification	8	National Restaurant Association	National
Real Estate Broker Precicensing	77	NC Real Estate Commission	State
Real Estate Post Licensing	30	NC Real Estate Commission	State

Computer & Online Training Online Preparatory Certification Programs

Course Title	Hours	Certifying Body	Level
Basic CompTIA A+ Certification Prep	24	CompTIA A+	National
Intermediate CompTIA A+ Certification Prep	24	CompTIA A+	National
Advanced CompTIA A+ Certification Prep	24	CompTIA A+	National
CompTIA Network+ Certification Prep	24	CompTIA Network+	National
CompTIA Security+ Certification Prep 1	24	CompTIA's Security+	National
CompTIA Security+ Certification Prep 2	24	CompTIA's Security+	National

Certification Programs

abtech.edu/ce

828-398-7903

Health Occupations Certification Programs

Course Title	Hours	Certifying Body	Level
Clinical Massage	600	NC Board of Massage and Bodywork Therapy	State
Dental Radiology	30	NC State Board of Dental Examiners	State
Electronic Medical Health Records	96	National Health Career Association	National
Nurse Aide I	165	NC Board of Nursing/NCDEPT. of Health & Human Services, Health Care Registry	State
Nurse Aide II	180	NC Board of Nursing (NCBON)	State
Nurse Aide Refresher	40	NC Board of Nursing/NCDEPT. of Health & Human Services, Health Care Registry	State
Medication Aide	24	NC Board of Nursing (NCBON)	State
Ophthalmic Assisting	585	Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO)	National

Occupational & Skilled Trades Certification Programs

Course Title	Hours	Certifying Body	Level
Auto Safety Inspection	8	NC DMV License & Theft Bureau	State
Emissions Inspection	8	NC DMV License & Theft Bureau	State
Escort Vehicle Driver	8	NC DOT	State
Refrigerant (EPA 608)	8	Environmental Protection Agency	National
		Refrigeration Board of NC	State
Electrical License Renewal	8	NC Board of Examiners of Electrical Contractors	State
OSHA 10 for Construction	10	US Department of Labor	National





NCWorks Career Center Asheville

- Job listings and referrals
- Skills-based job matching
- Virtual one-stop online job search
- Information on who is hiring
- Employer Interview Days and Information Sessions
- Job fairs
- Resume, interviewing, networking and social media workshops
- Basic Computer Skills class
- Career assessments, including the Myers-Briggs Type Inventory
- Career guidance
- Financial assistance for training
- North Carolina Career Readiness Certificate
- Career Lab for one-on-one assistance with resumes, cover letters and online applications
- Computer, Internet and fax machine access

Our Career Counselors and Advisors can assist with career exploration and decision making, or career advancement strategies. Make a plan for reaching your career goal and receive staff assistance in following your plan.

All services are free of charge! Call or stop by for more information.

NCWorks Career Center Asheville
48 Grove Street
Asheville, NC 28801
828-251-6200

www.ncworksasheville.com

Like us on Facebook:

facebook.com/ncworksasheville

Back To Work 50+

Smart Strategies That Connect

50+ Talent To Employers

For more information, call 828-251-6200 and ask for Irene.

This program is brought to you through a partnership between:



Human Resources Development (HRD)

Individuals enrolling in courses offered through the Human Resources Development (HRD) Program may be granted a waiver of registration fees if they meet one of four criteria:

1. Are unemployed;
2. Have received notification of pending layoff;
3. Are working and are eligible for federal earned income tax credit;
4. Are working and earning wages at or below two hundred percent (200%) of the federal poverty guidelines.

Skills Training Classes for Job Seekers!

Get job skills training in six to 12 weeks at Goodwill's Workforce Development Center (next to DMV on Patton Ave in Asheville.) Classes are offered in partnership with A-B Tech. Scholarships are available for those who qualify.

- Nurses Aide I
- Office Professional Certification
- Hospitality Certifications
- Electronic Medical Records
- Adult High School
- Human Services, Intro
- Medical Pathways
- Computer Skills
- Personal Care Aide
- CDL - B
- Online classes on Ed2Go

Goodwill Industries

1616 Patton Ave, Asheville, NC
828-298-9023, Ext. 1161
tstewart@goodwillwnc.org

This program is brought to you through a partnership with:



Prove your Workplace Skills to Employers!

The National Career Readiness Certificate (NCRC) is a national, portable credential that verifies foundational workplace skills in problem solving, critical thinking, reading work-related text, applying mathematical reasoning to work-related problems, and applying information that is presented graphically.

A-B Tech:

- Provides NCRC testing for individuals, our general workforce population, and when requested, for local employers (either work candidates or incumbent workers).
- Helps you prepare for the NCRC using the WorkKeys Curriculum system.
- Is a community lead in a partnership to make Buncombe County a “Work Ready Community.”

The goal of a Work Ready Community is to show how many people have taken the CRC and to have a pre-determined number of companies recognize the value of the NCRC as an indicator of workplace skills. To date, 120 companies are recognizing or recommending the NCRC in Buncombe County alone, including GE Aviation, Mission Health, New Belgium Brewing, MB Haynes, Linamar, Eaton, Jacob Holm Industries, and many others. Employers in the surrounding counties of Madison, Haywood, Henderson, and Transylvania are doing the same thing.

Take the NCRC today and prove your workplace skills to employers!

The NCRC assessment costs \$42. Funding assistance may be available.

For more information about the NCRC, preparing and practicing for the NCRC, NCRC testing schedules, funding assistance, and the Work Ready Community initiative, visit www.abtech.edu/business-and-industry/workforce-assessment, or call 828-398-7760, or call or visit the NC Works Career Center Asheville, 48 Grove Street, 828-251-6200.



Job Preparedness

Career Connections

Career Connections Employability Lab is an open computer lab where students can receive structured job search assistance to increase their success in their job search and in the workplace. Focus will be placed on resume preparation and updating, cover letters, job applications, job search, online job search, individualized career coaching and overall encouragement. For more information, call Goodwill 828-298-9023 ext. 4.

M-F, 8/17-12/31, 9 a.m. - 4 p.m., HRD-7653-006HR
RM 152, Goodwill Ctr., Goodwill
Fees: Course: Waived

Career Lab

In this open employability lab, you will receive individualized job search assistance introducing you to the most current job search techniques, interviewing skills, and the essential employability skills. You can work independently or with an A-B Tech instructor on job search and career development. Computers with internet access are available for online job searches, online applications, resume creation and revision. You can also work to prepare for the WorkKeys assessment. Please call 828-251-6200 for more information.

M-F, 8/17-12/31, 9 a.m. - 1 p.m., HRD-7688-008HR
RM Lab, NCWorks Asheville Career Ctr., 48 Grove St.
Fees: Course: Waived

Career Quest

Career Quest Classes are a series of classes for job seekers that are ready to explore a new career. Learn the skills required and opportunities existing right here in Buncombe County!

Essential Workforce Jobs

Explore career opportunities that make up the essential workforce. In this course will look at what jobs fall into the essential workforce and how best to position yourself to get them. Learn about what makes a job essential and how to highlight skills you have in a resume for these jobs. Also as an added bonus we will include a list of jobs that are part of the gig economy. All classes are free-of-charge for job-seekers.

Exploring Advanced Manufacturing

Explore career opportunities in manufacturing right here in WNC! Learn about the different jobs found in modern manufacturing facilities, the guiding principles of advanced manufacturing, the cutting edge technology which has transformed industry, and discover the opportunities available with local companies. All classes are free-of-charge for job-seekers.

For more information call Goodwill at 828-298-9023 or email tstewart@goodwillnwc.org.

Enhancing Your Networking Skills to Land a Better Job

This training will include introductions to networking and the benefits it offers in building your professional image as well as tips for unlocking exciting job prospects. These techniques will involve learning essential skills that will help you land your next job and build important relationships to open new career opportunities. It will examine inter-personal methods for in-person, email and social media contacts. Class will include tutorials on setting up a LinkedIn account. Class is 100% virtual and will be conducted via Zoom. Computer, tablet or phone with a good internet connection required. Call Goodwill to register at 828-298-9023 ext. 1161 or email tstewart@goodwillnwc.org

M,T, 9/14-9/15, 9 a.m. - 12 p.m., HRD-7663-412HR
RM Zoom, ZOOM, Online
Fees: Course: Waived

T,W, 10/27-10/28, 9 a.m. - 12 p.m., HRD-7663-413HR
RM Zoom, ZOOM, Online
Fees: Course: Waived

W,TH, 12/16-12/17, 9 a.m. - 12 p.m., HRD-7663-414HR
RM Zoom, ZOOM, Online
Fees: Course: Waived

Composites, Introduction to

Composites are used extensively in aircraft as well as automobile, marine, and motor cycle manufacturing. This introduction class will give you one day of hands-on experience with composite ply layup, rapid ply cutter operation, bagging fundamental, and autoclave operation. During this 8 hour class you will layup your own coaster and cook it in an autoclave. To register call 828-398-7334 or email meller@abtech.edu

S, 8/22, 8 a.m. - 5 p.m., HRD-7639-400HR
RM 212, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

T-TH, 9/15-9/17, 5:30 p.m. - 9:30 p.m., HRD-7639-423HR
RM 212, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 10/17, 8 a.m. - 5 p.m., HRD-7639-401HR
RM 212, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 12/12, 8 a.m. - 5 p.m., HRD-7639-402HR
RM 212, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

Financial Empowerment new

This money management class covers the emotional aspects of how we can avoid self-sabotage of our financial well-being as well as the basics of how we can best control our dollars. The basics includes budgeting, bank accounts, credit and debit cards, interest, everyday expenses, insurance, investing, and long term planning. It will be customized according to the needs of the individual participants. Class is 100% virtual and will be offered thru easy to use Zoom and Google Classroom. To register call 828-398-7334 or email meller@abtech.edu

T/TH, 9/8-10/1, 6 p.m. - 7:30 p.m., HRD-7691-419HR
RM Zoom, ZOOM, Online
Fees: Course: Waived

T/TH, 11/10-12/8, 6 p.m. - 7:30 p.m., HRD-7691-420HR
RM Zoom, ZOOM, Online
Fees: Course: Waived

Google Application Basics: Job Searching and Employment Skills using Google

Applications new

Learn how the free Google Suite of Applications can aid in your job search from setting up an Gmail account to communicate with all potential employers, keeping up with important interviews with Calendar, save your resume and cover letter in Drive after you have created them in Docs, use Keep for your To Do list, calculate using Google Sheets and so much more. Not only can you get your job search organized you will be on your way to being a well-organized employee. Maybe you will even transfer some skills into your home life. Class is 100% virtual and will be offered thru easy to use Zoom. To register call 828-398-7334 or email meller@abtech.edu

M/W/F, 9/21-10/9, 10:30 a.m. - 12 p.m., HRD-7616-421HR
RM Zoom, ZOOM, Online
Fees: Course: Waived

M/W/F, 11/2-11/20, 2 p.m. - 3:30 p.m., HRD-7616-422HR
RM Zoom, ZOOM, Online
Fees: Course: Waived

Working Smart

Technical skills are important, but not enough in today's workforce. Employers are looking for people who not only have the technical skills and experience to do the job, but also bring the "soft skills" that lead to success. Soft skills - critical interpersonal skills - are essential for success. Employers want workers who are not only highly trained, but highly effective on the job. This includes communication skills, problem-solving, time management, accountability and more. Become a better employee as you learn to identify your core beliefs, realize the power of perception, and understand expectations and accountable behavior. If you are interested in increasing your chances for employment and promotion, you should enroll. All classes are free-of-charge for job-seekers. For more information call Goodwill at 828-298-9023 ext. 1161 or email tstewart@goodwillnwc.org

Hospitality Skills

You will learn the principles of service for a variety of hotel and restaurant venues and positions. These principles are based on the standards for high-end practices and the needs of the Asheville area's major employers. The curriculum within each course will focus on hands-on training and demonstrations to best prepare students for the professional expectations of a variety of hospitality departments. These courses can be taken in succession or individually. Upon successful finishing the course, you will receive a certificate of completion from A-B Tech. For more information call Goodwill at 828-298-9023 ext. 1161 or email: tstewart@goodwillnwc.org

Guest Service Professional Hospitality

Guest Service Professional Hospitality is a comprehensive 6-hour program to train guest service-oriented line level employees how to provide memorable customer service. Core components include invitational hospitality training which includes the seven key elements required to consistently deliver the very highest levels of guest service in all areas of the hospitality industry. Through class activities, students learn how to anticipate guest needs, deliver memorable experiences, and turn around difficult situations. No time in position is required for participation, giving students a marketable edge when applying for their first hospitality job. Upon completion the student will receive a certificate from A-B Tech and will qualify to sit for the American Hotel & Lodging Educational Institute Guest Service Gold Certification. This training will include introductions to networking and the benefits it offers in building your professional image as well as tips for unlocking exciting job prospects. These techniques will involve learning essential skills that will help you land your next job and build important relationships to open new career opportunities. It will examine inter-personal methods for in-person, email and social media contacts. Class will include tutorials on setting up a LinkedIn account. Class is 100% virtual and will be conducted via Zoom. Computer, tablet or phone with a good internet connection required. Call Goodwill to register at 828-298-9023 ext. 1161 or email tstewart@goodwillnwc.org

M,T, 8/17-8/18, 9 a.m. - 12 p.m., HRD-7657-406HR
RM Zoom, ZOOM, Online
Fees: Course: Waived

T,W, 9/29-9/30, 9 a.m. - 12 p.m., HRD-7657-407HR
RM Zoom, ZOOM, Online
Fees: Course: Waived

W,TH, 11/11-11/12, 9 a.m. - 12 p.m., HRD-7657-408HR
RM Zoom, ZOOM, Online
Fees: Course: Waived

Guest Service Professional Tourism

Just as one bad apple can spoil the bunch, one negative online review can spoil your business's chances of attracting new guests. And for tourism destinations, it can be even worse—negative feedback can impact an entire city or region. The reputations of hotels and museums, taxi companies and restaurants, all contribute to a destination's profile. The Guest Service Gold® Tourism program features seven elements: Recovery: Turn It Around, Personalization: Provide an Individualized Experience, Knowledge: Be in the Know, Passion: Inspire Others, Commitment: Be All In, Inclusion: Include Everyone, and Personality: Be Yourself. Upon completion the student will receive a certificate from A-B Tech and will qualify to sit for the American Hotel & Lodging Educational Institute Guest Service Gold Certification. Class is 100% virtual and will be conducted via Zoom. Computer, tablet or phone with a good internet connection required. Call Goodwill to register at 828-298-9023 ext. 1161 or email tstewart@goodwillnwc.org

M,T, 8/31-9/1, 9 a.m. - 12 p.m., HRD-7658-409HR
RM Zoom, ZOOM, Online
Fees: Course: Waived

T,W, 10/13-10/14, 9 a.m. - 12 p.m., HRD-7658-410HR
RM Zoom, ZOOM, Online
Fees: Course: Waived

W,TH, 12/2-12/3, 9 a.m. - 12 p.m., HRD-7658-411HR
RM Zoom, ZOOM, Online
Fees: Course: Waived

Human Services Exploration: DSS Caseworker Phase I

This course covers skills and strategies designed to provide employability skills training and career exploration for the role of Income Maintenance Caseworker within the Division of Social Service agencies. Focus will include preparation for the WorkKeys Assessments, technology awareness, customer service, NCFast terminology and navigation. This course is a prerequisite to register for Phase II, successful completion requires attendance, passing NC Fast exam and WorkKeys test. CRC exam will be an additional fee. This class will be held 100% online. Will need access to a computer. To register email Marie Eller at meller@abtech.edu

T/TH, 10/22-12/17, 5:30 p.m. - 8:30 p.m., HRD-7677-403HR
RM Zoom, ZOOM, Online
Fees: Course: Waived

Machining, Introduction to ^{new}

Machining is a vital part of every product we use today. This introduction to machining will give you an overview of blueprint reading, precision measuring tools and hands on experience at the lathe. In this 8 hour project based class you will make a part you can take home for yourself. This will be a spinning top that you can enjoy as well as the children. To register call 828-398-7334 or email meller@abtech.edu.

S, 8/8, 8 a.m. - 5 p.m., HRD-7694-428HR
RM TBD, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 11/14, 8 a.m. - 5 p.m., HRD-7694-429HR
RM TBD, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

Maximizing Interview Skills

Interviewing causes everyone all over the world some anxiety but better preparation and knowledge about the interviewing process will decrease your anxieties. This class is designed to help you curb your nervousness, feel more confident and stand out from the crowd. You will learn how to interview from start to finish and develop a written plan of action for your job search. You will learn how to answer the new behavioral/situational type interview questions, dress for your interview, interview dos and don'ts and tips for cover letters and resumes. Don't be left out, sign up today for the next class and get prepared to be hired. Call 828-398-7334 or email meller@abtech.edu to sign up today.

M-W, 9/28-9/30, 5:30 p.m. - 8:30 p.m., HRD-7638-404HR
Zoom; Online
Fees: Course: Waived

M-W, 11/16-11/18, 5:30 p.m. - 8:30 p.m., HRD-7638-405HR
Zoom; Online
Fees: Course: Waived

Medical Pathways

This class is designed for students interested in entering the field of medical support. Class topics will focus on service skills specific to a medical environment including the electronic medical records requirement along with an overview of direct care positions. Introductory lessons on medical terminology, types of insurance and confidentiality issues will also be covered. After this class, you will be able to make an educated decision about how your skills and interests will fit the Medical Pathways. To register call 828-398-7334 or email meller@abtech.edu

T/TH, 10/13-10/29, 1:30 p.m. - 4:30 p.m., HRD-7649-417HR
RM Zoom, ZOOM, Online
Fees: Course: Waived

T/TH, 12/1-12/17, 1:30 p.m. - 4:30 p.m., HRD-7649-418HR
RM Zoom, ZOOM, Online
Fees: Course: Waived

Personal Care Aide

Personal Care Aides make up one of the largest growing workforce fields in the country. This learner-centered class will include speakers from the healthcare field, case scenarios, small group work and other forms of interactive learning focused on the competencies that PCAs need to perform well on the job. Working environments include private homes, small residential facilities, group homes and larger facilities. PCA duties include tasks such as assistance with bathing, dressing, grooming, cooking and light housekeeping. Class is 100% virtual and will be conducted via Zoom. Computer, tablet or phone with a good internet connection required. Call Goodwill to register at 828-298-9023 ext. 1161 or email ttewart@goodwillnwc.org

M-TH, 8/24-9/3, 9 a.m. - 3 p.m., HRD-7651-415HR
RM Zoom, ZOOM, Online
Fees: Course: Waived

M-TH, 11/2-11/12, 9 a.m. - 3 p.m., HRD-7651-416HR
RM Zoom, ZOOM, Online
Fees: Course: Waived

STEP Career Resource Center

This employability lab is designed to give you the tools you need to be successful in your job search including job search techniques and interviewing skills. You will be able to work independently, or with an A-B Tech instructor, on job search and career development. Computers with internet access are available for online job searches, completing applications, creating resumes, and working on WorkKeys Curriculum. Monthly workshops and employer recruitment events will be held. For more information, please call 828-239-3559.

M-TH, 8/17-12/18, 9 a.m. - 4 p.m., HRD-7652-009HR
RM ML08, Edington Educational and Career Ctr., 133 Livingston St.
Fees: Course: Waived

WorkKeys Curriculum

Learn the work readiness skills you need to be successful in today's workplace. WorkKeys Curriculum is an easy-to-use free online course. Topics covered include job search skills, resumes, interviewing, workplace ethics, life management and employer expectations. Students can strengthen applied math, graphic literacy and workplace document skills in preparation for the national Career Readiness Certificate assessment. This online tutorial can be accessed from any computer, tablet or mobile device with a browser that supports HTML5 and is designed to increase your skill levels quickly and efficiently. It is offered for free through a partnership with the Mountain Area Workforce Development Board and A-B Tech. For more information, call 828-398-7760.

M-F, 8/17-12/31, 8:30 a.m. - 4:30 p.m., HRD-7643-002HR
RM , , Online
Fees: Course: Waived



STEP: SKILLS TRAINING & EMPLOYMENT PROGRAM

On Food Assistance?
Looking for a better paying job?
STEP can provide free training opportunities

We accomplish our goals through a three step process:

Recruit Buncombe county residents receiving food assistance into A-B Tech programs, including occupational training courses, HSE/GED courses, curriculum courses (on a case by case basis) and the STEP Career Resource Center.

Support participants toward course completion with a small stipend for every 4 weeks of program engagement & case management/resource referrals that help with issues in transportation, finances & childcare.

Connect program participants to job prospects, job search support & employer connections geared toward living wage positions that allow program participants to become self-sufficient for their families & community.

For more info: Shaneka Haynes
828-250-5571; shanekahaynes@abtech.edu

UpSkill WNC Career Navigator

UpSkill WNC in Buncombe County is a community based peer support program for justice involved citizens who are reentering society and the workforce. Community based peer support services include: navigating the NC Works system, transportation to appointments and interviews during initial stages of reentry, training on how to talk about "the tough stuff," enrollments while in custody whenever possible, home visits, coordination of reentry services with community partners, assistance with applications for entitlement benefits, assistance with A-B Tech enrollment steps, judicial advocacy, progress reports to probation and parole, and more.

The comprehensive, care coordination ensures that justice involved citizens do not become victims of the opportunity gap and "slip through the cracks." Navigators provide the additional motivation and peer support while connecting each participant to the community resources that are available to them.

Contact:
Phillip Cooper
Office: 828-398-7333
Cell: 828-772-0362
philipacooper@abtech.edu

What would you say to a job that... Is a full-time position? Is a career position with state benefits? Has a pathway for advancement? Makes a difference to those in need?

INCOME MAINTENANCE

CASEWORKER

A Career in Helping Others

Fast track your career by completing the two-phase training program developed in partnership between Community College System and the NC Department of Social Services. Students who successfully complete the program will earn a transportable credential recognized across the state and be eligible to apply for statewide Income Maintenance Caseworker positions at DSS. A major component of this program is learning the NCFAST software used in determining service eligibility, which is essential to becoming a successful Income Maintenance Caseworker.

Human Services Exploration: DSS Caseworker Phase I

This course covers skills and strategies designed to provide employability skills training and career exploration for the role of Income Maintenance Caseworker within the Division of Social Service agencies. Focus will include preparation for the Work-Keys Assessments, technology awareness, customer service, NCFAST terminology and navigation. This course is a prerequisite to register for Phase II, successful completion requires attendance, passing NC Fast exam and Workkeys test. Course requirements: You must pass a basic computer and keyboarding assessment prior to registration. Please call (828) 298-9023, Ext. 5 to schedule your computer assessments at Goodwill. Register in person after assessments at Goodwill. CRC exam will be an additional fee.

Human Services, Introduction: Phase II

This course is a continuation of Human Services - Phase I. Students will continue their practice with NCFAST, a software program used throughout the departments of Health and Human Services and departments of Social Services. The focus of this course will be to provide instruction and practice in processing Food and Nutrition and MAGI (Modified Adjusted Gross Income) applications. These skills are necessary for the Income Maintenance Caseworker position at DSS to determine service eligibility. Students must have successfully passed and earned the Certificate of Completion for Phase I and must have a Career Readiness Certificate.

Classes starting in August.

Call 828-298-9023, Ext. 5, for more information.

Workforce Training

Building Standard Inspection Level I

This course is based on the NC International Building Code. It is designed for the education and training of the code enforcement official. Students will need to bring a calculator and the following textbooks: *2018 NC Building Code, and the 2018 Administrative Code and Policies.*

THFS, 11/5-11/14, 8 a.m.8 a.m. - 5 p.m.5 p.m.,
COD-3105-236WT
RM 437, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$135

THFS, 9/17-9/26, 8 a.m.8 a.m. - 5 p.m.5 p.m.,
COD-3107-230WT
RM 446, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$135

CBD Hemp Basics: From Seed to Sale ^{new}

Industry experts Melissa Clark, CEO of her own NC based CBD extraction/sales operation, and Andrew Capps, FDA regulatory consultant, cover the basics of growing/producing/processing and sale of CBD products. Students leave with the understanding of the first steps needed to launch a CBD business or partner with an existing business, as well as an understanding of the different types of legal CBD products, current research on health effects, and how to legally steer clear of making health claims.

T, 9/1-9/22, 6 p.m. - 8:30 p.m., SEF-8822-115WT
RM Zoom, ZOOM, Online
Fees: Course: \$75

Commercial Drivers License (CDL) Class B Exam Preparation

Do you enjoy driving and interacting with the public? Have you thought about becoming a transit, motor-coach, or activity/school bus driver but you are not sure where to start? Look no further! This course will introduce you to the career, cover requirements to obtain a Class B permit, and prepare you to take the permit exam. You will also have the chance to speak with local employers. You will need to be 18 or older and have a valid Class C license to take the exam. Additional fees apply to obtain your permit.

M-F, 10/19-10/23, 9 a.m. - 12 p.m., SEF-6461-185WT
RM 198, Goodwill Ctr., Goodwill
Fees: Course: \$50

Electrical Contractor License Renewal

This course is designed to provide electrical professionals with updated information on the National Electric Code, the N.C. Electrical Code and the local utility requirements. An emphasis is given to new changes in the code. This course has been approved by the N.C. State Board of Examiners of Electrical Contractors for 8 hours of continuing education credit.

S, 11/14, 8 a.m. - 5 p.m., ELC-3016-245WT
RM 446, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$80

Electrical Standard Inspection Level II

This course will prepare the student for the State of NC Electrical Inspection Level II exam. Students need to bring a copy of the 2017 National Electrical Code book and a calculator.

F,S, 10/2-10/10, 8 a.m. - 5 p.m., COD-3110-486WT
RM 446, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$135



eNotary

This course provides instruction to currently commissioned notaries who want to expand their existing qualifications to include electronic notarization. Topics include legal, ethical and procedural requirements of the Notary Act. Upon completion of this course with a passing exam grade of 80%, a person is eligible to make application with the NC Secretary of State office for eNotary. Textbook: *NC Electronic Notarization Manual* required. Students must have a current notary commission, and must present a current valid photo ID to be admitted to class.

S, 10/3, 8:30 a.m. - 12 p.m., SEF-7676-792WT
RM 431, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$55

Mechanical Standard Inspection Level III

This class is designed for the education and training of the Mechanical Level III code enforcement official and is built upon the information in the Mechanical Level I & II

F-SU, 11/20-11/22, 8 a.m. - 5 p.m., COD-3132-674WT
RM 437, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$80

Notary Public

Course covers material and required exam for becoming a notary. Upon class completion with a passing exam grade of 80%, a person is eligible to make application with the NC Secretary of State office. To apply for commissioning as a notary you must: be 18 years of age or older and a legal resident of the U.S.; be able to speak, read and write English; have a high school diploma or equivalent; and reside or have a regular place of work or business in NC. Students must present a current photo ID and have a copy of the required textbook to be admitted to class. Textbook: *N.C. Notary Public Manual, 2016 Edition*. Books are available to purchase at the Asheville Campus, A-B Tech Madison or A-B Tech South.

F, 8/28, 9 a.m. - 6 p.m., SEF-3874-462WT
RM 431, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75

TH, 9/24, 9 a.m. - 6 p.m., SEF-3874-466WT
RM 431, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75

S, 9/12, 9 a.m. - 6 p.m., SEF-3874-465WT
RM 431, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75

S, 10/10, 9 a.m. - 6 p.m., SEF-3874-467WT
RM 431, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75

F, 10/30, 9 a.m. - 6 p.m., SEF-3874-470WT
RM 431, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75

F, 11/13, 9 a.m. - 6 p.m., SEF-3874-471WT
RM 431, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75

S, 11/21, 9 a.m. - 6 p.m., SEF-3874-472WT
RM 431, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75

TH, 12/17, 9 a.m. - 6 p.m., SEF-3874-475WT
RM 431, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75

Office Professional Certification (OPC)

This course prepares you for an administrative position in all types of professional businesses. Students develop communication, organizational, leadership, and technology skills that prepare them for a high-tech, customer-focused environment. Practical application in the latest Microsoft Office products (Word, Excel and PowerPoint) increases the value brought to the workplace. Must have basic keyboarding skills and pass a computer assessment for class entry. Call Goodwill, at 828-298-9023 to schedule computer assessment.

M/W, 9/9-12/2, 9 a.m. - 1 p.m., OSC-7429-465WT
RM 214, Goodwill Ctr., Goodwill
Fees: Course: \$180

Real Estate Broker PreLicensing

Course necessary to satisfy the NC Real Estate Commission requirements for provisional broker status in NC. Designed to prepare student to pass the real estate license examination administered by the NC Real Estate Commission. Topics include basic real estate principles and practices, law and contracts, financing, closing valuation, fair housing and real estate laws. Class breaks for 30 minutes on Saturdays for lunch. Required textbook *Modern Real Estate Practice in NC, 10th Edition*. Instructor: Anne Rasheed

M/W,S, RLS-3700-015WT
M/W 5 p.m.-10 p.m.
S, 9 a.m. - 3:30 p.m.; Class will not meet 11/25 or 11/28.
RM 326, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$190

Real Estate Post 301: Broker Relationships and Responsibilities

Class is offered online only using the Zoom platform. Students must attend class on Zoom on the dates and times listed. Topics include agency relationships and duties, agency contracts and disclosure, and the practical aspects of working with residential buyers and sellers. Upon completion, students should be able to demonstrate knowledge and skills necessary to effectively work with residential buyers/sellers according to law and prevailing practices. 1/2 hour break from Zoom meeting each day for lunch. Required Textbook: *North Carolina Real Estate Manual*. Instructor: Anne Rasheed

TH,F, 8/13-8/21, 9 a.m. - 5 p.m., RLS-3702-005WT
RM Zoom, ZOOM, Online
Fees: Course: \$125

TH,F, 10/1-10/9, 9 a.m. - 5 p.m., RLS-3702-006WT
RM Zoom, ZOOM, Online
Fees: Course: \$125

Real Estate Post 302: Contracts and Closings

Class is offered online only using the Zoom platform. Students must attend class on Zoom on the dates and times listed. Topics include contract law concepts, residential sales contract preparation and procedures, closing procedures and closing statement preparation. Upon completion, students should be able to handle sales contract negotiations, prepare residential sales contracts, assist sellers/buyers prepare for closing and verify closing statements. 1/2 hour lunch break from Zoom meeting each day. Class will not be held on September 3rd or 4th to allow for Labor Day weekend plans. Required Textbook: *NC Real Estate Manual*. Instructor: Anne Rasheed

TH,F, 8/27-9/11, 9 a.m. - 5 p.m., RLS-3703-707WT
RM Zoom, ZOOM, Online
Fees: Course: \$125

Real Estate Post 303: NC Law/Rules & Legal Concepts

Class is offered online only using the Zoom platform. Students must attend class on Zoom on the dates and times listed. Topics include general NC licensing requirements, brokerage compensation issues, the disciplinary process, specialized types of real estate, property management and misc. NC laws. 1/2 hour lunch break from Zoom meeting each day. Required Textbook: *North Carolina Real Estate Manual*. Instructor: Anne Rasheed

TH,F, 9/17-9/25, 9 a.m. - 5 p.m., RLS-3706-117WT
RM Zoom, ZOOM, Online
Fees: Course: \$125

Spanish for the Workplace

Explore the benefits of communicating with basic Spanish in today's global economy. This course provides an introductory study of survival Spanish in the workplace for non-Spanish speaking employers, employees and job seekers who desire to enhance communication skills. Students will learn to identify, minimize or eliminate barriers to communication and understanding between native Spanish speakers and non-Spanish speakers. The course utilizes a variety of engaging methods to address basic Spanish commands, yes/no questions and simple phrases critical to the workplace.

M, 10/5-11/9, 6 p.m. - 8 p.m., FLI-7700-228WT
RM 441, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$80

Plumbing Foundations new

Have you thought about a career in plumbing and would like to learn more? This class will prepare you with the basic theory needed to become a plumber's helper, which could lead to an apprenticeship. Topics covered includes: basic fittings, fixtures, drainage, waste, ventilation and safety. For more information, please contact Carol Faust at 828-398-7924 or carollfaust@abtech.edu.

Welding

This basic welding class covers mig, tig, stick and arc welding and is an excellent course for beginners or those simply wishing to brush up on their current welding skills. Students will be required to purchase personal protective equipment for this course (do not purchase before the first class session). Attendance at the first class is required.

T/TH, 8/27-11/5, 6 p.m. - 10 p.m., WLD-3106-349WT
RM 190, Dogwood, Asheville Campus
Fees: Course: \$256.35





In 2017 our region was awarded \$250,000 for a competitive innovation grant from the NC Department of Commerce to expand NC Works services to underrepresented populations and communities. The goal was to upskill at least 100 individuals to equip them with a postsecondary credential so they will be on a career pathway to earn \$15 per hour or more.

Up Skill WNC—Buncombe was expanded in October 2017, when A-B Tech Community College hired its first Certified Peer Support Specialist. In January 2018, the focus shifted, now honing in on justice involved citizens who are reentering society within the past two years, the assessing and meeting of the criminogenic needs, and by doing so decreasing the chances of reoffending.

Up Skill WNC 2.0 is a community based peer support program for justice involved citizens who are reentering society and the workforce. Those who have been released from prison within the past year will receive priority for community based peer support services. Up Skill WNC adopted the comprehensive case management style of care coordination from the Care Coordinators of management care organization, VAYA Health. Community based peer support services include: navigating the NC Works system, transportation to appointments and interviews during initial stages of reentry, training on how to talk about “the tough stuff,” enrollments while in custody whenever possible, home visits, coordination of reentry services with community partners, assistance with applications for entitlement benefits, assistance with A-B Tech enrollment steps, judicial advocacy, progress reports to probation and parole, and more. The comprehensive, care coordination ensures that justice involved citizens do not become victims of the opportunity gap and “slip through the cracks.” Navigators provide the additional motivation and peer support while connecting each participant to the community resources that are available to them. We also have wonderful partners, like the Walnut Cove Community, who contribute to our supportive services funds that help with emergencies, bills, trainings, etc. As peer support specialist who have successfully reentered society, we understand the unforeseen needs of our clients.

Up Skill WNC 2.0 is a pipeline development tool for companies whose hiring policies permit them to hire justice involved citizens. The goal of Up Skill WNC is to secure living wage jobs for justice involved citizens with hopes of solidifying career paths while doing so. By collaborating with companies in various industries, Up Skill WNC 2.0 strives to establish apprenticeships (preferably registered with the US Department of Labor) and write On-the-Job Training (OJT) Contracts, so that the needs of the employer and employee are met: skilled laborers for the employer & real income for the employee. Many have said that work based learning is the solution.

For more information, contact Phillip Cooper at **828-398-7333** or email philipacooper@abtech.edu.



Greetings from the Barber Academy

The Barber Academy curriculum prepares the student for a successful career as a professional barber. Graduates of this program will be prepared for and eligible to take the state board examination which consists of a written and a practical examination. This examination is given by the North Carolina State Board of Barber Examiners (NCBBE) and, upon passing, the student will receive an apprentice barber license.

Students attend the barber academy for 1528 clock hours. During that time lectures, demonstrations, and hands-on experience is provided on the subjects of shaving, hair-cutting, implements, chemistry, anatomy, chemical hair products, and business classes.

The Barber Academy has no plans for online classes currently. The North Carolina Barber Board allows only lectures to be held online. With demonstrations and hands-on practice both integral to the study of barbering, we have decided not to hold online classes.

We are working on the new procedures and protocols for the barbering program. Students have been assigned a questionnaire that will help ensure safety within the classroom as well as on campus and in future barber shops. It is crucial that the Barber Academy is focused on the health and welfare of students, teachers, support personnel, and clients. We are committed to defining and executing best practices in order to provide a safe barbering environment. Now, more than ever, we are fortunate to be attending A-B Tech. With the college's focus on student and faculty safety, the Barber Academy shall provide the community with the stability and safety that barbers and clients will expect now and in the future.

The Barber Academy is in the Birch Building on A-B Tech's Asheville campus. It is adjacent to the cosmetology program's Cosmetology salon and classrooms, but the programs are not affiliated. Learn more at abtech.edu/barber or contact Jay Kaufmann at josephjkaufmann@abtech.edu or call 828-398-7609.

Partnerships - "To join or associate with another as partner"

Aside from our various locations – Asheville Campus, Enka site, Madison Site, A-B Tech South and A-B Tech Woodfin – there are also many organizations across Asheville and Buncombe counties that we are proud to join with, as we fulfill our vision of

Changing Lives and Strengthening Communities. We are featuring just a few and them in this publication but will continue to do so in future schedules.

Did you know we partner with:

Asheville Buncombe Community Christian Ministry (ABCCM) Veterans Restoration Quarters - Their mission is to create a principle-based environment and comprehensive residential program that addresses every area of restoration in the life of a homeless Veteran.

ABCCM Transformation Village - Transformation village is ABCCM's vision of taking every single woman, mom with children, and intact family off the street or out of a car.

Goodwill Industries of NW North Carolina - a nonprofit organization that has served the community since 1926. Through the sale of donated items in their stores, they fund employment and training programs that help people find hope, opportunity and jobs.

Goodwill (veterans) - Veterans Services - <https://www.goodwillnwc.org/buncombe-county-career-center-copy/>

Goodwill's Veteran Services program connects United States Armed Forces Veterans and their families with the work and support they need. This program is designed to serve those who served by assisting them and their families with the following: Assessment and Planning, Career Coaching, Resume Preparation, LinkedIn Profile Setup, Job Skills Training, Career Placement Assistance and Community Resource Information. In order to become a participant, you must be a Veteran of any United States Armed Service branch, be the spouse of a Veteran, or the dependent of a Veteran. Documentation is needed upon enrollment. For more information, please call (828) 298-9023 ext. 1144.

NC Department of Public Safety – partnerships include Black Mountain Substance Abuse Treatment Center for Women, Craggy Correctional Center and Swannanoa Correctional Center for Women.

UpSkills – <https://www.facebook.com/UpSkillWNCBuncombeCounty/>

We provide comprehensive community-based peer support for justice involved citizens who are re-entering the workforce with an emphasis on those who have been released from prison within the past year.

Western Carolina Rescue Ministry – which serves the homeless, poor and addicted populations of Western North Carolina.

A-B Tech is proud to work with so many dedicated community members. I look forward to sharing more of our community partners in the future.

BioNetwork provides education, outreach and laboratory training for businesses, entrepreneurs and community partners engaged in advancing the life science economy across North Carolina. These services focus on emerging opportunities and practical information required for compliance with federal regulations.

Phone: 828-782-2328

Email: asheville@ncbionetwork.org

Web: abtech.edu/bionetwork

Facebook.com/bionetworkatabtech

Twitter: @food_bev_sci

BioNetwork

Fermenting Fruits and Veggies new

Learn to grow probiotic cultures that will aid digestion, preserve foods, and add flavor and nutrition to fruits and vegetables. This course is designed to promote creativity while tasting and learning how to make probiotics. By the end of this course, you will be able to make your own fermented products like kimchi, ginger, turmeric, and beet kvass, and tepache (made from pineapples)! Learn where they came from, why they are necessary for our health, and how you can grow them in your own home. Walk away with new and exciting recipes to try at home like yogurt, kombucha, and sauerkraut.

TH, 11/12, 6 p.m. - 8 p.m., SEF-9134-030BW

RM 221, TCC, A-B Tech Enka

Fees: Course: \$50, Ins: \$1.35

FSPCA Preventive Controls For Human Foods: Preventive Controls Qualified Individual (PCQI)

Are you looking to become a Preventive Controls Qualified Individual (PCQI)? Completing our course is one way to achieve that goal. Developed by the Food Safety Preventive Controls Alliance (FSPCA), this course is the standardized curriculum recognized by FDA. Regulations for the Current Good Manufacturing Practice (CGMP), hazard analysis, and risk-based preventive controls permit only a PCQI to perform certain activities. So if you are looking for a career in safe manufacturing, processing, packing, and holding of food products, consider PCQI training today. Successful completion of FSPCA Preventive Controls for Human Food requires attendance at all sessions.

F, 8/28-9/11, 8 a.m. - 5 p.m., SEF-9084-031BW

RM 1040, Small Business Ctr., A-B Tech Enka

Fees: Course: \$250

Introduction to Sensory Science

Sensory evaluation of food and beverages isn't just for brewers or food scientists! Have you ever wondered what's going on when you eat something spicy? Why are some people overwhelmed by an aroma that you can barely perceive? This course will provide an overview of how your senses work and how those in the food and beverage industries can utilize sensory information in quality control, product development, and even to make business decisions. Or, you may finally settle the name brand vs. generic debate!

T, 11/10-11/24, 6 p.m. - 8 p.m., SEF-9135-032BW

RM 112, TCC, A-B Tech Enka

Fees: Course: \$40

Introductory HACCP

Developing or following a Hazard Analysis Critical Control Point (HACCP) plan can be daunting. In this course, learn how HACCP systems work and your role in regulatory compliance. A series of interactive class exercises helps you nail down the step-by-step process of developing and implementing an HACCP plan. Plus, you gain practical knowledge to control hazards in numerous types of ingredients and production processes. Led by an International HACCP Alliance approved instructor, this accredited course is consistent with the intent and scope of FSIS Pathogen HACCP regulations. To earn a certificate displaying the International HACCP Alliance seal, you must be present and active for the entire course.

TH,F, 10/15-10/16, 8 a.m. - 5 p.m., SEF-9078-033BW

RM 1040, Small Business Ctr., A-B Tech Enka

Fees: Course: \$200

Regulatory Training

We offer regulatory training classes for small to large business, for annual staff training, professional development, and regulatory compliance. Including courses with third party certification.

These courses include:

- Elements of Current Good Manufacturing Practices
- (CGMP) for the Food, Beverage, and Natural Products Industries
- FSPCA Preventive Controls For Human Foods: Preventive Controls Qualified Individual (PCQI) HACCP and Sanitation for Craft Beverages Introductory HACCP

For more information on scheduling these courses for yourself or your employees please visit ncbionetwork.org/food-manufacturing or contact us at asheville@ncbionetwork.org.

Segment Two - Seafood HACCP (AFDO Accredited)

Advance your food safety career with a certificate from the Association of Food and Drug Officials (AFDO). This certificate provides evidence that you have met the FDA Seafood HACCP training requirement. You can earn your certification by attending our FDA-recognized course, Seafood HACCP Segment Two. It's a one-day practical course developed by AFDO and the Seafood HACCP Alliance. Qualified SHA/AFDO instructors teach this FDA-recognized course. PLEASE NOTE: To receive the certificate of course completion from AFDO and SHA, you must first complete the Basic Seafood HACCP Segment One Internet Course and provide a copy of the Internet course completion E-mail to show that you have completed the Segment One Internet course to be eligible to attend this Segment Two Course.

F, 9/25, 8 a.m. - 5 p.m., SEF-9126-034BW
RM 1040, Small Business Ctr., A-B Tech Enka
Fees: Course: \$175



Learn, Formulate and Test Test Kitchen and Natural Products Laboratory



Located at A-B Tech Enka, BioNetwork's facilities provide onsite equipment rental, laboratory testing, and training opportunities for entrepreneurs, chefs, restaurateurs, and enthusiasts with the desire to explore new and alternative food and beverage formulation, presentation techniques, and cooking methods.

<https://www.ncbionetwork.org/food-manufacturing>



A-B Tech Small Business Center and Business Incubation Program

The Small Business Center provides a number of services targeting both prospective and existing Small business owners. Confidential counseling, a resource library and access to experts in the accounting, legal, management, marketing and technology fields are some of the free services provided through the Small Business Center.

The Center for Business and Technology Incubation offers a business incubation program which helps accelerate the sustainable development of both start-up and emerging companies by providing entrepreneurs with an array of targeted resources. The incubation program offers facilities, access to equipment, small business counseling and networking opportunities; all of which are critical to successful business development.



For more information about the A-B Tech Small Business Center and Business Incubator, please visit: abtech.edu/sbc.

A Message from the A-B Tech Small Business Center

Small Business Center Program Friends,

The occurrence of COVID-19 has been unexpected and challenging, to say the least. Unfortunately, it has forced us outside of our comfort zones and into our homes. Like entrepreneurial triumphs, success in our own personal journeys will be determined by how well each one of us is able to adapt and move forward. Particularly, in an environment that is, and will continue to be, a lot different than it was less than a year ago. We have all seen the motivational and inspirational stories of people helping others. Including the extraordinary things that our peers at the College are doing within our community. Things that make us proud to be part of the A-B Tech family. Hopefully, this has forced each of us to ask ourselves, “What can I do”. The Small Business Center has been no different and here are some of the things that we are doing as a local and statewide initiative.

Our promise to you:

We will continue to offer unique programs while leveraging various platforms for delivery. The A-B Tech Small Business Center has always taken pride in being the innovator when it comes to offering unique, and interactive, programs that are facilitated by capable trainers. We have moved several of our FREE programs online and will continue to have more web-based offerings in the future. We still plan to make in-person trainings the priority because we feel that entrepreneurs need to be able to connect on a personal level. We hear our attendees when they tell us that one of the greatest benefits from attending a class is being able to meet someone, in the room, who becomes a future business partner, customer, or mentor. We have also discovered that, for us to be able to serve our economic development partners and our community better, we need to maintain a more flexible program schedule. Much of the programs that we offer will no longer be a part of this publication allowing us to be more reactive to the programmatic needs of our community. Therefore, we are asking those who are interested in our programs to follow us on social media via Instagram and Facebook. You can also go to <https://bit.ly/3d3TRx3>.

We promise to remain resilient and nimble. Resilient and nimble are two words that our team has used a lot over the past few months. This will translate into how we do business. Yes, we will continue to offer confidential, one-on-one business counseling, at no cost, in addition to the previously mentioned programs. This is exciting because we’ve discovered new ways of delivering counseling, trainings, and events that will include even more engagement.

We will continue offering higher level counseling. The Small Business Center Network has heard the call from those of you who have needed our assistance now more than ever. We have expanded our scope to include additional, qualified business counselors for the rest of 2020. Yes, we are known for helping start-ups and even those who are embarking on their entrepreneurial journeys looking to flush out an idea. Keep in mind that we do consider ourselves to be the “front door” for ANYONE who is looking for business assistance, regardless of your business acumen or experience. Be sure to contact us, if you ever need someone to discuss your business with. You can fill out an electronic request for counseling form anytime at <https://bit.ly/2ZDkhSj>.

We will keep you top of mind. Rest assured that our goal is to help you be successful. We will always keep your best interest at the forefront of every decision that we make. We will never let our metrics cloud our judgement when it comes to those who depend on us for critical information whether it be in determining who our collaborative partners are, which programs we decide to offer, or what advice we give as a resource provider. Your business is part of your life and we are honored that you have decided to include us in your journey.

We would like to thank each one of you for your ongoing support. We would not be able to successfully carry out our mission if it were not for you.

The A-B Tech Small Business Center Team

Small Business Center FAQ

Why should I go to the A-B Tech Small Business Center?

We are part of the NC Community College System (NCCS) Small Business Center Network (SBCN) which is comprised of 58 directors statewide. The SBCN directors make up the only certified small business development network in NC, with an active credentialing program. Please visit the SBCN website at <http://www.ncsbc.net/> for more information. For more information about the unique offerings that the A-B Tech Small Business Center has to better serve our community please visit our web page at www.abtech.edu/sbc.

I want to start my own business. Where do I start?

We recommend that you start with our NO COST seminar series, “Starting a Better Business”. This will help you start the process of determining if business ownership is right for you as well as provide you with some good overall information regarding the business planning process.

How do I register for these NO COST seminars?

Please visit our website at www.abtech.edu/sbc and click on the calendar link for a complete listing of Small Business Center programs. While viewing the calendar, click on any seminar listing for a detailed course description including a link to the seminar registration page.

At which of the A-B Tech locations can I find your offices?

We are located at Asheville Buncombe Technical Community College’s Enka site located at 1465 Sand Hill Rd, Candler, NC 28715. Our office hours are from 8:30 am – 5:30 pm Monday through Friday. Although, as a convenience to our hard working entrepreneurs, we do offer a number of seminars in the evening.

Do you offer one-on-one counseling?

Yes. We offer confidential counseling, by appointment only. You may go online to request counseling at: <https://bit.ly/2zwTrOJ>

I don’t see some of the seminars that I know you’ve offered in the past. Will you offer them again?

We offer a number of seminars based on numerous business-related topics each year. There are a number of fundamental seminars that we do offer on an ongoing basis covering topics such as bookkeeping, start-up, taxes, marketing, and business planning. Some other topics are unique and are offered based on the need expressed by the public. If there is a topic that you would like to see covered by the A-B Tech Small Business Center please contact Duane Adams via email at duanecadams@abtech.edu.

NEW DATE! November 18, 2020 Western Women’s Business Conference

Each year, the A-B Tech Small Business Center, Carolina Small Business Development Fund and the Small Business and Technology Development Center at WCU partner to bring together women entrepreneurs, business experts, nationally-renowned speakers, and artists for a full day of inspiration, learning and networking. All with the goal of building a diverse, sustainable, and innovative entrepreneurial community here in western North Carolina. Participants represent true diversity, with a goal of engaging all groups of people in this important initiative to create positive economic change! For more information, contact Jill Sparks at 828.398.7949 or jillmspark@abtech.edu or visit www.abtech.edu/sbc.

Please note that Small Business Center program schedule is subject to change. Those programs that are scheduled to be held in person will be moved online, or cancelled, in the event that COVID-19 still presents itself as a formidable health risk. Please be sure to pre-register for your program of interest in order to receive updates.

Entrepreneurship

Deep Dive Lab: Business Blueprint for Creatives and Alternative Learners ^{new}

Not sure where to start in your creative business? Started, but feeling stressed, confused or overwhelmed? If traditional business education has been challenging, then this deep dive is for you. Johanna Hagarty an Arts Economic Development Specialist and Creative Business Coach for 10yrs has created many business courses specifically geared towards the creative mind. Using the ABC's, a proven education model ALL entrepreneurs are familiar with, this deep dive will discuss the 5 most important areas of business and how to manage each of them as a team or a solopeneur.

TH, 9/10, 9 a.m. - 11 a.m., <https://bit.ly/2ZuFQEK>
RM 2046, Small Business Ctr., A-B Tech Enka
Fees: Course: FREE

Deep Dive Lab: Craft a Speech Worth Sharing ^{new}

Join Barrie Barton for a "Deep Dive" on developing and delivering a speech worth sharing! Barrie is the founder and lead facilitator of Stand and Deliver, a presentation and communication skills coaching firm for corporate professionals and teams. Stand and Deliver Asheville combines Ms. Barton's decades of experience as a facilitator, educator, director and performer to uniquely develop the art and skill of dynamic presentations and effective communication for all who participate.

TH, 12/10, 9 a.m. - 11 a.m., <https://bit.ly/2tQB3Qd>
RM 2046, Small Business Ctr., A-B Tech Enka
Fees: Course: FREE

Deep Dive Lab: Legal Building Blocks for New and Small Businesses ^{new}

Martha S. Bradley is an Associate at Hall, Booth, Smith in Asheville, North Carolina, and she counsels clients on a wide range of business litigation and transactions, real estate disputes and construction matters. Earlier in her career, Martha was the local managing attorney for another firm in Asheville, where she served as counsel-of-record for business and real estate litigation at all stages. Join Martha for this Deep Dive Lab on understanding the legal foundations of your business.

TH, 10/15, 9 a.m. - 11 a.m., <https://bit.ly/2tQB3Qd>
RM 2046, Small Business Ctr., A-B Tech Enka
Fees: Course: FREE

Deep Dive Lab: Small Business Accounting ^{new}

Alicia Sisk-Morris will take us through a deep dive on what is most important for your small business accounting. Alicia is the proud managing member of her own woman-owned CPA firm, Alicia Sisk-Morris, CPA PLLC. Her clients have included construction and engineering firms, retail businesses, wholesalers, and health professionals. She has also worked professionally with creative businesses such as visual and performing artists, acupuncturists, massage therapists, inventors, and musicians. She brings over 20 years of accounting experience, as well as 26 years of experience in business development experience.

TH, 11/12, 9 a.m. - 11 a.m., <https://bit.ly/2tQB3Qd>
RM 2046, Small Business Ctr., A-B Tech Enka
Fees: Course: FREE

Harnessing Your Cash Flow

This session will cover creating Cash Flow Statements. Your business has money coming in and going out. Where is your money going? If your business makes a profit, why isn't there the same amount of money in your bank account? The WWBC will answer these questions and more to help you get a handle on your finances.

TH, 11/5, 9 a.m. - 4 p.m., <https://bit.ly/2ZuFQEK>
RM 2046, Small Business Ctr., A-B Tech Enka
Fees: Course: FREE

How to Design a Newsletter for Your Business Using Mailchimp ^{new}

Mailchimp is a free program (up to 2000 subscribers) that works great for small businesses to send out newsletters to their customers. This class will cover how to set up a mobile friendly Mailchimp template and to schedule and send your first newsletter. We will learn how to insert content blocks, including images, text and videos. We will also show how to display social media icons, and discuss best practices for when to send newsletters, subject lines and how to review analytics.

W, 10/21, 3 p.m. - 5 p.m., <https://bit.ly/2tQB3Qd>
RM Zoom, ZOOM, Online
Fees: Course: FREE

How to Start a Nonprofit

Starting a non-profit organization can be rewarding and fulfilling. Review the basics on how to start such an organization, how to manage it and what resources are available.

T, 10/6, 5:30 p.m. - 7:30 p.m., <https://bit.ly/2ZuFQEK>
RM Online, ZOOM, Online
Fees: Course: FREE

Marketing with a Bang

Take your business' marketing to a whole new level in this seminar. Attendees will learn the basics of marketing, common approaches and tactics, how to determine their target market, brand messaging, competitor analysis, and ways to develop strategies to be successful.

W, 8/19, 1 p.m. - 2 p.m., <https://bit.ly/2ZuFQEK>
RM 2046, Small Business Ctr., A-B Tech Enka
Fees: Course: FREE

T, 11/10, 1 p.m. - 5 p.m., <https://bit.ly/2ZuFQEK>
RM 2046, Small Business Ctr., A-B Tech Enka
Fees: Course: FREE

Preparing for a Small Business Loan

LEARN how to plan for the business loan that you need. Whether you're a start-up business or you're interested in expanding your business, this workshop is here to guide you through the process to secure a business loan. DISCOVER why businesses borrow money, what lenders are looking for when reviewing your application, and the importance of writing a business plan and having a cash flow projection. CONNECT with a member of the Western Women's Business Center team who is capable of helping you navigate the process.

W, 11/4, 9 a.m. - 11 a.m., <https://bit.ly/2ZuFQEK>
RM 2046, Small Business Ctr., A-B Tech Enka
Fees: Course: FREE

TH, 8/20, 9 a.m. - 11 a.m., <https://bit.ly/2tQB3Qd>
RM 2046, Small Business Ctr., A-B Tech Enka
Fees: Course: FREE

Rocket Business Plan

ROCKET BUSINESS PLANNING workshop is a quick and intensive way to get the tools needed to write a business plan in one-week. The workshop will take place over two days in the same week, with fast paced sessions covering the following topics: marketing, operations, financials, entrepreneur role, capital funding and business planning.

M-W, 10/26-10/28, 12 AM - 5 p.m., <https://bit.ly/2ZuFQEK>
RM 2046, Small Business Ctr., A-B Tech Enka
Fees: Course: FREE

SCORE: Basics of Bookkeeping

This seminar covers accounting basics that every small business owner should know. Learn your responsibilities for taxation and record-keeping to ensure you are in compliance with Federal, State and local regulations. Presented by SCORE.

S, 8/15, 10 a.m. - 12 a.m., <https://bit.ly/2ZuFQEK>
RM Online, ZOOM, Online
Fees: Course: FREE

SCORE: Financial Planning for Starting a Business

Description: Learn how to construct an opening balance sheet, profit & loss statement, and sources & uses of cash statement for a start up (or on going business) to assist in managing the enterprise, capital raising, incentivizing key employees, etc. We will also identify and compute key financial metrics to help in building balance sheets as well as tracking a company's financial health and solvency.

S, 8/29, 10 a.m. - 12 p.m., <https://bit.ly/2ZuFQEK>
RM Online, ZOOM, Online
Fees: Course: FREE

SCORE: How to Find Your Customers

Finding customers is about understanding your markets. Market research isn't just for startups; it's an important ongoing process for every small business. Developing a focused and effective marketing plan requires up-to-date market analysis. Discover the variety of market research tools that will give you critical information about your industry and customers. Get the data you need. Suitable for those starting a business as well as those with an established business.

S, 9/12, 10 a.m. - 12 p.m., <https://bit.ly/2ZuFQEK>
RM Online, ZOOM, Online
Fees: Course: FREE

SCORE: Marketing Your Business

Marketing for the 21st Century small business is more dynamic and challenging than ever. Discover how to effectively and efficiently use marketing tools. Gain insights to understand and reach your customer, analyze your industry and business environment and differentiate between branding, advertising, and grassroots marketing techniques. Suitable for those starting a business as well as those with an established business.

S, 9/26, 10 a.m. - 12 p.m., <https://bit.ly/2ZuFQEK>
RM Online, ZOOM, Online
Fees: Course: FREE



Asheville SCORE is part of a national non-profit association dedicated to entrepreneur education and the formation, growth and success of small businesses. SCORE volunteers are real-world professionals with time-tested knowledge who provide assistance to those wanting to start a business as well as those with an existing business. As part of our ongoing effort to make information easily assessable, A-B Tech's Small Business Center sponsors a variety of SCORE seminars each term. PLEASE NOTE: Students must register online at www.asheillescore.org. For more information, please call 828-271-4786.

Using Analytics to Develop Your Business Platform

How many people visited your website this week? What parts of the world are they visiting from? How long did they stay? What page keeps people's attention the longest? Google Analytics offers the free tool to track and improve business. We will start with setting up an account followed by adding the tracking code to the website. The majority of the class will cover navigating and understanding the basic reports. The main focus of this class will be an introduction to the short and long term benefits of utilizing Google Analytics to help grow website traffic. Mobile activity, social media, and live tracking will also be discussed.

T, 9/15, 3 p.m. - 5 p.m., <https://bit.ly/2tQB3Qd>

RM Zoom, ZOOM, Online

Fees: Course: FREE

Using Squarespace to Build a Website for Your Business

Squarespace® is the leading content management system available today. Whether you're just getting started or are an established brand, this powerful and secure platform helps grow your business. We will learn how to design handcrafted websites that look beautiful on every device and that produce top results in Google. We will start by choosing a template on the new 7.0 platform, and learn how to edit fonts, colors, and web page layouts. We will go over all their tools, and how to design a great business website for Google and your customers.

W, 9/30, 3 p.m. - 5 p.m., <https://bit.ly/2tQB3Qd>

RM Zoom, ZOOM, Online

Fees: Course: FREE

Using WordPress to Build a Website for Your Business

Are you trying to get the word out about your local business? Looking for new clients, or trying to show that your business has a new and improved look? From landscaping to catering companies, everybody needs a website and there is no easier platform these days than WordPress. With the ability to easily add content, Google maps, videos and photos, there is no reason why your business should not have an impressive looking website full of details and ways for potential clients to contact you. Let Boomer Sassmann of Big Boom Design take you through this process. Sign up today!

T, 9/8, 3 p.m. - 5 p.m., <https://bit.ly/2tQB3Qd>

RM Zoom, ZOOM, Online

Fees: Course: FREE



Stay connected with the A-B Tech Small Business Center to receive program and information updates throughout the year! Follow us on Instagram at [abtechsmallbusinesscenter](https://www.instagram.com/abtechsmallbusinesscenter). You can also like us and check out our weekly briefing on the A-B Tech Small Business Center – Growing Small Business Facebook page.



New seminars and events are often added to the A-B Tech Small Business Center calendar page at <https://www.abtech.edu/small-business-center/seminar-calendar> throughout the year. Be sure and check the calendar, periodically, for program information including descriptions, and registration information.

SMALL BUSINESS CENTER CLIENT PROFILE:

Ann Smith

Leap Frog Tours

What is your business?

Leap Frog Tours is a full-service tour and transportation company. We offer tour services for groups of all sizes, from craft beverages to art to nature and everything in between. Most tour companies have a singular focus, like beer or hiking tours, but we provide all kinds of tours. We have a roster of itineraries that we can easily customize for our clients. We also provide transportation for groups and events. Wedding transportation has become one of our specialties. We're really proud that we've provided transportation for more than 100 weddings since we started our business in late 2016. With all of our services, we take a consultative approach to design the excursion activities and transportation that best suits our customer's budget, timing, preferences, and headcount.

What is the most challenging aspect of owning a business?

There are so many details to manage and things I need and want to accomplish to make my business successful. There just aren't enough hours in the day to do everything. My to-do list is always long, and I've just gotten used to that fact. I prioritize the things that must get done that day, and then I do my best to tackle one or two additional action items as well.

How has the A-B Tech Small Business Center (SBC) assisted you?

The Small Business Center has literally been a lifeline for my business. Back in April of 2019, I took a pilot business development class at the Small Business Center taught by Ryan Taylor. It was his "Recrepreneur" class. That's how I initially found out about all of the services that the A-B Tech Small Business Center offers to small business owners. Shortly after I finished Ryan's 3-week class, I met with him for a mentoring session where he helped me develop a pricing calculator to standardize my pricing. To this day, we use that calculator to price every single estimate.

A few weeks after working with Ryan, my business partner left the company. I immediately reached out to Jill Sparks to inquire about joining the incubator program. I knew I needed help and support to run my business as the sole owner. As soon as I got into the incubator program, I started taking business development classes. I take every class that makes sense for my business that I can fit in my schedule, general marketing, Instagram and YouTube marketing, financial management, cash flow, etc. I've also taken advantage of one-on-one help with an instructor from the Western Women's Business Center who helped me with cash flow and Quick Books.

Jill also recommended my business for the Western Carolina University senior capstone business program where a team of students had a semester-long class project to analyze my business and make recommendations for growth and improvements. It was really fun to work with the students and hear their ideas. I've implemented several of their suggestions for social media.

Jill also suggested that I apply to the ScaleUP WNC program offered by Mountain Biz Works. I was selected for the 2020 cohort, which kicked off right as the pandemic was hitting our country and our community was shutting down. The program quickly shifted to virtual sessions. Leap Frog Tours is one of approximately 10 local businesses in the program. It's been a tremendous support system during the pandemic ... to know I'm not alone as I navigate my business during this perilous time, to get advice and guidance specifically tailored to unprecedented situation we are in, to ask questions about PPP and EIDL loans, to share ideas and get immediate feedback from my small business peers and the instructors.

Since the covid-19 crisis, I've been so thankful that my business was part of the Small Business Center. I was immediately able to reach out to key people, like Jill, to ask for guidance. I attended so many webinars hosted by the Small Business Center to hear the latest information about the covid-19 situation, and now about safely restarting my business. I don't know what I would have done without all of the resources from the A-B Tech Small Business Center.

How has COVID-19 impacted your business?

My business quickly came to a screeching halt. Any tours and transportation gigs that were booked in March and April were immediately cancelled. After the initial shock of the shut-down, all of our other clients with spring and summer bookings rescheduled instead cancelling. Although we haven't been running tours and providing transportation, we've kept our doors open virtually to assist clients who want to book events in the fall, winter, and the spring of 2021. Turns out that love conquers all and couples are still planning weddings. We've booked nearly a dozen gigs for wedding transportation during the covid-19 shut-down.

What has the pandemic taught you as a businessperson?

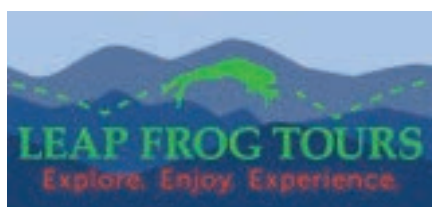
It's taught me to get creative to find solutions and step even further outside of my comfort zone. For example, right before the shut-down, I worked out a deal with the owner of the Dig Local app to become their activities blogger. When covid-19 hit, there weren't any activities to blog about. I didn't want to let this brand-new relationship wither away, so I suggested to Dig Local that we create a video series highlighting local business ... how they were coping with covid, how people could still purchase/engage with them, how they were helping the community, etc. The #digAVL video series has been very wellreceived. The videos have been a way to lift-up other business in our community and share positive stories during a terrible situation. For me personally, I was able to build a strong relationship with Dig Local, meet other business owners, and keep the Leap Frog Tours name out there even though we weren't providing tours and transportation. I didn't know how to make videos, but I figured it out. I've also thought long and hard about how I can capitalize on the knowledge and relationships I've gained since I started Leap Frog Tours. We've found so much success with wedding-related experiences, with transportation and bachelor and bachelorette parties. I realized I know so many wedding planners, wedding venues, and other players in the wedding industry in Western NC. Given my writing background, I decided to launch a wedding resource blog. It's called gethitched Asheville.com. It's a way to share my insights about the wedding industry, position myself as a knowledgeable resource, and hopefully drive wedding transportation and bachelor/bachelorette tours back to Leap Frog Tours.

Your business is somewhat tourist related. What long term effects do you see this having on the industry?

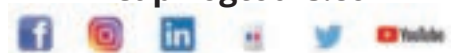
Tourism will definitely return to Asheville and Western NC, but I don't think we will see the pre-covid level of tourism until there is a vaccine or a reliable antibody test. Since we've continued to book wedding transportation during the pandemic, that's a strong indication to me that weddings will be the first segment of our industry to return to normal. I'm also starting to get calls for group tours, but they are families and groups of people who know each other. I think tours like this will resume fairly quickly. I think it's going to be quite a while before tours resume with mixed groups of people who don't know each other.

What advice would you give aspiring entrepreneurs?

I had no idea that services like the A-B Tech Small Business Center existed when I started my business. My business partner and I made a lot of mistakes because we didn't know any better. Had we known of the many business development resources available to us, we likely wouldn't have made some of our mistakes. With that said, every mistake has taught me an invaluable lesson so I have to look at the bright side in that regard. My advice for other entrepreneurs—seek out free help, guidance, and support. So many people are going to try to sell you something, like advertising, digital marketing packages, or accounting services. Before you spend any money, take classes and look for free business develop resources from the Small Business Center.



Leapfrogtours.com





To Enroll in Online Courses Visit:

www.ed2go.com/abtech

New sessions begin: 8/12, 9/16, 10/14, 11/11, 12/9

Asheville-Buncombe Technical Community College is pleased to offer a wide range of convenient and highly interactive online classes with a focus on creating warm, supportive learning communities. Each high quality course includes twelve comprehensive lessons, quizzes and a discussion area. A final exam tests your newly acquired knowledge at the end. Courses can be completed entirely from your home or office at any time of the day or night! For detailed online course information: Visit ed2go.com/abtech and enter a class title, subject or keyword in the Search box. Click on the title that interests you and at the next page and you will be able to view the course description, instructor bio, full syllabus, student reviews and system requirements.

Community Enrichment Courses

Course Fee \$89

Digital Photography

Photographing Nature
Photographing People

Health and Wellness

Human Anatomy and Physiology
Human Anatomy and Physiology II
Introduction to Natural Health and Healing

Life and Work Development

Get Assertive
Grammar Refresher
Grammar Refresher II
Keys to Effective Communication
Mastering Public Speaking
Math Refresher

Special Interest

Introduction to Screenwriting
Secrets of the Caterer

Special Interest, continued

Start Your Own Arts and Crafts Business
Wow, What a Great Event!

Test Prep

GRE Preparation 1 – Verbal and Analytical
GRE Preparation 2 – Quantitative

Writing and Publishing

Beginner's Guide to Getting Published
Introduction to Internet Writing Markets
Mystery Writing
Publish and Sell Your E-Books
The Craft of Magazine Writing
The Keys to Effective Editing
Write Fiction like a Pro
Writing Essentials
Writing for Children
Writing the Fantasy Novel
Writing Young Adult Fiction

For questions regarding these courses contact Jo Stahle at ellenjstahle@abtech.edu or 828-398-7369.

Occupational Training Courses

www.ed2go.com/abtech

Course Fees: \$75

Accounting

Accounting Fundamentals
 Accounting Fundamentals II
 QuickBooks Online Introduction
 QuickBooks 2019 [Intro and Inter]*
 QuickBooks 2018 [Intro and Inter]
 QuickBooks 2016 [Intro and Inter]
 QuickBooks 2015 for Contractors
 QuickBooks 2015 [Intro and Inter]
 QuickBooks 2015 Payroll

Business & Workplace Skills

Administrative Assistant Applications
 Administrative Assistant Fundamentals
 Business Finance for Non-Finance Personnel
 Communication: Achieving Success with Difficult People
 Creating a Successful Business Plan
 Customer Service Fundamentals
 Distribution and Logistics Management*
 Effective Business Writing
 Explore a Career as a Paralegal
 Fundamentals of Supervision and Management I
 Fundamentals of Supervision and Management II
 High Speed Project Management*
 Introduction to Business Analysis
 Leadership
 Manufacturing Fundamentals*
 Marketing Your Business on the Internet
 Mastery of Business Fundamentals
 Project Management Applications*
 Project Management Fundamentals*
 Project Management Fundamentals II*
 Project Management Professional (PMP) Prep I*
 Project Management Professional (PMP) Prep II*
 Six Sigma: Total Quality Applications*
 Small Business Marketing on a Shoestring
 Supply Chain Management Fundamentals*
 Using Social Media in Business

Basic Computer Training

Computer Skills for the Workplace
 Keyboarding
 Introduction to Windows 10

Computer Applications

Blogging and Podcasting for Beginners*
 Get Started in Game Development
 Illustrator CS6 [Intro and Inter]
 InDesign CS6 [Intro and Inter]
 InDesign CC Intro
 Photoshop CS6 [Intro and Inter]
 Photoshop CC [Intro and Inter]
 Photoshop Elements 13 [Intro and Inter]

Microsoft Applications

Access 2019/Office 365 [Intro and Inter]*
 Access 2016 [Intro and Inter]
 Excel - Pivot Tables*
 Excel 2019/Office 365 [Intro, Inter and Adv]*
 Excel 2016 [Intro, Inter, Adv]
 Outlook 2013 [Intro]
 PowerPoint 2019/Office 365 Intro*
 PowerPoint 2016 Intro
 Project 2019/Office 365 Intro*
 Project 2016 Intro
 Publisher 2013 Intro
 Word 2019/Office 365 [Intro and Inter]*
 Word 2016 [Intro and Inter]

Internet and Web Design

Achieving Top Search Engine Positions
 Advanced Web Pages
 Creating Web Pages
 CSS3 and HTML5 [Intro, Inter, Adv]
 Creating WordPress Websites
 Designing Effective Websites
 Intermediate WordPress Websites
 JavaScript Introduction
 Responsive Web Design
 Write Effective Web Content

Networking & Security

Networking [Intro and Inter]
 PC Troubleshooting Introduction
 PC Security Introduction 2015 [Intro and Adv]
 Wireless Networking

Database & Programming

C# Programming [Intro and Inter]
 Creating Mobile Apps with HTML5
 Development PHP and MySQL [Intro and Inter]
 How to Get Started in Game Development
 Introduction to C++ Programming
 Introduction to Database
 Introduction to Programming
 Java Programming [Intro and Inter]
 Oracle [Intro, Inter]*
 SQL [Intro and Inter]
 Visual Basic [Intro and Inter]

Certification Prep CompTIA

CompTIA A+ Certification Prep [Basic, Inter, Adv]
 CompTIA Network+ Certification Prep
 CompTIA Security+ Certification Prep1
 CompTIA Security+ Certification Prep2

*New Course

Education/Teaching Professionals

Common Core Standards for English K-5
 Content Literacy: Grades 6-12
 Creating Classroom Centers
 Creating a Classroom Website*
 Creating the Inclusive Classroom: Strategies for Success
 Differentiated Instruction in the Classroom
 Differentiating K-12 Assessments
 Empowering Students with Disabilities
 Enhancing Language Development in Childhood
 Guided Reading and Writing
 Guided Reading: Strategies
 Integrating Technology in the Classroom*
 Praxis Core Preparation*
 Ready, Set, Read!
 RTI: Reading Strategies That Work
 Singapore Math: Number Sense and Computational Strategies*
 Singapore Math Strategies: Model Drawing for Grades 1-6*
 Singapore Math Strategies: Advanced Model Drawing for Grades 6-9*
 Solving Classroom Discipline Problems
 Solving Classroom Discipline Problems II
 Survival Kit for New Teachers
 Teaching Adult Learners
 Teaching High School Students
 Teaching Math: Grades 4-6
 Teaching Preschool: A Year of Inspiring Lessons
 Teaching Science: Grades 4-6
 Teaching Students with ADHD
 Teaching Students with Autism
 Teaching Students with Learning Disabilities
 Teaching Writing: Grades 4-6
 Teaching Writing: Grades K-3
 The Creative Classroom
 The Differentiated Instruction and Response to Intervention Connection*

Grant Writing & Nonprofit

A to Z Grant Writing
 A to Z Grant Writing II - Beyond the Basics*
 Advanced Grant Proposal Writing
 Becoming a Grant Writing Consultant
 Get Grants!
 Writing Effective Grant Proposals
 Introduction to Nonprofit Management
 Marketing Your Nonprofit
 Nonprofit Fundraising Essentials
 Starting a Nonprofit

Healthcare & Medical Workplace Skills

Become a Veterinary Assistant
 Become a Veterinary Assistant II: Canine Reproduction
 Become a Veterinary Assistant III: Practical Skills
 Become a Physical Therapy Aide
 Become an Optical Assistant *
 Explore a Career as an Administrative Medical
 Legal Explore a Career in Medical Coding
 Explore a Career in Medical Transcription
 Explore a Career in Medical Writing*
 Explore a Career as a Pharmacy Technician
 Medical Terminology: A Word Association Approach
 Medical Terminology II: A Focus on Human Disease*
 Legal Nurse Consulting
 TEAS Prep I & II*

*New Course

For additional questions regarding these courses contact Patrycja Manning at patrycjaamanning@abtech.edu or 828-398-7933.



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Prepare for high school equivalency exams like the GED® or HiSet® with our free and flexible options. Meet with your teacher for classes, tutoring, or advising either in person or over video conferencing. Access self-paced lessons online to develop skills in math, English, science, and social studies.

Ready to accelerate your path into college? Study for both your high school credential and a certificate in your career pathway tuition-free through our JumpStart Basic Skills Plus Tuition Waiver Program.

Minors (ages 16 and 17) are required to complete a Minor Permission Form prior to enrollment. Contact kathyhipps@abtech.edu or call (828) 398-7433 for more information.



Based at Goodwill Industries on Patton Ave., this program offers flexible online scheduling and face-to-face coaching, advising, and support from Goodwill's AccessCenter Career Coach, and tutoring from an A-B Tech Adult High School instructor. Course work is completed in Apex software according to the student's schedule. Diplomas are issued by A-B Tech in conjunction with Buncombe County Schools and Asheville City Schools.

- Earn the credits needed to complete a high school diploma with 6+ hours per week of online study.
- Get personalized coaching and support throughout your studies.
- Receive scholarships to continue your education.
- Develop your career opportunities and experiences.

Call 828-398-7433 to schedule a registration appointment. Official transcripts from previously attended high schools will be required prior to beginning Adult High School courses.

Finish Your High School Credential Today!

**Call (828) 398-7433
or email
AdultEd@abtech.edu
to schedule an
enrollment
appointment for
either program.**



Adult Basic Education (ABE) Foundations



“This program is Jeremiah’s life line to continued quality education and social opportunities in his life and he is benefiting tremendously! ... He is also developing an awareness and understanding of our world and is making connections when we are at home or traveling.” – Kathy B.

The ABE Foundations Program offers free classes for adults with intellectual/developmental disabilities and low levels of literacy to explore and develop academic and employability skills.

Flexible class schedules and formats allow students to participate with instructors and classmates online through video conferencing and guided projects. In-person classes focus on development of occupational and social skills, while following recommended health and safety protocols to prevent the spread of viruses.

To schedule a one-on-one enrollment session, call Jan Johnston at (828) 398-7323 or email janicemjohnston@abtech.edu.

English Language Acquisition

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Lab - Monday-Thursday, 12 p.m. - 3 p.m.,
Tuesday and Thursday, 6 p.m. - 9 p.m.

American English Conversation

Technology & Math

Reading & Writing

All classes are free and offered year round. To register for classes, call 828-398-7433 or email AdultEd@abtech.edu



INTRODUCTION TO MACHINING AT MADISON HIGH SCHOOL

Class is an introduction to basic machining. Wide range of machine shop skills will be covered. Upon completion of the course, students will have a workable understanding of machine shop safety, blueprint reading, measuring tools, hand tools, material characteristics, quality inspection, and the use of manual machine shop equipment. Class will also include machine shop related math functions and an introduction to basic CNC programming. See page 23 for details. For more information, please contact Sherri Davis at 828-398-7701 or sherrijdavis@abtech.edu



A-B Tech Madison

Blacksmithing

This course provides demonstration and hands-on instruction of basic blacksmithing processes used in large and small businesses. Fire maintenance, hammering and shaping techniques, steel chemistry and safety will be emphasized. This class is perfect for those who want a formal instruction to this ancient trade. Tool making will also be discussed. Student should bring safety glasses to the first class session and wear hard-toe shoes.

TH, 9/3-11/19, 6 p.m. - 10 p.m., WLD-7534-250WT
RM 115, Ramsey, A-B Tech Madison
Fees: Course: \$191.35

Computer Skills for Job Seekers

Operating a computer is a necessary life skill for finding and maintaining gainful employment. Come learn basic computer skills that can enhance your search for employment. Included in this class is an overview of basic computer concepts, uses of hardware, applications, and programs. This course will familiarize you with the computer, develop basic keyboarding skills, and increase your comfort level with computers. Develop basic Microsoft Word skills that you can use to create or update a resume and cover letter. Create an email account to sharpen your email skills and learn email etiquette. Learn to surf the web to search and apply for jobs. At the end of this course students should be comfortable operating a Windows based computer, creating and managing E-mail accounts, finding information on the internet and using computer for researching, finding employment and using the internet for job posting online. To register call 828-398-7700.

M/W, 8/17-9/14, 5:30 p.m. - 8:30 p.m., HRD-7642-424HR
RM 118, Ramsey, A-B Tech Madison
Fees: Course: Waived

T/TH, 10/6-11/3, 9:30 a.m. - 12:30 p.m., HRD-7642-426HR
RM 118, Ramsey, A-B Tech Madison
Fees: Course: Waived

Adult Basic Education & High School Equivalency Test– Prep

These free classes help adults learn English, math, science, and social studies needed to complete an equivalency exam, such as the GED® or HiSet®, and to improve employment prospects.

Flexible in-person, online, and correspondence course options available.

RM 114, Ramsey, A-B Tech Madison

Call 828-398-7891 to register for an orientation or see page 69 for more information.

Computer Skills for the Workplace

Improve computer skills while developing employability skills. Students will learn the basics of Microsoft Word, Excel and PowerPoint, and how to use these programs in day-to-day settings as well as in job search efforts. Work on resumes, cover letters, presentations, budgets, and more. You will also learn computer file management skills to save your work on the hard drive, usb device and cloud services, as well as moving, copying, naming, uploading and changing file types. And also improve basic keyboarding skills. This course sets the foundation for other computer courses. Must have taken Computer Skills for Job Seekers or pass an assessment test prior to enrolling in this course. To register call 828-398-7700.

M/W, 9/21-10/14, 5:30 p.m. - 8:30 p.m., HRD-7612-425HR

RM 118, Ramsey, A-B Tech Madison

Fees: Course: Waived

T/TH, 11/10-12/8, 9:30 a.m. - 12:30 p.m., HRD-7612-427HR

RM 118, Ramsey, A-B Tech Madison

Fees: Course: Waived

Effective Teacher Training for Substitute Teachers

This class is required for those looking to become a substitute teacher in area schools, but is also great for others that are interested in teaching youth, as a career or in community organizations. Learn how to cultivate relationships with school personnel, utilize different instructional strategies, develop lesson and classroom management plans, and more! Textbook: *Substitute Teacher Handbook, 9th edition*. Class meets in person one night per week plus 15 hours online. Prerequisite: high school diploma or GED.

M, 9/14-10/12, 5:30 p.m. - 8:30 p.m., EDU-3002-338WT

RM 116, Ramsey, A-B Tech Madison

Fees: Course: \$135

Emergency Medical Technician (EMT)

This course provides the foundation knowledge and skills necessary to stabilize and transport patients ranging from non-emergent and routine medical transports to life threatening emergencies. Successful completion of this state-approved EMT course will qualify the student to sit for the NCOEMS EMT state exam. For further assistance please contact Timothy Green at 828-782-2623, or timothywgreen@abtech.edu.

M/W/S, 7/29-12/19, 6 p.m. - 10 p.m., EMS-4200-489ES

RM 103, Ramsey, A-B Tech Madison

Fees: Course: \$211.35

Medicinal Plants and Their Healing Power

For centuries our ancestors used natural remedies to relieve pain, improve physical and mental states through the use of herbal seeds, bark, roots, flowers and foliage. Directly involve yourself in the healing process by making your own herbal remedies. Explore choosing herbs, making salves, poultices, infusions and stocking your herbal medicine cabinet.

W, 9/30-10/14, 6 p.m. - 8 p.m., CSP-4455-557HG

RM 112, Ramsey, A-B Tech Madison

Fees: Course: \$69

Notary Public

Course covers material and required exam for becoming a notary. Upon class completion with a passing exam grade of 80%, a person is eligible to make application with the NC Secretary of State office. To apply for commissioning as a notary you must: be 18 years of age or older and a legal resident of the U.S.; be able to speak, read and write English; have a high school diploma or equivalent; and reside or have a regular place of work or business in NC. Students must present a current photo ID and have a copy of the required textbook to be admitted to class. Textbook: *N.C. Notary Public Manual, 2016 Edition*. Books are available to purchase at the Asheville Campus, A-B Tech Madison or A-B Tech South.

F, 9/4, 9 a.m. - 6 p.m., SEF-3874-463WT

RM 112, Ramsey, A-B Tech Madison

Fees: Course: \$75

F, 10/23, 9 a.m. - 6 p.m., SEF-3874-469WT

RM 112, Ramsey, A-B Tech Madison

Fees: Course: \$75

F, 12/4, 9 a.m. - 6 p.m., SEF-3874-474WT

RM 112, Ramsey, A-B Tech Madison

Fees: Course: \$75

Nurse Aide I

This course provides basic training for entry-level caregiving skills needed to work as a Nursing Assistant in various healthcare settings such as nursing homes, hospitals, or private homes. Additional information needed for registration is available on our web site at <https://www.abtech.edu/healthcare/nurse-aide-program-cna>. Madison NA-I classes should register at the A-B Tech Madison site. Textbook: *Hartman's Nursing Assistant Care Long Term Care, 4th edition, the Workbook for Hartman's Nursing Assistant Care Long Term Care, 4th edition and NA I Handbook* are available at Campus bookstore. Students cannot register online for NA-I courses. There is an Introduction to Nurse Aide class prior to the start of class. Day classes break one-half hour for lunch. Evening classes will have varying times for lab, and skills testing. Class dates, times, and tuition are subject to change. Due to the pandemic, the classroom portion of the class will be delivered by using ZOOM. Lab and clinical portions are still face-to-face.

M,T, , 5 a.m. - 9 p.m., NUR-3240-365HC
RM 113, Ramsey, A-B Tech Madison
Fees: Course: \$226.35

T-TH, 8/25-10/15, 8 a.m. - 3:30 p.m., NUR-3240-340HC
RM 113, Ramsey, A-B Tech Madison
Fees: Course: \$226.35

T-TH, 10/21-12/17, 8 a.m. - 3:30 p.m., NUR-3240-341HC
RM 113, Ramsey, A-B Tech Madison
Fees: Course: \$226.35



NCWorks Career Center Madison

- Job listings and referrals
- Skills-based job matching
- Virtual One-Stop online job search system
- Information on who's hiring
- Employer Interview Days
- Resume, Interviewing and Online Application Assistance
- Basic Computer Skills class for job seekers
- Career Assessment Activities
- Career Guidance
- Financial Assistance for Training
- North Carolina Career Readiness Certificate
- Career Lab
- Skype for remote job interviews

Madison County

NCWorks Career Center Madison
A-B Tech, Madison Site
4646 US Hwy 25/70
Marshall, NC 28753
828-782-2632
Email: ncworksmadison@abtech.edu

Real Estate Post Licensing Classes now available online through Zoom platform.

Real Estate Pre-Licensing class will continue to be classroom based and held on the Asheville Campus this Fall.

See page 50 under Workforce training section of this schedule for class details.

ServSafe Manager Certification

Prepare for the National Restaurant Association's ServSafe Manager Certification. Exam is included as part of the class. Upon completion with a passing exam grade of 75%, the student will earn this industry recognized certification valid for 5 years. This one day class features online testing and instant score results. No book required.

T, 10/27, 8:30 a.m. - 5 p.m., SEF-5816-057HS

RM 118, Ramsey, A-B Tech Madison

Fees: Course: \$106

Welding

This basic welding class covers mig, tig, stick and arc welding and is an excellent course for beginners or those simply wishing to brush up on their current welding skills. Students will be required to purchase personal protective equipment for this course (do not purchase before the first class session). Attendance at the first class is required.

T, 9/1-11/17, 6 p.m. - 10 p.m., WLD-3106-350WT

RM 115, Ramsey, A-B Tech Madison

Fees: Course: \$191.35

A-B Tech South

Emergency Medical Technician (EMT)

This course provides the foundation knowledge and skills necessary to stabilize and transport patients ranging from non-emergent and routine medical transports to life threatening emergencies. Successful completion of this state-approved EMT course will qualify the student to sit for the NCOEMS EMT state exam.

For further assistance please contact Timothy Green 828-782-2623, timothywgreen@abtech.edu. For further assistance please contact Timothy Green at 828-782-2623, or timothywgreen@abtech.edu.

T, S, 8/4-12/19, 8 a.m. - 5 p.m., EMS-4200-491ES

RM 115, , A-B Tech South

Fees: Course: \$211.35

Notary Public

Course covers material and required exam for becoming a notary. Upon class completion with a passing exam grade of 80%, a person is eligible to make application with the NC Secretary of State office. To apply for commissioning as a notary you must: be 18 years of age or older and a legal resident of the U.S.; be able to speak, read and write English; have a high school diploma or equivalent; and reside or have a regular place of work or business in NC. Students must present a current photo ID and have a copy of the required textbook to be admitted to class. Textbook: *N.C. Notary Public Manual, 2016 Edition*. Books are available to purchase at the Asheville Campus, A-B Tech Madison or A-B Tech South.

F, 9/11, 9 a.m. - 6 p.m., SEF-3874-464WT

RM 117, , A-B Tech South

Fees: Course: \$75

F, 10/16, 9 a.m. - 6 p.m., SEF-3874-468WT

RM 117, , A-B Tech South

Fees: Course: \$75

M, 11/23, 9 a.m. - 6 p.m., SEF-3874-473WT

RM 117, , A-B Tech South

Fees: Course: \$75

South Curriculum (Credit) Classes

Fall

Accounting, Aviation, Business Administration, Criminal Justice, Pre-Allied Health, University Transfer



High School Equivalency (HSE)

The High School Equivalency program offers instruction designed to prepare adult students to take the GED® or HiSet tests that lead to a high school diploma equivalency.

High School Equivalency Test Preparation

Tuesday, Wednesday, Thursday, 9 a.m.-12 p.m.,
RM 124 A-B Tech South

All classes are free and offered year round. For information about registering for ABE/High School Equivalency Preparation classes, call 828-398-7891, or email: AdultEd@abtech.edu

International Students Begin Nursing Career Path Through JumpStart

MEET FATOU & JENIFFER

Written by

Erica Witsell, ELA Instructor, JumpStart Advisor

Rebecca Loli, Director, Transitional Studies

A-B Tech Transitional Studies students Fatou Cisse Gaye and Jeniffer Castelu Pereira completed the Nurse Aide 1 course this spring through JumpStart, a program that waives tuition for students who are pursuing a postsecondary workforce credential while simultaneously studying for a high school equivalency diploma. Recent immigrants to the United States, both women began their A-B Tech journey in Transitional Studies' English Language Acquisition (ELA) Program, improving their communication skills and learning more about local workforce opportunities.

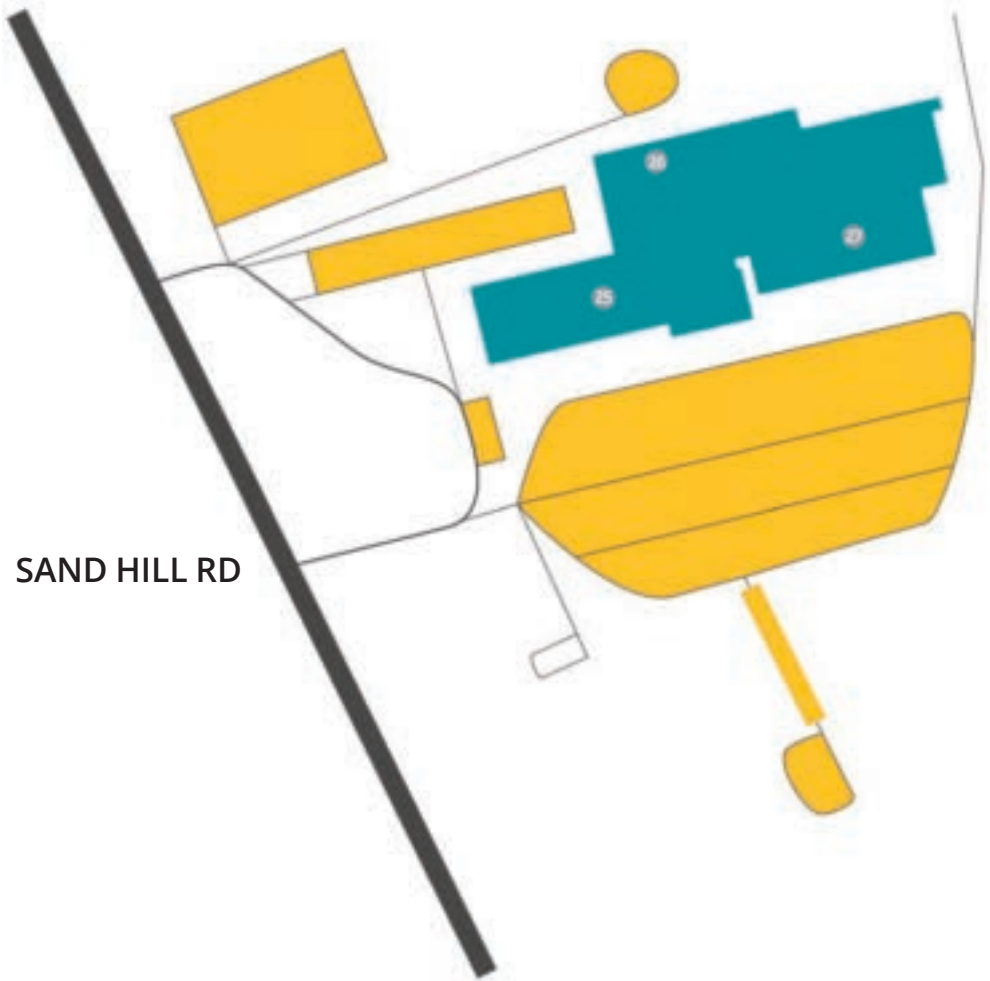
Since Fatou Cisse Gaye immigrated to Asheville from Senegal in November 2018, she has developed the skills, the plan, and the support needed to build a nursing career. She applied to the JumpStart Program in Transitional Studies so she could continue her high school equivalency studies while also getting advising and support for her chosen career-path credential. She is looking forward to joining the Asheville workforce as a nurse aide to gain experience in the healthcare field. She plans to apply to A-B Tech's nursing program next year. Her favorite part of her nurse aide course was seeing her patients smile while she was doing her clinicals at Givens Estates this spring.



Also graduating from the Nurse Aide 1 course this spring is Jeniffer Castelu Pereira, a trilingual student from Brazil. Jeniffer worked as a pediatric doctor in Bolivia and Peru before coming to the United States in 2019. She decided to pursue her Nurse Aide certification through the JumpStart program in order to explore different career options in healthcare and to familiarize herself with the U.S. medical system. Jeniffer is currently working at Mission Hospital in the Heart Tower and plans to enroll in A-B Tech's nursing program this fall.

For more information about Transitional Studies, English Language Acquisition, High School Equivalency Preparation, or JumpStart, visit www.abtech.edu/adult-education.

TO 19/23 SMOKEY PARK HWY



A-B Tech Enka 1465 Sand Hill Rd. Candler, NC 28715

25. Blue Ridge Food Ventures

26. Technology Commercialization Center (TCC)

27. Small Business Center and Incubator

RUTLEDGE RD



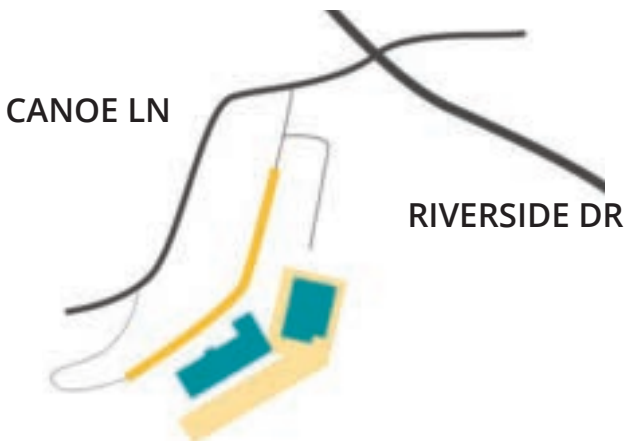
A-B Tech South

South Building
 303 B Airport Road
 Arden, NC 28704



A-B Tech Madison

Ramsey Building
 4646 US 25-70
 Marshall, NC 28753



A-B Tech Woodfin

Buncombe County Public Safety Training Facility | A-B Tech Emergency Services Division
 24 Canoe Lane, Woodfin, NC 28804



To Meadow Road

Asheville Campus

1. Thomas W. Simpson Administration Building
2. Haynes/Balsam Building
3. Birch Building
4. Dogwood Building
5. K. Ray Bailey Student Services Building
6. The Don C. Locke Library
7. Ferguson Building
8. J. Herbert Coman Student Activity Center
9. Elm Building

For Continuing Education classes see Building #24

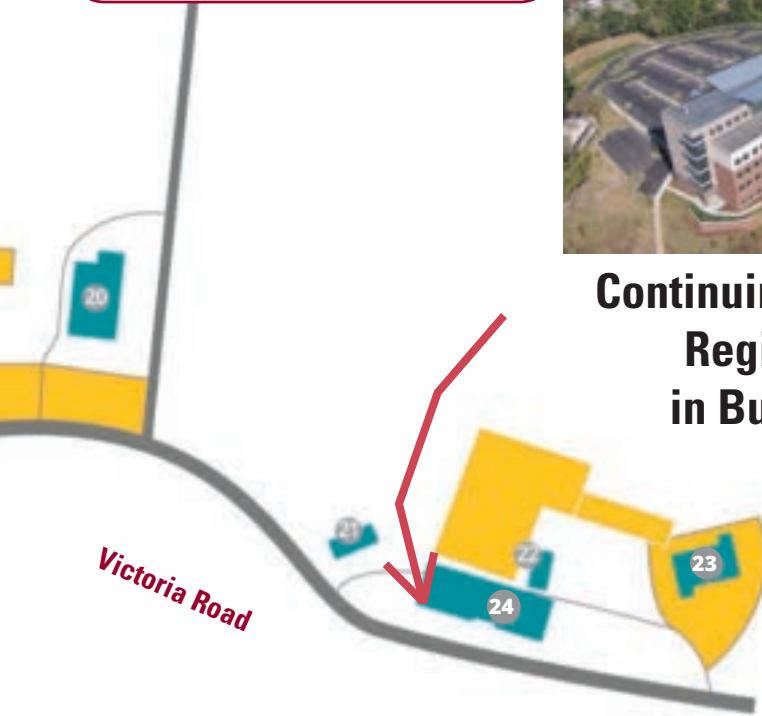
IN PERSON REGISTRATION INFORMATION

Registration for Continuing Education classes is in the Ferguson Center for Allied Health and Workforce Development (AHWD)

Lobby, 10 Genevieve Circle
Asheville, NC 28801



Continuing Education Registration in Building 24



- | | |
|---|--|
| 10. Sycamore Building | 20. Hemlock Building |
| 11. Sunnicrest | 21. Poplar Building |
| 12. Magnolia at Brumit Hospitality Center | 22. Ivy Building |
| 13. Fernihurst at Brumit Hospitality Center | 23. Roberson Building |
| 14. Fernihurst Annex A & B | 24. Ferguson Center for Allied Health and Workforce Development (AHWD) |
| 15. Adv. Manufacturing Ctr. Building | |
| 16. Maple Building Annex | |
| 17. Chestnut Building | |
| 18. Event Center | |
| 19. Smith-McDowell House Museum | |

(If your Continuing Education Class is in Ferguson, this is the building you want.)

Registration information, page 5. Register early!

Symbols

5S + Safety: Visual Workplace Management..... 26

A

ABCCM Transformation Village 54
 A-B Tech Madison 70
 A-B Tech South 74
 Access Introduction 31
 ACLS/PALS Instructor Course (One-Day)..... 35
 Addressing Poor Performance 28
 Adobe InDesign 32
 Adobe Photoshop, Intermediate 32
 Adobe Photoshop, Introduction 32
 Adult Basic Education (ABE) Foundations 69
 Adult Basic Education & High School Equivalency
 Test– Prep..... 71
 Advanced Emergency Medical Technician (AEMT)..35
 Advanced Manufacturing..... 24
 Advanced Manufacturing Center 21
 Advanced Manufacturing Certification Program 40
 Art 8
 Asheville Buncombe Community Christian Ministry
 (ABCCM) 54
 Asheville SCORE 61
 Automotive 29
 Auto Safety Inspection..... 29

B

Ballroom Dancing I..... 18
 Ballroom Dancing II 18
 Barber Academy..... 53
 Basic and Advanced Culinary Skills Classes..... 39
 Basic Computer Level 1 30
 Basic Computer Level 2..... 30
 Basic Law Enforcement Training (BLET)..... 34
 Basic Life Support (CPR) 36
 Beginning Digital SLR Photography 9
 Beginning Digital SLR Photography - Online..... 9
 BioNetwork..... 55
 Blacksmithing 70
 Blanchard/Situational Leadership:
 1st Time Manager 27
 Blanchard/Situational Leadership: Building Trust..... 27
 Blanchard/Situational Leadership: Coaching Skills ... 27
 Blogging 101: Options for Beginners (One-Day)..... 32
 Building Standard Inspection Level I 49
 Building & Sustaining Trust 27
 Business & Hospitality
 Certification Programs 40

C

Cake Decorating..... 13
 Career Connections 43
 Career Lab..... 43
 Career Quest..... 44
 CBD Hemp Basics: From Seed to Sale..... 49
 Clinical Massage 38
 CNC Machining 101 24
 Coaching for Peak Performance 28
 Commercial Drivers License (CDL) Class B Exam
 Preparation 49
 Communicating for Leadership Success..... 27
 Community Enrichment Courses 20
 Composites, Introduction to..... 24,44
 Composite Technology Level 1 24
 Computer Career Skills..... 30
 Computer & Online Training Online Preparatory Certi-
 fication Programs 40
 Computer Skills for Job Seekers 70
 Computer Skills for the Workplace 71
 Computer Training 30
 Contemporary Line Dancing, Beginning 18
 Contemporary Line Dancing II..... 18
 CPR Instructor Course (One-Day)..... 36
 Craft Beverage Institute 33
 Craft Beverage Institute of the Southeast ® 33
 Creative Mixed Media and Acrylics 8
 Creative Writing..... 12
 Crucial Conversations 29

D

Deep Dive Lab: Business Blueprint for Creatives and
 Alternative Learners..... 60
 Deep Dive Lab: Craft a Speech Worth Sharing 60
 Deep Dive Lab: Legal Building Blocks for New and
 Small Businesses..... 60
 Deep Dive Lab: Small Business Accounting 60
 Defensive Driving 16
 Drawing, Beginning 8
 Drawing, Intermediate 8

E

ed2go..... 20,65
 Effective Teacher Training for Substitute Teachers 71
 Electrical Contractor License Renewal..... 49
 Electrical Standard Inspection Level II..... 49
 Electronic Health Record Specialist (EHRS) 38
 Emergency Medical Services (EMS)..... 34
 Emergency Medical Technician (EMT)..... 71,74

Emergency Medical Technician-Initial (EMT) Madison Campus35

Emergency Medical Technician- Initial (EMT) South Campus35

Emergency Medical Technician- Initial (EMT) Woodfin Campus35

Emergency Services35

Enhance Your Acrylic Paintings8

Enhancing Your Networking Skills to Land a Better Job44

eNotary49

Entrepreneurship60

Escort Vehicle Certification29

Escort Vehicle Recertification29

Excel for Beginners31

Excel Intermediate31

Excel Intermediate (One-Day)31

Excel Introduction (One-Day)31

Executing Strategy at the Frontline28

Expert OJT29

F

Facebook and Instagram Advertising32

Fermenting Fruits and Veggies55

Financial Empowerment44

Financial Wellness12

Fly Fishing19

Food & Beverage13

Forklift Safety and Operation26

Foundations of Wine33

French, Beginning I14

French, Beginning II14

French, Beginning III14

FSPCA Preventive Controls For Human Foods: Preventive Controls Qualified Individual (PCQI)55

Fundamental Technical Skills30

G

German, Beginning I14

Gifts from the Kitchen for the Holidays13

Goodwill Industries of NW North Carolina54

Goodwill (veterans) - Veterans Services54

Google Application Basics: Job Searching and Employment Skills using Google Applications45

Graphic Design & Digital Marketing31

Graphic Design Made Easy32

Guest Service Professional Hospitality45

Guest Service Professional Tourism46

Guitar, Beginning18

Guitar, Intermediate18

H

Harnessing Your Cash Flow60

Healthcare Services36

Health Occupations Certification Programs41

High Impact Feedback & Listening28

High School Equivalency (e.g. GED®)68

Holiday Herbal Gifts13

Home & Garden13

Hospitality Services39

Hospitality Skills45

How to Design a Newsletter for Your Business Using Mailchimp60

How to Start a Nonprofit60

Human Resources Development (HRD)42

Human Services Exploration: DSS Caseworker Phase I46

Human Services Exploration:
DSS Caseworker Phase I48

Human Services, Introduction: Phase II48

I

INCOME MAINTENANCE
CASEWORKER48

Industrial Maintenance - Automation/Mechatronics ..25

Industrial Maintenance - Electrical25

Industrial Safety: Bloodborne Pathogens25

Industrial Safety: First Aid/CPR/AED25

Interior Decorating and Design II13

Interior Decorating for the Home13

Intermediate Digital SLR Photography10

Intermediate Digital SLR Photography - Online10

INTRODUCTION TO MACHINING AT MADISON
HIGH SCHOOL70

Introduction to Sensory Science55

Introduction to Supply Chain Management29

Introduction to ZOOM30

Introductory HACCP55

Investing Basics - Stocks and Bonds12

iPhone Introduction31

J

Job Preparedness43

JumpStart75

K

Registration information, page 5. Register early!

L	OSHA 10 General Industry	25
Landscaping for the Homeowner		13
Languages		14
LEAN Six Sigma Green Belt		26
LEAN Six Sigma Yellow Belt		26
Leap Frog Tours		63
M	P	
Machining Fundamentals	Painting, Beginning Acrylics	8
Machining, Introduction to	Painting, Landscapes with Acrylics	9
Making Soaps Naturally	Pandemics: Issues and Answers	36
Marketing with a Bang	Partnerships	54
Maximizing Interview Skills	Pediatric Advanced Life Support (PALS) Re-cert (One-Day)	35
Mechanical Standard Inspection Level III	Personal Care Aide	47
Medical Pathways	Plumbing Foundations	51
Medical Terminology Made Easy	Pottery - Beginning Wheel Made Easy	10
Medication Aide	Pottery - Dinnerware	10
Medicinal Plants and Their Healing Power	Pottery - Intermediate Bowls of All Kinds	11
Microsoft Office Applications	Pottery - Intermediate Goblets, Steins and Cups of Kinds	11
Motorcycle Safety Education Program	Pottery - Intermediate Studio	11
MSSC Certified Production Technician	Pottery - Landscape Art and Garden Containers	11
Music & Dance	Pottery - Seasoned Beginners	11
Music Theory and Ear Training	Preparing for a Small Business Loan	61
Music Theory and Ear Training, II	Protect Your Retirement Plan Assets	12
N	Q	
National Career Readiness Certificate (NCRC)	R	
Nature's Notebook II: Drawing in Pen and Ink - Continue Observing Nature	Real Estate Broker PreLicensing	50
NC Department of Public Safety	Real Estate Post 301: Broker Relationships and Respon- sibilities	50
NCWorks Career Center Asheville	Real Estate Post 302: Contracts and Closings	51
NCWorks Career Center Madison	Real Estate Post 303: NC Law/Rules & Legal Concepts	51
Notary Public	Reality-Based Law Enforcement Training	34
Nurse Aide I	Recreation	19
Nurse Aide II	Regulatory Training	56
Nurse Aide Level I required for Associate Degree	Rocket Business Plan	61
Nursing and RIBN (Regionally Increasing Baccalaureate Nurses) Nursing Program	S	
Nurse Aide Refresher	SCORE: Basics of Bookkeeping	61
O	SCORE: Financial Planning for Starting a Business ..	61
OBD Emissions Inspection Certification	SCORE: How to Find Your Customers	61
Occupational & Skilled Trades Certification Programs	SCORE: Marketing Your Business	61
Occupational Training Courses	Segment Two - Seafood HACCP (AFDO Accredited) ..	56
Office Professional Certification (OPC)	ServSafe Manager Certification	39,73
Ophthalmic Assistant I	Setting Goals & Reviewing Results	28
Ophthalmic Assistant II	Sign Language, Beginning I	15
Ophthalmic Assisting	Sign Language, Beginning II	15
	Situational Leadership II	27
	Skills Training Classes for Job Seekers	42
	Small Business Center and Business Incubation Program	57
	Small Business Center Client Profile	63

Smartphone Photography 10
 Social Media Marketing 32
 South Curriculum (Credit) Classes 74
 Spanish, Beginning I 15
 Spanish, Beginning II 15
 Spanish, Beginning III 15
 Spanish for the Workplace 51
 Stained Glass, Beginning 11
 Stained Glass Panels Intermediate, Lead Came 12
 STEP Career Resource Center 47
 Studio Painting: Personal Style 9

T

Test Kitchen and Natural Products Laboratory 39,56

U

Upholstery 14
 UpSkills 54
 Up Skill WNC 52
 UpSkill WNC Career Navigator 47
 Using Analytics to Develop Your Business Platform . 62
 Using SquareSpace to Build a Website for Your Business 62
 Using WordPress to Build a Website for Your Business .
 62

V

Value Stream Mapping 26
 Video Creation with YouTube 32

W

Watercolor Beginning I 9
 Watercolor Beginning II 9
 Website Options for Beginners 33
 Welding 51,73
 Western Carolina Rescue Ministry 54
 Western Women’s Business Conference 59
 WordPress Basics 33
 Workforce Training 49
 Working Smart 45
 WorkKeys Curriculum 47
 Writing, Children’s Picture Books - Online 12

X

Y

Yoga 19

Z



Community College

Asheville-Buncombe Technical Community College
340 Victoria Road
Asheville, North Carolina 28801

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PERMIT NO. 440
FCRWSS



Asheville-Buncombe Technical Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Asheville-Buncombe Technical Community College.

Printed on recycled paper July, 2020. 151,000 copies were printed at a cost of 25 cents each.

Equal Opportunity Educational Institution

Continuing Education Registration Information for Asheville Campus

Registration for Continuing Education classes is in the Ferguson Center for Allied Health and Workforce Development (AHWD) Lobby, 10 Genevieve Circle Asheville, NC 28801

CAREER COACH

Explore Your Options with Career Coach, free to public at abtech.edu/careers

