

Fall 2021

ABTech

Community College

CONTINUING EDUCATION | Class Schedule



A-B Tech
Madison

A-B Tech
South

BioNETWORK

ASHEVILLE • MADISON • ENKA • SOUTH • WOODFIN

828-398-7903 • abtech.edu

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abtech.edu/ce

Registration information, page 5. Register early!

828-398-7903

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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 Deborah Wright at deborahdwright@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.

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 (Motorcycle Safety is excluded); 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.

Financial Assistance

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

- **A-B Tech Foundation**, Email: ronnettalcopeland@abtech.edu
- **Workforce Innovation and Opportunities Act (WIOA)**,
Email: ronnettalcopeland@abtech.edu
- **Finish Line Grant**, Email: ronnettalcopeland@abtech.edu
- **Skills Training & Employment Program (STEP)**,
Email: shanekanhaynes@abtech.edu
- **State Employees' Credit Union (SECU)**, Email: ronnettalcopeland@abtech.edu
- **Golden Leaf Foundation (Madison County Residents)**
Email: sherrijdavis@abtech.edu
 - * EMT – Intermediate
 - * Any Nurse Aide I Class
 - * Nurse Aide II - Offered based on demand
 - * Ophthalmic Assistant



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
Lead Case Manager & Coordinator, Workforce Innovation and Opportunity Act (WIOA).....	828-398-7948
NC Works Career Center	828-251-6200
Coordinator, Advanced Manufacturing Center	828-398-7295
Coordinator, Aerospace Manufacturing.....	828-398-7931
Associate Director, Business & Industry Services	828-398-7921
Director, Economic & Workforce Development	828-398-7923
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
Senior 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, 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

Letter from the V.P. Deborah Wright



*No matter how hard the past is, you can always begin again.
-Buddha*

First of all, welcome back! I thought this quote was particularly appropriate given its application and context to 2020 and the first half of 2021. It has been challenging for many of us despite the industry in which you work. This fall, beginning again takes on different meaning for everyone.

We are excited to have everyone back on campus. Beginning again for the Continuing Education division, means a new look for our catalog, increased face-to-face classes and class sizes, and the addition of online classes to our delivery options. We also have a new location for some limited classes this fall at

the Transformation Center (A-B Tech Partnerships, beige section) with more to come later. The catalog is newly organized to make it easier to find the disciplines and courses that match your interest. We have broken out some of the larger sections, added icons, and color coordination throughout to help with your search.

Perhaps you work in hospitality and are excited about the re-opening of dine-in restaurants and breweries again. Many are looking for quality employees to bring back on staff. The Business and Hospitality section (in green) will inform you of classes from Basic and Advanced Culinary Skills to the Foundations of Wine class. If you worked in hospitality and have decided to take your career in a new direction and re-train in a totally new field, you might peruse our gold section with a list of training for jobs in Emergency Services, the pink section for opportunities in Health Occupations, or check out the Skilled Trades in the dark green section. The skilled trades include our electrical, plumbing, welding, woodworking and more. Finally, if you have been home for a year and need to start from the beginning with understanding the job market in our area and getting your resume updated, our Job Preparedness training (in black) has a wealth of information on interviewing, job searching, and computer skills which includes training for jobs in manufacturing.

Thanks to local, state, and federal funding through SECU, GEER, and HEERF (STEP and WIOA) we have many financial resources to cover most if not all of the cost for student who sign up.

A-B Tech is looking forward to joining in with others in Buncombe and Madison counties this fall to revitalize our community and help get people back to work.

Deborah D. Wright

Vice President, Economic & Workforce Development and Continuing Education



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 will explain a complete materials list on the first day.

W, 9/15-10/13, 2 p.m. - 4:30 p.m., CSP-4531-364AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00

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, 9/16-10/14, 2 p.m. - 4:30 p.m., CSP-4009-366AR
RM 417, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00

TH, 9/16-10/14, 6 p.m. - 8:30 p.m., CSP-4009-367AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00

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, 10/21-11/18, 2 p.m. - 4:30 p.m., CSP-4013-369AR
RM 417, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00

TH, 10/21-11/18, 6 p.m. - 8:30 p.m., CSP-4013-370AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00

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 stationery 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, 9/16-10/14, 8:30 a.m. - 11 a.m., CSP-4042-373AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00

TH, 10/28-12/2, 8:30 a.m. - 11 a.m., CSP-4042-374AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00

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, the instructor 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, 9/14-10/12, 2 p.m. - 4:30 p.m., CSP-4035-377AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00

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, 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, 10/19-11/16, 2 p.m. - 4:30 p.m., CSP-4035-378AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00

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.

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

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.)

T, 9/7-10/5, 6 p.m. - 8 p.m., CSP-4047-381AR
 RM 451, Ferguson Ctr., AHWD, Asheville Campus
 Fees: Course: \$75.00

F, 9/10-10/8, 10 a.m. - 12 p.m., CSP-4047-382AR
 RM 426, Ferguson Ctr., AHWD, Asheville Campus
 Fees: Course: \$75.00

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.

T, 10/19-11/9, 6 p.m. - 8 p.m., CSP-4049-383AR
 RM 451, Ferguson Ctr., AHWD, Asheville Campus
 Fees: Course: \$75.00

F, 10/22-11/12, 10 a.m. - 12 p.m., CSP-4049-384AR
 RM 426, Ferguson Ctr., AHWD, Asheville Campus
 Fees: Course: \$75.00

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, 9/28-10/19, 6 p.m. - 8 p.m., CSP-4515-386AR
 RM 126, Ferguson Ctr., AHWD, Asheville Campus
 Fees: Course: \$75.00

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 \$15 is payable at the first class. The lab fee includes one bag of clay, glazes, and firing.

W, 9/8-10/13, 8:30 a.m. - 11 a.m., CSP-4051-388AR
 RM 108, Poplar, Asheville Campus
 Fees: Course: \$110.00, Supply/Lab: \$25, Ins: \$1.35

W, 9/8-10/13, 6 p.m. - 8:30 p.m., CSP-4051-389AR
 RM 108, Poplar, Asheville Campus
 Fees: Course: \$110.00, Supply/Lab: \$25, Ins: \$1.35

W, 10/27-12/8/2021, 8:30 a.m. - 11 a.m., CSP-4051-390AR
 RM 108, Poplar, Asheville Campus
 Fees: Course: \$110.00, Supply/Lab: \$25, Ins: \$1.35

W, 10/27-12/8, 6 p.m. - 8:30 p.m., CSP-4051-391AR
 RM 108, Poplar, Asheville Campus
 Fees: Course: \$110.00, Supply/Lab: \$25, Ins: \$1.35

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 \$15 tool kit can be purchased at the first class.

M, 11/1-12/6, 8:30 a.m. - 11 a.m., CSP-4546-392AR
 RM 108, Poplar, Asheville Campus
 Fees: Course: \$110.00, Supply/Lab: \$25, Ins: \$1.35

M, 11/1-12/6, 6 p.m. - 8:30 p.m., CSP-4546-393AR
 RM 108, Poplar, Asheville Campus
 Fees: Course: \$110.00, Supply/Lab: \$25, Ins: \$1.35

**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, 9/9-10/14, 6 p.m. - 8:30 p.m., CSP-4657-395AR
RM 108, Poplar, Asheville Campus
Fees: Course: \$110.00, Supply/Lab: \$25, Ins: \$1.35

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, 10/28-12/9, 6 p.m. - 8:30 p.m., CSP-4520-396AR
RM 108, Poplar, Asheville Campus
Fees: Course: \$110.00, Supply/Lab: \$25, Ins: \$1.35

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, 9/9-10/14, 2 p.m. - 4:30 p.m., CSP-4053-398AR
RM 108, Poplar, Asheville Campus
Fees: Course: \$110.00, Supply/Lab: \$25, Ins: \$1.35

TH, 10/28-12/9/2021, 2 p.m. - 4:30 p.m., CSP-4053-399AR
RM 108, Poplar, Asheville Campus
Fees: Course: \$110.00, Supply/Lab: \$25, Ins: \$1.35

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, 9/13-10/18, 8:30 a.m. - 11 a.m., CSP-4101-401AR
RM 108, Poplar, Asheville Campus
Fees: Course: \$110.00, Supply/Lab: \$25, Ins: \$1.35

M, 9/13-10/18, 6 p.m. - 8:30 p.m., CSP-4101-402AR
RM 108, Poplar, Asheville Campus
Fees: Course: \$110.00, Supply/Lab: \$25, Ins: \$1.35

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, 9/9-10/14, 8:30 a.m. - 11 a.m., CSP-4551-403AR
RM 108, Poplar, Asheville Campus
Fees: Course: \$110.00, Supply/Lab: \$25, Ins: \$1.35

TH, 10/28-12/9, 8:30 a.m. - 11 a.m., CSP-4551-404AR
RM 108, Poplar, Asheville Campus
Fees: Course: \$110.00, Supply/Lab: \$25, Ins: \$1.35

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, 9/22-10/27, 6 p.m. - 8:30 p.m., CSP-4096-407AR
RM 417, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79.00, Ins: \$1.35

T, 9/21-10/26, 6 p.m. - 8:30 p.m., CSP-4096-408AR
RM 417, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79.00, Ins: \$1.35

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, 11/2-11/30, 6 p.m. - 8:30 p.m., CSP-4097-410AR
RM 417, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79.00, Ins: \$1.35

Creative Writing

Writing, Children's Picture Books Workshop - Online/Zoom

This two-hour workshop for Writing Children's Picture Books will focus on Proper Formatting, Cover Letters and Writing in Rhythm and Rhyme. If you have a work in progress or think you might want to explore writing a children's picture book, this workshop will answer some of your questions and put you on the right track.

TH, 9/16, 2 p.m. - 4 p.m., CSP-4668-412CW
Fees: Course: \$75.00

Writing Memoirs - Your Life, Your Stories

Come and explore memoirs as a literary genre wherein you will use your creativity and verbal prowess to preserve and share memories. By reading and listening to sample memoirs, engaging in critical discussions about style and technique and employing writer's workshop strategies, you will write your own short memoir piece (or pieces) expressing memories as you like to remember them. Arrive ready to share and listen with an open mind; the personal nature of the memoir is only one of many reasons we conduct this class with mutual respect and open-mindedness to the experiences, opinions and varying talents of those around us.

T, 9/14-10/19, 6 p.m. - 8 p.m., CSP-4379-414CW
RM 414, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79.00

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.

Writing Memoirs II - The Story Continues

Have you ever said, "I wish I had asked my mother about that?" This course will focus on developing your family history into a work of literary art. Bring your works-in-progress and an open mind to a supportive workshop designed to help sharpen your skills and work toward completion and publication. You will engage in dynamic discussions about style and technique after reading and listening to sample memoirs. Memoirs are personal and will be taken seriously by all class participants. Bring your unfinished drafts to class.

T, 11/2-12/7, 6 p.m. - 8 p.m., CSP-4380-415CW
RM 414, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79.00

Food & Beverage

Fresh Italian Cooking

Italian food is not all cream sauce and cheese! Famous for its simplicity and seasonal foods, Italy's different regions offer delicious and unique dishes. In this class we will focus on full flavored vegetarian dishes and prepare Antipasto, Soups and Stews, Salads and Pasta dishes. We may explore such recipes as: Toasted Orzo Primavera with balsamic reduction, Spring Vegetarian Minestrone, Ribollita Toscana (Tuscan bean soup), Sweet Potato Gnocchi with Balsamic Brown Butter and Sage Sauce, Capellini with Roasted Rainbow Pepper sauce. This is not a vegan class. We will be using butter, olive oil, cheese and eggs. Wear nonslip shoes, bring a chef's knife and an adventurous spirit!

TH, 9/9-9/30, 6 p.m. - 8:30 p.m., CSP-4671-417FB
RM 230, Magnolia, Asheville Campus
Fees: Course: \$95.00, Supply/Lab: \$45, Ins: \$1.35

Gifts from the Kitchen for the Holidays

Discover the techniques to transform delicious recipes into memorable handmade gifts for any occasion. Chef Donna McCrain will guide you through 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. Wear nonslip shoes, bring a chef's knife and a container to bring home extras.

T, 11/2-11/16, 5:30 p.m. - 8 p.m., CSP-4600-418FB
RM 230, Magnolia, Asheville Campus
Fees: Course: \$79.00, Supply/Lab: \$35, Ins: \$1.35



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, 10/4-11/8, 6 p.m. - 8:30 p.m., CSP-4320-420HG
RM 417, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00

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, sugar scrubs and much more.

W, 12/1-12/15, 6 p.m. - 8 p.m., CSP-4308-421HG
RM 417, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69.00

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, 9/13-10/11, 6 p.m. - 8:30 p.m., CSP-4155-422HG
RM 426, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00

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, 10/18-11/8, 6 p.m. - 8:30 p.m., CSP-4164-423HG
RM 426, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00

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.

W, 9/8-10/6, 6 p.m. - 8 p.m., CSP-4168-425HG
RM 431, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00

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.

W, 9/8-9/15, 6 p.m. - 8 p.m., CSP-4160-427HG
RM 417, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69.00

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.

TH, 9/23-10/7, 6 p.m. - 8 p.m., CSP-4455-428HG
RM 417, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69.00

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

Quilting, Beginning

Quilting, an old-time Southern tradition, is recapturing its vibrancy as an art form across the country. Whether you want to make heirloom bed quilts or artful quilted wall hangings this beginning class is for you. Learn the basics of quilting including color and design, cutting with rotary equipment, matching points and putting it all together. Complete most of a small sampler quilt over the duration of the class. Basic sewing machine skills needed.

M, 9/13-10/18, 6 p.m. - 8 p.m., CSP-4171-430HG
RM 423, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00

M, 9/13-10/18, 2:30 p.m. - 4:30 p.m., CSP-4171-431HG
RM 423, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00

Sewing, Beginning

Gain basic sewing skills as you construct a simple, loose-fitting, unlined jacket for yourself, a family member or friend. Selection of pattern size and suitable fabric along with a variety of sewing techniques will be demonstrated to create a professional finish to your garment. The jacket pattern will be furnished and a supply list will be discussed the first day of class. Sewing machines are provided. Elaine Zinn, Instructor.

T, 10/12-11/16, 6 p.m. - 8:30 p.m., CSP-4181-433HG
RM 423, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00

W, 10/13-11/17, 1:30 - 4 p.m., CSP-4181-434HG
RM 423, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00

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.

Upholstery

If you have a chair in your home that needs a face lift, this is the class for you. This course provides practical experience in the use of tools, equipment and techniques to re-upholster your chair as well as methods for selecting fabrics. Not every chair is appropriate for this class. Please email a picture of your chair to brindaw-caldwell@abtech.edu for the instructor's approval before the class begins. Chairs with a lot of detail (channel back, etc.) or recliners are not appropriate for beginning students. No sofas. Bring a good pair of fabric scissors to the first class.

T, 8/31-10/19, 9:30 a.m. - 12 p.m., CSP-4185-437HG
RM 171, Small Business Ctr., A-B Tech Enka
Fees: Course: \$115.00, Supply/Lab: \$20, Ins: \$1.35

T, 8/31-10/19, 6 p.m. - 8:30 p.m., CSP-4185-438HG
RM 171, Small Business Ctr., A-B Tech Enka
Fees: Course: \$115.00, Supply/Lab: \$20, Ins: \$1.35

T, 10/26-12/14, 9:30 a.m. - 12 p.m., CSP-4185-439HG
RM 171, Small Business Ctr., A-B Tech Enka
Fees: Course: \$115.00, Supply/Lab: \$20, Ins: \$1.35

T, 10/26-12/14, 6 p.m. - 8:30 p.m., CSP-4185-440HG
RM 171, Small Business Ctr., A-B Tech Enka
Fees: Course: \$115.00, 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 for traveling to France as well as pronunciation, sentence structure, agreement, common verbs and basic vocabulary. The emphasis will be on French culture and fundamentals for traveling scenarios. For beginners only! Textbook: Easy French, Step by Step.

W, 9/15-11/3, 2 p.m. - 4 p.m., CSP-4103-443LN
RM 432, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79.00

French, Beginning II

Students must have completed French I or equivalent level. Students need to be comfortable with the agreement, the verbs of the three groups in the present tense, the relative pronouns and have a good reading comprehension. The future and past tenses will be studied as well as more complex grammar points that affect sentence structure. There will be plenty of opportunities to read and write and speak through in-class exercises and to expand your vocabulary. We will continue to look at French culture and traveling in France.

M, 9/13-11/1, 2 p.m. - 4 p.m., CSP-4104-444LN
RM 451, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79.00



French, Beginning III

Students must have completed French I and French 2 or equivalent level. Only French will be spoken by the instructor. 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, 11/8-12/13, 2 p.m. - 4 p.m., CSP-4661-445LN
RM 451, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79.00

Italian, Beginning I

This class will give students the basic vocabulary needed while visiting Italy. The emphasis will be on real-life situations while giving some fundamental grammar. Points of interest of Italian culture, tradition, and history will be incorporated into the class. Textbooks: Italian-A Self Teaching Guide and Easy Italian Reader.

W, 9/22-11/10, 6 p.m. - 8 p.m., CSP-4108-446LN
RM 451, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79.00

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, 9/21-11/9, 6 p.m. - 7:30 p.m., CSP-4129-447LN
RM 326, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79.00

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, 9/21-11/9, 7:30 p.m. - 9 p.m., CSP-4130-448LN
RM 326, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79.00

Spanish, Beginning I

This course introduces basic information for those whose family life, travel plans, or personal interest necessitates an introduction to the Spanish language and Latinx culture. Students learn basic pronunciation, nouns, articles, subject pronouns, and simple present tense verb conjugation. The course focuses on simple conversation with an emphasis on primary vocabulary on selected themes. Textbook: Spanish Now! - Eighth Edition. Chapters covered include Work Units 1-5

T, 9/21-11/9, 2:30 p.m. - 4:30 p.m., CSP-4121-450LN
RM 431, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79.00

T, 9/21-11/9, 6 p.m. - 8 p.m., CSP-4121-451LN
RM 431, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79.00

Spanish, Beginning II

Building on skills learned in Spanish, Beginning I, students continue to learn basic listening, speaking, reading, and writing skills. Concepts covered in this class include time and weather, irregular present tense verbs, prepositions, and the verbs ser and estar (to be). Through group and pair work, games, and handouts students will also improve their conversational skills. Textbook: Spanish Now! Eighth Edition. Chapters covered include Work Units 6-8, 11, 12

W, 9/22-11/10, 2:30 p.m. - 4:30 p.m., CSP-4122-453LN
RM 426, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79.00

W, 9/22-11/10, 6 p.m. - 8 p.m., CSP-4122-454LN
RM 426, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79.00

Spanish, Intermediate III new

Practice present and past tense verb usage. Learn how to use direct and indirect object pronouns, familiar commands, negation and reflexive verbs. Improve your conversation skills through group and pair work, handouts, and games. Prerequisite: Intermediate Spanish II or equivalent proficiency. Textbook: Spanish Now! Eighth Edition. Chapters covered include Work Units 23, 24, 28, 30, 31

W, 9/22-11/10, 6 p.m. - 8 p.m., CSP-4672-457LN
RM 446, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79.00

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.

DDC4	Saturday, Aug 14	9 am – 1 pm	Rm 432
DDCADD	Saturday, Aug 10	8 am – 5 pm	Rm 432
DDC 4	Saturday, Sept 25	9 am – 1 pm	Rm 432
DDC ADD	Saturday, Sept 18	8 am – 5 pm	Rm 432
DDC 4	Saturday, Oct 16	9 am – 1 pm	Rm 432
DDC ADD	Saturday, Oct 23	8 am – 5 pm	Rm 432
DDC4	Saturday, Nov 13	9 am – 1 pm	Rm 432
DDC ADD	Saturday, Nov 20	8 am – 5 pm	Rm 432
DDC 4	Saturday, Dec 11	9 am – 1 pm	Rm 432
DDC ADD	Saturday, Dec 4	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.

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.

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



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 eye wear 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

8/21 – 8/22
 8/28 – 8/29
 9/04 – 9/05
 9/11 - 9/12
 9/18 - 9/19
 9/25 - 9/26
 10/02 – 10/03
 10/09 – 10/10
 10/16 – 10/17
 10/23 – 10/24
 10/30 – 10/31
 11/06 – 11/07
 11/13 – 11/14

Course Numbers

CSP-4258-330MS
 CSP-4258-332MS
 CSP-4258-334MS
 CSP-4258-336MS
 CSP-4258-338MS
 CSP-4258-340MS
 CSP-4258-342MS
 CSP-4258-344MS
 CSP-4258-346MS
 CSP-4258-348MS
 CSP-4258-350MS
 CSP-4258-352MS
 CSP-4258-354MS

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

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!

W, 9/8-10/20, 6 p.m. - 7 p.m., CSP-4200-459MD
RM 205, Ivy Bldg., Asheville Campus
Fees: Course: \$79.00, Ins: \$1.35

W, 10/27-12/15, 6 p.m. - 7 p.m., CSP-4200-460MD
RM 205, Ivy Bldg., Asheville Campus
Fees: Course: \$79.00, 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!

W, 9/8-10/20, 7:15 p.m. - 8:15 p.m., CSP-4369-461MD
RM 205, Ivy Bldg., Asheville Campus
Fees: Course: \$79.00, Ins: \$1.35

W, 10/27-12/15, 7:15 p.m. - 8:15 p.m., CSP-4369-462MD
RM 205, Ivy Bldg., Asheville Campus
Fees: Course: \$79.00, 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, 9/14-10/26, 6 p.m. - 7:30 p.m., CSP-4135-464MD
RM 432, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79.00

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, 9/14-10/26, 7:30 p.m. - 9 p.m., CSP-4137-465MD
RM 432, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79.00

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, 9/15-10/13, 6 p.m. - 8 p.m., CSP-4138-466MD
RM 432, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79.00

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, 10/20-11/17, 6 p.m. - 8 p.m., CSP-4139-467MD
RM 432, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79.00

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, 9/18, 10 a.m. - 3:30 p.m., CSP-4217-469RR
RM 126, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69.00

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, 9/7-10/19, 6 p.m. - 7:30 p.m., CSP-4233-470RR
RM 205, Ivy Bldg., Asheville Campus
Fees: Course: \$79.00, Ins: \$1.35

T, 10/26-12/7, 6 p.m. - 7:30 p.m., CSP-4233-471RR
RM 205, Ivy Bldg., Asheville Campus
Fees: Course: \$79.00, Ins: \$1.35

Ivy Building is #22 on Campus Map
pg. 72



To Enroll in Online Courses Visit:

www.ed2go.com/abtech

New sessions begin: 8/18, 9/15, 10/13, 11/17, 12/15

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 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

Financial Wellness

- Personal Finance*
- Stocks, Bonds and Investing: Oh My!*
- Where Does All My Money Go?*

Language

- Conversational Japanese*

Life and Work Development

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

Special Interest

- Genealogy*
- Introduction to Screenwriting
- Secrets of the Caterer
- 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
- Publish and Sell Your E-Books
- The Craft of Magazine Writing
- The Keys to Effective Editing
- Write Fiction Like a Pro
- Writing Essentials
- 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 A-B Tech Advanced Manufacturing Center!



The Advanced Manufacturing Center (AMC) is a 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.



Identifying the need to meet employment and skills requirements in the ever-growing manufacturing sector, A-B Tech developed the Advanced Manufacturing Center (AMC) with \$1.3 million in funds from the Connect NC Bond for the remodel and over \$3 million in grants from Duke Energy and Golden Leaf for our state-of-the-art training equipment.

AMC's presence ensures that local companies have the workers they need for years to come.

In partnership with NC Works, STEP and the Edington Center, the **Workforce Readiness Resource Lab (WRRL)** provides job seekers help with resume creation, interview coaching, scholarship search and more. For more information, call 828-398-7830. **WRRL** Room 202, Advanced Manufacturing Center, A-B Tech Asheville Campus.

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 helps 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.



Advanced Manufacturing Partnerships and Short Term Training

Our region is home to hundreds of manufacturers making all kinds of products, ranging from airplane parts to outdoor gear to craft beverages.

The AMC has partnered with **Pratt & Whitney** to train students in preparation for their new plant opening in Buncombe County. The following three classes qualify completers for interviews with Pratt & Whitney:

- CNC 101 (pg. 24)
- Machining Fundamentals (pg. 24)
- MSSC Certified Production Technician (pg. 25)

For more information visit: abtech.edu/pratt

The AMC has also been a long-term training partner with **GE®**, providing customized training for their Asheville composites plant needs, as well as other local companies like **Eaton, Borg Warner, Linamar, Thermo Fisher and New Belgium Brewing**.

For more information visit: abtech.edu/customized-training-industry

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

The Certified Production Technician Program 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. 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. In addition, this class qualifies for several scholarship programs making tuition **FREE** for most students.

The number to call for more info is 828-398-7760.

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.

MSSC Certified Production Technician

Machining

Machining Fundamentals
CNC Machining 101

Composites

Composite Technology Level 1
22

Industrial Maintenance Academy

Electrical

Automation/Mechatronics



Advanced Manufacturing

Workforce Readiness Resource Lab

Advanced manufacturing companies in the Asheville Metro area provide good-paying full-time jobs with benefits, and local companies are hiring! A-B Tech connects students who take our short-term open enrollment programs in advanced manufacturing to those companies. Through our Workforce Readiness Resource Lab (WRRL) we provide resources for resume writing and job search best practices, help to facilitate interviews, and can also facilitate work-based learning opportunities - chances to work part-time, learn on-the-job, or while going to school. For appointments call 828-251-6200. To contact the Lab, call 828-398-7830.

Advanced Manufacturing, Introduction to ^{new}

In this one day class you will be given an introduction to the skills and concepts needed to succeed and progress in the modern day manufacturing environment. Subjects include those covered in the MSSC Certified Production Technician class: work place safety, quality control, manufacturing processes, and maintenance awareness, leading into an introduction to basic electrical, mechanical and troubleshooting concepts. This will culminate in the each student being able to build their own electrical motor in class to give hands on experience of concepts taught in Industrial Maintenance Academy. Call 828-398-7934 or email jenniferwallner@abtech.edu to sign up today.

S, 8/28, 8 a.m. - 5 p.m., HRD-7702-702HR
RM 105, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 9/11, 8 a.m. - 5 p.m., HRD-7702-703HR
RM 201, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 9/25, 8 a.m. - 5 p.m., HRD-7702-704HR
RM 105, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 10/9, 8 a.m. - 5 p.m., HRD-7702-705HR
RM 105, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 10/23, 8 a.m. - 5 p.m., HRD-7702-706HR
RM 105, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 11/6, 8 a.m. - 5 p.m., HRD-7702-707HR
RM 105, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 11/20, 8 a.m. - 5 p.m., HRD-7702-708HR
RM 105, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 12/4, 8 a.m. - 5 p.m., HRD-7702-709HR
RM 105, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

Bio Composite Manufacturing ^{new}

Interest in Bio Composite manufacturing is growing, given its use of renewable/recyclable materials such as bamboo, hemp, cotton, flax, wood etc.. Bio Composites are environmentally superior, light weight, and incredibly strong when combined appropriately. Applies to a wide variety of industry such as outdoor gear, packaging, construction, automotive and aerospace. Class introduces the basics of bio composite manufacturing, including chemical and physical properties and uses of various natural fibers. Explore manufacturing applications, examples, concepts of injection molding and small-scale 3D printing. Benefit to anyone interested in the use of local, renewable, sustainable, eco-efficient resources to produce consumer goods. Students can follow up with one of the hands-on composite classes in our Advanced Manufacturing Center.

M/W, 10/4-10/13, 4 p.m. - 6 p.m., SEF-3308-756WT
RM 441, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00

Looking for a good job? Courses in Advanced Manufacturing lead to well paying, local careers with benefits:

Machining Fundamentals and CNC 101

- Local companies hire people who complete this class to be Machinists, Machine Operators, Machine Setup Technicians, Quality Assurance Technicians, Manufacturing Line Leads and Supervisors
- Starting salaries range from \$16-21/hour with benefits
- Median pay for Machinists is \$22/hour (US Bureau of Labor Statistics). Machinists at local companies can earn \$25/hour after two years of experience.

Industrial Maintenance Academy

- Local companies hire people who complete this class to be Industrial Maintenance Technicians and Machine Setup Technicians.
- Starting salaries range from \$17-22/hour with benefits
- Median pay for industrial Maintenance Technicians is \$53,180, and median pay for the top 10% is \$79,150 (US Bureau of Labor Statistics)

Composite Technology

- Local companies hire people who complete this class to be Composites Technicians, Quality Assurance Technicians
- Starting salaries range from \$17-21/hour with benefits

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, teamwork and problem solving.*Tuition for this course may be FREE! Please call 828-398-7760 to get started.

M-TH, 8/2-9/16, 5 p.m. - 9 p.m., MEC-7070-016AM
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$286.35

M-TH, 9/27-11/11, 5 p.m. - 9 p.m., MEC-7070-017AM
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$286.35

Composite Technology Level 1

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 for many different composite applications (repair, manufacturing, auto, recreational, arts/crafts, and aerospace).*Tuition for this course may be FREE! Please call 828-398-7760 to get started.

S, 8/21-1/22, 8 a.m. - 5 p.m., MEC-3187-910AM
RM 212, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$286.35

Earn your GED®, get competitive training, and start a hands-on, high-paying career in one semester!

Students will learn applied math skills, test taking strategies, shop safety, machine operation, and critical thinking. Daytime and afternoon/evening options available and require a commitment of 8-hours a day M-Th for 15 weeks. Students who successfully complete the program will have a guaranteed interview with Pratt & Whitney and support for establishing a career with a local manufacturer.

Call Todd Barbee at (828) 398-7131 or email toddbarbee@abtech.edu for more information.

Composites, Introduction to

Composites are used extensively in aircraft as well as automobile, marine, and motorcycle 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 828-398-7934 or email jenniferwallner@abtech.edu

S, 8/14, 8 a.m. - 5 p.m., HRD-7639-611HR
RM 212, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 9/11, 8 a.m. - 5 p.m., HRD-7639-725HR
RM 212, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 10/16, 8 a.m. - 5 p.m., HRD-7639-726HR
RM 212, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 11/13, 8 a.m. - 5 p.m., HRD-7639-727HR
RM 212, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 12/18, 8 a.m. - 5 p.m., HRD-7639-728HR
RM 212, 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 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, teamwork and problem solving.*Tuition for this course may be FREE! Please call 828-398-7760 to get started.

M-TH, 9/13-1/18, 3:30 p.m. - 9:30 p.m., MEC-7027-938AM
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$286.35

M,T, TH, 9/13-4/25, 5 p.m - 9 p.m., MEC-7027-937AM
RM 002, A-B Tech Madison
Fees: Course: \$286.35



Machining, Introduction to

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 828-398-7934 or email jenniferwallner@abtech.edu

S, 8/21, 8 a.m. - 5 p.m., HRD-7694-711HR
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 9/11, 8 a.m. - 5 p.m., HRD-7694-712HR
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 10/2, 8 a.m. - 5 p.m., HRD-7694-713HR
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 10/16, 8 a.m. - 5 p.m., HRD-7694-714HR
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 10/30, 8 a.m. - 5 p.m., HRD-7694-715HR
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 11/13, 8 a.m. - 5 p.m., HRD-7694-716HR
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 12/11, 8 a.m. - 5 p.m., HRD-7694-717HR
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

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.*Tuition for this course may be FREE! Please call 828-398-7760 to get started.

M-F, 8/9-9/17, 8 a.m. - 12 p.m., MNT-3111-016AM
Online
Fees: Course: \$429.46

M-F, 8/23-10/4, 8 a.m. - 12 p.m., MNT-3111-017AM
Online
Fees: Course: \$429.46

M-F, 9/7-10/20, 8 a.m. - 12 p.m., MNT-3111-028AM
Online
Fees: Course: \$429.46

M-F, 9/13-10/26, 8 a.m. - 12 p.m., MNT-3111-029AM
Online
Fees: Course: \$429.46

M-F, 9/20-11/2, 8 a.m. - 12 p.m., MNT-3111-030AM
Online
Fees: Course: \$429.46

M-F, 9/27-11/8, 5 p.m. - 9 p.m., MNT-3111-031AM
Online
Fees: Course: \$429.46

M-F, 10/4-11/16, 8 a.m. - 12 p.m., MNT-3111-032AM
Online
Fees: Course: \$429.46

M-F, 10/11-11/22, 5 p.m. - 9 p.m., MNT-3111-033AM
Online
Fees: Course: \$429.46

M-F, 10/18-12/1, 8 a.m. - 12 a.m., MNT-3111-034AM
Online
Fees: Course: \$429.46

M-F, 10/25-12/14, 5 p.m. - 9 p.m., MNT-3111-035AM
Online
Fees: Course: \$429.46

M-F, 11/1-12/15, 8 a.m. - 12 p.m., MNT-3111-036AM
Online
Fees: Course: \$429.46

M-F, 11/8-1/4, 5 p.m. - 9 p.m., MNT-3111-037AM
Online
Fees: Course: \$429.46

S, 11/15-1/11, 8 a.m. - 12 p.m., MNT-3111-038AM
Online
Fees: Course: \$429.46

M-F, 11/22-1/18, 5 p.m. - 9 p.m., MNT-3111-039AM
Online
Fees: Course: \$429.46



Industrial Maintenance Academy

Prepares students to enter the lucrative field of industrial maintenance. 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. To earn the Industrial Maintenance Academy (IMA) certificate (and a chance to earn the Society of Maintenance Reliability Professional's certification), trainees must take three classes that total 22 weeks - Electrical Foundations, Automation/Controls, and Mechanical. If trainees do not want to complete the IMA certificate, each class may be taken as a standalone.

Industrial Maintenance - Automation

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 and mechatronics. Studies include: 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, 8/16-10/14, 12 p.m. - 4 p.m., MNT-9001-962AM
RM , Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$369.46

Industrial Maintenance - Electrical

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 highly recommended. *Tuition for this course may be FREE! Please call 828-398-7760 to get started.

M-TH, 10/25-1/6, 12 p.m. - 4 p.m., MEC-9001-963AM
RM , Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$369.46

Material Handling

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, 8/14, 8 a.m. - 5 p.m., OSH-3012-977AM
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$81.35

S, 9/18, 8 a.m. - 5 p.m., OSH-3012-978AM
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$81.35

S, 10/23, 8 a.m. - 5 p.m., OSH-3012-979AM
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$81.35

S, 11/6, 8 a.m. - 5 p.m., OSH-3012-980AM
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$81.35

S, 12/4, 8 a.m. - 5 p.m., OSH-3012-981AM
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$81.35

Industry training that enhances employee skills and productivity. Open both to currently employed people; to companies; and to individuals who just want to enhance their skills and employability.



Lean Six Sigma

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. For more information or to schedule a training, please contact ewd@abtech.edu.

Fees: Course: \$1,800.00

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. Sept. 16, 23 & 30

TH, 9/16-9/30, 8 a.m. - 3 p.m., SEF-6486-019AM
RM 203, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$390.00

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, 9/13-9/14, 6 p.m. - 10 p.m., AUT-7203-371TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80.00

M,T, 10/4-10/5, 6 p.m. - 10 p.m., AUT-7203-372TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80.00

M,T, 11/1-11/2, 6 p.m. - 10 p.m., AUT-7203-373TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80.00

M,T, 12/6-12/7, 6 p.m. - 10 p.m., AUT-7203-374TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80.00

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. Classes are scheduled as needed. Contact carollfaust@abtech.edu to place your name on the interest list.

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. Classes are scheduled as needed. Contact carollfaust@abtech.edu to place your name on the interest list.

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, 9/15-9/16, 6 p.m. - 10 p.m., AUT-3129-377TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80.00

W,TH, 10/6-10/7, 6 p.m. - 10 p.m., AUT-3129-378TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80.00

W,TH, 11/3-11/4, 6 p.m. - 10 p.m., AUT-3129-379TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80.00

W,TH, 12/8-12/9, 6 p.m. - 10 p.m., AUT-3129-380TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80.00

OBD Emissions Inspection, Recertification

This course covers the requirements to become a Re-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, 9/22-9/23, 6 p.m. - 10 p.m., AUT-7202-489TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80.00

W,TH, 10/13-10/14, 6 p.m. - 10 p.m., AUT-7202-490TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80.00

W,TH, 11/10-11/11, 6 p.m. - 10 p.m., AUT-7202-491TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80.00

W,TH, 12/15-12/16, 6 p.m. - 10 p.m., AUT-7202-492TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80.00

Computers

AutoCad1 Design/Drafting

This course will provide a strong foundation for learning AutoCAD. Learn the basic steps of AutoCAD which includes building formats for drawings, basic shapes and developing detailed drawings. Additional topics include layout of floor plans, the importance of layers, how to use blocks library, learn more detailed shapes and get introduced to isometric drawing. Class is held on campus in our CAD lab. Students do not need to purchase software.

M/W, 9/13-11/17, 4 p.m. - 6 p.m., DFT-7408-437C0
 RM 122, Elm, Asheville Campus
 Fees: Course: \$135.00

Microsoft Office Professional: Associate Level (with optional certification)

Possessing basic computer skills are valuable and necessary in today's technology driven environment. If you are looking for a professional or personal advancement, this course will help you in mastering skills in word processing, presentations, and working with data. Following the course, students have the option of taking the Microsoft certification exam in Word, PowerPoint, and Excel, but they are not required. After completing and passing the exam certifications, the students will earn Microsoft Office Specialist Certificate: Associate Office 365/2019. Students are required having basic computer skills. The class tuition does not include certification fees. No classes during the Thanksgiving Week.

T/TH, 8/19-12/16, 9 a.m. - 12 p.m., OST-9500-002C0
 RM 438, Ferguson Ctr., AHWD, Asheville Campus
 Fees: Course: \$190.00

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. The class is offered virtually. The class access information will be emailed to all registered students prior to the class start date.

T/TH, 9/7-9/16, 6 p.m. - 9 p.m., SEF-5810-619C0
 ZOOM, Online
 Fees: Course: \$75.00

ZOOM Introduction

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



W, 9/15, 1 p.m. - 4 p.m., SEF-4300-005C0
 ZOOM, Online
 Fees: Course: \$39.00

ZOOM Professional

This intermediate class is designed for individuals who already have a ZOOM account and experience joining virtual meetings. This class will cover hosting meetings, managing meeting security, participants, and chat. Learn more about ZOOM advanced features to include breakout rooms, polling, registration, reports, remote control feature, co-hosts, and streaming a meeting or webinar on Facebook or YouTube live.



W, 9/29, 1 p.m. - 4 p.m., SEF-4400-003C0
 ZOOM, Online
 Fees: Course: \$45.00



Microsoft Office Professional Associate Level (with optional certification)

Earn valuable technical skills in Microsoft Office 365: Word, PowerPoint, and Excel. After completion of the course, the students have the option to take the industry recognized certifications and earn the Microsoft Office Specialist-Associate (Office 365 and Office 2019)

Course Costs: \$190

96hrs, 16 weeks

(the course fee does not include the certification exam)

Coming this Fall!

Business & Hospitality Training

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 by calling 828-398-7903. Exams not part of the class.

T, 10/5-10/26, 6 p.m. - 9 p.m., SEF-7848-015WT
RM 225, Magnolia, Asheville Campus
Fees: Course: \$111.35

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, 9/21, 8:30 a.m. - 5 p.m., SEF-5816-065HS
RM 202, Goodwill Ctr., Goodwill
Fees: Course: \$106.00

T, 11/30, 8:30 a.m. - 5 p.m., SEF-5816-067HS
RM 202, Goodwill Ctr., Goodwill
Fees: Course: \$106.00

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



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>



Crisis Intervention Training (CIT)

Crisis Intervention Training (CIT) is a program for community policing that brings together law enforcement and mental health providers to improve responses to people in crisis. CIT programs improve communication and identify mental health resources for assisting people in crisis and ensure that officers get the training and support that they need. CIT programs provide officers with 40-hours of training that includes instruction from mental health professionals and experienced officers in our community. There is a strong focus on verbal de-escalation skills through scenario-based training on responding to people in crises. CIT provides officers with more tools to do their job effectively and can improve officer safety. It is designed to help keep people with mental illness out of jail and hopefully expose them to treatment options. For information on this or other de-escalation type training opportunities, please contact our Law Enforcement Training Coordinators at; leoconed@abtech.edu or by calling 828 782 2319



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

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 828-398-7890 and ask for Ellise.

Law Enforcement Training

Offers basic programs such as BLET, Detention Officer, Telecommunicator and General Instructor, as well as 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:
 Contact Marty McNeely at 828-782-2841 or martyamcneely@abtech.edu

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

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. A-B 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 Justyn Whitson at 828-782-2624, or justynlwhitson@abtech.edu.

S, 8/7, 9 a.m. - 3 p.m., SAF-3010-921ES
RM 206, ESEB, Woodfin
Fees: Course: \$85.00

S, 9/11, 9 a.m. - 3 p.m., SAF-3010-922ES
RM 206, ESEB, Woodfin
Fees: Course: \$85.00

S, 10/2, 9 a.m. - 3 p.m., SAF-3010-923ES
RM 206, ESEB, Woodfin
Fees: Course: \$85.00

S, 11/6, 9 a.m. - 3 p.m., SAF-3010-924ES
RM 206, ESEB, Woodfin
Fees: Course: \$85.00

S, 12/4, 9 a.m. - 3 p.m., SAF-3010-925ES
RM 206, ESEB, Woodfin
Fees: Course: \$85.00

Firefighter Certifications Overview

The Fire Services program teaches certification classes that are NFPA compliant, IFSAC accredited, and under the curriculum approved by the North Carolina Office of the State Fire Marshal. Examples are not limited to but include, Firefighter, Airport Firefighter, Driver Operator Emergency, Vehicle Driver, Driver Operator Pumps, Driver Operator Aerials, Driver Operator Mobile Water Supply, Fire and Life Safety Educator I, II and III, Fire Officer I and II, Hazmat Operations, Instructor I and II, Marine Firefighter, Rescue Officer, Technical Rescuer Vehicle. Contact Travis Climbingbear at 828-782-2139 or email: travisclimbingbear@abtech.edu or contact Jason McEntire at jasonemcentire@abtech.edu

National Fire Academy Leadership Series

Leadership in Supervision Series: Creating Environments for Professional Growth (Course 0646), Perspectives in Thinking (Course 0647), and Frameworks to Success (Course 0648).

This series presents the fire and emergency medical services (EMS) supervisor with the basic leadership skills and tools needed to perform effectively in the fire and EMS environment, to successfully transition to supervisory and leadership roles, and establish a conceptual foundation and framework for success in leadership roles by exploring creative, analytical, political and critical thinking perspectives.

Topics in the course include: adaptive leadership, change management, active followership, effective communication including difficult conversations, advocacy-inquiry based dialogue and persuasion, ethics, authority, power, decision-making assessing situations from multiple perspectives, fostering creativity and innovation, professionalism, resilience, emotional intelligence, situational awareness, managing conflict, delegating, mentoring, coaching, empowerment, and building collaboration and synergy for professional growth.

The course includes the development of a personal plan for active engagement in the provision of leadership in supervision.

Other Fire Services Series for the future:

Technical Rescue Series, Evening Class Academy, Engine and Ladder Company Scenario Based Learning, Fire Officer 1 and 2, Fire Instructor 1 and 2, and Emergency Services Recruit Camp.

All Dates are TBD.

For more information, contact: Travis Climbingbear at 828-782-2139 or email: travisclimbingbear@abtech.edu



Health Occupations

Clinical Massage-Module II: Fundamentals of Theory and Practice II

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 structured into three modules: Module I: Fundamentals of Theory and Practice I; Module II: Fundamentals of Theory and Practice II; and Module III Intensive Clinic/Lab. In order to receive a completion a student must successfully complete all three modules for a total of 518 hours. These are NOT transferred to another program, nor can credit be given from another program. These classes must be taken sequential. This program is designed to prepare student for the MBLEX which establishes eligibility to practice in North Carolina as a Licensed Massage and Bodywork Therapist. Times, dates and delivery of course can vary due to Pandemic. Classroom maybe conducted via Zoom if needed. Otherwise, this is a face-to-face program. This is the second of the Module series. Registration is required for all Modules.

M-W, 10/4-9/15, 9 a.m. - 3:30 p.m., HEA-3021-114HC
 RM 242, Ferguson Ctr., AHWD , Asheville Campus
 Fees: Course: \$216.35

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 HIPAA 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 "Electronic Health Records Specialist Certification 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, 8/31-11/18, 9 a.m. - 1 p.m., HIT-3700-129HC
 RM 211, Goodwill Ctr., Goodwill
 Fees: Course: \$180.00

Dental Radiology

This certificate class is for individuals who have 6 months experience in the dental clinical area. There is a lab and online components to this class. For information on upcoming classes, contact the Health Occupations office at 828-398-7878 or Email teresawnix@abtech.edu or ronaldsmith37@abtech.edu.

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 Long-Term Care, Workbook and Handbook is 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 may be delivered by using ZOOM. Lab and clinical portions are still face-to-face.

M/W, 8/2-11/22, 4 p.m. - 8 p.m., NUR-3240-901HC
 RM 344, Ferguson Ctr., AHWD , Asheville Campus
 Fees: Course: \$241.35

T/TH, 8/17-12/2, 4 p.m. - 8 p.m., NUR-3240-803HC
 RM 342, Ferguson Ctr., AHWD , Asheville Campus
 Fees: Course: \$241.35

M-W, 9/7-10/27, 8 a.m. - 3:30 p.m., NUR-3240-513HC
 RM 342, Ferguson Ctr., AHWD , Asheville Campus
 Fees: Course: \$241.35

M-W, 9/13-11/2, 8 a.m. - 3:30 p.m., NUR-3240-514HC
 RM 342, Ferguson Ctr., AHWD , Asheville Campus
 Fees: Course: \$241.35

M-W, 11/1-12/16, 8 a.m. - 3:30 p.m., NUR-3240-515HC
 RM 342, Ferguson Ctr., AHWD , Asheville Campus
 Fees: Course: \$241.35

M-W, 11/8-12/16, 8 a.m. - 3:30 p.m., NUR-3240-512HC
 RM 342, Ferguson Ctr., AHWD , Asheville Campus
 Fees: Course: \$241.35

T-TH, 9/14-11/4, 8:30 a.m. - 4:30 p.m., NUR-3240-264HC
 RM 196, Goodwill Ctr., Goodwill
 Fees: Course: \$231.35

M-TH, 11/16-1/27, 8:30 a.m. - 4:30 p.m., NUR-3240-265HC
 RM 196, Goodwill Ctr., Goodwill
 Fees: Course: \$231.35

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. Textbook must be read before class. Courses to be announced.

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.

Ophthalmic Assistant Module I: Fundamentals and Theory of Ophthalmic Assistant

The Ophthalmic Assistant Program is accredited by the International Council of Accreditation for Ophthalmic Assistant. This program is in two modules. The first one is the Fundamentals and Theory. Module II: Intensive Clinic/Lab is the clinical rotation in different clinics. 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 specialties of ophthalmology. To receive a completion and be eligible to take the certification exam, both Modules must be completed successfully. For more information about this program call the Health Occupations Department at 828-398-7878 or email teresawnix@abtech.edu or ronaldsmith37@abtech.edu

Clinical Massage

New Cohort for Clinical Massage starts this summer. Call to receive details of the information session and requirements for class 828-398-7878 or Email teresawnix@abtech.edu or ronaldsmith37@abtech.edu.



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.

New Cohort for Ophthalmic Assistant starts this Fall. Call to receive details of the information session and requirements for class.

For more information, contact Health Occupations Office at (828) 398-7878 or Email teresawnix@abtech.edu or ronaldsmith37@abtech.edu

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.



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
Barber Academy	1528	NC Board of Barber Examiners	State
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
Notary Public	7	NC Secretary of States office	State
ServSafe Manager Certification	8	National Restaurant Association	National
Real Estate Broker Prelicensing	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
Microsoft Office Specialist-Associate (Office 365 and Office 2019)	96	Microsoft	National
Project Management Professional (PMP™) Prep I	24	Project Management	National
Project Management Professional (PMP™) Prep II	24	Project Management	National

Health Occupations Certification Programs

Course Title	Hours	Certifying Body	Level
Clinical Massage	515	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	120	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	628	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 Operator	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





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
- Hospitality Certifications
- Electronic Medical Records
- Adult High School
- Personal Care Aide
- Online classes on Ed2Go
- Commercial Driving Careers/CDL-B

Goodwill Industries

1616 Patton Ave, Asheville, NC
828-298-9023, Ext. 11161

This program is brought to you through a partnership with:





NCWorks Career Center Asheville

- All services are free of charge and open to anyone – employed/unemployed, students, older workers, justice-involved individuals, veterans, youth, etc.
- Our office is currently open with PPE and social distancing guidelines in place
- Conveniently located downtown with plenty of free parking
- Work with us in-person, by phone, or by computer virtually through video conferencing

Find Jobs

- Get information on who is hiring in our region
- View job listings and receive referrals through our virtual one-stop www.ncworks.gov
- Make connections with local HR representatives during our in-person and virtual job fairs
- Free computer, Internet & fax machine access (many of our computers have webcams and microphones for virtual services including job interviews and career counseling)
- Employability Lab for one-on-one computer assistance

Skills Development

- Receive help with creating or updating a resume
- Prepare for your next job interview
- Attend in-person or virtual workshops on networking, resume writing, interviewing and LinkedIn
- Explore new jobs and careers with our career assessments, including the Myers-Briggs Type Inventory
- Free online computer tutorials and training programs
- Brush up on your soft skills with our ACT WorkKeys Curriculum

Get Training

- Free financial assistance for education and training to those who qualify, including short-term, 1-year diploma and 2-year Associates degree programs
- Funding available to cover some costs of online training and professional certifications
- On-the-job training opportunities

Our certified Career Counselors and Advisors are ready to assist you with all aspects of the job search process, including job search assistance, career exploration and decision-making, and career advancement strategies.

NCWorks Career Center Asheville

48 Grove Street

Asheville, NC 28801

(828) 251-6200

www.ncworksasheville.com

Facebook: facebook.com/ncworksasheville



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, 140 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, Pratt & Whitney and many others. Employers in the surrounding counties of Madison, Haywood, Henderson, and Transylvania are also participating in the Work Ready Community initiative.

Make yourself more marketable to employers and prove your workplace skills with the NCRC!

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

Certain educational programs require or strongly encourage taking the NCRC prior to applying to their programs.

For more information about the NCRC, preparing and practicing for the NCRC, NCRC testing schedules, and funding assistance contact Leigh Bennett at 828-367-8545 or leighbennett@abtech.edu. You can also visit the NC Works Career Center Asheville, 48 Grove Street, 828-251-6200.



Job Preparedness

Advanced Manufacturing, Introduction to

new

In this one day class you will be given an introduction to the skills and concepts needed to succeed and progress in the modern day manufacturing environment. Subjects include those covered in the MSSC Certified Production Technician class: work place safety, quality control, manufacturing processes, and maintenance awareness, leading into an introduction to basic electrical, mechanical and troubleshooting concepts. This will culminate in the each student being able to build their own electrical motor in class to give hands on experience of concepts taught in Industrial Maintenance Academy. Call 828-398-7934 or email jenniferwallner@abtech.edu to sign up today.

S, 8/28, 8 a.m. - 5 p.m., HRD-7702-702HR
RM 105, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 9/11, 8 a.m. - 5 p.m., HRD-7702-703HR
RM 201, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 9/25, 8 a.m. - 5 p.m., HRD-7702-704HR
RM 105, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 10/9, 8 a.m. - 5 p.m., HRD-7702-705HR
RM 105, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 10/23, 8 a.m. - 5 p.m., HRD-7702-706HR
RM 105, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 11/6, 8 a.m. - 5 p.m., HRD-7702-707HR
RM 105, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 11/20, 8 a.m. - 5 p.m., HRD-7702-708HR
RM 105, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 12/4, 8 a.m. - 5 p.m., HRD-7702-709HR
RM 105, Adv. Manufacturing Ctr., Asheville Campus
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!

Explore:

Manufacturing

Healthcare

Hospitality

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 ext. 11106 or email drogers@goodwillnwc.org

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, 8/16-12/31, 9 a.m. - 4 p.m., HRD-7653-011HR

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, 8/16-12/31, 9 a.m. - 1 p.m., HRD-7688-006HR

RM Lab, NCWorks Asheville Career Ctr., 48 Grove St.

Fees: Course: Waived

Commercial Driving Careers, Intro to ^{new}

This class is designed for students interested in learning more about the wide range of commercial transportation careers. The first part of class will be to develop the tools to construct resumes specific to delivery and transit careers, prepare medical and driving records for potential employers, and how to interview with those companies. During the second part of class the focus will be to provide instruction and practice for the DMV written permit examinations needed to obtain permits and endorsements for commercial drivers. Employers and currently employed drivers will present information on available job opportunities in the field. Students that complete the course will leave with the knowledge of how to schedule their exams and further pursue licenses and jobs. Call 828-298-9023, Ext. 5, for more information.

M-F, 10/11-10/15, 9 a.m. - 12 p.m., HRD-7701-700HR

RM 207, Goodwill Ctr., Goodwill

Fees: Course: Waived

Composites, Introduction to

Composites are used extensively in aircraft as well as automobile, marine, and motorcycle 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 828-398-7934 or email jenniferwallner@abtech.edu

S, 8/14, 8 a.m. - 5 p.m., HRD-7639-611HR

RM 212, Adv. Manufacturing Ctr., Asheville Campus

Fees: Course: Waived

S, 9/11, 8 a.m. - 5 p.m., HRD-7639-725HR

RM 212, Adv. Manufacturing Ctr., Asheville Campus

Fees: Course: Waived

S, 10/16, 8 a.m. - 5 p.m., HRD-7639-726HR

RM 212, Adv. Manufacturing Ctr., Asheville Campus

Fees: Course: Waived

S, 11/13, 8 a.m. - 5 p.m., HRD-7639-727HR

RM 212, Adv. Manufacturing Ctr., Asheville Campus

Fees: Course: Waived

S, 12/18, 8 a.m. - 5 p.m., HRD-7639-728HR

RM 212, Adv. Manufacturing Ctr., Asheville Campus

Fees: Course: Waived



Computer Skills for Job Seekers ^{new}

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. Call 828-398-7934 or email jenniferwallner@abtech.edu to sign up today.

M/W, 9/13-10/6, 12:30 p.m. - 3:30 p.m., HRD-7642-718HR
RM 211, Goodwill Ctr., Goodwill
Fees: Course: Waived

T/TH, 9/14-10/7, 5:30 p.m. - 8:30 p.m., HRD-7642-721HR
RM 7, Transformation Village, See pg. 45
Fees: Course: Waived

Computer Skills for the Workplace ^{new}

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. Call 828-398-7934 or email jenniferwallner@abtech.edu to sign up today.

M/W, 10/11-11/3, 12:30 p.m. - 3:30 p.m., HRD-7612-719HR
RM 211, Goodwill Ctr., Goodwill
Fees: Course: Waived

T/TH, 10/12-11/4, 5:30 p.m. - 8:30 p.m., HRD-7612-722HR
RM 7, Transformation Village, See pg. 45
Fees: Course: Waived

From Entry Level to Management with Hospitalities ^{new}

Are you looking to move up in the hospitality industry? This course will provide you with information on how to do just that. It will discuss the skills necessary for providing next level support within the hospitality industry. How to sell your self with a resume and interview. The course will include several guest speakers from the industry sharing their tips and tricks on how to rise to the top as well as their personal story and how they moved into management positions. You have the talent and you have what it takes. Let us help you show that to your future employer. Call Goodwill to register at 828-298-9023 ext. 11161.

TH, 10/7, 9 a.m. - 3:30 p.m., HRD-7704-731HR
RM 207, Goodwill Ctr., Goodwill
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 a 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. Call 828-398-7934 or email jenniferwallner@abtech.edu to sign up today.

M/W, 8/23-9/1, 8:30 a.m. - 11:30 p.m., HRD-7616-724HR
RM 7, Transformation Village, See pg. 45
Fees: Course: Waived

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.

- Guest Service Gold
- Front Desk Professional
- Guest Room Attendant
- Maintenance Professional
- Kitchen Professional
- Restaurant Professional

These courses can be taken in succession or individually. Upon successfully finishing the course, you will receive a certificate of completion from A-B Tech. For more information call Goodwill at 828-298-9023 ext. 11142 or email: mvangilder@goodwillnwnc.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 interpersonal methods for in-person, email and social media contacts. Class will include tutorials on setting up a LinkedIn account. Call Goodwill to register at 828-298-9023 ext. 11161.

TH, 8/19, 9 a.m. - 3:30 p.m., HRD-7657-729HR
RM 207, Goodwill Ctr., Goodwill
Fees: Course: Waived

TH, 11/4, 9 a.m. - 3:30 p.m., HRD-7657-732HR
RM 207, Goodwill Ctr., Goodwill
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. Call Goodwill to register at 828-298-9023 ext. 11161.

TH, 9/9, 9 a.m. - 3:30 p.m., HRD-7658-730HR
RM 207, Goodwill Ctr., Goodwill
Fees: Course: Waived

TH, 12/2, 9 a.m. - 3:30 p.m., HRD-7658-733HR
RM 207, Goodwill Ctr., Goodwill
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, you will need access to a computer. Call 828-398-7934 or email jenniferwallner@abtech.edu to sign up today.

T/TH, 8/19-10/12, 5:30 p.m. - 8:30 p.m., HRD-7677-701HR
ZOOM, Online
Fees: Course: Waived

Machining, Introduction to

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 828-398-7934 or email jenniferwallner@abtech.edu

S, 8/21, 8 a.m. - 5 p.m., HRD-7694-711HR
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 9/18, 8 a.m. - 5 p.m., HRD-7694-712HR
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 10/2, 8 a.m. - 5 p.m., HRD-7694-713HR
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 10/16, 8 a.m. - 5 p.m., HRD-7694-714HR
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 10/30, 8 a.m. - 5 p.m., HRD-7694-715HR
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 11/13, 8 a.m. - 5 p.m., HRD-7694-716HR
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 12/11, 8 a.m. - 5 p.m., HRD-7694-717HR
RM 110, 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 do's 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 828-398-7934 or email jenniferwallner@abtech.edu to sign up today.

M-W, 9/20-9/22, 5:30 p.m. - 8:30 p.m., HRD-7638-710HR
RM 437, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: Waived

Personal Care Aide

Personal Care Aides make up one of the largest growing workforce fields in the country. The Labor Department says over the next decade, home-health aide jobs will grow the most out of nearly 800 job titles, with an expected addition of 1.16 million positions. This learner-centered class will include speakers from the healthcare field, case scenarios, 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. Hour lunch each day. Call Goodwill to register at 828-298-9023 ext. 11161.

T-TH, 10/5-10/28, 9:30 a.m. - 3:30 p.m., HRD-7651-720HR
RM 197, Goodwill Ctr., Goodwill
Fees: Course: Waived

Resume and Interviewing Skills new

In this class, you will learn how to develop a resume or polish the one you already have and how to target your resume to match employer needs. You will learn the latest tips and techniques to help you develop and polish your interviewing skills. Other classroom topics include dressing for success and the importance of cover letters and thank you notes. Students are encouraged to set goals and create a written career plan. Call 828-398-7934 or email jenniferwallner@abtech.edu to sign up today.

M/W, 11/8-11/17, 8:30 a.m. - 11:30 a.m., HRD-7660-723HR
RM 8A, Transformation Village, See pg. 45
Fees: Course: Waived



Receiving Food assistance and wanting to go back to school, begin a better paying career, or looking to change jobs?

STEP offers free employment assistance and job training at A-B Tech

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 by providing case management and resource referrals that help with issues in transportation, finances & childcare.

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

For more info: For more information please call 828-250-5571 or visit our website and attend our virtual orientation by watching the "How Can I Join?" video.

<https://abtech.edu/programs/workforce/skills-training-employment-program-step>



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, 8/16-12/23, 9 a.m. - 1 p.m., HRD-7652-007HR
RM ML08, Edington Educational and Career Ctr., 133 Livingston St.

Fees: Course: Waived

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 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. Please call (828) 398-7934 or email jenniferlwallner@abtech.edu to sign up. CRC exam will be an additional fee.

Tuesdays & Thursdays
5:30pm - 8:30pm
Zoom
8/19/21-10/12/21

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.

Tuesdays & Thursdays
5:30pm - 8:30pm
Zoom
10/26/21-12/21/21

Workforce Readiness Resource Lab

Located on the A-B Tech Asheville Campus this resource lab is open to the public with computers available to assist in online job search and training opportunities exploration. You can work independently or with a staff member to search for jobs online, do online job applications, write resumes and cover letters. Looking to further your training, work with a staff member to explore training that A-B Tech has to offer to advance your career. Learn about the Career Readiness Certificate to tell employers the skills you have! For appointments call 828-251-6200. To contact the Lab, call 828-398-7830.

M-F, 8/16-12/23, 1 p.m. - 4 p.m., HRD-7640-001HR
RM 202, Adv. Manufacturing Ctr., Asheville Campus
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, 8/16-12/31, 8:30 a.m. - 4:30 p.m., HRD-7643-008HR
Online
Fees: Course: Waived



Partnership with ABCCM's Transformation Village offers Opportunities

We are so excited to partner with ABCCM at their new Transformation Village location at 45 Rocky Ridge Rd, Asheville, NC 28806. <https://www.abccm.org/transformation-village>
As their educational partner we are proud to join them in mission by providing onsite training opportunities for the women residents, joined by others in the community at this location.

ABCCM Transformation Village provides up to 100 beds of transitional housing for homeless women, mothers with children, and Veterans. Transforming lives is through four developmental phases called Steps to Success. These include 1) Stabilization, with all the basic necessities provided; 2) Life Skills Training, with over 60 volunteer courses to choose from including Bible studies; 3) Education and Professional Training Certifications that lead to living wage jobs; and 4) Reintegration that leads to permanent housing. We are honored to report that 8 out of 10 leave us with a living wage job and permanent housing.

ABCCM's area partners include Buncombe County Health and Human Services, VAYA Health, and the Charles George Veterans Administration Medical Center plus A-B Tech's Continuing Education program. Additionally, ABCCM will continue collaborations with area organizations such as Our Voice and Helpmate to address domestic violence and sexual trauma. Mental health and substance abuse organizations work with ABCCM's Recovery Living Services and ABCCM's Medical Ministry to ensure that our residents are receiving the highest level of support as they transition into their permanent homes.

There are also many other volunteer opportunities to help out. Check out their website for more information.





We welcome ABCCM's Transformation Village location as an education partner to the community!

A-B Tech Classes are now being offered at Transformation Village

Construction and Maintenance Programs, August 19	Page 47
Google Application Basics: Job Searching and Employment Skills Using Google Applications, August 23	Page 41
Horticulture Basics, August 31	Page 49
Computer Skills for Job Seekers, September 4	Page 41
Computer Skills for the Workplace, October 12	Page 41
Resume and Interviewing Skills, November 8	Page 43

Location:

A-B Tech Entrance on right side of the building



Transformation Village
45 Rocky Ridge Rd.;
Asheville, NC 28806

Classes continuously added.

Check registration website for updates.

To Register online: go to abtech.edu/coned-registration

For more information email workforceprograms@abtech.edu, or call 828-398-7934.
To reach Transformation Village directly, contact Beverly Buckner at 828-398-6988
beverly.buckner@abccm.org



Workforce Training

Bio Composite Manufacturing ^{new}

Interest in Bio Composite manufacturing is growing, given its use of renewable/recyclable materials such as bamboo, hemp, cotton, flax, wood etc.. Bio Composites are environmentally superior, light weight, and incredibly strong when combined appropriately. Applies to a wide variety of industry such as outdoor gear, packaging, construction, automotive and aerospace. Class introduces the basics of bio composite manufacturing, including chemical and physical properties and uses of various natural fibers. Explore manufacturing applications, examples, concepts of injection molding and small-scale 3D printing. Benefit to anyone interested in the use of local, renewable, sustainable, eco-efficient resources to produce consumer goods. Students can follow up with one of the hands-on composite classes in our Advanced Manufacturing Center.

M/W, 10/4-10/13, 4 p.m. - 6 p.m., SEF-3308-756WT
 RM 441, Ferguson Ctr., AHWD , Asheville Campus
 Fees: Course: \$75.00

Building Standard Inspection Level II

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.

TH,F,S, 9/16-9/25, 8 a.m. - 5 p.m., COD-3106-304WT
 RM 437, Ferguson Ctr., AHWD , Asheville Campus
 Fees: Course: \$135.00

Cabinetry/Millworking

This course introduces wood technology, cabinet construction, and millworking. Topics include safety, hand/power tools, wood identification and use, wood joinery, abrasives, cabinet layout, laminates, finishing techniques, and other related topics. Upon completion, students should be able to select and process materials using accurate drawings and cut lists and install finished products.

T-TH, 8/24-12/16, 1 p.m. - 4:45 p.m., CAB-3100-344WT
 RM 180, Dogwood , Asheville Campus
 Fees: Course: \$266.35

Commercial Driving Careers, Intro to ^{new}

This class is designed for students interested in learning more about the wide range of commercial transportation careers. The first part of class will be to develop the tools to construct resumes specific to delivery and transit careers, prepare medical and driving records for potential employers, and how to interview with those companies. During the second part of class the focus will be to provide instruction and practice for the DMV written permit examinations needed to obtain permits and endorsements for commercial drivers. Employers and currently employed drivers will present information on available job opportunities in the field. Students that complete the course will leave with the knowledge of how to schedule their exams and further pursue licenses and jobs. Call 828-298-9023, Ext. 5, for more information.

M-F, 10/11-10/15, 9 a.m. - 12 p.m., HRD-7701-700HR
 RM 207, Goodwill Ctr., Goodwill
 Fees: Course: Waived

Construction and Maintenance Program ^{new}

This course is designed to cover topics for those interested in Apartment Maintenance Technician or the Construction Trade. Topics include Construction Basics, Electrical Maintenance and Repair, Plumbing Maintenance and Repair, Heating, Ventilation and Air Conditioning (HVAC) Maintenance and Repair, Interior and Exterior Maintenance and Repair, and Appliance Maintenance and Repair. For more information on how to register for one or more modules of this program, please contact Carol Faust at carollfaust@abtech.edu or 828-398-7924.

T,TH, 8/19-4/21, 6:30 p.m. - 9 p.m., MNT-3066-101WT
 RM 3, Transformation Village, See pg. 45
 Fees: Course: \$256.35

Drone Remote Pilot Certificate Training Part 107

Commercial or non-hobby related operations of a drone requires a Remote Pilot Certificate from the FAA with a Small Unmanned Aircraft System (sUAS) rating. This course will prepare you to sit for the required FAA knowledge exam and increase likelihood of earning your certification. Exam is not part of the course. Instructor FAA authorized commercial drone pilot.

M/W, 10/25-11/8, 6 p.m. - 9 p.m., UAS-3111-123WT
 ZOOM, Online
 Fees: Course: \$75.00

COMMERCIAL DRIVING CAREERS

Look in any job advertisements and you will see that the need for commercial drivers, both delivery and transit, are desperately needed. COVID-19 has sparked increases in online purchasing and social distancing, thereby creating the need of additional drivers to deliver packages, meals, and people to their destinations. This class will provide students with the basics on how to enter the field of commercial driving, how to obtain the licensures needed, and how to take the required exams to become licensed.

Intro to Commercial Driving Careers

Monday - Friday

9 a.m. - 12 p.m.

10/11 - 10/15

Goodwill Room 207

Tuition: waived

This class is designed for students interested in learning more about the wide range of commercial transportation careers. The focus of the class will be to develop the tools to construct resumes specific to delivery and transit careers, prepare medical and driving records for potential employers, and how to interview with those companies.

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

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, 9/4, 8 a.m. - 5 p.m., ELC-3016-251WT

RM 446, Ferguson Ctr., AHWD, Asheville Campus

Fees: Course: \$80.00

S, 9/18, 8 a.m. - 5 p.m., ELC-3016-250WT

RM 446, Ferguson Ctr., AHWD, Asheville Campus

Fees: Course: \$80.00

S, 12/11, 8 a.m. - 5 p.m., ELC-3016-252WT

RM 446, Ferguson Ctr., AHWD, Asheville Campus

Fees: Course: \$80.00

Electrical Code Inspection CE

This course is designed to meet continuing education training requirements for individuals with an active certification as a NC Code Enforcement Official. The focus of the course will be change to the 2020 National Electric Code Book.

S, 9/4, 8 p.m. - 5 p.m., COD-3199-100WT

RM 446, Ferguson Ctr., AHWD, Asheville Campus

Fees: Course: \$80.00

S, 9/18, 8 p.m. - 5 p.m., COD-3199-101WT

RM 446, Ferguson Ctr., AHWD, Asheville Campus

Fees: Course: \$80.00

F, 10/22, 8 p.m. - 5 p.m., COD-3199-102WT

RM 446, Ferguson Ctr., AHWD, Asheville Campus

Fees: Course: \$80.00

S, 12/11, 8 p.m. - 5 p.m., COD-3199-103WT

RM 446, Ferguson Ctr., AHWD, Asheville Campus

Fees: Course: \$80.00

Electrical Standard Inspection Level I

This course will prepare the student for the State of NC Electrical Inspection Level I exam. Students need to bring a copy of the 2020 National Electrical Code book and a calculator.

TH-S, 11/4-11/13, 8 a.m. - 5 p.m., COD-3104-292WT

RM 446, Ferguson Ctr., AHWD, Asheville Campus

Fees: Course: \$135.00



Horticulture Basics ^{new}

Learn the principles and techniques of growing vegetables, landscape plants, cut flowers, and herbs needed to work in the horticulture trade. Students will participate in lectures and hands-on exercises to gain the knowledge of plant growth and development.

T, 8/31-11/23, 8 a.m. - 3:30 p.m., HOR-3307-313WT
RM 3, Transformation Village, See pg. 45
Fees: Course: \$181.35

Human Services, Introduction: Phase II

This course is a continuation of Human Services - Phase I. Students will continue their practice with NC-FAST, 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.

T/TH, 10/26-12/21, 5:30 p.m. - 8:30 p.m., HSE-3220-166WT
ZOOM, Online
Fees: Course: \$135.00

Law & Administration for Code Enforcement Officials

The code enforcement Law and Administration course is an overview of NC's building regulation system and is designed for the education and training of building, electrical, mechanical, plumbing and fire prevention code enforcement officials.

S,SU, 10/9-10/10, 8:30 a.m. - 5 p.m., COD-3101-780WT
RM 326, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$80.00

Mechanical Standard Inspection Level I

This class is designed for the education and training of the Mechanical Level I code enforcement official. Students should bring the following textbooks: 2018 NC Fuel Gas, 2018 NC Mechanical Code, and 2018 NC Energy Conservation Code.

T-F, 9/7-9/10, 8 a.m. - 5 p.m., COD-3130-232WT
RM 437, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$135.00

Mechanical Standard Inspection Level II

This class is designed for the education and training of the Mechanical Level II code enforcement official. Students should bring the following textbooks: 2018 NC Fuel Gas, 2018 NC Mechanical Code, and 2018 NC Energy Conservation Code.

W-F, 11/3-11/5, 8 a.m. - 5 p.m., COD-3131-230WT
RM 437, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$80.00

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, 11/20, 9 a.m. - 12 p.m., SEF-7676-795WT
RM 431, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$55.00

Additional Notary classes will be added as they become available. Please check the website at abtech.edu/coned-registration for the latest class schedule or call 828-398-7934.

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, 9/10, 9 a.m. - 5 p.m., SEF-3874-499WT
RM 431, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$75.00

S, 9/25, 9 a.m. - 5 p.m., SEF-3874-500WT
RM 431, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$75.00

F, 10/29, 9 a.m. - 5 p.m., SEF-3874-502WT
RM 431, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$75.00

S, 11/6, 9 a.m. - 5 p.m., SEF-3874-503WT
RM 431, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$75.00

F, 12/3, 9 a.m. - 5 p.m., SEF-3874-505WT
RM 431, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$75.00

Plumbing Standard Inspection Level II

This class is designed for the education and training of the Plumbing Level II code enforcement official and is built upon the information in the Plumbing Level I Standard Inspection course. Students should bring the following textbooks: 2018 NC Plumbing Code and the Administrative Code and Policies.

F-SU, 10/15-10/17, 8 a.m. - 5 p.m., COD-3141-102WT
RM 437, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$80.00

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 meets in person and breaks for 30 minutes on Saturdays for lunch. No class on 11/24 or 11/27. Required textbook Modern Real Estate Practice in NC, 10th Edition. Instructor: Anne Rasheed

M/W/S
M/W, 11/1-12/6, 5 p.m. - 10 p.m.,
S, 9 a.m. - 3:30 p.m., RLS-3700-018WT
RM 326, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$190.00

Real Estate Post 301: Broker Relationships and Responsibilities

Class is offered online 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

W,TH, 9/8-9/16, 9 a.m. - 5 p.m., RLS-3702-009WT
ZOOM, Online
Fees: Course: \$125.00



Real Estate Post 302: Contracts and Closings

Class is offered online 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. Required Textbook: NC Real Estate Manual. Instructor: Anne Rasheed

M,T, 9/20-9/28, 9 a.m. - 5 p.m., RLS-3703-711WT
ZOOM, Online
Fees: Course: \$125.00

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 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

W,TH, 10/13-10/21, 9 a.m. - 5 p.m., RLS-3706-120WT
ZOOM, Online
Fees: Course: \$125.00

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, 10/25-11/29, 6 p.m. - 8 p.m., FLI-7700-231WT
RM 437, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$80.00



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, 9/9-11/18, 6 p.m. - 10 p.m., WLD-3106-358WT
RM 190, Dogwood, Asheville Campus
Fees: Course: \$281.35

Woodworking Basics

Students of all abilities are welcome to join the Woodworking Basics Shop Class. New students will be introduced to the safe use and proper handling of a wide variety of hand and power tools. They will be taught at first as a group, completing a small project. After that, each student is free to pick a reasonable project with the instructor's approval, to complete under supervision. Students will be responsible for any required safety procedures and equipment. Students are also required to purchase all project supplies.

T/TH, 8/24-11/18, 6 p.m. - 9 p.m., CAR-7549-313WT
RM 180, Dogwood, Asheville Campus
Fees: Course: \$266.35



Funding for Workforce Training

The Workforce Innovative Opportunity Act (WIOA) funding is designed to help an individual enroll in short-term continuing education courses or long-term curriculum programs that lead to employment. WIOA helps with better job training for advanced career moves.

WIOA offers funding that will cover tuition, books, uniforms as well as other supplies.

Continuing Education course expenses are set per course and Curriculum course expenses are per semester up to an allowable amount. An individual is encouraged to complete a two-year degree within the two years for continued coverage. The goal is to sponsor individuals in their training without the added financial burdens that going to school can cause.

Intense case management occurs up to one year even after an individual has completed their program of choice. Case managers are committed to helping participants with employment and other support services. Workshops, one on one coaching, and follow-ups are a few examples of building relationships between students and case managers. Interested candidates can seek WIOA assistance at the NCWorks Career Center and A-B Tech.

Eligibility Requirements:

- Meet income guidelines
- Residency
- Documentation (I.D., Social Security card, Birth Certificate, etc.)

Assistance is Available for:

- Dislocated Workers
- Justice-Involved Individuals
- SNAP Participants
- Unemployed Individuals
- Underemployed Workers
- Veterans

Continuing Education Programs Available:

- Advanced Manufacturing (Composites, Machining)
- Emergency Medical Technician/ Emergency Medical Services
- Health Occupations (Nursing Assistant, Ophthalmic Assistant)
- Many other programs available



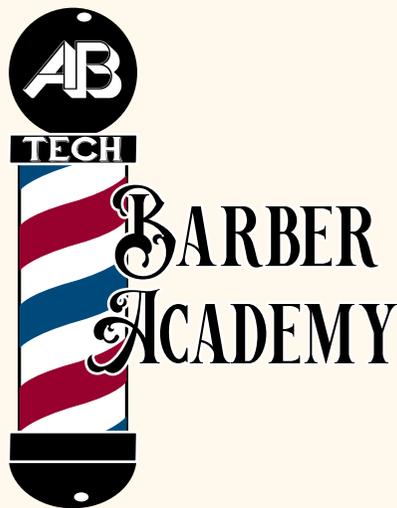
For more information contact:

Ronnie Copeland

Work Cell: 828-772-0787

Email: ronnettalcopeland@abtech.edu





Greetings from the Barber Academy

These are exciting times for the Barber Academy! Classes in the Fall session will include return to the Barber Academy at full capacity. This will expedite the graduation date for the future Barbers in WNC. For centuries Barbers have been the masters of hair. Here at the Barber Academy we embrace that tradition and look to move it forward.

The opportunities for Barbers are extensive. Everyone, male or female, for work or play, needs their hair designed in order for them to have a happy and healthy relationship with their hair. At the Barber Academy we offer all the tools you will need to have a very successful career. No matter what your dreams are or where you want to make your professional mark.

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 exam. These examinations are 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 are provided on the subjects of shaving, haircutting, implements, chemistry, anatomy, chemical hair products, and business classes.

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.

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](https://www.ncbionetwork.org/food-manufacturing) or contact us at asheville@ncbionetwork.org.

BioNetwork

Growing Koji: The Magic Inside Soy Sauce and Tempeh

Koji is a type of mold often used in Japanese cuisine. It is responsible for miso, tempeh, soy sauce, mirin, amazake, rice wine vinegar and so much more. In this course, we will discuss how to propagate koji and use it to create some of your favorite foods. The class will cover the different types of koji, flavor development, co-fermentation, and the conditions necessary for each ferment. There will be a demonstration of koji propagation, and fermentation of vegetables, grains, and meat.

T, 8/24, 6 p.m. - 9 p.m., SEF-9137-128BW
 RM 221, TCC, A-B Tech Enka
 Fees: Course: \$75.00, Ins: \$1.35

Canning Basics

Canning is the perfect way to preserve the flavor of your favorite foods at their freshest so you can enjoy them all year long. However, if you're new to canning, it can be quite overwhelming. In our Canning Basics class, we'll discuss the water-bath canning process in detail; you'll even get some hands-on practice to perfect your technique! We'll also cover the necessary equipment and ingredients to help you create a fruit jam that is safe and delicious. To top it off, you'll leave with the fruits of your labor!

THF, 9/2-9/3, 5 p.m.4 p.m. - 7 p.m.8 p.m., SEF-9138-130BW
 RM 221, TCC, A-B Tech Enka
 Fees: Course: \$75.00, Ins: \$1.35



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>

The Art of Making Fruit Wine new

Traditional wine is fabulous, but have you ever wondered what it would be like to create wine from the fruit you've got growing in your backyard; or from unused preserves in your cabinet? Wine makers across the world are experimenting with cherries, pineapples, pomegranates, oranges, dandelions and other non-grape ingredients. In this course you will learn basic wine making principles, yeast requirements, flavor creation, and recipe development. There will be an in-class demonstration on how to make wine from fresh seasonal fruit. This will include a discussion on additives, racking, aging, and bottling.

W, 10/13, 5 p.m. - 9 p.m., SEF-9139-129BW
 RM 221, TCC, A-B Tech Enka
 Fees: Course: \$50.00, Ins: \$1.35



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

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, 10/1-10/15, 8 a.m. - 5 p.m., SEF-9084-126BW
RM 221, TCC, A-B Tech Enka
Fees: Course: \$250.00

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!

M-W, 10/18-10/20, 6 p.m. - 8 p.m., SEF-9135-127BW
RM 112, TCC, A-B Tech Enka
Fees: Course: \$40.00

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

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.

M, 11/1-11/15, 8 a.m. - 5 p.m., SEF-9084-131BW
RM 112, TCC, A-B Tech Enka
Fees: Course: \$250.00



What is the North Carolina Small Business Center Network?

The NC Community Colleges Small Business Center Network (SBCN) is our state's largest state-supported small business assistance initiative. Started in 1984 with the funding of eight small business centers by the North Carolina General Assembly, by 1995 at least one Small Business Center was established at each of the 58 community colleges. Currently, the Network has 60 sites throughout the state with Centers conveniently located within a 30-minute drive of every North Carolinian. At the core of its vision, the Small Business Center Network is positioned to focus on entrepreneurship, small business and economic development with an emphasis on assisting start-ups, early stage, and businesses seeking disaster assistance or seeking to stabilize. Our unique structure allows ease of access and unparalleled knowledge of and linkages within local communities. We collaborate with Federal, State and local entities to help business owners get the most current information needed to start and successfully operate their enterprises. Potential or existing small business owners can take advantage of high quality, readily accessible assistance that includes:

- Free, confidential one-on-one business counseling services
- Resource and referral information for a variety of business needs
- High-impact seminars and classes available free of charge or for a minimal registration fee

Our Center staff understands the unique economic situations of North Carolina's diverse communities and regions, and they provide services customized to meet those as well as specific business needs. Experienced business counselors are available to help with:

- Entrepreneurial Assessment
- Entrepreneurship Training
- Business Plan Development
- Sources of Capital and Loan Preparation
- Marketing Assistance
- Biotechnology-related Business Questions
- International Trade
- Government Procurement



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.

Want to talk with someone about starting a business?



ENTREPRENEURIAL ASSESSEMENT DAYS

Schedule time to meet with a member of the A-B Tech Small Business Center team either in-person or via Zoom. Call 828.398.7950 for a 30-minute assessment

- Tuesday, August 10, A-B Tech Enka
- Tuesday, September 14, A-B Tech Madison
- Tuesday, October 12, Location TBD
- Tuesday, November 9, Bailey Building, A-B Tech Asheville
- Tuesday, December 14, Location TBD

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



Can we count you in?

**Please reserve your spot at <https://bit.ly/3tMcjlr> **

ANNOUNCING FALL 2021 MINDSPARK LIVE TOPICS

**1st Wednesday of each month
12:00 PM - 1:00 PM**

July 7- Coming Back From COVID as a Small Business Owner

August 4- Overcoming Fear and Rejection In Your Business

September 1- 8 Secrets to Keeping Customers For Life

October 6- Conquering the Fear of Becoming Your Own Boss

November 3- Marketing Tips that Won't Break the Bank

December 1- Take Your Business Pitch From Good to Great

MindSpark LIVE is a program in it's fifth year, developed by tenBiz for our SBC partners



Small Business Center FAQ

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

We recommend that you start by visiting our website at abtech.edu/sbc. This will help you start the process in determining if business ownership is right for you as well as provide you with some good overall information regarding the resources that we offer.

Where can I find more information on your NO COST programs?

Please visit our website at www.abtech.edu/sbc and click on the “Seminar 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 evenings, on Saturdays, and online.

Do you offer one-on-one counseling?

Yes. We offer confidential counseling, by appointment only. You may go online to request counseling at: www.abtech.edu/sbc. Scroll down and click on "Request counseling now."



The A-B Tech Small Business Center has officially launched SBCTV at A-B Tech! We are answering the call of those who are interested in viewing select programs on-demand. SBCTV at A-B Tech is a compilation of programming based on a variety of business topics –including marketing, bookkeeping, taxes, and business planning. The platform will also include access to workshops and special events. In the future, we will include interview segments with local entrepreneurs and small business leaders as well as live events. You can stay up to date by subscribing at <https://bit.ly/33EUeet>. Don’t forget to turn on those notifications and push the “like” button.

Please Like, Comment, and Subscribe

Startup Asheville

Serving Buncombe and Madison Counties

Startup Asheville is an online business portal that helps empower local entrepreneurs and small businesses to succeed by connecting them with support providers, how-to business training, and one another. The program is tied to A-B Tech Community College's Small Business Center and was developed in partnership with Supportedly. Startup Asheville resource-rich website includes:

- Essential business courses created by entrepreneurs, for entrepreneurs
- Direct connection to the A-B Tech Community College Small Business Center
- A community events calendar, which features online webinars and workshops
- Inspiring stories of local entrepreneurs, mentors, and more

Now, no matter where you are in your entrepreneurial journey — preparing to launch, just getting started, or up and running and steadily growing — entrepreneurs throughout Buncombe & Madison Counties will be able to quickly and easily level up their business with confidence through the click of a button.

Scan the code and check out Startup Asheville Today!



<https://bit.ly/39y4hok>



CATAPULT

PROPEL FORWARD TOGETHER

Are You Ready?

Are you a startup that's looking to get connected with a group of entrepreneurs, business counselors, and mentors who can help you move forward with your venture? Maybe you're already in business and would like to find a group of proficient experts who are able to give you guidance on how to qualify and implement the "next steps" for your organization. If so, then Catapult may be the program that you're looking for. Catapult is the front door for any entrepreneur or business owner who wants to connect and get feedback from those who have demonstrated track records of success in business.

Don't miss out on the opportunity to present your business idea to a captive audience of experts who can help you propel your business forward during Spark Tank, Inc's virtual Catapult event.

Three applicants will be selected to give three-minute presentations of their concept followed by 12 minutes of open dialogue. The outcome is all about giving entrepreneurs an opportunity to connect with a coach or mentor who has the skill set to provide key information and guidance. It's all about building relationships!

Program participants don't have to currently be in business, although they must have a valid business concept. They must have already connected with an economic development resource provider who is a Spark Tank, Inc partner. Participants must have the ability to articulate how their idea can help, or has helped, solve a problem. They also need to have a clear idea of the type of assistance that they need from the group.

Propel Forward Together events are held randomly, at least four times a year. Applications are always open. More information and upcoming dates can be found at sparktanknc.org or email info@spark-tanknc.org.



Helping entrepreneurs realize their dreams since 2014!

The Western Women's Business Center provides one-on-one coaching, workshop training, and access to funding for entrepreneurs in the 24 counties of Western North Carolina. Since 2014, we have helped hundreds of small businesses start and grow.

Please visit wwbcnc.org to find training and events on:

- Business planning
- Marketing
- Cash flow, accounting, and financial planning
- Applying for a small business loan
- Deep Dive Labs on specialized topics
- African American Business Association monthly networking and training

Open 9:00 am—5:00 pm, Monday — Friday

Contact us today!

Phone : (828) 633-5065 x 101

Email: wwbc@carolinasmallbusiness.org

SMALL BUSINESS CENTER CLIENT PROFILE: Mountains to Sea

What is your business?

Our business is Mountains to Sea Skin Care! We produce handmade, artisanal, natural bath bombs and self care products that foster healthy and whole lifestyles. We specialize in making skincare products using local ingredients sourced from small farmers & wild-crafters from the mountains to the coast of the Carolinas (hence, our name!).

Why did you start a business?

We wanted to use regionally-sourced and organic ingredients to create body care that made us feel at one with nature, not apart. Taking inspiration from the natural landscape, we have handcrafted our products to be ambassadors for small-scale agriculture that convey sensitivity to the natural heritage of our biodiverse growing region.

Have you started other businesses?

Yes, all of our owners have been a part of other startups in one form or fashion. We love creating something new!

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

We've been so lucky to be a part of the incubator, from the affordable office and lab space to the constant encouragement and informative programs. Starting a business is tough. It's hard to overestimate the importance of having people around you who want you to succeed.

The presence of other incubator partners has been really fundamental to our business as well, from support in product development to counselling from experienced accountants, advisors, and other female business owners.

What kind of progress have you made on a business and/or personal level since you started working with the Small Business Center?

I think we've all changed and grown as people and the most amazing thing is that we've all stuck together in this business though life has brought many changes on a personal level for all of us. We're just really grateful to have kept our business going and to have made something that we feel brings other people joy and comfort. Being a part of the incubator has allowed us to try things out and take the time we needed to find our right market fit.

What is the most challenging aspect of owning a business?

I think the most challenging part of owning a business is avoiding burnout and working long, hard hours with finances being tight at times. However we keep at it because we trust that one day all this hard work will pay off. Another driving force through the challenging times is finding comfort in knowing that we are creating products that foster a sense of self-care, wellness and relaxation which is something we can all use a little more of these days.



What advice would you give aspiring entrepreneurs?

Be authentic, follow your heart, and pick business partners who you really connect with, trust, and feel comfortable with.

Is there anything that you want people to know about you or your business that they may not already know?

A lot of people ask us if we have a brick and mortar storefront. We do not have our own physical retail space, but we do sell online on Etsy (MountainsToSeaSkin) and our website (www.mountainstosea.co). We also sell to local shops, spas, gift stores, co-ops and natural products markets and you can find a list of vendors on our website. We offer wholesale and love working with other local businesses. Please feel free to reach out at sales@mountainstosea.co for any wholesale inquiries or questions in general. Thank you!

Mountains ^{TO} Sea

mountainstosea.co





To Enroll in Online Courses Visit:

www.ed2go.com/abtech

New sessions begin: 8/18, 9/15, 10/13, 11/17, 12/15

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 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

Financial Wellness

- Personal Finance
- Stocks, Bonds and Investing: Oh My!
- Where Does All My Money Go?

Language

- Conversational Japanese*

Life and Work Development

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

Special Interest

- Genealogy
- Introduction to Screenwriting
- Secrets of the Caterer
- 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
- Publish and Sell Your E-Books
- The Craft of Magazine Writing
- The Keys to Effective Editing
- Write Fiction Like a Pro
- Writing Essentials
- Writing the Fantasy Novel
- Writing Young Adult Fiction

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

Online Courses

ed2go.com/abtech.edu



3 EASY ONLINE REGISTRATION STEPS

STEP 1: Explore

Visit www.ed2go.com/abtech and explore over 200 Online courses.

STEP 2: Register

1. Visit www.ed2go.com/abtech, enter the class name in the Search Box, and select the class.
2. Click on the **Add to Cart** button and select your course section start date.
3. Select **Begin Checkout**.
4. Choose Log In or Create Account. Complete all needed information.
5. Check your email for further guidance, class information, and welcome email that will be sent to you on the first day of your class.

STEP 3: Payment

To Pay Online:

1. Visit www.abtech.edu/coned-registration and enter the class title.

IMPORTANT NOTE** If the class is not yet displayed, please allow up 24 business hours from your initial registration on the Ed2Go Website for the class to be populated and available for payment. If you registered during the weekend, holiday, or college closure, please wait until the next business day.

2. Select **Add to Cart** and proceed to Checkout. Select **New Student** or **Returning Student** Checkout. Follow the prompts.

By Phone:

Dial 828-398-7903 and provide your course title, section number, and class dates.

Online Program Support

Contact Information:

COMMUNITY ENRICHMENT

Jo Stahle

ellenjstahle@abtech.edu

828-398-7369

OCCUPATIONAL TRAINING

Course information and ed2go
enrollment

855-520-6806

A-B TECH REGISTRATION INFO & PAYMENT

ce@abtech.edu

828-398-7903

A-B TECH IT INFO

(For questions about A-B Tech
students account)

helpdesk@abtech.edu

828-398-7550

Occupational Training Courses

www.ed2go.com/abtech

Course Fees: starting at \$75

Accounting

Accounting Fundamentals
 Accounting Fundamentals II
 QuickBooks Online [Intro and Inter]
 QuickBooks 2019 [Intro and Inter]
 QuickBooks 2018 [Intro and Inter]
 QuickBooks 2016 [Intro and Inter]

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
 Total Quality 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
 Lightroom Classic 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
 Introduction to Google Analytics
 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]
 Python 3 Programming [Intro]
 SQL [Intro and Inter]
 Visual Basic [Intro and Inter]

Certification Prep CompTIA

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

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 for the Differentiated Classroom
 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 Skill
 Veterinary Medical Terminology
 Become a Physical Therapy Aide
 Become an Optical Assistant
 Explore a Career as an Administrative Medical
 Explore a Career as a Clinical Medical Assistant
 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
 HIPAA Compliance
 Introduction to the Medical Laboratory
 Medical Math
 Medical Terminology: A Word Association Approach
 Medical Terminology II: A Focus on Human Disease
 Legal Nurse Consulting
 TEAS Prep I & II

Please contact ed2go for additional questions about the courses at 855-520-6806.

For registration and payment inquiries, please call 828-398-7903.



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Students ages 16-17 must formally withdraw from high school and obtain notarized permission to attend prior to enrollment.

Test Your Academic Skills on the GED®

Prepare for high school equivalency exams like the GED® or HiSet® with our free and flexible options.

- Face-to-Face classes available at the main campus on Victoria Road, A-B Tech South on Airport Road, and A-B Tech Madison in Marshall.
- Zoom classes available mornings and evenings
- Self-paced online study available 24/7
- Option to get study materials by mail.



Ready to start college?

Don't wait to get started on your career path! Earn your High School equivalency (e.g. GED®) credential while simultaneously working towards a career-related certificate with our JumpStart Program. We support students through tuition waivers for courses, supplemental funding for fees and materials, and wrap-around advising support. When you graduate, you'll have TWO credentials to celebrate!

JumpStart

Siriwan Allen, who immigrated to the United States from Thailand, enrolled in the English Language Acquisition (ELA) Program in Transitional Studies in 2019. Her motivation and hard work have helped her progress rapidly! Siriwan took advantage of the Basic Skills Plus tuition waiver to enroll in the Business Administration Diploma program in Spring 2020. Dedicated and hardworking, Siriwan now successfully balances her English classes, online studies for the GED® exams, and college courses, all while working full-time at a local manufacturing company. She is grateful for the support of her family and is inspired by her classmates and colleagues to continue learning.



For more information, contact Jackie Scott at adulted@abtech.edu or 828-398-7687.



Earn your GED®, get competitive training, and start a hands-on high paying career in one semester! Students will learn applied math skills, test taking strategies, shop safety, machine operation, and critical thinking. Daytime and afternoon/evening options available and require a commitment of 8 hours a day M-Th for 15 weeks.

Students who successfully complete the program will have a guaranteed interview with Pratt & Whitney and support for establishing a career with a local manufacturer. Call Todd Barbee at (828) 398-7131 or email todddbarbee@abtech.edu for more information. Reference "Machining Fundamentals" class information in the Advanced Manufacturing section.



Adult Basic Education (ABE) Foundations

Free classes for adults developing foundational academic skills and preparing for careers

ABE Foundations

ABE Foundations offers adults with intellectual and developmental disabilities academic and workplace skill development Monday to Friday, virtually on Zoom classes and in-person on the A-B Tech main campus. Subjects include reading and writing, math and personal finance, computer technology, cooking, self-advocacy, and civics. To enroll, contact AdultEd@abtech.edu / 828-398-7433.

Community Garden & Table

On the A-B Tech main campus, adults with low levels of literacy and/or disabilities may participate in-person with the Community Garden & Table program. This FREE program develops workplace and technical skills necessary for working in the food and beverage industry, as well as in gardening/farming jobs. Students learn how to grow produce, safely prepare food, and to eat healthy. Enroll early or late – students accepted year-round to join this program. Visit abtech.edu/garden-table for more information.



Health & Fitness - Bloom Fitness

On the A-B Tech Asheville campus, adults with low levels of literacy and/or disabilities may participate in-person with the Bloom Fitness program. Bloom Fitness is a community around fitness and wellness that provides athletes with a feeling of belonging. The program offers people with intellectual and developmental disabilities an inviting and safe environment to exercise, learn about healthy lifestyle choices, and have social interaction. Our classes offer cycling, yoga, pilates, dance, and weights which serve to enhance the overall wellness of each Athlete through education and encouragement. Visit abtech.edu/bloom-fitness for more information.

For more information contact

(828) 398-7433 or email

AdultEd@abtech.edu.

Additional Classes:

- Communication Skills
- Self Advocacy
- Practical Math
- Community Garden-to-Table
- Technology



English Language Acquisition (ELA) – formerly ESL

FREE classes for English Language Learners



**Flexible class formats
and schedules –
morning, afternoon, evening,
and online.**

Fall Semester starts

August 23rd

**el semestre del otoño
comienza el 23 de Agosto**

**осенний семестр
начинается 23 августа**

(828) 398-7433

learnenglish@abtech.edu

AM Levels 1-4	Monday-Thursday, 9:00 a.m. – 12:00 p.m.
AM Levels 5-7	Monday-Thursday, 9:00 a.m. – 11:00 a.m.
ELA Writing	Monday & Wednesday, 11:15 a.m. – 12:30 p.m.
Conversation	Tuesday & Thursday, 11:15 a.m. – 12:30 p.m.
Lab	Monday-Thursday, 12:00 p.m. – 2:00 p.m..
PM Levels 1-7	Tuesday and Thursday, 6:00 p.m. – 8:30 p.m.
Writing for Spanish Speakers	Dates TBD
Distance Learning	24/7

**New English and Machining
class.**



Study for the High School Equivalency tests, like the GED® or the HiSET® exams, with a new mail-in program – HSE in the Community!

The High School Equivalency (HSE) in the Community Program is a mail-in course designed to help adults 16 years old or older, without a high school diploma, to prepare themselves for the official GED® or HiSET® tests. Both the GED® and HiSET® tests lead to a high school equivalency credential with an official diploma from the North Carolina Community College System.

How it works:

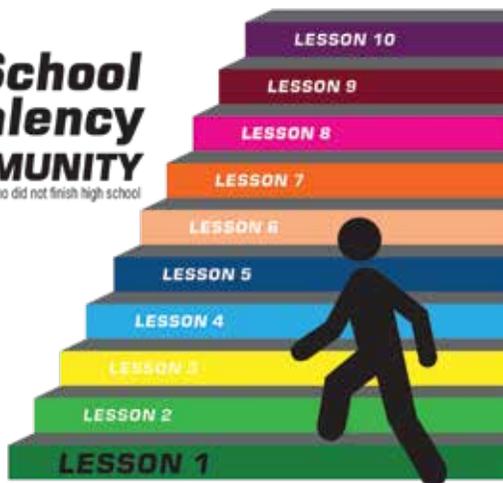
Students study packets of material provided by A-B Tech, and a dedicated instructor provides regular follow-up and extra teaching support by mail and telephone. Students send completed work to the instructor in postage-paid envelopes, and the instructor returns graded lessons with feedback to the students.

Students complete the full program in about 5 months, studying 4-6 hours per week, and are prepared to take the official high school equivalency tests.

To learn more about the program and get your first lesson, call Kathy Hipps at (828) 398-7891.

**High School
Equivalency**
in the
COMMUNITY

a "Mail-in" program for adults who did not finish high school



**Take that First Step
TODAY!**

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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

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! Class meets in person one night per week plus 15 hours online. Class also meets on Tuesday, September 7th. Prerequisite: high school diploma or GED.

M, 8/23-9/20, 5:30 p.m. - 8:30 p.m., EDU-3002-340WT
RM 116, Ramsey, A-B Tech Madison
Fees: Course: \$135.00

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 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, teamwork and problem solving. *Tuition for this course may be FREE! Please call 828-398-7760 to get started.

M,T,TH, 9/13-4/25, 5 p.m. - 9 p.m., MEC- 7027-937AM
RM 002, A-B Tech Madison
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 828-398-7700 or email sherrijdavis@abtech.edu

S, 9/4, 8 a.m. - 5 p.m., HRD-7694-734HR
Madison H.S.
Fees: Course: Waived

S, 10/9, 8 a.m. - 5 p.m., HRD-7694-735HR
Madison H.S.
Fees: Course: Waived

S, 11/6, 8 a.m. - 5 p.m., HRD-7694-736HR
Madison H.S.
Fees: Course: Waived

S, 12/4, 8 a.m. - 5 p.m., HRD-7694-737HR
Madison H.S.
Fees: Course: Waived

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, 10/20-11/3, 6 p.m. - 8 p.m., CSP-4455-474HG
RM 112, Ramsey, A-B Tech Madison
Fees: Course: \$69.00

Let A-B Tech help you prepare to pass the GED® exams with confidence and move into a higher paying job or college level training. T/Th 11am-7pm in-person with distance learning options available. RM 114, A-B Tech Madison. FREE! Call Kathy Hipps at (828) 398-7891 for enrollment options.



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, 10/1, 9 a.m. - 5 p.m., SEF-3874-501WT
RM 116, Ramsey, A-B Tech Madison
Fees: Course: \$75.00

F, 11/12, 9 a.m. - 5 p.m., SEF-3874-504WT
RM 116, Ramsey, A-B Tech Madison
Fees: Course: \$75.00

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 Long-Term Care, Workbook and Handbook is 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 may be delivered by using ZOOM. Lab and clinical portions are still face-to-face.

TBD, , TBD - TBD,
RM 113, Ramsey, A-B Tech Madison
Fees: Course: \$241.35

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, 10/26, 8:30 a.m. - 5 p.m., SEF-5816-066HS
RM 118, Ramsey, A-B Tech Madison
Fees: Course: \$106.00



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
- Virtual Interview Resources

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

Sign Language I

There are approximately 11 million deaf people in the USA. This course will assist you in effectively communicating with the Deaf using the ASL Alphabet and everyday word signs to form sentences in the ASL language style.

T, 9/14-10/19, 6 p.m. - 7:30 p.m., CSP-4667-477LN
RM 112, Ramsey, A-B Tech Madison
Fees: Course: \$79.00

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, 9/7-11/23, 6 p.m. - 10 p.m., WLD-3106-357WT
RM 115, Ramsey, A-B Tech Madison
Fees: Course: \$211.35



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

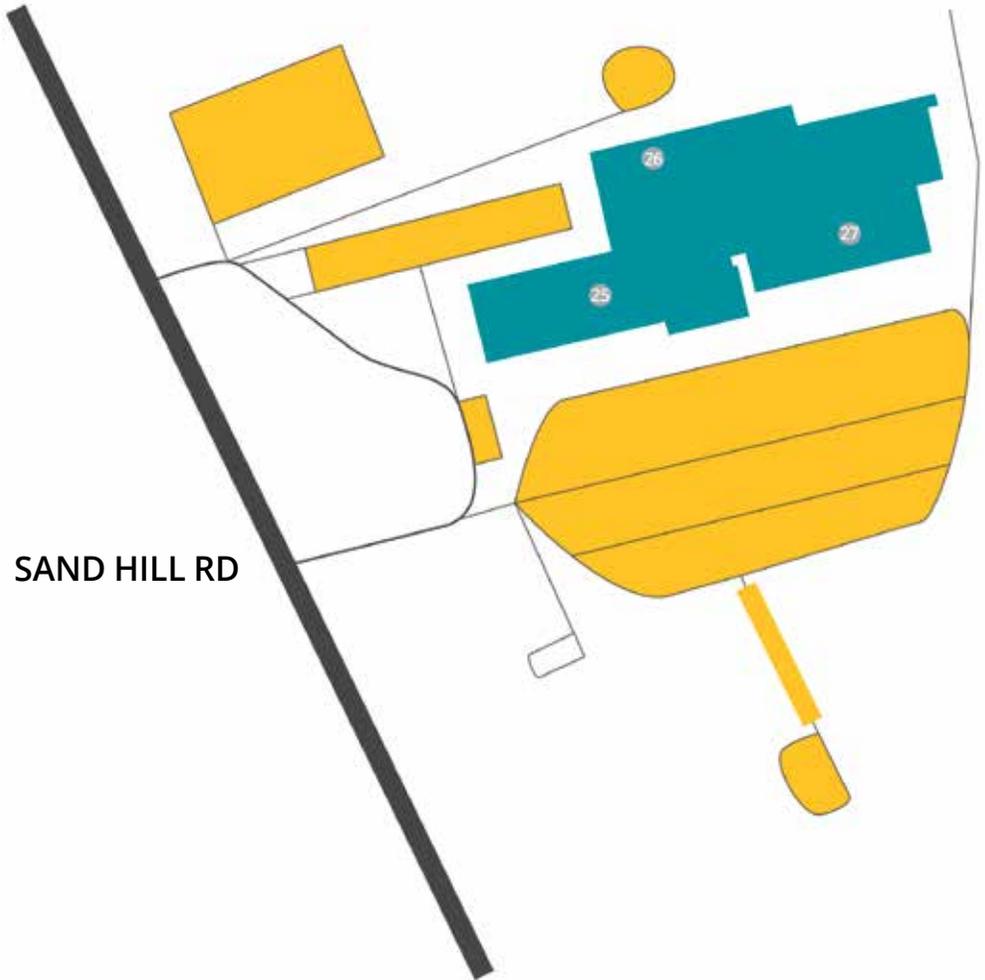
Tuesday, Wednesday, Thursday, 9 a.m.-12 p.m.,
RM 124 A-B Tech South

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**



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



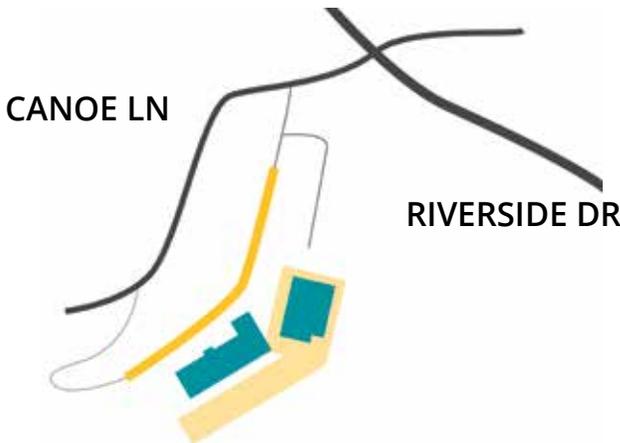
A-B Tech South

South Building
 303 B Airport Road
 Arden, NC 28704



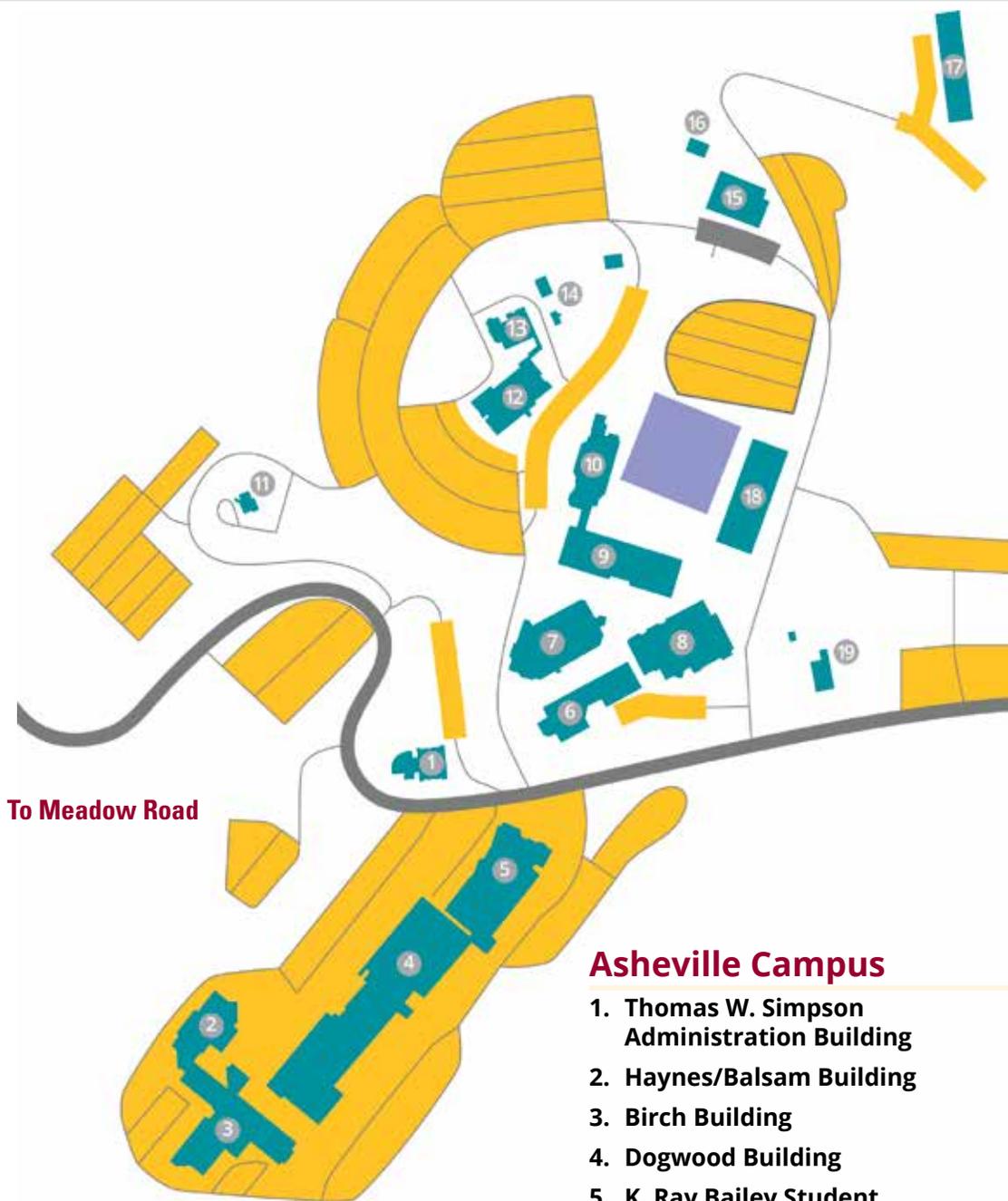
A-B Tech Madison

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.)

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Community College

Asheville-Buncombe Technical Community College
340 Victoria Road
Asheville, North Carolina 28801

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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 June, 2021. 150,600 copies were printed at a cost of 24 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

