

Spring/Summer 2021



Community College

CONTINUING EDUCATION | Class Schedule



GEER

Governor's
Emergency Education
Relief Scholarship
Program



Community Enrichment

Occupational Training

A-B Tech Barber Academy

BioNetwork

Entrepreneurship

Online

Transitional Studies

A-B Tech Madison

A-B Tech South

ASHEVILLE • MADISON • ENKA • SOUTH • WOODFIN

828-398-7903 • abtech.edu

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abtech.edu/ce

Registration information, page 5. Register early!

828-398-7903

Schedule Spans mid April - mid August

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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 Christine Schmidt at christinemschmidt@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



GEER - Governor's Emergency Education Relief Scholarship Program

Eligible students applying for this Scholarship must reside in North Carolina and be enrolling in Workforce Continuing Education (WCE) pathways/courses offered for 96 hours or more and leading to a State or industry-recognized credential. Eligible courses:

- Barber Academy
- Certified Production Technician
- Clinical Massage
- CNC Machining 101
- Composite Technology
- Electronic Health Records
- EMT, Basic
- EMT, Advanced
- Fire Academy
- Industrial Maintenance
- Machining Fundamentals
- Microsoft Office Professional: Associate Level (with optional certification)
- Nurse Aide I
- Nurse Aide II
- Ophthalmic Assistant

For questions, email: sherryrlunsford@abtech.edu

Letter from the Vice President

abtech.edu/ce

Letter from the V.P. Deborah Wright



No matter how long the winter, spring is sure to follow.

- Proverb

This was something I always had to remember during my time living in Boston, as we were never quite sure when spring would actually show up; May or June, were not out of the question. This year's winter break gave us all here at A-B Tech a much needed rest to rejuvenate ourselves following the end of a somewhat challenging year. It also helped us to revisit why we do what we do and understand the importance of our work to the community.

Education and training are two of the best ways to change your current circumstances. It has been sad to hear of the high unemployment rates in our regions (Buncombe County 5.6%; Madison county, 5.5% according to MAWDB, Dec 2020) However, like spring, this new Class Schedule brings the promise of hope and new opportunities. There are still companies in our region who are hiring and looking for employees. Perhaps it is not in the area you worked in previously, but the good news is, Continuing Education and Workforce Development are here to help train you for new opportunities.

Healthcare and Manufacturing continue to have the highest demand for jobs. And it just so happens that both of these are areas in which you can skill up at the college. In fact, A-B Tech is looking for nurses to help train the long list of students signing up for the program. If you are interested in part time teaching opportunities in our CNA program, email or call Teresa Robinson teresamrobinson@abtech.edu 828-398-7878 for more information. Training for manufacturing jobs with Pratt and Whitney started in January and will be ongoing to help with the 800+ jobs that they will be looking to fill soon. Completing the Machine Fundamentals or Certified Production Technician is the first step in getting a guaranteed interview with the company. The best thing about these classes and several others is that there is funding available that covers the cost.

Maybe your job search skills have faltered over the years and you need a refresher on preparing your resume, practicing for interviews or networking. Check out the Job Preparedness section for helpful workshops and human resource development (HRD) training that can help you shake the dust off of your job-hunting skills.

As I write this, the sky is clear (Carolina) blue, there is a coating of snow on the distant mountains and temperatures are hovering in the mid-40s. I hope that you will reach out to see how A-B Tech can help you have a vibrant spring; perhaps help change your employment circumstances; and come alongside you to prepare for the next season.

Hope springs eternal!

Deborah D. Wright

Vice President, Economic & Workforce Development and Continuing Education

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
Coordinator, Customized Training	828-398-7921
Coordinator, Workplace Learning	828-398-7603
Executive Director, Small Business Center	828-398-7949
Associate Director, Small Business Center	828-398-7951
Director, Community Enrichment Programs	828-398-7134
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

Art**Creative Mixed Media and Acrylics - Online/Zoom**

This online/Zoom class is an excellent way 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. For the first day have 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. The instructor, Ursula Gullow will discuss an additional materials list at the first class.

F, 4/16-5/14, 9:30 a.m. - 12 p.m., CSP-4531-105AR
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, 4/15-5/13, 2 p.m. - 4:30 p.m., CSP-4009-108AR
RM 417, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00

TH, 4/15-5/13, 6 p.m. - 8:30 p.m., CSP-4009-109AR
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, 5/27-6/24, 2 p.m. - 4:30 p.m., CSP-4013-250AR
RM 417, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00

TH, 5/27-6/24, 6 p.m. - 8:30 p.m., CSP-4013-251AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00

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

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

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

TH, 7/8-8/5, 8:30 a.m. - 11 a.m., CSP-4042-253AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00

Painting, Beginning Acrylics - Online/Zoom

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

W, 4/14-5/12, 9:30 a.m. - 12 p.m., CSP-4029-112AR
Fees: Course: \$75.00

Painting, Landscapes - Online/Zoom

Through this virtual, Zoom class you will be given instruction on how to create harmonious landscapes in acrylic paint through the use of dynamic color-mixing and confident brushwork. Instructor, Ursula Gullow will demonstrate ways to develop a painting and expressively depict trees, skies, clouds, rivers, light and shadow. For the first class have usual acrylic paint supplies (paints and brushes) and canvas boards or poster paper along with photographs of any panoramic landscape subject.

W, 5/26-6/23, 9:30 a.m. - 12 p.m., CSP-4545-255AR
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.

Painting, Portraits in Acrylics - Online/Zoom

Paint the human portrait with ease and confidence. Instructor, Ursula Gullow guides students towards making expressive portraits in acrylic paint that convey likeness and emotion through brushwork and color. Painting experience is recommended. For the first class have your usual supplies, a sketchbook, 11" x 14" canvas and human face pictures to choose from.

F, 5/28-6/25, 9:30 A.M. - 12 P.M., CSP-4463-256AR
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 you will be given 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. To respect students with paint sensitivities, all paints and paint materials must be odorless.

T, 4/20-5/18, 2 p.m. - 4 p.m., CSP-4035-114AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00

T, 5/25-6/22, 2 p.m. - 4:30 p.m., CSP-4035-258AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00

T, 7/6-8/3, 2 p.m. - 4:30 p.m., CSP-4035-259AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00

Photography, Beginning Digital SLR

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, 4/13-5/11, 6 p.m. - 8 p.m., CSP-4047-121AR
RM 451, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00

F, 4/16-5/14, 10 a.m. - 12 p.m., CSP-4047-122AR
RM 426, Ferguson Ctr. AHWD, Asheville Campus
Fees: Course: \$75.00

T, 7/6-8/3, 6 p.m. - 8 p.m., CSP-4047-263AR
RM 451, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00

Photography, Intermediate Digital SLR

If you have a good understanding of your DSLR 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, 6/1-6/22, 6 p.m. - 8 p.m., CSP-4049-264AR
RM 451, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00

F, 6/4-6/25, 10 a.m. - 12 p.m., CSP-4049-265AR
RM 451, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00

Smartphone Photography

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, 7/6-7/27, 6 p.m. - 8 p.m., CSP-4515-267AR
RM 126, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00

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

Pottery - Beginning Wheel Made Easy

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

W, 5/12-6/16, 8:30 a.m. - 11 a.m., CSP-4051-125AR
 Poplar, Asheville Campus
 Fees: Course: \$109.00, Supply/Lab: \$25, Ins: \$1.35

W, 5/12-6/16, 6 p.m. - 8:30 p.m., CSP-4051-126AR
 Poplar, Asheville Campus
 Fees: Course: \$109.00, Supply/Lab: \$25, Ins: \$1.35

W, 7/7-8/11, 8:30 a.m. - 11 a.m., CSP-4051-271AR
 Poplar, Asheville Campus
 Fees: Course: \$109.00, Supply/Lab: \$25, Ins: \$1.35

W, 7/7-8/11, 6 p.m. - 8:30 p.m., CSP-4051-272AR
 Poplar, Asheville Campus
 Fees: Course: \$109.00, Supply/Lab: \$25, Ins: \$1.35

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, 5/10-6/21, 8:30 a.m. - 11 a.m., CSP-4101-128AR
 Poplar, Asheville Campus
 Fees: Course: \$109.00, Supply/Lab: \$25, Ins: \$1.35

M, 5/10-6/21, 6 p.m. - 8:30 p.m., CSP-4101-129AR
 Poplar, Asheville Campus
 Fees: Course: \$109.00, 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 - Sampler

Are you interested in a pottery class that includes hand-building as well as an introduction to wheel throwing? This class will provide you with hands-on experience as you explore the key tools commonly used in the pottery studio. Through a series of projects you will hand-build coil and pinch pots, learn to center on the potter's wheel, use the slab roller and molds making a serving bowl and discover the extruder and how to make a wall vase. This class is appropriate for all skill levels. The toolkit fee of \$10 is payable at the first class. The lab fee includes one bag of clay, glazes, and firing.

M, 7/5-8/9, 8:30 a.m. - 11 a.m., CSP-4061-274AR
 Poplar, Asheville Campus
 Fees: Course: \$109.00, Supply/Lab: \$25, Ins: \$1.35

M, 7/5-8/9, 6 p.m. - 8:30 p.m., CSP-4061-275AR
 Poplar, Asheville Campus
 Fees: Course: \$109.00, 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. Please bring tools, towels, and a sketchbook for taking notes. The lab fee includes one bag of clay, glazes and firing.

TH, 5/13-6/17, 8:30 a.m. - 11 a.m., CSP-4551-131AR
 Poplar, Asheville Campus
 Fees: Course: \$109.00, Supply/Lab: \$25, Ins: \$1.35

TH, 7/8-8/12, 8:30 a.m. - 11 a.m., CSP-4551-277AR
 Poplar, Asheville Campus
 Fees: Course: \$109.00, Supply/Lab: \$25, Ins: \$1.35

Pottery - Intermediate Pouring Vessels

This intermediate wheel-throwing class will focus on vessels that pour, and the spouts and handles that make them truly functional. You must be comfortable throwing and centering two or more pounds of clay on your own. The lab fee includes one bag of clay, glazes, and firing. Throwing experience required.

TH, 7/8-8/12, 6 p.m. - 8:30 p.m., CSP-4649-279AR
 Poplar, Asheville Campus
 Fees: Course: \$109.00, Supply/Lab: \$25, Ins: \$1.35

Pottery - Intermediate Put a Lid on It

This intermediate wheel-based class will explore all kinds of lids and the pots they compliment. You will make jars with inset and overhanging lids, lidded casserole dishes, and lidded bowls. Learn to use calipers for perfect fits and make a variety of handles to enhance these wonderful functional forms. Throwing experience required. You must be comfortable throwing and centering two or more pounds of clay on your own. All pots are fired to cone six. The lab fee includes one bag of clay, glazes, and firing.

TH, 5/13-6/17, 6 p.m. - 8:30 p.m., CSP-4427-132R
Poplar, Asheville Campus
Fees: Course: \$109.00, 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, 5/13-6/17, 2 p.m. - 4:30 p.m., CSP-4053-134AR
Poplar, Asheville Campus
Fees: Course: \$109.00, Supply/Lab: \$25, Ins: \$1.35

TH, 7/8-8/12, 2 p.m. - 4:30 p.m., CSP-4053-281AR
Poplar, Asheville Campus
Fees: Course: \$109.00, 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.

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.

T, 5/18-6/22, 6 p.m. - 8:30 p.m., CSP-4096-138AR
RM 417, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79.00, Ins: \$1.35

W, 5/19-6/23, 6 p.m. - 8:30 p.m., CSP-4096-137AR
RM 417, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79.00, Ins: \$1.35

Stained Glass Panels Intermediate, Lead Came

"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, 4/13-5/11, 6 p.m. - 8:30 p.m., CSP-4097-140AR
RM 417, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79.00, Ins: \$1.35

Creative Writing

Writing - Children's Picture Books

Workshop - Online/Zoom new

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, 5/6, 2 p.m. - 4 p.m., CSP-4668-143CW
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, 5/18-6/15, 6 p.m. - 8 p.m., CSP-4379-145CW
RM 345, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00

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, 6/29-7/27, 6 p.m. - 8 p.m., CSP-4380-284CW
RM 345, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00

Financial Wellness

Investing Basics - Stocks and Bonds

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

M, 4/26-5/17, 6 p.m. - 8 p.m., CSP-4186-147FW
RM 126, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00

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

Protect Your Retirement Plan Assets

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

M, 6/7-6/28, 6 p.m. - 8 p.m., CSP-4195-286FW
RM 126, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00

Food & Beverage

Entertaining for Breakfast and Brunch

new

This time of year your thoughts go to fresh vegetables and herbs from the Farmer's Market. Discover how to create informal, stress-free meals for your family and friends. In this hands-on class you will be inspired with tips for buying and preparing local produce, growing and harvesting herbs for your warm weather dishes. You will be making hand-made Fettuccine with Asparagus, Baby Carrot Soup, Spinach and Ham-egg Minis, and Mushroom and Kale Bread Pudding just to name a few recipes. Wear covered, non-slip shoes. Bring a chef knife, paring knife, wooden spoons, spatula, peeler, tongs, measuring spoons/cups, apron and containers for any leftovers. Recipes will be included. Chef Donna McCrain, Instructor.

M, 5/3-5/17, 5:30 p.m. - 8:30 p.m., CSP-4662-149FB
RM 230, Magnolia, Asheville Campus
Fees: Course: \$89.00, Supply/Lab: \$45, Ins: \$1.35

Home & Garden

Crocheting

Come and explore the handcraft of crochet. Each week builds on a solid foundation of understanding, practice and fun. Learn all the basic shapes, stitches and make several projects you will be proud of. Instructor, Peace Weaver, teaches how to read patterns, and design projects on your own. You will make a basic hat, scarf, belt and bag. We also make granny squares and advance into lace and edging. Bring a worsted weight yarn and crochet hook to first class, or purchase supplies after first class. Materials will cost \$10-20.

W, 5/19-6/16, 6 p.m. - 8 p.m., CSP-4162-152HG
RM 126, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00

Herbal Gifts

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

W, 4/14-4/28, 6 p.m. - 8 p.m., CSP-4311-154HG
RM 417, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$65.00

Interior Decorating for the Home

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, 4/19-5/17, 6 p.m. - 8:30 p.m., CSP-4155-156HG
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, 6/7-6/28, 6 p.m. - 8:30 p.m., CSP-4164-289HG
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.

TH, 4/15-5/13, 6 p.m. - 8 p.m., CSP-4168-158HG
RM 431, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00

Landscaping, Trees and Shrubs for Residential Landscapes ^{new}

Trees and shrubs play a vital role in our ecosystem. However, it can become overwhelming when trying to decide which one, how many and where should they be placed. You will explore their value to wildlife as pollinators, etc. Who knew that trees and shrubs could be so fascinating? Don't miss this exciting new class.

TH, 6/3-6/17, 6 p.m. - 8 p.m., CSP-4643-291HG
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.

TH, 5/6-5/13, 6 p.m. - 8 p.m., CSP-4160-159HG
RM 417, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$65.00

Medicinal Plants and Their Healing Power

For centuries our ancestors used natural remedies to relieve pain, and to 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, 7/7-7/21, 6 p.m. - 8 p.m., CSP-4455-292HG
RM 417, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$65.00

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, 4/20-6/8, 9:30 a.m. - 12 p.m., CSP-4185-163HG
RM 171, Small Business Ctr., A-B Tech Enka
Fees: Course: \$115.00, Supply/Lab: \$20, Ins: \$1.35

T, 4/20-6/8, 6 p.m. - 8:30 p.m., CSP-4185-164HG
RM 171, Small Business Ctr., A-B Tech Enka
Fees: Course: \$115.00, Supply/Lab: \$20, Ins: \$1.35

T, 6/22-8/10, 9:30 a.m. - 12 p.m., CSP-4185-295HG
RM 171, Small Business Ctr., A-B Tech Enka
Fees: Course: \$115.00, Supply/Lab: \$20, Ins: \$1.35

T, 6/22-8/10, 6 p.m. - 9 p.m., CSP-4185-296HG
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 as well as essential vocabulary. The emphasis will be on French culture and fundamentals for traveling scenarios. For beginners only! Textbook: Easy French, Step by Step.

W, 4/14-6/2, 2 p.m. - 4 p.m., CSP-4103-168LN
RM 432, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79.00

French, Beginning II

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

M, 4/12-6/7, 2 p.m. - 4 p.m., CSP-4104-169LN
RM 451, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79.00

French, Beginning III

French III will be 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. Each class students will be given the chance to practice their oral communication skills.

M, 6/14-8/2, 2 p.m. - 4 p.m., CSP-4661-300HG
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, 4/20-6/8, 6 p.m. - 7:30 p.m., CSP-4129-172LN
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, 4/20-6/8, 7:30 p.m. - 9 p.m., CSP-4130-173LN
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.

W, 4/21-6/9, 2:30 p.m. - 4:30 p.m., CSP-4121-174LN
RM 426, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79.00

T, 4/20-6/8, 6 p.m. - 8 p.m., CSP-4121-175LN
RM 431, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79.00

T, 6/22-8/10, 6 p.m. - 8 p.m., CSP-4121-303LN
RM 426, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79.00

Languages - Defensive Driving

Community Enrichment

abtech.edu/ce

828-398-7817 or 828-398-7369

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.

W, 4/21-6/9, 6 p.m. - 8 p.m., CSP-4122-177LN
RM 431, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79.00

T, 6/22-8/10, 2:30 p.m. - 4:30 p.m., CSP-4122-305LN
RM 426, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79.00

Spanish, Beginning III

Building on Spanish Beginning I and II, students further develop listening, speaking, reading and writing skills. Concepts covered in this class include adjectives, prepositions, basic commands, and the introduction of regular preterit (past tense) verbs. Through group and pair work, games, and handouts students will also improve their conversational skills. Textbook: Spanish Now! - Eighth Edition.

T, 4/20-6/8, 2:30 p.m. - 4:30 p.m., CSP-4123-179LN
RM 426, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79.00

W, 6/23-8/11, 6 p.m. - 8 p.m., CSP-4123-307LN
RM 426, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79.00

Spanish, Beginning Review/Conversation Online/Zoom

This course is a review of the concepts presented in Beginning Spanish I, II, and III - with a focus on conversation. Knowledge of nouns and articles, numbers, subject pronouns, adjectives, and present tense and basic preterite (past tense) verb conjugation required. Textbook: Spanish Now! - Eighth Edition.

W, 6/23-8/11, 2:30 p.m. - 4:30 p.m., CSP-4669-308LN
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.

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

Spanish, Intermediate II Online/Zoom ^{new}

Continue to add to your knowledge of the Spanish language and improve on your conversation, reading, and writing skills. Explore uses of complementary verbs and the present progressive, the intricacies of 'gustar' and similar verbs, and the differences between the prepositions 'por' and 'para', as well as build up your topical vocabulary. Class includes group and pair work, handouts, and games. Prerequisite: Intermediate Spanish I or equivalent proficiency. Textbook: Spanish Now! - Eighth Edition.

W, 4/21-6/9, 6 p.m. - 8 p.m., CSP-4670-180LN
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.

DDC 4	Saturday, Apr 17	9 am - 1 pm	Rm 431
DDC ADD	Saturday, Apr 10	8 am - 5 pm	Rm 432
DDC 4	Saturday, May 8	9 am - 1 pm	Rm 431
DDC ADD	Saturday, May 15	8 am - 5 pm	Rm 432
DDC 4	Saturday, June 12	9 am - 1 pm	Rm 431
DDC ADD	Saturday, June 19	8 am - 5 pm	Rm 432
DDC 4	Saturday, July 10	9 am - 1 pm	Rm 431
DDC ADD	Saturday, July 17	8 am - 5 pm	Rm 432
DDC 4	Saturday, Aug 14	9 am - 1 pm	Rm 431
DDC ADD	Saturday, Aug 21	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.

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

4/17 - 4/18
4/24 - 4/25
5/01 - 5/02
5/08 - 5/09
5/15 - 5/16
5/22 - 5/23
6/05 - 6/06
6/12 - 6/13
6/19 - 6/20
6/26 - 6/27
7/10 - 7/11
7/17 - 7/18
7/31 - 8/1
8/07 - 8/08
8/14 - 8/15

Course Numbers

CSP-4258-204MS
CSP-4258-206MS
CSP-4258-208MS
CSP-4258-210MS
CSP-4258-212MS
CSP-4258-214MS
CSP-4258-220MS
CSP-4258-222MS
CSP-4258-224MS
CSP-4258-226MS
CSP-4258-228MS
CSP-4258-230MS
CSP-4258-234MS
CSP-4258-236MS
CSP-4258-238MS

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 - Recreation

Community Enrichment

abtech.edu/ce

828-398-7817 or 828-398-7369

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, 4/14-5/26, 6 p.m. - 7 p.m., CSP-4200-185MD
Ivy, Asheville Campus
Fees: Course: \$75.00, Ins: \$1.35

W, 6/9-7/21, 6 p.m. - 7 p.m., CSP-4200-311MD
Ivy, Asheville Campus
Fees: Course: \$75.00, Ins: \$1.35

Contemporary Line Dancing, Beginning 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, 4/14-5/26, 7:15 p.m. - 8:15 p.m., CSP-4369-186MD
Ivy, Asheville Campus
Fees: Course: \$75.00, Ins: \$1.35

W, 6/9-7/21, 7:15 p.m. - 8:15 p.m., CSP-4369-312MD
Ivy, Asheville Campus
Fees: Course: \$75.00, 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, 4/13-5/25, 6 p.m. - 7:30 p.m., CSP-4135-189MD
RM 432, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00

T, 6/15-7/27, 6 p.m. - 7:30 p.m., CSP-4135-314MD
RM 432, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00

Ivy Building is #22 on Campus Map
pg. 72

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, 4/13-5/25, 7:30 a.m. - 9 p.m., CSP-4137-190MD
RM 432, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00

T, 6/15-7/27, 7:30 a.m. - 9 p.m., CSP-4137-315MD
RM 432, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00

Music Theory and Ear Training

A simple yet modern take on traditional music theory and what it means in the 21st century. Emphasis will be 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 the techniques to help you train your ear to hear them.

W, 4/14-5/12, 6 p.m. - 8 p.m., CSP-4138-192MD
RM 432, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00

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, 5/15, 10 a.m. - 4 p.m., CSP-4217-194RR
RM 126, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$65.00

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, 5/4-6/15, 6 p.m. - 7:30 p.m., CSP-4233-195RR
Ivy, Asheville Campus
Fees: Course: \$75.00, Ins: \$1.35

T, 7/6-8/17, 6 p.m. - 7:30 p.m., CSP-4233-317RR
Ivy, Asheville Campus
Fees: Course: \$75.00, Ins: \$1.35



To Enroll in Online Courses Visit:

www.ed2go.com/abtech

New sessions begin: 4/14, 5/12, 6/16, 7/14, 8/18

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. **Each session gives you access to the course for 6 weeks at any time of the day or night!** For detailed online course information: Visit ed2go.com/abtech and enter a class title, subject or keyword in the Search box. Click on the title that interests you and at the next page and you will be able to view the course description, instructor bio, full syllabus, student reviews and system requirements.

Community Enrichment Courses

Course Fee \$89

Digital Photography

Photographing Nature

Photographing People

Health and Wellness

Human Anatomy and Physiology

Human Anatomy and Physiology II

Introduction to Natural Health and Healing

Life and Work Development

Get Assertive

Grammar Refresher

Grammar Refresher II

Keys to Effective Communication

Mastering Public Speaking

Math Refresher

Special Interest

Introduction to Screenwriting

Secrets of the Caterer

Special Interest, continued

Start Your Own Arts and Crafts Business

Wow, What a Great Event!

Test Prep

GRE Preparation 1 – Verbal and Analytical

GRE Preparation 2 – Quantitative

Writing and Publishing

Beginner's Guide to Getting Published

Introduction to Internet Writing Markets

Mystery Writing

Publish and Sell Your E-Books

The Craft of Magazine Writing

The Keys to Effective Editing

Write Fiction like a Pro

Writing Essentials

Writing 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.

Advanced Manufacturing

Occupational Training

abtech.edu/ce

828-398-7760

Registration information, page 5. Register early!



Identifying the need to meet employment and skills requirements in the ever-growing manufacturing sector, A-B Tech developed the Advanced Manufacturing Center 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 Eddington Center, the Workforce Readiness Resource Lab (WRRL) provides yet another connection between workforce and industry at the A-B Tech Advanced Manufacturing Center. Job seekers can visit WRRL to use the computer lab, search the NC Works system, receive help with resume creation or interview coaching and scholarship search. For more information, call 828-398-7830.

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

Occupational Training

abtech.edu/ce

Registration information, page 5. Register early!

828-398-7760

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. Students who complete either our MSSC Certified Production Technician class or our Machining Fundamentals class will be guaranteed an interview with Pratt & Whitney when they begin hiring! For more information visit: <https://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 828-398-7295.

Short-Term Training for Multiple Career Paths

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

Join us this Spring!

Multiple Job Pathways

MSSC Certified Production Technician
(Multiple Offerings) MNT-3111-011AM thru 017AM

Machining

Machining Fundamentals
MEC-7027-934AM and MEC-7027-935AM
CNC Machining 101
MEC-7070-015AM

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Composites

Composite Technology Level 1
MEC-3187-906AM and MEC-3187-907AM

Industrial Maintenance Academy

Electrical
MNT-9001-960AM

Automation/Mechatronics

MNT-9001-961AM

Advanced Manufacturing

Career Skills Training

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.

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, 6/5, 8 a.m. - 5 p.m., HRD-7702-615HR
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 7/24, 8 a.m. - 5 p.m., HRD-7702-616HR
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, 4/12 - 5/21, 8 a.m. - 12 p.m. MNT-3111-023AM RM 202, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$429.46

M-F, 4/26 - 6/4, 8 a.m. - 12 p.m. MNT-3111-024AM RM 202, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$429.46

M-F, 5/10-6/18 MNT-3111-025AM,
RM 202, Adv. Manufacturing Ctr., Asheville Campus Fees:
Course: \$429.46

M-F, 5/24-6/25, 8 a.m. - 12 p.m., MNT-3111-011AM
RM 202, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$429.46

M-F, 6/14-7/26, 8 a.m. - 12 p.m., MNT-3111-012AM
RM 202, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$429.46

M-F, 6/28-8/9, 8 a.m. - 12 p.m., MNT-3111-013AM
RM 202, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$429.46

M-F, 7/12-8/20, 8 a.m. - 12 p.m., MNT-3111-014AM
RM 202, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$429.46

M-F, 7/26-9/3, 8 a.m. - 12 p.m., MNT-3111-011AM
RM 202, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$429.46

M-F, 8/9-9/17, 8 a.m. - 12 p.m., MNT-3111-016AM
RM 202, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$429.46

M-F, 8/23-10/4, 8 a.m. - 12 p.m., MNT-3111-017AM
RM 202, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$429.46

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

Advanced Manufacturing

Occupational Training

abtech.edu/ce

Registration information, page 5. Register early!

828-398-7760

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, 4/10, 8 a.m. - 5 p.m., HRD-7639-529HR
RM 212, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 5/8, 8 a.m. - 5 p.m., HRD-7639-524HR
RM 212, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 6/19, 8 a.m. - 5 p.m., HRD-7639-609HR
RM 212, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 7/17, 8 a.m. - 5 p.m., HRD-7639-610HR
RM 212, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

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

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.

T-TH, 5/25-8/12, 5:30 p.m. - 9:30 p.m., MEC-3187-906AM
RM 212, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$286.35

S, 6/5-8/28, 8 a.m. - 5 p.m., MEC-3187-907AM
RM 212, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$286.35

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. This online lecture format 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, and eco-efficient resources to produce consumer goods. Students can follow up with one of the hands-on composite classes in our Advanced Manufacturing Center.

T/TH, 6/8-6/17, 6 p.m. - 8 p.m., SEF-3308-755WT
RM Webex, Webex, Online
Fees: Course: \$75.00

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

S, 4/17, 8 a.m. - 5 p.m., HRD-7694-531HR
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 5/15, 8 a.m. - 5 p.m., HRD-7694-532HR
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 6/12, 8 a.m. - 5 p.m., HRD-7694-612HR
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 7/10, 8 a.m. - 5 p.m., HRD-7694-613HR
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 8/7, 8 a.m. - 5 p.m., HRD-7694-614HR
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

Machining Fundamentals

Take a step toward a new career in machining by learning to operate drill presses, milling machines, saws and bench grinders. During this 15-week course you will work hands-on with actual equipment to learn basic automated machining. Additional course topics include an introduction to CNC machining, shop safety, blueprint reading, shop math, Lean Manufacturing principles, teamwork and problem solving. *Tuition for this course may be FREE! Please call 828-398-7760 to get started.

M-TH, 5/31-9/7, 8 a.m. - 2 p.m., MEC-7027-935AM
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$286.35

M-TH, 5/31-9/7, 3:30 p.m. - 9:30 p.m., MEC-7027-934AM
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$286.35

CNC Machining 101

During this course you will work hands-on with actual CNC mills and lathes to learn basic automated machining. Course topics include CNC programming, set-up, operation, trouble-shooting and maintenance, general machining principles, shop safety, blueprint reading, shop math, Lean Manufacturing principles, teamwork and problem solving.*Tuition for this course may be FREE! Please call 828-398-7760 to get started.

M-TH, 6/7-8/16, 8 a.m. - 2 p.m., MEC-7070-015AM
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$286.35

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 - Electrical

Manufacturers invest a great deal in their production equipment and they need highly skilled technicians who know how to keep this equipment running and in top condition. Expand your knowledge base and skill set while improving your hiring potential/pay grade--enroll in the Industrial Maintenance Academy courses! This course provides an introduction to basics of industrial technology and explores areas of expertise needed to service manufacturing as a maintenance technician. The focus will be on electrical fundamentals including theory, systems, practices, and safety. Studies include: lockout/tagout procedures; PPE (personal protective equipment); fire and electrical safety; DC, AC, Ohm's Law, and Watt's Law; circuits, diagrams, and symbolism; electrical components and wiring; tools and test instruments; motors, motor controls, and variable frequency drives; troubleshooting; and maintenance theory, strategies, and practices. Prerequisites: Curiosity and an interest in technical problem solving. Manufacturing technical experience and/or MSSC Certified Production Technician Certification.*Tuition for this course may be FREE! Please call 828-398-7760 to get started.

M-TH, 6/14-8/10, 4 p.m. - 8 p.m., MNT-9001-960AM
Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$189.46

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: mechanics/mechanical fundamentals; pneumatics, electro-pneumatics; pneumatic diagrams, symbols, and circuits; industrial sensors; automation basics; PLCs (programmable logic controllers); PLC ladder logic, programming, symbolism; HMIs (human machine interface); and PLC/automation troubleshooting. Prerequisites: Industrial Maintenance Academy-Electrical and/or MSSC Certified Production Technician - Maintenance Awareness Certificate

M-TH, 4/5-5/27, 12 p.m. - 4 p.m., MNT-9001-961AM
Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$369.46

Industrial Sewing ^{new}

Students will learn sewing terms, fabric structures and types, how to reach tech packs, along with basic sewing skills and techniques for industrial straight stitch, coverstitch and overlock machine. Courses will follow a curriculum developed by the Maker's Coalition and Industrial Sewing and Innovation Center. All equipment, materials, fabric, supplies and tools will be provided for students.

S, 5/15-8/7, 8 a.m. - 5 p.m., TEX-3103-203AM
RM 201, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$191.35

Advanced Manufacturing

Occupational Training

abtech.edu/ce

Registration information, page 5. Register early!

828-398-7760

Industrial Safety

OSHA 10 General Industry

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

THF, 6/3-6/4, SEF-6489-014AM

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

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

RM 203, Adv. Manufacturing Ctr., Asheville Campus

Fees: Course: \$95.00

Industrial Safety: Bloodborne Pathogens

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

F, 6/11, 8 a.m. - 3 p.m., SEF-6483-013AM

RM 203, Adv. Manufacturing Ctr., Asheville Campus

Fees: Course: \$75.00

Industrial Safety: First Aid/CPR/AED

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

F, 6/18, 8 a.m. - 3 p.m., SEF-6484-510AM

RM 203, Adv. Manufacturing Ctr., Asheville Campus

Fees: Course: \$99.00

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.

5S + Safety: Visual Workplace Management

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

F, 6/25, 8 a.m. - 12 p.m., SEF-6481-017AM

RM 203, Adv. Manufacturing Ctr., Asheville Campus

Fees: Course: \$99.00

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, 4/17, 8 a.m. - 5 p.m., OSH-3012-970AM

RM 110, Adv. Manufacturing Ctr., Asheville Campus

Fees: Course: \$81.35

S, 5/8, 8 a.m. - 5 p.m., OSH-3012-974AM

RM 110, Adv. Manufacturing Ctr., Asheville Campus

Fees: Course: \$81.35

S, 6/12, 8 a.m. - 5 p.m., OSH-3012-975AM

RM 110, Adv. Manufacturing Ctr., Asheville Campus

Fees: Course: \$81.35

S, 7/10, 8 a.m. - 5 p.m., OSH-3012-976AM

RM 110, Adv. Manufacturing Ctr., Asheville Campus

Fees: Course: \$81.35

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

Lean Six Sigma/Continuous Improvement

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.

T, 5/18-6/1, 8 a.m. - 3 p.m., SEF-6486-018AM
RM 203, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$390.00

LEAN Six Sigma Green Belt

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

TH, 7/22-10/7, 8 a.m. - 5 p.m., SEF-6485-012AM
RM 203, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$1,800.00

Value Stream Mapping

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

TH, 4/20, 8 a.m. - 5 p.m., SEF-6497-008AM
RM 203, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$195.00

TH, 6/28, 8 a.m. - 5 p.m., SEF-6497-006AM
RM 203, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$195.00

Industry Leadership and Professional Development

Situational Leadership II

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

T,W, 6/22-6/23, 8 a.m. - 5 p.m., SEF-6496-010AM
RM 203, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$995.00

Blanchard/Situational Leadership: 1st Time Manager

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

T, 7/13, 8 a.m. - 3:15 p.m., SEF-7034-005AM
RM 203, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$250.00

Blanchard/Situational Leadership: Building Trust

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

T, 7/20, 8 a.m. - 3 p.m., SEF-7032-008AM
RM 203, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$225.00

Blanchard/Situational Leadership: Coaching Skills

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

T, 7/27, 8 a.m. - 3 p.m., SEF-7033-004AM
RM 203, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$325.00

Communicating for Leadership Success

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

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

M, 5/17, 1 p.m. - 5 p.m., SEF-7035-004AM
RM 203, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$99.00

Building and Sustaining Trust

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

M, 5/24, 1 p.m. - 5 p.m., SEF-7032-008AM
RM 203, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$99.00

High Impact Feedback and Listening

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

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

M, 5/31, 1 p.m. - 5 p.m., SEF-7037-004AM
RM 203, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$99.00

Coaching for Peak Performance

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

M, 6/7, 1 p.m. - 5 p.m., SEF-7040-005AM
RM 203, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$99.00

Addressing Poor Performance

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

M, 6/14, 1 p.m. - 5 p.m., SEF-7038-004AM
RM 203, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$99.00

Setting Goals and Reviewing Results

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

M, 6/21, 1 p.m. - 5 p.m., SEF-7036-005AM
RM 203, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$99.00

Advanced Manufacturing - Automotive

abtech.edu/ce

Occupational Training

828-398-7760

Registration information, page 5. Register early!

Executing Strategy at the Frontline

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

M, 6/28, 1 p.m. - 5 p.m., SEF-7039-004AM
RM 203, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$99.00

Crucial Conversations

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

M, 8/2-8/3, 8 a.m. - 5 p.m., SEF-6470-024AM
RM 203, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$225.00

Introduction to Supply Chain Management

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

M, 8/2-8/23, 5 p.m. - 9 p.m., SEF-7004-015AM
RM 203, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$275.00

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, 5/3-5/4, 6 p.m. - 10 p.m., AUT-7203-365TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80.00

M,T, 5/24-5/25, 6 p.m. - 10 p.m., AUT-7203-366TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80.00

M,T, 7/5-7/6, 6 p.m. - 10 p.m., AUT-7203-367TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80.00

M,T, 8/2-8/3, 6 p.m. - 10 p.m., AUT-7203-368TR
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. 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, 5/5-5/6, 6 p.m. - 10 p.m., AUT-3129-372TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80.00

W,TH, 6/2-6/3, 6 p.m. - 10 p.m., AUT-3129-373TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80.00

W,TH, 7/7-7/8, 6 p.m. - 10 p.m., AUT-3129-374TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80.00

W,TH, 8/4-8/5, 6 p.m. - 10 p.m., AUT-3129-375TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80.00

Automotive - Computer Training

Occupational Training

abtech.edu/ce

Registration information, page 5. Register early!

828-398-7903

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, 5/12-5/13, 6 p.m. - 10 p.m., AUT-7202-484TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80.00

W,TH, 6/23-6/24, 6 p.m. - 10 p.m., AUT-7202-485TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80.00

W,TH, 7/14-7/15, 6 p.m. - 10 p.m., AUT-7202-486TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80.00

W,TH, 8/11-8/12, 6 p.m. - 10 p.m., AUT-7202-487TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80.00

Computer Training

Adobe InDesign

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

M/W, 7/26-8/4, 5:30 p.m. - 8:30 p.m., CIS-7408-121CO
RM 438, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$80.00

Adobe Photoshop, Introduction

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

M/W, 6/14-6/30, 5:30 p.m. - 8:30 p.m., SGR-7418-521CO
RM 438, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$80.00

Adobe Photoshop, Intermediate

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

M/W, 7/5-7/21, 5:30 p.m. - 8:30 p.m., SGR-7476-545CO
RM 438, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$80.00

Basic Computer Level 1

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

T/TH, 5/18-6/3, 5:30 p.m. - 8:30 p.m., CIS-7469-603CO
RM 438, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$80.00

Basic Computer Level 2

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

T/TH, 6/8-6/24, 5:30 p.m. - 8:30 p.m., CIS-7470-415CO
RM 438, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$80.00

Blogging 101: Beginners Option (One-Day)

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

T, 7/27, 8:30 a.m. - 12:30 p.m., SEF-8010-118CO
RM 438, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$39.00

Excel Introduction (One-Day)

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

S, 5/22, 9 a.m. - 4 p.m., SEF-8012-118CO
RM 438, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$59.00

Excel Intermediate (One-Day)

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

S, 6/5, 9 a.m. - 4 p.m., SEF-8013-118CO
RM 438, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$59.00

Graphic Design Made Easy

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

M/W/F, 5/24-5/28, 9 a.m. - 12 p.m., SEF-9511-123CO
RM 438, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$59.00

iPhone Introduction

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

M/W/F, 6/7-6/11, 9 a.m. - 12 p.m., SEF-9800-004CO
RM 438, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$59.00

Mastering the Remote Working Environment

new

Being successful in today's Innovative Remote Work! Enhance your productivity with latest technology tools: Office 365 (Word, Power Point, Forms, Excel, Outlook), video conferencing applications (ZOOM and MS Teams), and navigational strategies for remote work environment. This online class is designed for current employees, job seekers, and anyone interested in virtual work environment. Students will gain technical skills, strengthen virtual collaboration, increase performance and technical confidence. This class will cover introduction to remote work, email communication, working with documents, forms/questionnaires, creating and managing spreadsheets, creating presentations, and collaborating virtually. Students will create a virtual portfolio of their class work. Intermediate computer skills are required. Informational course orientation will be scheduled one week before the class is set to begin and the details will be emailed to all registered students. Technical Requirements: This course must be taken on a PC or Mac. It is not suitable for mobile devices (cell phones, tablets, etc.). Windows 8 or newer. Browser: The latest version of Google Chrome, Mozilla Firefox, or Microsoft Edge. Microsoft Office 365 (not included in enrollment). Adobe Acrobat Reader (visit <https://get.adobe.com/reader/> to download a free version of Acrobat Reader). Software must be installed and fully operational before the course begins. Students must have email capabilities, webcam, speakers, and microphone. Instructional Materials: The instructional materials will be available during the class online.

T/TH, 6/29-7/22, 1 p.m. - 4 p.m., OST-9600-002CO
RM Online, TBD, Online
Fees: Course: \$75.00

Computer Training - Craft Beverage Institute

Occupational Training

abtech.edu/ce

Registration information, page 5. Register early!

828-398-7903

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.

M/W, 6/7-6/16, 6 p.m. - 9 p.m., SEF-5810-618CO
RM Zoom, ZOOM, Online
Fees: Course: \$75.00

WordPress Basics for Business

Does your company or organization have a WordPress site you want to manage? Did someone else build your website and now it requires updates? Learn the basics of the content management system to edit and create pages and menus, display blog posts, add photos and embed videos. Learn what themes and plugins are, how to use them, and why you might want to. Bring WordPress website login to class. Appropriate as well for those who do not currently have a website, but want to learn the ground floor management operations. The class is offered virtually. The class access information will be emailed to all registered students prior to the class start date.

M/W, 7/12-7/21, 6 p.m. - 9 p.m., SEF-5811-345CO
RM Zoom, 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, 5/19, 1 p.m. - 4 p.m., SEF-4300-004CO
RM Zoom, ZOOM, Online
Fees: Course: \$39.00

ZOOM Professional ^{new}

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 break-out rooms, polling, registration, reports, remote control feature, co-hosts, and streaming a meeting or webinar on Facebook or YouTube live.



W, 6/2, 1 p.m. - 4 p.m., SEF-4400-002CO
RM Zoom, 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!

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

Reality-Based Law Enforcement Training, Continuing Education



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



Basic Law Enforcement Training (BLET)

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

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

For additional information:
Contact Marty McNeely at 828-782-2841 or martyamcneely@abtech.edu



Emergency Medical Services (EMS)

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

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

Tactical Emergency Casualty Care (TECC)

Wilderness EMT

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

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

A-B Tech Seeking Continuing Education Instructors

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

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

Emergency Services

Occupational Training

abtech.edu/ce

Registration information, page 5. Register early!

828-398-7355

Emergency Services

ACLS/PALS Instructor Course (One-Day)

ACLS/PALS Instructor Class helps prepare teacher candidates in course preparation, effective teaching mechanics, policies and procedures of American Heart ACLS/PALS Courses. Prior to class registration, the candidate must be affiliated with American Heart Training Center. For further assistance please contact Justyn Whitson at 828-782-2624, or justynlwhitson@abtech.edu.

F, 6/18, 9 a.m. - 5 p.m., EMS-3104-930ES

RM TBD, ESEB, Woodfin

Fees: Course: \$90.00

Advanced Cardiac Life support - (ACLS)

Re-Cert

ACLS Re-cert is a one day classroom designed to re-cert the current ACLS card holder. In this video-based instructor-led course that is designed for healthcare providers who either direct or participate in the management of cardiopulmonary arrest or other cardiovascular emergencies. Through didactic instruction and active participation in simulated cases, students will enhance their skills in the diagnosis and treatment of cardiopulmonary arrest, acute arrhythmia, stroke and acute coronary syndrome. For a current schedule of ACLS class offerings please refer to the Emergency Services Continuing Education webpage or contact Justyn Whitson at 828 782 2624 or email justynlwhitson@abtech.edu

F, 5/28, 9 a.m. - 5 p.m., EMS-3048-932ES

RM TBD, ESEB, Woodfin

Fees: Course: \$90.00

Advanced Emergency Medical Technician (AEMT)

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

M/W/S, 4/5-8/23, 6 p.m. - 10 p.m., EMS-4300-009ES

RM Conference Room, ESEB, Woodfin

Fees: Course: \$211.35

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 and 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, 5/1, 9 a.m. - 3 p.m., SAF-3010-918ES

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

S, 4/10, 9 a.m. - 5 p.m., SAF-3010-917ES

RM 206, ESEB, Woodfin

Fees: Course: \$85.00

S, 7/10, 9 a.m. - 3 p.m., SAF-3010-920ES

RM 206, ESEB, Woodfin

Fees: Course: \$85.00

S, 6/5, 9 a.m. - 3 p.m., SAF-3010-919ES

RM 206, ESEB, Woodfin

Fees: Course: \$85.00

Emergency Medical Technician- Initial (EMT)

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

A-B Tech Woodfin

T/TH/S, 7/15-12/9, 6 p.m. - 10 p.m., EMS-4200-0065ES

RM Conference Room, ESEB, Woodfin

Fees: Course: \$211.35

A-B Tech South

T, S, 8/3-12/14, 8 a.m. - 5 p.m., EMS-4200-008ES

RM 117, , A-B Tech South

Fees: Course: \$211.35

A-B Tech Madison

M/W/S, 7/26-12/15, 6 p.m. - 10 p.m., EMS-4200-007ES

RM 103, Ramsey, A-B Tech Madison

Fees: Course: \$211.35

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

PALS Re-cert is a one day classroom, video-based instructor-led course that uses a series of simulated pediatric emergencies to reinforce the important concepts of a systematic approach to pediatric assessment, basic life support, PALS treatment algorithms, effective resuscitation and team dynamics. The goal of the PALS course is to improve the quality of care provided to seriously ill or injured children, resulting in improved outcome. PALS Course is offered through out the year periodically. Please refer to the Emergency Medical Services Continuing Education web page for updated course offerings and information or contact Justyn Whitson at 828-782-2624, or justynlwhitson@abtech.edu

F, 5/7, 9 a.m. - 5 p.m., EMS-3046-933ES

RM TBD, ESEB, Woodfin

Fees: Course: \$90.00

FIP 3001 Orientation and Safety

The class teaches the history and benefits of the fire service in North Carolina. Safety is also discussed, introducing the many dangers of fire fighting. The mission statement of the fire service is also taught in detail. This class is typically the starting point for people interested in fire fighting. Contact Travis Climbingbear at 828-782-2139 or email: travisclimbingbear@abtech.edu or contact Jason McEntire at jasonemcentire@abtech.edu

Fees: Course: \$70.00

FIP3003 Alarms and Communications new

Fire Fighter Professional Qualifications, include the ability to communicate. Firefighters must be familiar with the communication systems, equipment, and procedures used by their department. In this course, firefighters will examine the basic administrative requirements for an effective communications network. Contact Travis Climbingbear at 828-782-2139 or email: travisclimbingbear@abtech.edu or contact Jason McEntire at jasonemcentire@abtech.edu

Fees: Course: \$70.00

FIP3004 Fire Behavior new

This class teaches the different stages of fire development. Understanding fire science concepts are essential for firefighters to be effective at fire suppression techniques. This class explores the different fire behavior that a firefighter will encounter during their career. Contact Travis Climbingbear at 828-782-2139 or email: travisclimbingbear@abtech.edu or contact Jason McEntire at jasonemcentire@abtech.edu

Fees: Course: \$70.00

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

Healthcare Services

Occupational Training

abtech.edu/ce

Registration information, page 5. Register early!

828-398-7878

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.



Healthcare Services

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

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 515 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 first of the Module series. Registration is required for all Modules.

M-W, 6/28-9/27, 9 a.m. - 3:30 p.m., HEA-3021-113HC
RM 242, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$191.35

Electronic Health Record Specialist (EHRS)

This 96 hour course prepares you for high demand administrative positions in the medical community such as physicians' offices, hospitals and retirement facilities. Learn data management skills such as entry and transmission of patient data, restoration of electronic records, insurance and billing coding, medical reporting, patient charting and 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 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. This class is eligible for GEER scholarship.

T/TH, 5/25-8/12, 9 a.m. - 1 p.m., HIT-3700-128HC
RM 211, Goodwill Ctr., Goodwill
Fees: Course: \$180.00

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.

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.

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,T,TH,S, 4/5-6/10, NUR-3240-291HC

M, T, TH, 5:30 p.m. - 8:30 p.m.

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

RM 344, Ferguson Ctr., AHWD, Asheville Campus

Fees: Course: \$226.35

M-W, 5/10-6/29, 8 a.m. - 3:30 p.m., NUR-3240-509HC

RM 342, Ferguson Ctr., AHWD, Asheville Campus

Fees: Course: \$226.35

M-W, 5/17-7/6, 8 a.m. - 3:30 p.m., NUR-3240-510HC

RM 342, Ferguson Ctr., AHWD, Asheville Campus

Fees: Course: \$226.35

M-W, 7/5-8/23, 8 a.m. - 3:30 p.m., NUR-3240-511HC

RM 342, Ferguson Ctr., AHWD, Asheville Campus

Fees: Course: \$226.35

M-W, 7/12-8/30, 8 a.m. - 3:30 p.m., NUR-3240-512HC

RM 342, Ferguson Ctr., AHWD, Asheville Campus

Fees: Course: \$226.35

T-TH, 5/11-6/28, 8:30 a.m. - 4:30 p.m., NUR-3240-262HC

RM 196, Goodwill Ctr., Goodwill

Fees: Course: \$216.35

M-TH, 5/24-7/13, 8:30 a.m. - 4:30 p.m., NUR-3240-300HC

RM 196, Goodwill Ctr., Goodwill

Fees: Course: \$216.35

T/TH, 5/4-8/17, 4 p.m. - 8 p.m., NUR-3240-802HC

RM 342, Ferguson Ctr., AHWD, Asheville Campus

Fees: Course: \$226.35

Nurse Aide Refresher

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

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

Ophthalmic Assistant Module II: Intensive Clinic/Lab

The certification includes the clinical component. To receive a certificate of completion both Modules must be completed. This is not transferable to other educational agencies. For more information on Ophthalmic Assistant, contact Health Occupations Office at (828) 398-7878 or email teresawnix@abtech.edu

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.

Healthcare Services - Hospitality Services

Occupational Training

abtech.edu/ce

Registration information, page 5. Register early!

828-398-7878

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.

Hospitality Services

ServSafe Manager Certification

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

T, 6/8, 8:30 a.m. - 5 p.m., SEF-5816-062HS
RM 202, Goodwill Ctr., Goodwill
Fees: Course: \$106.00

T, 8/10, 8:30 a.m. - 5 p.m., SEF-5816-064HS
RM 207, Goodwill Ctr., Goodwill
Fees: Course: \$106.00

ABTech
Community College



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

NC
COMMUNITY
COLLEGES

BIONETWORK

ABTech
Community College

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>

Certification Programs

abtech.edu/ce

828-398-7903

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
CompTIA Security+ Certification Prep 1	24	CompTIA's Security+	National
CompTIA Security+ Certification Prep 2	24	CompTIA's Security+	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:



UpSkill WNC

UpSkill WNC in Buncombe County is a community-based peer support program for justice involved citizens who are reentering society and the workforce.

Community based peer support services, provided by the county, help participants access funds, navigate the NC Works system, and identify programs available through the partnership with A-B Tech; and provide assistance with A-B Tech enrollment steps.

Assistance is available through Buncombe County (<https://www.buncombecounty.org/common/justice-resource-center/documents/re-entry-services.pdf>)
NC Works - Email: Ronnie Copeland ronnetalcopeland@abtech.edu
or our community partner YMI Cultural Center - Email: philip@ymiculturalcenter.org

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
- CDL - B
- Online classes on Ed2Go
- Commercial Driving Careers

Goodwill Industries

1616 Patton Ave, Asheville, NC
828-298-9023, Ext. 11161
tstewart@goodwillwnc.org

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 828-398-7760 or leighbennett@abtech.edu. You can also visit the NC Works Career Center Asheville, 48 Grove Street, 828-251-6200.



NORTH CAROLINA
CAREER READINESS
CERTIFICATE



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, 6/5, 8 a.m. - 5 p.m., HRD-7702-615HR
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 7/24, 8 a.m. - 5 p.m., HRD-7702-616HR
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

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, 5/17-8/13, 9 a.m. - 4 p.m., HRD-7653-601HR
RM 152, Goodwill Ctr., Goodwill
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 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, 5/17-8/13, 9 a.m. - 1 p.m., HRD-7688-603HR

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

Fees: Course: Waived

Commercial Driving Careers Part I, Intro to

new

This class is designed for students interested in learning more about the wide range of commercial transportation careers. The focus of this Part I 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. Part II immediately follows. Call 828-298-9023, Ext. 5, for more information.

M,T, 5/10-5/11, 9 a.m. - 12 p.m., HRD-7701-527HR

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 jenniferlwaller@abtech.edu

S, 4/10, 8 a.m. - 5 p.m., HRD-7639-529HR

RM 212, Adv. Manufacturing Ctr., Asheville Campus

Fees: Course: Waived

S, 5/8, 8 a.m. - 5 p.m., HRD-7639-524HR

RM 212, Adv. Manufacturing Ctr., Asheville Campus

Fees: Course: Waived

S, 6/19, 8 a.m. - 5 p.m., HRD-7639-609HR

RM 212, Adv. Manufacturing Ctr., Asheville Campus

Fees: Course: Waived

S, 7/17, 8 a.m. - 5 p.m., HRD-7639-610HR

RM 212, Adv. Manufacturing Ctr., Asheville Campus

Fees: Course: Waived

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

RM 212, Adv. Manufacturing Ctr., Asheville Campus

Fees: Course: Waived

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 and 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. Class is 100% virtual and will be conducted via Zoom. Computer, tablet or phone with a good internet connection required. Call Goodwill to register at 828-298-9023 ext. 11161 or email tstewart@goodwillnwc.org

T,W, 6/15-6/16, 9 a.m. - 12 p.m., HRD-7657-605HR

RM Zoom, ZOOM, Online

Fees: Course: Waived

Guest Service Professional Tourism

Just as one bad apple can spoil the bunch, one negative online review can spoil your business's chances of attracting new guests. And for tourism destinations, it can be even worse--negative feedback can impact an entire city or region. The reputations of hotels and museums, taxi companies and restaurants, all contribute to a destination's profile. The Guest Service Gold® Tourism program features seven elements: Recovery: Turn It Around, Personalization: Provide an Individualized Experience, Knowledge: Be in the Know, Passion: Inspire Others, Commitment: Be All In, Inclusion: Include Everyone, and Personality: Be Yourself. Upon completion the student will receive a certificate from A-B Tech and will qualify to sit for the American Hotel and Lodging Educational Institute Guest Service Gold Certification. Class is 100% virtual and will be conducted via Zoom. Computer, tablet or phone with a good internet connection required. Call Goodwill to register at 828-298-9023 ext. 11161 or email tstewart@goodwillnwc.org

T,W, 7/13-7/14, 9 a.m. - 12 p.m., HRD-7658-606HR
RM Zoom, ZOOM, Online
Fees: Course: Waived

Machining, Introduction to new

Machining is a vital part of every product we use today. This introduction to machining will give you an overview of blueprint reading, precision measuring tools and hands-on experience at the lathe. In this 8 hour project based class you will make a part you can take home for yourself. This will be a spinning top that you can enjoy as well as the children. To register call 828-398-7934 or email jenniferwallner@abtech.edu

S, 4/17, 8 a.m. - 5 p.m., HRD-7694-531HR
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 5/15, 8 a.m. - 5 p.m., HRD-7694-532HR
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 6/12, 8 a.m. - 5 p.m., HRD-7694-612HR
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 7/10, 8 a.m. - 5 p.m., HRD-7694-613HR
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 8/7, 8 a.m. - 5 p.m., HRD-7694-614HR
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, 7/19-7/21, 5:30 p.m. - 8:30 p.m., HRD-7638-607HR
RM 437, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: Waived

Personal Care Aide new

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 or email tstewart@goodwillnwc.org

T-TH, 5/25-6/17, 9:30 a.m. - 3:30 p.m., HRD-7651-608HR
RM 207, Goodwill Ctr., Goodwill
Fees: Course: Waived

STEP Career Resource Center

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

M-TH, 5/17-8/13, 9 a.m. - 1 p.m., HRD-7652-600HR
RM ML08, Edington Educational and Career Ctr., 133 Livingston St.
Fees: Course: Waived

Job Preparedness

Occupational Training

abtech.edu/ce

828-398-7903

Workforce Readiness Resource Lab ^{new}

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, 5/17-8/13, 1 p.m. - 5 p.m., Appointments only
HRD-7640-604HR

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, 5/17-8/13, 8:30 a.m. - 4:30 p.m., HRD-7643-602HR

RM Online, , Online
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@goodwillnwc.org



STEP: SKILLS TRAINING & EMPLOYMENT PROGRAM

On Food Assistance?

Looking for a better paying job?

STEP can provide free training opportunities

We accomplish our goals through a three step process:

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

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

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

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

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

INCOME MAINTENANCE

CASEWORKER

A Career in Helping Others

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

Human Services Exploration: DSS Caseworker Phase I

This course covers skills and strategies designed to provide employability skills training and career exploration for the role of Income Maintenance Caseworker within the Division of Social Service agencies. Focus will include preparation for the 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.

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.

New cohorts begin each August.

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 two-part series 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, Part I

Monday/ Tuesday

May 10 & 11

9a-12p

HRD-7701-527HR

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.

Commercial Driving Careers, Part II

Wednesday/Thursday/Friday

May 12, 13, 14

9a-12p

SEF-6461-190WT

Goodwill Room 207

Tuition: \$35

The focus of this course 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 licensures and jobs.

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

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. This online lecture format 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, and eco-efficient resources to produce consumer goods. Students can follow up with one of the hands-on composite classes in our Advanced Manufacturing Center.

T/TH, 6/8-6/17, 6 p.m. - 8 p.m., SEF-3308-755WT

RM Webex, Webex, Online

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, 6/10-6/19, 8 a.m. - 5 p.m., COD-3106-304WT

RM 437, Ferguson Ctr., AHWD, Asheville Campus

Fees: Course: \$135.00

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

Industry expert Andrew Capps, FDA regulatory consultant, covers the basics of growing/producing/processing and sale of CBD products. Students leave with the understanding of the first steps needed to launch a CBD business or partner with an existing business, as well as an understanding of the different types of legal CBD products, current research on health effects, and how to legally steer clear of making health claims.

T/TH, 5/4-5/13, 6 p.m. - 8 p.m., SEF-8822-116WT

RM Webex, Webex, Online

Fees: Course: \$75.00

Commercial Driving Careers Part I, Intro to

^{new}

This class is designed for students interested in learning more about the wide range of commercial transportation careers. The focus of this Part I 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. Part II immediately follows. Call 828-298-9023, Ext. 5, for more information.

M,T, 5/10-5/11, 9 a.m. - 12 p.m., HRD-7701-527HR

RM 207, Goodwill Ctr., Goodwill

Fees: Course: Waived

Commercial Driving Careers, Part II ^{new}

The focus of this Part II course 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 licensures and jobs.

W-F, 5/12-5/14, 9 a.m. - 12 p.m., SEF-6461-190WT

RM 207, Goodwill Ctr., Goodwill

Fees: Course: \$35.00

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.

T/TH, 5/11-5/25, 6 p.m. - 9 p.m., UAS-3111-122WT

RM Zoom, ZOOM, Online

Fees: Course: \$75.00

New Drone: Box-to-Flight ^{new}

For the new drone owner, whether your drone is still in the box or already assembled, this class will prepare you for safe flight. Learn from a professional drone pilot how to properly set up your aircraft, confidently command the controls and plan for emergencies before they happen. Learn the common laws governing drones, the theory behind flight, and develop flight skills through a series of basic flight exercises. Must bring a quad-copter drone under 55 lbs of any make or model, a compatible smart phone or tablet with cables for the drone controller and charging cables for drone batteries. Class primarily focuses on DJI aircraft. Prior to class, drone pre-registration through the FAA website (\$5 fee) required. Bring certification and safety glasses to class. Dates may change due to weather conditions.

S, 6/5-6/19, 9 a.m. - 3:30 p.m., SEF-5877-002WT

RM 215, Hemlock, Asheville Campus

Fees: Course: \$151.35

Drone Flight School ^{new}

From planning to flying, learn to safely operate your drone for commercial applications. Learn about drone regulations, commercial opportunities, how to develop a preflight routine, and flight systems. Class will focus on mission specific flight patterns, videography and photography. Class designed for those already comfortable with drone operation who desire to develop skills for marketplace application. Students must bring own personal quad-copter drone under 55 lbs of any make or model, proof of FAA registration certification and safety glasses to class. Reschedule dates possible depending on weather.

S, 7/17-7/31, 9 a.m. - 3:30 p.m., SEF-5803-119WT

RM 215, Hemlock, Hemlock

Fees: Course: \$181.35



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, 5/22, 8 a.m. - 5 p.m., ELC-3016-248WT
RM 446, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$80.00

S, 6/12, 8 a.m. - 5 p.m., ELC-3016-249WT
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 2017 National Electrical Code book and a calculator.

F-SU, 7/9-7/18, 8 a.m. - 5 p.m., COD-3104-291WT
RM 446, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$135.00

Electrical Standard Inspection Level II

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

S,SU, 5/1-5/9, 8 a.m. - 5 p.m., COD-3110-487WT
RM 446, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$135.00

Electrical Standard Inspection Level III

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

F,S, 8/6-8/14, 8 a.m. - 5 p.m., COD-3111-755WT
RM 446, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$135.00

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, 5/22, 8:30 a.m. - 1 p.m., SEF-7676-794WT
RM 431, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$55.00

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.

S, 5/1, 9 a.m. - 6 p.m., SEF-3874-488WT
RM 431, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$75.00

S, 6/5, 9 a.m. - 6 p.m., SEF-3874-491WT
RM 431, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$75.00

TH, 6/10, 9 a.m. - 6 p.m., SEF-3874-492WT
RM 432, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$75.00

S, 7/10, 9 a.m. - 6 p.m., SEF-3874-494WT
RM 431, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$75.00

TH, 7/22, 9 a.m. - 6 p.m., SEF-3874-496WT
RM 431, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$75.00

S, 8/7, 9 a.m. - 6 p.m., SEF-3874-497WT
RM 431, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$75.00

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

T/TH, 6/15-6/24, 9 a.m. - 5 p.m., RLS-3702-008WT
RM Zoom, 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

T/TH, 7/6-7/15, 9 a.m. - 5 p.m., RLS-3703-710WT
RM Zoom, ZOOM, Online
Fees: Course: \$125.00

Real Estate Pre-Licensing

Real Estate Pre-Licensing class offered at A-B Tech Madison this summer. Class details are in the A-B Tech Madison section of this schedule.

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, 6/7-7/12, 6 p.m. - 8 p.m., FLI-7700-230WT
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, 6/17-7/29, 6 p.m. - 10 p.m., WLD-3106-355WT
RM 190, Dogwood, Asheville Campus
Fees: Course: \$191.35



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, Clinical Massage, Ophthalmic Assistant)
- Many other programs available



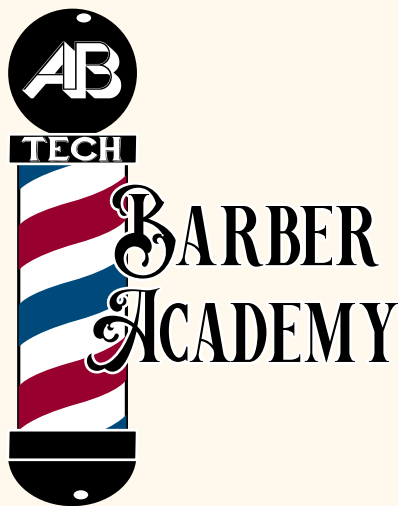
For more information contact:

Ronnie Copeland

Work Cell: 828-772-0787

Email: ronnetalcopeland@abtech.edu





Greetings from the Barber Academy

Welcome to the wonderful world of Barbering! Or rather Hair Designing. Few people realize that Barbers are trend-setters in hair designs. The knowledge of Anatomy, Physiology, Geometry, Chemistry, and the structure of hair creates a synergy that is hair design. It's what we do! 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.

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

Did you know we partner with:

The Buncombe and Madison Communities (that's you)

Many of our staff, instructors, students, and board members come from our surrounding communities and help us on a regular basis to fulfill our vision of **Changing Lives and Strengthening Communities**. We are thankful for your support and dedication to the college and our mission.

From the County Commissioners, the Chamber of Commerce, the local EMS, Fire and Police officers to local private and non-profit organizations, as well as other colleges and universities in the area; we all have a vested interest in serving in our community and making it a better place for us to work, live and play.

I realized that with as many partners as we work with, there are still some that are underrepresented and that could provide new perspectives, ideas, and opportunities to engage others and I welcome and invite you to join us.

If you have ideas for training programs or classes, or if you would like to work in partnership with our Division to help with economic development in a community that you feel we may have overlooked, please reach out to me for a conversation. Deborahdwright@abtech.edu

We want to make sure our partnerships are as broad and diverse as the communities that we serve. From BioNetwork to beer, from construction to culinary and from motorcycle safety to manufacturing, I invite you to help fill in the gaps for what's next.

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



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

Phone: 828-782-2328

Email: asheville@ncbionetwork.org

Web: abtech.edu/bionetwork

Facebook.com/bionetworkatabtech

Twitter: @food_bev_sci

BioNetwork

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, 5/7-5/21, 8 a.m. - 5 p.m., SEF-9084-120BW

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!

T, 7/13-7/27, 6 p.m. - 8 p.m., SEF-9135-121BW

RM 112, TCC, A-B Tech Enka

Fees: Course: \$40.00

Segment Two - Seafood HACCP (AFDO Accredited)

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

F, 6/11, 8 a.m. - 5 p.m., SEF-9126-122BW

RM 112, TCC, A-B Tech Enka

Fees: Course: \$175.00

Barbecue Blasphemy

What is 'real' BBQ? Are the techniques used by notable pitmasters a mystery to you? Are you interested in impressing friends and family with your BBQ skills without spending the years it takes to learn the coveted secret knowledge of the pitmasters? If so, this class is for you. This course demonstrates new culinary techniques that can help you achieve the same results as the most seasoned pitmaster - techniques banned by most official BBQ competitions like sous vide, combi-ovens, and smoking guns. We'll explore beef, pork, and chicken BBQ with these culinary techniques.

M, 7/26-8/9, 5 p.m. - 8 p.m., SEF-9122-123BW

RM 221, TCC, A-B Tech Enka

Fees: Course: \$100.00, Ins: \$1.35

Growing Koji: The Magic Inside Soy Sauce and Tempeh new

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, 5/4, 6 p.m. - 9 p.m., SEF-9137-124BW

RM 221, TCC, A-B Tech Enka

Fees: Course: \$75.00, Ins: \$1.35

Regulatory Training

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

These courses include:

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

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

Canning Basics new

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!

TH,F, 7/29-7/30, SEF-9138-125BW

TH, 5 p.m. - 7 p.m.

F, 4 p.m. - 8 p.m.

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>



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.



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

A Message from the A-B Tech Small Business Center

Small Business Center Program Friends,

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

Our promise to you:

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

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

We will continue offering counseling at all levels. The Small Business Center Network has heard the call from those of you who have needed our assistance now more than ever. Yes, we are known for helping start-ups and even those who are embarking on their entrepreneurial journeys looking to flush out an idea. Keep in mind that we do consider ourselves to be the "front door" for ANYONE who is looking for business assistance, regardless of your business acumen or experience. Be sure to contact us, if you ever need someone to discuss your business with. You can fill out an electronic request for counseling form anytime by going to abtech.edu/sbc and clicking on "Request Counseling Now".

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

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

The A-B Tech Small Business Center Team

Small Business Center FAQ

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."

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

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

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

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

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:

Nadja Simon

Allon Health and Wellness

What is your business?

Allon Health and Wellness, a one-on-one personal training studio. Our goal is to meet the client where they are and customize their workout for them as an individual. Although my focus is on strength, training workouts are varied depending on client need and goal.

Why did you start a business?

I was working for the YMCA of Western North Carolina as a personal trainer and group exercise instructor when Covid-19 hit, and the doors were closed. I knew I had to pivot as soon as that happened in March. I started by seeing clients on Zoom and then was able to use a physical therapy office during their off times to train one-on-one with masks and ventilation. I then went on to find my own space to rent and train clients from.

Have you started other businesses?

Yes, about 20 years ago I was part owner of a brass and woodwind musical instrument repair shop as well as making metal work for sale at craft exhibitions and galleries.

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

I would NOT be here if it were not for A-B Tech. I cannot stress enough the role that A-B Tech has had in transforming my life. It started with meeting Dr. Jon Weiner who told me about the brand-new Health and Fitness Science Program which I was able to enroll in for the Fall Semester of 2015.

After graduating from the program in May of 2017, I was already working at the YMCA of WNC. By August of that year, I was working full time as a personal trainer and group exercise instructor. The following June, I sat for the National Strength and Conditioning Association's Certified Strength and Conditioning Coach exam and passed. I credit my instructors Rhonda Davidson and Anna Szymanski with providing the education, through the 5 semesters of study, that led to my success. A-B Tech has always lifted me up. I was hired by the HFS program to teach Pilates as a PED class. The Small Business Center offered a higher level of assistance through the R3 program for COVID impacted businesses. This helped me grow my new business and that has continued with mentorship and professional services.

What is the most challenging aspect of owning a business?

Right now, the most challenging aspect is the unknown of the Covid-19 virus and the increase in cases and deaths. The uncertainty of how the virus will change our lives and ways of doing business can bring fear and worry. Will I be able to continue to work with clients one-on-one with masks, cleaning, and ventilation? Will the vaccine allow us to go back to some form of normality? Will my clients maintain their employment so they can continue to hire me? And most importantly, will we all be able to stay healthy through this time.

What advice would you give aspiring entrepreneurs?

Have a passion for what you do. Remain curious and open to constantly learning. Be ready to pivot and think outside of the box.



Allon Health and Wellness
547 Elk Park Drive, Unit 612
Asheville, North Carolina 28804
Allonhealthandwellness.com





To Enroll in Online Courses Visit:

www.ed2go.com/abtech

New sessions begin: 4/14, 5/12, 6/16, 7/14, 8/18

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. **Each session gives you access to the course for 6 weeks at any time of the day or night!** For detailed online course information: Visit ed2go.com/abtech and enter a class title, subject or keyword in the Search box. Click on the title that interests you and at the next page and you will be able to view the course description, instructor bio, full syllabus, student reviews and system requirements.

Community Enrichment Courses

Course Fee \$89

Digital Photography

Photographing Nature

Photographing People

Health and Wellness

Human Anatomy and Physiology

Human Anatomy and Physiology II

Introduction to Natural Health and Healing

Life and Work Development

Get Assertive

Grammar Refresher

Grammar Refresher II

Keys to Effective Communication

Mastering Public Speaking

Math Refresher

Special Interest

Introduction to Screenwriting

Secrets of the Caterer

Special Interest, continued

Start Your Own Arts and Crafts Business

Wow, What a Great Event!

Test Prep

GRE Preparation 1 – Verbal and Analytical

GRE Preparation 2 – Quantitative

Writing and Publishing

Beginner's Guide to Getting Published

Introduction to Internet Writing Markets

Mystery Writing

Publish and Sell Your E-Books

The Craft of Magazine Writing

The Keys to Effective Editing

Write Fiction like a Pro

Writing Essentials

Writing 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

Patrycja Manning

patrycjaamanning@abtech.edu

828-398-7933

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]
 QuickBooks 2015 for Contractors
 QuickBooks 2015 [Intro and Inter]
 QuickBooks 2015 Payroll

Business & Workplace Skills

Administrative Assistant Applications
 Administrative Assistant Fundamentals
 Business Finance for Non-Finance Personnel
 Communication: Achieving Success with Difficult People
 Creating a Successful Business Plan
 Customer Service Fundamentals
 Distribution and Logistics Management
 Effective Business Writing
 Explore a Career as a Paralegal
 Fundamentals of Supervision and Management I
 Fundamentals of Supervision and Management II
 High Speed Project Management
 Introduction to Business Analysis
 Leadership
 Manufacturing Fundamentals
 Marketing Your Business on the Internet
 Mastery of Business Fundamentals
 Project Management Applications
 Project Management Fundamentals
 Project Management Fundamentals II
 Project Management Professional (PMP™) Prep I
 Project Management Professional (PMP™) Prep II
 Six Sigma: Total Quality Applications
 Small Business Marketing on a Shoestring
 Supply Chain Management Fundamentals
 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
 CompTIA Security+ Certification Prep1
 CompTIA Security+ Certification Prep2

* New Course

Education/Teaching Professionals

- Common Core Standards for English K-5
- Content Literacy: Grades 6-12
- Creating Classroom Centers
- Creating a Classroom Website
- Creating the Inclusive Classroom: Strategies for Success
- Differentiated Instruction in the Classroom
- Differentiating K-12 Assessments
- Empowering Students with Disabilities
- Enhancing Language Development in Childhood
- Guided Reading and Writing
- Guided Reading: Strategies 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

*New Course

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



**Learn Online,
Wherever You Are**

Instructor-Led Courses
 Flexible Schedule
 24/7 Access
 6-Week Long
 Classes start every month
 Over 200 courses available
 Affordable - starting at \$75

A-B TECH ONLINE CLASSES

ed2go.com/abtech

Staying at home is the perfect time to learn a new skill.

High School Equivalency (HSE) & Adult High School

Call (828) 398-7433 or email AdultEd@abtech.edu to enroll!

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

Morgan Fox entered A-B Tech after being home schooled for most of their life, and the JumpStart program was their introduction to college courses. Morgan pursued a Certificate in Information Systems while earning their GED®, eventually graduating from JumpStart and the High School Equivalency program in the Spring of 2018. That Summer, Morgan enrolled in A-B Tech's Digital Media Technology program. In their final semester, Morgan was the Digital Media Technology program's Student of the Year and received the college's Academic Achievement Award, as well as the NC Community College System's Academic Excellence Award. After graduating in Spring of 2020 with highest honors, Morgan used the valuable contacts and experience they'd gained at A-B Tech to secure steady freelance work as a web designer, at a time when the COVID-19 pandemic had devastated the economy. Morgan reports, "I would not have had the opportunity to make a living doing what I love, if it were not for the jump start I got from the JumpStart program. I will always be grateful for the support I received in Transitional Studies, even when I didn't think I wanted help. Thank you."



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

English Language Acquisition (ELA) – formerly ESL

FREE classes for English Language Learners



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

Summer Semester starts

May 17th

**el semestre del verano co-
mienza el 17 de mayo**

**Летний семестр
начинается 17 май**

(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.
ELA Technology	Monday and Wednesday, 6:00 p.m. - 7:30 p.m.
Distance Learning	24/7

**FREE Classes
Contact for more
information or for an
appointment to register.**



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

Access Center Adult High School

The Access Center Adult High School is a partnership between Goodwill and Asheville-Buncombe Technical Community College (A-B Tech) that offers a unique opportunity for adults to earn their high school diplomas. Students receive individualized services and support from a career coach to help guide their process to success and job placement assistance. In addition, they receive help from instructors in coursework while earning a credential in a skill area that is in high demand with employers.

Access Center Adult High School participants must be at least 18 years old. For more information, please call (828) 298-9023 ext. 1104.

For minor students who are not 18 years of age, please contact Kathy Hippias at 828-398-7891 for requirements to enroll in the Adult High School program.

Enrolling in Adult High School (AHS) with A-B Tech and Goodwill is as easy as 1-2-3.

Step 1

Ask your high school to send official transcripts (with school seal and signature) to Kathy Hippias at A-B Tech. Original transcripts must be faxed or mailed.

Asheville-Buncombe Community College
Transitional Studies – Adult High School
340 Victoria Road
Asheville, NC 28801
Phone: 828-398-7891 Fax: 828-281-9724
kathyhippias@abtech.edu

Step 2

Attend Orientation Day 1 at A-B Tech (Hemlock Building) for testing and advising.
This will take approximately 2-3 hours.

Step 3

Attend Orientation Day 2 at Goodwill (1616 Patton Avenue) or virtually on Zoom for an introduction to the Goodwill Access Center program and services and a demonstration of the AHS software and course enrollment. This will take approximately 45 minutes.



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.

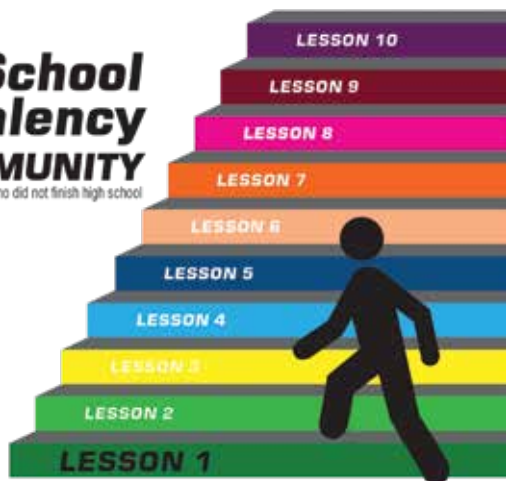
How it works:

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

Emergency Medical Technician (EMT)

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

M/W/S, 7/26-12/15, 6 p.m. - 10 p.m., EMS-4200-007ES
RM 103, Ramsey, A-B Tech Madison
Fees: Course: \$211.35

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, 5/12-5/19, 6 p.m. - 8 p.m., CSP-4160-198HG
RM 112, Ramsey, A-B Tech Madison
Fees: Course: \$65.00

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, 6/2-6/16, 6 p.m. - 8 p.m., CSP-4455-319HG
RM 112, Ramsey, A-B Tech Madison
Fees: Course: \$65.00

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, 5/14, 9 a.m. - 6 p.m., SEF-3874-489WT
RM 112, Ramsey, A-B Tech Madison
Fees: Course: \$75.00

TH, 7/15, 9 a.m. - 6 p.m., SEF-3874-495WT
RM 112, Ramsey, A-B Tech Madison
Fees: Course: \$75.00

W, 8/11, 9 a.m. - 6 p.m., SEF-3874-498WT
RM 112, 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.

T/TH,S, 5/11-8/19, NUR-3240-366HC
T/TH, 5:30 p.m. - 8:30 p.m.
S, 8 a.m. - 4:30 p.m.
RM 113, Ramsey, A-B Tech Madison
Fees: Course: \$226.35

Real Estate Broker PreLicensing

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

M/W/S, 7/17-8/16, RLS-3700-017WT

M/W, 5 p.m. - 10 p.m.

S, 9 a.m. - 3:30 p.m.

RM 103, Ramsey, A-B Tech Madison

Fees: Course: \$190.00

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, 7/20, 8:30 a.m. - 5 p.m., SEF-5816-063HS

RM 118, Ramsey, A-B Tech Madison

Fees: Course: \$106.00

Sign Language I new

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, 5/4-6/8, 6 p.m. - 7:30 p.m., CSP-4667-200LN

RM 112, Ramsey, A-B Tech Madison

Fees: Course: \$75.00

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, 5/18-8/3, 6 p.m. - 10 p.m., WLD-3106-353WT

RM 115, Ramsey, A-B Tech Madison

Fees: Course: \$191.35



NCWorks Career Center Madison

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

Madison County

NCWorks Career Center Madison

A-B Tech, Madison Site

4646 US Hwy 25/70

Marshall, NC 28753

828-782-2632

Email: ncworksmadison@abtech.edu

Whitewater Rafting Guide

Class focuses on the fundamentals and skills needed to become a whitewater rafting guide. Learn to read whitewater, use river signals, maneuver and rig rafts, tie knots, work with guests and other basic river operations. Students must be 18 years old to register and must register in person at one of the following locations: Asheville campus or A-B Tech Madison. Valid ID required at registration. Class meets at Marshall Outpost. Direction questions, call 828-649-0486

S,SU, 4/24-5/16, 8:30 a.m. - 5 p.m., SEF-0015-429WT

RM 112, Marshall Outpost, French Broad Adventures

Fees: Course: \$376.35



A-B Tech South

Emergency Medical Technician (EMT)

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

T, S, 8/3-12/14, 8 a.m. - 5 p.m., EMS-4200-008ES

RM 117, , A-B Tech South

Fees: Course: \$211.35

Notary Public

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

TH, 6/24, 9 a.m. - 6 p.m., SEF-3874-493WT

RM 117, , A-B Tech South

Fees: Course: \$75.00



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

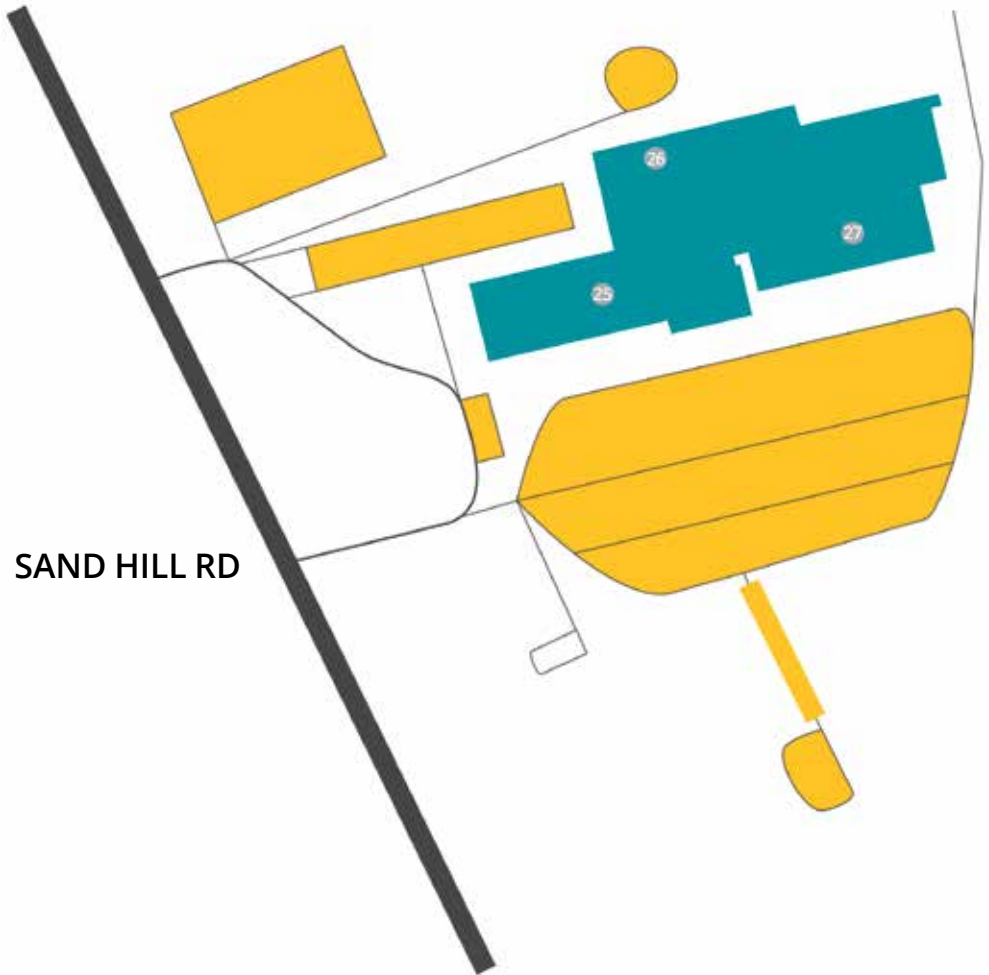
All classes are free and offered year round. For information about registering for ABE/High School Equivalency Preparation classes, call 828-398-7891, or email: AdultEd@abtech.edu

South Curriculum (Credit) Classes

Spring/Summer

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

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)

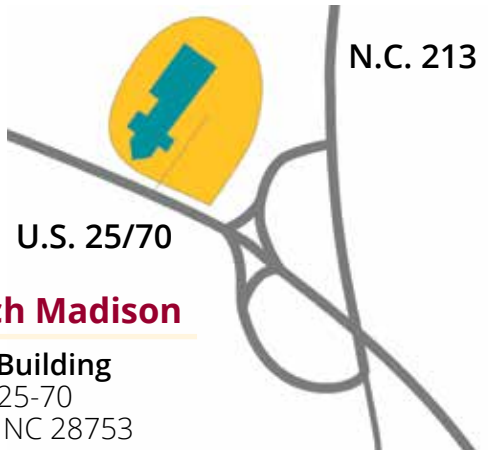
27. Small Business Center and Incubator

RUTLEDGE RD



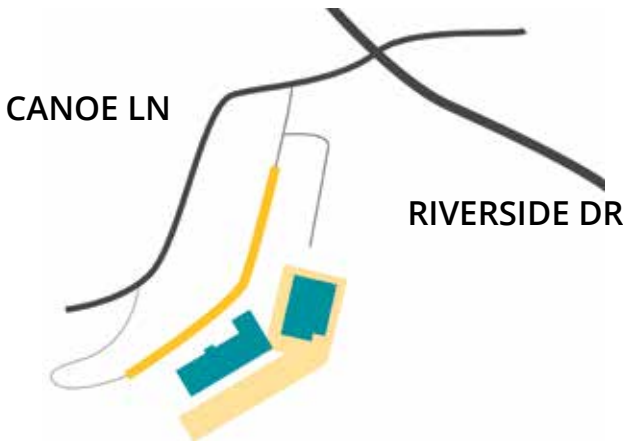
A-B Tech South

South Building
 303 B Airport Road
 Arden, NC 28704



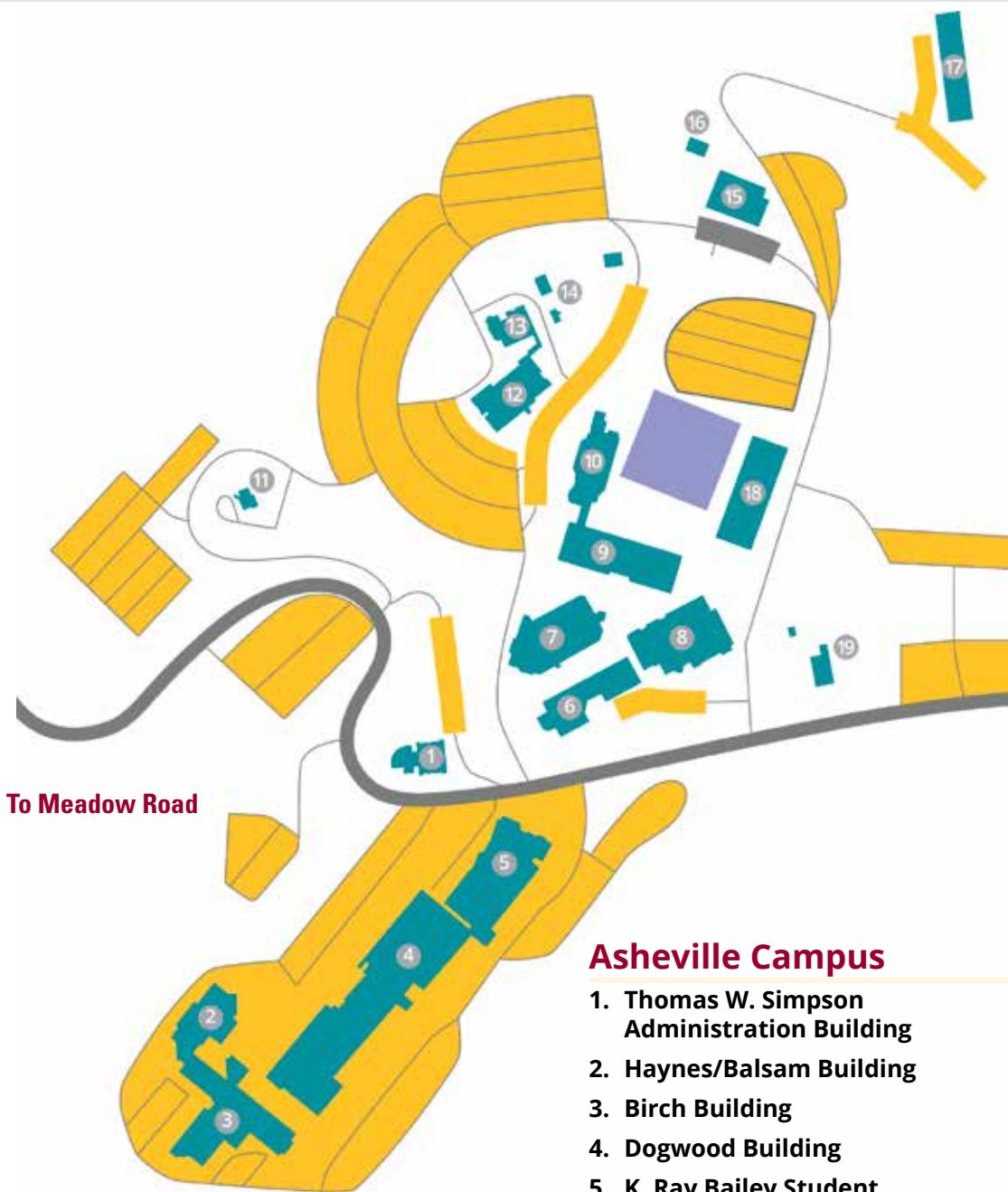
A-B Tech Madison

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

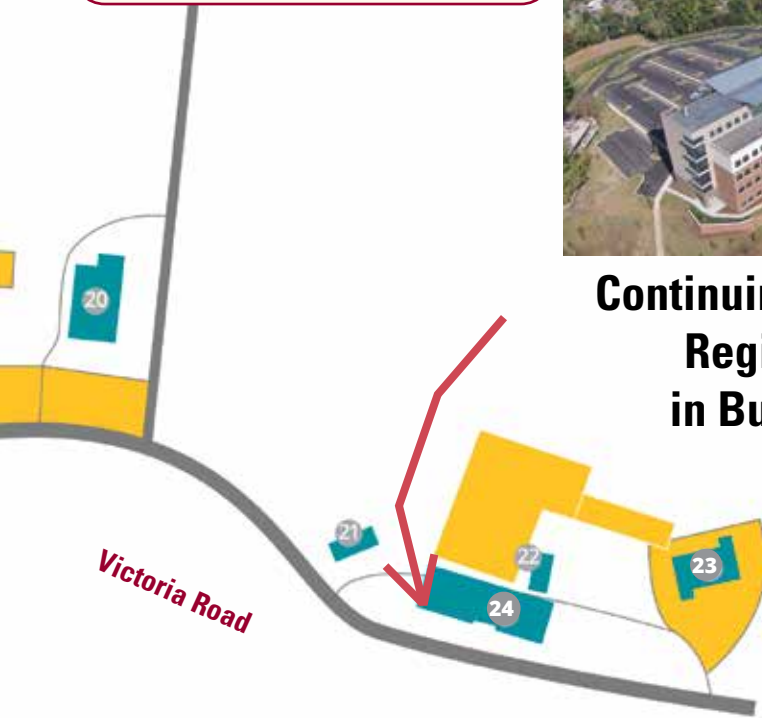
IN PERSON REGISTRATION INFORMATION

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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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.

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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

