

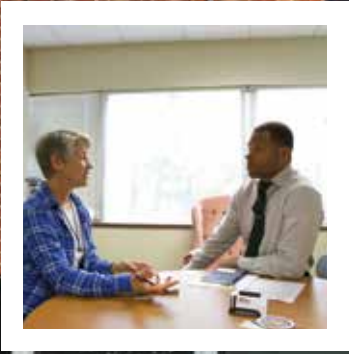
Spring/Summer 2020



Community College

CONTINUING EDUCATION | Class Schedule

A-B TECH ENKA SUPPORTS LOCAL SMALL BUSINESSES. FIND OUT MORE ON PG. 54



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.

General Information

abtech.edu/ce

[828-398-7903](tel:828-398-7903)

[Registration information, page 5. Register early!](#)

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](tel: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.

Financial Assistance

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

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





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

Pay in Person See page 5.

Students requesting a name change must submit one of the following legal documents:
1. Social Security card
2. Copy of marriage license
3. Copy of divorce decree
4. Passport
5. Copy of court documents

Name: Last First Middle/Maiden

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

Home Phone: Work Phone: Ext. Cell Phone:

E-mail: Date of Birth:

Gender: M F Prefer not to answer Ethnicity: Hispanic/Latino Non-Hispanic/Latino Prefer not to answer
Race: Alaska Native Asian Black/African-American Hawaiian/Pacific Islander White

Employment:

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

Highest Education Level: 1 2 3 4 5 6 7 8 9 10 11 12 GED

Adult High School (13) Associate Degree (15) Master's Degree or Higher (17)
Post HS/Vocational Diploma (14) Bachelor's Degree (16)

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

Table with 7 columns: Course #, Course Title, Dates, Day(s), Time, Location, Cost. The table is currently empty.

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

Signature Date

Sponsoring Organization Information

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

Company Name:

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

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

Photo Release

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

Registration Information

abtech.edu/ce

[828-398-7903](tel: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](tel:828-398-7141).

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

Student Eligibility

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

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

Letter from the V.P. Deborah Wright

Greetings to the Buncombe and Madison communities. At the time of this writing, I am completing my first two months as Vice President of Economic & Workforce Development and Continuing Education. While I still chuckle at the mouthful that is my job title, I can now see the breadth of what is available through our programs and various course offerings. There is truly something for everyone.



What strikes me is the many “bucket list” courses that I have personally always wanted to take that are available at A-B Tech. From the Fly Fishing and Sign Language classes offered through Community Enrichment courses, to the Foundations of Wine course offered through the Craft Beverage Institute of the Southeast in the Occupational Training Section, and finally, the Medicinal Plants and Their Healing Power offered at the Madison Campus. I realize that my bucket list may differ from yours, but whatever is on your list, I am sure that you will find it in this Spring/Summer catalog.

I’ve been extremely impressed by the professional programs that are available across our many campuses, as well as the financial assistance available for many of our students through WIOA, STEP, and other sources ([see page 3](#)). Additionally, for our entrepreneurs, the Small Business Center and Business Incubation Program at A-B Tech Enka offers a holistic approach to business ownership that helps you wherever you are in the start-up process; from the “I’ve always wanted to start my own business” stage, to the “I just landed my first contract and I need help with expanding,” and everything in between.

Whatever you decide upon, I commend you for investing in yourself, taking the first step in registering for a training program, starting your own business, and expanding your mind. I encourage you to lean in to a new challenge that you will surely find in the Spring/Summer catalog and try something you have always wanted to do.

Here’s to new adventures,

Deborah D. Wright

Vice President, Economic & Workforce Development and Continuing Education

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

Art

Calligraphy, Beginning Roundhand

Roundhand is an excellent easy calligraphy because it is simple, clear and beautiful. It is constructed of smooth, regular lines and circles, so it's easy to see where you've gone wrong and easy to put it right. It encourages good calligraphic habits. When you learn roundhand it lends itself to almost any lettering purpose and will launch you into more serious calligraphy skills. You will complete a finished piece such as a poem or quotation. Derick Tickle, Instructor.

W, 4/29-6/3, 6 p.m. - 8:30 p.m., CSP-4513-105AR
RM 416, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69

Calligraphy, Advanced

Learn to write in a number of calligraphy styles such as Old English, Irish Uncial, Condensed Italic, etc. Illuminated capitals using color and gold leaf techniques will also be covered. You will work on a chosen verse or quotation with some illustration and gilded illumination. Some prior training in basic calligraphy is required. Decorated initials can make a great framed wall piece and make great personalized gifts when reproduced on fabrics or ceramics.

W, 6/17-7/22, 6 p.m. - 8:30 p.m., CSP-4073-276AR
RM 416, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69

Creative Mixed Media and Acrylics

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

F, 5/1-5/29, 1 p.m. - 4 p.m., CSP-4531-107AR
RM 416, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69

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

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, 5/7-6/11, 2 p.m. - 5 p.m., CSP-4009-109AR
RM 417, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69

TH, 5/7-6/11, 6 p.m. - 8:30 p.m., CSP-4009-110AR
RM 416, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69

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, 6/18-7/30, 2 p.m. - 5 p.m., CSP-4013-279AR
RM 417, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69

TH, 6/25-7/30, 6 p.m. - 8:30 p.m., CSP-4013-280AR
RM 416, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69

Enhance Your Acrylic Paintings

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

F, 5/1-5/29, 8:30 a.m. - 11:30 a.m., CSP-4457-114AR
RM 416, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69

Explorations in Mixed Media

This new mixed media class has an emphasis on Altered Books and Composition that begins small and ends big. You will modify old books into personalized journals. Instructor, Ursula Gullow will explore basic design and composition strategies that you will apply to the pages of your books. Later you will convert your favorite studies into large dynamic mixed media works of art.

F, 6/19-7/24, 1 p.m. - 4 p.m., CSP-4642-282AR
RM 416, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69

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.

W, 4/15-5/20, 1:30 p.m. - 4:30 p.m., CSP-4042-116AR
RM 416, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69

TH, 4/16-5/21, 8:30 a.m. - 11:30 a.m., CSP-4042-117AR
RM 416, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69

TH, 6/4-7/9, 8:30 a.m. - 11:30 a.m., CSP-4042-284AR
RM 416, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69

TH, 7/16-8/13, 8:30 a.m. - 11:30 a.m., CSP-4042-285AR RM
416, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69

Painting, Abstract Art

Create large and exciting abstract art projects using paint, charcoal, and collage. You will discover the colorful history and theoretical framework of a variety of abstract artists and apply their approaches to each in-class assignment. This class enables you to experiment with materials and encourages individualized creative exploration. All levels are welcome. Materials required: Large sheets of poster paper or canvas, a basic acrylic paint set, 1-3 charcoal sticks and brushes. Ursula Gullow, Instructor.

T, 4/28-5/26, 6 p.m. - 8:30 p.m., CSP-4027-121AR
RM 416, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69

Painting, Beginning Acrylics

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

W, 4/29-5/27, 8:30 a.m. - 11:30 a.m., CSP-4029-123AR
RM 416, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69

T, 6/23-7/21, 6 p.m. - 9 p.m., CSP-4029-290AR
RM 416, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69

Painting, Landscapes

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

W, 6/24-7/22, 8:30 a.m. - 11:30 a.m., CSP-4545-293AR RM
416, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69

Painting, Portraits in Acrylics

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. Bring usual supplies to first class along with sketchbook and 11" x 14" canvas.

F, 6/19-7/24, 8:30 a.m. - 11:30 a.m., CSP-4463-294AR
RM 416, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69

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

Printmaking

Making small prints is one of the art-worlds' most fascinating activities and the results can lead the working artist down many pathways, whether working in black and white or full color. You will explore woodcuts, wood-engraving, linocuts (including Picasso's invention the reduction print), dry points and monotypes. The focus will be on small printmaking projects.

F, 4/17-5/22, 8:30 a.m. - 11:30 a.m., CSP-4610-119AR
RM 417, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69

F, 5/29-7/10, 8:30 a.m. - 11:30 a.m., CSP-4610-287AR
RM 417, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69

F, 7/17-8/14, 8:30 a.m. - 11:30 a.m., CSP-4610-288AR
RM 417, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69

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, 4/21-5/26, 1:30 p.m. - 4:30 p.m., CSP-4035-128AR
RM 416, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69

T, 6/9-7/14, 1:30 p.m. - 4:30 p.m., CSP-4035-295AR
RM 416, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69

Watercolor Simplified

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

TH, 5/7-6/11, 1:30 p.m. - 4:30 p.m., CSP-4066-130AR
RM 416, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69

Watercolor, Intermediate

Expand your skills in watercolor by developing your own imagery, from abstraction to realism. You may work with still life, portraits, landscape or fantasy imagery, and refine your vision and your ability to execute it. Bring painting supplies to the first class. Tony Corbitt, Jr., Instructor.

TH, 6/25-7/30, 1:30 p.m. - 4:30 p.m., CSP-4068-296AR
RM 416, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69

Watercolor, Landscape Intermediate

Spend the day creating a painting in a casual relaxed environment. The focus will be to combine the "reality" of the landscape as seen in pictures with the sentiment and passion of your own personal vision. There will be demos, exercises, critique and lots of painting time. Previous watercolor experience is required. Bring your painting supplies to the first class and a brown bag lunch. Sandra Moore, Instructor.

M, 4/27-5/18, 8:30 a.m. - 1:30 p.m., CSP-4069-132AR
RM 417, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69

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, 5/12-6/16, 6 p.m. - 8 p.m., CSP-4047-134AR
RM 451, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69

F, 5/15-6/19, 10 a.m. - 12 p.m., CSP-4047-135AR
RM 426, Ferguson Ctr. AHWD, [Asheville Campus](#)
Fees: Course: \$69

TH, 7/23-8/27, 6 p.m. - 8 p.m., CSP-4047-298AR
RM 451, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69

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

abtech.edu/ce

828-398-7817 or 828-398-7369

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, 7/7-7/28, 6 p.m. - 8 p.m., CSP-4049-299AR
RM 451, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69

F, 7/10-7/31, 10 a.m. - 12 p.m., CSP-4049-300AR
RM 451, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69

Smartphone Photography

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

T, 6/9-7/7, 6 p.m. - 8 p.m., CSP-4515-302AR
RM 126, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69

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, 4/29-6/3, 8:30 a.m. - 11:30 a.m., CSP-4051-137AR
Poplar, [Asheville Campus](#)
Fees: Course: \$99, Supply/Lab: \$25, Ins: \$1.35

W, 4/29-6/3, 6 p.m. - 9 p.m., CSP-4051-138AR
Poplar, [Asheville Campus](#)
Fees: Course: \$99, Supply/Lab: \$25, Ins: \$1.35

W, 6/24-7/29, 8:30 a.m. - 11:30 a.m., CSP-4051-304AR
Poplar, [Asheville Campus](#)
Fees: Course: \$99, Supply/Lab: \$25, Ins: \$1.35

W, 6/24-7/29, 6 p.m. - 9 p.m., CSP-4051-305AR
Poplar, [Asheville Campus](#)
Fees: Course: \$99, 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, 6/29-8/3, 8:30 a.m. - 11:30 a.m., CSP-4101-308AR
Poplar, [Asheville Campus](#)
Fees: Course: \$99, Supply/Lab: \$25, Ins: \$1.35

M, 6/29-8/3, 6 p.m. - 9 p.m., CSP-4101-309AR
Poplar, [Asheville Campus](#)
Fees: Course: \$99, Supply/Lab: \$25, Ins: \$1.35

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, 4/27-6/8, 8:30 a.m. - 11:30 a.m., CSP-4061-140AR

Poplar, [Asheville Campus](#)

Fees: Course: \$99, Supply/Lab: \$25, Ins: \$1.35

M, 4/27-6/8, 6 p.m. - 9 p.m., CSP-4061-141AR

Poplar, [Asheville Campus](#)

Fees: Course: \$99, 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, 4/30-6/4, 8:30 a.m. - 11:30 a.m., CSP-4551-143AR

Poplar, [Asheville Campus](#)

Fees: Course: \$99, Supply/Lab: \$25, Ins: \$1.35

TH, 6/25-7/30, 8:30 a.m. - 11:30 a.m., CSP-4551-311AR

Poplar, [Asheville Campus](#)

Fees: Course: \$99, Supply/Lab: \$25, Ins: \$1.35

Pottery - Intermediate Pouring Vessels

This intermediate wheel-throwing class will focus on vessels that pour, 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, 6/25-7/30, 6 p.m. - 9 p.m., CSP-4649-312AR

Poplar, [Asheville Campus](#)

Fees: Course: \$99, 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, 4/30-6/4, 2 p.m. - 5 p.m., CSP-4053-145AR

Poplar, [Asheville Campus](#)

Fees: Course: \$99, Supply/Lab: \$25, Ins: \$1.35

TH, 6/25-7/30, 2 p.m. - 5 p.m., CSP-4053-314AR

Poplar, [Asheville Campus](#)

Fees: Course: \$99, Supply/Lab: \$25, Ins: \$1.35

Stained Glass, Beginning

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

W, 5/6-6/10, 6 p.m. - 9 p.m., CSP-4096-147AR RM

417, Ferguson Ctr., AHWD, [Asheville Campus](#)

Fees: Course: \$69, Ins: \$1.35

**AHWD = Ferguson Center for Allied
Health and Workforce Development.**

10 Genevieve Circle

See map on pg. 71, #24, for directions.

abtech.edu/ce

[828-398-7817](tel:828-398-7817) or [828-398-7369](tel:828-398-7369)

Stained Glass Panels Intermediate, Lead Came

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

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

T, 4/21-5/26, 6 p.m. - 8:30 p.m., CSP-4097-148AR
RM 417, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69, Ins: \$1.35

Creative Writing

Writing - Children's Picture Books new

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

TH, 5/7-6/11, 2 p.m. - 4 p.m., CSP-4646-150CW
RM 426, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$75

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, 4/28-6/2, 6 p.m. - 8 p.m., CSP-4379-152CW
RM 345, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$75

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, 6/16-7/14, 6 p.m. - 8 p.m., CSP-4380-316CW
RM 345, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$75

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.

Food & Beverage - Home & Garden

Community Enrichment

abtech.edu/ce

[828-398-7817](tel:828-398-7817) or [828-398-7369](tel:828-398-7369)

Food & Beverage

Entertaining for Breakfast and Brunch ^{new}

This time of year your thoughts go to fresh vegetables and herbs from the farmers 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

T, 4/21-5/12, 6 p.m. - 8:30 p.m., CSP-4662-157FB

RM 230, Magnolia, [Asheville Campus](#)

Fees: Course: \$89, Supply/Lab: \$45, Ins: \$1.35

Home & Garden

Cake Decorating

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

M, 4/13-5/18, 6 p.m. - 9 p.m., CSP-4320-160HG

RM 417, Ferguson Ctr., AHWD, [Asheville Campus](#)

Fees: Course: \$69

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, 4/22-5/27, 6 p.m. - 8 p.m., CSP-4162-162HG RM

126, Ferguson Ctr., AHWD, [Asheville Campus](#)

Fees: Course: \$69

Floral Design, Introduction to Basic Design

^{new}

You will be introduced to a few different types of fresh flower arrangements. Supplies needed for the first class: sharp knife, medium size glass vase, three yards of ribbon and scissors. Fresh flowers will be provided for the first class.

M, 7/6-7/27, 6 p.m. - 8:30 p.m., CSP-4149-322HG

RM 417, Ferguson Ctr., AHWD, [Asheville Campus](#)

Fees: Course: \$69, Supply/Lab: \$20

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, 4/15-4/29, 6 p.m. - 8 p.m., CSP-4311-165HG

RM 417, Ferguson Ctr., AHWD, [Asheville Campus](#)

Fees: Course: \$60

Interior Decorating for the Home

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

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

M, 4/20-5/18, 6 p.m. - 8:30 p.m., CSP-4155-166HG

RM 426, Ferguson Ctr., AHWD, [Asheville Campus](#)

Fees: Course: \$69

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, 6/1-6/29, 6 p.m. - 8:30 p.m., CSP-4164-324HG

RM 426, Ferguson Ctr., AHWD, [Asheville Campus](#)

Fees: Course: \$69

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, 4/16-5/14, 6 p.m. - 8 p.m., CSP-4168-168HG
RM 431, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69

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, 6/4-6/18, 6 p.m. - 8 p.m., CSP-4643-326HG
RM 431, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69

Making Liquid Soaps Naturally

In this hands-on three-week workshop you will explore techniques, fragrances, oils and natural colorants to make natural liquid soap. This is the perfect class to discover how to make your own shampoo, body wash and dish soap. A supply list will be provided at the first class. Cost of supplies \$35-\$40.

TH, 5/14-5/28, 6 p.m. - 8 p.m., CSP-4607-170HG
RM 417, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$60

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, 7/8-7/22, 6 p.m. - 8 p.m., CSP-4455-328HG RM
417, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$60

Quilting, Beginning

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

M, 4/13-5/18, 1 p.m. - 3:30 p.m., CSP-4171-171HG
RM 423, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69, Supply/Lab: \$5

M, 4/13-5/18, 6 p.m. - 8:30 p.m., CSP-4171-172HG
RM 423, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69, Supply/Lab: \$5

Quilting, Intermediate

Create your own quilt! Advanced techniques such as foundation piecing, sewing curves, and beginning applique will be taught. Other techniques will be determined by the class. Color and design will also be explored. You can either make samples for future reference or make a small quilt. A supply list will be provided at the first class. You should have completed a beginning quilting class or have considerable sewing/quilting experience. Basic sewing machine skills needed.

W, 4/15-5/20, 6 p.m. - 8:30 p.m., CSP-4173-174HG
RM 423, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69, Supply/Lab: \$5

Sewing, Basics

Join other beginners and learn to use a sewing machine and gain basic sewing skills. Discover the importance of pattern and fabric selection as you construct an easy loose-fitting, unlined jacket or top. A variety of sewing techniques will be demonstrated as you explore making a jacket or top for yourself, a family member or friend. A supply list will be given the first day. Sewing machines are provided. Elaine Zinn, Instructor.

T, 6/9-7/14, 6 p.m. - 9 p.m., CSP-4181-331HG
RM 423, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69, Supply/Lab: \$5

W, 6/10-7/15, 1:30 p.m. - 4:30 p.m., CSP-4181-332HG
RM 423, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69, Supply/Lab: \$5

Sewing, Stretchy Knits

Knit fabrics have a delicious drape, create elegant yet comfortable garments, but can often be challenging to sew. Discover E-Z techniques to create your own fashion knit wardrobe with your home sewing machine. Discover how to prepare your fabric, stitches to use, types of seams, neckline finishes, stabilize shoulders, and troubleshoot for puckering, curling, slipped stitches and more. This class is designed for all levels, even beginners.

T, 4/14-5/19, 6 p.m. - 9 p.m., CSP-4522-177HG RM 423, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69, Supply/Lab: \$5

W, 4/15-5/20, 1:30 p.m. - 4:30 p.m., CSP-4522-178HG RM 423, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69, Supply/Lab: \$5

Upholstery

Do you have a favorite chair in need of a face lift? This course provides practical experience in the use of tools, equipment, and techniques of the upholstery industry. You will learn methods in selecting upholstery fabrics and details concerning the usage of fabrics. Bring a simple chair, tack/staple puller, screw driver and a hammer to the first class. No sofas or recliners are permitted. Queen Anne chairs will take longer than one session to complete. No fabrics are needed for the first class.

T, 4/21-6/16, 9:30 a.m. - 12:30 p.m., CSP-4185-180HG RM 171, Small Business Ctr., [A-B Tech Enka](#)
Fees: Course: \$105, Supply/Lab: \$20, Ins: \$1.35

T, 4/21-6/16, 1:30 p.m. - 4:30 p.m., CSP-4185-181HG RM 171, Small Business Ctr., [A-B Tech Enka](#)
Fees: Course: \$105, Supply/Lab: \$20, Ins: \$1.35

T, 4/21-6/16, 6 p.m. - 9 p.m., CSP-4185-182HG RM 171, Small Business Ctr., [A-B Tech Enka](#)
Fees: Course: \$105, Supply/Lab: \$20, Ins: \$1.35

T, 6/30-8/25, 9:30 a.m. - 12:30 p.m., CSP-4185-335HG RM 171, Small Business Ctr., [A-B Tech Enka](#)
Fees: Course: \$105, Supply/Lab: \$20, Ins: \$1.35

T, 6/30-8/25, 1:30 p.m. - 4:30 p.m., CSP-4185-336HG RM 171, Small Business Ctr., [A-B Tech Enka](#)
Fees: Course: \$105, Supply/Lab: \$20, Ins: \$1.35

T, 6/30-8/25, 6 p.m. - 9 p.m., CSP-4185-337HG RM 171, Small Business Ctr., [A-B Tech Enka](#)
Fees: Course: \$105, 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, 4/15-6/3, 2 p.m. - 4:30 p.m., CSP-4103-186LN RM 432, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69

W, 6/17-8/5, 2 p.m. - 4:30 p.m., CSP-4103-339LN RM 432, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69

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, 4/13-6/8, 2 p.m. - 4 p.m., CSP-4104-187LN RM 451, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69

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, 6/15-8/3, 2 p.m. - 4 p.m., CSP-4661-341HG RM 451, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69

German, Beginning I

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

TH, 4/30-6/18, 6 p.m. - 8 p.m., CSP-4105-189LN RM 426, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69

Italian, Beginning I

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

W, 4/15-6/3, 6 p.m. - 8:30 p.m., CSP-4108-190LN
RM 451, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69

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, 4/21-6/9, 6 p.m. - 7:30 p.m., CSP-4129-192LN
RM 326, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69

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, 4/21-6/9, 7:30 p.m. - 9 p.m., CSP-4130-193LN
RM 326, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69

Spanish, Beginning I

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

T, 4/14-6/9, 2 p.m. - 4:30 p.m., CSP-4121-195LN RM 426, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69

T, 4/14-6/9, 6 p.m. - 8:30 p.m., CSP-4121-196LN RM 426, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69

W, 6/24-8/12, 6 p.m. - 8:30 p.m., CSP-4121-343LN
RM 426, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69

Spanish, Beginning II

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

W, 4/15-6/10, 2:30 p.m. - 4:30 p.m., CSP-4122-198LN
RM 426, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69

T, 4/14-6/2, 6 p.m. - 8 p.m., CSP-4122-199LN RM 431, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69

T, 6/23-8/11, 2:30 p.m. - 4:30 p.m., CSP-4122-345LN
RM 426, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69

Spanish, Beginning III

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

W, 6/24-8/12, 2:30 p.m. - 4:30 p.m., CSP-4123-347LN
RM 426, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69

Spanish. IV

This intermediate Spanish course provides a great stepping stone to perfecting your Spanish. You will continue in the book Spanish Now, exploring further grammar and practical scenarios that will lead to better conversational skills. The grammar covered will include the irregular preterite familiar commands, negation and reflexive verbs. Nancy Moore, Instructor. Textbook: *Spanish Now, Eighth Edition*

W, 4/15-6/10, 6 p.m. - 8 p.m., CSP-4118-200LN
RM 426, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69

Spanish, Conversation Intermediate

This course provides an opportunity to improve Spanish oral communication skills in an intermediate setting. Emphasis is placed on interactive communication through the use of selected vocabulary topics, readings, games and group discussions. You should have a working knowledge of the present, preterite and imperfect verb tenses. Textbook: *Schaum's Vocabulary*. Nancy Moore, Instructor.

T, 6/23-8/11, 6 p.m. - 8 p.m., CSP-4124-349LN RM 426, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69

Defensive Driving

Community Enrichment

abtech.edu/ce

[828-398-7817](tel:828-398-7817) or [828-398-7369](tel:828-398-7369)

Defensive Driving

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

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

For information and registration call the Charlotte Office of the Safety and Health Council of North Carolina at [704-644-4201](tel: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, April 18 | 9 am – 1 pm | Rm 431 |
| DDC ADD | Saturday, April 18 | 8 am – 5 pm | Rm 432 |
| DDC 4 | Saturday, May 16 | 9 am – 1 pm | Rm 431 |
| DDC ADD | Saturday, May 9 | 8 am – 5 pm | Rm 432 |
| DDC 4 | Saturday, June 20 | 9 am – 1 pm | Rm 431 |
| DDC ADD | Saturday, June 13 | 8 am – 5 pm | Rm 432 |
| DDC 4 | Saturday, July 11 | 9 am – 1 pm | Rm 431 |
| DDC ADD | Saturday, July 18 | 8 am – 5 pm | Rm 432 |
| DDC 4 | Saturday, August 22 | 9 am – 1 pm | Rm 431 |
| DDC ADD | Saturday, August 8 | 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](tel:704-644-4201) for information and registration.

AHWD = Ferguson Center for Allied Health and Workforce Development.

10 Genevieve Circle

See map on pg. 79, #24, for directions.

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



Basic Rider Course 2 (BRC2)

1 Day Course. 8 a.m. – 5 p.m.

Saturday, May 23, 2020

This eight hour course is for riders with at least six months or 3,000 miles riding experience.

- You must possess a valid Motorcycle learner's permit or Motorcycle Endorsement before enrolling.
- You must furnish a street-legal, properly licensed and insured motorcycle of any size.
 - If the motorcycle is not registered in the owner name, written permission from the owner to use the motorcycle must be furnished.
 - All motorcycles will be inspected for proper and safe condition, specific attention to tires.
- Explore how to balance the mental and physical aspects of safe riding, manage risk, increase visibility and optimize your lane position.
- Discussions on protective gear, rider responsibility, motorcycle inspection and care, the effects of alcohol and drugs on riding, and includes an optional skill evaluation and knowledge test.

Using your own motorcycle, you'll put into practice the techniques of managing traction, stopping quickly, cornering and swerving.

If you bring a passenger, your passenger must register and pay the fee. You must attend the full 8 hour course to receive the MSF Completion card.

Register online at

www.abtech.edu/ce/registration

Fee - \$95; Course # CSP-4599-249MS

Fee includes a \$4 comprehensive insurance policy.

Meets on A-B Tech's Victoria Road Campus

For information call Brinda Caldwell, [828-398-7134](tel:828-398-7134)

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
- Full-fingered gloves
- Eye protection (sunglasses or prescription eyewear is permissible)
- DOT approved helmet
- Motorcycles are provided. Helmets are available, if needed.

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 – 4/19

4/24 – 4/26

5/01 – 5/03

5/08 – 5/10

5/15 – 5/17

5/29 – 5/31

6/05 – 6/07

6/12 – 6/14

6/19 – 6/21

6/26 – 6/28

7/10 – 7/12

7/17 – 7/19

7/31 – 8/02

8/07 – 8/09

8/14 – 8/16

Course Numbers

CSP-4258-237MS

CSP-4258-239MS

CSP-4258-241MS

CSP-4258-243MS

CSP-4258-245MS

CSP-4258-247MS

CSP-4258-253MS

CSP-4258-255MS

CSP-4258-257MS

CSP-4258-259MS

CSP-4258-261MS

CSP-4258-263MS

CSP-4258-265MS

CSP-4258-267MS

CSP-4258-269MS

Friday, 6 – 10 p.m. Room 121, Ferguson Ctr. AHWD, [Asheville Campus, 10 Genevieve Circle](#)

Saturday - Sunday, 8 a.m. – 5 p.m. Room 203, [Adv. Manufacturing Ctr. Building, Asheville Campus](#)

Registration Fee: \$190 (includes the book, e-course, and \$4 comprehensive insurance fee)

For information call [828-398-7817](tel:828-398-7817) or [828-398-7369](tel:828-398-7369).

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

Music & Dance

Dancing, Ballroom I

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

M, 4/13-6/8, 7:15 p.m. - 8:15 p.m., CSP-4201-204MD
Ivy, [Asheville Campus](#)
Fees: Course: \$69, Ins: \$1.35

M, 6/22-8/17, 7:15 p.m. - 8:15 p.m., CSP-4201-351MD
Ivy, [Asheville Campus](#)
Fees: Course: \$69, Ins: \$1.35

Dancing, Ballroom II

Continue the fun as you learn more steps and gain more experience dancing with your partner. You and your classmates will plan a real evening of ballroom dancing. You and your partner must have taken Ballroom Dancing I from instructor, Missy Lindsey. Wear slick bottom shoes, no clogs. You need a partner to register and each partner pays the registration fee.

M, 4/13-6/8, 6 p.m. - 7 p.m., CSP-4203-205MD
Ivy, [Asheville Campus](#)
Fees: Course: \$69, Ins: \$1.35

M, 6/22-8/17, 6 p.m. - 7 p.m., CSP-4203-353MD
Ivy, [Asheville Campus](#)
Fees: Course: \$69, Ins: \$1.35

Dancing, Ballroom III

In this follow-up to Ballroom Dancing II for couples. You will continue to learn additional basic steps in major ballroom dances. You and your partner must have taken Ballroom Dancing II from instructor, Missy Lindsey. You need a partner to register and each partner pays the registration fee. Wear slick bottom shoes, no clogs.

TH, 4/16-6/4, 6 p.m. - 7 p.m., CSP-4202-208MD RM
446, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69, Ins: \$1.35

TH, 6/25-8/20, 6 p.m. - 7 p.m., CSP4202-354MD
RM 446, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69, Ins: \$1.35

Dancing Ballroom IV

This class is for couples who have completed Instructor, Missy Lindsey's Ballroom III and want to continue to learn more steps in major ballroom dances. Must have a partner to register and have taken Missy Lindsey's Ballroom III class. The fee covers one student. Missy Lindsey, Instructor.

TH, 4/16-6/4, 7:15 p.m. - 8:15 p.m., CSP-4204-210MD
RM 446, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69, Ins: \$1.35

TH, 6/25-8/20, 7:15 p.m. - 8:15 p.m., CSP-4204-355MD
RM 446, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69, Ins: \$1.35

Contemporary Line Dancing, Beginning

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

W, 4/15-6/3, 6 p.m. - 7 p.m., CSP-4200-213MD
Ivy, [Asheville Campus](#)
Fees: Course: \$69, 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! Esella Thompson, Instructor.

W, 4/15-6/3, 7:15 p.m. - 8:15 p.m., CSP-4369-216MD
Ivy, [Asheville Campus](#)
Fees: Course: \$69, 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.

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, 4/14-6/2, 6 p.m. - 7:30 p.m., CSP-4135-218MD
RM 432, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69

T, 6/16-8/4, 6 p.m. - 7:30 p.m., CSP-4135-361MD
RM 432, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69

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, 4/14-6/2, 7:30 p.m. - 9 p.m., CSP-4137-219MD
RM 432, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69

T, 6/16-8/4, 7:30 p.m. - 9 p.m., CSP-4137-362MD
RM 432, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69

Music Theory and Ear Training

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

W, 4/15-5/20, 6 p.m. - 8 p.m., CSP-4138-221MD
RM 432, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$69

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, 5/16, 10 a.m. - 4 p.m., CSP-4217-224RR
RM 126, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$60

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, 5/19-7/7, 6 p.m. - 7:30 p.m., CSP-4233-225RR
Ivy, [Asheville Campus](#)
Fees: Course: \$75, Ins: \$1.35

T, 7/21-9/8, 6 p.m. - 7:30 p.m., CSP-4233-365RR
Ivy, [Asheville Campus](#)
Fees: Course: \$75, Ins: \$1.35

[Ivy Building is #22 on Campus Map](#)
[pg. 72](#)



To Enroll in Online Courses Visit:

www.ed2go.com/abtech

New sessions begin: 4/15, 5/13, 6/17, 7/15, 8/12

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

Community Enrichment Courses

Course Fee \$89

Digital Photography

Photographing Nature
Photographing People

Health and Wellness

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

Life and Work Development

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

Special Interest

Introduction to Screenwriting
Secrets of the Caterer

Special Interest, continued

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

Test Prep

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

Writing and Publishing

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

For questions regarding these courses contact Jo Stahle at ellenjstahle@abtech.edu or [828-398-7369](tel:828-398-7369).

Art Classes Launch a Solo Show

Jaime Johnsen is an aspiring software developer and is very much involved in tech scene but art has always been a part of her life. “I've been able to draw realistically since I was in 4th grade. I always dabbled but it never made sense as a career since it wasn't consistent,” she said.

Jaime signed up for art classes at A-B Tech to keep her mind stimulated. The first course she signed up for was Ursula Gullow's mixed media class through the Community Enrichment programs. “Her critiques were positive and provoked further investigation into your work,” Jaime said.



She ended up taking more classes with Ursula after the positive experience. “These classes were wonderful because Ursula patiently let us watch her painting demos; how she handled the brush and loaded the paint; all the way to how she subtly rolled the brush in her hand. She showed us how she achieved her lush painting style.”

Jaime is currently a Resident Studio Artist at Foundation Studios in Studio #12 on Foundy Street in the River Arts District working mainly with oil and acrylic paints.

She had a solo show on display at her gallery/studio titled "Falling Snow," an installation that was in part inspired by the words of Ursula.

“I was floundering trying to figure out what to paint and what had meaning for me. Ursula said, ‘Just get obsessed about something.’ So, I did and 54 iterations of that obsession are now an installation piece hanging at Foundation Studios/Gallery,” she said.

Jaime says she still considers it a hobby. “Just this past year I have spent the majority of my time and energy focused on painting and learning about art as a business. I am just now realizing it as a potential career path,” she said.

Friends Build Better Future for Themselves and Their Families Through A-B Tech



Camron Davis and DeAngelo Wright are both working at a great career with a bright future at GE Aviation, after taking aerospace composites training classes at A-B Tech. However, these friends didn't always have the best opportunities.

“What put me over the edge was when on my twelfth work anniversary, I got a ten-cent raise,” Davis said. “I promised myself I wouldn't be there the next year.” Two and half years later, working at GE, Davis makes more than double what he did then with great benefits and serious opportunity for advancement.

Davis was supporting his wife and children on less than living wages stocking shelves at night for a big box store. He'd gotten small raises over the years but his family still struggled on to get by. He had tried several times to advance within the company.”

“I'd tried to get into manufacturing but they always wanted manufacturing experience,” Davis said. “I didn't have it. How was I supposed to get experience when they wouldn't hire me without manufacturing experience?”

“I'd heard GE was beginning to hire people for a new plant and they were training them at A-B Tech, so I went to the GE booth at the next Job Fair and Ashely [GE's HR rep] told me exactly what to do. I signed up and took two Advanced Aerospace Composites courses. Andy McNeal, the Instructor was great. A-B Tech was great. I finally learned enough to get their (GE's) attention. I applied for the job. It all took several months and a lot of work but I go the job.”

“Take the gamble,” said Wright, currently employed at GE, after completing short-term training courses at A-B Tech's Advanced Manufacturing Center in Advanced Aerospace Composites.

“We came to A-B Tech every Friday evening and Saturday for 8 weeks and then we did it again. We didn't have a guarantee but we took the risk. We had a plan: the next time that job fair came around we would have these two courses on our resumes and go straight to the GE booth.”

They did exactly that. Then they spent many nights checking for emails from GE, waiting for word. And the word from GE finally came: “You're hired.”

“I'm more than two years in now,” says Wright. “The work environment is great. The higher-ups treat everybody with respect. There's nobody I couldn't talk to over there. It's more than throwing boxes and sinks on shelves all night long. I learn something new every day. I can go almost any place on the entire line to work. I can train someone who doesn't have any experience.”

“And there's still room to advance—we're growing hand over fist daily with the demand, the parts that we need, the people coming into the shop. It looks to me like that will continue for the next two to three years because the demand is so high.”

Advanced Manufacturing

MSSC Certified Production Technician

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

M-F, 6/8-7/20, 8:15 a.m. - 12:15 p.m., MNT-3111-006AM
RM 202, Adv. Manufacturing Ctr., [Asheville Campus](#)
Fees: Course: \$429.46

Composites, Introduction to new

Composites are used extensively in aircraft as well as automobile, marine, and motor cycle manufacturing. This introduction class will give you one day of hands-on experience with composite ply layup, rapid ply cutter operation, bagging fundamental, and autoclave operation. During this 8 hour class you will layup your own coaster and cook it in an autoclave. To register call [828-398-7903](tel:828-398-7903).

S, 5/30, 8 a.m. - 5 p.m., HRD-7639-312HR
RM 212, Adv. Manufacturing Ctr., [Asheville Campus](#)
Fees: Course: Waived

S, 7/25, 8 a.m. - 5 p.m., HRD-7639-313HR
RM 212, Adv. Manufacturing Ctr., [Asheville Campus](#)
Fees: Course: Waived

Industrial Sewing

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.

T/TH, 6/30-10/15, 6 p.m. - 9 p.m., TEX-3103-200AM
RM 203, Adv. Manufacturing Ctr., [Asheville Campus](#)
Fees: Course: \$189.46

CNC Machining 101

During this 5-week course you will work hands-on with actual CNC mills and lathes to learn basic automated machining. Course topics include CNC programming, set-up, operation, trouble-shooting and maintenance, general machining principles, shop safety, blueprint reading, shop math, Lean Manufacturing principles, team work and problem solving.

M-TH, 5/18-6/23, 8 a.m. - 2 p.m., MEC-7070-011AM
RM 001, Adv. Manufacturing Ctr., [Asheville Campus](#)
Fees: Course: \$286.35

Industrial Maintenance - Electrical

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

M-TH, 3/30-5/25, 8 a.m. - 12 p.m., MNT-9001-952AM
RM 101, Adv. Manufacturing Ctr., [Asheville Campus](#)
Fees: Course: \$189.46

Industrial Maintenance - Automation/ Mechatronics new

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

M-TH, 6/8-8/4, 8 a.m. - 12 p.m., MNT-9001-954AM
RM 101, Adv. Manufacturing Ctr., [Asheville Campus](#)
Fees: Course: \$189.46

Advanced Manufacturing

Occupational Training

abtech.edu/ce

Registration information, page 5. Register early!

828-398-7760

OSHA 10 General Industry

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

TH, F, 4/16-4/17, SEF-6489-011AM

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

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

RM 202, Adv. Manufacturing Ctr., [Asheville Campus](#)

Fees: Course: \$95

Industrial Safety: Bloodborne Pathogens

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

F, 6/12, 1:30 p.m. - 3:30 p.m., SEF-6483-010AM

RM 201, Adv. Manufacturing Ctr., [Asheville Campus](#)

Fees: Course: \$75

Industrial Safety: First Aid/CPR/AED

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

F, 6/19, 8 a.m. - 5 p.m., SEF-6484-507AM

RM 201, Adv. Manufacturing Ctr., [Asheville Campus](#)

Fees: Course: \$99

5S + Safety: Visual Workplace Management

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

F, 5/8, 8 a.m. - 12 p.m., SEF-6481-014AM

RM 202, Adv. Manufacturing Ctr., [Asheville Campus](#)

Fees: Course: \$99

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

RM 202, Adv. Manufacturing Ctr., [Asheville Campus](#)

Fees: Course: \$99

Forklift Safety and Operation

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

S, 5/2, 8 a.m. - 5 p.m., OSH-3012-962AM

RM 3310, TCC, [A-B Tech Enka](#)

Fees: Course: \$81.35

S, 6/20, 8 a.m. - 5 p.m., OSH-3012-963AM

RM 3310, TCC, [A-B Tech Enka](#)

Fees: Course: \$81.35

S, 7/25, 8 a.m. - 5 p.m., OSH-3012-964AM

RM 3310, TCC, [A-B Tech Enka](#)

Fees: Course: \$81.35

Lean Six Sigma Yellow Belt

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

W, 4/29-5/13, 8 a.m. - 3 p.m., SEF-6486-013AM

RM 203, Adv. Manufacturing Ctr., [Asheville Campus](#)

Fees: Course: \$390

Lean Six Sigma Green Belt

This Lean Six Sigma Green Belt training course provides hands-on participation in an extensive simulation of a substantive Lean Six Sigma project. The 88-hour (1 day/week) course training teaches and prepares individuals to implement the principles, practices and techniques of Lean Six Sigma in a support capacity on a Black Belt project team or leader on smaller projects. Green Belts are traditionally Lead process stakeholders and may also be assigned specific process-level improvement projects to conduct on their own 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.

T, 6/2-8/25, 8 a.m. - 5 p.m., SEF-6485-009AM
RM 201, Adv. Manufacturing Ctr., [Asheville Campus](#)
Fees: Course: \$1,800

Value Stream Mapping

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

T, 8/4, 8 a.m. - 5 p.m., SEF-6497-004AM
RM 201, Adv. Manufacturing Ctr., [Asheville Campus](#)
Fees: Course: \$195

Situational Leadership II

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

TH,F, 4/16-4/17, 8 a.m. - 5 p.m., SEF-6496-007AM
RM 201, Adv. Manufacturing Ctr., [Asheville Campus](#)
Fees: Course: \$995

Blanchard/Situational Leadership: 1st Time Manager ^{new}

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

TH, 5/28, 8 a.m. - 5 p.m., SEF-7034-002AM
RM 201, Adv. Manufacturing Ctr., [Asheville Campus](#)
Fees: Course: \$250

Are you interested in some of our more advanced manufacturing courses, but have no manufacturing experience? Our Certified Production Tech course might be the perfect place to start.

Students completing this 6-week course can receive the national industry-recognized core skill certification, Certified Production Technician (CPT) from the Manufacturing Skill Standards Council (MSSC). The CPT curriculum covers safety, quality practices and measurement, manufacturing processes, production awareness, and maintenance awareness. In essence, it prepares people to work successfully on a manufacturing floor. It also provides a foundation of information to support further learning in advanced manufacturing.

The cost of the course (fees, materials) is \$430. Our goal is to enable every student to take this class FREE. For 2020, we have scholarship money to fund the class.

For more information, call the Advanced Manufacturing Center at [828-398-7760](tel:828-398-7760).

Advanced Manufacturing - Automotive

Occupational Training

abtech.edu/ce

Registration information, page 5. Register early!

828-398-7760

Blanchard/Situational Leadership: Building Trust ^{new}

Revive and nurture relationships in the workplace by learning to talk about trust.

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

TH, 6/4, 8 a.m. - 3 p.m., SEF-7032-002AM
RM 201, Adv. Manufacturing Ctr., [Asheville Campus](#)
Fees: Course: \$225

Blanchard/Situational Leadership: Coaching Skills ^{new}

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

TH, 6/11, 8 a.m. - 3 p.m., SEF-7033-001AM
RM 201, Adv. Manufacturing Ctr., [Asheville Campus](#)
Fees: Course: \$325

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, 5/4-5/5, 6 p.m. - 10 p.m., AUT-7203-347TR
RM 112, TCC, [A-B Tech Enka](#)
Fees: Course: \$80

M,T, 6/1-6/2, 6 p.m. - 10 p.m., AUT-7203-348TR
RM 112, TCC, [A-B Tech Enka](#)
Fees: Course: \$80

M,T, 7/6-7/7, 6 p.m. - 10 p.m., AUT-7203-349TR
RM 112, TCC, [A-B Tech Enka](#)
Fees: Course: \$80

M,T, 8/3-8/4, 6 p.m. - 10 p.m., AUT-7203-350TR
RM 112, TCC, [A-B Tech Enka](#)
Fees: Course: \$80

Escort Vehicle Certification

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

W,TH, 5/20-5/21, 5:30 p.m. - 9:30 p.m., SEF-4602-334TRT
RM 112, TCC, [A-B Tech Enka](#)
Fees: Course: \$80

Escort Vehicle Recertification

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

TH, 5/28, 5:30 p.m. - 9:30 p.m., SEF-4603-414TR
RM 112, TCC, [A-B Tech Enka](#)
Fees: Course: \$80

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, 5/6-5/7, 6 p.m. - 10 p.m., AUT-3129-360TR
RM 112, TCC, [A-B Tech Enka](#)
Fees: Course: \$80

W,TH, 6/3-6/4, 6 p.m. - 10 p.m., AUT-3129-361TR
RM 112, TCC, [A-B Tech Enka](#)
Fees: Course: \$80

W,TH, 7/8-7/9, 6 p.m. - 10 p.m., AUT-3129-362TR
RM 112, TCC, [A-B Tech Enka](#)
Fees: Course: \$80

W,TH, 8/5-8/6, 6 p.m. - 10 p.m., AUT-3129-363TR
RM 112, TCC, [A-B Tech Enka](#)
Fees: Course: \$80

W,TH, 5/13-5/14, 6 p.m. - 10 p.m., AUT-7202-471TR
RM 112, TCC, [A-B Tech Enka](#)
Fees: Course: \$80

W,TH, 6/10-6/11, 6 p.m. - 10 p.m., AUT-7202-472TR
RM 112, TCC, [A-B Tech Enka](#)
Fees: Course: \$80

W,TH, 7/15-7/16, 6 p.m. - 10 p.m., AUT-7202-473TR
RM 112, TCC, [A-B Tech Enka](#)
Fees: Course: \$80

W,TH, 8/12-8/13, 6 p.m. - 10 p.m., AUT-7202-474TR
RM 112, TCC, [A-B Tech Enka](#)
Fees: Course: \$80

Computer Training

Adobe Illustrator for Drawing (One-Day)

You will learn how to create distinct vector artwork and logos. Learn how to use the drawing and painting tools, modify shapes, use layers, apply filters, trace over images, and make custom shapes with the pen tool. Explore color with Live color, gradients, the color guide, swatches and transparencies. Basic computer skills required.

S, 5/2, 9 a.m. - 4 p.m., SEF-7658-707CO
RM 438, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$59

Adobe InDesign ^{new}

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

T/TH, 5/5-5/14, 2 p.m. - 5 p.m., CIS-7408-118CO
RM 438, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$80

Adobe Photoshop Elements

This class will teach you how to use the digital imaging software, Photoshop Elements which is a less complex, different software than Photoshop CC and used more often for small businesses. Bring out the best in your images. Learn how to organize, color correct and retouch images, create photomontages and prepare images for print, e-mail or posting on the web. Make flyers, a logo or a web gallery for your business. The class is suitable for Macintosh and Windows users, and Mac users are encouraged to bring laptops if preferred. Basic computer skills required.

TH, 5/21-6/25, 9 a.m. - 12 p.m., SGR-7464-114CO
RM 118, Ramsey, [A-B Tech Madison](#)
Fees: Course: \$80

Adobe Photoshop, Introduction

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

M/W, 6/1-6/17, 6 p.m. - 9 p.m., SGR-7418-518CO
RM 438, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$80

Adobe Photoshop, Intermediate

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

M/W, 6/22-7/8, 6 p.m. - 9 p.m., SGR-7476-543CO
RM 438, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$80

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, 5/19-6/4, 9 a.m. - 12 p.m., CIS-7469-600CO
RM 438, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$80

Basic Computer Level 2

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

T/TH, 6/9-6/25, 9 a.m. - 12 p.m., CIS-7470-413CO
RM 438, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$80

Blogging 101: Options for Beginners (One-Day)

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

TH, 4/23, 1 p.m. - 5 p.m., SEF-8010-114CO
RM 121, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$39

TH, 4/30, 1 p.m. - 5 p.m., SEF-8010-115CO
RM 211, [Goodwill Ctr., Goodwill](#)
Fees: Course: \$39

Computer Training

Occupational Training

abtech.edu/ce

Registration information, page 5. Register early!

828-398-7903

Computer Career Skills

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

M/W, 6/22-7/15, 6 p.m. - 9 p.m., OST-7435-114C0
RM 121, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$80

Excel for Beginners

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

T/TH, 5/19-5/28, 6 p.m. - 9 p.m., SEF-8014-417C0
RM 438, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$70

Excel Intermediate

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

T/TH, 6/2-6/11, 6 p.m. - 9 p.m., SEF-8015-427C0
RM 438, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$70

Excel Introduction (One-Day)

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

S, 5/16, 9 a.m. - 4 p.m., SEF-8012-116C0
RM 438, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$59

Excel Intermediate (One-Day)

Learn how to manipulate worksheets, use filters, set-up Macros and much more in this intermediate class using Microsoft Excel. This one-day class is designed for experienced computer users and concepts are presented in an accelerated format.

S, 5/30, 9 a.m. - 4 p.m., SEF-8013-116C0
RM 438, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$59

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, 5/11-5/15, 1 p.m. - 4 p.m., SEF-9511-120C0
RM 438, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$59

iPhone Introduction new

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

M/W/F, 5/18-5/22, 1 p.m. - 5 p.m., SEF-9800-001C0
RM 438, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$70

Microsoft Word Basics new

Microsoft Word Basics covers the essential features of the word processing program. You will learn how to create and edit documents, enhance text and format paragraphs and pages, and manage and print files.

M/W/F, 4/20-4/24, 9 a.m. - 12 p.m., SEF-8400-050C0
RM 151, [Goodwill Ctr., Goodwill](#)
Fees: Course: \$59

Microsoft Excel Basics new

Excel Basics will provide core skills that you need to use Excel day-to-day. This complete beginner's course covers all of the basics. You will explore the features of basic calculation to include, auto sum, average, and range. You will explore autofill, use menus, format cells, data and worksheets, basic shortcuts, formulas and functions. Finally, you will learn to create, edit, and format workbooks & worksheets as well as share your work. Students will need basic computer skills.

M/W/F, 4/27-5/1, 9 a.m. - 12 p.m., SEF-8200-112C0
RM 151, [Goodwill Ctr., Goodwill](#)
Fees: Course: \$59

Computer Training - Craft Beverage Institute

abtech.edu/ce

Occupational Training

[828-398-7903](tel:828-398-7903)

[Registration information, page 5. Register early!](#)

Microsoft PowerPoint Basics ^{new}

This class covers essential skills to create exciting presentations. You will have the opportunity to learn about the basic design features to include themes, backgrounds, adding images, tables, and charts. You will learn about the transitions, timing, animations, and much more. Students will need basic computer skills.

M/W, 5/4-5/6, 9 a.m. - 12 p.m., SEF-8300-103C0

RM 151, [Goodwill Ctr.](#), [Goodwill](#)

Fees: Course: \$59

Video Creation with YouTube ^{new}

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

M/W, 5/4-5/6, 1 p.m. - 5 p.m., SEF-9514-448C0 RM

438, Ferguson Ctr., AHWD, [Asheville Campus](#)

Fees: Course: \$59

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



Emergency Services

Occupational Training

abtech.edu/ce

Registration information, page 5. Register early!

828-398-7355

Reality-Based Law Enforcement Training, Continuing Education



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



Basic Law Enforcement Training (BLET)

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

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

For additional information:
www.abtech.edu/blet-ConEd
[828-782-2350](tel:828-782-2350) or robertdfisher@abtech.edu



Emergency Medical Services (EMS)

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

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

Tactical Emergency Casualty Care (TECC)

Wilderness EMT

For more information on these and other classes offered, please visit www.abtech.edu/ems-ConEd, email emsconed@abtech.edu, or call [828-782-2623](tel: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](tel: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](tel:828-398-7903).

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 information regarding this class, please contact Timothy Green at [828-782-2623](tel:828-782-2623), or timothywgreen@abtech.edu.

F, 7/17, 9 a.m. - 5 p.m., EMS-3104-488ES

RM 206, ESEB, [Woodfin](#)

Fees: Course: \$88

Advanced Cardiac Life Support (ACLS)-Re-cert (One-Day)

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 Web site page or contact Timothy Green at [828-782-2623](tel:828-782-2623), or timothywgreen@abtech.edu.

S, 5/16, 9 a.m. - 5 p.m., EMS-3048-483ES

RM 206, ESEB, [Woodfin](#)

Fees: Course: \$90

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](tel:828-782-2623), or timothywgreen@abtech.edu.

TBD, TBD, 6 p.m. - 10 p.m., EMS-4300-495ES

RM TBD, 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 & Equipment: 1) Pocket Mask (CPR Mask) 2) AHA Basic Life Support Provider Student Manual - 2015 edition. AB Tech Emergency Services Division offers one BLS class every month. Please refer to the Emergency Services Continuing Education web page for current class updates or changes. For further assistance please contact Timothy Green at [828-782-2623](tel:828-782-2623), or timothywgreen@abtech.edu.

S, 5/2, 9 a.m. - 5 p.m., SAF-3010-482ES

RM 206, ESEB, [Woodfin](#)

Fees: Course: \$85

S, 6/6, 9 a.m. - 5 p.m., SAF-3010-484ES

RM 206, ESEB, [Woodfin](#)

Fees: Course: \$85

S, 7/11, 9 a.m. - 5 p.m., SAF-3010-486ES

RM 206, ESEB, [Woodfin](#)

Fees: Course: \$85

S, 8/8, 9 a.m. - 5 p.m., SAF-3010-487ES

RM 206, ESEB, [Woodfin](#)

Fees: Course: \$85

CPR Instructor Course (One-Day)

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

TBD, 8/7, 9 a.m. - 5 p.m., SAF-3023-496ES

RM 206, ESEB, [Woodfin](#)

Fees: Course: \$90

Emergency Services

Occupational Training

abtech.edu/ce

Registration information, page 5. Register early!

[828-398-7355](tel:828-398-7355)

Critical Care Transport (CEMTP)

The Critical Care Emergency Medical Transport Program is designed to prepare paramedics and nurses to function as members of a critical care transport team. Critical patients that must be transported between facilities require a different level of care from hospital or emergency field patients. Participants will gain an understanding of the special needs of critical patients during transport, become familiar with the purpose and mechanisms of hospital procedures and equipment, and develop the skills to maintain the stability of hospital equipment and procedures during transport. UMBC fee of \$150 is due when registering. To pre-register please email Craig Mace: craiggmace@abtech.edu or contact Timothy Green at [828-782-2623](tel:828-782-2623), or timothywgreen@abtech.edu.

TBD, 7/7-8/21, 8 a.m. - 5:30 p.m., MED-3200-492ES
RM TBD, ESEB, [Woodfin](#)
Fees: Course: \$466.35

Emergency Medical Technician- Initial (EMT) South Campus

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

TBD, TBD, 8 a.m. - 5 p.m., EMS-4200-491ES
RM TBD, TBD, [A-B Tech South](#)
Fees: Course: \$211.35



Emergency Medical Technician- Initial (EMT) Woodfin Campus

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

TBD, TBD, 6 p.m. - 10 p.m., EMS-4200-490ES
RM TBD, ESEB, [Woodfin](#)
Fees: Course: \$211.35

Emergency Medical Technician-Initial (EMT) Madison Campus

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

TBD, TBD, 6 p.m. - 10 p.m., EMS-4200-489ES
RM TBD, 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 Timothy Green at [828-782-2623](tel:828-782-2623), or timothywgreen@abtech.edu.

S, 6/20, 9 a.m. - 5 p.m., EMS-3046-485ES
RM 206, ESEB, [Woodfin](#)
Fees: Course: \$90

A-B Tech Summer Ignite 2020

Fire Service Classes for NC Firefighter Certification

This coming summer, A-B Tech's Fire Service Continuing Education department is finishing up the 2019 Summer Ignite by offering the second series of the NC Firefighter Certification classes for firefighting. Students who have already taken some of the classes may take only the classes they need or all of the classes if just getting started. Students must be at least 16 years of age. Some students may qualify for free classes, call for more information.

The overall schedule is Monday –Wednesday 8am-5pm during the summer with the exception of Thursday July 16, 2020.

June 15-16, Alarms & Communications FIP 3003

June 17, Foam Fire Streams FIP 3012

June 22-23, Ropes FIP 3009

June 23-24, Emergency Medical Care FIP3016

No classes the week of June 29 thru July 3, 2020

July 6-8, Rescue FIP 3017

July 13-14, sprinklers FIP 3019

July 15-16, Fire Life Safety Preparedness FIP 3021

July 20-21, Safety & Survival FIP 3025

For more information, especially for individual class times, call [828-782-2139](tel:828-782-2139)



Healthcare Services

Occupational Training

abtech.edu/ce

Registration information, page 5. Register early!

828-398-7878

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](tel:828-398-7878), or visit abtech.edu/ce.

Medication Aide

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

Healthcare Services

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 class times change on six clinical days to 7 a.m.- 3:30 p.m. Day classes break one-half hour for lunch. Evening classes will meet on at least six Saturdays from 7 a.m. - 3:30 p.m. Classes will break for one-half hour on those Saturdays. Class dates, times, and tuition are subject to change.

M,T,TH, 5/5-7/2, 8 a.m. - 3:30 p.m. NUR-3240-342HC
RM 113, Ramsey, A-B Tech Madison

Fees: Course: \$226.35

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M,T,TH, 7/14-9/10, 8 a.m. - 3:30 p.m. NUR-3240-343HC
RM 113, Ramsey, A-B Tech Madison
Fees: Course: \$226

W-F, 5/27-7/17, 8 a.m. - 3:30 p.m., NUR-3240-499HC
RM 344, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$226

M/W/S, 5/18-9/30, 5:30 p.m. - 8:30 p.m., NUR-3240-313HC
RM 344, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$226

W-F, 8/5-9/25, 8 a.m. - 3:30 p.m., NUR-3240-501HC
RM 344, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$226

T-TH, 8/11-10/6, 8 a.m. - 3:30 p.m., NUR-3240-502HC
RM 342, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$226

M-W, 6/9-8/24, 8 a.m. - 3:30 p.m., NUR-3240-619HC
RM U468, St. Joseph Campus, Mission Health Systems
Fees: Course: \$216

T-TH, 5/27-7/22, 8:30 a.m. - 4 p.m., NUR-3240-256HC
RM 196, Goodwill Ctr., Goodwill
Fees: Course: \$216

T-TH, 8/12-10/7, 8 a.m. - 4 p.m., NUR-3242-257HC
RM 196, Goodwill Ctr., Goodwill
Fees: Course: \$216

Nurse Aide Refresher

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

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

Ophthalmic Assistant

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



TBD, TBD, 8 a.m. - 2:30 p.m., TBD

RM 449, Ferguson Ctr., AHWD, [Asheville Campus](#)

Fees: Course: \$201.35

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

RM 449, Ferguson Ctr., AHWD, [Asheville Campus](#)

Fees: Course: \$191

Clinical Massage

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

M-TH, 3/17-10/14, 4 p.m. - 9 p.m., HEA-3021-109HC

RM 242, Ferguson Ctr., AHWD, [Asheville Campus](#)

Fees: Course: \$191.35

M-TH,F, 7/7-12/21, HEA-3021-110HC

M-TH, 9 a.m. - 2 p.m.

F, 9 a.m. - 12 p.m.

RM 242, Ferguson Ctr., AHWD, [Asheville Campus](#)

Fees: Course: \$191.35

Electronic Health Record Specialist (EHRS)

This 96 hour course prepares you for high demand administrative positions in the medical community such as physicians offices, hospitals and retirement facilities. Learn data management skills such as entry and transmission of patient data, restoration of electronic records, insurance and billing coding, medical reporting, patient charting and HIPPA privacy regulations. Course required to sit for the National Healthcareer Association Electronic Health Record Specialist Certification Exam. Exam is not part of the class, but offered upon class completion separately. Required book "Certified Electronic Health Records Specialist (CEHRS) Printed Study Guide 2012 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](tel:828-298-9023) to schedule computer assessment.

T/TH, 5/19-8/6, 9 a.m. - 1 p.m., HIT-3700-125HC

RM 212, [Goodwill Ctr., Goodwill](#)

Fees: Course: \$180

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](tel:828-398-7878) for questions and to be placed on a mailing list to receive information on upcoming classes and registration information as it becomes available.

Medical Terminology Made Easy

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

Ophthalmic Assisting

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

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

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

Hospitality Services

Occupational Training

abtech.edu/ce

Registration information, page 5. Register early!

828-398-7925

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, 6/23, 8:30 a.m. - 5 p.m., SEF-5816-054HS
RM 151, [Goodwill Ctr., Goodwill](#)
Fees: Course: \$106

T, 8/4, 8:30 a.m. - 5 p.m., SEF-5816-055HS
RM 197, [Goodwill Ctr., Goodwill](#)
Fees: Course: \$106



GO for Job Skills Opportunities!

Looking for skills that lead to real job options in less than three months? Green Opportunities (GO) and A-B Tech have partnered to offer skills building classes and financial support for income qualified individuals.

- YouthBuild Construction
- Kitchen Ready - Food Preparation Certificate

• STEP Career Resource Center - Employment Skills Services

All classes held at GO on Livingston Street in Asheville. For more information call

Gwen Hill at [828-398-4158 x 112](tel:828-398-4158) or

gwen@greenopportunities.org

Our graduates GO to work!



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: Bryan Wilson, Case Manager
828-398-6776 for more detailed information



Learn, Formulate and Test

Test Kitchen and Natural Products Laboratory



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

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

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

Computer & Online Training Online Preparatory Certification Programs

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

Health Occupations Certification Programs

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

Occupational & Skilled Trades Certification Programs

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





NCWorks Career Center Asheville

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

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

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

NCWorks Career Center Asheville

48 Grove Street

Asheville, NC 28801

828-251-6200

www.ncworksasheville.com

Like us on Facebook:

facebook.com/ncworksasheville

Back To Work 50+

Smart Strategies That Connect 50+ Talent To Employers

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

This program is brought to you through a partnership between:



Skills Training Classes for Job Seekers!

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

- Nurses Aide I
- Office Professional Certification
- Hospitality Certifications
- Electronic Medical Records
- ESL
- Human Services, Intro
- Medical Pathways
- Computer Skills
- Personal Care Aide
- CDL - B

Goodwill Industries

1616 Patton Ave, Asheville, NC

828-298-9023, Ext. 1161

tstewart@goodwillwnc.org

This program is brought to you through a partnership with:



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.

Prove your Workplace Skills to Employers!

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

A-B Tech:

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

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

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

The NCRC assessment costs \$36. Funding assistance may be available.

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



Job Preparedness

Career Connections

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

M-F, 5/18-8/14, 8:30 a.m. - 5 p.m., HRD-7653-006HR
RM 152, [Goodwill Ctr., Goodwill](http://www.goodwill.org)
Fees: Course: Waived

Career Lab

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

M-F, 5/18-8/14, 9 a.m. - 1 p.m., HRD-7688-004HR
RM Lab, [NCWorks Asheville Career Ctr., 48 Grove St.](http://www.ncworks.org)
Fees: Course: Waived

Career Quest Industry Tours – Find The Field That Fits: Manufacturing Industry ^{new}

Are you interested in exploring new job opportunities in the area? Are you thinking about a career but don't know how to get your foot in the door? Or just not sure what direction to go in? We can provide a bridge for you to network, tour and engage with employers in a wide variety of fields in the greater Asheville area. Career Quest is designed to allow you to see what a particular job will be like in order to gauge your interest and determine if it is a good fit. It also enables you to showcase yourself prior to an application. For more information, call [828-298-9023](tel:828-298-9023), Ext. 5.

T, 8/11, 9 a.m. - 3:30 p.m., HRD-7659-317HR
RM 198, [Goodwill Ctr.](#), [Goodwill](#)
Fees: Course: Waived

Composites, Introduction to ^{new}

Composites are used extensively in aircraft as well as automobile, marine, and motor cycle manufacturing. This introduction class will give you one day of hands-on experience with composite ply layup, rapid ply cutter operation, bagging fundamental, and autoclave operation. During this 8 hour class you will layup your own coaster and cook it in an autoclave. To register call [828-398-7934](tel:828-398-7934).

S, 5/30, 8 a.m. - 5 p.m., HRD-7639-312HR
RM 212, Adv. Manufacturing Ctr., [Asheville Campus](#)
Fees: Course: Waived

S, 7/25, 8 a.m. - 5 p.m., HRD-7639-313HR
RM 212, Adv. Manufacturing Ctr., [Asheville Campus](#)
Fees: Course: Waived

Computer Skills for Job Seekers ^{new}

Operating a computer is a necessary life skill for finding and maintaining gainful employment. Come learn basic computer skills that can enhance your search for employment. Included in this class is an overview of basic computer concepts, uses of hardware, applications, and programs. This course will familiarize you with the computer, develop basic keyboarding skills, and increase your comfort level with computers. Develop basic Microsoft Word skills that you can use to create or update a resume and cover letter. Create an email account to sharpen your email skills and learn email etiquette. Learn to surf the web to search and apply for jobs. At the end of this course students should be comfortable operating a Windows based computer, creating and managing E-mail accounts, finding information on the internet and using computer for researching, finding employment and using the internet for job posting online. For more information, call [828-298-9023](tel:828-298-9023), Ext. 5.

M/W, 5/4-6/1, 8:30 a.m. - 11:30 a.m., HRD-7642-300HR
RM 151, [Goodwill Ctr.](#), [Goodwill](#)
Fees: Course: Waived

T/TH, 6/9-7/2, 5:30 p.m. - 8:30 p.m., HRD-7642-304HR
RM 151, [Goodwill Ctr.](#), [Goodwill](#)
Fees: Course: Waived

T/TH, 7/7-7/30, 12:30 p.m. - 3:30 p.m., HRD-7642-302HR
RM 151, [Goodwill Ctr.](#), [Goodwill](#)
Fees: Course: Waived

Computer Skills for the Workplace ^{new}

Improve computer skills while developing employability skills. Students will learn the basics of Microsoft Word, Excel and PowerPoint, and how to use these programs in day-to-day settings as well as in job search efforts. Work on resumes, cover letters, presentations, budgets, and more. You will also learn computer file management skills to save your work on the hard drive, usb device and cloud services, as well as moving, copying, naming, uploading and changing file types. And also improve basic keyboarding skills. This course sets the foundation for other computer courses. Must have taken Computer Skills for Job Seekers or pass an assessment test prior to enrolling in this course. Call Goodwill to register at [828-298-9023](tel:828-298-9023), Ext 5.

M/W, 6/8-7/1, 8:30 a.m. - 11:30 a.m., HRD-7612-301HR
RM 151, [Goodwill Ctr.](#), [Goodwill](#)
Fees: Course: Waived

T/TH, 7/7-7/30, 5:30 p.m. - 8:30 p.m., HRD-7612-305HR
RM 151, [Goodwill Ctr.](#), [Goodwill](#)
Fees: Course: Waived

T/TH, 8/4-8/27, 12:30 p.m. - 3:30 p.m., HRD-7612-303HR
RM 151, [Goodwill Ctr.](#), [Goodwill](#)
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 & Lodging Educational Institute Guest Service Gold Certification. Call Goodwill to register at [828-298-9023, Ext 5](tel:828-298-9023).

T, 7/7, 9 a.m. - 3:30 p.m., HRD-7657-314HR
RM 154, [Goodwill Ctr., Goodwill](#)
Fees: Course: Waived

Hospitality Skills

In the courses listed below, you will learn the principles of service for a variety of hotel and restaurant venues and positions. These principles are based on the standards for high-end practices and the needs of the Asheville area's major employers. The curriculum within each course will focus on hands-on training and demonstrations to best prepare students for the professional expectations of a variety of hospitality departments. These courses can be taken in succession or individually. Upon successful finishing the course, you will receive a certificate of completion from A-B Tech. All classes meet from 8:30 a.m. until 5:30 p.m. at the Goodwill Training Center. Call Goodwill to register at [828-298-9023 ext. 5](tel:828-298-9023).

Restaurant Server
4/9 HRD-7682-230HR
Maintenance
5/7 HRD-7680-231HR
Front Desk
6/11 HRD-7681-318HR

Guestroom Attendant
7/9 HRD-7683-319HR
Kitchen Cook
8/6 HRD-7684-320HR

Guest Service Professional Tourism

Just as one bad apple can spoil the bunch, one negative online review can spoil your business's chances of attracting new guests. And for tourism destinations, it can be even worse-negative feedback can impact an entire city or region. The reputations of hotels and museums, taxi companies and restaurants, all contribute to a destination's profile. The Guest Service Gold® Tourism program features seven elements: Recovery: Turn It Around, Personalization: Provide an Individualized Experience, Knowledge: Be in the Know, Passion: Inspire Others, Commitment: Be All In, Inclusion: Include Everyone, and Personality: Be Yourself. Upon completion the student will receive a certificate from A-B Tech and will qualify to sit for the American Hotel & Lodging Educational Institute Guest Service Gold Certification. Call Goodwill to register at [828-298-9023, Ext 5](tel:828-298-9023).

T, 6/9, 9 a.m. - 3:30 p.m., HRD-7658-315HR
RM 154, [Goodwill Ctr., Goodwill](#)
Fees: Course: Waived

T, 8/4, 9 a.m. - 3:30 p.m., HRD-7658-316HR
RM 154, [Goodwill Ctr., Goodwill](#)
Fees: Course: Waived

Medical Pathways

This class is designed for students interested in entering the field of medical support. Class topics will focus on service skills specific to a medical environment including the electronic medical records requirement along with an overview of direct care positions. Introductory lessons on medical terminology, types of insurance and confidentiality issues will also be covered. After this class, you will be able to make an educated decision about how your skills and interests will fit the Medical Pathways. Call Goodwill today to sign up. [828-298-9023 ext. 5](tel:828-298-9023).

T/TH, 4/21-5/12, 1:30 p.m. - 4:30 p.m., HRD-7649-216HR
RM 212, [Goodwill Ctr., Goodwill](#)
Fees: Course: Waived

T/TH, 7/21-8/11, 1:30 p.m. - 4:30 p.m., HRD-7649-311HR
RM 212, [Goodwill Ctr., Goodwill](#)
Fees: Course: Waived

Personal Care Aide

Personal Care Aides make up one of the largest growing workforce fields in the country. This learner-centered class will include speakers from the healthcare field, case scenarios, small group work and other forms of interactive learning focused on the competencies that PCAs need to perform well on the job. Working environments include private homes, small residential facilities, group homes and larger facilities. PCA duties include tasks such as assistance with bathing, dressing, grooming, cooking and light housekeeping. Successful completers of the class are guaranteed an interview with Care Partners. To register call [828-298-9023, Ext 5](tel:828-298-9023).

M-TH, 7/20-7/30, 9 a.m. - 3 p.m., HRD-7651-310HR
RM 154, [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](tel:828-239-3559).

M-TH, 5/18-8/14, 9 a.m. - 4 p.m., HRD-7652-002HR
RM ML08, [Edington Educational and Career Ctr., 133 Livingston St.](#)
Fees: Course: Waived

WorkKeys Curriculum

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

M-F, 5/18-8/14, 8:30 a.m. - 4:30 p.m., HRD-7643-001HR
Online
Fees: Course: Waived



STEP: SKILLS TRAINING & EMPLOYMENT PROGRAM

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

We accomplish our goals through a three step process:

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

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

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

For more info: Shaneka Haynes
[828-250-5571](tel:828-250-5571); shanekehaynes@abtech.edu

UpSkill WNC Career Navigator

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

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

Contact:
Phillip Cooper
Office: [828-250-6416](tel:828-250-6416)
Cell: [828-772-0362](tel:828-772-0362)
philipacooper@abtech.edu

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

INCOME MAINTENANCE

CASEWORKER

A Career in Helping Others

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

Human Services Exploration: DSS Caseworker Phase I

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

Human Services, Introduction: Phase II

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

Classes starting in August.

[Call 828-298-9023, Ext. 5, for more information.](tel:828-298-9023)

Workforce Training

Building 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 2018 Administrative Code and Policies*.

TH,F,S, 6/4-6/13, 8 a.m. - 5 p.m., COD-3106-303WT
RM 441, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$135

CBD Hemp Basics: From Seed to Sale new

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



TH, 4/16-4/30, 3 p.m. - 6 p.m., SEF-8822-114WT
RM 446, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$75

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, 6/6, 8 a.m. - 5 p.m., ELC-3016-244WT
RM 446, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$80

Electrical Inspection II

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

F-S, 5/1-5/9, 8 a.m. - 5 p.m., COD-3110-486WT
RM 446, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$135

eNotary

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

S, 6/6, 8:30 a.m. - 12 p.m., SEF-7676-791WT
RM 431, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$55

Mechanical Inspection Level II

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

W,TH,F, 5/6-5/8, 8 a.m. - 5 p.m., COD-3131-228WT
RM 441, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$135



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](#).

W, 6/10, 9 a.m. - 5 p.m., SEF-3874-453WT
RM 431, Ferguson Ctr., AHWD , [Asheville Campus](#)
Fees: Course: \$75

S, 6/27, 9 a.m. - 5 p.m., SEF-3874-455WT
RM 431, Ferguson Ctr., AHWD , [Asheville Campus](#)
Fees: Course: \$75

T, 7/21, 9 a.m. - 5 p.m., SEF-3874-457WT
RM 431, Ferguson Ctr., AHWD , [Asheville Campus](#)
Fees: Course: \$75

S, 8/8, 9 a.m. - 5 p.m., SEF-3874-458WT
RM 431, Ferguson Ctr., AHWD , [Asheville Campus](#)
Fees: Course: \$75

F, 8/21, 9 a.m. - 5 p.m., SEF-3874-460WT
RM 431, Ferguson Ctr., AHWD , [Asheville Campus](#)
Fees: Course: \$75

Office Professional Certification (OPC)

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

M/W, 5/18-8/10, 9 a.m. - 1 p.m., OSC-7429-464WT
RM 212, [Goodwill Ctr.](#), [Goodwill](#)
Fees: Course: \$180

Real Estate Post 301: Broker Relationships and Responsibilities ^{new}

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 lunch break each day. Required Textbook: *North Carolina Real Estate Manual*. Instructor: Anne Rasheed

TH/F, 4/23-5/1, 9 a.m. - 5 p.m., RLS-3702-004WT
RM 218, Ferguson Ctr., AHWD , [Asheville Campus](#)
Fees: Course: \$135

Real Estate Post 302: Contracts and Closings ^{new}

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 each day. Required Textbook: *NC Real Estate Manual*. Instructor: Anne Rasheed

TH/F, 5/7-5/15, 9 a.m. - 5 p.m., RLS-3703-706WT
RM 326, Ferguson Ctr., AHWD , [Asheville Campus](#)
Fees: Course: \$135

Real Estate Post 303: NC Law/Rules & Legal Concepts ^{new}

Topics include general NC licensing requirements, brokerage compensation issues, the disciplinary process, specialized types of real estate, property management and misc. NC laws. 1/2 hour lunch break each day. Required Textbook: *North Carolina Real Estate Manual*. Instructor: Anne Rasheed

TH/F, 5/21-5/29, 9 a.m. - 5 p.m., RLS-3706-116WT
RM 326, Ferguson Ctr., AHWD , [Asheville Campus](#)
Fees: Course: \$135

Real Estate Broker Prelicensing Course is being offered at A-B Tech Madison this summer

[Please see pg. 74](#)

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, 6/8-7/20, 6 p.m. - 8 p.m., FLI-7700-227WT
RM 441, Ferguson Ctr., AHWD, [Asheville Campus](#)
Fees: Course: \$80

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.

M, 5/18-8/3, 6 p.m. - 10 p.m., WLD-3106-347WT
RM 190, Dogwood, [Asheville Campus](#)
Fees: Course: \$191.35

T, 5/19-7/28, 6 p.m. - 10 p.m., WLD-3106-348WT
RM 190, Dogwood, [Asheville Campus](#)
Fees: Course: \$191.35

Whitewater Rafting Guide

Become a Whitewater Rafting Guide and prepare for the Spring/Summer Hiring Season! See course offering under the [A-B Tech Madison](#) Section.



Plumbing Foundations ^{new}

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

Prepare to Earn a Real Estate License at A-B Tech through Affordable Classes



A-B Tech Community College is offering a broker prelicensing course at A-B Tech Madison this summer to prepare students to pass the real estate license exam at much lower cost than private schools. Real Estate Educator Anne Rasheed, who has nearly 30 years of experience, will teach the 75-hour Real Estate Broker Prelicensing Course.

“My class is for people who want to get a real estate license,” Anne said. “You can take and pass the class, pass a state exam, and begin a new career with no student debt.” The course curriculum and exam are provided and regulated by the NC Real Estate Commission.

Because A-B Tech is part of the statewide community college system, tuition prices are regulated to keep training affordable for the community the college serves. The class will cover topics including basic real estate principles and practices, law and contracts, financing, closing valuation, fair housing and real estate laws.

“I enjoyed teaching at the private school, but the class sizes were so big that it was hard to connect with the students,” Anne said. “I had 15 students in my first real estate pre-licensing class at A-B Tech. All 15 students passed the class. Anyone in real estate will tell you that’s extraordinary. With the smaller class size, I can offer students more one-on-one time. The schedule is also appealing to people who have fulltime jobs.”

Anne, a native of Pawleys Island, SC, took a real estate class at night at a community college while she was a senior in high school. “I passed the real estate class and exam and the day after I turned 18, they sent me my license. My first sale was the house I had grown up in.”

After graduation, Anne left to attend Appalachian State University and majored in real estate. She stayed in Boone to pursue her real estate career and bought her first company within a year. She has won The North Carolina Real Estate Educator’s Instructor of the year award and was the first ever recipient of The North Carolina Real Estate Commission’s Billie J Mercer Excellence in Education award.

“My students have begun baking and bringing food for the entire class,” Anne said. “You have to smile, that’s what puts the ‘community’ in community college. I also watched the students help each other.”



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

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

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

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

For more information, contact Phillip Cooper at [828-250-6416](tel:828-250-6416) or email philipacooper@abtech.edu.

Greetings from the Barber Academy

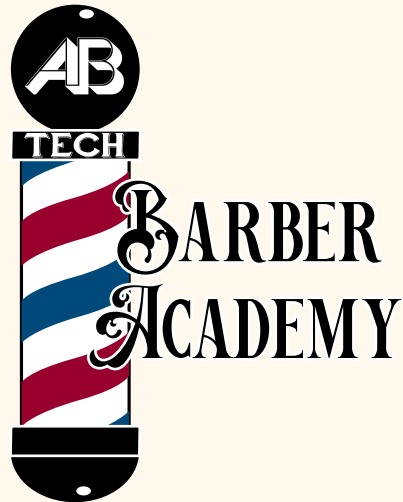
Twenty new students joined Lead Instructor and Coordinator Jay Kaufmann in the classroom of the Barber Academy on January 21 for its first class.

Joining the class for the ribbon-cutting ceremony and open house, were Dan Beal, Chair of the NC Barber Board; Randy Wilson, the WNC Barber Inspector; and Bruce Morgan, a longtime local barber who started his career in February 1963.

The new program is one of few barber training programs in the state offered by community colleges and the only one offered west of Shelby. Local barber shops and cosmetology salons that want to provide professional barbering services have expressed great interest in the new program. The Academy will prepare students to apply for and pass the licensing examination offered by the North Carolina State Board of Barber Examiners (NCBBE).

“As we are approaching the second session of the program, I am honored to say that all of the students are doing great,” Kaufmann said. “They have come to understand being a professional Barber is so much more than learning how to cut hair (which isn’t as easy as you may think). They have grown professionally and personally as they have formed a spirit of community with their classmates.”

The Barber Academy is located 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 Kaufmann at josephjkaufmann@abtech.edu or call [828-398-7609](tel:828-398-7609).



From Beginning to End A-B Tech is There

A-B Tech is widely known for its various locations: [Asheville Campus](#), [Enka Site](#), [Madison Site](#), [A-B Tech South](#) and [A-B Tech Woodfin](#). But that is only the beginning...

The **Emergency Services Department** program takes in-service training to many fire stations in Buncombe and Madison counties, which allows those departments to avoid taking on-duty firefighters and equipment out of service or out of their district for training. This also gives off-duty EMS and fire personnel a convenient location for catching up on their mandatory training.

Transitional Studies has High School Equivalency partnerships with Erwin Middle, FIRST at Blue Ridge, Goodwill Industries, Green Opportunities, and Big Ivy Community Center. The English Language Acquisition classes are offered off campus at Goodwill Industries and Episcopal Church of the Holy Spirit in Mars Hill. Partnering with Mission Health they have Project SEARCH, a yearlong on-the-job training and internship program for adults with intellectual and developmental disabilities. They also run a Hospital Pipeline course in conjunction with Biltmore Farms, Biltmore Estate, and Goodwill creating job-training opportunities for adults with low levels of literacy.

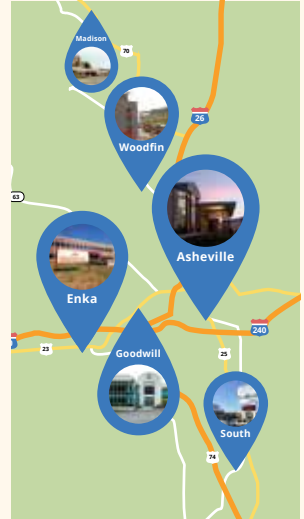
Through the state's **Customized Training Program**, which provides no-cost training and other resources to industry partners, the Advanced Manufacturing Center works with businesses of all sizes to improve our community's workforce. They have helped companies the size of GE-Aviation and Borg Turbo to New Belgium and Wicked Weed down to Hemp Magik and French Broad Chocolates train their employees to meet industry standards in continuous improvement, manufacturing quality, leadership, office support, and safety.

The **Workforce Programs Department** has numerous partnerships across A-B Tech's service area. Community Resource Centers such as the Edington Education and Career Center, NC Works Asheville Career Center, and Goodwill Industries are great partners to offer job and employment skills training courses at. Our Occupational and Skilled Trades department has started electrical apprenticeship programs with A-American Electric Inc. and IEW Local 238. Local high schools, Enka and Madison, have opened their doors to our classes. Our Business and Hospitality department runs a Whitewater Rafting Guide course in partnership with French Broad Adventures every spring.

For many getting there can be half the battle. The Workforce Programs Department works with Western Carolina Rescue Ministry and Veteran's Restoration Quarters to bring training to those most in need, many times at schedules as unique as the situations themselves. Workforce Programs is also able to partner with the Department of Public Safety to offer courses in the local prisons to prepare inmates to become contributing members of their communities and successful jobholders upon release.

A-B Tech's **Small Business Center** is currently partnering with the NC Cooperative Extension Office of Madison County to offer a seven-part seminar series on Agritourism.

...And this is not the ending. A-B Tech is proud to be a part of Buncombe and Madison Counties and is always looking for ways to strengthen our community.



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](tel:828-782-2328)

Email: asheville@ncbionetwork.org

Web: abtech.edu/bionetwork

Facebook: [facebook.com/bionetworkatabtech](https://www.facebook.com/bionetworkatabtech)

Twitter: [@food_bev_sci](https://twitter.com/food_bev_sci)

BioNetwork

Food Lab: Allergen Analysis ^{new}

Food allergies are a significant public health concern, producing mild to severe reactions in affected individuals. Food facilities regulated by the FDA must employ proper hygiene and sanitation practices and procedures to control allergen cross-contact, but they should also verify these practices by testing products and sampling the manufacturing environment for allergen residues. In this class and lab, we will use wheat as a “model” allergen to discuss the importance of being allergen-aware in the manufacturing environment. Students will investigate possible cross-contact in a commercial kitchen. We’ll also use and discuss a simple assay to test food samples for the presence of gluten. **Students must wear long pants and closed-toe shoes to class.**

TH, 4/23, 9 a.m. - 1 p.m., SEF-9130-021BW

RM 116, TCC, [A-B Tech Enka](#)

Fees: Course: \$41.35

Barbeque 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, 3/30-4/13, 6 p.m. - 9 p.m., SEF-9122-016BW

RM 221, TCC, [A-B Tech Enka](#)

Fees: Course: \$101.35

Fundamentals of Sensory Science ^{new}

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

M, 7/13-7/27, 6 p.m. - 9 p.m., SEF-9131-022BW

RM 112, TCC, [A-B Tech Enka](#)

Fees: Course: \$40

Scientific Cuisine

Experience the BioNetwork Test Kitchen while learning nontraditional cooking techniques. Participants will delve into the science, equipment, and techniques that provide molecular gastronomy options for taste enhancement and cuisine presentation. Enjoy hands-on experimentation with sous vide, spherification, and anti-griddle techniques. In addition to taking home food that you prepare; you will take away advanced skills, inspiration, and ideas that you can implement in your own restaurant or home kitchen. Food supplies, as well as safety and sanitary gear, will be provided in class. Bon appetit! **Students must wear long pants and closed-toe shoes to class.**

TH,F, 6/24-6/25, 6 p.m. - 9 p.m., SEF-9133-024BW

RM 221, TCC, [A-B Tech Enka](#)

Fees: Course: \$76.35

Homemade Fruit Wine ^{new}

Traditional wine is fabulous, but have you ever wondered what it would be like to create wine from the fruit you’ve got growing in your back yard; or from unused preserves in your cabinet? Winemakers across the world are experimenting with cherries, pineapples, pomegranates, oranges, dandelions, and other non-grape ingredients. In this course, you will learn basic wine-making principles, yeast requirements, flavor creation, and recipe development. We will make a batch of wine from fresh seasonal fruit and discuss additives, racking, aging, and bottling. In-person registration with valid ID is required. Must be 21 or older to register.

F, 7/10, 9 a.m. - 5 p.m., SEF-9132-023BW

RM 112, TCC, [A-B Tech Enka](#)

Fees: Course: \$101.35

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.



Learn, Formulate and Test Test Kitchen and Natural Products Laboratory



Located at [A-B Tech Enka](http://www.ncbionetwork.org/food-manufacturing), BioNetwork's facilities provide onsite equipment rental, laboratory testing, and training opportunities for entrepreneurs, chefs, restaurateurs, and enthusiasts with the desire to explore new and alternative food and beverage formulation, presentation techniques, and cooking methods.

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



A-B Tech Small Business Center and Business Incubation Program

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

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

National Small Business Week May 3 – 9, 2020



Every year since 1963, the President of the United States has issued a proclamation announcing National Small Business Week, which recognizes the critical contributions of America's entrepreneurs and small business owners.

More than half of Americans either own or work for a small business, and they create about two out of every three new jobs in the U.S. each year.

As part of National Small Business Week, the U.S. Small Business Administration takes the opportunity to highlight the impact of outstanding entrepreneurs, small business owners, and others from all 50 states and U.S. territories. Every day, they're working to grow small businesses, create 21st century jobs, drive innovation, and increase America's global competitiveness.

Mark your calendars for National Small Business Week May 3 – 9, 2020. In recognition of National Small Business Week the A-B Tech Small Business Center will be holding a special workshop series aimed at assisting your small business.

SAVE THE DATE: June 18, 2020 Western Women's Business Conference

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

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

Small Business Center FAQ

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

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

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

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

How do I register for these NO COST seminars?

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

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

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

Do you offer one-on-one counseling?

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

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

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

Two Day Bootcamp for Beginner Nonprofits July 22 and 23, 2020



Join the A-B Tech Small Business Center this spring for an informative seminar series on non-profit development. Amanda Pearce and Marie Palacios, of Funding for Good, will be joining us to share their expertise for beginner (and maybe even some more advanced) nonprofits. This two-day event will consist of four, three-hour seminars covering strategic planning, board development, and funding. We hope that you can join us.

Wednesday, July 22: Nonprofit 101 – Successful Foundations (9:00 am – 12:00 pm)

Wednesday, July 22: Intro to Strategic Planning (1:00 pm – 4:00 pm)

Thursday, July 23: Building an A-List Board (9:00 am – 12:00 pm)

Thursday, July 23: Diversified Fundig Strategies for Successful Nonprofits
(1:00 pm –4:00 pm)

These seminars are offered at NO COST and will be held at the [A-BTech Small Business Center, 1465 Sand Hill Rd, Candler, NC 28715](#) in room 2046.

Please visit <https://bit.ly/XlhuKn> for more information, seminar descriptions and registration links.

fundingforgood.org

Please note that Small Business Center seminars are subject to cancellation based on enrollment. Please be sure to preregister (<http://bit.ly/2jklk1f>) even if there is no fee associated with the seminar.

Entrepreneurship

Branding - Designing Your Company's Style

In this seminar, we will discuss the design and management of your company's branding and logo design. Students will work on defining their brand from the value proposition to working out the tagline and graphic design elements. Class time will have a branding questionnaire to make participants take a closer look at their business and how they want to market themselves. We will define colors, fonts and iconography as well as write out mission statements to clearly define your brand.

TH, 6/11, 3 p.m. - 6 p.m., <https://bit.ly/2tQB3Qd>
RM 2046, Small Business Ctr., [A-B Tech Enka](#)
Fees: Course: FREE

Building Your Business - Study Hall

Do you have business projects you need to finish (or start)? That's what our Building Your Business Study Halls are all about. Every Friday following our Deep Dive Labs, come to the Western Women's Business Center and work on whatever you need to for your business. We'll also have business experts standing by to answer questions.

F, 5/15, 10 a.m. - 12 p.m., <https://bit.ly/2tQB3Qd>
RM 2046, Small Business Ctr., [A-B Tech Enka](#)
Fees: Course: FREE

Building Your Business - Study Hall

Do you have business projects you need to finish (or start)? That's what our Building Your Business Study Halls are all about. Every Friday following our Deep Dive Labs, come to the Western Women's Business Center and work on whatever you need to for your business. We'll also have business experts standing by to answer questions.

F, 6/12, 10 a.m. - 12 p.m., <https://bit.ly/2tQB3Qd>
RM 2046, Small Business Ctr., [A-B Tech Enka](#)
Fees: Course: FREE

F, 7/17, 10 a.m. - 12 p.m., <https://bit.ly/2tQB3Qd>
RM 2046, Small Business Ctr., [A-B Tech Enka](#)
Fees: Course: FREE

F, 8/14, 10 a.m. - 12 p.m., <https://bit.ly/2tQB3Qd>
RM 2046, Small Business Ctr., [A-B Tech Enka](#)
Fees: Course: FREE

Deep Dive Lab: Creating a Professional Reputation ^{new}

It's not just about what you say about yourself, but also about what others say about you. Creating a professional, respected reputation is the key to growing your business. In this session we will discuss: establishing credibility, identifying your leadership and communication style, following verbal communication best practices, avoiding common business writing mistakes.

TH, 5/14, 9 a.m. - 11 a.m., <https://bit.ly/2tQB3Qd>
RM 2046, Small Business Ctr., [A-B Tech Enka](#)
Fees: Course: FREE

Deep Dive Lab: Rolling Out the Red Carpet: Excellence in Customer Service ^{new}

Learn how to set your business apart with excellent customer service. For almost two decades, Donna Cutting has been inspiring audiences and leading teams to roll out the red carpet for their customers. As the Founder and CEO of Red Carpet Learning Systems, Inc., Donna has built a team of experts who help clients increase employee engagement, improve internal communication, get better customer service scores, and earn sales through the customer experience.

TH, 8/6, 9 a.m. - 11 a.m., <https://bit.ly/2tQB3Qd>
RM 2046, Small Business Ctr., [A-B Tech Enka](#)
Fees: Course: FREE

Deep Dive Lab: Social Media for Small Business Owners ^{new}

This course is designed to give social media tips that will help small business owners connect, converse and convert more clients via their preferred social media platforms. Participants will learn strategies to help them broaden their audience via social media. They will also explore how to convert their audience into paying customers.

TH, 7/16, 9 a.m. - 11 a.m., <https://bit.ly/2tQB3Qd>
RM 2046, Small Business Ctr., [A-B Tech Enka](#)
Fees: Course: FREE

Deep Dive Lab: Thinking Outside of the Box to Grow Your Business ^{new}

Has your business been thriving, but hit point of market saturation and minimal sales growth? Come learn the strategies that one business owner has implemented to boost sales & tap into a new market for business. Brandy Mills is the founder of Smallcakes Cupcakes and Creamery in Biltmore Park, a family run business which she started in her hometown of Asheville. Brandy has successfully grown her business over 3 years and incorporates her passion for bringing families and community together into her business model. Brandy's values drive the success of her business. Join us to think creatively and plan for your own business growth!

TH, 6/11, 9 a.m. - 11 a.m., <https://bit.ly/2tQB3Qd>
RM 2046, Small Business Ctr., [A-B Tech Enka](#)
Fees: Course: FREE

How to Build and Grow Your Online Community ^{new}

Creating an online branded community is an excellent way to increase customer retention and remove the complete dependency on ad and promotions to drive sales. Attendees will discuss why and how they should grow their online communities.

TH, 6/25, 9 a.m. - 11 a.m., <https://bit.ly/2tQB3Qd>
RM 2046, Small Business Ctr., [A-B Tech Enka](#)
Fees: Course: FREE

How to Build Your Authority Online (Thought Leader Marketing) ^{new}

This seminar will teach you how to activate the "know, love and trust" factor on and offline. Participants will learn strategies for showing up as experts.

TH, 7/9, 9 a.m. - 11 a.m., <https://bit.ly/2tQB3Qd>
RM 2046, Small Business Ctr., [A-B Tech Enka](#)
Fees: Course: FREE

How to Define YouTube Success with Metrics

Marketing is hard and sometimes confusing and exhausting, but the way to combat marketing fatigue is to learn how to use analytics to help you make decisions and quantify success. YouTube's platform provides a number of built in metrics for you to evaluate in order to see what is working and what is not. Google Analytics can also help you clearly quantify YouTube's impact on your overall marketing and website traffic. Learn how you can track and measure your efforts and confirm if you are reaching your goals.

TH, 5/14, 2 p.m. - 5 p.m., <https://bit.ly/2tQB3Qd>
RM 2046, Small Business Ctr., [A-B Tech Enka](#)
Fees: Course: FREE

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

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

W, 5/27, 3 p.m. - 6 p.m., <https://bit.ly/2tQB3Qd>
RM 2046, Small Business Ctr., [A-B Tech Enka](#)
Fees: Course: FREE

How to Start a Nonprofit

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

T, 6/16, 5:30 p.m. - 8:30 p.m., <https://bit.ly/2tQB3Qd>
RM 2046, Small Business Ctr., [A-B Tech Enka](#)
Fees: Course: FREE

How Your Brand Can Benefit from YouTube Marketing ^{new}

YouTube is the 2nd largest search engine in the world, owned by the largest search engine in the world, Google. It is also one of the only social communities online to have billions of people on their platform every year. So how can your business or organization benefit from YouTube? Why is it important for brands to learn more about how YouTube works and how people, companies, and non-profits can increase their reach and engagement? Find out what opportunities YouTube offers and decide if this platform can help you reach your goals.

TH, 4/30, 2 p.m. - 5 p.m., <https://bit.ly/2tQB3Qd>
RM 2046, Small Business Ctr., [A-B Tech Enka](#)
Fees: Course: FREE

Introduction to Government Contracting and Marketing ^{new}

You will be introduced to the North Carolina PTAC and the resources available to help your company succeed in local, state, and federal contracting. We will cover the basics of government contracting, including the basic steps of government contracting, basics of contracting with the State of North Carolina, tips for marketing to the state and federal government, locating bids and making contacts, tips for writing an effective government proposal, and more. You will also have the opportunity to ask questions.

T, 6/9, 10 a.m. - 12 p.m., <https://bit.ly/2tQB3Qd>
RM 2046, Small Business Ctr., [A-B Tech Enka](#)
Fees: Course: FREE

Outdoor Recreation: Financial Analysis for the Outdoor Recreation Business Owner

new

Understanding funding requirements, cash flow, financial statements and key metrics are the key topics in Session 3. This session again builds on Session 1 and 2, and provides attendees with a clearer picture of their initial 6 month to 1 year financial position after launch. Attendees will build the revenue and cost model for their business, and understand key ratios such as gross profit margin, overhead recovery rate, and net profit margin.

S, 5/16, 10 a.m. - 1 p.m., <https://bit.ly/2tQB3Qd>
RM 1040, Small Business Ctr., [A-B Tech Enka](#)
Fees: Course: FREE

Outdoor Recreation: How to Launch an Outdoor Recreation Business

new

This session introduces attendees to the initial steps for launching a new business including conducting a feasibility analysis and exploring the business model canvas for the company. Attendees will be able to identify the pros and cons of their prospective business idea, prior to launch, and make course corrections to have a successful business.

S, 5/2, 10 a.m. - 1 p.m., <https://bit.ly/2tQB3Qd>
RM 1040, Small Business Ctr., [A-B Tech Enka](#)
Fees: Course: FREE

Outdoor Recreation: How to Market and Brand Your Outdoor Recreation Business

new

This session explores grassroots and digital marketing strategies and tactics the business owner can implement in order to build a brand. This information builds on the feasibility analysis from Session 1 and provides attendees with low-and-no cost ways to conduct market research and build their prospective customer base early in the business life cycle.

S, 5/9, 10 a.m. - 1 p.m., <https://bit.ly/2tQB3Qd>
RM 1040, Small Business Ctr., [A-B Tech Enka](#)
Fees: Course: FREE

Preparing for a Small Business Loan

In this business loans seminar, Carolina Small Business Development Fund Officer, Tonya Snider, will introduce you to loan products, walk you through a loan application process and show you how to qualify for a small business loan.

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

QuickBooks for Your Small Business (Desktop Version)

Business owners! It's time to take the fear out of your financials! Join QuickBooks Certified Pro Advisor, Candy Williams, as she helps you to understand book-keeping concepts for your small business. This session will provide you with insight on customer transactions (invoicing, receivables, and making deposits) as well as vendor transactions (payables, and issuing checks). This seminar is specifically for those who are using the desktop version of QuickBooks. Space is limited and pre-registration is required.

W, 8/5, 9 a.m. - 4 p.m., <https://bit.ly/2tQB3Qd>
RM 2046, Small Business Ctr., [A-B Tech Enka](#)
Fees: Course: FREE

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



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

SCORE: All You Need to Know about Website Development

Building a website can seem like a daunting task, but it doesn't have to be. This seminar will help you choose the right web developer for your business, know what questions to ask your developer, understand what duties you must undertake to work with this developer, and identify what information and tools the developer should leave with you when the job is finished. Building a website is like building a custom home and we will show you how to navigate the process. Best for those starting a business or currently in business.

S, 4/18, 9 a.m. - 12 p.m., <http://ashevillescore.org/score-seminars/>

RM 2046, Small Business Ctr., [A-B Tech Enka](#)

Fees: Course: FREE

SCORE: Basics of Bookkeeping

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

S, 5/16, 9 a.m. - 12 p.m., <http://ashevillescore.org/score-seminars/>

RM 2046, Small Business Ctr., [A-B Tech Enka](#)

Fees: Course: FREE

SCORE: Financial Planning for Starting a Business

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

S, 5/2, 9 a.m. - 12 p.m., <http://ashevillescore.org/score-seminars/>

RM 2046, Small Business Ctr., [A-B Tech Enka](#)

Fees: Course: FREE

SCORE: Marketing Your Business

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

S, 4/25, 9 a.m. - 12 p.m., <http://ashevillescore.org/score-seminars/>

RM 2046, Small Business Ctr., [A-B Tech Enka](#)

Fees: Course: FREE

M, 5/18, 9 a.m. - 12 p.m., <http://ashevillescore.org/score-seminars/>

RM 2046, Small Business Ctr., [A-B Tech Enka](#)

Fees: Course: FREE

Take Control of the Hidden Risks Facing Your Business ^{new}

Risks attack your business from all directions: the IRS; employees; customers; investors and partners; equipment; regulators. Are your CPA, your lawyer, and your insurance agent working together to help you find these risks and mitigate them? The WNC Trusted Advisors Council has worked together for years to help Asheville businesses succeed. This complimentary seminar will help mid-sized business owners identify and evaluate risks from three professionals' perspectives. Rarely will you find an experienced CPA, a lawyer, and an insurance professional in the same room, working together with you to make your business successful. Please join us for this informative seminar.

T, 4/21, 1 p.m. - 2:30 p.m., <https://bit.ly/2tQB3Qd>

RM 2046, Small Business Ctr., [A-B Tech Enka](#)

Fees: Course: FREE

The Legacy Lives On: Succession Planning for Your Business ^{new}

Your business started with a plan. It grew and became successful with a plan. Shouldn't you have a plan to transition out of your business? It's the right way to take care of your family, partners, and employees, all of whom rely on you to either make sure that business continues to be successful after you're gone, or to convert your ownership to ready your absence. Succession planning starts long before you actually transfer your business, and involves working with your Trusted Advisor team; a qualified lawyer, CPA, and insurance broker. Get your finances in order. Determine what transition plan is best for you. Figure out the tax consequence of the transfer. Obtain appropriate life, health, or key-man insurance to fund the transfer.

W, 5/13, 11 a.m. - 1 p.m., <https://bit.ly/2tQB3Qd>
RM 2046, Small Business Ctr., [A-B Tech Enka](#)
Fees: Course: FREE

Using Analytics to Develop Your Business Platform

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

W, 7/15, 3 p.m. - 6 p.m., <https://bit.ly/2tQB3Qd>
RM 2046, Small Business Ctr., [A-B Tech Enka](#)
Fees: Course: FREE

Using SquareSpace to Build a Website for Your Business

Squarespace® is the leading content management system available today. Whether you're just getting started or are an established brand, this powerful and secure platform helps grow your business. We will learn how to design handcrafted websites that look beautiful on every device and that produce top results in Google. We will start by choosing a template on the new 7.1 platform, and learn how to edit fonts, colors, and web page layouts. We will go over all their tools, and how to design a great business website for Google and your customers.

W, 6/17, 3 p.m. - 6 p.m., <https://bit.ly/2tQB3Qd>
RM 1040, Small Business Ctr., [A-B Tech Enka](#)
Fees: Course: FREE

Using WordPress to Build a Website for Your Business

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

W, 7/8, 3 p.m. - 6 p.m., <https://bit.ly/2tQB3Qd>
RM 2046, Small Business Ctr., [A-B Tech Enka](#)
Fees: Course: FREE

WEBINAR: NC DOR: Sales and Use Taxes ^{new}

This workshop will help participants better understand their sales and use tax obligations. Participants will receive a hands-on experience preparing sales and use tax returns in addition to learning about sales and use tax basics, about the most common types of sales and use taxes collected, and how to register an account. Sales and use tax law changes regarding capital improvements and repair, maintenance, and installation services will not be addressed in any depth during this workshop.

TH, 5/7, 9 a.m. - 11 a.m., <https://bit.ly/2tQB3Qd>
RM 2046, Small Business Ctr., [A-B Tech Enka](#)
Fees: Course: FREE

WEBINAR: Your Small Business Taxes - Business Tax Essentials ^{new}

In this seminar, the instructor will cover basic requirements to help North Carolina businesses understand the laws and obligations necessary to be tax compliant. Participants learn about filing and administrative requirements, the basics of NC sales & use tax law, the basics of NC withholding tax law, step by step directions for completing sales tax and withholding returns, and directions for filing and paying online

TH, 4/23, 9 a.m. - 11 a.m., <https://bit.ly/2tQB3Qd>
RM 2046, Small Business Ctr., [A-B Tech Enka](#)
Fees: Course: FREE

YouTube Marketing Strategies to Grow Your Business ^{new}

YouTube marketing comes in many forms. This platform provides search engine, social media, and video marketing advantages. Discover strategies that individuals, companies, and organizations are using to raise awareness and drive engagement. Learn how you can use YouTube to build a strong, active following of people that will potentially become customers, supporters, and brand advocates.

TH, 5/7, 2 p.m. - 5 p.m., <https://bit.ly/2tQB3Qd>
RM 2046, Small Business Ctr., [A-B Tech Enka](#)
Fees: Course: FREE

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



Check Out These Deep Dive Labs!

The Western Women's Business Center at the Carolina Small Business Development Fund will be offering several Deep Dive Labs this spring/summer. These interactive workshops will help the entrepreneur and small business owner increase his or her knowledge base when it comes to building a viable business. A range of unique topics are covered that will provide an environment where attendees can get information that is applicable to conducting business in the real world.

Thursday, May 14: Creating a Professional Reputation

Thursday, June 11: Thinking Outside of the Box to Grow Your Business

Thursday, July 16: Social Media for Small Business Owners

Thursday, August 6: Rolling Out the Red Carpet – Excellence in Customer Service

Deep Dive Labs will be from 9:00 am – 11:00 am in room 2046 at the A-B Tech Small Business Center site in Candler, NC.

A Study Hall session will be available following Deep Dive lab on May 15, June 12, July 17, and August 14 from 10:00 am – noon. Business experts will be on hand, during each Study Hall, to assist attendees who would like help finishing their projects.

Please visit the A-B Tech Small Business Center website at <https://bit.ly/XlhuKn> for more information, registration links, and details.



SMALL BUSINESS CENTER CLIENT PROFILE: CarolAnn Bauer No Sweat Undies



What is your business?

No Sweat Undies/Dry Apron, maker of a specialty underwear for plus size women who suffer from intertrigo. Intertrigo is an infection that happens when moisture is trapped between layers of skin, in this case under pendulous stomachs. No Sweat is made of a high-end athletic fabric and has an under panel that absorbs and removes the sweat to insure a dry experience.

Why did you start a business?

I invented No Sweat because I suffered from reoccurring infections. There were very basic but unpleasant cures for this but nothing for prevention. I knew many, many people must have the same problem, and that no one was addressing this. After all, plus size people make up more than half of the population of the US.

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

A-B Tech Small Business Center has been essential in my success. From the beginning, I attended classes they offered. Whether it was from a SCORE mentor, the Western Women's Business Center, or any of their leaders in entrepreneurship, they always came through with classes, workshops and seminars that educated me to make good decisions. When there was help from another agency, they let me know and steered me to anyone who would further my business. The staff has answered all of my questions on strategy, sources, resources, procedures and helped me make contacts that I needed. I have been lucky enough to be admitted to the SBC Incubator. This has opened even more doors for me.

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

Since I started working with the SBC, I have been able to get my business set up to take off. I arrived with a patented product, a stack of underwear and an eagerness to provide help to the community that needed them. I was a "babe in the woods." I had no idea what my journey would look like.

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

Waiting until you are perfect, things are perfect, and your bed is made isn't necessary. The world is moving, and you may have the idea that will help others move with it. I am a senior citizen with health problems. I grew up in a poor neighborhood in a blue-collar family. I have always had a job that I left after I put in my 8 hours. I was on disability for 15 years. I have controlled depression/anxiety. All these things make up who I am...as well as so much more. Everyone has something to give. And if your dream includes having your own business, go for it!

IF YOUR DREAM DOESN'T SCARE YOU, IT ISN'T BIG ENOUGH!

***Follow CarolAnn on Instagram [@chubbychicknosweat](https://www.instagram.com/chubbychicknosweat)
Check out her website at dryapron.com***



To Enroll in Online Courses Visit:

www.ed2go.com/abtech

New sessions begin: 4/15, 5/13, 6/17, 7/15, 8/12

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

Community Enrichment Courses

Course Fee \$89

Digital Photography

Photographing Nature
Photographing People

Health and Wellness

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

Life and Work Development

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

Special Interest

Introduction to Screenwriting
Secrets of the Caterer

Special Interest, continued

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

Test Prep

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

Writing and Publishing

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

Occupational Training Courseswww.ed2go.com/abtech**Course Fees: \$75 unless otherwise stated****Accounting**

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

Business & Workplace Skills

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

Basic Computer Training

Computer Skills for the Workplace
 Keyboarding
 Introduction to Windows 10

Computer Applications

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

Microsoft Applications

Access 2019/Office 365 [Intro and Inter]*
 Access 2016 [Intro and Inter]

Excel - Pivot Tables*
 Excel 2019/Office 365 [Intro and Inter]*
 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*
 Word 2016 [Intro and Inter]

Internet and Web Design

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

Networking & Security

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

Database & Programming

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

Certification Prep CompTIA

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

*New Course

Education/Teaching Professionals

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

The Creative Classroom
The Differentiated Instruction and Response to Intervention Connection*

Grant Writing & Nonprofit

A to Z Grant Writing
Advanced Grant Proposal Writing
Becoming a Grant Writing Consultant
Get Grants!
Writing Effective Grant Proposals
Introduction to Nonprofit Management Marketing Your Nonprofit
Nonprofit Fundraising Essentials
Starting a Nonprofit

Healthcare & Medical Workplace Skills

Become a Veterinary Assistant
Become a Veterinary Assistant II: Canine Reproduction
Become a Veterinary Assistant III: Practical Skills
Become a Physical Therapy Aide
Become an Optical Assistant *
Explore a Career as an Administrative Medical Legal
Explore a Career in Medical Coding
Explore a Career in Medical Transcription
Explore a Career as a Pharmacy Technician Medical Terminology: A Word Association Approach
Legal Nurse Consulting

*New Course

For additional questions regarding these courses contact Patrycja Manning at

patrycjaamanning@abtech.edu or 828-398-7933.

**DISCOVER OVER 180
ENRICHMENT AND
OCCUPATIONAL COURSES
ONLINE**

24/7 Access • All classes start new every month • Certificate of completion • 6-week format • Average 24 work hours • Discussion boards • Mobile accessible

www.ed2go.com/abtech

ABTech

Community College

Continuing Education



Transitional Studies offers classes in four areas of Adult Education to assist you in meeting your academic and work-readiness goals:

- Adult Basic Education
- High School Equivalency
- NEW—Adult High School Online
- English Language Acquisition (ELA) (formerly English as a Second Language, ESL)

Faculty will help you develop your reading, writing, problem-solving, math, and employability skills. All levels are welcome. To register for classes call [828-398-7433](tel:828-398-7433) or email AdultEd@abtech.edu

High School Equivalency (HSE) www.abtech.edu/Adult-education

Study with us for the GED® or HiSet® exams to earn your high school equivalency credential.

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

For 16 and 17 year old ABE/HSE students:

Minors (ages 16 and 17) are required to pick up and complete a Minor Permission Form
Mon. - Fri., 10 a.m. - 4 p.m.
Hemlock 303 or 209
No appointment is necessary.
Please call Kathy at [828-398-7891](tel:828-398-7891) for more information.



To register for classes at one of our locations, please call [828-398-7891](tel:828-398-7891) to enroll in an upcoming orientation session.

Online

Access your student account in OdysseyWare to study any time from any computer with internet access.

Asheville Locations

A-B Tech, Hemlock Building, [Asheville Campus](#)
Test Preparation (GED® or HiSet®)
Monday-Thursday, 8:30 a.m. - 8:30 p.m.

West Asheville Location

[Erwin Middle School](#)
Parent Resource Room
Monday/Thursday, 5 p.m. - 8 p.m.

Barnardsville Location,

[Big Ivy Community Center](#)
Monday/Wednesday 3:30 p.m.-7:30 p.m.

Marshall Location

A-B Tech [Madison](#), Ramsey Building,
Classroom 114
Tuesday/Thursday, 11 a.m. - 7 p.m.

Arden Location

[A-B Tech South](#), Room 120
Tuesday/Wednesday/Thursday, 9 a.m. - 12 p.m.

Access Center Adult High School

Located at Goodwill Industries on Patton Ave., this program offers flexible online scheduling and face-to-face coaching, advising, and support from Goodwill's Access Center Career Coach, and tutoring from A-B Tech Adult High School Instructors.

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

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



Adult Basic Education (ABE) Foundations

The ABE Foundations Program offers FREE classes for adults with intellectual/developmental disabilities and low levels of literacy to explore and develop academic and employability skills. Flexible class scheduling is available. The morning classes focus on occupational skills and soft skills training. In the afternoon, instruction is focused on literacy, numeracy, and digital technology. Students may choose to participate in one of our pathways: Horticulture, Hospitality and Carpentry. To register for classes, students meet with a specialist. Call Jan Johnston at [828-398-7323](tel:828-398-7323) or email janicemjohnston@abtech.edu to schedule an appointment.

ABE Foundation Sites

- A-B Tech Asheville campus Hemlock Building
- East Asheville Location
 - LINCIS through Davidson Family Services
- West Asheville Location
 - Goodwill Community Access Program on Patton Avenue

English Language Acquisition (ELA) (formerly English as a Second Language, ESL)

ELA offers free classes for English language learners to develop skills in reading, writing, speaking, listening, and work-readiness. Classes on our Asheville campus are divided by levels, and students have the opportunity to take electives such as Writing, ELA, Math, Technology, Conversation, and Distance Learning. Call for information [828-398-7433](tel:828-398-7433), [828-398-7384](tel:828-398-7384) or email learnenglish@abtech.edu. **Se habla español.**

Asheville Campus - Hemlock Building

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

West Asheville Location - Goodwill

Goodwill, 1616 Patton Ave.

Monday and Wednesday, 5:30 p.m. – 8:30 p.m.

South Location - A-B Tech South

303B Airport Rd.

Monday and Wednesday, 5:30 p.m. - 8:30 p.m.

Marshall Location

Episcopal Church of the Holy Spirit

Monday and Friday 10:00 a.m. - 12:00 p.m.

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



INTRODUCTION TO MACHINING AT MADISON HIGH SCHOOL

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



A-B Tech Madison

Adobe Photoshop Elements

This class will teach you how to use the digital imaging software, Photoshop Elements which is a less complex, different software than Photoshop CC and used more often for small businesses. Bring out the best in your images. Learn how to organize, color correct and retouch images, create photomontages and prepare images for print, e-mail or posting on the web. Make flyers, a logo or a web gallery for your business. The class is suitable for Macintosh and Windows users, and Mac users are encouraged to bring laptops if preferred.

TH, 5/21-6/25, 9 a.m. - 12 p.m., SGR-7464-114C0
RM 118, Ramsey, [A-B Tech Madison](#)
Fees: Course: \$80

Computer Skills for Job Seekers ^{new}

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

M/W, 5/18-6/3, 9:30 a.m. - 12:30 p.m., HRD-7642-306HR
RM 118, Ramsey, [A-B Tech Madison](#)
Fees: Course: Waived

T/TH, 7/7-7/30, 5:30 p.m. - 8:30 p.m., HRD-7642-308HR
RM 118, Ramsey, [A-B Tech Madison](#)
Fees: Course: Waived

Adult Basic Education & High School Equivalency Test– Prep

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

T,Th 11 a.m.—7 p.m.

RM 114, Ramsey, [A-B Tech Madison](#)

Call [828-398-7891](tel:828-398-7891) to register for an orientation or [see page 69](#) for more information.

Computer Skills for the Workplace new

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

M/W, 6/8-7/1, 9:30 a.m. - 12:30 p.m., HRD-7612-307HR

RM 118, Ramsey, [A-B Tech Madison](#)

Fees: Course: Waived

T/TH, 8/4-8/27, 5:30 p.m. - 8:30 p.m., HRD-7612-309HR

RM 118, Ramsey, [A-B Tech Madison](#)

Fees: Course: Waived

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.

T, 5/26-6/23, 2 p.m. - 4:30 p.m., CSP-4009-234AR

RM 112, Ramsey, [A-B Tech Madison](#)

Fees: Course: \$69

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](tel:828-782-2623), or timothywgreen@abtech.edu.

M/W, TBD, 6 p.m. - 10 p.m., EMS-4200-489ES

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, 5/13-5/27, 6 p.m. - 8 p.m., CSP-4160-229HG

RM 112, Ramsey, [A-B Tech Madison](#)

Fees: Course: \$60

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, 6/10-6/24, 6 p.m. - 8 p.m., CSP-4455-367HG

RM 112, Ramsey, [A-B Tech Madison](#)

Fees: Course: \$60

Microsoft Word Basics new

Microsoft Word Basics covers the essential features of the word processing program. You will learn how to create and edit documents, enhance text and format paragraphs and pages, and manage and print files.

M/W/F, 4/27-5/1, 9 a.m. - 12 p.m., SEF-8400-001CO

RM 118, Ramsey, [A-B Tech Madison](#)

Fees: Course: \$59

Microsoft Excel Basics ^{new}

Excel Basics will provide core skills that you need to use Excel day-to-day. This complete beginner's course covers all of the basics. You will explore the features of basic calculation to include, auto sum, average, and range. You will explore autofill, use menus, format cells, data and worksheets, basic shortcuts, formulas and functions. Finally, you will learn to create, edit, and format workbooks & worksheets as well as share your work. Students will need basic computer skills.

M/W/F, 5/4-5/8, 9 a.m. - 12 p.m., SEF-8200-111CO
RM 118, Ramsey, [A-B Tech Madison](#)
Fees: Course: \$59

Microsoft PowerPoint Basics ^{new}

This class covers essential skills to create exciting presentations. You will have the opportunity to learn about the basic design features to include themes, backgrounds, adding images, tables, and charts. You will learn about the transitions, timing, animations, and much more. Students will need basic computer skills.

M/W, 5/11-5/13, 9 a.m. - 12 p.m., SEF-8300-102CO
RM 118, Ramsey, [A-B Tech Madison](#)
Fees: Course: \$59

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](#).

W, 7/15, 9 a.m. - 5 p.m., SEF-3874-456WT
RM 116, Ramsey, [A-B Tech Madison](#)
Fees: Course: \$75

W, 8/12, 9 a.m. - 5 p.m., SEF-3874-459WT
RM 116, Ramsey, [A-B Tech Madison](#)
Fees: Course: \$75



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](#)

Nurse Aide I

This course provides basic training in the 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 Madison Campus. Textbook: *Hartman's Long-Term Care, Workbook and Handbook* available at Campus bookstore. Students cannot register online for NA-I courses. There is a mandatory 12 hour orientation prior to each class start - dates TBA prior to each class. Day class times change on six clinical days to 7 a.m.-3:30 p.m. Day classes break one-half hour for lunch. Evening classes will meet on at least six Saturdays from 7 a.m. - 3:30 p.m. Classes will break for one-half hour on those Saturdays. Class dates, times and tuition are subject to change.

M/T/TH, 5/5-7/2, 8 a.m. - 3:30 p.m., Nur-3240-343HC
RM 113, Ramsey, [A-B Tech Madison](#)
Fees: Course: \$226.35

M/T/TH, 7/14-9/8, 8 a.m. - 3:30 p.m., NUR-3240-342HC
RM 113, Ramsey, [A-B Tech Madison](#)
Fees: Course: \$226.35

M/W/S, 3/16-7/28, 5:30 p.m. - 8:30 p.m., NUR-3240-364HC
RM 113, Ramsey, [A-B Tech Madison](#)
Fees: Course: \$226.35

Real Estate Broker PreLicensing ^{new}

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, 7/11-8/8, RLS-3700-014WT

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

S, 9 a.m. - 5:30 p.m.

RM 112, Ramsey, [A-B Tech Madison](#)

Fees: Course: \$190

SCORE: Marketing Your Business

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

M, 5/18, 6 p.m. - 9 p.m., <https://bit.ly/2tQB3Qd>

RM 112, Ramsey, [A-B Tech Madison](#)

Fees: Course: FREE

UpSkill WNC Career Navigator

UpSkill WNC Navigator in Madison County serves as a liaison between A-B Tech, local employers and job seekers. The program takes a personal approach with each individual to help identify barriers and the supportive needs of low-income individuals and non-violent offenders who are seeking employment. The career navigator bridges the gap by creating and maintaining partnerships with local community organizations, perspective employers and job seekers.

Contact:

Joyce Robinson, A-B Tech Madison

Office: [828-782-2634](tel:828-782-2634)

Cell: [828-206-2491](tel:828-206-2491)

joycemrobinson@abtech.edu

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, 5/19, 8:30 a.m. - 5 p.m., SEF-5816-053HS

RM 118, Ramsey, [A-B Tech Madison](#)

Fees: Course: \$106

Welding

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

M, 5/11-8/3, 5 p.m. - 9 p.m., WLD-3106-345WT

RM 115, Ramsey, [A-B Tech Madison](#)

Fees: Course: \$191.35

T, 5/12-7/28, 6 p.m. - 10 p.m., WLD-3106-346WT

RM 115, Ramsey, [A-B Tech Madison](#)

Fees: Course: \$191.35

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](tel:828-649-0486)

S/SU, 4/25-5/17, 8:30 a.m. - 5 p.m., SEF-0015-428WT

RM 112, [Marshall Outpost, French Broad Rafting and Zipline](#)

Fees: Course: \$376.35



A-B Tech South

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](#).

W, 6/24, 9 a.m. - 5 p.m., SEF-3874-454WT
RM 121, TBD, [A-B Tech South](#)
Fees: Course: \$75

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](tel:828-782-2623), timothywgreen@abtech.edu.

T, S, TBD, 8 a.m. - 5 p.m., EMS-4200-491ES
RM 115, TBD, [A-B Tech South](#)
Fees: Course: \$211.35

South Curriculum (Credit) Classes

Spring/Summer

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



High School Equivalency (HSE)

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

A-B Tech ABE/HSE class
Tuesday, Wednesday, Thursday, 9 a.m.-12 p.m.,
RM 124 [A-B Tech South](#)

For 16 & 17 year old ABE/HSE students:

Minors (ages 16 and 17) are required to pick up and complete a Minor Permission Form in 304 or 209 Hemlock building, [Asheville Campus](#), between 10 a.m. and 4 p.m.
No appointment is necessary.

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

English Language Acquisition (ELA, formerly English as a Second Language / ESL)

ELA offers free classes for English language learners to develop skills in reading, writing, speaking, listening, and work-readiness. Class is multi-level.

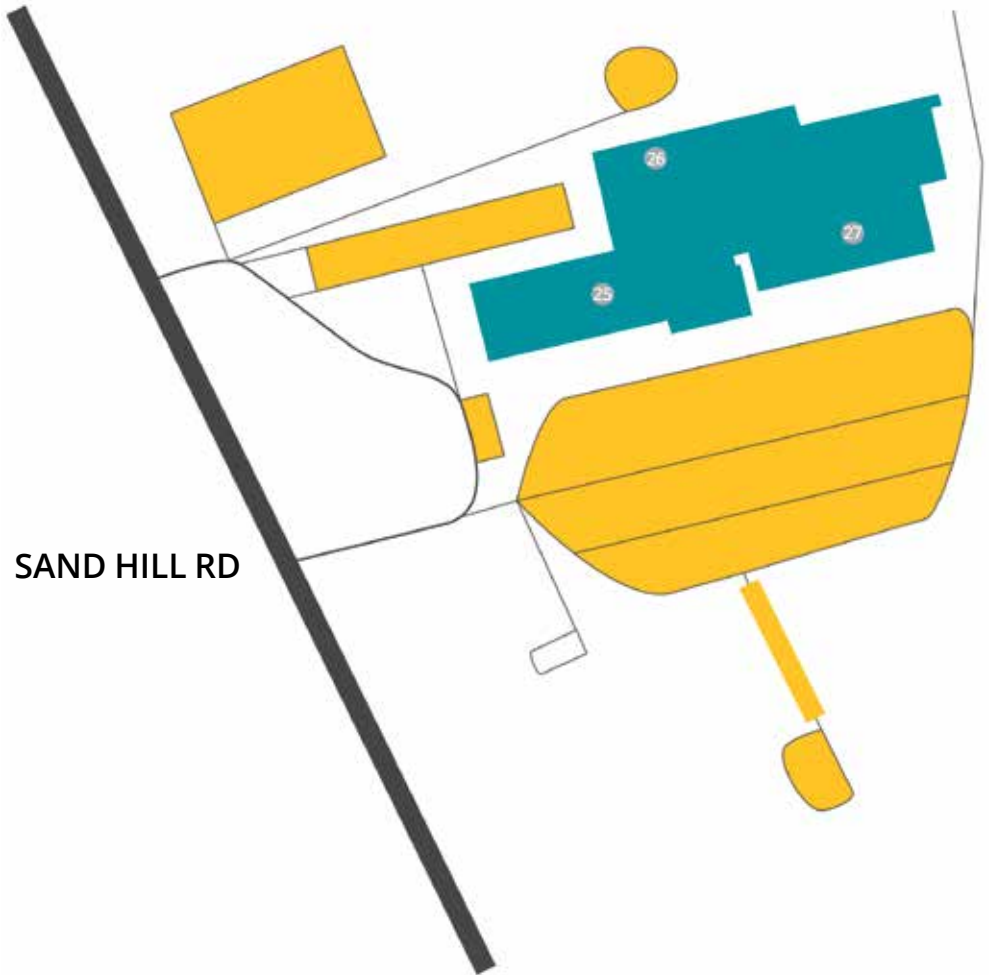
South ELA Classes

Monday and Wednesday, 5:30 p.m. – 8:30 p.m.

Call for information: [828-398-7433](tel:828-398-7433)
or email learnenglish@abtech.edu.

Se habla español.

TO 19/23 SMOKEY PARK HWY



A-B Tech Enka [1465 Sand Hill Rd. Candler, NC 28715](#)

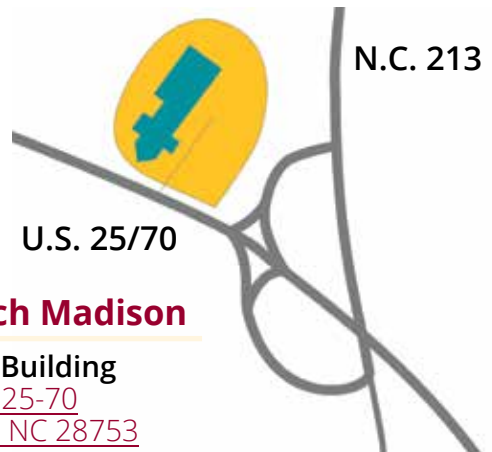
- 25. Blue Ridge Food Ventures
- 26. Technology Commercialization Center (TCC)
- 27. Small Business Center and Incubator

RUTLEDGE RD



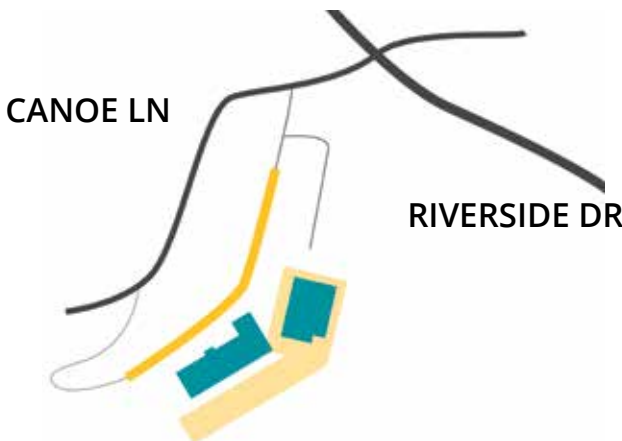
A-B Tech South

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

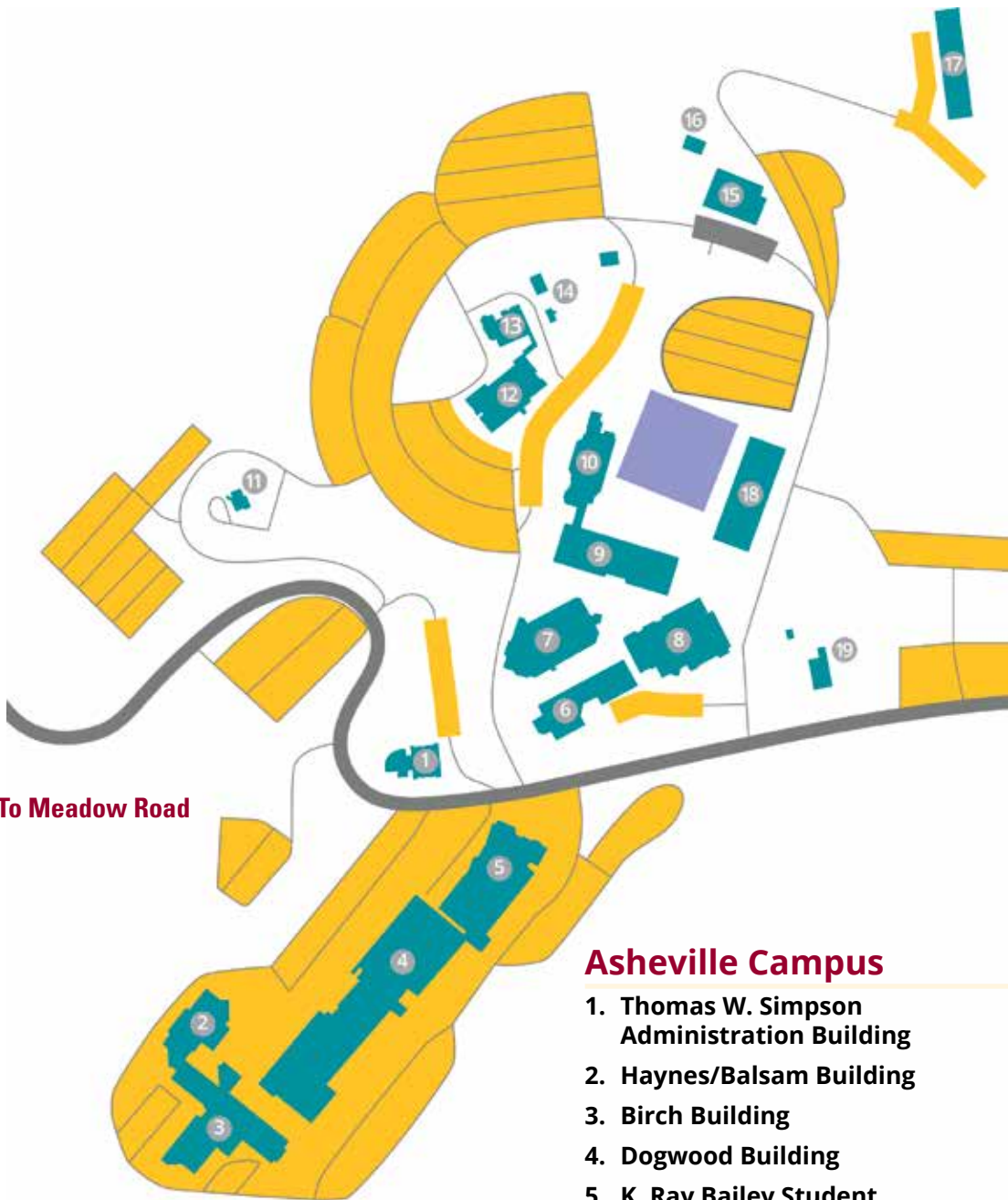
Buncombe County Public Safety Training
Facility | A-B Tech Emergency Services Division
[24 Canoe Lane, Woodfin, NC 28804](#)

Campus Maps

abtech.edu/ce

[Registration information, page 5. Register early!](#)

[828-398-7903](tel:828-398-7903)



To Meadow Road

Asheville Campus

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

For Continuing Education classes see Building #24

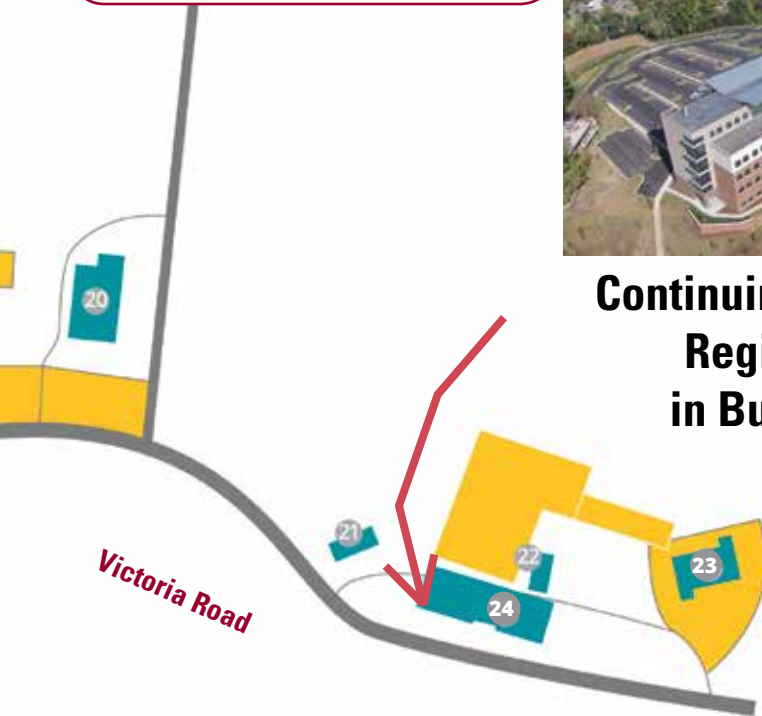
IN PERSON REGISTRATION INFORMATION

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

Lobby, [10 Genevieve Circle](#)
[Asheville, NC 28801](#)



Continuing Education Registration in Building 24



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

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

Registration information, page 5. Register early!

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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](http://10GenevieveCircle.com)

CAREER COACH

Explore Your Options with Career Coach, free to public at abtech.edu/careers

