

Winter 2022

ABTech

Community College

CONTINUING EDUCATION | Class Schedule



ASHEVILLE • ENKA • MADISON • WOODFIN • TRANSFORMATION VILLAGE • GOODWILL

828-398-7903 • abtech.edu

Table of Contents

abtech.edu/ce

Registration information, page 5. Register early!

828-398-7903

Schedule Spans January - mid April

General Information	3
Financial Assistance	3
Registration Form	4
Registration Information	5
Financial Assistance	6
Directory	7
Letter from Vice President	8
Community Enrichment	9
Art	9
Creative Writing	12
Food & Beverage	12
Home & Garden	12
Languages	14
Defensive Driving	16
Motorcycle Safety	17
Music & Dance	18
Recreation	18
Online	19
Advanced Manufacturing	20
Automotive	28
Computer Training	29
Business & Hospitality Training	31
Emergency Services	32
Healthcare Services	34
Certifications	37
Job Preparedness	39
A-B Tech & Partnerships	47
Workforce Training	49
A-B Tech Barber Academy	55
BioNetwork	56
Entrepreneurship	58
Online	66
Transitional Studies	70
A-B Tech Madison	74
Campus Maps	76
Index	80

For General Information

Call:
828-398-7903



E-mail:
ce@abtech.edu




















What's new?



Online
abtech.edu/
Coned-Registration



-  **Community Enrichment**
-  **Entrepreneurship**
-  **Healthcare Services**
-  **Automotive**
-  **Certifications**
-  **Online**
-  **Advanced Manufacturing**
-  **Computer Training**
-  **Workforce Training**
-  **A-B Tech Madison**
-  **Job Preparedness**
-  **A-B Tech Barber Academy**
-  **Transitional Studies**
-  **A-B Tech & Partnerships**
-  **Business & Hospitality Training**
-  **Emergency Services**
-  **NC BioNetwork**

Books

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

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

Disclaimer

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

Nondiscrimination Policy

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

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

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

Support Services

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

New Teachers: New Classes

Do you have a new class you would like to propose for consideration in a future schedule? If you are enthusiastic and knowledgeable about your subject and can communicate to a variety of people, we would like to hear from you.

Email Deborah Wright at deborahdwright@abtech.edu for a Course Proposal Form to be submitted for each class you are proposing. The form(s) must be submitted electronically and cannot be mailed.



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/Latinx Non-Hispanic/Latinx Prefer not to answer

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

Employment:

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

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

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

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

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

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

Signature _____ **Date** _____

Sponsoring Organization Information

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

Company Name: _____

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

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

Photo Release

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

Registration Information

abtech.edu/ce

828-398-7903

Registration information, page 5. Register early!

How to Register:

Online is the easiest way to register!
Visit abtech.edu/coned-registration
to search for your class or classes.

Questions regarding registration, please email conedregistration@abtech.edu

Other ways to register:

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

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.

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 56-65 for program information.

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

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

Student Eligibility

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

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
See Map pg. 79, #24, for directions

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

Financial Assistance

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

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



Goodwill Skills Training Funding:

Email Mary Parker mparker@goodwillnwc.org to enquire about funding for the following classes:

- Certified Electronic Health Records
- Nurse Aide I
- Ed2go classes
- Servsafe
- Manufacturing



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

Letter from the V.P. Deborah Wright



*One kind word can warm three winter months.
- Japanese Proverb*

The winter schedule will always mark my annual anniversary as I started with A-B Tech in January 2020. Marking my second year with the college, it is hard to overlook the impact of both of those years being touched by a pandemic. More importantly it is hard to overlook the incredible work of the staff here at the college across the campus, but specifically those I work with regularly in our division.

Thank you to the staff and instructors for their creativity and flexibility in finding new formats in which to deliver classes while we worked to keep everyone in a safe environment.

Many of the online courses that were created are now a regular part of our expanded course offerings.

And also thanks to all of our students! I want to give a special shout out to our Barber Academy students who stayed the course and finished despite all the challenges over the last year. We are so proud of you, our first cohort, coming into the home stretch. And to our CNA students who constantly line up to assist our medical community with much needed nursing assistants. We see you and thank you for stepping up to serve. We were excited this past summer to welcome two new full-time instructors to help in this area.

This schedule is just one of the many examples of the hard work, energy, and dedication of our staff, to serving all of you in our community. Think of this not just as a list of courses, but as a book of opportunities that has been carefully cultivated to provide you with a variety of options to get through the coming winter months. Behind the scenes there have been many meetings, phone calls and negotiations by the staff to submit these to you in the hope that you will drop by and take a course or two.

I have had an incredible two years, working with an incredible staff. If one kind word can warm three months, then I would like to give them two – THANK YOU!

Deborah D. Wright

Vice President, Economic & Workforce Development and Continuing Education

Art**Creative Mixed Media**

This class is excellent if you want to be introduced to a variety of artistic processes, or to expound on your collage methods. 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, maps and sheet music. Also bring an 8" x 10" canvas panel to the first class. The instructor will explain a complete materials list at the first class.

W, 1/19-2/16, 2 p.m. - 4:30 p.m., CSP-4531-100AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00

Drawing, Beginning

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

TH, 1/20-2/17, 2 p.m. - 4:30 p.m., CSP-4009-102AR
RM 417, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00

TH, 1/20-2/17, 6 p.m. - 8:30 p.m., CSP-4009-103AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00

Drawing, Intermediate

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

TH, 3/10-4/7, 2 p.m. - 4:30 p.m., CSP-4013-104AR
RM 417, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00

TH, 3/10-4/7, 6 p.m. - 8:30 p.m., CSP-4013-105AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00

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

***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.***

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

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

TH, 1/20-2/17, 8:30 a.m. - 11 a.m., CSP-4042-107AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00

TH, 3/10-4/7, 8:30 a.m. - 11 a.m., CSP-4042-108AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00

Painting Oils, Beginning new

This course is designed for beginners who have minimal painting experience with oil paints. You will learn the basics of handling oil paints with brushes and palette knives. We touch on both direct and indirect painting techniques. This class will introduce you to color theory, value, layering, and blending. The goal is to give you the basic tools and ideas necessary to begin their own personal painting practice. To the first class bring a few brushes, an 11' x 14 canvas board, gamsol, a small jar with lid, and the ultramarine blue and titanium white paint.

M, 1/31-2/28, 6 p.m. - 8:30 p.m., CSP-4436-110AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00

Studio Painting: Personal Style

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

T, 1/18-2/15, 2 p.m. - 4:30 p.m., CSP-4035-112AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00

T, 3/8-4/5, 2 p.m. - 4:30 p.m., CSP-4035-113AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00

Photography, Beginning Digital SLR

Whether you just purchased a new Digital SLR camera or are 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 DSLR camera to the first class. No point and shoot cameras.

T, 1/25-2/22, 6 p.m. - 8 p.m., CSP-4047-115AR
 RM 451, Ferguson Ctr., AHWD, Asheville Campus
 Fees: Course: \$75.00

F, 1/28-2/25, 10 a.m. - 12 p.m., CSP-4047-116AR
 RM 432, Ferguson Ctr., AHWD, Asheville Campus
 Fees: Course: \$75.00

Photography, Intermediate Digital SLR

If you have a good understanding of your SLR camera and experience with composition and exposure, this class will take you further into the world of Digital Photography. 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 camera to the first class and expect to become a better photographer.

T, 3/8-3/29, 6 p.m. - 8 p.m., CSP-4049-117AR
 RM 451, Ferguson Ctr., AHWD, Asheville Campus
 Fees: Course: \$75.00

F, 3/11-4/1, 10 a.m. - 12 p.m., CSP-4049-118AR
 RM 432, Ferguson Ctr., AHWD, Asheville Campus
 Fees: Course: \$75.00

Smartphone Photography

Are you wondering how to get the most from your smart phone camera or tablet? Capture exciting photos with whatever you have in your pocket. Explore how 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, 2/1-2/22, 6 p.m. - 8 p.m., CSP-4515-120AR
 RM 126, Ferguson Ctr., AHWD, Asheville Campus
 Fees: Course: \$75.00

Pottery - Beginning Wheel Made Easy

This class is designed and structured for beginning students and will introduce the basic techniques involved in throwing on the potter's wheel through class demonstrations and hands-on experience. All students will begin with simple forms to learn the basic skills of centering, pulling, and trimming. Glazing and firing procedures will also be covered. Bring a towel, apron and a small notebook to the first class. Wear suitable clothes for working with clay. Beginning students only! The toolkit fee of \$15 is payable at the first class. The lab fee includes one bag of clay, glazes, and firing.

T, 1/25-3/1, 6 p.m. - 8:30 p.m., CSP-4051-123AR
 RM 108, Poplar, Asheville Campus
 Fees: Course: \$115.00, Supply/Lab: \$20, Ins: \$1.35

W, 1/26-3/2, 9 a.m. - 11:30 a.m., CSP-4051-125AR
 RM 108, Poplar, Asheville Campus
 Fees: Course: \$115.00, Supply/Lab: \$20, Ins: \$1.35

W, 1/26-3/2, 6 p.m. - 8:30 p.m., CSP-4051-126AR
 RM 108, Poplar, Asheville Campus
 Fees: Course: \$115.00, Supply/Lab: \$20, Ins: \$1.35

T, 3/22-4/26, 6 p.m. - 8:30 p.m., CSP-4051-128AR
 RM 108, Poplar, Asheville Campus
 Fees: Course: \$115.00, Supply/Lab: \$20, Ins: \$1.35

W, 3/23-4/27, 9 a.m. - 11:30 a.m., CSP-4051-130AR
 RM 108, Poplar, Asheville Campus
 Fees: Course: \$115.00, Supply/Lab: \$20, Ins: \$1.35

W, 3/23-4/27, 6 p.m. - 8:30 p.m., CSP-4051-131AR
 RM 108, Poplar, Asheville Campus
 Fees: Course: \$115.00, Supply/Lab: \$20, Ins: \$1.35

Pottery - Planters

This handbuilding class is designed for both beginning and intermediate levels. You will make all types of planters as we work our way around the studio learning multiple handbuilding techniques using the slab roller, extruder, and molds as well as multiple decorative techniques. The lab fee includes one bag of clay, glazes and firing.

M, 3/21-4/25, 9 a.m. - 11:30 a.m., CSP-4620-133AR
 RM 108, Poplar, Asheville Campus
 Fees: Course: \$115.00, Supply/Lab: \$20, Ins: \$1.35

M, 3/21-4/25, 2 p.m. - 4:30 p.m., CSP-4620-134AR
 RM 108, Poplar, Asheville Campus
 Fees: Course: \$115.00, Supply/Lab: \$20, Ins: \$1.35

M, 3/21-4/25, 6 p.m. - 8:30 p.m., CSP-4620-135AR
 RM 108, Poplar, Asheville Campus
 Fees: Course: \$115.00, Supply/Lab: \$20, Ins: \$1.35

Pottery - Coil and Texture Pots new

In this handbuilding class you will make coil built vessels of all shapes, practice making texture plates as building blocks for a piece, use coils and other textures to create images and landscapes in pots, and use ancient techniques to shape pots with paddles and burnish them with smooth stones. This class is appropriate for all skill levels. The lab fee includes one bag of clay, glazes, and firing.

M, 1/24-2/28, 9 a.m. - 11:30 a.m., CSP-4682-136AR
 RM 108, Poplar, Asheville Campus
 Fees: Course: \$115.00, Supply/Lab: \$20, Ins: \$1.35

M, 1/24-2/28, 2 p.m. - 4:30 p.m., CSP-4682-137AR
 RM 108, Poplar, Asheville Campus
 Fees: Course: \$115.00, Supply/Lab: \$20, Ins: \$1.35

M, 1/24-2/28, 6 p.m. - 8:30 p.m., CSP-4682-138AR
 RM 108, Poplar, Asheville Campus
 Fees: Course: \$115.00, Supply/Lab: \$20, Ins: \$1.35

Pottery - Seasoned Beginners

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

TH, 1/27-3/3, 9 a.m. - 11:30 a.m., CSP-4551-140AR
 RM 108, Poplar, Asheville Campus
 Fees: Course: \$115.00, Supply/Lab: \$20, Ins: \$1.35

TH, 3/24-4/28, 9 a.m. - 11:30 a.m., CSP-4551-141AR
 RM 108, Poplar, Asheville Campus
 Fees: Course: \$115.00, Supply/Lab: \$20, Ins: \$1.35

Pottery - Intermediate Wheel

Moving past cups and bowls to explore more complicated techniques. Lids, bottles, vases, and larger vessels are just some of the things we explore in this class. Prerequisite: Students should feel confident centering 1.5- 2 lbs. of clay. The lab fee includes one bag of clay, glazes and firing.

TH, 1/27-3/3, 2 p.m. - 4:30 p.m., CSP-4683-142AR
 RM 108, Poplar, Asheville Campus
 Fees: Course: \$115.00, Supply/Lab: \$20, Ins: \$1.35

TH, 3/24-4/28, 2 p.m. - 4:30 p.m., CSP-4683-143AR
 RM 108, Poplar, Asheville Campus
 Fees: Course: \$115.00, Supply/Lab: \$20, Ins: \$1.35

Pottery - Intermediate Kitchen Utensils

This wheel-throwing class you will explore colanders, utensil holders, French butter dishes and more. You should feel confident centering and throwing at least 1.5-2 lbs. of clay. The lab fee includes one bag of clay, glazes, and firing. Throwing experience required.

TH, 1/27-3/3, 6 p.m. - 8:30 p.m., CSP-4627-144AR
 RM 108, Poplar, Asheville Campus
 Fees: Course: \$115.00, Supply/Lab: \$20, Ins: \$1.35

Pottery - Intermediate Garden Planters and Surface Design

This wheel-throwing class will focus on throwing simple, but larger forms with the intent of working on surface design. Prerequisite: Students should be confident centering 1.5-2 lbs. of clay. The lab fee includes one bag of clay, glazes, and firing. Throwing experience required.

TH, 3/24-4/28, 6 p.m. - 8:30 p.m., CSP-4684-145AR
 RM 108, Poplar, Asheville Campus
 Fees: Course: \$115.00, Supply/Lab: \$20, Ins: \$1.35



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.

Stained Glass, Beginning

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

T, 2/8-3/15, 6 p.m. - 8:30 p.m., CSP-4096-147AR
RM 417, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79.00, Ins: \$1.35

W, 2/9-3/16, 6 p.m. - 8:30 p.m., CSP-4096-148AR
RM 417, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79.00, Ins: \$1.35

Stained Glass Panels, 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 on 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. The first week will be a review of glass cutting skills.

T, 3/29-4/26, 6 p.m. - 8:30 p.m., CSP-4097-149AR
RM 417, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79.00, Ins: \$1.35

Creative Writing

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

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

TH, 2/3, 2 p.m. - 4 p.m., CSP-4646-151CW
Fees: Course: \$75.00

Food & Beverage

Clean Eating Habits new

Start this year with good fundamentals of eating habits! The goal is to eat more whole foods such as fruits, vegetables, lean proteins, grains and good fats. Chef Donna McCrain will share simple tips and recipes to start eating clean. You will be cooking great recipes such as Healthy Detox Salad, Orzo Salad topped with Mediterranean Style Chicken, and some Superfood Bowls. Wear nonslip shoes, bring to class: chef knife, paring knife, measuring cups/spoons, container to take home extras and a positive attitude that this will be your best year yet.

T, 2/8-3/1, 5:30 p.m. - 8 p.m., CSP-4676-155FB
RM 230, Magnolia Bldg., Asheville Campus
Fees: Course: \$95.00, Supply/Lab: \$40, Ins: \$1.35

Home & Garden

Cake Decorating

Whether you're a home hobbyist or an aspiring baker, cake artist Waynette Scuggs' 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, 2/7-3/14, 6 p.m. - 8:30 p.m., CSP-4320-157HG
RM 417, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00

Interior Decorating Basics

In this decorating class you will explore basic interior design principles and how to have continuity and flow while introducing items that will compliment your style and taste. Gain understanding of proper furniture placement, use of color, texture, and lighting, and how to select appropriate pieces that you presently own and what you need to complete the look. Discover creative ways to display wall art and accessory groupings. Come expecting to have your questions answered in a fun relaxing environment. Brinda Caldwell, Instructor.

M, 1/31-2/28, 6 p.m. - 8:30 p.m., CSP-4155-158HG
RM 426, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00



Interior Decorating and Design II

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

M, 3/14-4/4, 6 p.m. - 8:30 p.m., CSP-4164-159HG
RM 426, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00

Landscaping for the Homeowner

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

W, 2/9-3/9, 6 p.m. - 8 p.m., CSP-4168-161HG
RM 432, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00

Making Soaps Naturally

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

W, 1/19-1/26, 6 p.m. - 8 p.m., CSP-4160-163HG
RM 417, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69.00

Medicinal Plants and Their Healing Power

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

TH, 2/3-2/17, 6 p.m. - 8 p.m., CSP-4455-164HG
RM 417, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69.00

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

Sewing, Beginning

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.

W, 1/19-2/23, 1:30 p.m. - 4 p.m., CSP-4181-166HG
RM 423, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00, Ins: \$1.35

T, 1/18-2/22, 6 p.m. - 8:30 p.m., CSP-4181-167HG
RM 423, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00, Ins: \$1.35

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.

W, 3/9-4/13, 1:30 p.m. - 4 p.m., CSP-4522-168HG
RM 423, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00, Ins: \$1.35

T, 3/8-4/12, 6 p.m. - 8:30 p.m., CSP-4522-169HG
RM 423, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75.00, Ins: \$1.35

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

Upholstery

If you have a chair in your home that needs a face lift, this is the class for you. This course provides practical experience in the use of tools, equipment and techniques to re-upholster your chair as well as methods for selecting fabrics. Please email a picture of your chair to brindawcaldwell@abtech.edu for approval before the class begins. Chairs with a lot of detail (channel back, tufting, etc.) or recliners are not appropriate for beginning students. No sofas, love seats, settees or upholstered benches. Springs must be in good condition (no springwork done in class). Projects that are not pre-approved may not be accepted into the class. The instructor may deem a project inappropriate for the class. Bring a good pair of fabric scissors to the first class.

T, 1/25-3/15, 9:30 a.m. - 12 p.m., CSP-4185-171HG
RM 171, Small Business Ctr., A-B Tech Enka
Fees: Course: \$130.00, Supply/Lab: \$10, Ins: \$1.35

T, 1/25-3/15, 6 p.m. - 8:30 p.m., CSP-4185-172HG
RM 171, Small Business Ctr., A-B Tech Enka
Fees: Course: \$130.00, Supply/Lab: \$10, Ins: \$1.35

Languages

French, Beginning I

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

M, 1/31-3/21, 1 p.m. - 3 p.m., CSP-4103-175LN
RM 432, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79.00

French, Beginning II

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

W, 2/2-3/23, 1 p.m. - 3 p.m., CSP-4104-176LN
RM 451, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79.00

Italian, Beginning I

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

W, 1/26 - 3/16, 6 p.m. - 8 p.m., CSP-4108-177LN
RM 451, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79.00

Sign Language, Beginning I

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

T, 1/25-3/15, 6 p.m. - 7:30 p.m., CSP-4129-178LN
RM 326, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79.00

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



Spanish Language Series

The Spanish language classes are broken down into three series: Beginning, Intermediate and Advanced. Each of these is a continuation of the previous level for a total of 12 levels. This should help you determine which class is best suited for you. Each term four to six classes are pulled from this selection based on student interests.

Beginning Series:

Beginning I – Beginning II - Beginning III – Beginning Spanish Review and Conversation

Intermediate Series:

Intermediate I – Intermediate II – Intermediate III – Intermediate Review and Conversation.

Advanced Series:

Advanced I – Advanced II - Advanced III – Review and Conversation

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, 1/25-3/15, 7:30 p.m. - 9 p.m., CSP-4130-179LN
RM 326, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79.00

Spanish, Beginning I

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

T, 1/25-3/15, 2 p.m. - 4 p.m., CSP-4121-181LN
RM 331, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79.00

T, 1/25-3/15, 6 p.m. - 8 p.m., CSP-4121-182LN
RM 331, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79.00

Spanish, Beginning II

This course introduces basic information for those whose family life, travel plans, or personal interest necessitates an introduction to the Spanish language and Latino culture. Students learn basic pronunciation, nouns, articles, subject pronouns, and simple present tense verb conjugation. The course focuses on simple conversation with an emphasis on primary vocabulary on selected themes. Textbook: Spanish Now! Level 1 - Eighth Edition. Course covers chapters 6-9, 11 and 12 from the book. Prerequisite: Beginning Spanish I.

W, 1/26-3/16, 2:30 p.m. - 4:30 p.m., CSP-4122-183LN
RM 331, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79.00

Spanish, Beginning III

This course introduces basic information for those whose family life, travel plans, or personal interest necessitates an introduction to the Spanish language and Latino culture. Students learn basic pronunciation, nouns, articles, subject pronouns, and simple present tense verb conjugation. The course focuses on simple conversation with an emphasis on primary vocabulary on selected themes. Textbook: Spanish Now! Level 1 - Eighth Edition. Course covers chapters 10, 13-16 and 26 from the book. Prerequisite: Beginning Spanish I, Beginning Spanish II.

W, 1/26-3/16, 6 p.m. - 8 p.m., CSP-4123-184LN
RM 331, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79.00

Spanish, Intermediate I new

Building from the Beginning series, students explore grammar and practical scenarios that will lead to better conversational skills. Concepts covered include irregular preterit and stem changing verb conjugation, possessive and demonstrative adjectives, and topical vocabulary. Textbook: Spanish Now! Level 1 - Eighth Edition. Course covers chapters 17, 18, 20, 27, and 29 from the book. Prerequisite: Beginning Spanish I, Beginning Spanish II, Beginning Spanish III, Beginning Spanish Conversation or equivalent proficiency.

W, 1/26-3/16, 6 p.m. - 8 p.m., CSP-4666-185LN
RM 431, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79.00

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

Defensive Driving – National Safety and Health Council

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

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

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

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

DDC4 AND DDCADD classes scheduled once a month.

DDC4	Saturday, Jan 8	9 am – 1 pm	Rm 432
DDCADD	Saturday, Jan 15	8 am – 5 pm	Rm 432
DDC 4	Saturday, Feb 12	9 am – 1 pm	Rm 431
DDC ADD	Saturday, Feb 12	8 am – 5 pm	Rm 432
DDC 4	Saturday, Mar 19	9 am – 1 pm	Rm 432
DDC ADD	Saturday, Mar 12	8 am – 5 pm	Rm 432
DDC4	Saturday, April 16	9 am – 1 pm	Rm 432
DDC ADD	Saturday, April 16	8 am – 5 pm	Rm 432

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

Call 704-644-4201 for information and registration.

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

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



Motorcycle Safety Education Program



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

You will learn:

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

Reasons why you should take this course:

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

Required Gear:

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

Eligibility Requirements:

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

Course Dates

Course Numbers

3/05 – 3/06	CSP-4258-206MS
3/12 – 3/13	CSP-4258-208MS
3/19 – 3/20	CSP-4258-210MS
3/26 – 3/27	CSP-4258-212MS
4/02 – 4/03	CSP-4258-214MS
4/09 – 4/10	CSP-4258-216MS
4/16 – 4/17	CSP-4258-218MS
4/23 – 4/24	CSP-4258-220MS
4/30 – 5/01	CSP-4258-222MS
5/07 – 5/08	CSP-4258-224MS
5/14 – 5/15	CSP-4258-226MS
5/21 – 5/22	CSP-4258-228MS
5/28 – 5/29	CSP-4258-230MS

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

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

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

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

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

Music & Dance

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, 2/1-3/15, 6 p.m. - 7:30 p.m., CSP-4135-192MD
RM 432, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79.00

Guitar, Intermediate

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

T, 2/1-3/15, 7:30 p.m. - 9 p.m., CSP-4137-193MD
RM 432, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79.00

Recreation

Fly Fishing

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

S, 3/19, 10 a.m. - 4 p.m., CSP-4217-196RR
RM 126, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69.00

Yoga

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

T, 1/18-3/1, 6 p.m. - 7:30 p.m., CSP-4233-197RR
RM 205, Ivy Bldg., Asheville Campus
Fees: Course: \$75.00, Ins: \$1.35

T, 3/15-4/26, 6 p.m. - 7:30 p.m., CSP-4233-198RR
RM 205, Ivy Bldg., Asheville Campus
Fees: Course: \$75.00, Ins: \$1.35

Ivy Building is #22 on Campus Map
pg. 72



To Enroll in Online Courses Visit:

www.ed2go.com/abtech

New sessions begin: 12/15, 1/12, 2/9, 3/16, 4/13

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

Community Enrichment Courses

Course Fee \$89

Digital Photography

- Photographing Nature
- Travel Photography

Health and Wellness

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

Financial Wellness

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

Language

- Conversational Japanese*

Life and Work Development

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

Special Interest

- Genealogy*
- Homeschool with Success
- Introduction to Screenwriting
- 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

- Beginning Writer's Workshop
- Beginner's Guide to Getting Published
- Introduction to Internet Writing Markets
- Publish and Sell Your E-Books
- The Keys to Effective Editing
- Write Fiction Like a Pro
- Writing Essentials
- Writing the Fantasy Novel
- Writing Young Adult Fiction

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

Welcome to the A-B Tech Advanced Manufacturing Center!



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

With over \$3 million in high-tech training equipment, AMC is comprised of over 30,000 square feet of instructional labs, shop spaces,

classrooms, conference and student collaborative areas, staff offices, and areas for training the employees of local manufacturing companies.

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

-US Bureau of Labor Statistics



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

In partnership with NC Works, STEP and the Edington Center, the **Workforce**

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

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

-Deloitte

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



Advanced Manufacturing Partnerships and Short Term Training

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

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

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

For more information visit: abtech.edu/pratt

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

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

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

The Certified Production Technician Program is a **6-week, 120 hour course** that combines independent online work with flexible face-to face instruction and leads to the national industry-recognized core skill certification, Certified Production Technician (CPT) from the Manufacturing Skill Standards Council (MSSC). Program completers are guaranteed direct connections to local manufacturers that are hiring full-time jobs with benefits. In essence, it prepares people to successfully work on any manufacturing floor! The structure of the class allows flexibility so current employment, travel, childcare, and many of life's hurdles can be set aside. In addition, this class qualifies for several scholarship programs making tuition **FREE** for most students.

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

Short-Term Training for Multiple Career Paths

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

MSSC Certified Production Technician

Machining Fundamentals

CNC Machining 101

Composite Technology Level 1

Industrial Maintenance: Mechanical, Electrical, and Automation/Mechatronics



Advanced Manufacturing

Workforce Readiness Resource Lab

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

Advanced Manufacturing, Introduction to

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

S, 1/8, 8 a.m. - 5 p.m., HRD-7702-816HR
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 1/29, 8 a.m. - 5 p.m., HRD-7702-817HR
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 2/19, 8 a.m. - 5 p.m., HRD-7702-818HR
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 3/19-10/9, 8 a.m. - 5 p.m., HRD-7702-819HR
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 4/30, 8 a.m. - 5 p.m., HRD-7702-820HR
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 5/14, 8 a.m. - 5 p.m., HRD-7702-821HR
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

Bio Composite Manufacturing

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

M/W, 3/7-3/16, 4 p.m. - 6 p.m., SEF-3308-757WT
RM 437, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$75.00

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

Machining Fundamentals and CNC 101

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

Industrial Maintenance Academy

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

Composite Technology

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

CNC Machining 101

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

M-TH, 1/10-2/21, 5 p.m. - 9 p.m., MEC-7070-018AM
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$286.35

M-TH, 2/28-4/7, 5 p.m. - 9 p.m., MEC-7070-019AM
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$286.35

Composite Technology Level 1

This course will give you the basic knowledge and understanding of working with composite materials (fiberglass and carbon fiber). In this 96-hour course, we will be utilizing molds and materials used in composite fabrication and repair. In addition, we will be using a Gerber Ply cutter, vacuum bagging on molds, and curing in an autoclave. You will be learning how to read blue prints, use precision measurement equipment and basic shop math. You will be learning the importance of ply layup and ply orientation. This training can be used for many different composite applications (repair, manufacturing, auto, recreational, arts/crafts, and aerospace).*Tuition for this course may be FREE! Please call 828-398-7760 to get started.

S, 3/5-6/25, 8 a.m. - 5 p.m., MEC-3187-911AM
RM 212, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$286.35

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

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

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

Composites, Introduction to

Composites are used extensively in aircraft as well as automobile, marine, and motorcycle manufacturing. This introduction class will give you one day of hands-on experience with composite ply layup, rapid ply cutter operation, bagging fundamental, and autoclave operation. During this 8 hour class you will layup your own coaster and cook it in an autoclave. To register call 828-398-7934 or email jenniferwallner@abtech.edu

S, 1/29, 8 a.m. - 5 p.m., HRD-7639-822HR
RM 212, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 3/19, 8 a.m. - 5 p.m., HRD-7639-823HR
RM 212, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 4/9, 8 a.m. - 5 p.m., HRD-7639-824HR
RM 212, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

Material Handling

Forklift Safety and Operation

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

S, 1/22, 8 a.m. - 5 p.m., OSH-3012-982AM
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$81.35

S, 2/12, 8 a.m. - 5 p.m., OSH-3012-983AM
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$81.35

S, 3/12, 8 a.m. - 5 p.m., OSH-3012-984AM
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$81.35

S, 4/2, 8 a.m. - 5 p.m., OSH-3012-985AM
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$81.35



Industrial Maintenance Academy

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 enrollment in the Industrial Maintenance Academy courses! These courses provide an introduction to basics of industrial technology and explore areas of expertise needed to service manufacturing as a maintenance technician.

To earn the Industrial Maintenance Academy (IMA) certificate, trainees must take three foundation classes: Mechanical, Electrical, and Automation/Mechatronics. If trainees do not want to complete the IMA certificate, each class may be taken as a standalone.

Industrial Maintenance Academy Certificate (IMA)		
IMA Mechanical	IMA Electrical	IMA Automation

Industrial Maintenance - Automation

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

M-TH, 3/14-5/19, 12 p.m. - 4 p.m., MNT-9001-964AM
RM 107, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$369.46

Industrial Maintenance - Mechanical

This course focuses on the development of fundamental academic knowledge, technical skills, and employability skills through the study of the basic principles of mechanical systems, troubleshooting, safety practices, and tolerance & quality control (QC). Some course topics covered include: the history of mechanical systems, tools and measuring devices, drive types and ratios, gear categories and types, torque and torque formulas, electric motor drives and parts, measurement of applied motor workloads, shims, component alignment, shafts, laser shaft alignment, couplings, bearings, belts, pulleys and sheaves, chains and sprockets, gearboxes, clutches, U-joints, vibration metering, load calculations, energy and work.

M-TH, 6/6-8/1, 12 p.m. - 4 p.m., MNT-9003-965AM
RM 107, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$369.46

Introduction to Industrial Blueprint Reading

new

This course introduces the basic principles of blueprint reading for machining in Advanced Manufacturing Applications. Topics include title block specifications, tolerances, flag notes, and GD&T (Geometric Dimensioning and Tolerancing). Upon completion, students will be able to interpret basic blueprints and visualize the features of a part. This course is suitable for students who need a refresher course or are planning to pursue further careers and education in advanced manufacturing by attending Machining Fundamentals, CNC Machining, and Industrial Maintenance classes.

S, 2/12-2/19, 9 a.m. - 4 p.m., MNT-3777-001AM
RM 212, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$80.00

F, 4/1-4/8, 9 a.m. - 4 p.m., MNT-3777-002AM
RM 212, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$80.00



Introduction to Precision Measurement new

This course introduces the basic principles of precision measurement and tolerances. Students will learn how to read and use precision measurement devices such as calipers, micrometers, and gauges. This course is suitable for students who need a refresher course or are planning on pursuing further careers and education in advanced manufacturing by attending Machining Fundamentals, CNC Machining, and Industrial Maintenance classes.

S, 2/5, 9 a.m. - 4 p.m., MNT-3077-001AM
RM 212, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$80.00

F, 3/25, 9 a.m. - 4 p.m., MNT-3077-002AM
RM 212, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$80.00

Lean Six Sigma

LEAN Six Sigma Green Belt

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

Fees: Course: \$1,800.00

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

Machining Fundamentals

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

M-TH, 1/10-4/26, 3:30 p.m. - 9:30 p.m., MEC-7027-940AM
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$291.35

M-TH, 3/1-5/9, 5 p.m. - 9 p.m., MEC-7027-943AM
RM 002, Madison H.S.
Fees: Course: \$291.35

M-TH, 3/7-6/20, 8 a.m. - 2 p.m., MEC-7027-942AM
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$291.35

M-TH, 5/2-8/15, 3:30 p.m. - 9:30 p.m., MEC-7027-941AM
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$291.35

Machining, Introduction to

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

S, 1/29, 8 a.m. - 5 p.m., HRD-7694-825HR
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 2/5, 8 a.m. - 5 p.m., HRD-7694-826HR
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 3/19, 8 a.m. - 5 p.m., HRD-7694-827HR
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 4/9, 8 a.m. - 5 p.m., HRD-7694-828HR
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 4/23, 8 a.m. - 5 p.m., HRD-7694-829HR
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 5/14, 8 a.m. - 5 p.m., HRD-7694-830HR
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived



MSSC Certified Production Technician

The Manufacturing Production Tech (CPT) curriculum covers safety, quality practices and measurement, manufacturing and production processes, and maintenance awareness. The course prepares students to pass the four exams required to receive the Certified Production Technician (CPT) certification, which are included in the cost of the class. Students will participate in a combination of instructor led online computer modules and hands on activities.*Tuition for this course may be FREE! Please call 828-398-7760 to get started. System Requirements: Windows devices (including Surface tablets): Windows 10 64-bit, 8GB RAM, Sound card (or onboard sound). Video card (or onboard video) with WebGL support, 64-bit Browser with WebGL 2.0 support. Mac devices (does NOT include iPads), macOS 64-bit, 8GB RAM, Sound card (or onboard sound) and video card. Chromebooks (does NOT include other tablets): ChromeOS 64-bit, 6GB RAM, Sound card (or onboard sound) and video card. Not all Mobile Devices may function properly; therefore, please contact Advanced Manufacturing Center to confirm.

M-TH, 1/10-3/29, 8 a.m. - 1 p.m., MNT-3111-042AM
Online
Fees: Course: \$429.46

M-TH, 2/7-4/25, 8 a.m. - 1 p.m., MNT-3111-040AM
Online
Fees: Course: \$429.46

M-TH, 3/7-5/23, 4 p.m. - 9 p.m., MNT-3111-043AM
Online
Fees: Course: \$429.46

M-TH, 3/21-6/2, 8 a.m. - 1 p.m., MNT-3111-041AM
Online
Fees: Course: \$429.46

M-TH, 4/4-6/16, 4 p.m. - 9 p.m., MNT-3111-044AM
Online
Fees: Course: \$429.46

M-TH, 4/18-6/30, 8 p.m. - 1 p.m., MNT-3111-045AM
Online
Fees: Course: \$429.46

M-TH, 5/2-7/18, 4 p.m. - 9 p.m., MNT-3111-046AM
Online
Fees: Course: \$429.46

T-TH, 5/30-8/15, 4 p.m. - 9 p.m., MNT-3111-048AM
Online
Fees: Course: \$429.46

Shop Math Basics new

This course presents an overview/review of basic mathematical skills necessary for today's technicians by relating basic math concepts, operations, and procedures to applications encountered in industry. Topics covered include: addition, subtraction, multiplication, and division of whole numbers, common fractions, and decimals; conversion between decimal and fractional formats, and fraction reduction; direct measurement and unit conversion; areas, volumes, and mass of geometric forms and solids; percentages, ratios, proportions, and tolerances; significant numbers in calculations; powers and roots; basic trigonometry; equations and their rearrangement; reference and chart usage; problem analysis and breakdown into solvable steps. As topics are presented, students will be given industry related problems to solve to further develop their math skills and understanding.

S, 1/22-1/29, 9 a.m. - 4 p.m., MNT-3007-101AM
RM 201, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$80.00

F, 3/4-3/11, 9 a.m. - 4 p.m., MNT-3007-102AM
RM 201, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$80.00



Automotive

Auto Safety Inspection

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

M,T, 1/10-1/11, 6 p.m. - 10 p.m., AUT-7203-375TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80.00

M,T, 2/7-2/8, 6 p.m. - 10 p.m., AUT-7203-376TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80.00

M,T, 3/7-3/8, 6 p.m. - 10 p.m., AUT-7203-377TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80.00

M,T, 4/4-4/5, 6 p.m. - 10 p.m., AUT-7203-378TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80.00

Escort Vehicle Certification

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

S, 2/19, 8 a.m. - 5 p.m., SEF-4602-339TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80.00

Escort Vehicle Recertification

This four hour course satisfies the requirements set by the North Carolina Department of Transportation to recertify Oversize – Overweight load escort vehicle drivers. Course components consist of defensive driving, escort driver requirements, skills training and an examination. Classes are scheduled as needed. Contact carollfaust@abtech.edu to place your name on the interest list.

OBD Emissions Inspection Certification

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

W,TH, 1/12-1/13, 6 p.m. - 10 p.m., AUT-3129-381TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80.00

W,TH, 2/9-2/10, 6 p.m. - 10 p.m., AUT-3129-382TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80.00

W,TH, 3/9-3/10, 6 p.m. - 10 p.m., AUT-3129-383TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80.00

W,TH, 4/6-4/7, 6 p.m. - 10 p.m., AUT-3129-384TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80.00

OBD Emissions Inspection, Recertification

This course covers the requirements to become a Recertified 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, 1/19-1/20, 6 p.m. - 10 p.m., AUT-7202-493TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80.00

W,TH, 2/16-2/17, 6 p.m. - 10 p.m., AUT-7202-494TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80.00

W,TH, 3/16-3/17, 6 p.m. - 10 p.m., AUT-7202-495TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80.00

W,TH, 4/13-4/14, 6 p.m. - 10 p.m., AUT-7202-496TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80.00



Computer Training

Adobe Photoshop, Introduction

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

M/W, 1/24-2/9, 5:30 p.m. - 8:30 p.m., SGR-7418-522CO
RM 438, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$80.00

Adobe Photoshop, Intermediate

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

M/W, 2/14-3/2, 5:30 p.m. - 8:30 p.m., SGR-7476-546CO
RM 438, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$80.00

AutoCad1 Design/Drafting

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

M/W, 1/31-4/6, 4 p.m. - 6 p.m., DFT-7408-438CO
RM 122, Elm, Asheville Campus
Fees: Course: \$135.00

Basic Computer Level 1

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

T/TH, 1/11-1/27, 9 a.m. - 12 p.m., CIS-7469-604CO
RM 438, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$80.00

Basic Computer Level 2

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

T/TH, 2/1-2/17, 9 a.m. - 12 p.m., CIS-7470-416CO
RM 438, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$80.00

Excel for Beginners

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

S, 3/19-3/26, 9 a.m. - 4 p.m., SEF-8012-119CO
RM 438, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$75.00

Excel Intermediate

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

S, 4/2-4/9, 9 p.m. - 4 p.m., SEF-8013-119CO
RM 438, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$75.00

Social Media Marketing

Do you want to market and promote your work or business through social media, or just learn more about social media capabilities? Learn how to best utilize Facebook, Twitter, Instagram, Google+, YouTube, LinkedIn, Pinterest and others for blogging, email campaigns and various other social marketing tools. Build long lasting relationships with existing and potential clients. Explore how to make the most out of social ads and how to use social media tracking tools. The class is offered virtually. The class access information will be emailed to all registered students prior to the class start date.

M/W, 2/21-3/2, 6 p.m. - 9 p.m., SEF-5810-620CO
RM Zoom, ZOOM, Online
Fees: Course: \$75.00

YouTube Marketing for Small Business

new

YouTube is the 2nd largest search engine in the world, owned by the largest search engine in the world, Google. It's also one of the only social media websites to have billions of people using the platform every year. 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. How can your business or organization benefit from YouTube? How can people, companies, and non-profits increase their reach and engagement? YouTube marketing can be confusing and exhausting, but the way to combat marketing fatigue is to learn how to use analytics to 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. Join us to:

- Find out what opportunities YouTube offers and decide if this platform can help you reach your goals.
- Learn how to use YouTube to build a strong, active following of people that will potentially become customers, supporters, and brand advocates.
- Explore how to track and measure your efforts and confirm if you are reaching your goals.

M/W, 1/24-2/2, 6 p.m. - 9 p.m., SEF-9515-001CO
RM Zoom, ZOOM, Online
Fees: Course: \$75.00

Video Creation with YouTube

Easily take your video content from a video conference recording or web camera file from a laptop, smartphone, or tablet to plan, create, upload, edit, and monitor your video marketing content on the #1 video consumption and search tool, YouTube. Students must have an active Gmail account, password and bring their own device with a built-in camera for video recording.

M/W/F, 3/7-3/11, 8:30 a.m. - 11:30 a.m., SEF-9514-450CO
RM 438, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$65.00





Business & Hospitality Training

Foundations of Wine

Covers topics and practical skills essential to a career in the wine industry, be it distribution, retail, restaurant or hospitality settings. Focus on knowledge needed to prepare for entry level certification exams, such as those offered by the Court of Master Sommeliers and the Society of Wine Educators. Explore the basics of wine, global regional differences, service techniques and food pairings. Blind tastings included to develop distinction ability. Hobbyists welcome. Instructor: Andy Hale. Students must be 21 years old and register by calling 828-398-7903. Exams not part of the class.

T, 2/8-3/1, 6 p.m. - 9 p.m., SEF-7848-016WT
RM 225, Magnolia, Asheville Campus
Fees: Course: \$111.35

ServSafe Manager Certification

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

T, 2/1, 8:30 a.m. - 5 p.m., SEF-5816-068HS
RM 207, Goodwill Ctr., Goodwill
Fees: Course: \$106.00

T, 4/19, 8:30 a.m. - 5 p.m., SEF-5816-070HS
RM 207, Goodwill Ctr., Goodwill
Fees: Course: \$106.00

Craft Beverage Institute of the Southeast®



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

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

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

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



Basic and Advanced Culinary Skills Classes



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

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



Learn, Formulate and Test Test Kitchen and Natural Products Laboratory



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

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

Crisis Intervention Training (CIT)

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



Emergency Medical Services (EMS)

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

Critical Care EMT-P

Tactical Emergency Casualty Care (TECC)

Wilderness EMT

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

Financial assistance may be available to assist with the cost of these Emergency Services classes. For more information, call 828-398-7890 and ask for Ellise.

Law Enforcement Training

Offers basic programs such as BLET, Detention Officer, Telecommunicator and General Instructor, as well as free training for sworn law enforcement officers, certified detention officers, certified correctional officers and probation and parole officers. Training is regularly scheduled in topics such as narcotics, firearms, defensive tactics, officer safety, radar, non-lethal weapons, investigations, rapid deployment and counter terrorism, in addition to:

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

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

Emergency Services

Basic Life Support (CPR)

The American Heart Association's BLS course trains participants to promptly recognize several life-threatening emergencies, give high-quality chest compressions, deliver appropriate ventilations and provide early use of an AED for patients of all ages. The AHA's BLS Course is designed for healthcare professionals and other personnel who need to know how to perform CPR and other basic cardiovascular life support skills in a wide variety of in-facility and prehospital settings. Optional course materials: 1) CPR Pocket Mask aka CPR Face Shield 2) BLS Provider Manual - 2020 Edition ISBN: 978-1-61669-768-6A-B Tech offers this course on a monthly basis. Please refer to our website for additional offerings. For more information, please contact Justyn Whitson at justynlwhitson@abtech.edu.

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



Basic Life Support (CPR) Cont.

S, 1/8, 9 a.m. - 3 p.m., SAF-3010-426ES
RM 206, ESEB, Woodfin
Fees: Course: \$90.00

S, 2/5, 9 a.m. - 3 p.m., SAF-3010-426ES
RM 206, ESEB, Woodfin
Fees: Course: \$90.00

S, 3/5, 9 a.m. - 3 p.m., SAF-3010-427ES
RM 206, ESEB, Woodfin
Fees: Course: \$90.00

S, 4/2, 9 a.m. - 3 p.m., SAF-3010-428ES
RM 206, ESEB, Woodfin
Fees: Course: \$90.00

S, 5/7, 9 a.m. - 6 p.m., SAF-3010-429ES
RM 206, ESEB, Woodfin
Fees: Course: \$90.00

Firefighter Certifications Overview

The Fire Services program teaches certification classes that are NFPA compliant, IFSAC accredited, and under the curriculum approved by the North Carolina Office of the State Fire Marshal. Examples are not limited to but include, Firefighter, Airport Firefighter, Driver Operator Emergency Vehicle Driver, Driver Operator Pumps, Driver Operator Aerials, Driver Operator Mobile Water Supply, Fire & Life Safety Educator I, II & III, Fire Officer I & II, Hazmat Operations, Instructor I & II, Marine Firefighter, Rescue Officer, Technical Rescuer Vehicle

RM TBD, , Woodfin
Fees: Course: \$0.00

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. For more information and to see other requirements please refer to the Emergency Medical Services Continuing Education web page. For more information or assistance please contact Timothy Green at 828-782-2623, or timothywgreen@abtech.edu.

T/TH/S, 1/4-5/12, 6 p.m. - 10 p.m., EMS-4200-422ES
RM TBD, ESEB, Woodfin
Fees: Course: \$221.35

Advanced Emergency Medical Technician (AEMT)

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

TBD, , 6 p.m. - 10 p.m., EMS-4300-424ES
RM , ESEB, Woodfin
Fees: Course: \$211.35

National Fire Academy Leadership Series

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

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

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

Other Fire Services Series for the future:

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

All Dates are TBD.

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

A-B Tech is pleased to announce our newest online program for Community Health Worker Certification!

CAREER COACH

Community Health Workers (CHW) assist individuals and communities to adopt healthy behaviors. CHW's often conduct outreach for medical personnel or health organizations and implement programs in the community that promote, maintain, and improve individual and community health. May provide information on available resources, provide social support and informal counseling, advocate for individuals and community health needs, and provide services such as first aid and blood pressure screening.



Health Occupations

Clinical Massage-Module I Fundamentals of Theory and Practice I

This program provides classroom, laboratory, and clinical experience consistent with the standards of practice established by the North Carolina Board of Massage and Bodywork Therapy (NCBMBT). This course is structured into three modules, this is the **First Module**. In order to receive a completion a student must successfully complete all three modules for a total of 518 hours. These are NOT transferred to another program, nor can credit be given from another program. These classes must be taken sequential. This program is designed to prepare student for the MBLEX which establishes eligibility to practice in North Carolina as a Licensed Massage and Bodywork Therapist. Times, dates and delivery of course can vary due to Pandemic. Classroom maybe conducted via Zoom if needed. Otherwise, this is a face-to-face program. Registration is required for all Modules.

M-W, 2/28-5/25, 9 a.m. - 3:30 p.m., HEA-3021-116HC
RM 242, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$216.35

Clinical Massage-Module III: Intensive Clinic/Lab

This program provides classroom, laboratory, and clinical experience consistent with the standards of practice established by the North Carolina Board of Massage and Bodywork Therapy (NCBMBT). This course is structured into three modules, this is the **Third Module**. In order to receive a completion a student must successfully complete all three modules for a total of 518 hours. These are NOT transferred to another program, nor can credit be given from another program. These classes must be taken sequential. This program is designed to prepare student for the MBLEX which establishes eligibility to practice in North Carolina as a Licensed Massage and Bodywork Therapist. Times, dates and delivery of course can vary due to Pandemic. Classroom maybe conducted via Zoom if needed. Otherwise, this is a face-to-face program. Registration is required for all Modules.

M-W, 1/10-2/16, 9 a.m. - 3:30 p.m., HEA-3021-115HC
RM 233, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$216.35

Community Health Worker new

This course is designed to provide individuals with the required knowledge, tools, and resources to become recognized as a certified Community Health Worker (CHW) in North Carolina working in a variety of healthcare and community settings (Health Departments, Hospitals, Federally Qualified Health Centers, Clinics, Faith-based Organizations, etc.). Instruction covers nine core competencies essential to working as a certified CHW including communication, capacity building, service coordination, interpersonal, advocacy, outreach, personal/professional skills. Knowledge based competencies include health and social issues that disproportionately impact clients including but not limited to chronic diseases such as diabetes, asthma and cancer. Some of the social issues covered will include safety, emergency preparedness, social isolation and adverse childhood experiences (ACES). Class offered as a hybrid model, meeting virtually via zoom one night per week, with 3 hours of additional online work per week. Required Textbook: Foundations for Community Health Workers, 2nd ed. For more information call 828-398-7925 or email workforceprograms@abtech.edu

W, 2/2-5/25, 6 p.m. - 9 p.m., HEA-3121-001HC
RM Zoom, ZOOM, Online
Fees: Course: \$185.00

TH, 3/10-6/30, 6 p.m. - 9 p.m., HEA-3121-002HC
RM Zoom, ZOOM, Online
Fees: Course: \$185.00



Electronic Health Record Specialist (EHRS)

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

M/W, 2/21-5/11, 9 a.m. - 1 p.m., HIT-3700-130HC
RM 211, Goodwill Ctr., Goodwill
Fees: Course: \$180.00

Dental Radiology

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

Nurse Aide I

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

T-TH, 1/18-4/20, 1 p.m. - 4 p.m., NUR-3240-515HC
RM 342, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$241.35

T-TH, 1/18-4/20, 8 a.m. - 11 a.m., NUR-3240-518HC
RM 342, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$241.35

M,T,TH, 1/13-4/14, 4:30 p.m. - 8:30 p.m., NUR-3240-294HC
RM 342, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$241.35

M/W, 1/10-4/27, 4 p.m. - 8 p.m., NUR-3240-902HC
RM 342, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$241.35

T-TH, 2/15-4/7, 8:30 a.m. - 4:30 p.m., NUR-3240-266HC
RM 196, Goodwill Ctr., Goodwill
Fees: Course: \$231.35

M-TH, 4/26-6/15, 8:30 a.m. - 4:30 p.m., NUR-3240-267HC
RM 196, Goodwill Ctr., Goodwill
Fees: Course: \$231.35

M/W, 1/12-5/2, 4 p.m. - 8 p.m., NUR-3240-401HC
RM 113, Ramsey, A-B Tech Madison
Fees: Course: \$241.35

Ophthalmic Assistant Module I: Fundamentals and Theory of Ophthalmic Assistant

The Ophthalmic Assistant Program is accredited by the International Council of Accreditation for Ophthalmic Assistant. This program is in two modules. The first one is the Fundamentals and Theory. Module II: Intensive Clinic/Lab is the clinical rotation in different clinics. The ability to specialize within this field includes areas such as diagnostic testing, scribing, pediatrics, retina, ultrasound, photography, contact lenses, surgical assisting, ocular motility, low vision and many other specialties of ophthalmology. To receive a completion and be eligible to take the certification exam, both Modules must be completed successfully. For more information about this program call the Health Occupations Department at 828-398-7878 or email teresawnix@abtech.edu or ronaldsmith37@abtech.edu

Fees: Course: \$226.35

Medication Aide

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

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

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

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

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

Clinical Massage

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



Ophthalmic Assisting

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

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

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

Nurse Aide II

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

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



Not all certification classes are offered every semester.

Advanced Manufacturing Certification Program

Course Title	Hours	Certifying Body	Level
Certified Production Technician	220	Manufacturing Skill Standards Council	National

Business & Hospitality Certification Programs

Course Title	Hours	Certifying Body	Level
Barber Academy	1528	NC Board of Barber Examiners	State
Drone Remote Pilot Part 107	15	FAA	National
Foundations of Wine	12	Court of Master Sommeliers	International
Foundations of Beer	9	Cicerone	National
eNotary	3.5	NC Secretary of States office	State
Notary Public	7	NC Secretary of States office	State
ServSafe Manager Certification	8	National Restaurant Association	National
Real Estate Broker Prelicensing	77	NC Real Estate Commission	State
Real Estate Post Licensing	30	NC Real Estate Commission	State

Computer & Online Training Online Preparatory Certification Programs

Course Title	Hours	Certifying Body	Level
Basic CompTIA A+ Certification Prep	24	CompTIA A+	National
Intermediate CompTIA A+ Certification Prep	24	CompTIA A+	National
Advanced CompTIA A+ Certification Prep	24	CompTIA A+	National
CompTIA Network+ Certification Prep	24	CompTIA Network+	National
Microsoft Office Specialist-Associate (Office 365 and Office 2019)	96	Microsoft	National
Project Management Professional (PMP™) Prep I	24	Project Management	National
Project Management Professional (PMP™) Prep II	24	Project Management	National

Health Occupations Certification Programs

Course Title	Hours	Certifying Body	Level
Clinical Massage	518	NC Board of Massage and Bodywork Therapy	State
Community Health Worker	96	NCDHHS Office of Rural Health	State
Dental Radiology	30	NC State Board of Dental Examiners	State
Electronic Health Record Specialist	96	National Health Career Association	National
Nurse Aide I	120	NC Board of Nursing/NCDEPT. of Health & Human Services, Health Care Registry	State
Nurse Aide II	180	NC Board of Nursing (NCBON)	State
Nurse Aide Refresher	40	NC Board of Nursing/NCDEPT. of Health & Human Services, Health Care Registry	State
Medication Aide	24	NC Board of Nursing (NCBON)	State
Ophthalmic Assisting	628	Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO)	National

Occupational & Skilled Trades Certification Programs

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





Back To Work 50+ Smart Strategies That Connect 50+ Talent To Employers

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

This program is brought to you through a partnership between:



Job Preparedness

Advanced Manufacturing, Introduction to

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

S, 1/8, 8 a.m. - 5 p.m., HRD-7702-816HR
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 1/29, 8 a.m. - 5 p.m., HRD-7702-817HR
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 2/19, 8 a.m. - 5 p.m., HRD-7702-818HR
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 3/19, 8 a.m. - 5 p.m., HRD-7702-819HR
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 4/30, 8 a.m. - 5 p.m., HRD-7702-820HR
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 5/14, 8 a.m. - 5 p.m., HRD-7702-821HR
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

Human Resources Development (HRD)

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

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

Skills Training Classes for Job Seekers!

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

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

Goodwill Industries

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

This program is brought to you through a partnership with:





NCWorks Career Center Asheville

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

Find Jobs

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

Skills Development

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

Get Training

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

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

NCWorks Career Center Asheville

48 Grove Street

Asheville, NC 28801

(828) 251-6200

www.ncworksasheville.com

Facebook: facebook.com/ncworksasheville



Prove your Workplace Skills to Employers!

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

A-B Tech:

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

The goal of a Work Ready Community is to show how many people have taken the CRC and to have a pre-determined number of companies recognize the value of the NCRC as an indicator of workplace skills. To date, 140 companies are recognizing or recommending the NCRC in Buncombe County alone, including GE Aviation, Mission Health, New Belgium Brewing, MB Haynes, Linamar, Eaton, Jacob Holm Industries, Pratt & Whitney and many others. Employers in the surrounding counties of Madison, Haywood, Henderson, and Transylvania are also participating in the Work Ready Community initiative.

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

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

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

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



NORTH CAROLINA CAREER READINESS CERTIFICATE



Career Connections

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

M-F, 1/4-5/13, 9 a.m. - 4 p.m., HRD-7653-801HR

RM 152, Goodwill Ctr., Goodwill

Fees: Course: Waived

Career Lab

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

M-F, 1/4-5/13, 9 a.m. - 1 p.m., HRD-7688-800HR

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

Fees: Course: Waived

Career Quest

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

Discover the opportunities available with local companies. All classes are fee waived for underemployed and unemployed individuals. For more information call Goodwill at 828-298-9023 ext. 11106 or email drogers@goodwillnwnc.org

Career Quest: Careers in Hospitality featuring Asheville Hotel Group

Thu, Mar 10 & 17, 10:00am

Learn about the wide variety of roles in the field of hospitality and the excellent career opportunities they present. Learn how these various roles work together to create a world class guest service experience at Asheville Hotel Group properties. This is a hybrid webinar and in-person class. You will need internet access to join the first session.

Thu, Mar 10 (webinar session) 10:00am-11:00am

Thu, Mar 17 (in person at Goodwill Center) 10:00am-12:00am

Career Quest: Non-clinical Medical Careers featuring MAHEC

Thu, Feb 10 & 17, 10:00am

Did you know a large portion of Healthcare careers do not involve direct interaction with a patient? Learn the surprising truth about non-clinical medical career opportunities and learn how to start your career in this growing and lucrative field. Learn how MAHEC hires for these roles. This is a hybrid webinar and in-person class. You will need internet access to join the first session.

Thu, Feb 10 (webinar session) 10:00am-11:00am

Thu, Feb 17 (in person at Goodwill Center) 10:00am-12:00am

Commercial Driving Careers, Intro to

This class is designed for students interested in learning more about the wide range of commercial transportation careers. The first part of class will be to develop the tools to construct resumes specific to delivery and transit careers, prepare medical and driving records for potential employers, and how to interview with those companies. During the second part of class the focus will be to provide instruction and practice for the DMV written permit examinations needed to obtain permits and endorsements for commercial drivers. Employers and currently employed drivers will present information on available job opportunities in the field. Students that complete the course will leave with the knowledge of how to schedule their exams and further pursue licenses and jobs. Call 828-398-7934 or email jenniferwallner@abtech.edu to sign up today.

M-F, 2/14-2/18, 9 a.m. - 12 p.m., HRD-7701-813HR

RM 6A, TrV, Transformation Village

Fees: Course: Waived

Composites, Introduction to

Composites are used extensively in aircraft as well as automobile, marine, and motorcycle manufacturing. This introduction class will give you one day of hands-on experience with composite ply layup, rapid ply cutter operation, bagging fundamental, and autoclave operation. During this 8 hour class you will layup your own coaster and cook it in an autoclave. To register call 828-398-7934 or email jenniferwallner@abtech.edu

S, 1/29, 8 a.m. - 5 p.m., HRD-7639-822HR

RM 212, Adv. Manufacturing Ctr., Asheville Campus

Fees: Course: Waived

S, 3/19, 8 a.m. - 5 p.m., HRD-7639-823HR

RM 212, Adv. Manufacturing Ctr., Asheville Campus

Fees: Course: Waived

S, 4/9, 8 a.m. - 5 p.m., HRD-7639-824HR

RM 212, Adv. Manufacturing Ctr., Asheville Campus

Fees: Course: Waived

Computer Skills for Job Seekers

Operating a computer is a necessary life skill for finding and maintaining gainful employment. Come learn basic computer skills that can enhance your search for employment. Included in this class is an overview of basic computer concepts, uses of hardware, applications, and programs. This course will familiarize you with the computer, develop basic keyboarding skills, and increase your comfort level with computers. Develop basic Microsoft Word skills that you can use to create or update a resume and cover letter. Create an email account to sharpen your email skills and learn email etiquette. Learn to surf the web to search and apply for jobs. At the end of this course students should be comfortable operating a Windows based computer, creating and managing E-mail accounts, finding information on the internet and using computer for researching, finding employment and using the internet for job posting online. Call 828-398-7934 or email jenniferwallner@abtech.edu to sign up today.

T/TH, 1/11-2/3, 12:30 p.m. - 3:30 p.m., HRD-7642-831HR

RM 211, Goodwill Ctr., Goodwill

Fees: Course: Waived

T/TH, 3/22-4/14, 5:30 p.m. - 8:30 p.m., HRD-7642-832HR

RM 7, TrV, Transformation Village

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. Prefer students have taken Computer Skills for Job Seekers prior to enrolling in this course. Call 828-398-7934 or email jenniferwallner@abtech.edu to sign up today.

T/TH, 2/8-3/3, 12:30 p.m. - 3:30 p.m., HRD-7612-837HR
RM 211, Goodwill Ctr., Goodwill
Fees: Course: Waived

T/TH, 4/19-5/12, 5:30 p.m. - 8:30 p.m., HRD-7612-838HR
RM 7, TrV, Transformation Village
Fees: Course: Waived

Google Application Basics: Job Searching and Employment Skills using Google Applications ^{new}

Learn how the free Google Suite of Applications can aid in your job search from setting up a Gmail account to communicate with all potential employers, keeping up with important interviews with Calendar, save your resume and cover letter in Drive after you have created them in Docs, use Keep for your To Do list, calculate using Google Sheets and so much more. Not only can you get your job search organized you will be on your way to being a well-organized employee. Maybe you will even transfer some skills into your home life. Call 828-398-7934 or email jenniferwallner@abtech.edu to sign up today.

M/W, 1/24-2/2, 8:30 a.m. - 11:30 p.m., HRD-7616-808HR
RM 7, TrV, Transformation Village
Fees: Course: Waived

Guest Service Professional Tourism

Just as one bad apple can spoil the bunch, one negative online review can spoil your business's chances of attracting new guests. And for tourism destinations, it can be even worse--negative feedback can impact an entire city or region. The reputations of hotels and museums, taxi companies and restaurants, all contribute to a destination's profile. The Guest Service Gold® Tourism program features seven elements: Recovery: Turn It Around, Personalization: Provide an Individualized Experience, Knowledge: Be in the Know, Passion: Inspire Others, Commitment: Be All In, Inclusion: Include Everyone, and Personality: Be Yourself. Upon completion the student will receive a certificate from A-B Tech and will qualify to sit for the American Hotel & Lodging Educational Institute Guest Service Gold Certification. Call 828-398-7934 or email jenniferwallner@abtech.edu to sign up today.

TH,F, 2/24-2/25, 9 a.m. - 12 p.m., HRD-7658-814HR
RM 6A, TrV, Transformation Village
Fees: Course: Waived

Hospitality Skills

You will learn the principles of service for a variety of hotel and restaurant venues and positions. These principles are based on the standards for high-end practices and the needs of the Asheville area's major employers. The curriculum within each course will focus on hands-on training and demonstrations to best prepare students for the professional expectations of a variety of hospitality departments.

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

These courses can be taken in succession or individually. Upon successfully finishing the course, you will receive a certificate of completion from A-B Tech. For more information call Goodwill at 828-298-9023 ext. 11142 or email: mvangilder@goodwillnwnc.org



The T-STEP is a FREE intervention developed to support transition to employment and post secondary education for 16-21 year olds with Autism Spectrum Disorder who will or have received the Future-Ready Core high school diploma.

- Goal Setting Skills
- Executive Function Skills
- Emotion Regulation Skills
- Social Skills for College & Work

For more information, contact Rashad Carlson, Clinical Program Service Coordinator at 919-843-9505 or TSTEPinfo@med.unc.edu

Human Services Exploration:DSS Caseworker Phase I

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

T/TH, 1/6-3/1, 5:30 p.m. - 8:30 p.m., HRD-7677-810HR
RM Zoom, ZOOM, Online
Fees: Course: Waived

Machining, Introduction to

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

S, 1/29, 8 a.m. - 5 p.m., HRD-7694-825HR
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 2/5, 8 a.m. - 5 p.m., HRD-7694-826HR
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 3/19, 8 a.m. - 5 p.m., HRD-7694-827HR
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 4/9, 8 a.m. - 5 p.m., HRD-7694-828HR
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 4/23, 8 a.m. - 5 p.m., HRD-7694-829HR
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 5/14, 8 a.m. - 5 p.m., HRD-7694-830HR
RM 110, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

Maximizing Interview Skills

Interviewing causes everyone all over the world some anxiety but better preparation and knowledge about the interviewing process will decrease your anxieties. This class is designed to help you curb your nervousness, feel more confident and stand out from the crowd. You will learn how to interview from start to finish and develop a written plan of action for your job search. You will learn how to answer the new behavioral/situational type interview questions, dress for your interview, interview do's and don'ts and tips for cover letters and resumes. Don't be left out, sign up today for the next class and get prepared to be hired. Call 828-398-7934 or email jenniferwallner@abtech.edu to sign up today.

M-W, 2/7-2/9, 5:30 p.m. - 8:30 p.m., HRD-7638-812HR
RM 437, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: Waived

Personal Care Aide

Personal Care Aides make up one of the largest growing workforce fields in the country. The Labor Department says over the next decade, home-health aide jobs will grow the most out of nearly 800 job titles, with an expected addition of 1.16 million positions. This learner-centered class will include speakers from the healthcare field, case scenarios, and other forms of interactive learning focused on the competencies that PCAs need to perform well on the job. Working environments include private homes, small residential facilities, group homes and larger facilities. PCA duties include tasks such as assistance with bathing, dressing, grooming, cooking and light housekeeping. Hour lunch each day. Call 828-398-7934 or email jenniferwallner@abtech.edu to sign up today.

T-TH, 3/1-3/24, 9:30 a.m. - 3:30 p.m., HRD-7651-807HR
RM 197, Goodwill Ctr., Goodwill
Fees: Course: Waived

Resume and Interviewing Skills new

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

M/W, 5/2-5/11, 8:30 a.m. - 11:30 p.m., HRD-7660-809HR
RM 8A, TrV, Transformation Village
Fees: Course: Waived



STEP Career Resource Center

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

M-TH, 1/4-5/13, 9 a.m. - 1 p.m., HRD-7652-804HR
RM ML08, Edington Educational and Career Ctr., 133 Livingston St.
Fees: Course: Waived

Workforce Readiness Resource Lab ^{new}

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

M-F, 1/4-5/13, 12:30 p.m. - 4:30 p.m., HRD-7640-803HR
RM 202, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

WorkKeys Curriculum

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

M-F, 1/4-5/13, 8:30 a.m. - 4:30 p.m., HRD-7643-805HR
Online
Fees: Course: Waived

Fees: Course: Waived

T/TH, 3/8-3/24, 9 a.m. - 12 p.m., HRD-7705-811HR
RM 437, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: Waived



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

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

We accomplish our goals through a three step process:

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

Support participants toward course completion by providing case management and resource referrals that help with issues in transportation, finances & childcare.

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

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

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



Medical Pathways ^{new}

Interested in entering the medical field but not sure which path is right for you? Medical Pathways will explore the fields of Nurse Aide I, Ophthalmic Assistant, Clinical Massage, and Electronic Health Record Specialist. There will be classroom visits with instructor Q&A. After this class, you will be able to make an educated decision about how your skills and interests will fit in with one of these Medical Pathways. Funding options to pay for classes will also be discussed. Call 828-398-7934 or email jenniferwallner@abtech.edu to sign up today.

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

INCOME MAINTENANCE

CASEWORKER

A Career in Helping Others

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

Human Services Exploration: DSS Caseworker Phase I

This course covers skills and strategies designed to provide employability skills training and career exploration for the role of Income Maintenance Caseworker within the Division of Social Service agencies. Focus will include preparation for the WorkKeys Assessments, technology awareness, customer service, NCFAST terminology and navigation. This course is a prerequisite to register for Phase II, successful completion requires attendance, passing NC Fast exam and Workkeys test. Please email meller@abtech.edu to sign up. CRC exam will be an additional fee.

Tuesdays & Thursdays

5:30pm - 8:30pm

Zoom

1/6-3/1

Human Services, Introduction: Phase II

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

Tuesdays & Thursdays

5:30pm - 8:30pm

Zoom

3/17-5/10



Partnerships at A-B Tech Woodfin

Sometimes our best partners are those within our internal divisions and departments. A-B Tech Woodfin is a great example of that. There is not only the partnership between the college and the Buncombe County Public Safety Training Center, but also a blend of both long-term and short-term programs that blend our continuing education and curriculum EMS programs seamlessly.

A-B Tech Woodfin houses the college's Emergency Services division, which encompasses Law Enforcement, Emergency Medical Science, and Fire Service all at one campus. Not only is it an impressive campus, but the instructors and programs represent a cohesive blend of services that are often called on to support each other. As first responders in our community, they worked non-stop during the pandemic to keep training new recruits and EMS personnel for much needed roles in their respective areas.



In addition to A-B Tech-led classes, the county has a regular schedule of classes on-site, and the two entities work hand in hand to collaborate on the use of space with a very active schedule of events.

A-B Tech hosts an annual Emergency Services open house to show off the state-of-the-art facility and meet the instructors, but prospective students also are invited to reach out at any time for a tour of the campus and to learn more about our programs. Whether you are just getting started in a career in Emergency Services or need a refresher or specific course to stay current or obtain new certifications, there is sure to be something of interest.





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

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

Google Application Basics: Job Searching and Employment Skills Using Google Applications	Page 41
Computer Skills for Job Seekers	Page 41
Computer Skills for the Workplace	Page 41
Resume and Interviewing Skills	Page 43
Guest Service Professional Tourism, February 24	
Commercial Driving Careers, Intro to, February 14	Page 49
OSHA-10 for Construction	Page 51
Plumbing Foundations.....	Page 52

Location:

A-B Tech Entrance on right side of the building



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

Classes continuously added.

Check registration website for updates.

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

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



Workforce Training

Bio Composite Manufacturing new

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

M/W, 3/7-3/16, 4 p.m. - 6 p.m., SEF-3308-757WT
 RM 437, Ferguson Ctr., AHWD , Asheville Campus
 Fees: Course: \$75.00

Commercial Driving Careers, Intro to new

This class is designed for students interested in learning more about the wide range of commercial transportation careers. The first part of class will be to develop the tools to construct resumes specific to delivery and transit careers, prepare medical and driving records for potential employers, and how to interview with those companies. During the second part of class the focus will be to provide instruction and practice for the DMV written permit examinations needed to obtain permits and endorsements for commercial drivers. Employers and currently employed drivers will present information on available job opportunities in the field. Students that complete the course will leave with the knowledge of how to schedule their exams and further pursue licenses and jobs. Call 828-398-7934 or email jenniferwallner@abtech.edu to sign up today.

M-F, 2/14-2/18, 9 a.m. - 12 p.m., HRD-7701-813HR
 RM 6A, TrV, Transformation Village
 Fees: Course: Waived

Drone Remote Pilot Certificate Training Part 107

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

M/W, 1/19-2/2, 6 p.m. - 9 p.m., UAS-3111-124WT
 RM Zoom, ZOOM, Online
 Fees: Course: \$75.00

Electrical Contractors License Exam Preparation

This course is designed to help students review the National Electric Code (NEC) in preparation for the NC Electrical Contractors Exam. It is also beneficial for Code Enforcement officials and others who want to know more about the National Electric Code. This course will cover current code, calculations, wiring, motors, transformers, low and high voltage along with practice questions for the exam. Students should bring a copy of the 2020 NEC Code book and a calculator to class. For more information about scheduling the licensing exam, visit www.ncbeec.org.

S,SU, 3/12-3/20, 8 a.m. - 5 p.m., ELC-3100-534WT
 RM 446, Ferguson Ctr., AHWD , Asheville Campus
 Fees: Course: \$135.00

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, 1/15, 8 a.m. - 5 p.m., ELC-3016-254WT
 RM 446, Ferguson Ctr., AHWD , Asheville Campus
 Fees: Course: \$80.00

S, 2/26, 8 a.m. - 5 p.m., ELC-3016-255WT
 RM 446, Ferguson Ctr., AHWD , Asheville Campus
 Fees: Course: \$80.00



COMMERCIAL DRIVING CAREERS

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

Intro to Commercial Driving Careers

Monday - Friday

9 a.m. - 12 p.m.

2/14 - 2/18

Transformation Village Rm. 6A

Tuition: waived

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

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

Electrical Standard Inspection Level I

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

TH,F,S, 3/31-4/9, 8 a.m. - 5 p.m., COD-3104-293WT
RM 446, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$135.00

Electrical Standard Inspection Level III

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

TH,F, 2/3-2/11, 8 a.m. - 5 p.m., COD-3111-756WT
RM 446, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$135.00

Human Services Exploration:DSS Caseworker Phase I

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

T/TH, 1/6-3/1, 5:30 p.m. - 8:30 p.m., HRD-7677-810HR
RM Zoom, ZOOM, Online
Fees: Course: Waived



Human Services, Introduction: Phase II

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

T/TH, 3/17-5/10, 5:30 p.m. - 8:30 p.m., HSE-3220-167WT
RM Zoom, ZOOM, Online
Fees: Course: \$135.00

Mechanical Standard Inspection Level III

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

TH,F, 2/10-2/11, 8 a.m. - 5 p.m., COD-3132-675WT
RM 437, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$80.00

eNotary

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

F, 2/18, 1:30 p.m. - 4:30 p.m., SEF-7676-796WT
RM 431, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$55.00

S, 4/2, 8:30 a.m. - 11:30 a.m., SEF-7676-797WT
RM 431, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$55.00

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

Notary Public

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

F, 1/28, 9 a.m. - 5 p.m., SEF-3874-507WT
RM 431, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$75.00

S, 2/5, 9 a.m. - 5 p.m., SEF-3874-508WT
RM 431, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$75.00

F, 4/29, 9 a.m. - 5 p.m., SEF-3874-510WT
RM 431, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$75.00

OSHA-10 for Construction

This course is a basic overview of the recognition and avoidance of unsafe conditions on the job site and will provide the student with a basic understanding of OSHA regulations, enforcement, and compliance. Topics include discussions of the OSHA standards that relate to scaffolds and ladders, excavation and trenching, electrical safety, personal protection equipment, fire protection and prevention, health hazards, concrete and steel erection, material handling, tools and welding, heavy equipment, and cranes. The course curriculum and instructor are authorized by OSHA. Successful students will receive an official OSHA 10-hour course completion card.

T/TH, 3/10-3/22, 6:30 p.m. - 9 p.m., OSH-7582-662WT
RM 3, TrV, Transformation Village
Fees: Course: \$70.00

Plumbing Foundations new

This course will prepare you with the basic theory to become a plumber's helper or apprentice. Topics covered include basic fittings, fixtures, drainage, waste, ventilation, and safety.

T/TH, 2/1-3/3, 6:30 p.m. - 9 p.m., PLU-3024-101WT

RM 3, TrV, Transformation Village

Fees: Course: \$135.00

Real Estate Broker PreLicensing

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

M/W/S, 2/16-3/19, RLS-3700-019WT

M/W 5:00 p.m. – 10:00 p.m.

S 9:00 a.m. – 3:30 p.m.

RM 326, Ferguson Ctr., AHWD , Asheville Campus

Fees: Course: \$190.00

Spanish for the Workplace

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

M, 2/21-3/28, 6 p.m. - 8 p.m., FLI-7700-232WT

RM 437, Ferguson Ctr., AHWD , Asheville Campus

Fees: Course: \$80.00

Spanish for the Workplace Plus new

This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and career-specific vocabulary that is focused on health, business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity.

F, 1/14-5/6, 9:30 a.m. - 12:15 p.m., FLI-7701-100WT

RM 138, Elm, Asheville Campus

Fees: Course: \$135.00



Tiny Houses: Small Scale Living

This introductory course is oriented to persons interested in joining the Tiny House movement and industry. Whether you are looking at designing a product, manufacturing or fabrication of tiny homes, 6 well founded guidelines will be presented to help you successfully focus your planning. Topics include: the impacts of the Residential Building Codes, Residential Zoning Ordinances, Sustainability, Material Selections, Fabrication Methods and Lifestyle Considerations.

T, 3/15-4/5, 6 p.m. - 8 p.m., SEF-6453-610WT
RM 437, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$80.00

Welding Basics

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

T/TH, 1/20-3/31, 6 p.m. - 10 p.m., WLD-3106-361WT
RM 190, Dogwood, Asheville Campus
Fees: Course: \$291.35



Woodworking Basics

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

T/TH, 1/11-4/14, 6 p.m. - 9 p.m., CAR-7549-314WT
RM 180, Dogwood, Asheville Campus
Fees: Course: \$266.35

Woodworking Foundations

Learn fine woodworking skills through the use and care of hand tools and use of machinery. Areas of expertise include planning and marketing out a project, mortise and tenon joint, dovetail joint, use of hand planes and scrapers. Under supervision, the student will complete a small project approved by the instructor. Students are also required to purchase all project supplies.

M/W, 1/12-4/13, 6 p.m. - 9 p.m., CAR-7701-315WT
RM 180, Dogwood, Asheville Campus
Fees: Course: \$266.35

Funding for Workforce Training

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

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

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

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

Eligibility Requirements:

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

Assistance is Available for:

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

Continuing Education Programs Available:

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



For more information contact:

Ronnie Copeland

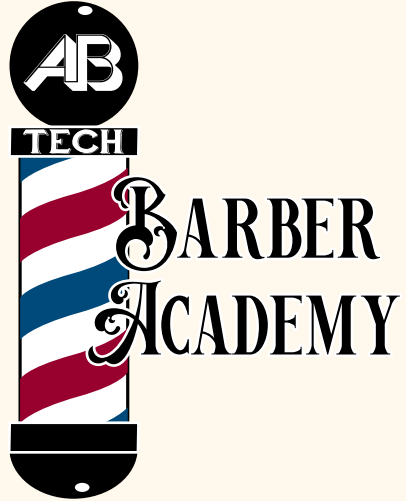
Work Cell: 828-772-0787

Email: ronnetalcopeland@abtech.edu





Greetings from the Barber Academy



Did you know, starting around 296 A.D., that the first shave on a young Roman's twenty-second birthday constituted a Rite of Passage from boyhood to manhood, and was celebrated with great festivity? The Barbering Program embraces our history, going back 6,000 years, and honors the dedication of men like Ticinius Mena, who brought the art of shaving from Sicily to Rome. The question is: Are you willing to carry on the tradition of Barbering?

The Barber Academy curriculum prepares the student for a successful career as a professional Barber. The curriculum consists of lectures, demonstrations, and hands-on experience. Subjects of instruction include, but not limited to shaving, haircutting, implements, geometry, chemistry, anatomy, chemical hair products, and business classes.

The Barbering Program is licensed by the North Carolina Board of Barber Examiners (NCBBE) and adheres to the requirements necessary to prepare students to apply for and take the Apprentice examination given by the NCBBE, which consists of a written and a practical exam. The barbering program is a minimum of 1528 clock hours which includes lectures, demonstrations, and hands on practice.

You can learn more by visiting the North Carolina Board of Barber Examiner's website: barbers.nc.gov. Look us up on the web at abtech.edu/barber and by contacting Jay Kaufmann, Coordinator/Lead Instructor at josephjkaufmann@abtech.edu or calling (828) 398-7609.

Regulatory Training

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

These courses include:

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

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

BioNetwork

Sake Brewing

This course is a fun and unique opportunity to learn how to brew sake. There are only 14 sake breweries in the US, which makes sake brewing a special skill. Immerse yourself in 6-day course and make your own sake from brewing to bottling. Learn how to steam sake rice, culture koji, ferment rice, and filter kasu. When you are finished, take home your own sake creation!

T-F, 1/25-3/25, 9 a.m. - 5 p.m., SEF-9127-934BW
 RM 221, TCC, A-B Tech Enka
 Fees: Course: \$200.00, Ins: \$1.35



**Learn, Formulate and Test
 Test Kitchen and Natural Products
 Laboratory**



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

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

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

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

F, 1/14-1/28, 8 a.m. - 5 p.m., SEF-9084-132BW
 RM 221, TCC, A-B Tech Enka
 Fees: Course: \$250.00



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

Phone: 828-782-2328

Email: asheville@ncbionetwork.org

Web: abtech.edu/bionetwork

Facebook.com/bionetworkatabtech

Twitter: @food_bev_sci

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

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

M, 3/28-4/11, 8 a.m. - 5 p.m., SEF-9084-133BW
RM 112, TCC, A-B Tech Enka
Fees: Course: \$250.00

Sensory Science for Brewing new

Could your brewery benefit from a well-developed sensory evaluation program? Many breweries routinely neglect sensory evaluation due to a lack of knowledge and resources. Sensory evaluation forms the basis of brewing quality programs to ensure the quality and consistency of beer released to consumers. This course provides an overview of how your senses work and how those in the craft beverage manufacturing industry can utilize sensory information in quality control, product development, and business decisions. This course will feature off-character training using Aroxa flavor standards.

T-TH, 2/16-2/18, 3 p.m. - 5 p.m., SEF-9140-120BW
RM 112, TCC, A-B Tech Enka
Fees: Course: \$100.00, Ins: \$1.35



What is the North Carolina Small Business Center Network?

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

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

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

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



A-B Tech Small Business Center and Business Incubation Program

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



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

Want to talk with someone about starting a business?



ENTREPRENEURIAL ASSESSMENT DAYS

Schedule a time to meet with a member of the A-B Tech Small Business Center team via Zoom. Assessment Days will be held the second Tuesday of every month. Call (828) 398-7950 for a 30-minute assessment.

- Tuesday, January 11
- Tuesday, February 8
- Tuesday, March 8
- Tuesday, April 12

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



ANNOUNCING SPRING 2022 MINDSPARK LIVE TOPICS

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

January 5- Get Good at Getting Money for Your Small Business

February 2- Everyone Needs Employees! Discover How to Recruit and Keep Them.

March 2- What's It Really Take to Be an Entrepreneur?

April 6- Organization and Time Management for Small Business Owners

May 4- Rebuilding Relationships with Unhappy Customers

June 1- Small Business Experts and Organizations You Should Get to Know



Small Business Center FAQ

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

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

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

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

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

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

Do you offer one-on-one counseling?

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



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

Please Like, Comment, and Subscribe

Startup Asheville

Serving Buncombe and Madison Counties

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

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

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

Scan the code and check out Startup Asheville Today!



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



CATAPULT

PROPEL FORWARD TOGETHER

Are You Ready?

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

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

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

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

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



**Western Women's
Business Center**

A program of CAROLINA SMALL
BUSINESS DEVELOPMENT FUND

SAVE THE DATE!

7th Annual Western Women's Business Conference The Spirit of Women

Please mark your calendars for the 7th Annual Western Women's Business Conference. The new date is set for April 20, 2022 at the Mission Health/A-B Tech Conference Center. Be sure to check the website at www.wwbnc.org for updates regarding the schedule and to register.

Community Development Financial Institutions Outstanding Lending Partners for Small Businesses

What are Community Development Financial Institutions (CDFIs)?

CDFIs are specialized organizations that provide financial services in low-income communities and to people who lack access to funding. They work to empower low-income and underserved people and communities to enter the financial mainstream. CDFI is a designation given by the CDFI Fund.

What types of activities do CDFIs finance?

CDFIs finance a wide range of activities – including mortgage lending for first-time homebuyers, flexible underwriting to community facilities, and commercial loans for businesses in low-income areas.

What qualifies a lender to be a CDFI?

In order to qualify as a CDFI, an organization must submit an application to the CDFI Fund for review. The CDFI Certification Application must demonstrate that the applicant meets a number of requirements including:

- Is a legal entity at the time of certification
- Has a primary mission of promoting community development
- Is a financing entity
- Primarily serves one or more target markets
- Provide development services in conjunction with its financing activities
- Maintains accountability to its defined target market
- Is a non-government entity and not under the control of any government entity (Tribal governments excluded).

What is the difference between a CDFI and a traditional bank?

The traditional banking industry has historically undeserved low-income and minority communities. This often forces these groups to turn to high-risk alternatives for funding such as check-cashing services, pawnshop loans, auto title loans, payday loans, and paycheck or tax refund advances. CDFIs are more likely to have funding available to support startups, nonprofits, micro, and small businesses, affordable housing, consumers, and commercial real estate. CDFIs usually offer loans that are more predictable allowing the customer to have more certainty with payments. Traditional banks are more objective with the underwriting process – they are often credit-score-driven. Whereas CDFIs seek to make lending more inclusive and place more weight on credit history and character. Most CDFIs offer technical assistance services and training programs such as business coaching, mentoring, and advisory services. CDFIs also have more flexibility with their lending terms in the event that a borrower faces financial difficulties.

Are there any CDFI's locally and, if so, who are they?

Yes, there are ...

- Mountain BizWorks - www.mountainbizworks.org
- The Carolina Small Business Development Fund - <https://www.carolinasmallbusiness.org/>
- National Community Investment Fund (NCIF) - <https://www.ncif.org/>
- Self-Help Credit Union - <https://www.self-help.org/>
- Thread Capital - <https://www.threadcap.org/>

Where can I go if I have further questions about CDFIs?

The best way to stay in “the know” about opportunities for small businesses is to get connected with your local business resource provider. There is a Small Business Center at every community college in North Carolina. This expansive network of business experts covers all 100 counties. Be sure to check out the A-B Tech Small Business Center's webpage at www.abtech.edu/sbc.



SMALL BUSINESS CENTER CLIENT PROFILE:

Mark Sundara Asheville Ice



What is your business?

WE SERVICE OUR CUSTOMERS WITH ICE MACHINES.

Asheville Ice Company is a local ice machine sales, rental, and repair company located in the western part of North Carolina. We provide ice machine sales, rentals, and repair to many different distribution channels, including local independently owned co-op supermarkets, local businesses, restaurants/bars, and others in the Asheville area. Our commitment to ensuring the highest standards for equipment and service is above any other. Asheville Ice accommodates all needs from the renting and servicing of ice machines.

Why did you start a business?

I got let go from a position in manufacturing. This was the first time I'd ever been fired from a job. Not the best feeling. Eventually, that company went out of business. From then on, I wanted to be my boss, but now it seems I have more bosses than ever. I now must serve the company, clients, and employees...I'm last on the totem pole. I cashed out my 401K, went back to my roots, and wanted to fix things again. I got my refrigeration degree at A-B Tech, and I knew I was always good at fixing things, and my best friend in Florida owned a refrigeration business at the time and said I should give this a try. We grew up together, and I worked with him and his family before, so I was familiar with the business, and I just went for it.

How has the A-B Tech Small Business Center (SBC) assisted you? (You can mention, counseling, seminars, workshops, collaborations, etc.)

If it wasn't for AB Tech and Jill Sparks giving me a chance and allowing me to be a part of the small business center, there would be no Asheville Ice today. The workshops on social media marketing, tax advice, and counseling have helped tremendously. Sometimes it's faster to sit down with an expert who would have been through what I'm going through now and help me not to make the same mistakes as they were starting.

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

The help of the small business center and the mentoring and guidance allowed us to accelerate our business and dial in our processes. We were able to have the space and the room to make mistakes and correct them quickly.

How has 2020 impacted your business?

We lost a large chunk of our revenue in 2020, and it put our growth on pause since most of our clientele own bars and restaurants, so when they were closed, we were closed. But I allowed up to reorganize.

What has the pandemic taught you as a businessperson?

Sometimes you have to let things go that are not working. We had a refrigerated trailer rental side of the business that was halted due to the pandemic. No one was having events or festivals. So, we sold our trailers and reinvested them into better equipment, tools, and ways to continue to make our jobs easier. We now have wireless gauges to check refrigerant pressures and other digital gear and instruments. We looked at things we knew we needed and did have that would like life easier and found a way to get it.

What advice would you give aspiring entrepreneurs?

Make sure you give yourself, your product, and or your service a value that you are worth and that you are happy to offer that product or service for a fair asking price. Don't let people beat you down on a price and stand firm on what you are offering. People want good service, and that is how you get repeat business. If you have a great idea, test it on your friends, and family get their opinion or advice. You never know what kind of connections they have and go for it. If your idea helps fill a need or you can improve on a product or service, you will get clients and find work.



<http://ashevilleice.com/>

(828) 738-5153



To Enroll in Online Courses Visit:

www.ed2go.com/abtech

New sessions begin: 12/15, 1/12, 2/9, 3/16, 4/13

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

Community Enrichment Courses

Course Fee \$89

Digital Photography

Photographing Nature
Travel Photography

Health and Wellness

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

Financial Wellness

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

Language

Conversational Japanese*

Life and Work Development

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

Special Interest

Genealogy*
Homeschool with Success
Introduction to Screenwriting
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

Beginning Writer's Workshop
Beginner's Guide to Getting Published
Introduction to Internet Writing Markets
Publish and Sell Your E-Books
The Keys to Effective Editing
Write Fiction Like a Pro
Writing Essentials
Writing the Fantasy Novel
Writing Young Adult Fiction

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

Online Courses

ed2go.com/abtech.edu



3 EASY ONLINE REGISTRATION STEPS

STEP 1: Explore

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

STEP 2: Register

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

STEP 3: Payment

To Pay Online:

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

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

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

By Phone:

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

Online Program Support

Contact Information:

COMMUNITY ENRICHMENT

Jo Stahle

ellenjstahle@abtech.edu

828-398-7369

OnlineCE@abtech.edu

828-398-7934

OCCUPATIONAL TRAINING

Course information and ed2go
enrollment

855-520-6806

A-B TECH REGISTRATION

INFO & PAYMENT

ce@abtech.edu

828-398-7903

A-B TECH IT INFO

(For questions about A-B Tech
students account)

helpdesk@abtech.edu

828-398-7550

Occupational Training Courses

www.ed2go.com/abtech

Course Fees: starting at \$75

Accounting

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

Business & Workplace Skills

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

Basic Computer Training

Computer Skills for the Workplace
 Keyboarding
 Introduction to Windows 10

Computer Applications

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

Microsoft Applications

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

Internet and Web Design

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

Networking & Security

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

Database & Programming

C# Programming [Intro and Inter]
 Creating Mobile Apps with HTML5
 Development PHP and MySQL [Intro and Inter]
 How to Get Started in Game Development
 Introduction to C++ Programming
 Introduction to Database
 Introduction to Programming
 Java Programming [Intro and Inter]
 Oracle [Intro, Inter]
 Python 3 Programming [Intro]
 SQL [Intro and Inter]
 Visual Basic [Intro and Inter]

Certification Prep CompTIA

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

Education/Teaching Professionals

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

Grant Writing & Nonprofit

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

Healthcare & Medical Workplace Skills

Become a Veterinary Assistant
 Become a Veterinary Assistant II: Canine Reproduction
 Become a Veterinary Assistant III: Practical Skill
 Veterinary Medical Terminology
 Become a Physical Therapy Aide
 Become an Optical Assistant
 Explore a Career as an Administrative Medical
 Explore a Career as a Clinical Medical Assistant
 Explore a Career in Medical Coding
 Explore a Career in Medical Transcription
 Explore a Career in Medical Writing
 Explore a Career as a Pharmacy Technician
 HIPAA Compliance
 Introduction to the Medical Laboratory
 Medical Math
 Medical Terminology: A Word Association Approach
 Medical Terminology II: A Focus on Human Disease
 Legal Nurse Consulting
 TEAS Prep I & II

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

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



**Learn Online,
Wherever You Are**

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

**A-B TECH ONLINE
CLASSES**
ed2go.com/abtech

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

High School Equivalency (HSE)

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

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

Test Your Academic Skills on the GED®

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

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



Scared of math? We can help! Enroll in one of our math classes to gain confidence and demystify fractions, decimals, percentages, geometry, and pre-algebra skills. Use your new skills to advance in your education and career. Morning and evening classes available.

Ready to start college?

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

JumpStart

Justin Arends is an Adult High School student who took advantage of the JumpStart Tuition Waiver Program, allowing him to earn the PC Installation and Maintenance Certificate at no expense to him while studying in Transitional Studies. He took one class per semester and learned about Operating Systems Concepts, Basic & Advanced Hardware & Software Support, and Linux/UNIX & Microsoft Operating Systems. Justin reports that the Information Technology instructors he had along the way were all willing to go the extra mile to help him learn and he encourages other students to pursue their dreams through JumpStart as well! He looks forward to helping friends, family, and the community with their computer woes. We're so proud of you, Justin!



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



Adult Basic Education (ABE) Foundations

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

ABE Foundations

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

Hospitality Pipeline – Enroll Now for Spring 2022!

Hospitality Pipeline is a workforce skill development program for adults who may have ID/D or low levels of literacy. Students train on essential skills of guest services, tour area employers, and work paid internships with Biltmore Estate or Biltmore Farms Hotels. Graduates of the program go on to find competitive employment in the hospitality industry. This program will run during the day, Monday – Friday, from late January through May. Students should be able to arrange their own transportation to and from the job sites on internship days. Call Todd Barbee for more info (828) 398-7131 or email todddbarbee@abtech.edu



Health & Fitness - Bloom Fitness

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

Additional Classes:

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

For more information contact

(828) 398-7433 or email

AdultEd@abtech.edu.

English Language Acquisition (ELA) – formerly ESL

FREE classes for English Language Learners



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

Spring Semester starts

January 10

**El semestre de la primavera
comienza el 10 de Enero.**

**Весенний семестр
начинается 10 января**

(828) 398-7433

learnenglish@abtech.edu

In-Person (Mornings)

Mondays, Tuesdays, Wednesdays, and Thursdays

Levels 1-6 meet from 9:00 a.m. – 12:00 p.m.

Lab open 12:15-1:45 p.m.

In-Person (Evenings)

Mondays and Wednesdays

Levels 1-6 meet from 6:00 p.m. – 9:00 p.m.

Tuesdays and Thursdays

Transition Digital Skills meets 6:00 p.m. – 8:30 p.m.

Online (Mornings)

Mondays, Tuesdays, Wednesdays, and Thursdays

Beginning, Intermediate, and Advanced classes meet from 9:00 a.m. – 11:00 on Zoom

Online (Evenings)

Tuesdays and Thursdays

Beginning, Intermediate, Advanced, and Academic Track classes meet 6:00 p.m. – 8:30 p.m.

Distance Learning

Students may access self-paced software programs to prepare for GED® tests and careers any day and time with log-in information provided by instructor.



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

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

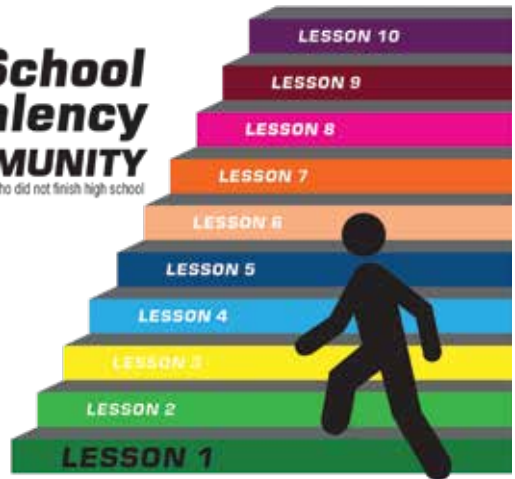
How it works:

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

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

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

**High School
Equivalency**
in the **COMMUNITY**
a "Mail-in" program for adults who did not finish high school



**Take that First Step
TODAY!**

GED® is a registered trademark of the American Council on Education (ACE) and administered exclusively by GED Testing Service LLC under license. This material is not endorsed or approved by ACE or GED Testing Service.

ETS, the ETS logo and HiSET are registered trademarks of Educational Testing Service (ETS) and used in the United States under license. This material is not endorsed or approved by ETS.

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 24 for details. For more information, please contact Sherri Davis at 828-398-7701 or sherrijdavis@abtech.edu

A-B Tech Madison

Drone Remote Pilot Certificate Training Part 107

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

M/W, 1/19-2/2, 6 p.m. - 9 p.m., UAS-3111-123WT
RM Zoom, ZOOM, Online
Fees: Course: \$75.00

Effective Teacher Training for Substitute Teachers

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

M, 2/28-3/28, 5:30 p.m. - 8:30 p.m., EDU-3002-341WT
RM 116, Ramsey, A-B Tech Madison
Fees: Course: \$135.00

Emergency Medical Technician-Initial (EMT) Madison Campus

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

M/W/S, 1/5-5/18, 6 p.m. - 10 p.m., EMS-4200-423ES
RM 103, Ramsey, A-B Tech Madison
Fees: Course: \$211.35

Machining Fundamentals

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

T,W,TH, 3/1-5/9, 5 p.m. - 9 p.m., MEC-7027-943AM
RM 002, , Madison H.S.
Fees: Course: \$291.35

Medicinal Plants and Their Healing Power

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

TH, 3/10-3/24, 6 p.m. - 8 p.m., CSP-4455-201HG
RM 112, Ramsey, A-B Tech Madison
Fees: Course: \$69.00

Notary Public

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

F, 1/21, 9 a.m. - 5 p.m., SEF-3874-506WT
RM 116, Ramsey, A-B Tech Madison
Fees: Course: \$75.00

F, 4/8, 9 a.m. - 5 p.m., SEF-3874-509WT
RM 116, Ramsey, A-B Tech Madison
Fees: Course: \$75.00

Nurse Aide I

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

M/W, 1/12-5/2, 4 p.m. - 8 p.m., NUR-3240-401HC
 RM 113, Ramsey, A-B Tech Madison
 Fees: Course: \$241.35

ServSafe Manager Certification

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

T, 3/22, 8:30 a.m. - 5 p.m., SEF-5816-069HS
 RM 118, Ramsey, A-B Tech Madison
 Fees: Course: \$106.00

Welding

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

T, 1/18-4/12, 6 p.m. - 10 p.m., WLD-3106-360WT
 RM 115, Ramsey, A-B Tech Madison
 Fees: Course: \$211.35

High School Equivalency Exam Preparation

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



NCWorks Career Center Madison

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

Madison County

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

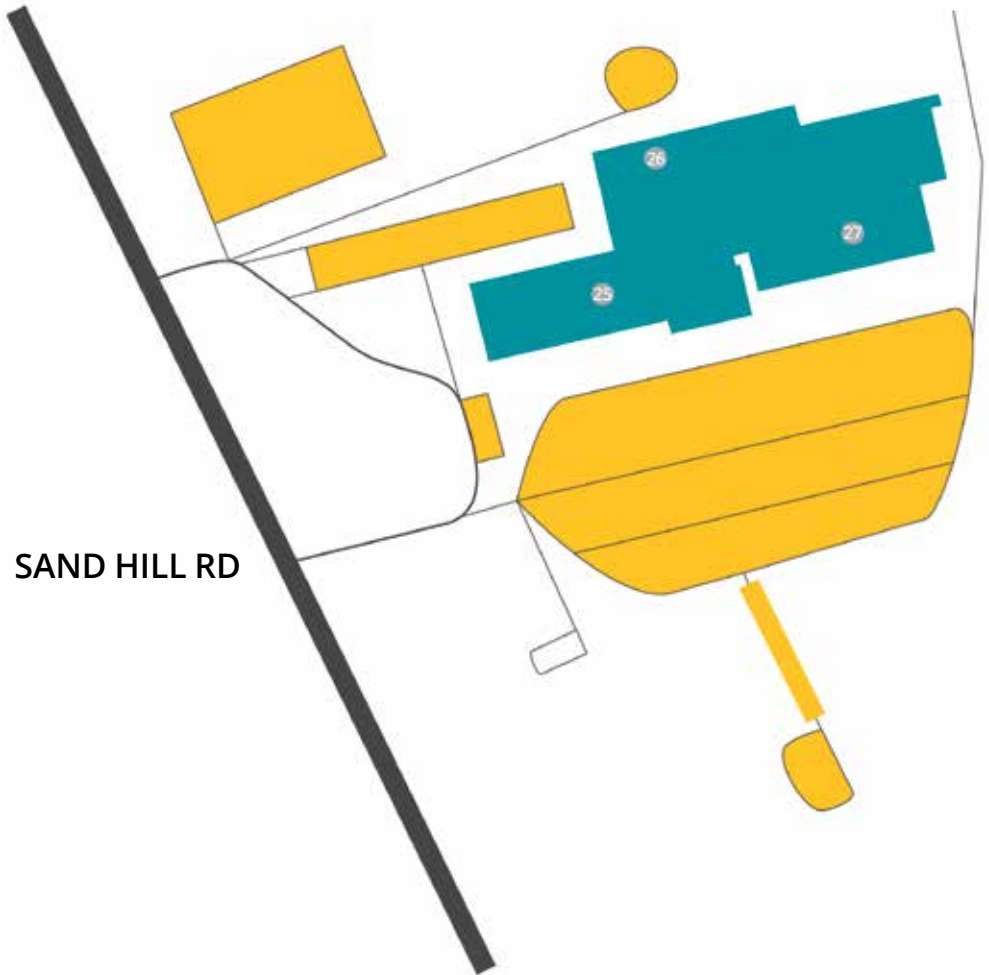
White Water Raft Guide

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. Great preparation for those considering seasonal employment opportunities in the mountains. Students must be 18 years old to register and must register by calling A-B Tech Madison at 828-398-7700 directly. Online registration is not available for this class. Class meets at French Broad Adventures in beautiful Marshall, NC.

S,SU, 4/23-5/15, 8:30 a.m. - 5 p.m., SEF-0015-430WT
 RM 112, Marshall Outpost, French Broad Adventures
 Fees: Course: \$376.35

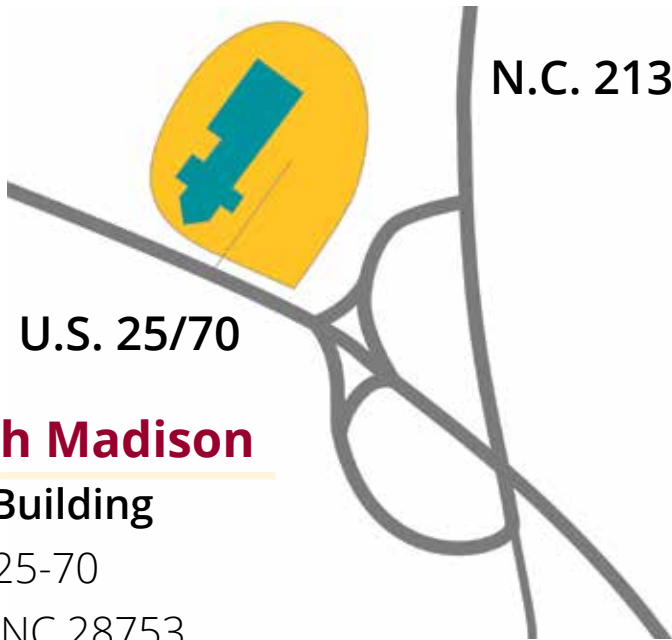


TO 19/23 SMOKEY PARK HWY



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**

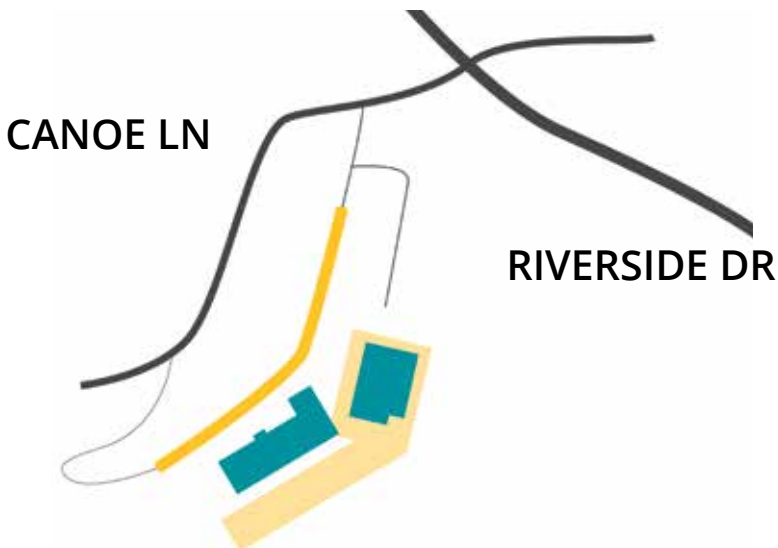


A-B Tech Madison

Ramsey Building

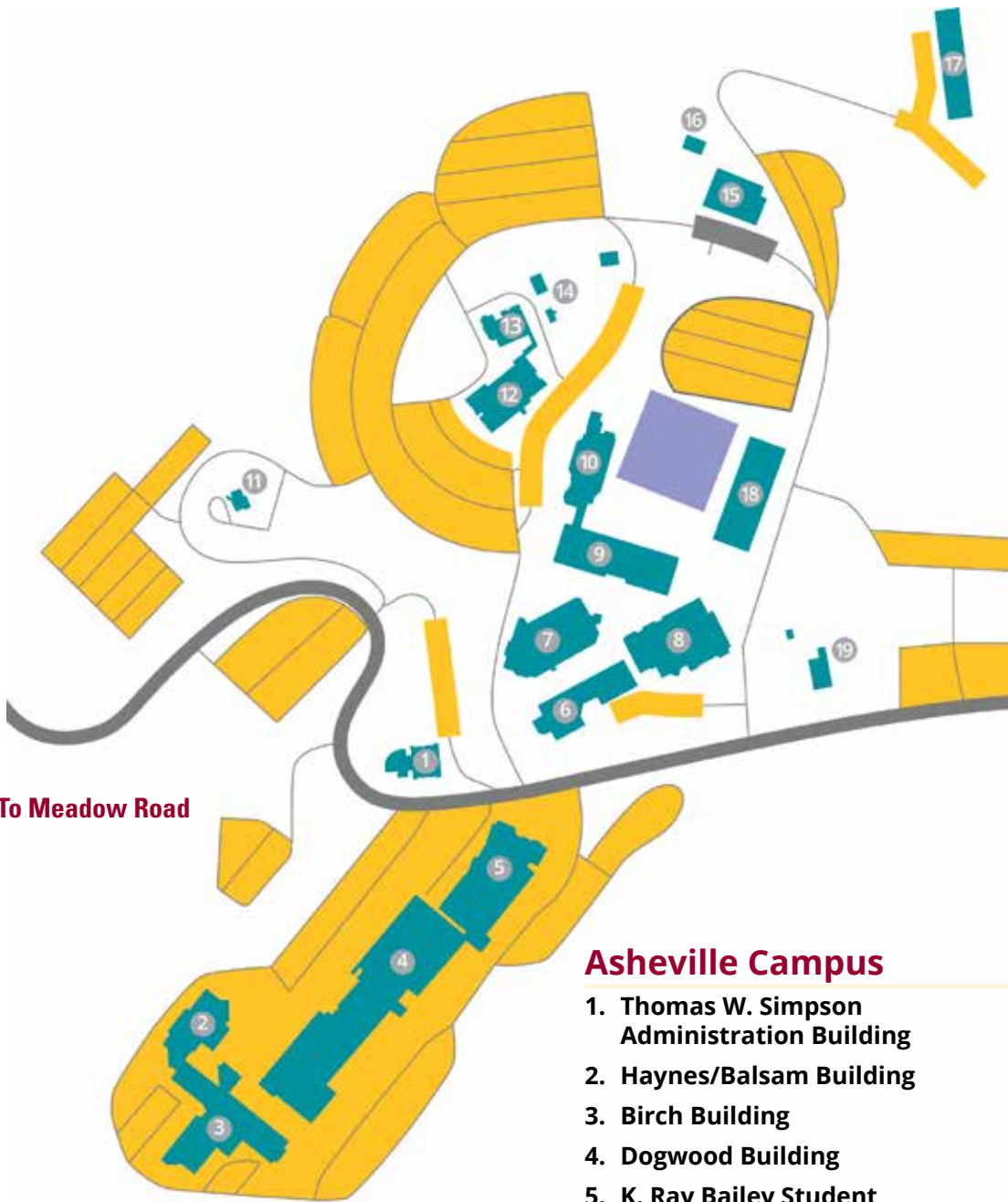
4646 US 25-70

Marshall, NC 28753



A-B Tech Woodfin

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



To Meadow Road

Asheville Campus

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

For Continuing Education classes see Building #24

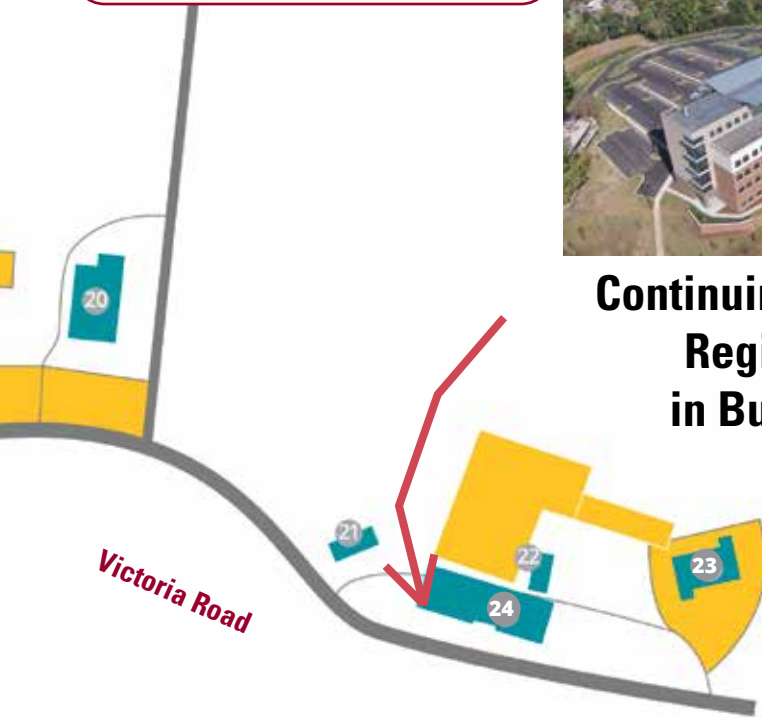
IN PERSON REGISTRATION INFORMATION

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

Lobby, 10 Genevieve Circle
Asheville, NC 28801



Continuing Education Registration in Building 24



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

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

Registration information, page 5. Register early!

A	
ABE Foundations	71
A-B Tech Madison	74
A-B Tech Small Business Center and Business Incubation Program.....	59
Adobe Photoshop, Intermediate	29
Adobe Photoshop, Introduction	29
Adult Basic Education (ABE) Foundations	71
Advanced Emergency Medical Technician (AEMT) ..	33
Advanced Manufacturing.....	23
Advanced Manufacturing Center.....	20
Advanced Manufacturing Certification Program	37
Advanced Manufacturing, Introduction to.....	23,39
Advanced Manufacturing Partnerships and Short Term Training	22
Art	9
Asheville Ice	65
ature's Notebook II: Drawing in Pen and Ink - Continue Observing Nature	9
AutoCad1 Design/Drafting	29
Automotive	28
Auto Safety Inspection.....	28
B	
Back To Work 50+	39
Barber Academy.....	55
Basic and Advanced Culinary Skills Classes.....	31
Basic Computer Level 1.....	29
Basic Computer Level 2.....	29
Basic Life Support (CPR)	32
Bio Composite Manufacturing.....	23,49
BioNetwork.....	56
Business & Hospitality Certification Programs	37
Business & Hospitality Training	31
C	
Cake Decorating.....	12
Campus Maps.....	76
Career Connections	41
Career Lab.....	41
Career Quest.....	42
Catapult	63
Clean Eating Habits	12
Clinical Massage	36
Clinical Massage-Module I Fundamentals of Theory and Practice I.....	34
80	
Clinical Massage-Module III: Intensive Clinic/Lab ...	34
CNC Machining 101	24
COMMERCIAL DRIVING CAREERS.....	50
Commercial Driving Careers, Intro to	42,49
Community Development Financial Institutions Outstanding Lending Partners for Small Businesses ..	64
Community Health Worker	34
Community Health Worker Certification	34
Composites, Introduction to.....	24,42
Composite Technology Level 1	24
Computer & Online Training Online Preparatory Certification Programs.....	37
Computer Skills for Job Seekers	42
Computer Skills for the Workplace	43
Computer Training	29
Craft Beverage Institute of the Southeast ®	31
Creative Mixed Media	9
Creative Writing.....	12
Crisis Intervention Training (CIT)	32
D	
Defensive Driving	16
Dental Radiology	35
Drawing, Beginning	9
Drawing, Intermediate	9
Drone Remote Pilot Certificate Training Part 107	49,74
E	
ed2go.....	19,66
Effective Teacher Training for Substitute Teachers	74
Electrical Contractor License Renewal.....	49
Electrical Contractors License Exam Preparation	49
Electrical Standard Inspection Level I.....	50
Electrical Standard Inspection Level III	50
Electronic Health Record Specialist (EHRS)	35
Emergency Medical Services (EMS).....	32
Emergency Medical Technician-Initial (EMT) Madison Campus	74
Emergency Medical Technician- Initial (EMT) Woodfin Campus	33
Emergency Services	32
English Language Acquisition (ELA) – formerly ESL....	72
eNotary.....	51
entrepreneurial assessment days.....	59
Escort Vehicle Certification	28
Escort Vehicle Recertification	28
Excel for Beginners.....	29
Excel Intermediate	29

F	
Firefighter Certifications Overview	33
Fly Fishing	18
Food & Beverage	12
Forklift Safety and Operation	24
Foundations of Wine	31
French, Beginning I	14
French, Beginning II	14
FSPCA Preventive Controls For Human Foods: Preventive Controls Qualified Individual (PCQI).....	56
FSPCA Preventive Controls For Human Foods: Preventive Controls Qualified Individual (PCQI) - Virtual ..	57
Funding for Workforce Training	54
G	
GED®	70,73
Google Application Basics: Job Searching and Employment Skills using Google Applications.....	43
Guest Service Professional Tourism	43
Guitar, Beginning.....	18
Guitar, Intermediate	18
H	
Health & Fitness - Bloom Fitness	71
Health Occupations	34
Health Occupations Certification Programs.....	38
High School Equivalency (HSE)	70
HiSET®	73
Home & Garden.....	12
Hospitality Skills.....	43
HSE in the Community	73
Human Resources Development (HRD).....	39
Human Services Exploration:DSS Caseworker Phase I ..	44, 46, 50
Human Services, Introduction: Phase II	46, 51
I	
INCOME MAINTENANCE CASEWORKER	46
Industrial Maintenance Academy	25
Industrial Maintenance - Automation	25
Industrial Maintenance - Mechanical.....	25
Interior Decorating and Design II	13
Interior Decorating Basics	12
Introduction to Industrial Blueprint Reading.....	25
INTRODUCTION TO MACHINING AT MADISON HIGH SCHOOL.....	74
Introduction to Precision Measurement	26
Italian, Beginning I	14
J	
Jop Preparedness	39
JumpStart	70
K	
L	
Landscaping for the Homeowner.....	13
Languages	14
Law Enforcement Training	32
Lean Six Sigma	26
LEAN Six Sigma Green Belt.....	26
Letter from the V.P. Deborah Wright	8
M	
Machining Fundamentals.....	26,74
Machining, Introduction to	26,44
Making Soaps Naturally	13
Material Handling	24
Maximizing Interview Skills.....	44
Mechanical Standard Inspection Level III.....	51
Medical Pathways	45
Medication Aide.....	36
Medicinal Plants and Their Healing Power	13,74
Motorcycle Safety Education Program	17
MSSC Certified Production Technician	27
Music & Dance	18
N	
National Career Readiness Certificate (NCRC).....	41
National Fire Academy Leadership Series.....	33
NCWorks Career Center Asheville	40
NCWorks Career Center Madison	75
North Carolina Small Business Center Network	58
Notary Public	51,74
Nurse Aide I	35,75
Nurse Aide II.....	36

Registration information, page 5. Register early!

O	
OBD Emissions Inspection Certification	28
OBD Emissions Inspection, Recertification	28
Occupational & Skilled Trades Certification Programs	38
Occupational Training Courses	68
Online Courses	67
Ophthalmic Assistant Module I: Fundamentals and Theory of Ophthalmic Assistant	36
Ophthalmic Assisting	36
OSHA-10 for Construction	51
P	
Painting Oils, Beginning	9
Partnerships at A-B Tech Woodfin	47
Personal Care Aide	44
Photography, Beginning Digital SLR	10
Photography, Intermediate Digital SLR	10
Plumbing Foundations	52
Pottery - Beginning Wheel Made Easy	10
Pottery - Coil and Texture Pots	11
Pottery - Intermediate Garden Planters and Surface Design	11
Pottery - Intermediate Kitchen Utensils	11
Pottery - Intermediate Wheel	11
Pottery - Planters	10
Pottery - Seasoned Beginners	11
Q	
R	
Real Estate Broker PreLicensing	52
Recreation	18
Regulatory Training	56
Resume and Interviewing Skills	44
S	
Sake Brewing	56
Sensory Science for Brewing	57
ServSafe Manager Certification	31,75
Sewing, Beginning	13
Sewing, Stretchy Knits	13
Shop Math Basics	27
Sign Language, Beginning I	14
Sign Language, Beginning II	15
Skills Training Classes for Job Seekers	39
SMALL BUSINESS CENTER CLIENT PROFILE ..	65
Small Business Center FAQ	61
Smartphone Photography	10
Social Media Marketing	30
Spanish, Beginning I	15
Spanish, Beginning II	15
Spanish, Beginning III	15
Spanish for the Workplace	52
Spanish for the Workplace Plus	52
Spanish, Intermediate I	15
Spanish Language Series	15
Stained Glass, Beginning	12
Stained Glass Panels, Lead Came	12
Startup Asheville	62
STEP	45
STEP Career Resource Center	45
Studio Painting: Personal Style	9
T	
Test Kitchen and Natural Products Laboratory	31,56
Tiny Houses: Small Scale Living	53
Transformation Village	48
T-STEP	43
U	
Upholstery	14
V	
Video Creation with YouTube	30

W

Welding **75**
 Welding Basics..... **53**
 Western Women’s Business Conference **63**
 White Water Raft Guide..... **75**
 Woodworking Basics **53**
 Woodworking Foundations **53**
 Workforce Innovative Opportunity Act (WIOA)..... **54**
 Workforce Readiness Resource Lab **23,45**
 Workforce Training **49**
 WorkKeys Curriculum **45**
 Writing, Children's Picture Books Workshop - Online/
 Zoom **12**

X

Y

Yoga **18**
 YouTube Marketing for Small Business **30**

Z



Community College

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

RESIDENTIAL CUSTOMER

NONPROFIT ORG
U.S. POSTAGE
PAID
ASHEVILLE, NC
PERMIT NO. 440
FCRWSS



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

Printed on recycled paper November, 2021. 153,300 copies were printed at a cost of 24 cents each.

Equal Opportunity Educational Institution

Continuing Education Registration Information for Asheville Campus

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

CAREER COACH

Explore Your Options with Career Coach, free to public at abtech.edu/careers

