

# CONTINUING EDUCATION | Class Schedule



**Construction**  
*See page 41 for details*

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

828-398-7903 • [abtech.edu](http://abtech.edu)

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abtech.edu/ce

Registration information, page 5. Register early!

828-398-7903

## Schedule Spans August - December

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## For General Information

**Call:**  
**828-398-7903**



**E-mail:**  
[conedregistration@abtech.edu](mailto:conedregistration@abtech.edu)


















**What's new?**



**Online**  
[abtech.edu/](http://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**
-  **A-B Tech Woodfin 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 [bookstore.abtech.edu/college](http://bookstore.abtech.edu/college).

## 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](mailto: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](mailto: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.

## Tobacco Free Campus

It is the policy of the Board of Trustees that Asheville-Buncombe Technical Community College provide students and employees with a safe and healthy environment. No form of tobacco, e-cigarette, or vaporizing device usage is permitted on A-B Tech's campuses, sites, or at College-affiliated activities and events.

## Weapons On Campus Policy

The Board of Trustees prohibits the use or possession of any weapons on A-B Tech property or at any College sponsored activities or events except handguns as allowed by NC GS §14-269.4. Handguns are permitted under these circumstances:

- The person has a concealed handgun permit that is lawfully issued.
- The handgun is in a closed compartment or container within the person's locked vehicle.
- The handgun is in a locked container securely affixed to the person's vehicle.
- A person may unlock the vehicle to enter or exit the vehicle provided the handgun remains in the closed compartment at all times.
- The vehicle is locked immediately following the entrance or exit.

The above criteria do not apply to persons and/or situations outlined in GS §14-269, such as sworn law enforcement officers.

Any person found to be in violation of this policy shall be disciplined at the discretion of the A-B Tech administration. Additionally, any person found to be in possession of any weapon will be charged under State law with a misdemeanor or a felony, as stipulated by GS §14-269.2(b) and §14-269.2(c). Upon conviction, a person will be adjudicated at the discretion of the court.



## How to Register:

**Online is the easiest way to register!**  
**Visit [abtech.edu/coned-registration](http://abtech.edu/coned-registration)**  
**to search for your class or classes.**

If you have questions regarding registration, please email [conedregistration@abtech.edu](mailto: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 58-67 for program information.

#### 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  
Suite 440, 4th Floor Offices:  
Monday through Friday,  
between 8:30 a.m. – 4:30 p.m.  
Lobby Office , 1st Floor  
Monday through Thursday,  
between 11:00 a.m. - 6:30 p.m.  
Ferguson Center for Allied Health and  
Workforce Development (AHWD),  
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

**Student Accident Insurance:** A group policy, providing accident insurance protection, is maintained by the College and continuing education students are required to subscribe to such coverage. The only exception is for students taking only online courses. The cost of accident insurance to the student is a maximum of \$2.00.

**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.

# Financial Assistance

## Financial Assistance

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

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



## Goodwill Skills Training Funding A-B Tech:

Email Annabelle Almeida [aalmeida@goodwillnwc.org](mailto:aalmeida@goodwillnwc.org)

- Continuing Education Courses
- Certificate programs



### Blazing Trails Early Childhood Education Scholarship

Announcing the Blazing Trail Early Childhood Education scholarship! This scholarship provides full financial support for those seeking their Early Childhood Certificate.



Scan to visit Blazing Trails web page  
for more information  
Contact: Beth Pokorski  
[bethpokorski@abtech.edu](mailto:bethpokorski@abtech.edu)  
828-398-7243



We would love to hear from you!

Scan the QR code and let us know  
what classes you would like offered.



<b>Director, Workforce Continuing Education</b> .....	<b>828-398-7925</b>
<b>Administrative Assistant, Workforce Development Continuing Education</b> .....	<b>828-398-7934</b>
<b>Coordinator, Business Development</b> .....	<b>828-398-7343</b>
<b>Coordinator, Occupational &amp; Skilled Trades</b> .....	<b>828-398-7924</b>
<b>Assistant Coordinator, Workforce Programs</b> .....	<b>828-398-7217</b>
<b>Coordinator, Human Resources Development</b> .....	<b>828-398-7334</b>
<b>Coordinator, Computer &amp; Online Training</b> .....	<b>828-398-7933</b>
<b>Coordinator, A-B Tech Barber Academy</b> .....	<b>828-398-7609</b>
<b>Associate Director, Health Occupations</b> .....	<b>828-398-7960</b>
<b>Administrative Assistant, Health Occupations</b> .....	<b>828-398-7878</b>
<b>Lead Case Manager &amp; Coordinator, Workforce Innovation and Opportunity Act (WIOA)</b> .....	<b>828-772-0787</b>
<b>NC Works Career Center</b> .....	<b>828-251-6200</b>
<b>Director, Economic &amp; Workforce Development</b> .....	<b>828-398-7923</b>
<b>Associate Director, Business &amp; Industry Services</b> .....	<b>828-398-7295</b>
<b>Specialist, Economic &amp; Workforce Development</b> .....	<b>828-398-7763</b>
<b>Administrative Assistant, Economic &amp; Workforce Development</b> .....	<b>828-398-7760</b>
<b>Coordinator, Customized Training</b> .....	<b>828-398-7868</b>
<b>Coordinator, Aerospace Manufacturing</b> .....	<b>828-398-7931</b>
<b>Executive Director, Small Business Center</b> .....	<b>828-398-7949</b>
<b>Associate Director, Small Business Center</b> .....	<b>828-398-7951</b>
<b>Director, Community Enrichment Programs</b> .....	<b>828-398-7134</b>
<b>Senior Director, Industry Training for Food Beverage &amp; BioNetwork</b> .....	<b>828-782-2323</b>
<b>Program Coordinator, Industry Training</b> .....	<b>828-782-2328</b>
<b>Coordinator, Laboratory BioNetwork</b> .....	<b>828-782-2329</b>
<b>Coordinator, STEP</b> .....	<b>828-398-7948</b>
<b>Coordinator, Fire Protection Services</b> .....	<b>828-782-2139</b>
<b>Coordinator, Emergency Medical Services</b> .....	<b>828-782-2623</b>
<b>Coordinator, Law Enforcement Training</b> .....	<b>828-782-2319 or 828-782-2841</b>

## Letter from the Vice President: Deborah Bailey



I can't believe we are done with 2023. What a year we had! We set some ambitious goals for last year and, while we were still feeling the COVID-19 effect on enrollment in some of our programs, I am happy to report that overall, we bounced back!

Like any good business cycle, we started some new programs this year and discontinued others. We said goodbye to some beloved employees and welcomed some new team members. We also received several exciting grants last year. One allows us to participate as one of a cohort of 15 colleges across the United States that are looking at Community College Workforce Transformation and Implementation. We are excited to be part of the cohort looking to innovate workforce development.

We launched the inaugural edition of The ConEd Scoop e-newsletter. About four months ago, we sat in our leadership team meeting and discussed how we could make the ConEd newsletter more engaging with more content. The goal was to better allow us to share the stories of our students, staff, employees, and partners and focus on the quality of the stories by publishing the newsletter less frequently. If you are not on that email list, please sign up. Email Patrycja Manning, patrycjaamanning@abtech.edu, to be added to the email list.

Members of our Workforce Development team also successfully pitched an idea for a Trailblazer Mobile Trades Academy to reach our outlying communities who want to train for skilled trades. We are super excited to add this mobile classroom to our portfolio this year.

There are many more exciting updates. To keep updated on our news, connect with us via [abtech.edu/CE](http://abtech.edu/CE), The ConEd Scoop, or drop by the campus. We would love to see you!

In Community,  
Deborah D. Bailey  
Vice President, Economic & Workforce Development and Continuing Education

## New Classes for this Winter

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## Art

### Collage Mixed Media

This is an excellent way to be introduced to a variety of artistic processes, or to expound on your painting practice. You will apply basic collage techniques with acrylic paint, glazes, pastes and mediums to produce fascinating works of art. Bring a small bottle of Elmer's glue, brushes, acrylic paints and assorted papers such as old gift-wrap, map, and sheet music. Also bring an 8" x 10" canvas panel to the first class. The instructor will provide a complete materials list at the first class.

W, 2/28-3/27, 2 p.m. - 4:30 p.m., CSP-4531-101AR  
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, 1/18-2/15, 2 p.m. - 4:30 p.m., CSP-4009-103AR  
RM 417, Ferguson Ctr., AHWD, Asheville Campus  
Fees: Course: \$75.00

TH, 1/18-2/15, 6 p.m. - 8:30 p.m., CSP-4009-104AR  
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, 2/29-3/28, 2 p.m. - 4:30 p.m., CSP-4013-105AR  
RM 417, Ferguson Ctr., AHWD, Asheville Campus  
Fees: Course: \$75.00

TH, 2/29-3/28, 6 p.m. - 8:30 p.m., CSP-4013-106AR  
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. 57, #24, for directions.**

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

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

TH, 1/18-2/15, 1:30 p.m. - 4 p.m., CSP-4042-110AR  
RM 416, Ferguson Ctr., AHWD, Asheville Campus  
Fees: Course: \$75.00

TH, 2/29-3/28, 1:30 p.m. - 4 p.m., CSP-4042-111AR  
RM 416, Ferguson Ctr., AHWD, Asheville Campus  
Fees: Course: \$75.00

### Painting Acrylics, Beginning new

Looking for a painting class for beginners where you learn basic painting techniques while exploring your creative side? Acrylic paints are vibrant, easy to use and lend themselves to beautiful spontaneous effects. You will explore color mixing and blend colors, create a range of different textures and brush strokes, and paint from photographs or objects to capture dimension. You will be amazed at what you can do. Bring two 9"x12" canvas boards to the first class and a few brushes. A complete list of materials will be provided the first day.

W, 1/17-2/14, 2 p.m. - 4:30 p.m., CSP-4029-112AR  
RM 416, Ferguson Ctr., AHWD, Asheville Campus  
Fees: Course: \$75.00

### Painting Oils, Beginning I

This course is designed for beginners who have minimal to no painting experience. You will learn the basics of handling oil paints with brushes and palette knives. This class will introduce you to color theory, value, layering, and blending. For the first class please bring a few brushes, an 11" x 14" canvas board, odorless mineral spirits, a small jar with a lid, a tube of Ultramarine Blue and Titanium White paint. The rest of the supply list will be discussed on the first day of class.

M, 1/22-2/19, 6 p.m. - 8:30 p.m., CSP-4436-116AR  
RM 416, Ferguson Ctr., AHWD, Asheville Campus  
Fees: Course: \$75.00

### Painting Oils, Beginning II

Students will further develop their painting skills through direct and indirect methods while exploring their emotional connection to what they are making and why. Please bring paints, brushes, gesso, and a canvas size of your choice to the first class.

M, 3/4-4/1, 6 p.m. - 8:30 p.m., CSP-4031-117AR  
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, you will receive one-on-one critiques. Bring your painting supplies to the first class. This course is best suited to those who have some previous painting experience in any media.

T, 1/16-2/13, 2 p.m. - 4:30 p.m., CSP-4035-119AR  
RM 416, Ferguson Ctr., AHWD, Asheville Campus  
Fees: Course: \$75.00

T, 2/27-3/26, 2 p.m. - 4:30 p.m., CSP-4035-120AR  
RM 416, Ferguson Ctr., AHWD, Asheville Campus  
Fees: Course: \$75.00

### Watercolor, Intermediate Landscape

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

M, 3/4-3/25, 8:30 a.m. - 12:30 p.m., CSP-4069-122AR  
RM 416, Ferguson Ctr., AHWD, Asheville Campus  
Fees: Course: \$85.00

### Beginning Digital SLR Photography

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

T, 1/23-2/20, 6 p.m. - 8 p.m., CSP-4047-123AR  
RM 451, Ferguson Ctr., AHWD, Asheville Campus  
Fees: Course: \$75.00

F, 1/26-2/23, 10 a.m. - 12 p.m., CSP-4047-124AR  
RM 432, Ferguson Ctr., AHWD, Asheville Campus  
Fees: Course: \$75.00

### Intermediate Digital SLR Photography

If you have a good understanding of your SLR camera and experience with composition and exposure, 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, 3/5-3/26, 6 p.m. - 8 p.m., CSP-4049-125AR  
RM 451, Ferguson Ctr., AHWD, Asheville Campus  
Fees: Course: \$75.00

F, 3/8-3/29, 10 a.m. - 12 p.m., CSP-4049-126AR  
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, 3/5-3/26, 6 p.m. - 8 p.m., CSP-4515-127AR  
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, 1/23-2/27, 9 a.m. - 11:30 a.m., CSP-4051-129AR  
RM 108, Poplar, Asheville Campus  
Fees: Course: \$149.00, Ins. \$2

W, 1/24-2/28, 9 a.m. - 11:30 a.m., CSP-4051-130AR  
RM 108, Poplar, Asheville Campus  
Fees: Course: \$149.00, Ins. \$2

W, 1/24-2/28, 6 p.m. - 8:30 p.m., CSP-4051-131AR  
RM 108, Poplar, Asheville Campus  
Fees: Course: \$149.00, Ins. \$2

T, 3/19-4/23, 9 a.m. - 11:30 a.m., CSP-4051-132AR  
RM 108, Poplar, Asheville Campus  
Fees: Course: \$149.00, Ins. \$2

W, 3/20-4/24, 9 a.m. - 11:30 a.m., CSP-4051-133AR  
RM 108, Poplar, Asheville Campus  
Fees: Course: \$149.00, Ins. \$2

### Pottery - Advanced Beginner's Wheel

This class is structured for students who have taken at least two beginning wheel classes. You will explore more advanced techniques and projects while perfecting your throwing skills. You will continue to have weekly demonstrations of each week's project. Bring a towel, apron and a small notebook to the first class. Wear suitable clothes for working with clay. The fee includes one bag of clay, glazes, and firing.

W, 3/20-4/24, 6 p.m. - 8:30 p.m., CSP-4051-135AR  
RM 108, Poplar, Asheville Campus  
Fees: Course: \$149.00, Ins. \$2

### Pottery – Let There Be Light <sup>new</sup>

You will learn to form hand-built lanterns and candle holders. Various designs and techniques will be explored during this six-week class. Cutout designs will be incorporated to reveal the light and make interesting shapes. No experience necessary. This is a handbuilding class (not wheel based). The includes one bag of clay, glazes, and firing.

M, 1/22-2/26, 9:30 a.m. - 11:30 p.m., CSP-4694-137AR  
RM 108, Poplar, Asheville Campus  
Fees: Course: \$149.00, Ins. \$2

M, 1/22-2/26, 2 p.m. - 4:30 p.m., CSP-4694-138AR  
RM 108, Poplar, Asheville Campus  
Fees: Course: \$149.00, Ins. \$2

M, 1/22-2/26, 6 p.m. - 8:30 p.m., CSP-4694-139AR  
RM 108, Poplar, Asheville Campus  
Fees: Course: \$149.00, Ins. \$2

### Pottery - Handbuilding Planters

This 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, 3/18-4/22, 9:30 a.m. - 11:30 a.m., CSP-4620-140AR  
RM 108, Poplar, Asheville Campus  
Fees: Course: \$149.00, Ins. \$2

M, 3/18-4/22, 2 p.m. - 4:30 p.m., CSP-4620-141AR  
RM 108, Poplar, Asheville Campus  
Fees: Course: \$149.00, Ins. \$2

M, 3/18-4/22, 6 p.m. - 8:30 p.m., CSP-4620-142AR  
RM 108, Poplar, Asheville Campus  
Fees: Course: \$149.00, Ins. \$2

**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.**



# Art - Creative Writing - Financial Wellness

Community Enrichment

abtech.edu/ce

828-398-7369 or 828-398-7817

## Pottery - Seasoned Beginners

Have you taken a few beginning clay classes, 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, 1/25-2/29, 9 a.m. - 11:30 a.m., CSP-4551-144AR  
RM 108, Poplar, Asheville Campus  
Fees: Course: \$149.00, Ins. \$2

TH, 3/21-4/25, 9 a.m. - 11:30 a.m., CSP-4551-145AR  
RM 108, Poplar, Asheville Campus  
Fees: Course: \$149.00, Ins. \$2

## Pottery - Intermediate Wheel

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

TH, 1/25-2/29, 2 p.m. - 4:30 p.m., CSP-4053-146AR  
RM 108, Poplar, Asheville Campus  
Fees: Course: \$149.00, Ins. \$2

TH, 3/21-4/25, 2 p.m. - 4:30 p.m., CSP-4053-147AR  
RM 108, Poplar, Asheville Campus  
Fees: Course: \$149.00, Ins. \$2

## Pottery - Intermediate Pitchers

This intermediate wheel-throwing class will focus on pitchers, the spouts and handles that make them truly functional. You will explore these difficult and compelling pouring pots while discussing what makes a good spout pour. You will make a variety of pitcher forms and view pitchers from around the world. The lab fee includes one bag of clay, glazes, and firing. Throwing experience required.

TH, 1/25-2/29, 6 p.m. - 8:30 p.m., CSP-4502-148AR  
RM 108, Poplar, Asheville Campus  
Fees: Course: \$149.00, Ins. \$2



## Pottery - Intermediate Serving Vessels

This exciting class will focus on making open, unglazed serving dishes, and innovative ways to decorate them. Learn different and interesting ways to make distinctive forms with interesting feet and handles while working on rims. Basic wheel/throwing skills required, no beginners. The lab fee includes one bag of clay, glazes, and firing.

TH, 3/21-4/25, 6 p.m. - 8:30 p.m., CSP-4450-149AR  
RM 108, Poplar, Asheville Campus  
Fees: Course: \$149.00, Ins. \$2

## 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, and supply list given at the first class.

T, 1/16-2/20, 6 p.m. - 8:30 p.m., CSP-4096-152AR  
RM 417, Ferguson Ctr., AHWD, Asheville Campus  
Fees: Course: \$79.00, Ins. \$2

W, 1/17-2/21, 6 p.m. - 8:30 p.m., CSP-4096-153AR  
RM 417, Ferguson Ctr., AHWD, Asheville Campus  
Fees: Course: \$79.00, Ins. \$2

## 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, 3/5-4/9, 6 p.m. - 8:30 p.m., CSP-4097-154AR  
RM 417, Ferguson Ctr., AHWD, Asheville Campus  
Fees: Course: \$79.00, Ins. \$2

## Creative Writing

### Creative Writing I

This creative writing course will provide the opportunity for you to explore different forms of writing such as short stories, fiction, autobiographies as well as other types that will encourage you to express creativity. Strategies to avoid writer's block and new ways to uncover ideas for writing will be presented.

T, 1/23-2/27, 6 p.m. - 8 p.m., CSP-4700-157CW  
RM 126, Ferguson Ctr., AHWD, Asheville Campus  
Fees: Course: \$79.00

### Creative Writing II new

This is a follow up to Creative Writing I, where you will explore numerous types of genres as you work through the writing process and identify strengths and weaknesses as a writer. Emphasis is placed on discussion of style, techniques, and challenges for first publications. This class will improve your creativity and critical thinking skills.

T, 3/5-4/2, 6 p.m. - 8 p.m., CSP-4380-158CW  
RM 431, Ferguson Ctr., AHWD, Asheville Campus  
Fees: Course: \$79.00

## Financial Wellness

### Introduction to Chart Analysis new

Explore the basic concepts of trend following as well as looking at indicators, support and resistance concepts, and basic cycle analysis. This beginning class aims to give a broad overview into methods of technical analysis of investment markets. You will look at charts of stocks, indexes, bonds and currencies. You will be encouraged to send your own charts for discussion. Various charts will be looked at to see how the analysis methods work across the landscape of available investments.

W, 1/24-2/14, 6 p.m. - 8 p.m., CSP-4701-216FW  
RM 451, Ferguson Ctr., AHWD, Asheville Campus  
Fees: Course: \$79.00



### Food & Beverage

#### Culinary Knife Skills new

Come and explore the ins and outs about knives with one of A-B Tech's award-winning Chefs. You will begin with knife identification. Learn how to select a knife, the difference between knife styles, affordability, and practical use. You will discover the importance of knife safety, how to sharpen and maintain your knives, and learn the proper way to hold, cut, and care for them. Practice knife cuts just like the pros use in their kitchens. Then turn your new-found knife skills into delicious dishes in quick, easy to make recipes. Bring a Chef knife and a paring knife to the first class. Wear non-slip shoes! Chef Christopher Bugher, CEC, Instructor.

M, 2/5-2/19, 5:30 p.m. - 8 p.m.; CSP-4617-160FB  
RM 226, Magnolia, Asheville Campus  
Fees: Course \$89, Supply/Lab \$45, Ins. \$2

### Home and Garden

#### Beekeeping 101 new

This course is designed for anyone who is interested in entering the fascinating world of bees, pollination and the incredible creature we know as the European honeybee. In this four-week course you will explore the first year in the life of a beekeeper, the super organism of the honeybee and other items that are vital for beginners to know in order to be successful in apiary management. The Instructor is a NCSBA Certified Master Beekeeper.

TH, 2/1-2/22, 6 p.m. - 8 p.m., CSP-4602-162HG  
RM 326, Ferguson Ctr., AHWD, Asheville Campus  
Fees: Course: \$75.00

#### Cake Decorating

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

M, 2/5-3/11, 6 p.m. - 8:30 p.m., CSP-4320-164HG  
RM 417, Ferguson Ctr., AHWD, Asheville Campus  
Fees: Course: \$75.00

#### Crocheting, Beginning

This class is designed if you have little or no experience. You will learn to crochet a hat or a scarf, incorporating rows and spirals. Work at your own pace and finish one or more projects. Explore basic stitches and read a simple pattern. You will develop a lifelong, relaxing craft at your own pace. Bring to the first class: 1 skein/ball of medium worsted weight (category 4) yarn, that is acrylic, cotton or wool, and is both smooth (not textured) and light-colored (makes stitches easier to see.) Size H-8 (5.00 mm) or I-9 (5.5 mm) crochet hook.

T, 1/23-2/20, 2:30 p.m. - 4:30 p.m., CSP-4162-165HG  
RM 345, Ferguson Ctr., AHWD, Asheville Campus  
Fees: Course: \$75.00

T, 1/23-2/20, 6 p.m. - 8 p.m., CSP-4162-166HG  
RM 345, 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. Bring an artists color wheel to the first class.

M, 1/22-2/19, 6 p.m. - 8:30 p.m., CSP-4155-168HG  
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, types of flooring and final touches. Bring pictures of your rooms that need work and solutions will be provided. Brinda Caldwell, Instructor. Bring an artists color wheel to the first class.

M, 3/11-4/1, 6 p.m. - 8:30 p.m., CSP-4164-169HG  
RM 426, Ferguson Ctr., AHWD, Asheville Campus  
Fees: Course: \$75.00

#### Knitting, Beginning

Come experience the creative satisfaction of making your own accessories and garments. No previous experience is necessary to learn all the basic skills needed to knit scarves, fingerless mitts, shawls, leg warmers, blankets, bags and hats. We will begin with simple projects and progress based on student choice and comfort level. Knitting is an long lasting and versatile skill that is rewarding and therapeutic. Bring to first class: Size 10 knitting needles (16" circular, metal or plastic preferred) \$6-8, and 1 skein worsted-weight or weight 4 medium yarn. It should be a light-colored, smooth yarn, not textured \$4-7.

TH, 1/25-2/22, 2:30 p.m. - 4:30 p.m., CSP-4535-171HG  
RM 345, Ferguson Ctr., AHWD, Asheville Campus  
Fees: Course: \$75.00

TH, 1/25-2/22, 6 p.m. - 8 p.m., CSP-4535-172HG  
RM 345, Ferguson Ctr., AHWD, Asheville Campus  
Fees: Course: \$75.00

#### Landscaping for the Homeowner

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

W, 1/31-2/28, 2:30 p.m. - 4:30 p.m., CSP-4168-174HG  
RM 431, Ferguson Ctr., AHWD, Asheville Campus  
Fees: Course: \$79.00

W, 1/31-2/28, 6 p.m. - 8 p.m., CSP-4168-175HG  
RM 431, Ferguson Ctr., AHWD, Asheville Campus  
Fees: Course: \$79.00

#### Medicinal Plants and Their Healing Power

For centuries our ancestors used natural remedies to relieve pain, improve physical and mental states using 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, 1/18-2/1, 6 p.m. - 8 p.m., CSP-4455-177HG  
RM 417, 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. 57, #24, for directions.**



### Quilting, Beginning

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

M, 1/22-2/26, 2 p.m. - 4:30 p.m., CSP-4171-180HG  
RM 423, Ferguson Ctr., AHWD, Asheville Campus  
Fees: Course: \$79.00, Ins. \$2

### Quilting, Intermediate

This class is for those with basic quilting experience or who have taken a Beginning Quilting class. You will have fun developing your skills as you explore different styles and techniques of quilt making. Sewing machines are available to use in class or bring your own machine. For first class, bring Show and Tell. Supplies discussed then.

W, 1/24-2/28, 2 p.m. - 4:30 p.m., CSP-4173-510HG  
RM 423, Ferguson Ctr., AHWD, Asheville Campus  
Fees: Course: \$79, Ins. \$2

### Sewing Beginning

Gain basic sewing skills as you construct a simple garment. You will discover a variety of sewing techniques that will be demonstrated to create a professional finish to your garment. A complete supply list will be discussed the first day of class. Sewing machines are provided.

TH, 1/25-2/29, 1 p.m. - 3:30 p.m., CSP-4181-183HG  
RM 423, Ferguson Ctr., AHWD, Asheville Campus  
Fees: Course: \$85.00, Ins. \$2

T, 1/23-2/27, 6 p.m. - 8:30 p.m., CSP-4181-184HG  
RM 423, Ferguson Ctr., AHWD, Asheville Campus  
Fees: Course: \$85.00, Ins. \$2

### Sewing Perfect Pants new

Getting a pair of pants or trousers to fit perfectly can be one of the hardest fittings you will ever try to achieve. Discover how to select a pattern and fabric, take accurate measurements and work with sizing charts. Body types will be analyzed to determine size and fit. Explore details including pockets, pleats, zippers, and waistbands. Basic sewing skills required.

TH, 3/7-4/4, 1 p.m. - 3:30 p.m., CSP-4174-185HG  
RM 423, Ferguson Ctr., AHWD, Asheville Campus  
Fees: Course: \$85.00, Ins. \$2

T, 3/5-4/2, 6 p.m. - 8:30 p.m., CSP-4174-186HG  
RM 423, Ferguson Ctr., AHWD, Asheville Campus  
Fees: Course: \$85.00, Ins. \$2

### 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, 1/29-3/18, 2 p.m. - 4 p.m., CSP-4103-191LN  
RM 432, Ferguson Ctr., AHWD, Asheville Campus  
Fees: Course: \$79.00

M, 1/29-3/18, 6 p.m. - 8 p.m., CSP-4103-192LN  
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 3 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, 1/31-3/20, 2 p.m. - 4 p.m., CSP-4104-193LN  
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, 1/30-3/19, 6 p.m. - 7:30 p.m., CSP-4129-194LN  
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 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.

TH, 1/25-3/14, 2:30 p.m. - 4:30 p.m., CSP-4121-196LN  
RM 426, Ferguson Ctr., AHWD, Asheville Campus  
Fees: Course: \$79.00

TH, 1/25-3/14, 6 p.m. - 8 p.m., CSP-4121-197LN  
RM 426, Ferguson Ctr., AHWD, Asheville Campus  
Fees: Course: \$79.00

#### Spanish Beginning II

Building on skills learned in Spanish, Beginning I, students continue to learn basic listening, speaking, reading, and writing skills. Concepts covered in this class include time and weather, irregular present tense verbs, prepositions, and the verbs ser and estar (to be). Through group and pair work, games, and handouts students will also improve their conversational skills. Textbook: Spanish Now! Level 1 - Eighth Edition. Course covers chapters 6-9, 11, and 12 from the book. Prerequisite: Beginning Spanish I

T, 1/16-3/5, 2:30 p.m. - 4:30 p.m., CSP-4122-198LN  
RM 431, Ferguson Ctr., AHWD, Asheville Campus  
Fees: Course: \$79.00

T, 1/23-3/12, 6 p.m. - 8 p.m., CSP-4122-199LN  
RM 331, Ferguson Ctr., AHWD, Asheville Campus  
Fees: Course: \$79.00

#### Spanish Beginning III

Building on Spanish Beginning I and II, students further develop listening, speaking, reading, and writing skills. Concepts covered in this class include adjectives, prepositions, basic commands, and the introduction of regular preterit (past tense) verbs. Through group and pair work, games, and handouts students will also improve their conversational skills. Textbook: Spanish Now! Level 1 - Eighth Edition. Course covers chapters 10, 13-16, and 26 from the book. Prerequisite: Beginning Spanish I, Beginning Spanish II

W, 1/17-3/6, 6 p.m. - 8 p.m., CSP-4123-200LN  
RM 426, Ferguson Ctr., AHWD, Asheville Campus  
Fees: Course: \$79.00



### Spanish Beginning Review and Conversation

This course is a review of the concepts presented in Beginning Spanish I, II, and III - with a focus on conversation. Knowledge of nouns and articles, numbers, subject pronouns, adjectives, and present tense and basic preterit (past tense) verb conjugation required. Textbook: Spanish Now! Level 1 - Eighth Edition. Prerequisite: Beginning Spanish I, Beginning Spanish II, Beginning Spanish III

T, 1/23-3/12, 2:30 p.m. - 4:30 p.m., CSP-4669-201LN  
RM 336, Ferguson Ctr., AHWD, Asheville Campus  
Fees: Course: \$79.00

### Spanish Intermediate I

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. Prerequisite: Beginning Spanish Conversation or equivalent proficiency. 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

T, 1/16-3/5, 6 p.m. - 8 p.m., CSP-4666-202LN  
RM 426, Ferguson Ctr., AHWD, Asheville Campus  
Fees: Course: \$79.00

### Spanish Advanced I

In this course, you will study the two past verb tenses, preterit and imperfect, as well as double object pronouns. Focus on the imperfect tense and compare its uses with those of the preterit tense. Continue learning new vocabulary by topic. Vocabulary units, games, and handouts provide in-class oral participation and practice. Readings are assigned between classes to be discussed during class. Textbooks: Schaum's Vocabulary and The Ultimate Spanish Review and Practice. Prerequisite: Beginning Spanish I, Beginning Spanish II, Beginning Spanish III, Intermediate Spanish I, Intermediate Spanish II, Intermediate Spanish III. Recommended: Beginning Spanish Review and Conversation, Intermediate Spanish Review and Conversation

W, 1/17-3/6, 2:30 p.m. - 4:30 p.m., CSP-4678-203LN  
RM 426, 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.**

## 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 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

3/02 – 3/03  
3/09 – 3/10  
3/16 – 3/17  
3/23 – 3/24  
3/30 – 3/31  
4/06 – 4/07  
4/13 – 4/14  
4/20 – 4/21  
4/27 – 4/28  
5/04 – 5/05  
5/11 – 5/12  
5/18 – 5/19  
5/25 – 5/26

#### Course Numbers

CSP-4258-222MS  
CSP-4258-224MS  
CSP-4258-226MS  
CSP-4258-228MS  
CSP-4258-230MS  
CSP-4258-232MS  
CSP-4258-234MS  
CSP-4258-236MS  
CSP-4258-238MS  
CSP-4258-240MS  
CSP-4258-242MS  
CSP-4258-244MS  
CSP-4258-246MS

MSF E-Course – 5 hour e-course must 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. - 2 p.m.,  
Room 203 Advanced Manufacturing Center,  
Asheville Campus, 41 Fernhurst Dr.

Registration Fee: \$199 (includes the e-Course Authorization Code, \$5 comprehensive insurance fee).

For information call 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.



# Defensive Driving - Music & Dance - Recreation

abtech.edu/ce

828-398-7369 or 828-398-7817

Community Enrichment

Registration information, page 5. Register early!

## Defensive Driving – National Safety and Health Council Curriculum

The DDC Alive at 25, 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.

The Defensive Driving Course will give participants, skills and techniques to avoid collisions and reduce future violations. The result is a more responsible driver to prevent injury and death while operating a motor vehicle. The course utilizes a multimedia presentation, hazard clips and animated driving scenarios to give participants knowledge they can use in real life situation.

Alive at 25 is a 4-hour class designed for ages 16-24. Topics include, current state laws related to speeding, impaired driving, seatbelt usage, and cell phone use to include texting.

**Register online with the Safety and Health Council of NC** <https://www.safetync.org/> select Defensive Driving at top of page (Home, Workplace, Defensive Driving, membership...etc.) scroll over defensive driving and select either the 4 hour or 8 hour schedule for Asheville Buncombe (10 Genevieve Circle, Asheville NC). If you have questions call the Safety and Health Council at 704-644-4201 or A-B Tech at 828-398-7134.

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.

**classes are scheduled once a month.**

DDC4	Sat, Jan 13	9 am – 1 pm	Rm 432
DDCADD	Sat, Jan 20	8 am – 5 pm	Rm 432
DDC 4	Sat, Feb 17	9 am – 1 pm	Rm 432
DDC ADD	Sat, Feb 10	8 am – 5 pm	Rm 432
DDC 4	Sat, Mar 23	9 am – 1 pm	Rm 432
DDC ADD	Sat, Mar 16	8 am – 5 pm	Rm 432
DDC4	Sat, April 13	9 am – 1 pm	Rm 432
DDC ADD	Sat, April 20	8 am – 5 pm	Rm 432
DDC4	Sat, May 11	9 am – 1 pm	Rm 432
DDEADD	Sat, May 18	8 am - 1 pm	Rm 432

### Alive at 25

Thurs, Jan 11	5 pm – 9 pm	Room 432
Thurs, Feb 15	5 pm – 9 pm	Room 432
Thurs, Mar 14	5 pm – 9 pm	Room 432
Thurs, Apr 11	5 pm – 9 pm	Room 432

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

Call **704-644-4201** or **828-398-7134** for information.

## Music and 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, 1/30-3/19, 6 p.m. - 7:30 p.m., CSP-4135-206MD  
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, 1/30-3/19, 7:30 p.m. - 9 p.m., CSP-4137-207MD  
RM 432, Ferguson Ctr., AHWD, Asheville Campus  
Fees: Course: \$79.00

### Music Theory and Ear Training

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

W, 1/31-3/6, 6 p.m. - 8 p.m., CSP-4138-208MD  
RM 432, Ferguson Ctr., AHWD, Asheville Campus  
Fees: Course: \$79.00

### Salsa, Slowly

This is a class for absolute beginners, or those who have been to a salsa class and found that it moved too quickly and they could not keep up. You will explore how to invite a partner to dance and basic salsa etiquette, including what to wear and what shoes work best. You will master the basic salsa steps and understand how to put these together into simple combos. These elements can be put together to dance to any salsa song. Come have fun and join the salsa community. This is a partner dance. Enroll and register and partner to enjoy a night of dancing.

W, 1/17-2/21, 6 p.m. - 7 p.m., CSP-4691-209MD  
RM 1, Ivy Bldg., Asheville Campus  
Fees: Course: \$79.00, Ins. \$2

W, 3/6-4/10, 6 p.m. - 7 p.m., CSP-4691-210MD  
RM 1, Ivy Bldg., Asheville Campus  
Fees: Course: \$79.00, Ins. \$2

## 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 fish equipment you might have to class. Shane Buckner, Instructor. All activities occur on A-B Tech Campus.

S, 3/23-1/0, 10 a.m. - 4 p.m., CSP-4217-213RR  
RM 126, Ferguson Ctr., AHWD, Asheville Campus  
Fees: Course: \$79.00

### 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, 1/9-2/27, 6 p.m. - 7:30 p.m., CSP-4233-214RR  
RM 1, Ivy Bldg., Asheville Campus  
Fees: Course: \$79.00, Ins. \$2

T, 3/5-4/23, 6 p.m. - 7:30 p.m., CSP-4233-215RR  
RM 1, Ivy Bldg., Asheville Campus  
Fees: Course: \$79.00, Ins. \$2



**To Enroll in Online Courses Visit:**  
**ed2go.com/abtech**  
**New sessions begin: 12/13, 1/17, 2/14, 3/13**  
**Community Enrichment Courses**  
**Course Fee \$89 (unless otherwise stated)**

A-B Tech offers a variety of interactive online classes that focus on creating supportive learning communities. Each course includes twelve lessons, quizzes, a discussion area and a final exam. For course information visit [ed2go.com/abtech](http://ed2go.com/abtech) and enter a class title, subject or keyword in the Search box where you can view the course description, instructor bio, syllabus, student reviews and system requirements.

**Digital Photography**

Photographing Nature

**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!

**Language**

Conversational Japanese  
Instant Italian

**Life and Work Development**

Grammar Refresher  
Grammar Refresher II  
Individual Excellence  
Keys to Effective Communication  
Mastering Public Speaking

**Special Interest**

Genealogy - \$99  
Homeschool with Success - \$99  
Introduction to Screenwriting  
Start Your Own Art and Crafts Business

**Test Prep**

GRE Preparation I - Verbal and Analytical  
GRE Preparation II - Quantitative  
TEAS Preparation I – Reading and English  
Language  
TEAS Preparation II – Math and Science

**Writing and Publishing**

Beginning Writer's Workshop  
Beginner's Guide to Getting Published  
How to Make Money from Your Writing  
Introduction to Journaling - \$99  
Romance Writing  
The Craft of Magazine Writing  
The Keys to Effective Editing  
Travel Writing  
Write Fiction Like a Pro  
Writing Essentials  
Writing for Children  
Writing the Fantasy Novel  
Writing Young Adult Fiction





## Economic and Workforce Development

Our region is home to many industries with manufacturing being one of the top sectors. A-B Tech's Economic and Workforce Development (EWD) department is committed to supporting advanced manufacturing by offering classes and programs through the Advanced Manufacturing Center (AMC), as well as its Customized Training Program. The AMC's partnership with the American aerospace manufacturer, Pratt & Whitney, is one example of how the college's connection to the regional economic development builds pipelines to skilled workers. For more information visit: [abtech.edu/pratt](http://abtech.edu/pratt).

## Advanced Manufacturing Center

The AMC offers short-term training classes and programs to individuals seeking employment in the advanced manufacturing industry and/or to improve their technical skills. The AMC connects the students who are seeking employment to employers, through job fair events and other networking opportunities. Year-round, students may attend classes in Machining, Composites, Industrial Maintenance (Automation, Electrical, & Mechanical), Certified Production Technician, and others. The length of classes range from 5-24 weeks.

### Classes include:

- CNC Machining 101
- Composite Technology Level 1
- Forklift Safety & Operation
- Industrial Maintenance Academy - Automation - Mechanical - Electrical
- Industrial Sewing
- MSSC Certified Production Technician
- Machine Shop Basics
- Machining Fundamentals

To enroll or for more information, contact 828-398-7760 or [amc@abtech.edu](mailto:amc@abtech.edu).

## Customized Training Program

Through the Customized Training Program, eligible partners receive training services to support their employees' continued skill development. Like most businesses today, many of A-B Tech's partners are hiring. The opportunities available are shared with the AMC students who complete training and this connects the individual to the employer. Local partners include Borg Warner, Eaton, GE, Linamar, New Belgium Brewing, Pratt & Whitney, ThermoFisher, and others. For more information visit: [abtech.edu/customized-training-industry](http://abtech.edu/customized-training-industry).

Lack of technical skills and education are among the primary reasons why NC employers struggle to fill vacancies. A-B Tech is committed to helping increase attainment and improve workforce alignment.



To enroll or for more information:  
**828-398-7760**  
**[amc@abtech.edu](mailto:amc@abtech.edu)**  
**[abtech.edu/amc](http://abtech.edu/amc)**





## Advanced Manufacturing

### 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 contact [amc@abtech.edu](mailto:amc@abtech.edu) / 828-398-7760 to get started.

M-TH, 1/22-2/29, 8 a.m. - 12 p.m., MEC-7070-031AM  
RM 105, Adv. Manufacturing Ctr., Asheville Campus  
Fees: Course: \$287.00

### 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, 2/10, 8 a.m. - 5 p.m., OSH-3012-018AM  
RM 110, Adv. Manufacturing Ctr., Asheville Campus  
Fees: Course: \$82.00

F, 3/15, 8 a.m. - 5 p.m., OSH-3012-009AM  
RM 110, Adv. Manufacturing Ctr., Asheville Campus  
Fees: Course: \$82.00

S, 4/13, 8 a.m. - 5 p.m., OSH-3012-017AM  
RM 110, Adv. Manufacturing Ctr., Asheville Campus  
Fees: Course: \$82.00

### LEAN Six Sigma Yellow Belt

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

TH, 1/25-2/8, 8 a.m. - 3:30 p.m., SEF-6486-023AM  
RM 203, Adv. Manufacturing Ctr., Asheville Campus  
Fees: Course: \$329.00

### LEAN Six Sigma Green Belt

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

TH, 2/22-5/9, 8 a.m. - 5 p.m., SEF-6485-017AM  
RM 203, Adv. Manufacturing Ctr., Asheville Campus  
Fees: Course: \$1,800.00

### Machining Fundamentals

Take a step toward a new career in machining by learning to operate drill presses, milling machines, saws and bench grinders. During this 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. Please contact [amc@abtech.edu](mailto:amc@abtech.edu) / 828-398-7760 to get started and to learn about financial assistance options.

M-TH, 1/22-5/2, 3:30 p.m. - 9:30 p.m., MEC-7027-951AM  
RM 110, Adv. Manufacturing Ctr., Asheville Campus  
Fees: Course: \$292.00

### Machine Shop Basics

During this 8-week course you will work hands-on with actual equipment such as drill presses, milling machines, saws, and bench grinders. Additional course topics include an introduction to CNC machining, shop safety, blueprint reading, shop math, teamwork and problem solving.

T-TH, 3/12-5/16, 8 a.m. - 12 p.m., MEC-7010-004AM  
RM 110, Adv. Manufacturing Ctr., Asheville Campus  
Fees: Course: \$242.00

### MSSC Certified Production Technician

The MSSC Certified Production Technician (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 CPT certification, which are included in the cost of the class. Students must attend the first day in person to set up their accounts. Online computer modules will be completed independently and the exams will be proctored in person at the AMC. All activities must be completed by the end date to receive the certification. It is recommended that students without prior mechanical experience take one or more of our 8-hour Introductory courses before enrollment in CPT. Please contact [amc@abtech.edu](mailto:amc@abtech.edu) / 828-398-7760 to get started and to learn about financial assistance options.

M-TH, 1/22-4/4, MFG-3111-095AM  
Online  
Fees: Course: \$430.11

M-TH, 2/26-5/9, MFG-3111-086AM  
Online  
Fees: Course: \$430.11

### MSSC Certified Production Technician Plus

The MSSC Certified Production Technician Plus (CPT+) curriculum covers safety, quality practices and measurement, manufacturing and production processes, and maintenance awareness. The course prepares students to pass the four online exams, as well as the 4 hands-on modules required to receive the CPT+ certification. Students must attend the first day in person to set up their accounts. Online computer modules will be completed independently, and in-person class time will be used to increase hands-on knowledge & skills. All exams will be proctored in person at the AMC and are included in the cost of the class. All activities must be completed by the end date to receive the certification. It is recommended that students without prior mechanical experience take one or more of our 8-hour Introductory courses before enrollment in CPT. Please contact [amc@abtech.edu](mailto:amc@abtech.edu) / 828-398-7760 to get started and to learn about financial assistance options.

M-TH, 4/8-6/20, 9 a.m. - 2 p.m., MFG-3111-085AM  
RM 202, Adv. Manufacturing Ctr., Asheville Campus  
Fees: Course: \$430.11

### Industrial Sewing Bootcamp

Students will learn sewing terms, fabric structures and types, how to read tech packs, along with basic sewing skills and techniques for industrial straight stitch, coverstitch and overlock machine. Courses will follow a curriculum developed by the Maker's Coalition and Industrial Sewing and Innovation Center. All equipment, materials, fabric, supplies and tools will be provided for students. Contact AMC at [amc@abtech.edu](mailto:amc@abtech.edu) or 828-398-7760 for more information.



## Advanced Sewing Workshop

Industrial sewing and beyond... The advanced sewing workshop aims to teach its participants the fundamental principles of sustainable fashion or SLOW Fashion with a wide range of textiles based applications. Industrial sewing teaches the basics of sewing using industrial single needle machines and the use of a basic industrial serger. The progression of sewing experiences would lead you into more advanced sewing techniques, garment construction, home dec, alterations of ready made garments and uses of more advanced sewing machines and handling of different materials and fabrics. Prerequisite: must have completed Industrial Sewing or basic sewing curriculum or have a current knowledge of sewing skills. Contact AMC at amc@abtech.edu or 828-398-7760 for more information.

**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

## One-Day Advanced Manufacturing Classes

### Introduction to Advanced Manufacturing

In this one-day class the skills and concepts needed to succeed and progress in the modern-day manufacturing environment are introduced. Learn about the MSSC Certified Production Technician class, the Industrial Maintenance Academy and the Machining Fundamentals program. Through a hands-on learning experience, build an electrical motor and explore the basic electrical, mechanical, and Troubleshooting concepts.

### Introduction to Machining

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 one-day 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.

### Introduction to Composites

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 one-day class you will layup your own coaster and cook it in an autoclave.

### Introduction to Industrial Operations

Industrial Maintenance Academy courses cover several areas of industrial technology: Basic Electricity, Robotics, Automation, and Mechatronics. These courses introduce the basics of industrial technology and explore areas of expertise needed to service manufacturing in the high demand position of maintenance technicians. Come explore! Check out material covered and experience "hands-on" training by sampling each of these IMA areas, all in one day. See what it's all about and if this might be a career path for you!



- No Cost
- One-Day Saturday Course
- Located at A-B Tech AMC
- Small Class Size
- Dates to be Announced

For more information, call  
828-398-7934, email  
jobpreparedness@abtech.edu  
or use the QR code



**Automotive**

**DMV: OBD Emissions**

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.

M,T, 1/22-1/23, 6 p.m. - 10 p.m., DMV-3129-116TR  
 RM 112, TCC, A-B Tech Enka  
 Fees: Course: \$82.00

M,T, 2/12-2/13, 6 p.m. - 10 p.m., DMV-3129-117TR  
 RM 112, TCC, A-B Tech Enka  
 Fees: Course: \$82.00

M,T, 2/19-2/20, 6 p.m. - 10 p.m., DMV-3129-119TR  
 RM 112, TCC, A-B Tech Enka  
 Fees: Course: \$82.00

M,T, 3/18-3/29, 6 p.m. - 10 p.m., DMV-3129-118TR  
 RM 112, TCC, A-B Tech Enka  
 Fees: Course: \$82.00

M,T, 4/8-4/9, 6 p.m. - 10 p.m., DMV-3129-120TR  
 RM 112, TCC, A-B Tech Enka  
 Fees: Course: \$82.00

M,T, 4/15-4/16, 6 p.m. - 10 p.m., DMV-3129-121WT  
 RM 112, TCC, A-B Tech Enka  
 Fees: Course: \$82.00

**Auto Safety Inspection**

This course covers the operation of a public inspection station and station facilities, inspection rules and procedures for brakes, lights, horn, steering, wipers, directional signals, tires, mirrors, exhaust system, etc. Safety inspectors are responsible for knowing all the information in the NC Safety Inspection Manual.

M,T, 1/8-1/9, 6 p.m. - 10 p.m., DMV-7203-116TR  
 RM 112, TCC, Asheville Campus  
 Fees: Course: \$82.00

M,T, 2/5-2/6, 6 p.m. - 10 p.m., DMV-7203-117TR  
 RM 112, TCC, Asheville Campus  
 Fees: Course: \$82.00

M,T, 3/11-3/12, 6 p.m. - 9 p.m., DMV-7203-118TR  
 RM 112, TCC, Asheville Campus  
 Fees: Course: \$82.00

M,T, 4/1-4/2, 6 p.m. - 10 p.m., DMV-7203-119TR  
 RM 112, TCC, Asheville Campus  
 Fees: Course: \$82.00

**Escort Vehicle Certification**

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

**Escort Vehicle Recertification**

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

**We would love to hear from you!**

**Scan the QR code and let us know what classes you would like offered.**





## Computer Training

### Adobe Photoshop Introduction

This class will help you get started with the powerful Adobe Photoshop software. 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, 2/19-3/6, 5:30 p.m. - 8:30 p.m., SGR-7418-224CO  
RM 438, Ferguson Ctr., AHWD , Asheville Campus  
Fees: Course: \$82.00

### Adobe Photoshop Intermediate

This course is for those who have completed the 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, learn 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, 4/15-5/1, 5:30 p.m. - 8:30 p.m., SGR-7476-424CO  
RM 438, Ferguson Ctr., AHWD , Asheville Campus  
Fees: Course: \$82.00

### 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, learn more detailed shapes and get introduced to isometric drawing. Class is held on campus in our CAD lab. Students do not need to purchase software.

M/W, 1/22-3/27, 4 p.m. - 6 p.m., DFT-7408-124CO  
RM 122, Elm, Asheville Campus  
Fees: Course: \$137.00



### ChatGPT Prompt Engineering new

ChatGPT is a cutting-edge natural language generation model that can produce fluent and engaging texts on various topics and domains. It can also converse with humans in a natural and coherent way, using its own words and knowledge. In this course, you will learn how to use ChatGPT as a deep knowledge resource to make your workday and play time more productive, fun and efficient. By the end of this class, you will be able to: understand what ChatGPT is and why it is a societal revolution, appreciate the strengths and limitations of ChatGPT, and how to deal with its errors and inconsistencies, and craft effective prompts to elicit relevant and useful responses from ChatGPT. This course is designed for anyone who is interested in natural language generation and conversational AI, regardless of their background or experience level. No prior knowledge of programming or machine learning is required. However, some familiarity with web browsing and online communication is recommended.

W, 1/24, 5:30 p.m. - 7:30 p.m., SEF-4440-124CO  
RM 438, Ferguson Ctr., AHWD , Asheville Campus  
Fees: Course: \$37.00

M, 3/25, 2 p.m. - 4 p.m., SEF-4440-324CO  
RM 438, Ferguson Ctr., AHWD , Asheville Campus  
Fees: Course: \$37.00

### Excel for Beginners

Learn to organize and analyze data using Microsoft Excel through hands-on exercises and examples designed for the beginner. 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.

M/W, 3/18-3/20, 5:30 p.m. - 8:30 p.m., SEF-8012-324CO  
RM 438, Ferguson Ctr., AHWD , Asheville Campus  
Fees: Course: \$77.00



### 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 Beginners. Learn how to manipulate worksheets, use filters, set up macros, and much more. Students are encouraged to bring their own USB thumb drive to store their data and projects.

M/W, 3/25-3/27, 5:30 p.m. - 8:30 p.m., SEF-8013-324CO  
RM 438, Ferguson Ctr., AHWD , Asheville Campus  
Fees: Course: \$77.00

### PC Basics Level 1

This is a class for those who are just beginning their journey into the world of personal computers (PCs). You will develop the computer skills needed to take more advanced computer classes. Learn how to turn the computer on/off properly, computer terminology, proper keyboarding posture and mouse skills and learn to navigate throughout the Windows system. In addition, learn how to save and find files and pictures, send emails, and open, save and send email attachments. Bring all questions. No textbook required. This class is taught in a computer lab classroom that has desktop computers with Windows 10. (Note: class does NOT meet on Monday, January 15 because the College is closed in observance of Martin Luther King, Jr. Day)

M/W, 1/8-1/29, 1 p.m. - 4 p.m., CIS-7479-124CO  
RM 438, Ferguson Ctr., AHWD , Asheville Campus  
Fees: Course: \$82.00

### PC Basics 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 PC Basics Level 1 recommended as a prerequisite. This class is taught in a computer lab classroom that has desktop computers with Windows 10.

M/W, 2/12-2/28, 1 p.m. - 4 p.m., CIS-7480-224CO  
RM 438, Ferguson Ctr., AHWD , Asheville Campus  
Fees: Course: \$82.00

## Online Courses New for 2023–2024

**Building Teams That Work** Learn how to create and manage effective teams, from setting goals and roles to resolving conflicts and giving feedback.

**Business and Marketing Writing** Improve your writing skills for business and marketing purposes, such as creating proposals, reports, newsletters, and social media posts.

**Business Budgeting for Beginners** Get introduced to the basics of business budgeting, such as planning, forecasting, tracking, and adjusting your income and expenses.

**Explore a Career in Cybersecurity** Discover the cybersecurity field, including the types of jobs, skills, certifications, and challenges involved.

**High Performance Organization** Explore the characteristics and practices of high performance organizations, such as culture, strategy, innovation, and leadership.

**Integrating Technology in the Classroom** Enhance your teaching and learning outcomes by using technology, such as selecting, implementing, and evaluating digital tools and resources.

**Introduction to Microsoft Publisher** Create professional-looking publications, such as flyers, brochures, newsletters, and cards, by using Microsoft Publisher.

**Introduction to XML** Store and exchange data across different platforms and applications by using XML (Extensible Markup Language).

**Manufacturing Applications** Cover the applications of various manufacturing processes, such as machining, casting, welding, molding, and additive manufacturing.

**Professional Sales Skills** Develop your sales skills, such as prospecting, qualifying, presenting, negotiating, closing, and following up.

**Purchasing Fundamentals** Master the fundamentals of purchasing management, such as sourcing, contracting, ordering, receiving, and paying for goods and services.

**Talent and Performance Management** Manage the talent and performance of your employees, from recruitment and retention to appraisal and development.

**Understanding the Cloud** Understand what the cloud is and how it works, including the benefits, challenges, and types of cloud services and models.

**Using the Internet in the Classroom** Enhance your classroom instruction by using the internet, such as finding online resources, creating web-based activities, and communicating with students and parents.

**Winning RFP Responses** Write winning responses to requests for proposals (RFPs), from understanding the requirements and expectations to crafting a clear and compelling proposal.

**Workers' Compensation** Learn the basics of workers' compensation law and practice, such as eligibility, benefits, claims, disputes, and appeals.

[abtech.edu/OnlineCE](http://abtech.edu/OnlineCE)



**To Enroll in Online Courses Visit:**  
**ed2go.com/abtech**  
**New sessions begin: 12/13, 1/17, 2/14, 3/13**  
**Community Enrichment Courses**  
**Course Fee \$89**

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**Digital Photography**

Photographing Nature

**Health and Wellness**

 Human Anatomy and Physiology  
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 Introduction to Natural Health and Healing

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 Personal Finance  
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**Language**

 Conversational Japanese  
 Instant Italian

**Life and Work Development**

 Grammar Refresher  
 Grammar Refresher II  
 Individual Excellence  
 Keys to Effective Communication  
 Mastering Public Speaking

**Special Interest**

 Genealogy - \$99  
 Homeschool with Success - \$99  
 Introduction to Screenwriting  
 Start Your Own Art and Crafts Business

**Test Prep**

 GRE Preparation I - Verbal and Analytical  
 GRE Preparation II - Quantitative  
 TEAS Preparation I – Reading and English Language  
 TEAS Preparation II – Math and Science

**Writing and Publishing**

 Beginning Writer's Workshop  
 Beginner's Guide to Getting Published  
 How to Make Money from Your Writing  
 Introduction to Journaling  
 Publish and Sell Your E-Books  
 Romance Writing  
 The Craft of Magazine Writing  
 The Keys to Effective Editing  
 Travel Writing  
 Write Fiction Like a Pro  
 Writing Essentials  
 Writing for Children  
 Writing the Fantasy Novel  
 Writing Young Adult Fiction

# Online Career Training Courses

These online, in-depth Career Training classes are designed to prepare students for a career in a specific field. You can begin these self-paced programs any time of the year.

## Video Game Design and Development

500 Hours | 12 Months | \$2100

Video game design and development is challenging, but the rewards are worth it. With this unparalleled comprehensive training course, you'll master skills that open doors to the growing video game industry. By the end of the course, you will have designed and created your own video game for the PC and will stand ready to join a team working on projects with larger scope or pursue independent development.

Using a comprehensive and analytical approach to game development, this course offers you the opportunity to learn how to effectively implement technical game ideas, assuming no prior training or experience. The curriculum is divided into four major areas of study: programming languages, mathematics skills, game asset creation, and modern real-time game engines. It will conclude with an independent study phase where you will design, document, and create your own game using all of the programming and game art skills you learned in the core classes.

## Certified Ethical Hacker

100 Hours | 6 Months | \$2895

This course will immerse you into the hacker mindset, putting you in the driver's seat of hands-on activities. You will scan, test, hack, and secure your own systems. You will learn the five phases of ethical hacking (reconnaissance, gaining access, enumeration, maintaining access, and covering your tracks) and the ways to approach your target and succeed at breaking in every time. Upon completion of this course, you will be prepared to sit for the Certified Ethical Hacker Exam 312-50, offered by EC-Council. This course also includes a voucher which covers the fee of the exam.

## Front-End Web Developer

160 Hours | 6 Months | \$1950

Everything a user sees and interacts with on a website was built by a front-end developer. Considering how many websites exist, front-end web developers are in high demand. This course will prepare you for an entry-level career in this growing job market. You will learn how to use HTML, CSS, and JavaScript to create functional, responsive web applications.

In addition to learning these three languages, you will also put theory into practice to build the front-end of a website. The portfolio you develop in this course will be a vital asset when you enter the web development field.

## Medical Interpreter (Spanish/English)

200 Hours | 9 Months | \$2495

This Medical Interpreter training course prepares you to work in hospitals, medical offices and in any healthcare environment where a Spanish interpreter is needed. In addition, the Medical Interpreter training course prepares you to sit in any of the Medical Interpreting examinations available in the country. This course is language specific for Spanish/English. You will acquire the three interpreting skills – simultaneous, consecutive and sight translation. You will learn the proper transfer of medical terminology into Spanish, divided into the different areas in a hospital and medical specialties. Intensive online interpreting laboratory practices are included in this training course.

For more information, visit [abtech.edu/OnlineCE](http://abtech.edu/OnlineCE) or email [OnlineCE@abtech.edu](mailto:OnlineCE@abtech.edu)



## Online Courses

[ed2go.com/abtech.edu](http://ed2go.com/abtech.edu)

### 3 EASY ONLINE REGISTRATION STEPS

#### STEP 1: Explore

Visit [ed2go.com/abtech](http://ed2go.com/abtech) and explore over 200 Online courses.

#### STEP 2: Register

1. Visit [ed2go.com/abtech](http://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 [abtech.edu/coned-registration](http://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

#### COMMUNITY ENRICHMENT

Michelle Cardona

[michellectardona@abtech.edu](mailto:michellectardona@abtech.edu)

828-398-7369

#### A-B TECH REGISTRATION

INFO & PAYMENT

[conedregistration@abtech.edu](mailto:conedregistration@abtech.edu)

828-398-7903

#### COMPUTER & ONLINE TRAINING

Elisabeth Green Geyer

[OnlineCE@abtech.edu](mailto:OnlineCE@abtech.edu)

828-398-7933

#### A-B TECH IT HELPDESK

(For questions about accessing A-B Tech student accounts and technical support)

[helpdesk@abtech.edu](mailto:helpdesk@abtech.edu)

828-398-7550

### Occupational Training Courses [ed2go.com/abtech](http://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  
 Business Analysis [Intro]  
 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  
**Fundamentals of Technical Writing\***  
 High Speed Project Management  
 Leadership  
 Machine Learning [Intro]  
 Manufacturing Fundamentals  
 Managing Remote Teams  
 Marketing Your Business on the Internet  
 Mastery of Business Fundamentals  
 Project Management Applications  
 Project Management Fundamentals  
 Project Management Fundamentals II  
**Project Management Professional (PMP™)\***  
 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  
 Windows 10 [Intro]  
 Windows 11 [Intro]\*

#### Computer Applications

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

**Occupational Training Courses**  
**ed2go.com/abtech**  
**Course Fees: starting at \$75**



**Database & Programming**

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

**Exam/Certification Prep**

- CompTIA A+ Certification Prep [Basic, Inter, Adv]
- CompTIA Network+ Certification Prep
- LPI Linux Essentials Exam Prep\*

**Internet and Web Design**

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

**Microsoft Applications**

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

**Networking & Security**

- Networking [Intro and Inter]
- PC Troubleshooting [Intro]
- PC Security Introduction [Intro]
- Wireless Networking

**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
- Creative Classroom
- Differentiated Instruction and Response to Intervention Connection
- 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 I & II

**Spanish in the Classroom\***

- 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

**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!
- Marketing Your Nonprofit
- Nonprofit Management [Intro]
- Nonprofit Fundraising Essentials
- Starting a Nonprofit
- Writing Effective Grant Proposals

**Healthcare & Medical Workplace Skills**

- Become a Veterinary Assistant
- Become a Veterinary Assistant II: Canine Reproduction
- Become a Veterinary Assistant III: Practical Skill
- Become a Physical Therapy Aide
- Become an Optical Assistant
- Explore a Career as an Administrative Medical Assistant
- 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 in Nursing\***
- Explore a Career as a Pharmacy Technician
- HIPAA Compliance
- Legal Nurse Consultant
- Medical Laboratory [Intro]
- Medical Math
- Medical Spanish I & II
- Medical Terminology: A Word Association Approach
- Medical Terminology II: A Focus on Human Disease
- TEAS Prep I & II
- Veterinary Medical Terminology





## Business & Hospitality

### 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, 2/13, 8:30 a.m. - 5 p.m., SEF-5816-083HS  
RM 198, Goodwill Ctr., Goodwill  
Fees: Course: \$110.00

T, 4/2, 8:30 a.m. - 5 p.m., SEF-5816-084HS  
RM 198, Goodwill Ctr., Goodwill  
Fees: Course: \$110.00

### Foundations of Wine

Would you like to enhance your career in the wine industry or make recommendations with greater confidence? This class covers topics and practical skills essential for those working with customers in distribution, retail, restaurant, or hospitality settings. Focus on the 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 and regional differences, service techniques, and food pairings. Blind tastings are included to develop distinction ability. Hobbyists welcome. Instructor: Andy Hale. Students must be 21 years old to register and bring an ID verifying their date of birth to class. Exams are not part of the class.

T, 4/16-5/7, 6 p.m. - 9 p.m., SEF-7848-020WT  
RM 225, Magnolia, Asheville Campus  
Fees: Course: \$122.00

### Always Food Safe: Food Manager Certification new

This course is an alternative class to ServSafe Food Certification. The certification available by taking this class and passing the exam is equivalent to other Food Protection Manager programs, recognized across the U.S., accepted by local health departments, and valid for Five years. Always Food Safe is an ANSI-accredited Food Protection Manager, Food Handler, & Allergen Awareness course provider. This course is designed to give you an in-depth look at food safety with topics such as temperature control, cleaning and sanitizing, preventing contamination, facilities and pest management, and more.

T, 5/7, 8:30 a.m. - 5 p.m., SEF-5817-002WT  
RM 198, Goodwill Ctr., Goodwill  
Fees: Course: \$106.00



### 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

### Ice House Entrepreneurship Program

Entrepreneurship extends beyond the realm of business creation and small business management. Embracing an entrepreneurial mindset offers a powerful framework for thinking and acting, enabling individuals to thrive on any path they choose. Through this class, you will develop the following skills:

- Creative & Critical Thinking
- Effective Problem Solving
- Communication & Collaboration
- Adaptability & Initiative
- Curiosity & Lifelong Learning

For more information, please contact Liz Jones at [lizjones@abtech.edu](mailto:lizjones@abtech.edu) or 828.398.7343



### 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>

### 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 wine-making practices, students perform experiments and vet their production output via sensory evaluations.

Find out more at: [www.abtech.edu/CBI](http://www.abtech.edu/CBI)



## 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



## 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 Daryl Fisher at 828-782-2355 or robertdfisher@abtech.edu



## Emergency Medical Services (EMS)

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

- Critical Care EMT-P (CCEMTP)
- Pediatric & Neonatal Critical Care Transport Program (PNCCT)
- Tactical Emergency Casualty Care (TECC)
- Wilderness EMT
- EMS Instructor Methodology
- Community Paramedic
- Neonatal Resuscitation

For more information on these and other classes offered, please visit [www.abtech.edu/ems-ConEd](http://www.abtech.edu/ems-ConEd), email [madelynjohnson@abtech.edu](mailto:madelynjohnson@abtech.edu) or [anthonymccourry@abtech.edu](mailto:anthonymccourry@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 Catherine.

## A-B Tech Woodfin - Emergency Services

### Initial Emergency Medical Technician (A-B Tech Woodfin)

"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 Madelyn Johnson EMS Continuing Education Coordinator [madelynjohnson@abtech.edu](mailto:madelynjohnson@abtech.edu) 828.782.2623 or Anthony McCourry Assistant EMS Continuing Education Coordinator 828.782.2351 [anthonymccourry@abtech.edu](mailto:anthonymccourry@abtech.edu) (email preferred due to unique office hours)

T/TH, 1/16-, 6 p.m. - 10 p.m., EMS-4200-304ES  
RM 149, ESEB, Woodfin  
Fees: Course: \$212.00, Supply/Lab: \$22

### Initial Emergency Medical Technician (A-B Tech Madison)

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 Madelyn Johnson EMS Continuing Education Coordinator [madelynjohnson@abtech.edu](mailto:madelynjohnson@abtech.edu) 828.782.2623 or Anthony McCourry Assistant EMS Continuing Education Coordinator 828.782.2351 [anthonymccourry@abtech.edu](mailto:anthonymccourry@abtech.edu) (email preferred due to unique office hours)

M/W, 1/10-, 6 p.m. - 10 p.m., EMS-4200-305ES  
RM 103, Ramsey, A-B Tech Madison  
Fees: Course: \$212.00, Supply/Lab: \$22

### 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. For more information or assistance please contact Madelyn Johnson EMS Continuing Education Coordinator [madelynjohnson@abtech.edu](mailto:madelynjohnson@abtech.edu) 828.782.2623 or Anthony McCourry Assistant EMS Continuing Education Coordinator 828.782.2351 [anthonymccourry@abtech.edu](mailto:anthonymccourry@abtech.edu) (email preferred due to unique office hours)

M-W, 6 p.m. - 10 p.m., EMS-4300-327ES  
RM 149, ESEB, Woodfin  
Fees: Course: \$212.00



# A-B Tech Woodfin - Emergency Services

abtech.edu/workforce

828-782-2355

Registration information, page 5. Register early!

## Con-Ed Paramedic

The Paramedic program provides individuals with the knowledge, skills, and attributes to provide advanced emergency medical care as a paramedic for critical and emergent patients. Students will gain complex knowledge, competency, and experience while employing evidence-based practice under medical oversight, and serve as a link from the scene into the healthcare system. This is the first of a 2-part course series. Initial cost excluding tuition covers both sections of course. For any questions and total course cost please contact EMS Con-Ed coordinator Madelyn Johnson @ Madelyndjohnson@abtech.edu or Asst. EMS Con-Ed coordinator Anthony McCourry at anthonyrmccourry@abtech.edu

M-F, EMS-4400-107ES

RM 138, ESEB, Woodfin

Fees:

\$180.00 registration fee for non-exempt personnel plus

\$260.00 supply fee / Platinum Testing for non-exempt

AND exempt personnel

\$10 CPR card

\$100 Uniform Shirt and EMS Tactical Pants (approx. cost)

## Initial Basic Life Support (CPR)

"The AHA'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: 978-1-61669-768-6 A-B Tech offers this course on a bi-monthly basis. Please refer to our website for additional offerings. For more information, please contact Justyn Whitson at justynlwhitson@abtech.edu. "

S, 2/10, 9 a.m. - 3 p.m., SAF-3010-313ES

RM 206, ESEB, Woodfin

Fees: Course: \$90.00

S, 4/13, 9 a.m. - 3 p.m., SAF-3010-315ES

RM 206, ESEB, Woodfin

Fees: Course: \$90.00

S, 6/8, 9 a.m. - 3 p.m., SAF-3010-317ES

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 Emer-

gency 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

## Basic Life Support Recertification (CPR)

Recertification course for those with an in-date AHA BLS certification. The AHA'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: 978-1-61669-768-6 A-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. "

M, 1/8, 6 p.m. - 10 p.m., SAF-3010-312ES

RM 206, ESEB, Woodfin

Fees: Course: \$90.00

M, 3/4, 6 p.m. - 10 p.m., SAF-3010-314ES

RM 206, ESEB, Woodfin

Fees: Course: \$90.00

M, 5/6-5/6, 6 p.m. - 10 p.m., SAF-3010-316ES

RM 206, ESEB, Woodfin

Fees: Course: \$90.00

M, 7/8, 6 p.m. - 10 p.m., SAF-3010-318ES

RM 206, ESEB, Woodfin

Fees: Course: \$90.00

## BLET

Basic Law Enforcement Training (BLET) is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county, or municipal governments, or with private enterprise.

**The class will be Monday through Friday, 8:30 a.m. – 5:30 p.m. with PT, 6:30 – 7:30.**

**July 21 – December 21**

**For more information, visit: abtech.edu/blet**

## BLS (Basic Life Support / CPR) Instructor course

The AHA BLS Instructor course is a mandatory first step in becoming an AHA BLS (CPR) instructor. This course will help begin the process of the student becoming the instructor and teaching the AHA BLS course themselves. For further information and registration please contact Justyn Whitson at justynlwhitson@abtech.edu.

F, 5/24-, 9 a.m. - 5 p.m., SAF 3023 324ES

RM 206, ESEB, Woodfin

Fees: Course: \$0.00



## Community Health Worker: Spanish/English class option

Interested in a class with a strong Spanish language focused delivery? See our newest class description and registration information on this page. Community Health Workers (CHW) assist individuals and communities to adopt healthy behaviors. CHWs often conduct outreach for medical personnel or health organizations and implement programs in the community that promote, maintain, and improve individual and community health.



## Health Occupations

### Community Health Worker - English, Virtual

Course designed to provide individuals with the required knowledge, tools, and resources to become recognized as a certified Community Health Worker (CHW) in North Carolina. Instruction covers nine core competencies essential to working as a certified CHW including communication, capacity building, service, coordination, interpersonal, advocacy, outreach, and personal/professional skills. Knowledge based competencies include health and social issues that disproportionately impact clients. Class meets virtually via Zoom, with additional online assignments and self-paced work per week. No class Thursday 3/28. **Prerequisites:** Ability to receive, compose and send email, access web-based material, save independent coursework to computer file and upload/download documents. Access to laptop or desktop computer with camera capability. Required Textbook: Foundations for Community Health Workers, 2nd ed.

TH, 1/18-5/2, 6 p.m. - 9 p.m., HEA-3121-009HC  
RM Zoom, , VLC - Virtual Learning Classroom  
Fees: Course: \$185.00

### Community Health Worker: Spanish/English, Virtual

This course is for individuals who desire, or plan to, service a Spanish speaking population. Course taught by bi-lingual Spanish/English instructor. Primary presentation of class material will be delivered in Spanish. Interpretation provided by instructor as needed. Outside reading material and assignments may be in Spanish or English. Students interested in enhancing their Spanish/English skills are encouraged to register. Course designed to provide individuals with the required knowledge, tools, and resources to become recognized as a certified Community Health Worker (CHW) in North Carolina. Instruction covers nine core competencies essential to working as a certified CHW including communication, capacity building, service, coordination, interpersonal, advocacy, outreach, and personal/professional skills. Knowledge based competencies include health and social issues that disproportionately impact clients. Class meets virtually via Zoom, with additional online assignments and self-paced work per week. **Prerequisites:** Ability to read, write and speak both Spanish and English. Receive, compose and send email, access web-based material, save independent coursework to computer file and upload/download documents. Access to laptop or desktop computer with camera capability. Required Textbook: Foundations for Community Health Workers, 2nd ed.

T/TH, 1/30-5/2, 6 p.m. - 8 p.m., HEA-3121S-003HC  
RM Zoom, , VLC - Virtual Learning Classroom  
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 physician's offices, hospitals, and retirement facilities. Learn data management skills such as entering and transmitting patient data, restoring electronic health 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. The exam is not part of the class but is offered upon class completion separately. Required book: "Electronic Health Records Specialist Certification Study Guide 2.0." Must have a GED or High School Diploma, basic keyboarding skills, and pass a basic computer assessment administered at the Goodwill Career Center. Call Goodwill at 828-298-9023 to schedule a computer assessment.

M/W, 2/12-5/15, 9 a.m. - 1 p.m., HIT-3700-135HC  
RM 198, Goodwill Ctr., Goodwill  
Fees: Course: \$182.00

### Mental Health First Aid

One in five adults in the US report living with a mental health challenge. Mental Health First Aid teaches how to identify, understand and respond to signs of mental illness and substance use disorders. Gain the skills needed to provide initial support to someone developing a mental health or substance use problem and help connect them to the appropriate care. Learn the symptoms of common mental illnesses and substance use disorders, how to de-escalate crises safely, and initiate timely referrals to appropriate professional resources in the community. All materials provided. The class prepares students for a certification from the National Council for Mental Wellbeing, valid for three years. You must be 18 years of age to register.



F, 3/22, 8 a.m. - 5 p.m., SEF-4100-562HC  
RM 437, Ferguson Ctr., AHWD , Asheville Campus  
Fees: Course: \$107.00

F, 5/17, 8 a.m. - 5 p.m., SEF-4100-563HC  
RM 181, Goodwill Ctr., Goodwill  
Fees: Course: \$107.00

### Nurse Aide I

This course provides basic training for entry-level care giving skills needed to work as a Nurse Aide I 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 campus 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 Orientation to Nurse Aide class prior to the start of class. Day classes longer than 4 hours will 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. All portions are face-to-face. Clinical rotation are 8 hour days.

T/TH,S, 1/9-4/30, NAS-3240-407HC  
T/TH, 5 p.m. - 9 p.m. (Class)  
S, 7 a.m. - 3:30 p.m. (Clinical)  
RM 113, Ramsey, A-B Tech Madison  
Fees: Course: \$242.00

T-TH,T-TH, 1/9-3/12, NAS-3240-905HC  
T-TH, 8 a.m. - 4 p.m. (Class)  
T-TH, 7 a.m. - 3:30 p.m. (Clinical)  
RM 001, TrV, Transformation Village  
Fees: Course: \$232.00

T-TH, 3/19-5/16, NAS-3240-906HC  
T-TH, 8 a.m. - 4 p.m. (Class)  
T-TH, 7 a.m. - 3:30 p.m. (Clinical)  
RM 001, TrV, Transformation Village  
Fees: Course: \$232.00



## Nurse Aide I (Cont.)

M-W, 12/5-2/26, NAS-3240-204HC  
M-W, 8:30 a.m. - 4 p.m. (Class)  
M-W, 7 a.m. - 3:30 p.m. (Clinical)  
RM 196, Goodwill Ctr., Goodwill  
Fees: Course: \$232.00

T-TH, 3/11-5/7, NAS-3240-205HC  
T-TH, 8:30 a.m. - 4 p.m. (Class)  
T-TH, 7 a.m. - 3:30 p.m. (Clinical)  
RM 196, Goodwill Ctr., Goodwill  
Fees: Course: \$232.00

T-TH, S, 3/12- , NAS-3240-503HC  
T-TH, 4:30 p.m. - 8:30 p.m. (Class)  
S, 7 a.m. - 3:30 p.m. (Clinical)  
RM 342, Ferguson Ctr., AHWD , Asheville Campus  
Fees: Course: \$242.00

## Introduction to Health Care Basics new

Are you considering a career change into the health care arena? Perhaps, you are unsure as to where to start and what to expect in this field. This short but informative course gives you a brief dive into the medical world with some medical terminology, medical math, skill acquisition, career exploration, soft skills, CPR, First Aid and self care techniques. At the end of the 40 hour course, students should have an insight into the health care field. Students also gain certification in CPR and First Aid. CPR cards will be additional charge.

TBD  
Fees: Course: \$125.00

### Clinical Massage

Call to receive details of the information session and requirements for class 828-398-7878 or Email [teresawnix@abtech.edu](mailto:teresawnix@abtech.edu)



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

This program provides classroom, laboratory, and clinical experience consistent with the standards of practice established by the North Carolina Board of Massage and Bodywork Therapy (NCBMBT). This course is structured into three modules: Module I: Fundamentals of Theory and Practice I; Module II: Fundamentals of Theory and Practice II; and Module III Intensive Hands-On Clinic. In order to receive a completion a student must successfully complete all three modules for a total of 520 hours. These are NOT transferable to another program, nor can credit be given from another program. These classes must be taken sequentially. This program prepares students for the MBLEx. Upon successful passing MBLEx, students may apply for a North Carolina license. Times, dates and delivery of course can vary. This is a face-to-face program. This is the third of the Module series. Registration is required for all Modules.

M-W, 9 a.m. - 3:30 p.m., MTH-3021-122HC  
RM 242, Ferguson Ctr., AHWD , Asheville Campus  
Fees: Course: \$217.00

## Clinical Massage - Module II: Fundamentals and Practice II

This course is the 2nd module of the Clinical Massage Program. To take this module, students must have completed and past Module I of this program. This module provides more in depth study of pathophysiology to include kinesiology and hands on practice. This program is approved under the North Carolina Board of Massage and Bodywork Therapy. In order to receive a completion in this program, students must successfully pass all three modules both didactic, lab and clinic. Modules must be taken sequentially. Registration is required for all modules.

M-W, 9 a.m. - 3:30 p.m., HEA-3021-124HC  
RM 242, Ferguson Ctr., AHWD , Asheville Campus  
Fees: Course: \$217.00

## 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](http://abtech.edu/ce).

## 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](mailto:teresawnix@abtech.edu)

## Clinical Massage - Module III: Intensive Clinic Lab

This is the 3rd and final module of the Clinical Massage Program. In the Module students will have intensive lab practice in the components of clinical massage in a mock clinic. Also a clinic rotation for students to give a work like experience. Students must pass a "Hands on" Practicum as well as prepare for their certification exam.

M-W, , 9 a.m. - 3:30 p.m., HEA-3021-124HC  
RM 242, Ferguson Ctr., AHWD , Asheville Campus  
Fees: Course: \$217.00

## Medication Aide

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

## 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	18	FAA	National
Foundations of Wine	12	Court of Master Sommeliers	International
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
Always Food Safe: Food Manager Certification	8	American National Standard Institute (ANSI)	National

## 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 (MOS) Associate Certification Training	245	Microsoft	National
Microsoft Office Specialist (MOS) Expert Certification Training	335	Microsoft	National
Project Management Professional (PMP™) Prep	24	Project Management	National





## Health Occupations Certification Programs

Course Title	Hours	Certifying Body	Level
Clinical Massage	520	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
ElectronicHealth Record Specialist	96	National Health Career Association	National
Medication Aide	24	NC Board of Nursing (NCBON)	State
Mental Health First Aid	8	National Council for Mental Wellbeing	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

## Occupational & Skilled Trades Certification Programs

Course Title	Hours	Certifying Body	Level
Auto Safety Inspection	8	NC DMV License & Theft Bureau	State
Electrical License Renewal	8	NC Board of Examiners of Electrical Contractors	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
CDL-A (Truck Driver Training)	176	NC DMV	State
CDL-B (Truck Driver Training)	176	NC DMV	State





## 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](http://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](http://www.ncworksasheville.com)  
Facebook: [facebook.com/ncworksasheville](https://www.facebook.com/ncworksasheville)

### 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.

### We would love to hear from you!

Scan the QR code and let us know what classes you would like offered.





## 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 & Nurse Aide Refresher
- Electronic Medical Records
- Adult High School
- Online classes on Ed2Go
- ServSafe
- Commercial Driving Careers/CDL-A & B
- Computer Skills Classes

### Goodwill Industries

1616 Patton Ave, Asheville, NC  
828-298-9023, Ext. 11112  
jstevenson@goodwillnwc.org

This program is brought to you through a partnership with:



## Prove your Career Readiness 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. Companies in Buncombe county recognizing or recommending the NCRC - Mission Health, MB Haynes, Pratt & Whitney, and many others.

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 the Economic & Workforce Development Specialist at 828-398-7763 or AMC@abtech.edu. You can also visit the NC Works Career Center Asheville, 48 Grove Street, 828-251-6200.

NORTH CAROLINA  
CAREER READINESS  
CERTIFICATE





## Job Preparedness

### Career Connections

The Career Connections Lab is an open computer lab where participants can get assistance with every area of their career journey, including resume creation, interview practice, job applications, and career coaching. Support is provided at any stage of employment, whether you are unemployed and looking for work or employed but looking to improve your outlook. We are conveniently located on the bus line – accepting appointments and walk-ins are always welcome M-F from 9-4. For more information, call Goodwill 828-298-9023 ext. 4.

M-F, 1/2-5/15, 9 a.m. - 4 p.m., HRD-7653-403HR  
 RM 152, Goodwill Ctr., Goodwill  
 Fees: Course: Waived

### Career Lab

In this open employability lab, you receive individualized guidance for building a resume, performing a job search, completing online job applications, learning effective interview techniques, and developing essential employability skills. At the Career Lab at NCWorks in Asheville, you can work independently or with an A-B Tech instructor on job search and career development. Computers with internet access are available for all employment-related activities, including online job searches, online applications, and resumes. You must be registered with NCWorks to take advantage of this free class. Please call 828-251-6200 for more information.

M-F, 1/2-5/15, 9 a.m. - 1 p.m., HRD-7688-400HR  
 RM Lab, NCWorks Asheville Career Ctr., 48 Grove St.  
 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 jobpreparedness@abtech.edu to sign up today.

M/W, 2/12-3/6, 9 a.m. - 12 p.m., HRD-7642-405HR  
 RM 118, Ramsey, A-B Tech Madison  
 Fees: Course: Waived

T/TH, 3/12-4/4, 12:30 p.m. - 3:30 p.m., HRD-7642-407HR  
 RM 151, Goodwill Ctr., Goodwill  
 Fees: Course: Waived

M/W, 4/8-5/1, 5:30 p.m. - 8:30 p.m., HRD-7642-408HR  
 RM 7, TrV, Transformation Village  
 Fees: Course: Waived

### Computer Skills for the Workplace

Improve computer skills while developing employability skills. Students will learn the basics of Microsoft Word, Excel and PowerPoint, and how to use these programs in day-to-day settings as well as in job search efforts. Work on resumes, cover letters, presentations, budgets, and more. You will also learn computer file management skills to save your work on the hard drive, usb device and cloud services, as well as moving, copying, naming, uploading and changing file types. And also improve basic keyboarding skills. This course sets the foundation for other computer courses. Prefer students have taken Computer Skills for Job Seekers prior to enrolling in this course. Call 828-398-7934 or email jobpreparedness@abtech.edu to sign up today.

M/W, 1/8-2/5, 5:30 p.m. - 8:30 p.m., HRD-7612-404HR  
 RM 7, TrV, Transformation Village  
 Fees: Course: Waived

M/W, 3/11-4/3, 9 a.m. - 12 p.m., HRD-7612-406HR  
 RM 118, Ramsey, A-B Tech Madison  
 Fees: Course: Waived

T/TH, 4/9-5/2, 12:30 p.m. - 3:30 p.m., HRD-7612-437HR  
 RM 151, Goodwill Ctr., Goodwill  
 Fees: Course: Waived

M/W, 5/6-6/3, 5:30 p.m. - 8:30 p.m., HRD-7612-428HR  
 RM 7, 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 Work-Keys Curriculum. For more information, please call 828-398-7948.

F, 1/5-5/10, 10 a.m. - 2 p.m., HRD-7652-401HR  
 RM 438, Ferguson Ctr., AHWD, Asheville Campus  
 Fees: Course: Waived

**SKILLS TO SUCCEED ACADEMY**

Free Online  
 Employability  
 Training



The Skills to Succeed Academy can build employability skills and confidence through free, easy to use training which uses videos, quizzes, gaming techniques, activities, real life scenarios and simulations. For more information, email jobpreparedness@abtech.edu.



### 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. 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 at any time that is convenient for you 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.

1/2-5/15, HRD-7643-402HR

Online

Fees: Course: Waived

### Resume Writing and Interview 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 [jobpreparedness@abtech.edu](mailto:jobpreparedness@abtech.edu) to sign up today.

T/TH, 2/13-2/22, 12:30 p.m. - 3:30 p.m.,

HRD-7660-409HR

RM 151, Goodwill Ctr., Goodwill

Fees: Course: Waived

T/TH, 3/19-3/28, 5:30 p.m. - 8:30 p.m.,

HRD-7660-410HR

RM 7, TrV, Transformation Village

Fees: Course: Waived

M/W, 4/15-4/24, 9 a.m. - 12 p.m., HRD-7660-411HR

RM 438, Ferguson Ctr., AHWD, Asheville Campus

Fees: Course: Waived

## One-Day Advanced Manufacturing Classes

### Introduction to Advanced Manufacturing

In this one-day class the skills and concepts needed to succeed and progress in the modern-day manufacturing environment are introduced. Learn about the MSSC Certified Production Technician class, the Industrial Maintenance Academy and the Machining Fundamentals program. Through a hands-on learning experience, build an electrical motor and explore the basic electrical, mechanical, and Troubleshooting concepts.

### Introduction to Machining

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 one-day 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.

### Introduction to Composites

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 one-day class you will layup your own coaster and cook it in an autoclave.

### Introduction to Industrial Operations

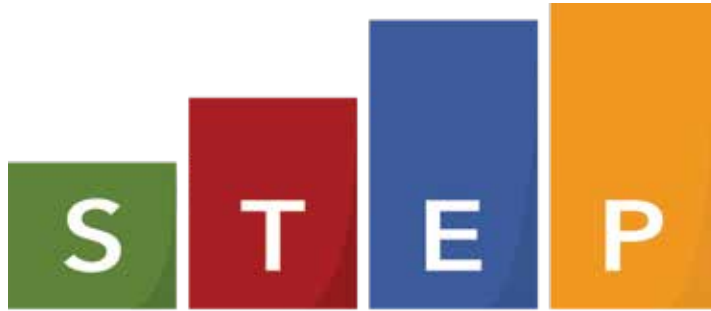
Industrial Maintenance Academy courses cover several areas of industrial technology: Basic Electricity, Robotics, Automation, and Mechatronics. These courses introduce the basics of industrial technology and explore areas of expertise needed to service manufacturing in the high demand position of maintenance technicians. Come explore! Check out material covered and experience "hands-on" training by sampling each of these IMA areas, all in one day. See what it's all about and if this might be a career path for you!



- No Cost
- One-Day Saturday Course
- Located at A-B Tech AMC
- Small Class Size
- Dates to be Announced

For more information, call  
828-398-7934, email  
[jobpreparedness@abtech.edu](mailto:jobpreparedness@abtech.edu)  
or use the QR code





Are you unemployed or underemployed? Are you interested in a better job or starting a new career? Would you like to gain additional training, certifications, or degrees? If so, then STEP might be the program for you!

STEP is a partnership between A-B Tech & Buncombe County DHHS. We can assist anyone receiving FNS Food Assistance Recipients in Buncombe County to increase their professional skills, earn new credentials, and boost career possibilities.

Through STEP, you can receive:

- Training and certifications for in-demand jobs
- Advising and career coaching
- Supportive services and transportation assistance
- Financial assistance with books, testing materials, uniforms, etc.
- Help with navigating the college enrollment process
- Assistance with resumes, cover letters, interviewing skills, and employer connections

#### Contact Info

Phone: 828-398-7948

Website: <https://abtech.edu/step> Please fill out our online interest form if you'd like us to contact you!

Visit Us for Open Office Hours: First Thursday of each month  
10 Genevieve Circle, Ferguson Center for Allied Health and Workforce Development, Room 440.10

For Career Services, visit us in the STEP Career Resource Center located at the Ferguson Center for Allied Health and Workforce in Room 438. We are open every Friday from 10:00 a.m. - 2:00 p.m.



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](mailto:TSTEPinfo@med.unc.edu)

**We would love to hear from you!**

Scan the QR code and let us know what classes you would like offered.



## ABCCM's Transformation Village

### A-B Tech Classes are being offered at Transformation Village (TrV)

Advanced Sewing Workshop .....	Page 18
Industrial Sewing Bootcamp .....	Page 19
Computer Skills for Job Seekers .....	Page 36
Computer Skills for the Workplace .....	Page 36
Resume Writing and Interviewing Skills .....	Page 37
Electrical Foundations.....	Page 42

Transformation Village  
 45 Rocky Ridge Rd.  
 Asheville, NC 28806



**A-B Tech  
 Entrance on  
 right side of  
 the building**

**Classes continuously added.**

Check registration website for updates.

To Register online: go to [abtech.edu/coned-registration](http://abtech.edu/coned-registration)

For more information email [workforceprograms@abtech.edu](mailto:workforceprograms@abtech.edu), or call 828-398-7934.

To reach Transformation Village directly, contact Beverly Buckner at 828-398-6988, [beverly.buckner@abccm.org](mailto:beverly.buckner@abccm.org)

## Community Partnerships

*“Great things in business are never done by one person; they’re done by a team of people.” – Steve Jobs*

A-B Tech’s community partners continue to amaze us! In November, the Continuing Education division hosted our first There’s More to Know about A-B Tech event in our ongoing efforts to spread the word about all the resources, support, and opportunities that are available through the division and our partners both within and outside the college. Several partner organizations, including Head Start, ABCCM, Goodwill, NC Works, the Regional Workforce Board, and Buncombe County were represented.

There were several common themes among the group of committed individuals:

- First, there was not a “no” in the group. Everyone expressed commitment to finding individual solutions for our clients, students, and community.
- Second, there is no lack of resources to help people, simply a lack of knowledge of all that is available through the college and many community agencies.
- Third, lack of funding should never be an excuse not to attend A-B Tech. There are several sources of funding available to cover the cost of classes, and our staff is here to connect students to the most appropriate funds.
- Lastly, everyone wants to help! We all want to help whether you want to become an entrepreneur, a truck driver, or a healthcare worker; whether you were formally (or currently) incarcerated, changing careers, unemployed or under-employed; whether you are running a business or have a business idea; or whether you are need short-term training or a degree.

If you aren’t sure where to start, visit [abtech.edu/CE](http://abtech.edu/CE) or call us at 828.398.7903.





In partnership with Trans-Tech, A-B Tech is offering both CDL-A and CDL-B Training.

**CDL-A:** For students that want to drive tractor-trailers or semi-trailers. The five-week full-time program includes three weeks of practical training, Monday through Thursday, 7 a.m. to 5:30 p.m. Alternatively, a 10-week weekend program is also available.

**CDL-B:** For students that want to drive smaller commercial vehicles such as dump trucks or passenger buses (not school buses). The five-week full-time program includes three weeks of practical training, Monday through Thursday, 7 a.m. to 5:30 p.m.

Both programs are a hybrid of online and in-person training and feature small class sizes along with job seeking assistance. Tuition assistance may be available.

**Enrollment Requirements**

- 18 years of age
- Currently possess a valid driver's license with no restrictions
- Have a valid Social Security card
- Have an acceptable driving record
- Pass a criminal background check
- Be drug-free and be able to pass both a DOT physical and drug screen
- Attend orientation session

For more information, contact Carol Faust 828-398-7924 or truck@abtech.edu

In-person Orientation Dates	Zoom Orientation Dates	Class Start Dates
1/17, 2/14, 3/13, 4/17	1/11, 2/26, 3/28, 4/26	1/15, 1/29, 2/12, 2/26, 3/11, 3/25, 4/8, 4/22



**Construction Boot Camp Coming Soon!**  
 Email carollfaust@abtech.edu to add your name to the interest list for this Accelerated Construction Training Program- No cost to participants!

**Drone Remote Pilot Certificate Training Part 107**

The benefits of drones are difficult to ignore, fueling the adoption of unmanned aerial vehicle (UAV) technology in some of the economy's largest sectors, including construction, utilities, security, real estate, and research. Commercial or non-hobby-related drone operations require 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 the likelihood of earning your certification. The exam is not part of the course. Instructor FAA-authorized commercial drone pilot. Public safety/emergency responders should call 828-782-2139 for drone classes designed specifically for emergency services.

T/TH, 4/2-4/18, 6 p.m. - 9 p.m., UAS-3111-130WT  
 RM Zoom, ZOOM, VLC - Virtual Learning Classroom  
 Fees: Course: \$75.00

**Drone: Flight Lab**

Embark on an exhilarating journey into the world of drones with our hands-on Drone: Flight Lab. Explore the principles of flight, drone controls, and unleash your imagination as you navigate aerially. Whether you are a novice or an experienced drone pilot, our expert instructors will guide you through training and discuss how best to incorporate the technology into your new or existing business. Join us for an extraordinary experience where innovation takes flight. The class will be held at A-B Tech Enka, in the parking outside the Small Business Center. Restrooms will be accessible. Safety glasses req.

F, 5/3, 1 p.m. - 5 p.m., SEF-5803-121WT  
 SBC Parking lot, A-B Tech Enka  
 Fees: Course: \$77.00



**Workforce Training**

**Building Standard Inspection Level II**

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

TH/F/S, 2/1-2/9, 8 a.m. - 5 p.m., COD-3106-306WT  
 RM 437, Ferguson Ctr., AHWD, Asheville Campus  
 Fees: Course: \$137.00

**Electrical Contractor License Renewal, Pt. 1**

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, covering chapters 1-4.

S, 1/13, 8 a.m. - 5 p.m., ELC-3016-269WT  
 RM 126, Ferguson Ctr., AHWD, Asheville Campus  
 Fees: Course: \$82.00



## Electrical Contractor License Renewal, Pt. 2

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. This is Part 2, covering chapters 5-9.

S, 3/2, 8 a.m. - 5 p.m., ELC-3016-270WT  
RM 126, Ferguson Ctr., AHWD , Asheville Campus  
Fees: Course: \$82.00

## 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, and 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.ncbec.org](http://www.ncbec.org).

F,S, 3/15-3/23, 8 a.m. - 5 p.m., ELC-3100-537WT  
RM 437, Ferguson Ctr., AHWD , Asheville Campus  
Fees: Course: \$137.00

## Electrical Foundations

Have you decided to enter the electrical trade and want to become an electrical helper? This class will provide the theory and hands on experience to develop the basic skills for working with electricity. Areas covered includes; material and parts identification, installation of wire and cable, conduit bending, installing rigid metal conduit, using a multimeter, conductor identification, electrical safety, basic troubleshooting and wiring devices tools and how to use them.

T/TH, 4/16-5/16, 6:30 p.m. - 9 p.m., ELC-3014-300WT  
RM 003, TrV, Transformation Village  
Fees: Course: \$75.00

## Electrical Standard Inspection Level I

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

F,S, 2/1-2/10, 8 a.m. - 5 p.m., COD-3104-297WT  
RM 446, Ferguson Ctr., AHWD , Asheville Campus  
Fees: Course: \$137.00

## Electrical Standard Inspection Level II

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

TH/F/S, 4/12-4/20, 8 a.m. - 5 p.m., COD-3110-492WT  
RM 446, Ferguson Ctr., AHWD , Asheville Campus  
Fees: Course: \$137.00

## eNotary

Remote Online Notarization was signed into law in North Carolina effective July 1, 2023. This course provides instruction to currently commissioned notaries who want to expand their existing qualifications to include remote online 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 status. 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.

T, 1/23, 6 p.m. - 9 p.m., SEF-7676-803WT  
RM 432, Ferguson Ctr., AHWD , Asheville Campus  
Fees: Course: \$60.00

T, 3/26, 6 p.m. - 9 p.m., SEF-7373-804WT  
RM 432, Ferguson Ctr., AHWD , Asheville Campus  
Fees: Course: \$60.00

## Mechanical Standard Inspection Level I

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

T-F, 4/9-4/12, 8 a.m. - 5 p.m., COD-3130-238WT  
RM 437, Ferguson Ctr., AHWD , Asheville Campus  
Fees: Course: \$137.00

## Mechanical Standard Inspection Level II

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

W-F, 2/7-2/9, 8 a.m. - 5 p.m., COD-3131-233WT  
RM 437, Ferguson Ctr., AHWD , Asheville Campus  
Fees: Course: \$82.00

## Notary Public

This course teaches students the material needed to become a notary and provides an exam. Upon class completion with a passing 80% exam grade, a person is eligible to apply for a commission with the NC Secretary of State office. Other eligibility requirements for notary commission are that a person 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, 1/19, 9 a.m. - 5 p.m., SEF-3874-546WT  
RM 112, A-B Tech Madison  
Fees: Course: \$77.00

S, 1/20, 9 a.m. - 5 p.m., SEF-3874-547WT  
RM 431, Ferguson Ctr., AHWD , Asheville Campus  
Fees: Course: \$77.00

S, 2/24, 9 a.m. - 5 p.m., SEF-3874-548WT  
RM 431, Ferguson Ctr., AHWD , Asheville Campus  
Fees: Course: \$77.00

F, 3/15, 9 a.m. - 5 p.m., SEF-3874-549WT  
RM 112, Ramsey , A-B Tech Madison  
Fees: Course: \$77.00

F, 4/19, 9 a.m. - 5 p.m., SEF-3874-550WT  
RM 431, Ferguson Ctr., AHWD , Asheville Campus  
Fees: Course: \$77.00

F, 5/17, 9 a.m. - 5 p.m., SEF-3874-551WT  
RM 112, Ramsey, A-B Tech Madison  
Fees: Course: \$77.00

S, 5/18, 9 a.m. - 5 p.m., SEF-3874-552WT  
RM 431, Ferguson Ctr., AHWD , Asheville Campus  
Fees: Course: \$77.00



### 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, 1/22-2/26, 6 p.m. - 8 p.m., FLI-7700-238WT  
 RM 437, Ferguson Ctr., AHWD, Asheville Campus  
 Fees: Course: \$82.00

### Spanish for the Workplace Plus

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, 1/8-5/7, 9:30 a.m. - 12:15 p.m., FLI-7701-006WT  
 RM 134B, Elm, Asheville Campus  
 Fees: Course: \$137.00

### Woodworking Basics

Students of all abilities are welcome to join the Woodworking Basics shop class. 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, 1/9-4/16, 6 p.m. - 9 p.m., CAR-7549-318WT  
 RM 180, Dogwood, Asheville Campus  
 Fees: Course: \$282.00

### Whitewater Raft Guide

Experience the river! Acquire the essential skills required for a career as a whitewater raft guide. Gain proficiency in reading whitewater, interpreting river signals, handling and rigging rafts, knot-tying, guest interaction, and other foundational river operations. This course serves as excellent preparation for individuals wanting to pursue seasonal employment opportunities in the mountains. Please note that students must be at least 18 years old to register, and they must bring valid identification to confirm their date of birth. Online registration is now open, and classes will be conducted at French Broad Adventures in the scenic town of Marshall, NC.

S,SU, 4/27-5/19, 8:30 a.m. - 5 p.m., SEF-0015-432WT  
 Marshall Outpost, French Broad Adventures  
 Fees: Course: \$400.00

### Blazing Trails

#### Early Childhood Education Scholarship

Announcing the Blazing Trail Early Childhood Education scholarship! This scholarship provides full financial support for those seeking their Early Childhood Certificate.



Scan to visit Blazing Trails web page for more information

Contact: Beth Pokorski  
 bethpokorski@abtech.edu  
 828-398-7243

## 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)
- Truck Driver Training (CDL-A)
- Many other programs available



For more information contact:

Carla McGirt

Work Cell: 828-772-0787

Email: carlacrewsmcgirt@abtech.edu



A proud partner of the American Job Center network

## Greetings from the Barber Academy

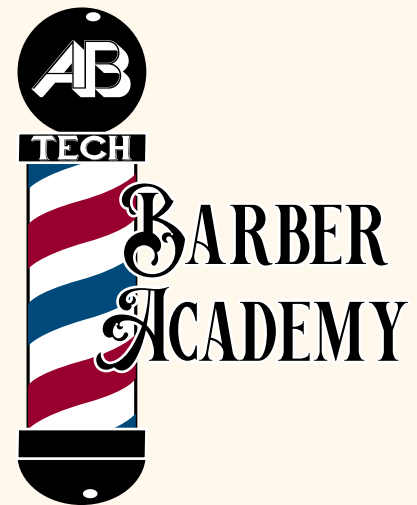


The A-B Tech Barber Academy is a continuing education workforce training program that prepares students to apply for and pass the licensing examination offered by the N.C. Board of Barber and Electrolysis Examiners (NCBBEE).

Barbering programs in the State of North Carolina are required to provide a minimum of 1528 clock hours of instruction. Classes are held Monday through Thursday, 8 a.m. – 3 p.m. The Barber Academy is a full-time program that will take 18 – 22 months to complete. Lectures, demonstrations, and hands-on practical work is designed to prepare students to apply for and pass the Apprentice licensing examination by the N.C. Board of Barber and Electrolysis Examiners (NCBBEE). The Apprentice licensing examination is a combination of shaving, tapered haircut, implements, anatomy, chemistry, chemical hair services, skin and hair histology, professionalism, and business practices.

The program is one of a few barber training programs in the state offered by community colleges and the only one offered west of Shelby. We hope that the information above was helpful and the Barbering Program looks forward to hearing from you!

Our program is popular and currently has a waiting list. For more information, we encourage future barbers to contact Jay Kaufmann, Coordinator/Lead Instructor, Barbering program, at [josephjkaufmann@abtech.edu](mailto:josephjkaufmann@abtech.edu) or by calling (828) 398-7934.





### 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](http://ncbionetwork.org/food-manufacturing) or contact us at [asheville@ncbionetwork.org](mailto:asheville@ncbionetwork.org).

**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](mailto:asheville@ncbionetwork.org)

Web: [abtech.edu/bionetwork](http://abtech.edu/bionetwork)

Facebook.com/bionetworkatabtech

Twitter: @food\_bev\_sci



### 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>

### BioNetwork

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

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

W-F, 2/28-3/1, 8 a.m. - 5 p.m., SEF-9084-139BW

RM 221, TCC, A-B Tech Enka

Fees: Course: \$250.00, Ins: \$2.50

### 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.

T-F, 4/16-4/19, 10 a.m. - 4 p.m., SEF-9127-135BW

RM 226, TCC, A-B Tech Enka

Fees: Course: \$150.00, Supply/Lab: \$3

### Introductory HACCP

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

TH,F, 5/9-5/10, 8 a.m. - 5 p.m., SEF-9150-121BW

RM 221, TCC, A-B Tech Enka

Fees: Course: \$150.00, Supply/Lab: \$3



## 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 programs are available at no cost

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.





## National Small Business Week April 28 – May 4, 2024

Every Year since 1963, the President of the United States has issued a proclamation announcing National Small Business Week, which recognizes the critical contributions of America’s entrepreneurs and small business owners. More than half of Americans either own or work for a small business, and they create about two of every three new jobs in the U.S. each year.

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

Mark your calendars for National Small Business Week April 28 – May 4, 2024. In recognition of National Small Business Week, the A-B Tech Small Business Center will be hosting programs throughout the week. [www.abtech.edu/sbc](http://www.abtech.edu/sbc)

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### 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](http://sparktanknc.org) or email [info@sparktanknc.org](mailto:info@sparktanknc.org).



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/33Eueef>. Don’t forget to turn on those notifications and push the “like” button.

**Please Like, Comment, and Subscribe**



## Resources for the Outdoor Business Industry

North Carolina's outdoor business sector is showing rapid growth. According to the Outdoor Recreation Industry Office ([www.edpnc.com](http://www.edpnc.com)), the North Carolina outdoor recreation economy generates over 120K direct jobs, contributes over \$10B to NC's GDP, and has over 150M customers within a day's drive. If you're interested in learning more about resources available to the industry, check out the following.

### Outdoor Business Alliance (OBA)

The Outdoor Business Alliance consists of Western North Carolina based companies collaborating to share talents, encourage new ideas and inspire each other. Its member brands are dedicated to creating exceptional outdoor gear and experiences with a focus on responsible manufacturing, cutting edge innovation, and economic growth in our region. <https://outdoorbusinessalliance.org>

### Mountain BizWorks (MBW)

- Waypoint Accelerator – An outdoor entrepreneurship and innovation accelerator program for early-stage, outdoor focused NC based companies. [www.mountainbizworks.org](http://www.mountainbizworks.org)
- MadeXMtn – A collaboration between MBW, the Outdoor Builder's Alliance, and the NC Outdoor Industry Office. MadeXMtn works to expand the outdoor industry and economy across NC's Appalachian region and to catalyze rural economic development. [www.madexmtns.com](http://www.madexmtns.com)

### Advanced Manufacturing Center (AMC)

The AMC is a 30,000 square foot building devoted to "short-term" (non-degree) training in the advanced manufacturing sector. Please see the AMC section of this class schedule for more information or visit [www.abtech.edu/amc](http://www.abtech.edu/amc).

### A-B Tech Small Business Center

The A-B Tech Small Business Center is part of North Carolina's Small Business Center Network (SBCN). The SBCN is comprised of Directors who provide complementary services to entrepreneurs and business owners from all sectors. These services include one-on-one business counseling, workshops, trainings, and community outreach. Visit [www.ncsbc.net](http://www.ncsbc.net) or your local community college for more information.

## MARK YOUR CALENDARS! How to Start Your Outdoor Business

Are you looking to start an outdoor business? Join Matt Godfrey, Executive Director of the Outdoor Business Alliance, for a discussion on preparing yourself to turn your idea or hobby into a viable venture. Find out what questions you need to answer, what you need to do, and who you need to connect with. Matt brings many years of experience in outdoor entrepreneurship to the conversation, and he will also offer his insight and knowledge to participants. Space is limited.

**When:** January 17, 2024, from 11:00 am – 1:00 pm

**Where:** A-B Tech Small Business Center, 1465 Sand Hill Road, Candler NC 28715

**Registration:** <https://www.ncsbc.net/workshop.aspx?ekey=20440004>





# **CYBERSECURITY AND RISK MANAGEMENT BASICS**

**FOR *EVERY* BUSINESS OWNER OR ENTREPRENEUR**

Cybersecurity is one of many risks that business owners and entrepreneurs manage on their road to success. Reduce the mystery surrounding cybersecurity with a low-jargon dive into principles and techniques that can help significantly reduce the risk of being harmed by a cyber-attack.

- What's happening today: who and what is at risk?
- Risk assessment and management - Get started!
- Build a cybersecurity roadmap, fund and schedule it.
- Cybersecurity principles - Your basics and fundamentals.

**2-Part Series | January 18th and January 25th**

**11:30 a.m. - 1:00 p.m. | Virtual Classes**

**Please visit: <https://bit.ly/3tJ0vWB> to register!**



**CONTACT:**

Joe Jakubielski | 828.335.3553  
help@carolinacybercenter.com





## Small Business Center Client Highlight: Katherine Alexander Fine Jewelry

### *What is your business?*

I am the owner and jeweler of Katherine Alexander Fine Jewelry. We specialize in handmade modern classics and custom made jewelry.

### *Why did you start a business?*

I started Katherine Alexander Fine Jewelry to chase a dream. It is the culmination of my winding journey in the jewelry industry that started when I first sat at a jeweler's bench in 2001.

### *How has the A-B Tech SBC assisted you?*

The SBC is such an amazing resource in WNC. One of the first things I did when I moved to Asheville in 2015 was to take a small business class sponsored by the SBC, and I have taken countless classes through them since on everything from bookkeeping to branding. The classes are specialized for small business owners and the teachers are dedicated and passionate about helping entrepreneurs make their dreams come true.

I also have the most amazing business mentor, Duane Adams. As the person doing pretty much all the things for my business, it is invaluable to have meetings with him to bounce ideas off of and get his knowledgeable perspective.



### *What is the most challenging aspect of owning a business?*

For me, I find the constant decision making very difficult. The pressure to make the right decisions, the responsibilities if they are right or wrong- and making sure to learn from the wrong decisions- is stressful.

### *What kind of progress have you made on a business and/or personal level since you started working with the SBC?*

I have gained so much confidence- in myself and my business- since I started working with the SBC. Working with a mentor one on one has been so helpful to keep me focused and accountable, allowing me to grow and push myself so much more than if I didn't have that support and encouragement.

### *What advice would you give aspiring entrepreneurs?*

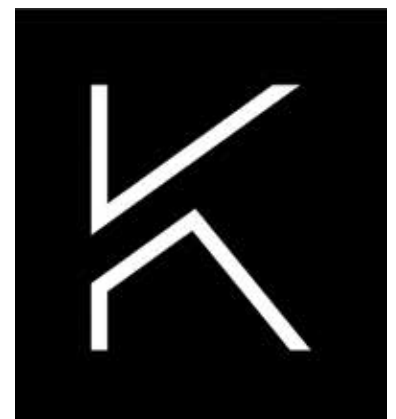
Learn from as many people as possible. Everyone has a different way of looking at things- you never know what conversation or class you might be in that will open your eyes to a new approach, idea or opportunity. Also, practice taking things in stride- the good, the bad and the boring.

**Alexander & Lehnert Fine Jewelry  
Gallery in the historic Grove Arcade,  
1 Page Ave, Suite 142**

**Online: [katherinealexanderfinejewelry.com](http://katherinealexanderfinejewelry.com)**

**Instagram: [@katherinealexanderfinejewelry](https://www.instagram.com/katherinealexanderfinejewelry)**

**Etsy: [KAFineJewelryDesign](https://www.etsy.com/shop/KAFineJewelryDesign)**





## High School Equivalency (HSE)

**Call (828) 398-7433 or email [AdultEd@abtech.edu](mailto:AdultEd@abtech.edu) to enroll!**

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

### Finish High School or earn a GED® and Train for Careers!

Prepare for high school equivalency exams like the GED® or HiSet® with our free and flexible options. Daytime and evening classes available for math and reading.

- **FREE** Face-to-face classes available at the main campus on Victoria Road, Erwin Middle School and A-B Tech Madison in Marshall.
- Erwin Middle School Math classes meet Monday and Tuesday evenings from 5 to 8 pm in room 5. Call Dr. Barbara Fedock at (828) 398-7131 or Kathy Hips at (828) 398-7891 to register.
- Self-paced online study available 24/7



### Adult High School (AHS)

Another way to obtain your diploma is by enrolling in Adult High School, a partnership between A-B Tech and Goodwill Industries of Northwest North Carolina. Students work six or more hours a week to finish the remaining credits they started in their former high school(s) and obtain a high school diploma through online coursework. Goodwill provides a full-time Access Center Career Coach to provide ongoing mentorship and career planning. Adult High School instructors are available for advising, tutoring, and support with online coursework. A computer lab is available for students at the Goodwill Training Center on Patton Ave. To enroll, email [karenaneal@abtech.edu](mailto:karenaneal@abtech.edu).

### Dual Enrollment in HSE and Accounting

Nita Masters had been out of school for eighteen years when she enrolled in the high school equivalency (HSE) program at A-B Tech in 2022. Nita says she was “set up for success” from the moment she enrolled, when she was connected with the distance learning program, Essential Education, that allowed her to prepare for her GED® online while working and being a full-time wife and mom. Because of the JumpStart tuition-waiver program, Nita was able to enroll, tuition-free, in the accounting certificate program at A-B Tech while simultaneously finishing her high school equivalency diploma. “I never expected to start a college program so quickly. My initial goal was only to get my GED®, but my advisor in Transitional Studies supported me through every step of the college enrollment process,” Nita says. Now, with her high school diploma in hand, Nita is continuing to work towards an accounting degree, with the ultimate goal of opening her own business one day. Nita credits the Transitional Studies staff with her success: “They taught me how to set smart goals, manage my time, and focus on the present while thinking about my future. Now I’m at the beginning of an endless journey.”



**For more information, contact Erica Witsell at [ericacwitsell@abtech.edu](mailto:ericacwitsell@abtech.edu) or 828-398-7371**



# A-B Tech SOAR Program

A-B Tech’s Successful Occupational Achievement Readiness (SOAR) program is a two-year integrated literacy project-based vocational training program for adult learners with intellectual and developmental disabilities.



- Students will be admitted to the program based on availability and their ability to meet transportation, scheduling, technical and testing expectations.
- SOAR runs M-Th 9:00 a.m. – 2:00 p.m. Students must commit to attending the full program.
- All SOAR students will work with Vocational Rehabilitation during the 2nd year of the program.
- Year two students will take a combination of basic academic skill classes and career-focused courses through Continuing Education or Human Resources Development at A-B Tech.

For more information, visit **abtech.edu/SOAR**, email **barbarafedock@abtech.edu**, or call 828-398-7131.

Scan with your phone for more information



## Workforce Preparation & Introduction to Machining Certificate Program for English Language Learners

Classes are Tues., Wed., and Thurs. evenings from 5:30 p.m. to 9:30 p.m.

January 3 - May 7, 2024

This pre-apprenticeship program introduces English language learners to the fundamentals of machining and manufacturing. Students practice work-place English and learn about working in the United States to prepare for successful employment in local, in-demand jobs.

- Hands-on machining program with ESL support
- Financial Aid & Scholarship funding available
- Earn national certificate from The Society of Manufacturing Engineers
- Career placement support and connection to employers offering full-time positions with benefits and opportunities for advancement





## English Language Acquisition (ELA) – formerly ESL

**FREE classes for English Language Learners**

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



**In-Person (Mornings)**

Mondays, Tuesdays, Wednesdays, and Thursdays  
Levels 1-6 meet 9:00 a.m. – 12:00 p.m.

**In-Person (Evenings)**

Mondays and Wednesdays  
Levels 1-6 meet 6:00 p.m. – 9:00 p.m.

**Online (Mornings)**

Mondays, Tuesdays, Wednesdays, and Thursdays  
Low and High Intermediate classes  
meet 9:00 a.m. – 12:00 p.m. on Zoom

**Digital Literacy & Distance Learning**

Beginning English online available for ELA students who want additional instruction or who need alternative schedules!

Ask us about our Computer classes and self-paced GED® prep programs!

**Pre-register today:**



**Pre-regístrese hoy**

**Предварительно  
зарегистрироваться  
сегодня**

**(828) 398-7433**

**learnenglish@abtech.edu**

**\*Please note: Pre-registration is required. This adds you to our ELA Waitlist for Spring or Summer, as the current wait is approximately 4-6 months.**



A-B Tech Madison

## Basic Equine Hoof Care

Trimming and maintenance of the equine hoof are crucial to the well-being and longevity of animals. Local farrier and instructor David King introduces students to proper trimming and equine hoof health basics. This class covers basic hoof anatomy, mechanics, tool options/usage, theory/practice of safe trimming techniques, and common hoof ailments with two days of live animal practice. Lecture takes place Tuesday nights at the A-B Tech Madison campus. Live practice activity at local partner Heart of Horse Sense on Saturdays. Required Book: Horse Trimming Made Simple, 2nd edition, by Dennis Cappel (ISBN: 978-1793446183) No experience necessary. All tools provided. Release waiver and assumption of risk required. Be prepared to bend or stoop for extended periods. Wear appropriate clothing for variable outdoor weather and stout closed-toe footwear when working with horses. Join us for this exciting new learning experience!

T, S, 3/19-4/13, ANS-8000-006WT  
 T, 3/19 - 4/9, 6 p.m. - 9 p.m.  
 S, 4/6 - 4/13, 11 a.m. - 4 p.m.  
 RM 112, Ramsey, A-B Tech Madison  
 Fees: Course: \$82.00

## Blacksmithing

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

TH, 1/11-4/4, 6 p.m. - 10 p.m., SEF-7534-260WT  
 RM 115, Ramsey, A-B Tech Madison  
 Fees: Course: \$250.00

W, 1/24-4/17, 6 p.m. - 10 p.m., SEF-7534-261WT  
 RM 115, Ramsey, A-B Tech Madison  
 Fees: Course: \$250.00

## 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 828-398-7700 or email [jobpreparedness@abtech.edu](mailto:jobpreparedness@abtech.edu) to sign up today.

M/W, 2/12-3/6, 9 a.m. - 12 p.m., HRD-7642-405HR  
 RM 118, Ramsey, A-B Tech Madison  
 Fees: Course: Waived

## 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. Instructors work with your schedule. Study in-person on Tuesdays and Thursdays and make a plan for graduation! Online options also available. Call (828) 398-7606 or email [andrearrunnels@abtech.edu](mailto:andrearrunnels@abtech.edu) for enrollment dates at A-B Tech Madison.



## 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](mailto:ncworksmadison@abtech.edu)

## Computer Skills for the Workplace

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

M/W, 3/11-4/3, 9 a.m. - 12 p.m., HRD-7612-406HR  
 RM 118, Ramsey, A-B Tech Madison  
 Fees: Course: Waived



## 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.

M, 2/26-4/1, 6 p.m. - 7:30 p.m., CSP-4135-217MD  
RM 113, Ramsey, A-B Tech Madison  
Fees: Course: \$79.00

## Intro to Bladesmithing

For those comfortable with blacksmithing processes, this course will focus on hands-on skills to design and create hand-forged blades or knives. Using both coal and gas forges, students will learn which metal will work best for their blade function and then design and produce that blade. Through processes such as shaping and heat treating, by the end of the course students will temper the blade to a finished product. Handle making will be discussed but not covered in this course. Students should bring protective eyewear and gloves to first class meeting. Pre-requisite: Blacksmithing SEF-7534-260WT.

F, 3/1-5/24, 6 p.m. - 10 p.m., SEF-7535-004WT  
RM 115, Ramsey, A-B Tech Madison  
Fees: Course: \$332.00

## 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, 3/14-3/28, 6 p.m. - 8 p.m., CSP-4455-218HG  
RM 112, Ramsey, A-B Tech Madison  
Fees: Course: \$75.00

## Notary Public

This course teaches students the material needed to become a notary and provides an exam. Upon class completion with a passing 80% exam grade, a person is eligible to apply for a commission with the NC Secretary of State office. Other eligibility requirements for notary commission are that a person 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, 1/19, 9 a.m. - 5 p.m., SEF-3874-546WT  
RM 112, Ramsey, A-B Tech Madison  
Fees: Course: \$77.00

F, 3/15, 9 a.m. - 5 p.m., SEF-3874-549WT  
RM 112, Ramsey, A-B Tech Madison  
Fees: Course: \$77.00

F, 5/17, 9 a.m. - 5 p.m., SEF-3874-551WT  
RM 112, Ramsey, A-B Tech Madison  
Fees: Course: \$77.00

## Nurse Aide I

This course provides basic training for entry-level care giving skills needed to work as a Nurse Aide I 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 campus 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 Orientation to Nurse Aide class prior to the start of class. Day classes longer than 4 hours will 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. All portions are face-to-face. Clinical rotation are 8 hour days.

T/TH,S, 1/9-4/30, NAS-3240-407HC  
T/TH, 5 p.m. - 9 p.m. (Class)  
S, 7 a.m. - 3:30 p.m. (Clinical)  
RM 113, Ramsey, A-B Tech Madison  
Fees: Course: \$242.00

## ServSafe

Are you looking for a ServSafe Manager Certification class? A-B Tech Madison is keeping an interest list for this class. If you would like to get your name on the interest list, please call 828-398-7700 and provide your name, email address and phone number. Once we have enough interest, we will schedule the class here at A-B Tech Madison to best serve our community members of Madison County.

## We would love to hear from you!

Scan the QR code and let us know what classes you would like offered.



## 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, 1/9-4/2, 6 p.m. - 10 p.m., WLD-3106-375WT  
RM 115, Ramsey, A-B Tech Madison  
Fees: Course: \$250.00

M, 1/22-4/15, 6 p.m. - 10 p.m., WLD-3106-376WT  
RM 115, Ramsey, A-B Tech Madison  
Fees: Course: \$250.00

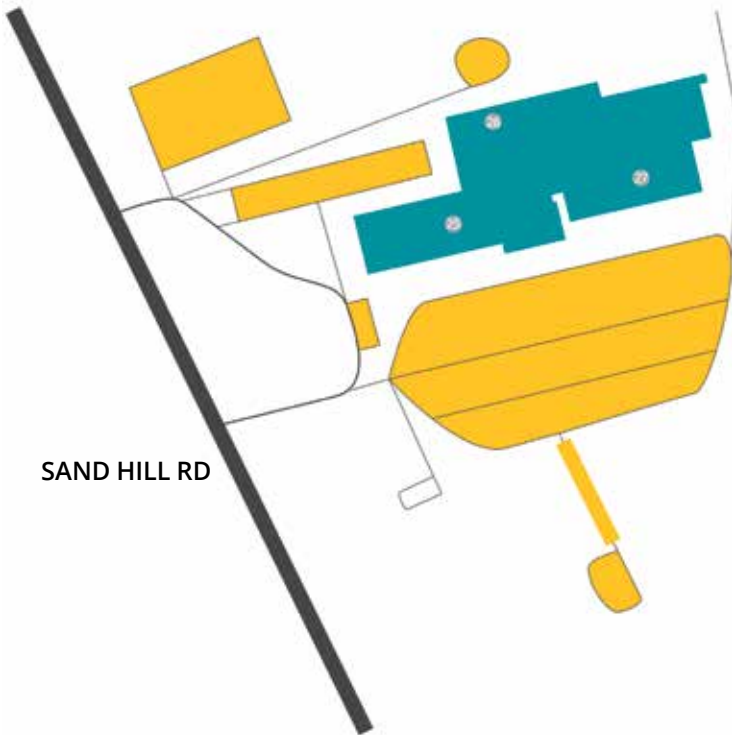
# Campus Maps

Registration information, page 5. Register early!

abtech.edu/ce

828-398-7903

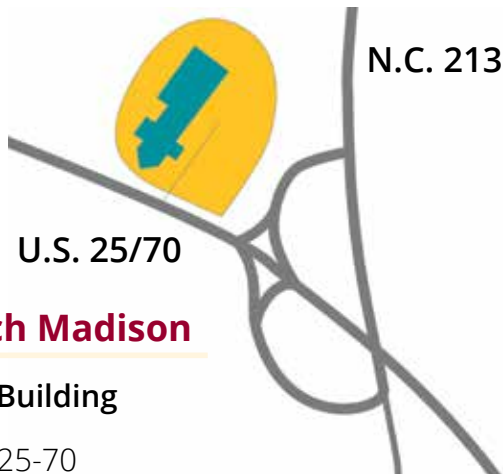
TO 19/23 SMOKEY PARK HWY



SAND HILL RD

**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



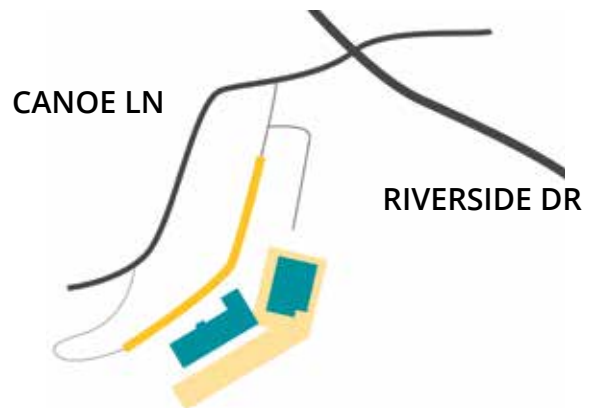
N.C. 213

U.S. 25/70

## A-B Tech Madison

Ramsey Building

4646 US 25-70



CANOE LN

RIVERSIDE DR

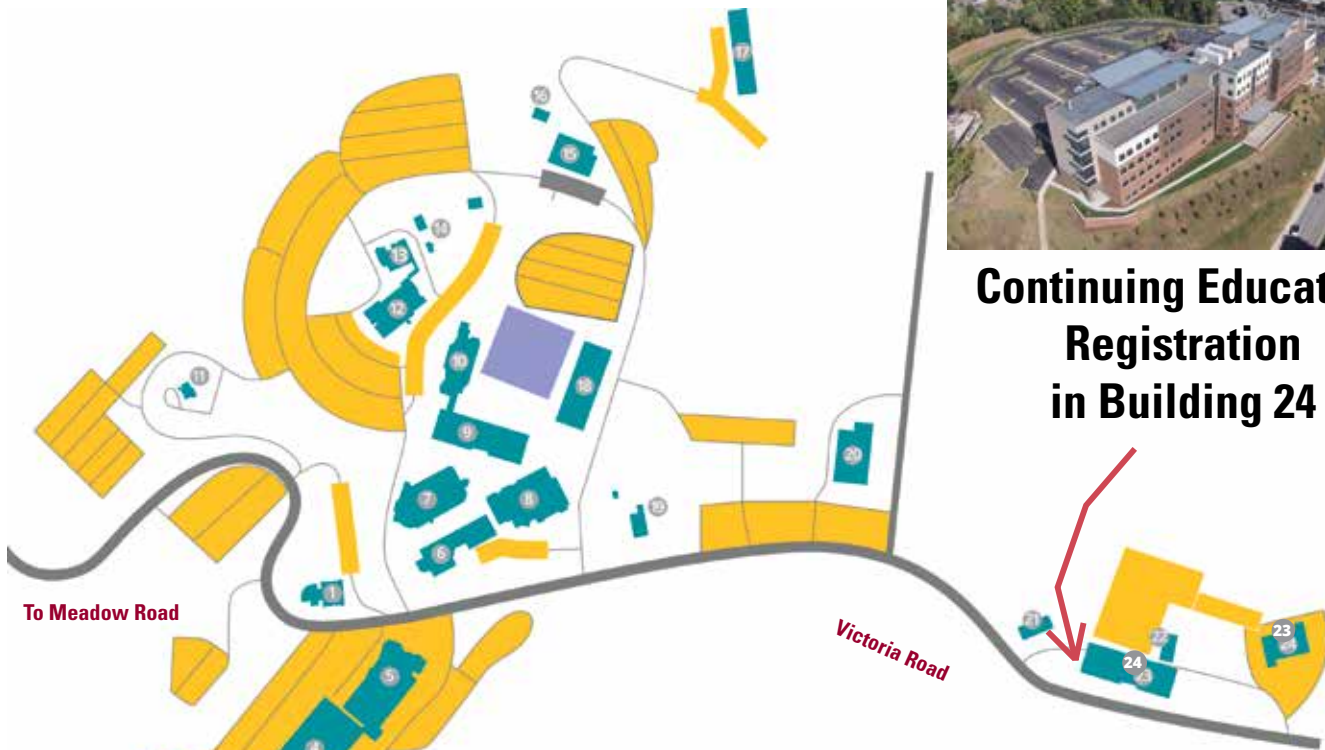
## A-B Tech Woodfin

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





## Continuing Education Registration in Building 24



For Continuing Education classes  
see Building #24

### Asheville Campus

- |  |   |  |
|--|---|--|
| 1. Thomas W. Simpson Administration Building | 10. Sycamore Building                       | 20. Hemlock Building   |
| 2. Haynes/Balsam Building                    | 11. Sunnicrest                              | 21. Poplar Building  |
| 3. Birch Building                            | 12. Magnolia at Brumit Hospitality Center   | 22. Ivy Building   |
| 4. Dogwood Building                          | 13. Fernihurst at Brumit Hospitality Center | 23. Roberson Building  |
| 5. K. Ray Bailey Student Services Building   | 14. Fernihurst Annex A & B                  | 24. Ferguson Center for Allied Health and Workforce Development (AHWD) |
| 6. The Don C. Locke Library                  | 15. Adv. Manufacturing Ctr. Building        |  |
| 7. Ferguson Building                         | 16. Maple Building Annex                    |  |
| 8. J. Herbert Coman Student Activity Center  | 17. Chestnut Building                       |  |
| 9. Elm Building                              | 18. Event Center                            |  |
|  | 19. Smith-McDowell House Museum             |  |

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

### 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

Registration information, page 5. Register early!

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**Community College**

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

RESIDENTIAL CUSTOMER

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ECRWSS

Asheville-Buncombe Technical Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Asheville-Buncombe Technical Community College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Asheville-Buncombe Technical Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

Printed on recycled paper November, 2023. 156,400 copies  
were printed at a cost of 30 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



Explore Your Options with Career Coach, free to public at [abtech.edu/careers](http://abtech.edu/careers)