

Winter 2020

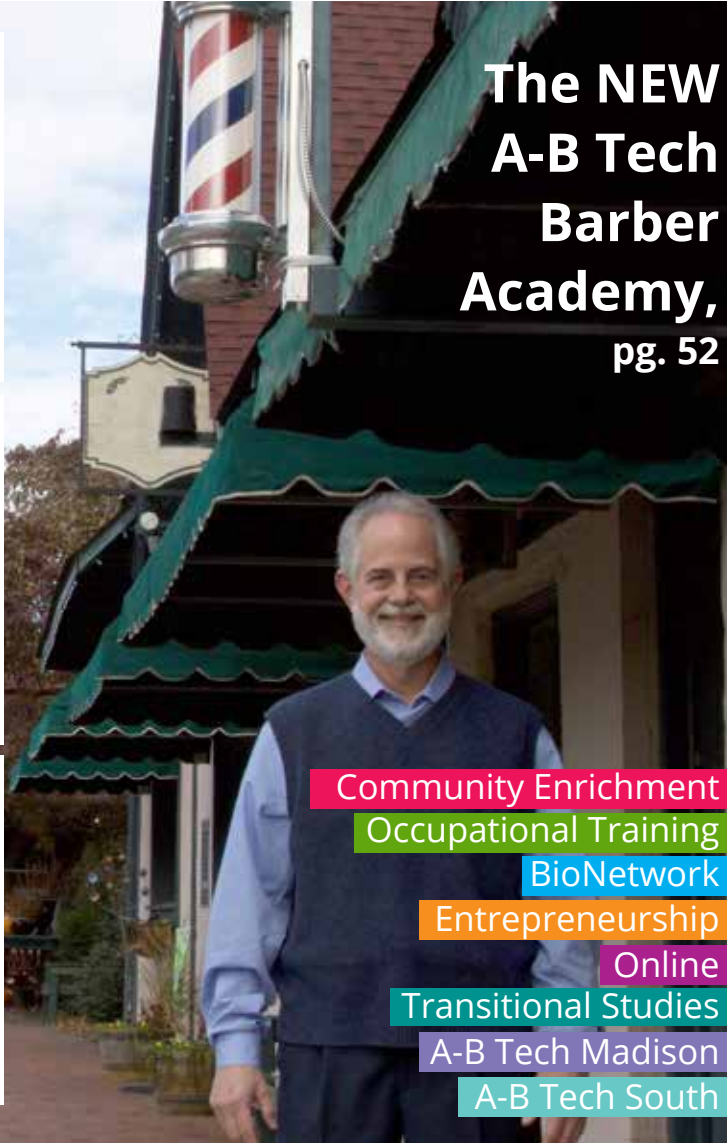
ABTech

Community College

CONTINUING EDUCATION | Class Schedule



The NEW
A-B Tech
Barber
Academy,
pg. 52



Community Enrichment

Occupational Training

BioNetwork

Entrepreneurship

Online

Transitional Studies

A-B Tech Madison

A-B Tech South

ASHEVILLE • MADISON • ENKA • SOUTH • WOODFIN

828-398-7903 • abtech.edu

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abtech.edu/ce

Registration information, page 5. Register early!

828-398-7903

Schedule Spans January - mid April

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For General Information

Call:
828-398-7903



E-mail:
ce@abtech.edu



What's new?
Look for this icon
throughout the
schedule.



Online
abtech.edu/
Coned-Registration



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

Books

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

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

Disclaimer

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

Nondiscrimination Policy

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

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

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

Support Services

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

New Teachers: New Classes

Do you have a new class you would like to propose for consideration in a future schedule? If you are enthusiastic and knowledgeable about your subject and can communicate to a variety of people, we would like to hear from you. Email Lynne Gabai: lynesgabai@abtech.edu for a Course Proposal Form to be submitted for each class you are proposing. The form(s) must be submitted electronically and cannot be mailed.

Financial Assistance

For more information, please contact Ronnie Copeland

Office: 828-398-7948

E-mail: ronnetalcopeland@abtech.edu

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

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



Three Easy Ways to Register

1. Online (Easiest way to register!)

Go to abtech.edu/coned-registration

Follow the instructions.

2. Mail

Complete the continuing education registration form on page 4 and mail with your check or money order to: **(Payment should include all fees listed for each course.)**

CE Cashier
A-B Tech
340 Victoria Road
Asheville, NC 28801

3. In-Person

Complete the continuing education registration form on page 4 and bring with your payment (check, cash, money order or credit card) to one of two locations:

Asheville Campus

Mondays through Thursdays,
between 8:30 a.m. - 6:30 p.m.
Fridays,
8:30 a.m. - 4:30 p.m.
Ferguson Center for Allied Health and Workforce
Development (AHWD),
Lobby, 10 Genevieve Circle
Asheville, NC 28801

A-B Tech Madison

Mondays through Thursdays,
between 8 a.m.- 6:30 p.m.
Fridays,
8 a.m.- 5 p.m.
Lobby, Ramsey Building
4646 US 25-70
Marshall, NC 28753

IN PERSON REGISTRATION INFORMATION

Registration for Continuing Education classes is in the Ferguson Center for Allied Health and Workforce Development (AHWD) Lobby, 10 Genevieve Circle Asheville, NC 28801 See Map pg. 79, #24, for directions

Register early!

Students are not registered to class until payment is received. If a class fills, a waiting list will be maintained for an additional or future class.

There is a returned check fee of \$25.

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

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

Student Eligibility

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

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

Art

Calligraphy, Beginning Roundhand

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

W, 1/22-2/26, 6 p.m. - 8 p.m., CSP-4513-830AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69

Calligraphy, Intermediate

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

W, 3/11-4/15, 6 p.m. - 8 p.m., CSP-4073-831AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69

Creative Lettering and Illumination

Lettering can be used as an art form on many surfaces such as t-shirts, trays, mugs, wall art, greeting cards and other gift items. Make your favorite quotes or verses come alive with creative lettering using a variety of brushes, pens, stamps and stencils. You will discover how to produce beautiful illuminated letters using color and gold leaf for calligraphy or to frame as wall art. No previous experience or art training is required; open to all levels and interests.

T, 3/10-4/14, 6 p.m. - 8 p.m., CSP-4565- 833AR
RM 417, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69, Supply/Lab: \$15

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

Creative Mixed Media and Acrylics

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

F, 1/31-2/28, 8:30 a.m. - 11:30 a.m., CSP-4531-835AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69

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.

M, 1/27-3/2, 1:30 p.m. - 4:30 p.m., CSP-4009-837AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69

TH, 1/30-3/5, 6 p.m. - 8:30 p.m., CSP-4009-838AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69

Drawing, Intermediate

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

M, 3/16-4/20, 1:30 p.m. - 4:30 p.m., CSP-4013-840AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69

TH, 3/19-4/23, 6 p.m. - 8:30 p.m., CSP-4013-841AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69

Enhance Your Acrylic Paintings

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

W, 3/18-4/22, 8:30 a.m. - 11:30 a.m., CSP-4457-843AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69

Explorations in Mixed Media

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

F, 3/20-4/17, 8:30 a.m. - 11:30 a.m., CSP-4642-844AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69

Nature's Notebook Beginners: Drawing in Pen and Ink

This class is for beginners only! Learn to draw the intricacies of a flower or capture the elegance of a fern frond by tuning your powers of observation using pens, pencils and even colored inks. Explore the world of colored pencils, watercolors, and occasionally look into Botanical Art and Art History. This class is for beginners only. Bring to the first class a 9" X 12" sketch book, two Micron Japanese pens (Pigma Micron size 01 and 05), two regular office-type pencils and kneaded erasers. Peter Loewer, Instructor.

W, 1/15-2/19, 1:30 - 4:30 p.m., CSP-4024-848AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69

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

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

TH, 1/9-2/13, 8:30 a.m. - 11:30 a.m., CSP-4042-849AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69

TH, 2/27-4/2, 8:30 a.m. - 11:30 a.m., CSP-4042-850AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69

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

Painting Acrylics, Abstract Art

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

F, 3/20-4/17, 1 p.m. - 4 p.m., CSP-4027-852AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69

Painting Acrylics, People at Play

Discover the intrigue of painting people in this unique class that examines different facets of people in their environment. You will begin drawing hands and faces then move into capturing gestures and postures of people using charcoals and acrylic paint. Bring heavy paper, charcoal, pen, pencil and white acrylic paint to first class. Full materials list will be explained in the first day. Ursula Gullow, Instructor.

F, 1/31-2/28, 1 p.m. - 4 p.m., CSP-4624-853AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69

Painting, Beginning Acrylics

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

T, 1/28-3/3, 6 p.m. - 8:30 p.m., CSP-4029-855AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69

W, 1/29-3/4, 8:30 a.m. - 11:30 a.m., CSP-4029-856AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69

Painting, Landscapes

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

T, 3/17-4/21, 6 p.m. - 8:30 p.m., CSP-4545-857AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69

Printmaking

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

F, 1/17-2/21, 9 a.m. - 12 p.m., CSP-4610-846AR
RM 417, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69

F, 3/6-4/10, 9 a.m. - 12 p.m., CSP-4610-847AR
RM 417, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69

Studio Painting: Personal Style

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

T, 1/14-2/18, 1:30 p.m. - 4:30 p.m., CSP-4035-861AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69

T, 3/3-4/7, 1:30 p.m. - 4:30 p.m., CSP-4035-862AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69

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

Watercolor I

Are you new to watercolors or just have not had success in the past? Watercolors' unique working characteristics and process are easily learned. Unlock the mysteries of the fundamental elements: the secret to create glowing, transparent washes, effective color mixing, tonal value, how to plan your painting, and basic composition. Basic drawing skills needed. Come prepared to paint the first day; bring red, yellow and blue watercolor paints and a pad of 140 lb. watercolor paper. A complete list of supplies will be given at the first class. Sheri Howe, Instructor.

TH, 1/30-3/5, 1:30 p.m. - 4:30 p.m., CSP-4066-864AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69

Watercolor, Landscape Advanced

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

M, 3/2-3/23, 8:30 a.m. - 1:30 p.m., CSP-4069-867AR
RM 417, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$79

Photography, Beginning Digital SLR

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

T, 1/14-2/18, 6 p.m. - 8 p.m., CSP-4047-869AR
RM 451, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69

F, 1/17-2/21, 10 a.m. - 12 p.m., CSP-4047-870AR
RM 426, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69

TH, 2/27-4/2, 6 p.m. - 8 p.m., CSP-4047-871AR
RM 451, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69

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

abtech.edu/ce

828-398-7817 or 828-398-7369

Photography, Intermediate Digital SLR

If you have a good understanding of your 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, 3/3-4/7, 6 p.m. - 8 p.m., CSP-4049-873AR
RM 451, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69

F, 3/6-4/10, 10 a.m. - 12 p.m., CSP-4049-874AR
RM 426, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69

Smartphone Photography

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

T, 2/4-3/3, 6 p.m. - 8 p.m., CSP-4515-876AR
RM 126, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69

Pottery - Beginning Wheel Made Easy

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

W, 1/15-2/19, 8:30 a.m. - 11:30 a.m., CSP-4051-878AR
RM 108, Poplar, Asheville Campus
Fees: Course: \$99, Supply/Lab: \$25, Ins: \$1.35

W, 1/15-2/19, 6 p.m. - 9 p.m., CSP-4051-879AR
RM 108, Poplar, Asheville Campus
Fees: Course: \$99, Supply/Lab: \$25, Ins: \$1.35

Pottery - Beginning Wheel Made Easy

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. Laura Somervill, Instructor.

W, 3/11-4/15, 8:30 a.m. - 11:30 a.m., CSP-4051-881AR
RM 108, Poplar, Asheville Campus
Fees: Course: \$99, Supply/Lab: \$25, Ins: \$1.35

W, 3/11-4/15, 6 p.m. - 9 p.m., CSP-4051-882AR
RM 108, Poplar, Asheville Campus
Fees: Course: \$99, Supply/Lab: \$25, Ins: \$1.35

Pottery - 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. Laura Somervill, Instructor.

T, 1/14-2/18, 8:30 a.m. - 11:30 a.m., CSP-4620-884AR
RM 108, Poplar, Asheville Campus
Fees: Course: \$99, Supply/Lab: \$25, Ins: \$1.35

T, 1/14-2/18, 6 p.m. - 9 p.m., CSP-4620-885AR
RM 108, Poplar, Asheville Campus
Fees: Course: \$99, Supply/Lab: \$25, Ins: \$1.35

Pottery - Sampler

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

T, 3/10-4/14, 8:30 a.m. - 11:30 a.m., CSP-4061-887AR
RM 108, Poplar, Asheville Campus
Fees: Course: \$99, Supply/Lab: \$25, Ins: \$1.35

T, 3/10-4/14, 6 p.m. - 9 p.m., CSP-4061-889AR
RM 108, Poplar, Asheville Campus
Fees: Course: \$99, Supply/Lab: \$25, Ins: \$1.35

Pottery - Seasoned Beginners

Have you taken a few beginning clay classes and want to understand pottery studio processes and are ready for a little more beyond beginning techniques? In this class you will still be working on the basics but you will also broaden your knowledge of pottery forms and glazes. This is a throwing based, curriculum driven course so be ready to learn a lot 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, 1/16-2/20, 8:30 a.m. - 11:30 a.m., CSP-4551-891AR
RM 108, Poplar Building, Asheville Campus
Fees: Course: \$99, Supply/Lab: \$25, Ins: \$1.35

TH, 3/12-4/16, 8:30 a.m. - 11:30 a.m., CSP-4551-892AR
RM 108, Poplar Building, Asheville Campus
Fees: Course: \$99, Supply/Lab: \$25, Ins: \$1.35

Pottery - Intermediate Studio

If you can throw a cylinder or bowl with confidence, this functional pottery class will take your skills to the next level, while also helping to refine your existing skills, and learning to focus on form. You will explore lidded jars, pitchers and other forms in functional pot-

tery. The lab fee includes one bag of clay, glazes and firing.

TH, 1/16-2/20, 2 p.m. - 5 p.m., CSP-4053-893AR
RM 108, Poplar Building, Asheville Campus
Fees: Course: \$99, Supply/Lab: \$25, Ins: \$1.35

TH, 3/12-4/16, 2 p.m. - 5 p.m., CSP-4053-894AR
RM 108, Poplar Building, Asheville Campus
Fees: Course: \$99, Supply/Lab: \$25, Ins: \$1.35

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, 1/16-2/20, 6 p.m. - 9 p.m., CSP-4502-896AR
RM 108, Poplar Building, Asheville Campus
Fees: Course: \$99, Supply/Lab: \$25, Ins: \$1.35

Pottery - Intermediate Serving Dishes

This exciting class will focus on making open, unglazed serving dishes, and innovative ways to decorate them. Learn different and simple ways to make distinctive forms with interesting feet and handles while working on rims. Basic wheel/throwing skills required. The lab fee includes one bag of clay, glazes, and firing.

TH, 3/12-4/16, 6 p.m. - 9 p.m., CSP-4450-897AR
RM 108, Poplar Building, Asheville Campus
Fees: Course: \$99, Supply/Lab: \$25, Ins: \$1.35

Stained Glass, Beginning

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

W, 2/12-3/18, 6 p.m. - 9 p.m., CSP-4096-899AR
RM 417, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69, Ins: \$1.35

Stained Glass Panels, Lead Came

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

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

T, 1/21-2/25, 6 p.m. - 8:30 p.m., CSP-4097-900AR
RM 417, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69, Ins: \$1.35

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

Creative Writing - Financial Wellness

abtech.edu/ce

Community Enrichment

828-398-7817 or 828-398-7369

Creative Writing

Writing, Children's Picture Books

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

TH, 2/6-3/12, 2 p.m. - 4 p.m., CSP-4646-739CW
RM 426, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75

Writing Memoirs - Your Life, Your Stories

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

T, 1/28-3/3, 6 p.m. - 8 p.m., CSP-4379-740CW
RM 345, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75

Writing Memoirs II - The Story Continues

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

T, 3/17-4/14, 6 p.m. - 8 p.m., CSP-4380-741CW
RM 345, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75

Financial Wellness

Investing Basics - Stocks and Bonds

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

F, 1/31-2/21, 10 a.m. - 12 p.m., CSP-4186-744FW
RM 115, A-B Tech South
Fees: Course: \$69

M, 2/3-2/24, 6 p.m. - 8 p.m., CSP-4186-745FW
RM 126, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69

Protect Your Retirement Plan Assets

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

F, 3/6-3/27, 10 a.m. - 12 p.m., CSP-4195-747FW
RM 115, A-B Tech South
Fees: Course: \$69

M, 3/9-3/30, 6 p.m. - 8 p.m., CSP-4195-748FW
RM 126, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69

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

Food & Beverage - Home & Garden

Community Enrichment

abtech.edu/ce

828-398-7817 or 828-398-7369

Food And Beverage

Soups for a Chilly Evening

When Fall is in the air, there is nothing better than a hot bowl of soup. You will prepare soups that are fast and easy. Discover how to put a creative spin on your soups that will enhance your menus for fun or elegant occasions. Wear closed toe, non-slip shoes. Bring a chef knife, paring knife and an apron to the first class along with containers to take soup home. Chef Donna McCain, Instructor

T, 2/18-3/10, 6 p.m. - 8 p.m., CSP-4594-750FB
RM 230, Magnolia, Asheville Campus
Fees: Course: \$89, Supply/Lab: \$45, Ins: \$1.35

Home And Garden

Cake Decorating

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

M, 2/3-3/9, 6 p.m. - 9 p.m., CSP-4320-754HG
RM 417, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69

Crocheting new

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

W, 2/5-3/11, 6 p.m. - 8 p.m., CSP-4162-755HG
RM 126, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69

Geology

Why are we blessed with spectacular mountains, gorges, waterfalls, caves, coastlines and mineral riches? No science training needed for this user-friendly exploration of how colliding tectonic plates built our rocky foundations, ongoing erosional processes sculpt our landscape, and streams transport debris to the sea. What do the resulting deposits tell us about changing land elevation, sea level and climate? How can understanding our geology promote wise development decisions regarding shifting shorelines in the east, possible fracking in the Piedmont, and steep slopes in our own backyards? Finally, geologic tools developed throughout the course will help us tackle a great enigma: the Age of the Appalachians.

M, 3/2-4/6, 6 p.m. - 8 p.m., CSP-4583-756HG
RM 345, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69

Interior Decorating Basics

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

M, 1/27-3/2, 6 p.m. - 8:30 p.m., CSP-4155-758HG
RM 426, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69

Interior Decorating and Design II

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

M, 3/16-4/13, 6 p.m. - 8:30 p.m., CSP-4164-759HG
RM 426, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69

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

Making Soaps Naturally

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

W, 1/15-1/29, 6 p.m. - 8 p.m., CSP-4160-761HG
RM 417, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$59

Medicinal Plants and Their Healing Power

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

TH, 2/6-2/20, 6 p.m. - 8 p.m., CSP-4455-763HG
RM 417, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$59

Quilting, Beginning

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

M, 2/10-3/16, 1 p.m. - 3:30 p.m., CSP-4171-765HG
RM 423, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69, Supply/Lab: \$5

M, 2/10-3/16, 6 p.m. - 8:30 p.m., CSP-4171-766HG
RM 423, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69, Supply/Lab: \$5

Quilting, Intermediate

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

W, 2/12-3/18, 6 p.m. - 8:30 p.m., CSP-4173-769HG
RM 423, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69, Supply/Lab: \$5

Sewing, Basics

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

T, 2/25-3/31, 6 p.m. - 9 p.m., CSP-4181-771HG
RM 423, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69, Supply/Lab: \$5

W, 2/26-4/1, 1 p.m. - 4 p.m., CSP-4181-772HG
RM 423, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69, Supply/Lab: \$5

Sewing, Machine Confidence

A starter class for those who do not have any experience (or very little) in using a sewing machine. Topics include tips and techniques in threading the machine, oiling and cleaning the machine, adjusting stitch tensions, sewing seams and seam finishes. You will also be using a variety of the machine's presser feet. You may bring your own sewing machine including the sewing machine manual to the first day of class or use one of the classroom sewing machines. Supplies will be discussed at the first class meeting. Elaine Zin, Instructor.

T, 1/28-2/11, 6 p.m. - 9 p.m., CSP-4640-773HG
RM 423, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$60, Supply/Lab: \$5

W, 1/29-2/12, 1 p.m. - 4 p.m., CSP-4640-774HG
RM 423, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$60, Supply/Lab: \$5

Upholstery

Do you have a worn out favorite chair around the house in need of a face lift? This course provides practical experience in the use of tools, equipment, and techniques of the upholstery industry. You will learn methods in selecting upholstery fabrics and details concerning the usage of fabrics. Bring your chair, tack/staple puller, screw driver and a hammer to the first class and begin to transform it into a work of art. No fabrics are needed for the first class.

T, 2/4-3/31, 9:30 a.m. - 12:30 p.m., CSP-4185-776HG
RM 171, Small Business Ctr., A-B Tech Enka
Fees: Course: \$105, Supply/Lab: \$20, Ins: \$1.35

T, 2/4-3/31, 1:30 p.m. - 4:30 p.m., CSP-4185-777HG
RM 171, Small Business Ctr., A-B Tech Enka
Fees: Course: \$105, Supply/Lab: \$20, Ins: \$1.35

T, 2/4-3/31, 6 p.m. - 9 p.m., CSP-4185-778HG
RM 171, Small Business Ctr., A-B Tech Enka
Fees: Course: \$105, Supply/Lab: \$20, Ins: \$1.35

Languages

French, Beginning I

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

W, 1/29-3/18, 1 p.m. - 3:30 p.m., CSP-4103-782LN
RM 432, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69

French, Beginning II

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

M, 1/27-3/16, 1 p.m. - 3 p.m., CSP-4104-783LN
RM 451, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69

German, Beginning I

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

TH, 1/23-3/12, 6 p.m. - 8 p.m., CSP-4105-787LN
RM 426, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69

Italian, Beginning I

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

W, 1/22-3/11, 6 p.m. - 8:30 p.m., CSP-4108-789LN
RM 451, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69

Sign Language, Beginning I

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

T, 1/28-3/17, 6 p.m. - 7:30 p.m., CSP-4129-791LN
RM 326, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69

Sign Language, Beginning II

Learn to communicate with the deaf. In this follow-up to Sign Language I class you will continue to develop basic ASL skills. Emphasis will be on creating basic conversational sentences while increasing the vocabulary. At the final class you will share your new skills by signing a story, song or poem of your choice. Textbook: *Signing Illustrated*.

T, 1/28-3/17, 7:30 p.m. - 9 p.m., CSP-4130-792LN
RM 326, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69

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10 Genevieve Circle
See map on pg. 79, #24, for directions.**

Spanish, Beginning I

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

W, 2/5-3/25, 2 p.m. - 4:30 p.m., CSP-4121-794LN
 RM 426, Ferguson Ctr., AHWD, Asheville Campus
 Fees: Course: \$69

T, 2/4-3/24, 6 p.m. - 8:30 p.m., CSP-4121-795LN
 RM 431, Ferguson Ctr., AHWD, Asheville Campus
 Fees: Course: \$69

Spanish, Beginning II

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

W, 2/5-3/25, 2:30 p.m. - 4:30 p.m., CSP-4122-797LN
 RM 451, Ferguson Ctr., AHWD, Asheville Campus
 Fees: Course: \$69

T, 2/4-3/24, 6 p.m. - 8 p.m., CSP-4122-798LN
 RM 426, Ferguson Ctr., AHWD, Asheville Campus
 Fees: Course: \$69

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

Spanish, Beginning III

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

W, 2/5-3/25, 6 p.m. - 8 p.m., CSP-4123-800LN
 RM 431, Ferguson Ctr., AHWD, Asheville Campus
 Fees: Course: \$69

Spanish IV

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

T, 2/4-3/24, 2:30 p.m. - 4:30 p.m., CSP-4118-801LN
 RM 426, Ferguson Ctr., AHWD, Asheville Campus
 Fees: Course: \$69

IN PERSON REGISTRATION INFORMATION

Registration for Continuing Education classes is in the Ferguson Center for Allied Health and Workforce Development (AHWD) Lobby, 10 Genevieve Circle Asheville, NC 28801
 See Map pg. 79, #24, for directions

Defensive Driving

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

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

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

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

DDC4 AND DDCADD classes scheduled once a month.

DDC ADD - Saturday, Jan. 11 - 8 am – 5 pm - Rm 432

DDC 4 - Saturday, Jan. 18 - 9 am – 1 pm - Rm 431

DDC 4 - Saturday, Feb. 15 - 9 am – 1 pm - Rm 431

DDC ADD - Saturday, Feb. 22 - 8 am – 5 pm - Rm 432

DDC ADD - Saturday, Mar. 14 - 8 am – 5 pm - Rm 432

DDC 4 - Saturday, Mar. 21 - 9 am – 1 pm - Rm 431

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

Call 704-644-4201 for information and registration.

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10 Genevieve Circle
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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 classroom and actual motorcycle operator training in a controlled, off-street environment. No experience is necessary; a good sense of balance is required (you must be able to ride a bicycle). If you experience significant difficulty or become a safety risk to yourself or others, you will not be permitted to continue to ride. To receive the NC Motorcycle Safety Education Program endorsement card you must attend one hundred percent of all scheduled course hours.

You will learn:

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

Reasons why you should take this course:

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

Required Gear:

- Long pants
- Long sleeve shirts
- Over the ankle boots
- Full-fingered gloves
- Eye protection (sunglasses or prescription eyewear is permissible)
- DOT approved helmet
- Motorcycles are provided. Helmets are available, if needed.

Eligibility Requirements:

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

Course Dates

3/06 – 3/08

3/13 – 3/15

3/20 – 3/22

3/27 – 3/29

4/03 – 4/05

4/10 – 4/12

4/17 – 4/19

4/24 – 4/26

5/01 – 5/03

5/08 – 5/10

5/15 – 5/17

5/22 – 5/24

Course Numbers

CSP-4258-908MS

CSP-4258-910MS

CSP-4258-912MS

CSP-4258-914MS

CSP-4258-916MS

CSP-4258-918MS

CSP-4258-003MS

CSP-4258-005MS

CSP-4258-007MS

CSP-4258-09MS

CSP-4258-011MS

CSP-4258-013MS

Friday, 6 – 10 p.m. Room 121, Ferguson Ctr. AHWD, Asheville Campus, 10 Genevieve Circle

Saturday - Sunday, 8 a.m. – 5 p.m. Room 203, Adv. Manufacturing Ctr. Building, Asheville Campus

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

For information call 828-398-7817 or 828-398-7369.

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

Music And Dance

Dancing, Ballroom I

Have fun with your partner in this couples ballroom dance class. You will learn the basic steps, turns and combinations, as well as the technique and posture for leading and following for a variety of dances: Foxtrot, Waltz, Tango, Cha Cha, Rumba and East Coast Swing. These steps can be used anywhere, not just the ballroom, and to any type of music. Wear slick bottom shoes, no clogs. Must have a partner to register; the fee covers one student. Missy Lindsey, Instructor.

M, 1/27-3/16, 6 p.m. - 7 p.m., CSP-4201-807MD
RM 1, Ivy, Asheville Campus
Fees: Course: \$69, Ins: \$1.35

Dancing, Ballroom II

Continue the fun as you learn more steps and gain more experience dancing with your partner. You and your classmates will plan a real evening of ballroom dancing. Students must have taken Instructor, Missy Lindsey's Ballroom I class. Wear slick bottom shoes, no clogs. Must have a partner to register; the fee covers one student.

M, 1/27-3/16, 7:15 p.m. - 8:15 p.m., CSP-4203-808MD
RM 1, Ivy, Asheville Campus
Fees: Course: \$69, Ins: \$1.35

Dancing, Ballroom III

In this follow-up to Ballroom Dancing II for couples, you will continue to learn additional basic steps in major ballroom dances from Instructor, Missy Lindsey. Students must have taken Instructor, Missy Lindsey's Beginning III class. Wear slick bottom shoes, no clogs. Must have a partner to register; registration fee covers one student.

TH, 1/30-3/19, 6 p.m. - 7 p.m., CSP-4202-810MD
RM 446, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69, Ins: \$1.35

Dancing, Ballroom IV

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

TH, 1/30-3/19, 7:15 p.m. - 8:15 p.m., CSP-4204-811MD
RM 446, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69, Ins: \$1.35

Contemporary Line Dancing, Beginning

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

W, 1/22-3/11, 6 p.m. - 7 p.m., CSP-4200-814MD
RM 1, Ivy, Asheville Campus
Fees: Course: \$69, Ins: \$1.35

Contemporary Line Dancing, II

This class is for the dancer who already knows the fundamental steps and has line danced before. We will work on the most current dances so you will feel comfortable going anywhere and dancing. Great exercise for your mind and body...and lots of FUN!

W, 1/22-3/11, 7:15 p.m. - 8:15 p.m., CSP-4369-815MD
RM 1, Ivy, Asheville Campus
Fees: Course: \$69, Ins: \$1.35

Guitar, Beginning

Discover how fast you will be playing chord accompaniment to folk and country songs. You'll quickly gain a basic knowledge of reading chord charts, tuning, strumming, chords and theory with a fingerstyle technique for a more thorough exploration of the instrument's capabilities. Bring your guitar to the first class.

T, 1/28-3/17, 6 p.m. - 7:30 p.m., CSP-4135-818MD
RM 432, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69

Guitar, Intermediate

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

T, 1/28-3/17, 7:30 p.m. - 9 p.m., CSP-4137-819MD
RM 432, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69

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

Music Theory and Ear Training I

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, 1/29-3/4, 6 p.m. - 7:30 p.m., CSP-4138-820MD
RM 432, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69

Music Theory and Ear Training II

A deeper look into music theory and how it applies to the modern world. Emphasis on training the ear to hear challenging melodies as well as basic chord progressions. Topics include classical major and minor scales, the modes, and the blue notes, as well as spelling chords and chordal extensions. We will also discuss the historical development of all of these concepts and how they apply to all genres of music.

W, 1/29-3/4, 7:30 p.m. - 9 p.m., CSP-4139-821MD
RM 432, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$69

Recreation

Fly Fishing

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

S, 3/14, 10 a.m. - 4 p.m., CSP-4217-824RR
RM 126, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$59

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, 1/14-3/3, 6 p.m. - 7:30 p.m., CSP-4233-825RR
RM 1, Ivy, Asheville Campus
Fees: Course: \$75, Ins: \$1.35

T, 3/17-5/5, 6 p.m. - 7:30 p.m., CSP-4233-826RR
RM 1, Ivy, Asheville Campus
Fees: Course: \$75, Ins: \$1.35



To Enroll in Online Courses Visit:

www.ed2go.com/abtech

New course sessions begin monthly on:

1/15, 2/12, 3/18, 4/15, 5/13

All of the information about our online courses, including course descriptions, syllabi, and even course demos, can be found at www.ed2go.com/abtech. On that homepage you will also find step-by-step instructions on how to complete your registration.

Please note these are non-credit classes

All courses are instructor-facilitated, project oriented and run for six weeks (10-day grace period at the end). Each include lessons, quizzes, hands-on assignments, discussion areas, supplementary links and more. Courses can be completed entirely from your home or office at any time of the day or night.

Creative Writing

Mystery Writing
Write Fiction Like a Pro
Writing for Children
Writing the Fantasy Novel
Writing Young Adult Fiction

Digital Photography

Introduction to Digital Scrapbooking
Travel Photography for the Digital Photographer

Health

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

Life and Work Development

Get Assertive
Grammar Refresher
Mastering Public Speaking
Math Refresher

Life and Work Development (Cont.)

Resume Writing Workshop
Twelve Steps to a Successful Job Search
Writing Essentials

Publishing

Beginner's Guide to Getting Published
Introduction to Internet Writing Markets
Publish and Sell Your E-Books
The Craft of Magazine Writing

Special Interest

Homeschool with Success
Introduction to Screenwriting
Secrets of the Caterer
Start Your Own Arts and Crafts Business
Wow, What a Great Event!

Test Prep

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

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

Advanced Manufacturing

Composites, Introduction to ^{new}

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

S, 1/25, 8 a.m. - 5 p.m., HRD-7639-220HR
RM 212, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

S, 3/28, 8 a.m. - 5 p.m., HRD-7639-221HR
RM 212, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: Waived

Industrial Maintenance - Electrical

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

M-TH, 3/30-5/25, 8 a.m. - 12 p.m., MNT-9001-952AM
RM Lower Level, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$370

Industrial Maintenance - Automation/ Mechatronics ^{new}

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

M-TH, 1/21-3/17, 4 p.m. - 8 p.m., MNT-9001-953AM
RM 202, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$370

MSSC Certified Production Technician

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

M-F, 1/13-2/25, 8:15 a.m. - 12:15 p.m., MNT-3111-004AM
RM 202, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$429.46

M-F, 3/23-5/4, 8:15 a.m. - 12:15 p.m., MNT-3111-004AM
RM 202, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$429.46

Machining Fundamentals

Take a step toward a new career in machining by learning to operate drill presses, milling machines, saws and bench grinders. During this 15-week course you will work hands-on with actual equipment to learn basic automated machining. Additional course topics include an introduction to CNC machining, shop safety, blueprint reading, shop math, Lean Manufacturing principles, team work and problem solving.

M-TH, 1/27-5/11, 8 a.m. - 2 p.m., MEC-7027-932AM
RM 3310, TCC, A-B Tech Enka
Fees: Course: \$286.35

M-TH, 1/27-5/11, 3:30 p.m. - 9:30 p.m., MEC-7027-931AM
RM 3310, TCC, A-B Tech Enka
Fees: Course: \$286.35

Advanced Manufacturing

Occupational Training

abtech.edu/ce

Registration information, page 5. Register early!

828-398-7760

OSHA 10 General Industry

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

TH,F, 4/16-4/17, 8 a.m. - 5 p.m.

SEF-6489-011AM

RM 202, Adv. Manufacturing Ctr., Asheville Campus

Fees: Course: \$95

Forklift Safety and Operation

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

S, 1/11, 8 a.m. - 5 p.m., OSH-3012-959AM

RM 3310, TCC, A-B Tech Enka

Fees: Course: \$81.35

S, 2/22, 8 a.m. - 5 p.m., OSH-3012-960AM

RM 3310, TCC, A-B Tech Enka

Fees: Course: \$81.35

S, 4/4, 8 a.m. - 5 p.m., OSH-3012-961AM

RM 3310, TCC, A-B Tech Enka

Fees: Course: \$81.35

5S + Safety: Visual Workplace Management

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

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

RM 202, Adv. Manufacturing Ctr., Asheville Campus

Fees: Course: \$99

Lean Six Sigma Yellow Belt

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

W, 1/29-2/12, 8 a.m. - 3 p.m., SEF-6486-012AM

RM 203, Adv. Manufacturing Ctr., Asheville Campus

Fees: Course: \$390

Lean Six Sigma Green Belt

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

T, 2/4-5/5, 8 a.m. - 5 p.m., SEF-6485-008AM

RM 203, Adv. Manufacturing Ctr., Asheville Campus

Fees: Course: \$1,800

Value Stream Mapping

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

T-TH, 2/25, 8 a.m. - 5 p.m., SEF-6497-003AM
RM 202, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$195

Situational Leadership II

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

TH,F,2/19-2/20, 8 a.m. - 5 p.m., SEF-6496-006AM
RM 202, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$995

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

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

TH, 2/27, 8 a.m. - 5 p.m., SEF-7034-000AM
RM 203, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$250

Blanchard/Situational Leadership: Building Trust ^{new}

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

TH, 3/5, 8 a.m. - 3 p.m., SEF-7032-000AM
RM 203, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$225

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

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

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

For more information, call the Advanced Manufacturing Center at 828-398-7760.

Advanced Manufacturing

Occupational Training

abtech.edu/ce

Registration information, page 5. Register early!

828-398-7760

Blanchard/Situational Leadership: Coaching Skills ^{new}

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

TH, 3/12, 8 a.m. - 3 p.m., SEF-7033-000AM
RM 203, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$225

Communicating for Leadership Success ^{new}

This foundation course helps leaders communicate effectively so they can spark action in others. The course teaches leaders the Interaction Essentials they need to handle the variety of challenges and opportunities they encounter every day in the workplace and beyond. The course will help leaders: Achieve results through others by building strong interpersonal relationships. Plan for successful interactions with team members in person and virtually. Provide meaningful, supportive feedback that motivates team members and helps individuals improve their performance. Impact business outcomes by consistently meeting the personal and practical needs of others.

M, 3/2, 8:30 a.m. - 12:30 p.m., SEF-7035-000AM
RM 203, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$99

Building & Sustaining Trust ^{new}

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

M, 3/9, 8:30 a.m. - 12:30 p.m., SEF-7032-001AM
RM 203, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$99

High Impact Feedback & Listening ^{new}

In this course, individual performers learn how to effectively deliver both positive and developmental feedback. They also learn how to be receptive to feedback and to listen to accurately understand the speaker's intended message. In the workplace, these skills help them to optimize and sustain their own and their coworkers' performance. This course will help associates: Support colleagues' job performance, growth, and development. Build authentic, trusting relationships with colleagues. More wisely choose opportunities to give and seek feedback. Handle, reduce, or eliminate defensiveness or negative emotions that can occur in a feedback discussion. Help create a culture of teamwork and performance.

M, 3/16, 8:30 a.m. - 12:30 p.m., SEF-7037-000AM
RM 203, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$99

Coaching for Peak Performance ^{new}

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

M, 3/23, 8:30 a.m. - 12:30 p.m., SEF-7040-001AM
RM 203, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$99

Addressing Poor Performance ^{new}

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

M, 3/30, 8:30 a.m. - 12:30 p.m., SEF-7038-000AM
RM 203, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$99

Advanced Manufacturing - Automotive

abtech.edu/ce

Occupational Training

828-398-7760; 828-398-7934

Registration information, page 5. Register early!

Setting Goals & Reviewing Results ^{new}

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

M, 4/6, 8:30 a.m. - 12:30 p.m., SEF-7036-001AM
RM 203, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$99

Executing Strategy at the Frontline ^{new}

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

M, 4/13, 8:30 a.m. - 12:30 p.m., SEF-7039-000AM
RM 203, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: \$99

Automotive

Auto Safety Inspection

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

M,T, 1/6-1/7, 6 p.m. - 10 p.m., AUT-7203-343TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80

M,T, 2/3-2/4, 6 p.m. - 10 p.m., AUT-7203-344TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80

M,T, 3/2-3/3, 6 p.m. - 10 p.m., AUT-7203-345TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80

M,T, 4/6-4/7, 6 p.m. - 10 p.m., AUT-7203-346TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80

Escort Vehicle Certification/ Recertification Classes

These four or eight hour courses satisfy 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. To be added to the next class list, please contact Carol Faust, 828-398-7924, carollfaust@abtech.edu

Automotive - Computers

Occupational Training

abtech.edu/ce

Registration information, page 5. Register early!

828-398-7934

OBD Emissions Inspection Certification

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

W,TH, 1/8-1/9, 6 p.m. - 10 p.m., AUT-3129-356TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80

W,TH, 2/5-2/6, 6 p.m. - 10 p.m., AUT-3129-357TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80

W,TH, 3/4-3/5, 6 p.m. - 10 p.m., AUT-3129-358TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80

W,TH, 4/8-4/9, 6 p.m. - 10 p.m., AUT-3129-359TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80

OBD Emissions Inspection, Recertification

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. This a Recertification course.

W,TH, 1/15-1/16, 6 p.m. - 10 p.m., AUT-7202-467TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80

W,TH, 2/12-2/13, 6 p.m. - 10 p.m., AUT-7202-468TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80

W,TH, 3/11-3/12, 6 p.m. - 10 p.m., AUT-7202-469TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80

W,TH, 4/15-4/16, 6 p.m. - 10 p.m., AUT-7202-470TR
RM 112, TCC, A-B Tech Enka
Fees: Course: \$80

Computers

Access 2018 Introduction

Knowledge is power and in this digital world, the power businesses need comes from data. Data is being collected at all times now, but collection alone isn't helpful. The data needs to be organized and managed in an efficient way. Learn the basics of database management with Microsoft Access 2018, including the skills necessary to create a new database, construct data tables, design forms and reports, and create queries. Students will need basic computer skills.

M/W, 4/6-4/15, 5:30 p.m. - 8:30 p.m., SEF-8019-406C0
RM 438, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$70

Adobe Illustrator for Drawing (One-Day)

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

S, 3/21, 9 a.m. - 4 p.m., SEF-7658-706C0
RM 438, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$59

Adobe InDesign 2018 new

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

M/W, 2/24-3/4, 2 p.m. - 5 p.m., CIS-7408-117C0
RM 438, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$80

Adobe Photoshop Elements

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

TH, 3/12-4/16, 9 a.m. - 12 p.m., SGR-7464-113C0
RM 118, Ramsey, A-B Tech Madison
Fees: Course: \$80

Adobe Photoshop, Introduction

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

M/W, 1/27-2/12, 6 p.m. - 9 p.m., SGR-7418-517CO
RM 438, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$80

Adobe Photoshop, Intermediate

This course is for those who have completed the 24-hr. introduction class or equivalent. Raise your Photoshop skills to the next level. Learn sophisticated techniques for editing and manipulating images, add actions, brushes and fonts, earn professional tips for portrait retouching, combine multiple images into sophisticated montages using layer masks and discover the photographer's best work flow. The class is taught on Windows and suitable for Macintosh users who can bring laptops if preferred.

M/W, 2/24-3/11, 6 p.m. - 9 p.m., SGR-7476-542CO
RM 438, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$80

AutoCAD I Design/Drafting

This course will provide a strong foundation for learning AutoCAD 2019. You will learn the basic steps of AutoCAD which includes building formats for drawings, basic shapes and developing detail drawings. Additional topics include layout of floor plans, learn the importance of layers, how to use blocks library, learn more detailed shapes and get introduced to isometric drawing.

M/W, 2/10-4/1, 4 p.m. - 6:30 p.m., DFT-7408-435CO
RM 124, Elm, Asheville Campus
Fees: Course: \$135

Basic Computer Level 1

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

T/TH, 1/28-2/13, 5:30 p.m. - 8:30 p.m., CIS-7469-588CO
RM 438, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$80

T/TH, 3/31-4/16, 9 a.m. - 12 p.m., CIS-7469-589CO
RM 438, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$80

Basic Computer Level 2

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

T/TH, 2/18-3/5, 5:30 p.m. - 8:30 p.m., CIS-7469-590CO
RM 438, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$80

T/TH, 4/21-5/7, 9 a.m. - 12 p.m., CIS-7469-591CO
RM 438, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$80

Blogging 101: Options for Beginners (One-Day)

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

W, 2/19, 1 p.m. - 5 p.m., SEF-8010-112CO
RM 438, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$39

W, 3/11, 1 p.m. - 5 p.m., SEF-8010-113CO
RM 151, Goodwill Ctr., Goodwill
Fees: Course: \$39

Computer Career Skills - 2018

You will learn about the newest Microsoft Office 2018 applications: Word, Excel, PowerPoint, and Outlook. A great introduction to all of these applications to expand or begin your computer knowledge. Students will need basic computer skills.

M/W, 3/9-4/1, 6 p.m. - 9 p.m., OST-7435-113CO
RM 121, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$80

Excel for Beginners

Learn to organize and analyze data using Microsoft Excel 2016 through hands-on exercises and examples designed for the beginner. This class will proceed at a slower pace, and is more in depth than the one-day accelerated class. Explore workbook basics, building, formatting and printing worksheets, and using functions and formulas. Basic computer skills required.

T/TH, 3/17-3/26, 2 p.m. - 5 p.m., SEF-8014-416CO
RM 438, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$70

Excel Intermediate

Learn to organize and analyze data using Microsoft Excel 2016 through hands-on exercises and examples designed for the more advanced user. This class is a follow-up to Excel 2016 for the Beginner, and is more in depth than the one-day accelerated Intermediate class. Learn how to manipulate worksheets, use filters, set-up Macros and much more.

T/TH, 3/31-4/9, 2 p.m. - 5 p.m., SEF-8015-426CO
RM 438, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$70

Excel Advanced

Are you ready to take Excel to the next level? Find out how to use Excel's more advanced features. Work with multiple workbooks, share workbooks with colleagues and clients, perform what-if analyses and begin using the Data Model to tie together multiple data sources.

T/TH, 4/14-4/23, 2 p.m. - 5 p.m., SEF-8016-435CO
RM 438, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$70

Excel Introduction (One-Day)

Learn to organize and analyze data using Microsoft Excel 2016. Explore workbook basics, building, formatting and printing worksheets, and using functions and formulas. This one-day class is designed for experienced computer users, and concepts are presented in an accelerated format. Basic computer skills required.

S, 2/8, 9 a.m. - 4 p.m., SEF-8012-115CO
RM 438, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$59

Excel Intermediate (One-Day)

Learn how to manipulate worksheets, use filters, set-up Macros and much more in this intermediate class using Microsoft Excel, 2016. This one-day class is designed for experienced computer users and concepts are presented in an accelerated format.

S, 2/22, 9 a.m. - 4 p.m., SEF-8013-115CO
RM 438, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$59

Excel Advanced (One-Day) new

Take your Excel skills to the next level. In this one-day class you will explore managing and calculating large groups of data with ease. A few topics include the basics of macros, using Excel as a Relational Database, advanced graphing and charting with Pivots, and explore the "What If" analysis tool. Learners must have prior intermediate experience with Excel.

S, 3/7, 9 a.m. - 4 p.m., SEF-8018-113CO
RM 438, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$59

Facebook and Instagram Advertising

Clicking the "Boost Post" button but not sure if your ads are working? Want to understand how Facebook and Instagram advertising work together to increase your brand recognition? This class is for those with an active Facebook business page and/or Instagram Business account and have already started advertising or want to learn how. Learn from the pros how Facebook ads really work, how to use Ad Manager to your advantage, and best practices that get results.

F, 4/10, 1 p.m. - 4 p.m., SEF-5804-436CO
RM 438, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$39

Graphic Design Made Easy

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



M/W/F, 1/27-1/31, 1 p.m. - 4 p.m., SEF-9511-119CO
RM 438, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$59

G-Suite Productivity for Today's Business Leaders new

This course presents G-Suite, Google's cloud-based toolset to increase business productivity by incorporating and managing Gmail, calendars, cloud file storage, documents, spreadsheets, presentations, and more on desktop or mobile. It is a professional developmental for small or medium sized business owners, administrators, retailers, non-profits managers and volunteers, educators, healthcare professionals, protective services, and more. Students will need basic computer skills.

T/TH, 1/28-2/20, 6 p.m. - 9 p.m., OST-7971-201CO
RM 121, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$80

Instagram Marketing Basics ^{new}

Instagram is a social media application that has increased in current usage popularity. Individuals and businesses are using Instagram to drive brand recognition and enhance customer relationships. Learn the basics of Instagram marketing, advertising tips and tools for creating a more engaging Instagram presence. Bring phone or tablet to class to explore the app live during class.

F, 1/24, 1 p.m. - 4 p.m., SEF-5806-322CO
RM 438, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$39

Microsoft Word 2018 ^{new}

Learn all the essential features of Microsoft's document-authoring program, Word 2018. You will learn to create and edit documents, manage and print files, enhance text and format paragraphs and pages.

T/TH, 2/25-3/5, 6 p.m. - 9 p.m., SEF-8100-100CO
RM 121, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$70

Microsoft Word 2018 Basics ^{new}

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

M/W/F, 3/23-3/27, 9 a.m. - 12 p.m., SEF-8150-110CO
RM 151, Goodwill Ctr., Goodwill
Fees: Course: \$59

Microsoft Excel 2018 Basics ^{new}

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

M/W/F, 3/30-4/3, 9 a.m. - 12 p.m., SEF-8200-100CO
RM 151, Goodwill Ctr., Goodwill
Fees: Course: \$59

Microsoft PowerPoint 2018 Basics ^{new}

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

M/W, 4/13-4/15, 9 a.m. - 12 p.m., SEF-8300-100CO
RM 151, Goodwill Ctr., Goodwill
Fees: Course: \$59

Social Media Marketing

Do you want to market and promote your work or business through social media, or just learn more about social media capabilities? Learn how to best utilize Facebook, Twitter, Instagram, Google+, YouTube, LinkedIn, Pinterest and others for blogging, email campaigns and various other social marketing tools. Build long lasting relationships with existing and potential clients. Class held in computer lab, but feel free to bring own device if preferred and all account logins if you have them.

M/TH, 3/2-3/12, 6 p.m. - 9 p.m., SEF-5810-615CO
RM 118, Haynes, Asheville Campus
Fees: Course: \$75

Video Creation with YouTube ^{new}

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

M/W, 3/16-3/18, 1 p.m. - 5 p.m., SEF-9514-447CO
RM 438, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$59

WordPress Basics for Business

Does your company or organization have a WordPress site you want to manage? Did someone else build your website and now it requires updates? Learn the basics of the content management system to edit and create pages & menus, display blog posts, add photos and embed videos. Learn what themes and plugin are, how to use them, and why you might want to. Bring WordPress website login to class. Appropriate as well for those who do not currently have a website, but want to learn the ground floor management operations.

T/F, 2/4-2/14, 1 p.m. - 4 p.m., SEF-5811-342CO
RM 438, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75

Craft Beverage Institute

Occupational Training

abtech.edu/ce

Registration information, page 5. Register early!

828-398-7934

Craft Beverage Institute



Foundations of Wine new

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

M, 2/3-2/24, 6 p.m. - 9 p.m., SEF-7848-012WT
RM 225, Magnolia, Asheville Campus
Fees: Course: \$106.35



Molecular Cocktails new

Entertain your party guests with molecular cocktails that foam, spew dragon's breath, freeze in front of your eyes, glitter, change color, ooze like zombie's brains, crackle with fire, glow in a blacklight, and fit into a tiny sphere! We'll explore methods and techniques, showmanship, and how to bring magic and wow an audience while making cocktails. In-person registration with valid ID is required. Must be 21 or older to register.

M, 2/24, 6 p.m. - 9 p.m., SEF-9129-014BW
RM 112, TCC, A-B Tech Enka
Fees: Course: \$101.35



Interested in Craft Beverage education? A-B Tech offers associate degree and various training thru Craft Beverage Institute of the Southeast.

Reality-Based Law Enforcement Training, Continuing Education



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



Basic Law Enforcement Training (BLET)

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

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

For additional information:
www.abtech.edu/blet-ConEd
828-782-2350 or robertdfisher@abtech.edu



Emergency Medical Services (EMS)

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

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

Tactical Emergency Casualty Care (TECC)

Wilderness EMT

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

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

A-B Tech Seeking Continuing Education Instructors

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

For more information, visit: <https://abtc.peopleadmin.com/postings/4696> or contact Marie Long at angelamlong@abtech.edu or 828-398-7934.

Emergency Services

Occupational Training

abtech.edu/ce

Registration information, page 5. Register early!

828-398-7355

Emergency Services

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

ACLS Re-cert is a one day classroom designed to re-cert the current ACLS card holder. This video-based instructor-led course is designed for healthcare providers who either direct or participate in the management of cardiopulmonary arrest or other cardiovascular emergencies. Through didactic instruction and active participation in simulated cases, students will enhance their skills in the diagnosis and treatment of cardiopulmonary arrest, acute arrhythmia, stroke and acute coronary syndrome. For a current schedule of ACLS class offerings, please refer to the Emergency Services Continuing Education Web site page, or contact Tim Green at 828-782-2623, timothywgreen@abtech.edu.

TBD, TBD, 8 a.m. - 5 p.m., SAF-3010-337ES

RM TBD, ESEB, Woodfin

Fees: Course: \$85

Advanced Emergency Medical Technician (AEMT)

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

TBD, TBD, 6 p.m. - 10 p.m., EMS-4300-338ES

RM TBD, ESEB, Woodfin

Fees: Course: \$211.35

Basic Life Support (CPR)

With the knowledge and skills you learn in this course you can save a life. You will learn the skills of CPR for victims of all ages and how to relieve choking (foreign-body airway obstruction). The skills you learn in this course will enable you to recognize emergencies such as sudden cardiac arrest and how to respond to them. Required Text & Equipment: 1) Pocket Mask (CPR Mask) 2) AHA Basic Life Support Provider Student Manual - 2015 edition. A-B Tech Emergency Services Division offers one BLS class every month. Please refer to the Emergency Services Continuing Education web page for current class updates or changes. For further assistance, please contact Timothy Green at 828-782-2623, timothywgreen@abtech.edu.

S, 1/11, 9 a.m. - 3 p.m., SAF-3010-339ES

RM 206, ESEB, Woodfin

Fees: Course: \$80

S, 2/8, 9 a.m. - 3 p.m., SAF-3010-340ES

RM 206, ESEB, Woodfin

Fees: Course: \$80

S, 3/7, 9 a.m. - 3 p.m., SAF-3010-341ES

RM 206, ESEB, Woodfin

Fees: Course: \$85

CPR Instructor Course (One-Day)

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

TBD, TBD, 8 a.m. - 5 p.m., SAF-3010-343ES

RM TBD, ESEB, Woodfin

Fees: Course: \$80

Share Your Success

Tell us how A-B Tech Continuing Education helped you reach your goals.

We might feature you in our monthly newsletter or in upcoming publications.

Submit your information to :
angelamlong@abtech.edu

Critical Care Transport (CCEMTP)

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

TBD, TBD, 8 a.m. - 5:30 p.m., MED-3200-344ES
RM TBD, ESEB, Woodfin
Fees: Course: \$465

Emergency Medical Technician- Initial (EMT) South Campus

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

TBD, TBD, 8 a.m. - 5 p.m., EMS-4200-346ES
RM TBD, Ramsey, A-B Tech South
Fees: Course: \$211.35

TBD, TBD, 6 p.m. - 10 p.m., EMS-4200-345ES
RM TBD, ESEB, Woodfin
Fees: Course: \$211.35

Emergency Medical Technician-Initial (EMT) Madison Campus

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

TBD, , 6 p.m. - 10 p.m., EMS-4200-347ES
RM TBD, Ramsey, A-B Tech Madison
Fees: Course: \$211.35



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

PALS Re-cert is a one-day, video-based instructor-led course that uses a series of simulated pediatric emergencies to reinforce the important concepts of a systematic approach to pediatric assessment, basic life support, PALS treatment algorithms, effective resuscitation and team dynamics. The goal of the PALS course is to improve the quality of care provided to seriously ill or injured children. PALS Course is offered periodically throughout the year. Please refer to the Emergency Medical Services Continuing Education web page for course description and course offerings, or contact Timothy Green at 828-782-2623, timothywgreen@abtech.edu.

TBD, TBD, 8 a.m. - 5 p.m., SAF-3010-348ES
RM TBD, ESEB, Woodfin
Fees: Course: \$90

Pre-Hospital Trauma Life Support (PHTLS)-Initial

PHTLS courses improve the quality of trauma care and decrease mortality. The program is based on a philosophy stressing the treatment of the multi-system trauma patient as a unique entity with specific needs. PHTLS promotes critical thinking as the foundation for providing quality care. It is based on the belief that, given a good fund of knowledge and key principles, EMS practitioners are capable of making reasoned decisions regarding patient care. Dual registration is mandatory for this class. Please contact Tim Green at 828-782-2623 for more information about the course and registration procedures. Upon successful completion of this course, the PHTLS card can be purchased separately for \$15. Payment in the form of Cash or Check must be submitted to the instructor.

TBD, TBD, 8 a.m. - 5 p.m., EMS-7200-324ES
RM TBD, ESEB, Woodfin
Fees: Course: \$80

A-B Tech Summer Ignite 2020

Fire Service Classes for NC Firefighter Certification

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

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

June 15-16, Alarms & Communications FIP 3003

June 17, Foam Fire Streams FIP 3012

June 22-23, Ropes FIP 3009

June 23-24, Emergency Medical Care FIP3016

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

July 6-8, Rescue FIP 3017

July 13-14, sprinklers FIP 3019

July 15-16, Fire Life Safety Preparedness FIP 3021

July 20-21, Safety & Survival FIP 3025

For more information, especially for individual class times, call 828-782-2139



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.

Healthcare Services

Nurse Aide I

This course provides basic training for entry-level caregiving skills needed to work as a Nursing Assistant in various healthcare settings such as nursing homes, hospitals, or private homes. Additional information needed for registration is available on our web site at <https://www.abtech.edu/healthcare/nurse-aide-program-cna>. Madison NA-I classes should register at the A-B Tech Madison site. Textbook: *Hartman's Long-Term Care, Workbook and Handbook* is available at Campus bookstore. Students cannot register online for NA-I courses. There is a Introduction to Nurse Aide class prior the start of class. Day class times change on six clinical days to 7 a.m.- 3:30 p.m. Day classes break one-half hour for lunch. Evening classes will meet on at least six Saturdays from 7 a.m. - 3:30 p.m. Classes will break for one-half hour meal break on those Saturdays. Class dates, times, and tuition are subject to change.

W-F, 1/8-2/28, 8 a.m. - 3:30 p.m., NUR-3240-495HC
RM 344, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$216.35

M-W, 1/13-4/29, 5:30 p.m. - 8:30 p.m., NUR-3240-312HC
RM 344, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$216.35

M-W, 2/18-4/15, 8 a.m. - 3:30 p.m., NUR-3240-341HC
RM 113, Ramsey, A-B Tech Madison
Fees: Course: \$21.35

T-TH, 3/17-5/7, 8 a.m. - 3:30 p.m., NUR-3240-498HC
RM 342, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$216.35

W-F, 3/18-5/8, 8 a.m. - 3:30 p.m., NUR-3240-497HC
RM 344, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$216.35

T/TH, 4/21-8/18, 5:30 p.m. - 8:30 p.m., NUR-3240-288HC
RM 342, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: \$216.35

M-W, 4/28-6/23, 8 a.m. - 3:30 p.m., NUR-3240-342HC
RM 113, Ramsey, A-B Tech Madison
Fees: Course: \$216.35

Mission

M-W, 1/7-3/10, 8 a.m. - 3:30 p.m., NUR-3240-617HC
RM U468, St. Joseph Campus, Mission Health Systems
Fees: Course: \$206.35

T-TH, 2/18-6/18, 8 a.m. - 3:30 p.m., NUR-3240-706HC
RM U468, St. Joseph Campus, Mission Health Systems
Fees: Course: \$211.35

M-W, 3/31-5/26, 8 a.m. - 3:30 p.m., NUR-3240-618HC
RM U468, St. Joseph Campus, Mission Health Systems
Fees: Course: \$206.35

Goodwill

T-TH, 3/11-5/6, 8:30 a.m. - 4 p.m., NUR-3240-255HC
RM 196, Goodwill Ctr., Goodwill
Fees: Course: \$211.35

Madison

M,T, 3/16-7/28, 5:30 p.m. - 8:30 p.m., NUR-3242-364HC
RM 113, Ramsey, A-B Tech Madison
Fees: Course: \$216.35

Nurse Aide I Accelerated

This course provides basic training in the entry-level caregiving skills needed to work as a Nursing Assistant in various healthcare settings such as nursing homes, hospitals, or private homes. Additional information needed for registration is available on our web site at <https://www.abtech.edu/healthcare/nurse-aide-program-cna>. Madison NA-I classes should register at the A-B Tech Madison site. Textbook: *Hartman's Long-Term Care, Workbook and Handbook* available at Campus bookstore. Students cannot register online for NA-I courses. There is an Introduction to Nurse Aide class prior to each class start - dates TBA prior to each class. Day class times change on six clinical days to 7 a.m.-3:30 p.m. Day classes break one-half hour for lunch. Evening classes will meet on at least six Saturdays from 7 a.m. - 3:30 p.m. Classes will break for one-half hour meal break on those Saturdays. Class dates are subject to change. This is a very fast paced class designated for students going into nursing programs.

M-F, 1/6-2/7, 8 a.m. - 3:30 p.m., NUR-3240-496HC
RM 342, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$216.35

Nurse Aide Refresher

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

T-TH, 2/18-2/27, 8 a.m. - 3:30 p.m., NUR-3242-131HC
RM 342, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$126.35

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.

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.

Ophthalmic Assisting

Ophthalmic medical personnel are part of a professional team of eye care providers, supplying vital information to the physician in treating patients with eye disease, vision problems and surgery.

There is a current need for an additional 3,500 Ophthalmic Medical Technicians in the U.S. and Canada. As the aging population is projected to double by 2030, the need for these technicians will increase. The North Carolina median wage for this field is \$15.52 per hour or \$32,300 a year.

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



The ability to specialize within this field includes areas such as diagnostic testing, scribing, pediatrics, retina, ultrasound, photography, contact lenses, surgical assisting, ocular motility, low vision and many other subspecialties of ophthalmology.

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

Clinical Massage

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

M-TH, F, 1/7-6/19, HEA-3021-108HC

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

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

RM 242, Ferguson Ctr., AHWD, Asheville Campus

Fees: Course: \$191.35

M-TH, 3/17-10/13, 4 p.m. - 9 p.m., HEA-3021-109HC

RM 242, Ferguson Ctr., AHWD, Asheville Campus

Fees: Course: \$191.35

Electronic Health Record Specialist (EHRS)

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

T/TH, 2/4-4/28, 9 a.m. - 1 p.m., HIT-3700-124HC

RM 212, Goodwill Ctr., Goodwill

Fees: Course: \$180

Medical Terminology Made Easy

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

T/TH, 2/4-3/24, TBD,

RM TBD, Goodwill Ctr., Goodwill

Fees: Course: \$126.35

Ophthalmic Assistant Part I

The A-B Tech Continuing Education Ophthalmic Assisting Program is accredited with the Commission on Accreditation of Ophthalmic Programs (CoA-OMP).

This program prepares its graduates to sit for the Certified Ophthalmic Assistant examination upon completion. The classroom portion includes areas such as diagnostic testing, scribing, pediatrics, retina, ultrasound, photography, contact lenses, surgical assisting, ocular motility, low vision and many other subspecialties of ophthalmology. This is Part I of the certification.

M-TH, 1/27-3/9, 8 a.m. - 2:30 p.m., OPT-3021-621

RM 449, Ferguson Ctr., AHWD, Asheville Campus

Fees: Course: \$191.35

Ophthalmic Assistant Part II

M-TH, 2/25-8/13, 8 a.m. - 4:30 p.m., OPT-3020-622HC

RM 449, Ferguson Ctr., AHWD, Asheville Campus

Fees: Course: \$191.35

Hospitality Services

Occupational Training

abtech.edu/ce

Registration information, page 5. Register early!

828-398-7925

Hospitality Services

ServSafe Manager Certification

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

TH, 2/27, 8:30 a.m. - 5 p.m., SEF-5816-051HS

RM 197, Goodwill Ctr., Goodwill

Fees: Course: \$106

T, 4/28, 8:30 a.m. - 5 p.m., SEF-5816-052HS

RM 198, Goodwill Ctr., Goodwill

Fees: Course: \$106



GO for Job Skills Opportunities!

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

- YouthBuild Construction
- Kitchen Ready - Food Preparation Certificate
- Job Club - Employment Skills Services

All classes held at GO on Livingston Street in Asheville. For more information call Gwen Hill at 828-398-4158 x 112 or gwen@greenopportunities.org

Our graduates GO to work!



Basic and Advanced Culinary Skills Classes



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

Cost: \$750. Scholarships available to qualified veterans

When: M/W/F, 8 a.m. — 2:30 p.m. w/lunch break

Where: Veteran's Restoration Quarters
1329 Tunnel Road
Asheville, N.C.

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



Asheville's own Test Kitchen

Now Available!



Did you know that A-B Tech and BioNetwork are hosts to the only collaborative Test Kitchen of its kind in the state of North Carolina?

Located at our A-B Tech Enka location, the Test Kitchen provides onsite equipment rental, training and food science support for entrepreneurs, chefs, restaurateurs and hobbyists with the desire to explore new and alternative food and beverage formulation, presentation techniques and alternative cooking methods.

Certification Programs

abtech.edu/ce

828-398-7934

Not all certification classes are offered every semester.

Advanced Manufacturing Certification Program

| Course Title | Hours | Certifying Body | Level |
|---------------------------------|-------|---------------------------------------|----------|
| Certified Production Technician | 120 | Manufacturing Skill Standards Council | National |

Business & Hospitality Certification Programs

| Course Title | Hours | Certifying Body | Level |
|-----------------------------------|-------|------------------------------------|---------------|
| Drone Remote Pilot Part 107 | 15 | FAA | National |
| Electronic Medical Health Records | 96 | National Health Career Association | National |
| Foundations of Wine | 12 | Court of Master Sommeliers | International |
| Foundations of Beer | 9 | Cicerone | National |
| eNotary | 3.5 | NC Secretary of States office | State |
| IP Networking | 21 | CompTIA | National |
| Notary Public | 7 | NC Secretary of States office | State |
| Sensory Analysis of Beer | 9 | Cicerone | National |
| ServSafe Manager Certification | 8 | National Restaurant Association | National |
| Real Estate Broker Precicensing | 77 | NC Real Estate Commission | State |
| Real Estate Post Licensing | 30 | NC Real Estate Commission | State |

Online Preparatory Certification Programs

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

Health Occupations Certification Programs

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

Occupational & Skilled Trades Certification Programs

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





NCWorks Career Center Asheville

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

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

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

NCWorks Career Center Asheville
48 Grove Street
Asheville, NC 28801
828-251-6200
www.ncworksasheville.com
Like us on Facebook:
facebook.com/ncworksasheville

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

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

This program is brought to you through a partnership between:



Skills Training Classes for Job Seekers!

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

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

Goodwill Industries

1616 Patton Ave, Asheville, NC
828-298-9023, Ext. 1161
tstewart@goodwillwnc.org

This program is brought to you through a partnership with:



Human Resources Development (HRD)

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

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

Prove your Workplace Skills to Employers!

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

A-B Tech:

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

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

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

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

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

NORTH CAROLINA CAREER READINESS CERTIFICATE



Job Preparedness

Career Connections

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

M-F, 1/2-5/15, 8:30 a.m. - 5 p.m., HRD-7653-004HR

RM 152, Goodwill Ctr., Goodwill

Fees: Course: Waived

Career Lab

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

M-F, 1/2-5/15, 9 a.m. - 1 p.m., HRD-7688-003HR

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

Fees: Course: Waived

Composites, Introduction to ^{new}

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

S, 1/25, 8 a.m. - 5 p.m., HRD-7639-220HR

RM 212, Adv. Manufacturing Ctr., Asheville Campus

Fees: Course: Waived

S, 3/28, 8 a.m. - 5 p.m., HRD-7639-221HR

RM 212, Adv. Manufacturing Ctr., Asheville Campus

Fees: Course: Waived

Computer Skills for Job Seekers ^{new}

Operating a computer is a necessary life skill for finding and maintaining gainful employment. Come learn basic computer skills that can enhance your search for employment. Included in this class is an overview of basic computer concepts, uses of hardware, applications, and programs. This course will familiarize you with the computer, develop basic keyboarding skills, and increase your comfort level with computers.

Develop basic Microsoft Word skills that you can use to create or update a resume and cover letter. Create an email account to sharpen your email skills and learn email etiquette. Learn to surf the web, or 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. Additionally, students will become familiar with locating information on the internet to find employment and apply to job postings online. To register, please contact Goodwill at 828-298-9023, Ext. 5.

M/W, 1/6-2/3, 8:30 a.m. - 11:30 a.m., HRD-7642-238HR

RM 151, Goodwill Ctr., Goodwill

Fees: Course: Waived

T/TH, 2/18-3/12, 5:30 p.m. - 8:30 p.m., HRD-7642-239HR

RM 151, Goodwill Ctr., Goodwill

Fees: Course: Waived

T/TH, 3/10-4/2, 12:30 p.m. - 3:30 p.m., HRD-7642-240HR

RM 151, Goodwill Ctr., Goodwill

Fees: Course: Waived

Computer Skills for the Workplace ^{new}

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

M/W, 2/10-3/4, 8:30 a.m. - 11:30 a.m., HRD-7612-241HR

RM 151, Goodwill Ctr., Goodwill

Fees: Course: Waived

T/TH, 3/17-4/9, 5:30 p.m. - 8:30 p.m., HRD-7612-242HR

RM 151, Goodwill Ctr., Goodwill

Fees: Course: Waived

T/TH, 4/7-4/30, 12:30 p.m. - 3:30 p.m., HRD-7612-243HR

RM 151, Goodwill Ctr., Goodwill

Fees: Course: Waived

Job Preparedness

Occupational Training

abtech.edu/c

Registration information, page 5. Register early!

828-398-79:

Enhancing Your Networking Skills to Land a Better Job ^{new}

This training will include introductions to established and credible networking groups in our community and the benefits they offer in building your professional image as well as opening exciting job prospects. These techniques will involve learning essential conversational skills that can build important relationships to open new career opportunities and will examine interpersonal methods for in-person, email and social media contacts. Class will include tutorials on setting up a LinkedIn account. For more information, call Goodwill at 828-298-9023, ext. 5.

TH, 2/20, 9 a.m. - 4 p.m., HRD-7663-232HR

RM 198, Goodwill Ctr., Goodwill

Fees: Course: Waived

TH, 4/16, 9 a.m. - 4 p.m., HRD-7663-233HR

RM 198, Goodwill Ctr., Goodwill

Fees: Course: Waived

Hospitality Skills

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

Front Desk

Jan. 9 HRD-7681-227HR

Guestroom Attendant

Feb. 6 HRD-7683-228HR

Kitchen Cook

Mar. 12 HRD-7684-229HR

Restaurant Server

Apr. 9 HRD-7682-230HR

Maintenance

May 7 HRD-7680-231HR

Guest Service Professional Hospitality

Guest Service Professional Hospitality is a comprehensive 6-hour program to train guest service-oriented line level employees how to provide memorable customer service. Core components include invitational hospitality training which includes the seven key elements required to consistently deliver the very highest levels of guest service in all areas of the hospitality industry. Through class activities, students learn how to anticipate guest needs, deliver memorable experiences, and turn around difficult situations. No time in position is required for participation, giving students a marketable edge when applying for their first hospitality job. Upon completion, the student will receive a certificate from A-B Tech and will qualify to sit for the American Hotel & Lodging Educational Institute Guest Service Gold Certification. Call Goodwill to register at 828-298-9023, Ext 5.

T, 1/7, 9 a.m. - 3:30 p.m., HRD-7657-222HR

RM 197, Goodwill Ctr., Goodwill

Fees: Course: Waived

T, 3/10, 9 a.m. - 3:30 p.m., HRD-7657-224HR

RM 154, Goodwill Ctr., Goodwill

Fees: Course: Waived

T, 5/5, 9 a.m. - 3:30 p.m., HRD-7657-226HR

RM 154, Goodwill Ctr., Goodwill

Fees: Course: Waived

Guest Service Professional Tourism ^{new}

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

T, 2/4, 9 a.m. - 3:30 p.m., HRD-7658-223HR

RM 198, Goodwill Ctr., Goodwill

Fees: Course: Waived

T, 4/7, 9 a.m. - 3:30 p.m., HRD-7658-225HR

RM 154, Goodwill Ctr., Goodwill

Fees: Course: Waived

Human Services Exploration: DSS Caseworker Phase I

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

T/TH, 1/7-2/27, 5:30 p.m. - 8:30 p.m., HRD-7677-219HR
RM 211, Goodwill Ctr., Goodwill
Fees: Course: Waived

UpSkill WNC Career Navigator

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

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

Contact:
Phillip Cooper
Office: 828-250-6416
Cell: 828-772-0362
philipacooper@abtech.edu

Maximizing Interview Skills

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

M-W, 1/27-1/29, 5:30 p.m. - 8:30 p.m., HRD-7638-217HR
RM Conference Room, Sunnicrest, Asheville Campus
Fees: Course: Waived

M-W, 5/25-5/27, 5:30 p.m. - 8:30 p.m., HRD-7638-218HR
RM Conference Room, Sunnicrest, Asheville Campus
Fees: Course: Waived

Medical Pathways

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

T/TH, 1/28-2/18, 1:30 p.m. - 4:30 p.m., HRD-7649-215HR
RM 212, Goodwill Ctr., Goodwill
Fees: Course: Waived

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

Job Preparedness

Occupational Training

abtech.edu/ce

Registration information, page 5. Register early!

828-398-7934

Personal Care Aide

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

M-TH, 1/27-2/6, 9 a.m. - 4 p.m., HRD-7651-200HR

RM 154, Goodwill Ctr., Goodwill

Fees: Course: Waived

M-TH, 3/16-3/26, 9 a.m. - 4 p.m., HRD-7651-201HR

RM 154, Goodwill Ctr., Goodwill

Fees: Course: Waived

M-TH, 4/27-5/7, 9 a.m. - 4 p.m., HRD-7651-202HR

RM 154, Goodwill Ctr., Goodwill

Fees: Course: Waived

STEP Career Resource Center

This employability lab is designed to give you the tools you need to be successful in your job search including job search techniques and interviewing skills. You will be able to work independently, or with an A-B Tech instructor, on job search and career development. Computers with internet access are available for online job searches, completing applications, creating resumes, and working on Career Ready 101. Monthly workshops and employer recruitment events will be held. For more information, please call 828-239-3559.

M-TH, 1/2-5/14, 9 a.m. - 4 p.m., HRD-7652-005HR

RM ML08, Edington Educational and Career Ctr., 133 Livingston St.

Fees: Course: Waived



STEP: SKILLS TRAINING & EMPLOYMENT PROGRAM

**On Food Assistance?
Looking for a better paying job?**

STEP can provide free training opportunities

We accomplish our goals through a three step process:

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

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

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

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

WorkKeys Curriculum new

Learn the work readiness skills you need to be successful in today's workplace. WorkKeys Curriculum is an easy-to-use free online course. Topics covered include job search skills, resumes, interviewing, workplace ethics, life management and employer expectations. Students can strengthen applied math, graphic literacy and workplace document skills in preparation for the national Career Readiness Certificate assessment. This online tutorial can be accessed from any computer, tablet or mobile device with a browser that supports HTML5 and is designed to increase your skill levels quickly and efficiently. It is offered for free through a partnership with the Mountain Area Workforce Development Board and A-B Tech. For more information, call 828-398-7923.

M-F, 1/2-5/15, 8:30 a.m. - 4:30 p.m., HRD-7643-006HR
Online

Fees: Course: Waived

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

INCOME MAINTENANCE CASEWORKER

A Career in Helping Others

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

Humans Services Exploration: DSS Caseworker Phase I

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

T/TH, 1/17-2/27, 5:30 p.m. - 8:30 p.m., HRD-7677-121HR
RM 211, Goodwill Ctr., Goodwill
Fees: Course: Waived

Human Services, Introduction: Phase II

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

T/TH, 3/17-5/7, 5:30 p.m. - 8:30 p.m., HSE-3220-164WT
RM 211, Goodwill Ctr., Goodwill
Fees: Course: \$125

Classes starting in January.

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

Workforce Training

Building Inspection Level I

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, 2018 Residential Code, and the 2018 Administrative Code and Policies.*

F-SU, 1/17-1/26, 8 a.m. - 5 p.m., COD-3105-235WT
RM 437, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$135

CBD Hemp Basics: From Seed to Sale new

Industry experts Melissa Clark, CEO of her own NC based CBD extraction/sales operation, and Andrew Capps, FDA regulatory consultant, cover the basics of growing/producing/processing and sale of CBD products.



Students leave with the understanding of the first steps needed to launch a CBD business or partner with an existing business, as well as an understanding of the different types of legal CBD products, current research on health effects, and how to legally steer clear of making health claims.

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

Commercial Drivers License (CDL) Class B Exam Preparation

Do you enjoy driving and interacting with the public? Have you thought about becoming a transit, motor-coach, or activity/school bus driver but you are not sure where to start? Look no further! This course will introduce you to the career, cover requirements to obtain a Class B permit, and prepare you to take the permit exam. You will also have the chance to speak with local employers. You will need to be 18 or older and have a valid Class C license to take the exam. Additional fees apply to obtain your permit.

M/W/F, 3/16-3/20, 9 a.m. - 2:30 p.m., SEF-6461-185WT
RM 198, Goodwill Ctr., Goodwill
Fees: Course: \$50



Drone Remote Pilot Certificate Training Part 107

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

T/TH, 3/24-4/7, 6 p.m. - 9 p.m., UAS-3111-119WT
RM 108, A-B Tech South
Fees: Course: \$80

Electrical Contractor License Renewal

This course is designed to provide electrical professionals with updated information on the National Electric Code, the N.C. Electrical Code and the local utility requirements. An emphasis is given to new changes in the code. This course has been approved by the N.C. State Board of Examiners of Electrical Contractors for 8 hours of continuing education credit.

S, 1/25, 8 a.m. - 5 p.m., ELC-3016-242WT
RM 451, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$80

S, 3/7, 8 a.m. - 5 p.m., ELC-3016-243WT
RM 451, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$80

Electrical Inspection III

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

F,S, 2/7-2/15, 8 a.m. - 5 p.m., COD-3111-753WT
RM 451, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$135

eNotary

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

S, 3/28, 8:30 a.m. - 12 p.m., SEF-7676-790WT
RM 431, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$55

Fire Inspection Level I

This course is designed to develop knowledge and skills for advanced fire prevention code enforcement. This course follows the guidelines set by the NC Code Officials Qualification board. Specific training areas include rules of building code enforcement, fire code as it relates to other building codes, use of fire prevention code, and technical provisions. Students should bring the 2018 Fire Prevention Code book with them to class.

M-F, 1/27-1/31, 8:30 a.m. - 5:30 p.m., COD-3120-234WT
RM 233, ESEB, Woodfin
Fees: Course: \$135

Horticulture and Plants for Landscape Professionals new

For those that work in landscaping, understanding more about soil, the plants you work with, and the importance of landscape design can only enhance your business. Learn how soil functions and how to improve it so it provides plants with what they need to survive and flourish. You will also learn a lot about plants, especially those in our area, how they behave and how you can nourish them. Hear how you can utilize a design to price a landscape for profit while still thrilling your customer. Approved for 7 CEU's by NCLCLB

TH, 1/16-2/13, 6 p.m. - 8 p.m., HOR-7201-101WT
RM 345, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$80

Human Services, Introduction: Phase II

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

T/TH, 3/17-5/7, 5:30 p.m. - 8:30 p.m., HSE-3220-164WT
RM 211, Goodwill Ctr., Goodwill
Fees: Course: \$125

Mechanical Inspection Level I

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

T-F, 2/18-2/21, 8 a.m. - 5 p.m., COD-3130-230WT
RM 437, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$135

Notary Public

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

F, 2/14, 9 a.m. - 5 p.m., SEF-3874-446WT
RM 431, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75

S, 3/14, 9 a.m. - 5 p.m., SEF-3874-448WT
RM 431, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75

F, 4/10, 9 a.m. - 5 p.m., SEF-3874-450WT
RM 431, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75

S, 5/2, 9 a.m. - 5 p.m., SEF-3874-451WT
RM 431, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$75

Office Professional Certification (OPC)

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

M/W, 2/3-4/22, 9 a.m. - 1 p.m., OSC-7429-463WT
RM 212, Goodwill Ctr., Goodwill
Fees: Course: \$180



Real Estate Broker Prelicensing ^{new}

Course necessary to satisfy the NC Real Estate Commission requirements for provisional broker status in NC. Designed to prepare student to pass the real estate license examination administered by the NC Real Estate Commission. Topics include basic real estate principles and practices, law and contracts, financing, closing valuation, fair housing and real estate laws. No class scheduled on April 11 or 13 to accommodate spring break. Required textbook *Modern Real Estate Practice in NC, 10th Edition*. Instructor: Anne Rasheed.

M, W, S, 3/18-4/20, RLS-3700-013WT
M, W, 5 p.m. - 10 p.m.
S, 9 a.m. - 3:30 p.m.
RM 326, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$190

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

Topics include agency relationships and duties, agency contracts and disclosure, and the practical aspects of working with residential buyers and sellers. Upon completion, students should be able to demonstrate knowledge and skills necessary to effectively work with residential buyers/sellers according to law and prevailing practices. Required Textbook: *North Carolina Real Estate Manual*. Instructor: Anne Rasheed.

M, W, S, RLS-3702-003WT
M, W, 5:30 p.m. - 10 p.m.
S, 9 a.m. - 3:30 p.m.
RM 326, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$135

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

Topics include contract law concepts, residential sales contract preparation and procedures, closing procedures and closing statement preparation. Upon completion, students should be able to handle sales contract negotiations, prepare residential sales contracts, assist sellers/buyers prepare for closing and verify closing statements. Required Textbook: *NC Real Estate Manual*. Instructor: Anne Rasheed.

M, W, S, RLS-3703-705WT
M, W, 5:30 p.m. - 10 p.m.
S, 9 a.m. - 3:30 p.m.
RM 326, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$135

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

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

M, W, S, RLS-3706-115WT
M, W, 5:30 p.m. - 10 p.m.
S, 9 a.m. - 3:30 p.m.
RM 326, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$135

Plumbing Foundations ^{new}

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

Spanish for the Workplace

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

M, 2/24-3/30, 6 p.m. - 8 p.m., FLI-7700-226WT
RM 441, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$80

Tiny Houses: Small Scale Living

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

T, 3/10-3/31, 6 p.m. - 8 p.m., SEF-6453-608WT
RM 441, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: \$70

Welding

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

T/TH, 1/30-4/9, 6 p.m. - 10 p.m., WLD-3106-343WT
RM 190, Dogwood, Asheville Campus
Fees: Course: \$241.35

M/W, 1/29-4/15, 6 p.m. - 10 p.m., WLD-3106-344WT
RM 190, Dogwood, Asheville Campus
Fees: Course: \$241.35

Woodworking Basics

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

T/TH, 1/14-4/16, 6 p.m. - 9 p.m., CAR-7549-311WT
RM 180, Dogwood, Asheville Campus
Fees: Course: \$241.35

Woodworking Foundations

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

M/W, 1/22-4/27, 6 p.m. - 9 p.m., CAR-7701-313WT
RM 180, Dogwood, Asheville Campus
Fees: Course: \$241.35

Whitewater Rafting Guide

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

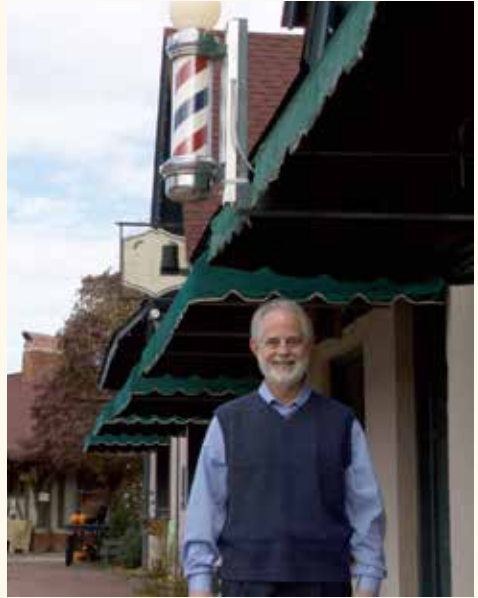
Announcing the New A-B Tech Barber Academy Opening in January 2020

**Information Session Dates: Monday
December 16th, AHWD, 3rd Floor, Room 326,
Lori Tapp Lecture Hall**

Session 1: 1:00 p.m. – 3:00 p.m.

Session 2: 6:00 p.m. – 8:00 p.m.

Information Session is geared to inform potential students of the program details, costs, class schedule, time and accountability commitments, application process, and funding resources. Program anticipated to start in late January 2020, and will be a full-time day program that will take, on average, 15 months to complete. The first class will be capped at 20 students. All interested parties are welcome to attend.



A-B Tech's Barbering Academy provides a comprehensive study into the profession of barbering and follows the North Carolina State Board of Barber Examiners (NCBBE) curriculum. The program is designed to give the student a strong foundation of history, theory, and the business of the profession, while gaining the practical and technical skills necessary for a career in the barbering industry. Students who complete the required 1,528 hours of training and obtain a passing score on clinical and written examinations conducted by the NCBBE, will receive an Apprentice Barber license and are qualified to work in an entry-level position in a barber shop or related business.

A-B Tech & Partnerships

abtech.edu/ce

828-398-7934

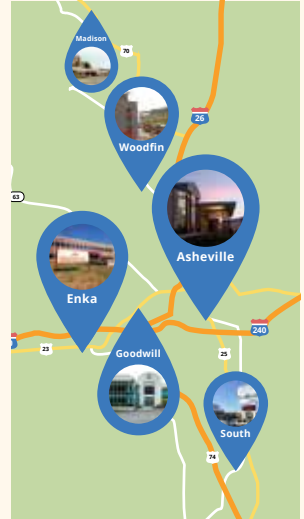
Registration information, page 5. Register early!

From Beginning to End A-B Tech is There

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

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

Our **Transitional Studies Department** has High School Equivalency partnerships with Erwin Middle, Swannanoa Valley Christian Ministry, First at Blue Ridge, Western Carolina Rescue Ministry, Goodwill Industries and Green Opportunities. The English Language Acquisition classes are offered off campus at Goodwill Industries and Episcopal Church of the Holy Spirit in Mars Hill. Partnering with Mission Health they have Project SEARCH, a yearlong on-the-job training and internship program for adults with intellectual and developmental disabilities. They also run a Hospitality Pipeline course in conjunction with Biltmore Farms, Biltmore Estate, and Goodwill creating job-training opportunities for adults with intellectual and developmental disabilities.



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

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

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

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

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

Phone: 828-782-2328

Email: asheville@ncbionetwork.org

Web: abtech.edu/bionetwork

Facebook.com/bionetworkatabtech

Twitter: @food_bev_sci

BioNetwork

Barbeque Blasphemy

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

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

RM 221, TCC, A-B Tech Enka

Fees: Course: \$101.35

Craft Beer Laboratory Skills Part 1 – Basic Lab Skills

Explore foundational bench skills and essential safety knowledge for the brewery quality laboratory. Throughout this class, we will emphasize the importance of SOPs, standardized methods, and proper documentation of results. In addition to general quality parameters, topics include measurement uncertainty, brewery critical control points, and obtaining meaningful sensory analysis data. In the lab, students will practice data handling techniques and obtaining accurate measurements while measuring pH, pipetting, performing serial dilutions, and operating an analytical balance, light microscope, and UV-Vis spectrophotometer.

F, 2/28, 8 a.m. - 5 p.m., SEF-9069-010BW

RM 116, TCC, A-B Tech Enka

Fees: Course: \$176.35

Craft Beer Laboratory Skills Part 2 – Microbiology

In the second part of this introductory series, students will identify and begin to apply traditional microbiological practices and aseptic techniques used in the beer quality lab. These essential skills are used to examine and maintain yeast cultures and also to identify and enumerate common brewery contaminants. We will compare the use of selective and differential enrichment media used in traditional microbiology with molecular techniques such as PCR. Participants will prepare media, pour and inoculate plates, and use microscopy to perform Gram staining, yeast assessment, and cell counting.

F, 3/6, 8 a.m. - 5 p.m., SEF-9070-011BW

RM 116, TCC, A-B Tech Enka

Fees: Course: \$176.35

Craft Beer Laboratory Skills Part 3 – Analytical Chemistry

Part three of the series will include basic chemistry techniques and some more advanced instrumentation used in the beer quality lab. We will discuss standard methods of the American Society of Brewing Chemists (ASBC) and the importance of standardization and repeatability. Participants will perform analyses including bitterness units, alcohol content, density, CO₂ volumes, dissolved oxygen, and total package oxygen. Lab activities will involve an Anton Paar packaged beverage analyzer, UV/Vis spectrophotometer, Zahn & Nagel air tester, and mini gas chromatography system.

F, 3/13, 8 a.m. - 5 p.m., SEF-9071-012BW

RM 116, TCC, A-B Tech Enka

Fees: Course: \$176.35

Creating Wild Probiotic new

Would you like to learn how to grow cultures that will aid digestion, preserve foods, and add flavor and nutrition? This course is designed to promote creativity while learning how to make probiotics. Learn the secrets to this ancient tradition while we make lacto lemonade, hot sauce, miso, Jun, sourdough starter, and more. You will also get to experience TV food show magic and taste the awesome probiotic foods you will be creating.

T,W, 2/18-2/19, 6 p.m. - 8 p.m., SEF-9128-013BW

RM 112, TCC, A-B Tech Enka

Fees: Course: \$76.35



Molecular Cocktails new

Entertain your party guests with molecular cocktails that foam, spew dragon's breath, freeze in front of your eyes, glitter, change color, ooze like zombie's brains, crackle with fire, glow in a blacklight, and fit into a tiny sphere! We'll explore methods and techniques, showmanship, and how to bring magic and wow an audience while making cocktails. In-person registration with valid ID is required. Must be 21 or older to register.

M, 2/24, 6 p.m. - 9 p.m., SEF-9129-014BW
 RM 112, TCC, A-B Tech Enka
 Fees: Course: \$101.35

Phytochemistry: Actions and Applications

An understanding of the chemical structures in plants is advantageous to produce the most effective herbal preparations. This introduction to botanical constituents will be taught in simple and accessible terminology. Participants will learn about polysaccharides, polyphenols, phytoestrogens, alkaloids, tannins, resins, and volatile oils, as well as how best to extract, deliver, and preserve these constituents. This class will help anyone interested in the science of plant medicine better understand how the constituents of commonly used botanicals influence human health and physiology. An extensive background in chemistry is not needed to benefit from this material - anyone with an interest in learning more about the inner mysteries of botanicals is welcome to attend!

T-TH, 2/25-2/27, 6 p.m. - 9 p.m., SEF-9098-015BW
 RM 112, TCC, A-B Tech Enka
 Fees: Course: \$125



Asheville's own Test Kitchen Now Available!



Did you know that A-B Tech and BioNetwork are hosts to the only collaborative Test Kitchen of its kind in the state of North Carolina?

Located at our A-B Tech Enka location, the Test Kitchen provides onsite equipment rental, training and food science support for entrepreneurs, chefs, restaurateurs and hobbyists with the desire to explore new and alternative food and beverage formulation, presentation techniques and alternative cooking methods.



A-B Tech Small Business Center and Business Incubation Program

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

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

National Small Business Week May 3 – 9, 2020



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

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

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

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

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

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

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

Small Business Center FAQ

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

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

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

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

How do I register for these NO COST seminars?

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

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

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

Do you offer one-on-one counseling?

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

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

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

Mark Your Calendars for this YouTube Seminar Series!

The A-B Tech Small Business Center welcomes Sarah Benoit as she guides you through one of the largest and fastest growing platforms on the Internet. Learn whether your business is at a point where it can benefit from leveraging YouTube as an outlet for your clients. If so, you want to start off on the right foot by building an effective strategy for engagement. Once you have implemented your plan of action, learn how to grow your platform by properly measuring and assessing the analytics.

How Your Brand Can Benefit from YouTube Marketing Thursday, February 6

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

YouTube Marketing Strategies to Grow Your Business Thursday, February 13

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

How to Define YouTube Success through Metrics Thursday, February 29

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

All three seminars will be held from 2:00 pm – 5:00 pm at the A-B Tech Small Business Center, 1465 Sand Hill Rd., Candler NC 28715 in room 2046. Please visit <https://bit.ly/2jklk1f> to register.



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

Entrepreneurship

An Entrepreneur's Guide to Bridging the Digital Divide

The class is primarily geared towards Baby Boomer Business Owners who are struggling to get a handle on the ever changing landscape of the internet. The class covers topics like: Google, The Cloud, Open Source, CMS, Automating Daily Tasks, Inbox Management, Blogging, etc. You can think of it as an internet sampler platter for those that need to walk before they run.

T, 3/10, 3 p.m. - 6 p.m., <https://www.ncsbc.net/center.aspx?center=75020>

RM 2046, Small Business Ctr., A-B Tech Enka

Fees: Course: FREE

Branding - Designing Your Company's Style

new

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

TH, 3/19, 10 a.m. - 1 p.m., <https://www.ncsbc.net/center.aspx?center=75020>

RM 2046, Small Business Ctr., A-B Tech Enka

Fees: Course: FREE

Branding: Beyond the Logo

new

Your brand is so much more than just your logo - it's your story and reputation! We will discuss how your marketing campaigns affect how people perceive your company. Having a certain look and feel and consistency of these designs help to create a professional appearance. We will discuss writing your value proposition, your mission statement, the company's story and how to craft the voice used in marketing messages. You want to make sure that your customers are absolutely thrilled with your services so they become brand advocates for you!

TH, 4/2, 10 a.m. - 1 p.m., <https://www.ncsbc.net/center.aspx?center=75020>

RM 2046, Small Business Ctr., A-B Tech Enka

Fees: Course: FREE

Building Your Business - Study Hall

new

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

F, 1/17, 10 a.m. - 12 p.m., <https://www.ncsbc.net/center.aspx?center=75020>

RM 2046, Small Business Ctr., A-B Tech Enka

Fees: Course: FREE

F, 2/7, 10 a.m. - 12 p.m., <https://www.ncsbc.net/center.aspx?center=75020>

RM 2046, Small Business Ctr., A-B Tech Enka

Fees: Course: FREE

F, 3/6, 10 a.m. - 12 p.m., <https://www.ncsbc.net/center.aspx?center=75020>

RM 2046, Small Business Ctr., A-B Tech Enka

Fees: Course: FREE

F, 4/10, 10 a.m. - 12 p.m., <https://www.ncsbc.net/center.aspx?center=75020>

RM 2046, Small Business Ctr., A-B Tech Enka

Fees: Course: FREE

Deep Dive Lab: How to Be an Outstanding Leader - Business Owner's Toolkit

new

Awaken the leader in you - Empower your team. Increase Your Bottom Line. Transform your Business. There is one critical choke hold that will either cause your business to grow or die. The growth choke hold of any business is always the psychology and skills of the leader.

TH, 3/5, 9 a.m. - 11 a.m., <https://www.ncsbc.net/center.aspx?center=75020>

RM 2046, Small Business Ctr., A-B Tech Enka

Fees: Course: FREE

Deep Dive Lab: Leveraging Your Own Money to Launch Your Business

new

Entrepreneurs often invest their own money when starting a business. To get a business loan, lenders will look at your personal income, credit, and assets. This seminar will guide you to understanding your personal finances and how to leverage your own money to launch your business. You will walk away with an assessment of your personal financial health including household budget, savings, debt, and credit, as well as an action plan to make improvements in your personal financial life where needed to invest in the future of your business.

TH, 4/9, 9 a.m. - 11 a.m., <https://www.ncsbc.net/center.aspx?center=75020>

RM 2046, Small Business Ctr., A-B Tech Enka

Fees: Course: FREE

Deep Dive Lab: Social Media Dominance on Instagram ^{new}

Mastering your social media following can be a great marketing strategy for your business' success, and Instagram is one of the most popular online platforms. Join Laura McCann for tips to grow your Instagram account to 10,000 followers in 12 months.

TH, 2/6, 9 a.m. - 11 a.m., <https://www.ncsbc.net/center.aspx?center=75020>

RM 2046, Small Business Ctr., A-B Tech Enka

Fees: Course: FREE

Deep Dive Lab: The Deliberate Creative Entrepreneur - How to Innovate on Demand ^{new}

In this workshop, artists, inventors, entrepreneurs, and other highly creative people will learn and practice the Creative Problem Solving Process. This research-based strategy has been used by entrepreneurs, corporations, and organizations around the world. Attendees will work on a real challenge, from their own business, and leave with dozens of new ideas. More importantly, attendees will learn the tools and techniques to repeat the process anytime. Learn to get creative when you need it and push your business to the next level.

TH, 1/16, 9 a.m. - 11 a.m., <https://www.ncsbc.net/center.aspx?center=75020>

RM 2046, Small Business Ctr., A-B Tech Enka

Fees: Course: FREE

How to Define YouTube Success with Metrics ^{new}

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

TH, 2/20, 2 p.m. - 5 p.m., <https://www.ncsbc.net/center.aspx?center=75020>

RM 2046, Small Business Ctr., A-B Tech Enka

Fees: Course: FREE

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

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

TH, 2/6, 2 p.m. - 5 p.m., <https://www.ncsbc.net/center.aspx?center=75020>

RM 2046, Small Business Ctr., A-B Tech Enka

Fees: Course: FREE

Marketing with a Bang

Take your business' marketing to a whole new level in this seminar. Attendees will learn the basics of marketing, common approaches and tactics, how to determine their target market, brand messaging, competitor analysis, and ways to develop strategies to be successful.

W, 2/12, 1 p.m. - 5 p.m., <https://www.ncsbc.net/center.aspx?center=75020>

RM 2046, Small Business Ctr., A-B Tech Enka

Fees: Course: FREE

Preparing for a Small Business Loan

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

W, 1/22, 9 a.m. - 11 a.m., <https://www.ncsbc.net/center.aspx?center=75020>

RM 2046, Small Business Ctr., A-B Tech Enka

Fees: Course: FREE

Rocket Business Planning (2 Day Seminar)

The ROCKET BUSINESS PLANNING workshop is a quick and intensive way to get the tools needed to write a business plan in one-week. The workshop will take place over two days in a one-week period with fast paced sessions covering the following topics: marketing, operations, financials, entrepreneur role, capital funding and business planning.

M/W, 3/23-3/25, 12 p.m. - 4:30 p.m., <https://www.ncsbc.net/center.aspx?center=75020>

RM 2046, Small Business Ctr., A-B Tech Enka

Fees: Course: FREE



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

SCORE: Advanced Internet Marketing

Making sure your customers can find you on the Internet is one of the key challenges for small business. This seminar delves into SEO optimization (the art of getting higher rankings on Google, Yahoo, Bing, etc.), building links with online public relations, increasing exposure through social media, options for advertising on the Internet, blogging strategies, and e-newsletter best practices. Students are encouraged to bring their laptop and logins for their social media accounts so they can follow along and ask questions in class. Best for those in business who already have an understanding of internet marketing.

W, 3/18, 6 p.m. - 9 p.m., <http://ashevillescore.org/score-seminars/>
RM 2046, Small Business Ctr., A-B Tech Enka
Fees: Course: FREE

SCORE: Are You Ready to Start a Business?

It is not enough to have a great idea for a small business. This seminar is designed to highlight the critical requirements for starting a business, including topics such as how to test the viability of your concept, identifying and reaching customers, and funding your business for growth and difficult times. It will also challenge you to consider the qualities required of successful business owners like leadership, persistence, and resilience. Best for those considering starting a business.

S, 1/25, 9 a.m. - 12 p.m., <http://ashevillescore.org/score-seminars/>
RM 2046, Small Business Ctr., A-B Tech Enka
Fees: Course: FREE

SCORE: Basic Internet Marketing

Creating a strong Internet presence can help a small business get started and grow. This seminar is perfect for any beginner that wants to learn the basics of how to promote a website. Students will gain a better understanding of website usability and all the different tools available online. This is a hands-on seminar and students will see these tools in action. Students are encouraged to bring their laptop and logins for their social media accounts so they can follow along and ask questions in class. Best for those new to internet marketing.

W, 3/11, 6 p.m. - 9 p.m., <http://ashevillescore.org/score-seminars/>
RM 2046, Small Business Ctr., A-B Tech Enka
Fees: Course: FREE

SCORE: Building Your Business Strategy and Business Planning

Building and periodically reviewing your strategy will help you grow your business and keep it competitive. This course will outline the elements a strategy must have and why those elements are important. It will also discuss how to periodically review and update that strategy. To make the concepts in the course clear and usable, we will also create a strategy for a sample small business and show you how to measure key performance indicators.

S, 3/21, 9 a.m. - 12 p.m., <http://ashevillescore.org/score-seminars/>
RM 2046, Small Business Ctr., A-B Tech Enka
Fees: Course: FREE

SCORE: Business Model Canvas Workshop

During this workshop-oriented seminar we will explore the value proposition for your business and examine key activities and resources. We will take a deep dive into understanding your customers' mindset and biggest challenges to determine how your business can provide the transformation your customers are seeking.

S, 2/29, 9 a.m. - 12 p.m., <http://ashevillescore.org/score-seminars/>
RM 2046, Small Business Ctr., A-B Tech Enka
Fees: Course: FREE

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

SCORE: How to Find Your Customers

Finding customers is about understanding your markets. Market research isn't just for startups; it's an important ongoing process for every small business. Developing a focused and effective marketing plan requires up-to-date market analysis. Discover the variety of market research tools that will give you critical information about your industry and customers. Get the data you need. Suitable for those starting as business as well as those with an established business.

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

RM 2046, Small Business Ctr., A-B Tech Enka

Fees: Course: FREE

SCORE: How to Value a Business ...and Increase Its Value

Do you know what your business is worth today? In this seminar, SCORE offers a methodology for determining the value of your enterprise. We will also offer suggestions on enhancing its value beyond the obvious tactics of increasing sales, expanding margins, cutting expenses, or accelerating asset turnover. (Advice on those topics can be found in other SCORE seminars.)

S, 2/1, 9 a.m. - 12 p.m., <http://ashevillescore.org/score-seminars/>

RM 2046, Small Business Ctr., A-B Tech Enka

Fees: Course: FREE

SCORE: How to Write a Better Website for Your Business (Copy-writing)

Strong brand messaging is a key part of getting your customers and prospects to understand who you are and why they should do business with you. In this interactive workshop, you will learn how to identify the most important ideas you need to convey to your customers and prospects and how to deliver them in a way that supports your brand, engages their interest, and compels them to take action. Suitable for those starting as business as well as those with an established business.

S, 3/14, 9 a.m. - 12 p.m., <https://www.ncsbc.net/center.aspx?center=75020>

RM 2046, Small Business Ctr., A-B Tech Enka

Fees: Course: FREE

SCORE: Making Your Business Legal/Tax Compliant

Starting and running a small business can raise a number of legal questions. This seminar is designed to give a small business owner or anyone contemplating starting a business an overview of legal and tax issues they may encounter and how to address those issues. It will cover choosing the right structure for your business, managing risk through proper insurance coverage, and complying with relevant state and federal laws. It will also cover the basics of maintaining proper financial records, the tax implications of various business structures, and the steps needed to ensure tax compliance.

S, 3/7, 9 a.m. - 12 p.m., <https://www.ncsbc.net/center.aspx?center=75020>

RM 2046, Small Business Ctr., A-B Tech Enka

Fees: Course: FREE

SCORE: Marketing Your Business with Google

Google is an excellent way to drive customers to your small business. Please join SCORE and the A-B Tech Small Business Center for this exciting three part seminar that will be delivered in one comprehensive session. Learn how to set up your business so that it can be found on Google Search and Maps, how to utilize Google Webmaster tools, Google analytics, G Suite to improve your online presence and how to use a custom email address to professionally brand your business and stay organized. Suitable for those starting a business as well as those with an established business.

S, 2/8, 9 a.m. - 12 p.m., <https://www.ncsbc.net/center.aspx?center=75020>

RM 2046, Small Business Ctr., A-B Tech Enka

Fees: Course: FREE

SCORE: Social Media for Your Business

This seminar delves into the basic principles of effective Social Media marketing and explores a wide variety of the sites being utilized today. It will not be conducted in a computer lab, so bring your device to connect to WIFI so you can explore the sites while our instructor guides you through marketing best practices, tips, and strategies. Also, learn free tools that can help you track and evaluate the success of your social media efforts. Seating for this seminar is limited, and we will not be accepting registrations at the door. Please register only if you are serious about attending.

W, 3/25, 6 p.m. - 9 p.m., <https://www.ncsbc.net/center.aspx?center=75020>

RM 2046, Small Business Ctr., A-B Tech Enka

Fees: Course: FREE

Understanding and Harnessing Your Business' Cash Flow ^{new}

Your business has money coming in and going out. Where is your money going? If your business makes a profit, why isn't there the same amount of money in your bank account? Creating Cash Flow Statements with Candy Williams will answer these questions and more.

TH, 2/27, 9 a.m. - 11 a.m., <https://www.ncsbc.net/center.aspx?center=75020>

RM 2046, Small Business Ctr., A-B Tech Enka

Fees: Course: FREE

User Experience: How to Design for Your Customers ^{new}

Designing for your customer's experience is the most important thing you can do for your business! Your social media, website and marketing messages are crucial if someone will decide to do business with you. How you do business will determine if they will choose to remain a customer for life or leave you a one star review. Learn about how to make your website ADA compliant, how to speed it up, how to optimize your images for retina display and SEO, and how to make sure your website does its job to convert them into customers. We will discuss how improving all aspects of your business - from customer service to your email signatures can impact your bottom line.

T, 3/3, 10 a.m. - 1 p.m., <https://www.ncsbc.net/center.aspx?center=75020>

RM 2046, Small Business Ctr., A-B Tech Enka

Fees: Course: FREE

Using SquareSpace to Build a Website for Your Business ^{new}

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

T, 4/14, 6 p.m. - 9 p.m., <https://www.ncsbc.net/center.aspx?center=75020>

RM 2046, Small Business Ctr., A-B Tech Enka

Fees: Course: FREE

Using WordPress to Build a Website for Your Business

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

T, 4/7, 3 p.m. - 6 p.m., <https://www.ncsbc.net/center.aspx?center=75020>

RM 2046, Small Business Ctr., A-B Tech Enka

Fees: Course: FREE

When Domestic Abuse Comes to Work: What Entrepreneurs Need to Know ^{new}

Unfortunately domestic violence isn't rare. Studies show that at least one in four women and one in seven men are victims of domestic violence at some point in their lives. As a small business owner you almost certainly employ someone who is a victim, although you may not be aware of it. Join HelpMate for this enlightening seminar and learn how to keep your business and employees safe.

T,W, 2/11-2/12, 11 a.m. - 1 p.m., <https://www.ncsbc.net/center.aspx?center=75020>

RM 2046, Small Business Ctr., A-B Tech Enka

Fees: Course: FREE

YouTube Marketing Strategies to Grow Your Business ^{new}

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

TH, 2/13, 2 p.m. - 5 p.m., <https://www.ncsbc.net/center.aspx?center=75020>

RM 2046, Small Business Ctr., A-B Tech Enka

Fees: Course: FREE



Check Out These Deep Dive Labs!

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

Thursday, January 16: The Deliberate Creative Entrepreneur – How to Innovate on Demand

Thursday, February 6: Social Media Dominance on Instagram

Thursday, March 5: How to be an Outstanding Leader – Business Owner Toolkit

Thursday, April 9: Leveraging Your Own Money to Launch Your Business

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

A Study Hall session will be available following Deep Dive lab on January 17, February 7, March 6, and April 10 from 10:00 am – noon. Business experts will be on hand, during each Study Hall, to assist attendees who would like help finishing their projects.

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

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



SMALL BUSINESS CENTER CLIENT PROFILE: Darrell Thomas Kharasmatic Kreations, LLC



What is your business? My business is Kharasmatic Kreations. Kharamatic Kreations is a product development company that I established in August of 2018. The company's focus is on developing products that foster creativity.

Why did you start a business? I started the business as a creative outlet to develop products that are fun, and useful. I also want to give everyone the opportunity to enjoy simple, but practical products.

How has the A-B Tech Small Business Center (SBC) assisted you? A-B Tech's Small Business Center has been at the forefront of everything that has allowed me to, not only protect my idea, but work with engineers at another University to develop a working prototype of my sidewalk chalk design toy.

What kind of progress have you made on a business and/or personal level since you started working with the Small Business Center? I have been able to present my idea in front of business owners, college professors, investors, and have had the opportunity to present my product to the general public, as well. With the connections and information given to me by A-B Tech, I have been able to, again, protect my idea, get a product logo created, establish a working prototype, shoot an awesome video of the toy, and create a social media page for the product.

What advice would you give aspiring entrepreneurs? In regards to what I have done with inventing, do your homework. You have to be sure that your invention is one of a kind, unique in its design, and has market appeal. The last thing you want to do as an inventor is come up with something, invest money, time, and effort into a product that is on the market or has already been in existence. A product infringement can be a very costly mistake and emotionally devastating to the inventor.

Is there anything that you want people to know about you or your business that they may not already know? One thing is that I am a very hard working a driven individual. I look to try and complete any task that I have before me, and am always looking to give back and help anyone needing any assistance with product development. The drive people have about ideas they come up with, and the effort to get started with the process, definitely gets me fired up and ready to help however I can. From my own experience, not having any information, direction, or help when trying to invent products can really be discouraging. I hope, with the success of my invention, I will be in a position to be available for those in the pursuit of the dream of becoming an inventor and gaining success from their ideas.



Follow Darrell's product development journey on Instagram @khalkcrawler



To Enroll in Online Courses Visit:

www.ed2go.com/abtech

New course sessions begin monthly on:

1/15, 2/12, 3/18, 4/15, 5/13

All of the information about our online courses, including course descriptions, syllabi, and even course demos, can be found at www.ed2go.com/abtech. On that homepage you will also find step-by-step instructions on how to complete your registration.

Please note these are non-credit classes

All courses are instructor-facilitated, project oriented and run for six weeks (10-day grace period at the end). Each include lessons, quizzes, hands-on assignments, discussion areas, supplementary links and more. Courses can be completed entirely from your home or office at any time of the day or night.

Community Enrichment Courses

www.ed2go.com/abtech

Course Fees: \$89

Creative Writing

Mystery Writing
Write Fiction Like a Pro
Writing for Children
Writing the Fantasy Novel
Writing Young Adult Fiction

Digital Photography

Introduction to Digital Scrapbooking
Travel Photography for the Digital Photographer

Health

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

Life and Work Development

Get Assertive
Grammar Refresher
Mastering Public Speaking
Math Refresher

Life and Work Development (Cont.)

Resume Writing Workshop
Twelve Steps to a Successful Job Search
Writing Essentials

Publishing

Beginner's Guide to Getting Published
Introduction to Internet Writing Markets
Publish and Sell Your E-Books
The Craft of Magazine Writing

Special Interest

Homeschool with Success
Introduction to Screenwriting
Secrets of the Caterer
Start Your Own Arts and Crafts Business
Wow, What a Great Event!

Test Prep

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

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

Occupational Training Courses
www.ed2go.com/abtech
Course Fees: \$75 unless otherwise stated

Accounting

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

Business & Workplace Skills

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

Computer Applications

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

Microsoft Applications

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

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

Basic Computer Training

- Computer Skills for the Workplace
- Keyboarding
- Introduction to Windows 10

Internet and Web Design

- Achieving Top Search Engine Positions
 - Advanced Web Pages
 - Creating Web Pages
 - CSS3 and HTML5 [Intro, Inter, Adv]
 - Creating WordPress Websites
 - Designing Effective Websites
 - Intermediate WordPress Websites
 - JavaScript Introduction
 - Responsive Web Design
 - Write Effective Web Content
- Networking & Security**
- Networking [Intro and Inter]
 - PC Troubleshooting Introduction
 - PC Security Introduction 2015 [Intro and Adv]
 - Wireless Networking

Database

- Introduction to Database Development
- PHP and MySQL [Intro and Inter]
- SQL [Intro and Inter]

Programming

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

*New Course

Education

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

Teaching Writing: Grades K-3
The Creative Classroom
The Differentiated Instruction and Response to Intervention Connection*

Grant Writing & Nonprofit

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

Healthcare & Medical Training

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

Technology & Certificate Preparations

CompTIA A+ Certification Prep [Basic, Inter, Adv]
CompTIA Network+ Certification Prep
CompTIA Security+ Certification Prep 1
CompTIA Security+ Certification Prep 2

*New Course

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

**DISCOVER OVER 180
ENRICHMENT AND
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ONLINE**

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

www.ed2go.com/abtech

ABTech

Community College

Continuing Education



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

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

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

Adult Basic Education and High School Equivalency (ABE/HSE)

www.abtech.edu/Adulteducation

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

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

For 16 and 17 year old ABE/HSE students:

Minors (ages 16 and 17) are required to pick up and complete a Minor Permission Form

Mon. - Fri., 10 a.m. - 4 p.m.
Hemlock 303 or 209

No appointment is necessary.

Please call Kathy at 828-398-7891 for more information.

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

Online

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

Asheville Locations

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

West Asheville Location

Erwin Middle School
Parent Resource Room
Monday/Thursday, 5 p.m. - 8 p.m.

Marshall Location

A-B Tech Madison, Ramsey Building,
Classroom 114
Tuesday/Thursday, 11 a.m. - 7 p.m.

Arden Location

A-B Tech South, Room 120
Tuesday/Wednesday/Thursday, 9 a.m. - 12 p.m.

Access Center Adult High School

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

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

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



Adult Basic Education (ABE) Foundations

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

ABE Foundation Sites

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

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

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

Asheville Campus - Hemlock Building

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

West Asheville Location - Goodwill

Goodwill, 1616 Patton Ave.
Monday and Wednesday, 5:30 p.m. - 8:30 p.m.

South Location - A-B Tech South

303B Airport Rd.
Monday and Wednesday, 5:30 p.m. - 8:30 p.m.

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

INTRODUCTION TO MACHINING AT MADISON HIGH SCHOOL

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

T-TH, 1/29-5/15, 3:30 p.m. - 6:30 p.m., MEC-3010-101AM

Madison High School

Fees: Course: \$236.35

**A-B Tech Madison****Adobe Photoshop Elements**

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

TH, 3/12-4/16, 9 a.m. - 12 p.m., SGR-7464-113C0

RM 118, Ramsey, A-B Tech Madison

Fees: Course: \$80

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, 1/30-4/23, 6 p.m. - 10 p.m., WLD-7534-247WT

RM 115, Ramsey, A-B Tech Madison

Fees: Course: \$186.35

Adult Basic Education & High School Equivalency Test— Prep

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

T,Th 11 a.m.—7 p.m.

**RM 114, Ramsey, A-B Tech Madison
Call 828-398-7891 to register for an
orientation or see page 69 for more
information.**

Cake Decorating

Whether you're a home hobbyist or an aspiring baker you will be inspired 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. Discover how to pipe refined designs for any special occasion cake that calls for elegance or whimsy. Supplies needed for class will cost approximately \$40-\$50.

M, 2/17-3/16, 6 p.m. - 8 p.m., CSP-4581-903HG

RM 112, Ramsey, A-B Tech Madison

Fees: Course: \$69

Computer Skills for Job Seekers new

Operating a computer is a necessary life skill for finding and maintaining gainful employment. 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, or 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. Additionally, students will become familiar with locating information on the internet to find employment and apply to job postings online. To register, call 828-398-7700.

M/W, 1/6-2/3, 9:30 a.m. - 12:30 p.m., HRD-7642-234HR

RM 118, Ramsey, A-B Tech Madison

Fees: Course: Waived

M/W, 3/9-4/1, 5:30 p.m. - 8:30 p.m., HRD-7642-236HR

RM 118, Ramsey, A-B Tech Madison

Fees: Course: Waived

Computer Skills for the Workplace new

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

M/W, 2/10-3/4, 9:30 a.m. - 12:30 p.m., HRD-7612-235HR

RM 118, Ramsey, A-B Tech Madison

Fees: Course: Waived

M/W, 4/20-5/13, 5:30 p.m. - 8:30 p.m., HRD-7612-237HR

RM 118, Ramsey, A-B Tech Madison

Fees: Course: Waived

Effective Teacher Training for Substitute Teachers- Hybrid

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

M, 3/2-3/30, 5:30 p.m. - 8:30 p.m., EDU-3002-336WT

RM 116, Ramsey, A-B Tech Madison

Fees: Course: \$135

Emergency Medical Technician (EMT)

This course provides the foundation knowledge and skills necessary to stabilize and transport patients ranging from non-emergent and routine medical transports to life threatening emergencies. Successful completion of this state-approved EMT course will qualify the student to sit for the NCOEMS EMT state exam. For more information and to see other requirements, please go to the EMS Con Ed website at: <https://www.abtech.edu/emergency-services>.

TBD, TBD, 6 p.m. - 10 p.m., EMS-4200-347ES

RM TBD, Ramsey, A-B Tech Madison

Fees: Course: \$211.35

Medicinal Plants and Their Healing Power

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

W, 2/26-3/11, 6 p.m. - 8 p.m., CSP-4455-904HG
 RM 112, Ramsey, A-B Tech Madison
 Fees: Course: \$59

Microsoft Word 2018 Basics new

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

T/TH, 2/4-2/6, 9 a.m. - 12 p.m., SEF-8150-120CO
 RM 118, Ramsey, A-B Tech Madison
 Fees: Course: \$59

Microsoft Excel 2018 Basics new

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

T/TH, 2/18-2/20, 9 a.m. - 12 p.m., SEF-8200-110CO
 RM 118, Ramsey, A-B Tech Madison
 Fees: Course: \$59

Microsoft PowerPoint 2019 Basics new

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

T/TH, 2/25-2/27, 9 a.m. - 12 p.m., SEF-8300-101CO
 RM 118, Ramsey, A-B Tech Madison
 Fees: Course: \$59

NCWorks Career Center Madison



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

Madison County

NCWorks Career Center Madison
 A-B Tech, Madison Site
 4646 US Hwy 25/70
 Marshall, NC 28753
 828-782-2632

Notary Public

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

F, 3/13, 9 a.m. - 5 p.m., SEF-3874-44WT
 RM 116, Ramsey, A-B Tech Madison
 Fees: Course: \$75

F, 5/15, 9 a.m. - 5 p.m., SEF-3874-452WT
 RM 116, Ramsey, A-B Tech Madison
 Fees: Course: \$75

Nurse Aide I

This course provides basic training for entry-level caregiving skills needed to work as a Nursing Assistant in various healthcare settings such as nursing homes, hospitals, or private homes. Additional information needed for registration is available on our web site at <https://www.abtech.edu/healthcare/nurse-aide-program-cna>. Madison NA-I classes should register at the Madison Campus. Textbook: *Hartman's Long-Term Care, Workbook and Handbook* available at Campus bookstore. Students cannot register online for NA-I courses. There is a mandatory 12 hour orientation prior to each class start - dates TBA prior to each class. Day class times change on six clinical days to 7 a.m.-3:30 p.m. Day classes break one-half hour for lunch. Evening classes will meet on at least six Saturdays from 7 a.m. - 3:30 p.m. Classes will break for one-half hour meal break on those Saturdays. Class dates, tuition are subject to change.

M-W, 2/18-4/15, 8 a.m. - 3:30 p.m., NUR-3240-341HC
RM 113, Ramsey, A-B Tech Madison
Fees: Course: \$216.35

M,T, 3/16-7/28, 5:30 p.m. - 8:30 p.m., NUR-3240-364HC
RM 113, Ramsey, A-B Tech Madison
Fees: Course: \$216

M-W, 4/28-6/23, 8 a.m. - 3:30 p.m., NUR-3240-342HC
RM 113, Ramsey, A-B Tech Madison
Fees: Course: \$216

QuickBooks for Small Business (Desktop Version)

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

TH, 2/13, 9 a.m. - 4 p.m., <https://www.ncsbc.net/center.aspx?center=75020>
RM 113, Ramsey, A-B Tech Madison
Fees: Course: FREE

ServSafe Manager Certification ^{new}

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.

M, 1/13, 8:30 a.m. - 5 p.m., SEF-5816-050HS
RM 114, Ramsey, A-B Tech Madison
Fees: Course: \$106

Welding

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

T, 1/21-4/14, 6 p.m. - 10 p.m., WLD-3106-342WT
RM 115, Ramsey, A-B Tech Madison
Fees: Course: \$186.35

Whitewater Rafting Guide

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

S,SU, 4/25-5/17, 8:30 a.m. - 5 p.m., SEF-0015-428WT
RM 112, Marshall Outpost, French Broad Rafting and Zipline
Fees: Course: \$376.35

UpSkill WNC Career Navigator

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

Contact:

Joyce Robinson

A-B Tech Madison

Office: 828-782-2634

Cell: 828-206-2491 joycemrobinson@abtech.edu

A-B Tech South**Notary Public**

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

F, 1/24, 9 a.m. - 5 p.m., SEF-3874-445WT

RM 117, , A-B Tech South

Fees: Course: \$75

F, 3/20, 9 a.m. - 5 p.m., SEF-3874-449WT

RM 117, , A-B Tech South

Fees: Course: \$75

Emergency Medical Technician (EMT)

This course provides the foundation knowledge and skills necessary to stabilize and transport patients ranging from non-emergent and routine medical transports to life threatening emergencies. Successful completion of this state-approved EMT course will qualify the student to sit for the NCOEMS EMT state exam. For more information and to see other requirements, please go to the EMS Con Ed website at: <https://www.abtech.edu/emergency-services>.

TBD, , 8 a.m. - 5 p.m., EMS-4200-346ES

RM TBD, , A-B Tech South

Fees: Course: \$211.35

Drone Remote Pilot Certificate Training Part 107

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

T/TH, 3/24-4/7, 6 p.m. - 9 p.m., UAS-3111-119WT

RM 108, , A-B Tech South

Fees: Course: \$80

South Curriculum (Credit) Classes**Winter**

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

**Adult Basic Education & High School Equivalency ABE/HSE**

Adult Basic Education classes help adults to improve their reading, writing, problem-solving or math skills.

The High School Equivalency program offers instruction designed to prepare adult students to take the GED® or HiSet tests that lead to a high school diploma equivalency.

A-B Tech ABE/HSE class

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

For 16 & 17 year old ABE/HSE students:

Minors (ages 16 and 17) are required to pick up and complete a Minor Permission Form in 304 or 209 Hemlock building, Asheville Campus, between 10 a.m. and 4 p.m.

No appointment is necessary.

All classes are free and offered year round. For information about registering for ABE/High School Equivalency Preparation classes, call 828-398-7433, or email: AdultEd@abtech.edu

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

ELA offers free classes for English language learners to develop skills in reading, writing, speaking, listening, and work-readiness. Class is multi-level.

South ELA Classes

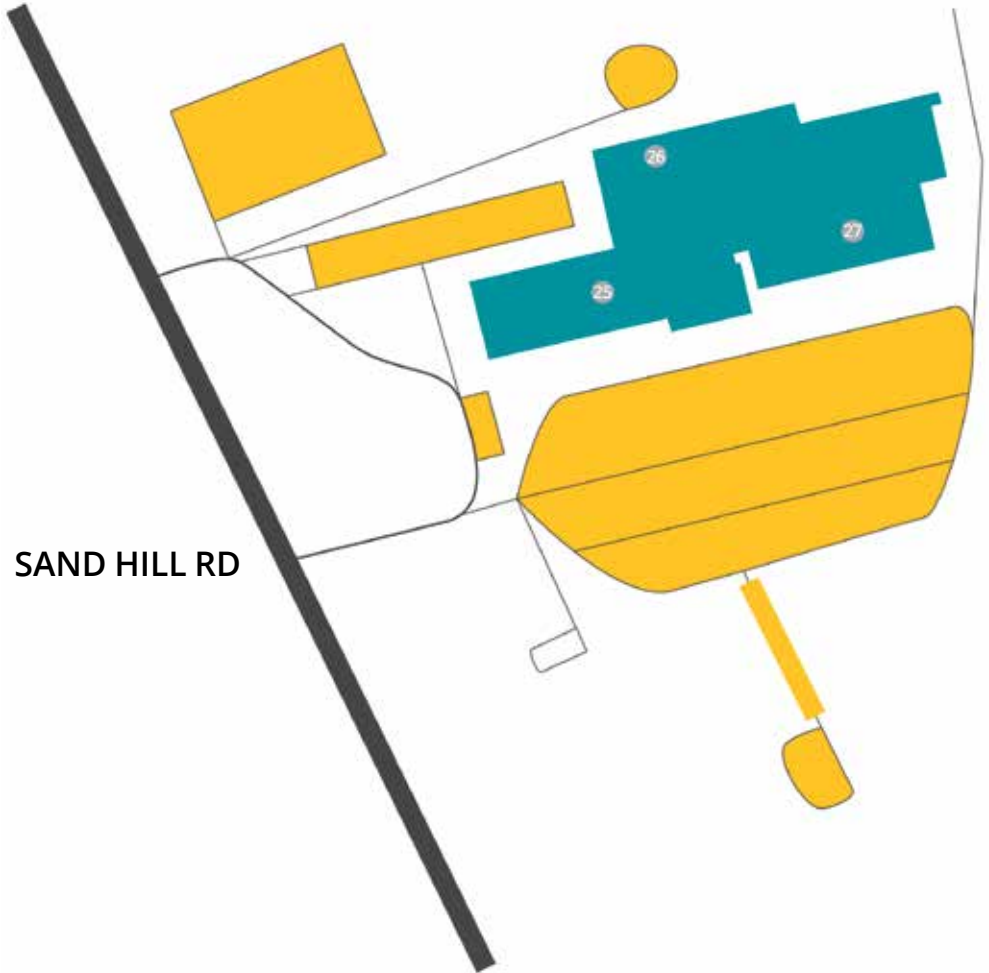
Monday and Wednesday, 5:30 p.m. – 8:30 p.m.

Call for information

828-398-7433 or email

learnenglish@abtech.edu. **Se habla español.**

TO 19/23 SMOKEY PARK HWY



A-B Tech Enka 1465 Sand Hill Rd. Candler, NC 28715

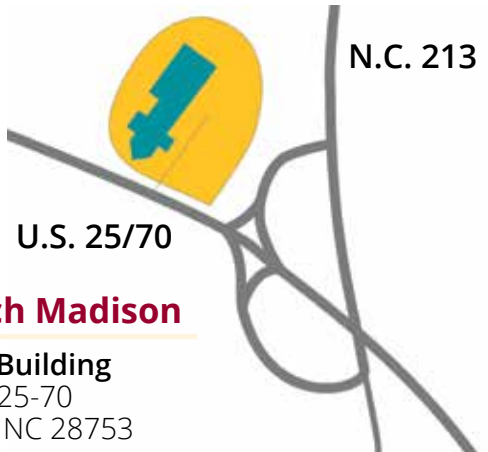
- 25. Blue Ridge Food Ventures
- 26. Technology Commercialization Center (TCC)
- 27. Small Business Center and Incubator

RUTLEDGE RD



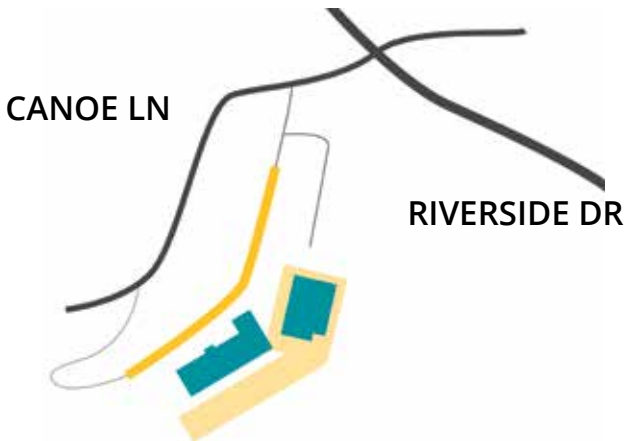
A-B Tech South

South Building
 303 B Airport Road
 Arden, NC 28704



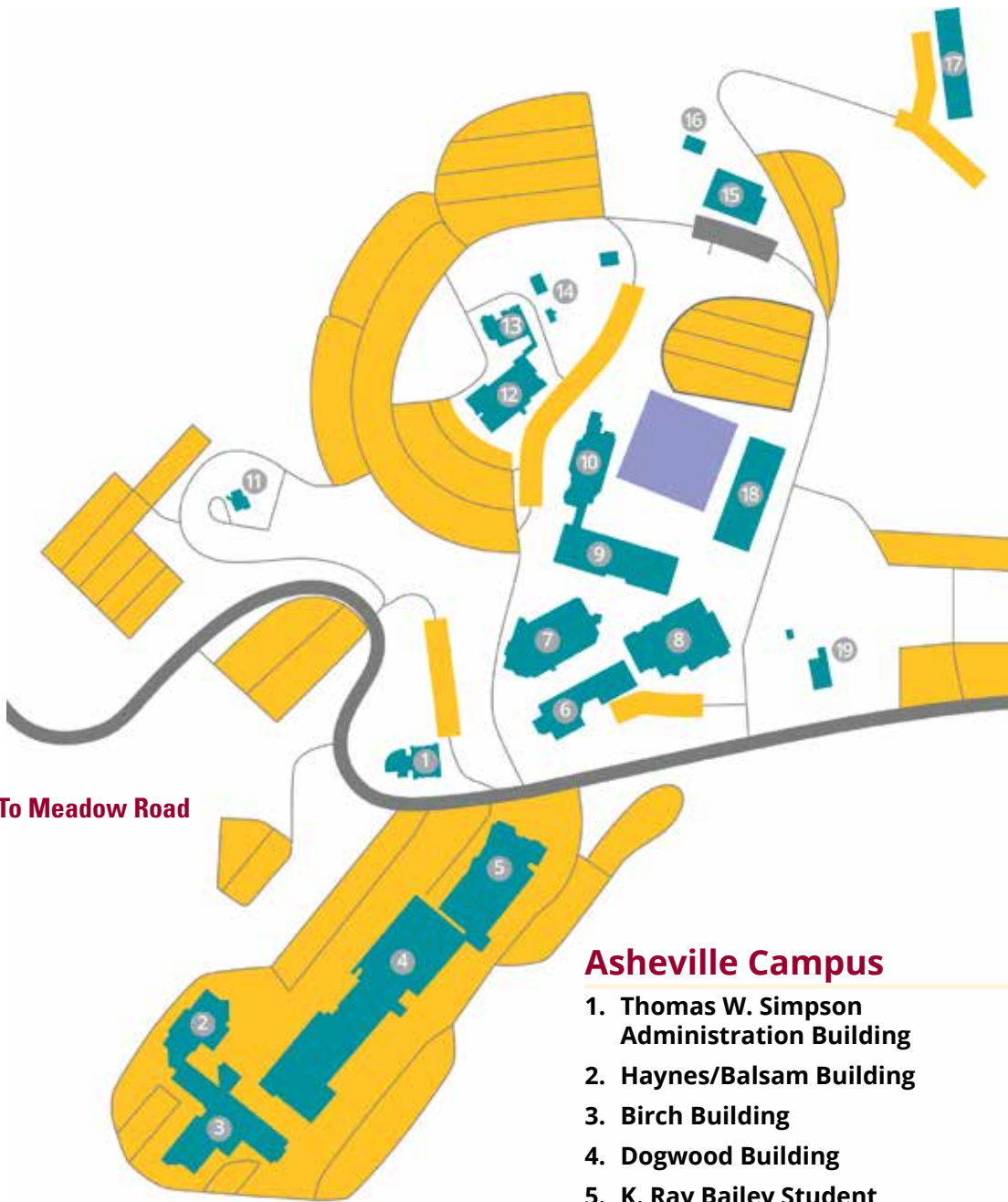
A-B Tech Madison

Ramsey Building
 4646 US 25-70
 Marshall, NC 28753



A-B Tech Woodfin

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



To Meadow Road

Asheville Campus

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

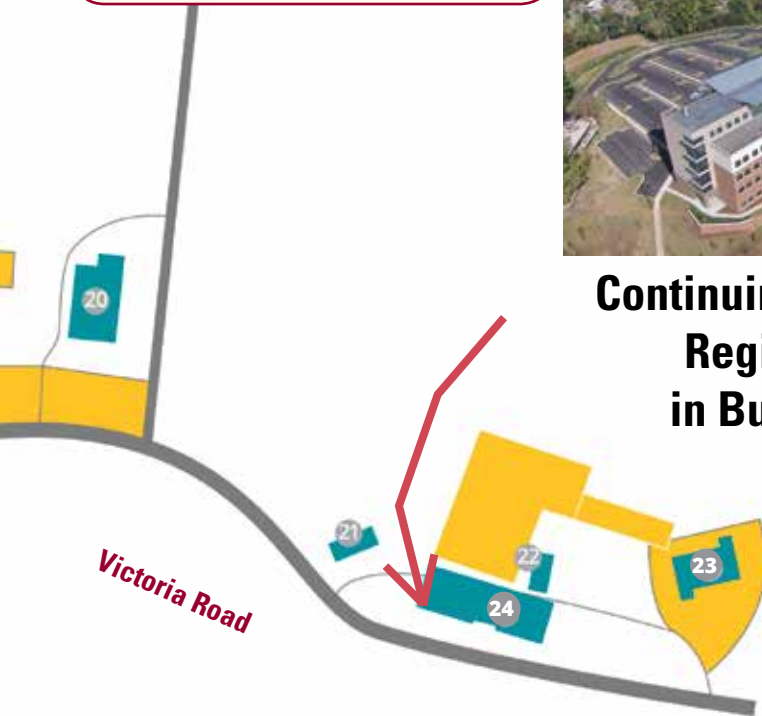
For Continuing Education classes see Building #24

IN PERSON REGISTRATION INFORMATION

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



Continuing Education Registration in Building 24



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

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

Registration information, page 5. Register early!

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Printed on recycled paper November, 2019. 149,200 copies were printed at a cost of 25 cents each.

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Continuing Education Registration Information for Asheville Campus

**Registration for Continuing Education classes
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Asheville, NC 28801**

