

# Alamance Community College

## Spring 2016

### Workforce Development Schedule

[HOW TO SIGN UP](#)

[LOCATION KEY](#)

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Schedule was developed in October to meet publication deadlines. Course information is subject to change. Schedules are available at the College or at [www.alamancecc.edu](http://www.alamancecc.edu)

## Academic & Career Readiness

All Academic & Career Readiness programs provide basic educational opportunities for adults aged 16 years or older, and are held at the Carrington-Scott Campus (Graham), at the Dillingham Center (Burlington), and/or at corporate and community sites throughout Alamance County.

**To enroll today, call 336-506-4376.**

**ALL ACADEMIC & CAREER READINESS PROGRAMS ARE FREE**

### Adult High School      Call 336-506-4376

This program helps adults who have not graduated from high school to complete their credentials through individualized instruction. Classes are available day, evening, and online. Graduates receive a diploma jointly issued by the Alamance-Burlington School System and Alamance Community College.

### GED® Program      Call 336-506-4376

This high school completion program is designed to prepare adults to take the GED tests. Areas of study include writing and reading, social studies, science and math. The State Board of the N.C. Community College System awards students a GED® high school equivalency certification upon a satisfactory score on the GED tests. Call 336-506-4376 for more information.

### GED Program in the Community Mail-In Course      Call 336-506-4379

This program is designed to complete GED program lessons by mail. Call 336-506-4379 for more information.

### GED Lessons Online      Call 336-506-4302

Study for the GED Tests online with ACC's instructional Internet program. Call 336-506-4302 for more information.

### English as a Second Language      Call 336-506-4380 or 336-506-4407

This program is for those for whom English is not the primary language and who are interested in improving their English speaking, reading, and writing skills. Call 336-506-4380 or 336-506-4407 for more information.

**El primer paso es llamarnos a 336-506-4380 ó 336-506-4407 para una cita.**

### ESL Distance Education      Call 336-506-4380

Save gas! Learn English at home with DVD correspondence and online courses through ACC. Call 336-506-4380 for more information.

## Adult Basic Education Call 336-506-4376

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This program is for those who need to improve basic reading, writing, and math skills through the intermediate level.

## ABLE (Adult Basic Literacy Education) Call 336-506-4308

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This program is for those with developmental disabilities who are interested in basic academic skills, independent and community living skills, and consumer education with a goal of employment and self-sufficiency. GED® and GED Testing Service® are registered trademarks of the American Council on Education (ACE). They may not be used or reproduced without the express written permission of ACE or GED Testing Service. The GED® and GED Testing Service® brands are administered by GED Testing Service LLC under license from the American Council on Education.

## Placement Test Prep Call 336-506-4036

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Improve your score on the college placement test. Save time and money with our FREE class, and start earning college credits sooner. Classes offered day and evening in both language and math.

**Arts & Crafts**

**See Personal Enrichment**

## Business & Industry Training Services

### ACC's Business & Industry Training Center

offers convenient day and evening classes on the Carrington-Scott Campus in the Wallace W. Gee Building. ACC training professionals can help companies with customized training needs, from production training and computer skills to supervisory skill development. For more information call 506-4207.

### Quality and Process

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- ISO 9000
- White Belt/Kaizen Methods • CDL
- Yellow Belt/Lean Production
- Orange Belt/Process Control
- Six Sigma Certification
- Environmental Health & Safety (OSHA)

### Technical and Manufacturing

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- Mathematics–Industry Specific
- Quality Control • CDL
- SPC • PLC
- Blueprint Reading
- CNC Milling and Turning
- Basic Electricity
- Geometric Dimensioning & Tolerancing
- Hydraulics & Pneumatics

## Computer Courses- Call 336-506-4149 or 336-506-4301 for More Information

See also the **Online Courses** and the **Small Business Center** listings for computerized accounting and QuickBooks instruction.

◆ These classes are all part of the Administrative Professional Assistant series. This series of courses provides entry-level training for individuals desiring employment in an office setting. Modules include Keyboarding/Typing, Microsoft Word, Excel, PowerPoint, Access, Outlook, and OneNote using Office 2013. You will learn the individual parts of the Office 2013 suite and how they can interact to improve efficiency and communications in the workplace. The total cost of the series if taken individually is \$566. The APA series is offered at a cost of \$183, for a savings of \$383 (68% discount). These courses are specifically designed to prepare you to take the Microsoft Office Specialist (MOS) certification(s), which you may take through ACC for FREE! **Call 336-506-4149 or 336-506-4301** for more information.

## Access 2013◆

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Access is a full-featured relational database that is part of the Microsoft Office suite (professional edition). This beginner's Access course is designed to acquaint you with setting up databases. You will learn to design a database so that information is entered only one time in one table but linked (related) to other information. For example, information about a customer can be entered only once and that information can be related to information about sales in another table. You should be very familiar with Windows and the other parts of the Office package before taking this class. **Call 336-506-4149 or 336-506-4301** for more information. *This course is a part of the Administrative Professional Assistant series. The entire series may be taken for one registration fee of \$183, a savings of \$383 over the individual courses. See the course description there.*

**Location: DC**                      **Hours: 24**                      **Fee: \$73**  
43602    3/22-4/19    TTH    6-9 p.m.                      PAY BY 3/17

## Administrative Professional Assistant ◆

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This series of courses provides entry-level training for individuals desiring employment in an office setting. Modules include Keyboarding/Typing, Microsoft Word, Excel, PowerPoint, Access, Outlook, and OneNote using Office 2013. You will learn the individual parts of the Office 2013 suite and how they can interact to improve efficiency and communications in the workplace. The total cost of the series if taken individually is \$566. The APA series is offered at a cost of \$183, for a savings of \$383 (68% discount). These courses are specifically designed to prepare you to take the Microsoft Office Specialist (MOS) certification(s), which you may take through ACC for FREE! **Call 336-506-4149 or 336-506-4301** for more information.

**Location: DC**                      **Hours: 108**                      **Fee: \$183**  
43591    1/12-5/17    TTH    6-9 p.m.                      PAY BY 1/7

## Basic Computer Use (Windows 8)

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This beginner's course is appropriate if you have some basic knowledge of operating a personal computer. In this course you will learn procedures common to all Windows programs. The instructor will teach file management; how to set up folders and subfolders; and how to move, copy and delete files. You will also learn to cut and paste, copy, move, drag and drop, and use the "save" and "save as" commands. You will learn how to go from portable storage devices such as CDs to the hard drive and vice versa and how to customize your Windows desktop. **Call 336-506-4149 or 336-506-4301** for more information.

**Location: DC**                      **Hours: 20**                      **Fee: \$73**  
43592    2/23-3/29    TTH    10:15 a.m.-12:15 p.m.    PAY BY 2/16

## Becoming Tech Savvy- Workshops

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This series of short one-day workshops is designed to cover specific topics of interest to novice computer users. Participants will be provided a written "cheat sheet" of the information covered.

**Location: DC**                      **Hours: 4**                      **Fee: \$25 each**

### File Management

44021    1/14                      TH    1-5 p.m.                      PAY BY 1/11

### Effective & Safe Internet Use

44022    2/25                      TH    1-5 p.m.                      PAY BY 2/22

### Using Apps on Your Smart Phone or Tablet

44023    3/31                      TH    1-5 p.m.                      PAY BY 3/28

## Social Media

TBA TBA 1-5 p.m. PAY BY

### Computer Security: Basic

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This important course is designed to help you learn how to protect your computer and your data. Topics covered include firewalls, virus protection software, adware/spyware removal, password protection, safe credit card/banking, risky file extensions, Bluetooth attacks, spoofing, email/messaging/social network security, script deactivation, cookies, browser settings, patches, backdoors, drive-by downloads, rootkits, botnets, and [network] connection encryption. You will also learn how to do backups, system restore, and how to safeguard your wireless network. All computer owners should protect their computers from attack, and this course will provide the basics to help you do so with FREE software available to anyone. **Call 336-506-4149 or 336-506-4301** for more information.

**Location: DC**                      **Hours: 20**                      **Fee: \$73**  
2/24-3/23      W                      5:30-9:30 p.m.                      PAY BY 2/19

### Easy Does It Computers (Windows 8)

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This important course is designed to help you learn how to protect your computer and your data. Topics covered include firewalls, virus protection software, adware/spyware removal, password protection, safe credit card/banking, risky file extensions, Bluetooth attacks, spoofing, email/messaging/social network security, script deactivation, cookies, browser settings, patches, backdoors, drive-by downloads, rootkits, botnets, and [network] connection encryption. You will also learn how to do backups, system restore, and how to safeguard your wireless network. All computer owners should protect their computers from attack, and this course will provide the basics to help you do so with FREE software available to anyone. **Call 336-506-4149 or 336-506-4301** for more information.

**Location: DC**                      **Hours: 20**                      **Fee: \$73**  
43593      1/19-2/18      TTH                      10:15 a.m. -12:15 p.m.                      PAY BY 1/13  
43594      4/4-5/4                      MW                      1-3 p.m.                      PAY BY 3/30

### Excel 2013

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Excel is a full-featured spreadsheet program that is part of the Microsoft Office package. Currently the most widely used spreadsheet in business, this program has enormous capabilities for manipulating and analyzing numeric data. In these classes, you will learn Excel functions such as building formulas, editing and formatting cell contents, filtering data, charting, working with multiple spreadsheets, and pivot table. You should have prior experience using Windows before taking these courses. **Call 336-506-4149 or 336-506-4301** for more information.

**Location: DC**                      **Hours: 20**                      **Fee: \$73**  
43603      4/4-5/4                      MW                      7:30-9:30 p.m.                      PAY BY 3/30

**Location: DC**                      **Hours: 27**                      **Fee: \$128◆**  
43604      2/18-3/17      TTH                      6-9 p.m.                      PAY BY 2/15

### Keyboarding ◆

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**Location: DC**                      **Hours: 6**                      **Fee: \$73**  
43596      1/14-1/19      TTH                      6-9 p.m.                      PAY BY 1/11

### NEW! Microsoft Office Specialist Certification Prep

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Today's information workers use Microsoft® Office Word, Excel, PowerPoint, Outlook and Access to accomplish their work, yet most only use about 20% of the software's features. **This course is designed for persons who have intermediate to expert Microsoft skills**, and are interested in going through a series of practice tests and self-paced training in preparation for the Microsoft Office Specialist (MOS) certification. Students use the Gemetrix software that administers practice tests that are performance-based simulations to provide the best assessment of real-world experience. Testing and training modes provide step-by-step help for each question. Students get detailed, printable score reports highlighting areas requiring further review. Students also have free use of the Career Assistance Lab to use Gemetrix outside of class times. At the end of the course, students will take the MOS tests for free (tests are normally \$135.00 each). Students who receive the MOS certificate, and pursue the ACC Information Technology degree, will get credit for the CIS 110 class. **(Purchase of books optional).** **Call 336-506-4200** for more information.

**Location: ACC**                      **Hours: 60**                      **Fee: \$183**  
43650      2/1-5/9                      M                      5-9 p.m.                      PAY BY 1/27

## Microsoft OneNote ♦

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OneNote is a computer program for free-form information gathering and multi-user collaboration. In this course, you will learn how to use OneNote to take and organize your notes, which can then be shared with other OneNote users over the Internet or a network. **Call 336-506-4149 or 336-506-4301** for more information.

**Location: DC**                      **Hours: 6**                      **Fee: \$73**  
43598    5/10                      T                      6-9 p.m.                      PAY BY 5/5

## Microsoft Outlook 2013 ♦

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A component of the Microsoft Office suite or as stand-alone software, Outlook is a personal information manager. Although often used mainly as an email application, it also includes a calendar, task manager, contact manager, note taking, a journal and web browsing. In this course, you will learn how to work with email, contacts, tasks, appointments and calendars to help improve your ability to stay organized and connected in the workplace. **Call 336-506-4149 or 336-506-4301** for more information.

**Location: DC**                      **Hours: 6**                      **Fee: \$73**  
43599    5/12-5/17                      TTH                      6-9 p.m.                      PAY BY 5/9

## Photoshop Elements

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Photoshop Elements is a photo-editing software program. While not suitable for high-end graphics production, it is a very powerful editing program, with many features you can use to improve the quality of your digital photographs. **Call 336-506-4149 or 336-506-4301** for more information.

**Location: DC**                      **Hours: 20**                      **Fee: \$73**  
43600    2/10-4/13                      W                      5:15-7:15 p.m.                      PAY BY 2/6

## PowerPoint ♦

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PowerPoint is a full-featured presentation program that is part of the Microsoft Office Suite. In this course you will learn to make compelling presentations with graphics (and/or sound), animations, special transition effects, and much more. You will learn how to use PowerPoint to become a better communicator. **Call 336-506-4149 or 336-506-4301** for more information.

**Location: DC**                      **Hours: 15**                      **Fee: \$73**  
43601    4/21-5/5                      TTH                      6-9 p.m.                      PAY BY 4/18

## Word (Microsoft) for Windows: Ver. 2013 ♦

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This full-featured word processing program, a part of the Microsoft Office package, is currently the most popular word processing program used in business. This program has tremendous capability for working with all sorts of written communications. In this course you will learn to take a document from conception to completion, including formatting, mail merge, inserting graphics and tables, and using templates and styles. You should have prior experience or education in Windows before taking this course. **Call 336-506-4149 or 336-506-4301** for more information.

**Location: DC**                      **Hours: 24**                      **Fee: \$73**  
43608    1/11-2/22                      MW                      7:30-9:30 p.m.                      PAY BY 1/6  
43605    1/21-2/16                      TTH                      6-9 p.m.                      PAY BY 1/19

## Construction & Trades

### Building Blueprint Reading

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This is a companion course to the "General Contractor License Preparation" course. You will gain considerable experience in reading and interpreting architectural blueprints. A significant portion of the contractor's exam requires the ability to read and interpret blueprints, and this course should help you strengthen those skills. **Call 336-506-4301** for more information

**Location: DC**                      **Hours: 24**                      **Fee: \$73**  
43574    2/3-3/23                      W                      6:30-9:30 p.m.                      PAY BY 1/29





## Emergency Medical Technician

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Successful completion of this course will qualify you to take the state EMT exam, which you must pass in order to be credentialed as an EMT. This course is also a prerequisite for Paramedic. **Call 336-506-4299** for more information.

**Location: ACC**                      **Hours: 154**                      **Fee: \$209.50**  
41938    12/1-1/31/16    TWF    9 a.m.-6 p.m.    PAY BY 11/24  
43894    1/12-5/7    TTHSA\*    6-10 p.m.    PAY BY 1/7

*\*This course will meet every other Saturday from 8 a.m. to 5 p.m. in addition to Tuesdays and Thursdays.*

**EMT Hybrid**  
43895    1/13-5/17    W &    6-10 p.m.  
PAY BY 1/8  
SA    8 a.m.- 5 p.m.

## EMT- Continuing Education

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This course for persons already credentialed as EMT Basic is to satisfy the continuing education needed to maintain credentials.

**Location: ACC**                      **Hours: 36**  
43378    8/26/15-8/24/16    W\*    **Fee: \$128**  
6:30-9:30 p.m.

\*Class meets on the 4<sup>th</sup> Wednesday of each month. Students may join after the start date.

## Firefighter Cadet Training Program

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This program is designed to prepare individuals for employment as firefighters in the shortest time possible. It will include the coursework necessary to complete Firefighter I & II certification. You must be able to pass a pre-entrance physical and a reading comprehension test. Classes will meet Monday through Friday, 7:30 a.m. to 5:30 p.m. We encourage both minority and female applicants to apply. It is strongly recommended that fire cadets take the EMT course as well. For more information, contact the Dillingham Center of ACC at **336-506-4316** or **336-506-4301**.

**Location: DC**                      **Hours: 600**                      **Fee: \$622**  
43896    2/6-5/31    M-F    7:30 a.m.-5:30 p.m.    APPLY BY 2/4/16

\*Agility test on 2/6/16. Class begins on 2/15/16.

## Firefighter Training Courses

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We offer many courses for firefighter training, both certification and other in-service training. **Call 336-506-4316** to be added to an e-mail notification list of upcoming courses.

## In-Service Law Enforcement Training

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ACC offers many of the mandated and a number of non-mandated courses for law enforcement in-service training. For more information, **contact Tony Holland at 336-506-4034**.

## PALS (Pediatric Advanced Life Support)

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**Call 336-506-4299** for more information.

## Paramedic

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This is the course you need if you have already completed EMT and wish to progress to the Paramedic level. Anatomy and Physiology is a pre- or co-requisite for the program. **Call 336-506-4299** for more information.

**Location: ACC**                      **Hours: 900+**                      **Fee: \$183 per semester (plus materials & fees)**

### Can you qualify for a SECU Scholarship?

ACC's Continuing Education division has partnered with the SECU Foundation to offer assistance to the following:

- Unemployed
- Underemployed
- Veteran
- Spouse of a veteran
- Member of the National Guard
- AND you are enrolling in a program that leads to a state-regulated credential (EMS, BLET, fire certification) or industry-recognized credential (e.g. Green Belt/Black Belt)

Preference will be for those in programs with extra costs (books, uniforms, supplies, etc.) or those that require multiple classes to complete. Students should apply through ACC's Continuing Education office. For more information call (336) 506-4301.

## Paramedic Academy

43898 5/9/16-5/2017 MTH 9 a.m.-6 p.m. PAY BY 5/4

## Paramedic (nights/weekends)

42843 11/16/15-12/31/16 MTH 6-10 p.m. PAY BY 11/11

## Paramedic Refresher Hours: 70

43900 10/20-12/16/15 Flip flop class, daytime

# Health

## NEW! Geriatric Aide Training

Care of older adults is an important component of the role of nurse aides. While often rewarding, delivering this care can sometimes be challenging. The Nurse Aide I curriculum contains many general techniques that meet the standard of care but does not adequately prepare these direct care workers to meet the complex needs of the older adult. Thus, building on the competencies obtained in the Nurse Aide I curriculum, the Geriatric Aide curriculum educates a new category of worker, an aide with specialized skills in geriatrics. **Geriatric aides are individuals who are listed on the N.C. Nurse Aide I Registry and who have completed this state-approved geriatric aide training course.** In the course, aides learn about topics such as dementia/challenging behaviors, mental health issues, and death and dying. They also learn self-care and ways to manage stress. Upon completion, employers will be able to verify aides training on the registry. **Pre-requisites:** you must be a Nurse Aide I to take this course. **Call 336-506-4200** for more information.

**Location: Goodwill**

43651 1/11-5/11 MW 6-9 p.m.

**Hours: 100**

PAY BY 1/6

**Fee: \$180**

## Nurse Aide Refresher

This course is appropriate if your N.C. nurse aide credential has expired and you wish to renew it, OR, if you have a current or expired out-of-state credential and wish to be credentialed in North Carolina. To be eligible to take the course, you are required (1) to have been listed in good standing on the N.C. Nurse Aide Registry within the last five years, OR, (2) to have been listed in good standing with another state within the last five years, OR, (3) to have successfully completed any state-approved training at some point in the last five years, OR, (4) military personnel who have had medical/corpsman training within the last five years also may enroll. Enrollees must prove Registry listing or any state-approved or military health care credential via nurse aide listing number or other credential identifier. Coursework is required, and the class size is limited. **Call 336-506-4200** for more information.

*(Note: This is NOT the same as the basic Nurse Aide class, which is for beginners. For that class, call 336-506-4253.)*

**Location: ACC**

43728 1/19-2/18

T &  
SA

**Hours: 40**

4-9:30 p.m.

8 a.m.-1:30 p.m. (no class on 2/20/16)

PAY BY 1/14

**Fee: \$128**

## NEW! Pharmacy Technician Training

Opportunities are growing in the dynamic pharmacy technician field. This course is mainly for people already in the field and will help prepare those interested in the Pharmacy Technician Certification Board (PTCB) examination. **Call 336-506-4200** for more information.

**Location: Goodwill**

43654 2/2-5/11

TW

**Hours: 90**

6-9 p.m.

**Fee: \$180**

PAY BY 1/28

# Human Resources Development (HRD) Ph. 336-506-4402

HRD focuses on the development of workplace skills by providing skill assessment services, employability skills training, and career development counseling to unemployed and underemployed adults.

## HRD courses are FREE to those who meet any one of the following four criteria:

- You are currently unemployed
- You have received notification of a pending layoff
- You are working and eligible for the Federal Earned Income Tax Credit
- You are working and earn wages at or below 200 percent of the federal poverty guidelines

## Basic Computer Skills: the Role of "IT" in the Workplace

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This course will introduce information technology as it relates to education and training, employment, and social media and networking in the 21<sup>st</sup> century. This includes word processing, email, the Internet, job search, and career and occupational research. \*Free for qualified individuals.

<b>Location: DC</b>			<b>Hours: 42-48</b>	<b>Fee: \$128*</b>
43669	1/11-2/4	M-TH	11:30 a.m.-2:30 p.m.	PAY BY 1/6
43670	2/8-3/3	M-TH	11:30 a.m.-2:30 p.m.	PAY BY 2/3
43671	3/7-3/31	M-TH	11:30 a.m.-2:30 p.m.	PAY BY 3/2
43672	4/4-4/28	M-TH	11:30 a.m.-2:30 p.m.	PAY BY 3/31
43673	5/2-5/26	M-TH	11:30 a.m.-2:30 p.m.	PAY BY 4/27

## Career Transitions

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Career Transitions prepares students for academic and employment pursuits. The program hours are divided into five subject areas. 1) Career Pathways: introduces you to Alamance Community College's physical, academic, and social environment, gives you the opportunity to meet our department heads and learn about the programs we offer. Students will also receive information and assistance in finding financial aid sources and filling out paperwork. 2) Career Planning and Assessment: teaches you how to assess your career interests, attitudes, aptitudes, and values to decide on the best career, and plan for career, employment, and/or educational goals. 3) Career Readiness: teaches you study skills, such as methods of note taking, test taking, decision-making and time management. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives. 4) Employability Skills: teaches you the different resume and cover letter formats, and students will prepare their resumes, cover letters, and other employment documents. Students will learn effective interview skills. 5) Internet Skills: introduces you how to do internet searches; teaches you how to do online job searches and to use employment websites; learn how to fill out online applications, and upload resume and cover letters; and use social networks in your marketing plan.

<b>Location: GC</b>			<b>Hours: 30</b>
43843	1/5-2/12	T-F	12:30-2:30 p.m.
43845	2/16-3/18	T-F	12:30-2:30 p.m.
43846	4/5-5/13	T-F	12:30-2:30 p.m.

## NEW! Career Lab

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This lab has tools you need for Employability and Computer Skills. The lab features a self-paced, open entry/open exit format to serve the unique needs of students and the agencies that may refer them. The lab is equipped with: 1) Employment Program with library of Over 1,250 Professionally Written Resumes. Search the library for the resume that matches your career and industry. Customize the resume with your unique information for a polished, quality resume, cover letter and other employment-related documents for online submission. Prepare for Interviews and Salary Negotiations. Practice your responses to challenging questions hiring managers ask. Get up-to-date salary information about the jobs you apply for, by title and region, and land the job. 2) Career assessment programs and career interest inventories that will you match your interests, skills, values, and personality to potential college majors and careers. Career Planning Programs that allow you to research particular occupations (typical job duties, average salaries, anticipated rate of growth, etc.), and Self-Assessment Inventories such as the Holland, Strong, etc. 3) Keyboarding Program with over 2500 lessons to choose from, 10 arcade style practice games, Finger Positioning Exercises and Over 100 skill checks and typing tests to measure your progress. 4) Microsoft Office Suite 2013 Software and Internet Access that you can use to practice, type your resume, research jobs, etc.

<b>Location: GC</b>			<b>Hours: 30</b>
43850	1/5-2/12	T-F	2:30-4:30 p.m.
43852	2/16-3/18	T-F	2:30-4:30 p.m.
43853	4/5-5/13	T-F	2:30-4:30 p.m.

## Information Technology & Employment

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This course will introduce information technology as it relates to gainful employment. This includes resume scanning, online applications, and spreadsheets and presentations. \*Free for qualified individuals.

<b>Location: DC</b>	<b>Hours: 35-40</b>	<b>Fee: \$128*</b>
43674 1/11-2/4 M-TH	2:30 a.m.-5 p.m.	PAY BY 1/6
43675 2/8-3/3 M-TH	2:30 a.m.-5 p.m.	PAY BY 2/3
43676 3/7-3/31 M-TH	2:30 a.m.-5 p.m.	PAY BY 3/2
43677 4/4-4/28 M-TH	2:30 a.m.-5 p.m.	PAY BY 3/31
43678 5/2-5/26 M-TH	2:30 a.m.-5 p.m.	PAY BY 4/27

## NEW! Microsoft Digital Literacy Certification Review

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This class is self-paced and self-directed, and will provide training of new technology that students will encounter in the workplace and provide an understanding of career opportunities available for computer-literate people. Learn computer basics, terminology, performance and features, operating systems, security and privacy, and keeping your computer up-to-date. Learn the uses of the Internet and Cloud Services, learn to create and manage email, and learn other methods of communicating on the Internet, such as instant messaging, Web-cam video communication, and blogs. Get an introduction to the productivity programs Microsoft Office 2013 and Office Web Apps. Identify digital technology career opportunities: learn how digital technology helps people work from any location, the career opportunities available for information workers, the career opportunities available for IT professionals, and the career opportunities available for developers. Upon completion of each unit, students will be able to print Microsoft Digital Literacy certificates. \*Free for qualified individuals.

<b>Location: ACC</b>	<b>Hours: 52</b>	<b>Fee: \$183</b>
43649 1/11-4/11 M	11 a.m.-3 p.m.	<b>PAY BY 1/6</b>

## NEW! National Career Readiness Certificate (NCRC) Test Prep

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Want to become more employable? Want to improve your ability in job skills that are necessary for today's job market? ACC can help you enhance your opportunities for employment.

We are now officially a testing site for the National Career Readiness Certificate, also known as the NCRC. The NCRC consists of three tests, assessing these three skills: applied mathematics, reading for information, locating information. Your score on the tests determines if you earn a NCRC Platinum, Gold, Silver or Bronze. More and more public agencies and private businesses are using the NCRC to make employee hiring and promotion decisions.

ACC is also running NCRC test prep classes, using an online tutorial called KeyTrain. These test prep classes are highly recommended to help people do better on the tests. \*Free for qualified individuals.

<b>Location: DC</b>	<b>Hours: 35-40</b>	<b>Fee: \$128</b>
43679 1/11-2/4 M-TH	8-10:30 a.m.	PAY BY 1/6
43680 2/8-3/3 M-TH	8-10:30 a.m.	PAY BY 2/3
43681 3/7-3/31 M-TH	8-10:30 a.m.	PAY BY 3/2
43682 4/4-4/28 M-TH	8-10:30 a.m.	PAY BY 3/31
43683 5/2-5/26 M-TH	8-10:30 a.m.	<b>PAY BY 4/27</b>

### Classes at GOODWILL COMMUNITY RESOURCE CENTER (Burlington)

#### Basic Computer Skills (2-Week Class, Daytime)

Basic computer skills are critical for today's workplace. This class will enable you to become comfortable with computer use. You will also learn how to complete online applications and search online employment sites using the Internet. This class is free for those who financially qualify.

43695 1/11-1/21	M-TH	9-12 p.m.
43696 1/25-2/4	M-TH	9-12 p.m.
43697 2/8-2/18	M-TH	9-12 p.m.
43698 2/22-3/3	M-TH	9-12 p.m.
43699 3/7-3/17	M-TH	9-12 p.m.
43700 3/21-3/31	M-TH	9-12 p.m.
43701 4/4-4/14	M-TH	9-12 p.m.

43702	4/18-4/28	M-TH	9-12 p.m.
43703	5/2-5/12	M-TH	9-12 p.m.

### Basic Computer Skills (4-Week Class, Evening)

43704	1/12-2/4	T-TH	5:30-7 p.m.
43705	2/9-3/3	T-TH	5:30-7 p.m.
43706	3/8-3/31	T-TH	5:30-7 p.m.
43707	4/5-4/28	T-TH	5:30-7 p.m.
43708	5/3-5/26	T-TH	5:30-7 p.m.

### NEW! Customer Service Training

According to the U.S. Bureau of Labor Statistics, the customer service industry will continue to grow at approximately 15% per annum through 2020. This course introduces the many career opportunities available in customer service and covers concepts needed at the entry level: listening techniques, verbal and nonverbal communication, and use of technology. Participants will learn how to identify and resolve customer complaints, handle difficult customers, communicate effectively (verbally and nonverbally), use electronic media in appropriate and professional ways, and contribute to the service culture of an organization. Location: GW

43808	1/11-1/21	M-TH	9 a.m. - 2 p.m.
43809	1/25-2/4	M-TH	9 a.m. - 2 p.m.
43810	2/8-2/18	M-TH	9 a.m. - 2 p.m.
43811	2/22-3/3	M-TH	9 a.m. - 2 p.m.
43812	3/7-3/17	M-TH	9 a.m. - 2 p.m.
43813	3/21-3/31	M-TH	9 a.m. - 2 p.m.
43814	4/4-4/14	M-TH	9 a.m. - 2 p.m.
43815	4/18-4/28	M-TH	9 a.m. - 2 p.m.
43816	5/2-5/12	M-TH	9 a.m. - 2 p.m.

### Employability Skills

Are you unemployed or underemployed? Are you frustrated in your job search, facing barriers in gaining employment and in achieving earnings sufficient to live on? If your answer is “yes”, this class may be for you.

Topics covered in this class will be: soft skills, responding to challenges, communication styles, work attitudes and behaviors, career planning, and resume/cover letter preparation. This class is free for those who financially qualify.

43684	1/11-1/21	M-TH	1-4 p.m.
43685	1/25-2/4	M-TH	1-4 p.m.
43686	2/8-2/18	M-TH	1-4 p.m.
43687	2/22-3/3	M-TH	1-4 p.m.
43688	3/7-3/17	M-TH	1-4 p.m.
43689	3/21-3/31	M-TH	1-4 p.m.
43690	4/4-4/14	M-TH	1-4 p.m.
43691	4/18-4/28	M-TH	1-4 p.m.
43692	5/2-5/12	M-TH	1-4 p.m.

## Job Training, Certifications and Licensure

### Auto Dealer Continuing Education

House Bill 432 mandates that any independent auto dealer seeking renewal of his/her license show proof of attendance at a DMV-approved, six-hour continuing education class every year. **Call 336-506-4200** for more information.

<b>Location: DC</b>		<b>Hours: 6</b>	<b>Fee: \$89</b>
43655	1/28	TH	9 a.m.-4 p.m. PAY BY 1/25
43656	3/16	W	9 a.m.-4 p.m. PAY BY 3/11

### Auto Dealer 12-Hour Pre-Licensing Course

This course provides prospective auto dealers with the 12 hours of authorized pre-licensing training to be licensed in North Carolina. **Call 336-506-4200** for more information.



This course will satisfy the education requirements to be eligible to sit for the NC provisional real estate broker (salesperson) license exam. After completing the course, you will need to apply for a license (\$30 application fee to the Real Estate Commission) and sit for and pass the state exam (\$64 exam fee) within 90 days of completing the course. This course has a required textbook. Please **call 336-506-4301** for more information.

<b>Location: DC</b>	<b>Hours: 90</b>	<b>Fee: \$183</b>
43581 1/25-4/4 MTTH	9 a.m. - 12 p.m.	PAY BY 1/20
43582 1/25-4/4 MTTH	6-9 p.m.	PAY BY 1/20

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## Real Estate Continuing Education

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ACC will offer the Update, the BIC Update and elective courses several times during the spring. **Call 336-506-4316 or 336-506-4301** for schedule.

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## Spanish Interpreter Certificate

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This certificate program prepares students to work as paraprofessional Spanish interpreters, facilitating oral communication between people in various community settings such as hospitals, schools and service agencies.

**The program has two possible tracks:**

**TRACK 1: students who are native Spanish speakers**

**TRACK 2: students who are native English speakers**

Prerequisite for native English speakers is showing proficiency at the Intermediate Spanish II level as determined by testing or successful completion of the curriculum course SPA 212. For native Spanish speakers, the curriculum DRE 096, DRE 097, and DRE 098 may be required based on placement test scores.

**Call 336-506-4200** for more information.

**Track 1 (required courses for native Spanish speakers):**

- ★ Expository Writing (curriculum course ENG 111)
- ★ Oral Communication (curriculum course ENG 115)
- ★ Professional Research/Reporting (curriculum course ENG 114)

**Track 2 (required courses for native English speakers):**

- ★ Spanish Reading & Composition (curriculum course SPA 231)
- ★ Spanish Conversation (curriculum course SPA 221)
- ★ Spanish Grammar Review (Continuing Ed. course, equivalent to curriculum course SPI 213)

**Required courses for both Tracks:**

- ★ Introduction to Spanish Interpreting (Continuing Ed. course, equivalent to curriculum course SPI 113)
- ★ Analytical Skills in Spanish Interpreting (Continuing Ed. course, equivalent to curriculum course SPI 114)
- ★ Introduction to Spanish Translation (Continuing Ed. course, equivalent to curriculum course SPI 214)

**Course offerings for this spring are as follows:**

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## Intro to Spanish Translation & Spanish Grammar Review

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This combines two of the required courses above into one long course, to provide a cost-savings to the student.

<b>Location: ACC</b>	<b>Hours: 66</b>	<b>Fee: \$183</b>
43659 2/1-4/13 MW	5:30-8:30 p.m.	PAY BY 1/27

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## Wastewater Treatment Plant Operator

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ACC offers the course to meet requirements by the N.C. Water Pollution Control System Operators Certification Commission for persons to become certified wastewater treatment plant operators. This course is scheduled on an "as-needed" basis. For more information or to be added to the list of those needing this certification, **Call 336-506-4316**.

## NEW! Wildlife Rehab

This course is intended for anyone who works with animals and has a serious interest in rehabilitation. Upon finishing the course, students will fill out paperwork for a state permit to rehabilitate animals as well as have the opportunity to join the Wildlife Rehab Inc. non-profit organization if they so choose. **Call 336-506-4200** for more information.

**Location: DC**

43660 2/1-3/21

M

**Hours: 24**

6-9 p.m.

**Fee: \$73**

PAY BY 1/27

**Online Courses Ph.**  
**336-506-4219**

### ***Never taken an online class?***

Once you've experienced the flexibility of the schedule, the user-friendliness of the online experience, and the quality of the classes, we're VERY confident you'll be hooked and want to take more.

### ***Do you have trouble fitting traditional classroom courses into your busy schedule?***

Continuing Education online courses are available on a schedule you choose. Courses begin every month and last six weeks. Each course consists of 12 lessons, with two lessons released each week. You can view your lessons 24 hours a day, seven days a week from any computer that has Internet access.

## **Online classes begin on these dates and continue for six weeks:**

**Jan. 13, Feb. 10, Mar. 16, Apr. 13, and May 18**

*The more than 250 courses are divided into the following sections:*

#### **Accounting and Finance**

Accounting Fundamentals  
Accounting Software  
Personal Finance and Investments

#### **Business**

Business Communication  
Business Software  
General Business Skills  
Grant Writing  
Management and Leadership  
Nonprofit  
Project Management

Sales and Marketing  
Start Your Own Business

#### **Computer Applications**

Adobe  
Microsoft  
Other Applications

#### **Design and Composition**

Adobe Software  
Digital Photography  
Graphic Design  
Multimedia  
Web Design

### **FREE Income Tax Assistance**

ACC has partnered with VITA (Volunteer Income Tax Assistance) to offer free income tax assistance for persons with low to moderate income, elderly and/or persons with disabilities. There will be volunteer tax counselors available by appointment at the Dillingham Center (1304 Plaza Dr., Burlington) on Tuesdays and Thursdays, 12:30-4:30 p.m. beginning 2/9/16 through 4/14/16. To make an appointment, go to <https://uwalamance.org> Scroll down to the VITA tab and look for the appointment scheduler.

### **Health Care and Medical**

- Alternative Medicine
- Ancillary
- EMS and Firefighters
- Ethics, Law, and Compliance
- Health Information Management
- Veterinary

### **Language and Arts**

- Arts
- Creative Writing
- Digital Photography
- Graphic and Multimedia Design
- Languages
- Publishing

### **Law and Legal**

- Business and Corporate
- General Law
- LSAT Preparation
- Paralegal

### **Personal Development**

- Arts
- Children, Parents, and Family
- Digital Photography
- Health and Wellness
- Job Search
- Languages
- Personal Enrichment
- Personal Finance and Investments
- Start Your Own Business

- Test Prep

### **Teaching and Education**

- Classroom Computing
- Languages
- Mathematics
- Reading and Writing
- Science
- Test Prep
- Tools for Teachers

### **Technology**

- Certificate Prep
- Computer Fundamentals
- Computer Programming
- Database Management
- Graphic and Multimedia Design
- Networking and Communications
- Security
- Web Technology

### **Writing and Publishing**

- Business Writing
- Creative Writing
- Grant Writing
- Publishing

Visit [www.ed2go.com/alamance](http://www.ed2go.com/alamance)

for a complete listing of all courses and specific course content. Learn why Internet-based education is so popular.

***Online courses at ACC: Stay at home...Go far.***

## **Personal Enrichment Courses** 336-506-4149 or 336-506-4322

Classes listed under this section are designed to enrich the lives of students and promote social interests and creativity. These activities are non-credit courses but many students have used knowledge and skills gained through these classes to develop a primary or secondary source of income. Call the numbers listed above for more information on any of the Personal Enrichment courses.

### **Astronomy**

Learn to identify several planets, numerous stars and constellations. The course will also cover information on the types of telescopes and computer software available for the amateur astronomer. Lee Roane, Instructor.

**Location:** DC

**Hours:** 10

**Fee:** \$55

43741 1/20-2/17 W 7-9 p.m. PAY BY 1/14

## NEW! Cake Decorating

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Decorating skills are learned for making a variety of flowers, borders, shaping cakes, piping characters and learning to be creative and use your own ideas. \*A supply list is given to students at the first meeting of class, cakes are baked at home and brought to class for decorating. Instructor: TBA

<b>Location: KSC</b>		<b>Hours: 24</b>		<b>Fee: \$70*</b>
43865	1/25-3/14	M	6-9 p.m.	<b>PAY BY 1/20</b>
43866	4/4-5/23	M	6-9 p.m.	<b>PAY BY 3/30</b>

## Chair Caning

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Instruction will be given on the different patterns for Chair Caning based on the wishes of the class. Instructor will work with students on an individual level to help them learn new skills and enhance old ones. Students may choose from 5 different chair caning patterns including Lace, Rush, Binder Cane, Pressed Cane or Shaker Tape. Students will have the opportunity to exhibit & sell their craft at ACC's Heritage Craft & Fine Arts Fair. \*Students are responsible for their materials. Jimmy Workman, instructor.

<b>Location: Forest Hills</b>		<b>Hours: 24</b>		<b>Fee: \$70*</b>
43742	3/8-4/26	T	6-9 p.m.	<b>PAY BY 3/3</b>

## Conversational Spanish

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Learn to speak and understand basic words, sentences, and phrases. Specific words and subject matter may be covered, depending on the interests of the class. Being able to speak their language is a great benefit if you work with or help the Spanish-speaking public.

\*Students are responsible for textbooks and materials. Textbooks will be discussed at first class. Raquel Held, Instructor

<b>Location: DC</b>		<b>Hours: 20</b>		<b>Fee: \$73*</b>
<b>Level I</b>				
43743	1/25-2/17	MW	6-8:30 p.m.	<b>PAY BY 1/20</b>
43744	3/7-3/30	MW	6-8:30 p.m.	<b>PAY BY 3/2</b>
43745	4/18-5/11	MW	6-8:30 p.m.	<b>PAY BY 4/13</b>

<b>Level II</b>				
43746	4/5-4/28	TTH	6-8:30 p.m.	<b>PAY BY 3/31</b>

## Conversational Spanish, Level VI

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This class is designed for advanced students wishing to enhance conversational skills. Students will practice sentences and phrases and be able to speak and read the language. Students will use a combination of 5 different books, video lessons, and audio tapes to become more familiar with the culture and variations of the Spanish language. Students must have prior approval before joining this class due to the advanced level. \*Students are responsible for textbooks and materials. Raquel Held, instructor

<b>Location: DC</b>		<b>Hours: 32</b>		<b>Fee: \$128*</b>
43751	1/15-5/6	F	12-2 p.m.	<b>PAY BY 1/12</b> *will not meet on 3/25

## Dance: Ballroom & Special Occasion Dances

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Do you have a special occasion coming up? Come learn steps for that traditional "First Dance" or "Father-Daughter Dance" or other special occasions. Students learn various dance steps and practice these steps in the class. The class includes American style Waltz, Fox Trot, Tango, Latin and Rhythm dances. This is the perfect class to take as a couple. A dance partner is not required but is suggested. Sheila and Hugh Walker, instructors

<b>Location: Forest Hills</b>		<b>Hours: 12</b>		<b>Fee: \$55</b>
43752	2/4-3/10	TH	7-9 p.m.	<b>PAY BY 2/1</b>
43753	3/31-5/5	TH	7-9 p.m.	<b>PAY BY 3/28</b>

## Dance: Shag Dance

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Did you know that Shag Dance is North Carolina's official state popular dance? It is a type of swing dance that developed during the 1930's and 40's combining nimble footwork with upbeat rhythm and blues known as beach music. Shagging originated at open-air beach parties on the North and South Carolina coasts and is most often associated with Carolina beach music. Come learn this popular state dance and be ready to show off your skills as you dance and shag on the boulevard. A dance partner is not required but is suggested. Sheila and Hugh Walker, instructors

<b>Location: Forest Hills</b>	<b>Hours: 12</b>	<b>Fee: \$55</b>
43754 2/8-3/14 M	7-9 p.m.	PAY BY 2/3
43755 4/4-5/9 M	7-9 p.m.	PAY BY 3/30

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## NEW! Drawing

This class is for the student who wants to learn or expand their drawing techniques using pencil, pen and ink and charcoal. Students will learn perspective, shading and composition. The instructor will work with students on all levels from beginner to advanced. Pete Pate, instructor

<b>Location: DC</b>	<b>Hours: 24</b>	<b>Fee: \$73*</b>
43756 3/1-4/19 T	6-9 p.m.	PAY BY 2/25

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## Defensive Driving (Must be age 26+)

Students of all ages will learn essential defensive driving techniques and skills to avoid collisions and decrease future violations. This driver improvement course is the most widely used and recognized course in the nation. Our most common evaluation on this course is that it should be required for driver's license renewal.

<b>Location: ACC/ DC</b>	<b>Hours: 4</b>	<b>Fee: \$65</b>
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Call for available dates and locations.

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## Financial: Rejuvenate Your Retirement

Whether your objective is to become more active, give your life a new sense of purpose or make more informed financial decisions, this class has something for everyone. In this course you discover new ways to stay mentally, physically and socially active, as well as learn about important financial topics such as tax reduction planning, retirement income planning, investment risk management, health care planning and estate planning. Workbook provided. Willy Fisher, Instructor

<b>Location: DC</b>	<b>Hours: 4</b>	<b>Fee: \$35</b>
43757 3/10-3/17 TH	1-3 p.m.	PAY BY 3/7
43758 3/15-3/22 T	9:30-11:30 a.m.	PAY BY 3/10

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## Floral Design Workshops

Students will learn the basics of floral arranging and then design and make their own seasonal floral arrangements. Students will learn how to select the correct container to make their arrangements pop. Artificial flowers may be used in class. \*Students are responsible for their supplies. Blake Jones, instructor.

<b>Location: KSC</b>	<b>Hours: 12</b>	<b>Fee: \$50*</b>
43759 3/14-4/4* M	6-9 p.m.	PAY BY 3/2

\*3/7 6-7 p.m. informational session

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## Getting Paid To Talk

Ever been told you have a great voice? From audio books and cartoons to documentaries, commercials, and more, this class will introduce you to the growing field of voice over. Learn what the pros look for, how to prepare, and where to find work in your area! We'll discuss industry pros and cons and play samples from working voice professionals. In addition, you'll have an opportunity to record a short professional script under the direction of our teacher. This class is lots of fun, and a great first step for anyone interested in the voice over field. Instruction by Voice Coaches, LLC

<b>Location: DC</b>	<b>Hours: 2.5</b>	<b>Fee: \$25</b>
43760 3/1 T	6:30-9 p.m.	PAY BY 2/25

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## Golf Basics & Etiquette

This course is appropriate if you are a beginner golfer with little or no experience, a 'business golfer', or a golfer with physical or injury limitations. The instructor will go over the rules & etiquette of playing golf. Instruction will be given

for irons, putting, chipping & longer clubs, with complete instruction for alignment, grip & set-up. **First class meets at Burlington Center.** \*Students are responsible for their own supplies. \*Golf clubs required except for the first class.  
Mike Doyle, Instructor

**Location: Randy's Golf Ctr. Hours: 12 Fee: \$80\***  
43761 4/7-5/12 TH 6-8 p.m. PAY BY 4/4

## Jewelry Design & Repair

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Students will learn to design one of a kind jewelry using various tools and fundamental techniques to secure fasteners, design, bend, swirl, and curl wire. Become inspired and challenged to create unique pieces. Instructor will work with each student to customize projects based on their skill level and experience. This class is ideal for beginners to intermediate students. Learn easy ways to customize and repair new or vintage pieces. Students will have the opportunity to exhibit and sell their craft at ACC's Heritage Craft & Fine Arts Fair. \*Supplies will vary depending on projects chosen and will be discussed at first class. Elisa DiGiambattista, instructor

**Location: DC Hours: 24 Fee: \$73\***  
43763 3/8-4/26 T 2-5 p.m. PAY BY 3/3  
43764 3/8-4/26 T 6-9 p.m. PAY BY 3/3

## Medicare Made Clear

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Have you heard that there have been many changes to Medicare? Learn about all of the options available to you. Did you know that you don't have to be 65 to qualify for Medicare? If you are retired or just planning for retirement, this course will help you to make the most of Medicare. We will talk about part A and B and about all of the new options that are available to those who qualify for Medicare. When you understand all of the options you can make the best decision for you. Bill Cauthren, Instructor.

**Location: DC Hours: 3 Fee: FREE**  
2/2 T 6-9 p.m. Register BY 1/27  
3/1 T 6-9 p.m. Register BY 2/25  
4/5 T 6-9 p.m. Register BY 3/31  
5/3 T 6-9 p.m. Register BY 4/28

## Motorcycle Safety

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**Basic Rider Course** - The Basic Rider Course is aimed at beginning riders of all ages. Never ridden a motorcycle? Maybe you need to refresh your skills. You will be amazed with your newly-found skills and confidence. (Even experienced riders have expressed appreciation for the skills they have learned.) Most self-taught riders are unaware of the skills needed to minimize chances of accidents or injuries. Successful completion will exempt you from the riding portion of the NCDMV Endorsement test. Many insurance companies offer premium discounts for successful graduates of this course. The course consists of 23 hours presented in a mixture of classroom and range/riding time. Practical riding skills are developed in a controlled, off-street environment. The course is also mandatory for motorcyclists under the age of 18 in the state of NC. Each course meets on Friday night and all day Saturday and Sunday. **Enrollment is limited to 11 students per class and is taken on a first come, first served basis. Register and pay early to reserve your spot. \*A waiver form is required. Call 506-4322 or 506-4149 for more information.**

**Location: ACC Hours: 23 Fee: \$185**  
Call for available dates

**Experienced Rider Course** - The Experienced Rider Course is for someone who has been riding for a little while. It's a great way to learn more about your riding abilities and the capabilities of your motorcycle. Students interested in attending an Experienced Rider Course must possess a valid motorcycle license or motorcycle endorsement to their license. A motorcycle learner's permit is also acceptable. It is recommended that you have at least 6 months riding experience or 3,000 miles under your belt. You must provide a street legal, properly licensed motorcycle for the range exercises, and must show proof of insurance. Your bike must also pass a visual safety inspection on the morning of the class. The course consists of a full day of riding on a controlled course to allow you to practice new skills or to refine existing skills. If you normally ride with a passenger, passengers are allowed in the class for an additional fee. Enrollment is limited to 11 students per class and is taken on a first come, first served basis Register and pay early to reserve your spot. Call 506-4322 for more information.

**Location: ACC Hours: 9 Fee: \$80**  
Call for available dates

## Painting: Acrylic – Tricks of the Trade

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Learn techniques for sketching, mixing colors, and applying acrylic paints to the canvas to achieve a variety of desired effects. Learn how to make a “magic blending color” and other secrets that artists use to enhance your paintings and get them to sell. The instructor works with students of all levels. \*A supply list of materials will be discussed at the first class. Skee Johnson, instructor

<b>Location: Depot</b>	<b>Hours: 24</b>	<b>Fee: \$70*</b>
43867 1/27-3/16 W	7-10 p.m.	PAY BY 1/22
43868 3/30-5/18 W	7-10 p.m.	PAY BY 3/23

## Painting: Acrylic & Oil

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Learn a variety of skills and techniques for working in acrylics & oils. Learn techniques for sketching, mixing colors, and applying paints to the paper to achieve a variety of desired effects. The instructor works with students of all levels. In this class, students will learn how to paint various birds along with fall flowers and vegetables. Students will have the opportunity to exhibit and sell their art at ACC's Heritage Craft & Fine Arts Fair. \*A supply list given at the first class.

<b>Location: CCFM</b>	<b>Hours: 24</b>	<b>Fee: \$70*</b>	<b>Yvonne McPherson, instructor</b>
43765 2/2-3/22 T	9 a.m.-12 p.m.	PAY BY 2/27	
43766 4/5-5/24 T	9 a.m.-12 p.m.	PAY BY 3/29	

<b>Location: DC</b>	<b>Hours: 24</b>	<b>Fee: \$73*</b>	<b>Betty Tyler, instructor</b>
43767 3/3-4/28 TH	1-4 p.m.	PAY BY 2/29	*will not meet on 3/24

## Painting: Air Brush

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Airbrush is a medium used for painting and lettering designs on virtually any surface from cakes to motorcycles. Students do not need a background in drawing or painting for this class. Students will learn how to apply airbrush paints to various surfaces. Airbrush equipment is provided. \*Supply list given upon registration. Ricky Minor, instructor

<b>Location: ACC, 106</b>	<b>Hours: 24</b>	<b>Fee: \$73*</b>
43768 3/3-4/28 TH	6-9 p.m.	PAY BY 2/29 *will not meet on 3/24

## Painting: People & Animal Portraits

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Perfect for the beginner or advanced student. Students may choose to use oil, acrylic or pastels for this class. Students will learn how to photograph their subject for excellent reference material and project the subject on the canvas for accurate painting details. The students will spend a few weeks learning and applying techniques for correct facial features and then progress to a portrait using their own subject. Students will learn how to transfer the subject to canvas, mix skin tones colors and have the correct composition for the portrait. \*A supply list of materials will be discussed at the first class. Betty Tyler, instructor.

<b>Location: DC</b>	<b>Hours: 24</b>	<b>Fee: \$73*</b>
43769 1/25-3/14 M	1-4 p.m.	PAY BY 1/20
43770 1/25-3/14 M	6-9 p.m.	PAY BY 1/20
43771 3/28-5/16 M	1-4 p.m.	PAY BY 3/21
43772 3/28-5/16 M	6-9 p.m.	PAY BY 3/21

## Painting: Watercolor – Spring Beauties

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Learn techniques for sketching, mixing colors, and applying watercolor paints to the paper to achieve a variety of desired effects. The instructor works with students of all levels from beginner to advanced. In this class, students will learn how to paint various ‘Spring Beauties’ including baby animals, flowers, and Spring Landscapes. The class will include fieldtrips to local parks to experience the colors and textures of local ‘Spring Beauties’. \*A supply list given at the first class. Carolyn Teague, instructor.

<b>Location: DC</b>	<b>Hours: 48</b>	<b>Fee: \$128*</b>
43871 1/26-4/12 T	1-5 p.m.	PAY BY 1/21
43872 1/27-4/13 W	9 a.m-1 p.m	PAY BY 1/22

## NEW! Painting: Beginning Watercolor

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This class is perfect for the beginning student. Learn techniques for sketching, mixing colors, and applying watercolor paints to the paper to achieve a Variety of desired effects. The instructor will present various techniques

such as a wash, glaze, wet on wet, dry brush, dropping in color, lifting out color, or negative painting to capture the attraction of autumn and winter. Students will have the opportunity to exhibit and sell their art at ACC's Heritage Craft & Fine Arts Fair. \*A supply list given at the first class. Carolyn Teague, instructor.

**Location: DC**                      **Hours: 24**                      **Fee: \$73\***  
43774    2/2-3/22            T            9 a.m.-12 p.m.            PAY BY 1/27

## Photography: Basic

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Learn the basic operations of a digital SLR camera including f/stops, shutter speeds, exposures, lighting, composition, and film speed. Students may take fieldtrips to practice capturing various elements. Critiques of student photographs and suggested practice assignments are used as a part of the learning process. **Students are encouraged to bring their own camera.** Come learn from the former owner of Westbrook Studios. Joe Robertson, instructor.

**Location: DC**                      **Hours: 24**                      **Fee: \$73\***  
43775    2/11-4/7            TH            6:30-9:30 p.m.            PAY BY 2/8 \*will not meet on 3/24

## Photography: Portrait

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*Pre-requisite: Basic Photography or similar background.* Students will learn techniques of classic and contemporary portrait photography including posing, lighting, composition, and clothing selection. Outdoor and indoor location as well as in-studio will be covered for both individual and group portraiture. Come learn from the former owner of Westbrook Studios. Joe Robertson, instructor.

**Location: ACC,102**                      **Hours: 24**                      **Fee: \$73**  
43776    4/5-5/24            T            6:30-9:30 p.m.            PAY BY 3/31

## Pottery: Hand Building

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In this class students learn clay hand building and glazing techniques. Students will experiment using the extruder, slab rollers and molds. **NO WHEEL-THROWING WILL BE DONE IN THIS CLASS.** Students will also learn about finishing, firing and glazing their pieces. **REGISTRATION IS LIMITED. STUDENTS MUST REGISTER AND PAY BY DEADLINE TO ALLOW FOR CLAY TO BE ORDERED – NO EXCEPTIONS.** Students will have the opportunity to exhibit and sell their craft at ACC's Heritage Craft & Fine Arts Fair. \*Registration fee includes 25 lbs of clay, glazes, and firing. Jan Holloman, instructor

**Location: Elmira Rec.**                      **Hours: 24**                      **Fee: \$130\***  
43778    1/14-3/3            TH            9 a.m.-12 p.m.            PAY BY 1/7  
43779    3/17-5/12            TH            9 a.m.-12 p.m.            PAY BY 3/10 \*will not meet on 3/24

## Pottery: Open Studio

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This class is designed to provide students extra time in the studio to practice skills learned in class. **No instruction will be given.** Students must be currently enrolled in the pottery classes or have previously taken pottery at ACC to participate. **REGISTRATION IS LIMITED.** \*Students may purchase extra clay based on availability. Facilitators: various

**Location: Elmira Rec.**                      **Hours: 18**                      **Fee: \$65\***  
43779    1/24-2/28            SU            1-4 p.m.            PAY BY 1/20  
43780    4/3-5/8            SU            1-4 p.m.            PAY BY 3/30

## Pottery: Wheel Throw

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In this class students learn clay wheel-throwing and glazing techniques. The finished pieces are kiln fired, glazed, and fired a final time. Instructor works with all skill levels. **REGISTRATION IS LIMITED. STUDENTS MUST REGISTER AND PAY BY DEADLINE TO ALLOW FOR CLAY TO BE ORDERED – NO EXCEPTIONS.** Students will have the opportunity to exhibit and sell their craft at ACC's Heritage Craft & Fine Arts Fair. \*Registration fee includes 25 lbs of clay, glazes, and firing. Pete Pate, instructor

**Location: Elmira Rec.**                      **Hours: 24**                      **Fee: \$130\***  
43781    1/14-3/3            TH            6-9 p.m.            PAY BY 1/7  
43782    1/19-3/8            T            1-4 p.m.            PAY BY 1/12  
43783    3/17-5/12\*            TH            6-9 p.m.            PAY BY 3/10 \*will not meet on 3/24  
43784    3/22-5/10            T            1-4 p.m.            PAY BY 3/15

## Quilting: UFOs

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*Prerequisite: Student must have a working knowledge of basic quilting techniques.* Do you find yourself wishing you had time to finish all of the quilts you've started? Do you have a stack of UFO's (**Un-Finished Objects**)? Bring all of your UFO's and learn new timesaving techniques to complete former quilting projects. Block and assembly line cutting and sewing techniques will be presented to help students make best use of their time and fabrics. Students will have the opportunity to exhibit and sell their craft at ACC's Heritage Craft & Fine Arts Fair. \*Students are responsible for supplies. Helen Doutt, instructor

Location: DC	Hours: 24	Fee: \$73*
43873 1/14-3/3 TH 9 a.m.-12 noon		PAY BY 1/11
43874 1/14-3/3 TH 1-4 p.m.		PAY BY 1/11

## NEW! Quilting: Charity Quilts

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*Prerequisite: Student must have a working knowledge of basic quilting techniques.* Quilters have donated countless handmade blankets to support charity projects and individuals in need. Quilting for charity is a beautiful way to give back to the community, while still growing your skills. Sample charity projects may include Project Linus, Quilts of Valor, and Little Pink House of Hope. Block and assembly line cutting and sewing techniques will be presented to help students make best use of their time and fabrics. Students will have the opportunity to exhibit and sell their craft at ACC's Heritage Craft & Fine Arts Fair. \*Students are responsible for supplies. Helen Doutt, instructor

Location: DC	Hours: 24	Fee: \$73*
43875 3/17-5/12 TH 9 a.m.-12 noon		PAY BY 3/11 *will not meet on 3/24
43876 3/17-5/12 TH 1-4 p.m.		PAY BY 3/11 *will not meet on 3/24

## Sewing

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Whether you are a beginner just learning to thread a needle or have been sewing for a while, this class is appropriate for you. Instructor will work with students on all levels to help them select and sew a project at their skill level. Students will be given detailed instruction and guidance on their individual projects. All students work in class and may work on items at home. Learn machine operation and maintenance and make individual projects such as simple window treatment, children's clothing, tote bags, basic clothing. **There are a limited number of machines available in the classroom to share, so students are encouraged to bring their own sewing machine.** \*Students are responsible for their project supplies and material. Mandy Foster, instructor

Location: DC	Hours: 15	Fee: \$65*
43788 2/8-3/14 M 6:30-9 p.m.		PAY BY 2/3
43789 4/4-5/9 M 6:30-9 p.m.		PAY BY 3/30

## Sign Language

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Learn to communicate with hearing impaired individuals and understand the problems involved with deafness. Whether you are looking to use sign language in the workplace or just to know signs for self-improvement and gratification, this is the class you need. All levels will meet together and break into small groups for practice. Bud Catoe, instructor

Location: Forest Hills	Hours: 10	Fee: \$49
43791 2/15-3/7 M 6-8:30 p.m.		PAY BY 2/10
43792 4/4-4/25 M 6-8:30 p.m.		<b>PAY BY 3/30</b>

## Stained Glass

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This class is for beginners through advanced students and includes instruction on using patterns, cutting glass, grinding and foiling edges, and soldering pieces together. Based on individual skill level, students may create items from simple sun catchers to elaborate windows. \*This class requires special tools and equipment that may be purchased as a kit (Approx. \$110). Hettie Moore, Louise DeLos Reyes, instructors

Location: DC	Hours: 24	Fee: \$73*
43793 1/12-3/1 T 9 a.m.-12 noon		PAY BY 1/7
43794 1/12-3/1 T 6-9 p.m.		PAY BY 1/7
43796 1/13-3/2 W 9 a.m.-12 noon		PAY BY 1/8
43797 1/14-3/3 TH 9 a.m.-12 noon		PAY BY 1/11
43798 1/14-3/3 TH 6-9 p.m.		PAY BY 1/11
43800 3/15-5/3 T 9 a.m.-12 noon		PAY BY 3/10



43802	3/15-5/3	T	6-9 p.m.	PAY BY 3/10
43803	3/16-5/4	W	9 a.m.-12 noon	PAY BY 3/11
43804	3/17-5/12	TH	9 a.m.-12 noon	PAY BY 3/14 *will not meet on 3/24
43805	3/17-5/12	TH	6-9 p.m.	PAY BY 3/14 *will not meet on 3/24

## Wedding & Special Event Planning, Level I

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Students will learn how to plan all details of a wedding or special event. Topics covered will include setting a timeline, establishing a reasonable budget, choosing a venue, and choosing a theme/color just to name a few. Students will have access to the best in the business and receive information from top vendors in the Triad/Triangle area. Jennifer Ball, instructor.

<b>Location: DC</b>	<b>Hours: 24</b>	<b>Fee: \$73*</b>
43806 2/3-3/23 W	6-9 p.m.	PAY BY 1/29

**Wood Note: Accident Insurance is required for all wood-working, framing, and furniture courses for all students. Students can provide their own or purchase from the College for a cost of \$2 per semester.**

## Wood: Carving

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In this class learn carving techniques and professional finishing touches used to create small figurines. Learn the various types of carving along with basic carving techniques, tool care, and safety measures. Students will learn how to carve projects with interlocking pieces out of one solid piece of wood. Examples include baby rattles, small toys, lamp stands, and chains. Students will have the opportunity to exhibit and sell their craft at ACC's Heritage Craft & Fine Arts Fair. \*Students will be responsible for materials. Bill Wallace, instructor.

<b>Location: Broad St.</b>	<b>Hours: 48</b>	<b>Fee: \$125*</b>
43807 1/25-5/9 M	6-9 p.m.	PAY BY 1/20

## NEW! Wood D-I-Y Framing & Mat Cutting

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Students will learn the steps to create a Do-it-yourself frame and matting. Bring that unique one of a kind project or art and leave with a beautiful framed or matted piece. Learn to make your piece Gallery ready! Students can also choose to mount various materials such as fabric, cross-stitch, canvas, sports memorabilia, military metals, and more. ACC will provide materials for practice. Students will have the opportunity to exhibit and sell their craft at ACC's Heritage Craft & Fine Arts Fair. \*Students are responsible for their own project supplies. Elisa DiGiambattista, instructor

<b>Location: DC</b>	<b>Hours: 24</b>	<b>Fee: \$73*</b>
43817 3/7-4/25 M	6-9 p.m.	PAY BY 3/2

## Wood: Furniture Finishing & Refinishing

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Do you have an antique or older piece of furniture that needs some work? Would you like to refinish that bargain piece you picked up at a yard sale? Does that family heirloom need some work before it is passed down to the next generation? Then this is the class for you. Learn basic minor touch up procedures and basic repair techniques for older furniture. Learn how to revitalize and restore older furniture to a 'like new' condition or upcycle those gently used pieces for a different look. This class is perfect for the beginning or seasoned woodworker and women are encouraged to attend. \*Students will be responsible for materials. Tom Davis, instructor.

<b>Location: Davis' Shop</b>	<b>Hours: 24</b>	<b>Fee: \$70*</b>
43822 3/31-5/19 TH	6-9 p.m.	PAY BY 3/28

## Wood: Woodworking, Basic

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Students will learn the safe operation of various power tools including table saws, drill presses, jointers, planers, band saws, and lathes. Instructor will work with each student on an individual basis to customize a simple project. Some examples include end tables, stools, and book shelves. This class is perfect for the beginning woodworker. Students will have the opportunity to exhibit and sell their craft at ACC's Heritage Craft & Fine Arts Fair. \*Students will be responsible for materials. Tom Davis, instructor.

<b>Location: Davis' Shop</b>	<b>Hours: 24</b>	<b>Fee: \$70*</b>
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43827	1/14-3/3	TH	1-4 p.m.	PAY BY 1/11
43830	3/31-5/19	TH	1-4 p.m.	PAY BY 3/28

## Wood: Cabinets & Large Furniture

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*Prerequisite:* Students should have a prior woodworking experience. Designed for Intermediate to Advanced students. In this class students will learn advanced methods of woodworking and use these skills to make advanced items like cabinets, tool boxes, grandfather clocks, tables, chairs, etc. Classes will take the student from wood selection to final finishing. Instructor will work with students to develop new skills and enhance existing ones. Students will have the opportunity to exhibit and sell their craft at ACC's Heritage Craft & Fine Arts Fair. \*Students will be responsible for materials. Tom Davis, instructor.

<b>Location: Davis' Shop</b>	<b>Hours: 90</b>	<b>Fee: \$180*</b>
43832	1/19-5/9 MT	6-9 p.m. PAY BY 1/13
43841	1/19-5/4 TW	9 a.m.-12 p.m. PAY BY 1/13

## Wood: Woodworking, Intermediate

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*Prerequisite:* Basic Woodworking or a basic knowledge of woodworking with prior experience. Students will expand on the basic knowledge and safe operation of various power tools and begin to make more involved projects. Some examples include tool cabinets, decorative book shelves and custom projects. This class is perfect for the students that is beyond basics, but not quite comfortable at the advanced level. Students will have the opportunity to exhibit and sell their craft at ACC's Heritage Craft & Fine Arts Fair. \*Students will be responsible for materials. Tom Davis, instructor.

<b>Location: Davis' Shop</b>	<b>Hours: 24</b>	<b>Fee: \$70*</b>
43844	1/14-3/3 TH	6-9 p.m. PAY BY 1/11

## Wood: Turning Beyond Bowls

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Students will learn how to design a one of a kind project using the wood lathe and various hand tools. Students will learn the difference between faceplate turning vs spindle turning and can choose to concentrate in one area or dabble in both. Students can choose various projects. Examples include bowl turning, inkpens, turned furniture pieces, lamps, and ornaments. Instructors will work with students individually to develop new skills and improve old ones. Students will have the opportunity to exhibit and sell their craft at ACC's Heritage Craft & Fine Arts Fair. \*Students are responsible for materials. Bill & Jim Wallace, instructors

<b>Location: Broad St.</b>	<b>Hours: 48</b>	<b>Fee: \$125*</b>
43849	1/25-5/9 M	2-5 p.m. PAY BY 1/20
43851	1/27-5/11 W	10 a.m.-1 p.m. PAY BY 1/22
43856	1/27-5/11 W	2-5 p.m. PAY BY 1/22
43857	1/27-5/11 W	6-9 p.m. PAY BY 1/22

## Small Business Center

Ph. 336-506-4311

### **STARTING A SMALL BUSINESS IS EASY AT ACC.**

The SBC provides current or potential small business owners a variety of opportunities to increase their knowledge of small business management and the business start-up process. The center provides free, confidential counseling and referral services and free or low-cost classes, workshops, and seminars on business topics. **Preregistration is required for all events.**

Come visit the SBC located within ACC's Dillingham Center to seek advice and use our business resource library. The SBC has access to the Internet and NCLIVE (inter-library exchange) as well as government forms, publications,

### Small Business Owners' Roundtable & Speaker Series

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The Business Owners' Roundtable is a group of small business owners and managers who meet on the second Wednesday of each month from 11:30 a.m. to 1 p.m. to share concerns, problems, and up-to-date information. Members of the Roundtable share a commitment to assist and support one another. **Call 336-506-4312** for more information.

**NEED A QUICK RESPONSE?**

The SBC specializes in quick response to small business needs, so all courses and programs cannot be identified well in advance. For more information or a schedule of upcoming topics

Visit our website at

[http://www.alamancecc.edu/business\\_industry\\_services/small\\_bus\\_center](http://www.alamancecc.edu/business_industry_services/small_bus_center),

Contact us by e-mail at [accsbc@alamancecc.edu](mailto:accsbc@alamancecc.edu) or call us at 336-506-4311.

## Special Interest

### -Biofuels (Biogas, Alcohol, Biodiesel)

This course will cover the evolving industry of sustainable renewable fuels (alcohol, biodiesel, methane and cellulose products) to replace fossil fuels (gasoline, diesel, natural gas and coal). Multimedia, lectures, presentations, laboratories, guest speakers and field trips will be used. Call 336-506-4200 for more information.

**Location: T.S. Designs**      **Hours: 24**      **Fee: \$70**  
43661    2/3-3/23    W      6-9 p.m.      PAY BY 1/29

### Green Shelter

This course is an introduction to Green Shelter Techniques. Course covers design systems such as LEED and NC Healthy-Built Homes. Alternative building materials and techniques and the safe and proper use of tools will also be discussed. Call 336-506-4200 for more information.

**Location: T.S. Designs**      **Hours: 24**      **Fee: \$70**  
43662    1/30-3/19    SA      9 a.m.-12 noon      PAY BY 1/27

### Renewable Energy

Renewable energy is a hot topic as concerns over global warming and conventional fuel grab headlines. This course explains solar energy, wind energy, and energy from biomass. Multimedia, lectures, presentations, laboratories, guest speakers and field trips will be used. Call 336-506-4200 for more information.

**Location: T.S. Designs**      **Hours: 24**      **Fee: \$70**  
43663    2/1-3/21    M      6-9 p.m.      PAY BY 1/27

## Teacher Renewal Credits/Teacher Assistant/Substitute Teaching

Ph. 336-506-4200

ACC is committed to offering high quality courses that enhance the professional development of teachers, teacher assistants, and substitutes. We offer opportunities for both licensed and non-licensed personnel.

### Substitute Teacher/Effective Teacher Training

This course is designed to prepare learners to enter a school setting as a substitute teacher and fill the role of the regular instructor in the classroom. Learners will engage in a variety of activities that will enhance their awareness of challenges encountered by today's youth and enable them to recognize and develop appropriate learning activities.

**Location: DC**      **Hours: 30**      **Fee: \$128**  
43664    2/2-4/5      T      5-8 p.m.      PAY BY 1/28  
43665    2/3-4/6      W      9 a.m.- 12 p.m.      PAY BY 3/29

### Teacher Assistant Program

This program is for individuals whose objective is to become a teacher assistant, who wish to be effective in the classroom, and who desire a better understanding of how students learn. This course, along with successful completion of the COMPASS, ASSET, or WORKKEYS exam, fulfills the requirements in North Carolina to become a teacher assistant. No previous college education or teaching experience is necessary.

**Location: DC/ ACC**      **Hours: 96-114**      **Fee: \$183**  
43667\*    1/23-5/14    S      9 a.m.-4 p.m.      PAY BY 1/20    \*meets at ACC main campus  
43666    2/1-4/28    MTTH    9 a.m.-12 p.m.      PAY BY 1/27

## Teaching Smart: Using Smartboards for Instruction

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You do not need to have a SMARTBoard to benefit from this course. Course will focus on using the SMARTBoard and SMART Notebook software as a tool for teachers to plan interactive lessons where their students are actively involved in learning. Examples of lessons, activities and learning games will be included, as well as resources for lessons that will help save the teacher time and get students excited about learning.

**Location: ACC**                      **Hours: 16**                      **Fee: \$73**  
43711    2/2-2/25    TTH                      4-6 p.m.                      PAY BY 1/28

### Continuing Education Online

Online courses such as the ones below offer 2.4 CEUs:

**Classroom Discipline Problems**  
**The Internet in the Classroom**  
**Language Development**  
**Understanding Adolescents**

There is a large selection of computer software and Web design courses that may count towards technology credits.

**Online classes begin on**  
**Jan. 13, Feb. 10, Mar. 16, Apr. 13, and May 18**  
**and continue for six weeks:**

**Visit [www.ed2go.com/alamance](http://www.ed2go.com/alamance)**

<b>LOCATION KEY</b>	
<b>LOCATION CODE</b>	<b>ADDRESS</b>
<b>ACC</b>	Main campus (Graham), Jimmie Kerr Rd. at I-85/I-40, Exit 150
<b>Broad St.</b>	215 N. Broad St., Burlington
<b>CCFM</b>	Cane Creek Friends Meeting House, Greensboro Chapel Hill Rd, Snow Camp
<b>Davis' Shop</b>	1104 Southerland St., Suite B, Graham
<b>DC</b>	Dillingham (Burlington) Center, 1304 Plaza Dr., Burlington
<b>Depot</b>	Burlington Depot, 200 S. Main St., Burlington
<b>Elmira Rec.</b>	Elmira Recreation Center, 810 Wicker St., Burlington
<b>Forest Hills</b>	Forest Hills Recreation Center, 227 Williamson St., Burlington
<b>Goodwill</b>	Goodwill Industries, 3740 South Church St., Burlington
<b>KSC</b>	Kernodle Senior Center, 1535 South Mebane St., Burlington
<b>Randy's Golf Ctr.</b>	1706 Hanford Rd, Burlington
<b>Sellers Gunn</b>	Sellers Gunn Education Center, 612 Apple St., Burlington
<b>TS Designs</b>	2053 Willow Springs Lane, Burlington
<b>TBA</b>	To Be Announced