ECONOMIC AND WORKFORCE DEVELOPMENT/CONTINUING EDUCATION

SPRING/SUMMER 2013 CLASS SCHEDULE

Workforce Training for Jobs in Manufacturing, Page 49

Kid's Camps, Page 67

LOCALLY COMMITTED • REGIONALLY DYNAMIC • WORLD-CLASS FOCUSED

828-254-1921
abtech.edu
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Registration information, page 77. Register early!

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Art History - A Survey of Art
Art history can tell more about a culture than any other subject matter and during this exploration, we will cover just a small part of the world of art. Using PowerPoint images and some snippets from movies dealing with art, we will study the beginning, the middle, and, as the culture goes, the probable end of art. We will conduct a visual survey of art including painting, drawing, photography, sculpture, and some architecture. Discussion will also cover the past, the present, and the future of art in a computerized world.

Peter Loewer, Instructor.
W, 5/22 - 6/12, 6 - 8 p.m., CSP-4134-272AR, 231 Hemlock, Asheville
Fees: Course: $59

Beaded Jewelry, Beginning
Have you always wanted to learn how to make your own beaded jewelry? Are you new at jewelry making and want someone to help you with the basics needed to begin almost any project. Designing your own jewelry has never been so easy. You will explore bead possibilities, color schemes, tools, supplies, and material choices that will help you create works of art. If you have little to no experience, this class is a perfect choice. Your first project will be a bracelet.

M, 4/15 - 4/29, 6 - 8 p.m., CSP-4006-274AR, 414 Rhododendron, Asheville
Fees: Course: $59

M, 7/22 - 7/29, 6 - 8 p.m., CSP-4006-440AR, 414, Rhododendron, Asheville
Fees: Course: $59

Beaded Jewelry, Beginning II
You have some experience in basic beaded jewelry making and want to explore more intricate designs incorporating wire - wrapping methods. Bring your tools and supplies to the first class and begin to discover how talented you really are!

M, 5/6 - 5/20, 6 - 8 p.m., CSP-4008-275AR, 414 Rhododendron, Asheville
Fees: Course: $59

Calligraphy
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.
T, 6/4-7/2, 9:30 a.m. - 11:30 a.m., CSP-4002-277AR, 232 Hemlock, Asheville
Fees: Course: $59

Collage Art and Mixed Media
Create a series of expressive collages while learning the fundamentals of art and design through traditional and experimental collage methods. This class will encourage you to awaken spontaneity, curiosity, and creative freedom. You will incorporate painting, intuitive drawing, paper, and photos into your work. All levels welcome whether you are a beginning artist or experienced looking to be creatively reinvigorated.

Suggested materials: photographs, magazines, construction paper, tissue paper, fabrics, cardboard/poster paper or canvas board, scissors or penknife, Elmer's glue or glue stick, paints, charcoal or conte crayons, pens, colored pencils. Come to the first class prepared to work! Ursula Gullow, Instructor.
F, 4/26 - 5/24, 9:30 a.m. - 12 p.m., CSP-4084-279AR, 215 Hemlock, Asheville
Fees: Course: $59

F, 7/26 - 8/23, 9:30 a.m. - 12 p.m., CSP-4084-444AR, 215 Hemlock, Asheville
Fees: Course: $59
Classes beginning with prefixes CSP and SEF are self-supporting. No fee exemptions are available for senior citizens.

Drawing, Beginning
If you can write your name, you can learn to draw. 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. Paula Parker, Instructor.

W, 4/17 - 5/22, 6 - 9 p.m., CSP-4009-282AR, 215 Hemlock, Asheville
Fees: Course: $59

M, 4/22 - 6/3, 2 - 5 p.m., CSP-4009-281AR, 215 Hemlock, Asheville
Fees: Course: $59

M, 7/29 - 8/26, 2 - 5 p.m., CSP-4009-446AR, 215 Hemlock, Asheville
Fees: Course: $59

Drawing, Intermediate
This intermediate level drawing course explores the possibilities of drawing with a pencil. The instructor will demonstrate techniques to the class, and also work one-on-one with each student. Style, refined techniques, and creative ideas will be explored and encouraged in this class, with an emphasis on shading, composition, and content. Bring pencils, erasers, and a sketch pad to first class. Paula Parker, Instructor.

M, 6/10 - 7/15, 2 - 4:30 p.m., CSP-4013-283AR, 215 Hemlock, Asheville
Fees: Course: $59

Making Money with Your Art
As an artist are you struggling to sell your work? Do people know what fabulous art you have to offer? Building your brand is as important as creating your art. After all you want to stand out from the crowd. A well-designed branding strategy can help deliver your message even during the times you are working in your studio. Don’t miss this four-week workshop where you will discover how to market and brand your art to its full potential. Steven Hall, Instructor.

TH, 6/6-6/27, 6-8PM, CSP-4040-271AR
231 Hemlock, Asheville
Fees: Course $59

Nature’s Notebook I: Drawing in Pen and Ink
Learn to draw the intricacies of a flower or capture the elegance of a fern frond or the complex structure of native lichens by tuning your powers of observation. Drawing and writing in your diary or sketchbook will teach you more than any camera ever could. This class is appropriate for the beginning student to the accomplished artist. Peter Loewer, Instructor.

TH, 4/25 - 5/30, 9:30 a.m. - 12:30 p.m., CSP-4024-286AR, 215 Hemlock, Asheville
Fees: Course: $59

TH, 6/6 - 7/18, 9:30 a.m. - 12:30 p.m., CSP-4024-288AR, 215 Hemlock, Asheville
Fees: Course: $59

TH, 7/25 - 8/29, 9:30 a.m. - 12:30 p.m., CSP-4024-453AR, 215 Hemlock, Asheville
Fees: Course: $59

M, 4/15 - 5/20, 6 - 8:30 p.m., CSP-4024-287AR, 215 Hemlock, Asheville
Fees: Course: $59

M, 7/15 - 8/19, 6 - 8:30 p.m., CSP-4024-452AR, 215 Hemlock, Asheville
Fees: Course: $59

Oil Painting, Wet-On-Wet Technique
Tap into your creative instincts and express yourself in exciting ways through the wet-on-wet technique of oil painting. You will create beautiful landscape and still life paintings. Supplies: $45 - $75.

M, 4/22 - 6/3, 6 - 8:30 p.m., CSP-4023-433AR, 113 Ramsey, Madison
Fees: Course: $59

W, 4/24 - 5/29, 9:30 a.m. - 12 p.m., CSP-4023-434AR, 112 Ramsey, Madison
Fees: Course: $59
Classes beginning with prefixes CSP and SEF are self-supporting. No fee exemptions are available for senior citizens.

Painting, Abstract Art
Learn how to make abstract art through a variety of mediums such as painting, charcoals, and collage. Students will learn about line, texture, color and shape, while gaining insight into important abstract artists and theories. This class will encourage exploration into your creative side. All levels are welcome. Materials needed include: large sheets of poster paper or cardboard, an acrylic paint set, brushes, charcoals or conté crayons, old magazines and glue. Some materials will be available for use in class. Bring supplies to first class. Ursula Gullow, Instructor.

TH, 4/16 - 5/14, 6 - 8:30 p.m., CSP-4027-291AR, 215 Hemlock, Asheville
Fees: Course: $59

F, 6/14 - 7/19, 9:30 a.m. - 12 p.m., CSP-4027-455AR, 215 Hemlock, Asheville
Fees: Course: $59

Painting, Animals
Does the thought of painting fur and feathers keep you from exploring animals as your subject matter? Do you want to understand and achieve greater realism in your paintings, while capturing the expressive qualities of the animal form? Working from photographs, you will explore techniques in creating textures such as fur and feathers. You will also be encouraged to delve into a variety of subjects, from horses and dogs to birds and insects. Basic painting skills recommended. Bring photo of a beloved pet, sketchbook, pencils and usual paint supplies to first class. Ursula Gullow, Instructor.

TH, 5/30 - 6/27, 2 - 4:30 p.m., CSP-4457-299AR, 215 Hemlock, Asheville
Fees: Course: $59

Painting, Beginning Acrylics
This foundational acrylic painting course will assist you in visual observation and allow personal expression through knowledge of basic painting techniques. Line, shape, texture, balance and tonality will be taught to encourage artistic visions with paint. You will explore the world of acrylic painting while developing your creative side.

TH, 4/18 - 5/23, 2 - 5 p.m., CSP-4029-294AR, 215 Hemlock, Asheville
Fees: Course: $59

TH, 7/11 - 8/15, 2 - 5 p.m., CSP-4029-458AR, 215 Hemlock, Asheville
Fees: Course: $59

TH, 4/18 - 5/23, 6 - 9 p.m., CSP-4029-459AR, 215 Hemlock, Asheville
Fees: Course: $59

Painting, Becoming Your Own Artist
You’ve taken lots of classes, and by now you know how to paint, the only problem is you don’t know what to paint. This class will inspire you to develop your distinct creative point of view. Working with professional artist, Ursula Gullow, you will explore concepts, storylines, themes, composition and materials towards developing a personalized body of work. Think big and beyond your normal expectations. Bring ideas, sketchbooks and enthusiasm to the first class. Ursula Gullow, Instructor.

W, 5/17 - 6/19, 9:30 a.m. - 12 p.m., CSP-4456-298AR, 215 Hemlock, Asheville
Fees: Course: $59

Th, 5/30 - 6/27, 6 - 8:30 p.m., CSP-4456-300AR, 215 Hemlock, Asheville
Fees: Course: $59

Painting, Harmonious Landscapes
Western North Carolina has some of the most beautiful landscapes found. Discover how to bring them to life while working from photographs. Enhance your own personal painting style in acrylic, using the landscape as subject matter. Through a variety of in-class assignments you will explore how to convey color and light to achieve harmony in your painting while exploring brushwork and fundamental approaches to painting. With the expertise of artist, Ursula Gullow, you will gain skills and confidence in painting clouds, skies, reflections on water, trees and more. Basic painting skills recommended. Bring landscape photos and usual paint supplies to first class. Ursula Gullow, Instructor.

W, 4/17 - 5/15, 9:30 a.m. - 12 p.m., CSP-4456-298AR, 215 Hemlock, Asheville
Fees: Course: $59

TH, 5/30 - 6/27, 6 - 8:30 p.m., CSP-4456-300AR, 215 Hemlock, Asheville
Fees: Course: $59
Art
Community Enrichment
828-398-7817 or 828-398-7369
abtech.edu/ce

Classes beginning with prefixes CSP and SEF are self-supporting. No fee exemptions are available for senior citizens.

Painting, Introduction to Acrylics Workshop
Are you interested in exploring acrylics but not sure if this is the medium for you? This one-day workshop will introduce you to the world of acrylic paints and color mixing in a fun exciting environment. Learn about some of the masters and the techniques they used to bring life to a painting. Bring a brown bag lunch and any painting supplies you may have. Come prepared to enjoy a day of painting. Ursula Gullow, Instructor.

F, 4/19, 9:30 a.m. - 1:30 p.m., CSP-4374-293AR, 215 Hemlock, Asheville
Fees: Course: $39, Supply/Lab: $6

Painting, Studio/ Advanced
This is the perfect place to join other advanced painters in a studio setting, while developing new skills working in the medium of your choice under the guidance of experienced artist, Paula Parker. You will work from photographs or still-life setups. Bring painting supplies to the first class. A proficiency in a particular medium is necessary to join this class.

M, 4/22 - 6/3, 9:30 a.m. - 12:30 p.m., CSP-4035-304AR, 215 Hemlock, Asheville
Fees: Course: $59

T, 4/23 - 5/28, 9:30 a.m. - 12:30 p.m., CSP-4035-305AR, 215 Hemlock, Asheville
Fees: Course: $59

T, 6/4 - 7/9, 9:30 a.m. - 12:30 p.m., CSP-4035-307AR, 215 Hemlock, Asheville
Fees: Course: $59

M, 6/10 - 7/15, 9:30 a.m. - 12:30 p.m., CSP-4035-306AR, 215 Hemlock, Asheville
Fees: Course: $59

T, 7/23 - 8/27, 9:30 a.m. - 12:30 p.m., CSP-4035-463AR, 215 Hemlock, Asheville
Fees: Course: $59

Painting, The Human Portrait
Just as musicians train their ear for sounds and tones, artists must train their eye to see delicate changes in value and develop a visual sensitivity. Come and explore ways of using acrylic paint to create dynamic portraits. Working from photos you will explore fundamental proportions of the human face as well as basic approaches to achieving expressive realism in your portraits. You will have the opportunity to delve deep and explore your distinct creative voice. Basic painting skills recommended. Bring a photo of a face or a mirror, sketchbook, pencil, and usual painting supplies to first class. Ursula Gullow, Instructor.

TH, 5/30 - 6/27, 6 - 8:30 p.m., CSP-4463-301AR, 215 Hemlock, Asheville
Fees: Course: $59

W, 7/10 - 8/7, 9:30 a.m. - 12 p.m., CSP-4463-465AR, 215 Hemlock, Asheville
Fees: Course: $59

Photography, Introduction/Understanding Your Point and Shoot Digital Camera
Understanding how to use your point and shoot camera will help you take better pictures, preserve family memories, and have a lot more fun with your camera. Most of you never take your camera off the automatic mode. When you have completed this class you will have a better idea of all those settings and when to use them.

TH, 4/18 - 5/2, 6 - 8 p.m., CSP-4098-310AR, 232 Hemlock, Asheville
Fees: Course: $45
Photography, Digital Beginning
Are you making the best pictures possible with your camera? In this beginning class, you will learn how to use your digital camera and the meaning of terms and concepts. Our instructor will give you direct, interactive feedback on your photographs and take you on one weekend location photo shoot, showing you on-site how to get the best images with your camera as you explore different shooting techniques. Bring your camera to the first class.

TH, 4/18 - 5/23, 10 a.m. - 12 p.m., CSP-4047-312AR, 131 A-B Tech South Site
Fees: Course: $59

M, 7/8 - 8/12, 10 a.m. - 12 p.m., CSP-4047-467AR, 232 Hemlock, Asheville
Fees: Course: $59

Photography, Digital Intermediate
Do you have a good understanding of your camera such as composition and exposure but want to take the better pictures and explore your camera’s capabilities? This class is designed to challenge your skill level and visual understanding of photography. During this class you will be given shooting and editing assignments for critiques. Bring your camera to the first class and anticipate the challenged to become a better photographer. Matthew Casteel, Instructor.

W, 4/17 - 5/29, 6 - 7:30 p.m., CSP-4049-314AR, 351 Rhododendron, Asheville
Fees: Course: $59

Photography, Beauty in Buildings
Make photographs that can take your viewer to new places. You will explore natural light, texture, and perspective of urban locations. It's amazing how light and perspective can alter the perception of a place. This class will emphasize landscapes that include buildings and architectural elements. Become more confident about photographing buildings and producing images that are creative and have depth. You need to have a working knowledge of your camera. Bring your camera to the first class. Raleigh Rodger, Instructor.

M, 4/15 - 5/20, 10 a.m. - 12 p.m., CSP-4044-316AR, 232 Hemlock, Asheville
Fees: Course: $59

Photography, Photographing Landscapes
Like a Pro
In this new exciting workshop, you will learn how to shoot landscapes that will portray the beauty and drama of the moment. Landscape photographer, Tony Hood will provide information on how to use water as a mirror, photographic filters, using a wide-angle lens, and much more. Don’t miss the great workshop and be prepared to capture every event just like a pro.

T, 6/25, 6 - 8:30 p.m., CSP-4082-470AR, 232 Hemlock, Asheville
Fees: Course: $49

T, 8/20, 6 - 8:30 p.m., CSP-4082-471AR, 232 Hemlock, Asheville
Fees: Course: $49

Photography, Photographing People/Capture the Moment
Whether you are looking to improve your picture taking skills of friends and family, or want to cover business events more effectively, this course is designed for you. You will explore natural portraiture, as well as action photography and event coverage. The course will involve hands-on learning, both in and outside of the classroom and will emphasize the use of composition, perspective, lens choice, the effective use of depth of field, techniques to control motion, and the use of lighting to create better photographs of people. This is an advanced-beginner level course. You should have an SLR film or digital camera with either a zoom lens or two or more fixed lenses. Bring your camera to the first class.

T, 7/2 - 7/30, 6 - 8 p.m., CSP-4353-315AR, 232 Hemlock, Asheville
Fees: Course: $59
Photography, Photographing Waterfalls
Is there something about waterfalls that attracts and captivates you? Waterfalls naturally attract photographers keeping them spellbound as they shoot frame after frame. It is an emotional experience standing close as you hear the noise of the rushing water, the water spray, and the smell of the earth. The beauty stimulates our senses and draws us in to capture the moment. Learn from Landscape photographer, Tony Hood how to seize the moment and bring all you have felt into a picture. This workshop is designed for an intermediate to advanced photographer.

T, 6/11, 6 - 8:30 p.m., CSP-4079-317AR, 232 Hemlock, Asheville
Fees: Course: $49

T, 8/6, 6 - 8:30 p.m., CSP-4079-473AR, 232 Hemlock, Asheville
Fees: Course: $49

Pottery, Bottles-Bottles-Bottles
You will make a variety of wheel-thrown, closed bottle forms that are punctuated, trimless, and finished on the wheel. Dryer throwing and innovated tool usage ensures your new bottles will be taller, lighter, and more interesting. You will stamp, rope, and brush your pots for dynamic glazing results. Plan on making a bunch of bottles! Some throwing experience necessary. This is a wheel-based class. Becca Floyd, Instructor

TH, 5/9 - 6/20, 9:30 a.m. - 12:30 p.m., CSP-4489-321AR, Lower Level Maple, Asheville
Fees: Course: $75, Supply/Lab: $15

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 and hand-building 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 $17 is payable at the first class. The lab fee includes one bag of clay, glazes, and firing. Laura Somervill, Instructor.

T, 5/7 - 6/18, 9:30 a.m. - 12:30 p.m., CSP-4051-319AR, Lower Level Maple, Asheville
Fees: Course: $75, Supply/Lab: $15

T, 7/9 - 8/20, 9:30 a.m. - 12:30 p.m., CSP-4051-476AR, Lower Level Maple, Asheville
Fees: Course: $75, Supply/Lab: $15

T, 5/7 - 6/18, 6 - 9 p.m., CSP-4051-320AR, Lower Level Maple, Asheville
Fees: Course: $75, Supply/Lab: $15

T, 7/9 - 8/20, 6 - 9 p.m., CSP-4051-477AR, Lower Level Maple, Asheville
Fees: Course: $75, Supply/Lab: $15
Pottery, Intermediate Studio Lab
Are you looking for a studio where you can build on your basic skills and knowledge of throwing and further your technical understanding of clay? You will learn more complex functional forms, refinement of throwing skills, and advanced decorative and glazing techniques. Demonstrations will be given and discussed. The class will review and critique fired results to further develop your personal style. Previous clay experience is required. The lab fee includes one bag of clay, glazes, and firing. Becca Floyd, Instructor.

M, 5/9 - 6/20, 2 - 5 p.m., CSP-4053-328AR, Lower Level Maple, Asheville
Fees: Course: $75, Supply/Lab: $15

M, 7/11 - 8/22, 2 - 5 p.m., CSP-4053-481AR, Lower Level Maple, Asheville
Fees: Course: $75, Supply/Lab: $15

Pottery, Landscape Art and Garden Containers
This exciting class is designed for both beginning and intermediate levels. You will make containers for plants to grow in such as planters, wall planters, and stacked tower planters. You will also make garden art such as garden-sized bird baths, lanterns, and bird houses. These projects will involve wheel and hand-building, as well as the use of decorative techniques. The lab fee includes one bag of clay, glazes, and firing. Laura Somervill, Instructor.

M, 5/6 - 6/24, 9:30 a.m. - 12:30 p.m., CSP-4101-330AR, Lower Level Maple, Asheville
Fees: Course: $75, Supply/Lab: $15

M, 5/6 - 6/24, 6 - 9 p.m., CSP-4101-331AR, Lower Level Maple, Asheville
Fees: Course: $75, Supply/Lab: $15

Pottery, Sampler
Are you thinking of taking pottery for the first time, not sure of where to start? This sampler class is a great place by hands-on experience to explore the wheel, slab roller, and the extruder. Whether you have no experience with clay or you want to gain more experience in each of these areas through a series of easy projects. The lab fee includes one bag of clay, glazes, and firing. Laura Somervill, Instructor.

M, 7/8 - 8/26, 9:30 a.m. - 12:30 p.m., CSP-4061-483AR, Lower Level Maple, Asheville
Fees: Course: $75, Supply/Lab: $15

Pottery, Introduction to the Clay Extruder
For beginning potters or artists seeking to add to their repertoire; this clay extruder class will increase your creative possibilities. The extruder’s function is similar to a pasta machine by forcing clay through openings of varying hollow or solid sizes and shapes. Projects include vases, boxes, woven clay baskets, and baking dishes. All skill levels welcome. The lab fee includes one bag of clay, glazes, and firing. Laura Somervill, Instructor.

M, 5/6 - 6/24, 1:30 - 4:30 p.m., CSP-4059-332AR, Lower Level Maple, Asheville
Fees: Course: $75, Supply/Lab: $15

M, 7/8 - 8/26, 1:30 - 4:30 p.m., CSP-4059-485AR, Lower Level Maple, Asheville
Fees: Course: $75, Supply/Lab: $15

Stained Glass, Beginning
Stained glass is often used in the making of windows and lampshades, but is also useful for boxes, clocks, cabinet doors, picture frames and other 3-dimensional projects. In this class you will learn how to cut, grind, foil, and solder one-of-a-kind stained glass projects using the copper foil method. Tools and supplies will cost $100 - $150.

W, 4/17 - 5/22, 6 - 9 p.m., CSP-4096-338AR, 331 Hemlock, Asheville
Fees: Course: $59, Ins: $1.40

Stained Glass, Intermediate/ Lead Came
The lead came method was used for centuries in Europe, mainly in religious buildings such as cathedrals, churches and monasteries, and including wealthy or aristocratic homes. This class is designed to teach you the techniques of lead came including pattern preparation, safety, cutting the lead came and soldering it together. This is a hands-on class; you will complete a finished leaded panel. The first week will be project demonstration. Prerequisite: Beginning Stained Glass class or equivalent experience. Bring your own tools and supplies to class.

T, 4/16 - 5/14, 6 - 8:30 p.m., CSP-4097-339AR, 331 Hemlock, Asheville
Fees: Course: $59, Ins: $1.40
Classes beginning with prefixes CSP and SEF are self-supporting. No fee exemptions are available for senior citizens.
Creative Writing - Financial Wellness

abtech.edu/ce
828-398-7817 or 828-398-7369

Creative Writing

Writing: Memoirs - Your Life, Your Stories
You will explore memoir as a literary genre wherein people use their creativity and verbal prowess to preserve and share their 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 a memory (or memories) as you like to remember them, and publish your work in a class journal. Arrive ready to share and listen with an open mind: the personal nature of the memoir is only one of many reasons we must vow to conduct this class with mutual respect and open-mindedness to the experiences, opinions, and varying talents of those around us.

T, 4/23-5/21, 6 - 8 p.m., CSP-4379-428CW,
154 Fernihurst, Asheville
Fees: Course: $59

Writer's Workshop
Bring your works-in-progress for a practical, hands-on writing workshop. This course is ideal for you to develop, or "test-drive" what you are currently on in a friendly, supportive environment. All genres are welcome. Established writer's work will be analyzed, and if you are seeking inspiration, writing exercises will be set. You will share your writing and comments during our constructive critical feedback sessions and will have the option to publish your drafts in a class journal.

T, 5/28 - 6/25, 6 - 8:30 p.m., CSP-4381-429CW,
154 Fernihurst, Asheville
Fees: Course: $59

T, 7/16 - 8/20, 6 - 8:30 p.m., CSP-4381-493CW,
154 Fernihurst, Asheville
Fees: Course: $59

Financial Wellness

Retirement Planning: How's My Nest Egg?
Retirement planning is more challenging than ever with the uncertainties of today's economy and investments. That's why you need to prepare now before it is too late. What is your current financial plan? Do you know what it will take to retire at various ages? We'll talk about expected Social Security payments, how much you will need to save between now and your desired retirement age, and how to invest appropriately given your situation. Learn how to build your nest egg, protect assets, and plan for the future.
David McMahan, Instructor.

M, 4/15 - 4/29, 6 - 8 p.m., CSP-4373-425FW,
212 Rhododendron, Asheville
Fees: Course: $59

Stocks, Bonds and Investing: Oh My!
Stop worrying and gain the confidence you need to create a personalized investment plan. This class will demystify investing and give you what you need to become a lifelong investor. The earlier you start, the harder your money can work for you! Get started today by letting David McMahan, who has years of experience as a stockbroker, show you how.

F, 5/3 - 5/24, 10 a.m. - 12 p.m., CSP-4186-427FW,
131 A-B Tech South Site
Fees: Course: $59

F, 7/12 - 7/26, 10 a.m. - 12 p.m., CSP-4186-495FW,
131 A-B Tech South Site
Fees: Course: $59

M, 5/6 - 6/3, 6 - 8 p.m., CSP-4186-426FW,
212 Rhododendron, Asheville
Fees: Course: $59

M, 7/8 - 8/5, 6 - 8 p.m., CSP-4186-496FW,
414 Rhododendron, Asheville
Fees: Course: $59

Classes beginning with prefixes CSP and SEF are self-supporting. No fee exemptions are available for senior citizens.
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Container Gardening: Herbs And Vegetables
Whether you want to grow tomatoes in hanging baskets, utilize a small space, or grow herbs in your kitchen this class is for you. Discover how to successfully grow herbs and vegetables from former master gardener, Debra Maslowski. You will explore the proper potting soil to use, available container options, space requirements, sunlight needs, fertilizing, and companion planting for maximum yield and results. Bring a container or hanging basket to the first class. Soil will be provided. Space is limited, register early.

M, 5/6 - 5/20, 6 - 8 p.m., CSP-4469-386HG, 102A Hemlock, Asheville
Fees: Course: $49, Supply/Lab: $15

M, 7/1 - 7/15, 6 - 8 p.m., CSP-4469-499HG, 102A Hemlock, Asheville
Fees: Course: $49, Supply/Lab: $15

Container Gardening: Vertical
Vertical gardening is a roof gardening that takes place "up" instead of "down and out." It is not only beautiful but also works well for those with limited gardening space. In this course you will learn about this exciting kind of gardening and find out how to make a small space into a lovely oasis. You will make and take home your own vertical garden!

M, 4/15 - 4/29, 6 - 8 p.m., CSP-4440-387HG, 102A Hemlock, Asheville
Fees: Course: $49

M, 6/10 - 6/24, 6 - 8 p.m., CSP-4440-388HG, 102A Hemlock, Asheville
Fees: Course: $49

Cake Decorating
Experience how fun and easy cake decorating can be. You will amaze your family and friends with the cakes you’ll learn to make for birthdays, anniversaries, and other occasions. A variety of utensils will be used for making decorative flowers and borders. Recipes for cakes and icings that best suit each special occasion cake will be given in class. Supplies will cost approximately $35-$45.

M, 4/15-5/20, 9:30 a.m.-12:30 p.m., CSP-4320-384HG
M, 4/15-5/20, 6-9 p.m., CSP-4320-385HG
M, 8/5-9/16, 9:30 a.m.-12:30 p.m., CSP-4320-497HG
M, 8/5-9/16, 6-9 p.m., CSP-4320-498HG
331 Hemlock, Asheville
Fees: Course $59

Decorating and Design Basics
Have you always wanted to learn the basic decorating principles and techniques without having to attend an interior design school? You will learn the principles of design, color, texture, scale and balance and how to apply them to any room or a whole house. Don't expect five weeks of boring lectures. You will discover practical ways to transform any space into a showplace. Brinda Caldwell-Ramsey, Instructor

M, 4/22 - 5/20, 6 - 9 p.m., CSP-4155-390HG, 232 Hemlock, Asheville
Fees: Course: $59

M, 7/8-8/5, 6-9PM, CSP-4155-501HG
232 Hemlock, Asheville
Fees: Course $59

Knitting, Beginning
Learn to knit and purl with confidence. In this class you will learn to knit and purl and alternate between the two to make a small Basket Stitch project. Bring medium weight yarn with #8 needles.

TH, 4/18 - 5/16, 1 - 3 p.m., CSP-4157-392HG, 232 Hemlock, Asheville
Fees: Course: $59

TH, 4/18 - 5/16, 6 - 8 p.m., CSP-4157-393HG, 231 Hemlock, Asheville
Fees: Course $59

Landscaping, Analyzing Your Mountain Homesite
Landscaping in the mountains presents unique challenges, such as dealing with slope erosion, managing stormwater runoff, and being fire-wise. This course integrates science, common sense and practical information to help homeowners – gardeners and non-gardeners alike - understand those challenges and develop strategies for smart landscaping to protect your home and our mountain environment. Taught by Buncombe County Extension Master Gardener Volunteers.

W, 4/24-5/15, 10 a.m.-12 p.m., CSP-4153-397HG
232 Hemlock, Asheville
Fees: Course $59

TH, 5/23-6/13, 6 - 8 p.m., CSP-4153-398HG
232 Hemlock, Asheville
Fees: Course $59

TH, 8/8—8/29, 6 - 8 p.m., CSP-4153-502HG
232 Hemlock, Asheville
Fees: Course $59
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Quilting, Intermediate
Create your own quilt! Advanced techniques such as foundation piecing, sewing curves, and beginning applique will be taught. Color and design will also be explored. You will make either a sampler or 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 experience. Sara Hill, Instructor.

W, 4/17 - 5/29, 6:30 - 9 p.m., CSP-4173-408HG, 230 Hemlock, Asheville
Fees: Course: $59, Supply/Lab: $5

Painting on Fabric
Using techniques of stenciling, rubbing and stamping, students will explore simple techniques for using fabric-safe, oil-based paints that look like chubby crayons. The results are fantastic. You will first make samples for reference and then create a small project utilizing one or more techniques to create a fabric design for a garment, quilt block(s), or placemats. Paints, brushes, stencils, and rubbing plates will be provided for class projects. Basic sewing skills required.

F, 6/7 - 7/19, 9:30 a.m. - 12:30 p.m., CSP-4083-509HG, 230 Hemlock, Asheville
Fees: Course: $59, Supply/Lab: $8

Sewing, Beginning
This class is for you if you don’t even know how to thread or operate a sewing machine. Along with other beginners you will learn how to cut out a pattern following the directions and select appropriate fabrics. Various seam finishes, stay-stitching, under-stitching, grading seams, and pressing during construction are a few of the techniques covered in this class. Your first project will be a simple top. Sewing machines are provided. Elaine Zinn, Instructor.

T, 4/16 - 6/4, 9:30 a.m. - 12:30 p.m., CSP-4181-410HG, 230 Hemlock, Asheville
Fees: Course: $59, Supply/Lab: $8

Sewing, Beginning II
Do you love to sew but need the guidance of an experienced seamstress to learn new or to refine your garment construction techniques? In this class you will select a blouse or shirt pattern with two or more of the following techniques: darts, collar, yoke, sleeve bands, set-in sleeves, or pockets. Students must have experience with the sewing machine, understand how to read a pattern guide, cut out a pattern, constructed a garment with success or have successfully completed a Beginning Sewing I class. Sewing machines provided in class. Elaine Zinn, Instructor.

TH, 4/18 - 6/6, 9:30 a.m. - 12:30 p.m., CSP-4166-414HG, 230 Hemlock, Asheville
Fees: Course: $59, Supply/Lab: $8

Sewing, Classy, Sassy Handbags
Be the envy of all your friends by attending the class and making fabulous small handbags using a variety of fabric and fiber embellishments. You will incorporate metallic threads, fast applique, as well as creating your own designs with Paintsticks and stamps. Based on your design you will have either a classy daytime bag or a sassy evening bag. Basic sewing skills are required. Elaine Zinn, Instructor.

TH, 8/8 - 8/29, 9:30 a.m. - 12:30 p.m., CSP-4090-516HG, 230 Hemlock, Asheville
Fees: Course: $59, Supply/Lab: $8

Sewing, Fitting a Basic Dress Pattern
If fitting a pattern is a mystery to you, then this is the class for you. Using a few basic steps to adjust a basic dress pattern along with the proper tools, you will create your own master pattern (known as a sloper) that you can use to adjust other commercial patterns to fit your figure. We will begin by comparing your body measurements to a basic commercial pattern, make necessary adjustments and sew a “fitting muslin.” After any additional alterations are made to the muslin and transferred to the pattern, your personal master pattern will be created. Intermediate to advanced sewing skills required. Elaine Zinn, Instructor.

T, 7/30 - 8/27, 6 - 9 p.m., CSP-4165-518HG, 230 Hemlock, Asheville
Fees: Course: $59, Supply/Lab: $8

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828-398-7817 or 828-398-7369
**Home & Garden**

**Community Enrichment**

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**Sewing, Upcycled/Recycled Jackets**
You will be lead on the journey of up-cycle/recycling a front opening jacket (one that fits well) into a unique one-of-a-kind coat. This creation may contain a choice of either several new fabrics or recycled fabrics. The coat will have a flared or semicircular bottom attached. A template will be provided. You will achieve the best results from a tailored or semi tailored well-fitting lined jacket from your closet or any store that sells used clothing. This is not an alterations class. Carol McCollum, Instructor.

T, 4/16 - 6/4, 1:30-4:30 p.m., CSP-4486-416HG, 230 Hemlock, Asheville
Fees: Course: $75, Supply/Lab: $5

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**Sewing, Upcycled/Recycled Skirts**
Take an old skirt from your closet or buy one from a thrift shop and transform it into a piece of art by ruching, pleating, gathering, adding to or taking away. Your imagination can go wild in this class. The instructor, Carol McCollum, will give you lots of ideas at the first class. This is not an alterations class. The skirt must fit you properly in the beginning.

W, 4/17-6/5, 9:30 a.m. - 12:30 p.m., CSP-4488-417HG, 230 Hemlock, Asheville
Fees: Course: $75, Supply/Lab: $5

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**Sewing, Recycled Fabric Wrap Skirt**
By using recycled fabric, scarves, or bandanas you will design and create a wrap skirt. Your choice of materials and fabric will determine the color sense of your skirt. If you have a serger, bring it to class. Sergers will be used in this class. Carol McCollum, Instructor.

W, 4/17 - 6/5, 1:30 - 4:30 p.m., CSP-4487-418HG, 230 Hemlock, Asheville
Fees: Course: $75, Supply/Lab: $5

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**Sewing, Zipper Lab**
Zippers get a bad rap of being intimidating but are actually easy with simple step by step instructions and special hints for success. You will concentrate on common zipper applications such as single lap, centered, invisible, and exposed by making a sample of each technique before moving on to a separating zipper and a fly front zipper. Bring fabric for samples, thread and sewing tools. Lab fee includes zippers for your reference samples.

F, 4/19 - 5/24, 9:30 a.m. - 12:30 p.m., CSP-4087-419HG, 230 Hemlock, Asheville
Fees: Course: $59, Supply/Lab: $5

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**Upholstery, Beginning**
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 to the first class and begin to transform it into a work of art. No fabrics are needed for the first class.

T, 4/16 - 6/11, 9:30 a.m. - 12:30 p.m., CSP-4185-421HG, 171 Small Business Center, Enka
Fees: Course: $79, Supply/Lab: $20 Ins: $1.40

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**Waste Oils Into Diesel Fuel**
Learn the basics of how to collect, clean, and use waste oils, such as used cooking oils and used motor oils, as an alternative diesel fuel or fuel additive. Imagine driving your vehicle or operating a generator at a cost of less than $0.50 per gallon. Save thousands of dollars and help the environment. You will receive a $30 coupon for a filtering system upon completion from Green Gold Filters.

TH, 6/20-6/27, 6-8 p.m., CSP-4219-430HG
332 Hemlock, Asheville
Fees: Course $59

TH, 7/18-7/25, 6-8 p.m., CSP-4219-530HG
332 Hemlock, Asheville
Fees: Course $59

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Classes beginning with prefixes CSP and SEF are self-supporting. No fee exemptions are available for senior citizens.
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.*

M, 4/15 - 6/10, 6 - 8:30 p.m., CSP-4103-350LN, 231 Hemlock, Asheville
Fees: Course: $59

M, 7/8 - 8/26, 6 - 8:30 p.m., CSP-4103-532LN, 231 Hemlock, Asheville
Fees: Course: $59

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, 4/18 - 6/6, 6 - 8 p.m., CSP-4105-352LN, 332 Hemlock, Asheville
Fees: Course: $59

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

W, 4/17 - 6/5, 6 - 8:30 p.m., CSP-4108-353LN, 344 Rhododendron, Asheville
Fees: Course: $59

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.* Shiner Antorio, Instructor.

T, 4/16 - 6/4, 6 - 7:30 p.m., CSP-4129-355LN, 332 Hemlock, Asheville
Fees: Course: $59

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

T, 4/16 - 6/4, 7:30 - 9 p.m., CSP-4130-356LN, 332 Hemlock, Asheville
Fees: Course: $59
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 around 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.

T, 4/16 - 6/4, 10 a.m. - 12:30 p.m., CSP-4121-358LN, 131 A-B Tech South Site
Fees: Course: $59

W, 4/17 - 6/5, 1:30 - 4 p.m., CSP-4121-360LN, 233 Hemlock, Asheville
Fees: Course: $59

W, 6/19 - 8/7, 1:30 - 4 p.m., CSP-4121-534LN, 233 Hemlock, Asheville
Fees: Course: $59

T, 4/16 - 6/10, 6 - 8:30 p.m., CSP-4121-361LN, 233 Hemlock, Asheville
Fees: Course: $59

T, 7/9 - 8/27, 2:30 - 4:30 p.m., CSP-4122-364LN, 232 Hemlock, Asheville
Fees: Course: $59

T, 4/16 - 6/4, 2:30 - 4:30 p.m., CSP-4122-365LN, 233 Hemlock, Asheville
Fees: Course: $59

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.

T, 4/16 - 6/4, 2:30 - 4:30 p.m., CSP-4122-364LN, 232 Hemlock, Asheville
Fees: Course: $59

T, 7/9 - 8/27, 2:30 - 4:30 p.m., CSP-4122-536LN, 233 Hemlock, Asheville
Fees: Course: $59

M, 4/15 - 6/10, 6 - 8 p.m., CSP-4122-363LN, 233 Hemlock, Asheville
Fees: Course: $59

T, 6/18-8/6, 10 a.m.-12 p.m., CSP-4122-538LN, 124 A-B Tech South
Fees: Course $59

T, 7/9 - 8/27, 6 - 8 p.m., CSP-4122-537LN, 233 Hemlock, Asheville
Fees: Course: $59

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.

T, 4/16 - 6/4, 6 - 8 p.m., CSP-4123-365LN, 344 Rhododendron, Asheville
Fees: Course: $59

Spanish, Conversation Advanced
If you have studied Spanish, traveled or lived abroad and want a conversation class to enhance your Spanish, this course will allow you to practice and improve your oral communication skills through the use of vocabulary themes, literature, games, handouts, and group discussions on a variety of topics. You should have a working knowledge of all the verb tenses including subjunctive. Textbook: Schaum’s Vocabulary 3rd edition. Heather Fernandez, Instructor.

M, 4/15 - 6/10, 6 - 8 p.m., CSP-4125-368LN, 344 Rhododendron, Asheville
Fees: Course: $59

Spanish, Conversation Intermediate
This course provides an opportunity to improve Spanish oral communication skills in an intermediate setting. Emphasis is placed on interactive communication through the use of selected vocabulary topics, readings, games, and group discussions. Students should have a working knowledge of the present, preterite, and imperfect verb tenses. Textbook: Schaum’s Vocabulary 3rd edition. Heather Fernandez, Instructor.

M, 4/15 - 6/10, 2:30 - 4:30 p.m., CSP-4124-367LN, 344 Rhododendron, Asheville
Fees: Course: $59
Motorcycle Safety Education Program

In this 20-hour course, part of the NC Motorcycle Safety Program, riders will learn the basics of operating a motorcycle. The course is held on Friday, 6-10 p.m., and Saturday and Sunday, 8 a.m. - 5 p.m. One hundred percent attendance of all scheduled class hours is mandatory. No exceptions!

Required gear for all participants: long pants, long-sleeve shirts, boots over the ankle, full-fingered gloves, eye protection (sunglasses or prescription eyewear is permissible), and a DOT-approved helmet. Motorcycles will be provided and if needed, helmets will be provided as well.

The motorcycle range is located in Woodfin at the Buncombe County Schools Transportation Facility, 74 Washington Ave. Cost includes a comprehensive insurance fee of $4. No refunds are available.

Due to limited space, early registration is required.

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<th>Course Dates</th>
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<td>4/05-4/07</td>
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We anticipate classes beginning in June will be held on A-B Tech’s Victoria Road campus. Please call 828-398-7369 or 828-398-7817 for a schedule of summer classes.

Friday 6-10 p.m., Saturday and Sunday 8 a.m.–5 p.m. Buncombe County Transportation Facility, 74 Washington Avenue

Fee: $179 ($4 insurance fee included).

No refund.

Register at abtech.edu/ce/registration.
For information, call 828-398-7817 or 828-398-7369.
Music, Dance & Film
Community Enrichment
abtech.edu/ce
828-398-7817 or 828-398-7369

Music, Dance & Film

Acting II
This class is designed to give you a solid foundation in scene work. Using scenes from plays and films you will learn to craft a scene through script analysis, character study and in-class rehearsals. Focus will be on finding the scene’s objectives, choosing actions and exploring circumstances that bring spontaneity to the work.

T, 5/28 - 7/2, 6 - 8 p.m., CSP-4195-379MD, 101 Fernihurst Annex - A, Asheville
Fees: Course: $95

American Cinema II
This class explores the creation and definition of major American film genres using short lectures, film clips, documentary videos and group discussions. Topics include: the romantic comedy and musical, the combat film, film noir, the Western, and science fiction and horror. The instructor David Holcombe taught film courses in the Humanities Program at A-B Tech for 15 years. This is a great way to begin your Saturday before going to an afternoon matinee, perhaps!

S, 4/6 - 5/11, 10 a.m. - 12 p.m., CSP-4199-380MD, 351 Rhododendron, Asheville
Fees: Course: $95

Calling all Film Related Professionals:
Contact Stephanie O'Brien, Director, Institute for Film and Media Studies regarding PT teaching for The A-B Tech Film Institute at sobrien@abtech.edu or 828-398-7487.

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

Denna Yockey, Instructor.

W, 4/17-5/22, 6-7 p.m., CSP-4369-374MD
200 Haynes, Enka
Fees: Course: $59

W, 7/10 - 8/21, 6 - 7 p.m., CSP-4369-542MD, 200 Haynes, Enka
Fees: Course: $59

Contemporary Line Dancing, Beginning
Contemporary Line Dancing isn’t just country-western anymore! It’s modern, urban sophistication, swing syncopations, flowing waltz and nightclub rhythms, and Latin flavor. We still dance choreography in lines - but with the look and feel of ensemble dancing. It’s fun, great exercise, and it will free the dancer in you! No partners needed - perfect for singles!

Denna Yockey, Instructor.

M, 4/8 - 5/13, 6 - 7 p.m., CSP-4200-371MD, 113 Coman Student Center Gym, Asheville
Fees: Course: $59

W, 7/10 - 8/21, 6 - 7 p.m., CSP-4200-541MD, 113 Coman Student Center Gym, Asheville
Fees: Course: $59

Contemporary Line Dancing, Intermediate
This intermediate class is for those who already know the fundamental steps and have line danced before. You will work on the most current dances so you will feel comfortable going anywhere to dance. This class is fun and a great way to meet and be with others while exercising your mind and body. No partner needed.

Denna Yockey, Instructor.

W, 4/17-5/22, 7-8 p.m., CSP-4400-376MD
200 Haynes, Enka
Fees: Course: $59

Dancing, Pattern Partner
This type of dance is much like line dancing except it is choreographed for partners. You must have a partner. Gals-it doesn’t have to be a guy, just bring a friend so you always have a partner. We will dance to all genre of music. Dances include: Waltz, Rumba, Swing, Cha Cha, Twenty Step, Rebel Strut, and Hats and Roses. Denna Yockey, Instructor.

M, 4/8-5/13, 7-8 p.m., CSP-4401-375MD
Coman Student Center Gym, Asheville
Fees: Course $59

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Guitar, Beginning
You’ll be amazed at how fast you’ll be playing chord accompaniment to folk and country songs. You’ll quickly gain a basic knowledge of tuning, strumming, chords and chord charts in this class for beginning students. Bring your guitar to the first class.

M, 4/15 - 6/10, 6 - 7:30, CSP-4135-377MD, 332 Hemlock, Asheville
Fees: Course: $59

M, 7/8 - 8/26, 6 - 7:30, CSP-4135-545MD, 332 Hemlock, Asheville
Fees: Course: $59

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 in this intermediate class. You should have taken the beginning class or have a basic knowledge of the guitar, chords and chord charts before enrolling in this class. Bring your guitar to class.

M, 4/15 - 6/10, 7:30 - 9 p.m., CSP-4137-378MD, 332 Hemlock, Asheville
Fees: Course: $59

M, 7/8 - 8/26, 7:30 - 9 p.m., CSP-4137-546MD, 332 Hemlock, Asheville
Fees: Course: $59

Wednesday Night at the Movies
What can make good movies great and even some bad movies better? The answer is time and changing tastes. So let’s watch some movies beginning in the late 1920s and ending with today. You will enjoy scenes from a number of flicks: musicals, dramas, science fiction, horror films and an evening with Alfred Hitchcock, cartoons and short subjects, and round it all out with comedy. The instructor, Peter Loewer, began watching movies around the age of six and has been talking about them ever since. One of the original members of the Asheville Film Commission, he has reviewed films for WCQS, WWNCW, and is now on MAIN.NC.US. Don’t miss this exciting class. Peter Loewer, Instructor.

W, 4/17 - 5/15, 6 - 8 p.m., CSP-4131-381MD, 231 Hemlock, Asheville
Fees: Course: $59

W, 7/10 - 8/7, 6 - 8 p.m., CSP-4131-548MD, 231 Hemlock, Asheville
Fees: Course: $59

Fly Fishing
Experience the joy of fly fishing. This class will increase your confidence as you learn casting techniques, 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. If you have fishing equipment, bring it to class. Shane Buckner, Instructor.

S, 4/27, 10 a.m. - 4 p.m., CSP-4217-431RR, 233 Hemlock, Asheville
Fees: Course: $49

S, 7/13, 10 a.m. - 4 p.m., CSP-4217-551RR, 233 Hemlock, Asheville
Fees: Course: $49

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.

T, 5/7 - 6/18, 6 - 7:30 p.m., CSP-4233-432RR, 113 Coman Student Center Gym, Asheville
Fees: Course: $59

T, 7/2 - 8/13, 6 - 7:30 p.m., CSP-4233-552RR, 230 Haynes, Enka
Fees: Course: $59

Recreation & Relaxation
Community Enrichment

abtech.edu/ce
828-398-7817 or 828-398-7369
Classes beginning with prefixes CSP and SEF are self-supporting. No fee exemptions are available for senior citizens.

The Blue Ridge Parkway: A Heritage Treasure!
Join us on this day adventure to the incredible heritage treasures along the Blue Ridge Parkway located in your own backyard. The Blue Ridge Parkway, now 75 years old and the “main street” of Western North Carolina, will take you to places of national significance that are among the reasons this region was designated a “National Heritage Area.”

The North Carolina Arboretum is an amazing local resource right off the Parkway, and you will discover its delights on a guided tour. Then to the Pisgah Inn where you will have lunch “on your own” and enjoy the breathtaking views! Next stop, the Cradle of Forestry, and outgrowth (no pun intended) of George Vanderbilt’s forestry stewardship and the birthplace of what became the US Forest Service. On the way home, you will pass by Looking Glass Falls, one of many waterfalls in this forest region. You must be registered by Friday, May 3.

9:00 a.m. Load motorcoach at A-B Tech Campus/Depart for the NC Arboretum
11:15 a.m. Depart Arboretum for Pisgah Inn, on the Blue Ridge Parkway
11:45 a.m. Lunch at the Inn (pay on own)
1:00 p.m. Depart Pisgah Inn for Cradle of Forestry
Discover Center
Optional Walk along: *Biltmore Campus Trail

*The trail is one mile and winds through the Biltmore Forest School’s rustic campus. You will glimpse the lives of the first American forestry students and the families who lived here.

Rutherford County: A Gorge-ous Adventure!
Let’s take a day-trip through Hickory Nut Gorge and here tales of the story about Davy Crockett creating his own “bridle trail” through the gorge on his way west to avoid paying a toll on the Western Turnpike. See where movies have been filmed here, including “Last of the Mohicans” and “Dirty Dancing.” But most surprising might be the little known history of a gold rush in the area that pre-dates the 1849 Gold Rush in California by nearly half a century.

On this adventure you’ll visit Chimney Rock, one of North Carolina’s iconic natural wonders. Take the steps to the top if you’re brave or ride the newly refurbished elevator to the viewing site, where you’ll be able to see clear into South Carolina! From the park, you’ll head to Lake Lure, site of the filming of “Dirty Dancing,” for a boat tour of the lake and the magnificent scenery that surrounds it. Then it’s on to Rutherfordton, where you will visit the Bechtler House, home to the family that minted the first gold coins in the United States. You must be registered by Friday, July 5.

8:30 a.m. Load motorcoach at A-B Tech Campus/Depart for Chimney Rock Park
11:30 a.m. Depart from Chimney Rock Park for lunch on your own in Chimney Rock
12:45 p.m. Depart for Lake Lure and a Narrated Boat Tour of the Lake
2:00 p.m. Depart for Rutherfordton via scenic Hwy 74A/64 to Tour Bechtler House

TH 7/18, 8:30 a.m. - 6 p.m., CSP-4480-554TS
Depart B-17 Parking Lot, Asheville
Fees: Course $140, Ins. $1.40
All instructor-facilitated online courses run for six weeks (with a 10-day grace period at the end).

Courses are project oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

You can complete any of these courses entirely from your home or office and at any time of the day or night.

New course sessions begin monthly.

4/17, 5/15, 6/19, 7/17, 8/21

See page 71 for details or email ellenjstahle@abtech.edu or call 828.398.7369.

Art and Music
- Drawing for the Absolute Beginner*
- Introduction to Classical Guitar*
- Music Made Easy*

Childcare and Parenting
- Guiding Kids on the Internet*
- Homeschool with Success*
- Understanding Adolescents*

Digital Photography
- Discover Digital Photography*
- Photographing Nature with Your Digital Camera*
- Photographing People with Your Digital Camera*
- Secrets of Better Photography*
- Travel Photography for the Digital Photographer*

Languages
- Beginning Conversational French*
- Instant Italian*
- Speed Spanish*
- Speed Spanish II*
- Speed Spanish III*

Personal Enrichment
- Math Refresher*
- Genealogy Basics*
- Get Assertive!* 
- Introduction to Interior Design*
- Wow, What a Great Event!*

Personal Finance & Wealth Building
- Keys to Successful Money Management*
- Personal Finance*
- Stocks, Bonds and Investing: Oh, My!*
- The Analysis and Valuation of Stocks*

Test Prep
- GMAT Preparation*

Writing and Publishing
- A Writer's Guide to Descriptive Settings*
- Advanced Fiction Writing*
- Beginning Writer's Workshop*
- Grammar Refresher*
- Introduction to Internet Writing Markets*
- Introduction to Screenwriting*
- Keys to Effective Editing*
- The Craft of Magazine Writing*
- Travel Writing*
- Write Fiction Like a Pro*
- Write Your Life Story*
- Writeriffic: Creativity Training for Writers*
- Write and Publish Your Nonfiction Book*
- Writing Essentials*
- Writing for Children*
- Writing Young Adult Fiction*

*Classes marked with an asterisk are not fee exempt. For information on these classes, please call Jo Stable at 828-398-7369 or e-mail ellenjstahle@abtech.edu.
Career Planning (HRD)
Business Careers
Registration information, page 77. Register early!
abtech.edu/ce
828-398-7333

Your Job! Your Future!
At JobLink Career Centers, Your Future Starts Today with:

- Information on who’s hiring
- Employer Interview Days
- Resume, Interviewing & Online Application Workshops
- Career Assessments, including the Myers-Briggs Type Inventory
- Career Guidance
- Financial Assistance for Training
- North Carolina Career Readiness Certificate

Aspire
Take the stress out of your job search and overcome personal barriers. Learn techniques for a successful interview. Explore work behavior skills that help you keep a job and advance in the workplace. Improve your basic computer knowledge and create a resume.

M - F, 4/8 - 4/25, 8:30 a.m. - 4 p.m., HRD-7600-485HR, 326 Hemlock, Asheville
Fees: Course: Waived, Ins: $1.40

M - F, 5/6 - 5/23, 8:30 a.m. - 4 p.m., HRD-7600-486HR, 326 Hemlock, Asheville
Fees: Course: Waived, Ins: $1.40

M - F, 6/3 - 6/20, 8:30 a.m. - 4 p.m., HRD-7600-564HR, 326 Hemlock, Asheville
Fees: Course: Waived, Ins: $1.40

M - F, 7/8 - 7/25, 8:30 a.m. - 4 p.m., HRD-7600-565HR, 326 Hemlock, Asheville
Fees: Course: Waived, Ins: $1.40

M - F, 8/5 - 8/22, 8:30 a.m. - 4 p.m., HRD-7600-566HR, 326 Hemlock, Asheville
Fees: Course: Waived, Ins: $1.40

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.

Do you have your National Career Readiness Certification? (CRC)
The number of employers in our region requesting or requiring the CRC as a condition of employment continues to grow.
Don’t get left out! CRC assessments are offered on a continuous basis through partnership with Mountain Area JobLink.
Call today 828.255.2500.
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 Certification
- Electronic Medical Records
- Foundations of Math
- GED & ESL
- Medical Terminology
- Computer Basics

Goodwill Industries
1616 Patton Ave
828-298-9023, Ext. 1161
mfield@goodwillwnc.org

Directions:
From I-40 E: Take Exit 44, turn left at the light at the end of the ramp, destination is on the right, 1.4 mi.
From I-40 W: Take Exit 44, turn left at the light at the end of the ramp, destination is on the right, 1.5 mi

Computer Basics and Technology Awareness

Did you know that the biggest employers in Western North Carolina only accept online applications? Want to feel more confident in your job search? This entry-level course provides a stress-free introduction to the technology and computer skills you need in today's job market. You will learn how to do job searches on the internet, how to do online job applications, and set up an email account. While learning basic word-processing and improving your keyboarding skills, you will also learn how to create cover letters and resumes. Come learn the skill levels needed to be successful in your job search.

T/TH, 4/9 - 5/30, 5:30 - 8:30 p.m., HRD-7642-496HR, 321 Hemlock, Asheville
Fees: Course: Waived

T/TH, 4/30 - 6/20, 9 a.m. - 12 p.m., HRD-7642-489HR, 321 Hemlock, Asheville
Fees: Course: Waived

M/W, 5/6 - 7/1, 9 a.m. - 12 p.m., HRD-7642-490HR, 321 Hemlock, Asheville
Fees: Course: Waived

T/TH, 7/9 - 8/29, 5:30 - 8:30 p.m., HRD-7642-633HR, 321 Hemlock, Asheville
Fees: Course: Waived
Computer Empowerment for the Workplace
Continue to increase your computer knowledge through the creation of career related documents and forms. Successful completion of Computer Basics for the Workplace is required.

T/TH, 6/4 - 6/27, 5:30 - 8:30 p.m., HRD-7613-630HR, 321 Hemlock, Asheville
Fees: Course: Waived

T/TH, 6/25 - 7/23, 9 a.m. - 12 p.m., HRD-7613-571HR, 321 Hemlock, Asheville
Fees: Course: Waived

M/W, 7/8 - 7/31, 9 a.m. - 12 p.m., HRD-7613-575HR, 321 Hemlock, Asheville
Fees: Course: Waived

F, 4/12 - 5/17, 9 a.m. - 1 p.m., HRD-7613-511HR, 151 Goodwill Ctr., Goodwill
Fees: Course: Waived

M/W, 5/6 - 6/17, 12:30 - 3:30 p.m., HRD-7613-587HR, 151 Goodwill Ctr., Goodwill
Fees: Course: Waived

M/W, 7/1 - 7/10, 12:30 - 3:30 p.m., HRD-7613-607HR, 321 Hemlock, Asheville
Fees: Course: Waived

Healthcare Career Pathways
This course will introduce the basic principles and concepts of a career as a healthcare professional. Class projects will include exploration of the skills, interests, and the entry-level and academic requirements needed for specific jobs. After the class, students will be able to make an educated decision about the healthcare career path that they want to follow.

M/W, 4/8 - 6/17, 12:30 - 3:30 p.m., HRD-7629-525HR, 138 Goodwill Ctr., Goodwill
Fees: Course: Waived

M/W, 7/8 - 9/16, 12:30 - 3:30 p.m., HRD-7629-613HR, 138 Goodwill Ctr., Goodwill
Fees: Course: Waived

Hospitality Skills Certification
In this course, students will learn the skills needed to begin a hospitality career in a variety of settings. Class projects will help students identify and choose jobs suited to their interests and to understand how to advance in the hospitality industry. Upon completion of this course, students have the opportunity to meet with participating industry employers to discuss available job openings and possibly schedule an interview.

M/W, 4/8 - 6/17, 12:30 - 3:30 p.m., HRD-7629-525HR, 138 Goodwill Ctr., Goodwill
Fees: Course: Waived

M/W, 7/8 - 9/16, 12:30 - 3:30 p.m., HRD-7629-613HR, 138 Goodwill Ctr., Goodwill
Fees: Course: Waived
Maximizing Interview Skills
Job interviews call for you to present your very best self. This class is designed to help you curb your nervousness, feel more confident and shine in your interviews. Students will learn how to interview from start to finish. Resumes get you the interview, but it takes you to get the job. Class topics include how to answer interview questions, dressing for success, phone etiquette, interview "do's and don'ts," and cover letter resume tips. Treat yourself to this worthy class to help you calm your interview anxieties. There will be plenty of time for questions.

M - W, 5/20 - 5/22, 5:30 - 8:30 p.m., HRD-7638-528HR, 310 Hemlock, Asheville
Fees: Course: Waived

Pathways to Employment
What are the most effective methods for finding a job? Will your resume and cover letter get you an interview? Do you know how to answer the most common interview questions? These questions and more will be covered in this class. Come prepared to jump start your job search with confidence.

M/W, 5/20 - 6/3, 1:30 - 4:30 p.m., HRD-7632-534HR, 321 Hemlock, Asheville
Fees: Course: Waived

Medical Office Pathways
Designed for students interested in entering the field of Medical Office Support, students will focus on service skills specific to a medical environment. Introductory lessons on medical terminology, types of insurance, and confidentiality issues will be covered.

T/TH, 5/2 - 5/23, 12 - 3 p.m., HRD-7610-531HR, 137 Goodwill Ctr., Goodwill
Fees: Course: Waived

M/W, 7/15 - 7/24, 1:30 - 4:30 p.m., HRD-7632-621HR, 321 Hemlock, Asheville
Fees: Course: Waived

T/TH, 6/11 - 6/20, 9 a.m. - 12 p.m., HRD-7632-542HR, 117 A-B Tech South Site
Fees: Course: Waived

T/TH, 8/6 - 8/15, 9 a.m. - 12 p.m., HRD-7632-543HR, 117 A-B Tech South Site
Fees: Course: Waived
Senior Citizens, Be Our Guest
Senior citizens age 65 or older who are qualified as legal residents of North Carolina may take up to six hours of curriculum (for credit) coursework per academic semester or one Continuing Education (non-credit) course per academic semester free. Insurance, book and supply expenses are paid by the student. Call 828-398-7903 to take advantage of this great opportunity to continue learning for a lifetime at A-B Tech Community College. Courses beginning with prefixes CSP and SEF are self-supporting. No fee exemptions are available for senior citizens.

Computers
Adobe Photoshop CS6, Introduction
This class will help you get started with the powerful Adobe software, Photoshop CS6. You will learn all about image selections, layers, adjusting images, preparing finished images and other pertinent topics. This class is taught on PCs and is suitable for Macintosh or Windows users, and Mac users are encouraged to bring laptops if preferred. Students need basic computer skills. Michelle McCain, Instructor

T/TH, 5/28 - 6/20, 6 - 9 p.m., CAS-7418-488CO, 340, Haynes, Enka
Fees: Course: $65, Tech: $5

Adobe Photoshop CS6, Intermediate
Raise your Photoshop skills to the next level. Learn sophisticated techniques for editing and manipulating images, add actions, brushes and fonts, learn professional tips for portrait retouching, combine multiple images into sophisticated montages using layer masks and discover the photographer's best work flow. This course is for those who have completed the 24-hour introduction class or equivalent. The class is taught on PCs and is suitable for Macintosh and Windows users, and Mac users are encouraged to bring laptops if preferred. Linnae Harris, Instructor

T, 4/2 - 5/21, 9:30 a.m. - 12:30 p.m., CAS-7476-523CO, 340, Haynes, Enka
Fees: Course: $65, Tech: $5

Adobe, Photoshop Elements, Intermediate
Raise your Photoshop Elements skills to the next level. Learn sophisticated techniques for editing and manipulating images, add actions, brushes and fonts, learn professional tips for portrait retouching, combine multiple images into sophisticated montages using layer masks and discover the photographer's best work flow. This class is for those who completed the 24-hour Adobe Photoshop Elements, Beginning class or equivalent. The class is taught on PCs and is suitable for Macintosh and Windows users, and Mac users are encouraged to bring laptops. Linnae Harris, Instructor

Th, 4/4 - 5/23, 9:30 a.m. - 12:30 p.m., CAS-7476-523CO, 340 Haynes, Enka
Fees: Course: $65, Tech: $5

Computer Classes Online
www.ed2go.com/abtech
Students, employees, business owners: get the information you need to make software work for you! From Microsoft Office (Excel, Word, PowerPoint, Access, and Publisher) to accounting, to web design, we have a class for you. Starting at $70 dollars and lasting just six weeks, these classes are a great way to invest in your success.

• MS Access 2007 Intro
• MS Access 2007 Intermediate
• MS Excel 2007 Intro
• MS Excel 2007 Intermediate
• MS Excel 2010 Intro
• MS Excel 2010 Intermediate
• MS Outlook 2007 Intro
• MS Outlook 2010 Intro
• MS PowerPoint 2007 Intro
• MS PowerPoint 2010 Intro
• MS Project 2007 Intro
• MS Publisher 2007 Intro
• MS Word 2007 Intro
• MS Word 2010 Intro
• Intro to Windows 7
• Accounting I & II
• ...and many more at www.ed2go.com/abtech

Including classes in:
QuickBooks
Dreamweaver
Photoshop
InDesign
Illustrator

See Page 77 for registration information.
AutoCAD I Design/Drafting
You will learn the basic steps of AutoCAD which includes building formats for drawings, basic shapes and developing detail drawings. Ed Hoglen, Instructor.
M/W, 5/20 - 6/24, 4 - 6 p.m., DFT-7408-415CO, 124 Elm, Asheville
Fees: Course: $65, Tech: $5

AutoCAD II Design/Drafting
In this class you will work on the layout of floor plans, learn the importance of layers, how to use blocks library, learn more detailed shapes and get introduced to isometric drawing. Ed Hoglen, Instructor.
M/W, 7/15 - 8/14, 4 - 6 p.m., DFT-7407-416CO, 124 Elm, Asheville
Fees: Course: $65, Tech: $5

Basic Computer Introduction
This is a class for those who are just beginning their journey into the world of computers. You will develop the computer skills needed to take more advanced computer classes. Learn how to turn the computer on/off properly, computer terminology, proper keyboarding posture and mouse skills and learn to navigate throughout the Windows system. Bring all questions. No textbook required. Class held at the South location will be on laptops.
T/TH, 4/16 - 4/25, 9 a.m. - 12 p.m., CAS-7469-549CO, 124 A-B Tech South Site
Fees: Course: $65, Tech: $5

Computer Career Skills - Office 2010
You will learn about the Microsoft Office 2010 applications: Access, Excel, PowerPoint and Word. A great introduction to all of these applications to expand or begin your computer knowledge. Students will need basic computer skills. Textbook, Microsoft Office 2010 - Silver Series is optional and will be discussed at the first class. Class held at the South location will be on laptops.
M/W, 4/15 - 5/8, 6 - 9 p.m., OSC-7432-446CO, 341 Haynes, Enka
Fees: Course: $65, Tech: $5
M, 4/22 - 6/17, 6 - 9 p.m., OSC-7432-447CO, 118 Ramsey, Madison
Fees: Course: $65, Tech: $5
T/TH, 5/7 - 5/30, 9 a.m. - 12 p.m., OSC-7432-448CO, 124 A-B Tech South Site
Fees: Course: $65, Tech: $5

Computer Repair
Need to install more memory? Need to replace a modem or network card? Need to set up your own router? This class is for you! In this hands-on course, you will learn to identify and maintain the components of a computer, desktops and laptops. You will learn how to replace and add memory, install and format a hard drive, install an operating system and add new software. Simple troubleshooting techniques and preventative maintenance will also be covered. The course will be focused mainly on desktop PCs but will also cover the basic differences with laptops and their components. Reference books are optional and will be discussed at the first class. Ray Nightingale, Instructor.
M/W, 4/29 - 5/22, 9 a.m.-12 p.m., ELN-7402-421CO, 142 Haynes, Enka
Fees: Course: $65, Tech: $5
Excel 2010, Introduction
In this two-day class you will learn to organize and analyze data using Microsoft Excel through hands-on exercises and examples. It will go at a slower pace and more in-depth than the one-day accelerated class. You will explore workbook basics, building, formatting and printing worksheets, and using functions and formulas. Students need basic computer skills. Textbook is FastCourse Microsoft Excel 2010, Level 1 of 3.

S, 7/13 - 7/20, 9 a.m. - 4 p.m., CAS-7405-536CO, 340 Haynes, Enka
Fees: Course: $65, Tech: $5

Excel 2010, Introduction (One-Day)
Learn to organize and analyze data using Microsoft Excel. This one-day intensive class is designed for experienced computer users and concepts are presented in an accelerated format. Textbook: Fast Course Microsoft Excel 2010, Level 1 of 3.

S, 5/4, 9 a.m. - 4 p.m., CAS-7482-564CO, 340 Haynes, Enka
Fees: Course: $65, Tech: $5

F, 6/14, 9 a.m. - 4 p.m., CAS-7482-565CO, 312 Hemlock, Asheville
Fees: Course: $65, Tech: $5

Excel 2010, Intermediate (One-Day)
You will learn how to manipulate worksheets, use filters, set up Macros and much more in this intermediate class. This one-day class is designed for experienced computer users and concepts are presented in an accelerated format. Textbook Fast Course Microsoft Excel 2010 Level 2 of 3.

S, 4/13, 9 a.m. - 4 p.m., CAS-7483-551CO, 340 Haynes, Enka
Fees: Course: $65 Tech: $5

S, 6/1, 9 a.m. - 4 p.m., CAS-7483-552CO, 340 Haynes, Enka
Fees: Course: $65 Tech: $5

iPad for the Workplace (One-Day)
iPad can be used for more than just music and videos, it can be a useful business device to integrate and improve efficiency of common office activities. With certain applications business processes can be conducted quickly and efficiently. Students will be required to have their own iPad and bring it with them. Using your iPad can be more convenient and productive then using your laptop or PC.

F, 4/19, 9 a.m. - 4 p.m., SEF-7629-707CO, 340 Haynes, Enka
Fees: Course: $70

F, 7/12, 9 a.m. - 4 p.m., SEF-7629-708CO, 131 A-B Tech South Site
Fees: Course: $70

Learn Mac in a Day (One-Day)
This comprehensive class is expressly created for the person who wants to maximize their Mac experience in one day. We will go over the basics of the Macintosh Mountain Lion Operating system and by the end of the day all students will be familiar with the basic operations and workflow potential of the Mac. We will go over Finder, Mail, Address Book, Dashboard, iCal, and Safari. If there is time iPhoto will also be introduced. Matt Leggat, Instructor.

S, 4/6, 9 a.m. - 4 p.m., SEF-7624-703CO, 341 Haynes, Enka
Fees: Course: $70

Macintosh, Introduction
This class will provide users who are new to Macs a foundation for future projects. Topics include hardware basics, the Macintosh keyboard, saving and retrieving files, using e-mail, the Internet and basic program functions. Textbook to be announced. Michelle McCain, Instructor.

T/TH, 4/23 - 5/16, 2 - 5 p.m., CAS-7410-541CO, 341 Haynes, Enka
Fees: Course: $65, Tech: $5

Macintosh, iApps
Are you ready to get more from your Mac? This class teaches users the powerful iApps installs on your computer, Mail, iCal, iChat, Rendezvous iPhoto, iTunes, iMovie, Preview and iDVD. Textbook to be announced. Michelle McCain, Instructor.

T/TH, 5/28 - 6/20, 2 - 5 p.m., CAS-7508-587CO, 341 Haynes, Enka
Fees: Course: $65, Tech: $5
PowerPoint, Introduction (One-Day)
Are you ready to dazzle your co-workers with powerful and dynamic PowerPoint presentations? In this class you will learn to create presentations, add impact with clip art, charts and formatted text, and add interest with transitions and timing. Students will need basic computer skills. Mia Lampe, Instructor
F, 5/3, 9 a.m. - 4 p.m., SEF-7407-640CO,
312 Hemlock, Asheville
Fees: Course: $70
S, 7/13, 9 a.m. - 4 p.m., SEF-7407-641CO,
312 Hemlock, Asheville
Fees: Course: $70

QuickBooks 2013, Introduction
Learn the essential skills needed to keep the books of your business accurately and easily with QuickBooks. Students will need basic computer skills Textbook: QuickBooks Pro 2013 Comprehensive. It is strongly recommended students bring flash/thumb drives to save files. Lucretia Percy, Instructor
M/W, 5/6 - 6/3, 6 - 9 p.m., CAS-7551-100CO,
340 Haynes, Enka
Fees: Course: $65, Tech: $5

SEO - Business Website Search Engine Rankings (One-Day)
With this Search Engine Optimization class, students will learn the newest effective methods for optimizing any active Web page with a focus on keywords, Meta descriptions, tags, page titles and other Meta tag commands. Students will review several example websites that feature common SEO mistakes, with presented solutions that would improve the site overall ranking. Learn how to submit your URL to Google, read and understand web visitor stats and how to increase traffic to your website. This class is best suited for business websites; marketing specialists, and web designers. Michelle McCain, Instructor.
S, 6/8, 9 a.m. - 4 p.m., SEF-7606-668CO,
340 Haynes, Enka
Fees: Course: $70
F, 7/19, 9 a.m. - 4 p.m., SEF-7606-669CO,
131 A-B Tech South Site
Fees: Course: $70

Sketchup, Introduction Design/Drafting
Have you ever wished you could see the project you want to make, build or design in a real life fobefore you actually embarked on the task? Utilizing Google SketchUp, which is a free, easy to use, yet powerful, 3D solid modeling software you can create 3D models of anything you like. Learn all the basic tools and their extended uses required to construct complete and usable models. Students will need to purchase a course manual at the college Bookstore.
Architect Christopher Krupp AIA, Instructor.
M, W, F, 4/8 - 4/24, 9 a.m. - 12 p.m., DFT-7405-411CO,
341 Haynes, Enka
Fees: Course: $65, Tech: $5

SketchUp, Intermediate Design/Drafting
This is a follow - up course from Beginners SketchUp 3D that will go more in depth. Discussions will center around personalizing SketchUp, organizing and controlling the model, using SketchUp as a design tool, making scenes and animations, the use of photos as material and building faces or room walls, geo-locating the model within Google Earth and topography. Students need to bring a thumb drive or memory stick to use in class. Students will need to purchase a course manual at the college bookstore.
Architect Christopher Krupp AIA, Instructor.
M, W, F, 5/1 - 5/17, 9 a.m. - 12 p.m., DFT-7406-416CO,
341 Haynes, Enka
Fees: Course: $65, Tech: $5

Social Media Marketing (One-Day)
Do you want to market you and your business through social media? This one day class is for you. Come and learn how to establish and utilize Facebook, Twitter, Google+, LinkedIn, Pinterest, blogging, email campaigns, and various other social marketing tools. Please bring a USB flash drive.
Phyllis Barnard, Instructor.
F, 5/17, 9 a.m. - 4 p.m., SEF-7625-714CO,
123 A-B Tech South Site
Fees: Course: $70
S, 7/13, 9 a.m. - 4 p.m., SEF-7625-715CO,
341 Haynes, Enka
Fees: Course: $70
Webpage Design, Introduction
Take this class for an overview of what is required to create, publish and maintain a professional website! An introduction to HTML, the most common web programming language, is also included. By the end of class the student will be able to create an HTML website. Michelle McCain, Instructor.

T/TH, 4/23 - 5/16, 6 - 9 p.m., ITN-7407-424CO, 340 Haynes, Enka
Fees: Course: $65, Tech: $5

T/TH, 7/9 - 8/1, 2 - 5 p.m., ITN-7407-425CO, 340 Haynes, Enka
Fees: Course: $65, Tech: $5

Webpage Design, WordPress
WordPress.com made easy! If you’ve ever wanted a blog or website this class is for you. You will learn to activate your very own WordPress blog/website, navigate and customize it, upload images and install widgets using WordPress.com. Create your site from start to finish in this comprehensive class by starting with the basics then being guided to completion. Michelle McCain, Instructor.

T/TH, 4/9 - 4/18, 9 a.m. - 4 p.m., ITN-7420-422CO, 341 Haynes, Enka
Fees: Course: $65, Tech: $5

M/W, 6/17 - 6/26, 9 a.m. - 4 p.m., ITN-7420-424CO, 341 Haynes, Enka
Fees: Course: $65, Tech: $5

T/TH, 7/9 - 8/1, 6 - 9 p.m., ITN-7420-426CO, 340 Haynes, Asheville
Fees: Course: $65, Tech: $5

T/TH, 8/6 - 8/15, 9 a.m. - 4 p.m., ITN-7420-425CO, 340 Haynes, Enka
Fees: Course: $65, Tech: $5

Word 2010, Introduction (One-Day)
Learn all the essential features of Microsoft’s document-authoring program, Word 2010. You will learn to create and edit documents, manage and print files, enhance text, and format paragraphs and pages. Mia Lampe, Instructor.

F, 6/21, 9 a.m. - 4 p.m., SEF-7632-694CO, 321 Hemlock, Asheville
Fees: Course: $70

Writing for the Web
Whether you are writing for your web pages, a weekly blog or additions to your Facebook page, you need to deliver clear, concise, engaging copy on target every time. By developing a content strategy, much as you do a marketing or growth strategy, you will have a plan that you can rely on as you move forward with your website development. Learn how to develop a content strategy and how to write clear, engaging articles and web copy from a professional content provider. Save time and money by writing your own pieces. Increase your web presence and the number of visitors to your sites after taking this class. Linda Ray, Instructor

F, 5/17, 9 a.m. - 4 p.m., SEF-7686-777PD, 124 A-B Tech South Site
Fees: Course: $70

T, 7/16, 9 a.m. - 4 p.m., SEF-7686-124 Haynes Enka
Fees: Course $70

Windows 8, Features and Differences NEW
Are you wondering what’s new in the Windows 8 operating system and whether or not to upgrade? Come learn about the new features of Microsoft’s latest operating system and how it differs from previous versions. The instructor will lecture with a Windows 8 computer in a classroom without computers. Students are welcome to bring laptops. Mia Lampe, Instructor.

F, 5/10, 9 a.m. - 4 p.m., SEF-7998-100CO, 340 Haynes, Enka
Fees: Course: $49

S, 6/22, 9 a.m. - 4 p.m., SEF-7998-101CO, 340 Haynes, Enka
Fees: Course: $49

Education
Effective Teacher Training
This class is required preparation for substitute teachers for all Buncombe and Madison county schools, and is also an excellent crash course in learning methodologies and classroom management for current or returning teachers. This course will use the curriculum approved by Asheville City and Buncombe County Schools. Textbook: Substitute Teacher Handbook. Prerequisite: high school diploma or GED. Attendance at all classes is required.

M - F, 4/29 - 5/3, 9 a.m. - 4 p.m., EDU-3002-523ED, 224 Haynes, Enka
Fees: Course: $120, Tech: $5

M - F, 7/15 - 7/19, 8:30 a.m. - 3:30 p.m., EDU-3002-588ED, 112 Ramsey, Madison
Fees: Course: $120, Tech: $5
Emergency Services

Business Careers

Registration information, page 77. Register early!

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:
www1.abtech.edu/blet-ConEd
828-398-7841 or davis@abtech.edu
828-398-7622 or ryles@abtech.edu

Emergency Medical Science (EMS)

The Emergency Medical Science program provides the following training courses: EMS paramedic program, EMT and EMT-I, in addition to ACLS, CCEMTP, CPR and others listed under Healthcare.

For additional information:
www1.abtech.edu/ems-ConEd or email
kowens@abtech.edu or ebennett@abtech.edu or call 828-398-7478 or 828-398-7352.

Basic Firefighter Indoctrination Training (BFIT)

BFIT Academy March 2013 - Basic Firefighter Indoctrination Training is a program designed to train and prepare students to take the Firefighter II Certification Exam for the state of North Carolina. This comprehensive training program will be challenging physically, mentally and academically. Student feedback will be provided in the form of test scores and subjective evaluations collected by the instructors. The “BFIT” instructors are excited about providing students with the best skills and knowledge possible to seek employment as fire service employees either in our own region or across the state. Successful participants in the BFIT Academy will be prepared to sit for the Office of the State Fire Marshal’s test for Firefighter I and II and Hazardous Materials Operations level I certifications.

Visit www.abtech.edu/bfit-schedule, contact Tommy Brooks at tbrooks@abtech.edu or John Witherspoon at jwitherspoons@abtech.edu or call 828-398-7139.
Healthcare
Business Careers
Registration information, page 77. Register early!

abtech.edu/ce
828-398-7934

Health Classes Online
www.ed2go.com/abtech
Want to explore your options in the medical field or spruce up your resume with specialized skills? Our 6-week online classes give you a convenient way to check out these growing industries and get the training you need without leaving your home!

- Handling Medical Emergencies
- Human Anatomy and Physiology I & II
- Explore a Career in Medical Coding
- Medical Terminology: A Word Association Approach

See Page 77 for registration information

Ophthalmic Assisting
This course is designed to provide participants with an understanding of the fundamentals of ophthalmic assisting. It provides participants with an in-depth knowledge of various equipment, procedures and techniques needed to function smoothly and efficiently in an ophthalmic practice. Students will be prepared to work with an ophthalmologist to provide patient care by performing many different eye-related clinical functions. This is a two part course consisting of lecture/lab (105 hours) and clinical hours (480 hours). Both components will take approximately one year to complete. Prerequisites will include passing the college Accuplacer exam. Drug screening background checks will be required prior to proceeding into the clinical component.

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.

Healthcare

Electronic Health Record Specialist
This 96-hour course will equip you with the knowledge needed to navigate Electronic Medical Record Software, protect the privacy and security of patient information, review patient records for accuracy and completeness, and audit patient records for compliance with legal and regulatory requirements. Within this course you will also learn about the medical office environment, medical terminology, and the skills needed to be employable. At the successful completion of this course you will be eligible to sit for the National Healthcareer Association Electronic Health Record Specialist Certification Exam which is $105. Must have a GED or high school diploma, basic keyboarding skills and pass a basic computer assessment administered at the Goodwill Workforce Center. Barbara Butcher and Dana Moore, Instructors.

M,W, 5/13 - 9/4, 6 - 9 p.m., MED-7403-422HC, 155 Goodwill Ctr., Goodwill
Fees: Course: $175, Tech: $5

T,TH , 5/14 - 9/3, 9 a.m. - 12 p.m., MED-7403-423HC, 155 Goodwill Ctr., Goodwill
Fees: Course: $175, Tech: $5
Nurse Aide Level I
This course provides basic training in the entry-level caregiving skills needed to work as a Nursing Assistant in various healthcare settings such as nursing homes, hospitals, or private homes. Additional information needed for registration is available on our web site at www.abtech.edu/nursing-assistant. Madison NA I classes may register only at the Madison Site. Textbook: Hartman's Long-Term Care, Workbook and Handbook available at Campus bookstores. Students cannot register online for NA-I courses. There is a mandatory 15-hour orientation prior to each class start date. Dates TBA prior to each class. Day class times change on seven clinical days 7:00 a.m.-3:30 p.m. Day classes break one-half hour for lunch. Evening classes will meet on at least seven Saturdays 7:00 a.m.-3:30 p.m. Classes will break for one-half hour on those Saturdays. Class dates are subject to change.

M - TH, 4/22 - 5/31, 8:30 a.m. - 3 p.m., NUR-3240-418HC, 2028 Elm, Asheville
Fees: Course: $175, Supply/Lab: $25 Ins: $1.40 Tech: $5

T - F, 4/23 - 5/31, 8:30 a.m. - 3 p.m., NUR-3240-419HC, 202A Elm, Asheville
Fees: Course: $175, Supply/Lab: $25 Ins: $1.40 Tech: $5

M - TH, 6/3 - 7/5, 8:30 a.m. - 3 p.m., NUR-3240-420HC, 202B Elm, Asheville
Fees: Course: $175, Supply/Lab: $25 Ins: $1.40 Tech: $5

T - F, 6/11 - 7/21, 8:30 a.m. - 3 p.m., NUR-3240-421HC, 202A Elm, Asheville
Fees: Course: $175, Supply/Lab: $25 Ins: $1.40 Tech: $5

M - TH, 7/15 - 8/16, 8:30 a.m. - 3 p.m., NUR-3240-422HC, 202B Elm, Asheville
Fees: Course: $175, Supply/Lab: $25 Ins: $1.40 Tech: $5

T - F, 7/26 - 8/6, 8:30 a.m. - 3 p.m., NUR-3240-423HC, 202A Elm, Asheville
Fees: Course: $175, Supply/Lab: $25 Ins: $1.40 Tech: $5

T/TH/S, 5/28 - 9/7, 5 - 8 p.m., NUR-3240-359HC, 202A Elm, Asheville
Fees: Course: $175, Supply/Lab: $25 Ins: $1.40 Tech: $5

T/TH/S, 5/21 - 8/16, 5:30 a.m. - 8:30 p.m., NUR-3240-374HC, 202B Elm, Asheville
Fees: Course: $175, Supply/Lab: $25 Ins: $1.40 Tech: $5

M - W, 4/29 - 6/13, 8 a.m. - 3:30 p.m., NUR-3240-290HC, 217 Haynes, Enka
Fees: Course: $175, Supply/Lab: $25 Ins: $1.40 Tech: $5

T/TH/S, 6/11 - 9/19, 8 - 11 a.m., NUR-3240-283HC, 217 Haynes, Enka
Fees: Course: $175, Supply/Lab: $25 Ins: $1.40 Tech: $5

Nurse Aide I Refresher
This course is for the NA I whose state listing has expired for not greater than five (5) years or current nurse aides who have moved to North Carolina. The course consists of theory review and skills testing to assess the student’s 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 $101.) Students need to complete the Health Care Provider BLS CPR class prior to registration for this course. Textbook: Success for the Nursing Assistant

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.

Nurse Aide Level 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. Requirements for admission are: current NA I listing in North Carolina plus experience of six (6) months or greater, proof of high school diploma or GED, proof of immunizations, background check, drug screening (at expense of the student) and a letter of recommendation from an RN. Textbook: Thomson’s North Carolina Nurse Aide II. Class typically meet M/W evenings 5-9pm and will include Saturday daytime clinical 7 a.m.-3:30 p.m. Students cannot register online for Nursing Assistant courses.

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.
Medical Terminology Made Easy
Learn how to easily remember, pronounce, and apply the meanings of the prefixes, roots and suffixes that combine more than 11,000 complex medical terms. Using visual imagery as a memory aid, the Dean Vaughn Medical Terminology 350 system teaches the basic design of 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.

T/TH, 5/7 - 6/25, 3 - 5 p.m., COM-7553-589HC, 138 Goodwill Ctr., Goodwill
Fees: Course: $120, Tech: $5

T/TH, 7/9 - 8/27, 3 - 5 p.m., COM-7553-590HC, 138 Goodwill Ctr., Goodwill
Fees: Course: $120, Tech: $5

Nursing Assistant I required for Associate Degree Nursing and Practical Nursing Programs.
Nurse Aide Level I prepares students for this requirement. Classes fill up quickly. Class size is limited to 20 students. Madison Site class size is limited to 10 students.

If you are interested in admission into the Nursing Assistant I program at A-B Tech, call 828-398-7600, or visit abtech.edu/ce

Registration for Nurse Aide Level I and II
Due to demand for the Nursing Assistant classes, minors (16-17 year-olds) will be admitted to class per College policy on page 77. Exceptions may be made for minors with a high school diploma or GED at the time of class.

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

Medication Aide
This course is designed to meet the training requirements for becoming qualified as a medication aide, and will cover the six rights of medication administration for non-licensed personnel. Topics will include medication administration via the oral, topical, and instillation routes, medical asepsis, hand hygiene, terminology, and legal implications. Upon satisfactory completion, students will be able to take the competency exam (additional cost of $55) 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.

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.
Hospitality

Beer Styles of Belgium
Students will be introduced to the rich brewing history of Belgium. Many recognized styles will be covered along with detailed information regarding brewing processes and ingredients. This class is one of four offerings that will lead to a Beer Styles-Navigator Certificate. The student must successfully complete the following classes, in any order, Beer Styles of Belgium, Beer Styles of Germany, Beer Styles of Great Britain, and Beer Styles of the United States to obtain the certification. These four classes will prepare the student for a wide range of industry tests on the topic.

T, 5/14 - 5/28, 2 - 5 p.m., HOS-4004-303HS, 154 Fernihurst, Asheville
Fees: Course: $65, Supply/Lab: $60 Ins: $1.40 Tech: $5

Beer Styles of Germany
Students will learn the rich history of German brewing and become familiar with many beer styles from the region. Special attention will be paid to unique brewing processes and ingredients based on the local climate. This class is one of four offerings that will lead to a Beer Styles-Navigator Certificate. The student must successfully complete the following classes, in any order, Beer Styles of Belgium, Beer Styles of Germany, Beer Styles of Great Britain, and Beer Styles of the United States to obtain the certification. These four classes will prepare the student for a wide range of industry tests on the topic.

T, 4/23 - 5/7, 2 - 5 p.m., HOS-4002-301HS, 154 Fernihurst, Asheville
Fees: Course: $65, Supply/Lab: $60 Ins: $1.40 Tech: $5

Beer Styles of Great Britain
Students will learn the brewing history of Great Britain, be introduced to local adaptations of brewing processes and ingredients and become familiar with many recognized styles from the region. This class is one of four offerings that will lead to a Beer Styles-Navigator Certificate. The student must successfully complete the following classes, in any order, Beer Styles of Belgium, Beer Styles of Germany, Beer Styles of Great Britain, and Beer Styles of the United States to obtain the certification. These four classes will prepare the student for a wide range of industry tests on the topic.

M, 5/13 - 6/3, 2 - 5 p.m., HOS-4003-303HS, 154 Fernihurst, Asheville
Fees: Course: $65, Supply/Lab: $60 Ins: $1.40 Tech: $5

See Page 77 for registration information
Beer Styles of the United States
Students will be exposed to many of the most prevalent US beer styles and learn about the history of brewing in America. Special attention will be given to regional variations in style and process due to climate and ingredients. This class is one of four offerings that will lead to a Beer Styles - Navigator Certificate. The student must successfully complete the following classes, in any order, Beer Styles of Belgium, Beer Styles of Germany, Beer Styles of Great Britain and Beer Styles of the United States to obtain the certification. These four classes will prepare the student for a wide range of industry tests on the topic.

M, 4/22 - 5/6, 2 - 5 p.m., HOS-4001-300HS, 105 Magnolia, Asheville
Fees: Course: $65, Supply/Lab: $60 Ins: $1.40 Tech: $5

Hops’n Beer
This course introduces students to hops, a critical ingredient to the beer making process. Distinguish and learn about hop varieties by taste and aroma from beers around the world, and the role hops play in beer. Learn from local hop-grower’s techniques and the varieties to grow and maintain hops here in North Carolina.

T, 6/11 - 6/25, 6 - 9 p.m., HOS-3500-300HS, Fernihurst Kitchen, Asheville
Fees: Course: $65, Supply/Lab: $40 Ins: $1.40 Tech: $5

Intro to Home Brewing
This course introduces students to the world of home brewing. An applied hands-on step by step process from brew day to bottling and everything in between. An introductory look at the ingredients, process, and knowledge to formulate recipes and brew at home or start your own business. Students will learn about the equipment and sanitary practices to successfully make beer at home.

T, 5/14 - 5/28, 6 - 9 p.m., HOS-3501-310HS, Fernihurst Kitchen, Asheville
Fees: Course: $65, Supply/Lab: $40 Ins: $1.40 Tech: $5

T, 7/30 - 8/13, 6 - 9 p.m., HOS-3501-311HS, Fernihurst Kitchen, Asheville
Fees: Course: $65, Supply/Lab: $40 Ins: $1.40 Tech: $5

Tasting and Sensory Analysis of Beer
In this class, students will be taught how to critically evaluate beer. Throughout this course students will be introduced to beer styles and taught how to trust their senses and thoughtfully describe what they’re consuming. Attention will be given to common “off” flavors and how and why they occur. By the end of the course, students will be able to identify many beer styles by taste and smell and also have an understanding of how to properly store and serve beer to prevent off flavors.

M, 4/8 - 4/15, 6 - 9 p.m., HOS-4000-778HS, 154 Fernihurst Annex - A, Asheville
Fees: Course: $65, Supply/Lab: $15 Ins: $1.40 Tech: $5

M, 5/13 - 5/20, 6 - 9 p.m., HOS-4000-300HS, 154 Fernihurst, Asheville
Fees: Course: $65, Supply/Lab: $15 Ins: $1.40 Tech: $5

The Business of Beer: Part 1 - Beerology
The student will be introduced to beer as a defined subject and will learn the building blocks of beer such as the history, ingredient identification and steps of the brewing process. The focus will be on Ales and Lagers from production to evaluation, glassware specifications, styles, sensory evaluations and food pairings. Upon completion the student should have a solid base for future classes in beverage management or brewing. This is Part 1 of a two part certification process. When Parts 1 and 2 are completed the student will receive a certification in The Business of Beer and be prepared to take a level one beer examination. You can take Part 1 and Part 2 in any order. Eligible students must be at least 21 years old. You must register in person at one of the following Business Office locations: Asheville Campus, Enka site or Madison site. Valid proof of identification is required at registration.

M, 4/22 - 5/6, 6 - 9 p.m., HOS-3050-316HS, 225 Magnolia, Asheville
Fees: Course: $65, Supply/Lab: $25 Ins: $1.40 Tech: $5

T, 4/23 - 5/7, 6 - 9 p.m., HOS-3050-317HS, 225 Magnolia, Asheville
Fees: Course: $65, Supply/Lab: $25 Ins: $1.40 Tech: $5

M, 6/10 - 6/24, 2 - 5 p.m., HOS-3050-318HS, 225 Magnolia, Asheville
Fees: Course: $65, Supply/Lab: $25 Ins: $1.40 Tech: $5

T, 7/9 - 7/23, 6 - 9 p.m., HOS-3050-319HS, 225 Magnolia, Asheville
Fees: Course: $65, Supply/Lab: $25 Ins: $1.40 Tech: $5
The Business of Beer: Part 2 - Beeronomics
The student will learn the manufacturing and supply chain of beer as it works its way to its final destination, the customer. You will tour a local brewery, a beverage distributor and a high volume on-premise beverage operation. Topics will cover the brewing process, jobs positions, brand representation, distribution regulations, purchasing/inventory, handling/storage, legal regulations and sales and marketing of the products. Upon completion the student should have a solid understanding of the industry and jobs required for its growth and success. This is Part 2 of a two part certification process. When Parts 1 and 2 are completed the student will receive a certification in The Business of Beer and be prepared to take a level one beer examination. You can take Parts 1 and Part 2 in any order. Eligible students must be at least 21 years old. You must register in person at one of the following Business Office locations: Asheville Campus, Enka site or Madison site. Valid proof of identification is required at registration.

M, 6/10 - 6/24, 6 - 9 p.m., HOS-3049-318HS, 225 Magnolia, Asheville
Fees: Course: $65, Supply/Lab: $25 Ins: $1.40 Tech: $5

The Business of Growing Hops for Brewing Beer
Come learn successful business and cultivation strategies to further your business idea. This class will give hops growers and home brewer tools to optimize their efforts and harvest. Some of the topics discussed will include: economics of the hops yard, integrated pest and disease management, seasonal processes of hop cultivation, and nutrient management programs. A local brewer will offer their unique perspective as an industry insider on processes, quality standards, and other concerns. Immediately following the close of class on Friday there will be an optional brewery tour from 3:30 pm – 5:00 pm, transportation not provided. Instructor: Chris Reedy

TH, F, 8/15-8/16, 10 a.m.–5 p.m., SEF-7694-790WT
127 Haynes, Enka
Fees: Course: $75, Ins: $1.40

ServSafe for Nutrition
ServSafe has been the industry national standard for over 20 years, training more than one million managers and employees how to receive, store, prepare and serve food safely. Upon completion of this course with a passing exam grade of 75%, the student will earn national certification for the proper guidelines for handling food. Textbook: ServSafe Essentials with exam sheet. Students cannot share a textbook.

S,SU, 5/18 - 5/19, 8:30 a.m. - 5:30 p.m., HEA-7211-274HS, 127 Haynes, Enka
Fees: Course: $65, Tech: $5

S,SU, 7/13 - 7/14, 8:30 a.m. - 5:30 p.m., HEA-7211-275HS, 127 Haynes, Enka
Fees: Course: $65, Tech: $5

Special Events and Convention Planning
Introduction
The Event and Meeting Planning Certification course is designed to provide the student with the components of developing, managing and planning well-executed meetings and events; including project timelines, contracts, objectives, budgeting, technology methods and needs, contract and legal issues, sustainable event practices, virtual meetings and the latest developments in the industry. Employment Outlook - Positions available through certification include: meeting manager, medical meeting coordinator, event manager, convention and visitor bureau sales manager, wedding planner, training director, trade show manager, incentive travel manager, corporate travel manager, public relations/marketing manager, executive assistant, and administrative assistant

M, 4/15 - 6/17, 5:30 - 9:30 p.m., HOS-3060-222HS, 237 Magnolia, Asheville
Fees: Course: $120, Tech: $5

T, 4/16-6/11, 8:30 a.m. - 12:30 p.m., HOS-3060-223HS, 120 A-B Tech South Site
Fees: Course: $120, Tech: $5
Duke Nonprofit Management Program
A collaboration between the Duke Nonprofit Management Program, WNC Nonprofit Pathways, and A-B Tech has produced a track of in-depth courses that specialize in strengthening nonprofit organizations and community leaders. The Nonprofit Management Certificate is earned at the completion of 50 classroom hours.

For more information, please visit www.nonprofitpathways.org.

Students must register directly with the Duke Nonprofit Management Program by visiting the following site: http://www.learnmore.duke.edu/certificates/nonprofit/ or by calling 919-684-6259.

50% discount scholarships available to those working with WNC nonprofits.

Nonprofit Fundamentals: Evaluation
Learn the basics of project and program evaluation. This workshop combines teaching with small group discussion to provide the nuts and bolts of practical methods for conducting evaluation. You will see the value of program evaluation and learn the importance of using evaluation results for continual program improvement; identify audiences for your evaluation findings; get acquainted with evaluation design, including logic models and evaluation plans; and develop a brief action plan for addressing evaluation in your organization.

Jill Fromewick is Executive Director of Sparrow Research Group, a global public health consulting firm specializing in evaluation, program design, and social science research. She has over a decade of experience leading and conducting evaluations as a nonprofit consultant, staff, and board member.

T, 4/9, 10 a.m. - 4 p.m., SBC-1007-101NP, 209 Haynes, Enka
Fees: Course: $120

Duke Nonprofit Fundamentals - Human Resources
Your human capital may be your organization’s most important asset. How you manage HR and lead your employees will contribute to organizational success or decline. This program provides information about basic human resource activities to help you become a more effective leader. We will cover: workforce planning and employment, performance leadership, employee relations, total rewards, and risk management. We will also address supporting documents, legal issues, and best practices. Carol Rovello has over 25 years experience as a human resource consultant, with certification as a Senior Professional of Human Resources. She works with small to large organizations across industries, including nonprofits.

TH, 5/9, 10 a.m. - 4 p.m., SBC-1078-101NP, 209 Haynes, Enka
Fees: Course: $120
Transportation/Automotive

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

T/TH, 5/7 - 5/9, 6 - 10 p.m., AUT-7203-540TR, 215 Haynes, Enka
Fees: Course: $65, Tech: $5

T/TH, 6/4 - 6/6, 6 - 10 p.m., AUT-7203-541TR, 215 Haynes, Enka
Fees: Course: $65, Tech: $5

T/TH, 7/9 - 7/11, 6 - 10 p.m., AUT-7203-604TR, 215 Haynes, Enka
Fees: Course: $65, Tech: $5

T/TH, 8/6 - 8/8, 6 - 10 p.m., AUT-7203-605TR, 215 Haynes, Enka
Fees: Course: $65, Tech: $5

Emission Standards, OBD
Emissions testing (testing pollution released into our environment) is a requirement for all vehicles '96 and newer. This course ensures that licensed mechanics understand OBD technology pertaining to emissions testing.

M/W, 5/6 - 5/8, 6 - 10 p.m., AUT-3129-560TR, 215 Haynes, Enka
Fees: Course: $65, Tech: $5

M/W, 6/3 - 6/5, 6 - 10 p.m., AUT-3129-561TR, 215 Haynes, Enka
Fees: Course: $65, Tech: $5

M/W, 7/1 - 7/3, 6 - 10 p.m., AUT-3129-562TR, 215 Haynes, Enka
Fees: Course: $65, Tech: $5

M/W, 8/5 - 8/7, 6 - 10 p.m., AUT-3129-586TR, 224 Haynes, Enka
Fees: Course: $65, Tech: $5

Emission Standards, Recertification
This course is a recertification class required by the State of North Carolina for the Emissions II Inspection Program. It ensures that licensed mechanics understand OBD technology pertaining to emissions testing.

M, 4/8 - 4/8, 6 - 10 p.m., AUT-7202-566TR, 215 Haynes, Enka
Fees: Course: $65, Tech: $5

M, 6/10 - 6/10, 6 - 10 p.m., AUT-7202-568TR, 215 Haynes, Enka
Fees: Course: $65, Tech: $5

M, 7/8 - 7/8, 6 - 10 p.m., AUT-7202-569TR, 215 Haynes, Enka
Fees: Course: $65, Tech: $5

M, 8/12 - 8/12, 6 - 10 p.m., AUT-7202-587TR, 224 Haynes, Enka
Fees: Course: $65, Tech: $5
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 that 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.

Existing platforms within the Center for Business and Technology Incubation include the Small Business Center, the NC BioNetwork Biobusiness Center, the Natural Products Laboratory and Manufacturing Facility, the Blue Ridge Food Ventures commercial kitchen, the Technology Commercialization Center, Student Entrepreneurship and the Global Institute for Sustainability Technologies.

Small Business Jump Start Day

The Small Business Jump Start Day is an annual event in which current and potential business owners can learn more about the resources available to small businesses in our community. This event is for vendors who have a product or service that can be of assistance to current and potential small businesses. Space is limited based on the product/service being offered. Potential vendors should contact Duane Adams at 828.398.7951 or dadams@abtech.edu for more information.

Thursday, April 25, 2013, 3:30 – 6:30 pm
A-B Tech, Enka Site, 2nd Floor, Haynes Conference Center
FREE Event – no registration required

Young Entrepreneurial Scholars (YES!) Summer Programs

The A-B Tech Small Business Center will offer the following two youth summer programs which focus on innovation, creativity and entrepreneurship:

YES! Camp - for rising high school sophomores, juniors and seniors
June 24 – June 28, 2013

YES! Academy - for rising sixth, seventh and eighth grade students
July 22 – July 26, 2013

During these programs students gain a better understanding of entrepreneurship as a viable career option, learn about resources in their community, generate business ideas to create an atmosphere of fun and meet successful entrepreneurs. For more information, please visit www1.abtech.edu/sbc.
Boomer Sassman, Big Boom Design

What is your business?

Big Boom Design is an internet consulting and educational web design firm based in Asheville. We assess, plan, develop, implement, track, and educate about the internet and how it can help grow your business or organization.

Why did you start a business?

I started Big Boom Design to help educate and empower business owners to take ownership of their own web presence. I was also very lucky to grow up in a family that encouraged entrepreneurship and creativity outside of the corporate world.

Have you started other businesses?

I attempted a few startups while in college at Appalachian State but none of them took off or excited me the way that this business has. I am however working on a second business in another field at the moment.

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

Invaluable! It would be tough to actually count the number of business connections and clients that I’ve acquired through my involvement with A-B Tech. I encourage everyone that I meet to reach out to A-B Tech in some way or another.

What is the most challenging aspect of owning a business?

Maintaining quality customer service as the business expands. It’s imperative to be friendly and conversational with your clients but as the client base grows your “billable time” turns into customer/client interactions. Being able to identify the time to start “drawing a line in the sand” is crucial.

What advice would you give to aspiring entrepreneurs?

Teach the business. Try to find ways to educate people who are interested in your field. It’ll make you a much better communicator, solidify your understanding of the basics and make you far more trustworthy than your competitors.

I disagree with the idea that you shouldn’t turn a hobby into a job. People say that it takes all the joy out of that activity but if you truly love what you do it never seems like work… well almost never.

For more information about Big Boom Design please visit: www.BigBoomDesign.com

Announcement: Export University 101 – June 6, 2013

Learn more about exporting opportunities in order to sell your products or services to customers worldwide! Presented by the NC Department of Commerce International Trade Division, the 2013 Road Show seminar series will bring foreign-based trade experts to you, offering a rare opportunity to gain insights into key markets you may be considering. For more information contact Duane Adams at 398-7951 or duanecadams@abtech.edu.
Entrepreneurship

Registration information, page 77. Register early!

828-398-7950

Entrepreneurship

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

We might feature you on our website or in upcoming publications. Send to angelamlong@abtech.edu.

Business Formation: Choosing the Right Structure (new)
Deciding what business entity formation is best for your company is among the most critical early decisions every entrepreneur must make. The legal structure chosen must adequately protect the enterprise’s core intellectual property and enhance the appropriate funding structure as well as responding to taxation, regulatory and liability concerns. This seminar will cover the different business entities and the advantages and disadvantages for choosing one type over another for the start-up life science course.
Instructor: Rosalie Lulis.

T, 6/4, 6 - 8 p.m., SBC-3103-100EN, 2046 Small Business Ctr., Enka
Fees: Course: Free

Do You Have What it Takes? An Introduction to Entrepreneurship for Holistic Providers (new)
Successful small business owners often share common personality traits and habits that help them excel. Some people are born with these, but they can also be learned. This class will discuss these traits and use an assessment tool to determine what strengths and weaknesses you may have. We’ll also examine other helpful tools and resources to assist in building successful habits as well as your knowledge of business basics. There are many reasons not to start your own business - but for the right person the advantages of business ownership far outweigh the risks.
Instructor: Lillian Norris.

T, 5/7 - 5/14, 6 - 8 p.m., SBC-3101-100EN, 2046 Small Business Ctr., Enka
Fees: Course: Free

Export University 101
In this economy you cannot leave any stone unturned. Act now to learn how to increase your export sales and brush up on key export topics. At this seminar series, you will learn how to classify your product for export learn about documentation requirements, letters of credit, and pricing strategies the role of the freight forwarder export credit insurance the benefit from free trade agreements how to conduct basic market research and much more. Who should attend? Companies that are currently exporting but need guidance to further expand overseas markets and sales as well as those companies that are new to exporting and need the tools to begin and avoid costly mistakes. For more information, contact Duane Adams at 828.398.7951 or duanecadams@abtech.edu.

TH, 6/6, 8 a.m. - 5 p.m., SBC-1060-101EN, 128 Haynes, Enka
Fees: Course: $TBD

Entrepreneurship

Alternative Investments for Small Business (new)
With interest rates at historic lows, business owners have to look outside of the banking system in order to get superior returns on their investments. This course will provide attendees with a wide range of alternative investment ideas including peer lending, angel and venture capital investing, purchasing a business, exercising due diligence, business investment, real estate investing, mortgage financing, life insurance contracts and interest rate hedging.

W, 5/15, 6 - 9 p.m., SBC-3500-100EN, 2046 Small Business Ctr., Enka
Fees: Course: Free

Bookkeeping Basics for the Natural Products Industry (new)
This class will focus on getting your bookkeeping system set up correctly by discussing the chart of accounts, general administrative and selling expenses, fixed assets versus operating expenses, and options for inventory management. Participants will learn the importance of getting the bookkeeping system set up correctly and how to use their system to make comparisons to industry standards and minimize tax preparation time and expense. This class is a prerequisite for the hands-on workshop.
Instructor: Rosalie Lulis.

T, 6/18, 6 - 9 p.m., SBC-3102-100EN, 2046 Small Business Ctr., Enka
Fees: Course: Free
Get Your Natural Products Into Retail Stores
This interactive class provides the tools and knowledge you need to get your herbal, food and functional food products into stores and competitively priced! You will gain an insider's understanding of the natural products industry and learn the opportunities and challenges in selling to natural stores. Topics include what you need to know to price your product how to effectively introduce your product to stores the importance of retailer relations using promotions, in-store demos, and trade shows to showcase your product and how to manage sales and keep your product on the shelves.
Instructor: Melanie Leenhouts.
T, 7/16, 6 - 9 p.m., SBC-3100-101EN, 121 A-B Tech South Site
Fees: Course: Free

How to Price Your Service
In this seminar, participants identify internal and external factors to consider when setting prices and learning to estimate potential market share for a service oriented business. Business examples demonstrate how to evaluate pricing methods, develop sales forecasts, and measure market potential for services.
TH, 5/2, 6 - 9 p.m., SBC-2120-100EN, 2046 Small Business Ctr., Enka
Fees: Course: Free

How to Price Your Service
How to Price Your Service

How to Price Your Product
In this seminar, participants identify internal and external factors to consider in setting prices for products and learn to estimate potential market share. Business examples demonstrate how to evaluate pricing methods, develop sales forecasts, and measure market potential for products.
TH, 4/25, 6 - 9 p.m., SBC-2110-100EN, 2046 Small Business Ctr., Enka
Fees: Course: Free

How to Competitively Price Your Natural Product
How much does it cost you to make your product? What should the shelf price be? Come to class with your product’s base price and learn how to determine the shelf price. You will learn how to work in margins for distributors and retailers, how to estimate freight, and how to calculate promotions into the pricing structure. The end result of this class will be to see how competitive your sales price is on the shelf.
TH, 4/18, 6 - 9 p.m., SBC-3106-100EN, 2046 Small Business Ctr., Enka
Fees: Course: Free

How to Price Your Service
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TH, 5/2, 6 - 9 p.m., SBC-2120-100EN, 2046 Small Business Ctr., Enka
Fees: Course: Free

How to Price Your Product
In this seminar, participants identify internal and external factors to consider in setting prices for products and learn to estimate potential market share. Business examples demonstrate how to evaluate pricing methods, develop sales forecasts, and measure market potential for products.
TH, 4/25, 6 - 9 p.m., SBC-2110-100EN, 2046 Small Business Ctr., Enka
Fees: Course: Free

How to do Business with the City of Asheville
Learn how to market your business to the City of Asheville and other government agencies while understanding the Historically Underutilized Business (HUB) designation given by the State of North Carolina Office of Historically Underutilized Businesses. You will have an opportunity to begin the process of registering your business on-site. All participants are required to come equipped with your employer identification number (EIN) to register on-site.
W, 7/17, 10 - 11 a.m., SBC-2024-101EN, 2046 Small Business Ctr., Enka
Fees: Course: Free

Quickbooks Pro for Natural Products: Windows Only Workshop
Put your Bookkeeping Basics knowledge to immediate use! This hands-on workshop will help you setup and customize a new company file in learning the basics of QuickBooks Pro 2013. If you have a laptop with QuickBooks 2011 (Windows) or later installed and prefer to use it, please bring it to class. We will have PCs setup with QuickBooks Pro 2013 for those who need them. If you will be working on a PC, please bring a USB flash drive so you can save your work. Prerequisite: Bookkeeping Basics for the Natural Products Industry (June 18).
T, 7/9, 6 - 9 p.m., SBC-3105-100EN, 2046 Small Business Ctr., Enka
Fees: Course: Free

Running Green: Switching Your Business to Biofuels
Gain a marketing advantage while greening your business! Making the switch to using biofuels is easier than you may think. In fact, your current business vehicle and heating systems may already support them, and it could simply be a matter of knowing where to find biofuels. This course will demystify the use of biofuels such as ethanol and biodiesel, with a specific focus on biodiesel. Lucky for us, biodiesel is locally available in Western North Carolina! The course will cover everything from basic chemistry and production methods, to what you need to know to use the fuel. Fleet managers are especially encouraged to attend.
Instructor: Matthew Rudolf.
TH, 6/27, 6 - 9 p.m., SBC-3104-100EN, 2046 Small Business Ctr., Enka
Fees: Course: Free

How to Price Your Product
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TH, 4/25, 6 - 9 p.m., SBC-2110-100EN, 2046 Small Business Ctr., Enka
Fees: Course: Free

How to Price Your Service
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TH, 5/2, 6 - 9 p.m., SBC-2120-100EN, 2046 Small Business Ctr., Enka
Fees: Course: Free

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W, 7/17, 10 - 11 a.m., SBC-2024-101EN, 2046 Small Business Ctr., Enka
Fees: Course: Free

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Instructor: Matthew Rudolf.
TH, 6/27, 6 - 9 p.m., SBC-3104-100EN, 2046 Small Business Ctr., Enka
Fees: Course: Free

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TH, 5/2, 6 - 9 p.m., SBC-2120-100EN, 2046 Small Business Ctr., Enka
Fees: Course: Free

How to do Business with the City of Asheville
Learn how to market your business to the City of Asheville and other government agencies while understanding the Historically Underutilized Business (HUB) designation given by the State of North Carolina Office of Historically Underutilized Businesses. You will have an opportunity to begin the process of registering your business on-site. All participants are required to come equipped with your employer identification number (EIN) to register on-site.
W, 7/17, 10 - 11 a.m., SBC-2024-101EN, 2046 Small Business Ctr., Enka
Fees: Course: Free

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Put your Bookkeeping Basics knowledge to immediate use! This hands-on workshop will help you setup and customize a new company file in learning the basics of QuickBooks Pro 2013. If you have a laptop with QuickBooks 2011 (Windows) or later installed and prefer to use it, please bring it to class. We will have PCs setup with QuickBooks Pro 2013 for those who need them. If you will be working on a PC, please bring a USB flash drive so you can save your work. Prerequisite: Bookkeeping Basics for the Natural Products Industry (June 18).
T, 7/9, 6 - 9 p.m., SBC-3105-100EN, 2046 Small Business Ctr., Enka
Fees: Course: Free

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Instructor: Matthew Rudolf.
TH, 6/27, 6 - 9 p.m., SBC-3104-100EN, 2046 Small Business Ctr., Enka
Fees: Course: Free
Entrepreneurship
Registration information, page 77. Register early!
abtech.edu/sbc
828-398-7950

Asheville SCORE
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 and provide assistance to those wanting to start a business as well as those with an existing business. SCORE is a current service provider partner with A-B Tech’s Center for Business and Technology Incubation and offers a variety of seminars each term.

Students may register by mailing payment to Asheville SCORE, 151 Patton Ave, Room 259, Asheville, NC 28801 or online at www.asheville SCORE.org.

For more information, please call 828-271-4786.
Do not send payment directly to A-B Tech.

SBA: Programs and Services for your Small Business
Discover the programs and services offered by the U.S. Small Business Administration for start-up and existing small businesses. Find out which SBA-sponsored and SBA-funded resources are available for counseling and training small business owners in all areas of small business management (including business planning). Find out what it takes to obtain a small business loan and to access SBA financing sources in particular. Discover the SBA’s government contracting, minority and other certification programs which can enable your small business to obtain federal government contract work.

TH, 5/23, 9 - 10 a.m., SBC-1077-102EN,
101 Ramsey, Madison
Fees: Course: Free

SBA: Small Business Loans - Fundamentals and Options
Find out what it takes to produce a bankable loan proposal. Learn about the Five Cs of credit, and how a lender views these elements of a business credit application. Discover the importance of business plans and financials and how they fit into a lender’s credit decision-making process. Find out what financial assistance is available through the U.S. Small Business Administration and its lending partners.

TH, 5/9, 9 - 10 a.m., SBC-1011-103EN,
2046 Small Business Ctr., Enka
Fees: Course: Free

SBA: Business Planning and Entrepreneurial Development Resources
Find out the basic elements of a business plan—what it contains and why it is important for your start-up or existing business. Learn about the SBA web-based resources to help you start or expand a small business. Discover the in-person counseling and training resources available to help you with your startup or existing small business.

TH, 5/2, 9 - 10 a.m., SBC-1010-102EN,
1039 Small Business Ctr., Enka
Fees: Course: Free

SBA: Federal Contracting Programs
Discover what opportunities may exist for your small business in the $400 billion/year federal contracting industry. Find out if your firm may be eligible for the various certification programs through the U.S. Small Business Administration, enabling you to gain access into the contracting arena. Discover how to obtain bonding for government contract work through the SBA surety bond guaranty program.

TH, 5/16, 9 - 10 a.m., SBC-1014-101EN,
2046 Small Business Ctr., Enka
Fees: Course: Free

SCORE: Basic Social Media for Business
Discover how social media can improve online visibility as well as strengthen branding and increase sales for your business.

W, 4/17, 6 - 9 p.m., SBC-1071-101EN,
140 Haynes, Enka
Fees: Course: $30

SCORE: How to Develop Your Business Website
This seminar is aimed specifically at new start ups that think or know they need to have a presence on the Internet either for marketing or branding purposes.

S, 4/13, 9 a.m. - 12 p.m., SBC-1013-101EN,
2046 Small Business Ctr., Enka
Fees: Course: $30
**Selling to the Government**
Learn how to identify sales opportunities, how to evaluate government solicitations and how to understand the bid process. Presented by the NC Small Business and Technology Development Center/Procurement Technical Assistance Center.

T, 4/23, 1 - 3 p.m., SBC-1023-100EN, 117 A-B Tech South Site
Fees: Course: Free

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**Social Media: Facebook Marketing Lab for Entrepreneurs**
Business owners will learn how to connect Facebook marketing to websites and blogs in this hands-on seminar.

W, 6/5, 6 - 9 p.m., SBC-2056-102EN, 140 Haynes, Enka
Fees: Course: Free

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**Social Media: Link Building Lab**
Learn how to use social media and other websites to promote your website and your business as well as how to increase links and search engine exposure.

W, 6/19, 6 - 9 p.m., SBC-2058-102EN, 140 Haynes, Enka
Fees: Course: Free

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**Social Media: Using Analytics to Develop Your Business Platform**
Analytics are the eyes and ears of what’s happening behind the scenes of your website. How many people visited this week? What parts of the world are they visiting from? How long did they stay? What page keeps people’s attention the longest? Analytics takes all this information and clearly organizes it through a variety of methods, plus it’s a free tool! Analytics visually gives you the tools and data you need to strategize your website’s next move. Some topics discussed in this class include: Top keywords, geographic traffic, average time spent on a site, mobile activity, social media engagement, live tracking, and so much more.

TH, 7/11, 3 - 6 p.m., SBC-2401-100EN, 1039 Small Business Ctr., Enka
Fees: Course: Free

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**Social Media: Wordpress Design Lab for Entrepreneurs**
This seminar will help entrepreneurs learn how to create their own WordPress site, how to use it as a blog and how to use it as a website. The class will do simple design using themes, options, and plugins. Students must have some experience with updating websites or blogs.

W, 6/12, 6 - 9 p.m., SBC-2057-102EN, 140 Haynes, Enka
Fees: Course: Free
Environmental/Sustainable Living

Certified Indoor Environmentalist Prep
Would you like to become an Indoor Environmentalist? This designation demonstrates that you understand how to create healthy homes and buildings by preventing, diagnosing, and resolving indoor environmental problems. This class prepares you to pass the CIE examination through a series of video lectures on exam topics such as contaminants, health effects, building science, HVAC, equipment, assessments, mold remediation, and industry standards and guidelines. (32 hours)

5/15 - 11/15, SEF-9021-05SL, ONLINE
Fees: Course $995

Green Supply Chain Professional
The Green Supply Chain Professional Online Training Program will give you the specialized knowledge to enable a company to achieve its environmental sustainability goals through global sourcing, materials management, procurement and buying, transportation and logistics, and new product development. (60 hours)

5/15 - 6/16, SEF-9020-05SL, ONLINE
Fees: Course $1595

Principles of Green Building
The Principles of Green Buildings Online Training Program is designed to teach you the principles you must know in order to make buildings perform more efficiently. The program was developed and written in partnership with nationally recognized building science experts from Advanced Energy of North Carolina. The Principles of Green Buildings Online Training Program will also help prepare you for industry credentials for green building. (30 hours)

5/15 - 8/19, SEF-9022-05SL, ONLINE
Fees: Course $995

Senior Sustainability Professional
The Senior Sustainability Professional Online Training Program will prepare you for an exciting career as a leader in the green-collar economy. You’ll start by learning the basics of green purchasing. Next you’ll cover corporate social responsibility, and carbon strategies. You’ll also explore environmental accounting, green transportation, and sustainability consulting. (110 hours)

5/15 - 5/16/2014, SEF-9023-05SL, ONLINE
Fees: Course $2695

Solar: Solar Heating Entry Level NABCEP Course
This 40-hour course teaches the basics of solar thermal design and installation. The course follows the NABCEP Solar Heating Entry Level Learning Objectives. Students will learn how to conduct site assessments, system design and configuration, and much more. At the end of the course the NABCEP Solar Heating Entry Level Exam will be administered. Cost of exam is included in the course fee. Instructor: Grayson Newell

F, 4/12, 5 - 9 p.m.
S-Su, 4/13-4/14, 8 a.m. - 5 p.m.
F, 4/26, 5 - 9 p.m.,
S-Su, 4/27-4/28, 8 a.m. - 5 p.m. SEF-9013-203SL, 1039 Small Business Ctr., Enka
Fees: Course $750

Water Design: The Life Blood of Your Permaculture Homestead
Wondering how to make your home and landscape as water efficient as possible? Looking for ways to live lightly on the earth by using rainwater and grey water recycled from your home? Concerned about too much water near your foundation? This class will walk you through the design questions to consider in creating a comprehensive approach to using water wisely in your home and landscape. Come see inspiring examples and learn the basics of installing water efficient fixtures, french drains, rain gardens, cisterns, and swales! Instructor: Susan Garrett

W, 5/15, 6-9 p.m., SEF-9024-24SL 1039 Small Business Center, Enka
Fees: Course $25

Permaculture Design: Creating a Sustainable Human Ecosystem, Introduction
Rainwater harvesting, vegetable gardens, orchards, herbs, fuel plants, compost, chickens - all these elements in your landscape can add up to a self-sufficient, community-building, affordable and beautiful way of life. How do you design your landscape to meet your sustainability goals while minimizing maintenance and water use? This class combines lecture and exercises to introduce the ethics and principles of Permaculture design and the concepts of site analysis, zones and functional analysis. Intended for landscape architects, developers and home owners, you will learn a conceptual framework for selecting and optimally placing elements in your design. Instructor: Susan Garrett

F, 5/24, 6-9 p.m., SEF-7526-377SL 1039 Small Business Center, Enka
Fees: Course $25
Workforce Training

Basic Lab Skills
In this introductory course students will learn how to perform functions normally expected in a laboratory setting. Gain a basic knowledge of and learn how to operate and calibrate scientific equipment, become familiar with proper safety procedures, how to properly maintain order in the laboratory, basic scientific calculations essential for working in a laboratory environment and how to properly maintain a laboratory notebook. Students will also learn how to calculate and make chemical solutions, prepare growth media, perform sterile techniques, learn how to work in an aseptic environment and adjust pH. Brief review of biology and chemistry will be incorporated into this course to aid in learning more intermediate laboratory techniques. This course is recommended for students with no laboratory experience.

W, 5/1 - 7/3, 6 - 9 p.m., SEF-7677-789WT, 116 Technology Commercialization Ctr., Enka
Fees: Course: $100, Ins: $1.40

Documentary Film Production
Through a combination of viewing and practical hands-on experience, this course will familiarize students with the basics of producing, shooting, lighting, sound gathering and editing for documentary production. You will learn how to work with HDV video cameras, tripods and fluid heads, simple location lighting packages, sound recording equipment and basic editing systems. We will also discuss techniques to improve your storytelling skills and creative decision-making. The students need to purchase 1 Mini-dv tape and 2 blank DVDs, estimated cost $5. With over 15 years experience as a producer/director and camera operator, Micheal Luther will be the Instructor.

M, 6/10 - 7/15, 6 - 8 p.m., SEF-7696-793WT, 827 Asheville H.S. Arts Bldg.
Fees: Course: $80, Ins: $1.40, Tech: $5

Filmmaking: Development to Distribution
Go behind-the-scenes to discover the real magic of the Movies. In this fast-paced introductory course, participants will learn the ins and outs of independent filmmaking. Follow an idea from creation through script development, budgeting, scheduling and into film production and post-production to understand what it truly takes to bring a movie to the big screen. Topics covered include fundraising methods, contracts, crew positions, as well as distribution and marketing strategies. This class is suited for individuals who have film project ideas and for anyone interested in learning about the business side of filmmaking. Dylan Trivette, who has worked for Jerry Bruckheimer in L.A. on films such as Gone in 60 Seconds, Remember the Titans, and Pearl Harbor, is the instructor.

TH, 5/23 - 6/27, 6 - 8 p.m., SEF-7695-791WT, 123 A-B Tech South Site
Fees: Course: $105, Ins: $1.40, Tech: $5

Good Manufacturing Practices for Botanical Dietary Supplements
This course will provide an overview of the Food and Drug Administration (FDA) GMP requirements per 21 CFR (Code of Federal Regulations) Part 111. These FDA regulations affect ALL companies involved with the manufacturing, packaging, labeling and holding of dietary supplements. Topics include botanical identification, documentation, and terminology. Examples of required documented records will be discussed and generic templates for this documentation will be provided. The last hour of class each day will be an optional Q&A session. Chris Reedy and Sarah Schober, Instructors.

TH,F, 5/9 - 5/10, 10 a.m. - 5 p.m., SEF-7678-787WT, 112 Technology Commercialization Ctr., Enka
Fees: Course: $210

Good Manufacturing Practices for Personal Care Products
This course will provide an overview of current FDA (Food and Drug Administration) GMP regulations and guidance regarding cosmetics and personal care products, including topical herbal preparations. Topics include documentation, terminology, and marketing. Examples of documentation records will be discussed and generic templates for this documentation will be provided. The last hour of class will be an optional Q&A session. Chris Reedy and Sarah Schober, Instructors.

F, 6/14 - 6/14, 10 a.m. - 5 p.m., SEF-7679-788WT, 112 Technology Commercialization Ctr., Enka
Fees: Course: $105

Workforce Training
Registration information, page 77. Register early!
Workforce Training
Registration information, page 77. Register early!

abtech.edu/ce
828-398-7934

Earning a Real Living
Rena Howard is a current student in A-B Tech’s 15-week Fundamentals of Automated Machining course. Continuing Education recently spoke with Rena about her interest in this course. “I would rather not go back into cafeteria work, textiles or fast-food. I know I can’t make a living and feed my family working in those kinds of jobs.” Rena has a long history of earning her living through hard work. She is excited about the job opportunities that machining skills can provide. “Older parents can’t compete without higher-level skills. I need those to compete in the job market.” Kyle Hunter, Rena’s son, is in the same class with his mother. She has high hopes for him since he will be getting good job skills early in life. Kyle takes a little good-natured ribbing for being in class with his mother. When asked what recommendations she might have for others Rena says, “A-B Tech is a great place to get an education. Go for it.”

Blueprint Reading for Industry
Improve your work skills by learning to read and interpret mechanical blueprints and drawings. Topics include types of information found on drawings, interpreting drawings, types of shop drawings and geometric dimensioning and tolerancing. This is an excellent class for those who work manufacturing-especially equipment, electronics or machining operations.

T/TH, 8/6 - 8/13, 8 a.m. - 4 p.m., MEC-7028-002WT, 121 A-B Tech South Site
Fees: Course: $65, Tech: $5

Forklift Operation and Safety
Students will learn forklift operation and safety techniques using the latest OSHA regulations and requirements. Attendance for 80% or more of the class and passing a written and driving test qualifies the student for a certificate.

F, 5/17 - 5/24, 12 - 4 p.m., OSH-3012-064WT, 116 Ramsey, Madison
Fees: Course: $65, Ins: $1.40 Tech: $5

T/TH, 8/6 - 8/15, 6 - 9 p.m., OSH-3012-065WT, 330 Technology Commercialization Ctr., Enka
Fees: Course: $65, Ins: $1.40 Tech: $5

Fundamentals of Automated Machining
Take a step toward a new career in machining by learning to operate drill presses, milling machines, saws, and bench grinders. During this 16-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, teamwork and problem solving. As an added bonus, you will meet with representatives from local industry and receive coaching on resume writing and job interview skills.

M - TH, 4/9 - 7/25, 8 a.m. - 2 p.m., MEC-7027-015WT, 3310 Technology Commercialization Ctr., Enka
Fees: Course: $175, Supply/Lab: $50 Ins: $1.40 Tech: $5

M - TH, 4/9 - 7/25, 3 - 9 p.m., MEC-7027-016WT, 3310 Technology Commercialization Ctr., Enka
Fees: Course: $175, Supply/Lab: $50 Ins: $1.40 Tech: $5

M - TH, 8/19 - 12/4, 8 a.m. - 2 p.m., MEC-7027-017WT, 3310 Technology Commercialization Ctr., Enka
Fees: Course: $175, Supply/Lab: $50 Ins: $1.40 Tech: $5

M - TH, 8/19 - 12/4, 3 - 9 p.m., MEC-7027-018WT, 3310 Technology Commercialization Ctr., Enka
Fees: Course: $175, Supply/Lab: $50 Ins: $1.40 Tech: $5
Building Inspection Level III
This course is designed for the education and training of the code enforcement official who has the responsibility of inspecting all types of construction of unlimited size. Students will need to bring a calculator and the following textbooks: 2009 NC Building Code, 2012 NC Residential Code and 2009 Administrative Code and Policies. With the successful completion of this course and the Law and Administration course in conjunction with specified education and experience requirements, course participants will be eligible to take the Building Level III NC state examination for inspector certification.

F - SU, 5/31 - 6/9, 8 a.m. - 5 p.m., COD-3107-546WT, 226 Haynes, Enka
Fees: Course: $120, Tech: $5

Electrical Inspection Level I
This course will prepare the student for the State of NC Electrical Inspection Level I exam. Students should bring their National Electrical Code books and a calculator.

M - F, 6/24 - 6/28, 8 a.m. - 5 p.m., COD-3104-592WT, 224 Haynes, Enka
Fees: Course: $120, Tech: $5

Mechanical Inspection Level II
This course is designed for the education and training of the Mechanical Level II code enforcement official and is built upon the information presented in the Mechanical Level I Standard Inspection course. Students should bring the following texts: 2009 NC Fuel Gas, 2009 NC Mechanical Code and the Administrative Code and Policies.

F - SU, 4/12 - 4/14, 8 a.m. - 5 p.m., COD-3131-555WT, 127 Haynes, Enka
Fees: Course: $65, Tech: $5

Cabinetmaking: Shop Projects
Ready to work in a cabinetmaking shop or thinking of going out on your own? This is an open shop format class where students can construct any cabinetry project they choose. Our instructor will steward the class to help guide you through a personal project. Students will need to supply their own materials. Eye and hearing protection required.

M/W, 4/8 - 6/3, 6 - 9 p.m., CAB-7580-583WT, 180 Dogwood, Asheville
Fees: Course: $120, Supply/Lab: $35 Ins: $1.40 Tech: $5

Cabinetmaking: Shop Safety
This class will focus on the safe operation of cabinetmaking tools and equipment. Students will learn how to use tablesaws, jointers, planers, bandsaws, miter saws and various hand tools safely while building a basic wall cabinet. This class is the gateway to our advanced courses or projects classes. Eye and hearing protection required.

M/W, 6/17 - 8/7, 6 - 9 p.m., CAB-7577-597WT, 180 Dogwood, Asheville
Fees: Course: $120, Supply/Lab: $35 Ins: $1.40 Tech: $5

Electrical Contactor License Renewal Preparation
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. New materials and procedures, including the inspection of solar PV as well as related code requirements are reviewed. 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 hrs. of continuing education credit.

S, 6/15 - 6/15, 8 a.m. - 5 p.m., ELC-3016-593WT, 128 Haynes, Enka
Fees: Course: $65, Tech: $5

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

T/TH, 5/21 - 5/23, 8 a.m. - 2 p.m., OSH-7582-611WT, 117 A-B Tech South Site
Fees: Course: $65, Tech: $5
Workforce Training
Registration information, page 77. Register early!
abtech.edu/ce 828-398-7934

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, 5/28 - 7/30, 12 - 4 p.m., WLD-3106-598WT, 190 Dogwood, Asheville
Fees: Course: $120, Supply/Lab: $35 Ins: $1.40 Tech: $5

T, 5/28 - 7/30, 6 - 10 p.m., WLD-3106-599WT, 115 Ramsey, Madison
Fees: Course: $120, Supply/Lab: $35, Ins: $1.40, Tech: $5

Welding: Applied MIG Welding
This course introduces gas metal arc welding and flux cored arc welding processes. Topics include equipment setup and fillet and groove welds with an emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical and overhead positions. 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.

TH, 5/30 - 8/8, 6 - 10 p.m., WLD-7580-601WT, 190 Dogwood, Asheville
Fees: Course: $120, Supply/Lab: $35 Ins: $1.40 Tech: $5

Welding: Applied Stick and TIG Welding
This course introduces shielded metal arc welding (stick) and gas tungsten arc welding (TIG) processes. Class focuses on padding, fillet, and groove welds in various positions with SMAW electrodes and correct selection of tungsten, polarity, gas and proper fillet rod. Emphasis is placed on safety, equipment setup and welding techniques with GTAW. Upon completion students should be able to perform SMAW and GTAW fillet and groove welds on carbon plate with prescribed electrodes. 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.

W, 5/29 - 7/31, 6 - 10 p.m., WLD-7581-600, 190 Dogwood, Asheville
Fees: Course: $120, Supply/Lab: $35 Ins: $1.40 Tech: $5

Woodworking Projects
This class is designed for professional woodworkers with previous experience in a woodworking shop. Build any piece of furniture you choose in this open format shop class. Our instructor will steward the class providing assistance and demonstrations as needed to guide you through your project. Students will need to supply their own materials. Eye and hearing protection required.

T/TH, 4/9 - 5/30, 6 - 9 p.m., CAR-7581-585WT, 180 Dogwood, Asheville
Fees: Course: $120, Supply/Lab: $35 Ins: $1.40 Tech: $5
Classes for Teachers Online
www.ed2go.com/abtech

Need some CEUs to keep up your teaching license? Maybe you need skills in a particular area to keep up with changes in the classroom, or maybe just some ideas and inspiration! Whatever your reason, we have you covered with convenient, affordable, 6-week online classes customized for your needs and busy schedule.

- Creating K-12 Learning Materials
- Creating the Inclusive Classroom
- Differentiated Instruction in the Classroom
- Enhancing Language Development in Childhood
- Guided Reading and Writing in the Classroom
- Integrating Technology in the K-5 Classroom
- MS Excel 2007 in the Classroom
- MS PowerPoint 2007 in the Classroom
- MS Word 2007 in the Classroom
- Reading Strategies, Differentiated Classroom
- Reading Strategies, Response to Intervention
- Ready, Set, Read!
- Solving Classroom Discipline Problems (I & II)
- Survival Kit for New Teachers
- Teaching ESL/EFL, Intro
- Teaching Math: Grades 4-6
- Teaching Science: Grades 4-6
- Teaching Students with Autism
- Teaching Writing: Grades 4-6
- The Creative Classroom
- Using the Internet in the Classroom
- Working with Learning Disabled Students
- Empowering Students with Disabilities

See Page 77 for registration information.

Financial Assistance Available
Applies to:
- Short-term programs
- Workforce training
- Registration fees, books, supplies and other costs may be covered.

Applicable Programs
- Business & Careers
- Computers
- Education
- Emergency Services
- Healthcare
- Hospitality
- Transportation
- Workforce Training
- Professional Development
- Online (Occupational Training)

For More Information, Contact:
Marie Eller at 828-398-7833
Email: sylviameller@abtech.edu

Professional Development

Accounting for the Non-Accountants
This course is designed specifically for nonfinancial managers and professionals. Students will learn how to read, analyze and use financial information strategically and accurately. Discover how to implement key financial concepts and tools to strengthen not only your management decisions, but your organization as well through practical exercises. Textbook: The ABC's of Accounting.

W,F, 6/5 - 6/21, 9 a.m. - 12 p.m., ACC-7400-104PD,
140 Haynes, Enka
Fees: Course $65, Tech: $5

The Basics of Hair Sculpting
Would you like to revisit the basics of hair sculpting? If so, join us for a hands-on experience where you can sharpen your cutting skills. This class will include four hours of CE credit for licensed Cosmetologists. Please bring haircutting supplies combs, clips, shears, water bottle, etc.

S, 6/15, 9:00 a.m.-1:00 p.m., SEF-7683-772PD
127 Magnolia, Asheville
Fees: Course $75

Tell us how A-B Tech Continuing Education helped you reach your goals.
We might feature you on our website or in upcoming publications. Send to angelamlong@abtech.edu.
Customer Service Skills
Whether you're seeking a promotion or to increase your company's bottom line, customer service is vital to your success. Exceptional customer service is a skill set that takes developing, honing, and refining. In this class we'll give you the tips, tools and techniques that will better enable you to understand your customer's needs and deal effectively with angry customers and difficult situations. Build better relationships with new and existing customers, increase your positive word-of-mouth customer base and benefit both personally and professionally by learning to create memorable relationships with all of your customers.
Barbara Gargiulo, Instructor.
W - F, 6/12 - 6/14, 9 a.m. - 1 p.m., MLS-7586-527PD, 127 Haynes, Enka
Fees: Course: $65, Tech: $5

Leadership Excellence
Leadership is all about working with people-caring about them, understanding them, helping them to do what they are capable of, and helping them to think and to connect with the organization's vision. You could be a supervisor, manager, a CEO or the president of your club. Knowing and understanding the principals of leadership excellence is a vital skill to your own success and to your organization's.
Barbara Gargiulo, Instructor.
W - F, 5/15 - 5/17, 9 a.m. - 1 p.m., MLS-7571-533PD, 127 Haynes, Enka
Fees: Course: $65, Tech: $5

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. Students must have a current notary commission to participate in eNotary training. Students must present a current photo ID to be admitted to class.
F, 4/12, 8:30 a.m. - 12:30 p.m., SEF-7676-768PD, 213 Haynes, Enka
Fees: Course: $45

Human Resources for Non-HR Managers
Today's work environment requires more accountability of businesses and managers, even if they have no experience with Human Resources. There are numerous risks that a non-HR manager must be able to evaluate and respond to appropriately. This class introduces non-HR Managers to important functions of Human Resources that will ensure legal compliance, record keeping, and responding to employee related needs/functions. Topics include: the role of human resources; employment law overview, EEO, FLSA, FMLA, COBRA, Workers' Compensation, exempt vs. non-exempt; hiring/selection: sourcing, behavioral based interviewing, I9 forms, assessments and more. Other subjects to be covered are performance management; progressive discipline including termination, the employment handbook and recommended sources for any manager needing to perform human resource functions.
T/TH, 5/21 - 5/23, 5:30 - 8:30 p.m., MLS-7576-594PD, 215 Haynes, Enka
Fees: Course: $65, Tech: $5

Notary Public Education
This course covers the qualifications, procedures, and certification for becoming a notary. Pursuant to the NC Notary Act, 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. 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. Students are encouraged to read through the textbook, Notary Public Guidebook for North Carolina, 10th Edition prior to attending the course. Students must present a current photo ID to be admitted to class.
Rebecca Cedrone and Kitty Brendell, Instructors.
S, 4/6, 9 a.m. - 4 p.m., MLS-3874-305PD, 209 Haynes, Enka
Fees: Course: $65, Tech: $5

F, 4/26, 9 a.m. - 4 p.m., MLS-3874-306PD, 128 Haynes, Enka
Fees: Course: $65, Tech: $5

F, 5/17, 9 a.m. - 4 p.m., MLS-3874-313PD, 117 A-B Tech South Site
Fees: Course: $65, Tech: $5

S, 6/8, 9 a.m. - 4 p.m., MLS-3874-308PD, 128 Haynes, Enka
Fees: Course: $65, Tech: $5

W, 6/12, 9 a.m. - 4 p.m., MLS-3874-314PD, 112 Ramsey, Madison
Fees: Course: $65, Tech: $5

T/TH, 6/25-6/27, 6 - 9 p.m., MLS-3874-309PD, 128 Haynes, Enka
Fees: Course: $65, Tech: $5

F, 7/12, 9 a.m. - 4 p.m., MLS-3874-310PD, 128 Haynes, Enka
Fees: Course: $65, Tech: $5
Office Professional Certification
This course provides instruction on general principles and practices specific to administrative support staff. Emphasis is on the skills and abilities needed to conduct a variety of office administrative activities using the latest technology. Core topics include use of integrated software packages; effective written/oral communication skills, applied math/reading skills, records management, legal/ethical issues, and other select topics relevant to specific business, government, and industry settings. Textbook: $25, can only be purchased at the Goodwill Workforce Development Center. Mia Lampe, Instructor.

M/W, 5/6 - 7/29, 9 a.m. - 1 p.m., OSC-7429-443PD, 155 Goodwill Ctr., Goodwill
Fees: Course: $175, Tech: $5

Sales for Life
Professional sales people aren’t the only ones who need to master the art of persuasion. You sell every day to your customers, board of directors, employees and peers. You want them to buy what you’re selling, whether it’s a product, service or idea. Let a professional sales person (with awards to prove it) show you how it’s done. After this class, you’ll be able to face any group or individual, plead your case and take home the prize!

F, 5/3, 9 a.m. - 4 p.m., SEF-7999-100PD, 127 Haynes, Enka
Fees: Course: $49

F, 7/19, 9 a.m. - 4 p.m., SEF-7999-101PD, 131 A-B Tech South Site
Fees: Course: $49

Writing for the Web
Whether you are writing for your web pages, a weekly blog or additions to your Facebook page, you need to deliver clear, concise, engaging copy on target every time. By developing a content strategy, much as you do a marketing or growth strategy, you will have a plan that you can rely on as you move forward with your website development. Learn how to develop a content strategy and how to write clear, engaging articles and web copy from a professional content provider. Save time and money by writing your own pieces. Increase your web presence and the number of visitors to your sites after taking this class. Linda Ray, Instructor

F, 5/17, 9 a.m. - 4 p.m., SEF-7686-776PD, 124 A-B Tech South Site
Fees: Course: $70

T, 7/16, 9 a.m. - 4 p.m., SEF-7686-777PD, 127 Haynes Enka
Fees: Course: $70

Short-Term Training
A few weeks could change your life!
Obtain a skill and a certificate through short-term training. Learn and earn, and earn and live.

Let A-B Tech help you get a job where you will grow in knowledge and experience.
**Adult Basic Education/GED Preparation**

All classes offered year-round at no cost. Minors (ages 16 and 17) are required to pick up a Minor Permission Form on either Monday, 9 a.m. - 12 p.m., or Tuesday, 1:30 - 4:30 p.m., in 303 Hemlock. No appointment is necessary. Call anytime for information about registering for GED Preparation classes.

**City Locations**

M-Th, 342/328 Hemlock, Asheville
8:30am-12:30pm, 1-4:30pm and 5-8pm.

F, 342/328 Hemlock, Asheville
8:30am-12:30pm.

Sa, 9am-12pm, 342/328 Hemlock, Asheville
M-Th, 9am-12pm; Tu/Th, 6-9pm
Hemlock, Asheville
Fees: Free

**Community Locations**

M/W, 6-9pm, 1616 Patton Ave., Goodwill
For more information, call Jennifer Hill at 828-398-7131 or email jenniferyhill@abtech.edu.

**Eastern Locations**

Tu/W/Th, 9:30am-12:30pm, 101 N. Ridgeway Ave,
Swannanoa Valley Christian Ministry

Tu/Th, 5:30-8pm, 101 Carver Ave,
Carver Community Center

**Northern Location**

Tu/Th, 11am-7:30pm, Classroom 2 Ramsey, Madison

**Western Locations**

M-TH, 9am-12pm, 1616 Patton Ave., Goodwill

Tu/Th, 5-8pm, 129 Haynes, Enka

**Southern Locations**

Tu/Th, 9am-12pm, 121 A-B Tech South

**Skillstutor Online GED Preparation**

Skillstutor is an online study option for the GED that can be used in conjunction with on-site testing to support enrolled students' progression toward the GED. The GED cannot be taken online through any program, but you may study online.

Visit the online GED office in the Hemlock Building, Room 319 on the Asheville Campus or contact us at 398-7869, skillstutor@abtech.edu.

**English as a Second Language**

ESL is a free course for non-native speakers to learn reading, writing, speaking and listening to English. Levels 1-7.

**City Location**

M-Th, 9am-12pm

Tu/Th, 6-9pm

Hemlock, Asheville

Fees: Free

**Adolescents with Intellectual Disabilities**

This free, year-round program for adults (17 or older) with intellectual disabilities develops academic, vocational, and social skills. It includes community living, consumer education, health, language, mathematics, social science, and vocational education.

M-F, 8:30am-3pm, Hemlock, Asheville
For information, call Tom Rash 828-398-7371, or e-mail thomaserash@abtech.edu.

**Survivors of Traumatic Brain Injury**

Traumatic Brain Injury (TBI) classes enhance the academic and social skills of adult survivors of traumatic brain injuries. Classes focus on community living, health, language, and math with an emphasis on memory, interpersonal, and time-management skills.

M-TH, 1-4pm, Hemlock, Asheville
For information, call Tom Rash 828-398-7371, or e-mail thomaserash@abtech.edu.
Beyond Tea: Botanical Beverages
Learn how easy it is to make herbal versions of your favorite beverages. In this hands-on, experiential class you will sample and make a variety of non-alcoholic herbal beverages, including herbal sodas, coffee substitutes, wine substitutes, kombucha, and Sassy water. Class handouts will include recipes. Instructor: Jeannie Dunn
T, 6/11 - 6/11, 6 - 8 p.m., CSP-4319-262BB, 112 TCC, Enka
Fees: Course: $26.60, Ins: $1.40

Grow Your Own Wine Vine
Learn the characteristics and varieties of cold-hardy grapes that are easy to grow in the mountains of WNC. Topics include design and installation of vineyard trellis systems, vine training, optimal pruning, effective harvesting techniques and tools, and using grapes to make wine and other value-added products. The second day of class will be a one-hour pruning demonstration at the instructor's vineyard in Marshall. Instructor: Chuck Blethen.
W,TH, 4/17 - 4/18, 9 a.m. - 5 p.m., CSP-4260-263BB, 2046 SBC, Enka
Fees: Course: $68.80, Ins: $1.40

Herbal Medicine Making
Learn how to make your own herbal preparations using a variety of techniques in this hands-on experiential class. Each class builds on the one before it, teaching new methods, providing hands-on practice and sharing tips on how to determine which technique to use for optimal results. Tasty take-home products will include herbal teas, tinctures, vinegars, salves, honeys, syrups, and glycerites. Instructor: Rebecca Vann.
TH, 6/6 - 6/20, 6 - 8:30 p.m., CSP-4312-264BB, 317 TCC, Enka
Fees: Course: $66.70, Ins: $1.40

Introduction to Medicinal Herbs
Discover the many ways that herbs are used and prepared, including in baths, salves, standardized extracts, and percolations. Learn how to identify and utilize high quality herbal information to further your investigations. Instructor: Rebecca Vann.
TH, 5/2 - 5/16, 6 - 8 p.m., CSP-4318-265BB, 112 TCC, Enka
Fees: Course: $44.70

Medicinal Botany - Online Course!
Explore the history, botany, and traditional uses of medicinal plants, including Southern Appalachian native herbs, in this seven-week online course. These sessions will cover common cultivation and harvest practices, as well as basic herbal preparation techniques. Course resources will be available to participants though Moodle online course management. A working knowledge of the Moodle platform is helpful, although assistance is available. Instructor: Richard Gualandi.
7/8 - 8/19, CSP-4477-266BB, Online,
Fees: Course: $65.60

Winemakers Forum
Winemakers at all levels of experience are invited to share and explore a variety of winemaking issues. Winemakers will be grouped based upon their personal level of experience, and each experience level will participate in three moderated forums. Forums will explore issues such as materials, grapes, resources, testing procedures, managing wine development, sanitation, blending, bottling, corkage, and aging. Experienced and successful winemakers will assist each forum session. Minimum age 21.
Sa, 4/6 9 a.m. - 3 p.m., CSP-4317-267BB, 244 Haynes Enka
Fees: Course $25

About BioNetwork
The BioNetwork provides business, education, and laboratory programs to businesses, entrepreneurs, and community partners that are engaged in growing the life science economy across North Carolina.

For more information, call: 828-398-7943 or e-mail: biobusinessclasses@ncbionetwork.org. Visit us online at: http://bit.ly/abtech-classes

BioNetwork
Winemakers Forum
Introduction to Medicinal Herbs
Medicinal Botany - Online Course!
Herbal Medicine Making
Grow Your Own Wine Vine
Beyond Tea: Botanical Beverages
Basic Lab Skills
In this introductory course students will learn how to perform functions normally expected in a laboratory setting. Gain a basic knowledge of and learn how to operate and calibrate scientific equipment, become familiar with proper safety procedures, how to properly maintain order in the laboratory, basic scientific calculations essential for working in a laboratory environment and how to properly maintain a laboratory notebook. Students will also learn how to calculate and make chemical solutions, prepare growth media, perform sterile techniques, learn how to work in an aseptic environment and adjust pH. Brief review of biology and chemistry will be incorporated into this course to aid in learning more intermediate laboratory techniques. This course is recommended for students with no laboratory experience.

W, 5/1 - 7/3, 6 - 9 p.m., SEF-7677-789WT, 116 Technology Commercialization Ctr., Enka
Fees: Course: $100, Ins: $1.40

The Business of Growing Hops for Brewing Beer
Come learn successful business and cultivation strategies to further your business idea. This class will give hops growers and home brewer tools to optimize their efforts and harvest. Some of the topics discussed will include economics of the hops yard, integrated pest and disease management, seasonal processes of hop cultivation, and nutrient management programs. A local brewer will offer their unique perspective as an industry insider on processes, quality standards, and other concerns. Immediately following the close of class on Friday there will be an optional brewery tour from 3:30 – 5:00 p.m., transportation not provided. Instructor: Chris Reedy

TH, F, 8/15-8/16, 10 a.m.–5 p.m., SEF-7694-790WT
127 Haynes, Enka
Fees: Course: $75, Ins: $1.40

Good Manufacturing Practices for Botanical Dietary Supplements
This course will provide an introductory overview of the Food and Drug Administration (FDA) GMP requirements per 21 CFR (Code of Federal Regulations) Part 111. These FDA regulations affect ALL companies involved with the manufacturing, packaging, labeling and holding of dietary supplements. Topics include botanical identification, documentation, and terminology. Examples of required documented records will be discussed and generic templates for this documentation will be provided. The last hour of class each day will be an optional Q&A session. Chris Reedy and Sarah Schober, Instructors.

TH, F, 5/9 - 5/10, 10 a.m. - 5 p.m., SEF-7678-787WT, 112 Technology Commercialization Ctr., Enka
Fees: Course: $210

How to Competitively Price Your Natural Product
How much does it cost you to make your product? What should the shelf price be? Come to class with your product’s base price and learn how to determine the shelf price. You will learn how to work in margins for distributors and retailers, how to estimate freight, and how to calculate promotions into the pricing structure. The end result of this class will be to see how competitive your sales price is on the shelf.

TH, 4/18, 6 - 9 p.m., SBC-3106-100EN, 2046 Small Business Ctr., Enka
Fees: Course: Free

Good Manufacturing Practices for Personal Care Products
This course will provide an introductory overview of current FDA (Food and Drug Administration) GMP regulations and guidance regarding cosmetics and personal care products, including topical herbal preparations. Topics include documentation, terminology, and marketing. Examples of documentation records will be discussed and generic templates for this documentation will be provided. The last hour of class will be an optional Q&A session. Chris Reedy and Sarah Schober, Instructors.

F, 6/14 - 6/14, 10 a.m. - 5 p.m., SEF-7679-788WT, 112 Technology Commercialization Ctr., Enka
Fees: Course: $105

Do You Have What it Takes? An Introduction to Entrepreneurship for Holistic Providers
Successful small business owners often share common personality traits and habits that help them excel. Some people are born with these, but they can also be learned. This class will discuss these traits and use an assessment tool to determine what strengths and weaknesses you may have. We’ll also examine other helpful tools and resources to assist in building successful habits as well as your knowledge of business basics. There are many reasons not to start your own business - but for the right person the advantages of business ownership far outweigh the risks. Instructor: Lillian Norris.

T, 5/7 - 5/14, 6 - 8 p.m., SBC-3101-100EN, 2046 Small Business Ctr., Enka
Fees: Course: Free
Running Green: Switching Your Business to Biofuels

Gain a marketing advantage while greening your business! Making the switch to using biofuels is easier than you may think. In fact, your current business vehicle and heating systems may already support them, and it could simply be a matter of knowing where to find biofuels. This course will demystify the use of biofuels such as ethanol and biodiesel, with a specific focus on biodiesel. Lucky for us, biodiesel is locally available in Western North Carolina! The course will cover everything from basic chemistry and production methods, to what you need to know to use the fuel. Fleet managers are especially encouraged to attend.

Instructor: Matthew Rudolf.

TH, 6/27, 6 - 9 p.m., SBC-3104-100EN, 2046 Small Business Ctr., Enka
Fees: Course: Free

Business Formation: Choosing the Right Structure

Deciding what business entity formation is best for your company is among the most critical early decisions every entrepreneur must make. The legal structure chosen must adequately protect the enterprise’s core intellectual property and enhance the appropriate funding structure as well as responding to taxation, regulatory and liability concerns. This seminar will cover the different business entities and the advantages and disadvantages for choosing one type over another for the start-up biotech business.

Instructor: Rosalie Lulis.

T, 6/4, 6 - 8 p.m., SBC-3103-100EN, 2046 Small Business Ctr., Enka
Fees: Course: Free

Bookkeeping Basics for the Natural Products Industry

This class will focus on getting your bookkeeping system set up correctly by discussing the chart of accounts, general administrative and selling expenses, fixed assets versus operating expenses, and options for inventory management. Participants will learn the importance of getting the bookkeeping system set up correctly and how to use their system to make comparisons to industry standards and minimize tax preparation time and expense. This class is a prerequisite for the hands-on workshop.

Instructor: Rosalie Lulis.

T, 6/18, 6 - 9 p.m., SBC-3102-100EN, 2046 Small Business Ctr., Enka
Fees: Course: Free

Quickbooks Pro for Natural Products: Windows Only Workshop

Put your Bookkeeping Basics knowledge to immediate use! This hands-on workshop will help you setup and customize a new company file in learning the basics of QuickBooks Pro 2013. If you have a laptop with QuickBooks 2011 (Windows) or later installed and prefer to use it, please bring it to class. We will have PCs setup with QuickBooks Pro 2013 for those who need them. If you will be working on a PC, please bring a USB flash drive so you can save your work.

Prerequisite: Bookkeeping Basics for the Natural Products Industry (June 18th).

T, 7/9, 6 - 9 p.m., SBC-3105-100EN, 2046 Small Business Ctr., Enka
Fees: Course: Free

Get Your Natural Products Into Retail Stores

This interactive class provides the tools and knowledge you need to get your herbal, food and functional food products into stores, and competitively priced! You will gain an insider’s understanding of the natural products industry and learn the opportunities and challenges in selling to natural stores. Topics include what you need to know to price your product how to effectively introduce your product to stores the importance of retailer relations using promotions, in-store demos, and trade shows to showcase your product; and how to manage sales and keep your product on the shelves.

Instructor: Melanie Leenhouts.

T, 7/16, 6 - 9 p.m., SBC-3100-101EN, 117 A-B Tech South Site
Fees: Course: Free
Art

Oil Painting, Wet-On-Wet Technique
Tap into your creative instincts and express yourself in exciting ways through the wet-on-wet technique of oil painting. You will create beautiful landscape and still life paintings. Supplies: $45 - $75.

M, 4/22 - 6/3, 6 - 8:30 p.m., CSP-4023-433AR, 113 Ramsey, Madison
Fees: Course: $59

W, 4/24 - 5/29, 9:30 a.m. - 12 p.m., CSP-4023-434AR, 112 Ramsey, Madison
Fees: Course: $59

Career Planning/HRD

Computer Basics and Technology Awareness
Did you know that the biggest employers in Western North Carolina only accept online applications? Want to feel more confident in your job search? This entry-level course provides a stress-free introduction to the technology and computer skills you need in today’s job market. You will learn how to do job searches on the internet, how to do online job applications, and set up an email account. While learning basic word-processing and improving your keyboarding skills, you will also learn how to create cover letters and resumes. Come learn the skill levels needed to be successful in your job search.

T/TH, 6/25 - 8/15, 10 a.m. - 1 p.m., HRD-7642-602HR, RM 118 Ramsey, Madison
Fees: Course: Waived

W, 7/10 - 10/23, 5:30 - 8:30 p.m., HRD-7642-606HR, 118 Ramsey, Madison
Fees: Course: Waived

Computer Career Skills - Office 2010
You will learn about the Microsoft Office 2010 applications Access, Excel, PowerPoint and Word. A great introduction to all of these applications to expand or begin your computer knowledge. Students will need basic computer skills. Textbook, Microsoft Office 2010-Silver Series is optional and will be discussed at the first class. Class held at the South location will be on laptops.

M, 4/22 - 6/17, 6 - 9 p.m., OSC-7432-447CO, 118 Ramsey, Madison
Fees: Course: $65, Tech: $5

Pathways to Employment
What are the most effective methods for finding a job? Will your resume and cover letter get you an interview? Do you know how to answer the most common interview questions? These questions and more will be covered in this class. Come prepared to jump start your job search with confidence.

M/W, 4/22 - 5/1, 1:30 - 4:30 p.m., HRD-7632-538HR, 101 Ramsey, Madison
Fees: Course: Waived

M/W, 6/17 - 6/28, 1:30 - 4:30 p.m., HRD-7632-626HR, 101 Ramsey, Madison
Fees: Course: Waived

M/W, 7/29 - 8/7, 1:30 - 4:30 p.m., HRD-7632-627HR, 101 Ramsey, Madison
Fees: Course: Waived

Computer Empowerment for the Workplace
Continue to increase your computer knowledge through the creation of career related documents and forms. Successful completion of Computer Basics for the Workplace is required.

T/TH, 5/28 - 6/20, 10 a.m. - 1 p.m., HRD-7613-517HR, 118 Ramsey, Madison
Fees: Course: Waived

W, 5/8 - 6/26, 5:30 - 8:30 p.m., HRD-7613-518HR, 118 Ramsey, Madison
Fees: Course: Waived
Healthcare

Nurse Aide Level I
This course provides basic training in the entry-level caregiving skills needed to work as a Nursing Assistant in various healthcare settings such as nursing homes, hospitals, or private homes. Additional information needed for registration is available on our web site at www.abtech.edu/nursing-assistant. Madison NA I classes may register only at the Madison Campus. Textbook: Hartman’s Long-Term Care, Workbook and Handbook available at Campus bookstores. Students cannot register online for NA-I courses. There is a mandatory 15-hour orientation prior to each class start date. Day class times changes on seven clinical days 7:00 a.m.-3:30 p.m. Day classes break one-half hour for lunch. Evening classes will meet on at least seven Saturdays 7:00 a.m.-3:30 p.m. Classes will break for one-half hour on those Saturdays. Class dates are subject to change.

T - F, 4/16 - 5/24, 8:30 a.m.3 p.m., NUR-3240-303HC, 113 Ramsey, Madison
Fees: Course: $175, Supply/Lab: $25 Ins: $1.40 Tech: $5

W/TH, 5/22-8/29, 5:30-8:30 p.m., NUR-3240-350HC
113 Ramsey, Madison
Fees: Course $175, Supply/Lab $25, Ins. $1.40, Tech. $5

T - F, 6/4 - 7/17, 8:30 a.m.3 p.m., NUR-3240-304HC, 113 Ramsey, Madison
Fees: Course: $175, Supply/Lab: $25 Ins: $1.40 Tech: $5

Entrepreneurship

SBA: Programs and Services for your Small Business
Discover the programs and services offered by the U.S. Small Business Administration for start-up and existing small businesses. Find out which SBA-sponsored and SBA-funded resources are available for counseling and training small business owners in all areas of small business management (including business planning). Find out what it takes to obtain a small business loan and to access SBA financing sources in particular. Discover the SBA’s government contracting, minority and other certification programs which can enable your small business to obtain federal government contract work.

TH, 5/23, 9 - 10 a.m., SBC-1077-102EN, 101 Ramsey, Madison
Fees: Course: Free

Workforce Training

Forklift Operation and Safety
Students will learn forklift operation and safety techniques using the latest OSHA regulations and requirements. Attendance for 80% or more of the class and passing a written and driving test qualifies the student for a certificate.

F, 5/17 - 5/24, 12 - 4 p.m., OSH-3012-064WT, 118 Ramsey, Madison
Fees: Course: $65, Ins: $1.40 Tech: $5

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, 5/28 - 7/30, 6 - 10 p.m., WLD-3106-599WT, 115 Ramsey, Madison
Fees: Course: $120, Supply/Lab: $35 Ins: $1.40 Tech: $5

Education

Effective Teacher Training
This class is required preparation for substitute teachers for all Buncombe and Madison County Schools, and is also an excellent crash course in learning methodologies and classroom management for current or returning teachers. This course will use the curriculum approved by Asheville City and Buncombe County Schools. Textbook: Substitute Teacher Handbook. Prerequisite: high school diploma or GED. Attendance at all classes is required.

M - F, 7/15 - 7/19, 8:30 a.m. - 3:30 p.m., EDU-3002 - 588ED, 112 Ramsey, Madison
Fees: Course: $120, Tech: $5
Professional Development

Notary Public Education
This course covers the qualifications, procedures, and certification for becoming a notary. Pursuant to the NC Notary Act, 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. 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. Students are encouraged to read through the textbook, Notary Public Guidebook for North Carolina, 10th Edition prior to attending the course. Students must present a current photo ID to be admitted to class. Rebecca Cedrone and Kitty Brendell, Instructors.

W, 6/12, 9 a.m. - 4 p.m., MLS-3874-314PD,
112 Ramsey, Madison
Fees: Course: $65, Tech: $5

S, 8/17, 9 a.m. - 4 p.m., MLS-3874-315PD,
112 Ramsey, Madison
Fees: Course: $65, Tech: $5
Art

Photography, Digital Beginning
Are you making the best pictures possible with your camera? In this beginning class, you will learn how to use your digital camera and the meaning of terms and concepts. Our instructor will give you direct, interactive feedback on your photographs and take you on one weekend location photo shoot, showing you on-site how to get the best images with your camera as you explore different shooting techniques. Bring your camera to the first class.

TH, 4/18 - 5/23, 10 a.m. - 12 p.m., CSP-4047-312AR, 131 A-B Tech South Site
Fees: Course: $59

TH, 7/11 - 8/15, 10 a.m. - 12 p.m., CSP-4047-468AR, 131 A-B Tech South Site
Fees: Course: $59

Career Planning (HRD)

Pathways to Employment
What are the most effective methods for finding a job? Will your resume and cover letter get you an interview? Do you know how to answer the most common interview questions? These questions and more will be covered in this class. Come prepared to jump start your job search with confidence.

T/TH, 6/11 - 6/20, 9 a.m. - 12 p.m., HRD-7632-542HR, 117 A-B Tech South Site
Fees: Course: Waived

T/TH, 8/6 - 8/15, 9 a.m. - 12 p.m., HRD-7632-543HR, 117 A-B Tech South Site
Fees: Course: Waived

Computers

Basic Computer Introduction
This is a class for those who are just beginning their journey into the world of computers. You will develop the computer skills needed to take more advanced computer classes. Learn how to turn the computer on/off properly, computer terminology, proper keyboarding posture and mouse skills and learn to navigate throughout the Windows system. Bring all questions. No textbook required. Class held at the South location will be on laptops.

T/TH, 4/16 - 4/25, 9 a.m. - 12 p.m., CAS-7469-549CO, 124 A-B Tech South Site
Fees: Course: $65, Tech: $5

Computer Career Skills - Office 2010
You will learn about the Microsoft Office 2010 applications: Access, Excel, PowerPoint and Word. A great introduction to all of these applications to expand or begin your computer knowledge. Students will need basic computer skills. Textbook, Microsoft Office 2010- Silver Series is optional and will be discussed at the first class. Class held at the South location will be on laptops.

T/TH, 5/7 - 5/30, 9 a.m. - 12 p.m., OSC-7432-448CO, 124 A-B Tech South Site
Fees: Course: $65, Tech: $5

iPad for the Workplace (One-Day)
iPad can be used for more than just music and videos, it can be a useful business device to integrate and improve efficiency of common office activities. With certain applications business processes can be conducted quickly and efficiently. Students will be required to have their own iPad and bring it with them. Using your iPad can be more convenient and productive than using your laptop or PC.

F, 7/12, 9 a.m. - 4 p.m., SEF-7629-708CO, 131 A-B Tech South Site
Fees: Course: $70

SEO - Business Website Search Engine Rankings (One-Day)
With this Search Engine Optimization class, students will learn the newest effective methods for optimizing any active Web page with a focus on keywords, meta descriptions, tags, page titles and other meta tag commands. Students will review several example websites that feature common SEO mistakes, with presented solutions that would improve the site overall ranking. Learn how to submit your URL to Google, read and understand web visitor stats and how to increase traffic to your website. This class is best suited for business websites; marketing specialists, and web designers. Michelle McCain, Instructor.

F, 7/19, 9 a.m. - 4 p.m., SEF-7606-669CO, 131 A-B Tech South Site
Fees: Course: $70

Social Media Marketing (One-Day)
Do you want to market you and your business through social media? Then this one day class is for you. Come and learn how to establish and utilize Facebook, Twitter, Google+, LinkedIn, Pinterest, blogging, email campaigns, and various other social marketing tools. Please bring a USB flash drive. Phyllis Barnard, Instructor.

F, 5/17, 9 a.m. - 4 p.m., SEF-7625-714CO, 123 A-B Tech South Site
Fees: Course: $70
Entrepreneurship

Get Your Natural Products Into Retail Stores
This interactive class provides the tools and knowledge you need to get your herbal, food and functional food products into stores, and competitively priced! You will gain an insider’s understanding of the natural products industry and learn the opportunities and challenges in selling to natural stores. Topics include what you need to know to price your product how to effectively introduce your product to stores, the importance of retailer relations, using promotions, in-store demos, and trade shows to showcase your product, and how to manage sales and keep your product on the shelves. Instructor: Melanie Leenhouts.

T, 7/16, 6 - 9 p.m., SBC-3100-101EN,
121 A-B Tech South Site
Fees: Course: Free

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

W, 7/24, 6 - 9 p.m., SBC-1029-102EN,
117 A-B Tech South Site
Fees: Course: Free

Selling to the Government
Learn how to identify sales opportunities, how to evaluate government solicitations and how to understand the bid process. Presented by the NC Small Business and Technology Development Center/Procurement Technical Assistance Center.

T, 4/23, 1 - 3 p.m., SBC-1023-100EN,
117 A-B Tech South Site
Fees: Course: Free

Languages

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 around 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.

T, 4/16 - 6/4, 10 a.m. - 12:30 p.m., CSP-4121-358LN,
102 A-B Tech South Site
Fees: Course: $59

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.

T, 6/18-8/6, 10 a.m.-12 p.m., CSP-4122-538LN
124 A-B Tech South
Fees: Course $59

Professional Development

Sales for Life
Professional sales people aren’t the only ones who need to master the art of persuasion. You sell every day to your customers, board of directors, employees and peers. You want them to buy what you’re selling, whether it’s a product, service or idea. Let a professional sales person (with awards to prove it) show you how it’s done! After this class, you’ll be able to face any group or individual, plead your case and take home the prize!

F, 7/19, 9 a.m. - 4 p.m., SEF-7999-101PD,
131 A-B Tech South Site
Fees: Course: $49

Financial Wellness

Stocks, Bonds and Investing: Oh My!
Stop worrying and gain the confidence you need to create a personalized investment plan. This class will demystify investing and give you what you need to become a lifelong investor. The earlier you start, the harder your money can work for you! Get started today by letting David McMahan, who has years of experience as a stockbroker, show you how.

F, 5/3 - 5/24, 10 a.m. - 12 p.m., CSP-4186-427FW,
131 A-B Tech South Site
Fees: Course: $59

F, 7/12 - 7/26, 10 a.m. - 12 p.m., CSP-4186-495FW,
131 A-B Tech South Site
Fees: Course: $59
Special Events and Convention Planning
Introduction
The Event and Meeting Planning Certification course is designed to provide the student with the components of developing, managing and planning well-executed meetings and events, including project timelines, contracts, objectives, budgeting, technology methods and needs, contract and legal issues, sustainable event practices, virtual meetings and the latest developments in the industry. Employment Outlook: Positions available through certification include meeting manager, medical meeting coordinator, event manager, convention and visitor bureau sales manager, wedding planner, training director, trade show manager, incentive travel manager, corporate travel manager, public relations/marketing manager, executive assistant, and administrative assistant.

W, 4/17 - 6/12, 8:30 a.m. - 12:30 p.m., HOS-3060-223HS, 124 A-B Tech South Site
Fees: Course: $120, Tech: $5

Filmmaking: Development to Distribution
Go behind-the-scenes to discover the real Magic of the Movies. In this fast-paced introductory course, participants will learn the in's and out's of independent filmmaking. Follow an idea from creation through script development, budgeting, scheduling and into film production and post-production to understand what it truly takes to bring a movie to the big screen. Topics that will be covered include fundraising methods, contracts, crew positions, as well as distribution and marketing strategies. This class is suited for individuals who have film project ideas and for anyone interested in learning about the business side of filmmaking. Dylan Trivette, who has worked for Jerry Bruckheimer in L.A. on films such as Gone in 60 Seconds, Remember the Titans, and Pearl Harbor, is the instructor.

TH, 5/23 - 6/27, 6 - 8 p.m., SEF-7695-791WT, 123 A-B Tech South Site
Fees: Course: $105, Ins. $1.40, Tech: $5

Writing for the Web
Whether you are writing for your web pages, a weekly blog or additions to your Facebook page, you need to deliver clear, concise, engaging copy on target every time. By developing a content strategy, much as you do a marketing or growth strategy, you will have a plan that you can rely on as you move forward with your website development. Learn how to develop a content strategy and how to write clear, engaging articles and web copy from a professional content provider. Save time and money by writing your own pieces. Increase your web presence and the number of visitors to your sites after taking this class. Linda Ray, Instructor

F, 5/17, 9 a.m. - 4 p.m., SEF-7686-776PD, 124 A-B Tech South Site
Fees: Course: $70

Notary Public Education
This course covers the qualifications, procedures, and certification for becoming a notary. Pursuant to the NC Notary Act, 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. 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. Students are encouraged to read through the textbook, Notary Public Guidebook for North Carolina, 10th Edition prior to attending the course. Students must present a current photo ID to be admitted to class. Rebecca Cedrone and Kitty Brendell, Instructors.

F, 5/17, 9 a.m. - 4 p.m., MLS-3874-313PD, 117 A-B Tech South Site
F, 8/23, 9 a.m. - 4 p.m., MLS-3874-312PD, 117 A-B Tech South Site
Fees: Course: $65, Tech: $5

Workforce Training
Blueprint Reading for Industry
Improve your work skills by learning to read and interpret mechanical blueprints and drawings. Topics include types of information found on drawings, interpreting drawings, types of shop drawings and geometric dimensioning and tolerancing. This is an excellent class for those who work manufacturing - especially equipment, electronics or machining operations.

T/TH, 8/6 - 8/13, 8 a.m. - 4 p.m., MEC-7028-002WT, 121 A-B Tech South Site
Fees: Course: $65, Tech: $5

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

T/TH, 5/21 - 5/23, 8 a.m. - 2 p.m., OSH-7582-611WT, 117 A-B Tech South Site
Fees: Course: $65, Tech: $5
South Curriculum (Credit)

Classes

Spring
- Principles of Management
- Business Ethics
- Intro to Computers
- Literature-Based Research
- Critical Thinking
- General Psychology

Summer
- Payroll Accounting
- Human Resources Management
- Principles of Microeconomics
- Government & Non-for-Profit Accounting
- Macroeconomics
- Principles of Marketing
- Intro to Computers
- Expository Writing
- Intro to Intercultural Communications
- General Psychology
- American History I
- Survey of Mathematics
- Critical Thinking

Adult Basic Education/GED Preparation

Adult Basic Education is a program of instruction designed for adults who want to improve their reading, writing, problem-solving or computation skills in order to function more effectively in society, on the job, or in the family. GED is a program of instruction designed to prepare adult students to take the GED tests that lead to a high school diploma equivalency.

A-B Tech ABE/GED Prep class
Tu/Th, 9 a.m.-12 p.m., 121 A-B Tech South

All classes offered year-round at no cost. Minors (ages 16 and 17) are required to pick up a Minor Permission Form on either Monday, 9 a.m.-12 p.m., or Tuesday, 1:30-4:30 p.m., in 303 Hemlock (Asheville Campus). No appointment is necessary. Call anytime for information about registering for GED Preparation classes.

For more information on how to get started, call 828-398-7433, or email basicskillsrecruiter@abtech.edu. Online study is also available! For additional information about online learning, call 828-398-7869.
Kids' Camps

To reserve a space you must officially register by completing the Parental Consent Pg. 69, Health Information Pg 70, and Student Registration Forms Pg. 78 and return the forms along with camp fees (course, lab/supply, and insurance fees) to one of A-B Tech’s Registration Offices. No online registrations will be accepted.

Refunds are granted only if the class is canceled by A-B Tech or the student officially withdraws before the first day of class.

Mail
Mail with your completed forms with your check or money order to: (Payment should include all fees listed for each course.)

Cashier
A-B Tech
1459 Sand Hill Road
Candler, NC 28715

In-Person
Bring completed forms with your payment (check, cash, money order, or credit card) to one of our three locations:

Enka Site
between 8:30 a.m. - 7 p.m.
Mondays through Thursdays,
and 8:30 a.m. - 4:30 p.m. Fridays.
1459 Sand Hill Rd.
Candler, NC 28715
Lobby, Haynes Building

Asheville Campus
between 8:30 a.m. - 7 p.m.
Mondays through Thursdays,
8:30 a.m. - 4:30 p.m. Fridays,
340 Victoria Rd.
Asheville, NC 28801
Lobby, Hemlock Building

Madison Site
between 8:00 a.m. - 6:30 p.m.
Mondays through Thursdays,
8 a.m. - 5 p.m. Fridays
4646 US 25-70
Marshall, NC 28753
Lobby, Ramsey Building
**Cosmetology Camp for Ages 12-14**
Always look your best! Come join us to learn how to care for your hair, nails and natural makeup.
After attending this camp, you can have a long-lasting manicure, well-groomed hair and natural looking makeup to keep you looking good. No special supplies needed.

Mi-Th, 6/24-27, 9 a.m.–12 p.m., CSP-4461-563KC
129 Birch, Asheville
Fees: Course $135, Supply/Lab $25, Ins. $1.40

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**Culinary Road Trip for Teens, Ages 13-15**
This summer, take a culinary road trip to explore a variety of regional and local foods of our area. You will learn different cooking techniques transforming local food favorites into healthy choice “must haves” for you and your family. To prep for success, you will learn knife skills, food safety and tricks of the trade. You will make fresh and spicy salsas, quesadillas and wraps, summer fruit drinks and even make cheese dishes from hand-crafted cheese that you made. Vegetarian options will be explored. Appropriate dress and shoes required for working in a kitchen. Chef Matt Tracy, Instructor.

Tu-W, Th, 6/25-6/27, 9 a.m.-1 p.m., CSP-4402-564KC
Magnolia 124, Asheville
Fees: Course $135, Supply/Lab $25, Ins. $1.40

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**Kitchen Bake Shop Camp for Ages 10-12**
For three fun filled days, students will learn all about the essentials of baking. Working side by side with the college’s professionally trained lead baking instructor, students will learn to follow recipes, use bake-shop tools, practice kitchen safety and basic cooking techniques and of course become privy to the secrets of baking! Students will prepare hearth-baked pizzas and bread sticks, whole grain breads, rolls and muffins and prepare and decorate a variety of cookies. Within just a few days, students will feel confident in their ability to provide a variety of treats for friends and family. Chef Vincent Donatelli, Instructor.

Tu - Th, 6/18-6/20, 10 a.m. - 1 p.m., CSP-4403-565KC
114 Magnolia, Asheville
Fees: Course $135, Supply/Lab $25, Ins. $1.40

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**Pottery, Garden Art for Ages 10-12**
Explore the wonders of clay while creating fun and unique garden art such as garden stones, name plaques, birdhouses, wind chimes, and much more. You will experience working in a pottery studio learning hand-building and sculpting techniques. Laura Somervill, Instructor.

Tu-F, 6/25-6/28, 9:30 a.m. - 12 p.m., CSP-4404-566KC
Lower Level Maple, Asheville
Fees: Course $95, Supply/Lab $30, Ins. $1.40

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**Pottery, Garden Art for Ages 13-16**
This camp is designed for teens interested in exploring the potter’s wheel, hand-building and sculpting techniques in a pottery studio. You will create unique garden art where you can put your own personal touch to every piece. Bring your imagination! Laura Somervill, Instructor.

Tu-F, 6/25-6/28, 1 - 3:30 p.m., CSP-4460-567KC
Lower Level Maple, Asheville
Fees: Course $95, Supply/Lab $30, Ins. $1.40

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**Sewing Studio for Teens 13-16**
Don’t miss this amazing camp for teens ages 13-16 this summer. Sign up to express your fashion sense and hang out with fellow fashion lovers as you learn to sew. You explore different techniques on the sewing machine while making a fun garment for yourself. The more creative you are, the better! Bring a brown bag lunch each day. Carol McCollum, Instructor

Tu-Th, 6/11-6/13, 9:30 a.m. - 2 p.m., CSP-4411-568KC
230 Hemlock, Asheville
Fees: Course $95, Supply/Lab $30, Ins. $1.40

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**Registration information, page 77. Register early! 828-398-7817 or 828-398-7369**
PARENTAL CONSENT FORM

I give my permission for my child, ________________________, to participate in the recreational and instructional activities that are a part of Destination Exploration sponsored by Asheville-Buncombe Technical Community College.

I understand it is my responsibility to drop my child off at A-B Tech at the appointed time and pick them up promptly every day. I understand that if my child misbehaves, I will be contacted and I will pick up my child promptly from wherever my child is at that time. I understand that my child will be engaging in field trips, classroom, physical, cooking, and/or art related activities during the program and I hereby release and indemnify Asheville-Buncombe Technical Community College, its officers, directors, agents and employees from any and all liability for personal injury and property damage arising out of my child’s participation in the Camp. I understand that in case of an emergency that requires immediate medical attention, the camp will not only contact a parent/guardian but also contact the local authorities through 911 and allow the local authority to do whatever is necessary to help my child and provide the authorities with the health information I have provided. I accept responsibility for charges not covered by insurance.

After reading and understanding this Permission Form and accurately filling out the health information form, I declare that I am the legal parent or guardian of ______________________. I also agree that my child has permission to participate in Destination Exploration Summer Camp and any pictures of my child may be used for future publications by A-B Tech.

_________________________________       ________________________________
(Signature)                                      (Parent/Guardian Name Printed)

__________________________________________________
(Date)
HEALTH INFORMATION

(Please print or type and fill in completely.)

Student’s Name ________________________________________________________________

In case of emergency contact:

1. Name & Relationship to Student _________________________________________________
   Phone #1___________________________ Phone #2____________________________
2. Name & Relationship to Student _________________________________________________
   Phone #1___________________________ Phone #2 ____________________________

Date of Applicant’s Last Tetanus Shot: ________________

Significant Health Problems: _______________________________________________________

Known Allergies of my child are (please include all allergies whether to medications,
environmental, food, etc):
________________________________________________________________________
________________________________________________________________________

Medical Restrictions/Conditions for my child are (please include any prescription drugs your
child currently takes):
________________________________________________________________________
________________________________________________________________________

Dietary Restrictions for my child are: ______________________________________________

If a supervisor deems it necessary my child may have: Latex gloves ______ Band aids _____

Does your child require handicap accessibility? ______________________________________

Please give a brief description of access needs: ______________________________________

Health Insurance Company: ______________________________________________________
Policy Holder: ______________________________ Policy #: _________________________
Group #: _________________________________________________________________

Parent/Guardian Signature: ____________________________ Date: ______________

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Online Classes: How To

1. Want to check out online classes? Go to www.ed2go.com/abtech
2. View classes by category to find the one that fits your needs. See demo, syllabus, instructor bio, and more!
3. When you’ve found a class, click on “Enroll Now.” You will be able to choose a date to begin. Follow the steps to create your online classroom account. Be sure to save your log in information in a safe place, and complete your orientation!
4. Once you have enrolled, you will have the option to pay online, by mail, or on either campus:
   a. On campus: bring your printed registration form to Hemlock (at Asheville) or Haynes (at Enka)
   b. By mail: A-BTech Continuing Education Registration, Attn: Cashier, 1459 Sand Hill Road, Candler, NC 28715
   c. Online: go to the link on your completion page for online payment. If this is the first time you are using the online payment option, click on the link to the left of the page called “Continuing Education Web Form.” Once you fill this out, you will receive a username and password in your email within 2 business days.
   d. Log in to WebAdvisor, enter your course code, and finalize payment.

TIP: Remember there are two steps to getting into your online class: online enrollment, and registration! Keep an eye on the website for new classes.

Have questions or need help?
Email: josiealane@abtech.edu
Take ed2go courses from the comfort of your home at times that are convenient for you. Ed2go courses for teaching professionals are convenient, affordable and effective. Each ed2go course comes equipped with a patient and caring instructor, lively discussion areas with fellow teachers and plenty of practical information that you can apply to your students and classroom immediately.

Topics include:
- Differentiated Instruction in the Classroom
- Solving Classroom Discipline Problems
- Using the Internet in the Classroom
and more...

Each of these classes carries 2.4 CEUs.

### Certification Prep CompTIA ($95)***
- A+ Certification Prep, Basic
- A+ Certification Prep, Intermediate
- A+ Certification Prep, Advanced
- Network + Certification Prep
- Security + Certification Prep

### Computer Applications
- Microsoft Access 2007, Introduction
- Microsoft Access 2007, Intermediate
- Microsoft Excel 2007, Introduction
- Microsoft Excel 2007, Intermediate
- Microsoft Excel 2010, Introduction
- Microsoft Excel 2010, Intermediate
- Microsoft Outlook 2007, Introduction
- Microsoft Outlook 2010, Introduction
- Microsoft Powerpoint 2007, Introduction
- Microsoft Powerpoint 2010, Introduction
- Microsoft Project 2007, Introduction
- Microsoft Publisher 2007, Introduction
- Microsoft Word 2007, Introduction
- Microsoft Word 2010, Introduction
- Microsoft Word 2010, Intermediate

### Courses For Teaching Professionals
- Creating Classroom Centers
- Creating K-12 Learning Materials
- Creating the Inclusive Classroom
- Differentiated Instruction & Resp. to Intervention Connection
- Differentiated Instruction in the Classroom
- Empowering Students with Disabilities
- Enhancing Language Development in Childhood
- Guided Reading & Writing in the Classroom
- Integrating Technology in the K-5 Classroom
- Microsoft Excel 2007 in the Classroom
- Microsoft Excel 2010 in the Classroom
- Microsoft Outlook 2007 in the Classroom
- Microsoft Powerpoint 2007 in the Classroom
- Microsoft Powerpoint 2010 in the Classroom
- Reading Strategies, Differentiated Classroom
- Reading Strategies, Response to Intervention Ready Set Read!
- Reading Strategies, Response to Intervention

### Database Management and Programming
- C# Programming, Introduction
- C# Programming, Intermediate
- C++ for the Absolute Beginner
- Creating Mobile Apps with HTML5
- CSS & XHTML, Introduction
- CSS & XHTML, Intermediate
- Database Development, Introduction
- Oracle, Introduction
- Oracle, Intermediate
- PHP & MySQL, Intermediate
- PHP & MySQL, Introduction
- Ruby Programming, Introduction
- SQL, Introduction
- Visual Basic 2008, Introduction

Microsoft Powerpoint 2007 in the Classroom
Microsoft Word 2007 in the Classroom
Reading Strategies, Differentiated Classroom
Reading Strategies, Response to Intervention
Ready Set Read!
Solving Classroom Discipline Problems
Solving Classroom Discipline Problems II
Survival Kit for New Teachers
Teaching ESL/EFL, Introduction
Teaching Math: Grades 4-6
Teaching Science: Grades 4-6
Teaching Students with Autism
Teaching Writing: Grades 1-6
The Creative Classroom
Using the Internet in the Classroom
Working With Learning Disabled Students
Grant Writing and Non-Profit Management
Get Grants!
Grant Proposal Writing A to Z
Grant Proposal Writing, Advanced
Grant Proposals, Writing Effective
Grant Writing Consulting
Nonprofit Fundraising Essentials
NonProfit Marketing your
Nonprofit Management Introduction to
Non-Profit Management/Creating Own Nonprofit
Healthcare: Workplace Skills
Explore a Career in Medical Coding
Explore a Career in Medical Transcription
Handling Medical Emergencies for Occup. Use
Human Anatomy and Physiology
Human Anatomy and Physiology II
Medical Terminology, A Word Association Approach

Veterinary
Become a Veterinary Assistant I
Veterinary Assistant II: Canine Reproduction
Veterinary Assistant III: Practical Skills

Web and Graphic Design
Creating Wordpress Websites
Dreamweaver CS5, Introduction
Dreamweaver CS5, Intermediate
Illustrator CS4, Introduction
Illustrator CS5, Introduction
InDesign CS5, Introduction
Java for the Absolute Beginner
Java Programming, Intermediate
Photoshop CS6, Introduction
Photoshop CS5, Introduction
Photoshop CS5, Intermediate
Photoshop CS4, Introduction
Photoshop CS4, Intermediate
Photoshop CS4 for the Digital Photographer
Web Pages, Beginning
Web Pages, Advanced
Designing Effective Websites

Personal Enrichment
Math Refresher
Genealogy Basics
Get Assertive!
Introduction to Interior Design
Wow, What a Great Event!

Personal Finance & Wealth Building
Keys to Successful Money Management
Personal Finance
Stocks, Bonds and Investing: Oh, My!
The Analysis and Valuation of Stocks

Test Prep
GMAT Preparation

Writing and Publishing
A Writer's Guide to Descriptive Settings
Advanced Fiction Writing
Beginning Writer's Workshop
Grammar Refresher
Introduction to Internet Writing Markets
Introduction to Screenwriting
Keys to Effective Editing
The Craft of Magazine Writing
Travel Writing
Write Fiction Like a Pro
Write Your Life Story
Writertific: Creativity Training for Writers
Write and Publish Your Nonfiction Book
Writing Essentials
Writing for Children
Writing Young Adult Fiction

Ed2Go/Personal Enrichment Courses
Starting 4/17, 5/15, 6/19, 7/17, 8/21

Art and Music
Drawing for the Absolute Beginner
Introduction to Classical Guitar
Music Made Easy

Childcare and Parenting
Guiding Kids on the Internet
Homeschool with Success
Understanding Adolescents

Digital Photography
Discover Digital Photography
Photographing Nature with Your Digital Camera
Photographing People with Your Digital Camera
Secrets of Better Photography
Travel Photography for the Digital Photographer

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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 the class; 4) No refund will be made after the 10 percent point of the class; 5) The insurance fee is 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.

Repeat Policy
Occupational extension courses may not be taken more than twice within a five-year period without the student paying the full cost of the course as determined by the College. Students may repeat occupational extension courses more than once if the repetitions are required for certification, licensure, or recertification.

Senior Citizens
Tuition shall be waived for one course of non-credit instruction (excluding self-supporting courses with prefixes CSP and SEF) per academic semester (January 1 - May 15; May 16 - August 14; August 15 - December 31) for senior citizens who are 65 or older before the start date of the class and who are qualified as legal residents of North Carolina. Seniors are required to purchase insurance, textbooks, and supplies where applicable.

Student Eligibility
Continuing education course offerings are designed for adult learners. In special cases, 16 and 17 year-olds will be considered when (1) there is available space in the class and (2) they obtain the required permissions and signatures on the College’s Minor Permission Form.
Students requesting a name change must submit one of the following legal documents:
1. Social Security card
2. Copy of marriage license
3. Copy of divorce decree
4. Passport
5. Copy of court documents

Name: _______________________________________________________________________________________________

Last  First  Middle/Maiden

Address: _____________________________________________________________________________________________

Street/P.O. Box  City  State  Zip  County

Home Phone: __________________  Work Phone: __________________  Ext.  ______________  Cell Phone: ______________

E-mail: _____________________________________________________________________________________________

Date of Birth: __________________________

Gender: □ M  □ F  Ethnicity: □ Hispanic/Latino  □ Non-Hispanic/Latino

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

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

Highest Education Level: 1  2  3  4  5  6  7  8  9  10  11  12  GED
Adult High School (13)  Associate Degree (15)  Master’s Degree or Higher (17)
Post HS/Vocational Diploma (14)  Bachelor’s Degree (16)

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

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

Refund Policy: As established by the NC State Board of Community Colleges, a refund shall be made under the following circumstances: 1) If a student officially withdraws prior to the first class meeting, the student will receive a 100% refund; 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 the class; 4) No refund will be made after the 10 percent point of the class; 5) The insurance fee is refundable only if a class is canceled or the student drops before the class begins; 6) There will be a minimum of three to four weeks to process refunds.

Signature __________________________  Date __________________________

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

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

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

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

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

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

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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 and Enka site. Hours for the Asheville and Enka locations are 8 a.m. to 7 p.m. Monday through Thursday and on Friday from 8 a.m. to 4 p.m. Books are available at the Madison site for classes scheduled at that campus only. Hours for the Madison site 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
Asheville-Buncombe Technical Community College (A-B Tech) does not discriminate on the basis of race, sex, color, age, national origin, religion, or disability in its employment opportunities, programs, services, or activities. All requests for appropriate auxiliary aids and services must be made within a reasonable time prior to the activity to the Americans with Disabilities Act (ADA) Coordinator. If you have comments or suggestions for ensuring that individuals with disabilities have an equal opportunity to participate in or to enjoy the benefits of A-B Tech services, programs or activities, or if you wish to file a complaint under the ADA, please contact the ADA Coordinator: Ms. Kaye Waugh, Human Resources Office, Sunnicrest, 340 Victoria Road, Asheville NC 28801. 828-398-7114.

Disability 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.

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: lgabai@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.
1 - Harvey L. Haynes Corporate Technology Training and Conference Center
2 - Small Business Center (SBC)
3 - Technology Commercialization Center (TCC)
4 - Blue Ridge Food Ventures
1 - Thomas W. Simpson Administration Building
2 - K. Ray Bailey Student Services Center
3 - Balsam Computer Technology Center
4 - Birch Building
5 - Chestnut Building
6 - Dogwood Building
7 - Elm Building

8 - Ferguson Building
9 - Fernihurst
10 - Fernihurst Annex A & B
11 - Hemlock Building
12 - Holly Building
13 - Ivy Building
14 - J. Herbert Coman Student Activity Center
15 - Magnolia Hospitality Education Building
16 - Maple Building
17 - Maple Building Annex
18 - Poplar Building
19 - Rhododendron Building
20 - Smith-McDowell House Museum
21 - Sunnicrest
22 - Sycamore Building
Head South for Spring

Go To A-B Tech South

I’ve always wanted to finish my GED and now it’s close to home!

With Webpage Design, I can create a new website for my company!

Intro to Computers would be the perfect start to my college career!

Classes to meet your needs!
A-B Tech’s newest location

303 B Airport Road • Arden, NC
Locally Committed • Regionally Dynamic • World-Class Focused
398-7520 | abtech.edu/south