Schedule Spans mid April - mid August

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For General Information

Call: 828-398-7903

E-mail: ce@abtech.edu

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

Online

Asheville-Buncombe Technical Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Asheville-Buncombe Technical Community College.
Books
Because of the high cost of books, we only have students purchase textbooks when they are essential. Students should bring the book with them to the first class.

Textbooks can be purchased at the Asheville campus. Hours for the Asheville campus are 8:30 a.m. to 7 p.m. Monday through Thursday and on Friday from 8:30 a.m. to 4:30 p.m. Books are available at A-B Tech Madison for classes scheduled at that campus only. Hours for A-B Tech Madison are 8 a.m. to 6:30 p.m. Monday through Thursday and on Friday from 8 a.m. to 5 p.m. For textbook title and cost, go to abtech.edu/ce/textbook

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

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

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

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

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

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

Financial Assistance
828-398-7948
You may be eligible for financial assistance through one of the following programs:
• A-B Tech Foundation
• Workforce Innovation and Opportunities Act (WIOA)
• State Employees’ Credit Union (SECU)
• Golden Leaf Foundation (Madison County Residents)
  * Electronic Health Records
  * EMT – Intermediate
  * Any Nurse Aide I Class
  * Nurse Aide II - Offered based on demand
  * Ophthalmic Assistant
Pay by Mail
CE Cashier
A-B Tech
340 Victoria Rd.
Asheville, NC 28801

Pay in Person See page 5.

<table>
<thead>
<tr>
<th>Students requesting a name change</th>
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<tr>
<td>must submit one of the following legal documents:</td>
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<tr>
<td>1. Social Security card</td>
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<td>2. Copy of marriage license</td>
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<tr>
<td>3. Copy of divorce decree</td>
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<td>4. Passport</td>
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<td>5. Copy of court documents</td>
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Name: ____________________________
Address: _________________________
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) □ 21-39 Hrs/Wk (E2) □ Unemployed/Seeking (US)
□ 11-20 Hrs/Wk (E2) □ 40 Hrs/Wk or more (E4) □ Unemployed/Not Seeking (UN) □ Retired (R)

<table>
<thead>
<tr>
<th>Highest Education Level:</th>
<th>1 2 3 4 5 6 7 8 9 10 11 12 GED</th>
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<tr>
<td>Adult High School (13)</td>
<td>Associate Degree (15)</td>
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<tr>
<td>Post HS/Vocational Diploma (14)</td>
<td>Bachelor’s Degree (16)</td>
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Students must be at least 18 years of age. Consideration may be given to 16- and 17-year-olds. See Student Eligibility policy on page 5.

<table>
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<tr>
<th>Course #</th>
<th>Course Title</th>
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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 class; 4) No refund will be made after the 10 percent point of the class; 5) The insurance, technology and supply/lab fees are refundable only if a class is canceled or the student drops before the class begins. 6) There will be a minimum of three to four weeks to process refunds.

Signature ___________________________ Date ________________

Sponsoring Organization Information
If tuition is being paid by an agency/organization, authorization to bill on company letterhead/purchase order must be attached or remit payment by check.
Company Name: ____________________________

Payment to include total of all fees listed for each course.
Payment Type: □ Check (payable to A-B Tech) □ Money Order

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

1. **Online (Easiest way to register!)**
   Go to [abtech.edu/coned-registration](http://abtech.edu/coned-registration)
   Follow the instructions.

2. **Mail**
   Complete the continuing education registration form on page 4 and mail with your check or money order to: (Payment should include all fees listed for each course.)
   
   **CE Cashier**
   A-B Tech
   340 Victoria Road
   Asheville, NC 28801

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

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

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

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

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

**Student Eligibility**
Continuing education course offerings are designed for adult learners. In special cases, 16- and 17-year-olds will be considered when there is available space in the class.
Calligraphy, Beginning Roundhand
Roundhand is an excellent easy calligraphy because it is simple, clear and beautiful. It is constructed of smooth, regular lines and circles, so it's easy to see where you’ve gone wrong and easy to put it right. It encourages good calligraphic habits. When you learn roundhand it lends itself to almost any lettering purpose and will launch you into more serious calligraphy skills. You will complete a finished piece such as a poem or quotation. Derick Tickle, Instructor.

W, 5/1-6/5, 6 p.m. - 8 p.m., CSP-4513-284AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65, Supply/Lab: $5

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

W, 6/19-7/31, 6 p.m. - 8 p.m., CSP-4073-460AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65

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

T, 6/11-7/16, 6 p.m. - 8 p.m., CSP-4565-461AR
RM 417, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65, Supply/Lab: $15

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

F, 5/24-6/21, 1 p.m. - 4 p.m., CSP-4531-285AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65

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

M, 5/6-6/17, 1:30 p.m. - 4:30 p.m., CSP-4009-288AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65

TH, 4/25-5/30, 6 p.m. - 9 p.m., CSP-4009-289AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65

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

TH, 6/13-8/1, 6 p.m. - 9 p.m., CSP-4013-464AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65

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

F, 5/24-6/21, 9 a.m. - 12 p.m., CSP-4457-292AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65

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

F, 7/12-8/9, 1 p.m. - 4 p.m., CSP-4642-465AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65
Nature’s Notebook II: Drawing in Pen and Ink - Continue Observing Nature
This class is designed for those who have completed Nature’s Notebook I and have experience in botanical drawing. You will continue looking into the natural world using pencils, pen and ink, and watercolor. There is further exploration into graphics such as making greeting cards and stationary logos, silverpoint, collage, and even scanning leaves, flowers, and shells, not to mention the various artistic philosophies of other cultures. Bring your basic supplies including sketchpads, pencils, pens, and inks, etc. Peter Loewer, Instructor. Prerequisite is Nature’s Notebook I.

TH, 5/2-6/13, 9 a.m. - 12 p.m., CSP-4042-294AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65

TH, 6/20-8/1, 9 a.m. - 12 p.m., CSP-4042-467AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65

Nature’s Notebook: Printmaking
Making small prints is one of the artworld’s most fascinating activities and the results can lead the working artist down many pathways, whether working in black and white or full color. You will explore woodcuts, wood-engraving, linocuts (including Picasso’s invention the reduction print), dry points and monotypes. The focus will be on small printmaking projects.

F, 5/3-6/14, 9 a.m. - 12 p.m., CSP-4610-296AR
RM 417, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65

F, 6/21-8/2, 9 a.m. - 12 p.m., CSP-4610-468AR
RM 417, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65

Painting, Abstract Art
Create large and exciting abstract art projects using paint, charcoal, and collage. You will discover the colorful history and theoretical framework of a variety of abstract artists and apply their approaches to each in-class assignment. This class enables you to experiment with materials and encourages individualized creative exploration. All levels are welcome. Materials required: Large sheets of poster paper or canvas, a basic acrylic paint set, 1-3 charcoal sticks and brushes. Ursula Gullow, Instructor.

T, 5/21-6/18, 6 p.m. - 9 p.m., CSP-4027-298AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65

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

Refund Policy for self-supporting classes with prefixes CSP and SEF: Students must officially drop the class before it begins to receive a refund. No refunds after the class begins.
Painting, Oils Beginning
You will be introduced to classical and contemporary painting, techniques and concepts, with emphasis on understanding the fundamentals of artistic expression. You will paint from still-life and photographs while exploring painting styles and movements in historical context. Color theory, linear perspective, visual perception and critical thinking skills will all be emphasized. Discover your "critical eye" in evaluation of a variety of painting styles. Previous painting experience is not required. Odorless oil paints will be the primary medium for this class.

M, 5/6-6/17, 9 a.m. - 12 p.m., CSP-4436-302AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65

Painting, Oils Intermediate
Expand your experience with Oil Painting as you develop a personal project with the guidance of the instructor. Deepen your understanding of materials and processes while exploring topics such as underpainting, form painting, composition, color, paint-handling and more.

M, 7/1-8/5, 9 a.m. - 12 p.m., CSP-4031-475AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65

Studio Painting: Personal Style
Are you looking to broaden your painting skills while developing your own personal style? This studio class is a great place to develop your point of view with other painters using the medium of your choice. Working from photographs or still-life you will be given one-on-one critiques each week. Bring painting supplies to the first class. This class is best suited to those who have had at least a beginner's course or some previous experience in any painting media. To respect students with paint sensitivities, all paints and paint materials must be odorless.

T, 5/7-6/11, 1:30 p.m. - 4:30 p.m., CSP-4035-303AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65

T, 6/25-7/30, 1:30 p.m. - 4:30 p.m., CSP-4035-477AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65

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

Watercolor Simplified
Are you new to watercolors or just haven’t had success in the past? Watercolors’ unique working characteristics and process are easily learned. Unlock the mysteries of the fundamental elements: the secret to create glowing, transparent washes, effective color mixing, tonal value, how to plan your painting, and basic composition. Basic drawing skills needed. Come prepared to paint the first day; bring a tube of red, yellow and blue of the brand Cotman or Academy watercolors and a single full-sheet of Kilamanjaro or Arches 140 lb. cold press watercolor paper. A complete list of supplies will be given at the first class. Sheri Howe, Instructor.

W, 4/24-5/29, 1:30 p.m. - 4:30 p.m., CSP-4066-306AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65

Watercolor, Intermediate
Expand your skills in watercolor by developing your own imagery, from abstraction to realism. You may work with still life, portraits, landscape or fantasy imagery, and refine your vision and your ability to execute it. Bring painting supplies to the first class. Sheri Howe, Instructor.

W, 6/12-7/17, 1:30 p.m. - 4:30 p.m., CSP-4068-478AR
RM 416, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65

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

M, 7/8-7/29, 9 a.m. - 2 p.m., CSP-4069-308AR
RM 417, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65

AHWD = Ferguson Center for Allied Health and Workforce Development.
10 Genevieve Circle
See map on pg. 79, #24, for directions.
Photography, Beginning Digital SLR
Whether you just purchased a new Digital SLR camera or you are still trying to get the most out of one you already have, this class will help you master your camera as you explore Focus, Shutter Speed, Aperture, F-Stops and much more. You will be given direct and interactive feedback on your photographs and how to get the best images with your Digital SLR camera. Bring your camera to the first class. (No point and shoot cameras)

T, 4/30-6/4, 6 p.m. - 8 p.m., CSP-4047-309AR
RM 451, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65

F, 5/3-6/7, 10 a.m. - 12 p.m., CSP-4047-310AR
RM 426, Ferguson Ctr. AHWD, Asheville Campus
Fees: Course: $65

TH, 6/20-8/1, 6 p.m. - 8 p.m., CSP-4047-479AR
RM 451, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65

Photography, Intermediate Digital SLR
If you have a good understanding of your DSLR camera and experience with composition and exposure, this is the class to take. Explore your SLR camera’s capabilities and discover how to take better pictures. This class is designed to challenge your skill level and visual understanding of photography. Learn through shooting and editing assignments. Your work will be critiqued in class. Bring your SLR camera to the first class and expect to become a better photographer.

T, 6/18-7/23, 6 p.m. - 8 p.m., CSP-4049-481AR
RM 451, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65

F, 6/21-8/2, 10 a.m. - 12 p.m., CSP-4049-482AR
RM 451, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65

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

T, 6/11-7/9, 6 p.m. - 8 p.m., CSP-4515-483AR
RM 126, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65

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

T, 5/14-6/18, 9:30 a.m. - 12:30 p.m., CSP-4051-313AR
Lower Level, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: $95, Supply/Lab: $20

T, 5/14-6/18, 6 p.m. - 9 p.m., CSP-4051-314AR
Lower Level, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: $95, Supply/Lab: $20

T, 7/9-8/13, 6 p.m. - 9 p.m., CSP-4051-485AR
Lower Level, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: $95, Supply/Lab: $20

T, 7/9-8/13, 6 p.m. - 9 p.m., CSP-4051-486AR
Lower Level, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: $95, Supply/Lab: $20
Pottery - Landscape Art and Garden Containers
This exciting class is designed for both beginning and intermediate levels. You will make containers such as planters, wall planters and stacked tower planters. Explore making 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.

W, 7/24-8/28, 9:30 a.m. - 12:30 p.m., CSP-4101-487AR
Lower Level, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: $95, Supply/Lab: $20

W, 7/24-8/28, 6 p.m. - 9 p.m., CSP-4101-488AR
Lower Level, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: $95, Supply/Lab: $20

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

W, 5/15-6/19, 9:30 a.m. - 12:30 p.m., CSP-4061-316AR
Lower Level, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: $95, Supply/Lab: $20

W, 5/15-6/19, 6 p.m. - 9 p.m., CSP-4061-317AR
Lower Level, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: $95, Supply/Lab: $20

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

TH, 5/16-6/20, 9:30 a.m. - 12:30 p.m., CSP-4551-319AR
Lower Level, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: $95, Supply/Lab: $20

TH, 7/11-8/15, 9:30 a.m. - 12:30 p.m., CSP-4551-490AR
Lower Level, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: $95, Supply/Lab: $20
Stained Glass, Beginning
Come and experience the world of stained glass with a veteran stained glass artist who will teach you how to cut glass, work with copper foil, the proper way to solder, and pattern design. You will be introduced to the tools of the trade, safety procedures and protocol as well as most of the materials including various types of glass. When you complete this course you will have several finished projects to show, as well as a mastery of the basic skills used in the craft of stained glass. We welcome all beginners from those with no experience to a very elementary knowledge. Tools and supplies will cost $100-$150.

W, 5/8-6/12, 6 p.m. - 9 p.m., CSP-4096-324AR
RM 417, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65, Ins: $1.35

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

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

T, 4/30-5/28, 6 p.m. - 8:30 p.m., CSP-4097-325AR
RM 417, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65, Ins: $1.35

Creative Writing

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

TH, 4/25-5/30, 2 p.m. - 4 p.m., CSP-4646-326CW
RM 426, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $69

AHWD = Ferguson Center for Allied Health and Workforce Development.
10 Genevieve Circle
See map on pg. 79, #24, for directions.
Protect Your Retirement Plan Assets
If you are nearing retirement, are already retired, have
inherited a retirement account, or are just concerned
about protecting your retirement assets, this class is a
must. We will discuss the advantages and disadvantages
of leaving your retirement plan money in your 401(k)
plan and how to avoid the most common beneficiary
mistakes people make that result in thousands of dollars
in needless taxes. Given all of today’s uncertainty, this
is a class you cannot afford to miss! David McMahan,
Instructor.
F, 6/7-6/28, 10 a.m. - 12 p.m., CSP-4195-497FW
RM 113, A-B Tech South
Fees: Course: $65
M, 6/10-7/1, 6 p.m. - 8 p.m., CSP-4195-498FW
RM 126, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65

Food & Beverage
Cooking for Two
Perhaps the kids are off to college and you have an
empty nest, you could be getting married or maybe
you wish to avoid endless leftovers and lengthy recipe
preparation. Whatever your reason this course will sat-
sify your appetite. You will be cooking in teams of two
and preparing mini meatloaves, pork schnitzel, bacon-
potato frittata and cheese soufflés to name a few dishes.
Explore proper knife cuts and the best ingredients to
use. Have fun sampling dishes you make, taking home
recipes and maybe taking home a few leftovers. Wear
non-slip shoes. Bring a chef’s knife, paring knife,
measuring cups and spoons. Chef Donna McCrain,
Instructor.
T, 4/16-4/30, 6 p.m. - 8:30 p.m., CSP-4644-332FB
RM 230, Magnolia, Asheville Campus
Fees: Course: $89, Supply/Lab: $45, Ins: $1.35

Cooking With Herbs
In this fun and informative class you will discover the
best herbs to cook with, to grow in your home garden
and preparing wonderful dishes for any summer parties
you may have. tomato-cucumber bread salad with fresh
basil leaves, herbed potato salad with fresh dill, tomato-
rosemary tart, tortilla lime-crusted chicken tenders with
fresh cilantro, and make some herb vinegars just to
name a few! Bring a container from home to take any
left overs we may have. Wear non-opened toed
shoes. Bring a Chef’s knife, a container for leftovers,
and your adventurous spirit! Janet Oliver, Instructor.
TH, 4/11-5/2, 6 p.m. - 8:30 p.m., CSP-4613-334FB
RM 230, Magnolia, Asheville Campus
Fees: Course: $89, Supply/Lab: $45, Ins: $1.35

Refund Policy for self-supporting classes with
prefixes CSP and SEF: Students must officially
drop the class before it begins to receive a
refund. No refunds after the class begins.
Interior Decorating for the Home
To create an interior environment, you need to think about the look and feel as well as how the space will be used. Discover your own sense of style as you explore aspects of interior decorating from how to choose colors and color schemes to determining the best furniture placement as well as creative ways to display wall art and accessorizing. This course is designed for students interested in exploring options for their own homes. You will be urged to bring your own interior space issues to class for discussion. Handouts will be provided each week for you to refer to as you continue with your own decorating projects. You will learn more than you ever expected while having a great time exchanging ideas. Bring an artist’s color wheel to the first class. Brinda Caldwell, Instructor.
M, 4/22-6/3, 6 p.m. - 9 p.m., CSP-4155-339HG
RM 426, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65

Interior Decorating and Design II
If you've taken a beginning Interior Decorating/Design class, this is the next step on your interior decorating journey. You will continue to explore color schemes and room arrangements. Emphasis will be placed on finishes, flooring and final touches. Bring pictures of your rooms that need work and solutions will be provided. Brinda Caldwell, Instructor.
M, 6/10-7/1, 6 p.m. - 8:30 p.m., CSP-4164-504HG
RM 426, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65

Landscaping for the Homeowner
Beautiful landscapes can increase the value of your property and add to the enjoyment of your home. In this five-week class you will explore the basics of designing your home landscape, plant types, growing habits and planting basics. The instructor is a landscape designer and will guide you through these principles as well as some dos and don'ts.
TH, 4/18-5/16, 6 p.m. - 8 p.m., CSP-4168-341HG
RM 431, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65

Landscaping, Trees and Shrubs for Residential Landscapes
Trees and shrubs play a vital role in our ecosystem. However, it can become overwhelming when trying to decide which one, how many and where should they be placed. You will explore their value to wildlife as pollinators, etc. Who knew that trees and shrubs could be so fascinating? Don’t miss this exciting new class.
TH, 6/6-6/20, 6 p.m. - 8 p.m., CSP-4643-505HG
RM 431, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65

Making Liquid Soaps Naturally
In this hands-on three-week workshop you will explore techniques, fragrances, oils and natural colorants to make natural liquid soap. This is the perfect class to discover how to make your own shampoo, body wash and dish soap. A supply list will be provided at the first class. Cost of supplies $35-$40.
TH, 5/9-5/23, 6 p.m. - 8 p.m., CSP-4807-345HG
RM 417, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $55

Medicinal Plants and Their Healing Power
For centuries our ancestors used natural remedies to relieve pain, improve physical and mental states through the use of herbal seeds, bark, roots, flowers and foliage. Directly involve yourself in the healing process by making your own herbal remedies. Explore choosing herbs, making salves, poultices, infusions and stocking your herbal medicine cabinet.
W, 7/10-7/24, 6 p.m. - 8 p.m., CSP-4455-507HG
RM 417, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $55

Picture Framing and Matting
For less than the cost of a single frame job you can learn how to cut mats and frame your own pictures in this start to finish, hands-on class. This is an easy way to start a home-based business offering your services to photographers, collectors, sports memorabilia enthusiasts, artists, crafters, needleworkers and more. Discover how to mount artwork, attach a paper dust cover, and how to hold the contents in a frame. Learn techniques for cutting double mats and how to accurately size down full size sheets of mat board, foam board and even glass. Bring your project to the first class.
TH, 4/25-5/30, 1 p.m. - 4 p.m., CSP-4170-345HG
RM 417, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65, Supply/Lab: $5, Ins: $1.35

Quilting, Beginning
Quilting, an old-time Southern tradition, is recapturing its vibrancy as an art form across the country. Whether you want to make heirloom bed quilts or artful quilted wall hangings this beginning class is for you. Learn the basics of quilting including color and design, cutting with rotary equipment, matching points and putting it all together. Complete most of a small sampler quilt over the duration of the class. Basic sewing machine skills needed.
M, 4/15-5/20, 1 p.m. - 3:30 p.m., CSP-4171-347HG
RM 423, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65, Supply/Lab: $5
M, 4/15-5/20, 6 p.m. - 8:30 p.m., CSP-4171-348HG
RM 423, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65, Supply/Lab: $5

abtech.edu/ce  
828-398-7817 or 828-398-7369
Quilting, Intermediate
Create your own quilt! Advanced techniques such as foundation piecing, sewing curves, and beginning applique will be taught. Other techniques will be determined by the class. Color and design will also be explored. You can either make samples for future reference or make a small quilt. A supply list will be provided at the first class. You should have completed a beginning quilting class or have considerable sewing/quilting experience. Basic sewing machine skills needed.

W, 4/17-5/22, 6 p.m. - 8:30 p.m., CSP-4173-349HG
RM 423, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65, Supply/Lab: $5

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

T, 5/21-6/25, 6 p.m. - 9 p.m., CSP-4181-351HG
RM 423, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65, Supply/Lab: $5

Sewing - Sewing Machine Confidence
A starter class for those who do not have any experience or very little in using a sewing machine. Explore tips and techniques in threading a sewing machine, winding the bobbin, selection of needles, threads and sewing tools, sewing seams and seam finishes while completing 2 to 3 easy projects. You may bring your sewing machine to class (including the first day) or use one of the classroom sewing machines. Supplies will be discussed at first class meeting.

T, 4/16-5/14, 6 p.m. - 9 p.m., CSP-4640-353HG
RM 423, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65, Supply/Lab: $5

Sewing - Men's/Boys Casual Shirts
Men’s/Boy’s shirts are great projects for those with basic sewing experience looking to try garment construction. They have less fitting and shaping requirements than other garments and also tend to have fewer pattern pieces. Special seam finishes, patch pockets, classic notched shirt collar and short, set-in sleeves are components to be learned and mastered. You may bring your own sewing machine to class or use one of the classroom sewing machines. Pattern and supplies will be discussed at the first class meeting.

TH, 5/23-6/27, 6 p.m. - 9 p.m., CSP-4641-355HG
RM 423, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65, Supply/Lab: $5

Upholstery
Do you have a favorite chair 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 a simple chair, tack/staple puller, screw driver and a hammer to the first class. No sofas or recliners are permitted. Queen Anne chairs will take longer than one session to complete. No fabrics are needed for the first class.

T, 4/23-6/18, 9:30 a.m. - 12:30 p.m., CSP-4185-357HG
RM 171, Small Business Ctr., A-B Tech Enka
Fees: Course: $89, Supply/Lab: $20, Ins: $1.35

T, 4/23-6/18, 1:30 p.m. - 4:30 p.m., CSP-4185-358HG
RM 171, Small Business Ctr., A-B Tech Enka
Fees: Course: $89, Supply/Lab: $20, Ins: $1.35

T, 4/23-6/18, 6 p.m. - 9 p.m., CSP-4185-359HG
RM 171, Small Business Ctr., A-B Tech Enka
Fees: Course: $89, Supply/Lab: $20, Ins: $1.35

T, 7/2-8/27, 9:30 a.m. - 12:30 p.m., CSP-4185-509HG
RM 171, Small Business Ctr., A-B Tech Enka
Fees: Course: $89, Supply/Lab: $20, Ins: $1.35

T, 7/2-8/27, 1:30 p.m. - 4:30 p.m., CSP-4185-510HG
RM 171, Small Business Ctr., A-B Tech Enka
Fees: Course: $89, Supply/Lab: $20, Ins: $1.35

T, 7/2-8/27, 6 p.m. - 9 p.m., CSP-4185-511HG
RM 171, Small Business Ctr., A-B Tech Enka
Fees: Course: $89, Supply/Lab: $20, Ins: $1.35

Refund Policy for self-supporting classes with prefixes CSP and SEF: Students must officially drop the class before it begins to receive a refund. No refunds after the class begins.
Sign Language, Beginning I
American Sign Language (ASL) is quickly becoming one of the most widely used languages in the United States. In this beginning class, be introduced to finger spelling and ASL signs, grammar, terminology and communication processes. Leave the class with a signing vocabulary of over 200 words. Textbook: Signing Illustrated.

T, 4/23-6/18, 7:30 p.m. - 9 p.m., CSP-4130-368LN
RM 326, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65

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

T, 4/23-6/18, 7:30 p.m. - 9 p.m., CSP-4129-367LN
RM 326, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65

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

M, 4/15-6/10, 2 p.m. - 4:30 p.m., CSP-4121-370LN
RM 431, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65

T, 4/16-6/4, 6 p.m. - 8:30 p.m., CSP-4121-371LN
RM 426, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65

T, 7/9-8/27, 6 p.m. - 8:30 p.m., CSP-4121-513LN
RM 426, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65

Textbooks may be purchased at the A-B Tech Bookstore in the Bailey Building

Languages

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

W, 4/24-6/12, 2 p.m. - 4:30 p.m., CSP-4103-362LN
RM 432, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65

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

M, 4/22-6/10, 2 p.m. - 4 p.m., CSP-4104-363LN
RM 451, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65

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, 4/25-6/13, 6 p.m. - 8 p.m., CSP-4105-365LN
RM 426, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65

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

W, 4/17-6/5, 6 p.m. - 8:30 p.m., CSP-4108-366LN
RM 451, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65
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 possessive and demonstrative adjectives, regular preterite, continuation of irregular preterite 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, 2:30 p.m. - 4:30 p.m., CSP-4122-373LN
RM 426, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65

W, 4/24-6/12, 6 p.m. - 8 p.m., CSP-4122-374LN
RM 426, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65

W, 7/10-8/28, 6 p.m. - 8 p.m., CSP-4122-514LN
RM 426, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65

Spanish, Beginning III
This is a continuation 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, continuation of irregular preterite verbs, and direct and indirect object pronouns. You will use the same book as in Spanish I and II. Textbook: *Spanish Now.*

W, 4/17-6/5, 6 p.m. - 8 p.m., CSP-4123-375LN
RM 431, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65

T, 7/9-8/27, 2:30 p.m. - 4:30 p.m., CSP-4123-515LN
RM 426, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65

Spanish, VI
This is a continuation of Spanish V. There will be further exploration of the Spanish language, improving your various vocabulary units. Textbooks: *Schaum’s Vocabulary* and *The Ultimate Spanish Grammar Review and Practice with CD-ROM.*

M, 4/15-6/10, 6 p.m. - 8 p.m., CSP-4119-376LN
RM 451, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65

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. You should have a working knowledge of the present, preterite and imperfect verb tenses. Textbook: *Schaum’s Vocabulary.* Heather Fernandez, Instructor.

W, 4/17-6/5, 2:30 p.m. - 4:30 p.m., CSP-4124-377LN
RM 451, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65
Motorcycle 3-Wheel Basic Rider Course

This is the best place to start once you have made the decision to ride a 3-wheel motorcycle, whether the two wheels are in the back or the front. Topics will include different types of risk, preparing to ride, protective gear, motorcycle controls, pre-ride inspection and basic riding skills.

You will explore:

- Street strategies, positioning, mental processing and other special riding situations.
- The “SEE” principle which will be helpful when identifying traffic controls/roadway features, highway users, surface conditions and escape paths.

While riding you will become familiar with the motorcycle and will begin learning straight-line riding, throttle control, turning and stopping; and will gradually progress to maximum effective braking techniques, obstacle avoidance and maneuvers, cornering and cornering judgement, swerving and stopping quickly.

You may bring your own 3-wheel motorcycle, or one will be provided. Helmets are available if needed. Class size is small with only four participants. Register early for a space.

Motorcycles with side cars, or trikes with automobile style seats, or steering wheels are not qualified for use in this course.

Reasons why you should take this course:

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

Required Gear:

- Long pants
- Long sleeve shirts
- Over the ankle boots
- Full-fingered gloves
- Eye protection (sunglasses or prescription eyewear is permissible)
- DOT approved helmet

Motorcycles are provided. Helmets are available, if needed.

Eligibility Requirements:

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

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<th>Course Dates</th>
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<td>May 25 - 26</td>
<td>CSP-4651-412MS</td>
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<td>July 20 - 21</td>
<td>CSP-4651-433MS</td>
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<td>Aug 31 – Sept 1</td>
<td>CSP-4651-437MS</td>
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<td>Oct 26 – 27</td>
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Saturday and Sunday 8 a.m. – 5 p.m.
Location: Advanced Manufacturing Building – Room 103, A-B Tech Victoria Road Campus
Registration Fee: $249 (includes a $4 comprehensive insurance fee)

For information call 828-398-7134.

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

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

You will learn:

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

Reasons why you should take this course:

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

Required Gear:

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

Eligibility Requirements:

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

Course Dates

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<td>4/26 – 4/28</td>
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<td>8/09 – 8/11</td>
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Friday, 6 – 10 p.m. Room 121, Ferguson Ctr. AHWD, Asheville Campus, 10 Genevieve Circle

Saturday - Sunday, 8 a.m. – 5 p.m. Room 205, Adv. Manufacturing Ctr. Building, Asheville Campus

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

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

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

Dancing, Ballroom I
Have fun with your partner in this couples ballroom dance class. This class will teach you the basic steps, turns and combinations, as well as the technique and posture for leading and following for a variety of dances: foxtrot, waltz, tango, cha cha, rumba and East Coast swing. These steps can be used anywhere, not just the ballroom, and to any type of music. Wear slick bottom shoes, no clogs. Must have a partner to register; the fee covers one student. Missy Lindsey, Instructor.

M, 4/15-6/3, 6 p.m. - 7 p.m., CSP-4201-380MD
RM 446, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65, Ins: $1.35

M, 6/17-8/12, 6 p.m. - 7 p.m., CSP-4201-516MD
RM 446, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65, Ins: $1.35

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

M, 4/15-6/3, 7:15 p.m. - 8:15 p.m., CSP-4203-381MD
RM 446, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65, Ins: $1.35

M, 6/17-8/12, 7:15 p.m. - 8:15 p.m., CSP-4203-517MD
RM 446, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65, Ins: $1.35

Dancing, Ballroom III
In this follow-up to Ballroom Dancing II for couples. You will continue to learn additional basic steps in major ballroom dances. You and your partner must have taken Ballroom Dancing II from instructor, Missy Lindsey. You need a partner to register and each partner pays the registration fee. Wear slick bottom shoes, no clogs.

TH, 6/20-8/22, 6 p.m. - 7 p.m., CSP-4202-518MD
RM 446, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65, Ins: $1.35

TH, 6/20-8/22, 7:15 p.m. - 8:15 p.m., CSP-4202-519MD
RM 446, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65, Ins: $1.35

Dancing, Salsa and Hustle II
This is a continuation of Beginning Salsa and Hustle, adding new steps to each dance. You must have completed the Beginning Salsa and Hustle with instructor, Missy Lindsey. You need a partner to register and each partner pays the registration fee.

TH, 4/18-6/6, 6 p.m. - 7 p.m., CSP-4647-382MD
RM 446, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65, Ins: $1.35

TH, 4/18-6/6, 7:15 p.m. - 8:15 p.m., CSP-4648-383MD
RM 446, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65, Ins: $1.35

Dancing, Two Step and West Coast Swing II
This is a continuation of Beginning Two Step and West Coast Swing. Adding new steps in each dance. You must have completed Beginning Two Step and West Coast Swing with instructor, Missy Lindsey. You need a partner to register and each partner pays the registration fee. Wear slick bottom shoes, no clogs.

TH, 4/18-6/6, 6 p.m. - 7 p.m., CSP-4650-519MD
RM 446, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65, Ins: $1.35

TH, 4/18-6/6, 7:15 p.m. - 8:15 p.m., CSP-4650-519MD
RM 446, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65, Ins: $1.35

Dancing, Two Step and West Coast Swing III
Now that you have completed level II of Two Step and West Coast Swing now is not the time to stop, there are many more steps and techniques to learn. You must have completed Two Step and West Coast Swing II with instructor, Missy Lindsey. You need a partner to register and each partner pays the registration fee. Wear slick bottom shoes, no clogs.

TH, 6/20-8/22, 6 p.m. - 7 p.m., CSP-4650-519MD
RM 446, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65, Ins: $1.35

TH, 6/20-8/22, 7:15 p.m. - 8:15 p.m., CSP-4650-519MD
RM 446, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65, Ins: $1.35

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

W, 4/10-5/29, 6 p.m. - 7 p.m., CSP-4200-385MD
RM 446, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65, Ins: $1.35

W, 6/19-8/14, 6 p.m. - 7 p.m., CSP-4200-520MD
RM 446, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65, Ins: $1.35

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

W, 4/10-5/29, 7:15 p.m. - 8:15 p.m., CSP-4369-386MD
RM 446, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65, Ins: $1.35

W, 6/19-8/14, 7:15 p.m. - 8:15 p.m., CSP-4369-521MD
RM 446, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65, Ins: $1.35

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

T, 4/16-6/4, 6 p.m. - 7:30 p.m., CSP-4135-389MD
RM 432, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65

T, 7/2-8/20, 6 p.m. - 7:30 p.m., CSP-4135-522MD
RM 432, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65

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

T, 4/16-6/4, 7:30 p.m. - 9 p.m., CSP-4137-389MD
RM 432, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65

T, 7/2-8/20, 7:30 p.m. - 9 p.m., CSP-4137-523MD
RM 432, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65

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

W, 4/17-5/22, 6 p.m. - 8 p.m., CSP-4138-390MD
RM 432, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65

Recreation

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

S, 5/18, 10 a.m. - 4 p.m., CSP-4217-392RR
RM 126, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $55

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

T, 4/23-6/11, 6 p.m. - 7:30 p.m., CSP-4233-393RR
RM 446, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65, Ins: $1.35

T, 6/25-8/13, 6 p.m. - 7:30 p.m., CSP-4233-524RR
RM 446, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $65, Ins: $1.35
To Enroll in Online Courses Visit:  
www.ed2go.com/abtech  
New course sessions begin monthly on:  
4/17, 5/15, 6/12, 7/17, 8/14

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

Please note these are non-credit classes

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

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

Digital Photography  
Introduction to Digital Scrapbooking  
Travel Photography for the Digital Photographer

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

Life and Work Development  
Get Assertive  
Grammar Refresher  
Mastering Public Speaking  
Math Refresher

Life and Work Development (Cont.)  
Resume Writing Workshop  
Twelve Steps to a Successful Job Search  
Writing Essentials

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

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

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

For questions regarding these courses contact Jo Stahle at ellenjstahle@abtech.edu or 828-398-7369.
STUDY ABROAD
SUMMER 2019

2019 TRIPS ABROAD
FOR COMMUNITY MEMBERS

Art of Rome and Florence
May 14 - 21, 2019
Cost is $3750

D-Day75: Amsterdam, Normandy and London
June 1 - 9, 2019
Cost is $4000-4300

Study Spanish and Biology in Ecuador
June 16 - July 15, 2019
Cost is $3500

French Language and Culture in Montreal, Canada
June 26 - July 26, 2019
Cost is $3500

All trips include travel insurance, international flights, accommodations, some meals and a faculty leader. Payment arrangements available. A $100 non-refundable application fee is not included in the trip cost. This will be reimbursed if a trip is canceled.

For more information on any of these trips contact Global Education at globaleducation@abtech.edu
Advanced Manufacturing

CNC Machining 101
During this 5-week course you will work hands-on with actual CNC mills and lathes to learn basic automated machining. Course topics include CNC programming, set-up, operation, trouble-shooting and maintenance, general machining principles, shop safety, blueprint reading, shop math, Lean Manufacturing principles, team work and problem solving.
M-TH, 5/13-6/13, 8 a.m. - 2 p.m., MEC-7070-009AM
RM 3310, TCC, A-B Tech Enka
Fees: Course: $281

Continuous Improvement-Culture and Process, Introduction
Continuous Improvement or Continuous Process Improvement are the common names given to a philosophy and practical approach to conducting business, especially manufacturing, that constantly seeks to deliver better quality and products at the speed demanded by customers. As implemented through disciplines known as LEAN, Six Sigma, 5S + Safety, Change Management, SCRUM, TPM, etc., businesses are able to consistently realize significant savings, customer satisfaction, and competitive advantage. Thousands of companies worldwide have adopted these or similar Continuous Improvement strategies, including the largest and toughest competitors on the globe. This introduction will identify key concepts, case studies, benefits, and a road map for developing the mindset and tools necessary to launch or further evolve your own Continuous Improvement skill sets. Join us on T, 5/28, 8:30-11:30 a.m. Free. Reservations required: Call 828-398-7921 to reserve your seats!

Forklift Safety and Operation
Learn safe forklift operation using the latest OSHA regulations and requirements. During class students will practice using a forklift. Get your training certificate so you can have an extra skill for a potential new employer!
S, 5/18, 8 a.m. - 5 p.m., OSH-3012-949AM
RM 3310, TCC, A-B Tech Enka
Fees: Course: $81

S, 6/22, 8 a.m. - 5 p.m., OSH-3012-950AM
RM 3310, TCC, A-B Tech Enka
Fees: Course: $81

S, 7/27, 8 a.m. - 5 p.m., OSH-3012-951AM
RM 3310, TCC, A-B Tech Enka
Fees: Course: $81

Industrial Safety: Bloodborne Pathogens
OSHA 29 CFR 1910.1030 requires employers to safeguard employees who have a reasonably anticipated occupational exposure to blood or other potentially infectious materials. Without proper preparation in blood diseases and airborne pathogens, costly OSHA and state-specific regulatory fines could be levied. Much more importantly, lives could be adversely impacted or even lost. Ensure both safety and compliance with industry-leading classroom bloodborne pathogens training.
F, 6/14, 1:30 p.m. - 3:30 p.m., SEF-6483-008AM
RM 202, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: $69

Giving & Receiving Effective Feedback
In this course, we will address giving and receiving feedback effectively, including: feedback culture in the workplace; Increasing regularity; Increasing accountability; Leader’s responsibilities to respond; Appropriate methods and environments; and using problem and solution (not-person)-focused language. This class is highly interactive. Delivered by Robin Funsten, a facilitator and mediator of 10+ years who now primarily works with community and corporate teams. (It is recommended that you have already attended the “Roots of Conflict and Active and Strategic Listening Skills” course before attending this class.)
W, 6/26-6/19, 8 a.m. - 5 p.m., SEF-6470-017AM
RM 202, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: $100

5S + Safety: Visual Workplace Management
5S + Safety is a key LEAN foundational concept which is central to a company’s "Continuous Improvement" program. It establishes the operational stability necessary to making and sustaining continuous improvements in manufacturing and business. As the primary tool in creating a clean and orderly environment, 5S + Safety exposes waste and hazard and reduces both. It helps establish the framework and discipline necessary to pursue additional continuous improvement initiatives. This course provides both theory and the practical tools to begin immediately implementing your organization's continuous improvement program. Early registration recommended.
F, 5/3-5/3, 8 a.m. - 12 p.m., SEF-6481-011AM
RM 202, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: $99

F, 5/3-5/3, 8 a.m. - 12 p.m., SEF-6481-012AM
RM 202, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: $99

abtech.edu/ce
828-398-7760
Registration information, page 5. Register early!
The Advanced Manufacturing Center provides a growing spectrum of both general and industry-specific training. In every course we strive to convey and instill “best practices”—from the leading edge of modern manufacturing. The National Safety Council is at the leading edge of this process. From OSHA compliance to workplace wellness, effective first aid and CPR training is vital to your organization’s safety. This course will get you trained in leading-edge and best practices and have you back at work on the same day.

HAZWOPER 40
Guidelines detailing how rescuers should perform vital first aid and basic life support techniques are updated regularly based on medical research. The National Safety Council is at the leading edge of this process. From OSHA compliance to workplace wellness, effective first aid and CPR training is vital to your organization’s safety. This course will get you trained in leading-edge and best practices and have you back at work on the same day.

HAZWOPER 40
HAZWOPER 40 Hazardous Waste Operations and Emergency Response (HAZWOPER) training is a course required for many individuals in industry who provide emergency response, corrective actions, or clean-up operations in the presence of hazardous substances. HAZWOPER 40 Hour serves as the initial training requirement for industry workers and covers hazard recognition, hazard identification, incident command, chemistry of hazardous materials, site safety, personnel protective equipment, decontamination, along with the regulations related to the Resource Conservation and Recovery Act, Environmental Protection Act, and OSHA.

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

Situational Leadership II Experience
To be a leader others want to follow, managers need to set clear and attainable goals, provide the matching leadership style, and give appropriate feedback. The goal of a Situational Leader is to help others develop competence, motivation, and confidence. Situational Leadership® II (SLII®) boosts the effectiveness, impact, and dedication of leaders and teaches them to behave in alignment with their good intentions and with what their people need. Leveraging all the theory and design that has made Situational Leadership® II the world’s most taught leadership training model for more than 35 years, our new learning design, The SLII Experience™, uses game-changing techniques that immerse learners in SLII quickly, deeply, and effectively. Sign up now for this highly popular and powerfully effective leadership skills program—a tremendous value at only $995.

The Advanced Manufacturing Center provides a growing spectrum of both general and industry-specific training. In every course we strive to convey and instill “best practices”—from the leading edge of modern manufacturing. From the Manufacturing Boot Camp to our Six Sigma Yellow, Green, and Black Belt to our other industrial certification programs. Call 828-398-7926 for availability, scheduling, and pricing details on the following courses:

HAZWOPER 40
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LEAN Six Sigma Yellow Belt
This course offers an understanding of the basic tools used in LEAN Six Sigma Continuous Improvement strategies. Yellow Belt training covers some of the basic improvement methodologies and the metrics required to test and demonstrate their efficacy. Many organization call on their "Certified Yellow Belts" to serve as a "Subject Matter Expert" (SME) and/or as an important team member on important projects. By providing significant tools--concepts and methodologies--Yellow Belt training enables students to increase both the role and value they bring to the larger processes and goals of their company. Early registration highly recommended.

TH, 4/25-5/9, 8 a.m. - 3 p.m., SEF-6486-009-AM
RM 202, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: $329

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

Thursday: 8-5pm; Friday: 8-12pm. Register early.

TH,F, 4/18-4/19, 8 a.m. - 5 p.m., SEF-6489-008AM
RM 202, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: $95

Relationship Building Techniques for Dealing with Difficult Team Members in the Workplace
Encountering negative attitudes, unruly personali- ties and differing values among your staff can breed strained relationships and dissatisfaction in the workplace when left un-addressed. In this course, we will discuss ways for Leaders to create cultures of respect, accountability, balance and trust within a working team. This class is highly interactive and will involve team-building activities and initiatives, personal inquiry, skills-practice and small and large group discussion. Delivered by Robin Funsten, a facilitator and mediator of 10+ years who now primarily works with community and corporate teams.

W, 7/10, 8 a.m. - 5 p.m., SEF-6470-018AM
RM 202, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: $100

Roots of Conflict and Active and Strategic Listening Skills
All teams deal with conflict and this course explores the three Roots of Conflict providing the opportunity for logical analysis. We will learn and practice Active Listening Skills as well as a more technical form of listening called: Strategic Listening. This class is highly interactive, including discussion and activities to further the impact of listening skills for daily life situations. Delivered by Robin Funsten, a facilitator and mediator of 10+ years who now primarily works with community and corporate teams.

W, 6/19, 8 a.m. - 3 p.m., SEF-6470-016AM
RM 202, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: $80

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

T-TH, 8/6-8/8, 4:30 p.m. - 8:30 p.m., SEF-6497-002AM
RM 202, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: $195

Advanced Manufacturing Occupational Training
abtech.edu/ce Occupational Training
828-398-7760 Registration information, page 5. Register early!
**Auto Safety Inspection**
This course covers the operation of a public inspection station and station facilities, inspection rules and procedures for vehicle safety equipment. Safety inspectors are responsible for knowing all the information in the NC Safety Inspection Manual.

- **M,T, 5/6-5/7, 6 p.m. - 10 p.m., AUT-7203-334TR**
  - RM 112, TCC, A-B Tech Enka
  - Fees: Course: $75

- **M,T, 6/3-6/4, 6 p.m. - 10 p.m., AUT-7203-335TR**
  - RM 112, TCC, A-B Tech Enka
  - Fees: Course: $80

- **M,T, 7/8-7/9, 6 p.m. - 10 p.m., AUT-7203-336TR**
  - RM 112, TCC, A-B Tech Enka
  - Fees: Course: $80

- **M,T, 8/5-8/6, 6 p.m. - 10 p.m., AUT-7203-337TR**
  - RM 112, TCC, A-B Tech Enka
  - Fees: Course: $80

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

- **W,TH, 5/8-5/9, 6 p.m. - 10 p.m., AUT-3129-348TR**
  - RM 112, TCC, A-B Tech Enka
  - Fees: Course: $75

- **W,TH, 6/5-6/6, 6 p.m. - 10 p.m., AUT-3129-349TR**
  - RM 112, TCC, A-B Tech Enka
  - Fees: Course: $80

- **W,TH, 7/10-7/11, 6 p.m. - 10 p.m., AUT-3129-350TR**
  - RM 112, TCC, A-B Tech Enka
  - Fees: Course: $80

- **W,TH, 8/7-8/8, 6 p.m. - 10 p.m., AUT-3129-351TR**
  - RM 112, TCC, A-B Tech Enka
  - Fees: Course: $80

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

- **S, 4/20, 8:30 a.m. - 5:30 p.m., SEF-4602-329TR**
  - RM 1040, Small Business Ctr., A-B Tech Enka
  - Fees: Course: $75

**Computers**

**Access 2016 Introduction**
Knowledge is power and in this digital world, the power businesses need comes from data. Data is being collected at all times now, but collection alone isn’t helpful. The data needs to be organized and managed in an efficient way. Learn the basics of database management with Microsoft Access 2016, including the skills necessary to create a new database, construct data tables, design forms and reports, and create queries.

- **T/TH, 7/9-7/18, 5:30 p.m. - 8:30 p.m., SEF-8017-404CO**
  - RM 438, Ferguson Ctr., AHWD, Asheville Campus
  - Fees: Course: $75
Adobe Illustrator Design Lab (One-Day)
A follow-up to the One-Day Illustrator Introduction course. This class focuses on hands-on learning based on principles learned in the Introduction class. A project-based class that allows students to run through some actual design scenarios.
S, 6/29, 9 a.m. - 4 p.m., SEF-7659-704CO
RM 438, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $59

Adobe Illustrator for Drawing (One-Day)
You will learn how to create distinct vector artwork and logos. Learn how to use the drawing and painting tools, modify shapes, use layers, apply filters, trace over images, and make custom shapes with the pen tool. Explore color with Live color, gradients, the color guide, swatches and transparencies.
S, 6/1, 9 a.m. - 4 p.m., SEF-7658-704CO
RM 438, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $59

Adobe Photoshop, Introduction
This class will help you get started with the powerful Adobe software, Photoshop. You will learn all about image selections, layers, adjusting images, preparing finished images and other pertinent topics. This class is on Windows and is suitable for Macintosh users who can bring laptops if preferred. Students need basic computer skills.
T/TH, 6/4-6/20, 6 p.m. - 9 p.m., SGR-7418-515CO
RM 438, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $80

Adobe Photoshop, Intermediate
This course is for those who have completed the 24-hr. introduction class or equivalent. Raise your Photoshop skills to the next level. Learn sophisticated techniques for editing and manipulating images, add actions, brushes and fonts, earn professional tips for portrait retouching, combine multiple images into sophisticated montages using layer masks and discover the photographer's best work flow. The class is taught on Windows and suitable for Macintosh users who can bring laptops if preferred.
T/TH, 7/30-8/15, 6 p.m. - 9 p.m., SGR-7476-540CO
RM 438, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $80

Apple iPhone Introduction
Learn the newest iPhone operating system. Students will learn to navigate and utilize the key features of an iPhone including the Native Apps, Messaging, FaceTime, Email, Calendar, Safari, Siri, and Photography. Students are encouraged to bring their devices to class.
M/W, 7/8-7/29, 5:30 p.m. - 8:30 p.m., CIS-7515-305CO
RM 212, Goodwill Ctr., Goodwill
Fees: Course: $70
**Excel Intermediate**

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

M/W, 6/3-6/12, 5:30 p.m. - 8:30 p.m., SEF-8015-424CO
RM 438, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: $75

**Excel Advanced**

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

M/W, 6/17-6/26, 5:30 - 8:30 p.m., SEF-8016-433CO
RM 438, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: $75

**Excel Introduction (One-Day)**

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

S, 6/8, 9 a.m. - 4 p.m., SEF-8012-112CO
RM 121, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: $59

**Excel Intermediate (One-Day)**

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

S, 6/22, 9 a.m. - 4 p.m., SEF-8013-112CO
RM 438, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: $59

**Facebook and Instagram Advertising**

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

T, 6/11, 1 p.m. - 4 p.m., SEF-5804-434CO
RM 121, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: $39

**Google Digital Tools**

Get introduced and learn insights on Google's many outstanding free productivity tools for desktop and mobile; including Gmail, Calendar, Drive cloud storage, Docs for document editing, Sheets for spread-sheeting, Slides for presentations, and many more. Compare to Microsoft Office productivity tools. Class includes hands-on exercises with your Gmail account.

M/W, 6/3-6/26, 5:30 p.m. - 8:30 p.m., OST-7970-214CO
RM 212, Goodwill Ctr., Goodwill
Fees: Course: $70

**Graphic Design Made Easy**

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

M/W, 6/3-6/5, 1:30 p.m. - 4:30 p.m., SEF-9511-116CO
RM 121, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: $59
QuickBooks Basics
Designed for the small business owner or beginner needing the basics. Learn the difference between the online and desktop versions to help determine what is best for you. Create invoices and sales receipts, make deposits, track expenses, generate reports and reconcile bank statements. Class held in computer lab with QB desktop version available. No book required. Class is fast paced. Basic knowledge of bookkeeping and ability to navigate multiple computer screens required. Class will break 1 hour for lunch.

S, 6/8, 9 a.m. - 4 p.m., SEF-7553-265CO
RM 438, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $59

S, 8/3, 9 a.m. - 4 p.m., SEF-7553-266CO
RM 438, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $59

SEO for Small Business (One-Day)
With this Search Engine Optimization class, learn the latest and most effective methods for optimizing a website. Focus on Keywords, Meta Data, fresh content and online PR. Review major changes to the industry, discuss the complex world of improving website rankings and increasing organic search traffic. Experience Google Analytics and Webmaster Tools to keep track of your website's performance and analyze the success of your efforts.

T, 7/30, 9 a.m. - 4 p.m., SEF-7606-686CO
RM 121, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $59

Social Media Marketing
Do you want to market and promote your work or business through social media? Learn how to best utilize Facebook, Twitter, Google+, LinkedIn, Pinterest, YouTube, blogging, email campaigns, and various other social marketing tools to build long lasting relationships with existing and potential clients and customers. Bring your own laptop if you prefer and all of your social media account logins if you have them.

T/TH, 4/30-5/9, 6 p.m. - 9 p.m., SEF-5810-614CO
RM 121, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $75
Craft Beverage Institute

HACCP and Sanitation for Craft Beverages

Experience the process of creating an alcoholic beverage-based Hazard Analysis and Critical Control Points (HACCP) plan. This course will help breweries align their processes with the expectations of the Food and Drug Administration (FDA) under the Food Safety Modernization Act (FSMA) and improve the quality of their product. Participants will review the quality pitfalls that breweries are likely to face, and how these are controlled. Dive into Good Brewing Practices; fundamental guidelines that establish a basis for manufacturing quality, food-safe beverages. Work through an example to learn Clean In Place (CIP) and Sanitation Standard Operating Procedures (SSOPs) and understand what these processes control. Practice identifying hazards in the brewing process and walk away with the decision-making skills necessary to implement and manage a HACCP plan.

F, 4/12, 8 a.m. - 5 p.m., SEF-9096-913BW
RM 1040, Small Business Ctr., A-B Tech Enka
Fees: Course: $75

Sensory Evaluation of Fermented Food and Beverages

Learn the skills to become a taste tester and enjoy exotic fermented food and beverages from around the world. We will take a tour of the globe by tasting indigenous fermented food and drinks like wine, sake, kvass, tepache, miso, kimchi, sausage and crème fraiche. While learning about their origins and going on a palatial journey, discover the science behind sensory analysis. Using the tools of industry, students will increase their sensory vocabulary; rediscover smell, sight, taste, and mouthfeel, and learn about preference testing, time intensity tests and more.

TH, 5/9, 6 p.m. - 9 p.m., SEF-9121-925BW
RM 112, TCC, A-B Tech Enka
Fees: Course: $50

abtech.edu/ce
Registration information, page 5. Register early!
828-398-7934
Emergency Services

Advanced Cardiac Life Support (ACLS)-Re-cert (One-Day)
ACLS Re-cert is a one day classroom designed to re-cert the current ACLS card holder. In this video-based instructor-led course that is designed for healthcare providers who either direct or participate in the management of cardiopulmonary arrest or other cardiovascular emergencies. Through didactic instruction and active participation in simulated cases, students will enhance their skills in the diagnosis and treatment of cardiopulmonary arrest, acute arrhythmia, stroke and acute coronary syndromes.

S, 5/11, 8 a.m. - 5 p.m., EMS-0348-062ES
RM 138, ESEB, Woodfin
Fees: Course: $85

S, 8/10, 8 a.m. - 5 p.m., EMS-4202-063ES
RM 138, ESEB, Woodfin
Fees: Course: $90

Advanced Emergency Medical Technician (AEMT)
The AEMT course is a comprehensive program consisting of lab, clinical and field components in addition to classroom time. It builds upon the basic knowledge and enables the individual to provide limited advanced emergency medical care and transportation for emergent and critical patients. AEMTs perform interventions with the basic and advanced equipment typically found on an ambulance. Successful completion of this state-approved AEMT course will qualify the student to sit for the NCOEMS AEMT exam.

M-W, 7/22-12/16, 6 p.m. - 10 p.m., EMS-4300-065ES
RM 138, ESEB, Woodfin
Fees: Course: $180

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

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

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

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

Critical Care EMT-P Refresher (CCEMT-P Refresher)
Tactical Emergency Casualty Care (TECC)
Wilderness EMT

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

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

For additional information:
www.abtech.edu/ce
828-398-2355 Registration information, page 5. Register early!
A-B Tech Seeking Continuing Education Instructors

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

For more information, visit: https://abtcc.peopleadmin.com/postings/4696 or contact Marie Long at angelamlong@abtech.edu or 828-398-7934.
Basic Life Support (CPR)
With the knowledge and skills you learn in this course you can save a life. You will learn the skills of CPR for victims of all ages. You will learn how to relieve choking (foreign-body airway obstruction). The skills you learn in this course will enable you to recognize emergencies such as sudden cardiac arrest and how to respond to them. Required Text & Equipment: 1) Pocket Mask (CPR Mask) 2) AHA Basic Life Support Provider Student Manual - 2015 edition.

S, 4/6, 9 p.m. - 3 p.m., SAF-3010-557ES
RM 206, ESEB, Woodfin
Fees: Course: $80

S, 5/4, 8 a.m. - 5 p.m., SAF-3010-073ES
RM 206, ESEB, Woodfin
Fees: Course: $80

S, 6/8, 8 a.m. - 5 p.m., SAF-3010-074ES
RM 206, ESEB, Woodfin
Fees: Course: $80

Certified Emergency Vehicle Operations (CEVO) (One-Day)
Upon finishing this class, the candidate will have introductory knowledge of driving an ambulance on road course conditions. The candidate will navigate a closed road course with required maneuvering under timed conditions. This class is designed to expose the candidate to adaptive driving stiles and recovery and over correction actions.

S, 4/20, 8 a.m. - 5 p.m., EMS-3092-079ES
RM 138, ESEB, Woodfin
Fees: Course: $75

CPR Instructor Workshop (One Day)
The Basic Life Support Instructor Workshop is to prepare future instructors on the AHA Guidelines as well as to prepare instructor candidates on class preparation, regulations and procedures. The candidates should leave this workshop with sufficient knowledge to successfully and competently instruct BLS classes in all BLS disciplines.

M, 5/20, 8 a.m. - 5 p.m., EMS-4202-075ES
RM 138, ESEB, Woodfin
Fees: Course: $80

Critical Care Transport (CCEMTP)
The Critical Care Emergency Medical Transport Program is designed to prepare paramedics and nurses to function as members of a critical care transport team. Critical patients that must be transported between facilities require a different level of care from hospital or emergency field patients. Participants will gain an understanding of the special needs of critical patients during transport, become familiar with the purpose and mechanisms of hospital procedures and equipment, and develop the skills to maintain the stability of hospital equipment and procedures during transport. UMBC fee of $150 is due when registering. To register please go to: https://fs23.formsite.com/criticalcare/form39/index.html.

M-S, 4/15-5/2, 8 a.m. - 5:30 p.m., EMS-3200-553ES
RM TBD, ESEB, Woodfin
Fees: Course: $465

Emergency Medical Technician- Initial (EMT)
This course provides the foundation knowledge and skills necessary to stabilize and transport patients ranging from non-emergent and routine medical transports to life threatening emergencies. Successful completion of this state-approved EMT course will qualify the student to sit for the NCOEMS EMT state exam. For more information and to see other requirements, please go to the EMS Con Ed website at: abtech.edu/emergency-services.

T, 8/5-12/16, 8 a.m. - 5 p.m., EMS-4200-070ES
RM TBD, ESEB, A-B Tech South
Fees: Course: $195

T/TH, 8/5-12/16, 6 p.m. - 10 p.m., EMS-4200-071ES
RM TBD, ESEB, Woodfin
Fees: Course: $195

M/W, 8/5-12/16, 6 p.m. - 10 p.m., EMS-4200-072ES
RM 112, Ramsey, A-B Tech Madison
Fees: Course: $195

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

We might feature you in our monthly newsletter or in upcoming publications.
Submit your information to: angelamlong@abtech.edu
Pediatric Advanced Life Support (PALS) Re-cert (One Day)
PALS Re-cert is a one day classroom, video-based instructor-led course that uses a series of simulated pediatric emergencies to reinforce the important concepts of a systematic approach to pediatric assessment, basic life support, PALS treatment algorithms, effective resuscitation and team dynamics. The goal of the PALS course is to improve the quality of care provided to seriously ill or injured children, resulting in improved outcomes.

S, 6/8, 8 a.m. - 5 p.m., EMS-3046-064ES
RM 138, ESEB, Woodfin
Fees: Course: $90

S, 8/10, 8 a.m. - 5 p.m., EMS-3046-069ES
RM 138, ESEB, Woodfin
Fees: Course: $90

Pediatric Life Support (PALS)
PALS Initial is a two day classroom, video-based instructor-led course that uses a series of simulated pediatric emergencies to reinforce the important concepts of a systematic approach to pediatric assessment, basic life support, PALS treatment algorithms, effective resuscitation and team dynamics. The goal of the PALS course is to improve the quality of care provided to seriously ill or injured children, resulting in improved outcomes.

F,S, 4/5-4/6, 8 a.m. - 5 p.m., EMS-3046-549ES
RM TBD, ESEB, Woodfin
Fees: Course: $90

Pre-Hospital Trauma Life Support (PHTLS)-Initial
PHTLS courses improve the quality of trauma care and decrease mortality. The program is based on a philosophy stressing the treatment of the multi-system trauma patient as a unique entity with specific needs. PHTLS promotes critical thinking as the foundation for providing quality care. It is based on the belief that, given a good fund of knowledge and key principles, EMS practitioners are capable of making reasoned decisions regarding patient care. Dual registration is mandatory for this class. Please contact Tim Green (828) 782-2623 for questions on how to register. A separate $15 card fee for those wanting to purchase a card upon successful completion of this class must be paid in cash or check to the instructor.

S,SU, 5/18-5/19, 8 a.m. - 5 p.m., EMS-4202-081ES
RM 138, ESEB, Woodfin
Fees: Course: $80
A-B Tech Summer Ignite 2019  
Fire Service Classes for NFPA 1403 Standard

Over the summer of 2019, A-B Tech’s Fire Service Continuing Education is offering state certification classes needed to meet the NFPA 1403 standard for firefighting. Students who have completed all of the classes needed to meet the NFPA 1403 standard are qualified for live fire training for structural firefighting. Students who have already taken some of the classes may take only the classes they need or all of the classes if just getting started. Students must be at least 16 years of age. Some students may qualify for free classes, call for more information.

The overall schedule is Monday –Wednesday 8am-5pm during the summer, then Tuesday and Thursday evenings with some Saturdays August - October.

No classes the week of July 4th.

June 17-18 Orientation and Safety FIP-3001
June 19 Portable Extinguishers FIP 3005
June 24-26 Personal Protective Equipment FIP- 3006
June 26 TIMS FIP 7000
July 1-5 No classes
July 8-10 Fire Hose, Streams, Appliances FIP 3011
July 15-16 Fire Behavior FIP 3004
July 16-18* Ladders FIP 3010
July 22-24 Ventilation FIP 3008
July 29 Mayday FIP 3026
July 30-31 Loss Control FIP 3014
August 1-12 No classes
August 13 evening, 17 all day; Forcible Entry FIP 3007
August 20, 22, 27, 29 evenings, 31 all day;
Water Supply FIP 3018
September 3, 5, 10, 12 evenings; Building Construction FIP-3022
September 17, 19 evenings; Health and Wellness FIP 3024
September 24, 26 evenings, 28 all day, October 1, 3 evenings, 5 all day; Fire Control FIP 3013 (requires instructor approval)

For more information, especially for individual class times, contact Tommy Brooks at 828-782-2139 or thomasmbrooks@abtech.edu
Ophthalmic Assisting

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

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

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

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

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

Central Sterile Processing

This course is designed to introduce the primary responsibilities of a central sterile technician. The course includes practical applications of learned concepts and procedures. Topics include preparation, storage, distribution of instruments, supplies and equipment, quality assurance and inventory management. Upon completion, students should be able to apply the principles of sterilization/disinfection in the workplace, as well as the principles of distribution of instruments/supplies/equipment. There are two parts to this class which includes clinical hours. Part 1 Monday class is 3pm to 6pm. Tuesday lab/clinical is 10am to 2pm; class 3pm to 6pm. Part 2 Monday clinical 10am to 3pm; Tuesday clinical 10am to 3pm; class 4pm to 6pm.

M,T, 5/27-9/24, 10 a.m. - 6 p.m., Med-3002-003HC
RM 221, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: $191

Clinical Massage

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

M-F, 7/22-12/20,
M-TH, 9 a.m. - 2 p.m.,
F, 9:30 a.m. - 3:30 p.m. HEA-3021-106HC
RM 242, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: $191

T-TH, 6/18-3/30, 4 p.m. - 9 p.m., HEA-3021-107HC
RM TBD, Ferguson Ctr., AHWD , Asheville Campus
Fees: Course: $191

Electronic Health Record Specialist (EHRS)

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

T/TH, 5/7-7/30, 9 a.m. - 1 p.m., HIT-3700-122HC
RM 212, Goodwill Ctr., Goodwill
Fees: Course: $180

Medical Terminology Made Easy

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

T/TH, , 4/30-6/18, COM-7553-278HC
RM 211, Goodwill Ctr., Goodwill
Fees: Course: $126

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

For more information, contact Health Occupations’ Office at (828) 398-7878 or teresawnix@abtech.edu or karlagoethe@abtech.edu
Healthcare Services
Occupational Training
Registration information, page 5. Register early!

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 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 meets M/W evenings 5-9 p.m. and will include Saturday daytime clinical 7 a.m.-3:30 p.m. Students cannot register online for Nurse Aide courses. See Financial Assistance information, page 3.

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

Nurse Aide Level I required for Associate Degree Nursing and RIBN (Regionally Increasing Baccalaureate Nurses) Nursing Program
Nurse Aide Level I prepares students for this requirement. Classes fill up quickly. Class size is limited to 20 students. A-B Tech Madison class size is limited to 10 students.

If you are interested in admission into the Nurse Aide I program at A-B Tech, call 828-398-7878, or visit abtech.edu/ce

Registration for Nurse Aide Level I and II cannot be completed online. Please call 828-398-7878 for further registration information.

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

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

Dental Radiology
This is a 40 hour certificate class for students who have six months to one year experience in the dental clinical area. There is a lab and online components. The textbook: Iannucci and Howerton Dental Radiography: Principles and Techniques, 4th Edition, can be purchased at the Asheville Campus Bookstore. For information on upcoming classes, contact Health Occupations at 828-398-7960.

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 $59) and demonstrate skills necessary to qualify for listing on the North Carolina Medication Aide Registry. Proof of high school diploma or GED® and current listing as a Nurse Aide I in North Carolina are required in order to register.

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 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. Register at the A-B Tech Madison site. Textbook: Hartman's Long-Term Care, Workbook and Handbook available at Asheville Campus and A_B Tech Madison bookstore. Students cannot register online for NA-I courses. There is an Introduction to Nurse Aide class prior to each class. Start dates TBA prior to each class. Day class times change on six clinical days to 7 a.m. - 3:30 p.m. Day classes break one-half hour for lunch. Evening classes will meet on at least six Saturdays from 7 a.m. - 3:30 p.m. Classes will break for one-half hour on those Saturdays. Class dates are subject to change.

W-F, 6/20-8/16, 8 a.m. - 3:30 p.m., NUR-3240-489HC
RM 344, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $216

W-F, 8/22-10/11, 8 a.m. - 3:30 p.m., NUR-3240-491HC
RM 344, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $216

T-TH, 4/16-8/13, 5:30 p.m. - 8:30 p.m., NUR-3240-704HC
RM U468, St. Joseph Campus, Mission Health Systems
Fees: Course: $206

Nurse Aide I (Accelerated)
This course provides basic training in the entry-level caregiving skills needed to work as a Nursing Assistant in various healthcare settings such as nursing homes, hospitals, or private homes. Additional information needed for registration is available on our web site at www.abtech.edu/nursing-assistant. Students need to be aware, this is a very fast-paced class. This is only offered at the A-B Tech. Asheville campus. Textbook: Hartman's Long-Term Care, Workbook and Handbook available at Campus bookstore. Students cannot register online for NA-I courses. There is an Introduction to Nurse Aide class prior to each class. Start dates TBA prior to each class. Day class times change on six clinical days to 6:30 a.m.- 3 p.m. Day classes break one-half hour for lunch. Class dates are subject to change.

M-TH, 5/16-6/25, 8 a.m. - 3:30 p.m., NUR-3240-490HC
RM 342, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $216

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

T-TH, 4/30-5/9, 8 a.m. - 3:30 p.m., NUR-3242-125HC
RM 342, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $136

M/F, 7/8-7/26, 8:30 a.m. - 4 p.m., NUR-3242-128HC
RM Goodwill Ctr., Goodwill
Fees: Course: $126

T-TH, 6/28-7/12, 8 a.m. - 3:30 p.m., NUR-3240-288HC
RM 342, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $216

M-W, 5/29-7/23, 8 a.m. - 3:30 p.m., NUR-3240-614HC
RM U468, St. Joseph Campus, Mission Health Systems
Fees: Course: $206

T-TH, 5/1-6/25, 8:30 a.m. - 4 p.m., NUR-3240-251HC
RM 196, Goodwill Ctr., Goodwill
Fees: Course: $206

T-TH, 7/10-9/3, 8:30 a.m. - 4 p.m., NUR-3240-252HC
RM 196, Goodwill Ctr., Goodwill
Fees: Course: $206

T-TH, 6/19-8/15, 8:30 a.m. - 4 p.m., NUR-3240-338HC
RM 113, Ramsey, A-B Tech Madison
Fees: Course: $216

M/W, 6/24-10/8, 5:30 p.m. - 8:30 p.m., NUR-3240-363HC
RM 113, Ramsey, A-B Tech Madison
Fees: Course: $216

W-F, 8/29-10/18, 8 a.m. - 3:30 p.m., NUR-3240-492HC
RM 342, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $216

M/W, 4/1-7/29, 5:30 p.m. - 8:30 p.m., NUR-3240-310HC
RM 344, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $216

M/W, 6/24-10/8, 5:30 p.m. - 8:30 p.m., NUR-3240-614HC
RM U468, St. Joseph Campus, Mission Health Systems
Fees: Course: $216

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Ophthalmic Assistant
The A-B Tech Continuing Education Ophthalmic Assistant Program is accredited with the Commission on Accreditation of Ophthalmic Programs (CoA-OMP). This program prepares its graduates to sit for the Certified Ophthalmic Assistant examination upon completion. The classroom portion includes areas such as diagnostic testing, scribing, pediatrics, retina, ultrasound, photography, contact lenses, surgical assisting, ocular motility, low vision and many other subspecialties of ophthalmology. This is Part I of the certification.

M-TH, 5/2-6/17, 8 a.m. - 2:30 p.m., OPT_3020_619HC RM 449, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $191

M-TH, 6/4-11/21, 8 a.m. - 4:30 p.m., OPT-3020-620HC RM 449, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $191

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

M, 6/24, 8:30 a.m. - 5 p.m., SEF-5816-045HS RM 197, Goodwill Ctr., Goodwill
Fees: Course: $106

TH, 8/8, 8:30 a.m. - 5 p.m., SEF-5816-046HS RM 197, Goodwill Ctr., Goodwill
Fees: Course: $106

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

Cost: $750, Scholarships available to qualified veterans
When: M/W/F, 8 a.m.—2:30 p.m. w/lunch break
Where: Veteran’s Restoration Quarters 1329 Tunnel Road Asheville, N.C.
Contact: Rachel Wilson, VWIP Coordinator 828-259-5300 x1776 for more detailed information

Asheville’s own Test Kitchen
Now Available!

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

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

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Hours</th>
<th>Certifying Body</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business of Beer: Beerology</td>
<td>9</td>
<td>Cicerone</td>
<td>National</td>
</tr>
<tr>
<td>Business of Beer: Beeronomics</td>
<td>9</td>
<td>Cicerone</td>
<td>National</td>
</tr>
<tr>
<td>Drone Remote Pilot Part 107</td>
<td>15</td>
<td>FAA</td>
<td>National</td>
</tr>
<tr>
<td>Electronic Medical Health Records</td>
<td>96</td>
<td>National Health Career Association</td>
<td>National</td>
</tr>
<tr>
<td>eNotary</td>
<td>3.5</td>
<td>NC Secretary of States office</td>
<td>State</td>
</tr>
<tr>
<td>IP Networking</td>
<td>21</td>
<td>CompTIA</td>
<td>National</td>
</tr>
<tr>
<td>Notary Public</td>
<td>7</td>
<td>NC Secretary of States office</td>
<td>State</td>
</tr>
<tr>
<td>Sensory Analysis of Beer</td>
<td>9</td>
<td>Cicerone</td>
<td>National</td>
</tr>
<tr>
<td>ServSafe Manager Certification</td>
<td>8</td>
<td>National Restaurant Association</td>
<td>National</td>
</tr>
<tr>
<td>Sommelier</td>
<td>12</td>
<td>Court of Master Sommeliers</td>
<td>International</td>
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</table>

## Health Occupations Certification Programs

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Hours</th>
<th>Certifying Body</th>
<th>Level</th>
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</thead>
<tbody>
<tr>
<td>Nurse Aide I</td>
<td>165</td>
<td>NC Board of Nursing/NCDEPT. of Health &amp; Human Services, Health Care Registry</td>
<td>State</td>
</tr>
<tr>
<td>Nurse Aide II</td>
<td>180</td>
<td>NC Board of Nursing (NCBON)</td>
<td>State</td>
</tr>
<tr>
<td>Nurse Aide Refresher</td>
<td>40</td>
<td>NC Board of Nursing/NCDEPT. of Health &amp; Human Services, Health Care Registry</td>
<td>State</td>
</tr>
<tr>
<td>Medication Aide</td>
<td>24</td>
<td>NC Board of Nursing (NCBON)</td>
<td>State</td>
</tr>
<tr>
<td>Ophthalmic Assisting</td>
<td>585</td>
<td>Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO)</td>
<td>National</td>
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<tr>
<td>Dental Radiology</td>
<td>30</td>
<td>NC Secretary of States’ Office</td>
<td>State</td>
</tr>
<tr>
<td>Clinical Massage</td>
<td>515</td>
<td>NC Board of Massage and Bodywork Therapy</td>
<td>State</td>
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</table>
## Occupational & Skilled Trades Certification Programs

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Hours</th>
<th>Certifying Body</th>
<th>Level</th>
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</thead>
<tbody>
<tr>
<td>Auto Safety Inspection</td>
<td>8</td>
<td>NC DMV License &amp; Theft Bureau</td>
<td>State</td>
</tr>
<tr>
<td>Emissions Inspection</td>
<td>8</td>
<td>NC DMV License &amp; Theft Bureau</td>
<td>State</td>
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<tr>
<td>Escort Vehicle Driver</td>
<td>8</td>
<td>NC DOT</td>
<td>State</td>
</tr>
<tr>
<td>Refrigerant (EPA 608)</td>
<td>8</td>
<td>Environmental Protection Agency</td>
<td>National</td>
</tr>
<tr>
<td>OSHA 10 for Construction</td>
<td>10</td>
<td>US Department of Labor</td>
<td>National</td>
</tr>
<tr>
<td>Refrigeration Board of NC</td>
<td></td>
<td></td>
<td>State</td>
</tr>
<tr>
<td>NC Board of Examiners of Electrical Contractors</td>
<td>8</td>
<td></td>
<td>State</td>
</tr>
</tbody>
</table>
Job Preparedness
Occupational Training
Registration information, page 5. Register early!

NCWorks Career Center Asheville

- Job listings and referrals
- Skills-based job matching
- Virtual One-Stop online job search system
- Information on who’s hiring
- Employer Interview Days
- Resume, Interviewing, Networking, Online Application & Social Media workshops
- Basic Computer Skills class for job seekers
- Career Assessments, including the Myers-Briggs Type Inventory
- Career Guidance
- Financial Assistance for Training
- North Carolina Career Readiness Certificate
- Career Lab
- Skype for remote job interviews

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

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

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

Goodwill Industries
1616 Patton Ave, Asheville, NC
828-398-9023, Ext. 1106
putter@goodwillwnc.org

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

For more information, call 828-251-6200.

This program is brought to you through a partnership between:

Human Resources Development (HRD)
Individuals enrolling in courses offered through the Human Resources Development (HRD) Program may be granted a waiver of registration fees if they meet one of four criteria:
1. Are unemployed;
2. Have received notification of pending layoff;
3. Are working and are eligible for federal earned income tax credit;
4. Are working and earning wages at or below two hundred percent (200%) of the federal poverty guidelines.
Prove your Workplace Skills to Employers!

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

A-B Tech:
• provides NCRC testing for individuals, our general workforce population, and when requested, for local employers (either work candidates or incumbent workers)
• helps you prepare for the NCRC using the Career Ready 101 system
• is a community lead in a partnership to make Buncombe County a "Work Ready Community."

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

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

The NCRC assessment costs $36. Funding assistance might be available.

For more information about the NCRC, preparing and practicing for the NCRC, NCRC testing schedules, funding assistance, and the Work Ready Community initiative, visit www.abtech.edu/business-and-industry/workforce-assessment, or call 828-398-7923, or call or visit the NCWorks Career Center Asheville, 48 Grove Street, 828-251-6200.
Job Preparedness
Occupational Training
Registration information, page 5. Register early!
828-398-7934

Job Preparation

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

M-F, 4/15-8/14, 8:30 a.m. - 5 p.m., HRD-7653-001HR
RM 152, Goodwill Ctr., Goodwill
Fees: Course: Waived

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

M-F, 4/15-8/14, 9 a.m. - 1 p.m., HRD-7678-002HR
RM Lab, NCWorks Asheville Career Ctr., 48 Grove St.
Fees: Course: Waived

Career Ready 101
Learn the work readiness skills you need to be successful in today's workplace. Career Ready 101 is an easy-to-use free online course. Topics covered include job search skills, resumes, interviewing, workplace ethics, life management and employer expectations. Students can strengthen math, reading and locating information skills in preparation for the national Career Readiness Certificate assessment. This online tutorial is completely confidential and designed to increase your skill levels quickly and efficiently. It is offered for free through a partnership with the Mountain Area Workforce Development Board and A-B Tech. For more information, call 828-398-7921.

M-F, 4/15-8/14, 8:30 a.m. - 4:30 p.m., HRD-7643-004HR
RM 151, Goodwill Ctr., Goodwill
Fees: Course: Waived

Computer Basics
Did you know that most employers 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 that you need in today's job market. You will learn how to do job searches on the internet, how to complete 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. You will become more competent at emailing and improve your skills in navigating the internet and using search engines to search for jobs and occupational information. Come learn the skill levels needed to be successful in your job search and keep your resume in the to-be-interviewed stack. For more information, call 828-298-9023.

M/W, 4/22-6/26, 8:30 a.m. - 11:30 a.m., HRD-7647-906HR
RM 151, Goodwill Ctr., Goodwill
Fees: Course: Waived

T/TH, 4/23-6/25, 5:30 p.m. - 8:30 p.m., HRD-7647-909HR
RM 151, Goodwill Ctr., Goodwill
Fees: Course: Waived

T/TH, 5/14-7/18, 12:30 p.m. - 3:30 p.m., HRD-7647-007HR
RM 151, Goodwill Ctr., Goodwill
Fees: Course: Waived

M/W, 7/8-9/11, 8:30 a.m. - 11:30 a.m., HRD-7647-006HR
RM 151, Goodwill Ctr., Goodwill
Fees: Course: Waived

M/W, 7/8-9/11, 5:30 p.m. - 8:30 p.m., HRD-7647-005HR
RM 151, Goodwill Ctr., Goodwill
Fees: Course: Waived

T/TH, 7/30-10/1, 12:30 p.m. - 3:30 p.m., HRD-7647-008HR
RM 151, Goodwill Ctr., Goodwill
Fees: Course: Waived

Computer Basics
Did you know that most employers 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 that you need in today's job market. You will learn how to do job searches on the internet, how to complete 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. You will become more competent at emailing and improve your skills in navigating the internet and using search engines to search for jobs and occupational information. Come learn the skill levels needed to be successful in your job search and keep your resume in the to-be-interviewed stack. For more information, call 828-298-9023.

M/W, 4/22-6/26, 8:30 a.m. - 11:30 a.m., HRD-7647-906HR
RM 151, Goodwill Ctr., Goodwill
Fees: Course: Waived

T/TH, 4/23-6/25, 5:30 p.m. - 8:30 p.m., HRD-7647-909HR
RM 151, Goodwill Ctr., Goodwill
Fees: Course: Waived

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RM 151, Goodwill Ctr., Goodwill
Fees: Course: Waived

M/W, 7/8-9/11, 8:30 a.m. - 11:30 a.m., HRD-7647-006HR
RM 151, Goodwill Ctr., Goodwill
Fees: Course: Waived

M/W, 7/8-9/11, 5:30 p.m. - 8:30 p.m., HRD-7647-005HR
RM 151, Goodwill Ctr., Goodwill
Fees: Course: Waived

T/TH, 7/30-10/1, 12:30 p.m. - 3:30 p.m., HRD-7647-008HR
RM 151, Goodwill Ctr., Goodwill
Fees: Course: Waived

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M/W, 4/22-6/26, 8:30 a.m. - 11:30 a.m., HRD-7647-906HR
RM 151, Goodwill Ctr., Goodwill
Fees: Course: Waived

T/TH, 4/23-6/25, 5:30 p.m. - 8:30 p.m., HRD-7647-909HR
RM 151, Goodwill Ctr., Goodwill
Fees: Course: Waived

T/TH, 5/14-7/18, 12:30 p.m. - 3:30 p.m., HRD-7647-007HR
RM 151, Goodwill Ctr., Goodwill
Fees: Course: Waived

M/W, 7/8-9/11, 8:30 a.m. - 11:30 a.m., HRD-7647-006HR
RM 151, Goodwill Ctr., Goodwill
Fees: Course: Waived

M/W, 7/8-9/11, 5:30 p.m. - 8:30 p.m., HRD-7647-005HR
RM 151, Goodwill Ctr., Goodwill
Fees: Course: Waived

T/TH, 7/30-10/1, 12:30 p.m. - 3:30 p.m., HRD-7647-008HR
RM 151, Goodwill Ctr., Goodwill
Fees: Course: Waived
Enhancing Your Networking Skills to Land a Better Job
This training will include introductions to established and credible networking groups in our community and the benefits they offer in building your professional image as well as opening exciting job prospects. This class will also include discussions based on the principals of the book “How to Win Friends and Influence People” by Dale Carnegie. These techniques will involve learning essential conversational skills that can build important relationships to open new career opportunities and will examine interpersonal methods for in-person, email and social media contacts. Class will include tutorials on setting up a LinkedIn account. For more information, call Goodwill at 828-298-9023, Ext. 5.

W, 5/8, 9 a.m. - 4 p.m., HRD-7663-010HR
RM 197, GoodwillCtr., Goodwill
Fees: Course: Waived

W, 7/10, 9 a.m. - 4 p.m., HRD-7663-011HR
RM 197, GoodwillCtr., Goodwill
Fees: Course: Waived

Guest Service Professional Certification
Guest Service Professional Certification is a comprehensive 6-hour program to train guest service-oriented line level employees who will learn how to provide memorable customer service. Core components include invitational hospitality training which includes the seven key elements required to consistently deliver the very highest levels of guest service in all areas of the hospitality industry. Upon completion the student will receive a certificate from A-B Tech and the American Hotel and Lodging Educational Institute for Guest Service Professional Certification. Call Goodwill to register at 828-298-9023, Ext 5.

T, 5/7, 8:30 a.m. - 4 p.m., HRD-7657-918HR
RM 154, GoodwillCtr., Goodwill
Fees: Course: Waived

T, 6/4, 8:30 a.m. - 4 p.m., HRD-7657-013HR
RM 154, GoodwillCtr., Goodwill
Fees: Course: Waived

T, 7/9, 8:30 a.m. - 4 p.m., HRD-7657-014HR
RM 154, GoodwillCtr., Goodwill
Fees: Course: Waived

T, 8/6, 8:30 a.m. - 4 p.m., HRD-7657-015HR
RM 154, GoodwillCtr., Goodwill
Fees: Course: Waived

Hospitality Skills Certifications
In the courses listed below, you will learn the principles of service for a variety of hotel and restaurant venues and positions. These principles are based on the standards for high-end practices and the needs of the Asheville area’s major employers. The curriculum within each course will focus on hands-on training and demonstrations to best prepare students for the professional expectations of a variety of hospitality departments. These courses can be taken in succession or individually. Upon successful completion, you will receive a certificate from A-B Tech. Call Goodwill to register at 828-298-9023, Ext. 5. All classes meet from 8:30 a.m. until 5:30 p.m. in room 154 at the Goodwill Training Center.

Guestroom Attendant Certification
Apr. 16 HRD-7683-922HR
Kitchen Cook Certification
May 21 HRD-7684-923HR
Maintenance Certification
June 18 HRD-7680-016HR
Front Desk Certification
July 30 HRD-7681-017HR
Restaurant Server Certification
Aug. 13 HRD-7682-018HR

Maximizing Interview Skills
Interviewing causes everyone all over the world some anxiety but better preparation and knowledge about the interviewing process will decrease your anxieties. This class is designed to help you curb your nervousness, feel more confident and stand out from the crowd. You will learn how to interview from start to finish and develop a written plan of action for your job search. You will learn how to answer the new behavioral/situational type interview questions, dress for your interview, interview dos and don'ts and tips for cover letters and resumes. Don't be left out, sign up today for the next class and get prepared to be hired. Call Goodwill today to sign up. 828-298-9023, Ext. 5.

M-W, 6/17-6/19, 5:30 p.m. - 8:30 p.m., HRD-7638-019HR
RM 198, GoodwillCtr., Goodwill
Fees: Course: Waived
Medical Pathways
This class is designed for students interested in entering the field of medical support. Class topics will focus on service skills specific to a medical environment including the electronic medical records requirement along with an overview of direct care positions. Introductory lessons on medical terminology, types of insurance and confidentiality issues will also be covered. After this class, you will be able to make an educated decision about how your skills and interests will fit the Medical Pathways. Call Goodwill today to sign up. 828-298-9023

T/TH, 7/9-7/30, 1:30 PM - 4:30 p.m., HRD-7649-012HR RM 212, Goodwill Ctr., Goodwill
Fees: Course: Waived

Personal Care Aide
Personal Care Aides make up one of the largest and fastest-growing workforce fields in the country. The need for Personal Care Aides is projected to increase by 71% by 2020. This learner-centered class will include speakers from the healthcare field, case scenarios, small group work and other forms of interactive learning focused on the competencies that PCAs need to perform well on the job. Working environments include private homes, small residential facilities, group homes and larger facilities. PCA duties include tasks such as assistance with bathing, dressing, grooming, cooking and light housekeeping. Successful completers of the class are guaranteed an interview with Care Partners. For more information, call 828-298-9023.

M/W/F, 4/15-5/10, 9:30 a.m. - 3 p.m., HRD-7651-925HR RM 154, Goodwill Ctr., Goodwill
Fees: Course: Waived

M/W/F, 7/8-8/2, 9:30 a.m. - 3 p.m., HRD-7651-009HR RM 154, Goodwill Ctr., Goodwill
Fees: Course: Waived

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

M-TH, 4/15-8/14, 9 a.m. - 4 p.m., HRD-7652-003HR RM ML08, Edington Educational and Career Ctr., 133 Livingston St.
Fees: Course: Waived
Skill Training Employment Program at Asheville-Buncombe Technical College

by

Michael Carter

Lead Education Navigator with A-B Tech

In today’s economic climate, community colleges must be innovative in their outreach and engagement of potential students. One form of innovation is seeking natural partners in the college’s mission to provide an educated and dynamic workforce to the communities the college serves. Asheville-Buncombe Technical College (A-B Tech) has partnered with Buncombe County Health and Human Services (BCHHS)-Economic Services Division to create Skill Training Employment Program (STEP) which seeks to connect food assistance recipients in Buncombe County with education and training options at A-B Tech with a goal of obtaining living wage employment. STEP has a mission of creating opportunity through education access as well as active supports to ensure completion.

The STEP program model centers on out-posted Education Navigators who are college employees with offices at BCHHS who meet one on one with food assistance recipients and highlight education options at the college. STEP is primarily focused on occupational skills training, but clients/future students can opt into HSE/GED courses, basic skills, ESL courses, entrepreneurship and curriculum courses. STEP is able to assist clients with the cost of tuition, books, materials, uniforms and certification fees. All funds expended by the program are 50 percent reimbursable with grant funding from the USDA administered by the North Carolina Community College System (NCCCS) Office. The 50-50 reimbursable model enables STEP to sustainably offer funding options for continuing education courses while directly assisting students with the registration process and being available for direct support during the course. This model improves enrollment and completion rates for students in continuing education courses.

In addition to Education Navigators, STEP operates a Career Resource Center as an open employability skills lab through the Human Resources Development (HRD) program to assist the entire Buncombe County community. A person does not have to be a STEP participant to access the lab which has computers and job search resources for job seekers. Access to courses combined with the career resource center and community based events model has made a significant impact on the community and the college. STEP participants have completed over 160 different courses at the college since November 2016. The most popular courses for STEP participants include Certified Nurse Aid (CNA), Electronic Medical Record Specialist, and a specialized Human Services course geared toward recruiting income maintenance caseworkers for county employment. The strength of the STEP model lives in its accessibility and personalization centering on student educational interests.

That strength is best articulated though Maria’s story. Maria* joined the STEP program after being unemployed for over six years. As a single mother she knew she needed to hold a stable position that would be enough to provide for her two children and herself. Maria enrolled in HRD courses and received assistance from STEP staff in creating a targeted job search. After weeks of effort and interviews Maria was able to secure employment as an office assistant in the WIC office earning $17.93 hr. Maria has never been prouder and credits STEP as a participant in her success.

“Within STEP, I found support, guidance and connection” said Maria on how the program impacted her.

Stories like Maria's abound for the more than 300 participants STEP has served since its inception. STEP highlights the role community colleges can play in delivering collaborative and innovative solution focused initiatives to address economic mobility in our communities.

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

**INCOME MAINTENANCE CASEWORKER**

**A Career in Helping Others**

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

**Humans Services Exploration: DSS Caseworker Phase I**

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

**Human Services, Introduction: Phase II**

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

**Classes starting in August.**

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

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

F-SU, 5/31-6/9, 8 a.m. - 5 p.m., COD-3105-234WT
RM 437, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $135

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

M/W/F, 5/6-5/10, 9 a.m. - 2:30 p.m., SEF-6461-182WT
RM 198, Goodwill Ctr., Goodwill
Fees: Course: $50

M/W/F, 8/5-8/9, 9 a.m. - 2:30 p.m., SEF-6461-183WT
RM 198, Goodwill Ctr., Goodwill
Fees: Course: $50

Construction Craft Skills
Enter the world of construction prepared for a variety of career opportunities. Students who attend this class will gain the skills necessary to obtain work with contracting companies as entry-level employees. During class the students attend classroom and hands-on training in construction math, hand and power tools, construction drawings, material handling, and more. Two Saturday classes are included. Textbook required: NCCER: Core Curriculum: Introductory Craft Skills, Trainee Guide.

T/TH/S, 5/7-8/8, 6 p.m. - 9 p.m., CAR-3112-117WT
RM 202, Adv. Manufacturing Ctr., Asheville Campus
Fees: Course: $191.35

Drone Flight School
From planning to flying, learn to navigate the U.S. air-space system, understand weather factors, flight safety, airmanship and aeronautical decision making. Plan for missions of all types including photography or video for commercial business, agricultural, industrial, emergency services, forestry or land management needs. Includes actual outdoor supervised flight instruction and exercises. Class designed for those already comfortable with drone operation who desire to develop their skills for marketplace application. Students must bring own personal Quad Copter 5 lbs. or under with gimbal camera. Reschedule dates possible depending on weather.

S, 6/8-6/15, 9 a.m. - 5 p.m., SEF-5803-118WT
RM 202, ESEB, Woodfin
Fees: Course: $201.35

Effective Teacher Training for Substitute Teachers
This is a preparation class 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. Utilizing curricula approved for NC schools, this course is experiential to enable you to feel more comfortable in the classroom and to get a true sense of actually teaching a class. Textbook: Substitute Teacher Handbook, 9th edition, needs to be purchased at the Asheville campus bookstore before class begins. Prerequisite: high school diploma or GED. Attendance at all class meetings is required.

M-F, 5/13-5/17, 9 a.m. - 3:30 p.m., EDU-3002-334WT
RM 211, Goodwill Ctr., Goodwill
Fees: Course: $135

Electrical Contractors License Exam Preparation
This course is designed to help students review the National Electric Code (NEC) in preparation for the NC Electrical Contractors Exam. This course will cover current code, calculations, wiring, motors, transformers, low and high voltage along with practice questions for the exam. Students should bring a copy of the 2017 NEC Code book and a calculator to class. For more information about the licensing exam, go to www.ncbeec.org.

S,SU, 6/22-6/30, 8 a.m. - 5 p.m., ELC-3100-530WT
RM 345, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $135
Electrical Contractor License Renewal
This course is designed to provide electrical professionals with updated information on the National Electric Code, the N.C. Electrical Code and the local utility requirements. An emphasis is given to new changes in the code. This course has been approved by the N.C. State Board of Examiners of Electrical Contractors for 8 hours of continuing education credit.

S, 5/4, 8 a.m. - 5 p.m., ELC-3016-237WT
RM 451, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $80

S, 7/13, 8 a.m. - 5 p.m., ELC-3016-238WT
RM 451, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $80

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

F,S, 6/21-6/29, 8 a.m. - 5 p.m., COD-3111-752WT
RM 451, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $135

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

T-F, 5/14-5/17, 8 a.m. - 5 p.m., COD-3130-229WT
RM TBA, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $135

Electrical Foundations
Have you decided to enter the electrical trade and want to become an electrical helper? This class will provide the theory and hands on experience to develop the basic skills for working with electricity and prepare you to work for licensed electricians. Areas covered includes: electrical safety, material and parts identification, installation of wire and cable, conductor identification, and wiring tools and how to use them. For more information, please contact Carol Faust at 828-398-7924 or carollfaust@abtech.edu

Plumbing Foundations
Have you thought about a career in plumbing and would like to learn more? This class will prepare you with the basic theory needed to become a plumber’s helper, which could lead to an apprenticeship. Topics covered includes: basic fittings, fixtures, drainage, waste, ventilation and safety. For more information, please contact Carol Faust at 828-398-7924 or carollfaust@abtech.edu
Notary Public
Course covers material and required exam for becoming a notary. Upon class completion with a passing exam grade of 80%, a person is eligible to make application with the NC Secretary of State office. To apply for commissioning as a notary you must: be 18 years of age or older and a legal resident of the U.S.; be able to speak, read and write English; have a high school diploma or equivalent; and reside or have a regular place of work or business in NC. Students must present a current photo ID and have a copy of the required textbook to be admitted to class. Textbook: *NC Notary Public Manual, 2016 Edition*. Books are available to purchase at the Asheville Campus, A-B Tech Madison or A-B Tech South.

S, 4/27, 9 a.m. - 5 p.m., SEF-3874-425WT
RM 431, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $75

W, 5/22, 9 a.m. - 5 p.m., SEF-3874-428WT
RM 431, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $75

S, 6/15, 9 a.m. - 5 p.m., SEF-3874-429WT
RM 431, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $75

F, 7/26, 9 a.m. - 5 p.m., SEF-3874-432WT
RM 431, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $75

S, 8/10, 9 a.m. - 5 p.m., SEF-3874-433WT
RM 431, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $75

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

M/W/S, 3/4-4/1
M/W, 5:00-10:00 p.m.
S, 9:00-5:30 p.m.
RLS-3700-011WT
A-B Tech Asheville
Total Course Cost: $185
Book Fee: $43.98

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

M/W/S, 7/15-7/27,
M/W, 5:30 p.m. - 10 p.m.,
S, 9 a.m. - 3:30 p.m., RLS-3702-002WT
RM 326, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $135

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

M/W/S, 8/5-8/17,
M/W, 5:30 p.m. - 10 p.m.,
S, 9 a.m. - 3:30 p.m., RLS-3703-703WT
RM 326, Ferguson Ctr., AHWD, Asheville Campus
Fees: Course: $135
Refrigeration: CFC Refrigerant Certification
This course reviews the requirements for the EPA 608 certification examination in preparation to take the online exam to be administered in class. Participants are encouraged to purchase and study the EPA Certification Exam Preparatory Manual by ESCO before class. Manuals are available at the Asheville Campus Bookstore. In addition, participants will need to purchase the exam, $25, at the bookstore. First class will be review and the following Saturday, class will meet from 9-11 to take the exam. Class will break 1/2 hour for lunch on the first Saturday.

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.

Spanish for the Workplace
Explore the benefits of speaking Spanish in today’s global economy. This course provides a study of workplace Spanish for non-Spanish speaking employees, employees and job seekers who desire to enhance communication in the workplace. Students will learn to identify, minimize or eliminate barriers to communication and understanding between Spanish speakers and non-Spanish speakers. The curriculum utilizes a variety of engaging methods to address Spanish commands, questions and phrases critical to the workplace.

Woodworking: How to Build a Side Table
Advance your woodworking skills by creating a small side table designed by instructor, Mark Applegate, an accomplished furniture maker. Learn the detailed technique of Mortise and Tennon joints, machining wood to correct size and proper layout and marking out of components. More advanced students can incorporate a drawer with dovetails. Students will need to bring to class: sharp 4H pencil, combination square, eye protection and dust mask. For more information, please call Carol Faust at 828-398-7924 or carollfaust@abtech.edu

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

For more info, contact Marie Long, 828-398-7934 angelamlong@abtech.edu

The following are classes that are available:

- Aerospace & Structural Composites
- CNC Machining 101
- Electrical
- Industrial Maintenance Academy
- Machining Fundamentals
- Value Stream Mappings
- 5 S + Safety: Visual Workplace
- Management
- Six Sigma Yellow, Greenbelt and
  Situational Leadership II
- Construction Craft Skills using
  NCCER Core Curriculum
- Career Ready Certificate
- Electronic Health Records
- Introduction to Human Services
- Medical Pathways
- Medical Terminology Made Easy
- Masonry
- Medication Aide
- Nurse Aide Refresher
- Refrigeration
- Nurse Aide Levels I and II
- Office Professional Certification
- Personal Care Aide
- Plumbing
- Effective Teacher Training
- Welding
- Blacksmithing

New Skills lead to career advancement, higher salaries and new jobs. Learn more at abtech.edu/quick-careers or call 828-398-7903
A-B Tech is widely known for its various locations: Asheville Campus, Enka Site, Madison Site, A-B Tech South and A-B Tech Woodfin. But that is only the beginning…

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

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

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

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

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

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

…And this is not the ending. A-B Tech is proud to be a part of Buncombe and Madison Counties and is always looking for ways to strengthen our community.
Partnerships Count

A-B Tech and Western Carolina Rescue Ministries

Students in the new A-B Tech/Western Carolina Rescue Ministries (WCRM) continuing education classes are learning with Technology Access Courses (TAC). The ability to function in an internet environment is a key to employment opportunities, and the A-B Tech Human Resources Development team is providing resources to meet these tech needs.

This 6-week course using Google's laptop, the Chromebook, students are learning to access cloud-based software for employment and communication. Students learn keyboarding skills while working in Google Docs to complete a resume and cover letter to be stored in Google Drive. Online Security will be discussed while setting up a Gmail and NC Works account to begin online job search. Other topics include Gmail Calendar and Task for time management skills, social networking, and accessing resources online.

At the end of this 36-hour class, students will have gained confidence in the use of current technology skills to grow their job opportunities and a host of other Google applications and productivity tools for employment in today's dynamic job market.

To help meet the needs of individuals who may not have ready access to internet connectivity, these classes are offered during extended hours, including early mornings and late evenings. On March 6, 2019, a total of 13 students graduated from the first set of classes.

With a tech vision, WCRM and generous donors are helping Western North Carolina to provide new Wi-Fi access points and laptops. Learn more about Western Carolina Rescue Ministries, a local organization that provides warm meals, safe shelter, hot showers, clean clothing, medical care, and now technology access. It helps to "bring people to the place where they can find a specific purpose for their life and transform their lives from a place of poverty to productivity," says Michael Woods, WCRM Executive Director.

What some students are saying:

This is a great opportunity to further my education with job applicable skills, thank you A-B TECH!
- Geary

This is a great opportunity for continuing education for men and women who would not normally have the means or resources to take advantage of these types of classes - Dan

This has been a class to learn about the Google Chromebook and all that Google offers. I have enjoyed this class and thankful for the opportunity for Continuing Education to improve my career objective. - Jennifer
BioNetwork provides education, outreach and laboratory training for businesses, entrepreneurs and community partners engaged in advancing the life science economy across North Carolina. These services focus on emerging opportunities and practical information required for compliance with federal regulations.

Phone: 828-782-2328  
Email: asheville@ncbionetwork.org  
Web: abtech.edu/bionetwork  
Facebook: facebook.com/bionetworkatabtech  
Twitter: @food_bev_sci

Artisanal Probiotic Cultures
Would you like to learn how to grow cultures that will aid digestion, preserve foods, and add flavor and nutrition? This course is designed to promote creativity while tasting and learning how to make probiotics. Meanwhile, make your own fermented products like cheese, kimchi, ginger, turmeric, and beet kvass, and tepache (made from pineapples)! Learn where they came from, why they are necessary for our health, and how you can grow them in your own home. Walk away with new and exciting recipes to try at home like yogurt, kombucha, and sour kraut.

W,TH, 6/5-6/6, 6:30 p.m. - 8:30 p.m., SEF-9120-920BW  
RM 112, TCC, A-B Tech Enka  
Fees: Course: $75

HACCP and Sanitation for Craft Beverages
Experience the process of creating an alcoholic beverage-based Hazard Analysis and Critical Control Points (HACCP) plan. This course will help breweries align their processes with the expectations of the Food and Drug Administration (FDA) under the Food Safety Modernization Act (FSMA) and improve the quality of their product. Participants will review the quality pitfalls that breweries are likely to face, and how these are controlled. Dive into Good Brewing Practices; fundamental guidelines that establish a basis for manufacturing quality, food-safe beverages. Work through an example to learn Clean In Place (CIP) and Sanitation Standard Operating Procedures (SSOPs) and understand what these processes control. Practice identifying hazards in the brewing process and walk away with the decision-making skills necessary to implement and manage a HACCP plan.

F, 4/12, 8 a.m. - 5 p.m., SEF-9096-913BW  
RM 1040, Small Business Ctr., A-B Tech Enka  
Fees: Course: $75

Herbal Product Formulation
Learn practical methods and systems for creating effective herbal formulas – including herbal tinctures, tea blends, and topical applications. We will discuss carriers and delivery systems, interactions, historical models, and how to utilize the actions and properties of plants to their best advantage. We will deconstruct some standard formulas as well as practice combining herbs for specific purposes.

TH, 6/13, 6 p.m. - 9 p.m., SEF-9123-923BW  
RM 112, TCC, A-B Tech Enka  
Fees: Course: $50

Methods of Home Mushroom Cultivation
Learn about the mushroom life cycle and varieties of mushrooms that are easiest to grow at home. We’ll discuss methods and techniques for cultivating mushrooms on a small scale, with an emphasis on log cultivation and supplemented sawdust substrates. Additional topics include a discussion of aseptic techniques used to prevent contamination, DIY lab equipment, spawn production, saving and maintaining cultures, strain assessment, and expansion techniques. Grow kits will be available for sale. (For hands-on experience building DIY lab equipment, see Setting up a Home Mushroom Laboratory.)

SU, 6/9, 9 a.m. - 1 p.m., SEF-9094-924BW  
RM 112, TCC, A-B Tech Enka  
Fees: Course: $100

BioNetwork
Registration information, page 5. Register early!
Asheville’s own Test Kitchen
Now Available!

Sensory Evaluation of Fermented Food and Beverages
Learn the skills to become a taste tester and enjoy exotic fermented food and beverages from around the world. We will take a tour of the globe by tasting indigenous fermented food and drinks like wine, sake, kvass, tepache, miso, kimchi, sausage and crème fraîche. While learning about their origins and going on a palatal journey, discover the science behind sensory analysis. Using the tools of industry, students will increase their sensory vocabulary; rediscover smell, sight, taste, and mouthfeel, and learn about preference testing, time intensity tests and more.

TH, 5/9, 6 p.m. - 9 p.m., SEF-9121-925BW
RM 112, TCC, A-B Tech Enka
Fees: Course: $50

Setting up a Home Mushroom Laboratory
Learn the basics of setting up a low-tech laboratory in your home for edible mushroom cultivation. We’ll discuss techniques and accessible laboratory equipment (and equivalents) for cultivating mushrooms on a small scale. Participants will get hands-on practice with making spore prints, inoculating agar plates and liquid cultures, performing tissue culture, as well as mycelium propagation. Each participant will take home a mushroom spore print and fruiting kits will be available for purchase. Must wear long pants and closed toed shoes to class. Safety and sanitary gear are provided.

TH, 6/27, 6 p.m. - 9 p.m., SEF-9125-926BW
RM 221, TCC, A-B Tech Enka
Fees: Course: $101

The Alcohol-free Herbalist
Delicious and effective herbal products can be made without the use of alcohol! Topics will include recipes and formulations, dosing, shelf life, costs, and troubleshooting tips for multiple product types, including syrups, glycerin extracts, vinegars, oxymels, oils, candy, honey, cured tea leaves, pickles and more. We will also discuss product safety and compliance for these products. This will be an interactive class, including demonstrations and tasting of products.

W, 6/12, 6 p.m. - 9 p.m., SEF-9124-922BW
RM 112, TCC, A-B Tech Enka
Fees: Course: $50

Through a collaboration with A-B Tech’s Small Business Center, we are happy to be able to offer a free webinar!

Starting Your Herbal Products Business
Do you have an amazing herbal product you’d like to share with the world? Then this is the webinar for you! Learn the nuts and bolts of setting up a business keeping in mind specific considerations related to herb product manufacturing, marketing and sales. Whether you are planning to make products in your own kitchen, or outsource to a herbal products company, this webinar provides you with the resources you need to comply with good manufacturing regulations, identify your market, work with suppliers and much more.

T, 6/18, 3 p.m. - 5 p.m.,
https://www.ncsbc.net/center.aspx?center=75020
Online
Fees: Course: FREE
A-B Tech Small Business Center and Business Incubation Program

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

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

Entrepreneurship

abtech.edu/sbc
828-398-7950

National Small Business Week
May 5 – May 11, 2019

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

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

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


WWBCNC.org/events

For more information please contact Jasmine Hanks at jhanks@carolinasmallbusiness.org

The SBTDC is administered statewide by The State University on behalf of The University of North Carolina System and is operated in partnership with the U.S. Small Business Administration.

SAVE THE DATE
Thursday, June 20, 2019
8:30am–3:30pm
Mission Health/A-B Tech Conference Center
A day of business workshops, distinguished speakers, networking and music!

REGISTER TODAY!
wwbcnc.org/events

For more information please contact Jasmine Hanks at jhanks@carolinasmallbusiness.org

The SBTDC is administered statewide by The State University on behalf of The University of North Carolina System and is operated in partnership with the U.S. Small Business Administration.

5th Annual
Western Women’s Business Conference
Building Your Tribe to Build Your Business

SAVE THE DATE
Thursday, June 20, 2019
8:30am–3:30pm
Mission Health/A-B Tech Conference Center
A day of business workshops, distinguished speakers, networking and music!

REGISTER TODAY!
wwbcnc.org/events

For more information please contact Jasmine Hanks at jhanks@carolinasmallbusiness.org

The SBTDC is administered statewide by The State University on behalf of The University of North Carolina System and is operated in partnership with the U.S. Small Business Administration.
Small Business Center FAQ

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

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

How do I register for these NO COST seminars?

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

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

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

Do you offer one-on-one counseling?

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

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

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

Outdoor Industry Entrepreneurship Education

Recpreneur™

Level 2 Certification Program
Creating, Sharing and Leading with Competitive Advantage

April 16, 23, and 30
A-B Tech Small Business Center, Enka Site, Room 2046

This advanced hands-on seminar series focuses on competitive advantage development for outdoor industry entrepreneurs, startups, small business owners, and other “outdoor recpreneurs.” The Level II certificate delivers strategies and tactics in business systems development, marketing & branding, and leadership. The curriculum offers bold approaches to accelerate new venture creation, support startup funding, enhance grass roots marketing, and develop leaders. Attendees seeking to earn the Level II certificate must attend all three seminars.

1. Tuesday, April 16 - Create Your Way: Systems Development and Management Innovation
2. Tuesday, April 23 - Share Your Values: Storytelling, Messaging, Marketing and Branding with Values
3. Tuesday, April 30 - Lead Your Cause: Vision and Communication Strategies for Success

Each seminar is from 9:00 am - 12:00 pm. There is NO CHARGE for the seminars which can be taken independently or you can register for all three. For more information and registration, go to https://bit.ly/2jkIk1f.
Entrepreneurship

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

T, 5/14, 3 p.m. - 6 p.m., https://www.ncsbc.net/center.aspx?center=75020
RM 2046, Small Business Ctr., A-B Tech Enka
Fees: Course: FREE

Como Comenzar Su Propio Negocio (How to Start a Business)
Pienas abrir un negocio? Ya tiene un negocio? Necesita dinero para su negocio? Venga a consultar con un asesor referente a sus ideas, necesidades y proyectos para su negocio.

TH, 6/11, 1 p.m. - 4 p.m., https://www.ncsbc.net/center.aspx?center=75020
RM 2046, Small Business Ctr., A-B Tech Enka
Fees: Course: FREE

Do I Need an Online eCommerce Presence
Are you trying to determine if your business model is one that could profit from selling products online? Join Nick Hawks for this seminar exploring the features of well-known e-commerce hosts like eBay, Shopify, Amazon, and Etsy. Discover which of these sites could be a source of income for your business. At the conclusion of this seminar, you should be able to assess the risks and costs of conducting online commerce. This should provide you with a better understanding of which platforms, if any, are right for your business.

TH, 6/13, 6 p.m. - 9 p.m., https://www.ncsbc.net/reg.aspx?mode=event&event=20
RM 2046, Small Business Ctr., A-B Tech Enka
Fees: Course: FREE

Effective Fund Development Strategies
This seminar is for those who are looking to leverage grant funded resources for their business entity. Participants will develop familiarity with the elements of an effective fund development plan. They will also learn how to build a consensus among leadership, staff, and volunteers to develop and implement a successful fund development plan. Funding strategies will also be developed which will include setting up a budget for plan execution.

W, 7/24, 1 p.m. - 4 p.m., https://www.ncsbc.net/center.aspx?center=75020
RM 2046, Small Business Ctr., A-B Tech Enka
Fees: Course: FREE

Grant Writing 101
Join us for Grant Writing 101 featuring speaker Calvin Patterson. This seminar is designed for small business owners interested in gaining the fundamentals of grant seeking and grant writing. Through interaction and sharing best practices, you will learn how to identify prospects, how to establish relationships with prospective funding organizations and individuals, how to structure a grant proposal and how to meet deadlines while delivering the best possible product. This event is free, but please register to reserve your seat.

TH, 6/11, 1 p.m. - 4 p.m., https://www.ncsbc.net/center.aspx?center=75020
RM 2046, Small Business Ctr., A-B Tech Enka
Fees: Course: FREE

How to Increase Cash Flow in Your Business
In this seminar, participants will learn best practices to increase and sustain business cash flow using financial information and tax strategies.

TH, 7/18, 5:30 p.m. - 8:30 p.m., https://www.ncsbc.net/center.aspx?center=75020
RM 2046, Small Business Ctr., A-B Tech Enka
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.

TH, 5/9, 5:30 p.m. - 8:30 p.m., https://www.ncsbc.net/center.aspx?center=75020
RM 2046, Small Business Ctr., A-B Tech Enka
Fees: Course: FREE

Please note that Small Business Center seminars are subject to cancellation based on enrollment. Please be sure to preregister (http://bit.ly/2jklk11) even if there is no fee associated with the seminar.
Instagram Basics for Your Small Business

Are you a small business owner who is thinking about utilizing Instagram to promote your business and/or sell your product? Are you currently using Instagram for your business and are looking for a better understanding of how other businesses are using it well? Join us for the interactive Instagram Basics for Your Small Business seminar. Attendees will hear specific examples of how NOT to use Instagram as well as great local case studies of different business types who are doing it right. Attendees should have a basic knowledge of Instagram.

TH, 4/18, 11 a.m. - 1 p.m., https://www.ncsbc.net/center.aspx?center=75020
RM 2046, Small Business Ctr., A-B Tech Enka
Fees: Course: FREE

Market Your Business

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

T, 7/16, 1 p.m. - 5 p.m., https://www.ncsbc.net/center.aspx?center=75020
RM 2046, Small Business Ctr., A-B Tech Enka
Fees: Course: FREE

SCORE: All You Need to Know about Website Development

Building a website can seem like a daunting task, but it doesn’t have to be. This seminar will help you choose the right web developer for your business, know what questions to ask your developer, understand what duties you must undertake to work with this developer, and identify what information and tools the developer should leave with you when the job is finished. Building a website is like building a custom home and we will show you how to navigate the process. Best for those starting a business or currently in business.

S, 6/15, 9 a.m. - 12 p.m., http://ashevillescore.org/score-seminars/
RM 2046, Small Business Ctr., A-B Tech Enka
Fees: Course: FREE

SCORE: Basics of Bookkeeping

This seminar covers accounting basics that every small business owner should know. Learn your responsibilities for taxation and record-keeping to ensure you are in compliance with Federal, State and local regulations. Presented by SCORE.

S, 5/11, 9 a.m. - 12 p.m., http://ashevillescore.org/score-seminars/
RM 2046, Small Business Ctr., A-B Tech Enka
Fees: Course: FREE

SCORE: Branding Your Business

Every business needs a good brand. It describes the value you bring to your customers and the experience you strive to give them. A good brand will distinguish your company from its competitors, attract customers, and improve sales. This introductory seminar will provide start up and existing business owners with an overview on the elements of a good brand; detail how to create and promote a brand; show how to increase the impact of a brand; and explain when it is appropriate to consider changing or updating your brand.

S, 5/18, 9 a.m. - 12 p.m., http://ashevillescore.org/score-seminars/
RM 2046, Small Business Ctr., A-B Tech Enka
Fees: Course: FREE

Asheville SCORE is part of a national non-profit association dedicated to entrepreneur education and the formation, growth and success of small businesses. SCORE volunteers are real-world professionals with time-tested knowledge who provide assistance to those wanting to start a business as well as those with an existing business. As part of our ongoing effort to make information easily assessable, A-B Tech’s Small Business Center sponsors a variety of SCORE seminars each term. PLEASE NOTE: Students must register online at www.ashevillescore.org. For more information, please call 828-271-4786.
SCORE: Building Your Business Strategy and Business Planning
Building and periodically reviewing your strategy will help you grow your business and keep it competitive. This course will outline the elements a strategy must have and why those elements are important. It will also discuss how to periodically review and update that strategy. To make the concepts in the course clear and usable, we will also create a strategy for a sample small business and show you how to measure key performance indicators.

$6, 1/6, 9 a.m. - 12 p.m., http://ashevillescore.org/score-seminars/
RM 2046, Small Business Ctr., A-B Tech Enka
Fees: Course: FREE

SCORE: Cybersecurity for Your Small Business
Learn the fundamentals to protect your computer, Wi-Fi, and smartphone, and identity. Ward off hackers, viruses and other digital invaders that attempt to scam or steal your information. Staying secure on the internet can seem like a tall order, but a little knowledge can go a long way. This class helps you to keep your personal information and digital devices safe, and empowers you to stay secure in an age when identity theft and hacking affect more Americans every day.

$6, 1/8, 9 a.m. - 12 p.m., http://ashevillescore.org/score-seminars/
RM 2046, Small Business Ctr., A-B Tech Enka
Fees: Course: FREE

SCORE: Financial Planning for Starting a Business
Learn how to construct an opening balance sheet, profit & loss statement, and sources & uses of cash statement for a start up (or on going business) to assist in managing the enterprise, capital raising, incentivizing key employees, etc. We will also identify and compute key financial metrics to help in building balance sheets as well as tracking a company’s financial health and solvency.

$5, 1/4, 9 a.m. - 12 p.m., http://ashevillescore.org/score-seminars/
RM 2046, Small Business Ctr., A-B Tech Enka
Fees: Course: FREE

SCORE: Marketing Your Business
Marketing for the 21st Century small business is more dynamic and challenging than ever. Discover how to effectively and efficiently use marketing tools. Gain insights to understand and reach your customer, analyze your industry and business environment and differentiate between branding, advertising, and grassroots marketing techniques. Suitable for those starting as business as well as those with an established business.

$6, 4/27, 9 a.m. - 12 p.m., http://ashevillescore.org/score-seminars/
RM 2046, Small Business Ctr., A-B Tech Enka
Fees: Course: FREE

Starting a Better Business
Come and join the A-B Tech Small Business Center and Small Business and Technology Development Center for this collaborative event aimed at preparing small business owners, entrepreneurs, and creative minded individuals for business planning. Find out how to assess your business ownership skills and the feasibility of your idea. Participants will also learn what type of information is needed in order to produce a viable and successful business plan. Session handouts will include the SBTDC Business Startup and Resource Guide, a business plan outline, additional planning documents and helpful resources to guide the planning process.

W, 5/22, 10 a.m. - 12 p.m., https://www.ncsbc.net/center.aspx?center=75020
RM TBD, TBD, TBD
Fees: Course: FREE

F, 7/12, 10 a.m. - 12 p.m., https://www.ncsbc.net/center.aspx?center=75020
RM TBD, TBD, TBD
Fees: Course: FREE

The Small Business and Technology Development Center (SBTDC) is funded in part through a cooperative agreement with the U.S. Small Business Administration.
Starting Your Herbal Products Business (WEBINAR)
Do you have an amazing herbal product you’d like to share with the world? Then this is the webinar for you! Learn the nuts and bolts of setting up a business keeping in mind specific considerations related to herb product manufacturing, marketing and sales. Whether you are planning to make products in your own kitchen, or outsource to a herbal products company, this webinar provides you with the resources you need to comply with good manufacturing regulations, identify your market, work with suppliers and much more.

T, 6/18, 3 p.m. - 5 p.m., https://www.ncsbc.net/center.aspx?center=75020
RM 2046, Small Business Ctr., A-B Tech Enka
Fees: Course: FREE

Using Analytics to Develop Your Business Platform
How many people visited your website this week? What parts of the world are they visiting from? How long did they stay? What page keeps people’s attention the longest? Google Analytics offers the free tool to track and improve business. We will start with setting up an account followed by adding the tracking code to the website. The majority of the class will cover navigating and understanding the basic reports. The main focus of this class will be an introduction to the short and long term benefits of utilizing Google Analytics to help grow website traffic. Mobile activity, social media, and live tracking will also be discussed.

T, 7/9, 3 p.m. - 6 p.m., https://www.ncsbc.net/center.aspx?center=75020
RM 2046, Small Business Ctr., A-B Tech Enka
Fees: Course: FREE

Using QuickBooks Online in Your Small Business
Business owners! It’s time to take the fear out of your financials! Join QuickBooks Certified Pro Advisor, Candy Williams, as she helps you to understand bookkeeping concepts for your small business. This session will provide you with insight on customer transactions (invoicing, receivables, and making deposits) as well as vendor transactions (payables, and issuing checks). This seminar is specifically for those who are using the online version of QuickBooks. Space is limited and pre-registration is required.

W, 5/1, 9 a.m. - 4 p.m., https://www.ncsbc.net/center.aspx?center=75020
RM 2046, Small Business Ctr., A-B Tech Enka
Fees: Course: FREE

Using WordPress to Blog for Your Business
Perhaps you have heard that WordPress is an easy way to post progressive dialogue about your business on the Internet...but how do you get started? Join Boomer Sassmann, owner of a local website company (Big Boom Design), to learn how to get your content, photos and voice onto the Internet. WordPress is a great platform for blogging that is constantly updated, produces new features and integrates better ways to import photos, videos and links.

T, 8/13, 3 p.m. - 6 p.m., https://www.ncsbc.net/center.aspx?center=75020
RM 2046, Small Business Ctr., A-B Tech Enka
Fees: Course: FREE

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

T, 6/4, 3 p.m. - 6 p.m., https://www.ncsbc.net/center.aspx?center=75020
RM 2046, Small Business Ctr., A-B Tech Enka
Fees: Course: FREE
Stay connected with the A-B Tech Small Business Center to receive program and information updates throughout the year! Follow us on Instagram at abtechsmallbusinesscenter. You can also like us and check out our weekly briefing on the A-B Tech Small Business Center – Growing Small Business Facebook page.

SAVE THE DATE

EXPORT UNIVERSITY – JUNE 6, 2019

The A-B Tech Small Business Center, in partnership with the U.S. Commercial Service, looks forward to hosting Export University on Thursday, June 6, 2019. Export University is a series of courses on exporting designed to help U.S. companies gain increasing skills and innovation in international sales. For more information on this and other upcoming Export University programs, please visit: https://www.ncdec.us/export-university

About the U.S. Commercial Service
With 108 offices across the United States and in American Embassies and Consulates in more than 75 countries, the U.S. Commercial Service connects U.S. companies with international buyers through export counseling and a variety of export services. To grow your exports, get started, or learn more about Export University, contact the local U.S. Commercial Service in Charlotte at 704-333-4886 or email greg.sizemore@trade.gov.
**What is your business?** We design and manufacture a kayak designed for paddling in the prone position, the “Bellyak”. Or simply, a kayak you paddle on your belly. I developed the idea and received a utility patent in 2015. We partner with BIG Adventures in Fletcher NC that handles the manufacturing and distribution.

**Why did you start a business?** As a lifelong kayaker, I came about the bellyak by accident. I was, simply, trying to find a way to make familiar rivers new again. At first, I paddled with my hands, which then led to paddling prone. I began building prototypes just to scratch the itch, because it was so fun to experience whitewater face first. It made the ‘intermediate’ rivers, I learned on, a completely new challenge, and renewed my passion for paddle sports. After realizing how quickly I could teach other people how to enjoy this sport, I looked for a better way to mass-produce them. Twenty-six prototypes later, I started Bellyak to bring the joy of paddle sports to a much larger segment of the population.

For those nearing or already in retirement I offer a special opportunity through my Sage LML Process: Lifetime Income, Medicare Solutions, and Lifelong Security. In this way I assist my clients in protecting their health and wealth.

**Have you started other businesses?** I’ve always been an entrepreneur. I started my first kayak touring business at 15. I started my own real estate firm in West Asheville in 2005, which I ran until 2011 when I started Bellyak.

**How has your business benefited from being a part of the incubation program?** The incubator has been an invaluable resource, not only in the affordable office space it provides, but in the support programs available to the entrepreneurs here. Having access to a conference room and an industrial printer, as well as the knowledge base and connections of the staff is invaluable. I’m grateful to be a part of this program.

**What is the most challenging aspect of owning a business?** Maintaining motivation for the business after the ‘startup thrill’ has worn off. Starting a business is exciting and receives a lot of buzz. Running the business and adapting to different consumer demands, balancing expectations versus reality and the ability to self-motivate are all challenges/skills to develop as an entrepreneur and are challenges that shouldn’t be taken lightly.

**What advice would you give aspiring entrepreneurs?** Many people will be more than happy to tell you that your product is great, and why you need to pay them for their services. My best advice would be to find a customer, listen to them, and then find another. The slow, organic growth is ultimately more sustainable than pouring cash on a fire that may not be started yet.
All of the information about our online courses, including course descriptions, syllabi, and even course demos, can be found at www.ed2go.com/abtech. On that homepage you will also find step-by-step instructions on how to complete your registration.

Please note these are non-credit classes

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

Community Enrichment Courses
www.ed2go.com/abtech
Course Fees: $89

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

Digital Photography
Introduction to Digital Scrapbooking
Travel Photography for the Digital Photographer

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

Life and Work Development
Get Assertive
Grammar Refresher
Mastering Public Speaking
Math Refresher

Life and Work Development (Cont.)
Resume Writing Workshop
Twelve Steps to a Successful Job Search
Writing Essentials

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

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

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

For questions regarding these courses contact Jo Stahle at ellenjstahle@abtech.edu or 828-398-7369.
Accounting
Accounting Fundamentals [Level I and II]
QuickBooks 2015 [Intro, Inter, Payroll]
QuickBooks 2015 for Contractors
QuickBooks 2016 [Intro and Inter]
QuickBooks Online Intro

Basic Computer Training
Computer Skills for the Workplace
Keyboarding

Business & Workplace Skills
Administrative Assistant [Fundamentals and Applications]
Business Finance for Non-Finance Personnel
Communication: Achieving Success with Difficult People
Creating a Successful Business Plan
Customer Service Fundamentals
Effective Business Writing
Fundamentals of Supervision and Management
Intro to Business Analysis
Leadership
Marketing Your Business on the Internet
Mastery of Business Fundamentals
Using Social Media in Business

Computer Applications
Adobe Dreamweaver [Intro and Inter]
Adobe Illustrator Intro
Adobe InDesign [Intro and Inter]
Adobe Photoshop [Intro and Inter]
Adobe Photoshop Elements Intro
Microsoft Access [Intro and Inter]
Microsoft Excel [Intro, Inter, and Adv]
Microsoft Word [Intro and Inter]

Database & Programming
Database Development Intro
PHP and MySQL [Intro and Inter]
SQL [Intro and Inter]
Programming Intro
C# Programming [Intro and Inter]
C++ Programming Intro
Visual Basic [Intro and Inter]
How to Get Started in Game Development
Java Programming [Intro and Inter]

Education/Teaching Professionals
Common Core Standards for English K-5
Content Literacy: Grades 6-12
Creating Classroom Centers
Creating the Inclusive Classroom
Differentiated Instruction in the Classroom
Enhancing Language Development in Childhood
Ready, Set, Read!
Response to Intervention: Reading Strategies
Solving Classroom Discipline Problems
Solving Classroom Discipline Problems II
Survival Kit for New Teachers
Teaching Adult Learners
Teaching High School Students
Teaching Preschool: A Year of Inspiring Lessons
Teaching Math: Grades 4-6
Teaching Science: Grades 4-6
Teaching Students with ADHD
Teaching Students with Autism
Teaching Students with Learning Disabilities
Teaching Writing: Grades 4-6
Teaching Writing: Grades K-3
The Creative Classroom

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

Healthcare & Medical Workplace Skills
Become a Physical Therapy Aide
Become a Veterinary Assistant [Levels I, II, and III]
Explore a Career as a Pharmacy Technician
Explore a Career as an Administrative Medical Assistant
Explore a Career in Medical Coding
Explore a Career in Medical Transcription
Legal Nurse Consulting
Medical Terminology: A Word Association Approach
Online
Registration information, page 5. Register early!  828-398-7933

Internet and Web Design
WordPress Websites [Intro and Inter]
Designing Effective Websites
CSS3 and HTML5 [Intro, Inter, and Adv]
JavaScript Intro
Write Effective Web Content

Networking & Security
PC Security [Intro and Adv]
Networking [Intro, Inter, and Wireless]

Certification Prep CompTIA ($95)***
A+ Certification Prep [Basic, Inter, and Adv]
Network + Certification Prep
Security + Certification Prep

For questions regarding these courses contact Patrycja Manning at patrycjaamanning@abtech.edu or 828-398-7933.
Transitional Studies offers classes in four areas of Adult Education to assist you in meeting your academic and work-readiness goals:

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

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

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

Many students in our program are preparing to take an exam, such as the GED®, to earn a high school equivalency credential. Others do not need the high school credential, but are improving their skills to be more competitive in the workforce or to qualify for credit-bearing college classes. We offer free classes to students to improve foundational skills in reading, writing, mathematics, social studies and science.

To register for classes, including online, students participate in a three-part orientation process: pre-testing, meeting with an advisor, and a group orientation session. Call 828-398-7433 to register for an upcoming session.

**To register for classes at one of our locations, please call 828-398-7433 to enroll in an upcoming orientation session.**

**Online**

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

**Asheville Location**

Hemlock Building, Asheville Campus
Test Preparation (GED® or HiSet®)
Monday-Thursday, 9 a.m. - 2 p.m., 4:30 p.m. - 9 p.m.

**Black Mountain Location**

Swannanoa Valley Christian Ministry, 101 N. Ridgeway Ave.
Tuesday/Thursday, 6 p.m. - 8:30 p.m.

**Marshall Location**

A-B Tech Madison, Ramsey Building, Classroom 114
Tuesday/Thursday, 9 a.m. – 7 p.m.

**West Asheville Location**

Goodwill, 1616 Patton Ave.
Tuesday/Wednesday/Thursday 9 a.m. – 12 p.m.

**Arden Location**

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

**Adult High School (AHS)**

A-B Tech’s Adult High School offers an online, independent study program to earn necessary credits required for students to receive a diploma.

**For 16 and 17 year old ABE/HSE students:**

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

Mon. - Fri., 10 a.m. - 4 p.m.
Hemlock 303 or 304
No appointment is necessary.

Please call Kathy at 828-398-7891 for more information.
Adult Basic Education (ABE) Foundations

Through ABE Foundations, we offer classes to adults with intellectual and developmental disabilities for academic studies and employability skill development. The morning classes focus on occupational skills and soft skills training. In the afternoon, instruction is focused on literacy, numeracy, and digital technology. Students may choose to participate in one of our pathways: Horticulture, Hospitality and Carpentry. To register for classes, students meet with a specialist. Call Jan Johnston at 828-398-7323 or email janicemjohnston@abtech.edu to schedule an appointment.

ABE Foundation Sites

- A-B Tech Asheville campus Hemlock Building
- East Asheville Location
  - LINCS through Davidson Family Services
- West Asheville Location
  - Goodwill Community Access Program on Patton Avenue

English Language Acquisition (ELA) (formerly English as a Second Language, ESL)

ELA offers free classes for English language learners to develop skills in reading, writing, speaking, listening, and work-readiness. Classes on our Asheville campus are divided by levels. Most classes at our community sites are multi-level. Call 828-398-7433, 828-398-7384 or email learnenglish@abtech.edu. Call for information on other classes such as Writing Conversation, Technology, and Math. Se habla español

Asheville Campus - Hemlock Building

Monday-Thursday, 9 a.m. - 12 p.m.
Monday-Thursday, 12 p.m. - 3 p.m., Lab
Tuesday and Thursday, 6 p.m. - 9 p.m.

West Asheville Location - Goodwill

Goodwill, 1616 Patton Ave.
Monday and Wednesday, 5:30 p.m. – 8:30 p.m.

To register for classes at one of our locations, please call 828-398-7433 to enroll in an upcoming orientation session.

Career JumpStart

Career JumpStart is for students enrolled in classes with Transitional Studies who meet the requirements of the Pathway of interest. Pathway participants must maintain dual enrollment in Transitional Studies while participating in Pathway classes.

ABE/HSE students

Basic Skills Plus Tuition Waiver Program Pathways:

- Nurse Aid level 1 (CNA)
- Electronic Health Records
- Early Childhood Education
- Nail and Manicuring Technology
- Computer Maintenance & Installation
- Computer Basics
- Accounting
- Office Professional
- Automotive Systems Technology
- Machining
- Electrical Wiring
- Welding
- Construction
- Industrial Systems and Maintenance

ABE Foundations students

- Asheville Mission Project SEARCH
- Carpentry
- Horticulture
- Hospitality Pipeline

For more information, contact Page McCormick at 828-398-7131 or email: pagecmccormick@abtech.edu.

All classes are free and offered year round. To register for classes, call 828-398-7433 or email AdultEd@abtech.edu
INTRODUCTION TO MACHINING AT MADISON HIGH SCHOOL

Class is an introduction to basic machining. Wide range of machine shop skills will be covered. Upon completion of the course, students will have a workable understanding of machine shop safety, blueprint reading, measuring tools, hand tools, material characteristics, quality inspection, and the use of manual machine shop equipment. Class will also include machine shop related math functions and an introduction to basic CNC programming. See page 23 for details. For more information, please contact SHerri Davis at 828-398-7701 or sherrijdavis@abtech.edu

Masonry

Do you want to learn about masonry and explore careers in the trade? This course will provide you with plenty of hands-on learning experience in basic brick/block laying procedures, mixing of mortar, and laying mortar beds. You will also learn about the history of masonry, modern masonry materials and methods, and safety precautions. Masonry career ladders and the skills, attitudes, and abilities needed to work as a mason and possibly advance in the trade will also be covered. Class dates will be provided.
Adobe Photoshop Elements
This class will teach you how to use the digital imaging software, Photoshop Elements which is a less complex, different software than Photoshop CC and used more often for small businesses. Bring out the best in your images. Learn how to organize, color correct and retouch images, create photomontages and prepare images for print, e-mail or posting on the web. Make flyers, a logo or a web gallery for your business. The class is suitable for Macintosh and Windows users, and Mac users are encouraged to bring laptops if preferred.

TH, 6/27-8/8, 1 p.m. - 4 p.m., SGR-7464-111CO
RM 118, Ramsey, A-B Tech Madison
Fees: Course: $80

Adult Basic Education & High School Equivalency Test– Prep
These free classes help adults learn English, math, science, and social studies needed to complete an equivalency exam, such as the GED® or HiSet®, and to improve employment prospects.
T,TH 9 a.m.—7 p.m.
RM 114, Ramsey, A-B Tech Madison
Call 828-398-7891 to register for an orientation or see page 62 for more information.

Computer Basics I
Did you know that most employers 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 that you need in today's job market. You will learn how to do job searches on the internet, how to complete 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, 5/28-6/20, 10:00 – 1:00, HRD-7648-020HR, Ramsey 118, A-B Tech Madison
Fee Waived

Emergency Medical Technician (EMT)
This course provides the foundation knowledge and skills necessary to stabilize and transport patients ranging from non-emergent and routine medical transports to life threatening emergencies. Successful completion of this state-approved EMT course will qualify the student to sit for the NCOEMS EMT state exam. For more information and to see other requirements, please go to the EMS Con Ed website at: https://www.abtech.edu/emergency-services.
M/W, 8/5-12/16, 6 p.m. - 10 p.m., EMS-4200-565ES
RM 103, Ramsey, A-B Tech Madison
Fees: Course: $180
Making Soaps Naturally
Discover through hands-on experience how to make creamy, moisturizing soap using the cold-process method. Learn to safely work with lye and experiment with different oils, fragrances, herbs, and natural colorants. This beginner's class will reveal how the properties of various oils and additives produce different soap types. A supply list will be provided at the first class. Cost of supplies $35-$40.

W, 5/8-5/22, 6 p.m. - 8 p.m., CSP-4160-396HG
RM 112, Ramsey, A-B Tech Madison
Fees: Course: $55

Masonry
Do you like working with your hands to create and build projects that will exist for generations? Enjoy working outdoors? There is a demand for Masons nationwide and the opportunities in this ancient trade abound. Obtain hands-on training for mixing mortar and building structures using brick and block.

M/TH, 5/7-6/6, 5:30 p.m. - 7:30 p.m., MAS-3002-216WT
RM TBD, TBD, Madison H.S.
Fees: Course: $96

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

F, 5/17, 9 a.m. - 5 p.m., SEF-3874-427WT
RM 114, Ramsey, A-B Tech Madison
Fees: Course: $75

F, 7/12, 9 a.m. - 5 p.m., SEF-3874-431WT
RM 116, Ramsey, A-B Tech Madison
Fees: Course: $75
Organic Vegetable Gardening
Growing wholesome food in your own garden may help you keep fit and enable you to eat more nutritiously. You will learn how to build rich, healthy organic soil in order to successfully grow your own organic fruits, vegetables, herbs and nuts without the use of chemical fertilizers, pesticides or insecticides. You will identify which garden design works for you. Is it companion planting, square foot planting, or raised beds? The instructor is a NC Master Gardener and has been growing organic food for the last ten years.

TH, 4/25-5/23, 6 p.m. - 8 p.m., CSP-4628-397HG
RM 112, Ramsey, A-B Tech Madison
Fees: Course: $65

Photography, Beginning Digital SLR
Are you making the best pictures possible with your SLR camera? 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 how to get the best images with your camera. Bring your camera to the first class.

W, 4/17-5/15, 6 p.m. - 8 p.m., CSP-4047-398AR
RM 116, Ramsey, A-B Tech Madison
Fees: Course: $65

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

M, 5/20, 8:30 a.m. - 5 p.m., SEF-5816-044HS
RM 118, Ramsey, A-B Tech Madison
Fees: Course: $106

Using QuickBooks Online in Your Small Business
Business owners! It’s time to take the fear out of your financials! Join QuickBooks Certified Pro Advisor, Candy Williams, as she helps you to understand bookkeeping concepts for your small business. This session will provide you with insight on customer transactions (invoicing, receivables, and making deposits) as well as vendor transactions (payables, and issuing checks). This seminar is specifically for those who are using the online version of QuickBooks. Space is limited and pre-registration is required.

W, 7/10, 9 a.m. - 4 p.m., https://www.ncsbc.net/center.aspx?center=75020
RM 118, Ramsey, A-B Tech Madison
Fees: Course: FREE

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

T, 5/21-6/25, 2 p.m. - 4:30 p.m., CSP-4066-399AR
RM 112, Ramsey, A-B Tech Madison
Fees: Course: $65

Whitewater Rafting Guide
This class will focus on the fundamentals and skills needed to become a whitewater rafting guide. Learn to read whitewater, use river signals, maneuver and rig rafts, tie knots, work with guests and other basic river operations. Students must be 18 years old to register and must register in person at one of the following locations: Asheville campus or A-B Tech Madison. Valid ID will be required at registration. Meet at the Marshall Outpost. Direction questions, call 828-649-0486

S,SU, 4/27-5/19, 8:30 a.m. - 5 p.m., SEF-0015-427WT
RM 112, Marshall Outpost, French Broad Rafting and Zipline
Fees: Course: $376.35

Become a Whitewater Rafting Guide through A-B Tech Madison and French Broad Adventures. Class starts April 27th. See the class listing above for details. See you on the river!
Emergency Medical Technician (EMT)
This course provides the foundation knowledge and skills necessary to stabilize and transport patients ranging from non-emergent and routine medical transports to life threatening emergencies. Successful completion of this state-approved EMT course will qualify the student to sit for the NCOEMS EMT state exam. For more information and to see other requirements, please go to the EMS Con Ed website at: https://www.abtech.edu/emergency-services.

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

South Curriculum (Credit) Classes
Spring/Summer
Aviation, Business Administration, Pre-Allied Health, University Transfer

A-B Tech South

Emergency Medical Technician (EMT)
This course provides the foundation knowledge and skills necessary to stabilize and transport patients ranging from non-emergent and routine medical transports to life threatening emergencies. Successful completion of this state-approved EMT course will qualify the student to sit for the NCOEMS EMT state exam. For more information and to see other requirements, please go to the EMS Con Ed website at: https://www.abtech.edu/emergency-services.

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South Curriculum (Credit) Classes
Spring/Summer
Aviation, Business Administration, Pre-Allied Health, University Transfer

Adult Basic Education & High School Equivalency
ABE/HSE
Adult Basic Education classes help adults to improve their reading, writing, problem-solving or math skills.

The High School Equivalency program offers instruction designed to prepare adult students to take the GED® or HiSet tests that lead to a high school diploma equivalency.

A-B Tech ABE/HSE class
Tuesday, Wednesday, Thursday, 9 a.m.-12 p.m., RM 124 A-B Tech South

For 16 & 17 year old ABE/HSE students:
Minors (ages 16 and 17) are required to pick up and complete a Minor Permission Form in 304 or 305 Hemlock building, Asheville Campus, between 10 a.m. and 4 p.m. No appointment is necessary.

All classes are free and offered year round. For information about registering for ABE/High School Equivalency Preparation classes, call 828-398-7433, or email: AdultEd@abtech.edu
TO 19/23 SMOKEY PARK HWY

A-B Tech Enka 1465 Sand Hill Rd, Candler, NC 28715

25. Blue Ridge Food Ventures
26. Technology Commercialization Center (TCC)
27. Small Business Center and Incubator
A-B Tech South
South Building
303 B Airport Road
Arden, NC 28704

A-B Tech Madison
Ramsey Building
4646 US 25-70
Marshall, NC 28753

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

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

For Continuing Education classes see Building #24
IN PERSON REGISTRATION INFORMATION
Registration for Continuing Education classes is in the Ferguson Center for Allied Health and Workforce Development (AHWD) Lobby, 10 Genevieve Circle Asheville, NC 28801

Continuing Education Registration in Building 24

10. Sycamore Building
11. Sunnicrest
12. Magnolia Hospitality Education Center
13. Fernihurst
14. Fernihurst Annex A & B
16. Maple Building Annex
17. Chestnut Building
18. Event Center
19. Smith-McDowell House Museum
20. Hemlock Building
21. Poplar Building
22. Ivy Building
23. Roberson Building
24. Ferguson Center for Allied Health and Workforce Development (AHWD) (If your Continuing Education Class is in Ferguson, this is the building you want.)
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Continuing Education Registration Information for Asheville Campus

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Printed on recycled paper March, 2019. 147,000 copies were printed at a cost of 25 cents each.