Attention, South Buncombe residents: A-B Tech is coming to your neighborhood. See pages 2 and 59 for details.
Attention: South Buncombe Residents
We're Coming to Your Neighborhood in January

A-B Tech is partnering with Mars Hill College to offer classes in the former Nova Kitchen & Bath location at 305 Airport Road in Arden. Curriculum (credit) classes begin Jan. 14 and Continuing Education (non-credit) classes start throughout the winter.

South Curriculum (Credit) Classes

BUS: Business Administration
BUS 110 Introduction to Business
BUS 137 Principles of Management

ENG: English
ENG 111 Expository Writing
ENG 113 Literature-Based Research

HIS: History
HIS 131 American History 1

MAT: Mathematics
MAT 161 College Algebra
MAT 161A College Algebra Lab

PSY: Psychology
PSY 150 General Psychology

SOC: Sociology
SOC 210 Introduction to Sociology

A-B Tech South will open Jan. 14.
Stop by and meet our staff and find out how you can begin your college career or continue taking classes – at a convenient location only minutes from home. Staff can answer your questions about admissions, new student orientation, registration, financial aid, continuing education and more!

Day and evening classes available. See pages 2 and 59 for details.

828-254-1921
abtech.edu
NEW! A-B Tech South
305 Airport Road, Arden

South Continuing Education (Non-Credit) Classes

Community Enrichment

Visual Arts
Photography, Beauty in Buildings

Financial Wellness
Stocks, Bonds, and Investing: Oh My!

Languages
Spanish, Beginning I

Business & Careers

Career Planning (HRD)
Rev Up Your Job Search

Computers
iPad for the Workplace (One-Day)
Webpage Design WordPress

Hospitality Services

Special Events and Planning Introduction

Entrepreneurship
SBA and Score: Programs and Services for Your Small Business
SBA: Small Business Loans - Fundamentals and Options

Workforce Training
Blueprint Reading for Industry
OSHA 10-Hour Safety Awareness for General Industry

Professional Development
Jumpstart Your Marketing Plan
Notary Public Education
Workplace Etiquette

Asheville
A-B Tech
South

Enka
Biltmore Forest
Skyland
Cane Creek
Newfound Creek
Asheville Regional Airport
GAH

A-B Tech South
305 Airport Road, Arden
For more information call 828-254-1921 or visit abtech.edu.
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828-398-7903

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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.  

Continuing Education  
Registration on the Asheville Campus is now located in the Hemlock Building  
See Page 69.  

Announcing A-B Tech South.  
305 Airport Rd., Arden, NC.  
Opening January 2013.  
See Page 2.
Classes beginning with prefixes CSP and SEF are self-supporting. No fee exemptions are available for senior citizens.

Beers of Belgium

Beers of Belgium are some of the most diverse and popular in the world. You will be introduced to the rich brewing traditions of Belgium and sample classic examples of Belgian beer styles. You will learn to critically analyze flavors and aromas and by the end of the course should be able to accurately identify styles based on appearance, aroma and taste. Special attention will be given to brewing ingredients and processes while also including historical and cultural material relevant to some of Belgium’s most respected brewers.

M, 3/4-3/18, 6-8:30pm, CSP-4288-199CA, 105 Magnolia, Asheville
Fees: Course $65, Supply/Lab $60

Breads: Artisan Bread At Home

Yearning for the amazing taste of fresh bread? Learn how to make delicious, aromatic bread from your home oven. This class will teach you basic functions of ingredients, while diving hands-first into the process. You will learn kneading, shaping, and baking techniques designed with the home baker in mind. We will cover a variety of yeasted breads, whole grain breads, and ciabatta, with plenty of time to get your hands in the dough in its development. Give yourself access to one of life's simplest pleasures: the taste of fresh homemade bread. Bring a bag for the loaves we will bake in class. Wear non-slip shoes and an apron. Chef Zac Phillips, Instructor.

W, 1/23-1/30, 5-8pm, CSP-4474-200CA, 114 Magnolia, Asheville
Fees: Course $65, Supply/Lab $25, Ins. $1.40

Breads: Sourdough Bread At Home

Learn to make tasty, nutritious, flavorful loaves of bread using a wild yeast or sourdough starter! We will cover basic function of ingredients and sourdough culture, creating and maintaining your own sourdough starter, and how to guide the dough through each part of the process to create a wonderful loaf that transcends its simple ingredients. We will cover techniques of kneading and shaping specifically designed to make the process easier for the home baker. We will discuss the importance of whole grains, retarding fermentation, and alternative ingredients to achieve a unique, delicious loaf. Attention will be given to special characteristics of sourdough baking, the functions and behaviors of fermentation, and giving you the skills and confidence to ensure wonderful results in your home oven. Bring a bag for the bread we will bake in class and a container for our sourdough culture (if you want). Wear non-slip shoes and an apron. Chef Zac Phillips, Instructor.

W, 2/13, 5-8pm, CSP-4476-201CA, 114 Magnolia, Asheville
Fees: Course $45, Supply/Lab $15, Ins. $1.40

Cake Decorating

Experience how fun and easy cake decorating can be. You will amaze your family and friends with the cakes you’ll learn to make for birthdays, anniversaries, and a variety of occasions. This class will teach pressure control of decorating utensils, the art of forming decorative flowers and borders, and the art of writing on a cake. Supplies will cost approximately $35-$45.

M, 1/28-3/4, 6-9pm, CSP-4320-202CA, 331 Hemlock, Asheville
Fees: Course $59

M, 1/28-3/4, 9:30am-12:30pm, CSP-4320-214CA, 331 Hemlock, Asheville
Fees: Course $59

Cooking: Indian Cuisine, Beginning

Be adventurous and explore the flavorful cuisine of India. A hands-on class that will teach the basics of Indian cuisine: making ghee, spice blends (such as Garam Masala), various chutneys, and cooling raitas. You’ll also learn to cook Basmati rice properly and how to cook different types of dal (legumes) as well as some popular vegetable preparations. Wear covered non-slip shoes, and bring an apron, a knife, a paring knife, measuring cups and spoons, flexible spatula, dish towel, and your enthusiasm. You might also bring containers to take home what you make in class (if it doesn’t all get eaten during class!). Chef Karen Spradley, Instructor.

M, 1/14-2/11, 5:30-8:30pm, CSP-4207-203CA, 230 Magnolia, Asheville
Fees: Course $79, Supply/Lab $35, Ins. $1.40

M, 4/1-4/22, 5:30-8:30pm, CSP-4207-204CA, 230 Magnolia, Asheville
Fees: Course $79, Supply/Lab $35, Ins. $1.40

Cooking: Indian Cuisine, Fresh and Healthy

If you think all Indian food is heavy in flavor, texture, and calories, think again. This hands-on class will explore the lighter side of Indian cooking. It is possible to make wonderful dals, rice, raitas, vegetables and main courses that are light, refreshing, and a bit on the healthier side! Wear covered non-slip shoes, and bring an apron, a knife, a paring knife, measuring cups and spoons, flexible spatula, a dish towel, and your enthusiasm. Bring containers to take home what you make in class. Chef Karen Spradley, Instructor.

W, 2/25-3/18, 5:30-8:30pm, CSP-4418-206CA, 230 Magnolia, Asheville
Fees: Course $79, Supply/Lab $35, Ins. $1.40
Community Enrichment
Culinary Arts - Fiber Arts
Registration information, page 69.

828-398-7817 or 828-398-7369

Cooking: Indian Cuisine, Regional
For cooks who know basic techniques, this hands-on class will explore the cuisine in more detail. The focus will be on characteristics of meals from particular regions (Goa, Gujarat, Punjab, just to name a few). We will cover snacks to desserts and everything in between. Wear covered non-slip shoes, and bring an apron, a knife, a paring knife, measuring cups and spoons, flexible spatula, a dish towel, and your enthusiasm. You might also bring containers to take home what you make in class. Chef Karen Spradley, Instructor

T, 4/2-4/23, 5:30-8:30pm, CSP-4451-207CA, 230 Magnolia, Asheville,
Fees: Course $79, Supply/Lab $35, Ins. $1.40

Cooking: Pickling With Fermentation
Learn to make nutritious, flavorful sauerkraut, kimchi, and pickles using natural fermentation! This ancient process adds nutritional benefits, bold flavors and transforms raw vegetable into a unique, wholesome food. We will cover the function and nutritional benefits of live cultured foods, techniques and equipment for the home-pickler, and how to pair these condiments to create satisfying, healthy meals. Special attention will be given to the behavior of fermentation and its effect on the pickle. Bring a jar to take home the kraut we make in class. Wear non-slip shoes and an apron. Chef Zac Phillips, Instructor.

W, 2/20, 5-8pm, CSP-4475-209CA, 226 Magnolia, Asheville,
Fees: Course $45, Supply/Lab $15, Ins. $1.40
W, 3/20, 5-8pm, CSP-4475-210CA, 226 Magnolia, Asheville,
Fees: Course $45, Supply/Lab $15, Ins. $1.40
W, 3/27, 5-8pm, CSP-4475-211CA, 226 Magnolia, Asheville,
Fees: Course $45, Supply/Lab $15, Ins. $1.40
W, 4/3, 5-8pm, CSP-4475-212CA, 226 Magnolia, Asheville,
Fees: Course $45, Supply/Lab $15, Ins. $1.40

Creative Cupcakes
Ever wonder how we make those beautiful swirls, flowers, or monograms? It’s easier than you think, and now you can learn how your favorite bakery does it! Join our talented cake artist, Wayne Scruggs, as she walks you through several cupcake and frosting recipes suitable for every special occasion. Bring three pastry bags with couplings.

M, 3/11-3/25, 6-9pm, CSP-4362-216CA, 331 Hemlock, Asheville,
Fees: Course $59
M, 3/11-3/25, 9:30am-12:30pm, CSP-4362-215CA, 331 Hemlock, Asheville,
Fees: Course $59

Fiber Arts

Knit a Hat
Learn to knit in the round using circular and double pointed needles. You should be comfortable with the knit stitch to join the class. Bring worsted weight yarn that calls for 7 or 8 needles. You will need a set of double pointed needles in the size the yarn requires (either 7 or 8). A circular needle (12-16 inches long) in the same size will make it easier, but is not necessary.

TH, 1/24-2/7, 6-8pm, CSP-4432-158FA, 231 Hemlock, Asheville,
Fees: Course $49

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

TH, 1/24-2/21, 1-3pm, CSP-4157-156FA, 232 Hemlock, Asheville,
Fees: Course $59
TH, 2/14-3/14, 6-8pm, CSP-4157-157FA, 231 Hemlock, Asheville,
Fees: Course $59

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

M, 1/28-3/18, 1-3pm, CSP-4171-173FA, 230 Hemlock, Asheville,
Fees: Course $59
M, 1/28-3/18, 6:30-8:30pm, CSP-4171-174FA, 230 Hemlock, Asheville,
Fees: Course $59

Quilting, Intermediate
Create your own quilt! Advanced techniques such as foundation piecing, sewing curves, and beginning applique will be taught. Color and design will also be explored. You will make either a sampler or a small quilt. A supply list will be provided at the first class. You should have completed a beginning quilting class or have considerable sewing experience. Sara Hill, Instructor.

W, 1/30-3/13, 6:30-9pm, CSP-4173-175FA, 230 Hemlock, Asheville,
Fees: Course $59

Classes beginning with prefixes CSP and SEF are self-supporting. No fee exemptions are available for senior citizens.
Sewing, Beginning
This class is for you if you don’t even know how to thread or operate a sewing machine. Along with other beginners, you will learn how to cut out a pattern following the directions and select appropriate fabrics. Various seam finishes, stay-stitching, under-stitching, grading seams, and pressing during construction are a few of the techniques covered in this class. Your first project will be a simple top. Sewing machines are provided. Elaine Zinn, Instructor.

T, 2/12-3/26, 6-9pm, CSP-4181-177FA, 230 Hemlock, Asheville, Fees: Course $59, Tech $5

T, 2/12-3/26, 9:30am-12:30pm, CSP-4181-176FA, 230 Hemlock, Asheville, Fees: Course $59, Tech $5

TH, 2/14-3/28, 9:30am-12:30pm, CSP-4181-178FA, 230 Hemlock, Asheville, Fees: Course $59, Tech $5

Sewing, Beginning II
Do you love to sew but need the guidance of an experienced seamstress to refine your garment construction techniques? You will choose to make a top, blouse, unlined jacket, or dress with darts, collar, yoke, sleeve bands, set-in sleeves, or pockets. You must have prior sewing machine experience. Sewing machines provided. Elaine Zinn, Instructor.

TH, 2/14-3/28, 6-9pm, CSP-4166-179FA, 230 Hemlock, Asheville, Fees: Course $59, Tech $5

Literary Arts

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

T, 3/5-4/9, 6-8pm, CSP-4381-139LA, 154 Fernihurst, Asheville, Fees: Course $59

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

T, 1/29-2/26, 6-8pm, CSP-4379-138LA, 154 Fernihurst, Asheville, Fees: Course $59
Visual Arts

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

W, 3/6-3/27, 6-8pm, CSP-4134-017VA, 231 Hemlock, Asheville,
Fees: Course $59

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

M, 2/11-2/25, 6-8pm, CSP-4006-015VA, 414 Rhododendron, Asheville,
Fees: Course $59

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

M, 3/11-3/25, 6-8pm, CSP-4008-016VA, 414 Rhododendron, Asheville,
Fees: Course $59

Collage Art and Mixed Media
Create a series of expressive collages while learning the fundamentals of art and design through traditional and experimental collage methods. This class will encourage you to awaken spontaneity, curiosity, and creative freedom. You will incorporate painting, intuitive drawing, paper, and photos into your work. All levels are welcome, whether you are a beginning artist or experienced one looking to be creatively reinvigorated. Suggested materials: photographs, magazine, construction paper, tissue paper, fabrics, cardboard/poster paper or canvas board, scissors or penknife, Elmer's glue or glue stick, paints, charcoals or conte crayons, pens, colored pencils. Come to the first class prepared to work! Ursula Gullow, Instructor.

T, 1/29-2/26, 6-8:30pm, CSP-4084-021VA, 215 Hemlock, Asheville,
Fees: Course $59

Drawing, Beginning
If you can write your name, you can learn to draw. This class will give you the basic drawing skills and confidence you need to develop your abilities. Focus will be placed on the study of line, shape, composition, and texture. Minimal drawing supplies needed. Bring pencils, erasers, and a sketch pad to the first class. Paula Parker, Instructor.

M, 1/28-3/4, 2-5pm, CSP-4008-023VA, 215 Hemlock, Asheville,
Fees: Course $59

W, 3/6-4/10, 6-9pm, CSP-4009-024VA, 215 Hemlock, Asheville,
Fees: Course $59

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

T, 3/5-4/2, 9:30-11:30am, CSP-4002-019VA, 232 Hemlock, Asheville,
Fees: Course $59
Drawing, Intermediate
This intermediate level drawing course explores the possibilities of drawing with a pencil. The instructor will demonstrate techniques to the class, and also work one-on-one with each student. Style, refined techniques, and creative ideas will be explored and encouraged, with an emphasis on shading, composition, and content. Bring pencils, erasers, and a sketch pad to the first class. Paula Parker, Instructor.
M, 3/11-4/15, 2-5pm, CSP-4013-027VA, 215 Hemlock, Asheville,
Fees: Course $59
W, 1/23-2/27, 2-5pm, CSP-4013-026VA, 215 Hemlock, Asheville,
Fees: Course $59

Nature's Notebook I: Drawing in Pen and Ink
Learn to draw the intricacies of a flower or capture the elegance of a fern frond or the complex structure of native lichens by tuning your powers of observation. Drawing and writing in your diary or sketchbook will teach you more than any camera ever could. This class is appropriate for the beginning student to the accomplished artist. Peter Loewer, Instructor.
M, 2/28-3/4, 6-8:30pm, CSP-4024-031VA, 215 Hemlock, Asheville,
Fees: Course $59
TH, 3/7-4/11, 9:30am-12:30pm, CSP-4024-032VA, 232 Hemlock, Asheville,
Fees: Course $59

Oil Painting, Wet-On-Wet Technique
Tap into your creative instincts and express yourself in exciting ways through the wet-on-wet technique of oil painting. You will create beautiful landscape and still life paintings. Supplies: $45-$75.
M, 1/28-3/4, 6-9pm, CSP-4023-190VA, 113 Ramsey, Madison,
Fees: Course $59
M, 3/11-4/15, 6-9pm, CSP-4023-192VA, 113 Ramsey, Madison,
Fees: Course $59
W, 1/30-3/4, 9:30am-12:30pm, CSP-4023-191VA, 112 Ramsey, Madison,
Fees: Course $59
W, 3/13-4/17, 9:30am-12:30pm, CSP-4023-193VA, 112 Ramsey, Madison,
Fees: Course $59

Painting, Abstract Art
Learn how to make abstract art through a variety of mediums such as painting, charcoals, and collage. Students will learn about line, texture, color and shape, while gaining insight into important abstract artists and theories. This class will encourage exploration into your creative side. All levels are welcome. Materials needed include: large sheets of poster paper or cardboard, an acrylic paint set, brushes, charcoals or conte crayons, old magazines and glue. Some materials will be available for use in class. Bring supplies to the first class. Ursula Gullow, Instructor.
F, 1/25-2/22, 9:30am-12pm, CSP-4027-034VA, 215 Hemlock, Asheville,
Fees: Course $59

Painting, Animals
Does the thought of painting fur and feathers keep you from exploring animals as your subject matter? Do you want to understand and achieve greater realism in your paintings, while capturing the expressive qualities of the animal form? Working from photographs, you will explore techniques in creating textures such as fur and feathers. You will also be encouraged to delve into a variety of subjects, from horses and dogs to birds and insects. Basic painting skills are recommended. Bring a photo of a beloved pet, sketchbook, pencils and usual paint supplies to first class. Ursula Gullow, Instructor.
TH, 3/7-4/4, 1:30-4pm, CSP-4457-042VA, 215 Hemlock, Asheville,
Fees: Course $59

Painting, Becoming Your Own Artist
You've taken lots of classes, and by now you know how to paint. The only problem is you don't know what to paint. This class will inspire you to develop your distinct creative point of view. Working with professional artist Ursula Gullow, you will explore concepts, storylines, themes, composition and materials toward developing a personalized body of work. Think big and beyond your normal expectations. Bring ideas, sketchbooks and enthusiasm to the first class. Ursula Gullow, Instructor.
W, 3/6-4/3, 9:30am-12pm, CSP-4458-038VA, 215 Hemlock, Asheville,
Fees: Course $59

Painting, Beginning Acrylics
This foundational acrylic painting course will assist you in visual observation and allow personal expression through knowledge of basic painting techniques. Line, shape, texture, balance and tonality will be taught to encourage artistic visions with paint. You will explore the world of acrylic painting while developing your creative side.
TH, 1/24-2/28, 1:30-4:30pm, CSP-4029-036VA, 215 Hemlock, Asheville,
Fees: Course $59
TH, 1/24-2/28, 6-9pm, CSP-4029-037VA, 215 Hemlock, Asheville,
Fees: Course $59
Classes beginning with prefixes CSP and SEF are self-supporting. No fee exemptions are available for senior citizens.

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

W, 1/23-2/20, 9:30am-12pm, CSP-4456-041VA, 215 Hemlock, Asheville, Fees: Course $59

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

F, 1/18, 9:30am-1:30pm, CSP-4374-035VA, 215 Hemlock, Asheville, Fees: Course $39, Supply/Lab $6

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

M, 1/28-3/4, 9:30am-12:30pm, CSP-4035-047VA, 215 Hemlock, Asheville, Fees: Course $59
M, 3/11-4/15, 9:30am-12:30pm, CSP-4035-049VA, 215 Hemlock, Asheville, Fees: Course $59
T, 1/29-3/5, 9:30am-12:30pm, CSP-4035-048VA, 215 Hemlock, Asheville, Fees: Course $59
T, 3/12-4/16, 9:30am-12:30pm, CSP-4035-050VA, 215 Hemlock, Asheville, Fees: Course $59

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

T, 3/5-4/2, 6-8:30pm, CSP-4463-044VA, 215 Hemlock, Asheville, Fees: Course $59
TH, 3/7-4/4, 6-8:30pm, CSP-4463-043VA, 215 Hemlock, Asheville, Fees: Course $59

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

TH, 1/31-3/7, 10am-12pm, CSP-4044-061VA, 101 ABTS, South Site, Fees: Course $59

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

M, 2/11-3/25, 10am-12pm, CSP-4047-054VA, 232 Hemlock, Asheville, Fees: Course $59
T, 1/29-3/12, 6-8pm, CSP-4047-055VA, 232 Hemlock, Asheville, Fees: Course $59
TH, 2/14-3/28, 6-8pm, CSP-4047-056VA, 351 Rhododendron, Asheville, Fees: Course $59
Photography, Digital Intermediate
This class is for students who already have a good understanding of photography concepts such as composition and exposure. This class is designed to challenge the student's skill level and visual understanding of photography. This class requires the student to be responsible for his or her own shooting and editing of assignments for critiques. Bring your camera to the first class.

W, 1/30-3/13, 6-7:30pm, CSP-4049-058VA, 351 Rhododendron, Asheville, Fees: Course $59

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

TH, 1/24-2/7, 6-8pm, CSP-4098-053VA, 232 Hemlock, Asheville, Fees: Course $45

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

T, 3/19-4/9, 6-8pm, CSP-4353-060VA, 232 Hemlock, Asheville, Fees: Course $59

Pottery, Beginning Wheel Made Easy
This class is designed and structured for beginning students and will introduce the basic techniques involved in throwing on the potter's wheel and hand-building through class demonstrations and hands-on experience. All students will begin with simple forms to learn the basic skills of centering, pulling, and trimming. Glazing and firing procedures will also be covered. Bring a towel, apron, and a small notebook to the first class. Wear suitable clothes for working with clay. Beginning students only. The toolkit fee of $17 is payable at the first class. The lab fee includes one bag of clay, glazes, and firing. Laura Somervill, Instructor.

T, 1/29-3/12, 6-9pm, CSP-4051-065VA, Lower Level Maple, Asheville, Fees: Course $75, $15

T, 1/29-3/12, 9:30am-12:30pm, CSP-4051-064VA, Lower Level Maple, Asheville, Fees: Course $75, $15

T, 3/19-4/30, 6-9pm, CSP-4051-068VA, Lower Level Maple, Asheville, Fees: Course $75, Supply/Lab $15

T, 3/19-4/30, 9:30am-12:30pm, CSP-4051-067VA, Lower Level Maple, Asheville, Fees: Course $75, Supply/Lab $15

Pottery, Intermediate Studio Lab
Are you looking for a studio where you can build on your basic skills and knowledge of throwing and further your technical understanding of clay? You will learn more complex functional forms, refinement of throwing skills, and advanced decorative and glazing techniques. Demonstrations will be given and discussed. The class will review and critique fired results to further develop your personal style. Previous clay experience is required. The lab fee includes one bag of clay, glazes, and firing. Becca Floyd, Instructor.

TH, 1/24-3/7, 2-5pm, CSP-4053-076VA, Lower Level Maple, Asheville, Fees: Course $75, Supply/Lab $15

TH, 3/14-4/25, 2-5pm, CSP-4053-077VA, Lower Level Maple, Asheville, Fees: Course $75, Supply/Lab $15
Pottery, Landscape Art and Garden Containers
This exciting class is designed for both beginning and intermediate levels. You will make containers for plants to grow in such as planters, wall planters, and stacked tower planters. You will also make garden art such as garden-sized bird baths, lanterns, and bird houses. These projects will involve wheel and hand-building, as well as the use of decorative techniques. The lab fee includes one bag of clay, glazes, and firing.
Laura Somervill, Instructor.

M, 3/18-4/29, 6-9pm, CSP-4101-079VA, Lower Level Maple, Asheville,
Fees: Course $75, Supply/Lab $15

M, 3/18-4/29, 9:30am-12:30pm, CSP-4101-078VA, Lower Level Maple, Asheville,
Fees: Course $75, Supply/Lab $15

Pottery, Plates, Platters, Trays & More!
In this class, you will throw and/or hand build plates, platters, trays, and more. While exploring form and function, you will learn more than you ever knew there was to learn by applying textures, using different rims and feet, and making and placing handles. Previous pottery experience is necessary. The lab fee includes one 25 lb. bag of clay, glazes and firing.
Laura Somervill, Instructor.

M, 1/28-3/11, 6-9pm, CSP-4430-082VA, Lower Level Maple, Asheville,
Fees: Course $75, Supply/Lab $15

M, 1/28-3/11, 9:30am-12:30pm, CSP-4430-081VA, Lower Level Maple, Asheville,
Fees: Course $75, Supply/Lab $15

Pottery, Sets
This intermediate wheel class will focus on salt and pepper sets and creamer and sugar sets, introducing you to groups of forms that interact together in dynamic and innovative ways. We will work on closed forms, handles, spouts, lids, and trays. This class covers many of the skills you need to make complex forms and cohesive sets of forms. We will have friendly critiques throughout the course to maximize the learning experience.
Becca Floyd, Instructor.

TH, 1/24-3/7, 6-8:30pm, CSP-4427-073VA, Lower Level Maple, Asheville,
Fees: Course $75, Supply/Lab $15

TH, 1/24-3/7, 9:30am-12:30pm, CSP-4427-072VA, Lower Level Maple, Asheville,
Fees: Course $75, Supply/Lab $15

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

W, 1/30-3/6, 6-9pm, CSP-4096-086VA, 331 Hemlock, Asheville,
Fees: Course $59, Ins. $1.40

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

T, 1/29-2/26, 6-8:30pm, CSP-4097-088VA, 331 Hemlock, Asheville,
Fees: Course $59, Ins. $1.40

Watercolor Simplified, Beginning
This class is designed for people who are new to watercolors or haven’t had success in the past. Although believed to be a difficult medium, watercolors’ unique working characteristics and unique working process are easily learned. We will unlock the mysteries as we cover the fundamental elements of successful watercolor painting: the secret to create glowing; transparent washes; effective color mixing; tonal value and the color/value relationships; how to plan your painting; and basic composition. This is a fun class taught in a casual atmosphere. Good drawing skills are a must. Come paint with us. Materials cost approximately $40. A supply list will be provided at the first class.
Paula Parker, Instructor.

W, 3/6-4/10, 2-5pm, CSP-4066-090VA, 215 Hemlock, Asheville,
Fees: Course $59
Watercolor, Faces and More
This class concentrates on painting faces in watercolor. Focus will be placed on tonal values of a person’s face, shading and contours, paint colors, and avoiding hard lines. You will need to bring a large clear photograph to work from or a mirror for a self portrait. Basic watercolor skills are required. Paula Parker, Instructor.
T, 3/12-4/16, 2-4:30pm, CSP-4437-093VA, 215 Hemlock, Asheville, Fees: Course $59

Watercolor, Intermediate Landscape
Spend the day painting in a casual relaxed environment while having fun splashing around with color. The focus of the class will be to combine the "reality" of the landscape as seen in pictures with the sentiment and passion of your own very personal vision. There will be demos, exercises, critique and lots of painting time. The emphasis for this class will be various watercolor techniques. Previous watercolor experience is required. Sandra Moore, Instructor.
T, 1/29-2/19, 9am-2pm, CSP-4069-096VA, 331 Hemlock, Asheville, Fees: Course $65
T, 3/5-3/26, 9am-2pm, CSP-4069-097VA, 331 Hemlock, Asheville, Fees: Course $65

Watercolor, Intermediate Still Life
You will discover the simple beauty and the vast possibilities of subjects from fruit and flowers to your own meaningful objects from home. Create color-filled lights and shadows while discovering how to suggest the essence of an object through the nuances of watercolor. You will explore numerous ways to compose and arrange a dynamic still life that will further develop your watercolor skills and techniques.
T, 1/29-3/5, 2-4:30pm, CSP-4071-095VA, 215 Hemlock, Asheville, Fees: Course $59

Financial Wellness

Retirement Planning: How's My Nest Egg?
Retirement planning is more challenging than ever with the uncertainties of today’s economy and investments. That's why you need to prepare now before it is too late. What is your current financial plan? Do you know what it will take to retire at various ages? We’ll talk about expected Social Security payments, how much you will need to save between now and your desired retirement age, and how to invest appropriately given your situation. Learn how to build your nest egg, protect assets, and plan for the future. David McMahan, Instructor.
M, 1/28-2/11, 6-8pm, CSP-4373-133FW, 351 Rhododendron, Asheville, Fees: Course $59

Stocks, Bonds and Investing: Oh My!
Stop worrying and gain the confidence you need to create a personalized investment plan. This class will demystify investing and give you what you need to become a lifelong investor. The earlier you start, the harder your money can work for you! Get started today by letting David McMahan, who has years of experience as a stockbroker, show you how.
F, 1/25-2/15, 10am-12pm, CSP-4186-135FW, 101 ABTS, South Site, Fees: Course $59
M, 2/18-3/11, 6-8pm, CSP-4186-134FW, 351 Rhododendron, Asheville, Fees: Course $59
Backyard Chickens
So, you’re interested in raising chickens? You’ve embarked on a fun and exciting journey! This workshop is full of great information. Why would anyone want to raise chickens? They are easy and inexpensive to maintain (when compared to most other pets), and provide eggs that are fresh, great-tasting, nutritious and chemical-free. Chickens are also excellent for bug and weed control, and manufacture the world’s best fertilizer. Ashley English, Instructor.

TH, 3/7, 6-8:30pm, CSP-4377-147HG, 331 Hemlock, Asheville,
Fees: Course $39

Botany for Gardeners, Beginning
Do you know the difference between a corm, a bulb, a tuber, and a root? A bit of botany can make it as clear as filtered water. Why does grass grow for some gardeners and just dry up for others? Again, the answers are found in some knowledge of simple botanical requirements. How do I take cuttings of favorite houseplants, not to mention grandmother’s best aster? What’s the difference between a rose and a carrot? Each session will include a PowerPoint presentation to give you lots of ideas for your own garden. Peter Loewer, Instructor.

M, 3/11-4/8, 6-8pm, CSP-4413-149HG, 215 Hemlock, Asheville,
Fees: Course $59

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

M, 2/11-2/25, 6-8pm, CSP-4440-151HG, 102A Hemlock, Asheville,
Fees: Course $49, Supply/Lab $15

Container Gardening: Vertical
Whether you want to grow tomatoes in hanging baskets, utilize a small space, or grow herbs in your kitchen, this class is for you. Discover how to successfully grow herbs and vegetables from former Master Gardener Debra Maslowski. You will explore the proper potting soil to use, available container options, space requirements, sunlight needs, fertilizing, and companion planting for maximum yield and results. Bring a container or hanging basket to the first class. Soil will be provided. Space is limited, register early.

M, 3/11-3/25, 6-8pm, CSP-4469-150HG, 102A Hemlock, Asheville,
Fees: Course $49, Supply/Lab $15

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

M, 2/11-3/11, 6-9pm, CSP-4155-154HG, 232 Hemlock, Asheville,
Fees: Course $59

Landscaping for the Homeowner
Do it yourself and save money! Beautiful landscaping can increase the value of your property and add to the enjoyment of your home. This six-week course will include the basics in designing your home landscape. Plant types, growing habits, and planting basics will be covered as well as basic principles and some dos and don’ts.

T, 1/29-3/5, 6-8pm, CSP-4168-161HG, 231 Hemlock, Asheville,
Fees: Course $59

Natural Living - Botanical Medicinals
For centuries, herbs have been used to heal, soothe, and energize. Have you ever wondered about the practical science behind the lore? Discover what our ancestors knew about herbal remedies and the modern science that confirms what we’ve known for years. You will gain the knowledge for choosing herbs, making blends, and stocking your herbal medicine cabinet or first aid kit.

W, 1/23-2/6, 6-8pm, CSP-4455-163HG, 102A Hemlock, Asheville,
Fees: Course $49

Classes beginning with prefixes CSP and SEF are self-supporting. No fee exemptions are available for senior citizens.
Natural Living - Herbal Spa for Beautiful Skin

Put on some relaxing clothes and join us for a night at the spa. This isn't just any spa; it's an herbal delight. You will explore mani-pedi, hair packs, facial masks, body wraps and more, all based from herbs. Discover how to make and use all the elements that go into a spa treatment for a fraction of the cost using natural ingredients. A supply list will be provided at the first class.

W, 3/13-3/27, 6-8pm, CSP-4454-165HG, 102A Hemlock, Asheville, Fees: Course $49

Natural Living - Making Soaps Naturally

Discover 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. Leave with the confidence to make your own soap at home! A list of supplies will be provided at the first class. Cost of supplies $35-$40.

W, 2/13-2/27, 6-8pm, CSP-4160-166HG, 102A Hemlock, Asheville, Fees: Course $49

Picture Framing and Matting, Beginning

Do you want to save money on your framing projects? Do it yourself for less than half the price you'd have to pay a professional! Learn how to cut mats, assemble frames and create custom-designed pieces that will enhance a variety of projects. Students will mat and frame two to five pieces of their choice. All the framing equipment is supplied, but students must purchase mat board, glass and frames. A supply list will be provided at the first class.

TH, 1/24-2/28, 6-9pm, CSP-4170-170HG, 331 Hemlock, Asheville, Fees: Course $59, Ins. $1.40

TH, 1/24-2/28, 9:30am-12:30pm, CSP-4170-169HG, 331 Hemlock, Asheville, Fees: Course $59, Ins. $1.40

Taking Care of Your Landscape Can Be Fun

Do you wonder when the best time is to prune your trees and shrubs? Are you unsure of what kind and how much fertilizer to use and question if you should water in the morning or evening? In this new landscape and garden maintenance class, you will get tips on all these questions plus information on weeding, mulching, and plant identification. You will also discover that soil and plants in the Asheville area may be different from where you lived before. Landscape designer, Terri Long will guide you through the process of creating the best landscape possible and have fun while doing it.

W, 2/20, 10am-12:30pm, CSP-4482-186HG, 232 Hemlock, Asheville, Fees: Course $59

Upholstery, Beginning

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

T, 1/29-3/26, 1:30-4:30pm, CSP-4185-184HG, 171 Small Business Center, Enka, Fees: Course $79, Supply/Lab $20, Ins. $1.40

T, 1/29-3/26, 6-9pm, CSP-4185-185HG, 171 Small Business Center, Enka, Fees: Course $79, Supply/Lab $20, Ins. $1.40

T, 1/29-3/26, 9:30am-12:30pm, CSP-4185-183HG, 171 Small Business Center, Enka, Fees: Course $79, Supply/Lab $20, Ins. $1.40

Winter Gardens and Landscape

Winter is the time your yard is neglected and barren just waiting for spring to arrive. Don’t miss this exciting workshop that will introduce you to specific plants and how they can be incorporated to achieve interest during the winter. You will also discover that winter is a good time to plant trees and shrubs and install hardscapes. This is the very best time to plan your landscape, prepare your soil, yard, and gardens for the beauty of spring flowers and grasses. Landscape designer Terri Long will pack this two-week workshop full of great ideas for you to have a vibrant landscape during the winter months.

W, 1/23-1/30, 1-3:30pm, CSP-4482-186HG, 232 Hemlock, Asheville, Fees: Course $59
Languages

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

M, 1/28-3/18, 6-8:30pm, CSP-4103-112LN, 231 Hemlock, Asheville,
Fees: Course $59

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 conversational French, you will learn more grammar and complex sentence structures. We will study the present, future, and past tenses and we will continue to look at the French culture. Develop better spoken French proficiency through in-class exercises, read and write with more accuracy, and expand your vocabulary. Textbook: Easy French, Step by Step.

W, 1/30-3/20, 6-8:30pm, CSP-4104-113LN, 232 Hemlock, Asheville,
Fees: Course $59

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

TH, 1/24-3/14, 6-8pm, CSP-4105-114LN, 332 Hemlock, Asheville,
Fees: Course $59

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

W, 1/30-3/20, 6-8:30pm, CSP-4108-116LN, 344 Rhododendron, Asheville,
Fees: Course $59

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

T, 1/29-3/19, 6-7:30pm, CSP-4129-118LN, 332 Hemlock, Asheville,
Fees: Course $59

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

T, 1/29-3/19, 7:30-9pm, CSP-4130-119LN, 332 Hemlock, Asheville,
Fees: Course $59

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

T, 1/29-3/19, 6-8:30pm, CSP-4121-123LN, 233 Hemlock, Asheville,
Fees: Course $59

T, 2/5-3/26, 10am-12:30pm, CSP-4121-120LN, 102 ABTS, South Site,
Fees: Course $59

TH, 1/24-3/14, 6-8:30pm, CSP-4121-121LN, 233 Hemlock, Asheville,
Fees: Course $59

W, 1/30-3/20, 1:30-4pm, CSP-4121-122LN, 233 Hemlock, Asheville,
Fees: Course $59
Spanish, Beginning II
This class provides a further exploration of the language and improvement of conversation skills for those who have taken Spanish, Beginning I. You will learn more grammar and sentence structure. The grammar covered in this class will include irregular present tense verbs, prepositions, ser and estar, adjectives, and formal commands. Textbook: Spanish Now.

M, 1/28-3/18, 6-8pm, CSP-4122-124LN, 233 Hemlock, Asheville,
Fees: Course $59
T, 1/29-3/19, 2:30-4:30pm, CSP-4122-125LN, 232 Hemlock, Asheville,
Fees: Course $59

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

T, 1/29-3/19, 6-8pm, CSP-4123-126LN, 344 Rhododendron, Asheville,
Fees: Course $59

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

T, 1/29-3/19, 2-4pm, CSP-4118-127LN, 233 Hemlock, Asheville,
Fees: Course $59

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

M, 1/28-3/18, 2:30-4:30pm, CSP-4124-129LN, 344 Rhododendron, Asheville,
Fees: Course $59

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

M, 1/28-3/18, 6-8pm, CSP-4125-130LN, 344 Rhododendron, Asheville,
Fees: Course $59
Music, Dance & Film

American Cinema I
This is the first in a series of personal enhancement and enjoyment courses that explore all aspects of American film. This course explores the creation of the film industry from the beginning to the 1950s using short lectures, film clips, documentary videos, and student group discussion. Topics include the early days, the creation of the studio system, the Hollywood style, the star, and Hollywood in the HUAC and television age. The instructor, David Holcombe, taught film courses in the university transfer humanities program at A-B Tech for 15 years before retiring. Coming to this class may be a great way to begin your Saturday before going to an afternoon matinée.

S, 2/16-3/23, 10am-12pm, CSP-4192-111MD, 232 Hemlock, Asheville, 
Fees: Course $95

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

M, 1/28-3/4, 6-7pm, CSP-4200-104MD, Coman Student Center Gym, Asheville, 
Fees: Course $59
W, 1/30-3/6, 6-7pm, CSP-4200-106MD, 200 Haynes, Enka, 
Fees: Course $59

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

M, 1/28-3/18, 7pm-8pm, CSP-4369-105MD, Coman Student Center Gym, Asheville, 
Fees: Course $59
W, 1/30-3/6, 7pm-8pm, CSP-4369-107MD, 200 Haynes, Enka, 
Fees: Course $59

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

W, 1/23-2/20, 6-8pm, CSP-4131-110MD, 231 Hemlock, Asheville, 
Fees: Course $59

Calling all Film Related Professionals:
Contact Stephanie O'Brien, Director, Institute for Film and Media Studies regarding PT teaching for The A-B Tech Film Institute at sobrien@abtech.edu or 828-398-7487.
Fly Fishing
Experience the joy of fly fishing. This class will increase your confidence as you learn casting techniques, fly presentation and wading techniques. There will be discussion on aquatic insects and their life cycle, reading a river, finding fish, selecting a rod and fly line, picking the right fly, selecting wading equipment, and gearing up for a trip. Bring a brown bag lunch. If you have fishing equipment, bring it to class. Shane Buckner, Instructor.

S, 2/16-2/16, 10am-4pm, CSP-4217-141RR, 233 Hemlock, Asheville,
Fees: Course $49

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

T, 1/29-3/12, 6-7:30pm, CSP-4233-143RR,
T, 3/19-4/30, 6-7:30pm, CSP-4233-144RR, Coman Student Center Gym, Asheville,
Fees: Course $59

Motorcycle Safety Education Program
In this 20-hour course, part of the NC Motorcycle Safety Program, riders will learn the basics of operating a motorcycle. The course is held on Friday, 6-10 pm, and Saturday and Sunday, 8 am - 5 pm. One hundred percent attendance of all scheduled class hours is mandatory. No exceptions! Required gear for all participants: long pants, long-sleeve shirts, boots over the ankle, full-fingered gloves, eye protection (sunglasses or prescription eyewear is permissible), and a DOT-approved helmet. Motorcycles will be provided and if needed, helmets will be provided as well. The motorcycle range is located in Woodfin at the Buncombe County Schools Transportation Facility, 74 Washington Ave. Cost includes a comprehensive insurance fee of $4. No refunds are available.

Due to limited space, early registration is required.

Course Dates          Course Numbers
3/1-3/3               CSP-4258-004MS
3/8-3/10              CSP-4258-006MS
3/15-3/17             CSP-4258-008MS
3/22-3/24             CSP-4258-010MS
3/29-3/31             CSP-4258-012MS

Friday 6-10 pm, Saturday and Sunday 8 am–5 pm Buncombe County Transportation Facility, 74 Washington Avenue
Fee: $179 ($4 insurance fee included).
No refund.

Register at abtech.edu/ce/registration. For information, call 828-398-7817 or 828-398-7369.
All instructor-facilitated online courses run for six weeks (with a 10-day grace period at the end).

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

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

See page 63 for details or email ellenjstahle@abtech.edu or call 828.398.7369.

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

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

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

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

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

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

Test Prep
- GMAT Preparation*

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

Classes beginning with prefixes CSP and SEF are self-supporting. No fee exemptions are available for senior citizens.
The Art of the High Country: From Frescoes to Cheese
Traveling through the beautiful, bucolic foothills, you will see nature’s art at work—rolling hills, peaceful valleys, open farmland—those natural treasures so intrinsic to the beauty of this region.

In Glendale Springs, you will visit one of three famous Ben Long IV frescoes on a Fresco Trail. Long is one of a few artists today to be recognized as a master of the art of fresco-painting on wet plaster, the process used by Michelangelo in the Sistine Chapel. His fresco, The Last Supper, adorns the walls of the Holy Trinity Episcopal Church.
The next stop is the village of West Jefferson, home to two more Ben Long frescoes, both in St. Mary’s Episcopal Church. But the art trail doesn’t end here. The town’s historic district is adorned by 15 murals designed and painted by local artists and others in the state.

Then there are those cows… One of the favorite photo ops in this community is the front of the Ashe County Cheese Factory, decorated with larger-than-life Jersey cows, created in metal by students at Ashe County High School. Inside the factory, some of the region’s finest cheeses are handmade by artisans. They can be purchased in the factory’s store just across the street.

At the historic Shatley Springs Inn, you will enjoy a family style lunch of country favorites such as country ham, fried chicken, buttermilk biscuits, a variety of vegetables and homemade desserts. The Inn is located near Shatley Springs, which became famous in the early 20th century as a place known for the healing qualities of its spring water.

Then, settle back and enjoy the journey home.

8 am Load motorcoach at A-B Tech Campus/Depart for Glendale Springs
10:45 am Arrive in Glendale Springs
11:30 am Depart for West Jefferson
12:45 pm Depart for lunch at Shatley Springs Inn
3:00 pm Return trip to Asheville

Thursday, March 21, 8AM-6PM, CSP-4481-227TS
Depart A-B Tech Parking Lot B-17, Asheville
Fees: $135, Insurance $1.40
Registrations must be in by Friday, March 8th.

Mountains and Magic Heritage Travel Series
The series is co-sponsored by Blue Ridge National Heritage Area.

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

The North Carolina Arboretum is an amazing local resource right off the Parkway, and you will discover its delights on a guided tour. Then it’s on to the Pisgah Inn where you will have lunch on your own and enjoy the breathtaking views! Next stop is the Cradle of Forestry, an outgrowth of George Vanderbilt’s forestry stewardship and the birthplace of what became the US Forest Service. On the way home, you will pass by Looking Glass Falls, one of many waterfalls in this forest region. You must be registered by Friday, May 3rd.

9:00 am Load motorcoach at A-B Tech Campus/Depart for the NC Arboretum
11:15 am Depart Arboretum for Pisgah Inn, on the Blue Ridge Parkway
11:45 am Lunch at the Inn (pay on own)
1:00 pm Depart Pisgah Inn for Cradle of Forestry Discover Center

Optional Walk along: *Biltmore Campus Trail
*The trail is 1 mile and winds through the Biltmore Forest School’s rustic campus. You will glimpse the lives of the first American forestry students and the families who lived here.

Thursday, May 16, 9AM-5:30PM, CSP-4479-225TS
Depart A-B Tech Parking Lot B-17, Asheville
Fees: $120, Insurance $1.40
Registrations must be in by Friday, May 3.
Rutherford County: A Gorge-ous Adventure!
Let’s take a daytrip through Hickory Nut Gorge and hear tales of Davy Crockett creating his own “bridle trail” through the gorge on his way west to avoid paying a toll on the Western Turnpike. See where movies have been filmed, including “Last of the Mohicans” and “Dirty Dancing.” But most surprising might be the little known history of a gold rush in the area that pre-dates the 1849 Gold Rush in California by nearly half a century.

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

8:30 am  Load motorcoach at A-B Tech Campus/Depart for Chimney Rock Park
11:30 am  Depart from Chimney Rock Park for lunch on your own in Chimney Rock
12:45 pm  Depart for Lake Lure and a narrated boat tour of the lake
2:00 pm  Depart for Rutherfordton via scenic Hwy 74A/64 to tour Bechtler House

Thursday, July 18, 8:30AM–6PM, CSP-4480-226TS
Depart A-B Tech Parking Lot B-17, Asheville
Fees: $135, Insurance $1.40

Registrations must be in by Friday, July 5th.

Classes beginning with prefixes CSP and SEF are self-supporting. No fee exemptions are available for senior citizens.
Your Job! Your Future!
At JobLink Career Centers, Your Future Starts Today with:

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

Mountain Area JobLink Career Center
Maple Building, A-B Tech, Asheville Campus
340 Victoria Road Asheville, NC 28801
www.mountainareaworks.org
828-255-2500

Madison County JobLink Career Center
A-B Tech, Madison Site
4646 US Hwy 25/70, Marshall, NC 28753
828-649-2577

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

M-F, 1/14-1/31, 8:30am-4pm, HRD-7600-482HR, 326 Hemlock, Asheville, Fees: Waived

M-F, 2/11-2/28, 8:30am-4pm, HRD-7600-483HR, 326 Hemlock, Asheville, Fees: Waived

M-F, 3/13-3/28, 8:30am-4pm, HRD-7600-484HR, 326 Hemlock, Asheville, Fees: Waived

M-F, 4/8-4/25, 8:30am-4pm, HRD-7600-485HR, 326 Hemlock, Asheville, Fees: Waived

Career Ready 101
Need new job skills? Master the work readiness skills you need to be successful in today’s workplace. Career Ready 101 is an easy to use online course. Topics covered include job search skills, resumes, interviewing skills, workplace ethics, life management skills, employer expectations and much more. It’s also the tool necessary to strengthen your math, reading and locating information skills in preparation for the National CRC assessment. This online tutorial is completely confidential and designed to increase your skill level quickly and efficiently. It’s flexible and can be used wherever there is a computer with internet connection. This course is offered free through a partnership with the Mountain Area Workforce Development Board and A-B Tech. Begin today to prepare for your future. Call Joblink at 255-2500 to get a free password and instructions for login.

M-F, 1/7-5/15, 8:30am-12:30pm, HRD-7643-481HR, 102 Maple, Asheville, Fees: Waived

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

- Nurses Aide I
- Office Professional Certification
- Hospitality Certification
- Electronic Medical Records
- Foundations of Math
- GED & ESL
- Medical Terminology
- Computer Basics

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

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

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

T/TH, 1/8-2/28, 5:30-8:30pm, HRD-7642-494HR,
321 Hemlock, Asheville,
Fees: Waived

T/TH, 1/8-2/28, 5:30-8:30pm, HRD-7642-496HR,
321 Hemlock, Asheville,
Fees: Waived

M/W, 1/14-3/11, 5:30-8:30pm, HRD-7642-508HR,
151 Goodwill Ctr., Goodwill,
Fees: Waived

M/W, 1/7-3/4, 8:30am-11:30am, HRD-7642-499HR,
151 Goodwill Ctr., Goodwill,
Fees: Waived

M/W, 1/7-3/4, 12:30-3:30pm, HRD-7642-500HR,
151 Goodwill Ctr., Goodwill,
Fees: Waived

T/TH, 1/8-2/28, 12:30-3:30pm, HRD-7642-501HR,
151 Goodwill Ctr., Goodwill,
Fees: Waived

F, 1/11-4/5, 9am-1pm, HRD-7642-507HR,
151 Goodwill Ctr., Goodwill,
Fees: Waived

T/TH, 2/26-4/18, 8:30-11:30am, HRD-7642-502HR,
151 Goodwill Ctr., Goodwill,
Fees: Waived

M/W, 3/18-5/13, 12:30-3:30pm, HRD-7642-503HR,
151 Goodwill Ctr., Goodwill,
Fees: Waived

M/W, 3/18-5/13, 12:30-3:30pm, HRD-7642-539HR,
151 Goodwill Ctr., Goodwill,
Fees: Waived

T/TH, 1/8-2/28, 10am-1pm, HRD-7642-513HR,
118 Ramsey, Madison,
Fees: Waived

W, 1/9-4/24, 5:30-8:30pm, HRD-7642-515HR,
118 Ramsey, Madison,
Fees: Waived

T/TH, 4/2-5/28, 10am-1pm, HRD-7642-514HR,
118 Ramsey, Madison,
Fees: Waived
Computer Empowerment for the Workplace
Increase your computer knowledge through the creation of career-related documents and forms. Successful completion of Computer Basics and Technology Awareness is required.
T/TH, 3/12-4/4, 5:30-8:30pm, HRD-7613-498HR, 321 Hemlock, Asheville, Fees: Waived
T/TH, 3/12-4/18, 9am-12pm, HRD-7613-491HR, 321 Hemlock, Asheville, Fees: Waived
M/W, 4/1-4/24, 5:30-8:30pm, HRD-7613-497HR, 324 Hemlock, Asheville, Fees: Waived
M/W, 4/3-4/29, 9am-12pm, HRD-7613-492HR, 321 Hemlock, Asheville, Fees: Waived
T/TH, 1/8-2/14, 8:30-11:30am, HRD-7637-519HR, 151 Goodwill Ctr., Goodwill, Fees: Waived
M/W, 1/14-3/25, 12:30-3:30pm, HRD-7629-524HR, 138 Goodwill Ctr., Goodwill, Fees: Waived
M/W, 4/8-6/17, 12:30-3:30pm, HRD-7629-525HR, 138 Goodwill Ctr., Goodwill, Fees: Waived

Healthcare Career Pathways
This course will introduce the basic principles and concepts of a career as a healthcare professional. Class projects will include exploration of the skills, interests, and the entry-level and academic requirements needed for specific jobs. After the class, students will be able to make an educated decision about the healthcare career path they want to follow.
M/W, 2/11-3/4, 12:30-3:30pm, HRD-7627-522HR, 321 Hemlock, Asheville, Fees: Waived
M/W, 4/8-4/29, 12:30-3:30pm, HRD-7627-523HR, 321 Hemlock, Asheville, Fees: Waived

Hospitality Skills Certification
In this course, students will learn the skills needed to begin a hospitality career in a variety of settings. Class projects will help students identify and choose jobs suited to their interests and understand how to advance in the hospitality industry. Leading area hospitality employers guarantee interviews to those who qualify by successfully completing this course.
M/W, 1/14-3/25, 12:30-3:30pm, HRD-7629-524HR, 138 Goodwill Ctr., Goodwill, Fees: Waived
M/W, 4/8-6/17, 12:30-3:30pm, HRD-7629-525HR, 138 Goodwill Ctr., Goodwill, Fees: Waived

Job Club Employability Lab
Job Club provides an open lab setting at Mountain Area Job Link where students and job seekers can work independently or with an instructor on job search and career development. Computers with internet access are available for online job search, online applications, resume creation and revision, and preparation for the WorkKeys exams.
M-F, 1/7-5/15, 8:30am-12:30pm, HRD-7604-480HR, 103 Maple, Asheville, Fees: Waived

Essential Workplace Skills
Essential skills are needed for work, learning and life, and they provide the foundation for learning all other skills. In this class, you will learn the essential workplace skills all employers want you to have. They improve your chances for success in the job search and teach you the skills you need to advance in the workplace. Class activities include strategies to enhance your skills of problem-solving, decision making, teamwork and self-management. In today’s workplace, you must be able to work well with others.
M/W, 1/28-2/6, 1:30-4:30pm, HRD-7637-519HR, 321 Hemlock, Asheville, Fees: Waived
M/W, 3/11-3/20, 1:30-4:30pm, HRD-7637-520HR, 321 Hemlock, Asheville, Fees: Waived
Maximizing Interview Skills
Job interviews call for you to present your very best self. This class is designed to help you curb your nervousness, feel more confident and shine in your interviews. This class will teach you how to interview from start to finish. Resumes get you the interview, but it takes "you" to get the job. Class topics include how to answer interview questions, vocabulary words, dressing for success, phone etiquette, interview "dos and don'ts," and cover letter and resume tips. Treat yourself to this worthy class to help you calm your interviewing anxieties. There will be plenty of time for questions.

T/Th/F, 1/29-2/1, 5:30-8:30pm, HRD-7638-526HR, 310 Hemlock, Asheville, Fees: Waived

Medical Office Pathways
Designed for students interested in entering the field of Medical Office Support, this class will focus on service skills specific to a medical environment. Introductory lessons on medical terminology, types of insurance, and confidentiality issues will be covered. The textbook, Medical Office Workbook, approximately $10, can be purchased at the Goodwill Employment and Training Center.

T/TH, 1/15-2/5, 12-3pm, HRD-7610-529HR, 137 Goodwill Ctr., Goodwill, Fees: Waived

Pathways to Employment
This class is designed to jumpstart your job search. Students will learn the most effective methods of finding a job. Class projects include creating a resume that best highlights your skills, a master application, cover letters, and thank you notes. Topics for discussion include the importance of first impressions, verbal and non-verbal, and how to answer the most common interview questions.

M/W, 1/9-1/23, 1:30-4:30pm, HRD-7632-532HR, 321 Hemlock, Asheville, Fees: Waived

Rev Up Your Job Search
Trying to get your foot in the door to a new job is a daunting task. In this class, learn where to look for local and national jobs, dress to impress, create a job specific cover letter and resume, and smooth out the rough edges of your personal presentation.

T/TH, 1/24-1/24, 9-11am, HRD-3041-400HR, 117 ABTS, South Site, Fees: Waived
Senior Citizens, Be Our Guest

Senior citizens age 65 or older who are qualified as legal residents of North Carolina may take up to six hours of curriculum (for credit) coursework per academic semester or one Continuing Education (non-credit) course per academic semester free. Insurance, book and supply expenses are paid by the student. Call 828-398-7903 to take advantage of this great opportunity to continue learning for a lifetime at A-B Tech Community College. Exemption does not apply to self-supporting courses.

Computers

A+ Certification Preparation / IT Essentials I
This class prepares students to take the A+ certification exam, considered the entry-level certification for IT professionals. Attendance at the first class is required. George Woodruff, Instructor.
T/TH, 4/2-6/13, 6-9:30pm, ELN-7400-418CO, 142 Haynes, Enka, Fees: Course $175, Tech $5

Access 2010, Introduction (One-Day)
This class introduces the basic terminology and functions of the powerful database program, Microsoft Access. You will learn the basics of tables, queries, forms, reports, and interfacing with other applications. Carl DeTroia, Instructor.
F, 2/8, 9am-4pm, SEF-7635-694CO, 341 Haynes, Enka, Fees: Course $70

Adobe Camera Raw (One-Day)
This course is for the serious amateur or professional photographer. Raw formats allow you to receive images before any in-camera processing has been performed. Students will be working on PCs in class, but Mac users can bring a laptop loaded with Photoshop CS or Elements. Bring some of your raw files from your digital camera (on a memory disc or CD) and using these uncompressed digital negatives, learn new editing techniques such as automating raw workflow, correcting exposures, extending exposure range, manipulating gray scale and working with the new DNG open standard Adobe supports. Bring some of your raw files on a memory disc, if possible. This class is for Mac or PC users. Linnae Harris, Instructor.
T, 3/19, 8:30am-3pm, SEF-7439-688CO, 340 Haynes, Enka, Fees: Course $70

Adobe Illustrator for Drawing (One-Day)
Learn how to create distinct vector artwork and logos, how to use the drawing and painting tools, modify shapes, use layers, apply filters, stroke over images, and make custom shapes with the pen tool. Explore color with Live color, gradients, the color guide, swatches and transparencies. Linnae Harris, Instructor.
W, 3/20, 8:30am-3pm, SEF-7658-686CO, 340 Haynes, Enka, Fees: Course $70

Adobe Illustrator for Layout Design (One-Day)
Create professional-looking business cards, flyers, and brochures. Learn about text on a path, character and paragraph styles, importing photos, layers, and type effects. Study basic composition, printing considerations, and best file formats. Linnae Harris, Instructor.
F, 3/8, 8:30am-3pm, SEF-7659-687CO, 340 Haynes, Enka, Fees: Course $70

Adobe InDesign, Introduction
Adobe InDesign allows students to integrate their designs with other products quickly and effectively. Learn how to create flyers, business cards, letterheads, ads, brochures, and newsletters. Create your own marketing materials for a small business or organization, or make your student and business papers appear to be perceived as more professional. This class is a fast and efficient path to mastering basic design tasks with InDesign. The class is suitable for Macintosh or Windows users, and Mac users are encouraged to bring laptops, if preferred. Students will need basic computer skills. Phyllis Barnard, Instructor.
M/W, 1/28-2/20, 6-9pm, CAS-7408-102CO, 340 Haynes, Enka, Fees: Course $65, Tech $5

Adobe Photoshop CS6, Introduction
This class will help you get started with the powerful Adobe software, Photoshop CS6. You will learn about image selections, layers, adjusting images, preparing finished images and other pertinent topics. This class is suitable for Macintosh or Windows users, and Mac users are encouraged to bring laptops if preferred. Students need basic computer skills.
T, 1/22-3/12, 9:30am-12:30pm, CAS-7418-485CO, 340 Haynes, Enka, Fees: Course $65, Tech $5
T/TH, 2/19-3/14, 6-9pm, CAS-7418-487CO, 340 Haynes, Enka, Fees: Course $65, Tech $5
Adobe Photoshop CS6, Intermediate
This course is for those who have completed the 24-hour, introduction class or equivalent. Raise your Photoshop skills to the next level. Learn sophisticated techniques for editing and manipulating images; add actions, brushes and fonts; learn professional tips for portrait retouching; combine multiple images into sophisticated montages using layer masks and discover the photographer's best work flow. The class is suitable for Macintosh and Windows users, and Mac users are encouraged to bring laptops, if preferred. Linnae Harris, Instructor.

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

Adobe Photoshop Elements 10, Introduction
This class will teach you how to use the digital imaging software, Photoshop Elements, which is a less complex program than Photoshop CS 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. This class is suitable for PC or Mac users. Linnae Harris, Instructor.

TH, 1/24-3/14, 9:30am-12:30pm, CAS-7478-510CO,
340 Haynes, Enka,
Fees: Course $65, Tech $5

Adobe Photoshop Elements 10, Intermediate
This class is for those who completed the 24-hour Adobe Photoshop Elements, Beginning class or equivalent. Raise your Photoshop skills to the next level. Learn sophisticated techniques for editing and manipulating images; add actions, brushes and fonts; learn professional tips for portrait retouching; combine multiple images into sophisticated montages using layer masks and discover the photographer's best work flow. (Mac users will have to bring a MacBook). Linnae Harris, Instructor.

TH, 4/4-5/23, 9:30am-12:30pm, CAS-7479-524CO,
340 Haynes, Enka,
Fees: Course $65, Tech $5

AutoCAD I Design/Drafting
You will learn the basic steps of AutoCAD, which includes building formats for drawings, basic shapes and developing detail drawings. Ed Hoglen, Instructor.

M/W, 1/28-2/27, 4-6pm, DFT-7408-414CO,
124 Elm, Asheville,
Fees: Course $65, Tech $5

AutoCAD II Design/Drafting
In this class, you will work on the layout of floor plans, learn the importance of layers, how to use blocks library, learn more detailed shapes and get introduced to isometric drawing. Ed Hoglen, Instructor.

M/W, 3/11-4/10, 4-6pm, DFT-7407-415CO,
124 Elm, Asheville,
Fees: Course $65, Tech $5

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

M/W, 1/28-2/6, 6-9pm, CAS-7469-547CO,
126 Birch, Asheville,
Fees: Course $65, Tech $5

Computer Career Skills - Office 2010
Learn about the Microsoft Office 2010 applications: Access, Excel, PowerPoint and Word. This is a great introduction to all of these applications to expand or begin your computer knowledge. Students will need basic computer skills. Textbook, Microsoft Office 2010-Silver Series is optional, and will be discussed at the first class.

M/W, 2/18-3/13, 6-9pm, OSC-7432-444CO,
126 Birch, Asheville,
Fees: Course $65, Tech $5

T/TH, 2/26-3/21, 9am-12pm, OSC-7432-445CO,
140 Haynes, Enka,
Fees: Course $65, Tech $5

Computer Repair
Need to install more memory? Need to replace a modem or network card? Need to set up your own router? This class is for you! In this hands-on course, you will learn to identify and maintain the components of a computer, desktops and laptops. You will learn how to replace and add memory, install and format a hard drive, install an operating system and add new software. Simple troubleshooting techniques and preventative maintenance will also be covered. The course will be focused mainly on desktop PCs but will also cover the basic differences with laptops and their components. Reference books are optional and will be discussed at the first class. Ray Nightingale, Instructor.

T/TH, 2/5-2/28, 10am-1pm, ELN-7402-420CO,
142 Haynes, Enka,
Fees: Course $65, Tech $5
Digital Photography for Business
Do you have a digital camera and wish you could take better pictures? Do you want to learn how to use its many functions and features? Then you will want to take this course. You will learn about natural light, color, composition and the secrets to taking great photos. You will need to bring a digital SLR camera or an advanced point and shoot camera that has some manual options (and the operation manual, if available) to class.
Linnae Harris, Instructor.
W, 1/23-2/20, 9:30am-12:30pm, PHO-7407-416CO, 340 Haynes, Enka,
Fees: Course $65, Tech $5

Excel 2010, Introduction
In this two-day class, you will learn to organize and analyze data using Microsoft Excel through hands-on exercises and examples. It will go at a slower pace and more in-depth than the one-day accelerated class. You will explore workbook basics, building, formatting and printing worksheets, and using functions and formulas. Students need basic computer skills. Textbook is FastCourse Microsoft Excel 2010, Level 1 of 3.
S, 3/9-3/16, 9am-4pm, CAS-7405-535CO, 340 Haynes, Enka,
Fees: Course $65, Tech $5

Excel 2010, Introduction (One-Day)
Learn to organize and analyze data using Microsoft Excel. This one-day intensive class is designed for experienced computer users, and concepts are presented in an accelerated format. Textbook: FastCourse Microsoft Excel 2010, Level 1 of 3. Carl Detroia, Instructor
F, 2/1, 9am-4pm, CAS-7482-563CO, 340 Haynes, Enka,
Fees: Course $65, Tech $5

Excel 2010, Intermediate (One-Day)
Learning how to manipulate worksheets, use filters, set up Macros and much more in this intermediate class. This one-day class is designed for experienced computer users and concepts are presented in an accelerated format. Textbook FastCourse Microsoft Excel 2010 Level 2 of 3.
F, 2/22, 9am-4pm, CAS-7483-550CO, 340 Haynes, Enka,
Fees: Course $65, Tech $5

iPod for the Workplace (One-Day)
iPod can be used for more than just music and videos; it can be a useful business device to integrate and improve efficiency of common office activities. With certain applications business processes can be conducted quickly and efficiently. Students will be required to have their own iPod and bring it with them. Using your iPod can be more convenient and productive than using your laptop or PC.
F, 2/15, 9am-4pm, SEF-7629-706CO, 123 ABTS, South Site,
Fees: Course $70
F, 2/22, 9am-4pm, SEF-7629-705CO, 112 Ramsey, Madison,
Fees: Course $70

LinkedIn (One-Day)
Using social media effectively is now a must have skill in today’s fast paced job market. LinkedIn has 175 million business users for people in professional occupations who want to save time, and avoid time networking. You will learn how to create an effective and complete LinkedIn profile; how to make connections; the importance of second and third tier connections; how to widen your circle using the LinkedIn Answers; Groups; Jobs and more.
F, 2/22, 9am-4pm, SEF-7673-761CO, 341 Haynes, Enka,
Fees: Course $49
S, 3/16, 9am-4pm, SEF-7673-762CO, 341 Haynes, Enka,
Fees: Course $49
Macintosh, Introduction
This class will provide users who are new to Macs a firm foundation for future projects. Topics include hardware basics, the Macintosh keyboard, saving and retrieving files, using e-mail, the Internet and basic program functions. Textbook to be announced.
Michelle McCain, Instructor
T/TH, 1/29-2/21, 1pm-4pm, CAS-7410-539CO, 341 Haynes, Enka,
Fees: Course $65, Tech $5

Macintosh, iApps
Are you ready to get more from your Mac? This class teaches users the powerful iApps installs on your computer, Mail, iCal, iChat, Rendezvous iPhoto, iTunes, iMovie, Preview and iDVD. Textbook to be announced. Michelle McCain, Instructor.
T/TH, 3/12-4/4, 1pm-4pm, CAS-7508-586CO, 341 Haynes, Enka,
Fees: Course $65, Tech $5

Online Security (One-Day)
Online security from your PC, iPad, Kindle, Nook, 3G and 4G networks and social networks. There are certain principals you should use to protect yourself from viruses, malware, phishing, identity theft, fraud, and loss of your credit ratings. This course covers the law, software and procedures you should use to protect yourself and loved ones. Handouts will be provided. Anti-virus software, PC set ups, the law, and technical issues will be discussed and presented during this class. North Carolina and federal sites to assist you will be visited and discussed. You should be aware of your versions of software when you come to class.
Carl DeTroia, Instructor.
F, 3/22, 9am-4pm, SEF-7683-742CO, 341 Haynes, Enka,
Fees: Course $49

Powerpoint 2010, Introduction (One-Day)
Create presentations with clip art and formatted text, use the transition and timing features. Students need basic computer skills. Carl DeTroia, Instructor.
F, 3/8, 9am-4pm, OSC-7433-448CO, 341 Haynes, Enka,
Fees: Course $65, Tech $5

QuickBooks Pro 2011, Introduction
This class will be taught using QuickBooks 2011 software. Information will be applicable to software versions 2000 and later. Students will need basic computer skills. Textbook: QuickBooks Pro 2011 Comprehensive. It is strongly recommended students bring flash/thumb drives to save their files.
M, 1/28-3/18, 6-9pm, CAS-7421-557CO, 118 Ramsey, Madison,
Fees: Course $65, Tech $5

M/W, 1/28-2/20, 6-9pm, CAS-7421-556CO, 341 Haynes, Enka,
Fees: Course $65, Tech $5

SEO-Business Website Search Engine Rankings (One-Day)
With this Search Engine Optimization class, students will learn the newest effective methods for optimizing any active web page with a focus on keywords, meta descriptions, tags, page titles and other meta tag commands. Students will review several example websites that feature common SEO mistakes, with presented solutions that would improve the site is overall ranking. Learn how to submit your URL to Google, read and understand web visitor stats and increase traffic to your website. This class is best suited for business websites, marketing specialists, and web designers. Michelle McCain, Instructor.
F, 2/8, 9am-4pm, SEF-7606-667CO, 340 Haynes, Enka,
Fees: Course $70

Social Media Marketing (One-Day)
Do you want to market you and your business through social media? Then, this one day class is for you. Come and learn how to establish and utilize Facebook, Twitter, Google+, LinkedIn, Pinterest, blogging, email campaigns, and various other social marketing tools. Please bring a USB flash drive.
Phyllis Barnard, Instructor.
F, 2/1, 9am-4pm, SEF-7625-712CO, 341 Haynes, Enka,
Fees: Course $70

S, 3/2, 9am-4pm, SEF-7625-713CO, 341 Haynes, Enka,
Fees: Course $70
Webpage Design, Introduction
Take this class for an overview of what is required to create, publish and maintain a professional website. An introduction to HTML, the most common web programming language, is also included. By the end of class, the student will be able to create an HTML website. Michelle McCain, Instructor.
T/TH, 1/22-2/7, 6-9pm, ITN-7407-423CO, 340 Haynes, Enka, Fees: Course $65, Tech $5

Webpage Design: Dreamweaver, Introduction
Do you want to be able to design or manage websites using Dreamweaver? This course is designed for people seeking fast, easy and comprehensive Dreamweaver training. You will learn the basics of HTML and CSS. Topics include how to work with templates, text, tables, images, navigation, flash and forms. Upon completion of the class, you will be able to create a website using the basic features of the program and publish websites to the Internet. Students will need basic computer skills. Optional textbook: Adobe Dreamweaver Classroom in a Book Phyllis Barnard, Instructor
M/W, 3/4-3/27, 6-9pm, ITN-7409-102CO, 340 Haynes, Enka, Fees: Course $65, Tech $5

Webpage Design: WordPress
WordPress.com made easy. If you've ever wanted a blog or website this class is for you. Learn to activate your own WordPress blog/website, navigate and customize it, upload images and install widgets using WordPress.com. Create your site from start to finish in this comprehensive class by starting with the basics then being guided to completion. Michelle McCain, Instructor.
M/W, 1/28-2/6, 9am-4pm, ITN-7420-421CO, 341 Haynes, Enka, Fees: Course $65, Tech $5
M/W, 3/4-3/13, 9am-4pm, ITN-7420-423CO, 117 ABTS, South Site, Fees: Course $65, Tech $5
T/TH, 4/9-4/18, 9am-4pm, ITN-7420-422CO, 341 Haynes, Enka, Fees: Course $65, Tech $5

Word 2010, Introduction (One-Day)
In this hands-on class, you will learn to create and edit documents, manage and print files, enhance text, and format paragraphs and pages. Robin Wiggins, Instructor.
S, 2/16, 9am-4pm, SEF-7632-693CO, 340 Haynes, Enka, Fees: Course $70

Education
Education: Lateral Bridge Program for Teachers
This course is designed to meet the 80-hour pre-service NC state requirement for lateral entry teachers. It is also recommended for anyone interested in becoming a teacher. Topics include characteristics of a quality teacher, effective classroom management strategies, appropriate methods of instruction, vital organization skills, and effective communication with students, parents and colleagues. This course includes an online instructional component; students must have access to a computer with internet outside of class. Textbook: The First Days of School.
M, 2/4-4/22, 5pm-11:59pm, EDU-7200-517ED, 127 Haynes, Enka, Fees: Course $175, Tech $5

Effective Teacher Training
This class is required preparation for substitute teachers for all Buncombe and Madison County schools, and is also an excellent crash course in learning methodologies and classroom management for current or returning teachers. This course will use the curriculum approved by Asheville City and Buncombe County Schools. Textbook: Substitute Teacher Handbook. Prerequisite: high school diploma or GED. Attendance at all classes is required.
M-F, 2/4-2/8, 9am-4pm, EDU-3002-522ED, 209 Haynes, Enka, Fees: Course $120, Tech $5
Basic Law Enforcement Training (BLET)

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

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

For additional information:
www1.abtech.edu/blet-ConEd
828-398-7841 or ddavis@abtech.edu
828-398-7622 or rlyles@abtech.edu

Emergency Medical Science (EMS)

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

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

Basic Firefighter Indoctrination Training (BFIT)

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

Visit www1.abtech.edu/bfit-schedule, contact
Tommy Brooks at tbrooks@abtech.edu or
John Witherspoon at jwitherspoons@abtech.edu or call
828-398-7139.
Healthcare

Electronic Health Record Specialist

This 96-hour course will equip you with the knowledge needed to navigate electronic medical record software, protect the privacy and security of patient information, review patient records for accuracy and completeness, and audit patient records for compliance with legal and regulatory requirements. In this course, you will also learn about the medical office environment, medical terminology, and the skills needed to be employable.

At the successful completion of this course, you will be eligible to sit for the National Healthcareer Association Electronic Health Record Specialist Certification Exam which is $105. You must have a GED or high school diploma, basic keyboarding skills and pass a basic computer assessment administered at the Goodwill Workforce Center.

Dana Moore, Barbara Butcher: Instructors.

M/W, 1/7-4/29, 6-9pm, MED-7403-420HC, 155 Goodwill Ctr., Goodwill, Fees: Course $175, Tech $5

T/TH, 1/8-4/25, 9am-12pm, MED-7403-421HC, 155 Goodwill Ctr., Goodwill, Fees: Course $175, Tech $5

Medical Terminology Made Easy

Learn how to easily remember, pronounce, and apply the meanings of the prefixes, roots and suffixes that combine to form over 11,000 complex medical terms. Using visual imagery as a memory aid, the Dean Vaughn Medical Terminology 350 system teaches the basic design of medical terminology in a fun and creative way. Participants quickly learn, easily recall, and effectively apply the course content to the job.

Textbook: The Dean Vaughn Medical Terminology 350 Total Retention System.

T/TH, 1/8-2/26, 3-5pm, COM-7553-571HC, 138 Goodwill Ctr., Goodwill, Fees: Course $120, Tech $5

T/TH, 3/12-4/30, 3-5pm, COM-7553-572HC, 138 Goodwill Ctr., Goodwill, Fees: Course $120, Tech $5

Ophthalmic Assisting

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

Prerequisites will include passing the college Accuplacer exam. Drug screening, background checks and completion of an electronic medical records course will be required prior to proceeding into the clinical component.

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

Nurse Aide I Refresher

This course is for the NA I whose state listing has expired for not greater than five (5) years or current nurse aides who have moved to North Carolina. The course consists of theory review and skills testing to assess the student's knowledge of North Carolina's required skills. Upon satisfactory completion of the course, the graduate will be eligible to apply for the NC Nurse Aide Competency Exam. (Additional cost of $101.) Students need to complete the Health Care Provider BLS CPR class prior to registration for this course.

Textbook: Success for the Nursing Assistant

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

Nurse Aide Level II

This course offers short-term training to move NAs at Level I to more complex nursing tasks under the supervision of a licensed nurse. Requirements for admission are: current NA I listing in North Carolina plus experience of six (6) months or greater, proof of high school diploma or GED, proof of immunizations, background check, drug screening (at the expense of the student) and a letter of recommendation from an RN.

Textbook: Thomson's North Carolina Nurse Aide II.

Class typically meet M/W evenings 5-9pm and will include Saturday daytime clinical 7 a.m.-3:30 p.m. Students cannot register online for Nursing Assistant courses.

Please call 828-398-7878 for questions and to be placed on a mailing list to receive information on upcoming classes and registration information as it becomes available.
Nurse Aide Level I
This course provides basic training in the entry-level caregiving skills needed to work as a nursing assistant in various healthcare settings such as nursing homes, hospitals, or private homes. Additional information needed for registration is available on our web site at www.abtech.edu/nursing-assistant. Madison NA-I classes may register only at the Madison site. Textbook: Hartman's Long-Term Care, Workbook and Handbook available at campus bookstores. Students cannot register online for NA-I courses. There is a mandatory 15-hour orientation prior to each class start date; dates to be announced prior to each class. Day class times change on seven clinical days 7 am-3:30 pm. Day classes break one-half hour for lunch. Evening classes will meet on at least seven Saturdays 7 am-3:30 pm. Classes will break for one-half hour on those Saturdays. Class dates are subject to change.

T/TH, 1/15-5/2, 5:30-8:30pm, NUR-3240-349HC, 113 Ramsey, Madison,
Fees: Course $175, Supply/Lab $25, Ins. $1.40, Tech. $5

T-F, 2/26-4/12, 8:30am-3pm, NUR-3240-302HC, 113 Ramsey, Madison,
Fees: Course $175, Supply/Lab $25, Ins. $1.40, Tech. $5

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

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

Registration for Nurse Aide Level I and II
Due to demand for the Nursing Assistant classes, minors (16-17 year-olds) will be admitted to class per College policy on page 71. Exceptions may be made for minors with a high school diploma or GED at the time of class.

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

Medication Aide
This course is designed to meet the training requirements for becoming qualified as a medication aide and will cover the six rights of medication administration for non-licensed personnel. Topics will include medication administration via the oral, topical, and instillation routes, medical asepsis, hand hygiene, terminology, and legal implications. Upon satisfactory completion, students will be able to take the competency exam (additional cost of $55) and demonstrate skills necessary to qualify for listing on the North Carolina Medication Aide Registry. Proof of high school diploma or GED and current listing as a Nurse Aide I in North Carolina are required in order to register.

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

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

S/Su, 1/26-1/27, 8:30am-5:30pm, HEA-7211-272HS, 127 Haynes, Enka,
Fees: Course $65, Tech $5

S/Su, 3/16-3/17, 8:30am-5:30pm, HEA-7211-273HS, 127 Haynes, Enka,
Fees: Course $65, Tech $5

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

M, 1/28-3/25, 5:30pm-9:30pm, HOS-3060-220HS, 237 Magnolia, Asheville,
Fees: Course $120, Tech $5

T, 2/12-4/30, 9am-12pm, HOS-3060-221HS, 123 ABTS, South Site,
Fees: Course $120, Tech $5

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

M, 4/8-4/15, 6-9pm, SEF-7689-778HS, 105 Magnolia, Asheville,
Fees: Course $65, Supply/Lab $15, Ins. $1.40

The Business of Beer: Part 1 – Beerology and Part 2 - Beeronomics
Part 1: The student will be introduced to beer as a defined subject and will learn the building blocks of beer such as the history, ingredient identification and steps of the brewing process. The focus will be on ales and lagers from production to evaluation, glassware specifications, styles, sensory evaluations and food pairings. Upon completion, the student should have a solid base for future classes in beverage management or brewing. This is Part 1 of a two-part certification process.

Part 2: The student will learn the manufacturing and supply chain of beer as it works its way to its final destination, the customer. You will tour a local brewery, a beverage distributor and a high volume on-premise beverage operation. Topics will cover the brewing process, positions, brand representation, distribution regulations, purchasing/inventory, handling/storage, legal regulations and sales and marketing of the products. Upon completion, the student should have a solid understanding of the industry and jobs required for its growth and success.

When Part 1 and 2 are completed, the student will receive a certification in The Business of Beer and be prepared to take a level 1 beer examination. You can take Part 1 and Part 2 in any order. Eligible students must be at least 21 years old.

If you are interested in admission into either or both of these courses, call 828-398-7859 or marthalfisher@abtech.edu.
Duke Nonprofit Management Program
A collaboration between the Duke Nonprofit Management Program, WNC Nonprofit Pathways, and A-B Tech has produced a track of in-depth courses that specialize in strengthening nonprofit organizations and community leaders. The Nonprofit Management Certificate is earned at the completion of 50 classroom hours. For more information, please visit www.nonprofitpathways.org.

Students must register directly with the Duke Nonprofit Management Program by visiting the following site: http://www.learnmore.duke.edu/certificates/nonprofit/ or by calling 919-684-6259. 50% discount scholarships available to those working with WNC nonprofits.

Duke Nonprofit Fundamentals: Fund Development
Successful fundraising can inspire donors to connect with your mission while increasing your organization’s revenue. We will cover tools and skills to strengthen your fundraising program, including current trends and best practices; strategies and specific action steps for increasing fundraising revenue from individuals and businesses; ideas for foundation giving; and ways to improve communication with donors and prospects. Learn specific steps to develop immediate actions back at the office as well as strategies and fundraising processes to discuss with your board, committees, or other staff. Angela Kemper, MA, CFRE, is co-founder of Hunter Kemper Consulting and a successful fundraiser, trainer, and consultant with expertise in strategic communication that has generated results for over 20 years.

T, 3/12, 10am-4pm, SBC-1019-100NP, 209 Haynes, Enka, Fees: Course $120

Duke Nonprofit Fundamentals: Communications
Communicating clearly and persuasively is vital to a successful nonprofit organization. This workshop will cover clarifying your unique selling proposition, understanding your audience, message development—what you want them to know; determining the best vehicles from media to letters to visits to Internet and assessing what works best for you. At the end of the day, you will have an outline of a strategic communications plan to help drive your success. Rachel Perry has been a journalist, public relations professional, and communications director for former Gov. Jim Hunt. She now consults with United Way of America from Asheville. Fifty percent discount scholarships available to those working with a WNC nonprofit.

W, 2/20, 10am-4pm, SBC-1018-100NP, 209 Haynes, Enka, Fees: Course $120

Duke Nonprofit Fundamentals: Evaluation
Learn the basics of project and program evaluation. This workshop combines teaching with small group discussion to provide the nuts and bolts of practical methods for conducting evaluation. You will see the value of program evaluation and learn the importance of using evaluation results for continual program improvement; identify audiences for your evaluation findings; get acquainted with evaluation design, including logic models and evaluation plans; and develop a brief action plan for addressing evaluation in your organization. Jill Fromewick is Executive Director of Sparrow Research Group, a global public health consulting firm specializing in evaluation, program design, and social science research. She has over a decade of experience leading and conducting evaluations as a nonprofit consultant, staff, and board member.

T, 4/9, 10am-4pm, SBC-1007-101NP, 209 Haynes, Enka, Fees: Course $120

For more information, please visit abtech.edu/sbc
Transportation & Automotive

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

T/TH, 1/8-1/10, 6-10pm, AUT-7203-536TR, 215 Haynes, Enka,
Fees: Course $65, Tech $5
T/TH, 2/5-2/7, 6-10pm, AUT-7203-537TR, 215 Haynes, Enka,
Fees: Course $65, Tech $5
T/TH, 3/5-3/7, 6-10pm, AUT-7203-538TR, 215 Haynes, Enka,
Fees: Course $65, Tech $5
T/TH, 4/2-4/4, 6-10pm, AUT-7203-539TR, 215 Haynes, Enka,
Fees: Course $65, Tech $5

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

M/W, 1/7-1/9, 6-10pm, AUT-3129-556TR, 215 Haynes, Enka,
Fees: Course $65, Tech $5
M/W, 2/4-2/6, 6-10pm, AUT-3129-557TR, 128 Haynes, Enka,
Fees: Course $65, Tech $5
M/W, 3/4-3/6, 6-10pm, AUT-3129-558TR, 128 Haynes, Enka,
Fees: Course $65, Tech $5
M/W, 4/1-4/3, 6-10pm, AUT-3129-559TR, 215 Haynes, Enka,
Fees: Course $65, Tech $5

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

M, 1/14, 6-10pm, AUT-7202-563TR, 215 Haynes, Enka,
Fees: Course $65, Tech $5
M, 2/11, 6-10pm, AUT-7202-564TR, 128 Haynes, Enka,
Fees: Course $65, Tech $5
M, 3/11, 6-10pm, AUT-7202-565TR, 128 Haynes, Enka,
Fees: Course $65, Tech $5
M, 4/8, 6-10pm, AUT-7202-566TR, 215 Haynes, Enka,
Fees: Course $65, Tech $5

Escort Vehicle Operator 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.

M/T, 3/11-3/12, 6-10pm, AUT-7079-534TR, 213 Haynes, Enka,
Fees: Course $65, Tech $5

Escort Vehicle Operator Recertification
This four-hour course satisfies the requirements set by the North Carolina Department of Transportation to recertify oversize-overweight load escort vehicle drivers. This course reviews defensive driving and escort driver requirements, and includes skills training and an examination.

M, 2/18, 6-10pm, AUT-7082-535TR, 213 Haynes, Enka,
Fees: Course $65, Tech $5
A-B Tech Small Business Center and Business Incubation Program

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

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

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

Small Business Jump Start Day

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

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


In recognition of National Entrepreneurship Week, the A-B Tech Small Business Center and Entrepreneurial Institute will present a variety of entrepreneurial-focused events for A-B Tech students, faculty, staff, and the community. This yearly event aims to highlight the creative efforts of entrepreneurs and small businesses that have persevered in this transcending global environment. NEW gives entrepreneurs the ability to connect on a professional and social level with those who may fit their target market, allowing for added exposure by way of sharing their knowledge and expertise.

For more information on National Entrepreneurship Week, please contact Duane Adams at dadams@abtech.edu or (828) 398-7951.
Colleen Laroe, “Make it with Yarn!”

What is your business? We are a retail store for knitting and crochet supplies. We carry all kinds of supplies, yarn and finished goods.

Why did you start a business? I lost my job and exhausted my resources and hopes of finding another one so I decided to use my hobby as a benefit to me and my family.

Have you started other businesses? No.

How has The Small Business Center (SBC) assisted you? Explained and showed me how to do a kind of road map to research and start a new business. Jill Sparks and Duane Adams gave me lots of encouragement and guidance.

What is the most challenging aspect of owning a business? Learning when, where and how to advertise and manage your business funds.

What advice would you give to aspiring entrepreneurs? Do lots of research in the area you are planning to open your business. Check out your customers’ needs as well as your competition, so you will know what you need to stock and supply.
An Entrepreneur’s Guide to Bridging the Digital Divide
This course will help to educate business owners on web-based resources and tools that can help streamline day-to-day operations for their business and alleviate stress from the digital world. The goal is to help raise the level of comfort and understanding when it comes to the internet as it continues to embed itself into more and more areas of one's business. Topics covered include website tracking using Google Analytics, search engine optimization, blogging platforms, WordPress, social media basics, and many web-based applications that are free to use online (Evernote, Dropbox, AnyMeeting, Mint, etc.).

W, 2/6, 3pm-6, SBC-2400-101EN, 1039 Small Business Center, Enka, Fees: Course Free

Business Plan - a Must! Presented by SCORE
This program focuses on three key objectives: 1.) allowing you to test your business before you invest your time and money 2.) evaluating where your current business needs improvements and 3.) preparing you to go to a lender or investor with a winning proposal.

M, 2/4, 9am-12pm, SBC-1031-100EN, 101 Ramsey, Madison, Fees: Course $30

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, 3/7, 6-9pm, SBC-1029-101EN, 101 Ramsey, Madison, Fees: Course $30

Keeping Cash Flowing Presented by SCORE
Learn how to manage your cash flow by staying on top of your budget and growing your business at the same time.

M, 3/4, 9am-12pm, SBC-2200-101EN, 101 Ramsey, Madison, Fees: Course $30
eBay: eBay Stores (Part 3)
Take your students to the next level of their eBay e-commerce experience. This 2 1/2-hour hands-on course is a fantastic way to provide a step-by-step approach to those individuals who are ready to become eBay store owners. Learn how to start, brand, and optimize your eBay store website. Understand how to market your eBay store more effectively with email newsletters, traffic reports, and the markdown manager sales tool. Learn how to use the Quick Store Tune-up feature and "Manage My Store" page to customize your eBay store, plus learn tips for search engine optimization that will bring even more internet shoppers to your eBay store!

W, 1/30, 6-9pm, SBC-4200-100EN, 2046 Small Business Center, Enka, Fees: Course Free

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

TH, 2/7, 9-10am, SBC-1010-101EN, 2046 Small Business Center, Enka, Fees: Course Free

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

TH, 2/28, 9-10am, SBC-1014-100EN, 2046 Small Business Center, Enka, Fees: Course Free

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

TH, 2/21, 9-11am, SBC-1077-101EN, 101 Ramsey, Madison, Fees: Course Free

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

TH, 2/14, 9-10am, SBC-1011-102EN, 1039 Small Business Center, Enka, Fees: Course Free

TH, 3/28, 6-7pm, SBC-1011-104EN, 101 ABTS, South Site, Fees: Course Free
Asheville SCORE

Asheville SCORE is part of a national non-profit association dedicated to entrepreneur education and the formation, growth and success of small businesses. SCORE volunteers are real-world professionals with time-tested knowledge and provide assistance to those wanting to start a business as well as those with an existing business. SCORE is a current service provider partner with A-B Tech’s Center for Business and Technology Incubation and offers a variety of seminars each term.

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

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

SCORE: Advanced Internet Marketing
The more companies there are online, the harder it is to maintain a number one spot on the search engines and the more difficult it is to achieve the online attention you need! Discover how to increase your website’s online performance.

W, 4/3, 6-9pm, SBC-1012-101EN, 2046 Small Business Center, Enka, Fees: Course $30

SCORE: Creative Selling Techniques
This seminar will enlighten you on how to close the deal, the process of getting the handshake, and getting the signature on a purchase order.

S, 3/16, 9am-12pm, SBC-1072-101EN, 2046 Small Business Center, Enka, Fees: Course $30

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

S, 4/13-4/13, 9am-12pm, SBC-1013-101EN, 2046 Small Business Center, Enka, Fees: Course $30

SCORE: How to Start a Business Part I
Do you have what it takes? Are you willing to make the ultimate commitment? How will you finance your business? What entity type is right for your business? If you are thinking about starting a business or have just started a business, this seminar is for you!

S, 1/19-1/19, 9am-12pm, SBC-2012-101EN, 2046 Small Business Center, Enka, Fees: Course $30

SCORE: How to Start a Business - Part II
This seminar provides an overview of the various structural elements and questions that every business must face such as: Why do I need a business plan? Why do I need a CPA? What type of insurance do I need? Do I need a marketing plan?

S, 1/26, 9am-12pm, SBC-2013-101EN, 2046 Small Business Center, Enka, Fees: Course $30

SCORE: Internet Marketing 101
In this introductory seminar, you learn more about how the Internet can help you start, maintain, and grow your business.

W, 3/27, 6-9pm, SBC-1030-101EN, 2046 Small Business Center, Enka, Fees: Course $30

Score: Survival Marketing
How well you go about generating sales is the ultimate factor in achieving business success, especially during difficult financial times. At this seminar, you will learn more about creative marketing and about one of the most successful marketing strategies ever devised: developing a referral-based business.

S, 3/2, 9am-12pm, SBC-1051-101EN, 2046 Small Business Center, Enka, Fees: Course $30

SCORE: Understanding Financial Docs
The success of your business depends upon your ability to understand and apply accounting principles. By the end of this seminar, you will have sufficient working knowledge of basic accounting skills that you can apply to your business right away.

S, 2/23, 9am-12pm, SBC-1069-101EN, 2046 Small Business Center, Enka, Fees: Course $30
SCORE: What You Don’t Know Can Really Hurt You
This seminar will address broad issues such as entity selection, risk management and corporate compliance. When do independent contractors become employees? Get tips on Hiring and Firing. From start-up companies to expanding businesses, the discussion will identify the questions you need to ask and how to apply the answers to your specific industry.
S, 3/23, 9am-12pm, SBC-1070-101EN, 2046 Small Business Center, Enka, Fees: Course $30

Score: Writing an Effective Business Plan - Part I
Why do I need a business plan? What are the benefits of a business plan? What is the importance of making it real? Learn more about the key components of a business plan in this seminar.
S, 2/9, 9am-12pm, SBC-2014-101EN, 2046 Small Business Center, Enka, Fees: Course $30

SCORE: Writing an Effective Business Plan: Part II
This seminar will expand upon the key business plan components discussed in Part I.
S, 2/16, 9am-12pm, SBC-2015-101EN, 2046 Small Business Center, Enka, Fees: Course $30

Technology and Spreadsheets in Small Business
Technology is an important part of every small business. In a global economy, access to information and technology is a vital part of making informed business decisions. The objective of this seminar is to explore ways information technology (IT) may support small business success, analyze the IT needs of sample businesses, and identify IT priorities for one’s own business. This is a "hands-on" class that will be facilitated in a computer lab.
TH, 3/14, 6-9pm, SBC-2700-101EN, 140 Haynes, Enka, Fees: Course Free
Grow Some Worms
Want some free labor and free fertilizer for your garden? Grow worms! Discover the fascinating history of earthworms and their life-enhancing potential. Learn how to attract them to your garden and methods to grow them at home. Feed and care for the worms in your soil and they will till and fertilize your garden as a byproduct of their life cycle! Learn what type of worms are best for gardens and composting, and how to keep your worms happy and well fed in different types of soil.
T, 3/12, 6-8:30pm, SEF-9017-200SL, 1040 Small Business Center, Enka, Fees: Course $25
W, 3/13, 6-8:30pm, SEF-9017-201SL, 1040 Small Business Center, Enka, Fees: Course $25

Perennial Food Gardening
Learn how to enhance your garden landscape with perennial fruits and vegetables! This class will explore little-known perennial foods that are incredibly hardy and grow well in marginal spaces. Reap the benefits of plants that produce earlier in the spring and later into the fall, providing you with fresh food through many seasons without annual planting.
S, 3/23, 10am-12:30pm, SEF-9016-200SL, 1039 Small Business Center, Enka, Fees: Course $25
T, 3/26, 6-8:30pm, SEF-9016-201SL, 1040 Small Business Center, Enka, Fees: Course $25

Seed Starting Demystified
It can feel intimidating, but starting seeds in your own home is actually a skill you can easily acquire. This class will give you a simple, step-by-step method for starting seeds so you can choose the varieties you like and experiment with unusual vegetables that are not available at your garden center. Topics include soil type, lighting, watering, heat requirements, and transplanting. Bring a list of seeds you would like to start and your questions!
S, 3/23, 1:30-4pm, SEF-9015-201SL, 1039 Small Business Center, Enka, Fees: Course $25
T, 3/19, 6-8:30pm, SEF-9015-200SL, 1040 Small Business Center, Enka, Fees: Course $25

Solar: Photovoltaic Entry-Level NABCEP Course
This 40-hour course will provide a comprehensive overview of photovoltaic technology. The course follows the NABCEP PV entry-level learning objectives. Students will learn how to construct a safe and code compliant system. The class meets in a traditional classroom with hands-on lab activities and some field work included. At the end of the course, the NABCEP PV Entry-Level Exam will be administered. The exam fee is included in the course fee. Instructor, Grayson Newell
T-TH/S, 1/9-3/21, 10am-9pm, SEF-9012-203SL, 116 Ramsey, Madison, Fees: Course $750

Solar: Solar Heating Entry-Level NABCEP Course
This 40-hour course teaches the basics of solar thermal design and installation. The course follows the NABCEP solar heating entry level learning objectives. Students will learn how to conduct site assessments, system design and configuration, and much more. At the end of the course the NABCEP Solar Heating Entry-Level Exam will be administered. Cost of the exam is included in the course fee. Instructor, Grayson Newell
F, 4/12-4/28, 8am-9pm, SEF-9013-203SL, 1039 Small Business Center, Enka, Fees: Course $750

Trail Guide to Green Jobs I
Have questions about career potential in sustainability? What sectors are hot now and what’s on the horizon? This course provides a basic overview of the green industry, including alternative energy, alternative fuels, organic food and clothing, green building, recycling and waste management.
S, 3/16, 9am-12pm, SEF-9018-781SL, 224 Haynes, Enka, Fees: Course $30

Trail Guide to Green Jobs II
This class picks up where Part 1 leaves off, and will teach you which skills and education are needed to move you into the world of green business. If you are wondering about local, regional, and national career options, salaries, and certifications, this training is for you.
An Inside Line to Success: Careers in the Call Center Industry

In this course, you will learn about call centers and how they can be a secure career option. Learn about the role of a call center representative, listening skills, communication skills and how to focus on your customer.

M/W/F, 2/4-2/13, 8:30am-1pm, MKT-4100-400WT, 215 Haynes, Enka, Fees: Course $65, Tech $5

APICS: Detailed Scheduling and Planning

Increase your knowledge of supply change practices! Prepare for attaining the APICS Certified Production and Inventory Management (CPIM) certificate. APICS courses may be taken in any order. Topics in this course include techniques of inventory management, mechanics of material planning, planning operations to support procurement and external sources of supply. In addition to the registration fee, APICS members pay a $225 fee at the first class (non-members pay a $270 fee).

M, 1/28-3/25, 6-9pm, MLS-7172-001WT, 215 Haynes, Enka, Fees: Course $120, Tech $5

Blacksmithing, Basic

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

F, 2/1-4/26, 6-10pm, WLD-7534-570WT, 115 Ramsey, Madison, Fees: Course $120, Suppl/Lab $35, Ins. $1.40, Tech $5

Blueprint Reading for Industry

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

T, 2/5-2/19, 9am-4pm, MEC-7028-001WT, 101 ABTS, South Site, Fees: Course $65, Tech $5

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 texts to class: 2009 NC Building Code, 2009 NC Residential Code for One-and-Two Family, 2004 NC Regulations for Manufactured Homes and the 2009 Administrative Code and Policies.

F/S/Su, 2/1-2/10, 8am-5pm, COD-3105-543WT, 226 Haynes, Enka, Fees: Course $120, Tech $5

Cabinetmaking: Shop Projects

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

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

Cabinetmaking: Shop Safety

This class will focus on the safe operation of cabinetmaking tools and equipment. Students will learn how to use tablesaws, jointers, planers, bandsaws, mitersaws and various hand tools safely while building a basic wall cabinet. This class is the gateway to our advanced courses or projects classes. Students will need eye and hearing protection.

M/W, 1/28-3/20, 6-9pm, CAB-7577-582WT, 180 Dogwood, Asheville, Fees: Course $120, Supply/Lab $35, Ins. $1.40, Tech $5

Carpentry: Advanced

Advance your woodworking skills in our open shop format woodworking class and take your craft to the next level. This is an opportunity for you to create the project you’ve always wanted. If you can imagine it, our instructor can help you achieve it. Students must supply their own materials. Previous experience in a woodworking studio is required. Students will need eye and hearing protection.

S, 1/26-4/27, 8am-1pm, CAR-7589-576WT, 180 Dogwood, Asheville, Fees: Course $175, Supply/Lab $35, Ins. $1.40, Tech $5
Creating a Video For Your Business
Creating a video for your business is not as hard as you might think. Video has the ability to entertain and persuade and the tools to create videos are available everywhere. In this class, you will learn the basics of creating a video for your business. Students will learn the basics of planning, producing, shooting and editing a simple video for promoting their business with the goal of putting the video online. Topics to be covered include basic scriptwriting, voiceovers, camcorders and video basics, basic camera and lighting techniques, capturing footage to a computer, graphics/titles for video, basic video editing, online video formats and using video in a website. No equipment is required; however, students are encouraged to bring their own mics, camcorders and/or video capture devices if they have them.

S, 2/9, 9am-4pm, SEF-7691-784WT, 115 BCTC, Asheville,
Fees: Course $70

Electric Code License Prep
This class is designed to help students review the 2011 NEC and prepare for the Electrical Contractors’ Examination. Experience in the electrical field is required. Students should bring a copy of the 2011 NEC code and a calculator to class.

S, 3/16-4/27, 8am-4:30pm, ELC-3100-520WT, 215 Haynes, Enka,
Fees: Course $120, Tech $5

Electrical Contactor License Renewal Preparation
This course is designed to provide electrical professionals with updated information on the National Electric Code, the N.C. Electrical Code, and the local utility requirements. New materials and procedures, including the inspection of solar PV as well as related code requirements are reviewed. An emphasis is given to new changes in the code. This course has been approved by the N.C. State Board of Examiners of Electrical Contractors for eight hours of continuing education credit.

S, 1/26, 8am-5pm, ELC-3016-518WT, 128 Haynes, Enka,
Fees: Course $65, Tech $5

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

M/T-TH, 2/4-2/7, 8am-5pm, COD-3111-521WT, 224 Haynes, Enka,
Fees: Course $120, Tech $5

Film/Location: Scouting and Management
A production is looking to film/photograph in your area, but they need locations. A location scout/manager is the person who will find the places to stage the action. Learn how to generate location needs from a script, understand resources for finding locations, know what to look for during a location scout, and know what is expected of a location manager during production. Students will need to bring a camera or a smartphone and a compass or GPS. Students may share. Instructor Edwin Dennis has worked as a location scout for the Western North Carolina Film Commission and as a location manager on The Green Mile.

S, 3/9, 9am-5pm, SEF-7684-772WT, 128 Haynes, Enka,
Fees: Course $70

Fire Prevention Level I
This course is designed to develop knowledge and skills for basic fire prevention code enforcement. This course follows the guidelines set by the North Carolina Code Officials Qualification Board. Lecture, demonstration, and skills evaluation are the principal methods of instruction. Specific training areas include rules of building code enforcement, fire code as it relates to other building codes, use of the fire prevention code, and technical provisions.

M-F, 3/4-3/8, 8am-5pm, COD-3120-542WT, 215 Haynes, Enka,
Fees: Course $120, Tech $5

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

F, 2/8-2/16, 12pm-5pm, OSH-3012-062WT, 116 Ramsey, Madison,
Fees: Course $65, Ins. $1.40, Tech. $5

T/TH, 3/5-3/14, 6-9pm, OSH-3012-063WT, 330 Technology Commercialization Ctr., Enka,
Fees: Course $65, Ins. $1.40, Tech. $5
Fundamentals of Automated Machining
Take a step toward a new career in machining by learning to operate drill presses, milling machines, saws, and bench grinders. During this 12-week course, you will work hands-on with actual equipment to learn basic automated machining. Additional course topics include an introduction to CNC machining, shop safety, blueprint reading, shop math, Lean Manufacturing principles, teamwork and problem solving. As an added bonus, you will meet with representatives from local industry and receive coaching on resume writing and job interview skills.

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

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

Good Manufacturing Practices (GMP) for Botanical Dietary Supplements
This course will provide an introductory "how to" for the implementation of current FDA (Food and Drug Administration) GMP requirements in 21 CFR (Code of Federal Regulations) Part 111. These FDA regulations affect all companies involved in the manufacturing, packaging, labeling or holding of dietary supplements. Topics include botanical identification, documentation, terminology definitions, labeling and marketing. Examples of required documentation records will be discussed and generic templates for this documentation will be provided. The last hour of class each day will be an optional Q&A session.

T/TH-F, 2/14-2/15, 10am-5pm, SEF-7678-773WT, 127 Haynes, Enka,
Fees: Course $210

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

F, 2/22-2/22, 10am-5pm, SEF-7679-774WT, 112 Technology Commercialization Ctr., Enka,
Fees: Course $105

Mechanical Inspection Level I
The primary objective of this class is for students to gain a working knowledge of the code as it applies to residential and small commercial inspection and how to readily apply the code to day-to-day problems. The class will also help to prepare students for the qualifying examination for a Standard Certificate at Level I. Required texts include 2009 NC Fuel Gas, 2009 NC Mechanical Code and the Administrative Code and Policies.

S-Su, 1/26-2/3, 8am-5pm, COD-3130-554WT, 224 Haynes, Enka,
Fees: Course $120, Tech $5

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

F-Su, 4/12-4/14, 8am-5pm, COD-3131-555WT, 127 Haynes, Enka,
Fees: Course $65, Tech $5

OSHA 10-Hour Safety Awareness for General Industry
Increase the safety awareness of your employees and reduce your accidents. This course is designed for any employee or manager wanting to know the basic safety standards for general industry as outlined by OSHA. The course curriculum and instructor are authorized by OSHA. Successful students will receive an official OSHA 10-hour course completion card.

T-TH, 1/30-1/31, 8am-2pm, OSH-7573-548WT, 127 Haynes, Enka,
Fees: Course $65, Tech $5

T/TH, 3/5-3/14, 6-9pm, SEF-7023-017WT, 102 ABTS, South Site,
Fees: Course $95

T/TH-F, 3/28-3/29, 8am-2pm, OSH-7573-549WT, 127 Haynes, Enka,
Fees: Course $65, Tech $5
Workforce Training
Registration information, page 69. Register early! 828-398-7934

Safety Management Training Program
Topics covered in this course include basic safety management, the role of the safety coordinator, accident control programming, critical safety issues in industry, and overview of OSHA regulations. This course will be of interest to supervisors, safety engineers, personnel managers, and others with training responsibility.

T/TH, 3/7-3/28, 8am-12pm, OSH-7572-547WT,
213 Haynes, Enka,
Fees: Course $65, Tech $5

Safety Management 101
This class provides valuable safety information for employers and employees in industries ranging from the hotel industry to food service to the retail sector. Topics covered include an introduction to OSHA, bloodborne pathogens, safety and health programs, hazard communication and exit routes, emergency action plans and fire protection.

TH, 2/14, 12-3pm, SAF-7574-552WT
215 Haynes,
Fees: Course $65, Tech $5

TH, 3/14, 12-3pm, SAF-7574-553WT
215 Haynes,
Fees: Course $65, Tech $5

Safety Management 102
Safety Management 102 delivers specialized training targeting workers in facility maintenance, manufacturing and the construction industries. Topics include Personal Protective Equipment, Machine Guarding, Basic Electrical, Fall Protection, Scaffolds and Heat Stress.

TH, 1/17, 12-3pm, SAF-7575-550WT
213 Haynes,
Fees: Course $65, Tech $5

TH, 3/21, 12-3pm, SAF-7575-551WT
215 Haynes,
Fees: Course $65, Tech $5

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

M/T, 1/22-4/1, 5:30pm-9:30pm, WLD-3106-579WT,
190 Dogwood, Asheville,
Fees: Course $175, Supply/Lab $35, Ins. $1.40, Tech $5

W/TH, 1/24-4/3, 5:30pm-9:30pm, WLD-3106-580WT,
190 Dogwood, Asheville,
Fees: Course $175, Supply/Lab $35, Ins. $1.40, Tech $5

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

T/TH, 4/9-5/30, 6-9pm, CAR-7581-585WT,
180 Dogwood, Asheville,
Fees: Course $120, Supply/Lab $35, Ins. $1.40, Tech $5

Woodworking Safety
This class will focus on the safe operation of woodworking tools and equipment. Students will learn how to use tablesaws, jointers, planers, bandsaws, miter saws and various hand tools safely while building a furniture project. This class is the gateway to our advanced courses and projects classes. Students will need eye and hearing protection.

T/TH, 1/29-3/21, 6-9pm, CAR-7579-584WT,
180 Dogwood, Asheville,
Fees: Course $120, Supply/Lab $35, Ins. $1.40, Tech $5

Calling all Machinists:
Are you a machinist or do you know a machinist who would be interested in teaching others their skills? Contact Stewart Chason at schason@abtech.edu or 828-398-7922.
Accounting for the Non-Accountants
This course is designed specifically for nonfinancial managers and professionals. Students will learn how to read, analyze and use financial information strategically and accurately. Discover how to implement key financial concepts and tools to strengthen not only your management decisions, but your organization as well through practical exercises. Textbook to be announced.

T, 1/29-3/5, 6-9pm, ACC-7400-102PD, 118 Ramsey, Madison,
Fees: Course $65, Tech $5

W/F, 2/6-2/22, 9am-12pm, ACC-7400-100PD, 140 Haynes, Enka,
Fees: Course $65, Tech $5

T/TH, 2/12-2/28, 6-9pm, ACC-7400-101PD, 235 Magnolia, Asheville,
Fees: Course $65, Tech $5

Customer Service Skills
Whether you’re seeking a promotion or to increase your company’s bottom line, customer service is vital to your success. Exceptional customer service is a skill set that takes developing, honing, and refining. In this class we’ll give you the tips, tools and techniques that will better enable you to understand your customer’s needs and deal effectively with angry customers and difficult situations. Build better relationships with new and existing customers, increase your positive word-of-mouth customer base and benefit both personally and professionally by learning to create memorable relationships with all of your customers. Barbara Gargiulo, Instructor.

T-TH/F, 3/20-3/22, 9am-1pm, MLS-7586-526PD, 127 Haynes, Enka,
Fees: Course $65, Tech $5

Dealing with Change-Again and Again!
Discover how effective managers and supervisors deal with change and uncertainty, offer support and encouragement and bring out the best in their people for the benefit of the entire organization. Barbara Gargiulo, Instructor.

T-TH/F, 3/6-3/8, 9am-1pm, COM-7577-524PD, 127 Haynes, Enka,
Fees: Course $65, Tech $5

Disaster Plans for the Medical Office
This two-hour CEU offering for medical assistants will define categories of disasters and look at disaster scenarios. Medical assistants will complete a risk assessment for the medical office in which they are employed so that as a plan is developed it will include types of disasters that might affect that particular medical office. Specific tools used in developing disaster plans in other medical offices will be introduced. The closing section will identify specific steps to take in implementing a practice resumption plan after a disaster has happened. This class has been approved for Continuing Education credit with the AAMA (American Association of Medical Assistants).

T/TH, 1/24, 6-9pm, SEF-7690-783PD, 112 Rhododendron, Asheville,
Fees: Course $60

Education: Train the Trainer
The purpose of the train the trainer class is to provide basic training skills to "non-trainers" - people who, as part of their work assignments, train on an occasional basis. In this class, using adult learning principles, you will learn how to analyze training requirements, how to select training methods and how to use training aids, understand different learning styles and learn how to evaluate training, i.e. were the objectives met? Significant emphasis will be placed on developing effective presentation skills. Barbara Gargiulo, Instructor.

W-F, 1/16-1/18, 9am-1pm, COM-7542-528PD, 127 Haynes, Enka,
Fees: Course $65, Tech $5

T-F, 3/13-3/15, 9am-1pm, COM-7542-529PD, 127 Haynes, Enka,
Fees: Course $65, Supply/Lab $50

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

F, 2/15, 8:30am-12:30pm, SEF-7676-767PD, 213 Haynes, Enka,
Fees: Course $45

F, 4/12, 8:30am-12:30pm, SEF-7676-768PD, 213 Haynes, Enka,
Fees: Course $45

S, 3/16, 8:30am-12:30pm, SEF-7676-769PD, 116 Ramsey, Madison,
Fees: Course $45
Professional Development

Registration information, page 69. Register early!

828-398-7934

Festival Organization - Succe$$ Basics

In order for a festival of any size to reach maximum potential, there must be a defined planning and implementation strategy. Many amazing and great ideas do not reach full sail status but rather languish in a failure to launch position. This interactive three-hour workshop will guide you with a step-by-step process that covers five critical components, taking your idea from dream to reality. This workshop will use a proven organization model with significant evidence-based success.

T, 3/12, 5:30pm-8:30pm, SEF-7688-777PD, 112 Ramsey, Madison,
Fees: Course $35

T, 3/19, 5:30pm-8:30pm, SEF-7688-778PD, 127 Haynes, Enka,
Fees: Course $35

Human Resources for Non-HR Managers

Today’s work environment requires more accountability of businesses and managers, even if they have no experience with human resources. There are numerous risks that a non-HR manager must be able to evaluate and respond to appropriately. This class introduces non-HR Managers to important functions of human resources that will ensure legal compliance, record keeping, and responding to employee-related needs/ functions. Topics include the role of human resources; employment law overview: EEO, FLSA, FMLA, COBRA, workers' compensation, exempt vs. non-exempt; hiring/selection: sourcing, behavioral based interviewing, I9 forms, assessments and more. Other subjects to be covered are performance management; progressive discipline including termination; the Employment Handbook and recommended sources for any manager needing to perform human resource functions.

T/TH, 2/5-2/7, 5:30pm-8:30pm, MLS-7576-573PD, 213 Haynes, Enka,
Fees: Course $65, Tech $5

Jumpstart Your Marketing Plan

Are you in the beginning stages of starting your own business or wanting to solidify your marketing plan? This class will teach you the integral parts of creating a marketing plan and how to set company goals and objectives along with how to track your success. You will also learn how to stay ahead of the competition by creating an effective brand message and logo.

Michelle McCain, Instructor.

T/TH, 1/31-2/21, 9am-12pm, MKT-6500-101PD, 121 ABTS, South Site, Fees: Course $65, Tech $5

Leadership Excellence

Leadership is all about working with people - caring about them, understanding them, helping them to do what they are capable of, and helping them to think and to connect with the organization's vision. You could be a supervisor, manager, a CEO or the president of your club. Knowing and understanding the principals of leadership excellence is a vital skill to your own success and to your organization's. Barbara Gargiulo, Instructor.

T-TH/F, 2/20-2/22, 9am-1pm, MLS-7571-531PD, 127 Haynes, Enka,
Fees: Course $65, Tech $5

Leadership: Dealing Effectively with Difficult Employees

Is it a bad attitude? Are they misdirected, unskilled, chronically tardy or do they simply refuse to take responsibility? Turn your "lost causes" into solid contributors with the skills you will gain at this seminar.

T-TH/F, 4/3-4/5, 9am-1pm, COM-7583-525PD, 127 Haynes, Enka,
Fees: Course $65, Tech $5

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

We might feature you on our website or in upcoming publications. Send to angelamlong@abtech.edu.
Locksmith: How to Conduct a Key System
Learn how to communicate with decision makers about how a building is to be keyed. Terminology is based on the Door and Hardware Institute's keying nomenclature. The class will explore keying to new and existing systems, single openings and a small building. This course also meets the continuing education training requirements for licensing in North Carolina. Dana Moore, Instructor, is an architectural hardware consultant and is certified by the Door & Hardware Institute.
T/TH, 3/7, 6-8pm, MEC-4102-402PD, 127 Haynes, Enka, Fees: Course $65, Tech $5

Locksmiths: Customer Care for Locksmiths
Locksmiths must be willing to face the daily challenges that come with their profession. Sometimes those challenges can come from an upset or annoyed customer. In this course, you will learn how to be aware of customer needs, how to calm down and reassure your customer while maintaining your professional composure and providing them with an overall quality experience. This course also meets the continuing education training requirements for licensing in North Carolina.
S, 3/9, 9am-1pm, MEC-4101-401PD, 213 Haynes, Enka, Fees: Course $65, Tech $5

Locksmiths: Electronic Access Systems
A basic overview of electrical access systems: electrical theory, system components, installation techniques, and legal. This course also meets the continuing education training requirements for licensing in North Carolina. Robert MacCargar, Instructor.
T/TH, 1/31, 6-9pm, MEC-4100-400PD, 213 Haynes, Enka, Fees: Course $65, Tech $5

Notary Public Education
This course covers the qualifications, procedures, and certification for becoming a notary. Pursuant to the NC Notary Act, to apply for commissioning as a notary you must be 18 years of age or older and a legal resident of the U.S.; be able to speak, read and write English; have a high school diploma or equivalent; and reside or have a regular place of work or business in NC. Upon completion of this course with a passing exam grade of 80%, a person is eligible to make application with the NC Secretary of State's Office. Students are encouraged to read through the textbook, Notary Public Guidebook for North Carolina, 10th Edition prior to attending the course. Students must present a current photo ID to be admitted to class. Rebecca Cedrone and Kitty Brendell, Instructors.
F, 1/25, 9am-4pm, MLS-3874-300PD, 128 Haynes, Enka, Fees: Course $65, Tech $5
S, 2/2, 9am-4pm, MLS-3874-301PD, 128 Haynes, Enka, Fees: Course $65, Tech $5
T/TH, 3/5-3/7, 6-9pm, MLS-3874-303PD, 128 Haynes, Enka, Fees: Course $65, Tech $5
F, 3/15, 9am-4pm, MLS-3874-304PD, 128 Haynes, Enka, Fees: Course $65, Tech $5
S, 4/6, 9am-4pm, MLS-3874-305PD, 209 Haynes, Enka, Fees: Course $65, Tech $5
S, 2/23, 9am-4pm, MLS-3874-307PD, 112 Ramsey, Madison, Fees: Course $65, Tech $5
F, 2/22, 9am-4pm, MLS-3874-302PD, 123 ABTS, South Site, Fees: Course $65, Tech $5

Office Professional Certification
This course provides instruction on general principles and practices specific to administrative support staff. Emphasis is on the skills and abilities needed to conduct a variety of office administrative activities using the latest technology. Core topics include use of integrated software packages; effective written/oral communication skills, applied math/reading skills, records management, legal/ethical issues, and other select topics relevant to specific business, government, and industry settings. Textbook: $25, can only be purchased at the Goodwill Workforce Development Center. Mia Lampe, Instructor.
M/W, 1/23-4/15, 9am-1pm, OSC-7429-442PD, 155 Goodwill Ctr., Goodwill, Fees: Course $175, Tech $5

Short-Term Training
A few weeks could change your life!
Obtain a skill and a certificate through short-term training. Learn and earn, and earn and live.
Let A-B Tech help you get a job where you will grow in knowledge and experience.
Real Estate Investing
Senior members of the Carolina Real Estate Investors Association will teach a series of four introductory classes on real estate investing. This class is for those already in the real estate industry or for the individual who is exploring this career option. Tex Teixera, Instructor, has 17 years of real estate investing experience on a variety of real estate topics.

T, 3/5-3/26, 6-8pm, SEF-7693-786PD, 209 Haynes, Enka,
Fees: Course $65

Speaking Effectively in the Workplace
Would you like to feel more confident when speaking in front of a group or in an important business meeting? Public speaking is a powerful tool that can be used to motivate, inform, persuade, translate, entertain or influence others. Learn strategic tips and techniques to bolster your confidence and be ready at a moment’s notice to stand and be heard effectively. This class will not only give you the tools to overcome your fears but to also know what to do when the unexpected happens and how to turn it around and be successful. Linda Ray, Instructor

T, 2/19-2/26, 5:30pm-8:30pm, SEF-7687-776PD, 127 Haynes, Enka,
Fees: Course $70

Supervision 101
Learn the fundamentals of what it takes to lead and manage people. Supervision 101 provides the basic skills needed by front-line supervisors. What makes a good supervisor a GREAT supervisor? Learn to identify the critical differences between management and leadership. What motivates your employees to perform at their highest level of functioning and how do you handle those that aren’t? How can you create a cohesive team when the players are so different? Supervision 101 is an essential course for first-time supervisors and for those seeking supervisory positions as well a great refresher for current supervisors who want to recharge their engines. Barbara Gargiulo, Instructor.

T-TH/F, 1/23-1/25, 9am-1pm, MLS-7570-530PD, 127 Haynes, Enka,
Fees: Course $65, Tech $5

Updating Your Customer Service Skills
Can you use a refresher on effective communication skills? This class will enable you to quickly pick up on a customer’s concern or inquiry and provide useful answers and solutions in a timely manner. You will look at some of the challenging situations one faces in customer service and how to stay calm, keep smiling and enhance your company’s professional image. Mia Lampe, instructor.

T, 2/12, 1pm-4pm, SEF-7674-761PD, 127 Haynes, Enka,
Fees: Course $35

Workplace Etiquette
Workplace etiquette is an important part of creating a comfortable and professional environment. While not everyone adheres to etiquette guidelines in the same manner, it is beneficial to communicate them to employees so that everyone is aware of company expectations regarding conduct. Etiquette for the workplace includes professional presentation and proper communication, both of which enhance your business image. Employers can learn to help motivate employees to use proper etiquette when dealing with workplace issues or come learn for yourself how to practice good etiquette at work so you can thrive professionally.

F, 2/8, 9am-12pm, SEF-7692-784PD, 123 ABTS, South Site,
Fees: Course $35

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

T, 1/29-2/5, 5:30pm-8:30pm, SEF-7686-775PD, 127 Haynes, Enka,
Fees: Course $70
Financial Assistance Available
Applies to:
- Short-term programs
- Workforce training
- Registration fees, books, supplies and other costs may be covered.

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

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

ABE/GED, ESL, Compensatory Education

Registration information, page 69. Register early!

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

For additional GED information, call 828-398-7433, or email basicskillsrecruiter@abtech.edu. Online study is also available! For additional information about online learning, call 828-398-7869.

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

City Locations
M-Th, 342/328 Hemlock, Asheville
8:30am-12:30pm, 1-4:30pm and 5-8pm.
F, 342/328 Hemlock, Asheville
8:30am-12:30pm.
Sa, 9am-12pm, 342/328 Hemlock, Asheville
M-Th, 1-3pm, JobLink/Career Center, Maple, Asheville

Eastern Locations
Tu/W/Th, 9:30am-12:30pm, 101 N. Ridgeway Ave, Swannanoa Valley Christian Ministry
Th, 5:30-8pm, 101 Carver Ave, Carver Community Center

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

Western Locations
Tu-Th, 9am-12pm, 1616 Patton Ave., Goodwill
Tu/Th, 5-8pm, 129 Haynes, Enka

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

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

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

City Location
M-Th, 9am-12pm
Tu/Th, 6-9pm
Hemlock, Asheville
Fees: Free

Community Locations
M/W, 6-9pm, 1616 Patton Ave., Goodwill

For more information, please call Jennifer Hill at 828-398-7131 or email jenniferyhill@abtech.edu.

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

M-F, 8:30am-3pm, Hemlock, Asheville

For information, call Tom Rash 828-398-7371, or e-mail thomaserash@abtech.edu.

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

M-Th, 1-4pm, Hemlock, Asheville

For information, call Tom Rash 828-398-7371, or e-mail thomaserash@abtech.edu.
BioNetwork BioBusiness Center Classes
Natural products are part of a growing industry in Western North Carolina. These classes and seminars focus on emerging opportunities, laboratory training, and practical information required for compliance with federal regulations.

For more information,
Call: 828-398-7943
Email: biobusinessclasses@ncbionetwork.org

Culinary Herbs and Their Medicinal Uses
Discover the medicinal properties, uses and benefits of everyday culinary herbs. From garden to table or market to pantry, learn enhanced food preparation with the healing and nourishing flavor of herbs. Discussion will include how to properly select and store culinary herbs whose benefits range from digestion enhancing to immune supporting. Samples to taste and take home recipes and resources will be made available. Our ancestors have always known there is no separation between food and medicine. Instructor, Thea Summer Deer.

TH, 3/14, 6-9pm, CSP-4472-197BB, 112 Technology Commercialization Ctr., Enka
Fees: Course $18.75

Herbs for Children
Learn how to safely give herbs to infants, toddlers, and older children, including proper usage and creative methods of administration. We will also discuss homeopathy, flower essences, and nutrition. Instructor, Rebecca Vann.

TH, 2/21, 6-9pm, CSP-4470-195BB, 112 Technology Commercialization Ctr, Enka
Fees: Course $18.75

Medicinal Botany
Explore the history, botany, and traditional uses of medicinal plants, including Southern Appalachian native herbs in this seven-week online course. These sessions will cover common cultivation and harvest practices as well as basic herbal preparation techniques. A working knowledge of the Moodle online course management program is helpful, although assistance is available. Course resources will be available to participants though Moodle and the instructor will be available through Moodle and email. Instructor, Richard Gualandi.

1/9-2/20, CSP-4477-194BB, ONLINE, Fees: Course $65.60

Natural Skin Care Made Easy
Learn how to pamper and nourish your skin naturally with herbs, yummy oils, body scrubs, essential oils and more. In this hands-on class, you will make some personal care products to take home, and learn additional simple recipes and techniques you can use to begin making your own skin care products. Instructor, Sandi Ford.

T, 2/26, 6-9pm, CSP-4471-196BB, 112 Technology Commercialization Ctr, Enka
Fees: Course $30.50

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

TH/F, 3/21-3/22, 10am-5pm, CSP-4473-198BB, 224 Haynes, Enka,
Fees: Course $75 Nurse Aide Level I

Tell us how A-B Tech Continuing Education helped you reach your goals.
We might feature you on our website or in upcoming publications. Send to angelamlong@abtech.edu.
Personal Enrichment

Visual Arts

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

M, 1/28-3/4, 6-9pm, CSP-4023-190VA,
113 Ramsey, Madison,
Fees: Course $59

M, 3/11-4/15, 6-9pm, CSP-4023-192VA,
113 Ramsey, Madison,
Fees: Course $59

W, 1/30-3/6, 9:30am-12:30pm, CSP-4023-191VA,
112 Ramsey, Madison,
Fees: Course $59

W, 3/13-4/17, 9:30am-12:30pm, CSP-4023-193VA,
112 Ramsey, Madison,
Fees: Course $59

Career Planning (HRD)

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

T/TH, 1/8-2/28, 10am-1pm, HRD-7642-513HR,
118 Ramsey, Madison,
Fees:Waived

W, 1/30-2/28, 5:30-8:30pm, HRD-7642-515HR,
118 Ramsey, Madison,
Fees:Waived

T/TH, 4/2-5/23, 10am-1pm, HRD-7642-514HR,
118 Ramsey, Madison,
Fees:Waived

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

F, 2/22, 9am-4pm, SEF-7629-705CO,
112 Ramsey, Madison,
Fees: Course $70

QuickBooks Pro 2011, Introduction
This class will be taught using QuickBooks 2011 software. Information will be applicable to software versions 2000 and later. Students will need basic computer skills. Textbook: QuickBooks Pro 2011 Comprehensive. It is strongly recommended students bring a flash/thumb drive to save files.

M, 1/28-3/18, 6-9pm, CAS-7421-557CO,
118 Ramsey, Madison,
Fees: Course $65, Tech $5

Computers

Pathways to Employment
This class is designed to jumpstart your job search. Students will learn the most effective methods of finding a job. Class projects include creating a resume that best highlights your skills, a master application, cover letters, and thank you notes. Topics for discussion include the importance of first impressions, verbal and non-verbal, and how to answer the most common interview questions.

M/W, 2/18-2/27, 1:30-4:30pm, HRD-7632-537HR,
101 Ramsey, Madison,
Fees:Waived

Adjunct Instructors Wanted
Interested in teaching parttime at the Madison Site?
Looking for the following:
Customer Service Training
Substitute Teacher Training
Supervision

Contact: angelamlong@abtech.edu
or call 828-398-7934.
Career Planning (HRD)

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

T-F, 1/8-2/15, 8:30am-3pm, NUR-3240-301HC, 113 Ramsey, Madison, Fees: Course $175, Supply/Lab $25, Ins. $1.40, Tech. $5

T/TH, 1/15-5/2, 5:30-8:30pm, NUR-3240-349HC, 113 Ramsey, Madison, Fees: Course $175, Supply/Lab $25, Ins. $1.40, Tech. $5

T-F, 2/26-4/12, 8:30am-3pm, NUR-3240-302HC, 113 Ramsey, Madison, Fees: Course $175, Supply/Lab $25, Ins. $1.40, Tech. $5

Entrepreneurship

Business Plan - a Must! Presented by SCORE
This program focuses on three key objectives: 1) allowing you to test your business before you invest your time and money 2) evaluating where your current business needs improvements and 3) preparing you to go to a lender or investor with a winning proposal.

M, 2/4, 9am-12pm, SBC-1031-100EN, 101 Ramsey, Madison, Fees: Course Free

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

TH, 2/21, 9-11am, SBC-1077-101EN, 101 Ramsey, Madison, Fees: Course $30

Keeping Cash Flowing Presented by SCORE
Learn how to manage your cash flow by staying on top of your budget and growing your business at the same time.

M, 3/4, 9am-12pm, SBC-2200-101EN, 101 Ramsey, Madison, Fees: Course Free

Starting a Business in Tough Times Presented by SCORE
This comprehensive course will address core questions designed to determine whether you have seriously thought through the requirements to start and manage a new business venture. In addition, legal issues such as the ins and outs of how to structure your business will be discussed as well as actions to pay attention to such as partnership agreements, who does what and with what authority as well as when to consult an attorney. This seminar will also address accounting and tax issues, how to market your new business, the importance of networking, insurance tips and various ways to finance a new or small business.

M, 1/7, 9am-12pm, SBC-1033-100EN, 101 Ramsey, Madison, 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 and what resources are available.

TH, 3/7, 6-9pm, SBC-1029-101EN, 101 Ramsey, Madison, Fees: Course Free
Workforce Training

Blacksmithing, Basic
This course provides demonstration and hands-on instruction of basic blacksmithing processes used in large and small businesses. Fire maintenance, hammering and shaping techniques, steel chemistry and safety will be emphasized. This class is perfect for those who want a formal introduction to this ancient trade. Tool making will also be discussed. Students should bring safety glasses to the first session and wear hard-toe shoes.
F, 2/1-4/26, 6-10pm, WLD-7534-570WT,
115 Ramsey, Madison,
Fees: Course $120, Suppl/Lab $35, Ins. $1.40, Tech $5

Professional Development

Accounting for the Non-Accountants
This course is designed specifically for nonfinancial managers and professionals. Students will learn how to read, analyze and use financial information strategically and accurately. Discover how to implement key financial concepts and tools to strengthen not only your management decisions, but your organization as well through practical exercises. Textbook to be announced.
T, 1/29-3/5, 6-9pm, ACC-7400-102PD,
118 Ramsey, Madison,
Fees: Course $65, Tech $5

Festival Organization - Succe$$ Basics
In order for a festival of any size to reach maximum potential, there must be a defined planning and implementation strategy. Many amazing and great ideas do not reach full sail status but rather languish in a failure to launch position. This interactive three-hour workshop will guide you with a step-by-step process that covers five critical components, taking your idea from dream to reality. This workshop will use a proven organization model with significant evidence based success.
T, 3/12, 5:30pm-8:30pm, SEF-7688-777PD,
112 Ramsey, Madison,
Fees: Course $35
Personal Enrichment

Visual Arts

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

TH, 1/31-3/7, 10am-12pm, CSP-4044-061VA, 101 ABTS, South Site,
Fees: Course $59

Financial Wellness

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

F, 1/25-2/15, 10am-12pm, CSP-4186-135FW, 101 ABTS, South Site,
Fees: Course $59

Languages

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

T, 2/5-3/26, 10am-12:30pm, CSP-4121-120LN, 102 ABTS, South Site,
Fees: Course $59

Business and Careers

Career Planning (HRD)
Rev Up Your Job Search
Trying to get your foot in the door to a new job is a daunting task. In this class learn where to look for local and national jobs, dress to impress, create a job specific cover letter and resume and smooth out the rough edges of your personal presentation.

T/TH, 1/24-1/24, 9-11am, HRD-3041-400HR, 117 ABTS, South Site,
Fees: Waived

W, 3/20-3/20, 2-4pm, HRD-3041-402HR, 117 ABTS, South Site,
Fees: Waived

Computers

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

F, 2/15, 9am-4pm, SEF-7629-706CO, 123 ABTS, South Site,
Fees: Course $70

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

M/W, 3/4-3/13, 9am-4pm, ITN-7420-423CO, 117 ABTS, South Site,
Fees: Course $65, Tech $5

Registration information, page 69. Register early!
Hospitality

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

T, 2/12-4/30, 9am-12pm, HOS-3060-221HS, 123 ABTS, South Site, Fees: Course $120, Tech $5

Workforce Development

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

T, 2/5-2/19, 9am-4pm, MEC-7028-001WT, 101 ABTS, South Site, Fees: Course $65, Tech $5

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

T, 2/5-2/19, 9am-4pm, MEC-7028-001WT, 101 ABTS, South Site, Fees: Course $65, Tech $5

Entrepreneurship

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

TH, 3/28, 6-7pm, SBC-1011-104EN, 101 ABTS, South Site, Fees: Course Free

OSHA 10-Hour Safety Awareness for General Industry
Increase the safety awareness of your employees and reduce your accidents. This course is designed for any employee or manager wanting to know the basic safety standards for General Industry as outlined by OSHA. The course curriculum and instructor are authorized by OSHA. Successful students will receive an official OSHA 10-hour course completion card.

T/TH, 3/5-3/14, 6-9pm, SEF-7023-017WT, 102 ABTS, South Site, Fees: Course $95

Professional Development

Jumpstart Your Marketing Plan
Are you in the beginning stages of starting your own business or wanting to solidify your marketing plan? This class will teach you the integral parts of creating a marketing plan and how to set company goals and objectives along with how to track your success. You will also learn how to stay ahead of the competition by creating an effective brand message and logo.

Michelle McCain, Instructor.

T/TH, 1/31-2/21, 9am-12pm, MKT-6500-101PD, 121 ABTS, South Site, Fees: Course $85, Tech $5
Notary Public Education
This course covers the qualifications, procedures, and certification for becoming a notary. Pursuant to the NC Notary Act, to apply for commissioning as a notary you must be 18 years of age or older and a legal resident of the U.S.; be able to speak, read and write English; have a high school diploma or equivalent; and reside or have a regular place of work or business in NC. Upon completion of this course with a passing exam grade of 80%, a person is eligible to make application with the NC Secretary of State’s Office. Students are encouraged to read through the textbook, Notary Public Guidebook for North Carolina, 10th Edition prior to attending the course. Students must present a current photo ID to be admitted to class. Rebecca Cedrone and Kitty Brendell, Instructors.

F, 2/22-2/22, 9am-4pm, MLS-3874-302PD, 123 ABTS, South Site, Fees: Course $65, Tech $5

Workplace Etiquette
Workplace etiquette is an important part of creating a comfortable and professional environment. While not everyone adheres to etiquette guidelines in the same manner, it is beneficial to communicate them to employees so that everyone is aware of company expectations regarding conduct. Etiquette for the workplace includes professional presentation and proper communication, both of which enhance your business image. Employers can learn to help motivate employees to use proper etiquette when dealing with workplace issues or come learn for yourself how to practice good etiquette at work so you can thrive professionally.

F, 2/8, 9am-12pm, SEF-7692-784PD, 123 ABTS, South Site, Fees: Course $35
**South Location**

Registration information, page 69. Register early!

828-254-1921

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**South Curriculum (Credit) Classes**

**BUS: Business Administration**
- BUS 110 Introduction to Business
- BUS 137 Principles of Management

**ENG: English**
- ENG 111 Expository Writing
- ENG 113 Literature-Based Research

**HIS: History**
- HIS 131 American History I

**MAT: Mathematics**
- MAT 161 College Algebra
- MAT 161A College Algebra Lab

**PSY: Psychology**
- PSY 150 General Psychology

**SOC: Sociology**
- SOC 210 Introduction to Sociology
Online

Ed2Go/Community Enrichment Programs

Instructor Facilitated Online Learning

Classes start 1/16, 2/20, 3/20 and 4/17.

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

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

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

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

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

Online Training

Occupational and Business related classes cost $70 and Personal Enrichment classes marked with an * are $79. All classes are 24 hours unless otherwise noted. Visit ed2go.com/abtech for course descriptions and requirements. For more information call 828-398-7933 or email jlane@abtech.edu.

Payment is required one day prior to the class start date so that access to online classes can be authorized. These are six-week, self-paced courses.

Classes start 1/16, 2/20, 3/20, 4/17.

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

Test Prep
- GMAT Preparation*

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

Free Online GED Preparation
Call 828-398-7869 for information about Skillstutor.

*Classes marked with an asterisk are not fee exempt. For information on these classes, please call Jo Stahle at 828-398-7369 or e-mail ellenjstahle@abtech.edu.
Online

Registration information, page 69. Register early!

828-398-7933

Ed2Go/ Occupational Training Courses

Accounting
Accounting Fundamentals
Accounting Fundamentals II
Quickbooks 2011, Introduction
Quickbooks 2012, Introductions
Quickbooks 2012, Performing Payroll In
Quickbooks 2010, Performing Payroll In
Quickbooks 2010, Introduction

Basic Computer Literacy
Computer Skills for the Workplace
Introduction to the Internet
Keyboarding for the Workplace
Linux extra space introduction

Business/Workplace Skills
Achieving Top Search Engine Positions
Business Plan Creating A Successful
Communication Interpersonal
Communication Achieving Success with Difficult
People
Individual Excellence
Job Search Twelve Successful Steps for
Occupational Use
Keys to Effective Communication for
Occupational Use
Leadership
Market Your Business on the Internet
Mastery of Business Fundamentals
Understanding the Human Resources Function

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

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

Courses For Teaching Professionals
Creating K-12 Learning Materials
Creating the Inclusive Classroom
Differentiated Instruction in the Classroom
Enhancing Language Development in Childhood
Guided Reading & Writing in the Classroom
Integrating Technology in the K-5 Classroom
Microsoft Excel 2007 in the Classroom
Microsoft Powerpoint 2007 in the Classroom
Microsoft Word 2007 in the Classroom
Reading Strategies, Differentiated Classroom
Reading Strategies, Response to Intervention
Ready Set Read!
Solving Classroom Discipline Problems
Solving Classroom Discipline Problems II
Survival Kit for New Teachers
Teaching ESL/EFL, Introduction
Teaching Math: Grades 4-6
Teaching Science: Grades 4-6
Teaching Students with Autism
Teaching Writing: Grades 1-6
The Creative Classroom
Using the Internet in the Classroom
Working With Learning Disabled Students

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

Grant Writing and Non-Profit Management
Get Grants!
Grant Proposal Writing A to Z
Grant Proposal Writing, Advanced
Grant Proposals, Writing Effective
Grant Writing Consulting
Nonprofit Fundraising Essentials
Nonprofit Marketing your
Nonprofit Management Introduction to
Non-Profit Management/Creatin Nonprofit
Healthcare: Workplace Skills
- Handling Medical Emergencies for Occup. Use
- Human Anatomy and Physiology
- Medical Coding
- Medical Terminology, A Word Association Approach

Personal Computer/Network Maintenance
- Networking, Introduction
- Networking, Intermediate
- Networking, Wireless
- PC Security, Introduction
- PC Security, Advanced

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

Web and Graphic Design
- Java for the Absolute Beginner
- Java Programming, Intermediate
- Photoshop CS5, Introduction
- Photoshop CS4, Introduction
- Photoshop CS4 for the Digital Photographer
- Web Pages, Beginning
- Designing Effective Websites
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Registration Information

Three Easy Ways to Register

Register early!
Students are not registered to class until payment is received.
If a class fills, a waiting list will be maintained for an additional or future class.
There is a returned check fee of $15.

In-Person
Complete the continuing education registration form on page 70 and bring with your payment (check, cash, money order, or credit card) to one of our three locations:

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

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

Madison Site
8:30 a.m.- 5 p.m. Mondays through Thursdays,
and 8:30 a.m.-4 p.m. Fridays
4646 US 25-70
Marshall, NC 28753
Lobby, Ramsey Building

Online
Go to abtech.edu/ce/registration and click “Online.” Follow the instructions.

Mail
Complete the continuing education registration form on page 70 and mail with your check or money order to: (Payment should include all fees listed for each course.)

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

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

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

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

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

Name:_____________________________________________________________________________________________
Last  First  Middle/Maiden
Address: _____________________________________________________________________________________________
Street/P.O. Box  City  State  Zip  County
Home Phone: __________________   Work Phone: ______________ Ext.  _____  Cell Phone: _______________________
E-mail: ____________________________________________________   ______________Date of Birth: __________________________ ________
Gender:  □M  □F  Ethnicity: □Hispanic/Latino  □Non-Hispanic/Latino
Race:  □Alaska Native  □Asian  □Black/African-American  □Hawaiian/Pacific Islander  □White
Employment: □1-10 Hrs/Wk (E1)  □21-39 Hrs/Wk(E3)  □Unemployed/Seeking (US)
□11-20 Hrs/Wk (E2)  □40 Hrs/Wk or more (E4)  □Unemployed/Not Seeking (UN)  □Retired (R)
Highest Education Level:  1  2  3  4  5  6  7  8  9  10  11  12  GED
Adult High School (13)  Associate Degree (15)  Master's Degree or Higher (17)
Post HS/Vocational Diploma (14)  Bachelor's Degree (16)

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

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

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

Signature __________________________________________  Date __________________________

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: ________________________________________
Mailing Address: ________________________________________

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 Director of Community Relations & Marketing Mona Cornwell at (828) 398-7117.
Books
Because of the high cost of books, we only have students purchase textbooks when they are essential. Students should bring the book with them to the first class.

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

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

Nondiscrimination Policy
Asheville-Buncombe Technical Community College (A-B Tech) does not discriminate on the basis of race, sex, color, age, national origin, religion, or disability in its employment opportunities, programs, services, or activities. All requests for appropriate auxiliary aids and services must be made within a reasonable time prior to the activity to the Americans with Disabilities Act (ADA) Coordinator. If you have comments or suggestions for ensuring that individuals with disabilities have an equal opportunity to participate in or to enjoy the benefits of A-B Tech services, programs or activities, or if you wish to file a complaint under the ADA, please contact the ADA Coordinator: Ms. Kaye Waugh, Human Resources Office, Sunnicrest, 340 Victoria Road, Asheville NC 28801. 828-398-7114.

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

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

Asheville-Buncombe Technical Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (http://www.sacsoc.org/) to award associate degrees and diplomas. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 only for questions about the accreditation of Asheville-Buncombe Technical Community College.
General Information
Registration information, page 69. Register early!

828-398-7903

1 - Thomas W. Simpson Administration Building
2 - K. Ray Bailey Student Services Center
3 - Balsam Computer Technology Center
4 - Birch Building
5 - Chestnut Building
6 - Dogwood Building
7 - Elm Building
8 - Ferguson Building
9 - Fernihurst
10 - Fernihurst Annex A & B
11 - Hemlock Building
12 - Holly Building
13 - Ivy Building
14 - J. Herbert Coman Student Activity Center
15 - Magnolia Hospitality Education Building

Asheville Campus
16 - Maple Building
17 - Maple Building Annex
18 - Poplar Building
19 - Rhododendron Building
20 - Smith-McDowell House Museum
21 - Sunnicrest
22 - Sycamore Building
1 - Harvey L. Haynes Corporate Technology Training and Conference Center
2 - Small Business Center (SBC)
3 - Technology Commercialization Center (TCC)
4 - Blue Ridge Food Ventures
ANNOUNCING OUR NEWEST LOCATION

A-B Tech South
305 Airport Road
Classes begin Jan. 14

Visit abtech.edu/abtechSouth

Visit abtech.edu/abtechSouth

for a complete list of classes. Register Today!

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