

# Workforce Development

Wallace Community College is a major provider of workforce development services in Southeast Alabama. The College believes that preparing students for the workplace is an important part of its mission to promote economic progress.

In addition to credit programs and services, the College offers a number of services that are specifically aimed at improving workplace readiness and skill levels of adults in the region. These programs are listed below. Continuing education and customized training for business and industry is also available. Please go to [www.wallace.edu/wfd](http://www.wallace.edu/wfd) for more information.

Wallace Community College Workforce Development Division is pleased to offer the following courses:

**Certified Nursing Assistant.** This 25-day program combines classroom instruction and hands-on application of patient care skills. On completion of this course, participants will be eligible to sit for the Nurse Aide Registry Examination. For more information or to register, call 334-556-2203. *Class must have a minimum of seven students to begin.*

**Dental Assistant.** This 20-week program prepares students for entry-level positions within dental offices. Students will learn dental anatomy, 4-handed dental assisting techniques, dental laboratory and x-ray skills, charting skills, safety procedures, and general office protocols. The first 18 weeks of the program consists of classroom and lab time while the final 2 weeks of the program are spent in clinical externship at a local dental office. A minimum of six students is required. Prerequisites include an application package which includes an ACT® WorkKeys test along with a Hepatitis B titer. All prospective students who complete an application package will submit to an interview process to gain acceptance into the program. Call 334-556-2414 for more information. WIOA approved.

**Eye Care Assistant.** The Eye Care Assistant is an important member of the eye-care team and supplies vital information to the treating physician. A high school diploma or equivalent and interview process is required to enter this 14-week program. Call 334-556-2414 for more information or to register. *Class must have a minimum of seven students to begin.* WIOA approved.

**Pre-Apprentice Electrical Lineworker.** This seven-week program prepares students to become one of today's most sought-after entry-level employees. Students entering the program must have a current Department of Transportation physical and proof of a clean driving record with no more than two moving violations within the past two years. A high school diploma or equivalent is required to enter this program. Call 334-556-2203 for more information or to register. Class must have a minimum of eight students to begin. WIOA approved.

**Professional Medical Coding.** This 40-week course, prepared by the American Academy of Professional Coders, is a definitive college-level program of study aimed at providing the most up-to-date information relating to CPT, HCPCS, and ICD-10-CM procedural and diagnostic coding. Call 334-556-2414 for more information or to register. *Class must have a minimum of ten students to begin.* WIOA approved.

**Ready to Work.** This free course provides entry-level skills for the workplace. Participants learn basic computer skills, problemsolving techniques, proper workplace behavior and ethics, and customer service skills, among others. Students learn to document basic employability skills, prepare a resume, and learn tips relating to applying for jobs. Participants graduate from the program with an Alabama Certified Worker certificate along with a National Career Readiness Certificate™ (NCRC®). For more information, call 334-556-2414.

**Basic Maintenance Technician.** The 12 Week Basic Maintenance Technician program prepares students for entry level employment in various capacities in a manufacturing environment. Students will gain hands-on experience with multimeters, slide calipers, micrometers, motor controls, plc's, mechanical drives and pumps. The program includes a wide variety of training that will enable graduates to repair, troubleshoot, install, dismantle, adjust or maintain industrial production and processing machinery. Call 334-556-2208 for more information or to register. *A minimum of six students is required.*

**Industrial Welding.** The 12-week Industrial Welding program prepares students for employment in the Welding industry as structural welders in a production environment. Students will gain hands on experience with Oxy-fuel cutting (OFC) Plasma Arc Cutting (PAC), Carbon Arc Cutting (CAC) Gas Metal Arc Welding (GMAW) as well as an overview of blueprint reading and basic mathematics. The program includes a wide variety of welding experiences for structural and production welding. Students can exit the program after 12 weeks with a certificate in welding and an AWS welding certification. In addition, the Wallace Campus has been designated by the American Welding Society as an Accredited Testing Facilities. High school diploma or equivalent required for admission. Call 334-556-2203 for more information or to register. *A minimum of six students is required.* WIOA approved.

**Basic Mig Welding.** The Basic Mig Welding program prepares students for employment in the welding industry as structural welders in a production environment. Students will gain hands-on experience with Oxy-fuel cutting, Plasma Arc Cutting, Gas Metal Arc Welding, Flux Cored Arc Welding as well as an overview of blueprint reading and basic mathematics. The program includes a wide variety of welding experiences for structural and production welding. Students can exit the program with a certificate in welding and an AWS welding certification. In addition, the Wallace Campus has been designated by the American Welding Society as an Accredited Testing Facility. Call 334-556-2208 for more information or to register. *A minimum of six students is required.*

**Certified Medication Assistant.** Certified Medication Assistants are trained individuals who specialize in administering medication to people who need assistance receiving medications, such as the elderly, disabled, or those in treatment facilities. A MAC is typically a Certified Nursing Assistant (CNA) or Certified Medical Assistant (CMA) who works in a long-term care or mental health facility under the direction of a licensed nurse. Before enrolling in this training, you should research the company for whom you want to work to see if they do require their MAC to be a CNA or CMA. This 6-week program provides classroom instruction and hands-on skills training to prepare students to take the Medication Assistant Certification Exam. Call 334-556-2373 for more information or to register.

**Manufacturing Skill Standards Council (MSSC).** Participants gain valuable training leading to certification as a Certified Logistics Associate (CLA) or Certified Logistics Technician (CLT-which specifically targets warehousing and logistics).The courses cover core competency areas for higher skilled, front-line material handling workers across all supply chain facilities: factories, warehouses, distribution centers and transporters. Individuals are assessed for three credentials: The foundational-level CLA is a prerequisite for the CLT.