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Continuing & Community Education, Fall 2013

www.es.vccs.edu | 757-789-7979



The Navigator is the bi-annual brochure of the Continuing & Community Education and Professional & Technical Training section of Workforce Development Services (WDS) of the Eastern Shore Community College. WDS also includes Adult Education, Career Pathways, Workforce Investment Act services, customized training and facilities rentals.

MESSAGE FROM THE DEAN

CALL YOUR OWN PLAY! September is the time when lots of folks imagine themselves as the quarterback of their

favorite football team. In fact, the term "Monday morning quarterback" refers to all of us who talk about how we would have run plays differently in games that didn't turn out the way we wanted them to. ESCC wants to help you be the quarterback in the game of your own life. What play do you need to call to get that promotion or raise or even a new and better job? Do you need to upgrade your skills? Do you need to learn a whole new set of skills?



Eddie Swain CWDP
Dean of Workforce Development Services

Maybe you'd like to explore the health care field. The Personal Care Aide class might be for you. You can expand your health

care career options with the Personal Care Aide Program. We also have Hair Weaving and Braiding and computer classes that can help you jump start a new career.

Be the quarterback of your own life and sign up for any of the courses in this schedule to help you get the skills, training and certifications you need to call your own play for career success!



ALL

JOIN THE ACADEMY FOR LIFETIME LEARNING (ALL)!

ALL is an all-volunteer nonprofit educational co-operative leisure learning program of classes by and for its members.

Classes offered in the past have included:

- Outdoor activities (shore fishing, walks, gardening)
- Literature (reading groups, memoir writing, self-publishing)
- Music (opera, chimes)
- · Games instruction (bridge, mahjong)
- Hobbies (knitting, quilting, digital photography)

Classes are offered on Fridays at the college during regular fall and spring semesters, and outside the college at various locations.

Keep your mind active and engaged for only \$20 per semester. This entitles you to take as many classes as you like (sometimes subject to class limitations).

ALL's program schedule for fall 2013 and registration details are available at:

http://www.allesva.org/.

SOME WORKFORCE DEVELOPMENT SERVICES NUMBERS YOU SHOULD KNOW...

Eddie Swain, CWDP - Dean of Workforce Development, 757-789-7979, eswain@es.vccs.edu Roy Lock - Coordinator of Professional & Technical Training,757-789-1751, rlock@es.vccs.edu Laura Fosque - Non-credit Enrollment and Customer

Service Specialist, Facilities Rentals for Business & Industry, 757-789-7979, Ifosque@es.vccs.edu

<u>Kimberlee Ormsby -</u> Facilities Rental for Community & Social Functions, 757-789-5927, kormsby@es.vccs.edu

<u>Teresa Guy -</u> Career Pathways Coordinator, 757-789-1790, tguy@es.vccs.edu

Amy Shockley, Regional Adult Education Program Manager, 757-789-1793, ashockley@es.vccs.edu Michelle Spangler - Workforce Investment Act Services Program Coordinator, 757-302-2001, mspangler@es.vccs.edu

<u>Tina Stratton-</u>Taylor WIA Case Manager, 757-789-1757, ttaylor@es.vccs.edu

Laura Chuquin-Naylor, Eastern Shore Literacy Council, Executive Director, 757-789-1795, laura.esliteracy@gmail.com

Renee Beall, Eastern Shore Literacy Council, Program Coordinator, 757-789-1761, renee.esliteracy@gmail.com

OUTSTANDING FREE ACADEMIC SEMINAR SERIES



The Science & Philosophy Seminar is a program of talks on a variety of philosophical, social, historical and scientific topics.

Classes offered in the past include:

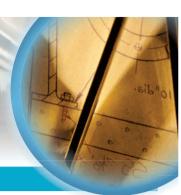
- The Biology of Aging
- Drought in the Sahara
- The Tanganyika Groundnuts Caper
- Gardening for Butterflies on the Eastern Shore
- Advances in Preventive Medicine

Seminars are held on Fridays at the college starting at 12:30pm and are free and open to the public. Membership is informal; members simply agree to deliver or arrange a seminar at least once every two years.

Further details and the schedule for fall 2013 are available at:

http://sciphi.org/.

Schedule & Description of Classes Non-credit Continuing Education and Adult Education



Computers for Seniors ITEC 1100 / Room 169 Mike Maciejewski 18 hours over six week Starts September 16th	Mainly for seniors -it's an afternoon course at a leisurely pace. Get started with your new computer: learn about Windows 7, writing and printing documents, loading pictures, music & movies. Get connected to the internet and surf the World Wide Web, send and receive emails, set up your calendar and maintain and secure your system. Textbook included.	Mondays 1:30PM to 4:30PM	\$140
Introduction to Computers ITEC 1110 / Room 159 Mike Maciejewski 15 hours over six weeks Starts October 7th	Follows the same textbook (included) and curriculum as "Computers for Seniors" above. Evening class, slightly faster. Seniors also welcomed.	Mondays 5:00PM - 7:30PM	\$125
Microsoft Word - Office 2010 ITEC 3101 / Room 159 Karon Eichelberger 7½ hours, 1½ weeks Starts September 24th	Write business reports, letters, envelopes, labels, mail-merges, graphic -inserts, tables. EARLY BIRD SPECIAL! Register by September 6th, save \$10.	Tues Sept 24 Thurs Sept 26 Tues October 1 6:30PM – 9:00PM	\$65
Microsoft Excel - Office 2010 ITEC 3201 / Room 159 Karon Eichelberger 7½ hours, 1½ weeks	The spreadsheet program, for tables, budgets, calendars, invoices, with formulae, calculations and graphs. EARLY BIRD SPECIAL! Register by September 6th, save \$10	Tues Oct 8 Thurs Oct 10 Tues Oct 15 6:30PM – 9:00PM	\$65
Microsoft PowerPoint - Office 2010 ITEC 3301 / Room 159 Karon Eichelberger 7½ hours, 1½ weeks	Give on-screen presentations, sell your products, report your findings, tell your stories. EARLY BIRD SPECIAL! Register by September 6th, save \$10.	Tues Oct 22 Thurs Oct 24 Tues Oct 29 6:30PM – 9:00PM	\$65
Quickbooks Accountant 2013 TEC 1145 / Room 159 Karon Eichelberger 22½ hours, 4½ weeks Starts November 12th	90% of users make and record deposits 84% of users review reports for business insights 82% of users make payments 77% of users prepare for taxes 77% of users enter and track bills (http://quickbooks.intuit.com/pro/) • Textbook included.	Tuesdays and Thursdays 6:30PM – 9:00PM	\$190
Hair Braiding & Weaving COSM 1000 / Room 160 Ebony Marcelin-Brown 50 hours, 6 weeks Starts September 9th	Get a salon job, or start your own business! Learn consultation, facial and head shapes, safety and sanitation, history of braiding, single braids plaits two strand, single braids with extensions, cornrows, cornrows with extensions, wigs, weaves bonded, weaves sewn-in. All materials provided.	Mondays 8:30AM – 5:00PM	\$375
American Sign Language AMSL 1105 / Room 160 Dana Wright 20 hours, 10 weeks Starts September 17th	Learn a language that is expressed through the hands and face and is perceived through the eyes. It isn't just waving your hands in the air. If you furrow your eyebrows, tilt your head, glance in a certain direction, twist your body a certain way, puff your cheek, you are adding or changing meaning in ASL. Textbook included.	Tuesdays 6:30PM – 8:30PM	\$130
Food Safety Certification HLTH 1195 / Room 160 Llewellyn Allison 16 hours, 2 weeks Starts September 17th	ServSafe course developed by the Educational Foundation of the National Restaurant Association. Fee includes 6th Edition manual (students are asked to read the first 4 chapters before the course begins) and 1-hour examination taken at the end of the course. • Price options for examination only and without manual.	Tuesdays and Thursdays 1:00PM – 5:00PM	\$195
Personal Care Aide HLTH 1801 / Room B77A Tamara B. Pruitt, RN 40 hours, 8 weeks Starts October 14th	ESCC is a Virginia Department of Medical Assistance Services (DMAS) approved provider of this course, which is based upon the DMAS curriculum. Graduates of this program are authorized to provide personal care nursing aide services to Medicaid Waiver recipients. All applicants required to have graduated from high school or passed the GED. Textbooks and final exam included.	Mondays and Wednesdays 7:00PM – 9:30PM	\$395
Income Tax Preparation BUSC 1111 Helen Rudder & Brenda Anderson 72 hrs, 12 weeks Parksley September 9th Cheriton September 11th	Classes managed by Jackson Hewitt Tax Service. Pre-registration required but fees payable directly to Jackson Hewitt on first evening of classes. For more information and to register, call: Parksley 757-665-6225 Cheriton 757-331-2222 Registration forms also available at the college, call 757-789-7979	Parksley, Mondays and Wednesdays 6:00PM - 9:00PM Cheriton, Mondays and Wednesdays 6:00PM - 9:00PM	\$95



New Non-credit Online Courses

...for the workplace - public and private -and for entrepreneurs and teachers

GIP2ID

Learn More

ONLINE COURSES FOR YOU!

- Register, pay, and attend class...all online!
- Our most popular online classes
- 300 different courses available
- Most courses \$95
- Courses in the following areas:
 - Accounting
 - Computer Applications and other Technologies
 - Healthcare and Medical
 - Language, Writing, Arts, Publications
 - Law and Legal
 - AND MUCH, MUCH More!!

Go to http://www.ed2go.com/es/.



ONLINE COURSES FOR EMPLOYERS!

- Similar class offerings as above, but organized for corporate learning.
- Assign employees to classes in groups or individually
- Set up custom certifications

Employers go to:

http://www.ed2go.com/escc-pro.



PROFESSIONAL LICENSE RENEWALS AND EDUCATION SOLUTIONS

An online library exceeding 1,000 courses will assist you in meeting your required continuing education needs for:

- Architects
- Building inspectors
- Engineers
- Land surveyors
- Landscape Architects
 Contractors and Other Trade
- Contractors and Other Trades

 PadVector also leads the way for only

RedVector also leads the way for online courses in LEED, sustainability and green building.

• 24 hours a day, seven days a week from any computer with Internet access

Log on to: https://vccs.redvector.com/es.



GREEN/RENEWABLE ENERGY AND ALLIED HEALTHCARE TRAINING!

- Energy Auditing/Weatherization, environmental training, LEED certification, renewable energy, sustainability (30 courses)
- Healthcare/Allied Health administration, counseling, therapy, practitioner, dental, veterinary (38 courses)
- Home/Building Inspector Training, electrical, HVAC, construction, industrial maintenance (21 courses)

Self-paced and open enrollment

Most programs can be completed within four to six months

Five to seven hours per week

Log on to: http://escc.theknowledgebase.org/.



Gatlin is a sister company to our most popular supplier of online programs, ed2go, giving the same great service.

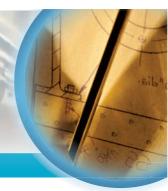
- Nationally recognized certification training ONLINE!
 Over 100 courses available including:
 - Business, Management
 - IT and Software Development
 - Media and Design
 - Hospitality and Service
 - Skilled/Industrial Trades
 - Sustainable Energy and Going Green
 - AND MUCH, MUCH More!!

(Ask about convenient financing options and tuition assistance!)

 Military Tuition Assistance/Tax Credits Possible Go to: http://gatlineducation.com/escc.



ESCC's Workforce Investment Act (WIA) Youth Program



WHAT IS THE WIA YOUTH PROGRAM

The 2000 federal Workforce Investment Act includes a youth component designed to link academics with occupational skills and employment. Local programs offer year-round services and are designed to:

- provide an objective assessment of each youth participant, including a review of academic and occupational skill levels, as well as the service needs of each youth
- develop an individual service strategy for each participant that identifies an age-appropriate career goal
- provide preparation for post-secondary educational opportunities
- provide linkages between academic and occupational learning
 On the Eastern Shore, Eastern Shore Community College holds a contract from the Bay Workforce Investment Board to provide WIA youth services.

WHO IS ELIGIBLE FOR SERVICES?

- The purpose of the program is to help young people who are at risk of not completing an educational program.
- An individual must be between the ages of 14-21, low income and meet at least one of the following barriers to employment:
 - School dropout (individual is no longer attending any school and has not received a secondary school diploma or its recognized equivalent);
 - Basic skills deficient (individuals that have English, writing or computing skills at or below the 8th grade level on a generally accepted standardized test;

- · Pregnant or parenting
- · Homeless, runaway, or foster child
- Offenders
- An individual (including a youth with a disability) who requires additional assistance to complete an educational program, or to secure and hold employment. This is locally defined in each local workforce investment area.
- Though younger youth ages 14 16 can be served by law, Virginia's WIA Youth Coordinator has directed youth providers to use resources to fund youth who are at least 17.

WHAT SERVICES CAN BE PROVIDED? WHO PROVIDES THEM? The required program elements include:

- Tutoring, study skills training and instruction leading to the completion of secondary schooling including dropout prevention strategies
- 2. Alternative secondary school services
- Summer employment opportunities directly linked to academic and occupational learning
- 4. Paid and unpaid work experiences including internships and job shadowing
- 5. Occupational skill training
- 6. Leadership development opportunities



GET SKILLS FOR THE 21ST CENTURY

A NEW TYPE OF ONLINE LEARNING

Join a class with other students and enjoy the best of both worlds: participate any time, 24 hours a day, 7 days a week, and also join discussion with other students and the instructor.

An expanding range of courses directed towards:

- Business managers, new and established; eMarketing and social networking, teleworking, government contracting, leadership.
- K-12 Teachers; online teaching, gender and generational issues, kids with Aspergers.
- Non-profit organizations; revenue generation and program evaluation.

Take individual classes, or a group of two or three and get a certificate as well as a discount!

Most courses are offered four times a year.

Your course will include:

- Print readings, up to 20 pages each week
- Other optional online readings
- Audio presentations and slide presentations online
- Optional self-quizzes
- Online discussions

Go to www.yougotclass.org/catalog.cfm/ESCC

TRADESMEN CONTINUING EDUCATION LICENSING REQUIRED COURSES

NOW OFFERED ONLINE - Take classes on your schedule -anytime, anywhere.

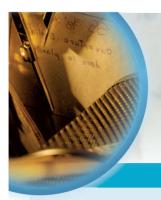
Electricians License Renewal ELEC 1110 3 hours	To register, complete the registration for on page 7 and mail to ESCC with your fee. You will receive instructions by email on how to participate in your online class(es).	Online	\$45.00
Plumbers License Renewal PLMB 1110 3 hours		Online	\$45.00
HVAC License Renewal HVAC 1110 3 hours		Online	\$45.00
Gas Fitters License Renewal ELEC 1110 1 hour		Online	\$22.50





For information about face-to-face classes offered in other locations, please go to:

http://www.dpor.virginia.gov/dporweb/tra_approved_continuing_edu.pdf



Payment/Registration Instructions

PAYMENT/REGISTRATION INSTRUCTIONS (APPLICATION OPPOSITE)

Registration for Continuing Education classes may be via mail using this form or by calling 757-789-7979 using a credit card. Full payment by cash, check, money order or credit card (VISA or MasterCard only) must be received upon registration. Any form of payment can be made in person on campus in Melfa. In-person credit card payments require cardholder's presence and signature. Please make check or money order payable to Eastern Shore Community College. Do not send cash via mail.

Workforce Development and Continuing Education courses are open to all interested persons 18 years of age or older unless otherwise specified. High school age learners may be allowed to attend certain courses with advance permission of the department and the instructor. Such permission must be requested no later than two weeks before the class start date.

Refund policy: If a learner wishes to withdraw from a course and receive a refund, an official written request must be received by the Workforce Development/Continuing Education Section by noon, no fewer than seven calendar days prior to the first class session. Requests may be submitted in person, via mail, e-mail, or fax. Telephone notification without a written request will not suffice. All pre-paid fees will be refunded if the learner withdraws appropriately within this time frame. If the learner withdraws after the cancellation deadline, no refund will be granted. Failure to attend class and/or stop-payment of a check does not constitute an official withdrawal, and collection of all fees based on original course registration as well as any returned check fees will be required in all such circumstances. There is a \$20 charge for returned checks, including, but not limited to, "stop payment".

Accommodations Statement: Continuing Education classes are extended to the public on a non-discriminatory basis. Reasonable arrangements will be made for persons with disabilities if requested two weeks in advance of course date. Please call 757-789-7979. Employer, date of birth, sex, and race information is used for research, reporting and management of student records only. Eastern Shore Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Janet Justis, Dean of Learning Resources, 29300 Lankford Hwy., Melfa, VA 23410; 757-789-1723.

ABE/GED - 757-789-1794				
Mon., Wed. & Fri.	9:00AM - 12:00PM			
Tues. & Thurs.	9:00AM - 12:00PM	ESCC A51 Destro/Renner		Fall 1201
Mon. & Thurs.	1:00PM - 4:00PM	ESCC A51 Tilghman		Fall 1202
Tues. & Wed.	1:00PM - 4:00PM	ESCC A51	Destro	Fall 1203
Tues. & Thurs.	6:00PM -8:30PM	ESCC A51	Savage-Wells	Fall 1204
Mon. & Wed.	6:00PM -9:00PM	Arcadia High School	Bane	Fall 1206
Mon. & Wed.	6:00PM - 8:30PM	Chincoteague Call 789-1794	Conry	Fall 1205
Mon. & Wed.	6:00PM - 8:30PM	Eastville Social Services	Drummond	Fall 1207
Tues. & Thurs.	6:00PM - 8:30PM	Metompkin Elementary	Gibson	Fall 1208
Tues. & Thurs.	6:00PM - 8:30PM	ESAA/CAA - Hare Valley	Drummond	Fall 1209
Mon. & Wed.	9:30AM - 12:30PM	VEC, Chesapeake Square, Onley	Destro	Fall 1225
Tues. & Thurs.	6:00PM - 8:30PM	Kiptopeke Elementary	To be determined	Fall 1226
		ESL - 757-789-1794		
Mon., Wed. & Thurs. 10:00AM - 12:00PM Candelero, Parksley F. Lewis/T. Lewis Fall 1213			Fall 1213	
Mon. & Wed.	Mon. & Wed. 6:30PM - 8:30PM Candelero, Parksley TBA Fall 1214		Fall 1214	
Tues. & Thurs.	Tues. & Thurs. 6:30PM - 8:30PM Arcadia High School T. Lewis Fall 1215		Fall 1215	
Tues. & Thurs.	Tues. & Thurs. 6:30PM - 8:30PM ESAA/CAA - Hare Valley Vavosa Fall 1216		Fall 1216	
Mon. & Wed.	Mon. & Wed. 6:30PM - 8:30PM		Fall 1217	
Mon. & Wed.	3:00PM - 6:00PM	Tyson Foods	Naylor/T. Lewis	Fall 1218
Mon., Tues. & Wed.	9:00AM - 12:00PM	Drummondtown Church	Vavosa	Fall 1219
Tues. & Thurs.	6:00PM - 8:30PM	Metompkin Elementary	Ibarra/Destro	Fall 1220
Mon. & Wed.	6:00PM - 8:30PM	Eastville Social Services	Vavosa	Fall 1221
Tues. & Thurs.	6:00PM - 8:30PM	Kiptopeke Elementary	To be determined	Fall 1227
The Eastern Shore Literacy Council is now co-located with the Eastern Shore Regional Adult Education Program at ESCC - 757-789-1761				

Regional Adult Education Class Schedule

Fall 2013 ESCC Continuing & Community Education www.es.vccs.edu | 757-789-7979



Application for Admission and Enrollment to a Non-credit Class ◊ Fall 2013

1. Name:				
First	Full Mic	ldle	Last	
2. Social Security Number:		Empl-Id:		
	ovide your SSN if you choose no no might have the same name, and		will help distinguish you from other articipation is correctly recorded.	
3. Former name: First	Full Mi	ddle	Last	
4. Date of birth: (Month)	/	ne - home: ()		
6. Mailing address:				
	(Street)	(Apt #)		
(City)	(State) (ZIP)	(Country, if not U	JSA)	
7. Email address:		Cell: (
8. Employer:		9.Phone - work: (
10. Ethnicity: Americ	can Indian or Alaskan Native	Black/African American	Asian	
Hispar	nic/Latino	Native Hawaiian/ Pacific	Islander White	
11. Gender: Male	Female			
12. US Citizenship Status:	Native: US citizen from birth_	Naturalized USA citizen		
	Alien: permanent resident	Alien Temporary re	esident	
13. Primary language: En	nglish Other			
,	() active duty () active res itary spouse () military depe	` '	` ′	
Class Title	Class #	Start Date	Fee	
PAYMENT INFORMATION	_			
Check / M.O. enclosed.		dit/debit card. Circle One	VISA MasterCard	
Name on Card:				
Address if different from 6. Abo	ve:			
Card #:		Exp.	Date:	
Your signature below is author	ization to accept payment as spec	rified as well as acceptance of t	he terms and condition above.	
Signature:		Date:		
	o: Laura Fosque, Workforce l Ford Hwy, Melfa, VA 23410		tern Shore Community Colle	

ESCC does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Janet Justis, Dean of Learning Resources, 29300 Lankford Hwy., Melfa, VA 23410; 757-789-1723



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A Career Pathways Model of Success: Academic and Career Coaching

Eastern Shore Community College has three models of academic and career coaching for students. These coaching programs are far reaching and serve students in local high schools as well as at ESCC. The titles for these various forms of coaching and positions are represented by the following: High School Career Coaches, Adult Career Coach, Experiential Learning/Job Placement Coordinator, Success Coaches and Program Specialist.

High School Career Coaches are ESCC employees who work in local high schools alongside guidance counselors to assist students with the development of individual career plans and portfolios, making informed decisions about academics as relates to career choices, connecting to early college programs such as dual enrollment, and easing the transition from high school to postsecondary education and training. These coaches are instrumental in helping students to plan early, complete college and financial applications, participate in job shadowing opportunities, and effectively navigate the wealth of information available online for colleges, careers, industry certifications, jobs, and more.

The Adult Career Coach and Experiential Learning Job Placement Coordinator work with students at ESCC and with clients at the Virginia Employment Commission. These positions are funded through the Department of Labor as part of a special project operated by the Virginia Community College System entitled the Trade Adjustment Assistance Community College and Career Training Grant Program. The Adult Career Coach helps prospective and currently enrolled students in numerous ways. For instance, skill and career assessments are administered, programs of study

at ESCC are explained, the enrollment process is facilitated, and short-term goals are established. The Experiential Learning/Job Placement Coordinator works with many of the same students to assist them with job readiness skills such as cover letter and resume writing, mock interviews, review of job applications, and work-based learning opportunities such as internships. Through the collaborative effort of these positions students receive guidance from start to finish with their chosen program of study or training program.

The Success Coaches, with the assistance of the Program Specialist, work primarily with students who are considered to be at risk of not reaching their educational goals. This project serves selected students who meet one or more of three criteria: first generation college student, race/ethnicity, and income level. This retention program aims to assist students who may have a number of barriers that would impede successful completion of a plan of study. Success Coaches inform students about resources at the college and in the community that can help them in overcoming obstacles; thereby, maintaining a successful academic and career pathway. Success Coaches, also, work as tutors in the areas of math and English and teach student development courses. Whereas the coaching models described above have distinct differences, they do have a strong bond and a common thread: Helping Students Achieve Success! So, who are these coaches and how can they be reached?

CAREER PATHWAYS PROGRAM COORDINATOR

Teresa Guy Email: tguy@es.vccs.edu Phone: 757-789-1790 Office: ESCC WDC Room 111

HIGH SCHOOL CAREER COACHES - SERVING ARCADIA, NORTHAMPTON, AND TANGIER HIGH SCHOOLS

Faye Wilfong

Email: cwilfong@es.vccs.edu Phone: 757-789-1790

- SERVING CHINCOTEAGUE AND NANDUA HIGH SCHOOLS

Lori Smith

Email: lsmith@es.vccs.edu Phone: 757-789-1790

ADULT CAREER COACH

Ina Birch
Email: ibirch@es.vccs.edu
Phone: 757-789-1796 (ESCC)
or 302-2014 (VEC)
Office: Main ESCC Building, Room C115

EXPERIENTIAL LEARNING/ JOB PLACEMENT COORDINATOR

Debbie Daniels Email: ddaniels@es.vccs.edu Phone 757-789-1792 Office: ESCC WDC Room 110

SUCCESS COACHES

Camesha Handy Email: chandy@es.vccs.edu Phone: 757-789-7991 Office: Main ESCC Building, Room B80

Cynthia Beals Email: cbeals@es.vccs.edu

Phone: 757-789-7989 Office: Main ESCC Building, Room B81

SUCCESS COACH PROGRAM SPECIALIST

Jennifer Wiley Email: jwiley@es.vccs.edu Phone: 789-7988

Office: Main ESCC Building, Room B79