

ONLINE CLASSES

- Microsoft Excel • Microsoft Word • Accounting Fundamentals
- Web Page Design • Intro to QuickBooks • Speed Spanish
- Intro to the Internet • Intro to Windows XP • PC Troubleshooting

Over 300 Titles to choose from!

*New classes begin every month!
Most courses are 6 weeks / \$55.00*

For Additional Information, Call Jim Ragan,
919 - 735-5151, ext. 299
or visit our web site:

www.ed2go.com/waynecc

Occupational Spanish Courses

These courses are designed to prepare all participants to utilize Spanish Language commands and questions allowing them to move and handle more effectively as well as interact with Spanish-speaking employees, patients, and/or clientele.

Occupational Spanish Classes Taught For:

Survival Spanish for Probation Officers
Survival Spanish for Paramedics and EMTs
Spanish for Dental Staff
Spanish for the Physician's Office
Survival Spanish for School Administrators,
Teachers, & Support Staff
Spanish for Banking
Spanish for Office Personnel
Spanish for Business Professionals
Spanish for Child Care Facilities
Spanish for Construction Sites
Spanish for Industry, Manufacturing, & Warehousing
Spanish for Automobile Sales and Service
Spanish for Requesting Personal Information & Data
Spanish for Respiratory Therapy
Spanish for Library Staff
Spanish for Nurseries, Landscaping, & Groundskeeping
Spanish for Custodial & Maintenance Supervisors

Ofrecemos Cursos En Español.

Office 2000 Aquí usted estará expuesto a diferentes sistemas operativos. La serie visual le ofrece una cantidad de objetivos que se requieren para aprobar los exámenes MOUS (usuario especialista de Microsoft Office) de Office 1998. Las partes integrantes son: Windows 98, Internet, Word 98, Access 98 e Introducción a Microsoft Outlook 98.

**Llame a Carlos Cotto
(919) 735-5151, ext. 219**

Adult High School Diploma/GED/ English as a Second Language

Fall Term 2004: August - December 2004

Fall High School Pre-Registration is July 26, 2004 - August 16, 2004.

Pre-register before the classes fill up. Classes Begin August 16, 2004

New Student Orientation Every Monday

For more information on any of the Basic Skills Education Classes, please call 735-5151, ext. 700.

We are waiting to hear from you!

CAMPUS

Fall I, 2004 - Day Classes

DATES	COURSE	TIME	DAYS	LOCATION
08/17 - 10/07	Introduction to Math	08:30 - 10:25	TTH	Pine 130
08/16 - 10/08	Reading Foundation	08:30 - 10:25	MWF	Pine 130
08/16 - 10/08	English 4	08:30 - 10:25	M-F	Pine 122
08/17 - 10/07	Government	08:30 - 10:25	TWTH	Pine 128
08/16 - 10/08	Algebra I, Pt. 1	10:30 - 12:25	M-F	Pine 130
08/16 - 10/08	English 3	10:30 - 12:25	M-F	Pine 122
08/17 - 10/07	Physical Science	10:30 - 12:25	TWTH	Pine 127
08/17 - 10/07	World Geography	10:30 - 12:25	TWTH	Pine 128
08/16 - 10/08	Work Place Ethics	10:30 - 12:25	MF	Pine 128
08/17 - 10/07	English I	01:00 - 02:55	TWTH	Pine 122
08/16 - 10/07	Math Foundations	01:00 - 02:55	MTWTH	Pine 130
08/17 - 10/07	US History, Pt. 1	01:00 - 02:55	TWTH	Pine 128

Fall I - Evening Classes

08/16 - 12/15	*Biology	06:00 - 09:00	MW	Holly 214
08/17 - 12/16	*Algebra I, Pt. 1	06:00 - 09:00	TTH	Pine 130
08/16 - 12/15	*English 3	06:00 - 09:00	MW	Pine 122
08/17 - 12/16	*English 4	06:00 - 09:00	TTH	Pine 122
08/17 - 10/07	US History, Pt. 1	06:00 - 09:00	TTH	Pine 128

CAMPUS

Fall II, 2004 - Day Classes

DATES	COURSE	TIME	DAYS	LOCATION
10/19 - 12/16	Introduction to Math	08:30 - 10:25	TTH	Pine 130
10/18 - 12/17	Reading Foundation	08:30 - 10:25	MWF	Pine 130
10/18 - 12/17	English 4	08:30 - 10:25	M-F	Pine 122
10/19 - 12/16	Economics	08:30 - 10:25	TWTH	Pine 128
10/18 - 12/17	Algebra I, Pt. 2	10:30 - 12:25	M-F	Pine 130
10/18 - 12/17	English 3	10:30 - 12:25	M-F	Pine 122
10/19 - 12/16	Earth Science	10:30 - 12:25	TWTH	Pine 127
10/19 - 12/16	NC History	10:30 - 12:25	TWTH	Pine 128
10/19 - 12/16	English 2	01:00 - 02:55	TWTH	Pine 122
10/19 - 12/16	Consumer Math	01:00 - 02:55	TWTH	Pine 130
10/19 - 12/16	US History, Pt. 2	01:00 - 02:55	TWTH	Pine 128

Fall I - Evening Classes

08/16 - 12/15	*Biology	06:00 - 09:00	MW	Holly 214
08/17 - 12/16	*Algebra I, Pt. 1	06:00 - 09:00	TTH	Pine 130
08/16 - 12/15	*English 3	06:00 - 09:00	MW	Pine 122
08/17 - 12/16	*English 4	06:00 - 09:00	TTH	Pine 122
10/19 - 12/16	US History, Pt. 2	06:00 - 09:00	TTH	Pine 128

*16-Week Class

ENGLISH AS A SECOND LANGUAGE (ESL)

The Basic Skills Department offers English as a Second Language classes on campus and at other locations throughout Wayne County. The program offers multi-level beginners, intermediate and advance-level instructions. Classes focus on survival language skills and are established on a need and interest basis. Workplace ESL and Citizenship classes can be designed upon request. Instructors will choose materials that best fit the needs of their students, however; classes are designed to help students improve their conversation, reading and writing skills.

ELS - On Campus (Day)

DATES	COURSE	TIME	DAYS	LOCATION
08/18/04	Beginning	8:00 - 10:25 am	MTWTH	Pine 127
08/17/04	Intermediate	9:00 - 11:00 am	TTH	TBA
08/17/04	Beginning	1:30 - 3:30 pm	TTH	TBA

ESL - On Campus (Night)

08/16/04	Beginning	6:30 - 8:30 pm	MTWTH	Hocutt 230
08/16/04	Intermediate	6:30 - 8:30 pm	MW	Dogwood 206
08/17/04	Advanced	6:30 - 8:30 pm	TTH	Mag 203
08/21/04	Beginning	9:00 -12:00 noon	Sat	Pine 128
08/21/04	Intermediate	9:00 -12:00 noon	Sat	Pine 127

ESL - Off Campus

08/16/04	All levels	6:30 - 8:30 pm	M/W	Southern Academy/Mt. Olive
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ORIENTATION AND PLACEMENT TESTING ~ MUST BE ON TIME

August 12, 2004	10:00 am	Pine 127
August 13, 2004	10:00 am	Pine 127

CLASES DE INGLES

El departamento de Basic Skills ofrece clases de ingles como Segunda lengua en el campus y en otros sitios dentro de Wayne County. El programa ofrece multiples niveles: inicial, intermedio y avanzado. Las clases están enfocadas en las habilidades del lenguaje diario y se establecen según las necesidades e intereses. Los instructores elegirán los materiales de acuerdo a las necesidades de sus estudiantes. Las clases están diseñadas para ayudar a los estudiantes a mejorar las habilidades orales, de lectura y escritura.

Las clases, horarios y lugares pueden cambiar sin previo aviso.

ELS - On Campus (Day)

08/16/04	Nivel Básico	8:00 - 10:25 am	lunes, martes, miércoles y jueves	Pine 127
08/17/04	Nivel Intermedio	9:00 - 11:00 am	martes y jueves	TBA
08/17/04	Nivel Básico	1:30 - 3:30 pm	martes y jueves	TBA

ESL - On Campus (Noches)

08/19/04	Nivel Básico	6:30 - 8:30 pm	lunes y miércoles miércoles y jueves	Hocutt 230
08/19/04	Nivel Intermedio	6:30 - 9:30 pm	lunes y miércoles	Dogwood 206
08/18/04	Nivel Avanzado	6:30 - 8:30 pm	martes y jueves	Mag 203
08/21/04	Nivel Básico	9:00 -12:00 noon	sábado	Pine 128
08/21/04	Nivel Intermedio	9:00 - 12:00 noon	sábado	Pine 127

ESL - OFF CAMPUS (NOCHES)

08/16/04	Nivel Básico, Nivel Intermedio Y Nivel Avanzado	6:30 - 8:30 pm	lunes, miércoles	Southern Academy
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Programa de Orientacion: agosto 12 de 10:00 am y agosto 13 de 10:00 am

Tiene que estar a tiempo