

**WAYNE COMMUNITY COLLEGE
CONTINUING EDUCATION
SERVICES**

SUMMER 2016

COURSE SCHEDULE

Reception Desk - 919-739-6900
Basic Skills Department - 919-739-6908

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3000 Wayne Memorial Drive | Goldsboro, NC 27534
919-739-6900 | www.waynecc.edu/continuing-ed



Continuing Education Services provides education and training to the lifelong learners in the diverse communities we serve. We are committed to improving the quality of life for individuals and the community by offering learning opportunities to promote workforce, economic, and personal development. The concept of life-long learning is our commitment to our students, community, and industry needs. Both our on-line courses and traditional are interactive classes that offer flexible scheduling and are structured to accommodate your busy lifestyle. Although workforce and economic development are at the heart of what we provide, you will also find classes that serve our community through personal interest and cultural enrichment programs. From custom woodworking and stained glass classes to line dance, we offer programs that can enhance your life.

Continuing education courses are offered at various locations throughout the city of Goldsboro and Wayne County. We welcome requests for courses and suggestions for providing improved services to the area. If you have a particular training need or would like to learn more about how Continuing Education Services can assist you or your company, please give us a call or drop by our campus.

GENERAL INFORMATION

Continuing Education students may register early for classes in the Continuing Education Services Receptionist Office (Walnut, Room 127) or the first day of class as shown in the schedule. Some classes have limited enrollment and will fill up quickly on a first-come, first-served basis.

Wayne Community College is an Equal Opportunity/Affirmative Action College and accommodates the needs of individuals with disabilities. It is the intent of the College that all programs and activities be accessible to all qualified students. It is the student's responsibility to make his or her disability known as soon as the need becomes known in order to provide ample time for arrangements to be made. The student must request academic adjustments by contacting the

Disability Services Counselor in the Wayne Learning Center building or by calling 919-739-6729.

ENROLLMENT REQUIREMENTS

WCC maintains an open-door admission policy to all applicants who are high school graduates or who are at least 18 years of age. Student admission processing and placement determination shall be performed by the officials of each college. Admission requirements for an emancipated minor shall be the same as for an applicant 18 years old or older. Provisions with respect to admission of minors are set forth in 1D SBCCC 200.95, in accordance with Community College Laws of North Carolina.

WCC's Board of Trustees may adopt policies regulating admission and graduation of students enrolled in courses mandated under G.S. 17C, North Carolina Criminal Justice Education and Training Standards Commission, or G.S. 17E, North Carolina Sheriffs' Education and Training Standards Commission. These policies may limit enrollment to law enforcement officers or persons sponsored by law enforcement agencies and may require a student to maintain sponsorship by a law enforcement agency until completion of the program. Policies adopted pursuant to this paragraph shall be published and made available to students and prospective students.

A minor, 16 years old or older, may be considered a student with special needs and may be admitted to an appropriate program at a college if the local public or private educational agency determines that admission to the program is the best educational option for the students and the admission of such student to the program is approved by the college.

A high school student, 16 years old or older, based upon policies approved by the local, public, or private Board of Education and Board of Trustees, may be admitted to appropriate courses, except adult high school, concurrently under the following

conditions:

- a. Upon recommendation of the chief administrative school officer and approval of the president of the college;
- b. Upon approval of the student's program by the principal of the school and the president of the college;
- c. Upon certification by the principal that the student is taking at least three high school courses and is making appropriate progress toward graduation.

High school students taking courses pursuant to the above paragraphs shall not displace adults but may be admitted any semester on a space-available basis to any continuing education course. Once admitted, they shall be treated the same as all other students. Reference 1D SBCCC 200.95 from Community College Laws of N.C.

COURSE FEES

Registration fees from \$70 to \$180 are charged to students in occupational extension classes depending upon the total class hours. The Leisure and Recreational classes have a registration fee of \$35 to \$50. The amount of tuition for recreational classes is determined by the pro-rated cost per student it takes to conduct the course in accordance with legislation.

1-24 hours	\$70.00
25-50 hours	\$125.00
51 + hours	\$180.00
Leisure and Recreational	\$35/\$50

NOTE: Charges are subject to change based on state budget. Students are expected to purchase supplies, materials, tools, and books required for the class.

COMPANY/ORGANIZATION PAYMENT PROCESS (SPONSOR BILLING)

All companies and organizations are required to utilize the Sponsor Billing process to ease the payment process for your employees/students for Continuing Education classes at Wayne Community College. You will not need to send a company/organization

check/credit card with your employee at the time of registration. All you have to submit is a signed company/ organization letter or memorandum on letterhead with the following key items:

1. Company Organization point of contact information (in the event there are any questions regarding a student or payment)
2. State the intent of who and what class(es) your company/ organization will be responsible for in the registration process (i.e. tuition, parking/ID, testing, books, etc.)

Once we have received the letter/ memorandum & student(s) registration form(s), they will be registered for the class. Then our Business Office will submit an invoice to your company/ organization. If you have any further questions, please contact Angela Wiggs at anwiggs@waynecc.edu or Maria Rigdon at mrigdon@waynecc.edu.

REFUND POLICY FOR CONTINUING EDUCATION SERVICES

The refund policy for Continuing Education courses, as established by the N.C. State General Assembly, allows a 75 percent refund, **prior** to or on the 10 percent point of the scheduled hours of the class. A 100 percent refund shall be made if the student officially withdraws prior to the first day of class of the academic semester or term. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered is cancelled

due to insufficient enrollment. Under this policy, the college shall notify the student of the right to receive a refund at the time of official withdrawal.

NOTE: *Course refunds can take approximately Four to six weeks to be processed/received.*

COMPUTER TECHNOLOGY FEE

Pursuant to the North Carolina State Board of Community College Code, Title 1E SBCCC 200.98 (a)(3), a NON-REFUNDABLE Computer Technology Fee of \$5.00* dollars will be charged each semester to all individuals who take computer courses through the Continuing Education Services. This technology fee is charged only once during a semester, regardless of how many computer classes an individual may register for and take. The technology fee was established to support the purchase, operations, and repair of computers and other instructional technology, including the supplies and materials which support computer technology. This fee also supports Continuing Education computer classes held off campus at various locations. If you have any questions concerning the Computer Technology Fee, please contact the Continuing Education Services at 919-739-6900.

STUDENT ACCIDENT INSURANCE

Students have the option to pay \$0.55 Student Accident Insurance Fee for all

Continuing Education courses that meet four or more weeks during a semester. This fee is paid once during a semester regardless of the number of classes taken.

STUDENT ID AND PARKING FEE

Both day and night students are required to display a parking decal. The Student Parking Fee is \$2.00. Parking decals must be purchased in the Continuing Education Services Office at the time of registration. Additionally, all Continuing Education students must have an ID card. The ID card is \$3.00 and must be purchased in the Continuing Education Services Office at the time of registration.

QUICK REFERENCE OF RATES

Computer Technology Fee	\$5.00*
Student Accident Insurance	\$0.55*
New Student ID Card	\$3.00*
Student Parking Fee	\$2.00*
Semester Validation	\$1.00*
Replacement ID Card	\$5.00*

The above table does not reflect all rates for taking a class through Continuing Education Services.

*Fee subject to change.



WCC MISSION STATEMENT

Wayne Community College (WCC) is a learning-centered, public, associate degree granting institution with an open door admissions policy. WCC is located in Goldsboro, North Carolina and is part of the North Carolina Community College System.

Wayne Community College's mission is to meet the educational, training, and cultural needs of the communities it serves.

Wayne Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, 404-679-4500, <http://www.sacscoc.org>, for questions about the accreditation of Wayne Community College.

The Commission on Colleges may be contacted only if there is evidence that Wayne Community College is significantly non-compliant with a requirement or standard. Accreditation standards are located at: <http://www.sacscoc.org/principles.asp>
Inquiries about Wayne Community College, such as admission requirements, financial aid, educational programs, etc. should be addressed directly to Wayne Community College and not the Commission's office.

Wayne Community College is an Equal Opportunity/Affirmative Action College and accommodates the needs of individuals with disabilities. It is the intent of the College that all programs and activities be accessible to all qualified students. It is the student's responsibility to make his or her disability known as soon as the need becomes known in order to provide ample time for arrangements to be made. The student must request academic adjustments by contacting the Disability Services Counselor in the Wayne Learning Center building, 919-739-6729.

Student Right-to-Know: Information regarding the persistence rate of enrolled students toward graduation and transfer-out-rate is available in the Office of Admissions and Records. Student rights under FERPA are available at <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html> or in the Office of Admissions and Records and in the Office of Counseling Services.

Wayne Community College issues this schedule for the purpose of furnishing prospective students and other interested persons with information about the institution and its programs. Announcements contained herein are subject to change without notice and may not be regarded in the nature of binding obligations on the college or state. Efforts will be made to keep changes to a minimum, but changes in policy by the State Board of Community Colleges, the Community College System, or by local conditions may make some alterations in curriculums, fees, etc., necessary. For additional information, contact the college at (919) 735-5151 or visit our Web site at www.waynecc.edu.



REGISTRATION FORM INSTRUCTIONS

WEBADVISOR ACCESS FOR CONTINUING EDUCATION

Continuing Education Students may use WebAdvisor to register for classes, check grades, access course schedules, unofficial transcripts, etc. To access this service, go to www.waynecc.edu and click on "WebAdvisor" in the right-side Quick Links area. In order to register online, the student must have been enrolled in a Continuing Education class within the last 6 months. All new students must come to campus to register and will have WebAdvisor access the first day of classes.

Username and password:

Before students can access Wayne Community College Mail, Moodle, or Webadvisor they must determine their username (see directions below or receive it from an advisor) and create a password by visiting the Online Services Student Login page on the WCC Web site.

- Start on the WCC home page: www.waynecc.edu
- In the Quick Links menu, select Student e-mail, Moodle, or Webadvisor. You will be taken to the Online Services Student Login page: <http://www.waynecc.edu/online-services/>
- If you have not already been provided with your username, click on the Your Initial WCC Login (New Students) tab for directions on formatting your username.
- Once you have your username, click on the Create Password/ Forgot Password/Password

Expired link follow the directions for creating your password.

- You must have your full 7-digit student ID number which may include 0's to complete the process
- If you set up answers to security questions - make note of the answers you provided. You will need to answer the questions if you fail to reset your password before it expires.

Now that you have a username and password, you can access WCC Mail, Webadvisor, and Moodle (although very few Continuing Education courses use Moodle). To access these services, go to <http://www.waynecc.edu> and click on Student E-mail, WebAdvisor, or Moodle on the right-side Quick Links menu that will take you to the Online Services Student Login page. Then click on the appropriate LOGIN NOW button at the top of the page.

REGISTER ONLINE

STEP 1: Before registering, make sure you have a reliable computer and internet connection.

STEP 2: Click "Log In" on the Main Menu of Wayne Community College (WCC) WebAdvisor page.

STEP 3: Enter your "User ID" and "Password"; then click "Submit."

NOTE: If you are having issues, please contact the WCC –Computer Lab at 919-739-7032 to have your password reset.

STEP 4: Click on "Continuing Education" icon to access student information.

STEP 5: Under Registration, Click on "Register and Pay for Continuing Education Classes" to search for your class. Type in the course title or key word into the "Search For (Key Word)" field.

STEP 6: Place a check beside the course you want to register; then click "Submit."

STEP 7: On the Pay for Classes screen, please verify your class information. Select Register Now (check out) and Payment Type to proceed to payment process.

STEP 8: The next screen will allow you to enter your payment information. Once you receive your confirmation, you will be registered for the course you selected. Your class information may be accessed under "My Class Schedule" on the Cont. Ed. Menu.

NOTE: Credit Card payment is required when registering for Continuing Education or non-degree classes via the web. Please have your credit card information at hand. If you prefer to use check or cash, you may use our in-person registration process. If you experience any problems registering via the web, please contact our Continuing Education office before attempting to proceed with your registration.

SCHOLARSHIPS FOR OCCUPATIONAL TRAINING COURSES

The State Employees' Credit Union is providing scholarships for registration, books, certification fees, and course supplies.

Applications available from the Continuing Education Office on the first floor of the Walnut Building and online at www.waynecc.edu/continuing-ed/scholarships

For more information contact:
Maxine Cooper at 919-739-6938 or mcooper@waynecc.edu



Adult Literacy and Basic Skills Program for College and Career Readiness

The Basic Skills Program for College and Career Readiness Offers Three Program Areas of Study

» Adult Basic Education (ABE)

The Adult Basic Education (ABE) program is designed for students who need to brush up on their skills. Classes are offered in Reading, Language, Academic Vocabulary, and Math. ABE may also be referred to as Pre-HSE or Pre-AHS.

These classes are also designed to improve computer skills for High School Equivalency or Adult High School classes, and to give students the skills to help their children with their homework, to read to their children and grandchildren, and to be able to live a more productive life!

Students may select the ABE class they are interested in attending according to their career interests. For example, a student may select an Allied Health Pathway class if interested in a career in the health profession or a Business Pathway class if interested in the business world.

» Adult Secondary Education (ASE)

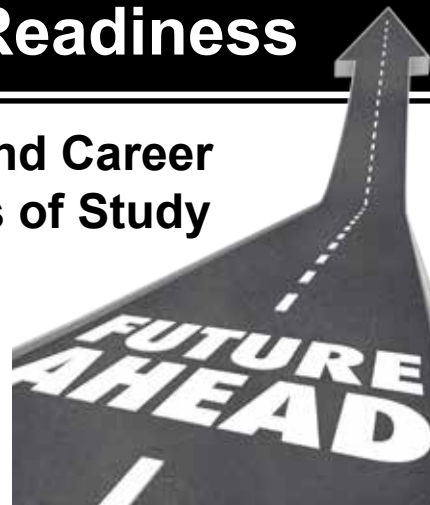
The Adult Secondary Education program offers students the choice of earning an Adult High School (AHS) diploma or a High School Equivalency (HSE) diploma.

» AHS diploma

- 21 Credits Required
- Credits May Be Transferred From Previous School
- Diploma is Signed by Superintendent of Wayne County Public Schools

» HSE diploma

- More than one HSE test is available at Wayne Community College
- The GED® is a Computer-Based Test
- The HiSET is a Paper/Pencil Tests



» English as a Second Language (ESL)

The English as a Second Language (ESL) Program offers adults with limited English skills instruction in listening, reading, and understanding the English language. The American culture is studied along with everyday communication skills for easier communication on the job, with children's teachers, and with medical personnel. Pre-HSE study is incorporated into these classes. Transitioning into higher education and a career is also a primary focus of the ESL program.

Contact Ms. Redmon at 919-739-6903 for more information on the GED® tests!

Classes Begin the Week of May 23, 2016

www.waynecc.edu/continuing-ed/basic-skills

General information:
Ms. Babb, 919-739-6908
ejbabb@waynecc.edu

Admissions:
Ms. Rabhan, 919-739-6917
lrabhan@waynecc.edu

Adult High School and High School Equivalency Diplomas:
Ms. Redmon, 919-739-6903
sonja@waynecc.edu

English as a Second Language:
Ms. Abalo-Zarate, 919-739-6924
mfabalo-zarate@waynecc.edu
or Ms. Hall, 919-739-6911
ajhall@waynecc.edu

www.facebook.com/wccbasicskills



How Do I Get Started?

New English as a Second Language Students may call Amelia Hall at 919-730-6911 or Maria Abalo-Zarate at 919-739-6924. Or, refer to page 11 of this Schedule of Courses for dates and times of the ESL Testing and Placement Sessions.

New students interested in obtaining an AHS or HSE diploma should follow these steps:

1

Minors (16 & 17 Year Olds) Must Make an Appointment with our Admissions Coordinator, Ms. Rabhan, by calling 919-739-6917.

All Others Should Choose a Date Below and Attend an Orientation Class If Planning to Attend Classes On Campus. Applicants are asked to bring their Social Security card and a photo ID. If planning to enter the Adult High School Program, applicants should bring a sealed transcript. (For more information you may call 919-739-6908.)

New Requirement: Students must come to the campus to take a 30-minute TABE Locator test before attending orientation. Open registration for this test will be on Tuesdays ONLY at 9 a.m., 10 a.m., 11 a.m., 2 p.m., and 6 p.m. Please call Mrs. Chitilla at 919-739-6907 to make an appointment for other testing dates.



ORIENTATION AND PLACEMENT SESSIONS

Orientation sessions are usually for three days, three hours each day. Most sessions are held Tuesday through Thursday. All three days must be attended in order to be eligible to enroll. New classes begin every five weeks, usually a week or two after orientation and placement sessions. For more information, you may call 919-739-6908 or 919-739-6918.

ORIENTATION AND PLACEMENT SESSIONS SCHEDULE	
Date	Time
May 17-19	5:30 p.m.-8:30 p.m.
June 28-30	2 p.m.-5 p.m.
August 9-11	9 a.m.-12 p.m.

If planning to attend an off-campus class site, an orientation class is recommended but not required. You may go to your off campus class site and register on one of the registration dates shown on page 8. A Social Security number is required for registration. This is in order to track your records throughout your educational endeavors with the NC Community College System. For more information, call Ms. Redmon at 919-739-6903 or e-mail at sonja@waynecc.edu.

2

After Completing the Three-Day Orientation and Your Placement Test, You will Meet with an Advisor and Enroll in a Free Class or Classes.



3

BEGIN CLASSES ...



4

GRADUATE!





LOOK What's NEW for summer!

- » Monday, Tuesday, Wednesday, and Thursday High School Equivalency Classes
- » Friday Museum Tours
- » Student Seminars in the Basic Skills **STUDENT SUPPORT CENTER**
 - » All You Need to Know About the College Registration Process and Then Some
June 23, 2016 | 2 p.m.-3:30 p.m. and 6:30 p.m.-8 p.m.
 - » Explore Careers With NCWORKS
July 21, 2016 | 2 p.m.-3 p.m.
- » What do Language Arts, Science, Oscars and Martians have to do with High School Equivalency Classes? Register for this fun and adventurous **HSE Science in Literature** class and find out! This is not going to be your regular literature or science class.

ADULT HIGH SCHOOL DIPLOMA CLASSES

Adult High School Diploma Summer Pre-registration is May 2-24, 2016.

Diploma classes are computer-based classes ONLY this summer. They may be taken in the computer lab in the Basic Skills Department where instructor assistance in the specific course area is available.

WAYNE COMMUNITY COLLEGE

CONNECT

"Connecting Our Students to the Future"

Get a step ahead of other college freshmen and earn up to 4 CREDITS TUITION FREE!

April 18-22 and May 23-July 19

Students must attend the week of April 18-22 to participate in the May 23-July 19 program.

Basic Skills students and recent graduates please contact
MEGAN MOELLER | 919-739-6918 | mmmmoeller@waynecc.edu | Walnut 207



COMMUNITY HIGH SCHOOL EQUIVALENCY DIPLOMA CLASSES (HSE)

COMMUNITY LOCATIONS

Summer classes begin the week of May 23. For information about any community High School Equivalency Diploma class, please call 919-739-6903 or e-mail sonja@waynecc.edu. We have classes in Mount Olive and Goldsboro!

HOW DO I REGISTER FOR CLASSES?

Students should report directly to the site with a picture ID and Social Security card. Students will only be registered the first week of classes and then during the first week of each month. For DRC registration dates, call the center at 919-705-1904.

There are a limited number of seats for each site. Once a class is full, interested students will be either referred to a nearby site or given a registration card for the next available seat.

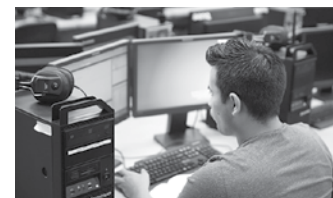
DO I HAVE TO ATTEND ORIENTATION PRIOR TO REGISTRATION?

Adult students from community classes are invited, but not required, to attend orientation held on campus each month. Students under 18 must come on campus to meet with the Admissions Coordinator. Call 919-739-6917 or e-mail lrabhan@waynecc.edu for more information.

CLASS TITLE	BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
High School Equivalency	5/25-7/27	5:30 p.m.-7:30 p.m.	MW	Day Reporting Center (DRC) 206 E. Walnut St. Goldsboro	TBA
High School Equivalency	5/24-6/30	5:30 p.m.-8 p.m.	TTH	Mount Olive Presbyterian Church 105 N. Breazeale Ave.	Beck

GET PREPARED WITH COMPUTER-BASED INSTRUCTION!

With Computer-Based Learning, you can improve skills in reading, writing, social studies, science and math; prepare for the HSE test; earn credits toward an Adult High School diploma; or study for the National Career Readiness Certificate (NCRC) using national endorsed software. To get started you need to come to a three-day Orientation and Placement Session and let the instructor know you are interested in the Computer-Based Learning program.



YOU NOW HAVE AN OPTION FOR YOUR HIGH SCHOOL EQUIVALENCY TEST!

Call us at 919-739-6908 for more information on our new options.

You may also go to the following websites for information on the new tests.

- <http://www.gedtestingservice.com/ged-testing-service>
- <http://hiset.ets.org/>

**Pearson VUE Testing Center
GED® Testing**

**LOCATION:
Wayne Learning Center,
Room 227**

DAYS AND TIMES:

**Monday, 1 p.m.-8 p.m.
Tuesday, 8 a.m.-2 p.m.
Friday, 8 a.m.-1 p.m.**



**HiSET Testing is every Wednesday from
3 p.m. to 5:30 p.m.**

**LOCATION:
Walnut Building, Room 220**

For additional GED® testing dates or any changes in the testing dates, and to register to take a test, register on MyGED® website at <http://www.gedtestingservice.com/educators/myged> or go to testing dates for Wayne Community College.

For HiSET testing dates and to register to take the HiSET test, go to <http://www.hiset.ets.org/>

Contact Ms. Redmon at 919-739-6903 for more information on the tests!

**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)
OUT-OF-SCHOOL YOUTH SERVICES**

**WAYS
TO QUALIFY**



**ARE YOU BETWEEN THE AGES OF 16 AND 24 YEARS OLD?
ARE YOU CURRENTLY OUT OF SCHOOL?**



MONA STEPHENS | WIOA YOUTH CAREER ADVISOR
919-739-6923 • mstephens@waynecc.edu

ERICA BABB | BASIC SKILLS ADMINISTRATIVE SECRETARY
919-739-6908 • ejbabb@waynecc.edu

BASIC SKILLS PLUS

HSE/AHS + COLLEGE + CAREER = SUCCESS

WAYNE COMMUNITY COLLEGE STUDENT SUPPORT CENTER

Location: Walnut 222-A

- Advising
- Guidance
- Registration
- Study Hall
- Career Counseling
- WIOA Youth Advising Information
- Continuing Education and Curriculum Class Information
- Assistance with Registration for GED® and HSE Tests
- Referral Center for TABE Testing and HSE Official Practice Tests
- Student Seminars
- TABE Locator Testing
- Basic Skills Plus
- Tutoring



Are you ready to see what **BASIC SKILLS PLUS** can do for you?

Get your Adult High School Diploma (AHS) or a High School Equivalency (HSE) while you work towards a career.

- CNA I
- Machining
- EMT Basic
- Welding
- Medical Office Administration
- Industrial Systems Technology
- Certified Production Technician
- Turfgrass Management



Contact Your
Counselor/Transition Coach,

MEGAN MOELLER



919-739-6918
mmoeller@waynecc.edu

ENGLISH AS A SECOND LANGUAGE (ESL)

SCHEDULE INFORMATION FOR NEW ESL STUDENTS

The ESL curriculum is competency based and provides individualized and group instruction for adults with limited English proficiency to acquire skills in listening, speaking, reading, writing, and comprehension of the English language. Focus is also placed on employability skills acquisition.

New students to the ESL Program must complete a one-day orientation session on campus on the dates below.

Please go to the Walnut Building, Office 220. For more information on ESL or Citizenship classes contact Amelia Hall at 919-739-6911 (habla español).

INFORMACIÓN PARA LAS CLASES DE INGLÉS (ESL) ESTUDIANTES NUEVOS

Las clases de ESL pueden ser individualizadas y en grupo para mejorar las habilidades de la persona adulta en las distintas áreas del entendimiento del idioma:

conversación, lectura y escritura. Se hace también énfasis en el desarrollo de las habilidades necesarias para tener éxito en el trabajo.

Estudiantes nuevos que entran al programa de ESL deben asistir a un día de orientación, en una de las siguientes fechas. Por favor preséntese en la Oficina 220 en el Edificio Walnut. Para más información acerca de las clases de Inglés o de Ciudadanía llama a Amelia Hall al 919-739-6911 o a María Abalo-Zarate al 919-739-6924.

ESL TESTING AND PLACEMENT

June 2
July 7

TIME/HORA

10 a.m. or 5:30 p.m.
10 a.m. or 5:30 p.m.

PROGRAMA DE ORIENTACIÓN

2 de Junio
7 de Julio

RETURNING ESL STUDENTS

Students who have been attending a class in the ESL program may return on the following dates to register for the **Summer** session.

**Registration starts on May 23.
Classes start on May 24.**

LOS ESTUDIANTES QUE REGRESAN

Estudiantes que han participado en el programa del ESL pueden regresar durante las siguientes fechas para la sesión de **Verano**.

**La registracion comienza el 23 de Mayo.
Las clases comienzan el 24 de Mayo.**


DATE/FECHA	COURSE/CURSO	TIME/HORA	DAYS/DIAS	LOCATION/LUGAR
ESL - ON CAMPUS (DAY)				
5/23-8/3	ESL LAB	8 a.m.-1 p.m. 9 a.m.-12:30 p.m.	MTWTH FRIDAY	Walnut 203
5/23-8/3	Computer Lab	8 a.m.-6:30 p.m.	MTWTH	Walnut 222-B
ESL - ON CAMPUS (NIGHT)				
5/24-8/2	Literacy	6 p.m.-9 p.m.	TTH	Walnut 225
5/24-8/2	Beginning	6 p.m.-9 p.m.	TTH	Walnut 225
5/24-8/2	Intermediate	6 p.m.-9 p.m.	TTH	Walnut 223
5/24-8/2	Advanced	6 p.m.-9 p.m.	TTH	Walnut 223
ESL - OFF CAMPUS				
5/23-8/3	ESL Mount Olive Library	6 p.m.-8:30 p.m.	MW	Steele Memorial Library 111 North Chestnut St. Mount Olive
5/23-8/3	ESL WAGES Mount Olive	9 a.m.-12:30 p.m. 9 a.m.-11:30 a.m.	MTW TH	WAGES Head Start 612 Breazeale Avenue Mount Olive
5/24-8/2	ESL WAGES Goldsboro	9 a.m.-11:30 a.m.	TTH	Royall West Head Start 507 Royall Ave. Goldsboro
5/25-8/3	ESL WAGES Citizenship	9:30 a.m.-11:30 a.m.	W	Goldsboro
5/24-8/2	ESL Dudley	6 p.m.-8:30 p.m.	TTH	Brogden Middle School 3761 US 117 South Alt. Dudley
5/23-8/3	ESL Pikeville Library	6 p.m.-8:30 p.m.	MW	Pikeville Library 107 W Main Street Pikeville

5/24-8/2	ESL MRA Church	6 p.m.-8:30 p.m.	TTH	Maria Reina de las Americas 636 Whitfield Rd., Mount Olive
5/25-8/3	Brogden United Methodist Church	9 a.m.-12:00 p.m.	W	3761 US 117 South, Dudley

**For more information about our ESL, ESL CRC, Citizenship, and ESL Computer classes please contact
Amelia Hall 919-739-6911 or María Abalo-Zarate 919-739-6924**

DATE/FECHA	COURSE/CURSO	TIME/HORA	DAYS/DIAS	LOCATION/LUGAR
ESL - EN EL CAMPUS (DÍA)				
5/23-8/3	ESL LAB	8 a.m.-1 p.m.	Lunes, Martes Miércoles, Jueves	Walnut 203
5/23-8/3	Computer LAB	9 a.m.-12:30 p.m. 8 a.m.-6:30 p.m.	Viernes Lunes, Martes Miércoles, Jueves	Walnut 222-B
ESL - EN EL CAMPUS (NOCHE)				
5/24-8/2	Nivel Básico	6 p.m.-9 p.m.	Martes, Jueves	Walnut 225
5/24-8/2	Nivel Principiante	6 p.m.-9 p.m.	Martes, Jueves	Walnut 225
5/24-8/2	Nivel Intermedio	6 p.m.-9 p.m.	Martes, Jueves	Walnut 223
5/24-8/2	Nivel Avanzado	6 p.m.-9 p.m.	Martes, Jueves	Walnut 223
ESL - AFUERA DEL CAMPUS				
5/23-8/3	ESL Mount Olive Library	6 pm-8:30 pm	Lunes, Miércoles	Steele Memorial Library 111 North Chestnut St. Mount Olive
5/23-8/3	ESL WAGES Mount Olive	9 a.m.-12:30 p.m.	Lunes, Martes Miércoles	WAGES Head Start 612 Breazeale Avenue Mount Olive
5/24-8/2	ESL WAGES Goldsboro	9 a.m.-11:30 a.m. 9 a.m.-11:30 a.m.	Jueves Martes, Jueves	Royall West Head Start 507 Royall Ave. Goldsboro
5/25-8/3	ESL WAGES Citizenship	9:30 a.m.-11:30 a.m.	Miércoles	Goldsboro
5/24-8/2	ESL Dudley	6 p.m.-8:30 p.m.	Martes y Jueves	TBA Dudley
5/23-8/3	ESL Pikeville Library	6 p.m.-8:30 p.m.	Lunes y Miércoles	Pikeville Library 107 W Main Street Pikeville
5/24-8/2	ESL Iglesia MRA	6 p.m.-8:30 p.m.	Martes y Jueves	Maria Reina de las Americas 636 Whitfield Rd., Mount Olive
5/25-8/3	Brogden United Methodist Church	9 a.m.-12 p.m.	Miércoles	3761 US 117 South, Dudley

**Para más información acerca de las clases de ESL, de ESL CRC, de Ciudadanía, y de Computación para
ESL por favor comuníquese con
Amelia Hall 919-739-6911 o con María Abalo-Zarate 919-739-6924**

	<h1>SUMMER EXPLOSION</h1> <p align="right">SUMMER CAMP JULY 2016</p>
<p>English Language Learners summer camp is designed for adults who are current students in the ESL program and their children ages Pre-K through Elementary. The summer camps' purpose is to engage the parents and their children in reading-related activities during the month of July. Our goal is to increase their learning experiences through reading, comprehension, science activities, vocabulary, songs, games, and more; thus involving parents and children in a "Summer Explosion."</p>	
<p align="center">7/5-7/28 TUESDAYS AND THURSDAYS 9 A.M.-12 P.M.</p>	

ALLIED HEALTH

The Allied Health program is designed to provide training for entry-level careers in the health care industry. A variety of courses are offered leading to certificates or certification such as Nurse Aide I and II, Medication Aide, Medical Insurance and Billing, Health Unit Coordination, Electronic Health Records, and specialized healthcare training. Seating is limited for some classes as dictated by state governing agencies.



Contact Director of Allied Health at 919-739-6929 or tjwynn@waynecc.edu
or visit us online at
www.waynecc.edu/continuing-ed/allied-health

MEDICAL BILLING AND CODING ONLINE CERTIFICATE PROGRAM

This certificate program is an introductory course in billing and coding. It consists of two online courses that will lead to a certificate in billing and coding. The classes are designed for those seeking experience in coding and billing for health care agencies. Upon satisfactory completion of both classes (Part I and Part II) students will be awarded a medical billing/coding certificate. **This program is recommended for students who have no prior knowledge or experience in coding and billing.** Students are encouraged and may be able to seek certification as a Certified Professional Coder (CPC) awarded by the American Academy of Professional Coders (AAPC) credentialing agency.

MEDICAL BILLING AND CODING: PART I

This course introduces Medical Terminology and Anatomy and Physiology which are essential when coding and billing for services. It also covers fundamentals of medical coding, billing and insurance for health care agencies. CPT and ICD coding for services will be covered in Part II.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
5/16-8/12 ONLINE/ \$180.00	ONLINE	MSU

CLASS LOCATION/FEE	INSTRUCTOR
ONLINE/ \$180.00	Stephenson

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
5/16-8/12 ONLINE/ \$180.00	ONLINE	MSU

1. Understanding Health Insurance: A Guide To Billing and Reimbursement 12th Ed.. / Delmar Cengage 978-1285737591
2. Medical Terminology in a Flash: A Multiple Learning Approach; 2nd ed. Sharon Eagle, FA Davis 9780803625662
3. Anatomy and Physiology for Health Professions: An Interactive Journey, 3rd Edition 978-0133851113
4. ICD-10-CM 2015 The Complete Official Codebook, Spiral, AMA ISBN: 978-1622020751

MEDICAL BILLING AND CODING: PART II

This course provide information to continue coverage of health insurance and the importance of correct diagnostic and procedure coding. Students will learn methods for selecting the appropriate CPT and ICD-10 codes and demonstrate proficiency in coding skills. This course also introduces the complex legal, moral and ethical issues involved in providing health-care services. Upon completion, students should be able to demonstrate working knowledge of current medical law and accepted ethical behavior.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
5/16-8/12 ONLINE/ \$180.00	ONLINE	MSU

CLASS LOCATION/FEE	INSTRUCTOR
ONLINE/ \$180.00	Stephenson

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
5/16-8/12 ONLINE/ \$180.00	ONLINE	MSU

*Required Texts:
1. ICD-10-CM 2015 The Complete Official Codebook, Spiral, AMA

- ISBN: 978-1622020751
2. 2015 CPT Standard / Delmar, ISBN: TBD
3. Law and ethics for Medical Careers, 5th ed., ISBN: 9780073402060

MEDICATION AIDE

This course is designed to meet the training requirements for becoming qualified to be a Medication Aide in a skilled facility. The course covers 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 implication. Upon completion, students should be able to take the competency exam and demonstrate skills necessary to qualify for listing on the North Carolina Medication Aide Registry. This certification does not qualify the person to work in an Adult Care Home. Listing on Nurse Aide I (NAI) registry is advised.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
7/12-7/21	5:30 p.m.- 9:30 p.m.	TTH
7/16-7/16	8:30 a.m.- 5 p.m.	Sat

CLASS LOCATION/FEE	INSTRUCTOR
Magnolia 205/ \$70.00	Fleming

7/12-7/21	5:30 p.m.- 9:30 p.m.	TTH
7/16-7/16	8:30 a.m.- 5 p.m.	Sat

Magnolia 205/ \$70.00	Fleming
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*Required Text: Medication Aide/Print Shop

NURSE AIDE II COMPETENCY TESTING

This course is designed to provide the student an opportunity to demonstrate competency skills required by the NC Board of Nursing to practice as a NA II. Students who have been off the NA II registry 24 months or less are eligible to take this test. The student must be active on the NA I registry and have been listed on the NA II registry. Students successfully demonstrating all required skills will be referred to the Board of Nursing for re-listing on the NA II registry.

Cost for Testing: \$70

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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CLASS LOCATION/FEE	INSTRUCTOR	
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TBA	TBA	TBA
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Magnolia 205/\$70	TBA	
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*Required Text: Print material provided by instructor

NURSE AIDE LEVEL I

This course introduces basic nursing assistant skills required to provide personal care for patients, residents, or clients in a health care setting. Topics include communication, safety, patients' rights, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation, and mental health. Upon successful completion of the 174+ hours of classroom, lab and clinical components, the student is eligible to make application for the National Nurse Aide Assessment Program (NNAAP) examination necessary for certification and listing on the North Carolina Nurse Aide I Registry. The NC State Exam is comprised of a written and skills exam. This course is offered in a variety of settings: hybrid (with weekday or Saturday labs) or face-to-face classes. Upon satisfactory completion of the class students will be awarded a certificate stating the completion of the Nurse Aide I program.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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CLASS LOCATION/FEE	INSTRUCTOR	
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5/16-8/10 Magnolia 203/ \$180.00	5 p.m.- 9:30 p.m.	MTW Hall/Simmons-Lee
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5/16-8/10 Magnolia 205/ \$180.00	8:30 a.m.- 1 p.m.	MTW Pigford
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5/16-8/10 Magnolia 203/ \$180.00	8:30 a.m.- 1 p.m.	MTW Rouse
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*Required Text:
Nurse Aide I Student Manual (July 2013 Curriculum)-Required, Print Shop
Appendix A Skills Performance Checklist Handbook-Required, Print Shop

NA1 Registration Process and Start of Class Requirements:

1. Attend a 30-minute Mandatory Information Session before you can register.
2. Copy of high school diploma or GED or secondary transcript.
3. Complete criminal background check and drug screen by designated due date (must use designated online and laboratory for tests and screens).
4. Pregnancy: If pregnant or become pregnant, must provide a letter from MD stating there are no limitations to taking the class. Admission must be approved by Program Director.
5. TB Skin test.
6. Vaccination Records: MMR Records - Documentation of two immunization shots or titer/Hepatitis B Series
7. Documentation of Flu shot required.

NURSE AIDE LEVEL II

This course prepares students to perform more complex skills for patients or residents. Emphasis is on infection control including sterile technique and dressing changes; elimination procedures including catheterizations, irrigations, and care of established ostomies; intravenous site care; suctioning, tracheostomy care, observation and maintenance of oxygen therapy; breaking/removing fecal impactions; and enteral nutrition for existing infusion. A skill/competency evaluation is required in the classroom.

Upon satisfactory completion of the course and skills/competency evaluation, graduates are eligible to apply for listing as a Nursing Aide II by the North Carolina Board of Nursing. The Nurse Aide II class includes 80 hours of classroom/lab instruction and 80 hours of clinical rotation. Some Saturday clinicals may be required. Upon satisfactory completion of the class students will be awarded a certificate stating the completion of the Nurse Aide II program.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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CLASS LOCATION/FEE	INSTRUCTOR	
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5/19-8/12	8:30 a.m.- 5 pm	TH
	8:30 a.m.- 12:30 p.m.	F

Magnolia 205/ \$180.00	Curry	
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*Required Text: NC Nurse Aide II Handbook: ISBN: 9781113344079

NAII Registration Process and Start of Class Requirements:

1. Attend a 30-minute Mandatory Information Session before you can register.
2. Must be listed on NA I Registry or scheduled for state NA I exam.
3. Complete criminal background check and drug screen by designated due date (must use designated online and laboratory for tests and screens).
4. Pregnancy: If pregnant or become pregnant, must provide a letter from MD stating there are no limitations to taking the class. Admission must be approved by Program Director.
5. TB Skin test.
6. Vaccination Records: MMR Records - Documentation of two immunization shots or titer/Hepatitis B Series
8. Copy of GED, high school diploma or transcript with dates of graduation.
9. Documentation of Flu shot required.

NURSE AIDE I REFRESHER

This Course is designed to provide individuals with a review of the knowledge, skills, and abilities that must be demonstrated on the National Nurse Aide Assessment Program (NNAAP),

the examination necessary for listing on the North Carolina Nurse Aide I registry. Persons who have not been off the NA I registry more than four years qualify to take this course, others must consult with the program director/coordinator for admission.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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CLASS LOCATION/FEE	INSTRUCTOR
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6/20-8/8	5:30 p.m.- 8:30 p.m.	MW
Magnolianolia 205/ \$125.00	Carmichael	

*Required Text: Appendix A/D
Performance Nursing Aide Handbook,
Print Shop

SERVSAFE FOOD SAFETY TRAINING

This course is designed to provide Food service managers the essential knowledge to help keep the food establishment safe. It prepares students to take the ServSafe Food Protection Manager Certification Exam. It covers critical principles including personal hygiene, cross contamination, time and temperature, receiving and storage, food safety management systems, training hourly employees and more. An ANS I accredited food safety manager exam is required at the end of the course for certification. The exam will be given at the end of the class. Cost of the exam is included in the registration fee. Cost is \$108. This does not include the required book.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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CLASS LOCATION/FEE	INSTRUCTOR
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5/21 & 5/28	8 a.m.- 4:30 p.m.	Sat
WLC 208/ \$108.00	Bass/Smith	8 a.m.-12 p.m. Sat

6/11 & 6/18	8 a.m.- 4:30 p.m.	Sat
WLC 208/ \$108.00	Bass/Smith	8 a.m.-12 p.m. Sat
7/9 & 7/16	8 a.m.- 4:30 p.m.	Sat
WLC 208/ \$108.00	Bass/Smith	8 a.m.-12 p.m. Sat

8/6 & 8/13	8 a.m.- 4:30 p.m.	Sat
WLC 208/ \$108.00	Bass/Smith	8 a.m.-12 p.m. Sat

*Required Text: ServSafe/National
Restaurant Association, ISBN:
0133075680

SERVSAFE CERTIFICATION TESTING/ RETEST

This class is designed for those seeking to take the exam only or to retest. This is a proctored ServSafe Food Protection Manager Certification Exam. Students must purchase their own answer sheets to take the test. Answer sheets can be purchased in the WCC bookstore or online from the National Restaurant Association. Pre-registration is recommended two weeks in advance due to proctor requirements for ordering tests. Estimated Cost: \$50.00 (course/test) + \$46.08 (Answer Sheet - WCC Bookstore or may order online)

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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CLASS LOCATION/FEE	INSTRUCTOR
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5/24	6 p.m.-10 p.m. T
WLC 208/ \$50.00	Bass
6/14	6 p.m.-10 p.m. T
WLC 208/ \$50.00	Bass

7/12	6 p.m.-10 p.m. T
WLC 208/ \$50.00	Bass

8/9	6 p.m.-10 p.m. T
WLC 208/ \$50.00	Bass

Required Text: Answer Sheet

ACTIVITY DIRECTOR - BASIC

This course is designed to provide basic training to individuals desiring to become an Activity Director in a healthcare-related setting. Activity Directors for Adult Care Homes are required by the NC Division of Facility Services to complete a minimum of 50 hours in an approved Activity Director's course. Activity Directors for nursing facilities are required to complete the 50 hour basic course with an additional minimum of 10 hours in documentation including the assessment and care planning processes. A high school diploma or GED is required to take the course. Upon satisfactory completion of the class students will be awarded a certificate stating the completion of the Activity Director program.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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CLASS LOCATION/FEE	INSTRUCTOR
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5/23-8/13	5:30 p.m.- 8:30 p.m.	MW
Magnolia 219/ \$180.00	Benninghoff	

*Required Text: Long Term Care for
Activity Professionals, Social Services
Professionals and Recreational
Therapists, 6th Edition / Idyll Arbor, Inc
ISBN: 9781882883899

INTRODUCTION TO DIRECT CARE WORK (PHASE I)

This course introduces the student to direct care work (DCW) settings and

PRE-REGISTRATION IS HIGHLY ENCOURAGED.

what it takes to be a Direct Care Worker including academics. It also teaches the student how to get and keep a job and other interpersonal skills trainings. This course will help the student decide if DCW is for them.
Pre-requisites: None

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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CLASS LOCATION/FEE	INSTRUCTOR
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5/23-6/6 Magnolia 205 \$125	1 p.m.-5 p.m. Carmichael MW
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Required Text: Print Shop – Instructor Provided

DIRECT CARE WORKER (PHASE II)

This course builds upon skills introduced in Phase I (Introduction to Direct Care Work) and progresses to include skills development in home management and personal care tasks using limited assistance. Credential received is a Community College Certificate as a Personal care Home Care Aide. Career Options: Pursue further employment in Nurse Aide I and/or pursue employment in home care agencies and individual homes. Upon satisfactory completion of the class students will be awarded a certificate stating the completion of the Direct Care Worker program. Pre-requisites: Phase I (Introduction to Direct Care Work)

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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6/8-8/10	1:30 p.m.- 5 p.m.	MW
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CLASS LOCATION/FEE	INSTRUCTOR
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Magnolia 205/ \$180.00	Richardson
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Required Text: Print Shop - Instructor Provided

**PRE-REGISTRATION IS
HIGHLY ENCOURAGED.**

Contact the Director of Allied Health at 919-739-6929 or tjwynn@waynecc.edu or visit us online at www.waynecc.edu/continuing-ed/allied-health



CAREER SERVICES

AT WAYNE COMMUNITY COLLEGE

What We Do...

- Provide editing tips and advice for competitive resumes and cover letters
- Explore careers and increase awareness of career building resources
- Expand effective job search strategies
- Strengthen interview skills
- Cultivate professional networks

Contact Elvira Johnson | 919.739.7005 | edjohnson@waynecc.edu | www.wayneworksnc.com/career-services

WAYNE BUSINESS AND INDUSTRY CENTER

SMALL BUSINESS CENTER, NC MILITARY BUSINESS CENTER,
NCWORKS CUSTOMIZED TRAINING PROGRAM, CAREER SERVICES, AND WORKS INITIATIVE
(NCRC, WORK-READY COMMUNITY, SOFT SKILLS/SKILLS FOR THE WORKPLACE)

THE SMALL BUSINESS CENTER

The Small Business Center (SBC) offers no-cost seminars, access to business resources, and confidential counseling to aspiring or continuing entrepreneurs. Seminars focus on five core competencies: writing your business plan, financing your business, legally starting your business, marketing your business, and recordkeeping. Contact Scott Wolford, Small Business Center Director, at 919-739-6941 or sawolford@waynecc.edu for more information.

SBC SUMMER 2016 SEMINARS PRE-REGISTRATION RECOMMENDED.

Registration: Please preregister on-line at www.ncsbc.net (Click "Contact your Local SBC", Select "Wayne County", choose an event and click "Register"). Or you may contact Linda Berard at lrberard@waynecc.edu or 919-739-6940.

REAL Entrepreneurship Series

Scott Wolford | Tuesday and
Thursday, June 7-30, 2016
6 p.m.- 9 p.m. | WCC
Walnut Building, Room 104
Fee: None

REAL (Rural Entrepreneurship through Action Learning) is a unique and nationally recognized program for individuals interested in opening or expanding their small business. Participants in this four-week "hands on" course identify and develop necessary skills, scan the community for small business opportunities, and prepare a business plan that includes a financial and marketing plan.

***EACH SESSION IN THE REAL ENTREPRENEURSHIP SERIES WILL COVER SEVERAL TOPICS. YOU MAY ATTEND ANY INDIVIDUAL SESSION OR ALL SESSIONS. PARTICIPANTS WHO

COMPLETE ALL EIGHT SESSIONS WILL RECEIVE AN NC REAL CERTIFICATE OF COMPLETION FROM WCC.***

REAL Session 1 - Do You Have What It Takes to Own a Business?

Tuesday, June 7, 2016
6 p.m.-9 p.m.
Walnut Building, Room 104
Fee: None

This session will include the precursors to starting a business. First, you will take a self-assessment to determine if you have the necessary mindset and skills for business ownership. Next, the facilitator will guide you through personal goal setting and wrap up the session going over the basics of marketing your future business.

REAL Session 2 - Who Are My Customers? Do I Need a Business Plan? How Do I Communicate My Message?

Thursday, June 9, 2016
6 p.m.-9 p.m.
Walnut Building, Room 104
Fee: None

In this session you will learn what to do after you generate a business idea. We will start by looking at your community and the feasibility of your idea, followed by covering the basics of business planning. We will end the session by exploring how you can communicate your message to the community (your eventual customers).

REAL Session 3 - Managing Your Money

Tuesday, June 14, 2016
6 p.m.-9 p.m.
Walnut Building, Room 104
Fee: None

Financial statements are probably the most important and least enjoyable part of owning a small business. In this session you will

"dive into the numbers" to learn about break-even analysis and cash flow projections.

REAL Session 4 - Marketing and Bookkeeping

Thursday, June 16, 2016
6 p.m.-9 p.m.
Walnut Building, Room 104
Fee: None

The number one responsibility of a small business owner is figuring out how to find sales. The second most important responsibility is properly recording those sales. In this session you will learn how to most effectively target your market and how to properly record your businesses sales transactions.

REAL Session 5 - Idea Generation and Business Planning

Tuesday, June 21, 2016
6 p.m.-9 p.m.
Walnut Building, Room 104
Fee: None

As business owners, you have to learn to think BIG. In this session you will work on brainstorming techniques and how those techniques will lead you to figure out the many possibilities you have for sales. In the second half of the session you will learn how to take what you have learned about brainstorming and incorporate that into your business plan.

REAL Session 6 - Marketing and Advertising

Thursday, June 23, 2016
6 p.m.-9 p.m.
Walnut Building, Room 104
Fee: None

Even if you have a wonderful idea, you must also have a fantastic marketing and advertising plan to go with it. You will learn the key differences between marketing and advertising as well as how the plans must be intertwined.

REAL Session 7 - Interacting With Your Customers

Tuesday, June 28, 2016
6 p.m.-9 p.m.
Walnut Building, Room 104
Fee: None

This session involves a discussion about your customers and their expectations as well as customer service essentials. The discussion will teach you the best ways to interact with customers and how to make your business memorable. You will learn how innovation and creativity contribute to the overall customer experience and get tips for being creative and innovative with your product display and distribution.

REAL Session 8 - Daily Operations

Thursday, June 30, 2016
6 p.m.-9 p.m.
Walnut Building, Room 104
Fee: None

You have gone through the process and assessed the hurdles of starting a business. So now, how do you actually run this new enterprise? Daily business operations and procedures are often an overlooked essential of business management. This session covers a variety of subjects including procedure creation, employee relations, and what to do when things don't go as expected.

How to Start A Non-Profit Business

Sam Gore | Tuesday, July 12, 2016
6 p.m.-9 p.m. | WCC | Walnut Building, Room 101 | Fee: None

If you are interested in starting a non-profit business, this seminar will provide you with valuable information to ensure your success. Topics to be discussed include issues to consider before starting a non-profit, key steps in forming a non-profit, forms and documents needed, and much more.

Boots to Business

Various | Tuesday and Wednesday, July 12 and 13, 2016
8:30 a.m.-4 p.m. | WCC | Walnut Building, Room 104 | Fee: None

Boots to Business is an entrepreneurial education and training program

offered by the U.S. Small Business Administration (SBA) as part of the Department of Defense's Transition Assistance Program (TAP). The workshop includes steps for evaluating business concepts, the foundational knowledge required to develop a business plan and information on SBA resources available to help access start-up capital and additional technical assistance.***THIS SEMINAR IS OPEN ONLY TO ACTIVE DUTY, THEIR DEPENDENTS, AND VETERANS OF THE US MILITARY.***

Credit 101: Raise Your Credit Score

Scott Wolford | Tuesday, July 26, 2016
6 p.m.-9 p.m. | WCC | Walnut Building, Room 101 | Fee: None

A major factor in securing capital for a business is the owner's personal credit score. A low credit score will hinder your chances of securing the financing you need. In this seminar, you will learn what lenders look for when determining credit, what the different types of credit are, and how to begin the steps to increasing your credit score. Participants are encouraged to bring a copy of their most recent credit score to the session.

Starting a Home-Based Business

Women's Business Center
Tuesday, August 9 2016
5 p.m.-7 p.m. | WCC | Walnut Building, Room 101 | Fee: None

Many people find working at home is the "ideal arrangement" and decide to formally set up businesses in their homes. This seminar will cover getting started, finding your niche, legal requirements, developing a business plan, marketing and financial plans, and more.

NC MILITARY BUSINESS CENTER (NCMBC)

Interested in federal contracting? Wayne Business and Industry Center is home to a local office of the NC Military Business Center. NCMBC identifies current local military and federal business opportunities, locates businesses in Wayne County and across North Carolina that are certified and/or registered to compete for them, and notifies those businesses of the opportunities. Contact Boyce Haywood,

NCMBC Coordinator, at 919-739-6943 or ncmbc@waynecc.edu for assistance.

NCWORKS CUSTOMIZED TRAINING PROGRAM (CTP)

Wayne Community College's NCWorks Customized Training Program's purpose is to provide tailor-made training assistance to eligible business and industry in support of full-time production and direct customer service positions created in Wayne County. The objective of NCWorks CTP is to enhance the growth potential of qualified companies located in our community. For more information, contact Steve Herring at gsherring@waynecc.edu or 919-739-6944.

WORKS INITIATIVE (CERTIFIED WORK-READY COMMUNITY)

WORKS (Wayne Occupational Readiness Keys for Success) is a workforce and economic development initiative unique to Wayne County. WORKS aims to develop and market a skilled workforce for Wayne County and offers a variety of avenues for developing Wayne County's human resources, such as WorkKeys® and Career Readiness Certification (CRC) testing, job profiling, and soft skills training. On April 16, 2015, Wayne County became the state's first nationally-recognized Certified WorkReady Community. To find out how businesses and individuals may support a WORK-READY Wayne County, call Diane Ivey at 919-739-7003 or go to <http://ncworkready.org> or <http://workreadycommunities.org/NC/191>.

NATIONAL CAREER READINESS CERTIFICATION (NCRC)

NCRC is a portable, work-based credential that verifies skill levels in three foundational areas: Applied Mathematics, Locating Information and Reading for Information. Based on scores on WorkKeys® assessments, the NCRC is awarded at Bronze, Silver, Gold or Platinum levels. NCRC shows employers that applicants and workers possess the essential skills required in today's workplace. The Career Readiness Center in Walnut Building, Room 136 offers test preparation or skills upgrade for the WorkKeys®/NCRC assessments in a lab environment. The lab is offered on a first-come, first-served basis and is open entry /open exit. Individuals

work at their own pace to prepare for the assessments. Some may attend the lab one time while others may attend for several weeks to reach their individual goals. Instruction in the lab is self-directed with a facilitator available to assist students. The lab is available Mondays 9 a.m.-12 p.m. and 1 p.m.-4 p.m., Tuesdays 1 p.m.-4 p.m. and 5 p.m.-8 p.m., and Thursdays 9 a.m.-12 p.m. and 5 p.m.-8 p.m. Assessments for NCRC are generally available every week by appointment. To sign up for a testing appointment for

the NCRC test given on campus, call Mary Mills Borden at 919-739-7004 or Linda Berard at 919-739-6940. Testing is scheduled every other month at the Watkins Das Education Center at SJAFB; to register for testing at SJAFB call the Airmen and Family Readiness Center at 919-722-7298.

assessments (Safety, Quality Practices and Measurement, Manufacturing Processes and Production and Maintenance Awareness) are offered through the Wayne Business and Industry Center. MSSC fee for each assessment is \$40; required one-time registration fee is \$60. For information about availability of testing for CPT, contact Diane Ivey at 919-739-7003. For information about the CPT class to prepare for the assessments, please contact Continuing Education Services at 919-739-6900.

CERTIFIED PRODUCTION TECHNICIAN (CPT)

CPT is a third party credential awarded by the Manufacturing Skill Standards Council (MSSC). CPT

PRE-REGISTRATION IS HIGHLY ENCOURAGED.

OCCUPATIONAL EXTENSION COURSES

**FOR MORE INFORMATION PLEASE CONTACT MONICA EDWARDS
AT 919-739-6933 OR MDEDWARDS@WAYNECC.EDU**

Occupational Extension Programs are designed to equip students with practical knowledge of a specific nature which will enable student to pursue careers in many different areas. These programs include principles and rules particular to the specific skills being developed. Courses are scheduled in response to anticipated or known need to upgrade skills or aid in the development of new skills. The variety of programs scheduled is only limited by student interest, the availability of suitable facilities, and instructional services.

BASIC RESIDENTIAL WIRING

This course is designed to provide training in the electrical trade that will give students the proper course work in safety, code, equipment, and knowledge of the trade. Instruction includes fundamentals of electricity, power distribution, mathematics, national code requirements for commercial and industrial, and residential wiring requirements. This course includes classroom and hands-on lab work.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
5/17-8/9	6 p.m.-10 p.m.	T

Hocutt 250/
\$125.00

SPANISH - WORKPLACE CONVERSATIONAL

This course will prepare students to have conversations with Spanish-speaking individuals. Topics include basic fundamentals of grammar, oral comprehension, various dialects, and basic conversations. (For business/industry/agency personnel).

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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CLASS LOCATION/FEE	INSTRUCTOR
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Level 1 5/17-7/12 Magnolia 218/ \$70.00	6 p.m.-9 p.m. T Nethkin
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BANKING 101

This course will provide students with basic knowledge of the changing responsibilities of today's teller, including the most recent compliance information. Topics include cash handling, cash balancing, and providing quality customer service.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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CLASS LOCATION/FEE	INSTRUCTOR
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6/6-7/18 Spruce 220/ \$70.00	6 p.m.-8 p.m. MTH Smith
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SUPERVISORY TRAINING CLASS

This course will prepare supervisors managers with effective skills to assist them on the job. This course offers introductory and advanced management skills to help you develop and polish the skills you need to manage people more effectively. Explore topics to developing effective management skills such as performance management, motivation, team development, interpersonal and communication skills and time management skills and everything you need to manage people effectively. Students will receive a WCC Certificate upon course completion.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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CLASS LOCATION/FEE	INSTRUCTOR
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5/18-8/10 Spruce 142/ \$125.00	6 p.m.-9 p.m. W Lanier
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CERTIFICATION / LICENSURE

FOR MORE INFORMATION PLEASE CONTACT MONICA EDWARDS
AT (919) 739-6933 OR MDEDWARDS@WAYNECC.EDU

NOTARY PUBLIC EDUCATION

This course provides instruction to individuals who want to become commissioned as a notary public or those who are up for recertification. Topics include legal, ethical and procedural requirements of the Notary Act as described in N.C. General Statute 10B Article 1. Upon completion of this course with a passing exam grade of 80%, a person is eligible to make application with the N.C. Secretary of State's Office. For more information, go to www.secretary.state.nc.us/notary. A current Notary Guidebook is required for this course: PUBLISHER: Notary Guidebook for North Carolina, 10th Ed, ISBN: 9781560114802

DATE	TIME	DAYS
6/18-6/18	8 a.m.-4:30 p.m.	S
Magnolia 218/ \$70.00	Kennedy	
6/20-6/22	5 p.m.-9 p.m.	MW
Magnolia 218/ \$70.00	Kennedy	
7/16-7/16	8 a.m.-4:30 p.m.	S
Magnolia 218/ \$70.00	Kennedy	
7/18-7/20	5 p.m.-9 p.m.	MW
Magnolia 218/ \$70.00	Kennedy	
8/13-8/13	8 a.m.-4:30 p.m.	S
Magnolia 218/ \$70.00	Kennedy	
8/15-8/17	5 p.m.-9 p.m.	MW
Magnolia 218/ \$70.00	Kennedy	

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
5/14-5/14	8 a.m.-4:30 p.m.	S
Magnolia 218/ \$70.00	Kennedy	
5/16-5/18	5 p.m.-9 p.m.	MW
Magnolia 218/ \$70.00	Kennedy	

*Required Text: PUBLISHER: North Carolina Notary Public Manual, 2016, ISBN: 9781560118510

REAL ESTATE PRE-LICENSING

This course is required to satisfy the educational requirements for a provisional broker and is designed to prepare the student to pass the real

estate license broker examination administered by the NC Real Estate Commission. Topics include basic real estate principles and practices, law and contracts, financing, closing valuation, and fair housing and real estate laws. For more information, go to www.ncrec.state.nc.us.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
7/26-9/28	6 p.m.-10 p.m.	TW
WLC 215/ \$180.00	Leonard	

LIFE AND HEALTH PRE-LICENSING

This course is designed to prepare students for the North Carolina State Life and Health Insurance Agents Examination.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
5/20-6/11	6 p.m.-10 p.m. 8 a.m.-5 p.m.	F S
WLC 215/ \$125.00	Murphy	



www.waynecc.edu/continuing-ed/basic-skills/basic-skills-future-students/

ADVANCED MANUFACTURING AND APPLIED TECHNOLOGY OCCUPATIONAL EXTENSION COURSES

CERTIFICATION/ LICENSURE COURSES

AUTO SAFETY INSPECTION

This course is designed to meet the training and licensing requirements (initial and/or renewal) for the Vehicle Safety Inspection Program administered by the NC Division of Motor Vehicles, License, and Theft Bureau. Upon completion, a student will understand the rules, regulation, and procedures for conducting a vehicle safety inspection; be able to inspect a vehicle properly and be prepared to sit for the state certification exam. In addition, each student must be employed at an inspection station and possess a valid NC driver's license.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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CLASS LOCATION/FEE	INSTRUCTOR
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6/7-6/8 Magnolia 105 \$70.00	1 p.m.-5 p.m. Loftin TW
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7/5-7/6 Magnolia 101 \$70.00	6 p.m.-10 p.m. Loftin TW
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Required materials: LT-310 form signed by owner, partner, or officer of the inspection station must be brought to class the first night. Available online at <https://connect.ncdot.gov/business/DMV/Pages/Inspection-Stations.aspx>

OBD II EMISSION CONTROL

This course is designed to meet the training and licensing requirements (initial and/or renewal) for the On-Board Diagnostic (OBD) Emissions Inspection Program administered by the NC Division of Motor Vehicles, License, and Theft Bureau. Upon

completion, a student will understand the rules, regulations, and procedures for conducting an OBD emissions inspection; be able to inspect a vehicle properly; and be prepared to sit for the state certification exam.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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CLASS LOCATION/FEE	INSTRUCTOR
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6/14-6/15 Magnolia 105 \$70.00	1 p.m.-5 p.m. Woodard TW
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7/12-7/13 Magnolia 101 \$70.00	6 p.m.-10 p.m. Woodard TW
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Required materials: LT-310 form signed by owner, partner, or officer of the inspection station must be brought to class the first night. Available online at <https://connect.ncdot.gov/business/DMV/Pages/Inspection-Stations.aspx>

EPA REFRIGERANT CERTIFICATION

This course is a training course designed for HVAC technical personnel to assist in meeting Environmental Protection Agency-mandated requirements related to Air Quality Standards. Topics include refrigerant chemistry; oils and application; ozone depletion; Montreal Protocol; Clean Air Act; recovery, recycling, and reclamation; containers-safe handling and transport of refrigerants; conservation-servicing and testing; waste oil; and high pressure and low pressure industrial/commercial chillers.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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CLASS LOCATION/FEE	INSTRUCTOR
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6/4-6/25 Magnolia 108 \$70.00	8 a.m.-12 p.m. Goldman S
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*CFC Study Guide

ADVANCED MANUFACTURING OCCUPATIONAL EXTENSION COURSES

BASIC WELDING I

This course is designed to familiarize students with the basics of welding, provide an understanding of the hazards of welding, and teach the use of all safety equipment available. Students will learn why they should use the right type of rod for different kinds of metal. Topics will include gas welding, operation of cutting torch, electric welding, heliarc welding, and safety. Training strategies will include lecture and hands-on activities with evaluation based on attendance, class participation and demonstration of skills.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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CLASS LOCATION/FEE	INSTRUCTOR
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6/7-7/26 Hocutt 170 \$70.00	6 p.m.-9 p.m. Wise M
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AIR CONDITIONING, HEATING, AND REFRIGERATION II

This introductory course provides instruction on air conditioning, heating, and refrigeration basic systems, trouble shooting and repair/replacement. Format for the course will include classroom instruction and hands-on practice. The course objectives are to develop a basic understanding of systems trouble shooting, repair and replacement.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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CLASS LOCATION/FEE	INSTRUCTOR
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5/18-8/3 6 p.m.-10 p.m. W
 Magnolia 108/ Goldman
 \$125.00

WASTEWATER I AND II

This course is designed to provide the individual with a general knowledge of the operation of wastewater treatment systems. This course will provide the individual with knowledge of the laws and regulations related to wastewater treatment systems operation and equipment usually employed in such plants and the ability to describe the

general maintenance requirements for such plants. This course is designed to assist the individual in preparation for the North Carolina Water Pollution Control System Operators Certification Commission Examination.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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CLASS LOCATION/FEE	INSTRUCTOR
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5/17-7/26 Spruce 142/ \$180.00	5 p.m.-9 p.m. TTH Holland
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**For more information
 contact
 Lisa Newkirk
 919-739-6931 or
 ldnewkirk@waynecc.edu**

**PRE-REGISTRATION IS
 HIGHLY ENCOURAGED.**

COMPUTER PROGRAMS

The Computer Programs area is designed to meet the changing needs of the novice computer user to the more advanced user. The Continuing Education Services Computer Programs Department offers courses in various software applications and hardware maintenance. Computer courses are available in Spanish and other languages upon request. The College also offers many computer classes online and in hybrid format, where a majority of the class is online with some classroom meetings. In addition, courses may be tailored to meet specific business and industry needs. Specific course offerings include Microsoft Office Suite (Word, Excel, and PowerPoint), Microsoft Windows operating system, Adobe Creative Suite and Intuit software programs such as QuickBooks. Certificate programs are available in Graphic Arts Multi-Media Specialist, Networking Specialist, and Administrative Assistant.

ED2GO ONLINE COURSES

Continuing Education Services offer internet (online or web-based) courses that can be completed from home. Each course is a comprehensive online course offered in a convenient six-week format with expert instructors. These courses offer engaging student discussion with access to instructor feedback throughout the class. Course lessons are released twice a week and can be accessed from any computer with an internet connection 24 hours a day, seven days a week. We offer a variety of courses that cover subjects such as teacher effectiveness, Microsoft Office, computer troubleshooting,

computer and wireless networking, web page design, foreign languages, personal development, child care, business/office administration, and more.

These courses are offered in a 24 contact hour format, which provide Continuing Education Units (CEUs) and a certificate of completion. The certificate of completion is awarded upon successful completion of the course. The cost of courses from 1-24 hours is \$70.00, 25-50 hours is \$125.00, and 51 or more hours is \$180.00. Courses taken through our online ed2go are 24 hours at a cost of \$70.00 (subject to change).

www.ed2go.com/waynecc

**For more information contact
 Monica Edwards at
 919-739-6933 or
 mdedwards@waynecc.edu.**

ADMINISTRATIVE ASSISTANT CERTIFICATE PROGRAM (WEB- SUPPORTED)



GET READY FOR A NEW JOB!

In one course you will learn the skills that will equip you with the extensive computer ability most in demand by today's employers. Subjects covered: basics of computer operation and maintenance (fire walls, spyware, ad ware, malicious code, MS updates, hard drive clean-up and defragmenting, etc.). Microsoft Word, Excel, PowerPoint, and Internet Explorer programs are also covered. The course is offered in a three-part or single-class format - both are exactly the same curriculum wise. Students will receive a WCC Certificate upon course completion.

Register today!

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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CLASS LOCATION/FEE	INSTRUCTOR
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5/24-8/11 Magnolia 221/ \$180.00	6 p.m.-8 p.m. TTH Elliott
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5/26-8/11 Magnolia 220/ \$180.00	9 a.m.-12 p.m. TH Elliott
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ADOBE PHOTOSHOP CC (HYBRID)

An Adobe Certified Expert (ACE) instructor helps you master the ultimate in graphic arts, Web page, and print publication software programs! Restore and repair old photos; create Web sites

and graphics; and correct color casts, over/under exposure and white balance problems in Photoshop.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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CLASS LOCATION/FEE	INSTRUCTOR
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5/24-8/9 Magnolia 220/ \$180.00	6 p.m.-8 p.m. Foster	T
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COMPUTER REPAIR/A+ CERT PREP

Our expert instructors walk you through the basics to trouble-shoot, update, and maintain your home or business notebook or desktop computer. Replace major components such as the hard-drive or an optical CD or DVD ROM drive. Upgrade memory (RAM), re-load operating systems such as Windows XP, VISTA or Windows 7, recover from computer viruses, and more. Learn everything needed to take the A+ Certification examinations. Students will receive a WCC Certificate upon course completion.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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CLASS LOCATION/FEE	INSTRUCTOR
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6/7-8/11 Spruce 202/ \$180.00	6 p.m.-9 p.m. Shafer	TH
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MICROSOFT OFFICE 2013 INTRO (SLOW-PACED)

Learn to use one of the most popular suites of programs used in today's business environment. You will discover the tips, tricks and techniques used to create professional looking documents quickly and efficiently. Microsoft Word, PowerPoint, Excel and Access theory are explained in detail. Also covered is how these powerful programs relate together and their common use in an organizational environment.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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CLASS LOCATION/FEE	INSTRUCTOR
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5/24-8/9 Magnolia 220/ \$125.00	9 a.m.-12 p.m. Lloyd	T
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INTRODUCTION TO COMPUTERS

Are you new to the computer? Do you feel over-whelmed with technology? If so, then this is the course for you! Our professional (and patient!) instructors understand your frustration and will provide you with the foundation you need to feel comfortable using the computer for a variety of tasks at home or work. These courses cover everything from turning the computer on to doing basic maintenance such as defragmenting your hard drive, using the Internet and protecting your computer from viruses, spyware, and much more! Students will receive a WCC Certificate upon course completion. Classes available en espanol.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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CLASS LOCATION/FEE	INSTRUCTOR
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6/6-8/8 Magnolia 221/ \$70.00	6 p.m.-9 p.m. Jordan	M
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5/25-7/20 Magnolia 220/ \$70.00	9 a.m.-12 p.m. Elliott	W
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KEYBOARDING

This course is designed to help students develop speed and accuracy by learning the touch operation of alphanumeric/keyboard characters. Emphasis is placed on the following: mastery of the keyboard with desirable keyboarding techniques, development of speed and accuracy, and proper care of the equipment. Keyboarding is the foundation for developing entry-level skills for business careers. Students will receive a WCC certificate upon successful completion of this course.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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CLASS LOCATION/FEE	INSTRUCTOR
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6/2-7/28 Woods Chapel/ \$70.00	5:30 p.m.- 8:30 p.m. Rhodes	TH
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MICROSOFT OFFICE 2013 INTRO

This course helps students become familiar with basic computer operations and programs that will enhance their abilities to research and develop accurate communications such as promotional/informational flyers, brochures, newsletters, online documents, and PowerPoint presentations. Students will be introduced to Microsoft Office Programs with a concentration on Microsoft Word, Publisher, PowerPoint, and a brief introduction to the Excel program. Students will also work towards proficiency in locating and using online resources and online document sharing tools, as well as e-mail.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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CLASS LOCATION/FEE	INSTRUCTOR
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5/23-8/1 Magnolia 222/ \$70.00	6 p.m.-9 p.m. Morales	M
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MS EXCEL 2013

This course provides introduction level training for Excel 2013. This course covers skills such as creating worksheets and workbooks, formulas, charts, and much more! Students will receive a WCC certificate upon course completion.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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CLASS LOCATION/FEE	INSTRUCTOR
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5/26-7/21 Magnolia 222/ \$70.00	6 p.m.-9 p.m. Nethkin	TH
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WEB DESIGN-WORDPRESS (HYBRID)

Explore the magic of WordPress! You'll discover how to create an attractive, dynamic blog or website—without learning any special code. Adobe Certified Expert (ACE) instructors will help you master the ultimate in web page design, and create web sites and graphics. Students will receive a WCC Certificate upon course completion.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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CLASS LOCATION/FEE	INSTRUCTOR
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5/26-7/28 Magnolia 220/ \$125.00	6 p.m.-8 p.m. Foster	TH
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COMPUTER UPKEEP AND REPAIR

This course is designed to teach the basic computer user how to do basic repairs and upkeep of their personal computers. By the end of this class, students should be able to add expansion cards, memory (RAM), hard drives, and optical drives. How to clean dust and debris from the computer case and how to install operating system or run the system restore program for their computer will be covered. Students will

receive a WCC Certificate upon course completion.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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CLASS LOCATION/FEE	INSTRUCTOR
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5/24-7/19 Spruce 202/ \$70.00	6 p.m.-9 p.m. Shafer	T
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DIGITAL PHOTOGRAPHY AND PHOTO CORRECTION

Learn to use your "point-n-shoot" or high-end digital SLR camera! Subjects include lighting techniques, depth-of-field tricks, white balance, aperture settings, and image composition. Basic photo correction, exposure adjustments, and some interesting tricks to make your photos look fantastic. Also covered are the procedures for transferring your digital images from the camera to the computer, e-mailing photos, and more! Students will receive a WCC Certificate upon course completion.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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CLASS LOCATION/FEE	INSTRUCTOR
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5/18-8/10	6 p.m.-9 p.m.	W
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Magnolia 220/
\$125.00 King

OTHER CERTIFICATE PROGRAMS

In addition to the Administrative Assistant Certificate course listed previously, we offer four other certificate programs: Graphic Arts Web Specialist, Graphic Arts Print Specialist, Graphic Arts Multi-Media Specialist, and Networking Specialist Certificate programs.

Be sure to visit our web page at www.waynecc.edu/continuing-ed/index.php/computer-courses/ for course schedules, program details, textbook information, and course registration options, etc.

NOTATIONS

Slow-Paced courses of instruction offer the student a much slower pace in the delivery of material. These courses are designed for individuals new to the computer and offer extensive hands-on instruction.

Web/Hybrid course of instruction blends face-to-face learning with various distance education delivery methods. These courses require the learner to participate in both a seated classroom and an electronic learning environment. Students have access to material 24/7.

GET THE COMPUTER SKILLS YOU NEED FOR A GREAT NEW JOB!

Take advantage of low-priced training on some of today's top software programs. We understand your busy schedule so we offer courses through a variety of delivery methods including traditional (in-class), Web supported, hybrid (part in-class/part online), and totally online classes. Web supported and Hybrid are courses of instruction that blend face-to-face learning with various distance education delivery methods. We also offer Slow Paced courses for students new to the computer.

**FOR MORE INFORMATION,
CONTACT
MONICA EDWARDS
AT 919-739-6933 OR
MDEDWARDS@WAYNECC.EDU**

**VISIT OUR WEB PAGE FOR AN UPDATED
CURRENT COURSE SCHEDULE:**

WWW.WAYNECC.EDU/CONTINUING-ED/INDEX.PHP/COMPUTER-COURSES/



HUMAN RESOURCES DEVELOPMENT (HRD)

Tuition and fees may be waived for enrollment in these classes if you meet at least one of the following criteria: unemployed, have received notification of a pending layoff, working and eligible for the Federal Earned Income Tax Credit (FEIT), or working and earning wages at or below 200% of the federal poverty guidelines.

**HRD classes will help you improve your chances for better employment!
We offer short-term, pre-employment training sessions.**



The Human Resources Development Program provides employability skills training

and career development course selections for individuals who are trying to find employment, transition back into the workplace, or redefine their professional skills for today's market. The courses taught in this program address the six HRD core components: the assessment of individual skill levels and limitations; the development of a positive self-image, employability skills, communication skills, problem-solving/critical thinking skills; and awareness of information technology in the workplace for career-pathway building and employment enhancements. All HRD courses are fee-waived for qualifying individuals who are unemployed, "underemployed," or have received notice of layoff or pending layoff.

GET HIRED! - (Division of Workforce Solutions) - This course provides job readiness training for conducting online job searches, completing applications, producing a quality resume, workplace soft skills training, and obtaining interviewing skills and tips for enhancing employability. Students will receive a WCC Certificate upon course completion.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
5/16-5/19	8:30 a.m.- 12:30 p.m.	MTWTH	Div. of Workforce/ \$70.00	Allen

6/6-6/9	8:30 a.m.- 12:30 p.m.	MTWTH	Div. of Workforce/ \$70.00	Allen
6/20-6/23	8:30 a.m.- 12:30 p.m.	MTWTH	Div. of Workforce/ \$70.00	Allen
7/11-7/14	8:30 a.m.- 12:30 p.m.	MTWTH	Div. of Workforce/ \$70.00	Allen
7/25-7/28	8:30 a.m.- 12:30 p.m.	MTWTH	Div. of Workforce/ \$70.00	Allen
8/8-8/11	8:30 a.m.- 12:30 p.m.	MTWTH	Div. of Workforce/ \$70.00	Allen

LinkedIn for Job Seeking - This course is designed to improve networking and use of social media. Participants will learn about social media/networking to tap into the "hidden" job market and establish an online presence to access opportunities.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
5/23-5/23	8:30 a.m.- 11:30 a.m.	M	WLC 213/ \$70.00	Sanford
6/14-6/14	1 p.m.-4 p.m.	T	WLC 213/ \$70.00	Staff

6/29-6/29	5 p.m.-8 p.m.	W	WLC 213/ \$70.00	Staff
7/21-7/21	9 a.m.-12 p.m.	TH	WLC 201/ \$70.00	Sanford
8/5-8/5	8:30 a.m.- 11:30 p.m.	F	WLC 213/ \$70.00	Sanford

Pathways to Careers in Customer Service - Participants will learn about the field of customer service; the skills, attributes, work values, and traits necessary for employment in that field; and how to determine if a career in customer service is right for them. They will learn about the role of technology in customer service work and identify a variety of entry-level positions. The course will also explore occupational training opportunities that can help participants find employment and career advancement. In addition, students will have the opportunity to earn a NCRC, which will enhance their employment opportunities. Students will receive a WCC Certificate upon course completion.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
5/18-7/6	1 p.m.-5 p.m.	WTH	WLC 212/ \$180.00	Allen

Pathways to Careers in Applied Technology - This course is designed to familiarize students with the variety of careers available in applied technology. The course introduces basics of applied technology such as

safety (OSHA standards) and math and measurements, and provides a pathway to educational needs for a career in applied technologies such as welding, Certified Production Technician (CPT), heating, air conditioning, refrigeration, and manufacturing. The course also covers soft skills needed in the workplace including communication skills, organizational strategies, and stress management techniques. In addition, students will have the opportunity to earn a NCRC, which will enhance their employment opportunities. Students will receive a WCC Certificate upon course completion.

BEGIN/ **CLASS** **CLASS**
END DATES **TIME** **DAYS**

CLASS
LOCATION/FEE **INSTRUCTOR**

6/7-7/26 12 p.m.-4 p.m. TTH
Walnut 225/ Sanford
\$180.00

Financial Survival – Learning to Live on a Limited Income – This course is designed to provide employability skills for adults living on unemployment or reduced wages, along with tips for living on less. Participants will learn how to re build credit scores, manage debt, obtain goods and services at reduced rates, eliminate unnecessary spending, and develop a wage improvement plan. They will be encouraged to adopt a positive outlook and self-concept and given a framework for making sound economic decisions about personal savings and retirement funds.

BEGIN/ **CLASS** **CLASS**
END DATES **TIME** **DAYS**

CLASS
LOCATION/FEE **INSTRUCTOR**

7/5-7/20 8 a.m.-12 p.m. TW
WLC 210/ Staff
\$70.00

Introduction to Direct Care Work - Phase I - Introduction to Direct Care Work explores various careers as a Nurse Aide. In this class students will complete career exploration and self-assessment. Learn about time and stress management, teamwork, and professionalism and learn CPR for the lay person. This class will also

focus on job readiness skills, literacy, numeracy, keyboarding, and realistic job previewing. Students will receive a WCC Certificate upon course completion.

BEGIN/ **CLASS** **CLASS**
END DATES **TIME** **DAYS**

CLASS
LOCATION/FEE **INSTRUCTOR**

5/23-6/6 1 p.m.-5 p.m. MW
Magnolia 205/ Carmichael
\$70.00

Direct Care Basics - Phase II (Pre-Nurse Aide level) - This course will focus on non-nurse aide personal care tasks and additional soft skill development. Students will also expanded nurse aide (NA-1) skills with an introduction to basic nurse aide skills, introduction to functional concepts within the nurse aide role, enhanced soft skills training, and career counseling.

BEGIN/ **CLASS** **CLASS**
END DATES **TIME** **DAYS**

CLASS
LOCATION/FEE **INSTRUCTOR**

6/8-8/10 2 p.m.-5 p.m. MW
Magnolia 205/ Richardson
\$180.00

Career Exploration - This course is designed for unemployed and underemployed adults and displaced workers who need to explore career options and need retraining. Participants will learn about the various career options; the skills, attributes, work values, and traits necessary for employment in that field; and how to determine if a career in HR is right for them. They will learn about the role of technology in the work environment and identify a variety of entry-level positions. The course will also explore occupational training opportunities that can help participants find employment and career advancement. Students will receive a WCC Certificate upon course completion.

BEGIN/ **CLASS** **CLASS**
END DATES **TIME** **DAYS**

CLASS
LOCATION/FEE **INSTRUCTOR**

5/16-5/25 12:30 p.m.- MW
4:30 p.m.
WLC 213/ Sanford
\$70.00

6/7-6/16 8 a.m.-12 p.m. TTH
WLC 210/ Sanford
\$70.00

7/12-7/21 12:30 p.m.- TTH
4:30 p.m.
WLC 210/ Staff
\$70.00

Computer Basics - The Start to your Online Career Search - This class introduces students to simple computer instruction. This includes how a computer works, operating system skills, keyboarding, word processing, communication, and job searching using the internet. Students will also learn how to look for, save, and attach files from Microsoft Word and other Office products. This class is perfect for those students who have little to no computer experience. Students will receive a WCC Certificate upon course completion.

BEGIN/ **CLASS** **CLASS**
END DATES **TIME** **DAYS**

CLASS
LOCATION/FEE **INSTRUCTOR**

5/16-6/20 9 a.m.-11 a.m. MW
Magnolia 221/ Sanford
\$70.00

7/12-8/11 9 a.m.-11 a.m. TTH
Magnolia 221/ Sanford
\$70.00

Pathways to Careers in Manufacturing - The course introduces basics of manufacturing and provides an understanding of the manufacturing processes, tools, safe work habits, quality, and mathematics used in the manufacturing environment. The course also covers soft skills needed in the workplace including communication skills, organizational strategies, and stress management techniques. Students who successfully complete the class will have a general understanding of the manufacturing job requirements and opportunities in Wayne County industry.

BEGIN/ **CLASS** **CLASS**
END DATES **TIME** **DAYS**

CLASS LOCATION/FEE INSTRUCTOR

6/6-7/25 12 p.m.-4 p.m. MW
Walnut 223/ Sanford
\$180.00

Soft Skills Training for Job

Seekers - The course is designed to fine tune non-technical, critical employability skills that are essential in today's workplace. These transferable skills are vital in any industry or occupation and are often among the deciding factors in employee selection and promotion. Participants will have an interactive, hands-on learning experience and will be evaluated on such skills as teamwork,

communication, professionalism, organization and productivity.

BEGIN/ CLASS CLASS
END DATES TIME DAYS

CLASS LOCATION/FEE INSTRUCTOR

7/6-9/21 8 a.m.-10 a.m. MWF
WLC 215/ Staff
\$180.00
(TTH - Spruce 112)

HRD/NCRC Success Lab - What you need to know to improve your Career Readiness Certification (CRC) scores, complete an employment application, resume, prepare for an interview,

develop the art of networking, develop good work ethics, and more!

BEGIN/ CLASS CLASS
END DATES TIME DAYS

CLASS LOCATION/FEE INSTRUCTOR

5/2-8/4 9 a.m.-12 p.m. MTH
1 p.m.-4 p.m. MT
5 p.m.-8 p.m. TTH
Walnut 136/ Allen/Borden
\$180.00

**For more information, contact
Alison Sanford
at 919-739-6926 or e-mail at
ajsanford@waynecc.edu.**

EMS/FIRE/LAW ENFORCEMENT CLASSES



Information on classes can be obtained from our web site:

www.waynecc.edu/continuing-ed

Contact Beverly Deans, Public Safety Director, at 919-739-6798 or bdeans@waynecc.edu.

EMERGENCY MEDICAL SERVICES CLASSES

All classes are open to all individuals, not just EMTs and Paramedics. The class fee for individuals not affiliated with an agency is indicated below. If you are affiliated with an agency, your class fee is waived.

TITLE

BEGIN/ CLASS CLASS
END DATES TIME DAYS

CLASS LOCATION/FEE INSTRUCTOR

SAF 3016
HP CPR
5/14-5/14 8 a.m.-5 p.m. S
Pine 121/ \$70.00 C. Hood

EMS 3060
Mass Causality Incidents
5/19-5/19 7 p.m.-10 p.m. TH

Fremont Rescue/ \$70.00
R. Lassiter

EMS 3050
Burns
5/19-5/19 6:30 p.m.-10:30 p.m. TH
Saulston VFD/ \$70.00 J. Smith

EMS 3055
Scene Safety and EMT Well Being
5/26-5/26 7 p.m.-10 p.m. TH
Mount Olive Rescue/ \$70.00
J. Arnette

EMS 3050
Drowning/Water Emergencies
6/1-6/1 7 p.m.-10 p.m. W
Grantham Rescue/ \$70.00
R. Proctor

SAF 3016
HP CPR
6/4-6/4 8 a.m.-5 p.m. S
Pine 121/ \$70.00 C. Hood

EMS 3075
EMT Refresher
6/6-8/8 ONLINE/ \$180.00
K. Boswell

EMS 3077
Paramedic Refresher
6/6-8/8 ONLINE/ \$180.00
K. Boswell

EMS 3050
Pediatric Emergencies
6/8-6/8 6:30 p.m.-10:30 p.m. W
Pine 127/ \$70.00 R. Lassiter

EMS 3055
Pediatric Special Needs/Assessment
6/9-6/9 7 p.m.-10 p.m. TH
Mount Olive Rescue/ \$70.00
J. Arnette

EMS 3050
Bleeding 6/16-6/16
6:30 p.m.-10:30 p.m. TH

Saulston VFD/ \$70.00 J. Smith

SAF 3016

HP CPR
6/18-6/18 8 a.m.-5 p.m. S
Pine 121/ \$70.00 C. Hood

EMS 3060

Water Rescue and Drownings
(Classroom)
6/23-6/23 7 p.m.-10 p.m. TH
Fremont Rescue/ \$70.00
R. Lassiter

EMS 3060

Water Rescue and Drownings
(Classroom)
6/25-6/25 10 a.m.-3 p.m. S
Fremont Rescue/ \$70.00
R. Lassiter

EMS 3050

Airway Management/Skills
7/13-7/13 7 p.m.-10 p.m. W
Grantham Rescue/ \$70.00
R. Proctor

EMS 3050

Orthopaedic Injuries
7/13-7/13 6:30 p.m.-10:30 p.m. W
Pine 112/ \$70.00 C. Walker

SAF 3016

HP CPR
7/16-7/16 8 a.m.-5 p.m. S
Pine 121/ \$70.00 C. Hood

EMS 3060

Airway and Respiratory Emergencies
7/21-7/21 7 p.m.-10 p.m. TH
Fremont Rescue/ \$70.00
R. Lassiter

EMS 3050

Shock
7/21-7/21 6:30 p.m.-10:30 p.m. TH
Saulston VFD/ \$70.00 J. Smith

EMS 3050

Ambulance Ops: Athletic Injuries
7/27-7/27 7 p.m.-10 p.m. W
Grantham Rescue/ \$70.00
R. Proctor

EMS 3055

Airway Management/Skills
7/28-7/28 7 p.m.-10 p.m. TH
Mount Olive Rescue/ \$70.00
J. Arnette

EMS 3050

Trauma: The Golden Hour
8/3-8/3 7 p.m.-10 p.m. W
Grantham Rescue/ \$70.00
R. Proctor

EMS 3200

ALS Assist
8/10-8/10 6:30 p.m.-10:30 p.m. W
Pine 112/ \$70.00 J. Smith

EMS 3055

Patient Assessment
8/11-8/11 7 p.m.-10 p.m. TH
Mount Olive Rescue/ \$70.00
J. Arnette

PRE-REQUISITES FOR ALL EMS PROGRAMS

The EMS Program courses train individuals to become emergency medical personnel. Evening classes will meet two-three evenings a week for four hours per meeting. There will be occasional Saturday classes scheduled within the course. This will be a hybrid course, which constitutes seated classroom time with online instruction. The instructor will provide a course description and syllabus the first evening of class to better explain. It will also be posted on our Web page via Moodle.

Course requisite: Students must purchase a designated uniform shirt to be worn at clinical sites and within the classroom setting for approximately \$16.01; malpractice insurance for \$13.00 and student insurance for \$0.55 from the college; and obtain a criminal background and drug screening check prior to beginning field clinical rotations. Textbooks are required for these classes.

If you are affiliated with a fire or EMS agency, you must provide a letter of affiliation from the department chief as confirmation to receive fee exempt status.

Please contact Kim Boswell, EMS Coordinator, to schedule an interview appointment no later than 10 business days before class starts to receive your information packet. Documents within

the packet are due by the first night of the class.

There will be no admission to class without the submittal of all supporting documentation. NO EXCEPTIONS.

**Contact EMS Coordinator
Kim Boswell at
919-739-6893 or
kmboswell@waynecc.edu**

EMT-EMERGENCY MEDICAL TECHNICIAN – BASIC COURSE

Students must be 17 by the last day of class, possess a high school diploma, GED certificate, or a letter of recommendation from your high school principal and a college placement score into DRE 097 (prior to the beginning of class).

TITLE

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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CLASS

LOCATION/FEE	INSTRUCTOR
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EMS 3044

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
5/10-8/11	6 p.m.-10 p.m. 8 a.m.-5 p.m.	TTH S

Pine 128/\$180.00
D. Santifort

**ANATOMY AND PHYSIOLOGY (ONLINE)
(PRE-REQUISITE OR CO-REQUISITE FOR PARAMEDIC COURSE)**

TITLE

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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CLASS

LOCATION/FEE	INSTRUCTOR
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EMS 3000

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
5/16-8/12	ONLINE/ \$180.00	

ONLINE K. Oakley

FIRE SERVICE TRAINING

Wayne Community College uses State-certified instructors to offer a variety of fire service courses to the Goldsboro and Wayne County fire departments. The training is flexible and mobile so that it can reach every department in Wayne County. Offerings include the Fire Training Standards Program, Firefighter I and II State Certification. Specialty programs and courses in the latest technology are offered locally on a regular basis. Our Public Safety Training Division offers fire and rescue training classes at fire departments throughout Wayne County. Classes are also available to business and industries for required fire regulations.

If you are affiliated with a fire or EMS agency, you must provide a letter of affiliation from the department chief as confirmation to receive fee exempt status. Please contact Steve Mazingo, Fire Services Coordinator, at 919-739-6893 or semozingol@waynecc.edu if you have any questions.

TITLE

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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CLASS

LOCATION/FEE	INSTRUCTOR
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FIP 3012

Foam Fire Streams	
8/22-8/23	6:30 p.m.-10:30 p.m. MT
Pine 127/ No Fee	D.M. Smith

**Contact Fire/Rescue Coordinator
Steve Mazingo at
919-739-6803 or
semozingol@waynecc.edu**

LAW ENFORCEMENT TRAINING

Wayne Community College uses State-certified instructors to offer a variety of law enforcement courses

to sworn law enforcement personnel. The training meets State Mandated In-Service requirements. Advanced training courses are also available to all law enforcement officers and departments. Departments may contact the public safety – law enforcement staff to request customized training specific to the departments’ needs and/or requests.

If you are affiliated with a law enforcement agency, you must provide a letter of affiliation from the agency head as confirmation to receive fee exempt status.

**Contact Law Enforcement
Coordinator
Lee Szatkowski at
919-739-6893 or
lees@waynecc.edu**

DETENTION OFFICER CERTIFICATION COURSE (DOCC) FALL 2016!

The Detention Officer Certification Course is a 174-hour training program that all sworn detention officers in the state of North Carolina must complete



within the first year of employment. This course consists of 21 topics that the Sheriff’s Commission requires all detention officers to learn to successfully complete the training, including but not limited to Transportation of Inmates, Subject Control Techniques, Physical Fitness, Communication Skills, Legal Aspects of Management, and Ethics for Detention Personnel. At the end of the course, the students must take and pass a state comprehensive exam which is

administered by the Sheriffs’ Standards Division.

This course is offered every Fall Semester during evening hours, 6 p.m.-10 p.m. Monday-Thursday and some Saturdays 8 a.m.-5 p.m. All students must be high school graduates and obtain criminal background checks and physical examinations prior to beginning the class. Registration fee for this course is \$180.00. Students must purchase a uniform shirt for \$25.00, a T-shirt for physical fitness for \$16.15 and student insurance for \$1.25 from the college. The total cost of the course is approximately \$375.00.

**For more information, call
919-739-6798 or 919-739-6799.**

**FOR A CURRENT
SCHEDULE LISTING OF ALL
FIRE COURSES GO TO
www.WAYNECC.EDU/FIRE-EMS**

**FOR A CURRENT LISTING OF
ALL EMS COURSES GO TO
[www.WAYNECC.EDU/
CONTINUING-ED/EMS.HTML](http://www.WAYNECC.EDU/CONTINUING-ED/EMS.HTML)**

**FOR A CURRENT LISTING OF
ALL LAW ENFORCEMENT
COURSES GO TO
[www.WAYNECC.EDU/
CONTINUING-ED/WP-CONTENT/
UPLOADS/LAW-ENFORCEMENT-
TRAINING.PDF](http://www.WAYNECC.EDU/CONTINUING-ED/WP-CONTENT/UPLOADS/LAW-ENFORCEMENT-TRAINING.PDF)**

PRE-REGISTRATION IS HIGHLY ENCOURAGED.

LEISURE AND RECREATION/ COMMUNITY SERVICE COURSES

Leisure and Recreational Programs are designed to provide lifelong learning for adults. These programs contribute to the community's overall cultural, civic, and intellectual growth. Leisure and Recreational Program offerings include courses that focus on an individual's personal or leisure needs. These courses cover a wide variety of areas in the fine arts (painting, stained glass), consumer education (coupons), home maintenance (small gas engine repair), sewing, defensive driving, and other cultural and civic needs.

For more information, please contact Lisa Newkirk at (919) 739-6931 or ldnewkirk@waynecc.edu

AMERICAN SIGN LANGUAGE BASICS

This course gives the student a basic understanding of sign language and familiarizes the student with deafness and some of the problems involved. The students will develop the ability to sign a basic conversation, and to develop a basic sign language vocabulary. Lecture and hands-on activities are the principal methods of instruction.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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CLASS LOCATION/FEE	INSTRUCTOR
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6/7-7/19 WLC 212/ \$35.00	6 p.m.-8 p.m. Coley	T
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BEGINNING SEWING

This course is designed for beginner students. The students are taught how to operate a sewing machine and how to use a pattern, fabric, and thread to create a finished project. Sewing terms, tools of the trade, how to read patterns, and layout instructions and embroidery are introduced.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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CLASS LOCATION/FEE	INSTRUCTOR
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6/7-8/2 Spruce 108 and 106/\$35.00	6 p.m.-9 p.m. Price	T
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BOW MAKING

This course is designed to teach students how to make bows for any

occasion. Each student is asked to bring their own rolls of ribbon to class.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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CLASS LOCATION/FEE	INSTRUCTOR
-----------------------	------------

5/16-6/6 Dogwood 206/ \$25.00	6 p.m.-9 p.m. Pearsall	M
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BEGINNING QUILTING

This course will teach students how to use rotary cutters and tools to cut quilt pieces, and piecing techniques for strip piecing, half square triangles, quarter square triangles and flying geese. These pieces will be used in the five blocks that will be made into a wall hanging or table topper. They also will learn how to sash blocks and add borders to their patterns. Simple hand or machine quilting will be used to complete the item.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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CLASS LOCATION/FEE	INSTRUCTOR
-----------------------	------------

6/6-7/18 Spruce 106 and 108/\$35.00	6 p.m.-9 p.m. Bevell	M
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CENTERPIECE FLOWER ARRANGEMENTS

This course teaches students how to design their own tabletop centerpiece. At the end of this course students will be confident in preparing their desired arrangement.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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CLASS LOCATION/FEE	INSTRUCTOR
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7/25-8/8 Dogwood 206/ \$25.00	6 p.m.-9 p.m. Pearsall	M
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DAY-TO-DAY SPANISH

This course will prepare students to have conversations with Spanish-speaking individuals. Topics include basic fundamentals of grammar, oral comprehension, various dialects, and basic conversations.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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CLASS LOCATION/FEE	INSTRUCTOR
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6/6-7/20 Spruce 138/ \$35.00	6:30 p.m.- 8:30 p.m. Gray	MW
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DEFENSIVE DRIVING

This course provides safe driving techniques given by a Certified Defensive Driving Instructor according to the North Carolina Safety and Health Council. Students learn practical strategies to reduce collision-related injuries, fatalities, and cost. The importance of attitude in preventing crashes and the reinforcing of good driving skill are addressed.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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CLASS LOCATION/FEE	INSTRUCTOR
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5/21-5/21 8:30 a.m.- 12:30 p.m. S
 Sheffield
 WLC 212/
 \$50.00

6/2-6/2 6 p.m.-10 p.m. TH
 Sheffield
 WLC 212/
 \$50.00

6/18-8/18 8:30 a.m.- 12:30 p.m. S
 Sheffield
 WLC 212/
 \$50.00

Different design techniques will be demonstrated.

BEGIN/ CLASS CLASS
END DATES TIME DAYS

CLASS
LOCATION/FEE INSTRUCTOR

6/20-7/11 6 p.m.-9 p.m. M
 Dogwood 206/ Pearsall
 \$25.00

FOUNDATION PAPER PIECING (QUILTING)

This course will show students how to make intricate, accurate blocks with ease and precision. Students will learn the basics of the traditional method of foundation piecing. No prior sewing experience is required.

BEGIN/ CLASS CLASS
END DATES TIME DAYS

CLASS
LOCATION/FEE INSTRUCTOR

6/16-7/28 6 p.m.-9 p.m. TH
 Spruce 106 Bevell
 and 108/\$35.00

6/2-7/14 1 p.m.-3 p.m. TH
 Senior Ctr./ Bevell
 \$35.00

SAVING MONEY AT CHECKOUT

This course is designed to provide the basic guidelines and strategies for collecting and using coupons. The student will learn how to organize and collect coupons and the correct time to use them by the end of this course.

BEGIN/ CLASS CLASS
END DATES TIME DAYS

CLASS
LOCATION/FEE INSTRUCTOR

6/7-6/28 6 p.m.-8 p.m. T
 Spruce 138/ Jackson
 \$20.00

7/12-8/2 6 p.m.-8 p.m. T
 Spruce 138/ Jackson
 \$20.00

PAINTING, OIL - BOB ROSS

This course teaches proper use of Bob Ross paints, brushes and the techniques involved with completing a landscape or seascape painting. The foundation needed to experience the joy of the Bob Ross method of wet-on-wet oil painting is also taught. A painting is completed by the end of each class.

BEGIN/ CLASS CLASS
END DATES TIME DAYS

CLASS
LOCATION/FEE INSTRUCTOR

5/19-6/23 4 p.m.-8 p.m. TH
 Dogwood 206/ Edwards
 \$35.00

7/7-8/11 4 p.m.-8 p.m. TH
 Dogwood 206/ Edwards
 \$35.00

MESH WREATH MAKING

This course is designed to teach students how to make mesh wreaths for each of the upcoming holidays.

SEWING NOVELTIES

This course is designed for beginners and advanced students. The students are taught how to operate a sewing machine and how to use a pattern, fabric, and thread to create a finished project. Sewing terms, tools of the trade, and how to read patterns and layout instructions are introduced.

BEGIN/ CLASS CLASS
END DATES TIME DAYS

CLASS
LOCATION/FEE INSTRUCTOR

6/7-8/2 12:30 p.m. T
 3:30 p.m.
 Senior Ctr Price
 Goldsboro/\$35.00

SMALL GAS ENGINE REPAIR

This course is designed to teach participants the basic techniques of small engine repair. Topics such as chain saws, lawn mowers, weed trimmers, and blowers are covered. Shop safety and use of special tools are included.

BEGIN/ CLASS CLASS
END DATES TIME DAYS

CLASS
LOCATION/FEE INSTRUCTOR

5/23-7/25 6 p.m.-9 p.m. M
 Hocutt/ \$35.00 Olmsted

STAINED GLASS

This course teaches the art of stained glass and the colors, textures, and uses. Tools of the trade, choice of patterns, and selection of glass are introduced. Students will learn how to cut, grind, and shape art for the project of their choice. In this process they will learn to foil pieces to form the base for assembling with lead solder. Solder techniques will be demonstrated as well as finishing techniques.

BEGIN/ CLASS CLASS
END DATES TIME DAYS

CLASS
LOCATION/FEE INSTRUCTOR

6/7-8/2 6:30 p.m.- T
8:30 p.m.
Dogwood 206/ Walston
\$35.00

Office Word and Publisher will be introduced. Students will also be given a chance to learn or enhance their typing skills and navigate the Internet.

WELCOME TO THE WORLD OF COMPUTERS

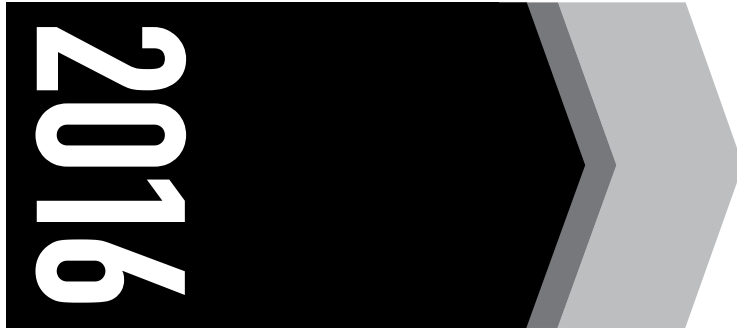
This course is designed to assist students desiring to become familiar with the basic use of a personal computer. The student will be introduced to computer software and hardware and their functions. Microsoft

BEGIN/ CLASS CLASS
END DATES TIME DAYS

CLASS LOCATION/FEE INSTRUCTOR

6/6-8/1 12:30 p.m.- M
3:30 p.m.
Senior Ctr Parks
Goldsboro/\$35.00

FOR MORE INFORMATION PLEASE CONTACT
LISA NEWKIRK
AT (919) 739-6931 OR
LDNEWKIRK@WAYNECC.EDU



SUMMER CAMPS

ALLIED HEALTH CAREER EXPLORATION

These camps will give the campers a general overview of the allied health career field. The campers will receive a T-shirt, First Aid and CPR certificate at the completion of the camp.

MIDDLE SCHOOL STUDENTS (RISING 6TH-8TH GRADES)

BEGIN/ CLASS CLASS
END DATES TIME DAYS

CLASS LOCATION/FEE INSTRUCTOR

6/20-6/23 8:30 a.m.- MTWTH
12:30 p.m.
WLC 161/ Staff
\$60.00

HIGH SCHOOL STUDENTS (RISING 9TH-12TH GRADES)

BEGIN/ CLASS CLASS
END DATES TIME DAYS

CLASS LOCATION/FEE INSTRUCTOR

6/27-6/30 8:30 a.m.- MTWTH
12:30 p.m.
WLC 161/ Staff
\$60.00

CRIME SCENE INVESTIGATION ACADEMY

This academy will give students hands-on experience in using science to solve puzzles, and applying forensics to criminal law. Techniques covered will be those most relevant with the latest advancements in forensic sciences and crime-solving scientific techniques. Registration fee includes a T-shirt and thumb drive.

HIGH SCHOOL STUDENTS (RISING 9TH-12TH GRADES)

BEGIN/ CLASS CLASS
END DATES TIME DAYS

CLASS LOCATION/FEE INSTRUCTOR

7/11-7/14 9 a.m.-12 p.m. MTWTH
Pine 130/ Staff
\$80.00

INFORMATION TECHNOLOGY ACADEMY

This academy introduces rising 9th-12th graders to the various aspects of information technology (IT) concepts and configurations. Academy students will engage in the process of designing a network with Packet Tracer, PC and server hardware, wireless networks, and wired networks. Students will have fun and gain valuable hands-on experience they can use to configure and troubleshoot home and small business computer networks and IT systems.

BEGIN/ CLASS CLASS
END DATES TIME DAYS

CLASS LOCATION/FEE INSTRUCTOR

7/11-7/14 8 a.m.-12 p.m. MTWTH
Spruce 202/ Shafer
\$80.00

7/25-7/28 8 a.m.-12 p.m. MTWTH
Spruce 202/ Shafer
\$80.00

PRE-REGISTRATION IS HIGHLY ENCOURAGED.

VIDEO GAME ACADEMY

This academy introduces rising 9th-12th graders to the various aspects of simulation and game development. Academy students will engage in the process of 3D modeling, bug testing video games, creating video games, and programming. Students will have fun and gain valuable hands-on experience designing and producing game artifacts to share with family and friends.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
7/11-7/14 Spruce 206/ \$80.00	1 p.m.-5 p.m.	MTWTH		Staff

7/25-7/28	1 p.m.-5 p.m.	MTWTH		
Spruce 206/ \$80.00	Staff			

FASHION CAMP: AN EXPLORATION OF DESIGN AND SEWING

Students participating in this camp will get a jump-start on becoming the next generation of fashion designers. Participants will be introduced to basic sewing techniques, sewing machine operations, fashion design principles, and much more while being challenged to create a final project to display. Registration fee includes all sewing and class materials.

MIDDLE SCHOOL STUDENTS (RISING 6TH-8TH GRADES)

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
6/13-7/7	9 a.m.-12 p.m.	MTWTH		
Spruce 106 & 108/ \$60.00	Raffeo			

HIGH SCHOOL STUDENTS (RISING 9TH-12TH GRADES)

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
7/11-8/4	9 a.m.-12 p.m.	MTWTH		
Spruce 106 & 108/ \$60.00	Raffeo			

FOR MORE INFORMATION PLEASE CONTACT
LISA NEWKIRK AT (919) 739-6931 OR LDNEWKIRK@WAYNECC.EDU

GET THE COMPUTER SKILLS YOU NEED FOR A GREAT NEW JOB!



Take advantage of low-priced training on some of today's top software programs. We understand your busy schedule so we offer courses through a variety of delivery methods including traditional (in-class), Web-supported, hybrid (part in-class/part online), and totally online classes. Web-supported and Hybrid are courses of instruction that blend face-to-face learning with various distance education delivery methods. We also offer slow-paced courses for students new to the computer.

CONTINUING EDUCATION SERVICES

FIRE SCHOOL

November 7-10, 2016

Offerings include:

- Fire Training Standards Program
- Firefighter I and II State Certification
- Specialty programs and courses in the latest technology are offered locally on a regular basis.
- Our Public Safety Training Division offers fire and rescue training classes at fire departments throughout Wayne County.
- Classes are available to businesses and industries for required fire regulations.

Contact Fire/Rescue Coordinator Steve Mozingo
at 919-739-6803 or semozingo@waynecc.edu

COMPUTER SUMMERCAMPS2016

www.waynecc.edu/career-exploration-camps



Wayne Community College
3000 Wayne Memorial Drive
Goldsboro, NC 27534

FOR RISING
9TH-12TH GRADERS
COST: \$80.00
FOR EACH CAMP



VIDEO GAME ACADEMY



July 11-14 • July 25-28
1-5 p.m.
Spruce Building, Room 206



INFORMATION TECHNOLOGY ACADEMY

July 11-14 • July 25-28
8 a.m.-12 p.m.
Spruce Building, Room 202

Contact Lisa Newkirk at
919-739-6931 or
ldnewkirk@waynecc.edu



WAYNE COMMUNITY COLLEGE
CONTINUING EDUCATION SERVICES

REGISTER NOW!!!! CUSTOMER SERVICE DESK,
WALNUT BUILDING, EAST ENTRANCE

Wayne Community College encourages persons with disabilities to participate in its programs and activities. If you anticipate needing accommodation or having questions about access, please contact Lisa Newkirk at 919-739-6931 or ldnewkirk@waynecc.edu. Please allow sufficient time to arrange accommodation.

THUMB

RIISING 9TH-12TH GRADES

CSI ACADEMY

JULY 11-14
9:00 A.M.-12:00 P.M.

FEE: \$80
INCLUDES T-SHIRT AND THUMB DRIVE
LOCATION: PINE 130

Register now at the Customer Service Desk, Walnut Building, East Entrance

For more information contact Lisa Newkirk at 919-739-6931 or ldnewkirk@waynecc.edu

www.waynecc.edu/career-exploration-camps



WAYNE COMMUNITY COLLEGE
CONTINUING EDUCATION SERVICES

3000 Wayne Memorial Drive
Goldsboro, NC 27534 | 919-739-6900

Wayne Community College encourages persons with disabilities to participate in its programs and activities. If you anticipate needing accommodation or having questions about access, please contact Lisa Newkirk at 919-739-6931 or ldnewkirk@waynecc.edu. Please allow sufficient time to arrange accommodation.

www.waynecc.edu/career-exploration-camps

CONTINUING EDUCATION
presents

FASHION CAMP

An Exploration of Design and Sewing

Rising 6th-8th Graders

June 13-July 7 | 9 a.m. - 12 p.m.

Rising 9th-12th Grades

July 11-August 4 | 9 a.m. - 12 p.m.

Cost: \$60.00

Contact Lisa Newkirk at
919-739-6931 or
ldnewkirk@waynecc.edu

Register now at the
Customer Service Desk,
Walnut Building,
East Entrance



WAYNE COMMUNITY COLLEGE
CONTINUING EDUCATION SERVICES

3000 Wayne Memorial Drive
Goldsboro, NC 27534 | 919-739-6900

Wayne Community College encourages persons with disabilities to participate in its programs and activities. If you anticipate needing accommodation or having questions about access, please contact Lisa Newkirk at 919-739-6931 or ldnewkirk@waynecc.edu. Please allow sufficient time to arrange accommodation.

EFFECTIVE TEACHER TRAINING

EFFECTIVE TEACHER I

This 24-hour course, co-sponsored by Wayne County Public Schools (WCPS) and Wayne Community College, is a required course for all substitute applicants. The course will provide practical training in five critical skills areas that include planning, instruction, behavior management, human relations, and professional growth. Students will also be introduced to WCPS policy. For more information or to pre-register, call Ms. Cassie Parker at 919-705-6017 or email cassieparker@wcps.org.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
6/6-6/30 WLC 215/ \$125.00	6 p.m.-9 p.m. Lanier	MTH		
6/20-6/23 Magnolia 218/ \$125.00	8 a.m.-3 p.m. Lanier	MTWTH		
7/07-8/01 WLC 215/ \$125.00	6 p.m.-9 p.m. Lanier	MTH		
7/18-7/21 Magnolia 218/ \$125.00	8 a.m.-3 p.m. Lanier	MTWTH		
8/04-8/29 WLC 215/ \$125.00	6 p.m.-9 p.m. Lanier	MTH		
8/15-8/18 Magnolia 218/ \$125.00	8 a.m.-3 p.m. Lanier	MTWTH		

EFFECTIVE TEACHER II (REFRESHER COURSE)

This 6-hour course, co-sponsored by Wayne County Public Schools and Wayne Community College, is a required course for all returning substitutes. The course will provide a refresher of topics covered in Effective Teacher I along with updates that reflect local, state, and federal educational policies and trends. For more information or to pre-register, call Ms. Cassie Parker at 919-705-6017 or email cassieparker@wcps.org.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
6/9-6/9 Spruce 120/ \$35.00	8:30 a.m.- 3:30 p.m. Lanier	MTWTH		
6/13-6/16 Spruce 120/ \$35.00	6 p.m.-9 p.m. Lanier	MTH		
7/14-7/14 Spruce 120/ \$35.00	8:30 a.m.- 3:30 p.m. Lanier	MTWTH		
7/11-7/14 Spruce 120/ \$35.00	6 p.m.-9 p.m. Lanier	MTH		
8/11-8/11 Spruce 120/ \$35.00	8:30 a.m.- 3:30 p.m. Lanier	MTWTH		
8/08-8/11 Spruce 120/ \$35.00	6 p.m.-9 p.m. Lanier	MTH		

Steps to Enroll

1. Potential substitute begins process with WCPS. Contact Ms. Cassie Parker at 919-705-6017 or email cassieparker@wcps.org.
2. Person will receive a WCPS Substitute Verification form to bring to Wayne Community College to enroll in the ETT course.
3. Person comes to WCC Continuing Education (Walnut Building, East Entrance) to register and pay for the course.
4. Students for upcoming ETT course will need to register no later than 24 hours prior to the course or wait for the next possible course.
5. Upon completion of the course, student will receive a certificate to present to WCPS staff.

Note: If you have a current teaching license or more than three years' experience as a teacher assistant, you will not have to take Effective Teacher Training, but you will need to complete Smart Find Training to secure a substitute teacher position.

Please contact the Department of Public Instruction or your local school system to verify if this course will meet the requirements for your employment.

PRE-REGISTRATION IS HIGHLY ENCOURAGED.

CAREER PATHWAYS

For more information, contact Maxine Cooper at 919-739-6938 or mcooper@waynecc.edu.

SPECIAL PROGRAM CAREER PATHWAYS

Students enrolled in this career pathway will explore careers and learn skills for entry-level employment in business and technology careers.

Career Tracks

Administrative Assistant

BASIC COURSES

- CLASS 1: Introduction to Computers, IC3 Cert Prep (receive IC3

Certifications)

Credential: IC3 Computing Fundamentals, IC3 Key Applications, IC3 Living Online

- CLASS 2: Administrative Assistant Certificate Program

Credential: MOS Word, MOS Excel, MOS PowerPoint, MOS Access

Microsoft Office Specialist

BASIC COURSES

- CLASS1: Introduction to Computers, IC3 Cert Prep (receive IC3 Certifications)

Credential: IC3 Computing Fundamentals, IC3 Key Applications, IC3 Living Online

- CLASS 2: Microsoft Office Certification Prep

Credential: MOS Word, MOS Excel, MOS PowerPoint, MOS Access

ALLIED HEALTH CAREER PATHWAYS

Students enrolled in this career pathway will explore careers and learn skills for entry-level employment in the health care industry.

Career Tracks

Direct Care Worker/Nurse Aide

BASIC COURSES

- CLASS 1: Introduction to Direct Care Work (CDW) - 16 hours (Phase 1)
- CLASS 2: Direct Care Basics – 60+ hours (Phase 2)

Credential: Phase 1 and Phase 2 – certificates for completion of CPR and

Personal Care Aide

INTERMEDIATE TRAINING

- CLASS 3: Nurse Aide I – 120+ hours
- CLASS 4: Nurse Aide II – 164 hours

Credentials:

- NA I – eligibility to take state Nurse Aide

Competency Evaluation. Upon passing

listed on North Carolina Nurse Aide I

Registry

- NA II – Certificate of completion from

community college plus eligible for listing

as a Nurse Aide II on North Carolina Board

Nursing

ADVANCED SPECIALTY TRAINING (select Specialty)

- CLASS 5: Home Care Nurse Aide Specialty 100+ hours
- CLASS 6: Geriatric Nurse Aide Specialty 100+ hours
- Class 7: Medication Aide Specialty – 24+ hours

Credentials: Eligible for listing on specific

governing body Board of Nursing or Nurse

Aide Registry

Basic Health Care Worker

- CLASS 1: Introduction to Healthcare – 32+ hours
- CLASS 2: Advanced Specialty Courses (Select advanced specialty)
 - Medical Billing and Coding Part 1 – 160+ hours
 - Medical Billing and Coding Part 2 – 160+ hours
 - Health Unit Secretary -90+ hours
 - ECG/EKG Monitor Technician- 60+ hours
 - Activity Director – 60+ hours

APPLIED TECHNOLOGIES AND ADVANCED MANUFACTURING CAREER PATHWAYS

Students enrolled in one of these career pathways will explore and learn skills for entry-level employment in the industrial manufacturing setting.

Career Tracks

Advanced Manufacturing Careers Pathway

- CLASS 1: Career Exploration – 16 hours – Optional if student is undecided

- CLASS 2: Pathways to Careers in Manufacturing – 60 hours

Credential: CRC

- CLASS 3: OSHA 10 Industrial Safety – 10 hours

Credential: OSHA 10 Safety Card

- CLASS 4: Certified Production Technician – 160 hours

Credential: Up to 5 Certifications/Pre-Apprenticeship Recognition

Industrial Technologies: Welding Careers Pathway

- CLASS 1: Career Exploration – 16 hours – Optional if student is undecided

- CLASS 2: Pathways to Careers in Industrial Technologies – 60 hours

Credential: CRC

- CLASS 3: OSHA 10 Industrial Safety – 10 hours

Credential: OSHA 10 Safety Card

- CLASS 4: Basic Welding I – 24 hours
- CLASS 5: Basic Welding II – 24 hours

Industrial Technologies: Machining Careers Pathway

- CLASS 1: Career Exploration – 16 hours – Optional if student is undecided

- CLASS 2: Pathways to Careers in Industrial Technologies – 60 hours

Credential: CRC

- CLASS 3: OSHA 10 Industrial Safety – 10 hours

Credential: OSHA 10 Safety Card

- CLASS 4: NIMS Certification Class – 96 hours

Credential: 2 NIMS Certification (Measurement, Materials, and Safety)

(Job Planning, Benchwork, and Layout)



**NOW
OFFERING!**
Summer
2016

WAYNE COMMUNITY COLLEGE - CONTINUING EDUCATION SERVICES

NON-PROFIT MANAGEMENT CERTIFICATE PROGRAM

MAY 17TH - AUGUST 9TH

TUESDAYS • 6:00 P.M.-9:00 P.M.

Wayne Community College, Spruce Building, Room 120

Students who successfully complete this class will obtain a WCC Non-Profit Certificate.

PRE-REGISTRATION IS HIGHLY ENCOURAGED!

Register now at the Customer Service Desk, Walnut Building, East Entrance while seats are available.

Registration Fee: \$125.00

Contact Hours: 43 (CEU's - 4.3)

Topics to be covered:

MARKETING YOUR NON-PROFIT

HOW TO COMPLETE THE 501(C)(3) PROCESS (FORM 1023)

FUND RAISING • GRANT WRITING • PREVENTING EMBEZZLEMENT

www.waynecc.edu/continuing-ed/non-profit-management-certificate-program



WAYNE COMMUNITY COLLEGE
CONTINUING EDUCATION SERVICES

3000 Wayne Memorial Drive • Goldsboro, NC 27534
919-739-6900 • www.waynecc.edu/continuing-ed

Wayne Community College encourages persons with disabilities to participate in its programs and activities. If you anticipate needing accommodation or having questions about access, please contact Monica Edwards at 919-739-6933 or mmedwards@waynecc.edu. Please allow sufficient time to arrange accommodation.

For more information on the 14 class sessions and a full course description, contact

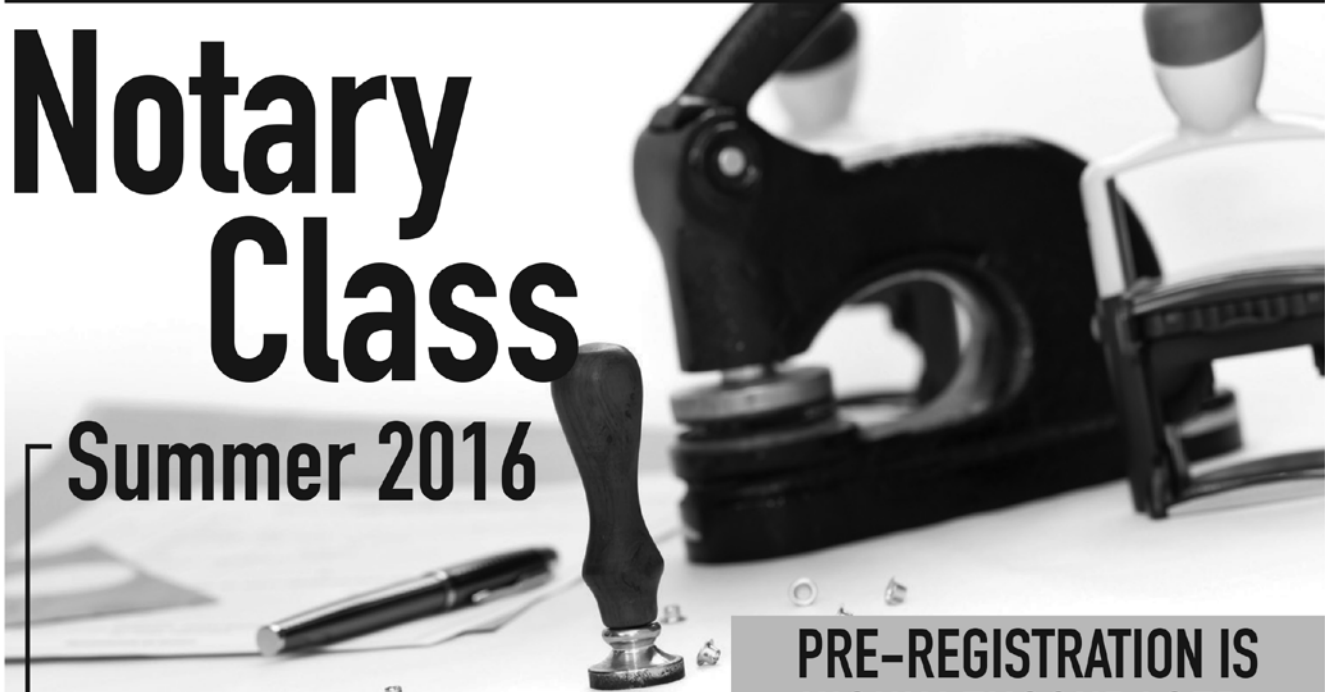
Monica Edwards at 919-739-6933
mmedwards@waynecc.edu or

Maxine Cooper at 919-739-6938
mcooper@waynecc.edu



Notary Class

Summer 2016



NOTARY PUBLIC EDUCATION

PRE-REGISTRATION IS HIGHLY ENCOURAGED.

This course provides instruction to individuals who want to become commissioned as a notary public or those who are up for recertification. Topics include legal, ethical, and procedural requirements of the Notary Act as described in N.C. General Statute 10B Article 1.

Pre-requisites: Students must be at least 18 years of age; reside or have a regular place of work or business in this state; speak, read, and write English language; and possess a high school diploma or equivalent. Upon completion of this course with a passing exam grade of 80 percent, a person is eligible to make application with the NC Secretary of State's Office. For more information on how to become a NC Notary Public, go to www.secretary.state.nc.us/notary.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION	INSTRUCTOR
5/14-5/14	8 a.m.-4:30 p.m.	S	Magnolia 218/	Kennedy
5/16-5/18	5 p.m.-9 p.m.	MW	Magnolia 218/	Kennedy
6/18-6/18	8 a.m.-4:30 p.m.	S	Magnolia 218/	Kennedy
6/20-6/22	5 p.m.-9 p.m.	MW	Magnolia 218/	Kennedy
7/16-7/16	8 a.m.-4:30 p.m.	S	Magnolia 218/	Kennedy
7/18-7/20	5 p.m.-9 p.m.	MW	Magnolia 218/	Kennedy
8/13-8/13	8 a.m.-4:30 p.m.	S	Magnolia 218/	Kennedy
8/15-8/17	5 p.m.-9 p.m.	MW	Magnolia 218/	Kennedy

Required Text
PUBLISHER: Notary Guidebook for North Carolina, 10th Ed, ISBN: 9781560114802

REGISTER NOW!!!!

Cost: \$70 each session

Customer Services Desk,
Walnut Building, East Entrance

For more information,
contact **Monica Edwards** at
919-739-6933 or
mmedwards@waynecc.edu.



3000 Wayne Memorial Drive • Goldsboro, NC 27534 • 919-739-6900 • www.waynecc.edu/continuing-ed

Wayne Community College encourages persons with disabilities to participate in its programs and activities. If you anticipate needing accommodations or have questions about access, please contact Monica Edwards at 919-739-6933 or mmedwards@waynecc.edu. Please allow sufficient time to arrange accommodations. Wayne Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, 404-679-4500, <http://www.sacscoc.org>, for questions about the accreditation of Wayne Community College.

WAYNE COMMUNITY COLLEGE - CONTINUING EDUCATION SERVICES



Is Now Offering _____ Pre-Licensing Education Courses

□ MEDICAL SUPPLEMENT PRE-LICENSING

May 13 - 14, 2016

Classes will be held: Fridays • 6-10 p.m. | Saturdays • 8 a.m.-5 p.m.
WCC • Wayne Learning Center, Room 215 | Cost: \$70.00

□ LIFE AND HEALTH PRE-LICENSING

May 20 - June 11, 2016

Classes will be held: Fridays • 6-10 p.m. | Saturdays • 8 a.m.-5 p.m.
WCC • Wayne Learning Center, Room 215 | Cost: \$125.00



REGISTER NOW!! PRE-REGISTRATION IS HIGHLY ENCOURAGED

Customer Services Desk, Walnut Building, East Entrance

For more information, contact Monica Edwards at 919-739-6933 or mdedwards@waynecc.edu.



3000 Wayne Memorial Drive • Goldsboro, NC 27534
919-739-6900 • www.waynecc.edu/continuing-ed

WAYNE COMMUNITY COLLEGE - CONTINUING EDUCATION SERVICES

SCHOLARSHIPS

for Occupational Training Courses

Currently taking or interested in Continuing Education occupational training courses leading to a professional certificate?

Need financial assistance?

The State Employees' Credit Union is providing scholarships for registration, books, certification fees, and course supplies.

For more information contact:
Maxine Cooper at **919-739-6938**
or mcooper@waynecc.edu

Applications available at the Continuing Education Office
first floor Walnut Building and online at
www.waynecc.edu/continuing-ed/scholarships



SECU Foundation
PEOPLE HELPING PEOPLE



WAYNE COMMUNITY COLLEGE
CONTINUING EDUCATION SERVICES

3000 Wayne Memorial Drive • Goldsboro, NC 27534
919-739-6900 • www.waynecc.edu/continuing-ed

Wayne Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-678-4500 for questions about the accreditation of Wayne Community College.
Wayne Community College is an Equal Opportunity/Affirmative Action College and accommodates the needs of individuals with disabilities. It is the intent of the College that all programs and activities be accessible to all qualified students. It is the student's responsibility to make his or her disability known as soon as the need becomes known in order to provide ample time for arrangements to be made. The student must request academic adjustments by contacting the Disability Services Counselor in the Wayne Learning Center building, 919-739-6729.

WAYNE COMMUNITY COLLEGE - CONTINUING EDUCATION SERVICES

WORKFORCE

CONTINUING EDUCATION
PROGRAMS Never Stop Learning

Skills Training

- » Training for Today's Workforce
Healthcare, Industry, Public Safety, and Technology
- » Improve Job Skills

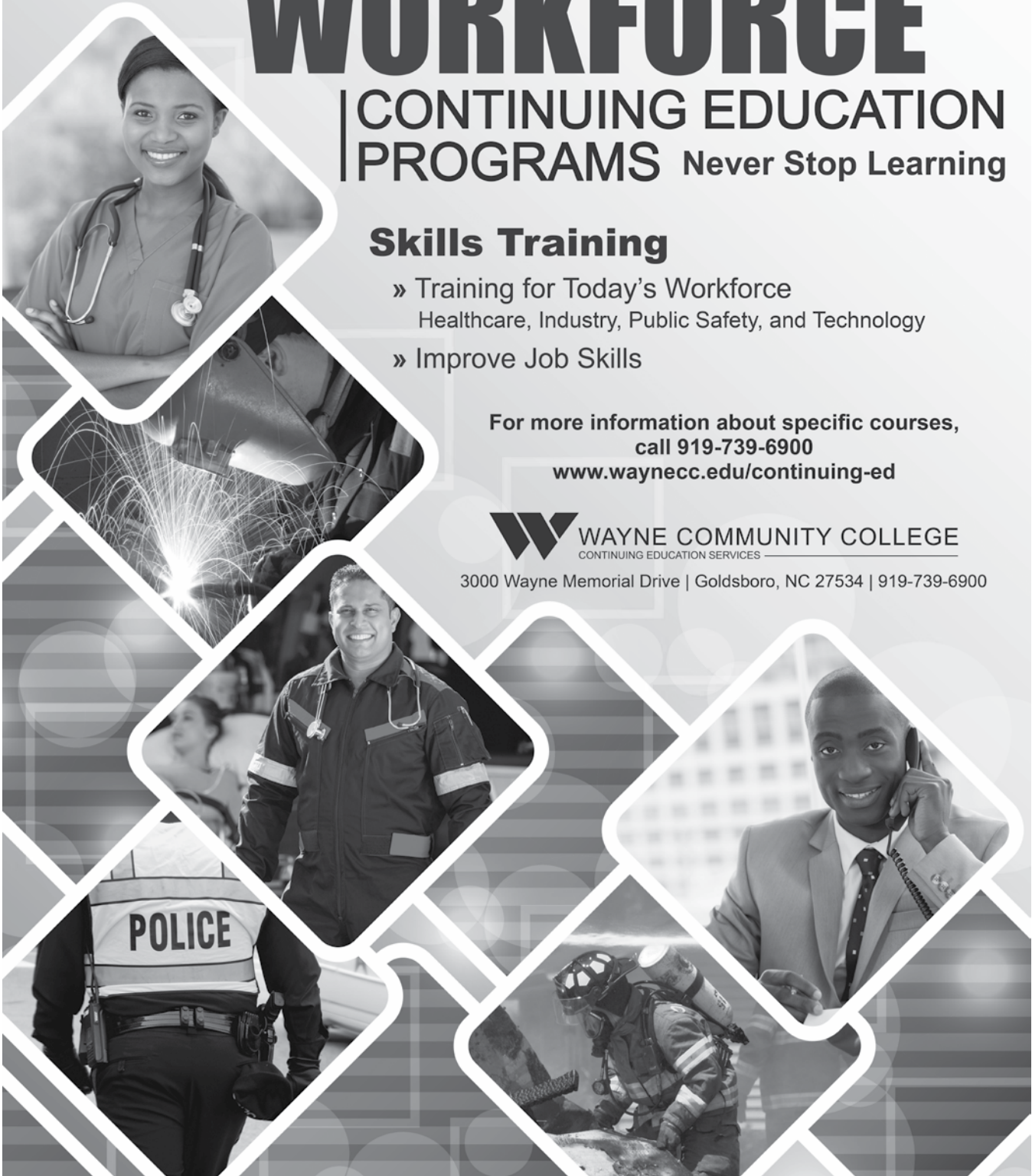
For more information about specific courses,
call 919-739-6900

www.waynecc.edu/continuing-ed



WAYNE COMMUNITY COLLEGE
CONTINUING EDUCATION SERVICES

3000 Wayne Memorial Drive | Goldsboro, NC 27534 | 919-739-6900



**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)
OUT-OF-SCHOOL YOUTH SERVICES**

WAYS TO QUALIFY

**MUST MEET THE FOLLOWING
ELIGIBILITY REQUIREMENTS:**

- Be between the ages of 16 and 24 years old
- Not attending school

**AND MEET ONE OR
MORE OF THE FOLLOWING:**

- A high school dropout
- Homeless individual
- Pregnant or parenting
- Youth with disability
- Low-income and need assistance to enter or complete an educational program or to secure employment



Contact

MONA STEPHENS

WIOA YOUTH CAREER ADVISOR

919-739-6923 • mstephens@waynecc.edu

OR

ERICA BABB

BASIC SKILLS ADMINISTRATIVE SECRETARY

919-739-6908 • ejbabb@waynecc.edu



WCC Mission Statement

Wayne Community College (WCC) is a learning-centered, public, associate degree granting institution with an open door admissions policy. WCC is located in Goldsboro, North Carolina and is part of the North Carolina Community College System.

Wayne Community College's mission is to meet the educational, training, and cultural needs of the communities it serves.

Wayne Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, 404-679-4500, <http://www.sacscoc.org>, for questions about the accreditation of Wayne Community College.



WAYNE COMMUNITY COLLEGE

CONTINUING EDUCATION SERVICES

COURSE FEE SCALE

Occupational Extension Course Hours	Course Fee
1-24 Hours	\$70.00
25-50 Hours	\$125.00
51 + Hours	\$180.00
Leisure/Recreational Courses	\$35/\$50

- Charges are subject to change based on State budget.
- Additional Fee Required - Repetition Policy will apply for courses taken more than twice.

PAYMENT

Course Fee must be **PAID** at the time of Registration!

After 5 p.m. - Credit/Debit Card Payments ONLY!



ADDITIONAL FEES

(If applicable)

Computer Technology Fee \$5.00

- Exception: Online Classes. This is a one-time fee, per semester.

Supplemental Student Accident Insurance \$0.55

- Students have the option to pay the fee for all Continuing Education courses that meet four or more weeks during a semester.

New Student ID \$3.00

Replacement ID \$5.00
Student ID Semester Validation \$1.00

- All students are required to have a student ID for all on-campus classes.

Student Parking Decal Fee \$2.00

- All students are required to display a parking decal for vehicles on campus and it must be updated each school year.

Transcripts \$2.00

- There will be a 24- to 72-hour waiting period for all Continuing Education Services Transcripts.
- Adult High School Transcripts are obtained from Basic Skills on 2nd Floor of Walnut Building, Room 220.

• The above table does not reflect all fees for taking a class through Continuing Education Services. Fees are subject to change based on course requirements.

- Students are expected to purchase supplies, materials, tools, and books required for the class.

919-739-6900 • www.waynecc.edu/continuing-ed

Learn
from the
comfort of
home!

> Instructor-Facilitated Online Courses

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners.

All 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 course entirely from your home or office. Any time of the day or night.

How to Get Started:

1. Visit our Online Instruction Center:
www.ed2go.com/waynecc
2. Click the **Courses** link, choose the department and course title you are interested in and select the **Enroll Now** button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center and click the **Classroom** link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

Wayne Community College

Introduction to Microsoft Excel

Discover the secrets to setting up fully formatted worksheets quickly and efficiently.

Introduction to Microsoft Access

Store, locate, print, and automate access to all types of information.

Introduction to Microsoft Word

Learn how to create and modify documents with the world's most popular word processor.

Introduction to PowerPoint

Build impressive slide presentations filled with text, images, video, audio, charts, and more.

Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences, and you'll be speaking Spanish in no time.

A to Z Grantwriting

Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.

Introduction to QuickBooks

Learn how to quickly and efficiently gain control over the financial aspects of your business.

Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Real Estate Investing

Build and protect your wealth by investing in real estate.

Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

Introduction to PC Troubleshooting

Learn to decipher and solve almost any problem with your PC.

Discover Digital Photography

An informative introduction to the fascinating world of digital photography equipment.

Learn More...

- Expert Instructor
- 24-Hour Access
- Online Discussion Areas
- 6 Weeks of Instruction

New course sessions begin

monthly. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.

Enroll Now!

Visit our Online Instruction Center today!

www.ed2go.com/waynecc
or call:

(919) 739-6933

Courses Start as Low as:

\$70.00

Requirements:

All courses require Internet access, e-mail, and the Microsoft Internet Explorer or Mozilla Firefox Web browser. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

MORE COURSES AVAILABLE
AT OUR ONLINE INSTRUCTION CENTER

www.ed2go.com/waynecc



WCC ONLINE SERVICES

USERNAME AND PASSWORD

Before students can access Wayne Community College Mail, Moodle, or Webadvisor they must determine their username (see directions below or receive it from an advisor) and create a password by visiting the Online Services Student Login page on the WCC Web site.

- Start on the WCC home page: www.waynecc.edu
- In the Quick Links menu, select Student e-mail, Moodle, or Webadvisor. You will be taken to the Online Services Student Login page: <http://www.waynecc.edu/online-services/>
- If you have not already been provided with your username, click on the Your Initial WCC Login (New Students) tab for directions on formatting your username.
- Once you have your username, click on the Create Password/Forgot Password/Password Expired link and follow the directions for creating your password.

- You must have your full seven-digit student ID number which may include 0's to complete the process
- If you set up answers to security questions, make note of the answers you provided. You will need to answer the questions if you fail to reset your password before it expires.

Now that you have a username and password, you can access WCC Mail, Webadvisor, and Moodle. To access these services, go to <http://www.waynecc.edu> and click on Student E-mail, WebAdvisor, or Moodle on the right-side Quick Links menu that will take you to the Online Services Student Login page. Then click on the appropriate LOGIN NOW button at the top of the page.

WCC E-MAIL

WCC has partnered with Google for student and employee e-mail through Google Apps for Education. If you have ever used Gmail, you'll find your

student e-mail familiar. You will also have access to many of the Google Apps for Education, such as Google Drive, Hangouts, and more.

WEBADVISOR

Students use WebAdvisor to register for classes, check grades, access course schedules, GPA, financial profile, financial aid reports, etc. All new students must register for courses with an advisor or counselor. Students

who have enrolled in classes during the previous academic year (Fall, Spring, and Summer) will be eligible to register online through WebAdvisor.

MOODLE

The college's primary online course platform is Moodle. Students must access all online, hybrid and traditional courses using Moodle via the Internet. For more information and access instructions, go to www.waynecc.edu then click "Moodle". For other platforms, such as Course Compass, My Math Lab, or Web Assign, etc., access and user information will be provided by the course instructor.

Online and hybrid courses will be available after 8 a.m. on the day your class is scheduled to begin. Note: If you are enrolled in an online or hybrid course, you must access the course and complete initial assignments.

REQUIREMENTS FOR ONLINE COURSES

Distance education courses, policies, and enrollment procedures are listed in the College's schedule of courses and on the College Web site. Registration processes, credit hours earned, and cost is the same as for traditional courses.

STUDENTS SHOULD MEET THE FOLLOWING FOR ONLINE COURSES

- It is recommended (but not required) that students have satisfactorily completed or tested out of the appropriate DRE course.
- Met one or more of the following recommendations: Satisfactorily completed or tested out of CIS 070, successfully completed an online or hybrid course at WCC, or developed the necessary computer skills through other computer-related courses/training (i.e. continuing education, on-the-job, etc.)
- Have access to a reliable computer.
- Have access to a reliable Internet connection.

STUDENTS SHOULD HAVE THE FOLLOWING SKILLS AND BE ABLE TO

- Use an Internet browser- Firefox is the preferred browser for accessing Moodle.
- Conduct Internet searches using various search engines - Google, Bing, Yahoo etc.
- Compose, send, and receive e-mail with attachments.

- Use Microsoft Word.
- Save files in various formats.
- Download and upload files from the Internet.
- Allocate the time needed to participate in an online course.
- Obtain and install software required for the course.
- Maintain academic progression through the duration of the course.

TO ACCESS YOUR ONLINE COURSE

On the day your course is scheduled to begin:

Step 1 - Go to www.waynecc.edu

- Click the Moodle link on the right side of the page.
- Log In information is on the Moodle page.

Step 2 - To enter your course:

- Once logged in, click the title of the course(s). If you do not see the course(s) for which you registered and paid tuition, confirm the start date, and then contact Continuing Education at 919-739-6900.

Step 3 - To stay enrolled in the course, you must:

- Read the welcome message and syllabus, then complete the Enrollment Verification Quiz and any initial assignments.
- For additional information, please visit www.waynecc.edu/distance-ed/

IF YOU WOULD LIKE TO PREVIEW A WCC MOODLE COURSE SITE

- Go to moodle.waynecc.edu. Type "wccguest" for the user name and "wccguest" for the password.
- Click the title of the WCC Moodle Demo Course. Explore the course.
- Click the "Logout" button to exit.

NOTE: Online courses will be available after 8 a.m. on the day your class is scheduled to begin. Please refer to your class schedule to determine your class start date. If you need assistance, call Continuing Education at 919-739-6900.

WCC BOOKSTORE

The Wayne Community College Bookstore is your headquarters for Textbooks, School Supplies, WCC Apparel and Merchandise, Graduation Items, and much more!

BOOKSTORE RETURN POLICY

Items may be returned within two days of the purchase date, with original receipt. Textbooks must be in the same condition as purchased, and if shrink-wrapped, must be in the original, unopened wrap.

TEXTBOOK BUY BACK

You may sell your books back at any time during the year, with the exception of the first two weeks of the semester. You must have a current student ID or driver's license when selling back your books. Prices can not be quoted over the phone, as textbooks must be scanned and inspected before buying. Just bring in your textbooks and we will be happy to assist you.

TEXTBOOK RENTAL - 3 EASY STEPS

- Rent: Come to the bookstore and look for the textbooks with an "available for renting" sign. Bring them to the counter and you'll save up to 50% instantly.
- Use: Study. Get good grades. Use rental books like you would any other book, except you'll feel a little smarter since you saved so much cash.
- Return: Bring them back in good condition within two weeks of the last class date. No worrying about selling them and searching for the best price, you already found the deal of the year.



OUR HOURS OF OPERATION:

**MONDAY AND THURSDAY
FROM 8:30 A.M. TO 4 P.M.**

**TUESDAY
AND WEDNESDAY
FROM 8:30 A.M TO 6:30 P.M.**

**FRIDAY
FROM 8:30 A.M. TO 1 P.M.**

**CALL 919-705-0475
FOR MORE
INFORMATION.**

The Higher Education Opportunity Act requires all institutions to provide textbook information at the time a student registers for a class. The following link will provide the textbook information you will need.

Visit www.wayneccbookstore.com

Get to Work!

Wayne Business
and Industry Center

Providing strategic solutions to improve performance, productivity, and profits.

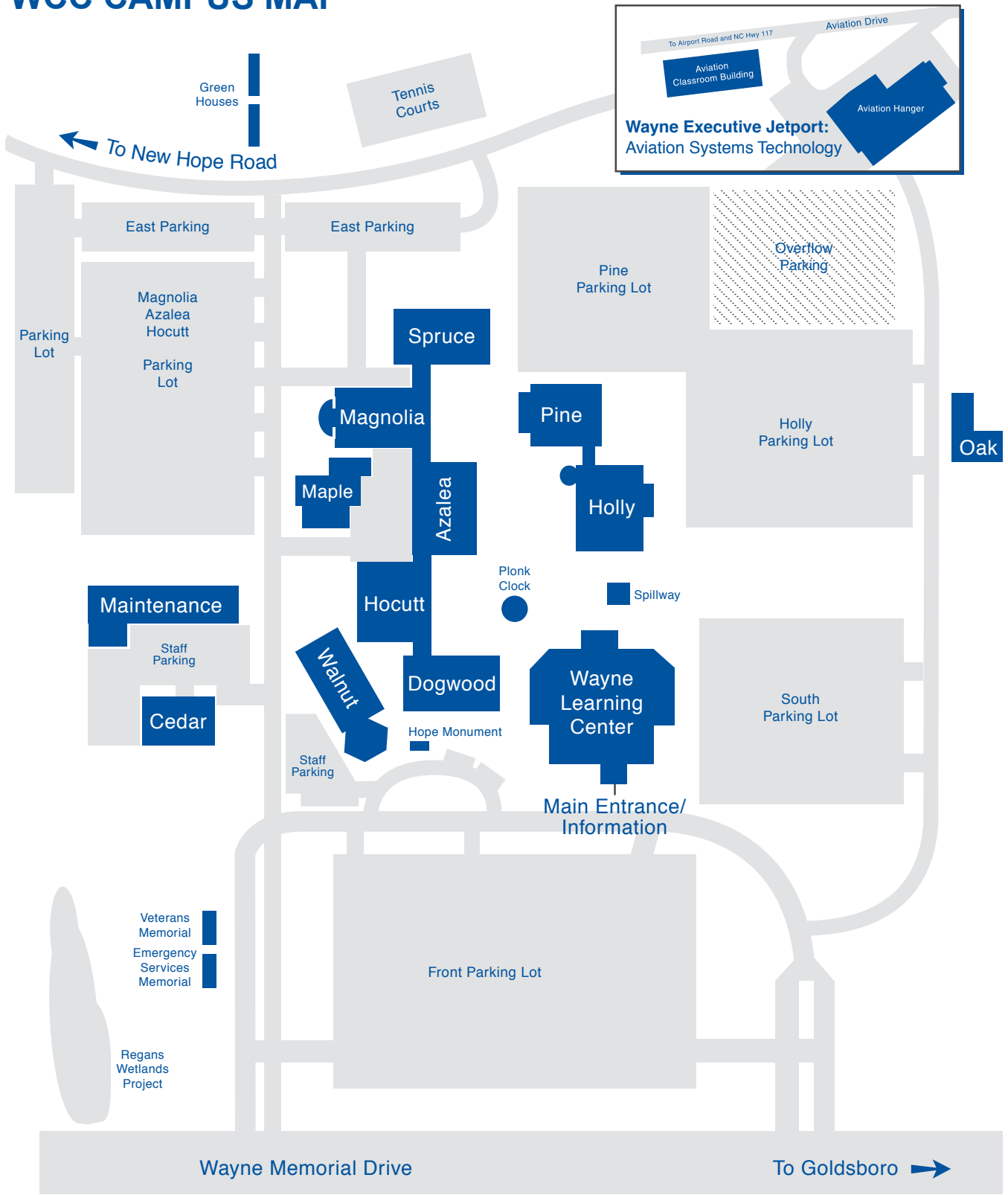
Wayne Business and Industry Center (WBIC) is the community resource for business and employer training services in Wayne County.

Located at
Wayne Community College
(Walnut Building, Suite 108),

919-739-6940 • www.wayneworksnc.com



WCC CAMPUS MAP



To Airport Road and NC Hwy 117

Aviation Drive

Aviation Classroom Building

Aviation Hanger

Wayne Executive Jetport:
Aviation Systems Technology

To New Hope Road

Oak

Maintenance

Staff Parking

Cedar

Veterans Memorial
Emergency Services Memorial

Regans Wetlands Project

Wayne Learning Center

Main Entrance/Information

Front Parking Lot

Wayne Memorial Drive

To Goldsboro