

WAYNE COMMUNITY COLLEGE WORKFORCE CONTINUING EDUCATION

# COURSE SCHEDULE



WORKFORCE  
CONTINUING  
EDUCATION  
SERVICES

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

[waynecc.edu/continuing-ed](http://waynecc.edu/continuing-ed)



SPRING 2025

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## **Welcome to the Workforce Continuing Education (WCE) Spring Course Schedule.**

We are glad that you are thinking about continuing your education with Wayne Community College. The faculty and staff of our department are eager to assist you in achieving success.

We have many short-term training options that can get you on the path to a new opportunity. Whether you are looking to get into the job market for the first time, retraining for a new skill, getting an additional certification to make you more marketable, interested in completing your high school equivalency or looking to do something just for fun, we have plenty of options for you.

Our courses are offered at an affordable rate and can in most cases have you on your way to a new occupation in less than six months! If financing your education is a concern, we also have scholarship options available for many of our occupational courses.

Today is the day! Select your course, follow our easy registration process, and begin a new journey that begins with you! We look forward to celebrating with you when you accomplish your goal!

Yours in Learning,  
**Renita Allen Dawson,**

Vice President  
Wayne Community College  
Workforce Continuing Education &  
Community Engagement

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# WCC - WORKFORCE CONTINUING EDUCATION SERVICES

Workforce 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.

Workforce 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 Workforce Continuing Education Services can assist you or your company, please give us a call or drop by our campus.

## GENERAL INFORMATION

Workforce Continuing Education students may register early for classes in the Workforce 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 Employer 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 Accessibility 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. Minors age 16 and 17 years old may enroll in Workforce Continuing Education courses, except adult high school, under

the following conditions:

- Shall not receive credit towards high school graduation requirements
- Shall enroll in self-supporting courses during any reporting term

Minors less than age 16 may enroll in Workforce Continuing Education courses under the following conditions:

- Shall enroll in self-supporting safe driving courses during any reporting term
- Shall enroll in any self-supporting courses during the summer term

Minors taking courses pursuant to the above paragraphs shall not displace adults. Once admitted, they shall be treated the same as all other students. Reference 1D SBCCC 300.4 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 starting at \$20.00. 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 starting at	\$20.00*

\*See specific course listing.

**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 Workforce 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 to our office via in-person, fax, email or mail with the following key items:

- Company/Organization point of contact information (in the event there are any questions regarding a student or payment)
- Billing Information (include mailing address and email address) and Employer ID/Tax ID Number
- 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.)

*Continued on next page*

Once we have received the letter/memorandum and student(s) registration form(s), our Business Office will submit an invoice to your company/organization. The letter/memorandum must be received on or before the class start date. If you have any further questions, please contact **Amber Tyler** at [antyl@waynecc.edu](mailto:antyl@waynecc.edu) or **Maria Rigdon** at [mrigdon@waynecc.edu](mailto:mrigdon@waynecc.edu).

## REFUND POLICY FOR WORKFORCE CONTINUING EDUCATION SERVICES

A refund policy for Workforce Continuing Education Services courses, as established by the N.C. General Assembly, allows a 75 percent refund, after the respective class begins, upon the request of the student if the student officially withdraws from the class 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 the course. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered is canceled 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. There are no refunds for self-supporting classes.

**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\* will be charged to all individuals who take computer courses through the Workforce Continuing Education Services. This technology fee is charged for each computer course the individual is registered for. 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 Workforce Continuing Education computer classes held off campus at various locations. If you have any questions concerning the Computer Technology Fee, please contact the Workforce Continuing Education Services at 919-739-6900.

## STUDENT ACCIDENT INSURANCE

Students have the option to pay \$0.55 Student Accident Insurance Fee for all Workforce Continuing Education courses. 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 for classes four weeks in length or more.

The Student Parking Fee is \$2.00. Parking decals must be purchased in the Cashier's Office (Dogwood Building) at the time of registration. Additionally, all Workforce Continuing Education students must have an ID card. The ID card is \$3.00 and must be purchased in the Cashier's Office (Dogwood Building) at the time of registration.

## QUICK REFERENCE OF RATES

Computer Technology Fee	\$5.00* per course
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*

**\*\*Please note Fees subject to change. \*\***

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

## SPRING HOURS

### MONDAY - THURSDAY

7:45 a.m.-5:30 p.m.

### FRIDAY

8 a.m.-1 p.m.



### 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 Employer 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 Accessibility 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](http://www.waynecc.edu).



# REGISTERING FOR WORKFORCE CONTINUING EDUCATION COURSES IS FAST AND EASY!

The below registration methods are available.



**Register & pay for select courses via the link or QR Code.**

<https://waynecce-register.fundfive.com/course>

**Register Online:** [www.waynecce.edu/continuing-ed/register](http://www.waynecce.edu/continuing-ed/register)

**Register by Fax/Email/Mail:**

Fax/Email completed Registration Form to:

Fax: (919) 739-7133

Email to: [wce-reg@waynecce.edu](mailto:wce-reg@waynecce.edu)

**Mail completed Registration Form to:**

Wayne Community College  
Workforce Continuing Education Services  
ATTN: REGISTRAR  
P.O. Box 8002  
Goldsboro, NC 27533-8002

**Register In Person:**

Workforce Continuing Education Services Receptionist  
Cashier's Office (Dogwood Building)

**NOTE:** ALL COURSE FEES ARE DUE AT TIME OF REGISTRATION.

**Once Registered, Make Your Payment**

**By Phone:** (919) 739-6932 (credit cards)

**In Person:** Cashier's Office (Dogwood Building)- (credit cards, cash, checks)

**NOTE 1:** Your registration is not complete until payment is made.

**NOTE 2:** Checks are not accepted for classes that last less than one week.

WAYNE COMMUNITY COLLEGE WORKFORCE CONTINUING EDUCATION SERVICES		STUDENT REGISTRATION FORM	
3000 Wayne Memorial Drive   Goldsboro, North Carolina 27534   (919) 739-6900   <a href="http://waynecce.edu">waynecce.edu</a>			
CID #: LOCATION:	TERM: DAY(S):	TIME:	
Class Title:		Class Start Date:	
Last Name:		First Name:	Middle Name:
Address:		County (Residence):	
City:	State:	Zip Code:	
Primary Phone: ( )	Phone Type: <input type="checkbox"/> Home <input type="checkbox"/> Business <input type="checkbox"/> Cell Phone		
Other Phone: ( )	Phone Type: <input type="checkbox"/> Home <input type="checkbox"/> Business <input type="checkbox"/> Cell Phone		
E-mail Address:			
Student ID or SSN:		Birthdate (mm/dd/yyyy):	
Sex: (Check One) <input type="checkbox"/> Male <input type="checkbox"/> Female	Ethnic/Race: (Check one) <input type="checkbox"/> American/Alaska Native <input type="checkbox"/> Hawaiian/Pacific Islander	<input type="checkbox"/> Asian <input type="checkbox"/> Hispanic <input type="checkbox"/> White	<input type="checkbox"/> Black or African American
Employment Status: (Check one) <input type="checkbox"/> Employed: <input type="checkbox"/> 40 or more hours <input type="checkbox"/> 21-39 hours <input type="checkbox"/> 11-20 hours <input type="checkbox"/> 1-10 hours	<input type="checkbox"/> Retired <input type="checkbox"/> Unemployed - Seeking		
Occupation:	Employer:		
Education Level: (Check or enter the highest grade completed) <input type="checkbox"/> Highest Grade Completed <input type="checkbox"/> Completed High School <input type="checkbox"/> Adult High School Diploma <input type="checkbox"/> GED® or High School Equivalency Diploma <input type="checkbox"/> One-Year/Vocational Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree or Higher			
<b>Human Resources Development (HRD) Courses ONLY - HRD Verification Statement - Tuition and Fee Waiver</b>			
The State Board of Community Colleges grants permission to waive tuition and fees for enrollment in classes coded in the Master Course List as Human Resources Development (HRD) if the individual meets one of the four criteria listed below. To receive this waiver, an individual must verify that he or she meets at least one of the criteria by completing and signing this form. Individuals not signing this form must pay the applicable fee to register for a Workforce Continuing Education course.			
I qualify for tuition and fee waiver under the following criteria:			
<input type="checkbox"/> Currently unemployed <input type="checkbox"/> Working and eligible for the Federal Earned Income Tax Credit			
<input type="checkbox"/> Received notification of a pending layoff <input type="checkbox"/> Working and earn wages at or below 200% of the federal poverty guidelines.			
My signature verifies that all the information given by me as written on this HRD Tuition and Fee Waiver Verification Information is complete and accurate to the best of my knowledge.			
SUPPLEMENTAL STUDENT ACCIDENT INSURANCE: As a registered student of a Workforce Continuing Education Course you may purchase Supplemental Student Accident Insurance for \$0.50 per semester. <input type="checkbox"/> Yes - I would like to purchase Supplemental Student Accident Insurance. <input type="checkbox"/> No - I would NOT like to purchase Supplemental Student Accident Insurance.			
- NOTE: SEE BACK OF FORM FOR REFUND POLICY - My signature indicates that all information is accurate, and I have read and understood the Refund Policy.			
Student Signature:		Date:	
<b>FOR OFFICE USE ONLY</b>			
RCTP #:	Payment Processed By:	Cash:	Card:
Payment Type: <input type="checkbox"/> Check #	<input type="checkbox"/> MO #	<input type="checkbox"/> Cash	<input type="checkbox"/> Credit / CONF #
<input type="checkbox"/> Course Fee: \$	<input type="checkbox"/> Technology Fee: \$	<input type="checkbox"/> Student ID Fee: \$	<input type="checkbox"/> Parking Fee: \$
<input type="checkbox"/> Exam/Cert. Fee: \$	<input type="checkbox"/> Mail Fee: \$	<input type="checkbox"/> Other Fee: \$	<input type="checkbox"/> Insurance Fee: \$
			<b>TOTAL: \$</b>

**Class times and dates are subject to change without prior notice.**

**Pre-Registration is recommended for all WCE Classes.**

**New classes are added to our online course listings periodically. Check online for updates and changes.**

**For more information, visit [waynecce.edu/continuing-ed](http://waynecce.edu/continuing-ed)**

**WORKFORCE CONTINUING  
EDUCATION**

**Reception Desk: 919-739-6900**

**TRANSITIONAL PROGRAMS**

**Reception Desk: 919-739-6908**

**SMALL BUSINESS CENTER**

**Reception Desk: 919-739-6941**





## AUTOMOTIVE OCCUPATIONS

For more information, contact Todd King at 919-739-6814 or [stk@waynecc.edu](mailto:stk@waynecc.edu)

### NCDMV 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 N.C. Division of Motor Vehicles, License, and Theft Bureau. Upon completion, a student will understand the rules, regulations, 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 driver's license.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/21 & 1/22	6 p.m.-10 p.m.	TW	Ash 124	Peele
2/18 & 2/19	6 p.m.-10 p.m.	TW	Ash 124	Peele
3/18 & 3/19	6 p.m.-10 p.m.	TW	Ash 124	Peele
4/15 & 4/16	6 p.m.-10 p.m.	TW	Ash 124	Peele

**Course Cost:** \$70.00

**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>

### NCDMV OBD 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. In addition, each student must be employed at an inspection station and possess a valid driver's license.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/28 & 1/29	6 p.m.-10 p.m.	TW	Ash 124	Peele
2/25 & 2/26	6 p.m.-10 p.m.	TW	Ash 124	Peele
3/25 & 3/26	6 p.m.-10 p.m.	TW	Ash 124	Peele
4/29 & 4/30	6 p.m.-10 p.m.	TW	Ash 124	Peele

**Course Cost:** \$70.00

**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>

**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**



## BUSINESS, FINANCE & MARKETING

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

### LEADERSHIP DEVELOPMENT SERIES

This series is designed to equip participants with practical leadership tools and strategies that will help them enhance their leadership skills. The instructor unpacks why communication is critical to leadership and business success and provides models and pragmatic tools participants can use to communicate in a way that moves people. The participants will understand the fundamental principles of influence, develop strategies to build meaningful connections with others and inspire action, cultivate a positive influence within their team and organization, and harness the power of influence to drive positive change and achieve leadership goals.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
2/3-2/24	3 p.m. - 5 p.m.	M	Walnut 101	Sauls

**Course Cost:** \$70.00

**Required Book Information:** n/a

### NONPROFIT MANAGEMENT CERTIFICATE

In this course you will learn how to grow and manage a successful non-profit organization. Course topics: Introduction to Non-profit Business (How to Start your Non-profit), How to Create a Non-profit Corporation in North Carolina and Develop Bylaws, How to Complete the 501(c) (3) Process (form 1023), How to Select and Develop a Board that's "On Board," How to Develop a Strategic Plan, Fundraising, Grant Writing, Crowd Fundraising, Marketing Your Non-profit, Developing a Volunteer Team, Partnerships and Collaboration, Community Organization, and Preventing Embezzlement.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/14-4/15	6 p.m.-9 p.m.	T	WLC 213	Lanier
5/20-8/26	6 p.m.-9 p.m.	T	WLC 213	Lanier

**Course Cost:** \$125.00

**Required Book Information:** n/a

## REAL ESTATE PRE-LICENSING COURSES

*\*Please note class login information will be e-mailed 2-3 days prior to the class start for online classes.*

### 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 N.C. 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](http://www.ncrec.state.nc.us).**

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/7-4/10	6 p.m.-9 p.m.	TTH	Spruce 142	Grimes
1/9-3/28	5:30 p.m.-9 p.m.	THF	ONLINE	Mcallister

### REAL ESTATE PRE-LICENSING (ON-DEMAND)

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 N.C. 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](http://www.ncrec.state.nc.us).**

#### NOTE: ON-DEMAND COURSE

*\*This course will allow students to complete the course independently. Students will have access to the instructor.*

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
2/4-5/15	ONLINE	ON-DEMAND	ONLINE	Mcallister
6/2-9/15	ONLINE	ON-DEMAND	ONLINE	Mcallister

**Course Cost:** \$180.00

**Required Book Information:** Modern Real Estate Practice in North Carolina Authors: Fillmore W. Galaty; Wellington J. Allaway; Robert C. Kyle ISBN: 9781475486520 **Edition:** 10th **Cost:** \$58.35

## 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	LOCATION	INSTRUCTOR
3/7-3/29	6 p.m.-9:30 p.m. 8 a.m.-5 p.m.	F Sa	ONLINE ONLINE	Murphy Murphy

**Course Cost:** \$125.00

**Required Book Information:** Life and Health Book: North Carolina SurePass Life and/or Accident and Health of Sickness Insurance  
**Cost:** \$87.25

## PROPERTY AND CASUALTY PRE-LICENSING

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

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
4/4-4/26	6 p.m.-9:30 p.m. 8 a.m.-5 p.m.	F Sa	ONLINE ONLINE	Murphy Murphy

**Course Cost:** \$125.00

**Required Book Information:** Property and Casualty Book: NC SurePass Property and/or Casualty **Cost:** \$102.00

## 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.

**Pre-requisites:** Student must be at least 18 years of age; reside or have regular place of work or business in this state; speak, read, and write English language and possess a high school diploma or equivalent.

**For more information, go to [www.secretary.state.nc.us/notary](http://www.secretary.state.nc.us/notary).**

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
11/14	8 a.m.-4:30 p.m.	TH	Magnolia 220	Dupree
12/12	8 a.m.-4:30 p.m.	TH	Magnolia 220	Dupree
12/20	6 p.m.-10 p.m.	F	ONLINE	Dupree
12/21	8 a.m.-4:30 p.m.	S	WLC 217	Dupree
1/16	8 a.m.-4:30 p.m.	TH	Magnolia 220	Dupree
1/18	8 a.m.-4:30 p.m.	S	WLC 217	Dupree
1/30-1/31	6 p.m.-10 p.m.	THF	ONLINE	King
2/13	8 a.m.-4:30 p.m.	TH	Magnolia 220	Dupree
2/15	8 a.m.-4:30 p.m.	S	WLC 217	Dupree
2/18-2/19	6 p.m.-10 p.m.	TW	ONLINE	King
3/13	8 a.m.-4:30 p.m.	TH	Magnolia 220	Dupree
3/15	8 a.m.-4:30 p.m.	S	WLC 217	Dupree
3/26-3/27	6 p.m.-10 p.m.	WTH	ONLINE	King
4/10	8 a.m.-4:30 p.m.	TH	Magnolia 220	Dupree
4/12	8 a.m.-4:30 p.m.	S	WLC 217	Dupree
4/21-4/22	6 p.m.-10 p.m.	MT	ONLINE	King
5/12-5/13	6 p.m.-10 p.m.	MT	ONLINE	King
5/15	8 a.m.-4:30 p.m.	TH	Magnolia 220	Dupree
5/17	8 a.m.-4:30 p.m.	S	WLC 217	Dupree

**Course Cost:** \$70.00

**Required Book Information:** North Carolina Notary Public Manual, 2016, 11<sup>th</sup> Ed, **ISBN:** 9781560118510 **Cost:** \$27.80

## ELECTRONIC NOTARY PUBLIC (E-NOTARY)

This course is designed for individuals who want to become commissioned as an electronic notary. Topics include legal, ethical and procedural requirements of the Notary Act set forth in the General Statute 10B Article 2. Upon completion of this course with a passing exam grade of 80%, a person will be eligible to make application with the NC Secretary of State office. Individuals must have current notary commission to participate in E-notary training. For more information, go to [www.secretary.state.nc.us/notary/](http://www.secretary.state.nc.us/notary/). Your student workbook will be provided by the instructor at the beginning of class.

**Pre-requisites:** Must have current notary commission to participate in this course.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/9	6 p.m.-10 p.m.	TH	ONLINE	King
2/5	6 p.m.-10 p.m.	W	ONLINE	King
3/12	6 p.m.-10 p.m.	W	ONLINE	King
4/1	6 p.m.-10 p.m.	TH	ONLINE	King
5/27	6 p.m.-10 p.m.	T	ONLINE	King

*\*Please note class login information will be e-mailed 2-3 days prior to the class start for online classes.*

**Course Cost:** \$70.00

**Required Book Information:** Student Workbook \$5.00 (to be paid when you register) Student workbook will be provided by the instructor at the beginning of class.





## COMPUTER TRAINING

The Computer Programs area is designed to meet the changing needs of the novice computer user to the more advanced user. The Workforce 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, PowerPoint, and Excel), 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.

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

### ED2GO ONLINE COURSES

Workforce 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 24-96 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.

Majority of the courses taken through our online ed2go are 24 hours at a cost of \$70.00 (subject to change).

**REGISTER AT: [WWW.ED2GO.COM/WAYNECC.EDU](http://WWW.ED2GO.COM/WAYNECC.EDU)**

For more information contact

Lisa Newkirk at: 919-739-6931 or [ldnewkirk@waynecc.edu](mailto:ldnewkirk@waynecc.edu)

### VMWARE ICM 8 (ONLINE)

This course is online and mostly hands-on via remote access to VMs running actual VMware technologies. The course explores installation, configuration, and management of VMware vSphere, which consists of ESXi and vCenter Server. This course is based on ESXi 8 and vCenter Server 8. Completion of this course satisfies the VMware authorized prerequisite to taking the VCPDCV exam.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/6-3/15	ONLINE	ONLINE	ONLINE	Stringfield
3/24-5/31	ONLINE	ONLINE	ONLINE	Stringfield

**Course Cost:** \$180.00

**Required Book Information:** n/a

### VMWARE OPTIMIZE AND SCALE 8 (ONLINE)

This course is online and mostly hands-on via remote access to VMs running actual VMware technologies. The course explores configuring and managing ESXi networking and storage for a large and sophisticated enterprise, managing changes to the vSphere environment, optimizing the performance of all vSphere components, hardening the vSphere environment against security threats, troubleshooting operational faults and identifying their root causes, using VMware vSphere® ESXi™ Shell and VMware vSphere® Management Assistant to manage vSphere and using VMware vSphere® Auto Deploy™ to provision ESXi hosts.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/6-3/15	ONLINE	ONLINE	ONLINE	Stringfield
3/24-5/31	ONLINE	ONLINE	ONLINE	Stringfield

**Course Cost:** \$180.00

**Required Book Information:** n/a

**INTRO TO MICROSOFT 365**

This course teaches how to use Microsoft 365 applications to collaborate and be more productive. It covers creating and editing workbooks, presentations, and documents and visually representing data.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/27-3/17	6 p.m.-8 p.m.	M	Magnolia 220	Rodrigo

**Cost:** \$70

**Required Book Information:** n/a

**EXPLORING GOOGLE DOCS**

In this course, students will learn how to work, manage, and use basic formatting with documents, create and format a new document, and apply a template to a new document.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
2/12-4/2	6 p.m.-8 p.m.	W	Magnolia 220	Rodrigo

**Cost:** \$70

**Required Book Information:** n/a

**INTRODUCTION TO COMPUTERS**

This course introduces computer basics at a moderate pace. Students will receive instruction on the basics of mouse and keyboarding, the use of the Internet, and basic concepts of email and search engines to access information and entertainment. Students who already grasp these basic skills will benefit from broadening their knowledge of these concepts.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
2/3-3/10	1 p.m.-4 p.m.	M	Magnolia 220	Jones
3/31-5/12	1 p.m.-4 p.m.	M	Magnolia 220	Jones

**Cost:** \$70

**Required Book Information:** n/a

**PRE-REGISTRATION IS HIGHLY ENCOURAGED.****SERVICE OCCUPATIONS**

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

**INTRODUCTION TO CULINARY ARTS**

This hybrid course teaches students food preparation, cooking, presentation, and service skills. It aims to assist students interested in starting or growing a food service business. The course has three sections: workforce or business development, culinary, and personal growth. Upon completion, the student will have a certificate in ServSafe.

**INFORMATION SESSION**

Monday, January 13, 2025  
5 pm/Rebuilding Broken Places  
2105 N. William St. Goldsboro, NC

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/27-4/17	6 p.m.-8 p.m.	MTWS	Rebuilding Broken Place & ONLINE	Staff

**Course Cost:** \$180.00 (Scholarships Available)

**Required Book Information:** Just the Basics Cookbook **Cost:** \$14.99

# CONSTRUCTION & SKILLS TRADE

For more information, please contact Todd King at 919-739-6814 or [stk@waynecc.edu](mailto:stk@waynecc.edu)

## HEATING, VENTILATION & AIR CONDITIONING (HVAC) - PART I

This program is designed to provide students with the skills necessary to become employed as a heating and air conditioning technician. Course topics focus on operating principles of heating and cooling systems with an emphasis on safety, theory and principles of refrigeration; types of heating/cooling systems; Ohm's law; load calculation; troubleshooting using the various types of test equipment; servicing, repairing, and installing components/entire system; employment of customer service techniques.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/14-3/6	6 p.m.-9 p.m.	TTH	Magnolia 108	Mendes

**Course Cost:** \$125.00

**Required Book Information, (Located in WCC Bookstore):**

1. **ISBN:** 1-930044-66-1 Brazing & Soldering: Copper Tubing and Processes **Cost:** \$27.00
2. **ISBN:** 1-930044-64-X System Recovery & Evacuation **Cost:** \$30.00
3. **ISBN:** 1-930044-51-8 Quick Guide to Refrig. Cycle, Refrigerants, Components **Cost:** \$17.00

## HEATING, VENTILATION & AIR CONDITIONING (HVAC) - PART II

This program is designed to provide students with the skills necessary to become employed as a heating and air conditioning technician. Course topics focus on operating principles of heating and cooling systems with an emphasis on safety, theory and principles of refrigeration; types of heating/cooling systems; Ohm's law; load calculation; troubleshooting using the various types of test equipment; servicing, repairing, and installing components/entire system; employment of customer service techniques.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
3/11-4/7	6 p.m.-9 p.m.	TTH	Magnolia 108	Mendes

**Course Cost:** \$125.00

**Required Book Information:** n/a

## EPA REFRIGERANT CERTIFICATION

This course covers the requirements for the EPA certification examinations. Topics include small appliances, high pressure systems, and low pressure systems. Upon completion, students should be able to demonstrate knowledge of refrigerants and be prepared for the EPA certification examinations.

**NOTE:** A \$25 EPA Refrigerant Certification fee is added to the cost of this class.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
4/22-5/8	7 p.m.-10 p.m.	TTH	Magnolia 108	Mendes

**Course Cost:** \$70.00

**Required Book Information:** (Located in WCC Bookstore):

Section 608 Certification Exam Preparatory Manual 9<sup>th</sup> Edition **ISBN:** 9781930044609 **Cost:** \$9.75

## CARPENTRY CORE SKILLS - PART I

This course provides instruction related to the core skills used by carpenters in residential and commercial settings. Topics include safety, hand/power tool use, site preparation, measurement and layout, footings and foundations, construction framing, and other related topics. Upon completion, students should be able to construct, erect, install, or repair structures and fixtures made of wood, such as concrete forms; building frameworks, including partitions, joists, studding, and rafters; wood stairways, window and door frames, and hardwood floors.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/14-3/6	7 p.m.-10 p.m.	TTH	Maple	Denning

**Course Cost:** \$125.00

**Required Book Information:** The Very Efficient Carpenter **ISBN:** 978-1-56158-326-3 **Cost:** \$29.95

## CARPENTRY CORE SKILLS - PART II

This course provides instruction related to the core skills used by carpenters in residential and commercial settings. Topics include safety, hand/power tool use, site preparation, measurement and layout, footings and foundations, construction framing, and other related topics. Upon completion, students should be able to construct, erect, install, or repair structures and fixtures made of wood, such as concrete forms; building frameworks, including partitions, joists, studding, and rafters; wood stairways, window and door frames, and hardwood floors.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
3/18-5/8	7 p.m.-10 p.m.	TTH	Maple	Denning

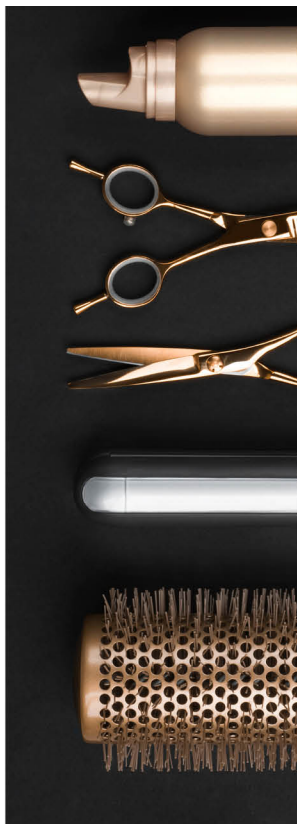
**Course Cost:** \$125.00

**Required Book Information:** n/a

**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**

WCC WORKFORCE CONTINUING EDUCATION

## COSMETIC ARTS & BARBERING



## NATURAL HAIR CARE & COSMETOLOGY

Course listings coming soon!

Visit **[waynecc.edu/continuing-ed/programs/special-programs](https://waynecc.edu/continuing-ed/programs/special-programs)**  
for more information

### For more information contact:

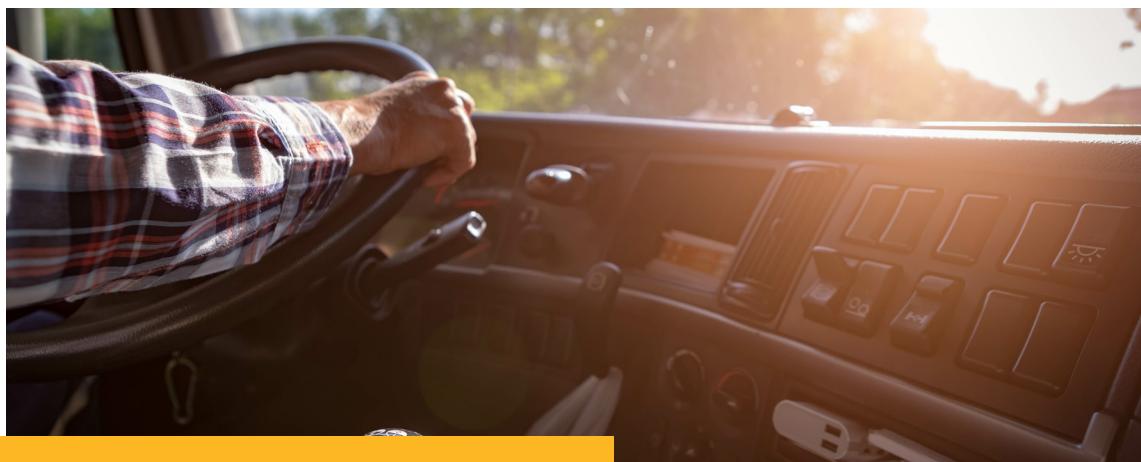
Lisa Newkirk | 919-739-6931 | [ldnewkirk@waynecc.edu](mailto:ldnewkirk@waynecc.edu)



**WAYNE COMMUNITY COLLEGE**  
WORKFORCE CONTINUING EDUCATION SERVICES

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 the Accessibility Counselor at 919-739-6729 or [jcdawson@waynecc.edu](mailto:jcdawson@waynecc.edu). Please allow sufficient time to arrange accommodations.





## WCC WORKFORCE CONTINUING EDUCATION

# DRIVER TRAINING

Obtaining a Class "A" CDL learner's permit is required for enrollment in the Truck Driver Training course. This course provides testing and study strategies for students.

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

### CDL PERMIT STUDY CLASS

This course is optional for truck driver training enrollment. It equips students with study skills and strategies for the Department of Motor Vehicles permit exam. Obtaining a Class "A" CDL learner's permit is required for enrollment in the Truck Driver Training course.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
3/10-3/13	6 p.m.-9 p.m.	MTWTH	Spruce 206	Artis

**Course Cost:** \$70.00

**Required Book Information:** North Carolina Commercial Driver License Handbook

### TRUCK DRIVER TRAINING

This course is designed to teach students to drive tractor-trailers and trucks. The program will prepare the prospective driver to understand safety, driver responsibility, and also the laws and regulations governing the motor carrier industry.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/7-4/17	6 p.m.-10 p.m.	TWTH	Spruce 106	Cobb
	7 a.m.-4 p.m.	S	Spruce 106	Cobb
5/6-8/7	6 p.m.-10 p.m.	TWTH	Spruce 106	Cobb
	7 a.m.-4 p.m.	S	Spruce 106	Cobb

**Course Cost: Tuition Fee:** \$180.00 | **Supply Fee:** \$1,578.00 (includes books)

**For more information: Step 1:** Visit [waynecc.edu/continuing-ed](http://waynecc.edu/continuing-ed) | **Step 2:** Click on Driver Training



## TEACHERS ASSISTANT EDUCATION

The following hybrid classes are designed to fulfill the Wayne County Board of Education requirement for the job of Teacher Assistant for those individuals, employed or unemployed, who need to become highly qualified (HQ). The courses focus on becoming an effective Teacher's Assistant, studying classroom management, discipline, Exceptional Children (EC) issues and laws, computers, and more. The class also teaches the skills necessary to take the WorkKeys assessment tests of Workplace Documents, Applied Math, and Graphic Literacy. Upon completing the 96 hours of coursework and completing the WorkKeys assessments, candidates will be considered "highly qualified" and employable by Wayne County Public Schools.

### **PATHWAY TO TEACHER ASSISTANT, LEVEL I (48 HOURS)**

This course is designed to fulfill the ACT WorkKeys Assessments necessary to be "highly qualified" (HQ) and employable by Wayne County Public Schools. This course, along with the following (Teacher Assistant Level Two), focuses on becoming an effective Teacher's Assistant and covers subjects such as classroom management, discipline, exceptional children's issues, communication skills, and more. This class includes skills review in Workplace Documents, Applied Mathematics, and Graphic Literacy.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
TBA	TBA	TBA	TBA	TBA

**Course Cost:** \$

**Required Book Information:** n/a

### **TEACHER ASSISTANT TRAINING, LEVEL II (48 HOURS)**

This course is the second of two designed to fulfill the remaining education credits necessary to be "highly qualified" (HQ) and employable by Wayne County's Public schools. It focuses on the skills needed to become an effective Teacher's Assistant. Health and safety, including CPR, First Aid, and emergency procedures, are also included.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
TBA	TBA	TBA	TBA	TBA

**Course Cost:** \$

**Required Book Information:** n/a

## FINANCIAL ASSISTANCE MAY BE AVAILABLE FOR YOUR PROGRAM!

Visit [waynecc.edu/continuing-ed/scholarships](https://waynecc.edu/continuing-ed/scholarships) for more information and to apply



**SCAN QR CODE  
FOR MORE INFORMATION**

# EFFECTIVE TEACHER TRAINING

## How to Become a Wayne County Public School Substitute Teacher

All substitute teachers must complete an application online, powered by Frontline - Recruiting & Hiring. Please see our WCPS Job Board!

<https://www.waynecountyschools.org/page/substitute-teachers>

You will receive a link via email from Frontline - Central. This is an electronic packet of forms consisting of pre-employment documents that are required to be completed.

- Health Form with TB Test
- Background Check Information
- Drug Test Information
- Substitute Verification Form
- Official Transcript/ High School Diploma/GED
- Effective Teacher Training Certificate or Educator's License

Once all pre-employment documents are completed, you will receive another electronic packet of forms consisting of payroll documents and onboarding information.

- Direct Deposit
- NC-4
- W-4
- Worker's Compensation Information
- I-9 Form
- Email Information
- Copy of Driver's License and Social Security Card
- Onboarding Information

Once all documents have been completed, Kellie House (Human Resources Department) will provide you with a New Hire Confirmation, that will include your start date as a Substitute Teacher.

[chanitahobbs@wcps.org](mailto:chanitahobbs@wcps.org)

### Note:

New **WCPS** and **WAGES** Substitute Teachers are required to attend Effective Teacher Training, unless you hold an active North Carolina teaching license. If you have a current teaching license or three or more years at a public or private school as a teacher assistant, you will NOT have to take Effective Teacher Training, but you will need to complete SmartFind Training to secure a substitute teacher position.

### For any additional questions about becoming a

#### NEW WCPS Substitute Teacher

Please contact Wayne County Public Schools Human Resources Department at 919-705-6036.\*

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

#### NEW WAGES Substitute Teacher

Participants will need to have a Criminal Record Check completed through North Carolina Division of Child Development and Early Education (DCDEE) prior to attending class. If you are not approved through DCDEE, then you are not allowed to work in Head/Early Start. See the steps on how to attain a CRC and how to setup the NCID. Participants will need to setup the NCID prior to completing an application for the CRC.

In a web browser, such as Internet Explorer, go to North Carolina Identity Management (NCID) website at

<https://ncid.nc.gov>

Participants will need to complete the application at [www.wagesnc.org](http://www.wagesnc.org). They can email a copy of the application to Dashonae' McCullen or they can bring it to 601 Royall Avenue, Goldsboro, NC 27534.

Dashonae' McCullen will be the contact for WAGES substitutes, her information is as follows:

#### Dashonae' McCullen Professional Development Coordinator

[dmccullen@wagesnc.org](mailto:dmccullen@wagesnc.org)  
601 E. Royall Avenue  
Goldsboro, NC 27530  
(919) 734-1178 ex. 211

## EFFECTIVE TEACHER I

This 24-hour course, sponsored by Wayne County Public Schools (WCPS) WAGES and Wayne Community College, is a required course for all substitute applicants. The course will provide practical training in five critical skill areas that include planning, instruction, behavior management, human relations, and professional growth. Students will also be introduced to WCPS and WAGES policies.

For more information, visit [waynecountyschools.org/SubstituteTeacherInformation.aspx](http://waynecountyschools.org/SubstituteTeacherInformation.aspx)

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/21-1/29	8:30 a.m.-3:30 p.m.	TW	Magnolia 220	Lanier
2/18-2/26	8:30 a.m.-3:30 p.m.	TW	Magnolia 220	Lanier
3/18-3/26	8:30 a.m.-3:30 p.m.	TW	Magnolia 220	Lanier
4/22-4/30	8:30 a.m.-3:30 p.m.	TW	Magnolia 220	Lanier
5/20-5/28	8:30 a.m.-3:30 p.m.	TW	Magnolia 220	Lanier
<b>ONLINE</b>				
1/13-2/7	ONLINE	ONLINE	ONLINE	Reed
2/17-3/14	ONLINE	ONLINE	ONLINE	Reed
3/24-4/18	ONLINE	ONLINE	ONLINE	Reed
5/19-6/13	ONLINE	ONLINE	ONLINE	Reed
7/14-8/8	ONLINE	ONLINE	ONLINE	Reed
8/18-9/12	ONLINE	ONLINE	ONLINE	Reed
9/22-10/17	ONLINE	ONLINE	ONLINE	Reed
10/27-11/21	ONLINE	ONLINE	ONLINE	Reed

**Course Cost:** \$70.00

**Required Book Information:** n/a



## WCC WORKFORCE CONTINUING EDUCATION EMERGENCY SERVICES

**FOR MORE INFORMATION, CALL  
919-739-6801 OR 919-739-6799.**

**FOR A CURRENT SCHEDULE OF ALL  
FIRE, EMS, AND LAW ENFORCEMENT  
COURSES, VISIT:**

**WAYNECC.EDU/CONTINUING-ED/  
PROGRAMS/EMERGENCY- SERVICES**



**OR SCAN QR CODE**

### **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.

#### **CONTACT FIRE/RESCUE COORDINATOR**

Ricky Barnes | 919-739-6803 | rdbarnes@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 | 919-739-6893 | lees@waynecc.edu

### **DETENTION OFFICER CERTIFICATION COURSE (DOCC)**

The Detention Officer Certification Course is a 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 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 Spring and Fall Semester:  
**Monday - Friday, 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, and a T-shirt for physical fitness for \$16.15 from the college. **The total cost of the course is approximately \$375.00 including books, registration fees, and supply cost.**



## PREREQUISITES FOR ALL EMS PROGRAMS

The EMS Program courses train individuals to become emergency medical personnel. Evening classes will meet two evenings a week. There will be occasional weekend classes scheduled within the course. This will be a blended course, which constitutes seated classroom time with online instruction. The instructor will provide a course description and syllabus the first evening/day of class to better explain. It will also be posted on our web page via Moodle.

**Course requisite:** Students must purchase a designated uniform to be worn at clinical sites and within the classroom setting, malpractice insurance, and student insurance from the college, and obtain a criminal background and drug screening check. Textbooks are required for these classes. Approximate cost for EMT course is \$715.00 and the Paramedic course (part I and II) is \$1300.00 (unless fee exempt).

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 to receive your required EMS information packet at 919-739-6893 or e-mail [kmboswell@waynecc.edu](mailto:kmboswell@waynecc.edu). Documents within the packet are due no later than 14 days before class begins. This can be extended if there are seats still available in the class. There will be no admission to class without the submission of all supporting documentation. NO EXCEPTIONS.

Classes with an asterisk (\*): Contact Kimberly M. Boswell to register at 919-739-6893 or [kmboswell@waynecc.edu](mailto:kmboswell@waynecc.edu)

## EMS CLASSES

### \*EMS 4400 PARAMEDIC PART I

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/6-6/18	6 p.m.-11 p.m. 8 a.m.-5 p.m.	MTH Sa	Magnolia 109	D. Cuddeback

**Course Cost:** \$180.00

**Required Book Information:** Nancy Caroline's Emergency Care in the Streets 9th edition: Vol. 1 & 2 (Jones & Bartlett)  
ISBN: 9781284256741 **Cost:** \$90.00, eText (BibliU)

**BibliU Equitable Access:** Books for this course can be purchased as part of BibliU's Equitable Access Program.

See the Bookstore section on page 47 for details.

### \*EMS 4200 EMT (EVENING)

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/7-5/1	6 p.m.-10 p.m. 8 a.m.-5 p.m.	TTH Sa	Magnolia 109	MK Smith

**Course Cost:** \$180.00

**Required Book Information:** Emergency Care and Transportation of the Sick and Injured: AAOS: Twelfth Edition

ISBN: 9781284227222

### \*EMS 4101 ONLINE EMR REFRESHER

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/13-4/28	ONLINE	ONLINE	ONLINE	K. Boswell

**Course Cost:** \$125.00

**Required Book Information:** n/a

### \*EMS 4201 ONLINE EMT REFRESHER

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/13-4/28	ONLINE	ONLINE	ONLINE	K. Boswell

**Course Cost:** \$180.00

**Required Book Information:** n/a

### \*EMS 4401 ONLINE PARAMEDIC REFRESHER

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/13-4/28	ONLINE	ONLINE	ONLINE	K. Boswell

**Course Cost:** \$180.00

**Required Book Information:** n/a

### \*EMS 3163 ONLINE BASIC ANATOMY & PHYSIOLOGY

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/13-4/28	ONLINE	ONLINE	ONLINE	K. Oakley

**Course Cost:** \$180.00

**Required Book Information:** Anatomy and Physiology for the Pre hospital Provider: AAOS: Second edition ISBN: 978-1-4496-4230-3

**Cost:** \$90.00, eText (BibliU)

**BibliU Equitable Access:** Books for this course can be purchased as part of BibliU's Equitable Access Program.

See the Bookstore section on page 47 for details.

**EMS 4202 WORKFORCE SAFETY AND WELLNESS**

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/2	7 p.m.-10 p.m.	TH	Grantham F&R	R. Proctor

**Course Cost:** \$70.00**Required Book Information:** n/a**EMS 4202 OPERATIONS: HAZARDOUS MATERIALS AND THE FIRST RESPONDER**

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/23	7 p.m.-10 p.m.	TH	Grantham F&R	R. Proctor

**Course Cost:** \$70.00**Required Book Information:** n/a**\*SAF 3016 AHA HP BLS (CPR)**

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
2/6	7 p.m.-10 p.m.	TH	Grantham F&R	R. Proctor

**Course Cost:** \$70.00 plus \$5.00 card fee**Required Book Information:** n/a**EMS 4202 OB AND PEDIATRIC EMERGENCIES**

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
3/6	7 p.m.-10 p.m.	TH	Grantham F&R	R. Proctor

**Course Cost:** \$70.00**Required Book Information:** n/a**\*SAF 3016 AHA BLS**

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
3/22	8 a.m.-12 p.m.	Sa	Magnolia 109	TBD
4/25	8 a.m.-12 p.m.	F	Magnolia 109	TBD
4/25	1 p.m.-5 p.m.	F	Magnolia 109	TBD
5/2	8 a.m.-12 p.m.	F	Magnolia 109	TBD
5/3	8 a.m.-12 p.m.	Sa	Magnolia 109	TBD
5/9	8 a.m.-12 p.m.	F	Magnolia 109	TBD

**Course Cost:** \$70.00 plus \$8.00 card fee**Required Book Information:** n/a**EMS 4202 SOFT TISSUE INJURIES: HEMORRHAGE CONTROL**

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
4/3	7 p.m.-10 p.m.	TH	Grantham F&R	R. Proctor

**Course Cost:** \$70.00**Required Book Information:** n/a**EMS 4202 OPERATIONS: TERRORISM RESPONSE AND DISASTER MANAGEMENT**

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
4/24	7 p.m.-10 p.m.	TH	Grantham F&R	R. Proctor

**Course Cost:** \$70.00**Required Book Information:** n/a**EMS 4202 MEDICAL TERMINOLOGY FOR THE FIRST RESPONDER**

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
5/1	7 p.m.-10 p.m.	TH	Grantham F&R	R. Proctor

**Course Cost:** \$70.00**Required Book Information:** n/a**For more information, please contact:**

**PUBLIC SAFETY**  
**Angie Blizzard, Dean**  
 919-739-6801 | asblizzard@waynecc.edu

**PUBLIC SAFETY: EMERGENCY MEDICAL SERVICES**  
**Kimberly Boswell, Coordinator**  
 919-739-6893 | kmboswell@waynecc.edu



WCC WORKFORCE CONTINUING EDUCATION

## HEALTH OCCUPATIONS

### SPECIAL ADMISSION COURSE(S) REQUIREMENTS

**NOTE: Requirements for Nurse Aide I & II, Phlebotomy, Dialysis Technician and Sterile Processing Classes**

#### THE FOLLOWING MUST BE PROVIDED BEFORE DAY 1 OF CLASS:

1. Proof of graduation from high school - High school diploma (copy is acceptable), equivalent, college transcript, or if in high school, high school transcripts showing a minimum grade point average of 2.6.
2. Proof of all vaccines - see list below
3. Driver's license (government issued picture ID) and Social Security card

#### REQUIRED IMMUNIZATIONS:

- 2 MMR (Measles, Mumps & Rubella) vaccines or titer showing immunity
- 1-3 Hepatitis B shots or waiver. Waiver can be signed at registration.
- 2 step TB Skin Test - 2 TB skin tests showing the results performed within the year of the end date of your program and signed by the healthcare professional or titer showing immunity
- Tetanus (within 10 years) TDAP booster is usually given
- Flu shot (Current season). Must show lot number to prove current season flu vaccine used.
- 2 Varicella vaccines or varicella titers showing immunity
- NA 1, NA 2, Dialysis, Phlebotomy and Sterile Processing require background check and drug screen (with college selected agency only). Clinical sites will approve or reject participation in clinical training.
- COVID Immunization record (Clinical Sites may change the requirements. All requirements will be reviewed in the information sessions.)

*(COVID-19 Vaccinations required for Nurse Aide II, Sterile Processing, Dialysis, and Phlebotomy programs.)*

### INTERESTED IN A JOB IN THE HEALTH CARE FIELD?

Through the WCC Workforce Continuing Education Allied Health Division, you can complete training towards a variety of entry-level health care occupations. WCC is dedicated to producing high quality, professional, knowledgeable, and sought-after candidates for the health care field.

### SPECIAL ADMISSION COURSES

Students **must** attend a mandatory online information session to participate in Nurse Aide I, Nurse Aide II, Phlebotomy and Sterile Processing.

Contact [jahamilton-fleming@waynecc.edu](mailto:jahamilton-fleming@waynecc.edu) or [tjwynn@waynecc.edu](mailto:tjwynn@waynecc.edu) 30 days prior to registration for requirements that must be met.

**REGISTRATION DATES (FOR STUDENTS WHO MEET REQUIREMENTS) - SPRING 2025 - DATES TBA AT INFORMATION SESSIONS.**

### FOR MORE INFORMATION CONTACT:

**JOYCE HAMILTON-FLEMING**  
DIRECTOR OF ALLIED HEALTH  
919-739-6929  
[JAHAMILTON-FLEMING@WAYNECC.EDU](mailto:JAHAMILTON-FLEMING@WAYNECC.EDU)

**TERRIE WELLINGTON**  
ADMINISTRATIVE ASSISTANT  
919-739-6935  
[TJWYNN@WAYNECC.EDU](mailto:TJWYNN@WAYNECC.EDU)

**VISIT US ONLINE AT**  
[WAYNECC.EDU/CONTINUING-ED/](http://WAYNECC.EDU/CONTINUING-ED/)  
**ALLIED-HEALTH**

# HEALTH OCCUPATIONS

For more information, please contact Joyce Hamilton-Fleming at 919-739-6929 or [jahamilton-fleming@waynecc.edu](mailto:jahamilton-fleming@waynecc.edu)

## HEALTH UNIT COORDINATOR (ONLINE)

This course is designed to prepare a student for an entry-level position as a hospital unit secretary. Medical terminology will be stressed as a basis for all other skills. Communication, maintaining records, reports, charts, data entry, and basic medical law and ethics will be presented as well. Entry level fundamental skills are essential to provide unit secretarial services in a variety of health care settings.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/13-5/9	ONLINE	ONLINE	ONLINE	Hamilton-Fleming

**Course Cost:** \$180.00

### Required Book Information:

1. LaFleur Brooks' Health Unit Coordinating 7th ed **ISBN:** 9781455707201 **Cost:** \$90.00, eText (BibliU)

2. Medical Assisting: Administrative & Clinical **Cost:** \$90.00, eText (BibliU)

**BibliU Equitable Access:** Books for this course can be purchased as part of BibliU's Equitable Access Program.

See the Bookstore section on page 47 for details.

## MEDICAL BILLING & CODING (ONLINE)

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. Upon satisfactory completion 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 able to seek certification as a Certified Professional Coder (CPC) awarded by the American Academy of Professional Coders.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/13-5/9	ONLINE	ONLINE	ONLINE	Stephenson

**Course Cost:** \$180.00

### Required Book Information:

1. Understanding Health Insurance (Book Only) 14th ed. **ISBN:** 978133755422-0 **Cost:** \$197.95

2. ICD-10-CM 2019: The Complete Official Draft Code Set (Icd-10-Cm the Complete Official Codebook) **ISBN:** 978162202773-6 **Cost:** \$90.00, eText (BibliU)

3. Anatomy & Physiology for Health Professions 4th ed. **ISBN:** 978013-487681-8 **Cost:** \$90.00, eText (BibliU)

4. Medical Terminology in a Flash!: A Multiple Learning Styles Approach 4th ed. **ISBN:** 978-0803689534 **Cost:** \$90.00, eText (BibliU)

5. CPT 2019 Standard Edition (CPT/Current Procedural Terminology, Standard Ed.) **ISBN:** 978162202752-1 **Cost:** \$90.00, eText (BibliU)

**BibliU Equitable Access:** Books for this course can be purchased as part of BibliU's Equitable Access Program.

See the Bookstore section on page 47 for details.

## 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 eight routes of drug administration, medical asepsis, hand hygiene, terminology, and legal implication. Upon completion, students take the competency exam and demonstrate skills necessary to qualify for listing on the North Carolina Medication Aide Registry. This certification qualifies the person to work in a skilled nursing facility. Listing on Nurse Aide I (NA I) registry is required. (24-hour course)

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
3/3-3/19	1 p.m.-5 p.m.	MW	Magnolia 105	Hamilton-Fleming

**Course Cost:** \$70.00

**Required Book Information:** Medication Aide Booklet, **Cost:** \$16.75

## LOOKING FOR MORE INFORMATION?

Visit our website at

**[waynecc.edu/continuing-ed/allied-health](http://waynecc.edu/continuing-ed/allied-health)**







# NURSE AIDE COURSES

## NURSE AIDE I DAY TRADITIONAL

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 156+ 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.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/6-5/7	8:30 a.m.-12:30 p.m.	MTW	Magnolia 107	Simmons-Lee

**Course Cost:** \$180.00

### Required Book Information:

1. Nurse Aid Student Manual **Cost:** \$19.50
2. Appendix A Performance Skills **Cost:** \$3.75
3. Hartman's Nursing Assistant Care: Long-Term Care 3rd ed. **ISBN:** 9781604250749 **Cost:** \$55.75
4. Workbook for Hartman's Nursing Assistance Care Long-Term Care 3rd ed. **ISBN:** 9781604250428 **Cost:** \$18.75

## NURSE AIDE I EVENING (HYBRID)

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 156+ 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.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/7-5/8	5:30 p.m.-9:30 p.m.	TTH & ONLINE	Magnolia 105	Quinn

**Course Cost:** \$180.00

### Required Book Information:

1. Nurse Aid Student Manual **Cost:** \$19.50
2. Appendix A Performance Skills **Cost:** \$3.75

## 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 taken off the NA I registry more than two years qualify to take this course, others must consult with the program director/coordinator for admission.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
2/7-2/28	10 a.m.-4 p.m.	F	Magnolia 107	Carmichael

**Course Cost:** \$125.00

**Required Book Information:** Appendix A Performance Skills **Cost:** \$3.75

## NURSE AIDE ACCELERATED DAY CLASS

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 120+ 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.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/6-2/26	8:30 a.m.-12:30 p.m.	MTWTH	Magnolia 105	Stovall
3/10-4/30	8:30 a.m.-12:30 p.m.	MTWTH	Magnolia 105	Stovall

**Course Cost:** \$180.00

### Required Book Information:

1. Nurse Aid Student Manual **Cost:** \$19.50
2. Appendix A Performance Skills **Cost:** \$3.75
3. Hartman's Nursing Assistant Care: Long-Term Care 3rd ed. **ISBN:** 9781604250749 **Cost:** \$55.75
4. Workbook for Hartman's Nursing Assistance Care Long-Term Care 3rd ed. **ISBN:** 9781604250428 **Cost:** \$18.75

## DIALYSIS TECHNICIAN

This course is to prepare individuals with the theoretical, technical, and clinical skills needed to maintain equipment and provide patient care to those being treated for chronic renal diseases. Class formats include online/class lecture, lab and clinical activities. Successful completion of this course will prepare individuals for employment as a dialysis technician in hospitals, renal dialysis facilities and clinics. After one year of work experience individuals are eligible to sit for national certification as a clinical Hemodialysis technician.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/7-3/27	5:30 p.m.-8:30 p.m.	TTH	Magnolia 107	Bush
2/10-4/17	5 a.m.-11 a.m.	TBD	Clinical site/TBA	Bush

**Course Cost:** \$180.00

### Required Book Information:

1. Core Curriculum for the Dialysis Technician **ISBN:** 9781937886059 **Cost:** \$47.45

## NURSE AIDE II (HYBRID)

This course prepares the Nurse Aide I to perform more complex skills for patients or residents. Emphasis is on infection control including sterile technique and dressing changes; elimination procedures including catheterizations, care of established ostomies; intravenous site care; suctioning, tracheostomy care, observation and maintenance of oxygen therapy and enteral nutrition methods (tube feedings). 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 60 hours of online and 132 hours of classroom/lab instruction and clinical rotation. Some Saturday clinicals may be required.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/13-5/14	5:30 p.m.-9:30 p.m.	MW	Magnolia 105	Fleming

**Course Cost:** \$180.00

**Required Book Information:** Advanced Skills for Health Care Providers 2nd edition (bundle) **ISBN:** 9780357236499 **Cost:** \$90 (BibliU)

 **BibliU Equitable Access:** Books for this course can be purchased as part of BibliU's Equitable Access Program.

See the Bookstore section on page 47 for details.

## NURSE AIDE II 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 II registry. Persons who have not been taken off the NA II registry more than two years qualify to take this course; others must consult with the program director/coordinator for admission.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
TBA	TBA	TBA	TBA	TBA

**Course Cost:** \$70.00-\$125.00

**Required Book Information:** n/a

**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**

## PHARMACY TECHNICIAN (HYBRID)

This program will train students on interpreting medication orders prescribed by physicians and nurse practitioners, filling orders, preparing mixtures, replenishing drugs, maintaining the patient profile records appropriately and assisting with over the counter medications while adhering to standard procedures and laws. Graduates of the program may take the National Certification Exam.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/9-5/1	5:30 p.m.-9:30 p.m.	TH & ONLINE	Holly 141 & ONLINE	Radford

**Course Cost:** \$180.00

**Required Book Information:** Pharmacy Technician w/workbook (Bundle) 7th ed. **ISBN:** 9781617316722 **Cost:** \$90.00, eText (BibliU)

**BibliU Equitable Access:** Books for this course can be purchased as part of BibliU's Equitable Access Program.

See the Bookstore section on page 47 for details.

## PHLEBOTOMY DAY

This course will train students to become phlebotomists. It will train students in the skills needed to draw blood specimens from patients for testing and/or analyzing blood. Students must complete clinical rotation with 100 venipunctures and 25 finger sticks. Upon completion, the student should be able to demonstrate competence in their phlebotomy skills and a theoretical comprehension of phlebotomy techniques. 110 Clinical hours are required in addition to class hours. Clinical hours scheduled in eight- and 12-hour shifts. At the end of the program, students should be prepared to take the National Phlebotomy Certification Examination.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/16-4/17	8:30 a.m.-12:30 p.m.	THF	Magnolia 105	Sippel

**Course Cost:** \$180.00

**Required Book Information:** The Phlebotomy Handbook 10th ed. **ISBN:** 9780134709321 **Cost:** \$90.00, eText (BibliU)

**BibliU Equitable Access:** Books for this course can be purchased as part of BibliU's Equitable Access Program.

See the Bookstore section on page 47 for details.

## PHLEBOTOMY EVENING TRADITIONAL

This course will train students to become phlebotomists. It will train students in the skills needed to draw blood specimens from patients for testing and/or analyzing blood. Students must complete clinical rotation with 100 venipunctures and 25 finger sticks. Upon completion, the student should be able to demonstrate competence in their phlebotomy skills and a theoretical comprehension of phlebotomy techniques. 110 Clinical hours are required in addition to class hours. Clinical hours scheduled in eight- and 12-hour shifts. At the end of the program, students should be prepared to take the National Phlebotomy Certification Examination.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/22-4/16	5:30 p.m.-9:30 p.m.	MW	Magnolia 107	Merideth

**Course Cost:** \$180.00

**Required Book Information:** The Phlebotomy Handbook 10th ed. **ISBN:** 9780134709321 **Cost:** \$90.00, eText (BibliU)

**BibliU Equitable Access:** Books for this course can be purchased as part of BibliU's Equitable Access Program.

See the Bookstore section on page 47 for details.

## STERILE PROCESSING (HYBRID)

This program will train students in the primary responsibilities of a central supply Sterile Processing Technician. The course will include sterilization, disinfection, preparation, storage and distribution of instruments, inventory management, quality assurance, and more, preparing students for work in a hospital's sterile processing department.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/6-5/7	5:30 p.m.-9:30 p.m.	W & ONLINE	UNC Wayne & ONLINE	Quinn

**Course Cost:** \$180.00

**Required Book Information:**

1. The Basics of Sterile Processing, 7th Edition Textbook, Central Sterile Processing University **Cost:** \$187.25
2. The Basics of Sterile Processing, 7th Edition Workbook, Central Sterile Processing University **Cost:** \$27.75
3. The Technician Study Guide, 11th Edition, CBSPD **Cost:** \$20.75
4. Medical Terminology in a Flash 4th edition, FA Davis **ISBN:** 9780803689534 **Cost:** \$135.00

## LOOKING FOR MORE INFORMATION?

Visit our website at  
[waynecc.edu/continuing-ed/allied-health](http://waynecc.edu/continuing-ed/allied-health)

# HUMAN RESOURCES DEVELOPMENT (HRD)

For more information, please contact 919-739-6900



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.

## ON-CAMPUS HRD CLASSES

### PEER SUPPORT SPECIALIST

This training is designed to help prepare peer specialists for work in the North Carolina mental health and substance use disorder (mh/sud) service system. Training is for 50 hours. Students who complete the course will receive a certificate that shows that the person has satisfactorily completed approved training and met application criteria.

**PREREQUISITES** - Proof of high school diploma or high school equivalency, completion of application and registration and completion of advanced assignment due the first day of class.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/31-2/9	8 a.m.-5 p.m.	F-SU	WLC 161	C. Boyette
5/16-5/25	8 a.m.-5 p.m.	F-SU	WLC 161	C. Boyette
8/8-8/17	8 a.m.-5 p.m.	F-SU	WLC 161	C. Boyette
11/7-11/16	8 a.m.-5 p.m.	F-SU	WLC 161	C. Boyette

**Course Cost:** \$125.00

**Required Book Information:** n/a

### COMPUTER LITERACY

This course provides employability skills training for unemployed and underemployed adults. The curriculum framework and the content of the instructional materials will focus on computer use skills as they relate to: 1) developing basic keyboarding, word processing and Internet skills, 2) learning technology-based job search strategies to include the use of social networking, 3) applying for employment online, and 4) accessing governmental and education resources and services.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
3/2-4/9	2 p.m.-4 p.m.	MW	Main Campus	TBA

**Course Cost:** \$70.00

**Required Book Information:** n/a

### FINANCIAL LITERACY - ADULTING 101

This course is designed to provide employability skills training for unemployed and underemployed adults. The curriculum framework is designed to help students understand real-life economic concepts and economic ways of thinking that will enable them to make better informed decisions as it relates to their role as a member of the workforce. Topics include, but are not limited to, budgeting, credit, and basic economic literacy concepts.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
2/3-3/12	10 a.m.-12 p.m.	MW	Main Campus	TBD

**Course Cost:** \$70.00

**Required Book Information:** n/a

### GET HIRED! BOOTCAMP

This course is designed for those who want to enter or re-enter the workplace with a focus on exploring careers and job opportunities, technology training, and financial literacy. Students will also understand what employers are looking for in new hires and examine their own employment history. Students will explore resources available to assist them in their effort to Get Hired.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/6	9 a.m.-12 noon	M	NC Works Career Center	B. Matthews
2/3	9 a.m.-12 noon	M	NC Works Career Center	B. Matthews
3/3	9 a.m.-12 noon	M	NC Works Career Center	B. Matthews
4/7	9 a.m.-12 noon	M	NC Works Career Center	B. Matthews
5/5	9 a.m.-12 noon	M	NC Works Career Center	B. Matthews

**Course Cost:** \$70.00

**Required Book Information:** n/a

### PHASE I: HUMAN SERVICES EXPLORATION DSS

This course covers skills and strategies designed to provide employability skills training and career exploration to meet basic entry-level requirements for the role of Income Maintenance Caseworker within Division of Social Services agencies. Students must attend a mandatory information session to participate in this class. For more information, call 919-739-6900.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/7-3/13	5:30 p.m.-8:30 p.m.	TTH	Spruce 114	P. Faison

**Course Cost:** \$125.00

**Required Book Information:** n/a

Continued on next page



**PHASE II: INCOME MAINTENANCE CASEWORKER - NCFAS**

This course covers a variety of skills associated with the Income Maintenance Caseworker role to determine service eligibility. Specific focus will include proficiency in the utilization of the NCFAS application. Other topics will include skill in communication, interviewing, time management, data gathering/compiling, and data analysis. (Prerequisite Class: Human Services Exploration DSS) For more information, contact Lisa Newkirk at 919-739-6931.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
3/24-6/4	5:30 p.m.-8 p.m.	MW	Spruce 114	P. Faison

**Course Cost:** \$125.00

**Required Book Information:** n/a

**OFF-CAMPUS HRD CLASSES****RESUME PREP**

This course will focus on strategies for writing effective résumés.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/8	9 a.m.-12 noon	W	NC Works Career Center	B. Matthews
2/19	9 a.m.-12 noon	W	NC Works Career Center	B. Matthews
3/26	9 a.m.-12 noon	W	NC Works Career Center	B. Matthews
4/30	9 a.m.-12 noon	W	NC Works Career Center	B. Matthews

**Course Cost:** \$70.00

**Required Book Information:** n/a

**REENTRY JOB SEARCH SKILLS**

This course provides work-readiness strategies for students who are "justice-involved." Individuals who have experienced justice involvement ranging from being charged to being recently released from incarceration, can experience barriers to obtaining some licenses, certifications, and, ultimately, employment. This course helps students learn how to navigate job interviewing and resume preparation customized to their needs that will help them in their employment search.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
2/5	9 a.m.-12 noon	W	NC Works Career Center	B. Matthews
3/19	9 a.m.-12 noon	W	NC Works Career Center	B. Matthews
4/23	9 a.m.-12 noon	W	NC Works Career Center	B. Matthews

**Course Cost:** \$70.00

**Required Book Information:** n/a

**CAREER EXPLORATION**

Do you know what you want to be when you grow up? If the answer is no, we can assist you! This course will give you an opportunity to assess your individual assets and limitations in an effort to help you discover your career pathway.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/22	9 a.m.-12 noon	W	NC Works Career Center	Doyle
3/5	9 a.m.-12 noon	W	NC Works Career Center	Doyle
4/19	9 a.m.-12 noon	W	NC Works Career Center	Doyle

**Course Cost:** \$70.00

**Required Book Information:** n/a

**MOCK INTERVIEWS**

Are you preparing for a job interview and need help presenting your best self? This course will review appropriate interview tips including what to do before, during and after the interview.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/15	9 a.m.-12 noon	W	NC Works Career Center	S. Pugh
2/26	9 a.m.-12 noon	W	NC Works Career Center	S. Pugh
4/2	9 a.m.-12 noon	W	NC Works Career Center	S. Pugh
5/7	9 a.m.-12 noon	W	NC Works Career Center	S. Pugh

**Course Cost:** \$70.00

**Required Book Information:** n/a

**ONLINE JOB SEARCH**

This course will teach you where to look for employment online and will include how to access job related websites, upload employment documents and how to present your best self via technology.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/29	9 a.m.-12 noon	W	NC Works Career Center	B. Matthews
3/12	9 a.m.-12 noon	W	NC Works Career Center	B. Matthews
4/16	9 a.m.-12 noon	W	NC Works Career Center	B. Matthews

**Course Cost:** \$70.00

**Required Book Information:** n/a



## INDUSTRIAL & MANUFACTURING OCCUPATIONS

For more information, please contact: Todd King at 919-739-6814 or [stk@waynecc.edu](mailto:stk@waynecc.edu)

### ADVANCED WELDING - BILINGUAL

This course is designed to further familiarize students with advanced welding. Training strategies will include lecture and hands-on activities with evaluation based on attendance, class participation, and demonstration of skills. This course will also prepare students with job skills in stick welding, gas welding, operation of cutting torch, electric welding, heliarc welding, and safety.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/25-4/12	8 a.m.-4:30 p.m.	S	Hocutt 170	Perez

**Course Cost:** \$180.00

**Required Book Information:** n/a

### 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	LOCATION	INSTRUCTOR
1/13-3/10	6 p.m.-9 p.m.	M	Hocutt 160/170	Edmonds

**Course Cost:** \$70.00

**Required Book Information:** n/a

### BASIC WELDING II

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	LOCATION	INSTRUCTOR
3/7-5/5	6 p.m.-9:30 p.m.	M	Hocutt 160/170	Edmonds

**Course Cost:** \$70.00

**Required Book Information:** n/a

**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**

## FORK LIFT OPERATOR

Participants successfully completing this course will be eligible for the fork lift operator's license. Topics to be presented include basic design of lift trucks, stabilization of trucks, maintenance, operating techniques, and safety aspects in operation.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
TBA	8 a.m.-12 p.m.	S	Ash 124	Staff
	12:30 p.m.-4:30 p.m.	S	Ash 124	Staff
TBA	8 a.m.-12 p.m.	S	Ash 124	Staff
	12:30 p.m.-4:30 p.m.	S	Ash 124	Staff

**Course Cost:** \$70.00

**Required Book Information:** n/a **\*Requirements:** No sandals, flip flops, or tennis shoes; closed-toe shoes or boots only (steel toe preferred); long pants required.

## SOLDADURA- NIVEL AVANZADO - BILINGUE

Este curso de soldadura esta disenado para estudiantes de nivel avanzado. Las estrategias que se presentaran incluyen exposiciones de temas especificos, ejecucion y practica de soldaduras. Los estudiantes seran evaluados en base a su asistencia, participacion en clase y demostracion de sus habilidades. Este curso tambien preparara al estudiante en soldadura de varilla, de gas, electrica, uso de antorcha de corte, heliarca (GTAW) y seguridad.

COMIENZO/ FINALIZA	CLASE HORA	CLASE DIAS	UBICACION	INSTRUCTOR
TBA	8 a.m.-4:30 p.m.	S	Hocutt 170	Perez

**Course Cost:** \$180.00

**Required Book Information:** n/a

## OPERATÈ CHARIOT - KREYÒL

Patisipan ki konplete kou sa a avèk siksè ap kalifye pou lisans operatè charyo. Sijè yo dwe prezante yo enkli konsepsyon debaz kamyon leve yo, estabilizasyon kamyon yo, antretyen, teknik operasyon, ak aspè sekirite yo.

DAT KÒMANSE/FINI	TAN KLAS	JOU KLAS	KOTE	PWOFESÈ
TBA	8 a.m. jiska 1 p.m.	SAMDI	ASH 124	Staff

**Pri Kou:** \$70.00

**Enfòmasyon sou liv obligatwa:** n/a **\*Kondisyon:** Pa mete sandal, sapat, oswa soulye tenis; Mete soulye fèmèn oswa bòt sèlman (zòtèy asye pi pito); pantalon long obligatwa.

## LOOKING FOR MORE INFORMATION?

visit us at:

<https://www.waynecc.edu/continuing-ed/industrial-manufacturing-occupations/>



OR  
Scan QR Code



## LANGUAGE

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

### EVERYDAY SPANISH - LEVEL I

This course provides an introduction to the understanding, speaking, reading, and writing of the Spanish language. Emphasis is placed on pronunciation, parts of speech, communicative phrases, relevant culture, and skills for language acquisition. Upon completion, students should be able to identify and apply basic grammar concepts, display cultural awareness, and communicate simple Spanish phrases.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/15-2/20	6 p.m.-8 p.m.	WTH	ONLINE	Medina

**Course Cost:** \$70.00

**Required Book Information:** n/a

### EVERYDAY SPANISH - LEVEL II

This course will build upon the basic level and continue Spanish-language skills for your daily speech within Spanish-speaking cultures and businesses. Students will be able to learn questions and expressions commonly used with customers or coworkers in their daily occupations. Topics include the fundamentals of syntax, verb tenses, oral/verbal comprehension, and vocabulary building. Upon completion, students should be able to communicate more functionally, supporting the communication and cultural events and improving service and understanding with native Spanish speakers. (For business/ industry/agency personnel.) Students will receive a WCC certificate upon course completion. Pre-requisite: Level I

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
3/12-4/17	6 p.m.-8 p.m.	WTH	ONLINE	Medina

**Course Cost:** \$70.00

**Required Book Information:** n/a

### SPANISH FOR MEDICAL PERSONNEL

In this course students will learn essential medical terminology, patient-care phrases, and cultural nuances to improve interactions with Spanish-speaking patients. This course focuses on practical conversation skills, including taking medical histories, explaining procedures, providing instructions, and discussing symptoms. Through role-playing and real-life simulations, students will practice communication strategies that are applicable in clinical environments.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
2/3-3/27	10 a.m.-11 a.m.	MWF	Magnolia 221	Harris

**Course Cost:** \$70.00

**Required Book Information:** n/a

## NEED MORE INFORMATION?

Visit us at [waynecc.edu/continuing-ed](http://waynecc.edu/continuing-ed)  
for course listings, descriptions, and more!





## 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), health and nutrition, home maintenance (small gas engine repair), sewing, defensive driving, and other cultural and civic needs.

**FOR MORE INFORMATION CALL 919-739-6931**

### 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 are introduced.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/14-3/4	6 p.m.-9 p.m.	T	Spruce 138	Price
3/15-5/13	6 p.m.-9 p.m.	T	Spruce 138	Price

**Course Cost:** \$50.00

**Required Book Information:** n/a

### DEFENSIVE DRIVING - 4 HOURS

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	LOCATION	INSTRUCTOR
10/17	6 p.m.-10 p.m.	TH	WLC 212	Alston
11/2	8:30 a.m.-12:30 p.m.	S	WLC 212	Alston
11/14	6 p.m.-10 p.m.	TH	WLC 212	Alston
12/7	8:30 a.m.-12:30 p.m.	S	WLC 212	Alston
12/19	6 p.m.-10 p.m.	TH	WLC 212	Alston
1/11	8:30 a.m.-12:30 p.m.	S	WLC 212	Alston
1/23	6 p.m.-10 p.m.	TH	WLC 212	Alston
2/8	8:30 a.m.-12:30 p.m.	S	WLC 212	Alston
2/20	6:00 p.m.-10 p.m.	TH	WLC 212	Alston
3/8	8:30 a.m.-12:30 p.m.	S	WLC 212	Alston
3/20	6 p.m.-10 p.m.	TH	WLC 212	Alston
4/5	8:30 a.m.-12:30 p.m.	S	WLC 212	Alston
4/17	6 p.m.-10 p.m.	TH	WLC 212	Alston
5/3	8:30 a.m.-12:30 p.m.	S	WLC 212	Alston
5/31	8:30 a.m.-12:30 p.m.	S	WLC 212	Alston
6/12	6 p.m.-10 p.m.	TH	WLC 212	Alston
6/28	8:30 a.m.-12:30 p.m.	S	WLC 212	Alston
7/10	6 p.m.-10 p.m.	TH	WLC 212	Alston
7/26	8:30 a.m.-12:30 p.m.	S	WLC 212	Alston
8/7	6 p.m.-10 p.m.	TH	WLC 212	Alston

**Course Cost:** \$50.00

**Required Book Information:** n/a

## DEFENSIVE DRIVING - 8 HOURS

This course is the most comprehensive defensive driving curriculum and is taught in an eight-hour format. A Certified Defensive Driving Instructor provides safe driving techniques according to the North Carolina Safety and Health Council. Students learn through scenario-based training. They'll evaluate and assess high-risk driving situations and determine the most effective response using defensive driving techniques and collision prevention strategies.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
8/31	8 a.m.-5 p.m.	S	WLC 212	Alston
10/26	8 a.m.-5 p.m.	S	WLC 212	Alston
1/25	8 a.m.-5 p.m.	S	WLC 212	Alston
3/22	8 a.m.-5 p.m.	S	WLC 212	Alston
5/17	8 a.m.-5 p.m.	S	WLC 212	Alston
7/19	8 a.m.-5 p.m.	S	WLC 212	Alston

**Course Cost:** \$100.00

**Required Book Information:** n/a

## PAINTING 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/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
2/6-3/13	4 p.m.-8 p.m.	TH	Dogwood 206	Edwards
5/22-6/26	4 p.m.-8 p.m.	TH	Dogwood 206	Edwards
8/21-9/25	4 p.m.-8 p.m.	TH	Dogwood 206	Edwards

**Course Cost:** TBA

**Required Book Information:** n/a



# MUSIC COURSES

## BISON COMMUNITY CONCERT BAND

The Bison Community Concert Band offers an inviting atmosphere for band musicians of all skill levels to enjoy performing as a part of an ensemble. Participants ages 16 and older are welcome and must provide their own band instrument. Instrument rentals are available at local area music stores. Concerts will be performed at the end of each semester at WCC and at various community events throughout the year. All concerts are open to the public.

Students can rent instruments from this website:

<https://www.musicarts.com/rentals/locations/nc/goldsboro/locations-by-city>

Or scan QR Code.



BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/8-5/9	7 p.m.-9 p.m.	TH	Moffatt Auditorium	Ford

**Course Cost:** \$35.00

**Required Book/Materials Information:** Students will need to bring their own instruments.

## PIANO I

This course provides group instruction in skills and techniques of the piano for those with little or no previous experience. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/9-5/8	10 a.m.-11 a.m.	TTH	Dogwood 201	Morris
1/9-5/8	12 p.m.-1 p.m.	TTH	Dogwood 203	Morris

**Course Cost:** \$35.00

**Required Book/Materials Information:** n/a



## WCC GOLDEN BISON PROGRAM



This program offers courses geared towards adults 55 and over. We aim to engage our Golden Bison with lifelong learning while learning a new craft. Introduce this opportunity to your family, friends, or neighbors. We hope to see you soon.

### GOLDEN BISON BENEFITS:

- Meet new friends
- Lifelong learning opportunities
- Golden Bison Identification on campus
- Recognition at campus events
- Quarterly breakfasts
- Holiday courses

### WEAVING, CARDBOARD LOOM

This course teaches students the basic over and under the technique of plain weaving. Upon the completion of this class, students will have completed a weaved wall hanging on cardboard.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/30-3/6	1 p.m.-3 p.m.	TH	Spruce 120	Gardner
3/27-5/1	1 p.m.-3 p.m.	TH	Spruce 120	Gardner

**Course Cost:** \$25

**Required Book Information:** n/a

### SEWING NOVELTIES

This course is designed for beginners and advanced students. The students are taught how to operate a sewing machine and 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/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/14-3/4	12:30 p.m.-3:30 p.m.	T	Senior Center Goldsboro	Price
3/25-5/13	12:30 p.m.-3:30 p.m.	T	Senior Center Goldsboro	Price

**Course Cost:** \$35

**Required Book Information:** n/a

### BEGINNING QUILTING

This course teaches students how to make a four-square patch quilt by cutting, measuring, and sewing fabric. Upon class completion, students will learn to make a quilt from the beginning to binding the finished quilt.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/11-3/1	10 a.m.-1 p.m.	S	Spruce 138	Gardner
3/15-5/3	10 a.m.-1 p.m.	S	Spruce 138	Gardner

**Course Cost:** \$25

**Required Book Information:** n/a

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

**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**



## 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 seven core competencies: writing your business plan, financing your business, legally starting your business, finding your customer, marketing your business, small business taxes and basics of bookkeeping.

Contact the Small Business Center Director **Esteban Guzman** at **919-739-6941** or **eguzman@waynecc.edu** for more information.

### WRITING AN EFFECTIVE BUSINESS PLAN

An effective business plan is vital to the success of a small business. This class will discuss tools necessary to write a business plan that will help raise capital and serve as a guide for your business. We will discuss reasons to get started in business, what is needed in a good plan, and presentation helps if the plan is used for funding or attracting partners.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/14	6 p.m.-8 pm	T	ZOOM	Matt Rudisill

### HOW TO BUILD GOOD BOOKKEEPING HABITS

Gain basic knowledge of how to properly record and keep financial transactions for your small business. An overview of important financial reports, and how to use them to make the best business decisions.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/16	2 p.m. - 5 p.m.	Th	Walnut 104	Cynthia Roberts, CPA

### QUICKBOOKS ESSENTIALS

Getting Your Feet Wet: An introductory course of the QuickBooks software, including setting up a new company and chart of accounts, recording transactions with customers, vendors, and employees, reconciling bank and credit card statements, generating reports, scanning, and attaching documents

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/16	6 p.m.-9p.m.	Th	Walnut 104	Cynthia Roberts, CPA

### FINDING YOUR CUSTOMERS

Market research isn't just for startups; it's an important ongoing process for every small business. Developing a focused and effective marketing plan requires up-to-date market analysis. Discover the variety of market research tools that will give you critical information about your industry and customers. Get the data you need to test the feasibility of a new business, find the competition and potential customers interested in your proposed product or service.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/21	6 p.m.-8 pm	Th	ZOOM	Matt Rudisill

## SBC SPRING 2025 SEMINARS/WEBINARS

### PRE-REGISTRATION IS RECOMMENDED!

Please pre-register on-line at:  
**[www.ncsbc.net/center.aspx?center=75550](http://www.ncsbc.net/center.aspx?center=75550)**

### Or Scan QR Code below

Scroll down to find your seminar and click "Register".

Or you may call **919-739-6941**.

Links to webinars are emailed after the registration process is complete.

**Seminars are held in person and online, please check which one your seminar is going to be.**

*Most SBC seminars require a minimum of three pre-registered attendees before the session can be held as scheduled. By pre-registering you will be notified of any changes in the schedule.*

**SMALL BUSINESS CENTER DIRECTOR**  
**ESTEBAN GUZMAN**  
**919-739-6941 | [EGUZMAN@WAYNECC.EDU](mailto:EGUZMAN@WAYNECC.EDU)**



**SCAN QR CODE FOR  
LIST OF CURRENT  
EVENTS/WORKSHOPS**



## MARKETING YOUR BUSINESS FOR SUCCESS

Marketing for the 21st Century small business is more dynamic and challenging than ever. Discover how to most effectively and efficiently use the many marketing tools available. Gain insights to understand and reach your customer, analyze your industry and business environment and differentiate between branding, advertising, and grassroots marketing techniques. Explore the components of an effective marketing plan in this comprehensive seminar.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/28	6 p.m.-8p.m.	T	ZOOM	Matt Rudisill

## HOME BASED BUSINESS SUCCESS

Do you want to start a home-based business? What do you need to do to make it successful? Discover tips and tactics to make every moment count and learn what it takes to have a thriving home-based operation. From office setup to daily schedules, this seminar will give you the tools needed to run efficiently and most importantly, enjoy what you are doing.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
2/4	3 p.m.-5 p.m.	T	ZOOM	Matt Rudisill

## LAUNCH MODULE 1: STARTING THE ENTREPRENEURSHIP JOURNEY WITH YOUR SMALL BUSINESS IDEA

Introduction to the Program

Participants will learn creative methods to brainstorm problems in the market that could provide new business opportunities.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
2/6	6 p.m.-8p.m.	Th	Walnut 101	Spiron Solutions

## HOW TO START A SUCCESSFUL NONPROFIT

Seminar 1 of 2. Learn from an expert how to successfully start a Nonprofit

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
2/11	6 p.m.-8p.m.	T	ZOOM	Amber M. Smith

## LAUNCH MODULE 2: VALIDATING THE BUSINESS IDEA FOR A SMALL BUSINESS

Participants will learn the value and methodology of gaining insights from potential customers about their selected market problem using the concept of human centered design.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
2/13	6 p.m.-8p.m.	Th	Walnut 101	Spiron Solutions

## FIND AND GROW YOUR FUNDING: 5 WAYS TO GENERATE NONPROFIT REVENUE

Seminar 2 of 2. A nonprofit, like any other business, needs to generate revenue to make things happen. Learn about how to find and grow your funding.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
2/18	6 p.m.-8p.m.	T	ZOOM	Amber M. Smith

## LAUNCH MODULE 3: REFINING THE BUSINESS IDEA

Participants will learn the value and methodology of gaining insights from potential customers about their selected market problem using the concept of human centered design.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
2/20	6 pm.-8pm.	Th	Walnut 101	Spiron Solutions

## LAUNCH MODULE 4: CREATING A BUSINESS PLAN

Participants will learn the basics of creating a business model. They will learn when/how to use a traditional business plan versus a newer business canvas and will start creating both. The Business Plan outlines the aspects that are needed to operate and fund a business.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
2/27	6 pm.-8pm.	Th	Walnut 101	Spiron Solutions

## WRITING AN EFFECTIVE BUSINESS PLAN

An effective business plan is vital to the success of a small business. This class will discuss tools necessary to write a business plan that will help raise capital and serve as a guide for your business. We will discuss reasons to get started in business, what is needed in a good plan, and presentation helps if the plan is used for funding or attracting partners.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
3/4	6 pm.-8 pm	T	ZOOM	Matt Rudisill

## LAUNCH MODULE 5: SMALL BUSINESS FINANCES

Participants will learn the core concepts of small business finances and will gain a deeper understanding of the logistics and investment involved in starting a new enterprise.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
3/6	6 pm.- 8pm.	Th	Walnut 101	Spiron Solutions

## LAUNCH MODULE 6: MARKETING YOUR SMALL BUSINESS

Participants will learn the core marketing concepts that cover multiple modalities, platforms and strategies, they will identify their target markets, create personas and develop a basic business plan that fits their needs.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
3/13	6 pm.-8pm.	Th	Walnut 101	Spiron Solutions

## HOW TO BUILD GOOD BOOKKEEPING HABITS

Gain basic knowledge of how to properly record and keep financial transactions for your small business. An overview of important financial reports, and how to use them to make the best business decisions.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
3/18	2pm.-5pm.	Th	Walnut 104	Cynthia Roberts, CPA

## QUICKBOOKS ESSENTIALS

Getting Your Feet Wet: An introductory course of the QuickBooks software, including setting up a new company and chart of accounts, recording transactions with customers, vendors, and employees, reconciling bank and credit card statements, generating reports, scanning, and attaching documents

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
3/18	6pm.-9pm.	Th	Walnut 104	Cynthia Roberts, CPA

## LAUNCH MODULE 7: MANAGING YOUR SMALL BUSINESS

Participants will learn core concepts of small business operations and management; they will gain a deeper understanding of the day to day process and tools required to effectively manage an enterprise.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
3/20	6 pm.- 8pm.	Th	Walnut 101	Spiron Solutions

## LAUNCH MODULE 8: UNDERSTANDING STRATEGY, COMPETITION AND MARKETING FOR YOUR SMALL BUSINESS.

Participants will learn how to strategically estimate both total potential market sizes. They will also learn tools to assess competition in the market and understand how to situate themselves alongside other enterprises to gain the most market share.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
3/27	6 pm.- 8pm.	Th	Walnut 101	Spiron Solutions



### VISIT THE SMALL BUSINESS CENTER

We provide 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, Wayne Learning Center Suite 195

Visit us online at [waynecc.edu/continuing-ed/small-business-center](http://waynecc.edu/continuing-ed/small-business-center)



## HOW TO START A SMALL BUSINESS THE RIGHT WAY!

Unfortunately, most entrepreneurs start their new business uninformed and without any thought to licenses, permits, zoning, taxes, insurance, and much more. Doing so can often lead to fines, penalties, financial losses, and the closure of the business. North Carolina is a "business friendly" state that makes opening a small business easy! During this presentation, Bob Moore, entrepreneur and former business technical advisor, will show you how to determine what licenses and permits you need, how to satisfy the IRS requirements, what records you need to keep, how to satisfy the NC Department of Revenue requirements, the legal structures available to you in this great state and much more! If you have the proper knowledge, starting a new for-profit business often takes four hours or less! Invest a small amount of time in attending this seminar and learn "How to Start a Small Business...the Right Way!" Make plans to attend now!

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
3/25	6 pm.-8pm.	T	Walnut 101	Bob Moore

## LAUNCH MODULE 9: LAUNCHING YOUR PRODUCT/SERVICE: TESTING AND GO-TO MARKET STRATEGY.

Participants will learn Preto typing, Prototyping, Testing Plan, Go To Market Strategy Canva.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
4/3	6 pm.-8pm.	Th	Walnut 101	Spiron Solutions

## HOW TO INCREASE YOUR CREDIT SCORE TO OVER 740 POINTS; PREPARE FOR A BANK BUSINESS LOAN!

Have you checked your credit score recently? If not, do not be surprised if you are like millions of Americans who have discovered that their score is now lower, even as much as 100 points lower. One young man recently discovered that his score had dropped 41 points despite the fact that he had not made a late payment in over 12 years, he had maintained an extremely low utilization of his revolving credit, and he had not acquired any new credit in over a year. So, he, like many of you, was left wondering why? Whereas the major factors used in determining our credit scores have not changed, the formula or method for determining your score does change frequently. These changes as well as the "basics" and many legal "tricks" on "How to Increase Your Credit Score to Over 740 Points" are revealed in this informative presentation by Bob Moore. Other items discussed include how many credit cards you should have and the proper way to use these cards, what to do with credit cards you have had for a long time but you no longer use, how to read and understand credit reports, how to obtain your credit reports and scores without paying for them, and the factors that are used in calculating our FICO, Beacon, or Vantage scores. You will learn how to raise your score simply by the way you use your credit cards, treat inquiries, make your payments and carry balances. Using several proven methods, your credit score could increase by 50-100 points or more within 60 days. Make plans to attend now!

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
4/8	6 pm.-8pm.	T	Walnut 101	Bob Moore

## LAUNCH MODULE 10: MARKETING YOUR SMALL BUSINESS

Participants will learn the core marketing concepts that cover multiple modalities, platforms and strategies. They will identify their target markets, create personas and develop a basic business plan that fits their needs.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
4/10	6 pm.-8pm.	Th	Walnut 101	Spiron Solutions

## WHY SUCCESSFUL BUSINESSES ARE SUCCESSFUL

Too often, we hear that "luck" is the main reason a business fails or succeeds. This could not be farther from the truth as successful businesses share common traits and luck is not one of them. After being part of an almost three-year project researching hundreds of small businesses in North Carolina, South Carolina and Virginia, the presenter created this presentation that reveals common traits successful small businesses possess. Small businesses that possess these traits have shown growth and produced handsome profits for their owners. This presentation is designed for the individual thinking of opening a new business as well as existing entrepreneurs who seek the inside secrets of how to make their business better with greater sustainability. Opening and operating a small business involves a huge investment of time, talent and resources. Ensure the success of your business and your personal success by planning to attend this informative and enlightening event.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
4/15	6 pm.-8pm.	T	Walnut 101	Bob Moore

## LAUNCH MODULE 11: WAYS TO SAVE TIME AND MONEY IN RUNNING YOUR SMALL BUSINESS

Participants will learn methodologies to assist in establishing and maintaining efficient business processes. They will learn tips and platform options that help manage their time.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
4/17	6 pm.-8pm.	Th	Walnut 101	Spiron Solutions

## PRE-REGISTRATION IS HIGHLY ENCOURAGED.

## 15 COMMON MISTAKES THAT WILL UNDERMINE ANY BUSINESS

We have all heard the old saying "learn from other's mistakes." The presenter, Bob Moore, created this presentation from his experiences of owning his own businesses and working for medium and large domestic and international corporations. Opening and operating a small business normally involves a great deal of time and a substantial financial investment. During this presentation, you will learn the fifteen most common mistakes made by entrepreneurs and many corporations that ultimately undermine the business. Regardless of whether you are opening or operating a business, regardless of the size of your company, this information will prove to be invaluable in helping you form a legal, profitable, and growing business. Make a solid investment in the future survival of your business by planning to attend this informative presentation.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
4/29	6 pm.-8pm.	T	Walnut 101	Bob Moore

## LAUNCH MODULE 12: PREPARING TO PITCH YOUR SMALL BUSINESS TO GARNER RESOURCES

Participants will learn about pitch decks and will create their own, which can be used to present their business idea in a concise manner to potential investors and lenders.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
5/1	6 pm.-8pm.	Th	Walnut 101	Spiron Solutions

## BE FREE FROM DEBT'S HOLD; PREPARE FOR A BANK BUSINESS LOAN

Have you ever thought of being your own boss and starting a small business? Perhaps you have another dream, but your debt is out of control and preventing your dream from becoming a reality. Now is the time to learn how to "Be Free from Debt's Hold..." How would you like to pay off all your consumer debt, credit cards, car payments, and loans? How would you like to know the exact month and year you could be out of debt, legally and without a tax liability? Now is the time to start living a better life, a life without debt. In this two-hour presentation, you will learn a simple yet effective method to start the process of making yourself debt free! You will also learn about the shams and "quick fixes" that should be avoided and how to properly and legally deal with creditors. Bring a list of your debts with balances and monthly payments and learn how to develop your own debt elimination plan that can be implemented immediately into your lifestyle. You will learn how to control debt, instead of allowing debt to control you! Before you apply for a business loan, consider making the next large purchase or accepting a new credit card, take the time to attend this life-changing seminar. Bring a calculator! "The Worse Place You Can Ever Live Is Beyond Your Means!"

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
5/6	6 pm.-8pm.	T	Walnut 101	Bob Moore

## IDENTIFYING AND AVOIDING THREATS TO YOUR BUSINESS

There are literally hundreds of threats that can affect a small business. A new big box store competitor, key employees leaving, rising gas prices, recessions, health problems, new legislation and the list goes on and on. Most existing and new business owners either lack the ability or never "slow down" long enough to identify possible internal and external threats to their businesses. Often, by the time a threat is realized, damage to the business has occurred. This seminar will reveal many common threats small businesses face, assist entrepreneurs in learning how to determine, if possible, threats currently exist or if they could exist in the near future and most importantly, how to avoid these threats. Ensure the success and sustainability of your business by gaining the information presented in this seminar.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
5/15	6 pm.-8pm.	T	Walnut 101	Bob Moore

# BOOTS TO BUSINESS

Veterans and military personnel returning from active duty are wonderfully over-represented in entrepreneurship. One in seven veterans is either self-employed or already a small business owner. Roughly one quarter of transitioning service members are interested in starting or buying their own business. One of our most important roles is supporting those men and women who have returned home from active duty and are looking to start a small business. We offer a variety of programs and services specifically designed to do just that.

\*\*\*THIS SEMINAR IS OPEN ONLY TO ACTIVE DUTY, THEIR DEPENDENTS AND VETERANS OF THE US MILITARY.\*\*\*

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/6 and 1/7	9 a.m.-1 p.m.	MT	WLC 161	J. Cook
2/3 and 2/4	9 a.m.-1 p.m.	MT	WLC 161	J. Cook
3/3 and 3/4	9 a.m.-1 p.m.	MT	WLC 161	J. Cook
4/7 and 4/8	9 a.m.-1 p.m.	MT	WLC 161	J. Cook
5/5 and 5/6	9 a.m.-1 p.m.	MT	WLC 161	J. Cook

To register for these events, please call: Airman & Family Readiness Center at 919-722-1123.

**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**



# TRANSITIONAL PROGRAMS FOR COLLEGE AND CAREER

**Classes Begin the Week of January 6, 2025**

[waynecc.edu/continuing-ed/programs/tpcc](http://waynecc.edu/continuing-ed/programs/tpcc)



CONTACT US

## General Information:

Ms. Babb, 919-739-6908  
[ejbabb@waynecc.edu](mailto:ejbabb@waynecc.edu)

## Admissions:

Mr. Warren, 919-739-6921  
[harwar@waynecc.edu](mailto:harwar@waynecc.edu)

## English Language

### Acquisition:

Ms. Abalo-Zarate, 919-739-6924  
[mfabalo-zarate@waynecc.edu](mailto:mfabalo-zarate@waynecc.edu)

or

Ms. Hall, 919-739-6911  
[ajhall@waynecc.edu](mailto:ajhall@waynecc.edu)

[www.facebook.com/wccbasicskills](https://www.facebook.com/wccbasicskills)

Contact Ms. Babb at 919-739-6908 for more information on the GED® tests!

## OPPORTUNITIES FOR YOU AT ONE OF THE TOP PROGRAMS IN THE STATE!

**Choose the door to the opportunity  
that will lead you to success!**

- ☐ Adult High School Diploma
- ☐ English Language Acquisition
- ☐ Career Pathway Classes
- ☐ Transition to College
- ☐ High School Equivalency
- ☐ WIOA NEXTGEN Program
- ☐ Quest Academy for ELLs
- ☐ College and Career Academy

Dual Enrollment to work on your diploma and college credit

WAYNE COMMUNITY COLLEGE  
WORKFORCE CONTINUING EDUCATION SERVICES

## TRANSITIONAL PROGRAMS FOR COLLEGE AND CAREER



**STUDENT OF THE MONTH AUGUST 2024**  
**DONISHA ARMSTRONG**



**STUDENT OF THE MONTH SEPTEMBER 2024**  
**ASHLEY ADAMS**

**EDUCATION FIRST at TPCC**  
Leads to New Opportunities and Great Careers!



### SESSION SCHEDULE

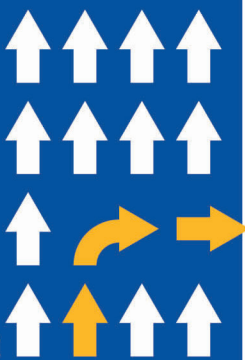
Date	Time
January 13 & 15	2 p.m.-5 p.m.
January 27 & 29	6 p.m.-9 p.m.
February 10 & 12	2 p.m.-5 p.m.
February 24 & 26	6 p.m.-9 p.m.
March 10 & 12	2 p.m.-5 p.m.
March 24 & 26	6 p.m.-9 p.m.
April 14 & 16	2 p.m.-5 p.m.
May 5 & 7	2 p.m.-5 p.m.

### ORIENTATION and placement sessions

- ☐ Please arrive 30 minutes early on the first day of orientation.
- ☐ Orientation sessions are required for all new students.
- ☐ A Social Security card and photo identification are required.
- ☐ Students must attend both days of orientation

**Find  
YOUR  
Path**

Referral Program



*A Collaborative Effort Between Wayne Community College's WIOA program and the Wayne County Public Library Under the Wayne County Pathfinders Initiative*

**Are you or someone you know  
between 16-24 years old and  
not in school or working?**

**THIS SERVICE MAY BE FOR YOU!**

Scan **NOW**  
to access  
our referral  
survey!



For more information:

**SHAQUITA HATCHER**

WIOA Youth Next Gen Career Advisor  
919-739 6923 | srhatcher@waynecc.edu  
waynecc.edu/wioa





# HIGH SCHOOL EQUIVALENCY (HSE)

**STEP 1:** Attend orientation and take a placement test.

**STEP 2:** Enroll in classes. Take a practice GED® or HiSET® test.

**STEP 3:** Take official GED® or HiSET® exam.

## YOU NOW HAVE TWO OPTIONS FOR YOUR HIGH SCHOOL EQUIVALENCY TEST!

We offer the GED® and the HiSET® High School Equivalency tests. Both tests are recognized by colleges and employers. The GED® is a computer-based test and must be taken in the Pearson VUE testing center on the College campus. The HiSET® is a paper and pencil test which is also given on the College campus.

Call us at **919-739-6908** for more information on either option.

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

- [www.gedtestingservice.com/ged-testing-service](http://www.gedtestingservice.com/ged-testing-service)

- [hiset.ets.org](http://hiset.ets.org)

### Pearson VUE Testing Center

#### GED® Testing Location:

**Wayne Learning Center, Room 216-A**  
(located next to the Computer Lab)

### TESTING DAYS AND TIMES:

**Monday: 1 p.m.-5:30 p.m.**

**Tuesday: 8:30 a.m.-1:30 p.m.**

**Wednesday: 1 p.m.-5 p.m. and 6 p.m.-8 p.m.**

**Thursday: 2 p.m.-5:30 p.m.**

**Friday: 8 a.m.-1 p.m.**

**HiSET® Testing is every Thursday 2 p.m.-5:30 p.m.**

**LOCATION: Walnut Building, Room 223**

For updated testing dates or to register to take a test, go to [www.gedtestingservice.com/educators/myged](http://www.gedtestingservice.com/educators/myged) and log on to MyGED® and click on Testing Dates for WayneCC.

For updated HiSET® testing dates and to register to take the HiSET® test, go to [www.hiset.ets.org](http://www.hiset.ets.org).

**Contact Ms. Rabhan at 919-739-6917 for more information on the tests!**

## HIGH SCHOOL EQUIVALENCY CLASS SCHEDULE:

DATES	COURSE	DAYS	TIME	LOCATION
1/6-5/7	Evening Math	MW	6 p.m.-9 p.m.	Walnut 136
1/6-5/7	Fundamental Math	MW	12:30 p.m.-3:30 p.m.	Walnut 224
1/7-5/8	HSE Math Lab	TTH	12:30 p.m.-3 p.m.	Walnut 223
1/7-5/8	HSE Prep Day	TTH	8:30 am-12 p.m.	WLC 214
1/7-5/8	HSE Prep Night	TTH	6 p.m.-9 p.m.	Walnut 136
1/6-5/7	STAR Reading	MW	8:30 am-12 p.m.	Walnut 222-A

# ADULT HIGH SCHOOL

## ADULT HIGH SCHOOL DIPLOMA CLASSES

Spring Semester begins January 6  
 Spring I Classes: January 6-March 4  
 Pre-registration for Spring II Classes: March 3-7  
 Spring II Classes: March 10-May 8



## ADULT HIGH SCHOOL CLASSES - SPRING 2025

DATES	COURSE	DAYS	TIME	LOCATION
1/6-3/3	Algebra 2 (Spring 1)	MW	1 p.m.-4 p.m.	Walnut 223
3/10-5/7	Algebra 2 (Spring 2)	MW	1 p.m.-4 p.m.	Walnut 223
1/7-3/4	English 3 (Spring 1)	TTH	8:30 a.m.-11:30 a.m.	WLC 215
3/11-5/8	English 4 (Spring 2)	TTH	8:30 a.m.-11:30 a.m.	WLC 215

# NEXT STEP

The **Next Step** initiative outlines the path to a postsecondary education, occupational training and self-sufficiency for you and your family.

Faculty and staff in the **Transitional Programs for College and Career** department will fully support you along the way as you consider your Next Step to a **better career** and a **better future**!



### STEP 1

Obtain an adult high school diploma or high school equivalency diploma.



### STEP 2

Enroll in a short-term workforce career pathway. Scholarships may be available.



### STEP 3

Further education in a curriculum certificate, diploma or degree program. Scholarships may be available.

For more information, contact

**Lynn Rabhan**

919-739-6917

lrabhan@waynecc.edu



# BASIC SKILLS PLUS

Take College Classes While Completing  
Your High School Diploma or GED®!

## 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 taking college classes and working towards a career.

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

OTHER CAREER TRACKS AVAILABLE!



Contact Your  
Advisor/Transition Coach

**HAROLD WARREN**

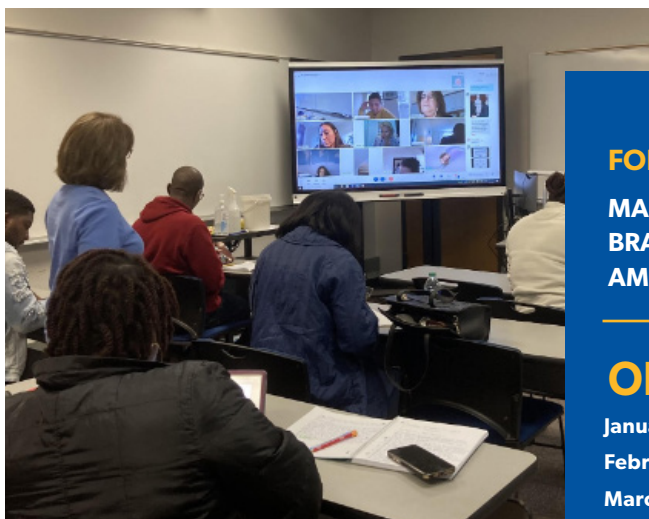


919-739-6921 or  
919-739-6908



VISIT THE WCC  
**STUDENT SUPPORT CENTER**  
**LOCATED IN WALNUT 222-A**

- Advising
- Guidance
- Registration
- Study Hall
- Career Counseling
- WIOA Youth Advising Information
- Workforce 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



## WCC WORKFORCE CONTINUING EDUCATION

# ENGLISH LANGUAGE ACQUISITION (ELA)

ELA classes are offered to adults who would like to learn English as their second language. These classes focus on group conversation, grammar and writing instruction, reading comprehension, civics, and employment skills.

## FOR MORE INFORMATION CONTACT:

MARIA ABALO-ZARATE | 919-739-6924

BRANDIE PAVON | 919-739-6909

AMELIA HALL | 919-739-6911

## ORIENTATION DATES

January 21 | 9 a.m. or 6 p.m. | 21 de Enero

February 4, 18 | 9 a.m. or 6 p.m. | 4, 18 de Febrero

March 4, 18 | 9 a.m. or 6 p.m. | 4, 18 de Marzo

April 1, 15 | 9 a.m. or 6 p.m. | 1, 15 de Abril

HAVING PROBLEMS  
COMING TO CLASS?  
SCAN QR CODE TO  
JOIN US ON SKYPE!



OR TEXT US ON  
WHATSAPP:  
919-750-2927

## ON CAMPUS CLASSES

### FACE TO FACE AND ONLINE

## DAY CLASSES

DATE/FECHA	COURSE/CURSO	DAYS/DIAS	TIME/ HORA	LOCATION/LUGAR
1/13-5/8	ELA LAB	MTWTHF	8 a.m.-6 p.m.	Walnut 203
1/13-5/8	ELA LEVEL 1	MTWTH	9 a.m.-12 p.m.	Walnut 223/225
1/13-5/8	ELA LEVEL 2-3	MTWTH	9 a.m.-12 p.m.	Walnut 203
1/13-5/8	ELA Level 4-5	MTWTH	9 a.m.-12 p.m.	Walnut 224/WLC 221
1/13-5/8	ELA LEVEL 6	MTWTH	9 a.m.-12 p.m.	Walnut 136
1/13-5/8	QUEST LEVEL 6	MTWTH	9 a.m.-12 p.m.	WLC 227

## NIGHT CLASSES

DATE/FECHA	COURSE/CURSO	DAYS/DIAS	TIME/ HORA	LOCATION/LUGAR
1/13-5/5	CITIZENSHIP	M	6 p.m.-9 p.m.	ONLINE
1/13-5/7	ELA LEVEL 1	MW	6 p.m.-9 p.m.	Walnut 225
1/14-5/8	ELA LEVEL 1	TTH	6 p.m.-9 p.m.	Walnut 225
1/14-5/8	ELA LEVEL 2-3	TTH	6 p.m.-9 p.m.	Walnut 203
1/14-5/8	ELA LEVEL 4-5	TTH	6 p.m.-9 p.m.	Walnut 224
1/14-5/8	ELA LEVEL 6	TTH	6 p.m.-9 p.m.	Walnut 223

# OFF CAMPUS CLASSES

## DAY CLASSES

### MOUNT OLIVE WAGES

FACE TO FACE

1/13-5/8 | 9 a.m.-12 p.m.  
Monday to Thursday/Lunes a Jueves  
612 Breazeale Avenue | Mount Olive

YEAR ROUND/TODO EL AÑO

### SCMS

ONLINE CLASS ONLY

1/13-5/7 | 9 a.m.-12 p.m.  
Monday and Wednesday/Lunes y Miércoles

YEAR ROUND/TODO EL AÑO

### SELECT GENETICS

EMPLOYEES ONLY

1/14-5/8 | 2 p.m.-4:30 p.m.  
Tuesday and Thursday/Martes y Jueves

YEAR ROUND/TODO EL AÑO

### AP EXHAUST PRODUCTS INC

EMPLOYEES ONLY

1/13-5/7 | 2:30 p.m.-4:30 p.m.  
Monday and Wednesday/Lunes y Miércoles

YEAR ROUND/TODO EL AÑO

### BUTTERBALL

ONLINE CLASS/FACE TO FACE WCC CAMPUS

1/13-5/7 | 4 p.m.-6 p.m.  
Monday and Wednesday/Lunes y Miércoles

YEAR ROUND/TODO EL AÑO

HAVING PROBLEMS COMING TO CLASS?  
JOIN US ON SKYPE!

OR TEXT US ON **WHATSAPP**:  
919-750-2927



## NIGHT CLASSES

### ELA CONVERSATION

ONLINE CLASS/FACE TO FACE WCC CAMPUS

1/13-5/7 | 6-9 p.m.  
Monday and Wednesday/Lunes y Miercoles

YEAR ROUND/TODO EL AÑO

### ALPHA Y OMEGA

ONLINE CLASS ONLY

1/13-5/5 | 6-8:30 p.m.  
Monday/Lunes

YEAR ROUND/TODO EL AÑO

### BMS

ONLINE CLASS/FACE TO FACE WCC CAMPUS

1/14-5/8 | 6-9 p.m.  
Tuesday and Thursday/Martes y Jueves

YEAR ROUND/TODO EL AÑO







# QUEST ACADEMY PROGRAM

## Are you an English Language Acquisition Student?

If you would like to increase or add new skills in your life, then don't miss your opportunity to enroll in the QUEST Academy Program.

This program is designed for advanced ELA (English Language Acquisition) students and STAR Students from the Transitional Programs for College and Career. We want to help you achieve your goals!

The program will cover a variety of courses including:

**DIRECT CARE WORKER (PERSONAL CARE AIDE) • BILLING AND CODING • OSHA • EKG • WELDING • REFRIGERATOR SPECIALIST • NCRC PROGRAM • HEALTH UNIT COORDINATOR • COMPUTER REPAIR • EFFECTIVE TEACHER (SUBSTITUTE TEACHER) TRAINING • ACADEMIC GRAMMAR**

You will also be enrolled in the Odysseyware and Learning Upgrade online programs.

In addition to programs of study, the QUEST participants will receive assistance with registration fees, books, and supplies!

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**Quest Academy meets Monday-Thursday.  
WLC Building, Room 227 | 9 a.m.-12 p.m.**

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**Computer classes TBA.  
WLC Building, Room 216 | 9 a.m.-12 p.m.**

---

**Students will learn Microsoft Word and Keyboarding.**

**If you have any questions, please contact  
AMELIA HALL | 919-739-6911  
MARIA ABALO-ZARATE | 919-739-6924.**



**WAYNE COMMUNITY COLLEGE**  
WORKFORCE CONTINUING EDUCATION SERVICES

3000 Wayne Memorial Drive | Goldsboro, NC 27534  
919-739-6908 | [www.waynecc.edu](http://www.waynecc.edu)





# SCHOLARSHIPS

SCAN QR CODE OR VISIT  
WAYNECC.EDU/FINANCIAL-AID/SCHOLARSHIPS  
FOR MORE INFORMATION






## BCBSNC (Blue Cross Blue Shield of NC) FIREFIGHTER STIPEND AND SCHOLARSHIP PROGRAM

### Scholarships

Incentive funds to advance a firefighter in one of the following programs:

- Fire Protection Technologies
- Public Safety Administration
- Emergency Management
- Emergency Medical Science
- EMS Bridge Courses


### 3 WAYS TO RECEIVE ASSISTANCE:

- ☒ ONE - Stipend Awards - **\$500 per term**  
(Must reapply each term.)
- ☒ TWO - Scholarships to Adults - **Up to \$1000 per term** (Must reapply each term.)
- ☒ THREE - Scholarships to High School Students - **Up to \$1000 per term** (Must reapply each term.)

To offset out-of-pocket expenses students could incur when participating in training leading to Firefighter I & II Certifications, NC Driver/Operator Pumps, or EVD Certifications.


For additional information and eligibility requirements, contact  
**MAXINE COOPER**  
mcooper@waynecc.edu | 919-739-6938

# SCHOLARSHIP OPPORTUNITIES



Visit the Financial Aid website at  
[waynecc.edu/financial-aid/scholarships](http://waynecc.edu/financial-aid/scholarships)

Additional scholarship information available at [fastweb.com](http://fastweb.com), [CFNC.org](http://CFNC.org) or [studentscholarships.org](http://studentscholarships.org).



3000 Wayne Memorial Drive | Goldsboro, NC | 919-739-6735 | [waynecc.edu/financial-aid](http://waynecc.edu/financial-aid)

# WCC ONLINE SERVICES

## USERNAME AND PASSWORD

Your username is your first initial, middle initial, full last name, followed by the last four digits of your ID number.

**EXAMPLE:** If user James William Smith has a WCC ID number of 234567, his username would be - jwsmith4567.

Your password is the first letter of your last name capitalized, the second letter of your last name in lowercase, then your six-digit birthdate.

**EXAMPLE:** Sm050990 for a last name of Smith and a birthdate of May 9, 1990.

(Your password can be changed after your initial login.)

Once your Okta account is created, you can access Online Services through the Okta portal by clicking the Quick Links drop-down menu at the top of the WCC website, or by going to the Login section on the My Bison ID website.

If you have trouble logging in, please contact the WCC 24-hour helpdesk at 877-220-5016 or [wcc-ocl@waynecc.edu](mailto:wcc-ocl@waynecc.edu)

Okta provides you with single sign-on access to several services including WCC email, Moodle, WayneCC Alert, Self Service, Payment Plan, and access to MS Office 365.

## MOODLE

Moodle is WCC's primary online course access site. Some courses use additional sites such as Cengage, My Math Lab or Pearson in addition to Moodle. Courses are available in Moodle after 8 a.m. on the day your course is scheduled to begin. Please consult your course schedule for start dates. Students taking online or hybrid courses must complete initial assignments to remain enrolled in the course. If a course you registered and paid for does not appear in your Moodle account, contact the Department of eLearning at 919-739-7029 or 919-739-7023

### 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, class 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 basic computer skills and meet one or more of the following recommendations:

- 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.

**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 Workforce Continuing Education at 919-739-6900.



## NEW WCC BOOKSTORE

As part of Wayne Community College's ongoing commitment to student access and success, we have partnered with a new bookstore vendor. We are proud to announce our partnership with BibliU and are excited about the cost-saving opportunities they will provide for our students.

Through BibliU's Equitable Access (EA) and Inclusive Access (IA) programs, students will gain immediate access to digital course materials at the start of the course. Books available through the Equitable Access program will cost \$90 per book, per course.

The following courses in Workforce Continuing Education Services (WCES) have textbooks that fall under the Equitable Access program:

Select EMS courses, Medical Billing and Coding, Office Assistant/Health Unit Coordinator, Pharmacy Technician, and Phlebotomy.

Currently, no course textbooks fall under the Inclusive Access program.

All other textbooks not part of the Equitable or Inclusive Access programs will be available for purchase through the WCC campus store.



## OUR HOURS OF OPERATION:

**CALL:**  
919-705-0475

**VISIT:**  
SHOPWAYNECC.COM

**FOR MORE INFORMATION.**

## OPTING OUT

If you decide that you do not want to participate in Equitable Access (EA) materials, you will need to opt out at the time of registration.

## NEW STORE MANAGEMENT

Our physical campus store will now be operated by BibliU Campus, a leading provider in campus store management. This partnership will ensure a more efficient and modern campus store experience for the Wayne CC community.

## DEDICATED CUSTOMER SUPPORT

Whether it's in the campus store or online, customer service is a main priority. BibliU will have a 24/7 customer support team available to assist with any inquiries so you can have confidence in accessing your course materials.

**VISIT SHOPWAYNECC.COM**

# CONTACT US

### ADMISSIONS

#### Receptionist Desk

919-739-6900 | wce-reg@waynecc.edu  
or

#### Amber Tyler, Director of WCE Admissions & Records

919-739-6936 | antyler@waynecc.edu

### ALLIED HEALTH

#### Joyce Hamilton-Fleming, Director

919-739-6929 | jahamilton-fleming@waynecc.edu

### AUTOMOTIVE/CONSTRUCTION/ INDUSTRIAL/MANUFACTURING

#### Todd King, Associate Dean

919-739-6814 | stk@waynecc.edu

### BUSINESS/COMPUTER/TEACHER TRAINING | LEISURE & RECREATION/ COMMUNITY SERVICE

#### Lisa Newkirk

919-739-6902 | ldnewkirk@waynecc.edu

### HUMAN RESOURCES DEVELOPMENT (HRD)

#### Amber Tyler

919-739-6936 | antyler@waynecc.edu

### PUBLIC SAFETY: FIRE & LAW ENFORCEMENT

#### Angie Blizzard, Dean

919-739-6801 | asblizzard@waynecc.edu

### PUBLIC SAFETY: EMERGENCY MEDICAL SERVICES

#### Kimberly Boswell, Coordinator

919-739-6893 | kmboswell@waynecc.edu

### SCHOLARSHIPS AND GRANTS

#### Maxine Cooper, Occupational Extension Specialist

919-739-6938 | mcooper@waynecc.edu

### SMALL BUSINESS CENTER

#### Esteban Guzman

919-739-6941 | eguzman@waynecc.edu

### TRANSITIONAL PROGRAMS (GED®, HS DIPLOMA)

#### Erica Babb, Administrative Assistant

919-739-6908 | ejbabb@waynecc.edu



# WAYNE COMMUNITY COLLEGE

3000 Wayne Memorial Drive • Goldsboro, NC 27534 • 919-735-5151 • [www.waynecc.edu](http://www.waynecc.edu)

