Workforce Continuing Education Services

FALL 2017

Course Schedule

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Reception Desk - 919-739-6900
Transitional Programs for College and Career - 919-739-6908

Available on the App Store

WAYNE
COMMUNITY COLLEGE
CONTINUING EDUCATION SERVICES

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

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

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

GENERAL INFORMATION
Continuing Education students may register early for classes in the Continuing Education Services Receptionist Office (Walnut, Room 127) or the first day of class as shown in the schedule. Some classes have limited enrollment and will fill up quickly on a first-come, first-served basis. **Wayne Community College is an Equal Opportunity/Affirmative Action College and accommodates the needs of individuals with disabilities. It is the intent of the College that all programs and activities be accessible to all qualified students. It is the student's responsibility to make his or her disability known as soon as the need becomes known in order to provide ample time for arrangements to be made. The student must request academic adjustments by contacting the Disability Services Counselor in the Wayne Learning Center building or by calling 919-739-6729.**

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

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

Minors age 16 and 17 years old may enroll in Continuing Education courses, except adult high school, under the following conditions:
a. Shall not receive credit towards high school graduation requirements
b. Shall enroll in self-supporting courses during any reporting term

Minors less than age 16 may enroll in Continuing Education courses under the following conditions:
a. Shall enroll in self-supporting safe driving courses during any reporting term
b. Shall enroll in any self-supporting courses during the reporting 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 Continuing Education classes at Wayne Community College. You will not need to send a company/organization check/credit card with your employee at the time of registration. All you have to submit is a signed company/organization letter or memorandum on letterhead with the following key items:
1. Company Organization point of contact information (in the event there are any questions regarding a student or payment)
2. State the intent of who and what class(es) your company/organization will be responsible

for in the registration process (i.e. tuition, parking/ID, testing, books, etc.)

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

REFUND POLICY FOR CONTINUING EDUCATION SERVICES

The refund policy for Continuing Education courses, as established by the N.C. State General Assembly, allows a 75 percent refund, *__prior__* to or on the 10 percent point of the scheduled hours of the class. A 100 percent refund shall be made if the student officially withdraws prior to the first day of class of the academic semester or term. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered is cancelled due to insufficient enrollment. Under this policy, the college shall notify the student of the right to receive a refund at the time of official withdrawal. *NOTE: Course refunds can take approximately Four to six weeks to be processed/received.*

COMPUTER TECHNOLOGY FEE

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

STUDENT ACCIDENT INSURANCE

Students have the option to pay $0.55 Student Accident Insurance Fee for all Continuing Education courses that meet four or more weeks during a semester. This fee is paid once during a semester regardless of the number of classes taken.

STUDENT ID AND PARKING FEE

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

QUICK REFERENCE OF RATES

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

The above table does not reflect all rates for taking a class through Continuing Education Services. *Fee subject to change.

OFFICE HOURS

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

FRIDAY
8:00 a.m.-1:00 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.

WEBADVISOR ACCESS FOR CONTINUING EDUCATION

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

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

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

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

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

REGISTER ONLINE

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

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

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

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

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

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

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

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

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

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

SCHOLARSHIPS FOR OCCUPATIONAL TRAINING COURSES

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

Applications available from the Continuing Education Office, East Entrance of the Walnut Building and online at
www.waynecc.edu/continuing-ed/scholarships

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

State Employees' Credit Union®

Registration Form Instructions Continued...

Review our available courses in this schedule. You will need the Start Date and Course Title. Fill out all items on the Continuing Education Services Registration Form. You will need one form for each course you wish to take. Be sure to sign and date the form. Mail, drop-off, e-mail, or fax your Registration Form and course fee to the Continuing Education Services Division (we accept cash, check, money order, or credit card - Visa or MasterCard.) Note: All course fees are due at time of registration.

PRE-REGISTRATION FOR ALL COURSES IS HIGHLY ENCOURAGED.

Mail your completed Registration Form and course fee to:
Wayne Community College
Continuing Education Services
ATTN: REGISTRAR
P.O. Box 8002, Goldsboro, NC 27533-8002

Drop-off completed Registration Form and course fee to Continuing Education Services Receptionist, Walnut Building, East Entrance.

Fax Registration Form to 919-739-7133.
E-mail Registration Form to wcc-faxce@waynecc.edu.

NOTE 1: For credit cards: After we receive your Registration Form, we will contact you for your credit card information.

NOTE 2: We strongly suggest you leave off your Social Security Number information when you fax your registration. You can call our office with your Social Security Number for security purposes.

NOTE 3: Checks are not accepted for classes that last less than one week.

For more information, visit
www.waynecc.edu/continuing-ed/

Reception Desk 919-739-6900
Transitional Programs Dept. 919-739-6908

WAYNE COMMUNITY COLLEGE | CONTINUING EDUCATION SERVICES

ADULT HIGH SCHOOL DIPLOMA STUDENT
2017

- **Scholar Graduate**
- **Recipient of the Penny Nelson Memorial Scholarship**
- **WIOA Out of School Youth Participant**

TYRONIKA C. KINSEY

Transitional Programs for College and Career Readiness

OPPORTUNITIES AT ONE OF THE LEADING PROGRAMS IN THE STATE!

Adult High School Diploma

WCC Connect

Basic Skills Plus

Career Coach

Career Pathway Classes

College Coach

High School Equivalency Diploma

GED® Workshops

WIOA Out of School Youth Program

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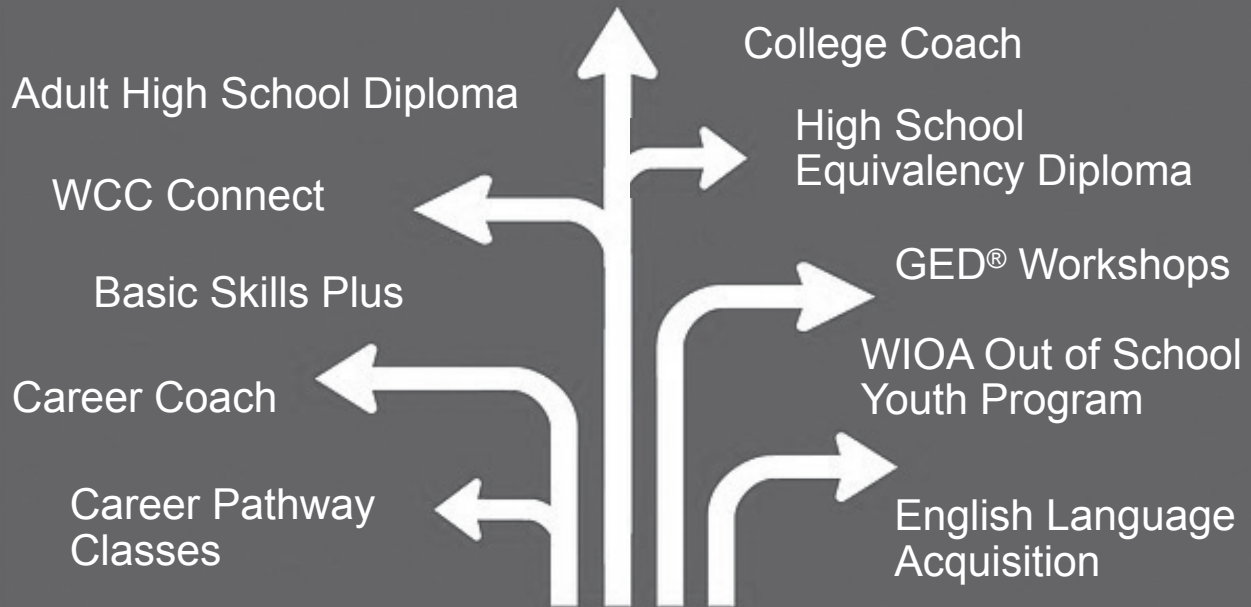
Contact Ms. Redmon at 919-739-6903 for more information on the GED® tests!

Classes Begin the Week of August 14, 2017

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

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

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

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

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

www.facebook.com/wccbasicskills

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

1 **Attend a New Student Orientation Session!**

2 **After Completing the Two-Day Orientation Session and Your Placement Test, You will Meet with an Advisor and Enroll in Your Classes.**

3 **Begin Classes ...**

4 **GRADUATE!**

> For information on English Language Acquisition registration, contact Amelia Hall at 919-739-6911 or Maria Abalo-Zarate at 919-739-6924, or **refer to page 12** of this Schedule of Courses for dates and times of the ELA Testing and Placement Sessions.

MARK YOUR CALENDARS!

For a new student orientation session!

ORIENTATION AND PLACEMENT SESSIONS

❏ Orientation sessions are required for all new students
❏ Sessions are offered over a two-day time period for three hours each day
❏ Both days must be attended
❏ Before attending an Orientation session, a Locator test must be taken on any Tuesday
❏ Locator test times on Tuesdays are 9 a.m., 11 a.m., 2 p.m., and 6 p.m. in the Walnut Building Room 220
❏ A Social Security card and photo identification are required

SESSION SCHEDULE	
Date	**Time**
August 14 & 16	6 p.m.-9 p.m.
September 11 & 13	2 p.m.-5 p.m.
October 2 & 4	6 p.m.-9 p.m.
Oct. 30 & Nov. 1	2 p.m.-5 p.m.
December 11 & 13	6 p.m.-9 p.m.

If planning to attend an off-campus class site, an orientation class is recommended but not required.

Fall Classes for High School Equivalency Prep

CLASS TITLE	BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
CAMPUS FALL - MORNING CLASSES					
Health Focus - HSE Prep	8/17-12/19	8:30 a.m.-12 p.m.	TTh	WAL 225	Medus
Business Focus - HSE Prep	8/17-12/19	8:30 a.m.-12 p.m.	TTh	WAL 224	McCrae
Student Achievement in Reading (StAR)	8/21-12/20	8:30 a.m.-12 p.m.	MW	WAL 223	Waddell
CAMPUS FALL - AFTERNOON CLASSES					
HSE MATH Prep - Afternoon	8/17-12/19	1 p.m.-3:30 p.m.	TTh	WAL 224	McCrae
HSE Prep	8/17-12/19	1 p.m.-3:30 p.m.	MW	WAL 225	Whitman

Mini workshops will be offered throughout the semester on Friday mornings and Monday nights. Topics include: College Prep, HSE Exam Cram, GED® Now, Healthy Lifestyle and Nutrition, DIY Projects, and Photography

Holidays and Break Days are September 4; October 5 and 6; November 10, 22, 23, and 24 To see an updated Fall AHS schedule, go to our website at waynecc.edu/continuing-ed/index.php/ basic-skills

WE ARE HERE IN THE EVENING, TOO!

OPEN MORE DOORS TO YOUR FUTURE WITH A GED®

- **Work on Reading, Math, Social Studies, and Science**
- **Practice keyboarding**
- **Study for the National Career Readiness Certificate**

CLASS TITLE	BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
FALL					
HSE MATH Prep	8/21-12/18	6 p.m.-9 p.m.	M	WAL 203	McCrae
HSE Prep	8/17-12/19	6 p.m.-9 p.m.	TTh	WAL 203	Whitman/Batten
AHS Elective - Fall 1	8/21-10/16	6 p.m.-9 p.m.	M	WAL 222A	TBA
AHS Elective - Fall 2	10/23-12/18	6 p.m.-9 p.m.	M	WAL 222A	TBA

Don't just get a job, start a career!

Call 919-739-6908 for more information.
To get started, come to the next orientation session shown on page 7.

ADULT HIGH SCHOOL DIPLOMA CLASSES

Adult High School Diploma Fall Pre-registration is August 10-16, 2017

Fall I AHS pre-registration is August 10, 15, and 16. Classes begin Friday, August 18. Fall II AHS pre-registration is October 9-17. Classes begin Wednesday, October 18.

Pre-registration ensures a seat in the class. Many AHS classes are offered as computer-based classes, which means a student completes part of the class online from home and part of the class in the computer lab with the contact instructor.

CLASS TITLE	BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
English 3*	8/18-10/16	8:30 a.m.-11:30 a.m.	MWF	Walnut 225	Whitman
Biology*	8/18-10/16	8:30 a.m.-11:30 a.m.	MWF	TBA	Medus
Math (TBA)	8/18-12/20	1 p.m.-3:30 p.m.	MW	Walnut 224	McCrae
US History I	8/18-10/16	1 p.m.-3:30 p.m.	MW	Walnut 225	TBA
English 4*	10/18-12/20	8:30 a.m.-11:30 a.m.	MWF	Walnut 225	Whitman
Math (TBA)	10/18-12/20	1 p.m.-3:30 p.m.	MW	Walnut 224	McCrae
US History II	10/18-12/20	1 p.m.-3:30 p.m.	MW	Walnut 225	TBA

COMMUNITY HIGH SCHOOL EQUIVALENCY CLASSES (GED® & HiSET®) —

COMMUNITY LOCATIONS

Fall semester classes begin the week of August 14. For information about any community High School Equivalency Diploma class, please call 919-739-6903 or e-mail sonja@waynecc.edu. We have community classes in Mount Olive and Goldsboro!

HOW DO I REGISTER FOR CLASSES?

Students should report directly to the site with a picture ID and Social Security card. Students will only be registered the first week of classes and then during the first week of each month. For DRC registration dates, call the center at 919-705-1904. There are a limited number of seats for each site. Once a class is full, interested students will be either referred to a nearby site or given a registration card for the next available seat.

DO I HAVE TO ATTEND ORIENTATION PRIOR TO REGISTRATION?

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

CLASS TITLE	BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
High School Equivalency	8/16-12/20	5:30 p.m.-7:30 p.m.	MW	Day Reporting Center (DRC) 714 Simmons St., Goldsboro	TBA
High School Equivalency	8/17-12/19	5:30 p.m.-8 p.m.	TTH	Mount Olive Presbyterian Church 105 N. Breazeale Ave.	Beck
High School Equivalency	8/17-12/19	10 a.m.-1 p.m.	TTH	West Haven 138 Dupont Circle, Goldsboro	TBA

YOU NOW HAVE ANOTHER OPTION 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 new tests.

- http://www.gedtestingservice.com/ ged-testing-service

- http://hiset.ets.org/

Sign In Location for GED® Testing:
Wayne Learning Center, Room 227

Pearson VUE Testing Center
GED® Testing Location:
Wayne Learning Center, Room 218
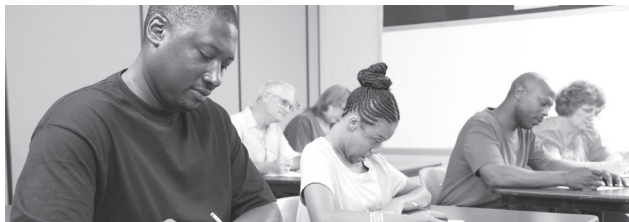
TESTING DAYS AND TIMES:
Monday : 1 p.m.-8 p.m.
Tuesday : 8 a.m.-2 p.m.
Friday : 8 a.m.-1 p.m.

Call for Saturday Testing Dates!

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

LOCATION: Walnut Building, Room 223

For updated testing dates or to register to take a test, go to 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 http://www.hiset.ets.org/

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

BASIC SKILLS PLUS

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

WAYNE COMMUNITY COLLEGE
STUDENT SUPPORT CENTER

Location: Walnut 222-A

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

- Student Seminars
- TABE Locator Testing
- Basic Skills Plus
- Tutoring

W WAYNE COMMUNITY COLLEGE
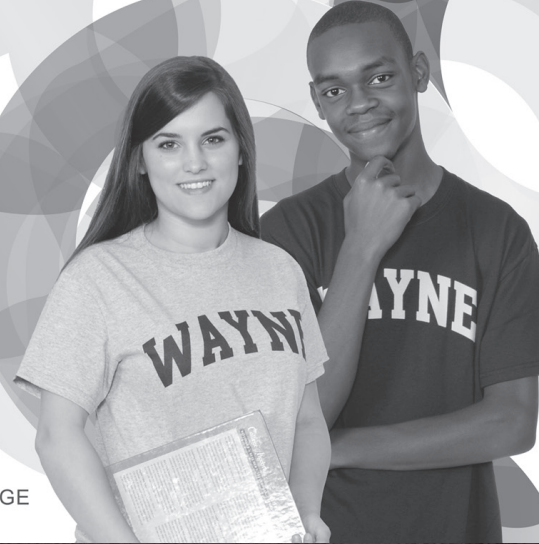
Are you ready to see what
BASIC SKILLS PLUS
can do for you?

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

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

Education

OTHER AREAS OF INTEREST ARE POSSIBLE!

**Contact Your
Counselor/Transition Coach,**

MEGAN MOELLER

**919-739-6918
mmmoeller@waynecc.edu**

ENGLISH LANGUAGE ACQUISITION (ELA)

INFORMATION

ESL classes are offered to adults who speak English as their second language. ESL classes focus on group conversation, grammar and writing instruction, reading comprehension, civics, and employment skills.

New Student Orientation dates/Orientaciòn para Nuevo Estudiantes:

August 31	10 a.m. or 5:30 p.m.	31 de Agosto
September 28	10 a.m. or 5:30 p.m.	28 de Septiembre
November 2	10 a.m. or 5:30 p.m.	2 de Noviembre

Returning Students/ Registraciòn de Estudiantes:

August 17   9 a.m. or 6 p.m.   17 de Agosto

───── **FOR MORE INFORMATION PLEASE CONTACT** ─────
AMELIA HALL | 919-739-6911   MARIA ABALO-ZARATE | 919-739-6924

CAMPUS DAY CLASSES

DATE/FECHA	COURSE/CURSO	DAYS/DIAS	TIME/ HORA	LOCATION/LUGAR
8/17-12/19	ELL LAB	MTWTHF	8 a.m.-6 p.m.	WAL 203
8/18-12/15	COMPUTER	F	9 a.m.-12:30 p.m.	WAL 203
			24/7	ONLINE
8/17-12/19	ELL LEVEL 6	MTWTH	8 a.m.-12 p.m.	WLC 221
8/17-12/19	ELL LEVEL 4-5	MTWTH	8 a.m.-12 p.m.	WLC 215
8/17-12/19	ELL LEVEL 1-2-3	MTWTH	9 a.m.-12:30 p.m.	WAL 203/204

CAMPUS NIGHT CLASSES

DATE/FECHA	COURSE/CURSO	DAYS/DIAS	TIME/ HORA	LOCATION/LUGAR
8/17-12/19	ELL LEVEL 4-5-6	TTH	6 p.m.-9 p.m.	WAL 223
8/17-12/19	ELL LEVEL 1-2-3	TTH	6 p.m.-9 p.m.	WAL 225/224

OFF CAMPUS CLASSES

MOUNT OLIVE WAGES

Monday to Thursday/Lunes a Jueves
9 a.m.-12:30 p.m.
8/17-12/19
612 Breazeale Avenue | Mount Olive

YEAR ROUND/TODO EL AÑO

MOUNT OLIVE
STEELE MEMORIAL LIBRARY

Monday and Wednesday/Lunes y Miércoles
5:30 p.m.-8:30 p.m.
8/21-12/18
111 North Chestnut St. | Mount Olive

YEAR ROUND/TODO EL AÑO

LITERACY CONNECTIONS
OF WAYNE COUNTY

Tuesday, Wednesday, and Thursday/
Martes, Miéroles, y Jueves
9 a.m.-11:30 a.m.
Citizenship/Ciudadanía:
Wednesday/Miércoles: 9:30 a.m.-11:30 a.m.
8/17-12/19
2001 E. Ash St. | Goldsboro

YEAR ROUND/TODO EL AÑO

MARIA REINA
DE LAS AMERICAS

English: Tuesday/Martes
6 p.m.-8:30 p.m.
Computer: Thursday/Jueves
6 p.m.-8:30 p.m.
8/17-12/19
636 Whitfield Rd. | Mount Olive

YEAR ROUND/TODO EL AÑO

PIKEVILLE LIBRARY

English and Citizenship:
Monday and Wednesday/Lunes y Miércoles
6:30 p.m.-8:30 p.m.
8/21-12/18
107 W. Main St. | Pikeville

YEAR ROUND/TODO EL AÑO

BROGDEN
MIDDLE SCHOOL

Tuesday and Thursday/Martes y Jueves
6 p.m.-8:30 p.m.
8/17-12/19
3761 US 117 South Alt. | Dudley

SEPTEMBER-JUNE/SEPTIEMBRE A JUNIO

BROGDEN UNITED
METHODIST CHURCH

Wednesday/Miércoles
9 a.m.-12 p.m.
8/23-12/13
2918 US 117 South | Dudley

YEAR ROUND/TODO EL AÑO

SPRING CREEK
MIDDLE SCHOOL

Monday and Wednesday/
Lunes y Miércoles
8:30 a.m.-11 a.m.
8/21-12/18
3579 NC-111 | Seven Springs

SEPTEMBER-JUNE/SEPTIEMBRE A JUNIO

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 ELL (English Language Learner) 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
- Introduction to the Healthcare System | OSHA | EKG
- Welding | Refrigerator Specialist | NCRC Program

You will also be enrolled in the Odysseyware online program.

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

The class meets every **Monday**, **Tuesday**, and **Thursday**!
WLC Building, Rooms 216 and 227 | 9:00 a.m.-12:00 p.m.

Computer classes will also be offered on **Wednesdays** from **9:00 a.m. to 12:00 p.m.** Students will learn Microsoft, Word, and Excel.

If you have any questions, please contact MRS. GRACIELA KELLAR at 919-739-6904.
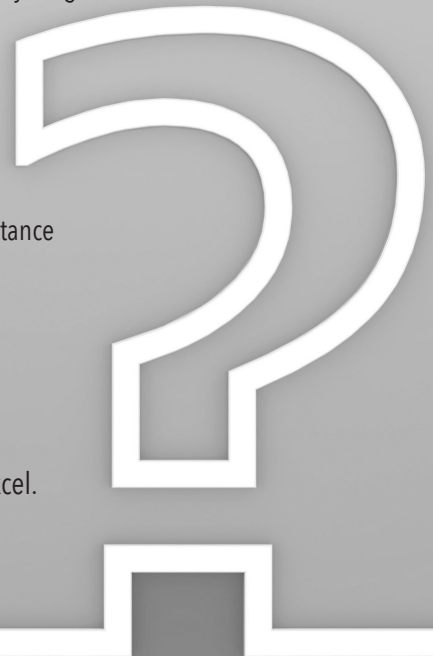
W WAYNE COMMUNITY COLLEGE
CONTINUING EDUCATION SERVICES

3000 Wayne Memorial Drive | Goldsboro, NC 27534
919-739-6908 | www.waynecc.edu

2017 QUEST ACADEMY GRADUATES

ALLIED HEALTH

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

CONTACTS: Elizabeth Curry, Director of Allied Health at 919-739-6929 or eacurry@waynecc.edu
Terrie Wynn, Administrative Assistant at 919739-6935 or tjwynn@waynecc.edu
Visit us online at www.waynecc.edu/continuing-ed/allied-health

MEDICAL BILLING AND CODING ONLINE CERTIFICATE PROGRAM

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

MEDICAL BILLING AND CODING: PART I

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
9/5-12/8 ONLINE/$180	ONLINE Stephenson	MSU

1. Understanding Health Insurance: A Guide To Billing and Reimbursement 13th Ed.. / Delmar Cengage 978-1305647381
2. Medical Terminology in a Flash: A Multiple Learning Approach; 3rd ed. Sharon Eagle, FA Davis 978-0803643680
3. Anatomy and Physiology for Health Professions: An Interactive Journey, 3rd Edition 978-0133851113
4. ICD-10-CM 2016 The Complete Official Codebook, Spiral, AMA ISBN: 978-1622022120

MEDICAL BILLING AND CODING: PART II

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
9/5-12/8 ONLINE/$180	ONLINE Stephenson	MSU

*Required Texts:
1. ICD-10-CM 2015 The Complete Official Codebook, Spiral, AMA ISBN: 978-1622022120
2. 2016 CPT Standard / Delmar, ISBN: 978-1622022084
3. Law and ethics for Medical Careers, 7th ed., ISBN: 978-0073513836

HEALTH UNIT COORDINATOR

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 providing unit secretarial services in a variety of health care settings.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
9/5-12/8 ONLINE/$180	ONLINE Fleming	MSU

*Required Text: Health Unit Coordinator, 7th Ed. / La-Fleur-Brooks/ Gillingham & Siebel, ISBN: 9781455707201

SERVSAFE FOOD SAFETY TRAINING

This course is designed to provide food service managers the essential knowledge to help keep the food establishment safe. It prepares students to take the ServSafe Food Protection Manager Certification Exam. It covers critical principles including personal hygiene, cross contamination, time and temperature, receiving and storage, food safety

management systems, training hourly employees and more. An ANS I accredited food safety manager exam is required at the end of the course for certification. The exam will be given at the end of the class. Cost of the exam is included in the registration fee. Cost is $108. This does not include the required book.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
12/2-12/9	8 a.m.-4:30 p.m.	Sat
	8 a.m.-12 p.m.	Sat
WLC 207/$108	Bass/Smith	

*Required Text: ServSafe/National Restaurant Association, ISBN: 9780133908374

SERVSAFE CERTIFICATION TESTING/ RETEST

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
10/18	6 p.m.-10 p.m.	W
WLC 207/$50	Bass	
11/5	6 p.m.-10 p.m.	W
WLC 207/$50	Bass	
12/13	6 p.m.-10 p.m.	W
WLC 207/$50	Bass	

*Required Text: Answer Sheet   ISBN: 9780135026328

ACTIVITY DIRECTOR - BASIC

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
9/11-12/12	5:30 p.m.-8:30 p.m.	MW
Magnolia 223/$180	Benninghoff	

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

INTRODUCTION TO DIRECT CARE WORK (PHASE I)

Introduction to Direct Care Work explores various careers as a Nurse Aide. In this class students will complete career exploration and self-assessment, learn about time and stress management, teamwork, and professionalism, and learn CPR for the lay person. This class will also focus on job readiness skills, literacy, numeracy, keyboarding, and realistic job previewing. For more information, contact Alison Sanford (919-739-6926).

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
9/11-9/20	1 p.m.-5 p.m.	MW
Magnolia 205/$70	Carmichael	

DIRECT CARE WORKER (PHASE II)

(This course focuses on non-nurse aide personal care tasks and additional soft skill development.) Students will also expand nurse aide (NA-1) skills with an introduction to basic nurse aide skills, introduction to functional concepts within the nurse aide role, enhanced soft skills training, and career counseling. For more information, contact Alison Sanford (919-739-6926).
Pre-requisites: Phase I (Introduction to Direct Care Work)

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
9/25-12/4	2 p.m.-5 p.m.	MW
Magnolia 205/$180	Simmons	

MEDICATION AIDE

This course is designed to meet the training requirements for becoming qualified to be a Medication Aide in a skilled facility. The course covers the six rights of medication administration for non-licensed personnel. Topics will include medication administration via the oral, topical and instillation routes, medical asepsis, hand hygiene, terminology, and legal implication. Upon completion, students should be able to take the competency exam and demonstrate skills necessary

PRE-REGISTRATION IS HIGHLY ENCOURAGED.

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 (NAI) registry is required.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
TBA Magnolia 205/$70	5:30 p.m.-9:30 p.m. Delia	MTH

SPECIAL ADMISSION COURSES

Students must attend a mandatory information session to participate in these courses. For more information about session dates and times to enroll in the Fall 2017 courses, please contact the Continuing Education Services receptionist at 919-739-6900 or Terrie Wynn at 919-739-6935 or tjwynn@waynecc.edu.

INFORMATION SESSION DATES

NURSE AIDE I AND II
October 9, 16, and 23 | 12 p.m.-1 p.m.
October 11, 18, and 25 | 5:30 p.m.-6:30 p.m.

PHLEBOTOMY
October 30 | 12 p.m.-1 p.m.
November 1 | 5:30 p.m.-6:30 p.m.

All sessions will be held in WLC 161.

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

NA1 Registration Process and Start of Class Requirements

1. Attend a 60-minute Mandatory Information Session before registration.
2. Copy of high school diploma or GED or secondary transcript.
3. Complete criminal background check and drug screen by designated due date (must use designated online and laboratory for tests and screens).
4. Pregnancy: If pregnant or become pregnant, must provide a letter from MD stating there are no limitations to taking the class. Admission must be approved by Program Director.
5. TB Skin test.
6. Vaccination Records: MMR Records - Documentation of two immunization shots or titer/Hepatitis B Series
7. Documentation of Flu shot required.

NURSE AIDE LEVEL II
This course prepares students to perform more complex skills for patients or residents. Emphasis is on infection control including sterile technique and dressing changes; elimination procedures including catherizations, irrigations, and care of established ostomies; intravenous site care; suctioning, tracheostomy care, observation and maintenance of oxygen therapy; breaking/removing fecal impactions; and enteral nutrition methods. A skill/competency evaluation is required in the classroom. Upon satisfactory completion of the course and skills/competency evaluation, graduates are eligible to apply for listing as a Nursing Aide II by the North Carolina Board of Nursing. The Nurse Aide II class includes 80 hours of classroom/lab instruction and 80 hours of clinical rotation. Some Saturday clinicals may be required.

NAII Registration Process and Start of Class Requirements

1. Attend a 60-minute Mandatory Information Session before registration.
2. Must be listed on NA I Registry or scheduled for state NA I exam.
3. Complete criminal background check and drug screen by designated due date (must use designated online and laboratory for tests and screens).
4. Pregnancy: If pregnant or become pregnant, must provide a letter from MD stating there are no limitations to taking the class. Admission must be approved by Program Director.
5. TB Skin test.
6. Vaccination Records: MMR Records - Documentation of two immunization shots or titer/Hepatitis B Series
7. Copy of GED, high school diploma or transcript with dates of graduation.
8. Documentation of Flu shot required.

YOUR FUTURE IS CALLING!

PHLEBOTOMY TECHNICIAN

This course will prepare the student to draw blood specimens from patients for testing and/or analyzing blood. The student should be prepared to take the National Phlebotomy Certification Examination offered by the American Society for Clinical Pathology (ASCP). Students must complete clinical rotation with 100 venipunctures and 25 finger sticks. At completion the student should be able to demonstrate competence in the theoretical comprehension of phlebotomy techniques.

FOR MORE INFORMATION CONTACT

Elizabeth Curry, Director of Allied Health
919-739-6929 | eacurry@waynecc.edu

Terrie Wynn, Administrative Assistant
919-739-6935 | tjwynn@waynecc.edu

VISIT US ONLINE AT
www.waynecc.edu/continuing-ed/allied-health

Phlebotomy Registration Process and Start of Class Requirements

1. Attend a 60-minute Mandatory Information Session before registration.
2. MMR – documentation of two shots (unless born on or before 1956)
3. TB/PPD – skin test (two-step)
4. Hepatitis B Series (at least one of the three required) – must sign waiver if choose not to obtain
5. Flu Shot
6. Varicella Immunity - Documentation of two shots or titer/Hepatitis B Series and Tetanus
7. CPR: Healthcare provider required before start of clinical.
8. Complete criminal background check and drug screen by designated due date (must use designated online company and lab for test and screen).

PRE-REGISTRATION IS HIGHLY ENCOURAGED.

WAYNE BUSINESS AND INDUSTRY CENTER
SMALL BUSINESS CENTER, NC MILITARY BUSINESS CENTER, CUSTOMIZED TRAINING PROGRAM AND WORKS INITIATIVE
(NCRC, WORK-READY COMMUNITIES, SOFT SKILLS/SKILLS FOR THE WORKPLACE)

THE SMALL BUSINESS CENTER

The Small Business Center (SBC) offers no-cost seminars, access to business resources, and confidential counseling to aspiring or continuing entrepreneurs. Seminars focus on five core competencies: writing your business plan, financing your business, legally starting your business, marketing your business, and recordkeeping. Contact, the Small Business Center at 919-739-6940 for more information.

SBC FALL 2017 SEMINARS
PRE-REGISTRATION RECOMMENDED

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

ENTREPRENEURSHIP CERTIFICATE

Attend five of the nine seminars marked with an asterisk (*) to receive an Entrepreneurship Certificate issued by the Small Business Center.

Why Successful Businesses ARE Successful
Bob Moore | Wednesday, August 23, 2017
6 p.m.-9 p.m. | WAL 101 | Fee: None

Too often, we hear that "luck" is the main reason a business fails or succeeds. This could not be further from the truth as successful businesses share common traits and luck is not one of them. After researching hundreds of small businesses in North Carolina, South Carolina, and Virginia for the past nine years, the presenter created this seminar, which reveals common traits that successful small businesses possess. Small businesses that possess these traits have shown growth and produced handsome profits for their owners. This seminar 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. Opening and operating a small business involves a huge investment of time, talent, and resources. Insure the success of your business and your personal success by planning to attend this informative and enlightening seminar.

How to Start a Home-Based Business
WBC, Melissa R. Terrell | Thursday, August 24, 2017
5 p.m.-7 p.m. | Fremont Alumni and Friends | Fee: None

Many people find working at home is the "ideal arrangement" and decide to formally set up businesses in their homes. Topics of discussion will include getting started, legal requirements, developing a business plan, and an overview of small business resource providers who can assist in your new venture.

How to Start a Home-Based Business
WBC, Melissa R. Terrell | Wednesday, August 30, 2017
5 p.m.-7 p.m. | WCPL, Ash St. | Fee: None

Many people find working at home is the "ideal arrangement" and decide to formally set up businesses in their homes. Topics of discussion will include getting started, legal requirements, developing a business plan, and an overview of small business resource providers who can assist in your new venture.

Are You LinkedIn?
Nicole Brown | Thursday, August 31, 2017
6 p.m.-9 p.m. | WAL 101 | Fee: None

LinkedIn is a powerful tool for B2B (business to business), although it can be effective for B2C (business to consumer) businesses as well. While most professionals are on LinkedIn, many will admit to not using it much. In this introductory course, learn how to use LinkedIn to grow your business.

Social Media Simplified: Your Comprehensive Introduction to Social Media Marketing*
Paul Kaufman | September 7, 2017
6 p.m.-9 p.m. | WAL 101 | Fee: None

This program teaches how to set up and optimize social media sites so they improve your website's target audience reach and rankings. The top social media sites including Facebook, Twitter, LinkedIn, and YouTube will be covered. The ability to converse with your audience and offer valuable content is essential in this emerging marketing approach. Topics covered include:
  - Your website as "hub"
  - Engagement over shouting
  - Know what you hope to achieve before you begin
  - Frequency of updates

Boots 2 Business
Various | Tuesday-Wednesday, September 12-13, 2017
8:30 a.m.-4 p.m. | Wayne WORKS | Fee: None

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

QuickBooks ™ for Small Businesses (Online Version)
Anne-Marie Wright | Monday, September 11, 2017 and
Tuesday, September 12, 2017 | 5 p.m.-9 p.m. | SPR 102
Must purchase or obtain the 30 day trial version prior to class.
Fee: None

QuickBooks is one of the most widely used accounting software packages for small businesses today. This eight-hour, two-day, hands-on workshop will teach you how to get the most out of QuickBooks for your business. You'll learn some accounting basics to help you better understand your financial data. You'll also learn how to set your business up, customize and create invoices, pay bills, use the payroll feature, and reconcile bank accounts, the transactions. This seminar will include the payroll. Also bring in any accounting or QuickBooks questions you have for the Q&A session.

Blogging for Business
Sarah Gaylor | Thursday, September 14, 2017
6 p.m.-9 p.m. | WAL 101 | Fee: None

Blogging is one of the most valuable tools that businesses have to engage directly with customers. With a blog, you can drive traffic to your website, develop relationships, and position yourself as an expert. In this course, we'll cover the different blogging platforms, how to reach your audience, how to find and produce relevant content, and how to use your blog to boost sales.

How to Do Business with the Federal Government
NCMBC, Boyce Haywood | Tuesday, September 19, 2017
3 p.m.-6 p.m | Wayne WORKS | Fee: None

Attend this seminar and find out how your existing business can sell its products and services to federal government agencies including DOD, EPA, USDA, Homeland Security, VA and others right here in North Carolina and across the country. Increase your business with federal government contracts. It's for you, you can do it, and the North Carolina Military Business Center (NCMBC) can help! The session will include information about:
- How the government buys and where your business fits in;
- Socio-economic and small business programs in federal government contracting;
- Registering as a government contractor: know the language, know the steps;
- Identifying and pursuing prime and subcontract opportunities;
- Teaming in government contracting: you don't have to "go it alone!";
- Marketing your business to government buyers and prime contractors;
- NCMBC resources to help you find, compete for and win contracts.

Working with Pinterest
Karen Tiede | Thursday, September 21, 2017
6 p.m.-9 p.m. | WAL 101 | Fee: None

Learn to use Pinterest (and Instagram) to drive traffic to your website and market your business. If you can represent your business with pictures, you can use Pinterest. The class will show you how to create a business account, create pins, pin from your website and others, and organize your account to attract the customers.

Basics of Bookkeeping*
Erin LeGrand | Tuesday, September 26, 2017
6 p.m. -9 p.m. | WAL 101 | Fee: None

Millions of small business owners and startup entrepreneurs are masters at creating great products and services, building awesome teams, and winning over customers. Many of them, however, would probably flunk basic bookkeeping. Learn the 10 most common types of bookkeeping accounts for a small business. They are Cash, Accounts Receivable, Inventory, Accounts Payable, Loans Payable, Sales, Purchases, Payroll Expenses, Owners' Equity, and Retained Earnings. It is important to understand the bookkeeping in your business so that you can make effective decisions and run your business more effectively.

How to get Your Business on the Internet
Todd Lyden | Thursday, September 28, 2017
6 p.m.-9 p.m. | WAL 101 | Fee: None

This seminar will cover the basics of getting your business online. Topics include selecting and registering your domain name, software tools for website creation, site design tips, and optimization methods to improve ranking in Google and other search engines (SEO).

How to Start a Business*
Charles Gaylor IV | Tuesday, October 3, 2017
6 p.m.-9 p.m | WAL 101 | Fee: None

Starting your own business may seem like an overwhelming task, but it really is not so hard if you take it step by step. This workshop is an in-depth walk-through on the mechanics of developing a business concept, feasibility, licensing, and the written plan, plus financial projections by line item. This is a must for those starting their own business.

The Experience of a Lifetime: Offering Outstanding Customer Service
Mike Collins | Thursday, October 5, 2017
3 p.m.-5 p.m. | WAL 101 | Fee: None

The people who trust us deserve The Experience of a Lifetime! However, demanding clients/customers/students/patients, a volatile economy, and a wide range of co-workers and managers make offering that Experience a challenge. The key is to understand that by offering The Experience of a Lifetime you are not only able to create quality relationships with clients — you create a positive work environment in which all members of the organization grow.

Mike Collins, the program presenter, is one of the most frequently featured business program presenters in the United States. His programs for groups such as IBM, American Express, and the Duke University Medical Center are consistently rated "Excellent."

Credit 101: Raise Your Credit Score
Bob Ivey | Tuesday, October 10, 2017
6 p.m.-9 p.m. | WAL 101 | Fee: None

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

Customer Service with a Capital S
Steve Carver | Thursday, October 12, 2017
3 p.m.-5 p.m. | WAL 101 | Fee: None

Entrepreneurs, business owners and agency directors often wonder why a few stores with similar products and services vastly outsell others. The answers are found in the strategies, methods, planning, and determination that the owners of the more successful stores use to enjoy a larger market shares than the competition. Steve Carver, public speaker, business owner, and management trainer will share over 45 years experience in developing 'Dazzle Factors" that produce not only devoted customers but raving fans as well.

How to Write a Business Plan*
Charles Gaylor IV | Thursday, October 17, 2017
6 p.m.-9 p.m. | WAL 101 | Fee: None

A business plan is an essential roadmap for business success. This living document generally projects three to five years ahead and outlines the route a company intends to take to grow revenues. In this seminar we will discuss the sections of a business plan, how to generate the contents of each section, and many of the resources that are available to assist you.

Making the Customer Experience Magical
John Formica | Thursday, October 19, 2017
3 p.m.-5 p.m. | WAL 101 | Fee: None

Have you ever wondered how the Walt Disney World Resort continues to produce a dynamic model of business excellence, leadership, working environment and customer service? It is not about service. It's all about creating a memorable Customer Experience. Learn secret success strategies to attract more customers, build brand loyalty for life, beat out your competition, and transform your business into a Disney-like culture. Tailored to any industry, association, business community, staff, or leadership levels. A must program if you are serious about having a successful business or organization and surviving in today's challenging economy! If Disney can do it, why can't you?

How to Find Your Customer*
Annette Dunlap | Tuesday, Obtober 24, 2017
6 p.m.–9 p.m. | WAL 101 | Fee: None

Discover how to analyze your market potential and identify potential customers by using free and reliable information resources, including demographic information, marketing forecasts, and social media. How to Find Your Customers shows you ways to find vital information about your market without paying for high-priced market research. The information in this workshop is organized to help you fit it neatly into your overall business and marketing plan. The presenter, Annette Dunlap, MBA, has over 30 years of experience providing no-cost and low-cost ways for entrepreneurs and small businesses to maximize their resources.

The Secrets of Great Customer Service for Small Businesses
Emily Balance | Thursday October 26, 2017
3 p.m.-5 p.m. | WAL 101 | Fee: None

These days, businesses will not survive for long without great customer service. Find out what you need to do to keep your current customers happy, attract new ones, and keep both groups coming back. We'll discuss some of the typical reasons why customers leave and what you can do. We'll look at customer service from different perspectives and share stories – the good, the bad, and the ugly. You'll leave with skills to improve customer relationships, build customer loyalty, and increase sales.

How to Start a Non-Profit Business
Sam Gore | Thursday, November 2, 2017
6 p.m.-9 p.m. | WAL 101 | Fee: None

There is a tremendous level of interest coming from our communities wanting to know how to form a non-profit organization. Careful consideration should be given to this quest, and much attention needs to be given to the proper steps. Failure to do so could result in serious consequences. If you are considering starting a non-profit organization, plan to attend this very informative seminar.

Boots 2 Business
Various | Tuesday-Wednesday, November 7-8, 2017
8:30 a.m.-4 p.m. | Wayne WORKS | Fee: None

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

Financing Your Business*
SBA, Patrick Rodriguez | Tuesday, November 7, 2017
6 p.m.-8 p.m. | WAL 101 | Fee: None

Financing continues to be a challenge for many small business owners. Questions range from, Who will give me money for my business idea and what do they need from me? to How will this business make money and will it be enough to pay back a loan or attract an investor? Get to the heart of business financing in this seminar that answers your questions. Explore the advantages and disadvantages of the

different types of funding sources and how to choose the right one for your needs. Discover the keys to financing success.

Creating a Board that is on Board
Sam Gore | Thursday, November 9, 2017
6 p.m.-9 p.m. | WAL 101 | Fee: None

This seminar is focuses primarily on some practical tips and tools, rather than the latest research that can bring about "transformational change," in boards. Government agencies, foundations, and individual donors and other potential supporters and funders want information concerning boards. What they discover might make the difference between receiving their support and or funds, or not.

Doing the 501(C)(3) Thing
Sam Gore | Tuesday, November 14,2017
6 p.m.-9 p.m. | WAL 101 | Fee: None

This seminar will carefully guide individuals through the 1023 form and provide vital information concerning how to respond to statements and questions needed to satisfy IRS reviewers.

How to Develop or Restore Bylaws for a Non-Profit
Sam Gore | Thursday, November 16, 2017
6 p.m.-9 p.m. | WAL 101 | Fee: None

Bylaws are a legal document outlining the self-imposed rules that will regulate an organization's own actions. Since it is a required element when forming a corporation, bylaws are a form of agreement or contract between the corporation and its owners to conduct itself in a certain manner. In the past, organizations often had bylaws but today those bylaws are usually insufficient.

Your Small Business Taxes*
Carr, Riggs & Ingram | Tuesday, November 28, 2017
6 p.m.-9 p.m. | WAL 101 | Fee: None

Tax reporting is one of the most important functions of a business owner. The owner must accurately track income and expenses and report both. This seminar will explain the federal and state reporting requirements for corporations, LLCs, and sole proprietors, too.

Fundamentals of Fundraising
Sam Gore | Thursday, November 30, 2017
6 p.m.-9 p.m. | WAL 101 | Fee: None

What your nonprofit does - your programs - is the highest priority for any nonprofit manager. Revenue generation is the second. New ways for nonprofits to raise revenue spring into existence every year, but where those funds come from stays pretty much the same year after year. There is also a basic inventory of methods that should form the back bone of your fundraising efforts. These are, literally, your "bread and butter." Come and learn more of "how to put the funds into your fundraising efforts."

How to Start a Business*
Pat Killette | Wednesday, December 6, 2017
6 p.m.-9 p.m. | WCPL, Ash St. | Fee: None

Understand the basics of starting a business in this seminar that takes you from idea to opportunity. Learn key strategies for start-up, financing and marketing as well as important information about legal issues, licensing, zoning, operations, and more. Realize the importance of a self-assessment and how to evaluate the feasibility of your business idea. Discover the resources available to help you start and successfully operate your business.

Introduction to Grant Writing for Non-Profits
Dorothy Moore | Thursday, December 7, 2017
6 p.m.-9 p.m. | WAL 101 | Fee: None

Are you a beginning grant writer or fundraiser? Are you interested in picking up some pointers to improve your grant applications? In this seminar, you will gain a better understanding of the grant-writing process, examine all elements of a grant application, and have the opportunity to review real grant applications. In addition, you will learn how to "hunt for funders" and "mine" data to justify funding your concept.

How to Write a Business Plan*
Trudy Lynn | Wednesday, December 13, 2017
6 p.m.-9 p.m. | WCPL, Ash St. | Fee: None

A business plan is an essential roadmap for business success. This living document generally projects three to five years ahead and outlines the route a company intends to take to grow revenues. In this seminar we will discuss the sections of a business plan, how to generate the contents of each section, and many of the resources that are available to assist you.

Non-Profit Claims for Refund
NCDOR, Rhonda High | Thursday, December 14, 2017
3:30 p.m.-5:30 p.m. | WAL 101 | Fee: None

The NC Department of Revenue will host a workshop for certain non-profits that qualify for a refund of sales and use taxes paid. The workshop will focus on the step-by-step process for completing the Non-profit and Governmental Entity Claim for Refund of State and County Sales and Use Taxes. This hands-on workshop is intended to help non-profits better understand the proper procedure for requesting a sales and use tax refund. At the end of the seminar, there will be a question and answer session with the presenter and networking possibilities with other business owners. Don't miss this great opportunity.

NC MILITARY BUSINESS CENTER (NCMBC)
Interested in federal contracting? Wayne Business and Industry Center is home to a local office of the NC Military Business Center. NCMBC identifies current local military and federal business opportunities, locates businesses in Wayne County and across North Carolina that are certified and/or registered to compete for them, and notifies those businesses of the opportunities. NCMBC at 919-739-6943.

NCWORKS CUSTOMIZED TRAINING PROGRAM (CTP)

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

WORKS INITIATIVE (CERTIFIED WORK-READY COMMUNITY)

WORKS (Wayne Occupational Readiness Keys for Success) is a workforce and economic development initiative unique to Wayne County. WORKS aims to develop and market a skilled workforce for Wayne County and offers a variety of avenues for developing Wayne County's human resources, such as WorkKeys® and National Career Readiness Certification (NCRC) testing, job profiling, and soft skills training. On April 16, 2015, Wayne County became the state's first nationally-recognized Certified WorkReady Community. To find out how businesses and individuals may support a WORK-READY Wayne County, call 919-739-6980 or go to http://ncworkready.org or http://workreadycommunities.org/NC/191.

NATIONAL CAREER READINESS CERTIFICATION (NCRC)

NCRC is a portable, work-based credential that verifies skill levels in three foundational areas: Applied Mathematics, Locating Information and Reading for Information. Based on scores on WorkKeys® assessments, the NCRC is awarded at Bronze, Silver, Gold or Platinum levels. NCRC shows employers that applicants and workers possess the essential skills required in today's workplace. The Career Readiness Center in Walnut Building, Room 136 offers test preparation or skills upgrade for the WorkKeys®/NCRC assessments in a lab environment. The lab is offered on a first-come, first-served basis and is open entry/open exit. Individuals work at their own pace to prepare for the assessments. Some may attend the lab one time while others may attend for several weeks to reach their individual goals. Instruction in the lab is self-directed with a facilitator available to assist students. The lab is available Mondays 9 a.m.-12 p.m. and 1 p.m.-4 p.m., Tuesdays 1 p.m.-4 p.m. and 5 p.m.-8 p.m., and Thursdays 9 a.m.-12 p.m. and 5 p.m.-8 p.m. Assessments for NCRC are generally available every week by appointment. To sign up for a testing appointment for the NCRC test given on campus, call Mary Mills Borden at 919-739-7004. Testing is scheduled every other month at the Watkins Das Education Center at SJAFB; to register for testing at SJAFB call the Airmen and Family Readiness Center at 919-722-7298.

OCCUPATIONAL EXTENSION COURSES

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

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

SPANISH - WORKPLACE CONVERSATIONAL

This course will prepare students to have conversations with Spanish-speaking individuals in the workplace. Topics include basic fundamentals of grammar, oral comprehension, various dialects, and basic conversations. (For business/industry/agency personnel.) Students will receive a WCC certificate upon course completion.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
9/20-11/15 WLC 214/$70	6 p.m.-9 p.m. Curl	W

BANKING 101

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
9/11-10/19 Spruce 220/$70	6 p.m.-8 p.m. Smith	MTH

SUCCESSFUL INCLUSION OF SPECIAL NEEDS STUDENTS

This course meets the requirements for certification renewal in Early Childhood Education, Elementary Education, and Secondary Education. Two topics will be dealt with in this course. First, Theory and Research - the focus is on background knowledge, research, and theories, as well as the different types of special needs in the classroom, including learning disabilities and developmental delays. Next, Theory into Practice - there is an examination of the teacher's role in creating an inclusionary classroom with

appropriate practices and intervention techniques for working with individual students' needs.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/30-12/13 Spruce 138/$125	5 p.m.-8 p.m. Lanier	W

INSTRUCTIONAL STRATEGIES THAT WORK

This course explores instructional strategies that have proven to have a major impact on student achievement. Increase your skills and comfort level with the following strategies: cooperative learning, questioning techniques, visual tools, graphic organizers, structuring homework, reading comprehension, building students' vocabulary, improving note taking, utilizing higher order thinking skills, and many more! Students will receive a WCC certificate upon course completion.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
9/11-11/16 WLC 214/$125	5 p.m.-8 p.m. Lanier	MTH

BASIC RESIDENTIAL WIRING

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/21-12/12 Hocutt 140/$180	5:30 p.m.-9:30 p.m. Simmons	MT

PRE-REGISTRATION IS HIGHLY ENCOURAGED.

CERTIFICATION / LICENSURE

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

NOTARY PUBLIC EDUCATION

This course provides instruction to individuals who want to become commissioned as a notary public or those who are up for recertification. Topics include legal, ethical, and procedural requirements of the Notary Act as described in N.C. General Statute 10B Article 1. Upon completion of this course with a passing exam grade of 80%, a person is eligible to make application with the N.C. Secretary of State's Office. For more information, go to www.secretary.state.nc.us/notary. **A current North Carolina Notary Public Manual is required for this course:** North Carolina Notary Public Manual, 2016, 11th Ed, ISBN: 9781560118510

PLEASE PRE-REGISTER ONE WEEK IN ADVANCE FOR NOTARY COURSES

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/19 Magnolia 218/$70	8 a.m.-4:30 p.m. Kennedy	S
8/21-8/23 Spruce 120/$70	5 p.m.-9 p.m. Kennedy	MW
9/16 Magnolia 218/$70	8 a.m.-4:30 p.m. Kennedy	S
9/18-9/20 Spruce 120/$70	5 p.m.-9 p.m. Kennedy	MW
10/21 Magnolia 218/$70	8 a.m.-4:30 p.m. Kennedy	S
10/23-10/25 Spruce 120/$70	5 p.m.-9 p.m. Kennedy	MW
11/13-11/15 Spruce 120/$70	5 p.m.-9 p.m. Kennedy	MW
11/18 Magnolia 218/$70	8 a.m.-4:30 p.m. Kennedy	S
12/9 Magnolia 218/$70	8 a.m.-4:30 p.m. Kennedy	S
12/11-12/13 Spruce 120/$70	5 p.m.-9 p.m. Kennedy	MW

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.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
9/11-11/20 WLC 217/$180	6 p.m.-10 p.m. Weese	MW

GENERAL CONTRACTING PRE-LICENSING

This course is designed to prepare individuals for the examination and application process for the general contractors licensure in the state of North Carolina.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
9/12-11/14 Magnolia 218/$125	6 p.m.-9 p.m. TBA	T

CCNA 2: ROUTING BASICS

This course describes the architecture, components, and operations of routers and switches in a small network. You learn how to configure a router and a switch for basic functionality. By the end of this course, you will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
9/11-12/20 ONLINE/$180	ONLINE Stringfield	ONLINE

COMPTIA SECURITY+ CERT PREP

CompTIA Security+ covers the functions and applications of network devices. Students learn how to compare and contrast the use of networking services and applications; explain the characteristics and benefits of various WAN technologies; differentiate between common network topologies; explain the basics of routing concepts and protocols; identify the basic elements of unified communication technologies; compare and contrast technologies that support cloud and virtualization; given a set of requirements, implement a basic network; and compare and contrast common network vulnerabilities and threats.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/28-12/8 ONLINE/$180	ONLINE Stringfield	ONLINE

ADVANCED MANUFACTURING AND APPLIED TECHNOLOGY OCCUPATIONAL EXTENSION COURSES

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

CERTIFICATION/LICENSURE COURSES

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 N.C. driver's license.

BEGIN/ END DATES LOCATION/FEE	CLASS TIME INSTRUCTOR	CLASS DAYS
8/15-8/16 Magnolia 101/$70	1 p.m.-5 p.m. Woodard	TW
9/5-9/6 Magnolia 101/$70	6 p.m.-10 p.m. Woodard	TW

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
10/3-10/4 Magnolia 101/$70	1 p.m.-5 p.m. Woodard	TW
11/7-11/8 Magnolia 101/$70	6 p.m.-10 p.m. Woodard	TW
12/5-12/6 Magnolia 101/$70	1 p.m.-5 p.m. Woodard	TW

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 NC driver's license.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	**INSTRUCTOR**	
8/22-8/23 Magnolia 101/$70	1 p.m.-5 p.m. Woodard	TW
9/12-9/13 Magnolia 101/$70	6 p.m.-10 p.m. Woodard	TW
10/17-10/18 Magnolia 101/$70	1 p.m.-5 p.m. Woodard	TW
11/14-11/15 Magnolia 101/$70	6 p.m.-10 p.m. Woodard	TW
12/12-12/13 Magnolia 101/$70	1 p.m.-5 p.m. Woodard	TW

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

ADVANCED MANUFACTURING OCCUPATIONAL EXTENSION COURSES

BASIC WELDING I

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	**INSTRUCTOR**	
8/21-10/16 Hocutt 170/$70	6 p.m.-9 p.m. Wise	M

BASIC WELDING II

This course is designed to further familiarize students with the basics of 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 move students to a deeper knowledge and understanding of topics to include gas welding, operation of cutting torch, electric welding, heliarc welding, and safety.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	**INSTRUCTOR**	
10/23-12/11 Hocutt 170/$70	6 p.m.-9 p.m. Wise	M

AIR CONDITIONING, HEATING, & REFRIGERATION I

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	**INSTRUCTOR**	
9/11-10/30 Magnolia 108/$125	1 p.m.-5 p.m. Julien	M
8/17-10/5 Magnolia 108/$125	6 p.m.-10 p.m. Goldman	TH

EPA REFRIGERANT CERTIFICATION

This course is a training course designed for HVAC technical personnel to assist in meeting Environmental Protection Agency-mandated requirements related to Air Quality Standards. Topics include refrigerant chemistry; oils and application; ozone depletion; Montreal Protocol; Clean Air Act; recovery, recycling, and reclamation; containers-safe

handling and transport of refrigerants; conservation-servicing and testing; waste oil; and high pressure and low pressure industrial/commercial chillers.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
9/9-9/30 Magnolia 108/$70	8 a.m.-12 p.m. Goldman	S

Required materials: CFC Study Guide

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

PRE-REGISTRATION IS HIGHLY ENCOURAGED.

COMPUTER PROGRAMS

The Computer Programs area is designed to meet the changing needs of the novice computer user to the more advanced user. The Continuing Education Services Computer Programs Department offers courses in various software applications and hardware maintenance. Computer courses are available in Spanish and other languages upon request. The College also offers many computer classes online and in hybrid format, where a majority of the class is online with some classroom meetings. In addition, courses may be tailored to meet specific business and industry needs. Specific course offerings include Microsoft Office Suite (Word, 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.

ED2GO ONLINE COURSES

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

These courses are offered in a 24 contact hour format, which provide Continuing Education Units (CEUs) and a certificate of completion. The certificate of completion is awarded upon successful completion of the course. The cost of courses from 1-24 hours is $70.00, 25-50 hours is $125.00, and 51 or more hours is $180.00. 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.**

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

ADMINISTRATIVE ASSISTANT CERTIFICATE PROGRAM (WEB-SUPPORTED)

GET READY FOR A NEW JOB!
In one course you will learn the skills that will equip you with the extensive computer ability most in demand by today's employers. Subjects covered: basics of computer operation and maintenance (fire walls, spyware, ad ware, malicious code, MS updates, hard drive clean-up and de-fragmenting, etc.). Microsoft Word, Excel, PowerPoint, and Internet Explorer programs are also covered. Register today!

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/22-12/14 Magnolia 221/$180	6 p.m.-8 p.m. Elliott	TTH

ADOBE PHOTOSHOP CC (HYBRID)
An Adobe Certified Expert (ACE) instructor helps you master the ultimate in graphic arts, Web page, and print publication software programs! Restore and repair old photos; create Web sites and graphics; and correct color casts, over/under exposure and white balance problems in Photoshop.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/29-10/17 (Part I) Magnolia 220/$70	6 p.m.-8 p.m. Foster	T
10/24-12/12 (Part II) Magnolia 220/$70	6 p.m.-8 p.m. Foster	T

COMPUTER REPAIR/A+ CERT PREP

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/24-12/14 Spruce 202/$180	6 p.m.-9 p.m. Shafer	TH

MICROSOFT OFFICE 2016 INTRO (SLOW-PACED)

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
9/12-11/7 Magnolia 220/$70	9 a.m.-12 p.m. Lloyd	T

MOS POWERPOINT CERT PREP

This course is designed to prepare students for the Microsoft Office 2016 certification exam in PowerPoint.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/21-12/11 Magnolia 220/$125	9 a.m.-12 p.m. Elliott	M

INTRODUCTION TO COMPUTERS

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

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

9/11-11/6 Magnolia 221/$70	6 p.m.-9 p.m. Jordan	M
9/12-11/7 Magnolia 220/$70	1 p.m.-4 p.m. Lloyd	T
9/13-11/8 Magnolia 220/$70	9 a.m.-12 p.m. Elliott	W
9/14-11/9 Woods Chapel/$70	5:30 p.m.-8:30 p.m. Elliott	TH

MS EXCEL 2016

This course provides introduction level training for Excel 2016. This course covers skills such as creating worksheets and workbooks, formulas, charts, and much more! Students will receive a WCC certificate upon course completion.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/23-10/18 Magnolia 221/$70	6 p.m.-9 p.m. Foster	W

WEB DESIGN-WORD PRESS (HYBRID)

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
9/7-11/16 Magnolia 220/$125	6 p.m.-8 p.m. Foster	TH

DIGITAL PHOTOGRAPHY AND PHOTO CORRECTION

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/23-12/13 Magnolia 220/$125	6 p.m.-9 p.m. Breault	W

MICROSOFT POWERPOINT 2016

This provides training for Microsoft PowerPoint 2016. This course is ideal for computer users who want to become well versed in PowerPoint. Topics covered: ribbon interface, document themes, bulleted lists, outlines, formatting text, printing presentations, transitions, clip art and graphics, charts, slide show delivery, and more.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
9/14-11/9 Magnolia 222/$70	6 p.m.-9 p.m. Jordan	TH

MICROSOFT WORD 2013, INTERMEDIATE

This course provides intermediate training on Word 2013. This course covers more complex skills such as newsletter columns, WordArt and clip art, document themes, styles, picture editing, mail merge, footnotes and endnotes, headers and footers, templates, tables of contents and indexes, and more.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
9/11-11/6 Woods Chapel/$70	5:30 p.m.-8:30 p.m. Pallango	M

QUICKBOOKS

Learn how to manage the finances for your small business yourself with the Windows version of this powerful accounting package. This course will show you how to create and set up accounts, taxes, and inventory items. Once your accounts are established, learn how to create estimates and purchase orders, send invoices receive payments, and all the day-to-day tasks that keep your business running. Finally, learn to set up your payroll, integrate with online banking, find data and run reports, and close the books with end-of-year preparations.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
9/12-11/16 Spruce 112/$125	6 p.m.-8:30 p.m. Pallango	TTH

OTHER CERTIFICATE PROGRAMS

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

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

DELIVERY

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

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

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

VISIT OUR WEB PAGE FOR AN UPDATED CURRENT COURSE SCHEDULE:

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

PRE-REGISTRATION IS HIGHLY ENCOURAGED.

HUMAN RESOURCES DEVELOPMENT (HRD)

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

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

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

For The Future You Never Thought Existed
Human
Resources
Development
HRD

The Human Resources Development Program provides employability skills training and career development courses for adults who are trying to find employment, transitioning back into the workforce, or working to redefine their professional vocation in today's global market. Courses are taught to address current needs and address the six HRD core components: assessment of individual skill levels and limitations; the development of a positive self-image/self-concept, employability skills, communication skills, problem-solving/ critical thinking skills; and information technology to equip individuals with the knowledge, values, and practical skills essential to applying, keeping and advancing in their careers.

All HRD courses are fee-waived for qualifying individuals who are unemployed, "underemployed", or have received notice of layoff or pending layoff.

HRD EMPLOYABILITY LAB - (NCWORKS CAREER CENTER)

Get your job search questions answered and receive the personalized assistance you need. Come to our employability lab for assistance conducting online job searches, completing applications, producing a quality resume, workplace soft skills, and obtaining interviewing skills and tips for enhancing employability.

BEGIN/ END DATES LOCATION/FEE	CLASS TIME INSTRUCTOR	CLASS DAYS
8/1-8/30 NCWorks Career Center/$125	9 a.m.-12 p.m. Allen	TW
9/5-9/27 NCWorks Career Center/$125	9 a.m.-12 p.m. Allen	TW
10/3-10/31 NCWorks Career Center/$125	9 a.m.-12 p.m. Allen	TW
11/1-11/29 NCWorks Career Center/$125	9 a.m.-12 p.m. Allen	TW

LINKEDIN FOR JOB SEEKING

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

BEGIN/ END DATES LOCATION/FEE	CLASS TIME INSTRUCTOR	CLASS DAYS
9/15 Walnut 136/$70	9 a.m.-12 p.m. Sanford	F
11/15 Walnut 136/$70	1 p.m.-4 p.m. Sanford	W

PATHWAYS TO CAREERS IN CUSTOMER SERVICE

Come learn about the field of customer service, the skills, attributes, work values, and traits necessary for employment in that field, and how to determine if a career in customer service is right for you. Learn about the role of technology in customer service work and identify a variety of entry-level positions. This course will also explore occupational training opportunities for employment and career advancement and NCRC.

BEGIN/ END DATES LOCATION/FEE	CLASS TIME INSTRUCTOR	CLASS DAYS
8/25-11/3 Walnut 136/$125	8 a.m.-1 p.m. Allen	F
11/27-12/12 Wayne Learning Center 221/$125	12 p.m.-5 p.m. Allen	MTWTH

FINANCIAL SURVIVAL

Learning to Live on a Limited Income - This course is designed to provide tips for living on less. Participants will learn how to re-build credit scores, manage debt, obtain goods and services at reduced rates, eliminate unnecessary spending, and develop a wage improvement plan. They will be encouraged to adopt a positive outlook and self-concept,

and be given a framework for making sound economic decisions about personal savings and retirement funds.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	**INSTRUCTOR**	
10/2-10/25 Walnut 136/$70	5 p.m.-8 p.m. Allen	MW

WORKING SMART

Eighty-five percent of workplace success comes from your soft skills. This course is designed to fine-tune non-technical, critical employability skills that are essential in today's workplace. These transferable skills are vital in any industry or occupation and are often among the deciding factors in employee selection and promotion. Participants will enjoy an interactive, hands-on learning experience and earn a portable credential upon successful completion.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	**INSTRUCTOR**	
8/28-10/18 Fremont Town Hall/$125	6 p.m.-8 p.m. Matthews/Parker	MW
9/11-10/11 Magnolia 218/$125	1 p.m.-4 p.m. Wellington/Seare	MW
10/3-11/2 Fremont Town Hall/$125	1 p.m.-4 p.m. Allen/Seare	TTH
10/23-11/20 WLC 213/$125	4 p.m.-7 p.m. Matthews/Parker	MW

PHASE ONE - INTRODUCTION TO DIRECT CARE WORK

Introduction to Direct Care Work explores various careers as a Nurse Aide. In this class students will complete career exploration and self-assessment, learn about time and stress management, teamwork, and professionalism and learn CPR for the lay person. This class will also focus on job readiness skills, literacy, numeracy, keyboarding, and realistic job previewing.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	**INSTRUCTOR**	
9/11-9/20 Magnolia 205/$70	1 p.m.-5 p.m. Carmichael	MW

PHASE TWO – DIRECT CARE BASICS - (PRE-NURSE AIDE LEVEL)

(This course focuses on non-nurse aide personal care tasks and additional soft skill development.) Students will also expand nurse aide (NA-1) skills with an introduction to basic nurse aide skills, introduction to functional concepts within the nurse aide role, enhanced soft skills training, and career counseling.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	**INSTRUCTOR**	
9/25-12/4 Magnolia 205/$180	2 p.m.-5 p.m. Simmons	MW

CAREER EXPLORATION

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	**INSTRUCTOR**	
8/21-8/30 Walnut 136/$70	8 a.m.-12 p.m. Sanford	TTH
10/9-10/12 Walnut 136/$70	8 a.m.-12 p.m. Sanford	MTWTH
11/28-12/7 Walnut 136/$70	8 a.m.-12 p.m. Sanford	TTH

COMPUTERS AND JOB SEARCH

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	**INSTRUCTOR**	
9/12-10/19 Spruce 112/$70	2 p.m.-4 p.m. Staff	TTH

HRD NC FAST

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. The information session will be held on May 22 from 6:00 to 7:00 p.m. in WLC. For more information, contact Alison Sanford at 919-839-6926.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
10/3* Wayne Learning Center 161/$125	5 p.m.-6 p.m. Staff	T
10/10-12/7 Spruce 114/$125	5 p.m.-8 p.m. Staff	TTH

*Mandatory Information Session for HRD NC FAST class.

HRD/NCRC SUCCESS LAB

What you need to know to improve your National Career Readiness Certificate (NCRC) scores and get your job search questions answered. Receive personalized assistance for conducting online job searches, completing applications, producing a quality resume, workplace soft skills, and obtaining interviewing skills and tips for enhancing employability. Develop the art of networking, good work ethics, and more!

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/1-12/14 Walnut 136/$180	9 a.m.-12 p.m. 1 p.m.-4 p.m. Allen/Borden	MTH MT

INCOME MAINTENANCE CASEWORKER - NCFAST

This course is designed to cover 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 NCFAST 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 Monica Miller at 919-739-6933.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/21-10/25 Spruce 114/$125	6 p.m.-8:30 p.m. Staff	MW

PRE-REGISTRATION IS HIGHLY ENCOURAGED.

FIND YOUR CAREER IN SOCIAL SERVICES

Human Services Exploration DSS - NC FAST (Phase I)

10/10/17-12/7/17 | Tuesday and Thursday | 5 p.m.-8 p.m.

MANDATORY INFORMATION SESSION | 10/3/17 | 5 P.M. | WLC 161

This course covers skills and strategies designed to provide employability skills training and career exploration for the role of Income Maintenance Caseworker within Division of Social Service agencies. Upon completion of this course, the student will demonstrate a basic understanding/proficiency in the following:

» Entry-level skills required to be an employee of DSS
» Interviewing skills and resumes
» Basic computer and keyboarding skills
» Basic navigation skills in the NC FAST system
» DSS and NC FAST terminology
» Workplace success skills
» Customer service skills

All HRD courses have tuition fees waived for qualifying individuals who are unemployed, underemployed, or have received notice of layoff or pending layoff.

EMS / FIRE / LAW ENFORCEMENT CLASSES

Information on classes can be obtained from our web site:
www.waynecc.edu/continuing-ed
Contact Beverly Deans, Public Safety Director, at 919-739-6798 or bdeans@waynecc.edu.

EMERGENCY MEDICAL SERVICES CLASSES

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

TITLE

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

EMS 4402
Burn Emergencies

8/17-8/17	7 p.m.-10 p.m.	Th
Fremont Rescue/$70	R. Lassiter	

EMS 4402
Psychiatric, Behavioral, and Toxicology Emergencies

8/17-8/17	7 p.m.-10 p.m.	Th
MarMac VFD/$70	M.K. Smith	

EMS 4201
EMT Refresher

9/18-11/13	ONLINE	ONLINE
ONLINE/$180	K.Boswell	

EMS 4401
Paramedic Refresher

9/18-11/13	ONLINE	ONLINE
ONLINE/$180	K. Boswell	

EMS 4202
Geriatric Emergencies

9/6-9/6	7 p.m.-10 p.m.	W
Grantham Rescue/$70	R. Proctor	

EMS 4302
Environmental Emergencies

9/13-9/13	6:30 p.m.-10:30 p.m.	W
Pine 112/$70	D. Santifort	

EMS 4302
Medical Emergencies/Assessments

9/14-9/14	7 p.m.-10 p.m.	Th
Mt. Olive Rescue/$70	J. Arnette	

EMS 4402
Hemorrhage Control

9/21-9/21	7 p.m.-10 p.m.	Th
Fremont Rescue/$70	M.K. Smith	

EMS 4402
Medical/Trauma Assessment

9/28-9/28	7 p.m.-10 p.m.	Th
Fremont Rescue/$70	R. Lassiter	

EMS 4402
Hemorrhage Control/Skills

10/11-10/11	7 p.m.-10 p.m.	W
Grantham Rescue/$70	R. Proctor	

EMS 3200
BBP/HazMat Review

10/11-10/11	6:30 p.m.-10:30 p.m.	W
Pine 112/$70	C.J. Weaver	

EMS 4302
Stroke Awareness

10/12-10/12	7 p.m.-10 p.m.	Th
Mt. Olive Rescue/$70	J. Arnette	

EMS
Trauma & Field/Disasters/MCI's

10/19-10/19	7 p.m.-10 p.m.	Th
MarMac VFD/ $70	M.K. Smith	

EMS 4402
HazMat Awareness

10/26-10/26	7 p.m.-10 p.m.	Th
Fremont Rescue/$70	R. Lassiter	

EMS 4202
Patient Assessment/Vital Signs/Skills

11/1-11/1	7 p.m.-10 p.m.	W
Grantham Rescue/$70	R. Proctor	

EMS 4202
Geriatric Emergencies

11/8-11/8	6:30 p.m.-10:30 p.m.	W
Pine 112/$70	M.K. Smith	

EMS 4402
Geriatric Assessment & Treatments
11/9-11/9   7 p.m.-10 p.m.   Th
Fremont Rescue/$70   R. Lassiter

EMS 3200
HazMat
11/9-11/9   7 p.m.-10 p.m.   Th
Mt. Olive Rescue/ $70   C.J. Weaver

EMS 4402
Burn Emergencies/Skills
12/6-12/6   7 p.m.-10 p.m.   W
Grantham Rescue/$70   R. Proctor

SAF 3016
AHA HP BLS
12/13-12/13   6:30 p.m.-10:30 p.m.   W
Pine 112/$70   J. Smith
$5.00 (card fee)

EMS 4302
Adult/Pediatric Assessment
12/14-12/14   7 p.m.-10 p.m.   Th
Mt. Olive Rescue/$70   J. Arnette

PRE-REQUISITES FOR ALL EMS PROGRAMS

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

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

If you are affiliated with a fire or EMS agency, you must provide a letter of affiliation from the department chief as confirmation to receive fee exempt status. Please contact Kim Boswell, EMS Coordinator, to schedule an interview appointment no later than 10 business days before class starts to receive your information packet at 919-739-6893 or kmboswell@waynecc.edu. Documents within the packet are due by the first night of the class. There will be no admission to class without the submission of all supporting documentation. NO EXCEPTIONS.

EMT-EMERGENCY MEDICAL TECHNICIAN - BASIC COURSE

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

TITLE

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

EMS 4200
EMT (Hybrid) (NIGHT)

8/15-12/12	6 p.m.-10 p.m.	TTH
	8 a.m.-5 p.m.	S
Pine 130/$180	D. Santifort	

EMS 4200
EMT (Hybrid) (DAY)

| 8/11-12/15 | 8 a.m.-5 p.m. | F |
| Pine 130/$180 | D. Santifort | |

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

TITLE

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

EMS 3000
Anatomy and Physiology

| 8/21-11/27 | ONLINE | ONLINE |
| ONLINE/$180 | K. Oakley | |

FIRE SERVICE TRAINING

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

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

TITLE

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION	INSTRUCTOR	

FIP 3021
Fire & Life Safety Prep

8/15-8/22	6:30 p.m.-10:30 p.m.	TTh
Pine 127	R. Barnes	

FIP 3013
Fire Control

8/31-8/31	6:30 p.m.-10:30 p.m.	Th
9/2-9/10	8 a.m.-5 p.m.	SSU
Pine 127	R. Loreman	

FIP 3017
Rescue

9/21-9/30	6:30 p.m.-10:30 p.m.	TTh
	8 a.m.-5 p.m.	S
Pine 127	T. Underwood	

FIP 3019
Sprinklers

10/3-10/12	6:30 p.m.-10:30 p.m.	TTh
Pine 127	F. Sasser	

FIP 3016
Emergency Med. Care

10/24-10/26	6:30 p.m.-10:30 p.m.	TWTh
Pine 127	M. K. Smith	

FIP 3003
Alarms & Communications

11/7 -11/16	6:30 p.m. -10:30 p.m.	TTH
Pine 127	J. Pope	

Please visit http://www.waynecc.edu/continuing-ed/emergency-services/ for an updated class schedule.

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

TITLE

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION	INSTRUCTOR	

CJC 3941
Detention Officer Cert.

10/2-11/21	6 p.m.-11 p.m.	MTWTh
	8 a.m.-6 p.m.	S
Pine 121	B. Deans	

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

DETENTION OFFICER CERTIFICATION COURSE (DOCC)

The Detention Officer Certification Course is a 174-hour training program that all sworn detention officers in the state of North Carolina must complete within the first year of employment. This course consists of 21 topics that the Sheriff's Commission requires all detention officers to learn to successfully complete the training, including but not limited to Transportation of Inmates, Subject Control Techniques, Physical Fitness, Communication Skills, Legal Aspects of Management, and Ethics for Detention Personnel. At the end of the course, the students must take and pass a state comprehensive exam which is administered by the Sheriffs' Standards Division.

This course is offered every Spring and Fall Semester during evening hours, 6 p.m.-10 p.m. Monday-Thursday and some Saturdays 8 a.m.-5 p.m. All students must be high school graduates and obtain criminal background checks and physical examinations prior to beginning the class. Registration fee for this course is $180.00. Students must purchase a uniform shirt for $25.00, 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.

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

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

**FOR A CURRENT LISTING OF
ALL EMS COURSES GO TO
WWW.WAYNECC.EDU/CONTINUING-ED/EMS.HTML**

**FOR A CURRENT LISTING OF ALL
LAW ENFORCEMENT COURSES GO TO
WWW.WAYNECC.EDU/CONTINUING-ED/WP-CONTENT/
UPLOADS/LAW-ENFORCEMENT-TRAINING.PDF**

PRE-REGISTRATION IS HIGHLY ENCOURAGED.

FIRE SCHOOL

October 23-26, 2017

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

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

LEISURE AND RECREATION/ COMMUNITY SERVICE COURSES

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

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

AMERICAN SIGN LANGUAGE BASICS

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/29-10/10 WLC 212/$35	6 p.m.-8 p.m. Montgomery	T
10/31-12/12 WLC 212/$35	6 p.m.-8 p.m. Montgomery	T

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/FEE	INSTRUCTOR	
8/22-10/17 Spruce 108 & 106/$50	6 p.m.-9 p.m. Price	T
10/24-12/19 Spruce 108 & 106/$50	6 p.m.-9 p.m. Price	T

COMMUNITY CHORUS

This class provides an opportunity to gain experience singing in a vocal ensemble. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, the student will be able to demonstrate skills needed to perform in a concert setting.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/17-12/7 Dogwood 201/$35	11 a.m.-12 p.m. Collier	TTH

*Holiday Concert - December 7, 2017

CAKE DECORATING

For those that want to make a birthday cake, just have fun, start a career or even a business in cakes. This is a comprehensive course that covers course 1-3 of the Wilton method of cake decorating. Including basics of cake decorating, royal icing flowers, basics of fondant, cake design, and wired gum paste flowers. By the end of the course, students will be able to decorate a beautiful cake for any occasion using these techniques and a little practice. Where you go from here is up to you and how much you are willing to practice.

BEGIN/ END DATES LOCATION/FEE	CLASS TIME INSTRUCTOR	CLASS DAYS
8/30-10/4 Dogwood 206/$35	6 p.m.-9 p.m. Pendergrass	W
10/25-12/13 Dogwood 206/$35	6 p.m.-9 p.m. Pendergrass	W

HOLIDAY FLORAL DESIGN

This course teaches students how to design trendy bows, wreaths, corsages, bouquets, table arrangements, and sympathy flowers.

BEGIN/ END DATES LOCATION/FEE	CLASS TIME INSTRUCTOR	CLASS DAYS
8/21-10/2 Dogwood 206/$35	6 p.m.-8 p.m. Pearsall	M
10/23-12/4 Dogwood 206/$35	6 p.m.-8 p.m. Pearsall	M

DEFENSIVE DRIVING

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

BEGIN/ END DATES LOCATION/FEE	CLASS TIME INSTRUCTOR	CLASS DAYS
8/17 WLC 212/$50	6 p.m.-10 p.m. Sheffield	TH
9/2 WLC 212/$50	8:30 a.m.-12:30 p.m. Sheffield	S
9/14 WLC 212/$50	6 p.m.-10 p.m. Sheffield	TH
9/30 WLC 212/$50	8:30 a.m.-12:30 p.m. Sheffield	S
10/12 WLC 212/$50	6 p.m.-10 p.m. Sheffield	TH
10/28 WLC 212/$50	8:30 a.m.-12:30 p.m. Sheffield	S
11/9 WLC 212/$50	6 p.m.-10 p.m. Sheffield	TH
11/30 WLC 212/$50	6 p.m.-10 p.m. Sheffield	TH
12/16 WLC 212/$50	8:30 a.m.-12:30 p.m. Sheffield	S
12/28 WLC 212/$50	6 p.m.-10 p.m. Sheffield	TH

MENTAL HEALTH FIRST AID TRAINING

The course teaches participants the risk factors and warning signs of a variety of mental health challenges common among adolescents, including anxiety, depression, psychosis, eating disorders, ADHD, disruptive behavior disorders, and substance use disorder. Participants do not learn to diagnose, nor how to provide any therapy or counseling, rather, participants learn to support a youth developing signs and symptoms of a mental illness or in an emotional crisis by applying a core five-step action plan:

- Assess for risk of suicide or harm
- Listen non-judgmentally
- Give reassurance and information
- Encourage appropriate professional help
- Encourage self-help and other support strategies

Training is approved by NC Substance Abuse Professional Practice Board for up to eight General Skill Building hours.

Course suitable for all - students, teachers, leaders of faith communities, human resource professionals, and caring citizens.

BEGIN/ END DATES LOCATION/FEE	CLASS TIME INSTRUCTOR	CLASS DAYS
8/31 WLC 161/$40	8 a.m.-5 p.m. Townes	TH
9/28 WLC 161/$40	8 a.m.-5 p.m. Townes	TH
11/30 WLC 161/$40	8 a.m.-5 p.m. Townes	TH

PAINTING, OIL - BOB ROSS

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	**INSTRUCTOR**	
8/31-10/5 Dogwood 206/$50	4 p.m.-8 p.m. Edwards	TH
10/19-11/30 Dogwood 206/$50	4 p.m.-8 p.m. Edwards	TH

INTRODUCTION TO PARANORMAL ACTIVITY

This course will provide the student with a general knowledge of paranormal investigation and studies. Students will be taught proper methods and procedures for collecting evidence.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	**INSTRUCTOR**	
9/14-10/26 Spruce 106 & 108/$35	7 p.m.-9 p.m. Bailey	TH

SEWING NOVELTIES

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	**INSTRUCTOR**	
9/12-10/31 Senior Center Goldsboro/$35	12:30 p.m.-3:30 p.m. Price	T

SMALL GAS ENGINE REPAIR

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	**INSTRUCTOR**	
8/21-10/16 Hocutt/$50	6 p.m.-9 p.m. Olmsted	M
10/30-12/18 Hocutt/$50	6 p.m.-9 p.m. Olmsted	M

QUILTING

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	**INSTRUCTOR**	
9/11-10/16 Spruce 106 & 108/$35	6 p.m.-9 p.m. Trott	M
10/30-12/4 Spruce 106 & 108/$35	6 p.m.-9 p.m. Trott	M

STAINED GLASS

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	**INSTRUCTOR**	
8/22-10/10 Dogwood 206/$40	6:30 p.m.-8:30 p.m. Walston	T
10/24-12/19 Dogwood 206/$40	6:30 p.m.-8:30 p.m. Walston	T

WELCOME TO THE WORLD OF COMPUTERS

This course is designed to assist students desiring to become familiar with the basic use of a personal computer. The student will be introduced to computer software and hardware and their functions. Microsoft Office Suite will be introduced. Students will also be given a chance to learn or enhance their typing skills and navigating the Internet.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	**INSTRUCTOR**	
9/11-11/6 Senior Center/$35	1 p.m.-4 p.m. TBD	M

PERSONAL PET CARE

This course covers basic pet health and emergency care. Topics include common parasites and diseases for small animals, immunizations, and basic canine anatomy, first aid for cats and dogs and canine CPR. Upon completion, students should be able to recognize common diseases in pets and handle basic first aid emergencies in pets.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
9/7-9/28 Magnolia 209/$35	6 p.m.-8 p.m. Carter	TH
10/12-11/2 Magnolia 209/$35	6 p.m.-8 p.m. Carter	TH

VOICE TRAINING 101

This course is designed for beginning voice students to work on the basic skills of singing, including vocal technique (in speech and singing) and solo vocal performance. Aspects of breathing, support, diction, and a variety of vocal literature will be addressed.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
9/12-10/17 Dogwood 201/$35	6 p.m.-8 p.m. Cooper	T
10/31-12/2 Dogwood 201/$35	6 p.m.-8 p.m. Cooper	T

HEALTH AND NUTRITION COURSES

THE NEGATIVE EFFECTS OF SUGAR

This class is designed to permanently change your relationship with sugar. You will leave this class understanding the causes of your sugar cravings and you'll receive practical tools for dealing with them.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/29-9/19 Spruce 138/$25	6 p.m.-8 p.m. Walter	T

HOW TO GAIN ENERGY FROM YOUR FOOD

This class will give participants a better understanding of the many factors that contribute to our sense of energy and vitality. We will discuss some of the factors that decrease our sense of energy and how we can change them.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
10/3-10/24 Spruce 138/$25	6 p.m.-8 p.m. Walter	T

HEALTHY TIPS TO LOSE WEIGHT

In this class you will learn safe ways to drop pounds and feel satisfied. You will also learn 10 tips to weigh less and live more.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
11/7-12/5 Spruce 138/$25	6 p.m.-8 p.m. Walter	T

EFFECTIVE TEACHER TRAINING

EFFECTIVE TEACHER I

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

For more information or to pre-register, call Shelvia Yelverton at 919-705-6179 or e-mail shelviayelverton@wcps.org.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/1-8/9 WLC 161/$70.00	8:30 a.m.-3:30 p.m. Lanier	TW
9/5-9/13 WLC 161/$70.00	8:30 a.m.-3:30 p.m. Lanier	TW
10/10-10/18 WLC 161/$70.00	8:30 a.m.-3:30 p.m. Lanier	TW
11/7-11/15 WLC 161/$70.00	8:30 a.m.-3:30 p.m. Lanier	TW

Steps to Enroll

Potential substitute begins process with WCPS. Contact Shelvia Yelverton at 919-705-6179 or shelviayelverton@wcps.org.

1. Person will complete the WCPS application packet for Substitute Teaching received from WCPS
2. Person will receive a WCPS Substitute Verification form to bring to Wayne Community College to enroll in the ETT course.
3. Person comes to WCC Continuing Education (Walnut Building, East Entrance) to register and pay for the course.
4. Students for upcoming ETT course will need to register no later than five days prior to the course or wait for the next offered course.
5. Upon completion of the course, student will receive a certificate to present to WCPS staff.

Note: If you have a current teaching license or more than three years' experience as a teacher assistant, you will not have to take Effective Teacher Training, but you will need to complete Smart Find Training to secure a substitute teacher position.
Please contact the Department of Public Instruction or your local school system to verify that this course will meet the requirements for your employment.

TEACHER RENEWAL COURSE OFFERINGS

Continuing Education Services offers traditional and online courses each semester to assist teachers in updating or renewing their professional educator's license. We recommend that teachers seek approval of courses selected for licensure purposes from their local education agency (LEA) and/or the North Carolina Department of Public Instruction (NCDPI). Wayne Community College offers many teacher renewal courses including traditional face-to-face and online formats.

Complete Your Continuing Education Hours ONLINE

Do you need to meet your continuing education requirements or just love to learn?

Learn from the comfort of home!

Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly. Visit our website to view start dates for the courses that interest you.

- 24-Hour Access
- Discussion Areas
- 6-Week Format

Below are just a few of our most popular continuing education courses from our library of over 50!

Enhancing Language Development in Childhood
Enrich the lives of your children by helping them become proficient speakers and thinkers.

Teaching Students With Autism: Strategies for Success
Help students with high-functioning autism and Asperger's Syndrome unlock their potential.

Differentiated Instruction in the Classroom
Improve your ability to teach diverse learners with real-world examples from the classrooms.

Spanish in the Classroom
Learn the essential Spanish to communicate with your Spanish-speaking students and parents.

– PRICES START AT $70.00 –

Over **50** Continuing Education Certified Online Courses Available!

Enroll Now! **ed2go.com/waynecc**

(919) 739-6933

Please consult your Local Education Agency and/or your Department of Public Instruction for continuing education approval.

REGISTER TODAY ////

WAYNE COMMUNITY COLLEGE - CONTINUING EDUCATION SERVICES
Activity Director
BASIC

This course is designed to provide basic training to individuals desiring to become an Activity Director in a healthcare related setting. Activity Directors for Adult Care Homes are required by the NC Division of Facility Services to complete a minimum of 60 hours in an approved Activity Director's course. Activity Directors for nursing facilities are required to complete the 60-hour basic course with an additional minimum of 10 hours in documentation including the assessment and care planning processes. A high school diploma or High School Equivalency Diploma is required to take the course.

Pre-registration is highly encouraged!
Register now at the Customer Service Desk,
Walnut Building, East Entrance
For more information, contact
Elizabeth Curry at 919-739-6929,
eacurry@waynecc.edu

Classes offered each semester.
Check with the WCC Bookstore
for the required textbook and its price.

Cost: $180.00

WAYNE
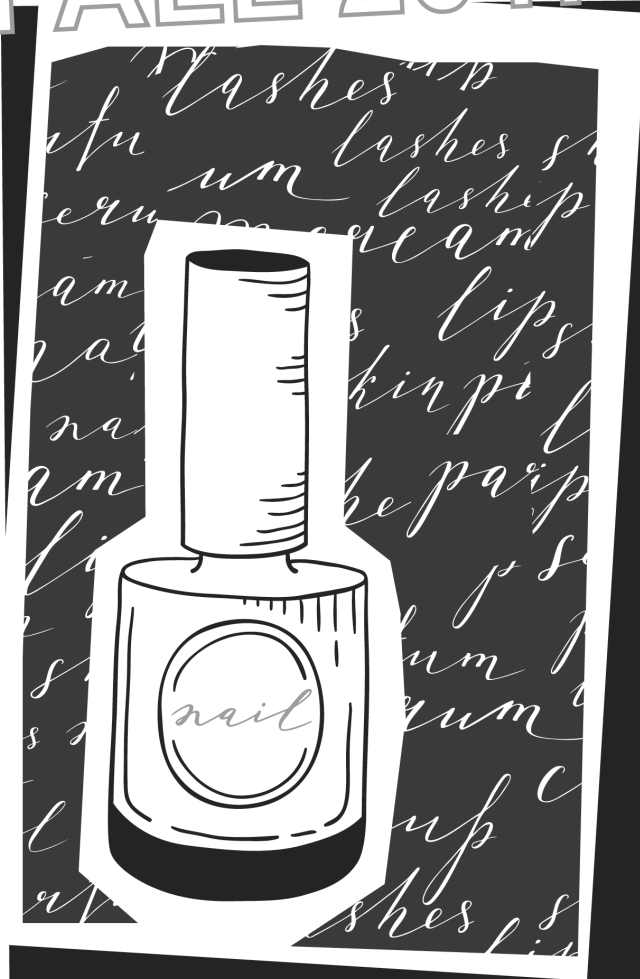COMMUNITY COLLEGE
CONTINUING EDUCATION SERVICES

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

Wayne Community College encourages persons with disabilities to participate in its programs and activities. If you anticipate needing accommodation or having questions about access, please contact Elizabeth Curry at 919-739-6929 or eacurry@waynecc.edu. Please allow sufficient time to arrange accommodation.

WAYNE COMMUNITY COLLEGE | CONTINUING EDUCATION

Nail Technology Program

FALL 2017 CLASSES!

Must attend **ONE** of the following Information Sessions:

THURSDAY, JULY 20, 2017
5 p.m. | Walnut 104

THURSDAY, JULY 27, 2017
5 p.m. | Walnut 104

CLASS INFORMATION:
August 1-December 7, 2017
9 a.m.-2:30 p.m. | Monday-Thursday
Location: Circle of Love Academy
Cost: $183.55
Additional cost for nail kit and supplies will be given at the information session.

To reserve a seat for the information session, contact
MONICA MILLER
919-739-6933
mdedwards@waynecc.edu

Available on the App Store

WAYNE COMMUNITY COLLEGE
CONTINUING EDUCATION SERVICES

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

NOW OFFERING! FALL 2017

WAYNE COMMUNITY COLLEGE - CONTINUING EDUCATION SERVICES

NON-PROFIT MANAGEMENT CERTIFICATE PROGRAM

SEPTEMBER 12-DECEMBER 12, 2017
TUESDAYS • 6:00 P.M.-9:00 P.M.

Wayne Community College, Wayne Learning Center, Room 213

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

PRE-REGISTRATION IS HIGHLY ENCOURAGED!

Register now at the Customer Service Desk,
Walnut Building, East Entrance while seats are available.
Registration Fee: $125.00
Contact Hours: 42 (CEUs - 4.2)

Topics to be covered:

MARKETING YOUR NON-PROFIT
HOW TO COMPLETE THE 501(C)(3) PROCESS (FORM 1023)
FUND RAISING • GRANT WRITING • PREVENTING EMBEZZLEMENT

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

WAYNE COMMUNITY COLLEGE
CONTINUING EDUCATION SERVICES

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

For more information on the 15 class sessions
and a full course description, contact

Monica Miller at **919-739-6933**
mdedwards@waynecc.edu

Available on the **App Store**

Notary Class
2017

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.

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

PRE-REGISTRATION IS HIGHLY ENCOURAGED AT LEAST ONE WEEK PRIOR TO THE CLASS START.

REGISTER NOW!!!!

Cost: $70 each session

Customer Service Desk, Walnut Building, East Entrance

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION	INSTRUCTOR
8/19-8/19	8 a.m.-4:30 p.m.	S	Magnolia 218	Kennedy
8/21-8/23	5 p.m.-9 p.m.	MW	Spruce 120	Kennedy
9/16-9/16	8 a.m.-4:30 p.m.	S	Magnolia 218	Kennedy
9/18-9/20	5 p.m.-9 p.m.	MW	Spruce 120	Kennedy
10/21-10/21	8 a.m.-4:30 p.m.	S	Magnolia 218	Kennedy
10/23-10/25	5 p.m.-9 p.m.	MW	Spruce 120	Kennedy
11/13-11/15	5 p.m.-9 p.m.	MW	Spruce 120	Kennedy
11/18-11/18	8 a.m.-4:30 p.m.	S	Magnolia 218	Kennedy
12/9-12/9	8 a.m.-4:30 p.m.	S	Magnolia 218	Kennedy
12/11-12/13	5 p.m.-9 p.m.	MW	Spruce 120	Kennedy

Required Text
PUBLISHER: North Carolina Notary Public Manual, 2016, 11th Ed, ISBN: 9781560118510

WAYNE COMMUNITY COLLEGE
CONTINUING EDUCATION SERVICES

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Goldsboro, NC 27534
919-739-6900
www.waynecc.edu/continuing-ed

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

WCC ONLINE SERVICES

USERNAME AND PASSWORD

Before students can access Wayne Community College Mail, Moodle, or Webadvisor they must determine their username (see directions below or receive it from an advisor) and create a password by visiting the Online Services Student Login page on the WCC Web site.
- Start on the WCC home page: www.waynecc.edu
- In the Quick Links menu, select Student e-mail, Moodle, or Webadvisor. You will be taken to the Online Services Student Login page: http://www.waynecc.edu/online-services/
- If you have not already been provided with your username, click on the Your Initial WCC Login (New Students) tab for directions on formatting your username.
- Once you have your username, click on the Create Password/Forgot Password/Password Expired link and follow the directions for creating your password.

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

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

WCC E-MAIL

WCC has partnered with Google for student and employee e-mail through Google Apps for Education. If you have ever used Gmail, you'll find your student e-mail familiar. You will also have access to many of the Google Apps for Education, such as Google Drive, Hangouts, and more.

WEBADVISOR

Students use WebAdvisor to register for classes, check grades, access course schedules, GPA, financial profile, financial aid reports, etc. All new students must register for courses with an advisor or counselor. Students who have enrolled in classes during the previous academic year (Fall, Spring, and Summer) will be eligible to register online through WebAdvisor.

MOODLE

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

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

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

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

STUDENTS SHOULD HAVE THE FOLLOWING SKILLS AND BE ABLE TO
- Use an Internet browser- Firefox is the preferred browser for accessing Moodle.
- Conduct Internet searches using various search engines - Google, Bing, Yahoo etc.
- Compose, send, and receive e-mail with attachments.

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

TO ACCESS YOUR ONLINE COURSE
On the day your course is scheduled to begin:

Step 1 - Go to www.waynecc.edu
- Click the Moodle link on the right side of the page.
- Log In information is on the Moodle page.

Step 2 - To enter your course:
- Once logged in, click the title of the course(s). If you do not see the course(s) for which you registered and paid tuition, confirm the start date, and then contact Continuing Education at 919-739-6900.

Step 3 - To stay enrolled in the course, you must:
- Read the welcome message and syllabus, then complete the Enrollment Verification Quiz and any initial assignments.
- For additional information, please visit www.waynecc.edu/distance-ed/

IF YOU WOULD LIKE TO PREVIEW A WCC MOODLE COURSE SITE
- Go to moodle.waynecc.edu. Type "wccguest" for the user name and "wccguest" for the password.
- Click the title of the WCC Moodle Demo Course. Explore the course.
- Click the "Logout" button to exit.

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

WCC BOOKSTORE

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

BOOKSTORE RETURN POLICY

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

TEXTBOOK BUY BACK

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

TEXTBOOK RENTAL - 3 EASY STEPS

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

OUR HOURS OF OPERATION:

MONDAY, TUESDAY, AND THURSDAY FROM 8 A.M. TO 4 P.M.

WEDNESDAY FROM 8 A.M. TO 5 P.M.

FRIDAY FROM 8 A.M. TO 1 P.M.

CALL 919-705-0475 FOR MORE INFORMATION.

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

Visit www.wayneccbookstore.com

Wayne Executive Jetport: Aviation Systems Technology

To Airport Road and NC Hwy 117

Aviation Drive

Aviation Classroom Building

Aviation Hanger

Green Houses

Tennis Courts

• GATEWAY Stop 2

← To New Hope Road

East Parking

East Parking

Pine Parking Lot

Overflow Parking

Magnolia Azalea Hocutt

Parking Lot

Parking Lot

Spruce

Magnolia

Pine

Holly Parking Lot

Oak

Maple

Azalea

Holly

Plonk Clock

Maintenance

Hocutt

Spillway

Walnut

Staff Parking

Dogwood

Wayne Learning Center

South Parking Lot

• GATEWAY Stop 3

Cedar

Hope Monument

Staff Parking

Main Entrance/ Information

Wayne Works: Advanced Manufacturing Center

Veterans Memorial

Emergency Services Memorial

Front Parking Lot

Off Campus Site: 210 Dixie Trail, Goldsboro NC 27530

Regans Wetlands Project

• GATEWAY Stop 1

Wayne Memorial Drive

To Goldsboro →