

WAYNE COMMUNITY COLLEGE

CONTINUING EDUCATION SERVICES

FALL 2016

COURSE SCHEDULE

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WAYNE COMMUNITY COLLEGE
CONTINUING EDUCATION SERVICES

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

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



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

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

GENERAL INFORMATION

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

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

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

ENROLLMENT REQUIREMENTS

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

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

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

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

conditions:

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

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

COURSE FEES

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

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

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

COMPANY/ORGANIZATION PAYMENT PROCESS (SPONSOR BILLING)

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

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

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

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

REFUND POLICY FOR CONTINUING EDUCATION SERVICES

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

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

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

COMPUTER TECHNOLOGY FEE

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

STUDENT ACCIDENT INSURANCE

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

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

STUDENT ID AND PARKING FEE

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

QUICK REFERENCE OF RATES

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

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

*Fee subject to change.



WCC MISSION STATEMENT

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

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

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

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

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

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

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



REGISTRATION FORM INSTRUCTIONS

WEBADVISOR ACCESS FOR CONTINUING EDUCATION

Continuing Education Students may use WebAdvisor to register for classes, check grades, access course schedules, unofficial transcripts, etc. To access this service, go to www.waynecc.edu and click on "WebAdvisor" in the right-side Quick Links area.

In order to register online, the student must have been enrolled in a Continuing Education class within the last 6 months. All new students must come to campus to register and will have WebAdvisor access the first day of classes.

Username and password:

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

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

Expired link follow the directions for creating your password.

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

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

REGISTER ONLINE

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

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

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

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

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

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

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

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

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

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

SCHOLARSHIPS FOR OCCUPATIONAL TRAINING COURSES

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

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

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

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.


CONTINUING EDUCATION SERVICES
STUDENT REGISTRATION FORM
COMMUNITY COLLEGE 3000 Wayne Memorial Drive | Goldsboro, North Carolina 27534 | 919-739-6900 | www.waynecc.edu

CID #: _____
 TERM: _____
 LOCATION: _____
 DAY(S): _____
 TIME: _____

Class Title: _____ **Class Start Date:** _____
Last Name: _____ **First Name:** _____ **Middle Name:** _____
Address: _____ **County (Residence):** _____
City: _____ **State:** _____ **Zip Code:** _____
Primary Phone: (____) _____ **Phone Type:** ☐ Home ☐ Business ☐ Cell Phone
Other Phone: (____) _____ **Phone Type:** ☐ Home ☐ Business ☐ Cell Phone
E-mail Address: _____
Student ID or SSN: _____ **Birthdate (mm/dd/yyyy):** _____

Sex: (Check One) ☐ Male ☐ Female **Ethnic/Race: (Check one)** ☐ American/Alaska Native ☐ Asian ☐ Black or African American ☐ Hawaiian/Pacific Islander ☐ Hispanic ☐ White

Employment Status: (Check one) ☐ Retired ☐ Unemployed - Seeking ☐ Employed: ☐ 40 or more hours ☐ 21-39 hours ☐ 11-20 hours ☐ 1-10 hours
Occupation: _____ **Employer:** _____

Education Level: (Check or enter the highest grade completed)
☐ Highest Grade Completed: _____ ☐ Completed High School ☐ Adult High School Diploma
☐ GED® or High School Equivalency Diploma ☐ One-Year Vocational Degree ☐ Bachelor's Degree ☐ Master's Degree or Higher
☐ Associate Degree

HRD Verification Statement - Tuition and Fee Waiver

The State Board of Community Colleges grants permission to waive tuition and fees for enrollment in classes coded in the Master Course List as Human Resources Development (HRD) if the individual meets one of the four criteria listed below. To receive this waiver, an individual must verify that he or she meets at least one of the criteria by completing and signing this form. Individuals not signing this form must pay the applicable fee to register for a Continuing Education course.

I qualify for tuition and fee waiver under the following criteria:

☐ Currently unemployed. ☐ Working and eligible for the Federal Earned Income Tax Credit.
☐ Received notification of a pending layoff. ☐ Working and earn wages at or below 200% of the federal poverty guidelines.

My signature verifies that all the information given by me as written on this HRD Tuition and Fee Waiver Verification information is complete and accurate to the best of my knowledge.

SUPPLEMENTAL STUDENT ACCIDENT INSURANCE: As a registered student of a Continuing Education Course you may purchase Supplemental Student Accident Insurance for \$0.55 per semester.

☐ Yes - I would like to purchase Supplemental Student Accident Insurance.
☐ No - I would NOT like to purchase Supplemental Student Accident Insurance.

- NOTE: SEE BACK OF FORM FOR REFUND POLICY -

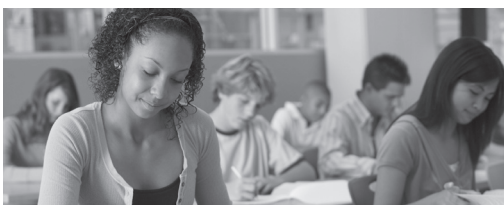
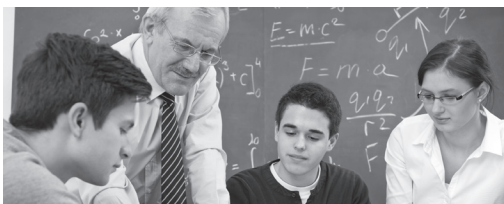
My signature indicates that all information is accurate, and I have read and understand the Refund Policy.

Student Signature: _____ **Date:** _____

RCTP #: _____ **Payment Processed By:** _____ **Date:** _____ **Sent to Business Office By:** _____ **Date:** _____
Payment Type: ☐ Check # _____ ☐ MO # _____ ☐ Cash ☐ Credit - CONF # _____
Course Fee: \$ _____ **Technology Fee:** \$ _____ **Student ID Fee:** \$ _____ **Parking Fee:** \$ _____ **Insurance Fee:** \$ _____
Exam/Cert. Fee: \$ _____ **Meal Fee:** \$ _____ **Other Fee:** \$ _____ **TOTAL:** \$ _____

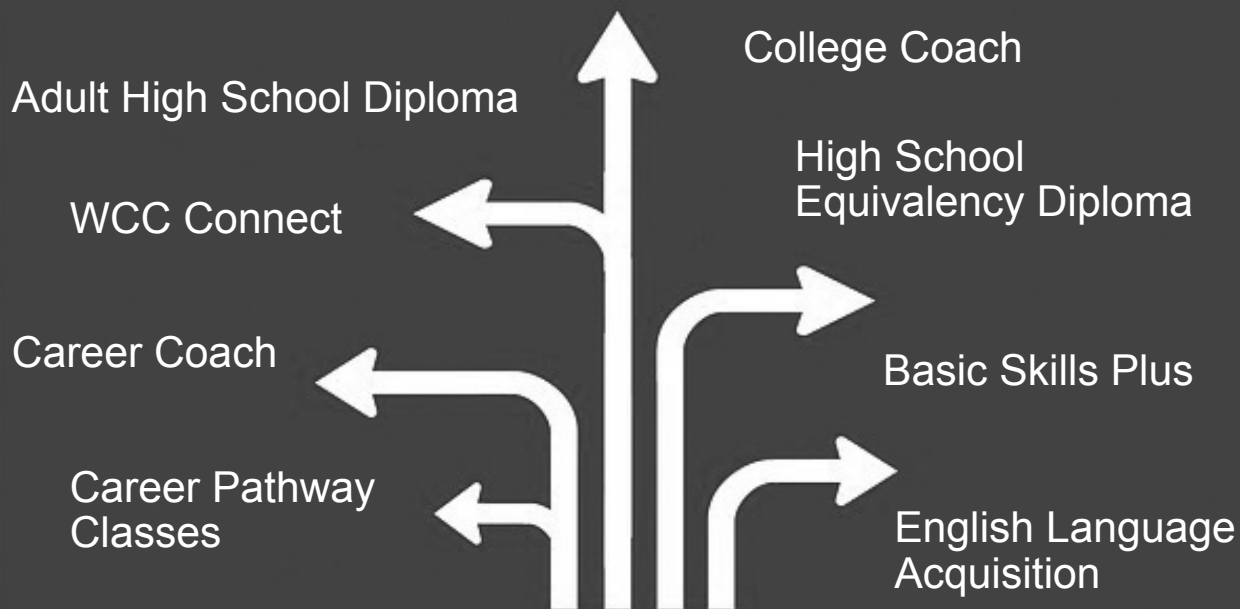
For more information, visit
www.waynecc.edu/continuing-ed/

Reception Desk 919-739-6900
Basic Skills Dept. 919-739-6908



Basic Skills Program for College and Career Readiness

OPPORTUNITIES



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

Classes Begin the Week of August 15, 2016

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

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

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

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

English 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

Minors (16 & 17 year old's) must make an appointment with our admissions coordinator, Ms. Rabhan, by calling 919-739-6917.

All others should choose a date below and attend an orientation session if planning to attend classes on campus. Applicants are asked to bring their Social Security card and a photo ID. If planning to enter the Adult High School Program, applicants should bring a sealed transcript. (For more information you may call 919-739-6908.)

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

2

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

3

BEGIN CLASSES ...

4

GRADUATE!

ORIENTATION AND PLACEMENT SESSIONS

Orientation sessions are required for all new students and for returning students who have been out for longer than one year. To attend an orientation session, new students must first take a 30-minute TABE Locator test. The Locator is given on Tuesdays at 9:00 a.m. 11:00 a.m. 2:00 p.m. 4:00 p.m., and 6:00 p.m. in the Walnut Building Room 220. Please bring a picture ID and your Social Security card. Returning students do not have to take the Locator test if they have been enrolled since July 2014.

Orientation sessions are two-day sessions held on Monday and Wednesday.

Both days must be attended in order to enroll in classes. Please bring a picture ID and Social Security card. For the most current orientation session dates and times you may call 919-739-6908.

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

SESSION SCHEDULE	
Date	Time
August 29 & 31	5:30 p.m.-8:30 p.m.
October 3 & 5	2 p.m.-5 p.m.
October 31 & November 2	2 p.m.-5 p.m.
December 5 & 7	5:30 p.m.-8:30 p.m.

LOOK What's NEW for fall!

- » **CELL PHONE PHOTOGRAPHY CLASS!**
May be credited as a High School Elective or HSE may take it for fun!
- » **Clueless about Facebook?**
- » **Clueless about computers in general?**

We will be offering a NEW Digital Literacy class this Fall!

ADULT HIGH SCHOOL DIPLOMA CLASSES

Fall I AHS pre-registration is August 1-12, 17, 18. Classes begin Friday, August 19. Fall II AHS pre-registration is October 13-18. Classes begin Wednesday, October 19.

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.

AHS Fall I

CLASS TITLE	BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION	INSTRUCTOR
English 3*	8/19-10/17	9 p.m.-12 p.m.	MWF	Walnut 225	Whitman
Biology*	8/19-10/17	9 p.m.-12 p.m.	MWF	TBA	Medus
Algebra 2	8/19-12/19	1:30 p.m.-4:30 p.m.	MW	Walnut 224	McCrae
US History I	8/19-10/17	1:30 p.m.-4:30 p.m.	MW	Walnut 225	Strickland
English 4*	10/19-12/19	9 p.m.-12 p.m.	MWF	Walnut 225	Whitman
Physical Science*	10/19-12/19	9 p.m.-12 p.m.	MWF	TBA	Medus
Algebra 2	8/19-12/19	1:30 p.m.-4:30 p.m.	MW	Walnut 224	McCrae
US History II	10/19-12/19	1:30 p.m.-4:30 p.m.	MW	Walnut 225	Strickland

*Denotes this will be hybrid class. Hybrid classes are completed online and in the classroom with an instructor.

Holidays and Break Days are September 5; October 10, and 11; November 11, 23, 24, and 25

To see an updated Fall AHS schedule, go to our Web site at www.waynecc.edu/continuing-ed/index.php/basic-skills/

COMMUNITY HIGH SCHOOL EQUIVALENCY CLASSES (GED & HiSET)

COMMUNITY LOCATIONS

Fall classes begin the week of August 15. For information about any community High School Equivalency Diploma class, please call 919-739-6903 or e-mail sonja@waynecc.edu. We have classes in Mount Olive and Goldsboro!

HOW DO I REGISTER FOR CLASSES?

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

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

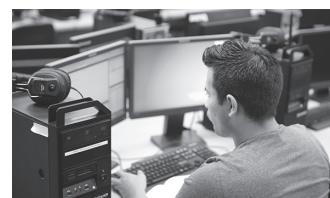
DO I HAVE TO ATTEND ORIENTATION PRIOR TO REGISTRATION?

Adult students from community classes are 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	8/17-12/14	5:30 p.m.-7:30 p.m.	MW	Day Reporting Center (DRC) 206 E. Walnut St. Goldsboro	McCullen
High School Equivalency	8/18-12/8	5:30 p.m.-8 p.m.	TTH	Mount Olive Presbyterian Church 105 N. Breazeale Ave.	Beck

GET PREPARED WITH COMPUTER-BASED INSTRUCTION!

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



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

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

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

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

**Pearson VUE Testing Center
GED® Testing**

LOCATION:
Wayne Learning Center, Room 227

DAYS AND TIMES:

Monday | 1 p.m.-8 p.m.

Tuesday | 8 a.m.-2 p.m.

Friday | 8 a.m.-1 p.m.

Saturday, August 27 | 8:30 p.m.-12 p.m.

Saturday, October 8 | 8:30 p.m.-12 p.m.



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

LOCATION:
Walnut Building, Room 220

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

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

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

WAYS TO QUALIFY



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

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

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



BASIC SKILLS PLUS

HSE/AHS + COLLEGE + CAREER = SUCCESS

WAYNE COMMUNITY COLLEGE STUDENT SUPPORT CENTER

Location: Walnut 222-A

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



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

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

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



Contact Your
Counselor/Transition Coach,

MEGAN MOELLER



919-739-6918
mmmoeller@waynecc.edu

ENGLISH LANGUAGE ACQUISITION (ELA)

SCHEDULE INFORMATION FOR NEW ELA STUDENTS

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

New students to the ELA Program must complete a one-day orientation

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

INFORMACIÓN DE LAS CLASES DE INGLÉS (ELA) PARA LOS ESTUDIANTES NUEVOS

Las clases de ELA pueden ser individualizadas y en grupo para mejorar las habilidades de la persona adulta en las distintas

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

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

ELA TESTING AND PLACEMENT

August 17
September 22
October 27
December 8

TIME/HORA

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

PROGRAMA DE ORIENTACIÓN

17 de Agosto
22 de Septiembre
27 de Octubre
8 de Diciembre

RETURNING ELA STUDENTS

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

Registration starts on August 17.
Classes start on August 18.

LOS ESTUDIANTES QUE REGRESAN

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

La registracion comienza el 17 de Agosto.
Las clases comienzan el 18 de Agosto.

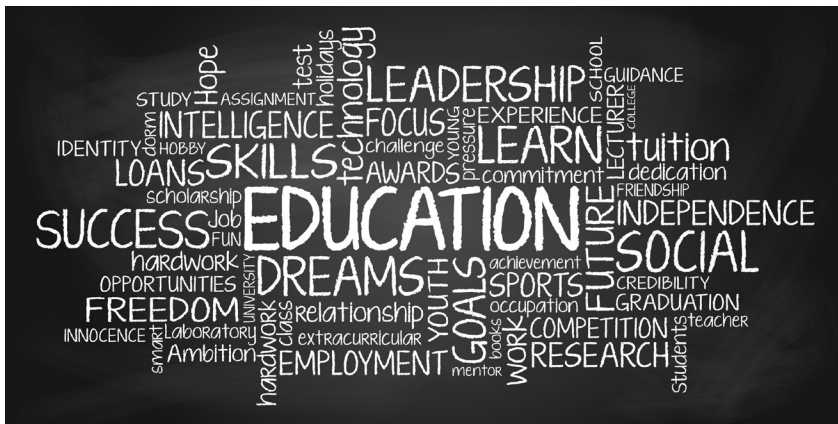
DATE/FECHA	COURSE/CURSO	TIME/HORA	DAYS/DIAS	LOCATION/LUGAR
ELA - ON CAMPUS (DAY)				
8/17-12/15	ELA LAB	8 a.m.-1 p.m. 9 a.m.-12:30 p.m.	MTWTH FRIDAY	Walnut 203
8/17-12/15	Computer Lab	8 a.m.-6:30 p.m.	MTWTH	Walnut 222-B
ELA - ON CAMPUS (NIGHT)				
8/18-12/15	Literacy	6 p.m.-9 p.m.	TTH	Walnut 225
8/18-12/15	Beginning	6 p.m.-9 p.m.	TTH	Walnut 225
8/18-12/15	Intermediate	6 p.m.-9 p.m.	TTH	Walnut 223
8/18-12/15	Advanced	6 p.m.-9 p.m.	TTH	Walnut 223
ELA - OFF CAMPUS				
8/17-12/14	ELA Mount Olive Library	6 p.m.-8:30 p.m.	MW	Steele Memorial Library 111 North Chestnut St. Mount Olive
8/17-12/15	ELA WAGES Mount Olive	9 a.m.-12:30 p.m. 9 a.m.-11:30 a.m.	MTW TH	WAGES Head Start 612 Breazeale Avenue Mount Olive
8/18-12/15	ELA WAGES Goldsboro	9 a.m.-11:30 a.m.	TTH	TBA
8/17-12/14	ELA WAGES Citizenship	9:30 a.m.-11:30 a.m.	W	TBA
8/18-12/15	ELA Dudley	6 p.m.-8:30 p.m.	TTH	TBA
8/17-12/14	ELA Pikeville Library	6 p.m.-8:30 p.m.	MW	Pikeville Library 107 W Main Street Pikeville

8/18-12/15	ELA MRA Church	6 p.m.-8:30 p.m.	TTH	Maria Reina de las Americas 636 Whitfield Rd., Mount Olive
8/17-12/14	Brogden United Methodist Church	9 a.m.-12:00 p.m.	W	3761 US 117 South, Dudley

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

DATE/FECHA	COURSE/CURSO	TIME/HORA	DAYS/DIAS	LOCATION/LUGAR
ELA - EN EL CAMPUS (DÍA)				
8/17-12/15	ELA LAB	8 a.m.-1 p.m.	Lunes, Martes Miércoles, Jueves	Walnut 203
8/17-12/15	Computer LAB	9 a.m.-12:30 p.m. 8 a.m.-6:30 p.m.	Viernes Lunes, Martes Miércoles, Jueves	Walnut 222-B
ELA - EN EL CAMPUS (NOCHE)				
8/18-12/15	Nivel Básico	6 p.m.-9 p.m.	Martes, Jueves	Walnut 225
8/18-12/15	Nivel Principiante	6 p.m.-9 p.m.	Martes, Jueves	Walnut 225
8/18-12/15	Nivel Intermedio	6 p.m.-9 p.m.	Martes, Jueves	Walnut 223
8/18-12/15	Nivel Avanzado	6 p.m.-9 p.m.	Martes, Jueves	Walnut 223
ELA - AFUERA DEL CAMPUS				
8/17-12/14	ELA Mount Olive Library	6 pm-8:30 pm	Lunes, Miércoles	Steele Memorial Library 111 North Chestnut St. Mount Olive
8/17-12/15	ELA WAGES Mount Olive	9 a.m.-12:30 p.m. 9 a.m.-11:30 a.m.	Lunes, Martes Miércoles Jueves	WAGES Head Start 612 Breazeale Avenue Mount Olive
8/18-12/15	ELA WAGES Goldsboro	9 a.m.-11:30 a.m.	Martes, Jueves	TBA
8/17-12/14	ELA WAGES Citizenship	9:30 a.m.-11:30 a.m.	Miércoles	TBA
8/18-12/15	ELA Dudley	6 p.m.-8:30 p.m.	Martes y Jueves	TBA
8/17-12/14	ELA Pikeville Library	6 p.m.-8:30 p.m.	Lunes y Miércoles	Pikeville Library 107 W Main Street Pikeville
8/18-12/15	ELA Iglesia MRA	6 p.m.-8:30 p.m.	Martes y Jueves	Maria Reina de las Americas 636 Whitfield Rd., Mount Olive
8/17-12/15	Brogden United Methodist Church	9 a.m.-12 p.m.	Miércoles	3761 US 117 South, Dudley

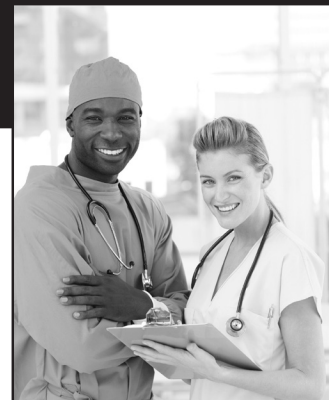
**Para más información acerca de las clases de ELA, de ELA CRC, de Ciudadania, y de Computacion para
ELA por favor comuníquese con
Amelia Hall 919-739-6911 o con Maria Abalo-Zarate 919-739-6924**



ALLIED HEALTH

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

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



MEDICAL BILLING AND CODING ONLINE CERTIFICATE PROGRAM

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

MEDICAL BILLING AND CODING: PART I

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
8/22-12/16 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 978-080364680
3. Anatomy and Physiology for Health Professions: An Interactive Journey, 3rd Edition 978-0133851111-7
4. ICD-10-CM 2016 The Complete Official Codebook, Spiral, AMA ISBN: 978-622022122

MEDICAL BILLING AND CODING: PART II

This course provide information to continue coverage of health insurance and the importance of correct diagnostic and procedure coding. Students will learn methods for selecting the appropriate CPT and ICD-10 codes and demonstrate proficiency in coding skills. This course also introduces the

complex legal, moral and ethical issues involved in providing health-care services. Upon completion, students should be able to demonstrate working knowledge of current medical law and accepted ethical behavior.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
8/22-12/16 ONLINE/\$180	ONLINE Stephenson	MSU

*Required Texts:

1. ICD-10-CM 2015 The Complete Official Codebook, Spiral, AMA ISBN: 978-622022122
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 of communication, maintaining records, reports, charts, and 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 inpatient care settings.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
8/29-12/3 ONLINE/\$180	ONLINE Fleming	MSU

*Required Text: Health Unit Coordinator, 6th Ed. / La-Fleur-Brooks/ Gillingham & Siebel, ISBN: 9781416041726

ECG/EKG MONITOR TECHNICIAN

This course teaches the student anatomy and physiology of the heart, principles of EKG readings and how to recognize abnormal rhythms of the heart. The student will become proficient in reading and interpreting EKGs. Course work includes classroom and simulations practice. Upon

satisfactory completion of the course, the student will be eligible to take the written exam and skills competency test for interpreting cardiac heart rhythms. Course work serves as prerequisite for certification as a 12 Lead EKG technician offered through the American Society of Phlebotomy Technicians (ASPT).

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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LOCATION/FEE	INSTRUCTOR
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8/29-11/30 Magnolia 209/ \$180	6 p.m.-9 p.m. Gregory	MW
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*Required Text: Fast & Easy ECGs: A Self-Paced Learning Program by Bruce Slade and Keith Wesley/McGraw Hill, ISBN-13:9780073519753

NURSE AIDE II COMPETENCY TESTING

This course is designed to provide the student an opportunity to demonstrate competency skills required by the NC Board of Nursing to practice as a NA II. Students who have been off the NA II registry 24 months or less are eligible to take this test. The student must be active on the NA I registry and have been listed on the NA II registry. Students successfully demonstrating all required skills will be referred to the Board of Nursing for re-listing on the NA II registry.
Cost for Testing: \$70

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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LOCATION/FEE	INSTRUCTOR
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8/16-8/18 Magnolia 205/\$70	5:30 p.m.-9 p.m. Fleming	TWTH
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*Required Text: Print material provided by instructor

NURSE AIDE LEVEL I

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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LOCATION/FEE	INSTRUCTOR
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8/23-12/15 Magnolia 203/ \$180	5:30 p.m.-9:30 p.m. Hall/Simmons-Lee	TTH
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9/6-12/14 Magnolia 205/\$0.00	8:30 a.m.-12:30 p.m. MTW Pigford
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8/29-12/7 Magnolia 203/\$180	8:30 a.m.-12:30 p.m. MTW Rouse
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*Required Text: Nurse Aide I Student Manual (July 2013 Curriculum)-Required, Print Shop
Appendix A Skills Performance Checklist Handbook-Required, Print Shop

NA1 Registration Process and Start of Class Requirements:

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

NURSE AIDE LEVEL II

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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LOCATION/FEE	INSTRUCTOR
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NA II Traditional 8/25-12/2 Magnolia 205/\$180	8:30 a.m.-5 p.m. TH 8:30 a.m.-12:30 p.m. F Currie
NA II (Hybrid) 8/23-12/7 Magnolia 205/\$180	5:30 p.m.-9 p.m. TW Currie

*Required Text: NC Nurse Aide II Handbook: ISBN: 9781113344079

PRE-REGISTRATION IS HIGHLY ENCOURAGED.

NAI Registration Process and Start of Class Requirements:

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

11/12 & 11/19	8 a.m.-4:30 p.m.	Sat
	8 a.m.-12 p.m.	Sat
WLC 208/\$108	Bass/Smith	

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

SERVSAFE CERTIFICATION TESTING/ RETEST

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

NURSE AIDE I REFRESHER

This Course is designed to provide individuals with a review of the knowledge, skills, and abilities that must be demonstrated on the National Nurse Aide Assessment Program (NNAAP), the examination necessary for listing on the North Carolina Nurse Aide I registry. Persons who have not been off the NA I registry more than four years qualify to take this course, others must consult with the program director/coordinator for admission.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
9/19-11/3	5:30 p.m.-8:30 p.m.	TTH
Magnolia 205/\$125	Carmichael	

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

SERVSAFE FOOD SAFETY TRAINING

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
9/10 & 9/17	8 a.m.-4:30 p.m. 8 a.m.-12 p.m.	Sat Sat
WLC 208/\$108	Bass/Smith	

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
9/14	6 p.m.-10 p.m.	W
WLC 207/\$50	Bass	
10/12	6 p.m.-10 p.m.	W
WLC 207/\$50	Bass	
11/9	6 p.m.-10 p.m.	W
WLC 207/\$50	Bass	
12/14	6 p.m.-10 p.m.	W
WLC 207/\$50	Bass	

*Required Text: Answer Sheet

ACTIVITY DIRECTOR - BASIC

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
9/12-11/16	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)

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
8/22-8/31 Magnolia 205/\$70	1 p.m.-5 p.m. Carmichael	MW

Required Text: Print Shop – Instructor Provided

DIRECT CARE WORKER (PHASE II)

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
9/7-11/16 Magnolia 205/\$180	2 p.m.-5 p.m. Simmons	MW

ICD-10 TRAINING

This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD-10-CM Coding System. Upon completion, students should be able to apply the principles of diagnostic coding in the physician's office.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
TBD Spruce106/\$70	TBD TBD	TBD

*Required Text: ICD-10-CM 2015: Expert for Physicians - Draft Edition ISBN: :9781622540488

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.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
8/15-12/28 Magnolia 203/\$180	5:30 p.m.-9:30 p.m. Patrick	MW
Clinical	TBA	TBA

*Required Text: TBD

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



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 Director at 919-739-6941 for more information.

SBC FALL 2016 SEMINARS - PRE-REGISTRATION RECOMMENDED.

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

ENTREPRENEURSHIP CERTIFICATE

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

Computer Basics for Small Businesses

Natasha Francois | Wednesday, August 17, 2016
6 p.m.-9 p.m. | Wayne Co. Public Library | Fee: None

Basic computer literacy is an absolute must for any aspiring entrepreneur or business owner. Understanding how to use office applications, internet browsers, and web applications is fundamental to running a successful business. In this seminar we will discuss the skills necessary to assemble a business plan, communicate electronically, and generally operate in the electronic age.

Small Business Resources

Women's Business Center | Tuesday, August 23, 2016
5 p.m.-7 p.m. | Walnut 101 | Fee: None

Starting a business can be confusing, challenging, and frustrating. Whether your business is new or established or if you're just cultivating the seed of a great idea, success depends on getting the assistance you need, when you need it. Learn about programs and resources available to current and future small business owners.

How to Start a Non-Profit Business

Sam Gore | Wednesday, August 31, 2016
6 p.m.-9 p.m. | Walnut 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.

Introduction to Grant Writing

Dorothy Moore | Tuesday, September 6, 2016
6 p.m.-9 p.m. | Walnut 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.

Boots To Business

Various | Tuesday and Wednesday, September 6 & 7, 2016
8:30 a.m.-4 p.m. | Walnut 104 | Fee: None

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

How to Start a Business *

Charles Gaylor, IV | Tuesday, September 20, 2016
6 p.m.-9 p.m. | Walnut 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.

Marketing Your Business by Networking in Your Local Community

Emily Balance | Tuesday, September 27, 2016
6 p.m.-9 p.m. | Walnut 101 | Fee: None

If you are spending lots of time on internet marketing and social media, you may be missing the customers, benefits, connections and potential sales within your local community. Successful small business owners must devote time to both to be profitable. Come find out how you can reach potential customers in your local community and gain their trust. This seminar includes tips on face-to-face networking, a powerful and virtually free form of marketing.

How to Write a Business Plan *

Charles Gaylor, IV | Wednesday, September 28, 2016
6 p.m.-9 p.m. | Walnut 101 | Fee: None

A business plan can be the most important tool a small

business owner has. Learn how to turn your ideas into a solid plan for financing and long-term success. This seminar teaches you the important components of a business plan and helps you lay the foundation for a winning plan. Find out how marketing, operations, and finance are interrelated. Discover how a business plan is used by potential lenders, the dos and don'ts of writing a plan, and steps for making the process easy. This seminar is designed for new and established business owners.

Your Small Business Taxes *

Carr, Riggs & Ingram | Tuesday, October 4, 2016
6 p.m.-9 p.m. | Walnut 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.

Basics of Bookkeeping *

Erin LeGrand | Tuesday, October 20, 2016
6 p.m.-9 p.m. | Walnut 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.

Computer Basics for Small Businesses

Natasha Francois | Wednesday, October 18, 2016
6 p.m.-9 p.m. | Wayne Co. Public Library | Fee: None

Basic computer literacy is an absolute must for any aspiring entrepreneur or business owner. Understanding how to use office applications, internet browsers, and web applications is fundamental to running a successful business. In this seminar we will discuss the skills necessary to assemble a business plan, communicate electronically, and generally operate in the electronic age.

Credit 101: Raise Your Credit Score

Bob Ivey | Tuesday, October 25, 2016
6 p.m.-9 p.m. | Walnut 101 | Fee: None

A major factor in securing capital for a business is the owner's personal credit score. A low credit score will hinder your chances of securing the financing you need. In this seminar, you will learn what lenders look for when determining credit strength, 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.

Boots To Business

Various | Tuesday and Wednesday, November 1 & 2, 2016
8:30 a.m.-4 p.m. | Walnut 104 | Fee: None

Boots to Business is an entrepreneurial education and training program offered by the U.S. Small Business

Administration (SBA) as part of the Department of Defense's Transition Assistance Program (TAP). The workshop includes steps for evaluating business concepts, the foundational knowledge required to develop a business plan and information on SBA resources available to help access 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: Parts 1 & 2

Ann-Marie Wright
Tuesday & Wednesday, November 1 & 2, 2016
6 p.m.-9 p.m. | Magnolia 220 | Fee: \$5.00 Each Part
Part 1 is a prerequisite for part 2.

QuickBooks is one of the most widely used accounting software packages for small businesses today. This six-hour, hands-on workshop is broken down into two three-hour courses and 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, reconcile bank accounts, and create reports. Bring some invoices and bills to the seminar and you can enter real transactions. Also bring in any accounting or QuickBooks questions you have for the Q&A session.

Financing your Business *

Patrick Rodrigues | Tuesday, November 15, 2016
6 p.m.-8 p.m. | Walnut 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 these and many other questions. Explore the advantages and disadvantages of the different types of funding sources and how to choose the right one. Discover the keys to financing success.

NCDOR Business Essentials

NC Department of Revenue | Wednesday, November 30, 2016 | 3:00 p.m. - 5:00 p.m. | Wayne County Public Library, Ash Street | Fee: None

In this seminar we will discuss the basics of tax compliance ranging from registering your business, to withholding from employees, and sales and use tax requirements. Information will be provided on a program for businesses that have fallen behind on sales and use, withholding, and other trust taxes. Sponsored by the North Carolina Department of Revenue and the Wayne County Public Library.

How to Find Your Customers *

Sherrell Bynum | Tuesday, December 6, 2016 | 6:00 p.m. - 9:00 p.m. | Walnut 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.

How to Start a Home-Based Business

Women's Business Center | Tuesday, December 13, 2016
5 p.m.-7 p.m. | Walnut 101 | 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 this new venture.

MARKETING SHOWCASE

One Day Marketing Showcase

A good marketing plan is the best way to get customers in your doors! We have brought in some of the best marketing facilitators in the state for our first-ever Marketing Showcase. On September 15, 2016, the SBC at WCC will host an all-day event comprised of three separate seminars designed to help small business owners learn more about marketing. Spend the day with us or attend just one session; the choice is yours!

Growing Your Business with Social Media - The New Competitive Advantage

Martin Brossman | Thursday, September 15, 2016
10 a.m.-1 p.m. | Walnut 101 | Fee: None

Learn the best ways to promote your small business through the major social media platforms such as Facebook, Twitter, Google Plus, Pinterest and Instagram. Learn how to find and target your customers on the right platform. The overview will also look at YouTube, blogging, and free online directories.

Marketing Your Business - One Page Marketing Plan *

Martin Brossman | Thursday, September 15, 2016
2 p.m.-5 p.m. | Walnut 101 | Fee: None

Create a marketing plan that is clear focused, results driven and relevant. In this class you will learn a simple way to create a one-page marketing plan and a marketing map to follow that includes the web, social marketing, and traditional marketing. Often the simplest plans are easiest to stay focused on and to get clear team involvement with.

Getting Your Business on the Internet

Todd Lyden | Thursday, September 15, 2016
6 p.m.-9 p.m. | Walnut 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).

**PRE-REGISTRATION IS
HIGHLY ENCOURAGED.**

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 919-739-7003 or go to <http://ncworkready.org> or <http://workreadycommunities.org/NC/191>.

NATIONAL CAREER READINESS CERTIFICATION (NCRC)

NCRC is a portable, work-based credential that verifies skill levels in three foundational areas: Applied Mathematics, Locating Information and Reading for Information. Based on scores on WorkKeys® assessments, the NCRC is awarded at Bronze, Silver, Gold or Platinum levels. NCRC shows employers that applicants and workers possess the essential skills required in today's workplace. The Career Readiness Center in Walnut Building, Room 136 offers test preparation or skills upgrade for the WorkKeys®/NCRC assessments in a lab environment. The lab is offered on a first-come, first-served basis and is open entry/open exit. Individuals work at their own pace to prepare for the assessments. Some may attend the lab one time while others may attend for several weeks to reach their individual goals. Instruction in the lab is self-directed with a facilitator available to assist students. The lab is available Mondays 9 a.m.-12 p.m. and 1 p.m.-4 p.m., Tuesdays 1 p.m.-4 p.m. and 5 p.m.-8 p.m., and Thursdays 9 a.m.-12 p.m. and 5 p.m.-8 p.m. Assessments for NCRC are generally available every week by appointment. To sign up for a testing appointment for the NCRC test given on campus, call Mary Mills Borden at 919-739-7004 or Linda Berard at 919-739-6940. Testing is scheduled every other month at the Watkins Das Education Center at SJAFB; to register for testing at SJAFB call the Airmen and Family Readiness Center at 919-722-7298.

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.

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	
8/15-12/13 Hocutt 250/\$180	6 p.m.-10 p.m. Flow	MT

SPANISH - WORKPLACE CONVERSATIONAL

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
Level 1 8/23-10/18 Magnolia 218/\$70	6 p.m.-9 p.m. Nethkin	T
Level 2 10/25-12/13 Magnolia 218/\$70	6 p.m.-9 p.m. Nethkin	T

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.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
9/12-10/20 Spruce 220/\$70	6 p.m.-8 p.m. Smith	MTH

SUPERVISION AND LEADERSHIP

Effective Leadership is a course designed to help develop leadership talent and begin to create a cultural shift towards excellence in any organization. This course guides participants in building their own foundation of leadership through the exploration of personal vision, values, and styles. With this personal foundation, participants will learn new skills and behaviors that will enhance their ability to lead others. This course is customized so that participants will learn the fundamental concepts of effective leadership while addressing specific leadership challenges and cultural issues.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/17-12/7 Spruce 142/\$125	6 p.m.-9 p.m. Lanier	W

EFFECTIVE CLASSROOM MANAGEMENT

This course is designed to provide research-based coverage of general teaching methods while emphasizing contemporary topics such as learning communities, differentiated instruction, and modifications for student differences. In addition, this course covers classroom management, discipline, and ways to create a positive learning environment. Finally, this course is correlated to the Praxis III Standards and the National Board for Professional Teaching Standards (NBPTS). Students who successfully complete this course will be eligible for 5 CEUs.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/15-11/17 WLC 217/\$125	5 p.m.-7 p.m. Vaughn	MTH

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!

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
8/22-10/20 WLC 214/\$125	6 p.m.-9 p.m. Lanier	MTH
LOCATION/FEE	INSTRUCTOR	

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/13-8/13 Magnolia 218/\$70	8 a.m.-4:30 p.m. Kennedy	S
8/15-8/17 Spruce 120/\$70	5 p.m.-9 p.m. Kennedy	MW
9/17-9/17 Magnolia 218/\$70	8 a.m.-4:30 p.m. Kennedy	S
9/19-9/21 Spruce 120/\$70	5 p.m.-9 p.m. Kennedy	MW
10/17-10/19 Spruce 120/\$70	5 p.m.-9 p.m. Kennedy	MW
10/22-10/22 Magnolia 218/\$70	8 a.m.-4:30 p.m. Kennedy	S
11/19-11/19 Magnolia 218/\$70	8 a.m.-4:30 p.m. Kennedy	S
11/21-11/23 Spruce 120/\$70	5 p.m.-9 p.m. Kennedy	MW
12/10-12/10 Magnolia 218/\$70	8 a.m.- 4:30 p.m. Kennedy	S

12/12-12/14 Spruce 120/\$70	5 p.m.-9 p.m. Kennedy	MW
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*Required Text:
PUBLISHER: North Carolina Notary Public Manual, 2016, 11th Ed, ISBN: 9781560118510

REAL ESTATE PRE-LICENSING

This course is required to satisfy the educational requirements for a provisional broker and is designed to prepare the student to pass the real estate license broker examination administered by the 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	
8/24-11/21 Magnolia 218/\$180	6 p.m.-10 p.m. Weese	MW

PROPERTY AND CASUALTY PRE-LICENSING

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
9/9-10/8 WLC 217/\$125	6 p.m.-10 p.m. 8 a.m.-5 p.m. Murphy	F S

**PRE-REGISTRATION IS
HIGHLY ENCOURAGED.**

LIFE AND HEALTH PRE-LICENSING

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
10/21-11/12	6 p.m.-10 p.m. 8 a.m.-5 p.m.	F S
WLC 217/\$125	Murphy	

MEDICAL SUPPLEMENT INSURANCE

This course is designed to prepare students for the North Carolina State Medical Supplemental Insurance Agents Examination.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
12/2-12/3	6 p.m.-10 p.m. 8 a.m.-5 p.m.	F S
WLC 217/\$70	Murphy	

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

AUTO SAFETY INSPECTION

This course is designed to meet the training and licensing requirements (initial and/or renewal) for the Vehicle Safety Inspection Program administered by the 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	CLASS TIME	CLASS DAYS
8/23-8/24	1 p.m.-5 p.m.	TW
Magnolia 101/\$70	Loftin	
9/13-9/14	6 p.m.-10 p.m.	TW
Magnolia 101/\$70	Loftin	
10/18-10/19	1 p.m.-5 p.m.	TW
Magnolia 105/\$70	Loftin	
11/8-11/9	6 p.m.-10 p.m.	TW
Magnolia 101/\$70	Loftin	
12/6-12/7	1 p.m.-5 p.m.	TW
Magnolia 105/\$70	Loftin	

Required materials: LT-310 form signed by owner, partner, or officer of the inspection station must be brought to class

the first night. Available online at <https://connect.ncdot.gov/business/DMV/Pages/Inspection-Stations.aspx>

OBD II EMISSION CONTROL

This course is designed to meet the training and licensing requirements (initial and/or renewal) for the On-Board Diagnostic (OBD) Emissions Inspection Program administered by the N.C. 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 N.C. driver's license.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
8/30-8/31	1 p.m.-5 p.m.	TW
Magnolia 101/\$70	Woodard	
9/20-9/21	6 p.m.-10 p.m.	TW
Magnolia 101/\$70	Woodard	
10/25-10/26	1 p.m.-5 p.m.	TW
Magnolia 105/\$70	Woodard	
11/15-11/16	6 p.m.-10 p.m.	TW
Magnolia 101/\$70	Woodard	
12/13-12/14	1 p.m.-5 p.m.	TW
Magnolia 105/\$70	Woodard	

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>

EPA REFRIGERANT CERTIFICATION

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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LOCATION/FEE	INSTRUCTOR
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9/3-9/24	8 a.m.-12 p.m.	S
Magnolia 108/\$70	Goldman	

Required materials: CFC Study Guide

ADVANCED MANUFACTURING OCCUPATIONAL EXTENSION COURSES

BASIC WELDING I

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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LOCATION/FEE	INSTRUCTOR
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8/22-10/17	6 p.m.-9 p.m.	M
Hocutt 170/\$70	Wise	

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
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LOCATION/FEE	INSTRUCTOR
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10/24-12/12	6 p.m.-9 p.m.	M
Hocutt 170/\$70	Wise	

AIR CONDITONING, HEATING, & REFRIGERATION II

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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LOCATION/FEE	INSTRUCTOR
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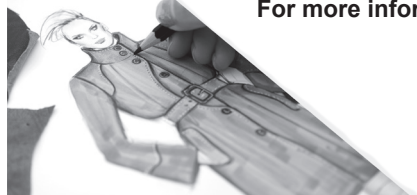
8/18-11/3	6 p.m.-10 p.m.	TH
Magnolia 108/\$125	Goldman	

**PRE-REGISTRATION IS
HIGHLY ENCOURAGED.**

Introduction to Fashion Design

This course will focus on terminology, design elements, principles, and the creative process of inspiration, documentation, and design experimentation.

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



BEGIN/ END DATES	CLASS TIME	CLASS DAYS	LOCATION/FEE	INSTRUCTOR
9/1-10/6	6 p.m.-9 p.m.	TH	Spruce 138/\$35	Raffeo
10/27-12/8	6 p.m.-9 p.m.	TH	Spruce 138/\$35	Raffeo

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

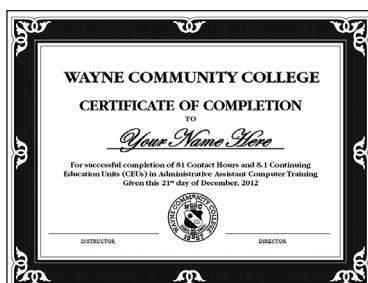
www.ed2go.com/waynecc

For more information contact Monica 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 defragmenting, etc.). Microsoft Word, Excel, PowerPoint, and Internet Explorer programs are also covered. The course is offered in a three-part or single-class format - both are exactly the same curriculum wise. Register today!

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
8/23-12/15 Magnolia 221/\$180	6 p.m.-8 p.m. Elliott	TTH
8/25-12/15 Magnolia 220/\$180	9 a.m.-12 p.m. Elliott	TH

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
8/23- 12/13 Magnolia 220/\$180	6 p.m.-8 p.m. Foster	T

COMPUTER REPAIR/A+ CERT PREP

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
8/18- 12/15 Spruce 202/\$180	6 p.m.-9 p.m. Shafer	TH

MICROSOFT OFFICE 2013 INTRO (SLOW-PACED)

Learn to use one of the most popular suites of programs used in today's business environment. You will discover the tips, tricks and techniques used to create professional looking documents quickly and efficiently. Microsoft Word,

PowerPoint, Excel and Access theory are explained in detail. Also covered is how these powerful programs relate together and their common use in an organizational environment.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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LOCATION/FEE	INSTRUCTOR
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8/23-12/13 Magnolia 220/\$125	9 a.m.-12 p.m. Lloyd	T
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MICROSOFT PUBLISHER 2013 (SLOW-PACED)

Microsoft Office Publisher 2013 helps you create, personalize, and share a wide range of publications and marketing materials. We will guide you through the process of creating and distributing in print, Web, and e-mail so you can build your brand, manage customer lists, and track your marketing efforts.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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LOCATION/FEE	INSTRUCTOR
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8/22-12/12 Magnolia 220/\$125	9 a.m.-12 p.m. Elliott	M
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INTRODUCTION TO COMPUTERS

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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LOCATION/FEE	INSTRUCTOR
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9/12-11/7 Magnolia 221/\$70	6 p.m.-9 p.m. Jordan	M
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9/14- 11/9 Magnolia 220/\$70	1 p.m.-4 p.m. Elliott	W
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MICROSOFT OFFICE 2013 INTRO

This course helps students become familiar with basic computer operations and programs that will enhance their abilities to research and develop accurate communications such as promotional/informational flyers, brochures, newsletters, online documents, and PowerPoint presentations. Students will be introduced to Microsoft Office

Programs with a concentration on Microsoft Word, Publisher, PowerPoint, and a brief introduction to the Excel program. Students will also work towards proficiency in locating and using online resources and online document sharing tools, as well as e-mail.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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LOCATION/FEE	INSTRUCTOR
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9/12-11/7 Magnolia 222/\$70	6 p.m.-9 p.m. Willis	M
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MS EXCEL 2013

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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LOCATION/FEE	INSTRUCTOR
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9/14-11/9 Magnolia 221/\$70	6 p.m.-9 p.m. Jordan	W
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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
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LOCATION/FEE	INSTRUCTOR
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9/8-11/17 Magnolia 220/\$125	6 p.m.-8 p.m. Foster	TH
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COMPUTER UPKEEP AND REPAIR

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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LOCATION/FEE	INSTRUCTOR
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9/13-11/8 Spruce 202/\$70	6 p.m.-9 p.m. Shafer	T
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PRE-REGISTRATION IS HIGHLY ENCOURAGED.

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
8/17-12/14 Magnolia 220/\$125	6 p.m.-9 p.m. King	W

KEYBOARDING PART II

This course is designed to help students develop speed and accuracy by learning the touch operation of numeric/keyboard characters. Emphasis is placed on the following: mastery of the keyboard with desirable keyboarding techniques, development of speed and accuracy, and proper care of the equipment. Students will receive a WCC certificate upon successful completion of this course.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
9/8-11/10 Woods Chapel/\$70	5:30 p.m.-8:30 p.m. Rhodes	TH

MICROSOFT POWERPOINT 2013

This provides training for Microsoft PowerPoint 2013. 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
8/25-10/13 Magnolia 222/\$70	6 p.m.-9 p.m. Willis	TH

MICROSOFT WORD 2013, INTRODUCTION

This course provides thorough introductory training on Word 2013. This course will cover beginning-level skills, and is ideal for the newer computer user who wants to become

well versed in Word. Topics introduced include the ribbon interface, working with text, printing, using proofreading tools, creating bulleted and numbered lists, tables and forms, and more.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
8/23-10/11 Mag 223/\$70	6 p.m.-9 p.m. Pallango	T

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
10/25-12/13 Magnolia 223/\$70	6 p.m.-9 p.m. Pallango	T

OTHER CERTIFICATE PROGRAMS

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

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

NOTATIONS

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

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

PRE-REGISTRATION IS HIGHLY ENCOURAGED.

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

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

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



HUMAN RESOURCES DEVELOPMENT (HRD)

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

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



The Human Resources Development Program provides employability skills training and career development 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.

Get Hired! - (Division of Workforce Solutions) - This course provides job readiness training for conducting online job searches, completing applications, producing a quality resume, work-place soft skills training, and obtaining interviewing skills and tips for enhancing employability.

9/26-9/29 NCWorks Career Center/\$70	8:30 a.m.-12:30 p.m. MTWTH Allen
10/10-10/13 NCWorks Career Center/\$70	8:30 a.m.-12:30 p.m. MTWTH Allen
10/24-10/27 NCWorks Career Center/\$70	8:30 a.m.-12:30 p.m. MTWTH Allen
11/7-11/10 NCWorks Career Center/\$70	8:30 a.m.-12:30 p.m. MTWTH Allen
11/28-12/1 NCWorks Career Center/\$70	8:30 a.m.-12:30 p.m. MTWTH Allen
12/12-12/15 NCWorks Career Center/\$70	8:30 a.m.-12:30 p.m. MTWTH Allen

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
8/22-8/25 NCWorks Career Center/\$70	8:30 a.m.-12:30 p.m.	MTWTH Allen
9/12-9/15 NCWorks Career Center/\$70	8:30 a.m.-12:30 p.m.	MTWTH Allen

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
8/29 Magnolia 218/\$70	11 a.m.-2 p.m.	M Sanford

9/20 Wayne Learning Center 213/\$70	1 p.m.-4 p.m. Sanford	T
10/5 Wayne Learning Center 213/\$70	5 p.m.-8 p.m. Sanford	W
10/20 Spruce 214/\$70	9 a.m.-12 p.m. Sanford	Th
10/28 Spruce 114/\$70	8:30 a.m.-11:30 p.m. Sanford	F
11/14 Spruce 202/\$70	8:30 a.m.-11:30 a.m. Sanford	M
12/6 Wayne Learning Center 213/\$70	1 p.m.-4 p.m. Sanford	T
12/14 Wayne Learning Center 213/\$70	5 p.m.-8 p.m. Sanford	W

Skills for Careers in Applied Technologies - This course is designed to familiarize students with the variety of careers available in industrial technology. The course introduces basics of industrial technology such as safety (OSHA standards), and math and measurements, and provides a pathway to educational needs for a career in industrial technology. The course also covers soft skills needed in the workplace including communication skills, organizational strategies, and stress management techniques. In addition, students will have the opportunity to study for the NCRC, which will enhance their employment opportunities.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
9/26-11/2 Wayne Learning Center 221/\$180	9 a.m.-3 p.m. Faison	MTWTH

Pathways to Careers in Customer Service –This course is designed for unemployed and underemployed adults and displaced workers who need retraining. Participants will learn about the field of customer service, the skills, attributes, work values, and traits necessary for employment in that field, and how to determine if a career in customer service is right for them. They will learn about the role of technology in customer service work and identify a variety of entry-level positions. The course will also explore occupational training opportunities that can help participants find employment and career advancement. In addition, students will have the opportunity to study for the NCRC, which will enhance their employment opportunities.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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LOCATION/FEE	INSTRUCTOR	
11/3-11/22 Wayne Learning Center 221/\$180	12 p.m.-5 p.m. Faison	MTWTH

Financial Survival – Learning to Live on a Limited Income

This course is designed to provide employability skills for adults living on unemployment or reduced wages, along with tips for living on less. Participants will learn how to re-build credit scores, manage debt, obtain goods and services at reduced rates, eliminate unnecessary spending, and develop a wage improvement plan. They will be encouraged to adopt a positive outlook and self-concept, and 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	
10/4-10/19 Walnut 136/\$70	8 a.m.-12 p.m. Allen	TW

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	
8/22-8/31 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. 60 Hours

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
9/7-11/16 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	
9/12-9/21 Wayne Learning Center 213/\$70	2 p.m.-6 p.m. Sanford	MW
10/11-10/20 Wayne Learning Center 210/\$70	8 a.m.-12 p.m. Sanford	TTH
12/5-12/8 Wayne Learning Center 221/\$70	8:30 a.m.-12:30 p.m. Sanford	MTWTH

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	
9/6-10/13 Spruce 112/\$70	2 p.m.-4 p.m. Sanford	TTH
11/2-12/14 Magnolia 222/\$70	8 a.m.-10 a.m. Sanford	MW

Pathways to Careers in Manufacturing - The course introduces basics of manufacturing and provides an understanding of the manufacturing processes, tools, safe work habits, quality, and mathematics used in the manufacturing environment. The course also covers soft skills needed in the workplace including communication

skills, organizational strategies, and stress management techniques. Students who successfully complete the class will have a general understanding of the manufacturing job requirements and opportunities in Wayne County industry.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
9/27-11/15 Walnut 223/\$180	12 p.m.-4 p.m. Wellington	MW

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
9/6-11/30 TBD/\$180	8 a.m.-10 a.m. Staff	MTWTHF

HRD/NCRC Success Lab - What you need to know to improve your Career Readiness Certification (CRC) scores, complete an employment application and resume, prepare for an interview, develop the art of networking, and develop good work ethics, and more!

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/8-12/22 Walnut 136/\$180	9 a.m.-12 p.m. 1 p.m.-4 p.m. 5 p.m.-8 p.m. Allen/Borden	MTH MT TTH

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



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

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

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 3060

OB/GYN Emergencies

8/18-8/18

Fremont Rescue/\$70

7 p.m.-10 p.m.

R. Lassiter

TH

EMS 3060

Patient Assessment

8/18-8/18

Saulston VFD/\$70

6:30 p.m. - 10:30p.m.

J. Smith

Th

EMS 3200

ACLS/PALS Recert Combo

8/26-8/26

Pine 130/\$70

8 a.m.-5 p.m.

J. Bright

F

EMS 3050

Endocrine System

9/7-9/7

Grantham Rescue/\$70

7 p.m.-10 p.m.

R. Proctor

W

EMS 3075

EMT Refresher

9/12-11/14

ONLINE/\$180

ONLINE

K. Boswell

ONLINE

EMS 3077

Paramedic Refresher

9/12-11/14

ONLINE/\$180

ONLINE

K. Boswell

ONLINE

EMS 3050

Psychiatric Emergencies

9/14-9/14

Pine 112/\$70

6:30 p.m.-10:30 p.m.

C. Walker

W

EMS 3060

Pediatrics

9/15-9/15

Saulston VFD/\$70

6:30 p.m.-10:30p.m.

J. Smith

TH

EMS 3060

Splinting & Spinal Immobilization

9/15-9/15

Fremont Rescue/\$70

7 p.m.-10 p.m.

R. Lassiter

TH

EMS 3055

Medical Emergencies

9/29-9/29

Mount Olive

Rescue/\$70

7 p.m.-10 p.m.

J. Arnette

TH

EMS 3200

Paramedic Pathway

10/10-11/4

Pine 128/\$125

6 p.m.-10 p.m.

J. Gray

MWF

EMS 3050

ICS/MCI

10/12-10/12

Grantham Rescue/\$70

7 p.m.-10 p.m.

R. Proctor

W

EMS 3050

BBP/HAZMAT Review

10/12-10/12

Pine 112/\$70

6:30 p.m.-10:30 p.m.

J. Smith

W

EMS 3050

HAZMAT

10/13-10/13

Mount Olive

Rescue/\$70

7 p.m.-10 p.m.

CJ Weaver

TH

EMS 3050

Medical, Legal, & Ethical

10/20-10/20 6:30p.m.-10:30p.m. TH
Saulston VFD/\$70 J. Smith**EMS 3060**

Emergency Vehicle Operations Review

10/27-10/27 7 p.m.-10 p.m. TH
Fremont Rescue/\$70 R. Lassiter**EMS 3050**

Medical Terminology/General Pharmacology

10/26-10/26 7 p.m.-10 p.m. W
Grantham Rescue/\$70 R. Proctor**EMS 3050**

OB/GYN Emergencies

11/2-11/2 7 p.m.-10 p.m. W
Grantham Rescue/\$70 R. Proctor**EMS 3055**

Medication Review

11/3-11/3 7 p.m.-10 p.m. TH
Mount Olive J. Arnette
Rescue/\$70**EMS 3200**

TSOPs

11/9-11/9 6:30 p.m.-10:30 p.m. W
Pine 112/\$70 C. Walker**EMS 3060**

Trauma Assessment & Treatment

11/10-11/10 7 p.m.-10 p.m. TH
Fremont Rescue/\$70 R. Lassiter**EMS 3050**

Workforce Safety & Wellness

11/17-11/17 6:30 p.m.-10:30 p.m. TH
Saulston VFD/\$70 J. Smith**EMS 3050**

Burn Emergencies

12/7-12/7 7 p.m.-10 p.m. W
Grantham Rescue/\$70 R. Proctor**EMS 3055**

Splinting & Immobilization

12/8-12/8 7 p.m.-10 p.m. TH
Mount Olive J. Arnette
Rescue/\$70**EMS 3200**

AHA HP BLS

12/14-12/14 6:30 p.m.-10:30 p.m. W
Pine 112/\$70 J. Smith**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, possess a high school diploma, GED certificate, or a letter of recommendation from your high school principal and a college placement score into DRE 097 prior to the beginning of class.

TITLE**BEGIN/
END DATES****CLASS
TIME****CLASS
DAYS****LOCATION/FEE****INSTRUCTOR****EMS 3044**

EMT (Hybrid) (NIGHT)

8/16-11/17

6 p.m.-10 p.m.

TTH

8 a.m.-5 p.m.

S

Pine 130/\$180

D. Santifort

EMS 3044

EMT (Hybrid) (DAY)

8/12-12/9

8 a.m.-5 p.m.

F

Pine 112/\$180

D. Santifort

PRE-REGISTRATION IS HIGHLY ENCOURAGED.

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

TITLE

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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LOCATION/FEE	INSTRUCTOR
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EMS 3000

Anatomy and Physiology

8/22-11/28

ONLINE/\$180

ONLINE

K. Oakley

ONLINE

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
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LOCATION/FEE	INSTRUCTOR
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FIP 3012

Foam Fire Streams

8/22 & 8/23

Pine 127/ N/A

6:30 p.m.-10:30 p.m. MT

D.M. Smith

FIP 3021

Fire & Life Safety Preparedness

9/12- 9/14

Pine 127/ N/A

6:30 p.m.-10:30 p.m. MTW

R. Barnes

FIP 3013

Fire Control

9/15 - 9/25

Pine 127/ N/A

6:30 p.m.-10:30 p.m. TH

8 a.m.-5 p.m.

R. Loreman Sat/Sun

FIP 3017

Rescue

10/3-10/8

Pine 127/ N/A

6:30 p.m.-10:30 p.m. M/W/TH

8 a.m.-5 p.m. Sat

T. Underwood

FIP 3019

Sprinklers

10/10-10/19

Pine 127/ N/A

6:30 p.m.-10:30 p.m. MW

F. Sasser

FIP 3016

Emergency Medical Care

11/1-11/3

Pine 127/ N/A

6:30 p.m.-10:30 p.m. TWTH

M. Smith

FIP 3003

Alarms & Communications

11/14-11/19

Pine 127/ N/A

6:30 p.m.-10:30 p.m. MT

8 a.m.-5 p.m. Sat

J. Pope

COD 3120

Fire Prevention Inspection I

10/8-10/16

Pine 127/\$180

8 a.m.-6 p.m. Sat/Sun

R. Klus

COD 3123

Fire Prevention Inspection III

11/5 - 11/13

Pine 127/\$180

8 a.m.-4 p.m. Sat/Sun

R. Klus

**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.

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

PRE-REGISTRATION IS HIGHLY ENCOURAGED.

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 Sheriff's Standards Division.

This course is offered every Fall Semester during evening hours, 6:00 p.m.-10:00 p.m. Monday-Thursday and some Saturdays 8:00 a.m.-5:00 p.m. All students must be high



school graduates and obtain criminal background checks and physical examinations prior to beginning the class. Registration fee for this course is \$180.00. Students must purchase a uniform shirt for \$25.00, a T-shirt for physical fitness for \$16.15 and student insurance for \$1.25 from the college. The total cost of the course is approximately \$375.00. You may call 919-739-6798 or 919-739-6799 for more information.

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

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

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

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

LEISURE AND RECREATION/ COMMUNITY SERVICE COURSES

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

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

AMERICAN SIGN LANGUAGE BASICS

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/16-9/20 WLC 212/\$35	6 p.m.-8 p.m. Coley	T
10/11-11/15 WLC 212/\$35	6 p.m.-8 p.m. Coley	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	
8/16-10/4 Spruce 108 & 106/\$35	6 p.m.-9 p.m. Price	T
10/11-12/13 Spruce 108 & 106/\$35	6 p.m.-9 p.m. Price	T

FOUNDATION PAPER PIECING (QUILTING)

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
8/25-9/29 Spruce 108 & 106/\$35	6 p.m.-9 p.m. Bevell	TH
10/13-11/17 Spruce 108 & 106/\$35	6 p.m.-9 p.m. Bevell	TH

BRIDAL BOUQUETS AND BOW MAKING

This course is designed to teach students how to create bridal bouquets for weddings and bows for the holidays. Each student is asked to purchase their own rolls of ribbon and material for the bouquets.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
10/10-10/24 Dogwood 206/\$25	6 p.m.-9 p.m. Pearsall	M

DAY-TO-DAY SPANISH

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
9/19-10/26 Spruce 138/\$35	6:30 p.m.-8:30 p.m. Gray	TTH

DEFENSIVE DRIVING

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
8/25-8/25 WLC 212/\$50	6 p.m.-10 p.m. Sheffield	TH
9/10-9/10 WLC 212/\$50	8:30 a.m.-12:30 p.m. Sheffield	S

9/22-9/22 WLC 212/\$50	6 p.m.-10 p.m. Sheffield	TH
10/8-10/8 WLC 212/\$50	8:30 a.m.-12:30 p.m. Sheffield	S
10/20-10/20 WLC 212/\$50	6 p.m.-10 p.m. Sheffield	TH
11/5-11/5 WLC 212/\$50	8:30 a.m.-12:30 p.m. Sheffield	S
11/17-11/17 WLC 212/\$50	6 p.m.-10 p.m. Sheffield	TH
12/3-12/3 WLC 212/\$50	8:30 a.m.-12:30 p.m. Sheffield	S
12/15-12/15 WLC 212/\$50	6 p.m.-10 p.m. Sheffield	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
8/25-9/29 Dogwood 206/\$50	4 p.m.-8 p.m. Edwards	TH
10/13-11/17 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
8/22-10/3 WLC 212/\$35	6 p.m.-9 p.m. Bailey	M

HOLIDAY TABLE ARRANGEMENTS

This course teaches students how to design their own tabletop flower arrangement. At the end of this course students will be confident in preparing their desired arrangement just in time for the holidays.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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LOCATION/FEE	INSTRUCTOR	
11/7-11/21 Dogwood 206/\$25	6 p.m.-9 p.m. Pearsall	M

HOLIDAY WREATH MAKING

This course is designed to teach students how to make wreathes for each of the upcoming holidays. Different design techniques will be demonstrated.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
12/5-12/19 Dogwood 206/\$25	6 p.m.-9 p.m. Pearsall	M

BEGINNING QUILTING

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
9/12-10/17 Spruce 106 & 108/\$35	6 p.m.-9 p.m. Trott	M

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	
9/13-10/18 Senior Center Goldsboro/\$35	12:30 p.m.-3:30 p.m. Price	T

11/1-12/13 Senior Center Goldsboro/\$35	12:30 p.m.-3:30 p.m. Price	T
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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	
8/15-10/10 Hocutt/\$50	6 p.m.-9 p.m. Olmsted	M
10/17-12/12 Hocutt/\$50	6 p.m.-9 p.m. Olmsted	M

STAINED GLASS

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/16-10/4 Dogwood 206/\$35	6:30 p.m.-8:30 p.m. Walston	T
10/18-12/13 Dogwood 206/\$35	6:30 p.m.-8:30 p.m. Walston	T

SYMPATHY FLORAL ARRANGEMENTS

This course is designed to teach students how to design floral arrangement for funerals. Different design techniques will be arranged.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
9/12-9/26 Dogwood 206/\$25	6 p.m.-9 p.m. Pearsall	M

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 Word and Publisher 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	
9/12-10/31 Senior Center Goldsboro/\$35	12:30 p.m. 3:30 p.m. Parks	M

EFFECTIVE TEACHER TRAINING

EFFECTIVE TEACHER I

This 24-hour course, co-sponsored by Wayne County Public Schools (WCPS) and Wayne Community College, is a required course for all substitute applicants. The course will provide practical training in five critical skills areas that include planning, instruction, behavior management, human relations, and professional growth. Students will also be introduced to WCPS policy. For more information or to pre-register, call Ms. Shelvia Horne at 919-705-6179 or email shelviahorne@wcps.org.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
11/1-11/9 Azalea 210/\$70	8:30 a.m.-3:30 p.m. Lanier	TW
11/17-12/15 WLC 215/\$70	6 p.m.-9 p.m. Lanier	MTH

EFFECTIVE TEACHER II (REFRESHER COURSE)

This 6-hour course, co-sponsored by Wayne County Public Schools and Wayne Community College, is a required course for all returning substitutes. The course will provide a refresher of topics covered in Effective Teacher I along with updates that reflect local, state, and federal educational policies and trends. For more information or to pre-register, call Ms. Shelvia Horne at 919-705-6179 or email shelviahorne@wcps.org.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
9/16-9/16 Azalea 210/\$35	8:30 a.m.-3:30 p.m. Lanier	F
10/21-10/21 Azalea 210/\$35	8:30 a.m.-3:30 p.m. Lanier	F

Steps to Enroll

Potential substitute begins process with WCPS. Contact call Ms. Shelvia Horne at 919-705-6179 or email shelviahorne@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 24 hours prior to the course or wait for the next possible course.

5. Upon completion of the course, student will receive a certificate to present to WCPS staff.

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

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

CONTINUING EDUCATION SERVICES

FIRE SCHOOL

October 24-27, 2016

Offerings include:

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

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

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. For current traditional classes we offer:

- EFFECTIVE CLASSROOM MANAGEMENT

8/15-11/17

5 p.m.-7 p.m.

MTH

WLC 217/\$125

Vaughn

- INSTRUCTIONAL STRATEGIES THAT WORK

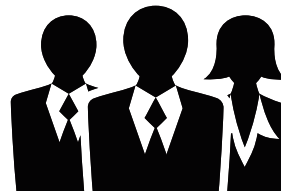
8/22-10/20

6 p.m.-9 p.m.

MTH

WLC 214/\$125

Lanier



Complete Your Continuing Education Hours ONLINE

Are you looking 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.



WAYNE COMMUNITY COLLEGE - CONTINUING EDUCATION SERVICES

NON-PROFIT MANAGEMENT CERTIFICATE PROGRAM

AUGUST 16TH - NOVEMBER 22ND

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: 43 (CEUs - 4.3)

Topics to be covered:

MARKETING YOUR NON-PROFIT

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

FUND RAISING • GRANT WRITING • PREVENTING EMBEZZLEMENT

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



WAYNE COMMUNITY COLLEGE
CONTINUING EDUCATION SERVICES

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

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

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

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



Notary Class

Fall 2016

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 English language; and possess a high school diploma or equivalent. Upon completion of this course with a passing exam grade of 80 percent, a person is eligible to make application with the NC Secretary of State's Office. For more information on how to become a NC Notary Public, go to www.secretary.state.nc.us/notary.

**PRE-REGISTRATION IS
HIGHLY ENCOURAGED.**

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION	INSTRUCTOR
8/13-8/13	8 a.m.-4:30 p.m.	S	Magnolia 218	Kennedy
8/15-8/17	5 p.m.-9 p.m.	MW	Spruce 120	Kennedy
9/17-9/17	8 a.m.-4:30 p.m.	S	Magnolia 218	Kennedy
9/19-9/21	5 p.m.-9 p.m.	MW	Spruce 120	Kennedy
10/17-10/19	5 p.m.-9 p.m.	MW	Spruce 120	Kennedy
10/22-10/22	8 a.m.-4:30 p.m.	S	Magnolia 218	Kennedy
11/19-11/19	8 a.m.-4:30 p.m.	S	Magnolia 218	Kennedy
11/21-11/23	5 p.m.-9 p.m.	MW	Spruce 120	Kennedy
12/10-12/10	8 a.m.-4:30 p.m.	S	Magnolia 218	Kennedy
12/12-12/14	5 p.m.-9 p.m.	MW	Spruce 120	Kennedy

Required Text

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

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.



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premium coverage risk policy losses insurance company loss life insured business risks legal industry expenses generally true many cost under financial property policies insurer

Is Now Offering _____ Pre-Licensing Education Courses

☐ **PROPERTY AND CASUALTY PRE-LICENSING**

September 9-October 8, 2016

Fridays 6-10 p.m. | Saturdays 8 a.m.-5 p.m.

WCC | Wayne Learning Center, Room 217 | Cost: \$125

☐ **LIFE AND HEALTH PRE-LICENSING**

October 21-November 12, 2016

Fridays 6-10 p.m. | Saturdays 8 a.m.-5 p.m.

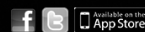
WCC | Wayne Learning Center, Room 217 | Cost: \$125

☐ **MEDICAL SUPPLEMENT INSURANCE**

December 2-3, 2016

Fridays 6-10 p.m. | Saturdays 8 a.m.-5 p.m.

WCC | Wayne Learning Center, Room 217 | Cost: \$70



REGISTER NOW!! PRE-REGISTRATION IS HIGHLY ENCOURAGED

Customer Services Desk, Walnut Building, East Entrance

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



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WAYNE COMMUNITY COLLEGE - CONTINUING EDUCATION SERVICES

SCHOLARSHIPS

for Occupational Training Courses

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

**Need
financial
assistance?**

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

For more information contact:

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

Application deadlines for

Fall 2016 is August 5, 2016

and for **Spring 2017 is**

December 2, 2016. Current and
entering students are eligible to apply.

Applications available at the Continuing Education Office Customer
Service Desk, first floor Walnut Building, East Entrance and online at
www.waynecc.edu/continuing-ed/scholarships



SECU Foundation

PEOPLE HELPING PEOPLE



WAYNE COMMUNITY COLLEGE
CONTINUING EDUCATION SERVICES

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

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WAYNE COMMUNITY COLLEGE - CONTINUING EDUCATION SERVICES

WORKFORCE

CONTINUING EDUCATION PROGRAMS

Never Stop Learning

Skills Training

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

For more information about specific courses,
call 919-739-6900
www.waynecc.edu/continuing-ed



WAYNE COMMUNITY COLLEGE
CONTINUING EDUCATION SERVICES

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



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

WAYS TO QUALIFY

MUST MEET THE FOLLOWING ELIGIBILITY REQUIREMENTS:

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

AND MEET ONE OR MORE OF THE FOLLOWING:

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



Contact

MONA STEPHENS

WIOA YOUTH CAREER ADVISOR

919-739-6923 • mstephens@waynecc.edu

or

ERICA BABB

BASIC SKILLS ADMINISTRATIVE SECRETARY

919-739-6908 • ejbabb@waynecc.edu

WCC Mission Statement

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

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

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





WAYNE COMMUNITY COLLEGE

CONTINUING EDUCATION SERVICES

COURSE FEE SCALE

Occupational Extension Course Hours	Course Fee
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1-24 Hours	\$70.00
25-50 Hours	\$125.00
51 + Hours	\$180.00

Leisure/Recreational Courses	\$35/\$50
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- Charges are subject to change based on State budget.
- Additional Fee Required - Repetition Policy will apply for courses taken more than twice.

PAYMENT

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

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



ADDITIONAL FEES

(If applicable)

Computer Technology Fee \$5.00

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

Supplemental Student Accident Insurance \$0.55

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

New Student ID \$3.00

Replacement ID \$5.00

Student ID Semester Validation \$1.00

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

Student Parking Decal \$2.00

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

Transcripts \$2.00

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

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

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

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

CAREER PATHWAYS

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

SPECIAL PROGRAM CAREER PATHWAYS

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

Career Tracks

Administrative Assistant

BASIC COURSES

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

Certifications)

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

- CLASS 2: Administrative Assistant Certificate Program

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

Microsoft Office Specialist

BASIC COURSES

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

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

- CLASS 2: Microsoft Office Certification Prep

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

ALLIED HEALTH CAREER PATHWAYS

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

Career Tracks

Direct Care Worker/Nurse Aide

BASIC COURSES

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

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

Personal Care Aide

INTERMEDIATE TRAINING

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

Credentials:

- NA I - eligibility to take state Nurse Aide Competency Evaluation. Upon passing listed on North Carolina Nurse Aide I Registry

- NA II - Certificate of completion from community college plus eligible for listing as a Nurse Aide II on North Carolina Board Nursing

ADVANCED SPECIALTY TRAINING (select Specialty)

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

Credentials: Eligible for listing on specific governing body Board of Nursing or Nurse Aide Registry

Basic Health Care Worker

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

APPLIED TECHNOLOGIES AND ADVANCED MANUFACTURING CAREER PATHWAYS

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

Career Tracks

Advanced Manufacturing Careers Pathway

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

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

Credential: NCRC

- CLASS 3: OSHA 10 Industrial Safety - 10 hours

Credential: OSHA 10 Safety Card

- CLASS 4: Certified Production Technician - 160 hours

Credential: Up to Five Certifications/Pre-Apprenticeship Recognitions

Industrial Technologies: Welding Careers Pathway

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

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

Credential: NCRC

- CLASS 3: OSHA 10 Industrial Safety - 10 hours

Credential: OSHA 10 Safety Card

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

Industrial Technologies: Machining Careers Pathway

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

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

Credential: NCRC

- CLASS 3: OSHA 10 Industrial Safety - 10 hours

Credential: OSHA 10 Safety Card

- CLASS 4: NIMS Certification Class - 96 hours

Credential: Two NIMS Certification (Measurement, Materials, and Safety) (Job Planning, Benchwork, and Layout)



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CONTINUING EDUCATION SERVICES

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WCC ONLINE SERVICES

USERNAME AND PASSWORD

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

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

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

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

WCC E-MAIL

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

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

WEBADVISOR

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

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

MOODLE

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

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

REQUIREMENTS FOR ONLINE COURSES

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

STUDENTS SHOULD MEET THE FOLLOWING FOR ONLINE COURSES

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

STUDENTS SHOULD HAVE THE FOLLOWING SKILLS AND BE ABLE TO

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

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

TO ACCESS YOUR ONLINE COURSE

On the day your course is scheduled to begin:

Step 1 - Go to www.waynecc.edu

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

Step 2 - To enter your course:

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

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

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

IF YOU WOULD LIKE TO PREVIEW A WCC MOODLE COURSE SITE

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

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

WCC BOOKSTORE

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

BOOKSTORE RETURN POLICY

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

TEXTBOOK BUY BACK

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

TEXTBOOK RENTAL - 3 EASY STEPS

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



OUR HOURS OF OPERATION:

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

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

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

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

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

Visit www.wayneccbookstore.com

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