Workforce Continuing Education Services

Fall 2018
COURSE SCHEDULE

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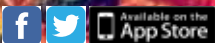
Reception Desk | 919-739-6900
Transitional Programs for College and Career
919-739-6908

Wayne
COMMUNITY COLLEGE
WORKFORCE CONTINUING EDUCATION SERVICES

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

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

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

GENERAL INFORMATION

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

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

ENROLLMENT REQUIREMENTS

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

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

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

Minors less than age 16 may enroll in Workforce Continuing Education courses under the following conditions:
  a. Shall enroll in self-supporting safe driving courses during any reporting term
  b. Shall enroll in any self-supporting courses during the reporting term

Minors taking courses pursuant to the above paragraphs shall not displace adults. Once admitted, they shall be treated the same as all other students. Reference 1D SBCCC 300.4 from Community College Laws of N.C.

COURSE FEES

Registration fees from $70 to $180 are charged to students in occupational extension classes depending upon the total class hours. The Leisure and Recreational classes have a registration fee starting at $20.00. The amount of tuition for recreational classes is determined by the pro-rated cost per student it takes to conduct the course in accordance with legislation.

1-24 hours	$70.00
25-50 hours	$125.00
51 + hours	$180.00
Leisure and Recreational	starting at $20.00*

*See specific course listing.

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

COMPANY/ORGANIZATION PAYMENT PROCESS (SPONSOR BILLING)

All companies and organizations are required to utilize the Sponsor Billing process to ease the payment process for your employees/students for Workforce Continuing Education classes at Wayne Community College. You will not need to send a company/organization check/credit card with your employee at the time of registration. All you have to submit is a signed company/organization letter or memorandum on letterhead to our office via in-person, fax, email or mail with the following key items:
  1. Company/Organization point of contact information (in the event there are any questions regarding a student or payment)
  2. Billing Information (include mailing address and email address) and

Employer ID/Tax ID Number

3. State the intent of who and what class(es) your company/organization will be responsible for in the registration process (i.e. tuition, parking/ID, testing, books, etc.)

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

REFUND POLICY FOR WORKFORCE CONTINUING EDUCATION SERVICES

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

COMPUTER TECHNOLOGY FEE

Pursuant to the North Carolina State Board of Community College Code, Title 1E SBCCC 200.98 (a)(3), a NON-REFUNDABLE Computer Technology Fee of $5.00* will be charged each semester to all individuals who take computer courses through the Workforce 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 Workforce Continuing Education computer classes held off campus at various locations. If you have any questions concerning the Computer Technology Fee, please contact the Workforce Continuing Education Services at 919-739-6900.

STUDENT ACCIDENT INSURANCE

Students have the option to pay $0.55 Student Accident Insurance Fee for all Workforce Continuing Education courses 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 Workforce Continuing Education Services Office at the time of registration. Additionally, all Workforce Continuing Education students must have an ID card. The ID card is $3.00 and must be purchased in the Workforce 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 Workforce Continuing Education Services.
*Fee subject to change.

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

FRIDAY
8 a.m.-1 p.m.

WCC MISSION STATEMENT
Wayne Community College (WCC) is a learning-centered, public, associate degree granting institution with an open door admissions policy. WCC is located in Goldsboro, North Carolina and is part of the North Carolina Community College System.
Wayne Community College's mission is to meet the educational, training, and cultural needs of the communities it serves.

REGISTRATION FORM INSTRUCTIONS

WEBADVISOR ACCESS FOR WORKFORCE CONTINUING EDUCATION

Workforce 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 Workforce Continuing Education class within the last 6 months. All new students must come to campus to register and will have WebAdvisor access the first day of classes. Username and password:

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

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

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

Now that you have a username and password, you can access WCC Mail, Webadvisor, and Moodle (although very few Workforce Continuing Education courses use Moodle). To access these services, go to 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 "Quick Links" and then select WebAdvisor.

STEP 3: Click "Login" then 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 Workforce 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 Workforce 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 Workforce Continuing Education office before attempting to proceed with your registration.

SCHOLARSHIPS FOR OCCUPATIONAL TRAINING COURSES

Learn more about Scholarships for registration, books, certification fees, and course supplies.

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

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

State Employees' Credit Union®

Registration Form Instructions Continued...

Review our available courses in this schedule. You will need the Start Date and Course Title. Fill out all items on the Workforce 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 Workforce 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
Workforce Continuing Education Services
ATTN: REGISTRAR
P.O. Box 8002, Goldsboro, NC 27533-8002

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

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

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

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

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

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

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

WAYNE COMMUNITY COLLEGE
WORKFORCE CONTINUING EDUCATION SERVICES

TRANSITIONAL PROGRAMS FOR COLLEGE AND CAREER

Pictured to the left are our two 2018 graduate speakers.

MIGUELINO VELAZQUEZ (left)
LAUREN SMITH (right)

TRANSITIONAL PROGRAMS FOR COLLEGE AND CAREER

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

Choose the door to the opportunity that will lead you to success!
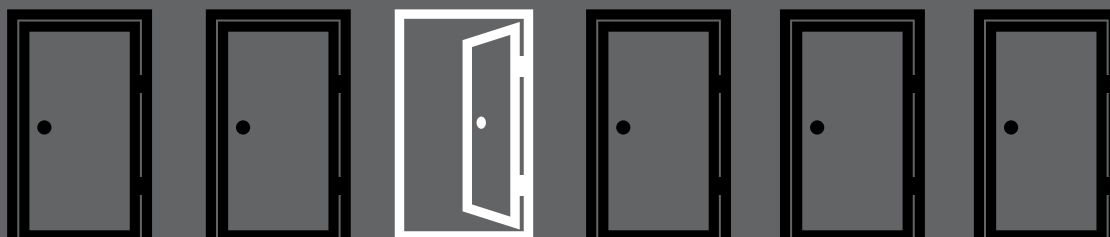
- Adult High School Diploma
- English Language Acquisition
- Career Pathway Classes
- Transition to College
- High School Equivalency
- Dual Enrollment to work on your diploma and college credit
- GED® HiSET™ Exam Cram
- WIOA NEXTGEN Program
- Quest Academy for ELLs
- College and Career Academy

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

Classes Begin the Week of August 16, 2018

www.waynecc.edu/continuing-ed/programs/tpcc

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

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

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

www.facebook.com/wccbasicskills

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

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

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

3   **Begin Classes...**

4   **GRADUATE!**

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

ON YOUR MARK, LET'S GET STARTED!

NEW STUDENT ORIENTATION AND PLACEMENT SESSIONS

❏ Orientation sessions are required for all new students
❏ Sessions are offered over a two-day time period for three hours each day
❏ Both days must be attended
❏ Before attending an Orientation session, a Locator test must be taken on any Tuesday
❏ Locator test times on Tuesdays are 9 a.m., 11 a.m., 2 p.m., 4 p.m., and 6 p.m. in the Walnut Bldg, Rm 220
❏ A Social Security card and photo identification are required

SESSION SCHEDULE

Date	Time
August 6 and 8	2 p.m.-5 p.m.
August 13 and 14	6 p.m.-9 p.m.
September 10 and 12	2 p.m.-5 p.m.
September 24 and 26	6 p.m.-9 p.m.
October 15 and 17	2 p.m.-5 p.m.
October 29 and 31	6 p.m.-9 p.m.
November 13 and 14	2 p.m.-5 p.m.
November 26 and 28	6 p.m.-9 p.m.
December 10 and 12	2 p.m.-5 p.m.

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

ADULT HIGH SCHOOL DIPLOMA CLASSES

Pre-registration for Fall I begins **July 30** and classes start **August 16**. Fall II pre-registration begins **October 8** and classes start **October 17**.

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

COMMUNITY LOCATIONS
Fall semester classes begin the week of August 15. For information about any community High School Equivalency Diploma class, please call 919-739-6908. We have community classes in 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	8/15-12/19	5:30 p.m.-7:30 p.m.	MW	Day Reporting Center (DRC) 714 Simmons St., Goldsboro	McKeel
High School Equivalency	8/15-12/19	1 p.m.-3 p.m.	M	West Haven Computer Lab 138 Dupont Circle, Goldsboro	Allie

TEACHER RENEWAL COURSE OFFERINGS

Workforce 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.

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

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

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

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

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

- hiset.ets.org

Pearson VUE Testing Center
GED® Testing Location:
Wayne Learning Center, Room 218

TESTING DAYS AND TIMES:
Monday: 1 p.m.-8 p.m.
Tuesday: 8 a.m.-2 p.m.
Friday: 8 a.m.-1 p.m.

HiSET® Testing is every Wednesday from 2 p.m. to 5:30 p.m.

LOCATION: Walnut Building, Room 223

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

For updated HiSET® testing dates and to register to take the HiSET® test, go to www.hiset.ets.org.

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

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

WAYNE COMMUNITY COLLEGE
STUDENT SUPPORT CENTER

Location: Walnut 222-A

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

WAYNE COMMUNITY COLLEGE

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

Get your Adult High School Diploma (AHS) or a High School Equivalency (HSE) while taking college classes and working towards a career.

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

OTHER CAREER TRACKS AVAILABLE!

Education

Contact Your
Advisor/Transition Coach

HAROLD WARREN

**919-739-6921 or
919-739-6908**

ENGLISH LANGUAGE ACQUISITION (ELA)

INFORMATION

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

New Student Orientation dates/Orientaciòn para Estudiantes/Nuevos:

August 20	10 a.m. or 5:30 p.m.	20 de Agosto
September 24	10 a.m. or 5:30 p.m.	24 de Septiembre
October 29	10 a.m. or 5:30 p.m.	29 de Octubre

Returning Students/ Registraciòn de Estudiantes:

August 20	9 a.m.	20 de Agosto
August 21	6 p.m.	21 de Agosto

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

CAMPUS DAY CLASSES

DATE/FECHA	COURSE/CURSO	DAYS/DIAS	TIME/ HORA	LOCATION/LUGAR
8/20-12/18	ELL LAB	MTWTHF	8 a.m.-6 p.m.	WAL 203
8/24-12/14	COMPUTER	F	9 a.m.-12:30 p.m.	WAL 203
			24/7	ONLINE
8/20-12/18	ELL LEVEL 6	MTWTH	9 a.m.-12 p.m.	WLC 227
8/20-12/18	ELL LEVEL 4-5	MTWTH	9 a.m.-12 p.m.	WLC 221
8/20-12/18	ELL LEVEL 1-2-3	MTWTH	9 a.m.-12 p.m.	WAL 203/204

CAMPUS NIGHT CLASSES

DATE/FECHA	COURSE/CURSO	DAYS/DIAS	TIME/ HORA	LOCATION/LUGAR
8/21-12/18	ELL LEVEL 4-5-6	TTH	6 p.m.-9 p.m.	WAL 223
8/21-12/18	ELL LEVEL 1-2-3	TTH	6 p.m.-9 p.m.	WAL 225/224

OFF CAMPUS CLASSES

MOUNT OLIVE WAGES

Monday to Thursday/Lunes a Jueves
9 a.m.-12 p.m.
8/20-12/18
612 Breazeale Avenue | Mount Olive

YEAR ROUND/TODO EL AÑO

UNIVERSITY OF MOUNT OLIVE

Monday and Wednesday/Lunes y Miercoles
5:30 p.m.-8:30 p.m. | **8/20-12/17**
634 Henderson Street | Mount Olive

YEAR ROUND/TODO EL AÑO

LITERACY CONNECTIONS OF WAYNE COUNTY

Tuesday to Thursday/Martes a Jueves
9 a.m.-11:30 a.m. | **8/21-12/18**
Citizenship/Ciudadanía:
Wednesday/Miércoles: 9:30 a.m.-12:00 p.m.
8/22-12/12
2001 E. Ash St. | Goldsboro

YEAR ROUND/TODO EL AÑO

MARIA REINA DE LAS AMERICAS

English: Tuesday/Martes
6 p.m.-8:30 p.m.
Computer: Thursday/Jueves
6 p.m.-8:30 p.m.
8/21-12/18
636 Whitfield Rd. | Mount Olive

YEAR ROUND/TODO EL AÑO

PIKEVILLE LIBRARY

English and Citizenship:
Monday and Wednesday/Lunes y Miércoles
6 p.m.-8:30 p.m.
8/20-12/17
107 W. Main St. | Pikeville

YEAR ROUND/TODO EL AÑO

BROGDEN MIDDLE SCHOOL

Tuesday and Thursday/Martes y Jueves
6 p.m.-8:30 p.m. | **8/21-12/18**
3761 US 117 South Alt. | Dudley

SEPTEMBER-JUNE/SEPTIEMBRE A JUNIO

BROGDEN UNITED METHODIST CHURCH

Wednesday/Miércoles
9 a.m.-12 p.m.
8/22-12/12
2918 US 117 South | Dudley

YEAR ROUND/TODO EL AÑO

SPRING CREEK MIDDLE SCHOOL

Monday and Wednesday/
Lunes y Miércoles
9 a.m.-11:30 a.m.
8/20-12/17
3579 NC-111 | Seven Springs

SEPTEMBER-JUNE/SEPTIEMBRE A JUNIO

QUEST ACADEMY
PROGRAM

Are you an English Language Acquisition Student?

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

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

The program will cover a variety of courses including:
Direct Care Worker (Personal Care Aide) | Billing and Coding
Introduction to the Healthcare System | OSHA | EKG | Welding
Refrigerator Specialist | NCRC Program | Health Unit Coordinator
Computer Repair | Effective Teacher Training

You will also be enrolled in the Odysseyware online program.

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

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

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

**If you have any questions, please contact
MRS. GRACIELA KELLAR at 919-739-6904.**

WAYNE COMMUNITY COLLEGE
CONTINUING EDUCATION SERVICES

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

ALLIED HEALTH

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

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

HEALTH UNIT COORDINATOR

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/20-12/7	5:30 p.m. - 9:30 p.m.	MTW
Magnolia 222/$180	TBA	

MEDICAL BILLING AND CODING ONLINE CERTIFICATE PROGRAM

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

MEDICAL BILLING AND CODING: PART I

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/20-12/7	ONLINE	ONLINE
ONLINE/$180	L. Stephenson	

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

MEDICAL BILLING AND CODING: PART II

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/20-12/7	ONLINE	ONLINE
ONLINE/$180	L. Stephenson	

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

SERVSAFE FOOD SAFETY TRAINING

This course is designed to provide food service managers the essential knowledge to help keep the food establishment safe. It prepares students to take the ServSafe Food Protection Manager Certification Exam. It covers critical principles including personal hygiene, cross contamination, time and temperature, receiving and storage, food safety management systems, training hourly employees and more. An ANS I accredited food safety manager exam is required at the end of the course for certification. The exam will be

given at the end of the class. Cost of the exam is included in the registration fee. Cost is $108. This does not include the required book.

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

TBA

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

SERVSAFE CERTIFICATION TESTING/ RETEST

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

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

TBA

*Required Text: Answer Sheet   ISBN: 9780135026328

ACTIVITY DIRECTOR - BASIC

This course is designed to provide basic training to individuals desiring to become an Activity Director in a healthcare-related setting. Activity Directors are required by the NC Division of Facility Services to complete a minimum of 90 hours in an approved Activity Director's course. Activity Directors for nursing facilities are required to complete the 60 hour basic course with an additional minimum of 10 hours in documentation including the assessment and care planning processes and 20 hours of clinical experience in an approved skilled nursing facility. A high school diploma or GED is required to take the course.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
9/10-11/19 Magnolia 223/$180	5:30 p.m.-8:30 p.m. Benninghoff	MW

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

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. *For more information about this course, please contact: Alison Sanford at 919-739-6926 or ajsanford@waynecc.edu*

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
9/5-11/14 Magnolia 205/$180	2 p.m.-5 p.m. Simmons	MW

SPECIAL ADMISSION COURSES

Students must attend a mandatory information session to participate in Nurse Aide I, Nurse Aide II, and Phlebotomy. For more information about session dates and times to enroll in the Spring 2019 courses, please contact the Continuing Education Services receptionist at 919-739-6900 or Terrie Wynn at 919-739-6935 or tjwynn@waynecc.edu.

SPRING 2019 INFORMATION SESSION DATES

NURSE AIDE I AND II AND PHLEBOTOMY

October 8 or 15 | 1 p.m.-2 p.m.
October 10 or 17 | 5:30 p.m.-6:30 p.m.

All sessions will be held in Walnut 101.

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 156+ hours of classroom, lab and clinical components, the student is eligible to make application for the National Nurse Aide Assessment Program (NNAAP) examination necessary for certification and listing on the North Carolina Nurse Aide I Registry. The NC State Exam is comprised of a written and skills exam. 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
LOCATION/FEE	**INSTRUCTOR**	
8/20-12/5	8:30 a.m.-12:30 p.m.	MTW
8/21-12/5	5:30 p.m.-9:30 p.m.	TWTH
Magnolia 203 and 205	Multiple	

NA1 Registration Process and Start of Class Requirements

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

NURSE AIDE LEVEL II

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	**INSTRUCTOR**	
8/23-11/30	8:30 a.m.-5 p.m.	Th
	8:30 a.m.-12 p.m.	F
Magnolia 205/$180	E. Curry	

NAII Registration Process and Start of Class Requirements

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

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. 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
LOCATION/FEE	**INSTRUCTOR**	
8/23-11/30	8:30 a.m.-12:30 p.m.	THF
8/20-12/3	5:30 p.m.-9:30 p.m.	MW
Magnolia 203	G. Rivera	

Phlebotomy Registration Process and Start of Class Requirements

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

PRE-REGISTRATION IS HIGHLY ENCOURAGED.

NURSE AIDE REFRESHER

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
9/4-10/18 Magnolia 203/$125	5:30 p.m.-8:30 p.m. Carmichael	MTH

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

NURSE AIDE I PRE EXAM SKILLS LAB

This course is designed to provide students 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-enlisting on the NA II registry.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
9/21, 10/19 Magnolia 205/$20	12 p.m.-4 p.m. TBA	F

MEDICATION AIDE

This course is designed to meet the training requirements for becoming qualified to be a Medication Aide in a skilled facility. The course covers the six rights of medication administration for non-licensed personnel. Topics will include medication administration via the oral, topical and instillation routes, medical asepsis, hand hygiene, terminology, and legal implication. Upon completion, students should be able to take the competency exam and demonstrate skills necessary to qualify for listing on the North Carolina Medication Aide Registry. This certification qualifies the person to work in a skilled nursing facility. Listing on Nurse Aide I (NAI) registry is required.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
12/11-12/13 Magnolia 205/$70	8 a.m.-5 p.m. Kelly	TWTh

FOR MORE INFORMATION CONTACT

Elizabeth Curry, Director of Allied Health | 919-739-6929 | eacurry@waynecc.edu
Terrie Wynn, Administrative Assistant | 919-739-6935 | tjwynn@waynecc.edu

VISIT US ONLINE AT 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 seven core competencies: writing your business plan, financing your business, legally starting your business, finding your customer, marketing your business, small business taxes, and basics of bookkeeping. Contact Dale Fey, the Small Business Center Director at 919-739-6941 for more information.

SBC FALL 2018 SEMINARS
PRE-REGISTRATION RECOMMENDED

Registration: Please preregister on-line at www.ncsbc.net. (Click "Training" tab, Select under Location "At Center", select under Center "Wayne Community College", Topic "ALL", Time Range "90 days", click on Search, find the seminar that you would like to attend, and click Register). Or you may call 919-739-6940.

Contracting 101: How to Do Business with the Federal Government

Boyce Haywood | Wednesday, August 22, 2018
1:30 p.m.-4 p.m. | Walnut 101

This training is an introduction to doing business with the federal government. Attendees learn the basics of how to sell products, services, and construction/engineering services to the federal government. Topics discussed include methods and levels of procurement; marketing to the federal government; socioeconomic small business programs; registering as a federal contractor; locating, identifying and responding to federal business opportunities; and resources available to assist federal contractors in North Carolina.

How to Start a Small Business

Steve Carver | Thursday, August 23, 2018 | 6 p.m.-9 p.m.
Walnut 101

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

How to Write a Business Plan

Pat Killette | Tuesday, August 28, 2018 | 6 p.m.-9 p.m.
Walnut 101

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.

Finding and Understanding Federal Solicitations

Boyce Haywood | Wednesday, September 5, 2018
1:30 p.m.-4 p.m. | Walnut 101

A follow up to "Doing Business with the Federal Government," this training focuses on identifying federal websites used by government agencies to advertise current opportunities for goods and services and long-range procurement forecasts. Examples include, but are not limited to, FedBizOpps, FedBid, GSA, DoD E-mall, and Army, Navy, Air Force, and other agency-specific websites. The training also addresses how businesses can connect with prime contractors, and web-based resources to identify current federal contractors and potential teaming partners.

How to Find Your Customer

Annette Dunlap | Tuesday, September 11, 2018
5 p.m.-8 p.m. | Wayne County Public Library

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

Boots to Business

Various | Tuesday and Wednesday, September 11-12, 2018
8:30 a.m.-4 p.m. | Walnut 104

Veterans and military personnel returning from active duty are wonderfully over-represented in entrepreneurship.

PRE-REGISTRATION IS HIGHLY ENCOURAGED.

One in seven veterans is either self-employed or already a small business owner. Roughly one quarter of transitioning service members are interested in starting or buying their own business. One of our most important roles is supporting those men and women who have returned home from active duty and are looking to start a small business. We offer a variety of programs and services specifically designed to do just that. ***THIS SEMINAR IS OPEN ONLY TO ACTIVE DUTY, THEIR DEPENDENTS AND VETERANS OF THE US MILITARY.***

Marketing Your Business
Todd Lyden | Wednesday, September 19, 2018
6 p.m.-8:30 p.m. | Walnut 101

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

Health and Safety Program Development for Potential and Established Business Owners
Sheila Higgins | Tuesday, September 25, 2018
1 p.m.-2:30 p.m. | Walnut 101

The training discusses in a humorous way why companies must treat their employees' safety as important as any other process in the company's business development. Ignoring the company's safety and health requirements puts the company at risk in ways no other market force will. A sustainable business is a safe one.

Introduction to Basic Proposal Writing
Boyce Haywood | Wednesday, September 26, 2018
1:30 p.m.-4 p.m. | Walnut 101

Upon completion of this training, attendees will be able to develop the technical volume of a response to a federal solicitation. Topics covered include: reading and understanding a Request for Proposal (RFP) or Request for Quotation (RFQ), proposal development teams for writing a RFP/RFQ response, capabilities matrix development, team selection, developing a proposal schedule, developing a compliance matrix, developing a proposal outline, and responsiveness and compliance. Attendees will develop a proposal outline during this workshop.

Leadership Toolbox for Current and Future Small Business Owners
Vanessa Spiron | Thursday, September 27, 2018
5:30 p.m.-7:30 p.m. | Wayne County Chamber, William St.

Leadership is a quality that can make or break a business. As a small business owner, developing your leadership skills will help you create a strong foundation for your business to succeed. Strong leadership skills also make people want to work for you and motivates them to do their best for you. In this seminar, we will discuss what fundamental skills are necessary in your leadership toolbox for the success of your

small business. Tools in the toolbox include clearly defining your vision and standards, presenting yourself with purpose, and much more. Let leadership be the force that drives your success in starting or growing your business.

Financing Your Business
Patrick Rodriguez | Wednesday, October 3, 2018
6 p.m.-8 p.m. | Walnut 101

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

Small Business Programs, Set Asides and Limitations on Subcontracting
Boyce Haywood | Tuesday, October 9, 2018
1:30 p.m.-4 p.m. | Walnut 101

The session will focus on what it means to be a small business in the federal market and the process to leverage small business status as a prime or subcontractor in government contracting. Instruction will focus on four pre-award set-aside programs (HUBZone, 8(a), Service Disabled Veteran Small Business and Woman Owned Small Business), review and application of small business, size standards, review of pre-award and post-award SBA programs and resources for small businesses, techniques to market to prime contractors and government representatives, limitations on subcontracting applicable to each small business program, and challenges for small business, including increased competition.

Do You Want to Be an Entrepreneur?
Dustin Pike | Wednesday, October 10, 2018
6 p.m.-8 p.m. | Downtown Goldsboro Development Corporation, 219 N. John Street

Being an entrepreneur is hard and lonely. Sure, being your own boss and having your own business looks awesome from the outside. However, no one really tells you what you are getting into when you decide to make the leap into business ownership. But it doesn't mean you have to figure it all out on your own.

THE PERSONAL IMPACTS OF OWNING A BUSINESS - How owning a business can impact you personally in multiple facets of your life.

THE IMPORTANCE OF SELF AWARENESS - Why you need to be honest with yourself about who you are, where your strengths and weaknesses lay, and whether this is really the right path for you.

THE MOST IMPORTANT ITEM TO ENSURING SURVIVAL OF YOUR BUSINESS - Learn what will ensure your business can survive and how every decision you make should be leading to creating more of this.

HOW TO GET STARTED - Understand that ideas aren't the important thing and that execution is where success is made. You'll also learn key areas to focus on and tips to remember as your business travels from idea to opening.

FINDING YOUR MARKET AND TELLING YOUR STORY - How to research who your market is, find where their attention is, and discover what exactly you should be telling them.

QuickBooks ® for Beginners
Cynthia Roberts | Tuesday, October 16, 2018
9 a.m.-12 p.m. | Walnut 101

Learn the habits of successful entrepreneurs using QuickBooks to manage their accounting records, industry best practices, and other bookkeeping tips to keep your QuickBooks up to date. Avoid Payroll Tax issues, bank and credit card reconciliation tips, understanding financial reporting in QuickBooks, and much more.

Marketing and Social Media Workshop
Latonya Johnson | Wednesday, October 17, 2018
1 p.m.-2:30 p.m. | Steele Library, Mt Olive

This workshop will cover:
- The best social media platform to use for your customer.
- Simple navigation on social media sites.
- Access to information you need to be the best you can be in your small business using Google and YouTube.
- Website development and the costs and/or time to create one.
- Making the grade on marketing materials. (Does your customer understand what your business is?)

Basics of Bookkeeping
Leigh Cox | Monday, October 22, 2018 | 6 p.m.-9 p.m.
Walnut 101

Gain a workable knowledge of how to properly record financial transactions for your business. Discover the three most important financial reports and how to use them to make the best-informed business decisions. If you're a new business owner or need a refresher on the basics of accounting, this seminar is designed for you.

Grant Writing for Non-Profits
Dorothy Moore | Wednesday, October 24, 2018
6 p.m.-9 p.m. | Dogwood 201

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.

Promoting Your Business Online
Diane Wolfe | Tuesday, October 30, 2018 | 1 p.m.-4 p.m.
Walnut 101

Are you looking to expand your small business? Are you prepared to take your products and services online?

Conquering the internet can be simple, fast, and cost-effective. L. Diane Wolfe walks you through the steps, from creating a dynamic website to generating publicity. Promotion basics are outlined for those starting a web-based business or setting up a website for their physical business. Don't get tangled in the web - learn how to develop a successful online marketing plan today.

Boots to Business
Various | Tuesday and Wednesday, November 6 and 7, 2018 | 8:30 a.m.-4 p.m. | Walnut 104

Veterans and military personnel returning from active duty are wonderfully over-represented in entrepreneurship. One in seven veterans is either self-employed or already a small business owner. Roughly one quarter of transitioning service members are interested in starting or buying their own business. One of our most important roles is supporting those men and women who have returned home from active duty and are looking to start a small business. We offer a variety of programs and services specifically designed to do just that. ***THIS SEMINAR IS OPEN ONLY TO ACTIVE DUTY, THEIR DEPENDENTS AND VETERANS OF THE US MILITARY.***

Introduction to Non-Profit and Grant Writing
Ed Ormsby | Wednesday, November 14, 2018
1 p.m.-4 p.m. | Walnut 101

Setting up and managing a nonprofit organization is very different from a for-profit business. This seminar is designed to explain and prepare you not only setting up a nonprofit business, but also for the grant proposal process. Anyone new to the grant writing process should attend this seminar.

Your Small Business Taxes
Michael C. Jordan | Tuesday, November 27, 2018
6 p.m.-9 p.m. | Walnut 101

Gain a solid understanding of taxes required for small business owners and develop the best tax strategy for your business. Become familiar with the latest tax forms and procedures for both state and federal taxes. Discover how everyday business decisions can have tax implications that can affect your bottom line. This seminar is important for both new and experienced business owners.

How to Develop Your Business Website
Paul Kaufman | Tuesday, December 4, 2018
6 p.m.-9 p.m. | Walnut 101

Textual content on a website is where the true power lies. With the ability to carefully sculpt the text on each web page, site owners can attract both their target audiences as well as enhanced search engine rankings. There are specific tactics that can be used to create keyword-dense paragraphs that are audience magnets.
Topics covered include: meta data sculpting, text versus image content, hyperlink optimization, and the power of HTML heading tag

OCCUPATIONAL EXTENSION COURSES

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

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

SPANISH FOR THE WORKPLACE CONVERSATIONAL - LEVEL I

This course will prepare students to communicate on a basic level with Spanish-speaking customers in a wide variety of businesses. Students will learn specific terms and expressions commonly spoken with customers or co-workers in their daily occupation. Topics include memorization and pronunciation skills, basic conversations, common courtesies, cultural relevance, and various dialects. Upon completion, students should be able to communicate at a basic level with native speakers and demonstrate cultural sensitivity. (For business/industry/agency personnel.) Students will receive a WCC certificate upon course completion.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/15-10/3 WLC 202/$70	6 p.m.-8 p.m. Curl	W

SPANISH FOR THE WORKPLACE - LEVEL II

This course will build upon the basic level and is designed to be a continuation of Spanish-language skills for use in a wide variety of businesses with Spanish-speaking customers. **Students will learn questions and expressions commonly spoken with customers or co-workers in their daily occupation.** Topics include the fundamentals of syntax, verb tenses, aural/oral/verbal comprehension, and vocabulary building. Upon completion, students should be able to communicate at a more functional level therefore closing the communication and cultural gaps which will improve service and understanding with native speakers. (For business/industry/agency personnel.) Students will receive a WCC certificate upon course completion. **Pre-requisite: Level I**

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/20-10/15 WLC 202/$70	6 p.m.-8 p.m. Curl	M

MANDARIN CHINESE FOR THE WORKPLACE

Mastering the Chinese language is increasingly important in our global business environment. It can become the winning edge in enabling the speed and effectiveness of business negotiations when working with the Chinese market.

CONVERSATIONAL - LEVEL 1

This course is designed for students to communicate on a basic level with Mandarin-speaking customers in a wide variety of businesses. It introduces students to the basic skills including a combination of rudimentary listening, speaking, and reading through many common workplace themes. Students will learn common terms and expressions used with customers or co-workers in their daily occupation. Topics include pronunciation skills, basic conversations, common courtesies and cultural relevance. Upon completion, students should be able to understand Mandarin phonic symbols (pingyin), communicate at a basic level with native speakers, and demonstrate cultural sensitivity. (For business /industry / agency personnel.) Students will receive a WCC certificate upon course completion.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/20-10/1 WLC 215/$70	6 p.m.-8 p.m. Zhang	MW

CONVERSATIONAL - LEVEL 2

This course will build upon the basic level and is designed to be a continuation of Mandarin-language skills for use in a wide variety of businesses with Mandarin-speaking customers. Students will learn additional grammatical and syntactic rules and vocabulary for achieving proficiency in conversation, reading, and writing as well as further understanding of the Chinese culture and customs. Upon completion, students should be able to develop Mandarin listening skills in order to understand common topics related to the workplace, and read and write simple Chinese characters and sentences at a more functional level (For business/ industry /agency personnel.) Students will receive a WCC certificate upon course completion. Pre-requisite: Level 1

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
10/22-12/3 WLC 215/$70	6 p.m.-8 p.m. Zhang	MW

**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 Carol**ina Notary Public Manual is required for this course:** North Carolina Notary Public Manual, 2016, 11th Ed, ISBN: 9781560118510

BEGIN/ END DATES LOCATION/FEE	CLASS TIME INSTRUCTOR	CLASS DAYS
8/18 Magnolia 218/$70	8 a.m.-4:30 p.m. Kennedy	S
8/20-8/22 Spruce 138/$70	5 p.m.-9 p.m. Kennedy	MW
9/15 Magnolia 218/$70	8 a.m.-4:30 p.m. Kennedy	S
9/17-9/19 Spruce 138/$70	5 p.m.-9 p.m. Kennedy	MW
10/20 Magnolia 218/$70	8 a.m.-4:30 p.m. Kennedy	S
10/22-10/24 Spruce 138/$70	5 p.m.-9 p.m. Kennedy	MW
11/17 Magnolia 218/$70	8 a.m.-4:30 p.m. Kennedy	S
11/19-11/21 Spruce 138/$70	5 p.m.-9 p.m. Kennedy	MW
12/8 Magnolia 218/$70	8 a.m.-4:30 p.m. Kennedy	S
12/10-12/12 Spruce 138/$70	5 p.m.-9 p.m. Kennedy	MW

ELECTRONIC NOTARY PUBLIC

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

BEGIN/ END DATES LOCATION/FEE	CLASS TIME INSTRUCTOR	CLASS DAYS
8/21 Magnolia 219/$75	5 p.m.-9 p.m. Kennedy	T
9/18 Magnolia 219/$75	5 p.m.-9 p.m. Kennedy	T
10/23 Magnolia 219/$75	5 p.m.-9 p.m. Kennedy	T
11/20 Magnolia 219/$75	5 p.m.-9 p.m. Kennedy	T
12/11 Magnolia 219/$75	5 p.m.-9 p.m. Kennedy	T

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 LOCATION/FEE	CLASS TIME INSTRUCTOR	CLASS DAYS
10/5-10/27 WLC 217/$125	6 p.m.-9 p.m. 8 a.m.-5 p.m. Murphy	F S

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 LOCATION/FEE	CLASS TIME INSTRUCTOR	CLASS DAYS
9/7-9/29 WLC 217/$125	6 p.m.-9 p.m. 8 a.m.-5 p.m. Murphy	F S

REAL ESTATE PRE-LICENSING

This course is required to satisfy the educational requirements for a provisional broker and is designed to prepare the student to pass the real estate license broker examination administered by the N.C. Real Estate Commission. Topics include basic real estate principles and practices, law and contracts, financing, closing valuation, and fair housing and real estate laws. For more information, go to www.ncrec.state.nc.us.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
9/12-11/19	6 p.m.-10 p.m.	MW
Spruce 138/$180	Weese	

RESIDENTIAL AND COMMERCIAL WIRING

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/21-12/14	5:30 p.m.-8:30 p.m.	TW
Hocutt 250/$180	Simmons	

COSMETOLOGY COURSES

A Mandatory Information Session is required as part of the registration process for the following Cosmetology courses. Choose one of the following sessions.

All Information sessions will be held at Circle of Love Academy
409 Stanley Chapel Church Road
Dudley, NC 28333

1. Monday, July 30, 2018 | 5:30 p.m.-6:30 p.m.
Nail, Natural Hair or Cosmetology course

2. Monday, August 6, 2018 | 5:30 p.m.-6:30 p.m.
Nail, Natural Hair or Cosmetology course

3. Monday, August 20, 2018 | 5:30 p.m.-6:30 p.m.
Nail or Natural Hair course

COSMETOLOGY PROGRAM

This course is divided into three parts. The intent of this course is to provide students with the appropriate training and required number of contact hours (minimum of 1500 hours) needed to fulfill licensure requirements in accordance with the NC State Board of Cosmetics Art Examiners. Topics may include, but are not limited to, scalp treatments, roller sets, fingerwaves, pincurls, blow dry, thermal press, artificial hair, haircuts, chemical reformation, coloring, highlights, manicures, pedicures, artificial nails, facials, and hair removal.

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

Cosmetology - Part 1 of 3

8/27-1/10	9 a.m.-5 p.m.	MTWTH
Circle of Love Academy/$180	Staff	

Cosmetology - Part 2 of 3

2/14-6/27	9 a.m.-5:30 p.m.	MTWTH
Circle of Love Academy/$180	Staff	

Cosmetology - Part 3 of 3

7/8-11/19	9 a.m.-5:30 p.m.	MTWTH
Circle of Love Academy/$180	Staff	

Cosmetology Kit
Students must be prepared to purchase a cosmetology kit on the first day of class. The kit can be purchased through Circle of Love Academy at the cost of $150 – Part 1. Costs associated with the program include tuition which is $183.55 per semester for three semesters, uniforms (black scrubs), books, and a cosmetology kit for each semester.

NAIL TECHNOLOGY

This comprehensive course provides instruction and clinical practice in manicuring, nail building (application and maintenance of artificial nails), and pedicuring. The course content includes nail anatomy, disorders of nails, and irregularities of nails; theory and salesmanship as it relates to manicuring; actual practice in manicuring; and arm, hand, and foot massage. Manicurist students must complete 300 hours in an approved beauty school or college before applying to the State Board of Cosmetic Arts for examination. Students enrolled only in manicuring shall only perform services directly relating to the prescribed course in manicuring. Please note, this is a comprehensive course to provide training for those persons interested in becoming registered manicurists only and not desiring to become licensed cosmetologists.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/27-12/20	9 a.m.-2:15 p.m.	MTWTH
Circle of Love Academy/$180	Staff	

Nail Technology Kit
Students must be prepared to purchase a nail technology kit on the first day of class. The kit can be purchased through Circle of Love Academy at the cost of $125.

NATURAL HAIR CARE SPECIALIST - BRAIDING

This course provides instruction and clinical practice in natural hair care. The course content includes sanitation, bacteriology, disinfection, first aid, shampooing, draping, anatomy, disorders of the hair and scalp, and client consultation. Advanced students apply the following natural hair care techniques: twisting, wrapping, extending, locking, blow dry, and thermal iron. Natural hair care students must complete required hours in an approved program before applying to the State Board of Cosmetic Arts for examination.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/27-12/20 Circle of Love Academy/$180	9 a.m.-2:15 p.m. Staff	MTWTH

Natural Hair Care Kit
Students must be prepared to purchase a natural hair care kit on the first day of class. The kit can be purchased through Circle of Love Academy at the cost of $125.

ADVANCED MANUFACTURING AND APPLIED TECHNOLOGY OCCUPATIONAL EXTENSION COURSES

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

CERTIFICATION/LICENSURE COURSES

NCDMV SAFETY INSPECTION

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
9/4-9/5 Magnolia 109/$70	6 p.m.-10 p.m. Woodard	TW
10/2-10/3 Magnolia 105/$70	1 p.m.-5 p.m. Woodard	TW
11/06-11/07 Magnolia 101/$70	6 p.m.-10 p.m. Woodard	TW
12/4-12/5 Magnolia 105/$70	1 p.m.-5 p.m. Woodard	TW

Required materials: LT-310 form signed by owner, partner, or officer of the inspection station must be brought to class the first night. Available online at https://connect.ncdot.gov/business/DMV/Pages/Inspection-Stations.aspx

NCDMV OBD EMISSION CONTROL

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
9/11-9/12 Magnolia 109/$70	6 p.m.-10 p.m. Woodard	TW
10/9-10/10 Magnolia 105/$70	1 p.m.-5 p.m. Woodard	TW
11/13-11/14 Magnolia 101/$70	6 p.m.-10 p.m. Woodard	TW
12/11-12/12 Magnolia 105/$70	1 p.m.-5 p.m. Woodard	TW

Required materials: LT-310 form signed by owner, partner, or officer of the inspection station must be brought to class the first night. Available online at https://connect.ncdot.gov/business/DMV/Pages/Inspection-Stations.aspx

ADVANCED MANUFACTURING OCCUPATIONAL EXTENSION COURSES

BASIC WELDING I

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/20-10/1 Hocutt 170/$70	6 p.m.-10 p.m. Wise	M

BASIC WELDING II

This course is designed to further familiarize students with the basics of welding. Training strategies will include lecture and hands-on activities with evaluation based on attendance, class participation and demonstration of skills. This course will also move students to a deeper knowledge and understanding of topics to include gas welding, operation of cutting torch, electric welding, heliarc welding, and safety.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
10/15-12/10 Hocutt 170/$70	6 p.m.-9 p.m. Wise	M

ADVANCED WELDING - BILINGUAL

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/18-12/8 Hocutt 170/$125	8 a.m.-2 p.m. Perez	S

AIR CONDITIONING, HEATING, & REFRIGERATION I

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
9/13-11/15 Magnolia 108/$125	6 p.m.-10 p.m. Coor	TH

EPA REFRIGERANT CERTIFICATION

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
9/17-10/8 Magnolia 108/$70	6 p.m.-10 p.m. Coor	M

Required materials: CFC Study Guide

CNC OPERATOR BOOT CAMP

The CNC Boot Camp is an innovative, fast-paced, hands-on program to learn the essentials of Computer Numerical Control (CNC) operations. Also, the boot camp is designed for individuals desiring full-time employment as a CNC Operator. The program is ideal for dislocated or underemployed workers.

CANDIDATES
Candidates are required to attend a mandatory information session and complete an application, drug screening, be 18 years of age, and have a Silver National Career Readiness Certification (NCRC). Candidates must also commit to 98% attendance in the program. Final candidates will be determined after an interview.

This course will consist of the classes listed below. Potential students, come to receive more details in the information session.

- MAC 121   - MAC 131   - MAC 171   - Soft Skills

MANDATORY INFORMATION SESSIONS FOR CNC OPERATOR BOOT CAMP:
Tuesday, July 31 | 5:30 p.m. - 6:30 p.m. | Walnut 104
AND
Wednesday, August 1 | 2:30 p.m. - 3:30 p.m. | Walnut 101

COMPUTER PROGRAMS

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

ED2GO ONLINE COURSES

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

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

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

ADMINISTRATIVE ASSISTANT CERTIFICATE PROGRAM (WEB-SUPPORTED)

GET READY FOR A NEW JOB!
In one course you will learn the skills that will equip you with the extensive computer ability most in demand

by today's employers. Subjects covered: basics of computer operation and maintenance (fire walls, spyware, ad ware, malicious code, MS updates, hard drive clean-up and de-fragmenting, etc.). Microsoft Word, Excel, PowerPoint, and Internet Explorer programs are also covered. Register today!

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/21-12/13 Magnolia 221/$180	6 p.m.-8 p.m. Elliott	TTH

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/7-9/25 (Part I) Magnolia 220/$70	6 p.m.-8 p.m. Foster	T

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/23-12/13 Spruce 202/$180	6 p.m.-9 p.m. Shafer	TH

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS

LOCATION/FEE	INSTRUCTOR	
8/22-12/19 Magnolia 220/$125	6 p.m.-9 p.m. Breault	W

MICROSOFT OFFICE 2016 INTRO (SLOW-PACED)

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/30-10/25 Magnolia 220/$70	1 p.m.-4 p.m. Lloyd	TH

MICROSOFT WORD 2016

This course provides training on Word 2016. This course covers skills such as newsletter columns, WordArt and clip art, document themes, styles, picture editing, mail merge, footnotes and endnotes, headers and footers, templates, tables of contents and indexes, and more.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/20-12/17 Magnolia 220/$125	9 a.m.-12 p.m. Elliott	M

INTRODUCTION TO COMPUTERS

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
9/11-11/6 Magnolia 220/$70	1 p.m.-4 p.m. Lloyd	T
9/13-10/20 Woods Chapel/$70	5:30 p.m.-8:30 p.m. Rhodes	TH
9/10-11/5 Magnolia 221/$70	6 p.m.-9 p.m. Jordan	M

MS EXCEL 2016 - PART I

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/22-10/17 Magnolia 221/$70	6 p.m.-9 p.m. Foster	W

MS EXCEL 2016 - PART 2

This course provides internediate level training for Excel 2016. This course covers skills such as formatting cell contents, managing multiple-sheet workbooks, data analysis, and much more! Students will receive a WCC certificate upon course completion.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
10/24-12/19 Magnolia 221/$70	6 p.m.-9 p.m. Elliott	W

WEB DESIGN-WORD PRESS (HYBRID)

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
10/16-12/11 Magnolia 220/$125	6 p.m.-8 p.m. Foster	T

MICROSOFT POWERPOINT 2016

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/30-10/25 Magnolia 222/$70	6 p.m.-9 p.m. Jordan	TH

QUICKBOOKS

Learn how to manage the finances for your small business yourself with the Windows version of this powerful accounting

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/21-10/30 Spruce 112/$125	6 p.m.-8:30 p.m. Pallango	TTH

KEYBOARDING PART I

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

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

PRE-REGISTRATION IS HIGHLY ENCOURAGED.

COMPTIA SEVER+ CERT PREP

CompTIA Server+ covers the functions and how to build, maintain, troubleshoot, and support server hardware and software technologies. The successful candidate will be able to identify environmental issues, understand and comply with disaster recovery and physical/software security procedures, be familiar with industry terminology and concepts, understand server roles/specializations, and interaction within the overall computing environment.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/28-12/11 Spruce 202/$180	6 p.m.-9 p.m. Brown	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.

DELIVERY

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

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

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

VISIT OUR WEB PAGE FOR AN UPDATED CURRENT COURSE SCHEDULE:

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.

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

For The Future You Never Thought Existed
Human Resources Development
HRD

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

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

GET HIRED: HRD EMPLOYABILITY SUCCESS - (NCWORKS CAREER CENTER)

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/17-8/31 NCWorks Career Center/$70	9 a.m.-12 p.m. Staff	F
9/7-9/28 NCWorks Career Center/$70	9 a.m.-12 p.m. Staff	F
10/5-10/26 NCWorks Career Center/$70	9 a.m.-12 p.m. Staff	F
11/2-11/30 NCWorks Career Center/$70	9 a.m.-12 p.m. Staff	F
12/7-12/14 NCWorks Career Center/$70	9 a.m.-12 p.m. Staff	F

DIRECT CARE BASICS - (PRE-NURSE AIDE LEVEL)

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
9/5-11/14 Magnolia 205/$180	2 p.m.-5 p.m. Simmons	MW

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
LOCATION/FEE	INSTRUCTOR	
10/17 Walnut 136/$70	1 p.m.-4 p.m. Sanford	W

PATHWAYS TO CAREERS IN CUSTOMER SERVICE

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
9/4-10/11	9 a.m.-12 p.m. 1 p.m.-3 p.m.	TTH
Walnut 136/$180	Staff	

MONEY SMART

Participants will learn how to re-build credit scores, manage debt, eliminate unnecessary spending, and develop a wage improvement plan. They will be encouraged to adopt a positive outlook and self-concept, and will 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	
9/10-10/17	5 p.m.-7 p.m.	MW
Walnut 136/$70	Staff	

WORKING SMART

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/20-10/10 Fremont Town Hall/$125	6 p.m.-8 p.m. Matthews/Parker	MW

10/2-11/1 Fremont Town Hall/$125	1 p.m.-4 p.m. Sanford/Wellington	TTH

CAREER EXPLORATION

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/22-9/12 TBA/$70	2 p.m.-6 p.m. Sanford	W

HRD/NCRC SUCCESS LAB

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/16-12/31	9 a.m.-12 p.m. 1 p.m.-4 p.m.	MTH MT
Walnut 136/$180	Staff/Borden	

FIND YOUR CAREER IN SOCIAL SERVICES

NC FAST
North Carolina Families Accessing
Services through Technology

MANDATORY INFORMATION SESSION OPTIONS FOR HRD CLASS - PHASE I: HUMAN SERVICES EXPLORATION DSS

Monday, August 27, 2018 | 5 p.m.-6 p.m. | Wayne Learning Center 161
OR
Wednesday, August 29, 2018 | 5 p.m.-6 p.m. | Wayne Learning Center 161

PHASE I: HUMAN SERVICES EXPLORATION DSS

This course covers skills and strategies designed to provide employability skills training and career exploration to meet basic entry-level requirements for the role of Income Maintenance Caseworker within Division of Social Services agencies. ***Students must attend a mandatory information session to participate in this class. For more information, contact Alison Sanford at 919-739-6926.***

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	LOCATION/FEE	INSTRUCTOR
9/10-10/31	5 p.m.-8 p.m.	MW	Spruce 114/$125	Sumner

PHASE II: INCOME MAINTENANCE CASEWORKER - NCFAST

This course is designed to cover a variety of skills associated with the Income Maintenance Caseworker role to determine service eligibility. Specific focus will include proficiency in the utilization of the NCFAST application. Other topics will include skill in communication, interviewing, time management, data gathering/compiling, and data analysis. *(Prerequisite Class: Human Services Exploration DSS)* For more information, contact Monica Miller at 919-739-6933.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	LOCATION/FEE	INSTRUCTOR
9/17-11/28	6 p.m.-8:30 p.m.	MW	Magnolia 221/$125	Ward

WAYNE COMMUNITY COLLEGE
WORKFORCE CONTINUING EDUCATION SERVICES

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.

EMS 4402
OB/GYN Emergencies and Pain Management
8/16   7 p.m.-10 p.m.   Th
Fremont E.S./$70   R. Lassiter

EMS 4402
Trauma Triage/Hemorrhage Control
8/22   9 a.m.-12 p.m.   Th
WCEMS/$70   A. Westbrook

EMS 4402
Trauma Triage/Hemorrhage Control
8/23   9 a.m.-12 p.m.   F
WCEMS/$70   A. Westbrook

EMS 4302
Safe Ambulance Driving and Operations/Ambulance Safety/Ethics
9/4   7 p.m.-10 p.m.   T
Mount Olive E.S./$70   W. Arnette

EMS 4202
Operations II
9/5   7 p.m.-10 p.m.   W
Grantham Rescue /$70   R. Proctor

EMS 4201
EMT Refresher
9/10-11/19   ONLINE   ONLINE
ONLINE/$180   K. Boswell

EMS 4401
Paramedic Refresher
9/10-11/19   ONLINE   ONLINE
ONLINE/$180   K. Boswell

EMS 4402
Special Healhcare Needs and At Risk Population
9/12   6:30 p.m.-10:30 p.m.   W
Pine 112 /$70   J. Smith

EMS 3200
Trauma
9/21   8 a.m.-5 p.m.   F
Pine 130 /$70   J. Bright

EMS 4402
Splinting and Spinal Immobilization
9/27   7 p.m.-10 p.m.   TH
Fremont E.S. /$70   R. Lassiter

EMS 4302
Cardiovascular Emergencies/VADs
10/1   7 p.m.-10 p.m.   M
Mount Olive E.S. /$70   W. Arnette

EMS 3200
ACLS/PALS Recert
10/06   8 a.m.-5 p.m.   S
Pine 130 /$70   J. Bright

EMS 4202
Cardiac Arrest
10/10   7 p.m.-10 p.m.   W
Grantham Rescue /$70   R. Proctor

EMS 4402
Operations - Skills
10/10   6:30 p.m.-10:30 p.m.   W
Pine 112 /$70   J. Smith

EMS 4302
Psychiatric, Behavioral and Toxicology Emergencies
10/15   7 p.m.-10 p.m.   M
Mount Olive E.S./$70   W. Arnette

EMS 4302
EMS & Ambulance Safety/Pedi Transport
10/25   7 p.m.-10 p.m.   TH
Fremont E.S./$70   R. Lassiter

EMS 4202
Medical Emergencies
10/24   7 p.m.-10 p.m.   W
Grantham Rescue./$70   R. Proctor

EMS 3200
ACLS/PALS Recert
11/03   8 a.m.-5 p.m.   S
Pine 130./$70   J. Bright

EMS 4202
Medical II
11/7   7 p.m.-10 p.m.   W
Grantham Rescue/$70   R. Proctor

EMS 4402
Field Triage/MCI/Crew Resource Management
11/8   7 p.m.-10 p.m.   TH
Fremont E.S./$70   R. Lassiter

EMS 4302
Burn Emergency and Fluid Resuscitation
11/13   7 p.m.-10 p.m.   T
Mount Olive E.S./$70   W. Arnette

EMS 4402
Field Triage/MCIs/Crew Resource Management
11/14   6:30 p.m.-10:30 p.m.   W
Pine 112/$70   R. Lassiter

EMS 4202
Airway Management
12/05   7 p.m.-10 p.m.   W
Grantham Rescue/$70   R. Proctor

EMS 4302
Trauma Triage/Hemorrhage Control
12/10   7 p.m.-10 p.m.   M
Mount Olive E.S./$70   W. Arnette

EMS 4402
Endocrine and Immunological Emergencies
12/12   6:30 p.m.-10:30 p.m.   W
Pine 112/$70   C. Walker

PREREQUISITES 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, malpractice insurance, and student insurance from the college; and obtain a criminal background and drug screening check. Textbooks are required for these classes. Approximate cost for: EMT course is $625.00 and Paramedic course (part I and II) is $1075.00 (unless fee exempt).

If you are affiliated with a fire or EMS agency, you must provide a letter of affiliation from the department chief as confirmation to receive fee exempt status. Please contact Kim Boswell, EMS Coordinator, to schedule an interview appointment 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 COURSE

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

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

EMS 4200
EMT (Day)

| 8/03-12/7 | 8 a.m.-5 .pm. | F |
| Pine 130/$180 | MK Smith | |

EMS 4200
EMT (Evening)

	6 p.m.-10 p.m.	TTH
8/16-11/29	8 a.m.-5 .pm.	S
Pine 130/$180	D. Santifort	

ANATOMY AND PHYSIOLOGY (ONLINE) (PREREQUISITE OR COREQUISITE FOR PARAMEDIC COURSE)

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

EMS 3000
Anatomy and Physiology

| 8/20-11/26 | ONLINE | ONLINE |
| ONLINE/$180 | K. Oakley | |

FIRE SERVICE TRAINING

Wayne Community College uses State-certified instructors to offer a variety of fire service courses to the Goldsboro and Wayne County fire departments. The training is flexible and mobile so that it can reach every department in Wayne County. Offerings include the Fire Training Standards Program, Firefighter I and II State Certification. Specialty programs and courses in the latest technology are offered

PRE-REGISTRATION IS HIGHLY ENCOURAGED.

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.

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

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

LAW ENFORCEMENT TRAINING

Wayne Community College uses state-certified instructors to offer a variety of law enforcement courses to sworn law enforcement personnel. The training meets State Mandated In-Service requirements. Advanced training courses are also available to all law enforcement officers and departments. Departments may contact the public safety – law enforcement staff to request customized training specific to the departments' needs and/or requests.

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

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

DETENTION OFFICER CERTIFICATION COURSE (DOCC)

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

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

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

**FOR A CURRENT SCHEDULE OF ALL FIRE COURSES GO TO
www.waynecc.edu/continuing-ed/programs/emergency-services**

**FOR A CURRENT LISTING OF ALL EMS COURSES GO TO
www.waynecc.edu/continuing-ed/programs/emergency-services**

**FOR A CURRENT LISTING OF ALL LAW ENFORCEMENT
COURSES GO TO
www.waynecc.edu/programs/basic-law-enforcement-training**

WORKFORCE CONTINUING EDUCATION SERVICES

FIRE SCHOOL

October 8- October 11, 2018

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

FIRE ACADEMY

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

LEISURE AND RECREATION/ COMMUNITY SERVICE COURSES

Leisure and Recreational Programs are designed to provide lifelong learning for adults. These programs contribute to the community's overall cultural, civic, and intellectual growth. Leisure and Recreational Program offerings include courses that focus on an individual's personal or leisure needs. These courses cover a wide variety of areas in the fine arts (painting, stained glass), health and nutrition, 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	
9/11-10/16 WLC 212/$35	6 p.m.-8 p.m. Montgomery	T
10/30-12/11 WLC 212/$35	6 p.m.-8 p.m. Montgomery	T

CAKE DECORATING

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/29-10/3 Dogwood 206/$40	6 p.m.-9 p.m. Pendergrass	W
10/17-1128 Dogwood 206/$40	6 p.m.-9 p.m. Pendergrass	W

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	
8/21-10/16 Spruce 108 and 106 $50	6 p.m.-9 p.m. Price	T
10/23-12/18 Spruce 108 and 106 $50	6 p.m.-9 p.m. Price	T

ART 101: ACRYLICS AND MIXED MEDIA

This course is designed to teach various ways of manipulating acrylic paint and incorporating it with other mediums for mixed media artwork. Prior knowledge of basic drawing with pen and pencil is encouraged but not required. Painting techniques will start at beginning levels and move toward advanced levels of difficulty. Students will complete projects including painting their own color wheel, dream collage, initial letter project, and more.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/29-10/3 Walnut 225 $35	6 p.m.-9 p.m. Whitman	W
10/31-12/12 Walnut 225 $35	6 p.m.-9 p.m. Whitman	W

FLORAL DESIGN

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/20-10/1 Dogwood 206/$35	6 p.m.-8 p.m. Pearsall	M
10/22-12/3 Dogwood 206/$35	6 p.m.-8 p.m. Pearsall	M

SOLVED CAR BUYING MYSTERIES

This course is to help educate the consumer on what to do when purchasing a vehicle, new or used. Topics to be covered include financing, trading in your vehicle, leasing, down payments, and other tips to ensure your car buying experience will be the best. Students will also explore purchasing a vehicle on-line. After attending this course, students will be completely prepared for their next car buying experience.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/30-8/30 Spruce 120/$20	6 p.m.-8 p.m. Dawson	TH
11/8-11/8 Spruce 120/$20	6 p.m.-8 p.m. Dawson	TH

COUPLES COMMUNICATION

In the couples, communication course students will learn concepts and skills that will help them and their partner listen, talk and relate to one another as well as increase their interpersonal competence to help them live a more satisfactory and meaningful life.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
10/23-11/13 Spruce 120/$35	6 p.m.- 8 p.m. Brown	T

Core and Couples Communications materials are required. Contact Lisa Newkirk at 919-739-6931 or at ldnewkirk@waynecc.edu for information on the cost and how to purchase the packets.

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
LOCATION/FEE	INSTRUCTOR	
8/16 WLC 212/$50	6 p.m.-10 p.m.	TH
9/1 WLC 212/$50	8:30 a.m.-12:30 p.m.	S
9/13 WLC 212/$50	6 p.m.-10 p.m.	TH
9/29 WLC 212/$50	8:30 a.m.-12:30 p.m.	S
10/11 WLC 212/$50	6 p.m.-10 p.m.	TH
10/27 WLC 212/$50	8:30 a.m.-12:30 p.m.	S

11/8 WLC 212/$50	6 p.m.-10 p.m.	TH
11/24 WLC 212/$50	8:30 a.m.-12:30 p.m.	S
12/6 WLC 212/$50	6 p.m.-10 p.m.	TH
12/22 WLC 212/$50	8:30 a.m.-12:30 p.m.	S

GRILLING ESSENTIALS

This course provides the necessary knowledge and skills needed in order to operate and cook on a grill/open-flame. Topics included types of grills, grill fuels, grill safety, grill cleanliness, grill tools, proper food handling techniques, USDA approved safe minimum internal temperatures for meats, and basic knife skills. Upon completion of the course, students should be able to demonstrate their knowledge and skills obtained by preparing and cooking a 3-course meal which utilizes the grill as the main cooking implement.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	**INSTRUCTOR**	
9/22-9/29	10 a.m.-12 p.m. 9 a.m.-4 p.m.	S S
WLC 161/$50	Gilmore	

PAINTING, OIL - BOB ROSS FLOWERS

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	**INSTRUCTOR**	
8/16-9/27 Dogwood 206/$50	4 p.m.-8 p.m. Edwards	TH
10/18-11/29 Dogwood 206/$50	4 p.m.-8 p.m. Edwards	TH

PATTERN DRAFTING FOR FASHION 101

This course introduces the beginning principles of pattern drafting for a garment or from a concept to final pattern knowledge. The course will address various approaches to pattern drafting, through visual and a hands-on approach that will allow students to understand the need and function of pattern drafting in design.

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

8/23-9/27 Spruce 108 and 106 $35	6 p.m.-9 p.m. Sanders	TH

PATTERN DRAFTING FOR FASHION 102

This course will continue with students learning basic pattern drafting. The objective is to teach students the beginning patterns for both upper and lower body garments.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	**INSTRUCTOR**	
10/11-11/22 Spruce 108 and 106 $35	6 p.m.-9 p.m. Sanders	TH

TECHNOLOGY FOR SENIORS

FACEBOOK: Students will learn how to set up an account; about safety and security in FB and online; how to use Messenger, add friends, upload photos and documents; and about FB groups.

SMARTPHONE: Students will learn how to download apps, about safety, about security for personal information, how to use cloud storage, how to move files from the phone to cloud storage or a storage card, and how to set up e-mail.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	**INSTRUCTOR**	
8/28-9/25 Spruce 120/$20	12 p.m.- 3 p.m. Foster	T
10/16-11/6 Spruce 120/$20	12 p..m.- 3 p.m. Foster	T

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**	
9/11-10/16 Senior Center Goldsboro/$35	12:30 p.m.-3:30 p.m. Price	T
10/30-12/11 Senior Center Goldsboro/$35	12:30 p.m.-3:30 p.m. Price	T

SMALL GAS ENGINE REPAIR

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/20-10/15 Hocutt 130/$50	6 p.m.-9 p.m. Olmsted	M
10/22-12/17 Hocutt 130/$50	6 p.m.-9 p.m. Olmsted	M

STAINED GLASS

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/21-10/9 Dogwood 206/$40	6:30 p.m.-8:30 p.m. Walston	T
10/23-12/18 Dogwood 206/$40	6:30 p.m.-8:30 p.m. Walston	T

PRE-REGISTRATION IS HIGHLY ENCOURAGED.

EFFECTIVE TEACHER TRAINING

EFFECTIVE TEACHER I

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

For more information or to pre-register, call Krystal Joscher at 919-705-6179 or e-mail krystaljoscher@wcps.org.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
9/11-9/19 WLC 161/$70.00	8:30 a.m.-3:30 p.m. Lanier	TW
10/9-10/17 WLC 161/$70.00	8:30 a.m.-3:30 p.m. Lanier	TW
11/6-11/14 WLC 161/$70.00	8:30 a.m.-3:30 p.m. Lanier	TW

Steps to Enroll

Potential substitute begins process with WCPS. Contact Krystal Joscher at 919-705-6179 or krystaljoscher@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 Workforce Continuing Education (Walnut Building, East Entrance) to register and pay for the course.

4. Students for upcoming ETT course will need to register no later than five days prior to the course or wait for the next offered course.

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

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

REGISTER TODAY
Activity Director Basic

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

A high school diploma or High School Equivalency Diploma is required to take the course.

PRE-REGISTRATION IS HIGHLY ENCOURAGED!
Register now at the Customer Service Desk, Walnut Building, East Entrance

Classes offered each semester.
Check with the WCC Bookstore for the required textbook and price.
Course Cost: $180.00

For more information, contact
ELIZABETH CURRY
919-739-6929 | eacurry@waynecc.edu

W WAYNE COMMUNITY COLLEGE
WORKFORCE CONTINUING EDUCATION SERVICES

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

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

Notary Class

Fall 2018

NOTARY PUBLIC EDUCATION

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

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

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

REGISTER NOW!!!!

Cost: $70 each session

Customer Service Desk,
Walnut Building, East Entrance

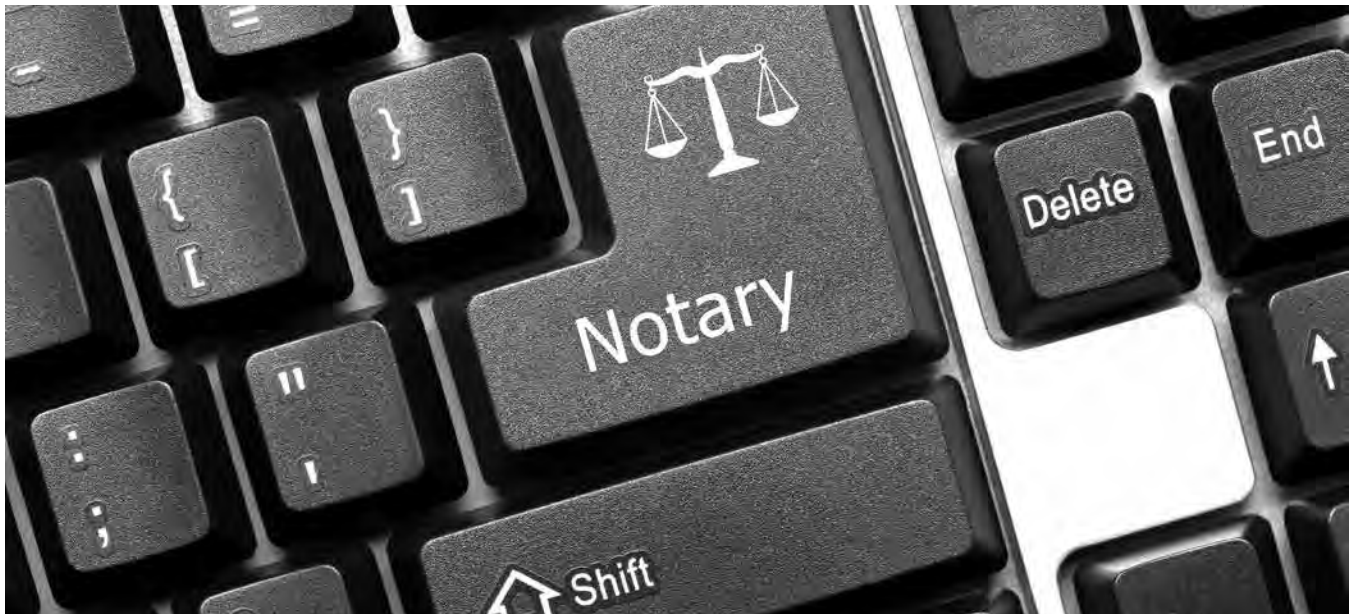For more information, contact **Monica Miller** at **919-739-6933** or **mdedwards@waynecc.edu.**

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION	INSTRUCTOR
8/18	8 a.m.-4:30 p.m.	S	Magnolia 218	Kennedy
8/20-8/22	5 p.m.-9 p.m.	MW	Spruce 138	Kennedy
9/15	8 a.m.-4:30 p.m.	S	Magnolia 218	Kennedy
9/17-9/19	5 p.m.-9 p.m.	MW	Spruce 138	Kennedy
10/20	8 a.m.-4:30 p.m.	S	Magnolia 218	Kennedy
10/22-10/24	5 p.m.-9 p.m.	MW	Spruce 138	Kennedy
11/17	8 a.m.-4:30 p.m.	S	Magnolia 218	Kennedy
11/19-11/21	5 p.m.-9 p.m.	MW	Spruce 138	Kennedy
12/8	8 a.m.-4:30 p.m.	S	Magnolia 218	Kennedy
12/10-12/12	5 p.m.-9 p.m.	MW	Spruce 138	Kennedy

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

WAYNE COMMUNITY COLLEGE
CONTINUING EDUCATION SERVICES

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

ELECTRONIC NOTARY PUBLIC CLASS

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

CLASS DATES:
August 21
September 18
October 23
November 20
December 11

DAY OF THE WEEK: Tuesday

TIME: 5 p.m.-9 p.m.

BUILDING, ROOM:
Magnolia 219

COST: $75.00

INSTRUCTOR: Kennedy

Register Now!!!

Pre-registration is highly encouraged.

Customer Service Desk, Walnut Building, East Entrance

WAYNE
COMMUNITY COLLEGE
CONTINUING EDUCATION SERVICES

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

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

NOW OFFERING! FALL 2018

WAYNE COMMUNITY COLLEGE - WORKFORCE CONTINUING EDUCATION SERVICES

NON-PROFIT MANAGEMENT CERTIFICATE PROGRAM

SEPTEMBER 18-DECEMBER 18

TUESDAYS • 6:00 P.M.-9:00 P.M.

Wayne Community College, Wayne Learning Center, Room 213

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

PRE-REGISTRATION IS HIGHLY ENCOURAGED!

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

Topics to be covered:

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

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

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

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

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.

Available on the App Store

WAYNE COMMUNITY COLLEGE
WORKFORCE CONTINUING EDUCATION SERVICES

COURSE FEE SCALE

Occupational Extension Course Hours	Course Fee
1-24 Hours	$70.00
25-50 Hours	$125.00
51 + Hours	$180.00
Leisure/Recreational Courses	$20.00 and above

- 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!

VISA
MasterCard

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 waiting period of 24-72 hours for all Workforce Continuing Education Services Transcripts.
- Adult High School Transcripts are obtained from Transitional Programs for College and Career on the second floor of Walnut building, room 220.

- The above list does not reflect all fees for taking a class through Workforce 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.

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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 Workforce 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 Workforce Continuing Education at 919-739-6900.

WCC BOOKSTORE

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

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

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

TEXTBOOK RENTAL - 3 EASY STEPS
• Rent: Come to the bookstore and look for the textbooks with an "available for renting" sign. Bring them to the counter and you'll save up to 50% instantly.
• Use: Study. Get good grades. Use rental books like you would any other book, except you'll feel a little smarter since you saved so much cash.
• Return: Bring them back in good condition within two weeks of the last class date. No worrying about selling them and searching for the best price, you already found the deal of the year.

OUR HOURS OF OPERATION:

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

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

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

CALL 919-705-0475 FOR MORE INFORMATION.

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

Visit www.wayneccbookstore.com

Green Houses

Tennis Courts

• **GATEWAY Stop 2**

← *To New Hope Road*

Aviation Drive

To Airport Road and NC Hwy 117

Aviation Classroom Building

Aviation Hanger

Wayne Executive Jetport: Aviation Systems Technology

East Parking

East Parking

Pine Parking Lot

Overflow Parking

Parking Lot

Magnolia Azalea Hocutt

Parking Lot

Spruce

Magnolia

Maple

Azalea

Pine

Holly

Holly Parking Lot

Oak

Maintenance

Staff Parking

Hocutt

Plonk Clock

Spillway

Cedar

Walnut

Dogwood

Hope Monument

Wayne Learning Center

South Parking Lot

• **GATEWAY Stop 3**

Staff Parking

Main Entrance/ Information

Veterans Memorial

Emergency Services Memorial

Regans Wetlands Project

Front Parking Lot

• **GATEWAY Stop 1**

Wayne Memorial Drive

To Goldsboro →