TABLE OF CONTENTS

WCC Workforce Continuing Education Services .............. 3
Workforce Continuing Education Services Registration Form Instructions ................................................. 5
Transitional Programs for College and Career ............ 7
Allied Health ...................................................................................... 15
Wayne Business and Industry Center ......................... 20
Effective Teacher Training ............................................................... 22
Occupational Extension Courses ............................................... 23
Advanced Manufacturing and Applied Tech .................. 27
Computer Programs ................................................................. 29
Human Resources Development .................................................. 32
EMS/Fire/Law Enforcement .......................................................... 35
Leisure and Recreation Programs ........................................... 39
Non-Profit Management Certificate ..................................... 45
Moodle/Gmail/WebAdvisor ...................................................... 46
WCC Bookstore and Higher Education Opportunity Act 47
Campus Map .................................................................................. Back Cover
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 lifelong 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. 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 summer term

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

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

<table>
<thead>
<tr>
<th>Hours</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-24 hours</td>
<td>$70.00</td>
</tr>
<tr>
<td>25-50 hours</td>
<td>$125.00</td>
</tr>
<tr>
<td>51+ hours</td>
<td>$180.00</td>
</tr>
<tr>
<td>Leisure and Recreational</td>
<td>starting at $20.00*</td>
</tr>
</tbody>
</table>

*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
REQUIREMENTS:

1. Enroll any new student you intend to register in Workforce Continuing Education Services at 919-739-6900.

2. In order to receive a refund at the time of registration, the student’s registration must be canceled due to insufficient enrollment. If the student officially withdraws prior to the first day of class, a 100 percent refund shall be made if the scheduled hours of the class are 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 for 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.

QUICK REFERENCE OF RATES:

<table>
<thead>
<tr>
<th>Service</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Technology Fee</td>
<td>$5.00*</td>
</tr>
<tr>
<td>Student Accident Insurance Fee</td>
<td>$0.55*</td>
</tr>
<tr>
<td>New Student ID Card</td>
<td>$3.00*</td>
</tr>
<tr>
<td>Student Parking Fee</td>
<td>$2.00*</td>
</tr>
<tr>
<td>Semester Validation</td>
<td>$1.00*</td>
</tr>
<tr>
<td>Replacement ID Card</td>
<td>$5.00*</td>
</tr>
</tbody>
</table>

The above list 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:
8:00 a.m. - 1:00 p.m.

WCC MISSION STATEMENT:

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

Wayne Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, 404-679-4500, http://www.sacscoc.org, for questions about the accreditation of Wayne Community College. The Commission on Colleges may be contacted only if there is evidence that Wayne Community College is significantly non-compliant with a requirement or standard. Accreditation standards are located at: http://www.sacscoc.org/principles.asp. Inquiries about Wayne Community College, such as admission requirements, financial aid, educational programs, etc. should be addressed directly to Wayne Community College and not the Commission’s office.

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

Student Right-to-Know: Information regarding the persistence rate of enrolled students toward graduation and transfer-out-rate is available in the Office of Admissions and Records. Student rights under FERPA are available at http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html or in the Office of Admissions and Records and in the Office of Counseling Services. Wayne Community College issues this schedule for the purpose of furnishing prospective students and other interested persons with information about the institution and its programs. Announcements contained herein are subject to change without notice and may not be regarded in the nature of binding obligations on the college or state. Efforts will be made to keep changes to a minimum, but changes in policy by the State Board of Community Colleges, the Community College System, or by local conditions may make some alterations in curriculums, fees, etc., necessary. For additional information, contact the college at (919) 735-5151 or visit our Web site at www.waynecc.edu.
WEB ADVISOR 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 six 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 0s 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.”

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.

SCHOLARSHIP 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
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.
TRANSPORTATIONAL 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
- Dual Enrollment to work on your diploma and college credit
- High School Equivalency
- 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 15, 2019

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

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

Admissions:
Ms. Cleveland, 919-739-6907
tkcleland@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.

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., 2 p.m., and 6 p.m. in the Walnut Bldg, Rm 220
- A Social Security card and photo identification are required

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

at TPCC
Leads to New Opportunities and Great Careers

SESSION SCHEDULE

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 26 and 28</td>
<td>6 p.m. - 9 p.m.</td>
</tr>
<tr>
<td>September 9 and 11</td>
<td>2 p.m. - 5 p.m.</td>
</tr>
<tr>
<td>September 23 and 25</td>
<td>6 p.m. - 9 p.m.</td>
</tr>
<tr>
<td>October 7 and 9</td>
<td>2 p.m. - 5 p.m.</td>
</tr>
<tr>
<td>October 21 and 23</td>
<td>6 p.m. - 9 p.m.</td>
</tr>
<tr>
<td>November 4 and 6</td>
<td>2 p.m. - 5 p.m.</td>
</tr>
<tr>
<td>November 18 and 20</td>
<td>6 p.m. - 9 p.m.</td>
</tr>
<tr>
<td>December 2 and 4</td>
<td>2 p.m. - 5 p.m.</td>
</tr>
</tbody>
</table>
ADULT HIGH SCHOOL DIPLOMA CLASSES

Fall Semester begins August 15
Fall I Classes August 15 - October 11
Pre-registration for Fall II Classes begins October 7
Fall II Classes October 16 - December 19

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 and Mount Olive!

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 Student Support Coordinator. Call 919-739-6921 or e-mail harwar@waynecc.edu for more information.

<table>
<thead>
<tr>
<th>CLASS TITLE</th>
<th>BEGIN/END DATES</th>
<th>CLASS TIME</th>
<th>DAYS</th>
<th>LOCATION/FEE</th>
<th>INSTRUCTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School Equivalency</td>
<td>8/19-12/18</td>
<td>5:30 p.m. - 7:30 p.m.</td>
<td>MW</td>
<td>Day Reporting Center (DRC) 714 Simmons St., Goldsboro</td>
<td>Crane</td>
</tr>
<tr>
<td>High School Equivalency</td>
<td>8/19-12/16</td>
<td>1 p.m. - 3 p.m.</td>
<td>M</td>
<td>West Haven Computer Lab 138 Dupont Circle, Goldsboro</td>
<td>Allie</td>
</tr>
<tr>
<td>High School Equivalency</td>
<td>8/15-12/19</td>
<td>5:30 p.m. - 8:30 p.m.</td>
<td>TTH</td>
<td>Mt. Olive Presbyterian Church 105 N. Breazeale Ave Mt. Olive, NC 28365</td>
<td>Soper</td>
</tr>
</tbody>
</table>

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. - 5:30 p.m.
Wednesday: 1 p.m. - 9 p.m.
Friday: 8:30 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®!

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 toward a career.

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

OTHER CAREER TRACKS AVAILABLE!

Contact Your Advisor/Transition Coach

HAROLD WARREN
919-739-6921 or 919-739-6908

WAYNE COMMUNITY COLLEGE
STUDENT SUPPORT CENTER
Location: Walnut 222-A

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

Waynecc.edu/continuing-education | 919-739-6900

FALL 2019
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:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 29</td>
<td>10 a.m. or 5:30 p.m.</td>
<td>29 de Agosto</td>
</tr>
<tr>
<td>September 26</td>
<td>10 a.m. or 5:30 p.m.</td>
<td>26 de Septiembre</td>
</tr>
<tr>
<td>October 24</td>
<td>10 a.m. or 5:30 p.m.</td>
<td>24 de Octubre</td>
</tr>
</tbody>
</table>

**Returning Students/Registraciòn de Estudiantes:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 19</td>
<td>9 a.m.</td>
<td>19 de Agosto</td>
</tr>
<tr>
<td>August 20</td>
<td>6 p.m.</td>
<td>20 de Agosto</td>
</tr>
</tbody>
</table>

**FOR MORE INFORMATION PLEASE CONTACT**

AMELIA HALL | 919-739-6911  
MARIA ABALO-ZARATE | 919-739-6924

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**ON CAMPUS CLASSES**

### DAY CLASSES

<table>
<thead>
<tr>
<th>Date/Fea</th>
<th>Course/Curso</th>
<th>Days/Days</th>
<th>Time/Hora</th>
<th>Location/Lugar</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/16-12/18</td>
<td>ELL LAB</td>
<td>MTWTHF</td>
<td>8 a.m. - 6 p.m.</td>
<td>WAL 203</td>
</tr>
<tr>
<td>8/21-12/18</td>
<td>COMPUTER</td>
<td>WF</td>
<td>9 a.m. - 12:30 p.m.</td>
<td>WAL 203</td>
</tr>
<tr>
<td>8/19-12/18</td>
<td>ELL LEVEL 6</td>
<td>MTWTH</td>
<td>9 a.m. - 12 p.m.</td>
<td>ONLINE</td>
</tr>
<tr>
<td>8/19-12/18</td>
<td>ELL LEVEL 4-5</td>
<td>MTWTH</td>
<td>9 a.m. - 12 p.m.</td>
<td>WLC 227</td>
</tr>
<tr>
<td>8/19-12/18</td>
<td>ELL LEVEL 1-2-3</td>
<td>MTWTH</td>
<td>9 a.m. - 12 p.m.</td>
<td>WLC 211</td>
</tr>
<tr>
<td>8/25-12/15</td>
<td>ELL SUNDAYS</td>
<td>SU</td>
<td>9 a.m. - 12:30 p.m.</td>
<td>WLC 227</td>
</tr>
</tbody>
</table>

### NIGHT CLASSES

<table>
<thead>
<tr>
<th>Date/Fea</th>
<th>Course/Curso</th>
<th>Days/Days</th>
<th>Time/Hora</th>
<th>Location/Lugar</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/20-12/17</td>
<td>ELL LEVEL 4-5-6</td>
<td>TTH</td>
<td>6 p.m. - 9 p.m.</td>
<td>WAL 223</td>
</tr>
<tr>
<td>8/20-12/17</td>
<td>ELL LEVEL 1-2-3</td>
<td>TTH</td>
<td>6 p.m. - 9 p.m.</td>
<td>WAL 225/224</td>
</tr>
<tr>
<td>8/19-12/16</td>
<td>CITIZENSHIP</td>
<td>M</td>
<td>6 p.m. - 9 p.m.</td>
<td>WAL 223</td>
</tr>
</tbody>
</table>
DAY CLASSES

MOUNT OLVIE WAGES
Monday to Thursday/Lunes a Jueves
9 a.m. - 12 p.m.
8/19-12/18
612 Breazeale Avenue | Mount Olive

YEAR ROUND/TUDO EL AÑO

LITERACY CONNECTIONS
OF WAYNE COUNTY
Tuesday to Thursday/Martes a Jueves
9 a.m. - 11:30 a.m. | 8/20-12/18

Citizenship/Ciudadanía:
Wednesday/Miécoles:
9:30 a.m. - 12 p.m.| 8/28-12/18
2001 E. Ash St. | Goldsboro

YEAR ROUND/TUDO EL AÑO

SPRING CREEK MIDDLE SCHOOL
Monday and Wednesday/ Lunes y Miércoles
9 a.m. - 11:30 a.m.
8/19-12/18
3579 NC-111 | Seven Springs

YEAR ROUND/TUDO EL AÑO

BROGDEN UNITED METHODIST CHURCH
Wednesday/Miécoles
9 a.m. - 12 p.m.
8/21-12/18
2918 US 117 South | Dudley

YEAR ROUND/TUDO EL AÑO

NIGHT CLASSES

UNIVERSITY OF MOUNT OLIVE
Monday and Wednesday/Lunes y Miercoles
5:30 p.m. - 8:30 p.m.
8/19-12/18
652 R.B. Butler Drive | Mount Olive

YEAR ROUND/TUDO 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.
8/20-12/17
636 Whitfield Road | Mount Olive

YEAR ROUND/TUDO EL AÑO

BROGDEN MIDDLE SCHOOL
Tuesday and Thursday/Martes y Jueves
6 p.m. - 8:30 p.m.
9/3-12/17
3761 US 117 South Alt. | Dudley

SEPTEMBER-JUNE/SEPTIEMBRE A JUNIO

PIKEVILLE LIBRARY
English and Citizenship
Monday and Wednesday/Lunes y Miércoles
6 p.m. - 8:30 p.m.
8/19-12/18
107 W. Main St. | Pikeville

YEAR ROUND/TUDO EL AÑO

IGLESIA PENTECOSTES
ALPHA Y OMEGA
Monday/Lunes
6 p.m. - 8:30 p.m.
8/19-12/16
3598 Salem Church Road | Goldsboro

YEAR ROUND/TUDO EL AÑO
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 (Substitute Teacher) Training | Academic Grammar

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 a.m. - 12 p.m.

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

If you have any questions, please contact MRS. GRACIELA KELLAR at 919-739-6904.
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 provide unit secretarial services in a variety of health care settings.

BEGIN/END DATES LOCATION/FEE INSTRUCTOR
--- --- --- ---
8/15-12/13 ONLINE NETWORK E. Curry

*Required Texts:
3. Anatomy and Physiology for Health Professions: An Interactive Journey, 3rd Edition 978-0133851113

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.

BEGIN/END DATES LOCATION/FEE INSTRUCTOR
--- --- --- ---
8/27-12/13 ONLINE NETWORK L. Stephenson

*Required Texts:

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 LOCATION/FEE INSTRUCTOR
--- --- --- ---
8/27-12/13 ONLINE NETWORK L. Stephenson

*Required Texts:
3. Anatomy and Physiology for Health Professions: An Interactive Journey, 3rd Edition 978-0133851113

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 LOCATION/FEE INSTRUCTOR
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8/27-12/13 ONLINE NETWORK L. Stephenson

*Required Texts:

PRE-REGISTRATION IS HIGHLY ENCOURAGED.
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
8/19-11/9 | 5:30 p.m. - 8:30 p.m. MW
Magnolia 223/$180 | Benninghoff


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 call 919-739-6926

BEGIN/END DATES | CLASS TIME | CLASS DAYS
LOCATION/FEE | INSTRUCTOR
9/4-11/13 | 2 p.m. - 5 p.m. MW
Magnolia 203/$180 | Simmons

Voucher from ServSafe $36 (if book with voucher was purchased, no other voucher purchase is necessary)
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 Summer 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 2020 INFORMATION SESSION DATES
NURSE AIDE I AND II AND PHLEBOTOMY
Mondays 10/7, 10/14, 10/21 | 1 p.m. - 2:30 p.m.
Wednesdays 10/9, 10/16, 10/23 | 5:30 p.m. - 7 p.m.
SPANISH MEDICAL INTERPRETER
Tuesday, October 8 | 1 p.m. - 2:30 p.m.
Tuesday, October 15 | 5:30 p.m. - 7 p.m.
All sessions will be held in Walnut 101.

**NOTE: VACCINE REQUIREMENTS FOR ABOVE PROGRAMS

VACCINE REQUIREMENTS FOR NURSE AIDE, PHLEBOTOMY AND SPANISH MEDICAL INTERPRETER PROGRAMS - PROOF DUE AT REGISTRATION. BRING A COPY

- Open a Castle Branch Account to have a Drug Screen and Background Check - done after registration at our direction. (cost $81)
- 2 MMR (Measles, Mumps & Rubella) vaccines or titer showing immunity
- 1-3 Hepatitis B shots or waiver. Waiver can be signed at registration
- 2 step TB Skin Test - 2 TB skin tests showing the results performed within the year of the end date of your program and signed by the healthcare professional or titer showing immunity
- Tetanus (within 10 years) TDAP booster is usually given
- Flu shot (Current season)
- 2 Varicella vaccines or varicella titers showing immunity
- NA 1, NA 2, and Phlebotomy require background check and drug screen (with college selected agency only). Clinical sites will approve or reject participation in clinical training
- Clinical Sites may change the requirements. All requirements will be reviewed in the information sessions
- Students will need an Email address

Registration will be in November. You will need the following requirements for Registration:

1. Proof of graduation from high school - High School diploma (copy is acceptable), equivalent, college transcript, or if in high school, high school transcripts showing a minimum grade point average of 2.6.
2. Proof of all vaccines - see list
3. Drivers license (government issued picture ID) and social security card
4. *PROOF OF ATTENDANCE at the PRE REGISTRATION/Information session is mandatory to register. Bring completed consent forms given at information sessions

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
8/26-12/18 8:30 a.m. - 1 p.m. MTW
8/27-12/19 5:30 p.m. - 10 p.m. TWTH
Magnolia 203 and 205 Multiple

**NOTE: You must be an NA1 to enter the NA2 or register for and pass the NA1 state test prior to the NA2 program start date. Also, you must submit proof of testing date.

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.
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.

NURSE AIDE II COMPETENCY TESTING
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 an active NA I in good standing. Students who successfully demonstrate all required skills will be referred to the Board of Nursing for re-enlisting on the NA II registry. Cost is $70

ECG/EKG MONITOR TECHNICIAN
This course teaches the student anatomy and physiology of the heart, principles of EKG readings and how to recognize abnormal rhythms of the heart. The student will become proficient in reading and interpreting EKGs. Course work includes classroom simulations practice. Upon satisfactory completion of the course, the student will be eligible to take the written exam and skills competency test for interpreting cardiac heart rhythms. Course work serves as prerequisite for certification as a 12 Lead EKG technician offered through the American Society of Phlebotomy Technicians (ASPT).

PRE-REGISTRATION IS HIGHLY ENCOURAGED.
SPANISH MEDICAL INTERPRETER
This 120-hour program trains students who are fluent in English and Spanish to become Spanish Medical Interpreters. Through a mix of Spanish/English Medical Terminology, Interpreter Skills Training, Lab Practice and Clinical Site practice, the students will receive the training necessary to work as a Spanish Medical Interpreter.

Medical Interpreters are used in hospitals, outpatient centers, and physician practices to assist English-speaking health professionals to communicate information to limited-English proficient patients. The interpreter enables the healthcare professional and the patient to communicate important information to ensure the patient’s safety and comfort.

This course will be held in a hybrid format with 33% face to face in the classroom, 33% online, and 33% in the clinical setting. Successful completion will lead to a certificate issued by Wayne Community College and the student will be eligible to take an exam from an accrediting agency to become certified.

There are three parts- 4 weeks online Medical Terminology; 4 weeks Interpreter Skills in classrooms and 4 weeks Clinical. Students will have to meet standards for fluency in English and Spanish prior to registration via testing. CASAS testing is FREE. ACTFL testing costs $70. Testing is arranged through WCC. Testing may be waived if student meets requirements determined by department.

BEGIN/CLASS CLASS CLASS
END DATES TIME DAYS
LOCATION/FEES INSTRUCTOR
9/9-12/12 Multiple TWTH ONLINE

*Required Texts:
Spanish for Healthcare Professionals 978-7380-0694-9
MERK Manual- English 0-671-02727-1
MERK Manual- Spanish 0-911910-14-X
Medical Terminology Systems 978-0-8036-5867-7

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

VISIT US ONLINE AT
www.waynecc.edu/continuing-ed/allied-health
SBC FALL 2019 SEMINARS
PRE-REGISTRATION RECOMMENDED
Registration: Please preregister on-line at https://ncscbc.net/center.aspx?center=75550. Scroll down to find your seminar, click Register. Or you may call 919-739-6940.

**Walnut 104** - Allows food & drink, but will not be provided.
**Walnut 101** - No food or drink allowed

Press Start To Begin: How to Level Up Your Business from Idea to Executing
Dustin Pike | Thursday, August 8, 2019
6 p.m. - 8 p.m. | Walnut 101
Spend your days at work dreaming about owning you own business? Got the next hot business idea but don’t know where to start? Join us and follow the road map laid out by fellow small business owner, Dustin Pike, as he guides you on the journey from deciding to be an entrepreneur to successfully launching your business. Learn the valuable lessons from his personal experience, including what to do and what NOT to do, based on his years of small business experience.

Basics of Bookkeeping
Leigh Cox | Monday, August 12, 2019
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.

Ready to Hire Your First Employees? 3 Steps to Hiring Success for Potential & Current Small Business Owners
Camelia Walker | Thursday, August 15, 2019
3 p.m. - 5 p.m. | WLC 161
Your business is up and running and now you’re ready to bring on employees. Before you post that help-wanted ad for new staff, there are some important ideas to consider. From setting hours and wages to creating a target description of your ideal employee, this seminar walks you through fundamental questions you’ll want to address before adding new employees.

Power Networking
Torette Williams | Thursday, August 22, 2019
6 p.m. - 8 p.m. | Walnut 101
Learn the basic principles of how to Power Network to grow your business by sharing tools, techniques and experiences that will help make you more successful in your business.

Writing a Business Plan for Current and Future Business Owners
Vanessa Spiron | Thursday, August 29, 2019
6 p.m. - 8 p.m. | Walnut 101
Why do you want to start a business? How can you do it? Your vision has to be put on paper in a business plan. It is the only way to create a strategy that will give your business the best chance to succeed. It is also required if you wish to apply for start-up funding. We will walk through a business plan template helping students understand each section. Course co-designed by Jonathan Greeson, CFP.

Access to Capital for Small Business
Ken Wessell | Thursday, September 19, 2019
2 p.m. - 4 p.m. | Walnut 101
What you need to know about preparing for a loan. How you go about requesting a loan. Where to look for capital/money. Who can lend money for your business?

Social Media Marketing for Small Business
Katherine Jarman | Monday, September 23, 2019
6 p.m. - 9 p.m. | Walnut 101
Do you want your business to have a social media presence but don’t know where to begin? Are you already on social media but need tips to better leverage your presence and time spent on social media sites? This workshop will discuss the importance of social media marketing for your business, various platforms to use, and how to maximize your exposure, and how to determine what works on social media for your business and what doesn’t.

How to Improve Your Credit Score to Over 740; Preparing for a Bank Business Loan
Bob Moore | Tuesday, October 1, 2019
6 p.m. - 9 p.m. | Walnut 101
Have you checked your credit score since October 1, 2018? If not, do not be surprised if you are like millions of Americans who have discovered that their score is now lower, even as much as 100 point lower. Well, the major factors used in determining our credit scores have not changed, the formula or method for determining your score did change as of

PRE-REGISTRATION IS HIGHLY ENCOURAGED.
In this seminar, we will discuss how to accomplish this task when your business may not have a large budget and social media team at your disposal. Learn what platforms are right for you and how to utilize them to better reach your customers.

Understanding Key Provisions of the 2018 Tax Reform for Small Business
Michael C. Jordan | Thursday, October 24, 2019
3 p.m. - 5 p.m. | Walnut 101
Discussion of the 2018 Tax Reform with attention to small business owners and individuals. Topics include the change in income tax rates and the implications of pass-through income on the income tax calculation, qualifying property expensing, interest expense deduction and net operating loss allowances.

Boots to Business
Various | Monday & Tuesday, October 7 & 8, 2019
8:30 a.m. - 3:30 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.***

Financializing Your Small Business with Thread Capital
Shannon O'Shea | Tuesday, October 8, 2019
4 p.m. - 5:30 p.m. | Walnut 101
Do you know what it takes to get a loan for your small business? Come hear about small business loans from Thread Capital, and learn what to do (and not to do) to prepare for financing.

Sales and Use Tax Small Business Workshop
NCDOR | Thursday, October 10, 2019
4 p.m. - 6 p.m. | Walnut 101
This workshop will discuss the basics of sales and use taxes including registering for sales and use tax accounts, learning about the most common types of sales and use taxes collected, and preparing and filing a sales and use tax return. This workshop is for businesses to better understand their sales and use tax obligations and the proper procedures for filing and paying a sales and use tax return. NOTE: Sales and use tax law changes regarding capital improvements and repair, maintenance and installation services will not be addressed in any depth during this workshop.

Quickbooks for Beginners
Cynthia Roberts | Thursday, October 17, 2019
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 QB up to date. Avoid payroll tax issues, bank and credit card reconciliation tips, understanding financial reporting in QB, and much more.

“Let’s Get Social”
Breana Donnelly | Monday, October 21, 2019
10 a.m. - 12 p.m. | Walnut 101
In this seminar, participants will dive deep into the world of social media and how it affects businesses and their customers. Let’s face it, having no social media presence, isn’t an option anymore; it’s a requirement for businesses. Even personal profiles are reflecting more and more like a brand. Businesses need high-quality content that can cut through the social media noise and reach their customers. In this seminar, we will discuss how to accomplish this
How to Become a Wayne County Public School Substitute Teacher

All substitute teachers must complete the online application at http://www.waynecountyschools.org/SubstituteTeacherInformation.aspx and the pre-employment packet to be submitted to the WCPS Human Resources Department prior to processing. No partial pre-employment packet will be accepted. All completed packets can be delivered in person or by mail to:

WCPS Human Resources Department
2001 East Royall Avenue
Goldsboro, NC 27533

A completed pre-employment packet consists of the following:

1. A copy of your degree or transcript
2. Health form
3. TB test and a drug test
4. Authority for Release of Information to complete a background check
5. Direct deposit state and federal tax forms
6. Retirement form
7. I-9 Form
8. A copy of your driver’s license and SS card
9. Effective Teacher Training Certificate from WCC (if you are not a certified teacher).

Note:
New WCPS Substitute Teachers are required to attend Effective Teacher Training, unless you hold an active North Carolina teaching license.

If you have a current teaching license or three or more years at a public or private school as a teacher assistant, you will NOT have to take Effective Teacher Training, but you will need to complete SmartFind Training to secure a substitute teacher position.

For any additional questions about becoming a NEW WCPS Substitute Teacher, please contact Merisha Simmons at WCPS in the Human Resources Department at (919) 705-6179.

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

EFFECTIVE TEACHER TRAINING

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

For more information, visit: waynecountyschools.org/SubstituteTeacherInformation.aspx

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<th>BEGIN/END DATES</th>
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<tr>
<td>LOCATION/FEE</td>
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<tr>
<td>8/6-8/14 Spruce 120/$70.00</td>
<td>8:30 a.m. - 3:30 p.m.</td>
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<td>9/17-9/25 WLC 161/$70.00</td>
<td>8:30 a.m. - 3:30 p.m.</td>
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<td>10/8-10/16 WLC 161/$70.00</td>
<td>8:30 a.m. - 3:30 p.m.</td>
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<td>11/5-11/13 WLC 161/$70.00</td>
<td>8:30 a.m. - 3:30 p.m.</td>
<td>TW Lanier</td>
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Pre-requisite: Level I
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: 9/11-10/30
LOCATION/FEE: WLC 202/$70
INSTRUCTOR: Curl
CLASS TIME: 6 p.m. - 8 p.m.
DAYS: 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: 9/3-12/3
LOCATION/FEE: Magnolia 218/$125
INSTRUCTOR: Lanier
CLASS TIME: 6 p.m. - 9 p.m.
DAYS: W

EFFECTIVE LEADERSHIP SKILLS/
SUPERVISORY TRAINING

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

BEGIN/END DATES: 8/28-12/18
LOCATION/FEE: Magnolia 218/$125
INSTRUCTOR: Lanier
CLASS TIME: 6 p.m. - 9 p.m.
DAYS: W

NONPROFIT MANAGEMENT CERTIFICATE

In this course you will learn how to grow and manage a successful non-profit organization. Course topics: Introduction to Non-profit Business (How to Start your Non-profit), How to Create a Non-profit Corporation in North Carolina and Develop Bylaws, How to Complete the 501(c3) Process (form 1023), How to Select and Develop a Board that's "On Board," How to Develop a Strategic Plan, Fundraising, Grant Writing, Crowd Fundraising, Marketing Your Non-profit, Developing a Volunteer Team, Partnerships and Collaboration, Community Organization, and Preventing Embezzlement.

BEGIN/END DATES: 9/3-12/3
LOCATION/FEE: WLC 213/$125
INSTRUCTOR: Lanier
CLASS TIME: 6 p.m. - 9 p.m.
DAYS: T
### NOTARY PUBLIC EDUCATION

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

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<td>8/26-8/28</td>
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<td>9/21</td>
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<td>10/28-10/30</td>
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<td>11/23</td>
<td>Magnolia 218/$70</td>
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### LIFE AND HEALTH PRE-LICENSING

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

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<th>BEGIN/END DATES</th>
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<tr>
<td>10/4-10/26</td>
<td>WLC 217/$125</td>
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<td>11/1-11/23</td>
<td>WLC 217/$125</td>
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### PROPERTY AND CASUALTY PRE-LICENSING

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

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<thead>
<tr>
<th>BEGIN/END DATES</th>
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<td>10/28-10/30</td>
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<td>11/18-11/20</td>
<td>Spruce 142/$70</td>
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<td>11/23</td>
<td>Magnolia 218/$70</td>
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### 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.

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<td>9/16-11/25</td>
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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, finger waves, pin curls, blow dry, thermal press, artificial hair, haircuts, chemical reformation, coloring, highlights, manicures, pedicures, artificial nails, facials, and hair removal.

BEGIN/END DATES CLASS TIME INSTRUCTOR
LOCATION/FEE
Cosmetology - Part 1 of 3 8/26-12/18 9 a.m. - 5 p.m. MTWTH
Circle of Love Academy/$180 Staff
Civella Beauty Academy 9/6-12/20 8:30 a.m. - 4:30 p.m. MTWTHF Staff

Cosmetology - Part 2 of 3
Successful completion of Part 1 required before enrolling in Part 2.

Cosmetology - Part 3 of 3
Successful completion of Part 1 and 2 required before enrolling in Part 3.

Required class books:

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 INSTRUCTOR
LOCATION/FEE
Nail Technology 8/26-12/18 9 a.m. - 2:15 p.m. MTWTH
Circle of Love Academy/$180 Staff

Required class books:
Milady Standard Student Workbook Nail Technology ISBN: 9781285080512
Milady Standard Exam Book | ISBN: 9781285080543
Milady Standard Nail Technology | ISBN: 9781285080475

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.
### COSMETOLOGY INSTRUCTOR TRAINING
This course provides cosmetology instructional concepts, supervisory and instructional skills for teaching entry-level to advanced cosmetology students in a classroom and laboratory setting. Topics include orientation, theories of education, daily lesson planning, unit planning, lecture techniques, development and administration of assessment tools, laboratory management, student assessment, record keeping, demonstration of services, supervision, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervisory techniques, assess student performance in a classroom setting, demonstrate salon services, instruct and objectively assess the student, and demonstrate competence in the areas covered by the Instructor Licensing Examination.

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<tr>
<th>BEGIN/END DATES</th>
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<th>CLASS DAYS</th>
<th>LOCATION/FEE</th>
<th>INSTRUCTOR</th>
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<td>8/26-12/18</td>
<td>9 a.m. - 5 p.m.</td>
<td>MTWTH</td>
<td>Circle of Love Academy/$180</td>
<td>Staff</td>
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### ESTHETICIAN
This comprehensive course provides instruction and hands-on practice in the concepts and techniques of Esthetics. Topics include safety, skin care, make-up, and other required topics. Esthetician students must successfully complete at least 600 hours of an Esthetician curriculum in an approved cosmetic arts school before applying to the State Board of Cosmetic Arts for examination.

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<th>BEGIN/END DATES</th>
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<th>CLASS DAYS</th>
<th>LOCATION/FEE</th>
<th>INSTRUCTOR</th>
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<tr>
<td>8/26-12/18</td>
<td>9 a.m. - 2:15 p.m.</td>
<td>MTWTH</td>
<td>Circle of Love Academy/$180</td>
<td>Staff</td>
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### PRE-REGISTRATION IS HIGHLY ENCOURAGED.
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
---|---|---
8/20-8/21 | 1 p.m. - 5 p.m. | TW
9/17-9/18 | 6 p.m. - 10 p.m. | TW
10/22-10/23 | 1 p.m. - 5 p.m. | TW
9/24-9/25 | 6 p.m. - 10 p.m. | TW
10/29-10/30 | 1 p.m. - 5 p.m. | TW
11/25-11/26 | 6 p.m. - 10 p.m. | MT
7/30-7/31 | 6 p.m. - 10 p.m. | 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
---|---|---
8/19-10/14 | 6 p.m. - 9 p.m. | M
8/27-8/28 | 1 p.m. - 5 p.m. | 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
---|---|---
8/19-10/14 | 6 p.m. - 9 p.m. | 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
---|---|---
8/27-8/28 | 1 p.m. - 5 p.m. | TW
### 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.

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<tr>
<td>8/31-12/21</td>
<td>8 a.m. - 2 p.m.</td>
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**LOCATION/FEE INSTRUCTOR**

8/31-12/21 8 a.m. - 2 p.m.  S  Hocutt 170/$180  Perez

### 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.

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<tr>
<td>9/12-12/5</td>
<td>6 p.m. - 10 p.m.</td>
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**LOCATION/FEE INSTRUCTOR**

9/12-12/5 6 p.m. - 10 p.m.  TH  Magnolia 108/$125  Brown

### EPA REFRIGERANT CERTIFICATION

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

**NOTE:** A $40 EPA Refrigerant Certification Fee is added to the cost of this class.

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<td>10/7-10/28</td>
<td>6 p.m. - 10 p.m.</td>
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**LOCATION/FEE INSTRUCTOR**

10/7-10/28 6 p.m. - 10 p.m.  W  Magnolia 108/$70  Brown

### BRICK MASONRY

This course provides training on basic principles and practices of masonry. Topics include standard tools, materials, cost estimating, foundations, bonding variations, expansion joints, wall ties, building codes, and other related topics. Upon completion, students should be able to demonstrate knowledge of safety practices, blueprint reading, and basic tool use; identify materials, operate machinery and lay masonry units.

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<th>BEGIN/END DATES</th>
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<tr>
<td>10/21-12/16</td>
<td>6 p.m. - 9 p.m.</td>
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**LOCATION/FEE INSTRUCTOR**

Hocutt 170/$70  Wise

### TRUCK DRIVER TRAINING

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

For more information, contact: Tony Hardy at 919-739-6939 or tshardy@waynecc.edu

### CDL PERMIT STUDY CLASS

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<td>8/12-8/14</td>
<td>6 p.m.-10 p.m.</td>
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**LOCATION/FEE INSTRUCTOR**

8/12-8/14 6 p.m.-10 p.m.  MTW  Spruce 138/$70  Hardy

Book: Commercial Driver License Manual (available at the WCC Bookstore)
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!

COMPUTER REPAIR/A+ CERT PREP

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

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.

MICROSOFT POWERPOINT 2016 (SLOW-PACED)

This course provides training on PowerPoint 2016. This course covers skills such as creating, delivering, designing your presentation with Microsoft PowerPoint 2016. You will also add graphics, animation, sound and insert charts within your presentation.
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!

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.

MS EXCEL 2016 - PART 2
This course provides intermediate 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.

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.

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.

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

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

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 | INSTRUCTOR
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9/10-11/05 | 9 a.m. - 12 p.m. | T | Anderson

Magnolia 220/$70

CISCO Networking Academy Program
This course four-part program is online and provides extensive experience with networks. Classes cover media types, topologies, and protocols with installation and support of hardware and software, troubleshooting network and computer problems, and administrative responsibilities.

Part 1
BEGIN/END DATES | CLASS TIME | CLASS DAYS | INSTRUCTOR
--- | --- | --- | 
8/27-12/10 | ONLINE | ONLINE | Stringfield

ONLINE/$180

Part 3: Successful completion of Part 2.
Part 4: Successful completion of Part 3.

VMware ICM 6.7
This course is online and mostly hands-on via remote access to VMs running actual VMware technologies. The course explores installation, configuration, and management of VMware vSphere, which consists of ESXi and vCenter Server. This course is based on ESXi 6.7 and vCenter Server 6.7. Completion of this course satisfies the VMware authorized prerequisite to taking the VCPDCV exam. Upon completion of this course, the student will be provided VMware exam voucher codes for up to 70% off the normal exam price.

BEGIN/END DATES | CLASS TIME | CLASS DAYS | INSTRUCTOR
--- | --- | --- | 
9/10-11/26 | ONLINE | ONLINE | Stringfield

ONLINE/$180

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.
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 919-739-6926

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
8/16-8/30 9 a.m. - 12 p.m.  F	NCWorks Career Center/$70	Staff
9/6-9/27 9 a.m. - 12 p.m.  F	NCWorks Career Center/$70	Staff
10/4-10/25 9 a.m. - 12 p.m.  F	NCWorks Career Center/$70	Staff
11/1-11/29 9 a.m. - 12 p.m.  F	NCWorks Career Center/$70	Staff

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
9/4-11/13 2 p.m. - 5 p.m.  MW	Magnolia 203/$180	Simmons
12/6-12/20 9 a.m. - 12 p.m.  F	NCWorks Career Center/$70	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
11/6-12/18 5 p.m. - 7 p.m.  MW	Walnut 136/$70	Staff
Complete Your Continuing Education Hours ONLINE

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

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

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

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

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

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

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

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

- PRICES START AT $70.00 -

Over 50 Continuing Education Certified Online Courses Available!

ed2go.com/waynecc

(919) 739-6933
FIND YOUR CAREER IN SOCIAL SERVICES

MANDATORY INFORMATION SESSION FOR PHASE I: HUMAN SERVICES EXPLORATION DSS

July 29, 2019 | 4:30 p.m. - 5:30 p.m. | Walnut Building, Room 123

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

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<tr>
<td>8/6-9/26</td>
<td>5:30 p.m. - 8:30 p.m. TTH</td>
<td>Spruce 114/$125</td>
<td>Sumner</td>
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PHASE II: INCOME MAINTENANCE CASEWORKER - NCFAST
This course covers a variety of skills associated with the Income Maintenance Caseworker role to determine service eligibility. Specific focus will include proficiency in the utilization of the 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.

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<tr>
<td>10/8-12/19</td>
<td>5:30 p.m. - 8 p.m. TTH</td>
<td>Magnolia 219/$125</td>
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### EMS / FIRE / LAW ENFORCEMENT CLASSES

Information on classes can be obtained from our website: [waynecc.edu/continuing-ed](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.

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<tr>
<td>8/1-8/31</td>
<td>EMS 4402 *OB Emergencies</td>
<td>ONLINE</td>
<td>ONLINE</td>
</tr>
<tr>
<td>8/15</td>
<td>EMS 4402 OB/GYN Emergencies &amp; Pain Management</td>
<td>7 p.m. - 10 p.m.</td>
<td>TH</td>
</tr>
<tr>
<td>9/4</td>
<td>EMS 4202 Medication Delivery/Medical Emergencies</td>
<td>7 p.m. - 10 p.m.</td>
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<tr>
<td>9/9</td>
<td>EMS 4402 Medication Delivery/Medical Emergencies</td>
<td>7 p.m. - 10 p.m.</td>
<td>W</td>
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<tr>
<td>9/11</td>
<td>EMS 3200 TIMS Part II</td>
<td>6:30 p.m. - 10:30 p.m.</td>
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<tr>
<td>9/13</td>
<td>EMS 4402 Trauma</td>
<td>8 a.m. - 5 p.m.</td>
<td>F</td>
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<tr>
<td>9/16</td>
<td>EMS 3200 Forcible Entry for EMS and TIMS</td>
<td>9 a.m. - 5 p.m.</td>
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<tr>
<td>9/17</td>
<td>EMS 4302 Cardiovascular Emergencies (CHF)/Ventilation</td>
<td>7 p.m. - 10 p.m.</td>
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<thead>
<tr>
<th>LOCATION/FEES</th>
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<tr>
<td>ONLINE/$180</td>
<td>K. Boswell</td>
</tr>
<tr>
<td>Fremont ES/$70</td>
<td>R. Lassiter</td>
</tr>
<tr>
<td>Grantham Rescue/$70</td>
<td>R. Proctor</td>
</tr>
<tr>
<td>Pine 112*WCC/$70</td>
<td>M.K. Smith</td>
</tr>
<tr>
<td>Mt. Olive F.D./$70</td>
<td>J. Arnette</td>
</tr>
<tr>
<td>Pine 121*WCC/$70</td>
<td>M.K. Smith</td>
</tr>
<tr>
<td>Pine 130*WCC/$70</td>
<td>J. Bright</td>
</tr>
<tr>
<td>Pine 121*WCC/$70</td>
<td>M.K. Smith</td>
</tr>
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<tr>
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<td>J. Bright</td>
</tr>
<tr>
<td>Pine 121*WCC/$70</td>
<td>M.K. Smith</td>
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</table>

EMS 3200
Forcible Entry for EMS and TIMS
9/20 9 a.m. - 5 p.m. F
Pine 121*WCC/$70 M.K. Smith

EMS 3200
Forcible Entry for EMS and TIMS
9/26 9 a.m. - 5 p.m. TH
Pine 121*WCC/$70 M.K. Smith

EMS 4202
Medical Emergencies
9/26 7 p.m. - 10 p.m. TH
Fremont E.S./$70 R. Lassiter

EMS 3200
ACLS/PALS Recert
9/28 8 a.m. - 5 p.m. S
Pine 130*WCC/$70 J. Bright

EMS 3200
Forcible Entry for EMS and TIMS
9/16 9 a.m. - 5 p.m. M
Pine 121*WCC/$70 M.K. Smith

EMS 4402
BLS/ALS Skills Review
10/1-10/31 ONLINE ONLINE
ONLINE/$180 K. Boswell

EMS 4302
Bloodborne Pathogens
10/1 7 p.m. - 10 p.m. TH
Mt. Olive F.D./$70 J. Arnette

EMS 4402
Trauma
10/4 8 a.m. - 5 p.m. F
Pine 112*WCC/$70 J. Bright

EMS 4202
Oxygenation/Ventilation/Post-resuscitation
10/9 7 p.m. - 10 p.m. W
Grantham Rescue/$70 R. Proctor

EMS 4402
Pediatrics: Pediatric Transport
10/9 6:30 p.m. - 10:30 p.m. W
Pine 112*WCC/$70 R. Lassiter
PRE-REGISTRATION IS HIGHLY ENCOURAGED.

*Classes with an asterisk (*): Contact Kimberly M. Boswell at: 919-739-6893 or kmboswell@waynecc.edu
### PREREQUISITES FOR ALL EMS PROGRAMS

The EMS Program courses train individuals to become emergency medical personnel. Evening classes will meet two evenings a week. There will be occasional 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/day of class to better explain. It will also be posted on our Web page via Moodle.

Course requisite: Students must purchase a designated uniform to be worn at clinical sites and within the classroom setting, malpractice insurance, and student insurance from the college; and obtain a criminal background and drug screening check. Textbooks are required for these classes. Approximate cost for: EMT course is $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 14 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, possess a high school diploma, GED certificate, or a letter of recommendation from your high school principal and a college placement score into DRE 098 (prior to the beginning of class), and completion of required packet.

<table>
<thead>
<tr>
<th>BEGIN/END DATES</th>
<th>CLASS</th>
<th>TIME</th>
<th>DAYS</th>
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<tbody>
<tr>
<td>EMS 4200</td>
<td>EMT</td>
<td>6 p.m. - 10 p.m.</td>
<td>TTH</td>
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<tr>
<td>Pine 112/$180</td>
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<td>8 a.m. - 5 p.m.</td>
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<tr>
<td>K. Smith</td>
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</table>

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

<table>
<thead>
<tr>
<th>BEGIN/END DATES</th>
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<th>TIME</th>
<th>DAYS</th>
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</thead>
<tbody>
<tr>
<td>EMS 3000</td>
<td>Anatomy and Physiology</td>
<td>ONLINE</td>
<td>ONLINE</td>
</tr>
<tr>
<td>8/19-11/25</td>
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<td></td>
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</tr>
<tr>
<td>ONLINE/$180</td>
<td>K. Oakley</td>
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</tbody>
</table>

### PARAMEDIC COURSE

At least 18 years of age, proof of successful completion of acceptable EMT course, college placement score into ENG 111 (prior to the beginning of class) and a math placement score of NCDAP 7 in DMAs, and completion of required packet.

<table>
<thead>
<tr>
<th>BEGIN/END DATES</th>
<th>CLASS</th>
<th>TIME</th>
<th>DAYS</th>
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</thead>
<tbody>
<tr>
<td>EMS 4401</td>
<td>Paramedic Refresher</td>
<td>ONLINE</td>
<td>ONLINE</td>
</tr>
<tr>
<td>8/26-11/04</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>ONLINE/$180</td>
<td>K. Boswell</td>
<td></td>
<td></td>
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</tbody>
</table>

### FIRE SERVICE TRAINING

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

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

November 4 - 7, 2019

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

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 waynecc.edu/continuing-ed/programs/emergency-services

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

FOR A CURRENT LISTING OF ALL LAW ENFORCEMENT COURSES GO TO waynecc.edu/continuing-ed/programs/emergency-services

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.

<table>
<thead>
<tr>
<th>BEGIN/END DATES</th>
<th>CLASS TIME</th>
<th>CLASS DAYS</th>
<th>LOCATION/FEE</th>
<th>INSTRUCTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/20-10/15</td>
<td>6 p.m. - 9 p.m.</td>
<td>T</td>
<td>Spruce 108 and 106/$50</td>
<td>Price</td>
</tr>
<tr>
<td>10/22-12/17</td>
<td>6 p.m. - 9 p.m.</td>
<td>T</td>
<td>Spruce 108 and 106/$50</td>
<td>Price</td>
</tr>
</tbody>
</table>

CAKE DECORATING
This course is for those who want to make a birthday cake, just have fun, start a career, or even start a business in cakes. This is a comprehensive course that covers a three-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.

**Ask for a supply list at the time of registration.**

<table>
<thead>
<tr>
<th>BEGIN/END DATES</th>
<th>CLASS TIME</th>
<th>CLASS DAYS</th>
<th>LOCATION/FEE</th>
<th>INSTRUCTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/28-10/2</td>
<td>6 p.m. - 9 p.m.</td>
<td>W</td>
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<td>Pendergrass</td>
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<td>10/30-12/11</td>
<td>6 p.m. - 9 p.m.</td>
<td>W</td>
<td>Dogwood 206/$40</td>
<td>Pendergrass</td>
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</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>BEGIN/END DATES</th>
<th>CLASS TIME</th>
<th>CLASS DAYS</th>
<th>LOCATION/FEE</th>
<th>INSTRUCTOR</th>
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<tbody>
<tr>
<td>9/5-10/24</td>
<td>1 p.m. - 3 p.m.</td>
<td>TH</td>
<td>Spruce 106/108/$35</td>
<td>Gardner</td>
</tr>
</tbody>
</table>

WATERCOLOR
This class is designed for students who want to learn the art of watercolor painting. Basic artistic concepts pertaining to the medium will be covered, such as transparency, composition, basic color theory, and value. The course consists of lecturing and demonstrations, plus drawing exercises led by the instructor.

**Ask for a supply list at the time of registration.**

<table>
<thead>
<tr>
<th>BEGIN/END DATES</th>
<th>CLASS TIME</th>
<th>CLASS DAYS</th>
<th>LOCATION/FEE</th>
<th>INSTRUCTOR</th>
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</thead>
<tbody>
<tr>
<td>9/9-10/28</td>
<td>6 p.m. - 8 p.m.</td>
<td>M</td>
<td>Dogwood 206/$35</td>
<td>Gardner</td>
</tr>
</tbody>
</table>

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

**Ask for a supply list at the time of registration.**

<table>
<thead>
<tr>
<th>BEGIN/END DATES</th>
<th>CLASS TIME</th>
<th>CLASS DAYS</th>
<th>LOCATION/FEE</th>
<th>INSTRUCTOR</th>
</tr>
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<tbody>
<tr>
<td>9/9-10/28</td>
<td>6 p.m. - 8 p.m.</td>
<td>M</td>
<td>Dogwood 206/$35</td>
<td>Gardner</td>
</tr>
</tbody>
</table>
**FLORAL DESIGN**

This course teaches students how to design trendy bows, wreaths, corsages, bouquets, table arrangements, and sympathy flowers. **Ask for a supply list at the time of registration.**

<table>
<thead>
<tr>
<th>BEGIN/END DATES</th>
<th>CLASS TIME</th>
<th>CLASS DAYS</th>
<th>INSTRUCTOR</th>
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<tbody>
<tr>
<td>9/9-10/14</td>
<td>6 p.m. - 8 p.m.</td>
<td>M</td>
<td>Pearsall</td>
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<td>WLC 214/$35</td>
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<tr>
<td>10/28-12/09</td>
<td>6 p.m. - 8 p.m.</td>
<td>M</td>
<td>Pearsall</td>
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<tr>
<td>WLC 214/$35</td>
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</table>

**DEFENSIVE DRIVING - 4 HOURS**

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

<table>
<thead>
<tr>
<th>BEGIN/END DATES</th>
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<th>INSTRUCTOR</th>
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<tbody>
<tr>
<td>8/15</td>
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<tr>
<td>WLC 212/$50</td>
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<tr>
<td>8/31</td>
<td>8:30 a.m. - 12:30 p.m.</td>
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<tr>
<td>WLC 212/$50</td>
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<tr>
<td>9/12</td>
<td>6 p.m. - 10 p.m.</td>
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<tr>
<td>WLC 212/$50</td>
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<tr>
<td>9/28</td>
<td>8:30 a.m. - 12:30 p.m.</td>
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<td>WLC 212/$50</td>
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<tr>
<td>10/10</td>
<td>6 p.m. - 10 p.m.</td>
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<tr>
<td>WLC 212/$50</td>
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<td>10/26</td>
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<td>11/7</td>
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</table>

**DEFENSIVE DRIVING - 8 HOURS**

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

<table>
<thead>
<tr>
<th>BEGIN/END DATES</th>
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<th>CLASS DAYS</th>
<th>INSTRUCTOR</th>
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<td>9/7</td>
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<tr>
<td>10/5</td>
<td>8 a.m. - 12 a.m.</td>
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<tr>
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<tr>
<td>11/9</td>
<td>8 a.m. - 12 a.m.</td>
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<tr>
<td>12/14</td>
<td>8 a.m. - 12 a.m.</td>
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<tr>
<td>WLC 212/$100</td>
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**COMPUTER BASICS FOR SENIORS**

This course is designed to assist students desiring to become familiar with the basic use of computers and other devices. Students will be introduced to Microsoft Office, saving files, and other basic computer skills.

<table>
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<tr>
<th>BEGIN/END DATES</th>
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<th>INSTRUCTOR</th>
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<tbody>
<tr>
<td>8/15-10/3</td>
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<td>Foster</td>
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<tr>
<td>Senior Center</td>
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<tr>
<td>Goldsboro/$25</td>
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<tr>
<td>10/17-12/12</td>
<td>1 p.m. - 4 p.m.</td>
<td>TH</td>
<td>Foster</td>
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<tr>
<td>Senior Center</td>
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<tr>
<td>Goldsboro/$25</td>
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**SEWING BABY CLOTHES**

This course is designed for advanced sewing students. Students will learn the necessary skills for making baby clothes, bibs, and blankets.

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<thead>
<tr>
<th>BEGIN/END DATES</th>
<th>CLASS TIME</th>
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<th>INSTRUCTOR</th>
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</thead>
<tbody>
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<td>12/5</td>
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<tr>
<td>12/21</td>
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<tr>
<td>WLC 212/$50</td>
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</tbody>
</table>
### 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.

<table>
<thead>
<tr>
<th>BEGIN/END DATES</th>
<th>CLASS TIME</th>
<th>DAYS</th>
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</thead>
<tbody>
<tr>
<td>8/22-10/10</td>
<td>6 p.m. - 9 p.m.</td>
<td>TH</td>
</tr>
<tr>
<td>Spruce 108 and 106/$50</td>
<td></td>
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<tr>
<td>10/24-12/19</td>
<td>6 p.m. - 9 p.m.</td>
<td>TH</td>
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<tr>
<td>Spruce 108 and 106/$50</td>
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<thead>
<tr>
<th>LOCATION/FEE</th>
<th>INSTRUCTOR</th>
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<tbody>
<tr>
<td>Spruce 108 and 106/$50</td>
<td>Grant</td>
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### Painting, Oil - Bob Ross
This course teaches proper use of Bob Ross paints, brushes and the techniques involved with completing a landscape or seascape painting. The foundation needed to experience the joy of the Bob Ross method of wet-on-wet oil painting is also taught. A painting is completed by the end of each class. **Ask for a supply list at the time of registration.**

<table>
<thead>
<tr>
<th>BEGIN/END DATES</th>
<th>CLASS TIME</th>
<th>DAYS</th>
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<tbody>
<tr>
<td>11/7-12/19</td>
<td>4 p.m. - 8 p.m.</td>
<td>TH</td>
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<tr>
<td>Dogwood 206/$50</td>
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<tr>
<th>LOCATION/FEE</th>
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<tr>
<td>Dogwood 206/$50</td>
<td>Walston</td>
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### Small Gas Engine Repair
This course is designed to teach participants the basic techniques of small engine repair. Topics such as chain saws, lawn mowers, weed trimmers, and blowers are covered. Shop safety and use of special tools are included.

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<thead>
<tr>
<th>BEGIN/END DATES</th>
<th>CLASS TIME</th>
<th>DAYS</th>
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<tbody>
<tr>
<td>8/19-10/14</td>
<td>6 p.m. - 9 p.m.</td>
<td>M</td>
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<tr>
<td>Hocutt 130/$50</td>
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<tr>
<td>10/21-12/16</td>
<td>6 p.m. - 9 p.m.</td>
<td>M</td>
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<tr>
<td>Hocutt 130/$50</td>
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<th>LOCATION/FEE</th>
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<tr>
<td>Hocutt 130/$50</td>
<td>Olmsted</td>
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### 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.

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<tr>
<th>BEGIN/END DATES</th>
<th>CLASS TIME</th>
<th>DAYS</th>
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<tbody>
<tr>
<td>8/20-10/8</td>
<td>6:30 p.m. - 8:30 p.m.</td>
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<tr>
<td>Dogwood 206/$40</td>
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<tr>
<td>10/22-12/17</td>
<td>6:30 p.m. - 8:30 p.m.</td>
<td>T</td>
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<tr>
<td>Dogwood 206/$40</td>
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<tr>
<td>Dogwood 206/$40</td>
<td>Walston</td>
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</table>

### Pre-registration is Highly Encouraged.
WORKFORCE CONTINUING EDUCATION

A/C, HEATING & REFRIGERATION I

SEPTEMBER 12 - DECEMBER 5, 2019
Thursdays | 6-10 p.m.
Cost: $125

For more information, contact
DAVID GARDNER
919-739-6813
dcgardner@waynecc.edu

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

Wayne Community College encourages persons with disabilities to participate in its programs and activities. If you anticipate needing accommodation or have questions about access, please contact David Gardner at 919-239-6813 or dcgardner@waynecc.edu. Please allow sufficient time to arrange accommodation.
Notary Class
Fall 2019

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.

BEGIN/END DATES | CLASS TIME | DAYS | LOCATION | INSTRUCTOR
--- | --- | --- | --- | ---
8/24 | 8 a.m. - 4:30 p.m. | S | Magnolia 218/$70 | Kennedy
8/26-8/28 | 5 p.m. - 9 p.m. | MW | Spruce 142/$70 | Kennedy
9/21 | 8 a.m. - 4:30 p.m. | S | Magnolia 218/$70 | Kennedy
9/23-9/25 | 5 p.m. - 9 p.m. | MW | Spruce 142/$70 | Kennedy
10/26 | 8 a.m. - 4:30 p.m. | S | Magnolia 218/$70 | Kennedy
10/28-10/30 | 5 p.m. - 9 p.m. | MW | Spruce 142/$70 | Kennedy
11/18-11/20 | 5 p.m. - 9 p.m. | MW | Spruce 142/$70 | Kennedy
11/23 | 8 a.m. - 4:30 p.m. | S | Magnolia 218/$70 | Kennedy

Required Text

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

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

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.
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:**
July 30 | October 29

**DAY OF THE WEEK:** Tuesday

**TIME:** 5:30 p.m. - 9:30 p.m.

**BUILDING, ROOM:** Magnolia 219

**COURSE COST:** $70.00

**BOOK COST:** $5.00 (To be paid at the time of registration)

**INSTRUCTOR:** Kennedy

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

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Register Now!!!

Pre-registration is highly encouraged.

Customer Service Desk, Walnut Building, East Entrance

3000 Wayne Memorial Drive
Goldsboro, NC 27534
919-739-6900
www.waynecc.edu/continuing-ed
NON-PROFIT MANAGEMENT CERTIFICATE PROGRAM

SEPTEMBER 3 - DECEMBER 3, 2019
TUESDAYS • 6:00 P.M.-9:00 P.M.
Wayne Community College, Wayne Learning Center, Room 213

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

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

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

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

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

For more information on the 15 class sessions and a full course description, contact
Monica Miller at 919-739-6933
mdedwards@waynecc.edu
### 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.
- Meet 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.
- 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.

### 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.
• 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.

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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

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.

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

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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.

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WAYNE COMMUNITY COLLEGE
WORKFORCE CONTINUING EDUCATION SERVICES

DIRECTORY

Workforce Continuing Education Reception Desk
919-739-6900

Transitional Programs for College and Career
919-739-6908

Located at:
Walnut Building, Suite 121
Wayne Community College
3000 Wayne Memorial Drive
Goldsboro, NC 27534

waynecc.edu/continuing-ed