



# FALL 2020

## Course Schedule

WORKFORCE CONTINUING EDUCATION



**WAYNE**  
COMMUNITY COLLEGE  
WORKFORCE CONTINUING EDUCATION SERVICES

3000 Wayne Memorial Drive  
Goldsboro, NC 27534  
919-739-6900  
[waynecc.edu/continuing-ed](http://waynecc.edu/continuing-ed)



Available on the  
App Store

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

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

## GENERAL INFORMATION

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

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

**student must request academic adjustments by contacting the Disability Services Counselor in the Wayne Learning Center building or by calling 919-739-6729.**

## ENROLLMENT REQUIREMENTS

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

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

Minors age 16 and 17 years old may enroll in Workforce Continuing Education courses, except adult high school, under the following conditions:

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

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

- a. Shall enroll in self-supporting safe driving courses during any reporting term
- b. Shall enroll in any self-supporting

courses during the summer term

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

## COURSE FEES

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

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

\*See specific course listing.

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

## COMPANY/ORGANIZATION PAYMENT PROCESS (SPONSOR BILLING)

All companies and organizations are required to utilize the Sponsor Billing process to ease the payment process for your employees/students for Workforce Continuing Education classes at Wayne Community College. You will not need to send a company/organization check/credit card with your employee at the time of registration. All you have to submit is a signed company/organization letter or memorandum on letterhead to our office via in-person, fax, email or mail with the following key items:

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



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

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

### REFUND POLICY FOR WORKFORCE CONTINUING EDUCATION SERVICES

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

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

### COMPUTER TECHNOLOGY FEE

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

### STUDENT ACCIDENT INSURANCE

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

### STUDENT ID AND PARKING FEE

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

### QUICK REFERENCE OF RATES

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

The above 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 a.m.-1 p.m.



### WCC MISSION STATEMENT

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

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

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

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

Wayne Community College is an Equal Opportunity/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](http://www.waynecc.edu).



# REGISTRATION INSTRUCTIONS

## WEBADVISOR ACCESS FOR WORKFORCE CONTINUING EDUCATION

Workforce Continuing Education Students may use WebAdvisor to register for classes, check grades, access course schedules, unofficial transcripts, etc. To access this service, go to [www.waynecc.edu](http://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 on page 46, or receive it from an advisor) and create a password by visiting the Online Services Student Login page on the WCC Web site.

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](http://www.waynecc.edu) and click on Student E-mail, WebAdvisor, or Moodle on the right-side Quick Links menu that will take you to the Online Services Student Login page. Then click on the appropriate LOGIN NOW button at the top of the page.

## REGISTER ONLINE

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

STEP 2: Click "Quick Links" and then select WebAdvisor.

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

**NOTE: If you are having issues, please contact the WCC 24-hour help desk at (877) 220-5016.**

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.**

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.** (Continued on p.6)

## SCHOLARSHIPS FOR OCCUPATIONAL TRAINING COURSES

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

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

For more information contact:  
Maxine Cooper at **919-739-6938** or [mcooper@waynecc.edu](mailto:mcooper@waynecc.edu)



**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 [wce-reg@waynecc.edu](mailto:wce-reg@waynecc.edu).

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

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

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

For more information, visit [www.waynecc.edu/continuing-ed/](http://www.waynecc.edu/continuing-ed/)  
Reception Desk 919-739-6900  
Transitional Programs Dept. 919-739-6908

**STUDENT REGISTRATION FORM**

**WAYNE COMMUNITY COLLEGE**  
WORKFORCE CONTINUING EDUCATION SERVICES

3000 Wayne Memorial Drive | Goldsboro, North Carolina 27534 | 919-739-6900 | waynecc.edu

ID #: \_\_\_\_\_ Year: \_\_\_\_\_  
 LOCATION: \_\_\_\_\_ OFFICE: \_\_\_\_\_ TIME: \_\_\_\_\_

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

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

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

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

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

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

I qualify for tuition and fee waiver under the following criteria:  
 Currently unemployed.  Working and eligible for the Federal Earned Income Tax Credit.  
 Received notification of a pending layoff.  Working and earn wages at or below 200% of the federal poverty guidelines.

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

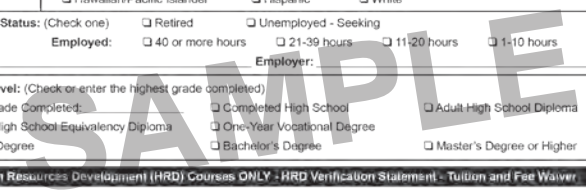
**SUPPLEMENTAL STUDENT ACCIDENT INSURANCE:** As a registered student of a Workforce Continuing Education Course you may purchase Supplemental Student Accident Insurance for \$0.50 per semester.  
 Yes - I would like to purchase Supplemental Student Accident Insurance  
 No - I would NOT like to purchase Supplemental Student Accident Insurance.

- NOTE: SEE BACK OF FORM FOR REFUND POLICY -  
 My signature indicates that all information is accurate, and I have read and understand the Refund Policy.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

NOTE: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_ Sent (By whom) (Date) By: \_\_\_\_\_  
 Payment Type:  Check  HRD  Cash  Credit (Date) \_\_\_\_\_  
 Available to: \_\_\_\_\_ Amount: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_ Working file: \_\_\_\_\_ Invoice file: \_\_\_\_\_  
 Department: \_\_\_\_\_ Office: \_\_\_\_\_ Contact: \_\_\_\_\_



WAYNE COMMUNITY COLLEGE  
WORKFORCE CONTINUING EDUCATION SERVICES

# TRANSITIONAL PROGRAMS FOR COLLEGE AND CAREER

## MARCH 2020

STUDENT OF THE MONTH

# LISBET ROCHA-CONTRERAS



# TRANSITIONAL PROGRAMS FOR COLLEGE AND CAREER

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

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



- Adult High School Diploma
- English Language Acquisition
- Career Pathway Classes
- Transition to College
- 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 17, 2020

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

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

Admissions:  
Mr. Warren, 919-739-6921  
harwar@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](https://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 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.



at TPCC  
Leads to  
New Opportunities  
and Great Careers

## ORIENTATION AND PLACEMENT SESSIONS

- Orientation sessions are required for all new students
- Sessions are offered by appointment only. Please contact Ms. Medus at **919-739-6922**.
- A Social Security card and photo identification are required
- Wayne Community College requires students, employees and visitors to wear face coverings when on campus

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



# ADULT HIGH SCHOOL DIPLOMA CLASSES

Fall Semester begins **August 17**  
 Fall I Classes **August 17-October 15**  
 Pre-registration for Fall II Classes begins **October 8**  
 Fall II Classes **October 19-December 18**



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

### COMMUNITY LOCATIONS

Summer semester classes begin the week of August 17. 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](mailto:harwar@waynecc.edu) for more information.

CLASS TITLE	BEGIN/END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
High School Equivalency 	8/17-12/16	5:30-7:30 p.m.	MW	Day Reporting Center (DRC) 714 Simmons St., Goldsboro	TBD
High School Equivalency	8/17-12/14	1-3 p.m.	M	West Haven Computer Lab 138 Dupont Circle, Goldsboro	Allie
High School Equivalency 	8/18-12/17	5:30-8:30 p.m.	TTH	Mt. Olive Presbyterian Church 105 N. Breazeale Ave Mt. Olive, NC 28365	Soper

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

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



**Pearson VUE Testing Center**  
**GED® Testing Location:**  
**Wayne Learning Center, Room 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 Thursday from 2 p.m.-5:30 p.m.**

**LOCATION: Walnut Building, Room 223**

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

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

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



**WORKFORCE INNOVATION AND OPPORTUNITY ACT  
WIOA NEXTGEN PROGRAM**

## **CANNOT FIND A JOB DUE TO “LACK OF EXPERIENCE”?**

**ARE YOU BETWEEN 16 AND 24 YEARS OLD?**

**THIS SERVICE MAY BE FOR YOU!**



**SHAQUITA HATCHER**  
TRANSITIONAL PROGRAMS FOR COLLEGE AND CAREER  
NEXTGEN Career Advisor | 919-739-6923 | [srhatcher@waynecc.edu](mailto:srhatcher@waynecc.edu)

**919 731 7950 EXT. 252**

# BASIC SKILLS PLUS

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

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

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

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

**OTHER CAREER TRACKS AVAILABLE!**



Contact Your  
Advisor/Transition Coach

**HAROLD WARREN**



919-739-6921 or  
919-739-6908

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

 WAYNE COMMUNITY COLLEGE



# ENGLISH LANGUAGE ACQUISITION (ELA)

## INFORMATION

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

### New Student Orientation dates/Orientaciòn para Estudiantes/Nuevos:

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

### Returning Students/ Registraciòn de Estudiantes:

August 17 9 a.m. 17 de Agosto  
August 18 6 p.m. 18 Agosto

### FOR INFORMATION PLEASE CONTACT:

MARIA ABALO-ZARATE | 919-739-6924

OR

BRANDIE PAVON | 919-739-6909



## ON CAMPUS CLASSES

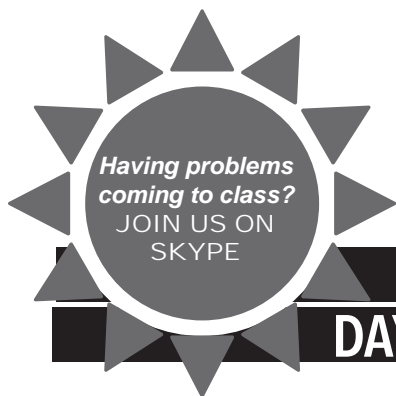
### DAY CLASSES

DATE/FECHA	COURSE/CURSO	DAYS/DIAS	TIME/ HORA	LOCATION/LUGAR
8/17-12/18	ELA LAB	MTWTHF	8 a.m.-6 p.m.	WAL 203
8/19-12/18	COMPUTER	F	9 a.m.-12:30 p.m.	WAL 203
			24/7	ONLINE
8/17-12/17	ELA LEVEL 6	MTWTH	9 a.m.-12 p.m.	WLC 227
8/17-12/17	ELA LEVEL 4-5	MTWTH	9 a.m.-12 p.m.	WLC 221
8/17-12/17	ELA LEVEL 1-2-3	MTWTH	9 a.m.-12 p.m.	WAL 203/204
8/23-12/13	ELA SUNDAYS	SU	9 a.m.-12:30 p.m.	WLC 227

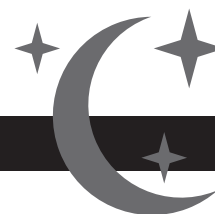
### NIGHT CLASSES

DATE/FECHA	COURSE/CURSO	DAYS/DIAS	TIME/ HORA	LOCATION/LUGAR
8/18-12/17	ELA LEVEL 4-5-6	TTH	6-9 p.m.	WAL 223
8/18-12/17	ELA LEVEL 1-2-3	TTH	6-9 p.m.	WAL 225/224
8/17-12/14	CITIZENSHIP	M	6-9 p.m.	WAL 223





# OFF CAMPUS CLASSES



## NIGHT CLASSES

### DAY CLASSES

#### MOUNT OLIVE WAGES

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

YEARROUND/TODOELAÑO

#### LITERACY CONNECTIONS OF WAYNE COUNTY

Tuesday to Thursday/Martes a Jueves  
9-11:30 a.m. | **8/18-12/17**

##### Citizenship/Ciudadanía:

Wednesday/Miércoles:  
9:30 a.m.-12 p.m. | **8/19-12/16**  
2001 E. Ash St. | Goldsboro

YEARROUND/TODOELAÑO

#### SPRING CREEK MIDDLE SCHOOL

Monday and Wednesday/  
Lunes y Miércoles  
9-11:30 a.m.  
**8/17-12/16**  
3579 NC-111 | Seven Springs

YEARROUND/TODOELAÑO

#### BROGDEN UNITED METHODIST CHURCH

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

YEARROUND/TODOELAÑO

#### UNIVERSITY OF MOUNT OLIVE

Monday and Wednesday/Lunes y Miercoles  
5:30-8:30 p.m.  
**8/17-12/16**  
652 R.B. Butler Drive | Mount Olive  
YEARROUND/TODOELAÑO

#### MARIA REINA DE LAS AMERICAS

**English:** Tuesday/Martes  
6-8:30 p.m.  
**Computer:** Thursday/Jueves  
6-8:30 p.m.  
**TBA**

636 Whitfield Road | Mount Olive  
YEARROUND/TODOELAÑO

#### BROGDEN MIDDLE SCHOOL

Tuesday and Thursday/Martes y Jueves  
6-8:30 p.m.  
**8/18-12/17**  
3761 US 117 South Alt. | Dudley  
SEPTEMBER-JUNE/SEPTIEMBRE/JUNIO

#### PIKEVILLE LIBRARY

**English and Citizenship**  
Monday and Wednesday/Lunes y Miércoles  
6-8:30 p.m.  
**8/17-12/16**  
107 W. Main St. | Pikeville  
YEARROUND/TODOELAÑO

#### IGLESIA PENTECOSTES

**ALPHA Y OMEGA**  
Monday/Lunes  
6-8:30 p.m.  
**8/17-12/14**  
3598 Salem Church Road | Goldsboro  
YEARROUND/TODOELAÑO



# QUEST ACADEMY PROGRAM

## Are you an English Language Acquisition Student?

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

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

The program will cover a variety of courses including:

- Direct Care Worker (Personal Care Aide) | Billing and Coding
- OSHA | EKG | Welding | Refrigerator Specialist | NCRC Program |
- Health Unit Coordinator | Computer Repair
- Effective Teacher (Substitute Teacher) Training | Academic Grammar

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

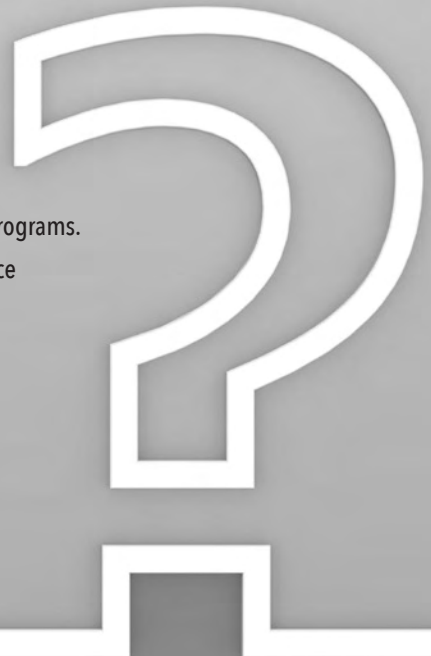
In addition to programs of study, the QUEST participants will receive assistance with registration fees, books, and supplies!

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 12:30 p.m.

Students will learn Microsoft Word and Keyboarding.

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



WAYNE COMMUNITY COLLEGE  
CONTINUING EDUCATION SERVICES

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



# ALLIED HEALTH

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

## Contacts:

**Elizabeth Curry, Director of Allied Health at**

**919-739-6929 or [eacurry@waynecc.edu](mailto:eacurry@waynecc.edu)**

**Terrie Wynn, Administrative Assistant at**

**919-739-6935 or [tjwynn@waynecc.edu](mailto:tjwynn@waynecc.edu)**

Visit us online at [www.waynecc.edu/continuing-ed/allied-health](http://www.waynecc.edu/continuing-ed/allied-health)



## SPECIAL ADMISSION COURSES

Students must attend a mandatory information session to participate in Nurse Aide I, Nurse Aide II, Phlebotomy and Spanish Medical Interpreter. For more information about session dates and times to enroll in the Spring 2021 courses, please contact the Continuing Education Services receptionist at **919-739-6900** or Terrie Wynn at **919-739-6935** or [tjwynn@waynecc.edu](mailto:tjwynn@waynecc.edu).



## SPRING 2021 INFORMATION SESSIONS

To qualify for registration, contact [tjwynn@waynecc.edu](mailto:tjwynn@waynecc.edu) by **November 14** with your intent to register for **NA1, NA2, Phlebotomy** or **Spanish Medical Interpreter**.

Pre registration instructions will be sent to you on **November 15**, to be completed by **December 14**. If all documents are complete, you will receive approval to register and directions on how to register. Registration will be **online** on **December 15**.



## VACCINATION REQUIREMENTS

### \*\*NOTE: VACCINE REQUIREMENTS FOR NURSE AIDE, PHLEBOTOMY AND SPANISH MEDICAL INTERPRETER PROGRAMS

Due at registration - Proof of:  
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). Must show lot number to prove current season flu vaccine used.
- 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 April. You will need the following requirements at 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 I DAY TRADITIONAL

This course introduces basic nursing assistant skills required to provide personal care for patients, residents, or clients in a health care setting. Topics include communication, safety, patients' rights, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation, and mental health. Upon successful completion of the 156+ hours of classroom, lab and clinical components, the student is eligible to make application for the National Nurse Aide Assessment Program (NNAAP) examination necessary for certification and listing on the North Carolina Nurse Aide I Registry. The NC State Exam is comprised of a written and skills exam.

<b>BEGIN/ END DATES</b>	<b>CLASS TIME</b>	<b>CLASS DAYS</b>
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<b>LOCATION/FEE</b>	<b>INSTRUCTOR</b>
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8/24-12/16 Magnolia 203/\$180	8:30 a.m.-12:30 p.m. MTW Y. Stovall
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\*Required Textbook Information:

Nurse Aid Student Handbook - Cost: \$21.00  
 Appendix A Performance Skills - Cost: \$2.00  
 Hartman's Nursing Assistant Care: Long-Term Care 3rd ed.  
 ISBN: 9781604250411 Cost: \$55.75  
 Workbook for Hartman's Nursing Assistance Care Long-Term  
 Care 3rd ed. ISBN: 9781604250428 Cost: \$18.75

## NURSE AIDE I EVENING TRADITIONAL

This course introduces basic nursing assistant skills required to provide personal care for patients, residents, or clients in a health care setting. Topics include communication, safety, patients' rights, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation, and mental health. Upon successful completion of the 156+ hours of classroom, lab and clinical components, the student is eligible to make application for the National Nurse Aide Assessment Program (NNAAP) examination necessary for certification and listing on the North Carolina Nurse Aide I Registry. The NC State Exam is comprised of a written and skills exam.

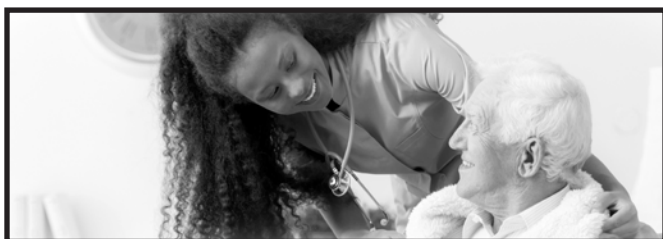
<b>BEGIN/ END DATES</b>	<b>CLASS TIME</b>	<b>CLASS DAYS</b>
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<b>LOCATION/FEE</b>	<b>INSTRUCTOR</b>
---------------------	-------------------

8/25-12/16 Magnolia 205/\$180	5:30 a.m.-9:30 p.m. TWTH TBA
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\*Required Textbook Information:

Nurse Aid Student Handbook - Cost: \$21.00  
 Appendix A Performance Skills - Cost: \$2.00  
 Hartman's Nursing Assistant Care: Long-Term Care 3rd ed.  
 ISBN: 9781604250411 Cost: \$55.75  
 Workbook for Hartman's Nursing Assistance Care Long-Term  
 Care 3rd ed. ISBN: 9781604250428 Cost: \$18.75



## NURSE AIDE I REFRESHER

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

<b>BEGIN/ END DATES</b>	<b>CLASS TIME</b>	<b>CLASS DAYS</b>
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<b>LOCATION/FEE</b>	<b>INSTRUCTOR</b>
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To register call 919-739-6935  
 or e-mail [tjwynn@waynecc.edu](mailto:tjwynn@waynecc.edu)

Magnolia 205/\$125	M. Carmichael
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## NURSE AIDE LEVEL II

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

<b>BEGIN/ END DATES</b>	<b>CLASS TIME</b>	<b>CLASS DAYS</b>
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<b>LOCATION/FEE</b>	<b>INSTRUCTOR</b>
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8/20-12/18 Magnolia 205/\$180	8:30 a.m.-2 p.m. C. Smith	THF
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\*Required Textbook Information:

North Carolina Nurse Aide II 2nd ed. ISBN: 9781133440079 -  
 Cost: \$104.00

**\*\*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.



## NURSE AIDE II REFRESHER

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

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

To register call 919-739-6935  
or e-mail [tjwynn@waynecc.edu](mailto:tjwynn@waynecc.edu)

TBD	TBD	
Magnolia 205/\$70	E. Curry	

\*Required Textbook Information:  
North Carolina Nurse Aide II, Hegner/Acello/Needham  
ISBN:9781133440079 (Optional Textbook)



## PHLEBOTOMY - DAY

This course will train students to become phlebotomists. It will train students in the skills needed to draw blood specimens from patients for testing and/or analyzing blood. Students must complete clinical rotation with 100 venipunctures and 25 finger sticks. Upon completion, the student should be able to demonstrate competence in their phlebotomy skills and a theoretical comprehension of phlebotomy techniques. 110 Clinical hours are required in addition to class hours. Clinical hours scheduled in eight and 12 hour shifts. At the end of the program, students should be prepared to take the National Phlebotomy Certification Examination. The cost is \$130.00 to register for this certification.

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

8/27-11/06	8:30 a.m.-2 p.m.	THF
Magnolia 203 /\$180	TBA	

\*Required Textbook Information:  
The Phlebotomy Handbook 10th ed. ISBN: 9780134709321  
Cost: \$111.50

## PHLEBOTOMY - EVENING

This course will train students to become phlebotomists. It will train students in the skills needed to draw blood specimens from patients for testing and/or analyzing blood. Students must complete clinical rotation with 100 venipunctures and 25 finger sticks. Upon completion, the student should be able to demonstrate competence in their phlebotomy skills and a theoretical comprehension of phlebotomy techniques. 110 Clinical hours are required in addition to class hours. Clinical hours scheduled in eight and 12 hour shifts. At the end of the program, students should be prepared to take the National Phlebotomy Certification Examination. The cost is \$130.00 to register for this certification.

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

8/24-11/30	5:30-9:30 p.m.	MW
Magnolia 203/\$180	TBA	

\*Required Textbook Information:  
The Phlebotomy Handbook 10th ed. ISBN: 9780134709321  
Cost: \$111.50

## PHARMACY TECHNICIAN PROGRAM

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

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

8/18-12/18	6-9 p.m. & ONLINE	TTTHFS & ONLINE
Holly 141 & ONLINE/\$180	TBA	

\*Required Textbook Information:  
Pharmacy Technician with workbook (Bundle)  
ISBN: 9781617317316 - Cost: \$215.15

### Wayne Community College

Nursing Assistant I,  
Nursing Assistant II,  
NA Refresher Programs,  
Medication Aide

#### BECOME A NA TODAY!

Earn your Nurse Aide I and Nurse Aide II at WCC  
Day and Evening Classes Available!

**NA Mandatory Orientations are Offered  
Throughout The Year**



For more information, contact  
Elizabeth Curry at 919-739-6929  
or [eacurry@waynecc.edu](mailto:eacurry@waynecc.edu)

WAYNE COMMUNITY COLLEGE  
CONTINUING EDUCATION SERVICES



## 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).

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
8/17-12/21	6-9:30 p.m.	MW
Magnolia 209/\$180	S. Bradshaw	

\*Required Textbook Information:

Fast and Easy ECGs: A Self-Paced Learning Program  
2nd ed. ISBN: 9780073519753 - Cost: \$123.50



## MEDICATION AIDE

This course is designed to meet the training requirements for becoming qualified to be a Medication Aide in a skilled facility. The course covers the six rights of medication administration for non-licensed personnel. Topics will include medication administration via the 8 routes of drug administration, medical asepsis, hand hygiene, terminology, and legal implication. Upon completion, students take the competency exam and demonstrate skills necessary to qualify for listing on the North Carolina Medication Aide Registry. This certification qualifies the person to work in a skilled nursing facility. Listing on Nurse Aide I (NA I) registry is required.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
TBA	TBA	TBA
Magnolia 209/\$70	TBA	

\*Required Textbook Information: Medication Aide Booklet  
Cost: \$14.25



## 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
9/2-11/16	5:30-8:30 p.m.	MW
Magnolia 219/\$180	Benninghoff	

\*Required Textbook Information:

Long Term Care for Activity Professionals, Social Services Professionals and Recreational Therapists, 7th Edition / Idyll Arbor, Inc ISBN: 9781611580617 - Cost:\$55.50

## MEDICAL BILLING AND CODING (ONLINE)

This course introduces Medical Terminology and Anatomy and Physiology which are essential when coding and billing for services. It also covers fundamentals of medical coding, billing and insurance for health care agencies. CPT and ICD coding for services will be covered Upon satisfactory completion students will be awarded a medical billing/coding certificate. This program is recommended for students who have no prior knowledge or experience in coding and billing. Students are encouraged and able to seek certification as a Certified Professional Coder (CPC) awarded by the American Academy of Professional Coders .

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
8/24-12/18	ONLINE	ONLINE
ONLINE/\$180	L. Stephenson	

\*Required Textbook Information:

1. Understanding Health Insurance: A Guide To Billing and Reimbursement 13th Ed. / Delmar Cengage 978-133755422-0
2. Medical Terminology in a Flash: A Multiple Learning Approach; 3rd Ed. Sharon Eagle, FA Davis 978-0803643680
3. Anatomy and Physiology for Health Professions: An Interactive Journey, 4th Edition 978-013487681-8
4. ICD-10-CM 2019 The Complete Official Codebook, Spiral, AMA ISBN: 978-162202773-6
5. 2019 CPT Standard / Delmar, ISBN: 978-162202752-1



## SERVSAFE CERTIFICATION TESTING

This course is the Servsafe Food Production Managers Certification Exam. Exam is three hours. Exam is online. For test only, purchase your voucher (access code) from ServSafe.com site for ServSafe Manager Exam.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/15, 9/19, 10/17, 11/21, 12/19 Magnolia 219 \$50 exam fee	8:30-11:30 a.m. L. Case	S

Voucher purchased from ServSafe.com \$36 (if book with voucher was purchased, no other voucher purchase is necessary)

## DIRECT CARE BASICS - (PRE-NURSE AIDE LEVEL)

Great entry level course for the Nurse Aide I Program. 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	
9/2-11/16 Magnolia 203/\$180	1-4 p.m. Delia	MW

**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**



## 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	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/24-12/18 ONLINE/\$180	ONLINE J. Hamilton-Fleming	ONLINE

\*Required Textbook Information:

1. LaFleur Brooks' Health Unit Coordinating 7th Edition  
9781455707201

## SERVSAFE FOOD SAFETY TRAINING

This course prepares the student for the ServSafe Food Production Managers Certification Exam. An eight-hour class is held on the second Saturday of each month and the exam is administered on the third Saturday of each month.

Class is eight hours. Exam is three hours. Exam is online. Required text for class (includes access code for test) For test only, purchase your voucher (access code) from ServSafe.com site for ServSafe Managers Exam.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
9/12, 10/10, 11/14, and 12/12 Magnolia 219 \$70	8 a.m.-4:30 p.m. L. Case	S

\*Required Textbook Information:

ISBN: 9780134812366 ServSafe Manger, 7 Revised with ServSafe Exam w/access code 7th ed. revised ISBN: 9780134812366

Students must also register to take the exam on the third Saturday of the month.

# ALLIED HEALTH

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



## 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 - four weeks online Medical Terminology; four weeks Interpreter Skills in classrooms and four 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/ END DATES	CLASS TIME	CLASS DAYS

LOCATION/FEE      INSTRUCTOR

To register call 919-739-6935  
or e-mail [tjwynn@waynecc.edu](mailto:tjwynn@waynecc.edu)

Magnolia 219/\$180

\*Required Textbook Information:  
Medical Terminology Systems w/Access code 8th ed.  
ISBN: 978-0-8036-5867-7 Cost:\$93.00

## FOR MORE INFORMATION CONTACT

**Elizabeth Curry, Director of Allied Health**  
919-739-6929 | [eacurry@waynecc.edu](mailto:eacurry@waynecc.edu)

**Terrie Wynn, Administrative Assistant**  
919-739-6935 | [tjwynn@waynecc.edu](mailto:tjwynn@waynecc.edu)

VISIT US ONLINE AT  
[www.waynecc.edu/continuing-ed/allied-health](http://www.waynecc.edu/continuing-ed/allied-health)



# THE SMALL BUSINESS CENTER

The Small Business Center (SBC) offers no-cost seminars, access to business resources, and confidential counseling to aspiring or continuing entrepreneurs.

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

## Fall 2020 seminars are online!

Contact Small Business Center Director Kimberly Gamlin at **919-739-6941** for more information.

## SBC FALL 2020 SEMINARS PRE-REGISTRATION RECOMMENDED!

Please preregister on-line at

[www.ncsbc.net/center.aspx?center=75550](http://www.ncsbc.net/center.aspx?center=75550)

Scroll down to find your seminar, click Register.

Or you may call **919-739-6940**.

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



**SMALL BUSINESS CENTER  
WAYNE COMMUNITY COLLEGE**

3000 Wayne Memorial Drive | Goldsboro, NC 27534  
919-735-5151 | waynecc.edu/sbc

## INTRODUCTION TO FEDERAL CONTRACTING

This training is an introduction to doing business with the federal government. Topics trained include: levels of federal purchasing; how the federal government buys products, construction and engineering and non-personal services; marketing a business to the federal government; socio-economic small business programs; registering as a federal contractor; locating, identifying and responding to federal business opportunities; and resources available to assist federal contractors in North Carolina.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/13 Zoom	11 a.m.-12:30 p.m.	TH
	NCMBC	

## QUICKBOOKS FOR BEGINNERS

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/19 WebEx	9-11 a.m.	W
	Cynthia Roberts	

## BOOTS 2 BUSINESS

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
9/14 WebEx	9 a.m.-1 p.m.	M
	Various	
9/15 WebEx	9 a.m.-1 p.m.	T
	Various	
10/5 WebEx	9 a.m.-1 p.m.	M
	Various	
10/6 WebEx	9 a.m.-1 p.m.	T
	Various	
11/2 WebEx	9 a.m.-1 p.m.	M
	Various	

Continued on p. 22

## BOOTS 2 BUSINESS

(Continued from p.21)

11/3 WebEx	9 a.m.-1 p.m. Various	T
12/7 WebEx	9 a.m.-1 p.m. Various	M
12/8 WebEx	9 a.m.-1 p.m. Various	T

## SOCIAL MEDIA FOR SMALL BUSINESSES

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 to actively engage your target market.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
9/14 WebEx	5:30-7:30 p.m.	M
	Katharine Jarman	

## INTRODUCTION TO FEDERAL CONTRACTING

This training is an introduction to doing business with the federal government. Topics trained include: levels of federal purchasing; how the federal government buys products, construction and engineering and non-personal services; marketing a business to the federal government; socio-economic small business programs; registering as a federal contractor; locating, identifying and responding to federal business opportunities; and resources available to assist federal contractors in North Carolina.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/17 Zoom	11 a.m. - 12:30 p.m.	TH
	NCMBC	

## ESSENTIALS OF BOOKKEEPING

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.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
9/21 WebEx	9-11 a.m.	M
	Cynthia Roberts	

## HOW TO FIND, INTERVIEW AND HIRE MAGICAL PEOPLE

Have you ever hired a person who seemed so perfect during the interview but wound up being a bust on the job?

Are you tired of having a constant revolving door and turnover of average employees in your business?

Are you frustrated by having to spend so much unproductive time babysitting your employees and wish they would be more dependable and take the initiative to get the job done right the first time?

Would interviewing potential candidates be easier if you knew the most effective questions to ask?

Come enjoy the Ex-Disney Guy tell you how it is done.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
9/22 WebEx	12-2 p.m.	T
	John Formica	



## THE BEST SMALL BUSINESS TO START RIGHT NOW!

Believe it or not — even in today's uncertain marketplace — this may be one of the best times in decades to start a small business. Competitors are hard-hit, resources are cheaper, and good people aren't hard to find.

What would be the best small business for YOU to start right now? Would a business bring in extra income or provide a job? The Best Small Business to Start Right Now! can help you answer that question. The program will focus on four areas:

- How to create a business idea that fits you
- Businesses you can start for under \$100
- "Hot" businesses that will grow in coming years. The program will list over 30 types of businesses with growth potential.
- Five easy-to-use steps to starting a business.

If you think the time is right for you to start a business — you're right!

The Best Small Business to Start Right Now! will help you get started in the right way.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
9/28 Zoom	7-8 p.m.	M
	Mike Collins	
9/29 Zoom	2-3 p.m.	T
	Mike Collins	



## FINDING YOUR CUSTOMERS

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
9/28 WebEx	6-9 p.m. Annette Dunlap	M

## ABCs OF STARTING A SMALL BUSINESS IN TODAY'S CRAZY ECONOMY

Starting a small business is easier now than it has ever been. In these challenging times everyone from the government to your local banker is trying to help you succeed. In ABCs of Starting a Small Business In Today's Crazy Economy you will learn the basics of small business start-up. The program will include:

- The only five resources everyone has
- How to find out about licenses
- Should you incorporate?
- How to hire good people
- How to create low-cost advertising
- Two questions to ask any expert
- How to do a quick business plan
- Where the money will come from

ABCs of Starting a Small Business In Today's Crazy Economy can be your first step to small business ownership.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
10/5 Zoom	7-8 p.m. Mike Collins	M
10/6 Zoom	2-3 p.m. Mike Collins	T

**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**

## SALES & USE TAX

This workshop will help participants better understand their sales and use tax obligations. Participants will receive a hands-on experience preparing sales and use tax returns in addition to learning about sales and use tax basics, about the most common types of sales and use taxes collected, and how to register an account. 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.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
10/6 WebEx	10 a.m.-12 p.m. NCDOR	T

## CREATING A WINNING BUSINESS PLAN

We all know that, whether your business is a service, retail, manufacturing or direct marketing, you need a plan. And, in today's wild, wild west marketplace a business plan is more important than ever. In fact, if you try to borrow money for a business the first question asked by the lender will be, "Do you have a business Plan?"

Creating a Winning Business Plan will offer simple, easy-to-follow steps for creating a business plan that fits your business.

The program will focus on:

- The quickest, easiest way to create a simple business plan
- How to create a full-length plan that can guide your business
- Which parts of the plan must be done in specific ways
- Which parts of the plan bankers focus on
- How to create the important marketing segment of the plan
- What the plan must look like

If you think the time is right for you to start a business, you're right! The key is to create a winning business plan. This program will help you get started in the right way.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
10/12 Zoom	7-8 p.m. Mike Collins	M
10/13 Zoom	2-3 p.m. Mike Collins	T





## DYNAMITE MARKETING ON A FIRECRACKER BUDGET FOR SMALL BUSINESS

Successful small business owners know that marketing is the most important part of any business. Believe it or not, even in today's challenging marketplace, it has never been as easy or economical to do great, profitable marketing! In *Dynamite Marketing On a Firecracker Budget for Small Businesses* you will learn:

- 35 Ways to grab new customers in a tight economy
- How to choose the social media your customers pay attention to
- How to network quickly and easily in a keep-your-distance marketplace
- The Top five Marketing tools every business needs
- How get inexpensive creative assistance

If you can't market successfully you will simply end up with an expensive hobby. *Dynamite Marketing On a Firecracker Budget for Small Businesses* will show you that great, profitable marketing has never been simpler.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
10/19 Zoom	7-8 p.m. Mike Collins	M
10/20 Zoom	2-3 p.m. Mike Collins	T

## GETTING IT ALL DONE: TIME MANAGEMENT FOR SMALL BUSINESS OWNERS

Starting and running a small business is a challenge and getting it all done can feel impossible. If your to-do list is winning and growing longer every day, you need to let *Getting It All Done for Small Business Owners* show you how to:

- Find an extra hour a day.
- Plan on purpose and plan with a purpose.
- Deal with difficult people.
- Set and track priorities: Are you trying to do too much?
- Getting it done and go home on time.

Succeeding in time management for small business owners is about setting and meeting goals, working more effectively with the people around you, digging out from under the paperwork and email avalanche, and dealing with the stress of a crazy economy. *Getting It All Done for Small Business Owners* can help you do all those things.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
10/26 Zoom	7-8 p.m. Mike Collins	M
10/27 Zoom	2-3 p.m. Mike Collins	T



## WITHHOLDING 101

This workshop will give participants a better understanding of state withholding tax requirements when hiring a new employee. Participants will learn about the basics of state withholding taxes, how to register for an account, and how to fill out a return in addition to discussing when withholding is required for certain 1099 recipients.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
11/5 WebEx	5-7 p.m. NCDOR	TH



# 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.

## EVERYDAY SPANISH - LEVEL I

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
9/16-11/4 ONLINE/\$70	ONLINE Curl	ONLINE

## EVERYDAY SPANISH - LEVEL II

This course will build upon the basic level and is designed to be a continuation of Spanish-language skills for use in a wide variety of businesses with Spanish-speaking customers.

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
9/14-11/2 ONLINE/\$70	6-8 p.m. Curl	M

## 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	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
9/8-12/8 WLC 213/\$125	6-9 p.m. Lanier	T

## LIFE AND HEALTH PRE-LICENSING

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
9/18-10/10 ONLINE/\$125	6-9 p.m. 8 a.m.-5 p.m. Murphy	F S

## PROPERTY AND CASUALTY PRE-LICENSING

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
10/24-11/14 ONLINE/\$125	6-9 p.m. 8 a.m.-5 p.m. Murphy	F S

**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**

# CERTIFICATION / LICENSURE

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

## NOTARY PUBLIC EDUCATION

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	LOCATION/FEE	INSTRUCTOR
8/22 WLC 217/\$70	8 a.m.-5:30 p.m. Dupree	S		
9/18 WLC 217/\$70	8 a.m.-5:30 p.m. Dupree	F		
9/28-9/29 WLC 217/\$70	5-9:30 p.m. Dupree	MT		
10/9 WLC 217/\$70	8 a.m.-5:30 p.m. Dupree	F		
10/16 WLC 217/\$70	8 a.m.-5:30 p.m. Dupree	F		
11/16-11/17 WLC 217/\$70	5-9:30 p.m. Dupree	MT		
11/21 WLC 217/\$70	8 a.m.-5:30 p.m. Dupree	S		
12/4 WLC 217/\$70	8 a.m.-5:30 p.m. Dupree	F		
12/10 WLC 217/\$70	8 a.m.-5:30 p.m. Dupree	TH		

## REAL ESTATE PRE-LICENSING

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	LOCATION/FEE	INSTRUCTOR
10/3-12/20 ONLINE/\$180	ONLINE Mcallister	SSU		

## COSMETOLOGY PROGRAM (BLENDED)

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	CLASS DAYS	LOCATION/FEE	INSTRUCTOR
<b>Cosmetology - Part 1 of 3</b>				
9/28-2/25	9 a.m.-4:30 p.m.	MTWTH & ONLINE	Civella Beauty Academy/\$180	Staff
<b>Cosmetology - Part 2 of 3</b>				
Successful completion of Part 1 required before enrolling in Part 2.				
<b>Cosmetology - Part 3 of 3</b>				
Successful completion of Part 1 and 2 required before enrolling in Part 3.				

**COSMETOLOGY BOOK AND KIT - Information will be provided at the mandatory information session. (See below for dates and times.)**

## COSMETOLOGY PROGRAM INFORMATION SESSION

All students must attend the following information session and then online registration instructions will be sent.

**Cosmetology and Natural Hair Care  
Information Session:  
Wednesday, August 26, 2020  
5:15-6 p.m.**

Information sessions will be held via Google Meet.

To RSVP for your session:

- 1) Visit: [www.waynecc.edu](http://www.waynecc.edu)
- 2) Click on Workforce Continuing Education
- 3) Click on Programs
- 4) Select Special Programs
- 5) Click on Cosmetology Program
- 6) Click on the link to RSVP for the upcoming session

Please call 919-739-6930 with any questions.

All log credentials for Google Meet will be e-mailed on the day before the information session.

**CIVELLA BEAUTY ACADEMY  
1021 N. SPENCE AVENUE,  
GOLDBORO, NC 27534**

# EFFECTIVE TEACHER TRAINING

## 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 by choosing one of the following options:

Mail:  
Human Resources  
P.O. Drawer 1797  
Goldsboro, NC 27533-1797

Email:  
[MerishaSimmons@wcps.org](mailto:MerishaSimmons@wcps.org)

Fax:  
919-705-6097

Dropbox:  
"No-contact" drop off at Central Services located at 2001 East Royall Avenue, Goldsboro, NC 27534

A completed pre-employment packet consists of the following:

1. High School Diploma or Official 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:**

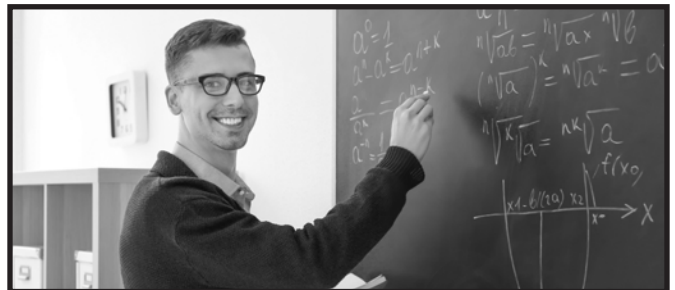
New WCPS Substitute Teachers are required to attend Effective Teacher Training, unless you hold an active North Carolina teaching license.

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 I

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

For more information or to pre-register, contact Monica Miller at 919-739-6933 or [mdedwards@waynecc.edu](mailto:mdedwards@waynecc.edu)

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
9/15-9/23 TBA/\$70.00	8:30 a.m.-3:30 p.m.	TW Lanier
10/6-10/14 TBA/\$70.00	8:30 a.m.-3:30 p.m.	TW Lanier
11/3-11/17 TBA/\$70.00	8:30 a.m.-3:30 p.m.	TW Lanier

**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**

# ADVANCED MANUFACTURING AND APPLIED TECHNOLOGY OCCUPATIONAL EXTENSION COURSES

LISA NEWKIRK | 919-739-6931 | ldnewkirk@waynecc.edu.

## CERTIFICATION/LICENSURE COURSES

### NCDMV SAFETY INSPECTION

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/18-8/19 Magnolia 107/\$70	1-5 p.m. Woodard	TW
9/15-9/16 Magnolia 109/\$70	6-10 p.m. Woodard	TW
10/13-10/14 Magnolia 107/\$70	1-5 p.m. Woodard	TW
11/10 - 11/11 Magnolia 109/\$70	6-10 p.m. Woodard	TW
12/8-12/9 Magnolia 107/\$70	1-5 p.m. Woodard	TW

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

### NCDMV OBD EMISSION CONTROL

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/25-8/26 Magnolia 107/\$70	1-5 p.m. Woodard	TW

9/22-9/23 Magnolia 109/\$70	6-10 p.m. Woodard	TW
10/20-10/21 Magnolia 107/\$70	1-5 p.m. Woodard	TW
11/17-11/18 Magnolia 109/\$70	6-10 p.m. Woodard	TW
12/15-12/16 Magnolia 107/\$70	1.-5 p.m. Woodard	TW

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

## ADVANCED MANUFACTURING OCCUPATIONAL EXTENSION COURSES

### BASIC WELDING I

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/17-10/12 Hocutt 170/\$70	6-9 p.m. Wise	M

### BASIC WELDING II

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
10/19-12/7 Hocutt 170/\$70	6-9 p.m. Wise	M



## ADVANCED WELDING - BILINGUAL

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
9/5-12/12 Hocutt 170/\$180	8 a.m.-4 p.m. Perez	S

## SOLDADURA- NIVEL AVANZADO - BILINGUE

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

COMIENZO/ FINALIZA	CLASE HORA	CLASE DIAS
9/5-12/12 S. Hocutt 170/\$180	8 a.m.-2 p.m. Perez	S

## AIR CONDITIONING, HEATING, & REFRIGERATION III

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
9/24-12/17 Magnolia 108/\$125	6-10 p.m. Bridgers	TH

## 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 online EPA certification examinations. NOTE: A \$25 EPA Refrigerant Certification fee is added to the cost of this class.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
9/1-9/22 Magnolia108/\$70	6-10 p.m. Tart	T
10/20-11/10 Magnolia/\$70	6-10 p.m. Tart	T

EPA Section 608 Certification Exam Preparatory (Manual)/ ESCO Institute) (available at the WCC Bookstore)

## 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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
8/18 -12/3 Spruce 138	6-10 p.m. AND 7 a.m.-6 p.m.	TWTH S

## CDL PERMIT STUDY CLASS

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
11/9 - 11/12 Spruce 142/\$70	6-10 p.m. Hardy	MTWTH

\*Required Textbook Information:

Commercial Driver License Manual (available at the WCC Bookstore)

**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**



## PARALLEL TRAINING COURSES

### PATHWAY TO YOUR ASSOCIATE DEGREE

The courses listed below are being offered through a partnership with curriculum degree programs and give students the opportunity to experience curriculum courses before entering into a degree program. Upon successful completion, students qualify for CREDIT FOR PRIOR LEARNING (CPL) opportunities that will count toward a degree or certificate program.

### INTRODUCTION TO ELECTRICITY

This course introduces the fundamental concepts of electricity and test equipment to non-electrical/electronics majors. Topics include basic DC and AC principles (voltage, resistance, current, impedance), components (resistors, inductors, and capacitors), power, and operation of test equipment. Upon completion, students should be able to construct and analyze simple DC and AC circuits using electrical test equipment.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/17-12/14 Spruce 106 & ONLINE/\$180	9 a.m.-12 p.m.	F
	J. Carter	

### INTRODUCTION TO CNC

This course introduces the concepts and capabilities of computer numerical control machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to explain operator safety, machine protection, data input, program preparation, and program storage.

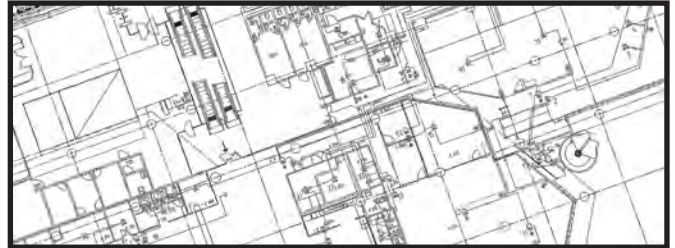
BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
10/19-12/14 Azalea 101 /\$125	8-10 a.m.	MW
	Meek	



### BLUEPRINT READING-MACHINING I

This course covers the basic principles of blueprint reading and sketching. Topics include multi-view drawings; interpretation of conventional lines; and dimensions, notes, and thread notations. Upon completion, students should be able to interpret basic drawings, visualize parts, and make pictorial sketches.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/17-10/13 Azalea 101 /\$125	8-10 a.m.	MW
	Meek	



### MEASURE/MATERIAL AND SAFETY

This course introduces precision measuring instruments, process control and adjustment, inspection, material handling and workplace safety. Topics include properly identifying and handling various measurement instruments and materials, process control, adjustment and improvement, personal protective equipment (PPE) and OSHA safety regulations. Upon completion, students should be able to safely demonstrate effective measurement techniques, identify and handle various materials, and explain safe industry practices.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/17-10/13 Azalea 101 /\$125	10 a.m.-12 p.m.	MW
	Meek	

### JOB PLAN, BENCH AND LAYOUT

This course introduces the basics of job process planning, sawing, and manual operations including bench work and layout. Topics include deciphering blueprints and/or schematics, dimensions, design, and using various instruments required in the layout of various components. Upon completion, students should be able to demonstrate an understanding of job plans, dimensions, design, transfer and layout common to the machining industry.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
10/19-12/14 Azalea 101 /\$125	10 a.m.- 12 p.m.	MW
	Meek	

Contact Lisa Newkirk to register:  
(919) 739-6931 or ldnewkirk@waynecc.edu



# WCC TRUCK DRIVER TRAINING PROGRAM

CLASS A COMMERCIAL  
DRIVER'S LICENSE

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For more information, contact

T. HARDY

919-739-6939 | [tshardy@waynecc.edu](mailto:tshardy@waynecc.edu)

L. NEWKIRK

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

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WAYNE COMMUNITY COLLEGE  
WORKFORCE CONTINUING EDUCATION SERVICES



# COMPUTER PROGRAMS

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

## ED2GO ONLINE COURSES

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

These courses are offered in a 24-96 contact hour format, which provide Continuing Education Units (CEUs) and a certificate of completion. The certificate of completion is awarded upon successful completion of the course. The cost of courses from 1-24 hours is \$70.00, 25-50 hours is \$125.00, and 51 or more hours is \$180.00. Majority of the courses taken through our online ed2go are 24 hours at a cost of \$70.00 (subject to change).

Register at [www.ed2go.com/waynecc](http://www.ed2go.com/waynecc).

For more information contact Monica Miller at 919-739-6933 or [mdedwards@waynecc.edu](mailto:mdedwards@waynecc.edu).

## DELIVERY FOR SLOW-PACED COURSES

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.

## ADMINISTRATIVE ASSISTANT CERTIFICATE PROGRAM (HYBRID)

GET READY FOR A NEW JOB!

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



BEGIN/END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/18-12/10 Magnolia 221/\$180	6-8 p.m. Foster	T

## COMPUTER REPAIR/A+ CERT PREP (HYBRID)

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.

BEGIN/END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/27-12/17 Spruce 202/\$180	6-9 p.m. Smith	TH

## MICROSOFT OFFICE 2016 INTRO (SLOW-PACED)

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

BEGIN/END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
9/17-11/5 Magnolia 220/\$70	1-4 p.m. Foster	TH



## INTRODUCTION TO COMPUTERS

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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LOCATION/FEE	INSTRUCTOR	
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9/15-11/3 Magnolia 220/\$70	1-4 p.m. Anderson	T
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## MS EXCEL 2016 - PART I (ONLINE)

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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LOCATION/FEE	INSTRUCTOR	
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8/19-10/7 Magnolia 219/\$70	6-9 p.m. Foster	W
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## MS EXCEL 2016 - PART 2 (ONLINE)

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.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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LOCATION/FEE	INSTRUCTOR	
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10/21-12/16 Magnolia 219/\$70	6-9 p.m. Foster	W
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## WEB DESIGN-WORD PRESS (HYBRID)

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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LOCATION/FEE	INSTRUCTOR	
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9/17-11/19 Magnolia 220/\$125	6-8 p.m. Foster	TH
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**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**



## 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
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LOCATION/FEE	INSTRUCTOR	
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9/15-11/24 ONLINE/\$180	ONLINE Stringfield	ONLINE
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## COMPTIA SECURITY+ CERT PREP

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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LOCATION/FEE	INSTRUCTOR	
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8/18-12/8 ONLINE/\$180	ONLINE Stringfield	ONLINE
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## INTRO TO NETWORKS - CCNA I

Upon completion of CCNA1 students have an understanding of the following networking basics: Basics of Ethernet technologies; TCI/IP; Network media; IP addressing and Routing.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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LOCATION/FEE	INSTRUCTOR	
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8/25-12/15 ONLINE/\$180	ONLINE Stringfield	ONLINE
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# HUMAN RESOURCES DEVELOPMENT (HRD)

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

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

For more information, contact 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 - (ONLINE)

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	
9/3-9/30 ONLINE/\$70	ONLINE Ford	ONLINE
10/5-10/30 ONLINE/\$70	ONLINE Ford	ONLINE
11/2-11/27 ONLINE/\$70	ONLINE Ford	ONLINE



## HRD/NCRC SUCCESS LAB

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/14-9/14 ONLINE/\$70	ONLINE Borden	ONLINE
9/1-9/30 ONLINE/\$70	ONLINE Borden	ONLINE
9/14-10/14 ONLINE/\$70	ONLINE Borden	ONLINE
10/1-10/30 ONLINE/\$70	ONLINE Borden	ONLINE
10/15-11/16 ONLINE/\$70	ONLINE Borden	ONLINE
11/2-11/30 ONLINE/\$70	ONLINE Borden	ONLINE
11/16-12/16 ONLINE/\$70	ONLINE Borden	ONLINE
12/1-12/18 ONLINE/\$70	ONLINE Borden	ONLINE

**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**

## MORE MONEY, FEWER WORRIES

Worried about money in these changing economic times? Just starting out and wanting to make the best moves with your money? Trying to repair your credit after recent events? This course prepares students to better navigate the world of money management in an ever-changing world. Emphasis is on financial recovery, budgeting, banking, and credit but will include rental and homeownership. Students will be given sound advice and simple steps they can use to begin taking back control over their economic lives.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
9/1-10/30 ONLINE/\$125	ONLINE Rose	ONLINE
10/6-11/12 Walnut 136 & ONLINE/\$125	9:30 a.m.-12 p.m. ONLINE	TTH & ONLINE Rose



## THRIVE: WORKPLACE SKILLS FOR THE NEXT LEVEL

Getting a job can be easy, but how about keeping it, or better yet, earning a promotion? What do some people have that makes them stand out while others go unnoticed? This course explores those skills including: communication, interpersonal skills, problem solving and decision making, professionalism, reliability, teamwork, time management, goal setting, and stress and conflict management. Students will learn how to grow in their careers and increase their own values so that they can be more upwardly mobile in their professions.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
9/1-11/23 ONLINE/\$180	ONLINE Spight	ONLINE
9/14-11/9 TBA/\$180	10 a.m.-1 p.m. Spight	MTWTH

## WORKING SMART

This course is designed to fine-tune non-technical, critical employability skills that are essential in today's workplace. The curriculum addresses five core components: 1) Self-Awareness Skills 2) Self-Management Skills, 3) Work Ethics, 4) Communication Skills, and 5) Problem Solving Skills. These transferable skills are vital in any industry or occupation and are often among the deciding factors in employee selection and promotion. Students will earn a portable credential upon successful completion.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
9/1-10/30 ONLINE/\$125	ONLINE Matthews	ONLINE
9/8-10/15 Walnut136 & ONLINE/\$125	9:30 a.m.-12 p.m. Matthews	TTH & ONLINE

## INTERVIEWS & RESUMES: KEYS TO PERFECTION

In this course, students will learn how to use identify and craft resumes using various formats and for different situations. Each student will complete the course with professional resumes ready for distribution. Students will also fine tune their interview techniques by practicing how to answer simple to complex interview questions. Students will leave the course feeling confident about their interviewing skills and their chances of getting a job.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
9/1-9/30 ONLINE/\$125	ONLINE Parker	ONLINE
10/19-11/18 TBD & ONLINE/\$125	9:30 a.m.-12:30 p.m. Parker	MW & ONLINE

## DIRECT CARE BASICS - (PRE-NURSE AIDE LEVEL)

Great entry level course for the Nurse Aide I Program. 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
9/2-11/16 Magnolia 203/\$180	1-4 p.m. Delia	MW

# FIND YOUR CAREER IN SOCIAL SERVICES



## MANDATORY INFORMATION SESSION FOR PHASE I: HUMAN SERVICES EXPLORATION DSS

Sessions will be held via Google Meet. RSVP to [wce-reg@waynecc.edu](mailto:wce-reg@waynecc.edu) or 919-739-6900 for login credentials. Please specify which session you would like to attend. Both sessions will be held at 5:30 p.m.

Thursday, August 27, 2020 | 5:30-6:30 p.m. | Online - via Google Meet

Tuesday, September 1, 2020 | 5:30-6:30 p.m. | Online - via Google Meet

## PHASE I: HUMAN SERVICES EXPLORATION DSS

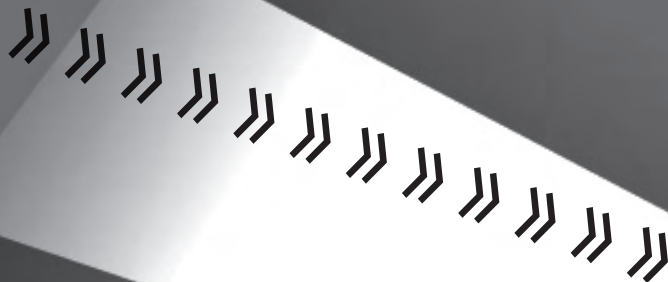
This course covers skills and strategies designed to provide employability skills training and career exploration to meet basic entry-level requirements for the role of Income Maintenance Caseworker within Division of Social Services agencies. ***Students must attend a mandatory information session to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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	LOCATION/FEE	INSTRUCTOR
9/14-11/4	5:30-8:30 p.m.	MW	Spruce 114/\$125	Staff

## 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.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	LOCATION/FEE	INSTRUCTOR
9/8-11/12	5:30-8 p.m.	TTH	Magnolia 219/\$125	Staff





# EMS/FIRE/LAW ENFORCEMENT CLASSES



Information on classes can be obtained from our web site: [waynecc.edu/continuing-ed](http://waynecc.edu/continuing-ed)  
 Contact Beverly Deans, Public Safety Director, at 919-739-6798 or [bdeans@waynecc.edu](mailto: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 approved EMS/Fire agency, your class fee is waived.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	LOCATION/FEE	INSTRUCTOR
<b>EMS 4302</b> OB Emergencies/Pediatric Transport/Evidence Based Guidelines 8/20 Mt. Olive FD/\$70	7-10 p.m.	TH		J. Arnette
<b>EMS 4402</b> Fluid Resuscitation 9/1-9/30 ONLINE/\$70	ONLINE	ONLINE		K.M. Boswell
<b>EMS 4202</b> Geriatric Emergencies 9/2 Grantham Rescue/\$70	7-10 p.m.	W		R. Proctor
<b>EMS 4302</b> Safe Ambulance Driving and Operations/Ambulance Safety/Ethics 9/2 Mt. Olive FD/\$70	7-10 p.m.	W		J. Arnette
<b>EMS 4402</b> Cardiac Arrest and Post Resuscitation Care 9/9 Pine 112*WCC /\$70	6:30-10:30 p.m.	W		J. Smith
<b>EMS 4402</b> Trauma (WCEMS) 9/11 Pine 121*WCC /\$70	8 a.m.-5 p.m.	F		D. Cuddeback

<b>EMS 4402</b> ACLS/PALS 9/12 Pine 112*WCC/\$70	8 a.m.-5 p.m.	S		J. Bright
<b>EMS 4402</b> Trauma (WCEMS) 9/17 Pine 121*WCC /\$70	8 a.m.-5 p.m.	TH		D. Cuddeback
<b>EMS 4402</b> Trauma (WCEMS) 9/23 Pine 121*WCC /\$70	8 a.m.-5 p.m.	W		D. Cuddeback
<b>EMS 4402</b> Medication Delivery 10/1-10/31 ONLINE /\$70	ONLINE	ONLINE		K.M. Boswell
<b>EMS 4402</b> ACLS/PALS 9/12 10/3 Pine 112*WCC/\$70	8 a.m.-5 p.m. 8 a.m.-5 p.m.	S S		J. Bright
<b>EMS 4202</b> Hemorrhage Control/Skills 10/7 Grantham Rescue/\$70	7-10 p.m.	W		R. Proctor
<b>EMS 4302</b> Cardiovascular Emergencies/Ventricular Assisted Devices 10/8 Mt. Olive FD/\$70	7-10 p.m.	TH		J. Arnette
<b>EMS 3023</b> BLS Instructor Course 10/10 Pine 121*WCC/\$70	8 a.m.-5 p.m.	S		J. Bright
<b>EMS 4402</b> Stroke and Neurological Emergencies 10/14 Pine 112*WCC /\$70	6:30-10:30 p.m.	W		R. Lassiter

**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**

**EMS 4302**

Psychiatric and Behavioral Emergencies/Toxicological Emergencies  
 10/15 7-10 p.m. TH  
 Mt. Olive FD/\$70 J. Arnette

**EMS 4202**

Medical Terminology/General Pharmacology  
 10/28 7-10 p.m. W  
 Grantham Rescue/\$70 R. Proctor

**EMS 4402**

ACLS/PALS  
 10/31 8 a.m.-5 p.m. S  
 Pine 112\*WCC/\$70 J. Bright

**EMS 4402**

Capnography Review  
 11/1-11/30 ONLINE ONLINE  
 ONLINE/\$70 K.M. Boswell

**EMS 4202**

Patient Assessment/Vital Signs/Skills  
 11/4 7-10 p.m. TH  
 Grantham Rescue/\$70 R. Proctor

**EMS 3023**

BLS Instructor Course  
 11/14 8 a.m.-5 p.m. S  
 Pine 121\*WCC/\$70 J. Bright

**EMS 4302**

Burn Emergencies and Fluid Resuscitation  
 11/18 7-10 p.m. W  
 Mt. Olive FD/\$70 J. Arnette

**EMS 3200**

Medical, Legal and Ethics Issues  
 11/18 7:30-10:30 p.m. W  
 Pine 112\*WCC /\$70 J. Smith

**EMS 4202**

OB, Neonatal and Pediatrics (WCEMS)  
 11/4 8 a.m.-5 p.m. W  
 Pine 121\*WCC /\$70 TBA

**EMS 4202**

OB, Neonatal and Pediatrics (WCEMS)  
 11/10 8 a.m.-5 p.m. T  
 Pine 121\*WCC /\$70 TBA

**EMS 4202**

OB, Neonatal and Pediatrics (WCEMS)  
 11/16 8 a.m.-5 p.m. M  
 Pine 121\*WCC /\$70 TBA

**EMS 4202**

Burn Emergencies/Skills  
 12/02 7-10 p.m. W  
 Grantham Rescue/\$70 R. Proctor

**EMS 4302**

Burn Emergencies and Fluid Resuscitation  
 12/10 7-10 p.m. TH  
 Mt. Olive FD/\$70 J. Arnette

**EMS 3200**

Orthopedic Injuries  
 12/9 6:30-10:30 p.m. W  
 Pine 112\*WCC /\$70 J. Smith

**\*Classes with an asterisk (\*):**

**Contact Kimberly M. Boswell to register:  
 (919) 739-6893 or [kmboswell@waynecc.edu](mailto: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 blended course, which constitutes seated classroom time with online instruction. The instructor will provide a course description and syllabus the first evening/day of class to better explain. It will also be posted on our Web page via Moodle.

Course requisite: Students must purchase a designated uniform to be worn at clinical sites and within the classroom setting, malpractice insurance, and student insurance from the college; and obtain a criminal background and drug screening check. Textbooks are required for these classes. Approximate cost for: EMT course is \$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](mailto: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.

**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.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
<b>EMS 4200</b> EMT (Evening) 8/18-12/03 Pine 130/\$180	6-10 p.m. M.K. Smith	TTH
<b>EMS 4201</b> EMT (Refresher) 8/31-11/09 ONLINE/\$180	ONLINE K. Boswell	ONLINE

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

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

Anatomy and Physiology 8/24-11/30 ONLINE/\$180	ONLINE K. Oakley	ONLINE
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## 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), a math placement score of 263+, and completion of required packet.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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LOCATION/FEE	INSTRUCTOR
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### EMS 4401

Paramedic Refresher 8/31-11/09 ONLINE/\$180	ONLINE K. Boswell	ONLINE
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## 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](mailto:semozingo@waynecc.edu) if you have any questions.

Contact Fire/Rescue Coordinator Steve Mozingo at 919-739-6803 or [semozingo@waynecc.edu](mailto:semozingo@waynecc.edu)



## LAW ENFORCEMENT TRAINING

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

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

Contact Law Enforcement Coordinator  
Lee Szatkowski | 919-739-6893 | [lees@waynecc.edu](mailto:lees@waynecc.edu)

## DETENTION OFFICER CERTIFICATION COURSE (DOCC)

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

This course consists of 23 topics and is offered every Spring and Fall Semester during evening hours, 6 p.m.-10 p.m. Monday-Thursday and some Saturdays 8 a.m.-5 p.m. All students must be high school graduates and obtain criminal background checks and physical examinations prior to beginning the class. Registration fee for this course is \$180.00. Students must purchase a uniform shirt for \$25.00, and a T-shirt for physical fitness for \$16.15 from the college. The total cost of the course is approximately \$375.00 including books, registration fees, and supply cost.

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

FOR A CURRENT SCHEDULE OF ALL  
FIRE COURSES GO TO [waynecc.edu/  
continuing-ed/programs/  
emergency-  
services](http://waynecc.edu/continuing-ed/programs/emergency-services)

FOR A CURRENT LISTING OF ALL EMS  
COURSES GO TO  
[waynecc.edu/continuing-ed/programs/  
emergency-  
services](http://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](http://waynecc.edu/continuing-ed/programs/emergency-services)

# 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](mailto:ldnewkirk@waynecc.edu) —

## AMERICAN SIGN LANGUAGE BASICS

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/18-9/22 ONLINE/\$35	6-8 p.m. Montgomery	T
8/27-10/1 ONLINE/\$35	6-8 p.m. Montgomery	TH
10/6-11/10 ONLINE/\$35	6-8 p.m. Montgomery	T
10/15-12/3 ONLINE/\$35	6-8 p.m. Montgomery	TH

## BEGINNING SEWING

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
10/20-12/8 Spruce 108 and 106/\$50	6-9 p.m. Price	T



## CORE COMMUNICATIONS

In this course, you will learn six talking skills and five listening skills for resolving conflicts, making decisions, solving problems, and negotiating more effectively. These practical communication skills strengthen your relationships and increase your personal and professional opportunities. Through this course you can expect to develop confidence that you can communicate effectively in any situation; create faster, better resolutions to conflicts; increase your personal power and influence; choose specific approaches for handling difficult conversations, and reduce interpersonal tension and stress. Maximum participants 12.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/20-9/24 Spruce 106/\$35	6-8 p.m. Brown	TH

## CARDIO FITNESS - "WERK"

"WERK" is an INTENSE and HIGH ENERGY cardio fitness class. Expect to "WERK" it to some of the HOTTEST music with some FUN & FIERCE dance moves! All routines are created specifically for blasting away calories while targeting specific muscle groups.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
9/1 - 10/8 ONLINE/ \$35	6-6:30 p.m. Matthews	TTH
10/20 - 12/3 ONLINE/ \$35	6-6:30 p.m. Matthews	TTH

## COUPLE COMMUNICATION

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
10/1-10/22 Spruce 106/\$35	6- 8 p.m. Brown	TH



## WORKING TOGETHER COLLABORTIVE COMMUNICATION SKILLS

This course focus is for businesses. Communication is the process by which projects and relationships are created, maintained, altered, and sometimes destroyed. Working together enables employees to be more influential - making significant contributions to help people and projects move ahead. Skills applied could increase interpersonal effectiveness up, down, and across the organizations.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
9/14-9/14	8:30 a.m.- 5 p.m.	M
9/15-9/15	8:30 a.m.-12 p.m.	T
Spruce 106/\$35		

*\*\*Communication course material is required. Contact Lisa Newkirk at 919-739-6931 or at ldnwckirk@waynecc.edu for information on the cost and how to purchase.\*\**



## CAUSES OF SUGAR CRAVINGS - BILINGUAL

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
9/17-10/8	6-7 p.m.	TH
Online/\$25		

## HOW TO GAIN ENERGY FROM YOUR FOOD - BILINGUAL

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
10/22-11/12	6-7 p.m.	TH
Online/\$25		

## HEALTHY TIPS TO LOSE WEIGHT - BILINGUAL

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
11/19-12/17	6-7 p.m.	TH
Online/\$25		



## 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.\*\**

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
8/17-9/28	6-8 p.m.	M
ONLINE/\$35		
Pearsall		
10/12-11/16	6-8 p.m.	M
ONLINE/\$35		
Pearsall		

## DEFENSIVE DRIVING - 4 HOURS

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
8/22	8:30 a.m.-12:30 p.m.	S
WLC 212/\$50		
9/3	6-10 p.m.	TH
WLC 212/\$50		
9/19	8:30 a.m.-12:30 p.m.	S
WLC 212/\$50		
10/1	6-10 p.m.	TH
WLC 212/\$50		
10/17	8:30 a.m.-12:30 p.m.	S
WLC 212/\$50		

Continued on p. 42

10/29 WLC 212/\$50	6-10 p.m.	TH
11/14 WLC 212/\$50	8:30 a.m.-12:30 p.m.	S
12/3 WLC 212/\$50	6-10 p.m.	TH
12/19 WLC 212/\$50	8:30 a.m.-12:30 p.m.	S



### DEFENSIVE DRIVING - 8 HOURS

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/29 WLC 212/\$100	8 a.m.-5 p.m.	S
9/26 WLC 212/\$100	8 a.m.-5 p.m.	S
10/31 WLC 212/\$100	8 a.m.-5 p.m.	S
11/21 WLC 212/\$100	8 a.m.-5 p.m.	S
12/12 WLC 212/\$100	8 a.m.-5 p.m.	S

**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**



### 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.\*\**

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/20-9/24 Dogwood 206/\$50	4-8 p.m. Edwards	TH
10/1-11/5 Dogwood 206/\$50	4-8 p.m. Edwards	TH

### SMALL GAS ENGINE REPAIR

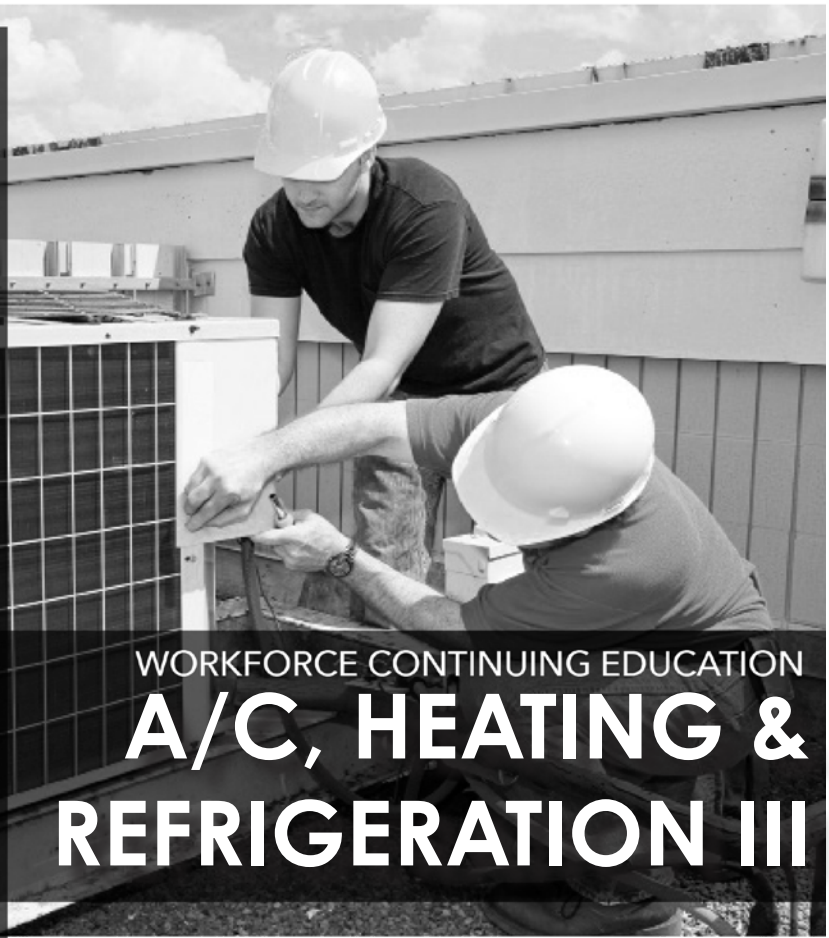
This course is designed to teach participants the basic techniques of small engine repair. Topics such as chain saws, lawn mowers, weed trimmers, and blowers are covered. Shop safety and use of special tools are included.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/17-10/12 Hocutt 130/\$50	6-9 p.m. Olmsted	M
10/26-12/8 Hocutt 130/\$50	6-9p.m. Olmsted	M

### STAINED GLASS

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
8/18-10/6 Dogwood 206/\$40	6:30-8:30 p.m. Walston	T
10/20-12/8 Dogwood 206/\$40	6:30-8:30 p.m. Walston	T



WORKFORCE CONTINUING EDUCATION  
**A/C, HEATING &  
 REFRIGERATION III**

**SEPTEMBER 24 -  
 DECEMBER 17, 2020**

**Thursdays | 6-10 p.m.**

**Cost: \$125**

For more information, contact  
**LISA NEWKIRK**  
 919-739-6931  
**LDNEWKIRK@WAYNECC.EDU**



3000 Wayne Memorial Drive  
 Goldsboro, NC 27534

**waynec.edu/continuing-ed**

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 919-739-6813 or dcgardner@waynec.edu. Please allow sufficient time to arrange accommodation.

# Notary Class

Fall 2020

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

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



3000 Wayne Memorial Drive  
Goldsboro, NC 27534  
919-739-6900  
[waynecc.edu/continuing-ed](http://waynecc.edu/continuing-ed)

**REGISTER NOW!!!!**

Cost: \$70 each session

Customer Service Desk,  
Walnut Building, East Entrance

For more information,  
contact **Monica Miller** at  
**919-739-6933** or  
[mmedwards@waynecc.edu](mailto:mmedwards@waynecc.edu).

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION	INSTRUCTOR
8/22	8 a.m.-5:30 p.m.	S	WLC 217	Dupree
9/18	8 a.m.-5:30 p.m.	F	WLC 217	Dupree
9/28-9/29	5-9:30 p.m.	MT	WLC 217	Dupree
10/9	8 a.m.-5:30 p.m.	F	WLC 217	Dupree
10/16	8 a.m.-5:30 p.m.	F	WLC 217	Dupree
11/16-11/17	5-9:30 p.m.	MT	WLC 217	Dupree
11/21	8 a.m.-5:30 p.m.	S	WLC 217	Dupree
12/4	8 a.m.-5:30 p.m.	F	WLC 217	Dupree
12/10	8 a.m.-5:30 p.m.	TH	WLC 217	Dupree

\*Required Textbook Information:  
PUBLISHER: North Carolina Notary Public Manual, 2016, 11th Ed, ISBN: 9781560118510

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 [mmedwards@waynecc.edu](mailto:mmedwards@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.





WAYNE COMMUNITY COLLEGE - WORKFORCE CONTINUING EDUCATION SERVICES

# NON-PROFIT MANAGEMENT CERTIFICATE PROGRAM

## SEPTEMBER 8, 2020 - DECEMBER 8, 2020

### 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](http://www.waynecc.edu/continuing-ed/non-profit-management-certificate-program)



**WAYNE COMMUNITY COLLEGE**  
WORKFORCE CONTINUING EDUCATION SERVICES

3000 Wayne Memorial Drive • Goldsboro, NC 27534  
919-739-6900 • [www.waynecc.edu/continuing-ed](http://www.waynecc.edu/continuing-ed)

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

**Monica Miller at 919-739-6933**  
[mmedwards@waynecc.edu](mailto:mmedwards@waynecc.edu)

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





## USERNAME AND PASSWORD

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

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

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

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

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

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

If you have trouble logging in, please contact the **WCC 24-hour helpdesk** at **877-220-5016** or **wcc-ocl@waynecc.edu**

Okta provides you with single sign-on access to several services including WCC email, Moodle (all courses have a Moodle shell), WayneCC Alert, Self Service (transitioning from WebAdvisor), Payment Plan, and access to MS Office 365.

## MOODLE

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

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

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

## REQUIREMENTS FOR ONLINE COURSES

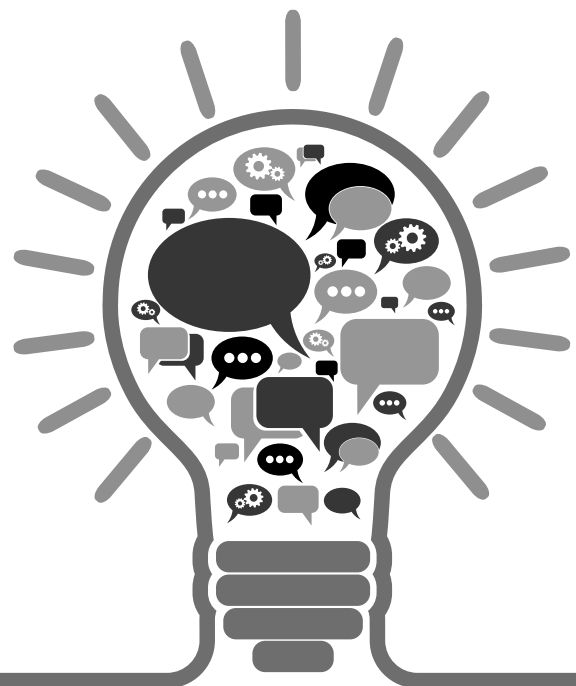
Distance education courses, policies, and enrollment procedures are listed in the College's schedule of courses and on the College Web site. Registration processes, credit hours earned, and cost is the same as for traditional courses.

## STUDENTS SHOULD MEET THE FOLLOWING FOR ONLINE COURSES

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

## STUDENTS SHOULD HAVE THE FOLLOWING SKILLS AND BE ABLE TO

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



# WCC BOOKSTORE

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

## BOOKSTORE RETURN POLICY

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

## TEXTBOOK BUY BACK

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

## TEXTBOOK RENTAL - 3 EASY STEPS

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



## OUR HOURS OF OPERATION:

CALL:  
919-705-0475

OR VISIT:  
[HTTPS://WWW.BKSTR.COM/WAYNECCSTORE/STORE-HOURS](https://www.bkstr.com/wayneccstore/store-hours)

FOR MORE INFORMATION.

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

Visit [www.wayneccbookstore.com](http://www.wayneccbookstore.com)



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

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

