

WAYNE COMMUNITY COLLEGE WORKFORCE CONTINUING EDUCATION

# COURSE SCHEDULE



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

FALL 2021

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## Welcome to the Workforce Continuing Education (WCE) Summer Course Schedule.

We are glad that you are thinking about continuing your education with Wayne Community College. The faculty and staff of our department are eager to assist you in achieving success.

We have many short-term training options that can get you on the path to a new opportunity. Whether you are looking to get into the job market for the first time, retraining for a new skill, getting an additional certification to make you more marketable, interested in completing your high school equivalency or looking to do something just for fun, we have plenty of options for you.

Our courses are offered at an affordable rate and can in most cases have you on your way to a new occupation in less than six months! If financing your education is a concern, we also have scholarship options available for many of our occupational courses.

Today is the day! Select your course, follow our easy registration process, and begin a new journey that begins with you! We look forward to celebrating with you when you accomplish your goal!



Yours in Learning,

### Renita Allen Dawson,

Vice President  
Wayne Community College  
Workforce Continuing Education & Community Engagement

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:

- Shall not receive credit towards high school graduation requirements
- 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:

- Shall enroll in self-supporting safe driving courses during any reporting term
- 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:

- Company/Organization point of contact information (in the event there are any questions regarding a student or payment)
- 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.)

Continued on next page

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 [lnglaspie@waynecc.edu](mailto:lnglaspie@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 the course. 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. 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 for classes four weeks in length or more. 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*

**\*\*Please note Fees subject to change. \*\***

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

## FALL HOURS

### MONDAY - THURSDAY

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

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

*Effective Friday, August 13, 2021*



### 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).



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.waynec.edu](http://www.waynec.edu) and click on “WebAdvisor” under Quick Links. In order to register online, the student, must know their unique WCC username and password (see page 46). **All new students must come to campus to register or e-mail [wcc-reg@waynec.edu](mailto:wcc-reg@waynec.edu) for the online registration link.**

Before students can access Wayne Community College E-mail, Moodle, or Webadvisor they must determine their username (see directions on page 46, or receive it from customer service) and create a password by visiting the “My Bison ID” page on the WCC Web site.

Now that you have a username and password, you can access WCC E-mail, Webadvisor, and Moodle. To access these services, go to [www.waynecc.edu](http://www.waynecc.edu) and click on Student E-mail, WebAdvisor, or Moodle under the Quick Links menu.

**STEP 1:** Please visit: [www.waynec.edu](http://www.waynec.edu)

## Step 2: Click Quick Links

**STEP 3:** Click WebAdvisor, then proceed to login

**STEP 4:** Click on "Workforce Continuing Education

**STEP 5:** Click on "Register and Pay for Workforce Continuing Education Classes"

**STEP 6:** Select course(s) that you would like to register for

**STEP 7:** Enter the payment information and complete the registration process.

Register in person at the Walnut building or e-mail [wce-reg@waynec.edu](mailto:wce-reg@waynec.edu) requesting the online registration link

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

**NOTE:** ALL COURSE FEES ARE DUE AT TIME OF REGISTRATION. PRE-REGISTRATION FOR ALL COURSES IS HIGHLY ENCOURAGED.

Mail your completed Registration Form and course fee to:

**Wayne Community College  
Workforce Continuing Education Services  
ATTN: REGISTRAR  
P.O. Box 8002, Goldsboro, NC 27533-8002**

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

<b>WAYNE COMMUNITY COLLEGE</b> WORKFORCE CONTINUING EDUCATION SERVICES		<b>STUDENT REGISTRATION FORM</b>	
3000 Wayne Memorial Drive   Goldsboro, North Carolina 27534   919-739-6900   waynecedu.edu			
C-ID# _____	TERM _____ (DAY):	DATE _____	TIME _____
<b>Class Title:</b> _____	<b>Class Start Date:</b> _____		
<b>Last Name:</b> _____	<b>First Name:</b> _____	<b>Middle Name:</b> _____	<b>County (Residence):</b> _____
<b>Address:</b> _____	<b>City:</b> _____		
<b>State:</b> _____	<b>Zip Code:</b> _____	<b>County (Residence):</b> _____	
<b>Primary Phone: ( ) _____</b>	<b>Home Phone Type:</b> <input type="checkbox"/> Home <input type="checkbox"/> Business	<b>Cell Phone:</b> <input type="checkbox"/> Cell Phone <input type="checkbox"/> Cell Phone	
<b>Other Phone: ( ) _____</b>	<b>Home Phone:</b> <input type="checkbox"/> Home <input type="checkbox"/> Business	<b>Cell Phone:</b> <input type="checkbox"/> Cell Phone <input type="checkbox"/> Cell Phone	
<b>E-mail Address:</b> _____			
<b>Student ID or SSN:</b> _____	<b>Birthdate (mm/dd/yyyy):</b> _____		
<b>Sex: (Check One)</b> <input type="checkbox"/> <b>Ethnic/Race: (Check one)</b>			
<input type="checkbox"/> Male	<input type="checkbox"/> American/Alaska Native	<input type="checkbox"/> Asian	<input type="checkbox"/> Black or African American
<input type="checkbox"/> Female	<input type="checkbox"/> Hawaiian/Pacific Islander	<input type="checkbox"/> Hispanic	<input type="checkbox"/> White
<b>Employment Status: (Check one)</b> <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed - Seeking			
<b>Employed:</b> <input type="checkbox"/> 40 or more hours <input type="checkbox"/> 21-39 hours <input type="checkbox"/> 11-20 hours <input type="checkbox"/> 1-10 hours			
<b>Occupation:</b> _____ <b>Employer:</b> _____			
<b>Education Level: (Check or enter the highest grade completed)</b>			
<input type="checkbox"/> Highest Grade Completed: <input type="checkbox"/> Completed High School <input type="checkbox"/> Adult High School Diploma			
<input type="checkbox"/> GED® or High School Equivalency Diploma <input type="checkbox"/> One-Year Vocational Degree			
<input type="checkbox"/> Associate Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree or Higher			
<b>Human Resources Development (HRD) Courses ONLY - HRD Verification Statement - Tuition and Fee Waiver</b>			
The State Board of Community Colleges grants permission to waive tuition and fees for enrollment in classes covered 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 for completing and signing the form. Individuals not signing this form must list the applicable fee to register for a Workforce Continuing Education course.			
<b>I qualify for tuition and fee waiver under the following criteria:</b>			
<input type="checkbox"/> Currently unemployed. <input type="checkbox"/> Working and eligible for the Federal Earned Income Tax Credit. <input type="checkbox"/> Received notification of a pending layoff. <input type="checkbox"/> Working and earn wages at or below 200% of the federal poverty guidelines.			
<i><b>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.</b></i>			
<b>SUPPLEMENTAL STUDENT ACCIDENT INSURANCE:</b> As a registered student of a Workforce Continuing Education Course you may purchase Supplemental Student Accident Insurance for \$0.50 per semester. <input type="checkbox"/> Yes - I would like to purchase Supplemental Student Accident Insurance. <input type="checkbox"/> No - I would <u>NOT</u> like to purchase Supplemental Student Accident Insurance.			
<b>- NOTE: SEE BACK OF FORM FOR REFUND POLICY -</b> My signature indicates that all information is accurate, and I have read and understand the Refund Policy.			
<b>Student Signature:</b> _____		<b>Date:</b> _____	
<b>FOR OFFICE USE ONLY</b>			
RCTP # _____	Payment Received By: _____	Date: _____	Sent to Business Office By: _____
Payment Type: <input type="checkbox"/> Check <input type="checkbox"/> MCO <input type="checkbox"/> Cash	C Credit: CONF # _____		
C Course Fee: \$ _____	T Tuology Fee: \$ _____	S Student Fee: \$ _____	I Insurance Fee: \$ _____
E Exam/Cert. Fee: \$ _____	M Mail Fee: \$ _____	O Other Fee: \$ _____	<b>TOTAL: \$ _____</b>

**NOTE 1:** For credit cards: After you submit your registration form you will need to call (919) 739-6900 to make your payment. Your registration is not complete until payment is made.

**NOTE 2:** Checks are not accepted for classes that last less than one week.

**Class times and dates are subject to change without prior notice.**

**Pre-Registration is recommended  
for all WCE Classes.**

**New classes are added to our online course listings periodically.  
Check online for updates and changes.**

For more information, visit  
**[waynecc.edu/continuing-ed](http://waynecc.edu/continuing-ed)**

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

# AUTOMOTIVE OCCUPATIONS

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

## 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	INSTRUCTOR
8/17-8/18	1 p.m.-5 p.m.	TW	Ash 124	Woodard
9/21-9/22	6 p.m.-10 p.m.	TW	Ash 124	Woodard
10/19-10/20	1 p.m.-5 p.m.	TW	Ash 124	Woodard
11/16-11/17	6 p.m.-10 p.m.	TW	Ash 124	Woodard
12/7-12/8	1 p.m.-5 p.m.	TW	Ash 124	Woodard

**Course Cost:** \$70.00

**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	INSTRUCTOR
8/24-8/25	1 p.m.-5 p.m.	TW	Ash 124	Woodard
9/28-9/29	6 p.m.-10 p.m.	TW	Ash 124	Woodard
10/26-10/27	1 p.m.-5 p.m.	TW	Ash 124	Woodard
11/22-11/23	6 p.m.-10 p.m.	TW	Ash 124	Woodard
12/14-12/15	1 p.m.-5 p.m.	TW	Ash 124	Woodard

**Course Cost:** \$70.00

**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>

# INDUSTRIAL/MANUFACTURING OCCUPATIONS

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

## ADVANCED WELDING - BILINGUAL

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

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
8/28-12/18	8 a.m.-2p.m.	S	Hocutt 170	Perez

**Course Cost:** \$180.00

**Required Book Information:** n/a

**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**

## 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	INSTRUCTOR
8/23-10/18	6 p.m.-9 p.m.	T	Hocutt 170	TBD
10/25-12/13	6 p.m.-9 p.m.	T	Hocutt 170	TBD

**Course Cost:** \$70.00

**Required Book Information:** n/a

## FORK LIFT OPERATOR

Participants successfully completing this course will be eligible for the fork lift operator's license. Topics to be presented include basic design of lift trucks, stabilization of trucks, maintenance, operating techniques, and safety aspects in operation.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
9/23-9/24	8 a.m.-1 p.m.	THF	Ash 124	Dure
10/28-10/29	8 a.m.-1 p.m.	THF	Ash 124	Dure
11/18-11/19	8 a.m.-1 p.m.	THF	Ash 124	Dure
12/16-12/17	8 a.m.-1 p.m.	THF	Ash 124	Dure

**Course Cost:** \$70.00

**Required Book Information:** n/a

**\*Requirements:** No sandals, flip flops, or tennis shoes; closed-toe shoes or boots only (steel toe preferred); long pants required.

## 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, heliarc (GTAW) y seguridad.

COMIENZO/ FINALIZA	CLASE HORA	CLASE DIAS	UBICACION	INSTRUCTOR
8/28-12/18	8 a.m.-2 p.m.	S	Hocutt 170	Perez

**Course Cost:** \$180.00

**Required Book Information:** n/a

## CONSTRUCTION OCCUPATIONS

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

### HEATING, VENTILATION & AIR CONDITIONING (HVAC) (HYBRID)

This program is designed to provide students with the skills necessary to become employed as a heating and air conditioning technician. Course topics focus on operating principles of heating and cooling systems with an emphasis on safety, theory and principles of refrigeration; types of heating/cooling systems; Ohm's law; load calculation; troubleshooting using the various types of test equipment; servicing, repairing, and installing components/entire system; employment of customer service techniques. EPA Certification is included.

**NOTE:** A \$25 EPA Refrigerant Certification fee is added to the cost of this class.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
9/7-11/16	6 p.m.-9 p.m.	TTH & ONLINE	Magnolia 108 & ONLINE	Mendes

**Course Cost:** \$180.00

**Required Book Information:** ISBN # 9781930044609 Section 608 Certification Exam Preparatory Manual 9th Edition

**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**

# DRIVER TRAINING

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

## CDL PERMIT STUDY CLASS

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
11/15-11/18	6 p.m.-10 p.m.	MTWTH	Spruce 142	Streand

**Course Cost:** \$70.00

**Required Book Information:** North Carolina Commercial Driver License Handbook

## 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](mailto:tshardy@waynecc.edu)

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
9/7-12/16	6 p.m.-10 p.m. 7 a.m.-6 p.m.	TWTH S	Spruce 138	Hardy

**Course Cost:** n/a

**Required Book Information:** n/a

## 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.

### AGRICULTURAL CHEMICALS (ONLINE)

This course covers all aspects of agricultural chemicals. Topics include safety, environmental, effects, federal and state laws, pesticide classification, sprayer calibration, and licensing. Upon completion, students should be able to calibrate a sprayer, give proper pesticide recommendations (using integrated pest management), and demonstrate safe handling of pesticides.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
8/19-12/13	ONLINE	ONLINE	ONLINE	Woods

**Course Cost:** \$180.00

**Required Book Information:** n/a

### 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	INSTRUCTOR
10/13-12/13	8 a.m.-10 a.m.	MW	Azalea 101	Meek

**Course Cost:** \$125.00

**Required Book Information:** n/a

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

**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**



## 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	INSTRUCTOR
8/19-12/13	9 a.m.-11 a.m.	TH & ONLINE	Magnolia 101 & ONLINE	Carter
8/19-12/13	1 p.m.- 3 p.m.	TH & ONLINE	Magnolia 101 & ONLINE	Carter

**Course Cost:** \$180.00

**Required Book Information:** n/a

## 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	INSTRUCTOR
8/19-10/12	8 a.m.-10 a.m.	MW	Azalea 101	Meek

**Course Cost:** \$125.00

**Required Book Information:** n/a

## 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	INSTRUCTOR
8/19-10/12	10 a.m.-12 p.m.	MW	Azalea 101	Meek

**Course Cost:** \$125.00

**Required Book Information:** n/a

## JOB PLAN, BENCH AND LAYOUT

This course introduces the basics of job process planning, sawing, and manual operations including benchwork 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	INSTRUCTOR
10/13-12/13	10 a.m.-12 p.m.	MW	Azalea 101	Meek

**Course Cost:** \$125.00

**Required Book Information:** n/a

## LOOKING FOR MORE INFORMATION?

visit our website

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

# BUSINESS

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

## LIFE AND HEALTH PRE-LICENSING (ONLINE)

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	INSTRUCTOR
10/8-10/30	6 p.m.-9:30 p.m. 8 a.m.-5:30 p.m.	F S	ONLINE ONLINE	Murphy

**Course Cost:** \$125.00

**Required Book Information:** SurePass Insurance (To be purchased in WCC Bookstore)

*\*Please note class login information will be e-mailed 2-3 days prior to the class start for online classes.*

## 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(c) (3) 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	INSTRUCTOR
9/23-12/9	6 p.m.-9 p.m.	TH	WLC 213	Lanier

**Course Cost:** \$125.00

**Required Book Information:** n/a

## PROPERTY AND CASUALTY PRE-LICENSING (ONLINE)

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	INSTRUCTOR
11/5-12/4	6 p.m.-9:30 p.m. 8 a.m.-5:30 p.m.	F S	ONLINE ONLINE	Murphy

**Course Cost:** \$125.00

**Required Book Information:** SurePass Insurance (To be purchased in WCC Bookstore)

*\*Please note class login information will be e-mailed 2-3 days prior to the class start for online classes.*

## REAL ESTATE PRE-LICENSING (ONLINE COURSE)

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	INSTRUCTOR
8/26-11/19	6 p.m.-9:30 p.m.	THF	ONLINE	Mcallister

**Course Cost:** \$180.00

**Required Book Information:** Modern Real Estate Practice in North Carolina Authors: Fillmore W. Galaty; Wellington J. Allaway; Robert C. Kyle ISBN: 9781475486520 Edition: 10th **Cost:** \$42.75

## SUPERVISORY & LEADERSHIP TRAINING

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

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
9/7-12/7	6 p.m.-9 p.m.	T	Magnolia 218	Lanier

Continued on next page

**Course Cost:** \$125.00**Required Book Information:** n/a**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.

**Pre-requisites:** Student must be at least 18 years of age; reside or have regular place of work or business in this state; speak, read, and write English language and possess a high school diploma or equivalent.

**For more information, go to [www.secretary.state.nc.us/notary](http://www.secretary.state.nc.us/notary).**

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
8/6	8 a.m.-4:30 p.m.	F	WLC 217	Dupree
8/9-8/10	5 p.m.-9 p.m.	MT	WLC 217	Dupree
8/12	8 a.m.-4:30 p.m.	TH	ONLINE	Dupree
<i>*Please note class login information will be e-mailed 2-3 days prior to the class start for online classes.</i>				
8/27	8 a.m.-4:30 p.m.	F	WLC 217	Dupree
9/3	8 a.m.-4:30 p.m.	F	WLC 217	Dupree
9/13-9/14	5 p.m.-9 p.m.	MT	WLC 217	Dupree
9/18	8 a.m.-4:30 p.m.	S	WLC 217	Dupree
10/1	8 a.m.-4:30 p.m.	F	WLC 217	Dupree
10/11-10/12	5 p.m.-9 p.m.	MT	WLC 217	Dupree
10/22	8 a.m.-4:30 p.m.	F	WLC 217	Dupree
10/26	8 a.m.-4:30 p.m.	T	ONLINE	Dupree
<i>*Please note class login information will be e-mailed 2-3 days prior to the class start for online classes.</i>				
11/5	8 a.m.-4:30 p.m.	F	WLC 217	Dupree
11/8-11/9	5 p.m.-9 p.m.	MT	WLC 217	Dupree
11/17	8 a.m.-4:30 p.m.	W	ONLINE	Dupree
<i>*Please note class login information will be e-mailed 2-3 days prior to the class start for online classes.</i>				
12/4	8 a.m.-4:30 p.m.	S	WLC 217	Dupree
12/8	8 a.m.-5:30 p.m.	W	ONLINE	Dupree
<i>*Please note class login information will be e-mailed 2-3 days prior to the class start for online classes.</i>				
12/17	8 a.m.-4:30 p.m.	F	WLC 217	Dupree

**Course Cost:** \$70.00**Required Book Information:** North Carolina Notary Public Manual, 2016, 11th Ed, ISBN: 9781560118510 **Cost:** \$29.65**ELECTRONIC NOTARY PUBLIC (E-NOTARY)**

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

**Pre-requisites:** Must have current notary commission to participate in this course.

BEGIN/ CLASS	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
9/9	8 a.m.-12 p.m.	TH	Magnolia 220	Dupree

**Course Cost:** \$70.00**Required Book Information:** Student workbook will be provided by the instructor at the beginning of class.**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**



## WCC WORKFORCE CONTINUING EDUCATION **COMPUTER TRAINING**

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.

**For more information,  
please contact:**

**Monica Miller**

**at: 919-739-6933 or**

**[mdedwards@waynecc.edu](mailto:mdedwards@waynecc.edu)**

## **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:**

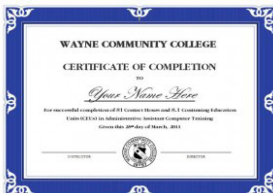
**[WWW.ED2GO.COM/WAYNECC.EDU](http://WWW.ED2GO.COM/WAYNECC.EDU)**

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



**WAYNE COMMUNITY COLLEGE**  
WORKFORCE CONTINUING EDUCATION SERVICES





## ADMINISTRATIVE ASSISTANT CERTIFICATE: MS OFFICE

**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	INSTRUCTOR
8/24-12/9	5 p.m.-7 p.m.	T & ONLINE	Magnolia 221 & ONLINE	Miller
9/13-12/6	9 a.m.-12 p.m.	M & ONLINE	Magnolia 220 & ONLINE	Miller

**Course Cost:** \$180.00

**Required Book Information:** n/a

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

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

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
9/2-12/9	6 p.m.-9 p.m.	TH & ONLINE	Spruce 202 & ONLINE	Smith

**Course Cost:** \$180.00

**Required Book Information:** n/a

## INTRODUCTION TO COMPUTERS

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

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
9/14-11/2	1 p.m.-4 p.m.	T	Magnolia 220	Lloyd
10/5-10/28	5:30 p.m.-8:30 p.m.	T & TH	Magnolia 220	TBA

**Course Cost:** \$70.00

**Required Book Information:** n/a



## 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	INSTRUCTOR
9/16-11/4	1 p.m.-4 p.m.	TH	Magnolia 220	Lloyd

**Course Cost:** \$70.00

**Required Book Information:** n/a

**VMWARE ICM 6.7 (ONLINE)**

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	LOCATION	INSTRUCTOR
9/14-11/16	ONLINE	ONLINE	ONLINE	Stringfield

**Course Cost:** \$180.00

**Required Book Information:** n/a

**VMWARE OPTIMIZE AND SCALE 6.7 (ONLINE)**

This course is online and mostly hands-on via remote access to VMs running actual VMware technologies. The course explores configuring and managing ESXi networking and storage for a large and sophisticated enterprise, managing changes to the vSphere environment, optimizing the performance of all vSphere components, hardening the vSphere environment against security threats, troubleshooting operational faults and identify their root causes, using VMware vSphere® ESXi™ Shell and VMware vSphere® Management Assistant to manage vSphere and using VMware vSphere® Auto Deploy™ to provision ESXi hosts. 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	LOCATION	INSTRUCTOR
9/14-11/16	ONLINE	ONLINE	ONLINE	Stringfield

**Course Cost:** \$180.00

**Required Book Information:** n/a

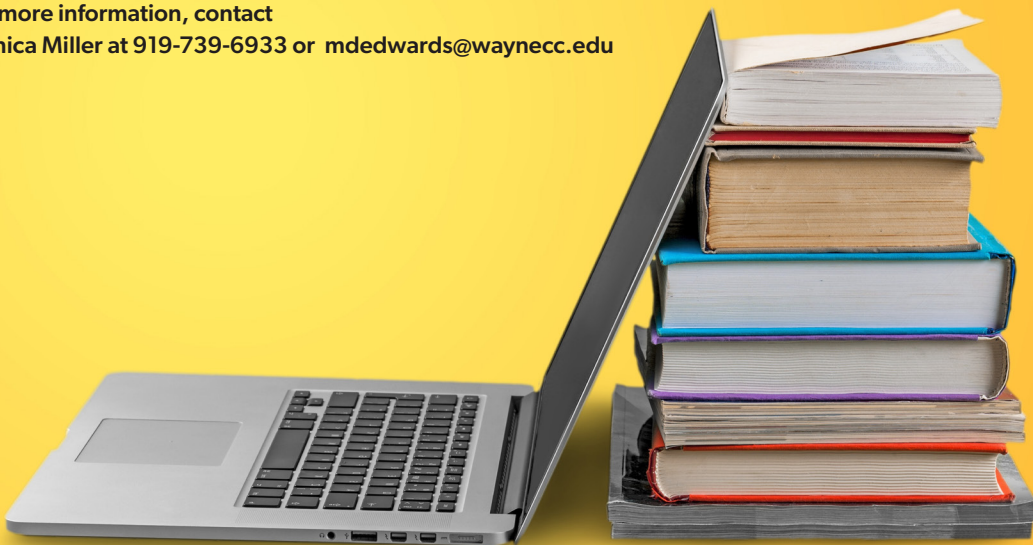
**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**

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

**WAYNECC.EDU/CONTINUING-ED/PROGRAMS/SPECIAL-PROGRAMS/COMPUTER-COURSES**

**For more information, contact**

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





## 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 Wayne County Public Schools 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.

## WCC WORKFORCE CONTINUING EDUCATION

# 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

## 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	INSTRUCTOR
9/14-9/22	8:30 a.m.-3:30 p.m.	TW	WLC 161	Lanier
9/22-11/10	6 p.m.-9 p.m.	W	Magnolia 220	Lanier
10/5-10/13	8:30 a.m.-3:30 p.m.	TW	WLC 161	Lanier
11/2-11/10	8:30 a.m.-3:30 p.m.	TW	WLC 161	Lanier
12/7-12/15	8:30 a.m.-3:30 p.m.	TW	WLC 161	Lanier

**Course Cost:** \$70.00

**Required Book Information:** n/a

**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**



WCC WORKFORCE CONTINUING EDUCATION

## EMERGENCY SERVICES

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

### FOR A CURRENT SCHEDULE OF ALL **FIRE COURSES**:

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

### FOR A CURRENT LISTING OF ALL **EMS COURSES** :

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

### FOR A CURRENT LISTING OF ALL **LAW ENFORCEMENT COURSES**:

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



## 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.

### CONTACT FIRE/RESCUE COORDINATOR

Steve Mazingo | 919-739-6803 | [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 Sheriffs' 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.**



# 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 e-mail [kmboswell@waynecc.edu](mailto:kmboswell@waynecc.edu). Documents within the packet are due no later than 14 days before class begins. This can be extended if there are seats still available in the class. There will be no admission to class without the submission of all supporting documentation. NO EXCEPTIONS.

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

Contact Kimberly M. Boswell to register at 919-739-6893 or [kmboswell@waynecc.edu](mailto:kmboswell@waynecc.edu)

## EMS CLASSES

### EMS-4200 \*EMT (EVENING)

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
8/17-12/16	6 p.m.-10 p.m. 8 a.m.-5 p.m.	TTH S	Pine 130 Pine 130	MK Smith

**Course Cost:** \$180.00

**Required Book Information:** n/a

### EMS-3163 BASIC ANATOMY & PHYSIOLOGY

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
8/23-11/29	ONLINE	ONLINE	ONLINE	Oakley

**Course Cost:** \$180.00

**Required Book Information:** n/a

### EMS-4201 \*EMT REFRESHER

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
8/30-11/08	ONLINE	ONLINE	ONLINE	Boswell

**Course Cost:** \$180.00

**Required Book Information:** n/a

### EMS-4401 \*PARAMEDIC REFRESHER

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
8/23-11/08	ONLINE	ONLINE	ONLINE	McCall

**Course Cost:** \$180.00

**Required Book Information:** n/a

**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**

**EMS-4402 GERIATRIC EMERGENCIES**

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
9/01	7 p.m.-10 p.m.	W	Grantham Rescue	Proctor

**Course Cost:** \$70.00**Required Book Information:** n/a**EMS-4402 BURNS: ELECTRICAL, CHEMICAL, HEAT & COLD**

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
9/08	6:30 p.m.-10:30 p.m.	W	Pine 112	J. Smith

**Course Cost:** \$70.00**Required Book Information:** n/a**EMS-4202 HEMORRHAGE CONTROL/PAIN MANAGEMENT/SKILLS**

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
10/13	7 p.m.-10 p.m.	W	Grantham Rescue	Proctor

**Course Cost:** \$70.00**Required Book Information:** n/a**EMS-4402 VENTILATION/OXYGENATION & RESPIRATORY EMERGENCIES**

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
10/13	6:30 p.m.-10:30 p.m.	W	Pine 112	J. Smith

**Course Cost:** \$70.00**Required Book Information:** n/a**EMS-4202 MEDICAL TERMINOLOGY/GENERAL PHARMACOLOGY**

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
10/27	7 p.m.-10 p.m.	W	Grantham Rescue	Proctor

**Course Cost:** \$70.00**Required Book Information:** n/a**EMS-4202 PATIENT ASSESSMENT/ASSESSMENT: MEDICAL & TRAUMA**

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
11/03	7 p.m.-10 p.m.	W	Grantham Rescue	Proctor

**Course Cost:** \$70.00**Required Book Information:** n/a**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**

**EMS-4402 EMS HEALTH AND WELLNESS & BBP**

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
11/10	6:30 p.m.-10:30 p.m.	W	Pine 112	J. Smith

**Course Cost:** \$70.00**Required Book Information:** n/a**EMS-4202 BURN EMERGENCIES/SKILLS**

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
12/01	7 p.m.-10 p.m.	W	Grantham Rescue	Proctor

**Course Cost:** \$70.00**Required Book Information:** n/a**EMS-4402 SPECIAL HEALTHCARE NEEDS/EMS RESEARCH**

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
12/08	6:30 p.m.-10:30 p.m.	W	Pine 112	Lewis

**Course Cost:** \$70.00**Required Book Information:** n/a


**FOR MORE INFORMATION, PLEASE CONTACT**

<b>PUBLIC SAFETY</b> <b>Beverly Deans, Dean</b> 919-739-6798   bdeans@waynecc.edu	<b>PUBLIC SAFETY: EMERGENCY MEDICAL SERVICES</b> <b>Kimberly Boswell, Coordinator</b> 919-739-6893   kmboswell@waynecc.edu
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**or visit our website**  
**[waynecc.edu/continuing-ed/emergency-services](http://waynecc.edu/continuing-ed/emergency-services)**



## WCC WORKFORCE CONTINUING EDUCATION HEALTH OCCUPATIONS

### VACCINATION REQUIREMENTS

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

Prior to registration - Proof of:

- 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.

COVID-19 Vaccinations required for Nurse Aide II and Phlebotomy programs.

Registration will be in December. You will need the following requirements prior to 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 above
3. Driver's license (government issued picture ID) and Social Security card



Interested in a job in the health care field? Through the WCC Workforce Continuing Education Allied Health Division, you can complete training towards a variety of entry-level health care occupations. WCC is dedicated to producing high quality, professional, knowledgeable, and sought-after candidates for the health care field.

### SPECIAL ADMISSION COURSES

Students must attend a mandatory online information session to participate in Nurse Aide I, Nurse Aide II, Phlebotomy and Spanish Medical Interpreter.

Contact [eacurry@waynecc.edu](mailto:eacurry@waynecc.edu) or [tjwynn@waynecc.edu](mailto:tjwynn@waynecc.edu) for requirements that must be met 30 days prior to registration.

### REGISTRATION DATES (FOR STUDENTS WHO MET REQUIREMENTS)

**Fall 2021**  
7/20/2021

**Spring 2022**  
12/15/21

### FOR MORE INFORMATION CONTACT:

**ELIZABETH CURRY**  
**DIRECTOR OF ALLIED HEALTH**  
**919-739-6929**  
**EACURRY@WAYNECC.EDU**

**TERRIE WYNN**  
**ADMINISTRATIVE ASSISTANT**  
**919-739-6935**  
**TJWYNN@WAYNECC.EDU**

**VISIT US ONLINE AT**  
**WAYNECC.EDU/CONTINUING-ED/**  
**ALLIED-HEALTH**



# HEALTH OCCUPATIONS

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

## ACTIVITY DIRECTOR-BASIC

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

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
9/27-12/6	5:30 p.m.-8:30 p.m.	MW	Magnolia 219	Benninghoff

**Course Cost:** \$180.00

**Required Book Information:** Long-Term Care for Activity Professionals, Social Services Professionals, and Recreational Therapists 7th edition **ISBN:** 9781611580617, **Cost:** \$55.50

## EKG/ECG 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	LOCATION	INSTRUCTOR
8/24-12/9	6 p.m.-9 p.m.	TTH	Magnolia 209	Bradshaw

**Course Cost:** \$180.00

**Required Book Information:** Fast and Easy ECGs: A Self-Paced Learning Program 2nd edition **ISBN:** 9780073519753, **Cost:** \$123.50

## HEALTH UNIT COORDINATOR (ONLINE)

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	INSTRUCTOR
8/16-12/17	ONLINE	ONLINE	ONLINE	Hamilton-Fleming

**Course Cost:** \$180.00

**Required Book Information:** LaFleur Brooks' Health Unit Coordinating 7th ed **ISBN:** 9781455707201 **Cost:** \$89.00

## MEDICAL BILLING & 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	LOCATION	INSTRUCTOR
8/16-12/17	ONLINE	ONLINE	ONLINE	TBA

**Course Cost:** \$180.00

### Required Book Information:

1. Understanding Health Insurance (Book Only) 14th ed. **ISBN:** 978133755422-0 **Cost:** \$197.95
2. ICD-10-CM 2019: The Complete Official Draft Code Set (Icd-10-Cm the Complete Official Codebook) **ISBN:** 978162202773-6 **Cost:** \$151.00
3. Anatomy & Physiology for Health Professions 4th ed. **ISBN:** 978013-487681-8 **Cost:** \$89.00
4. Medical Terminology in a Flash!: A Multiple Learning Styles Approach 4th ed. **ISBN:** 978-0803689534 **Cost:** \$135.00
5. CPT 2019 Standard Edition (CPT/Current Procedural Terminology, Standard Ed.) **ISBN:** 978162202752-1 **Cost:** \$173.75

## 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 eight 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. (24-hour course)

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

**Course Cost:** \$70.00

**Required Book Information:** Medication Aide Booklet, Cost: \$16.75

## 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.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
8/16-12/17	8:30 a.m.-12:30 p.m.	MTW	Magnolia 203/205	Stovall & Pigford

**Course Cost:** \$180.00

### Required Book Information:

1. Nurse Aid Student Manual **Cost:** \$19.50
2. Appendix A Performance Skills **Cost:** \$3.75
3. Hartman's Nursing Assistant Care: Long-Term Care 3rd ed. **ISBN:** 9781604250749 **Cost:** \$55.75
4. 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.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
8/16-12/17	5:30 p.m.-9:30p.m.	TWTH	Magnolia 205	Simmons-Lee

**Course Cost:** \$180.00

### Required Book Information:

1. Nurse Aid Student Manual **Cost:** \$19.50
2. Appendix A Performance Skills **Cost:** \$3.75
3. Hartman's Nursing Assistant Care: Long-Term Care 3rd ed. **ISBN:** 9781604250749 **Cost:** \$55.75
4. 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.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
TBA	TBA	TBA	Magnolia 205	Carmichael

**Course Cost:** \$125.00

**Required Book Information:** n/a

**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**

## NURSE AIDE 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 60 hours of online and 132 hours of classroom/lab instruction and clinical rotation. Some Saturday clinicals may be required.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
8/19-12/17	8:30 a.m.-3 p.m.	THF	Magnolia 205	Smith

**Course Cost:** \$180.00

**Required Book Information:** North Carolina Nurse Aide II 2nd ed. **ISBN:** 9781133440079 **Cost:** \$105.00

## 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 II registry. Persons who have not been taken off the NA II 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	INSTRUCTOR
TBA	TBA	TBA	Magnolia 205	TBA

**Course Cost:** \$70.00-\$125.00

**Required Book Information:** n/a

## PHARMACY TECHNICIAN (HYBRID)

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	INSTRUCTOR
8/17-12/14	5:30 p.m.-9:30 p.m.	T & ONLINE	Holly 141 & ONLINE	TBA

**Course Cost:** \$180.00

**Required Book Information:** Pharmacy Technician w/workbook (Bundle) 7th ed. **ISBN:** 9781617316722 **Cost:** \$238.75

## PHLEBOTOMY DAY ACCELERATED

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.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
8/26-12/17	8:30 a.m.-4:30p.m.	THF	Magnolia 203	Sippel

**Course Cost:** \$180.00

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

## LOOKING FOR MORE INFORMATION?

Visit our website at

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

## PHLEBOTOMY EVENING TRADITIONAL

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.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
8/23-12/15	5:30 p.m.-9:30 p.m.	MW	Magnolia 203	Merideth

**Course Cost:** \$180.00

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

## PHLEBOTOMY SATURDAY

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.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
8/21-12/18	8:30 a.m.-5 p.m.	S	Magnolia 203	TBA

**Course Cost:** \$180.00

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

## SERVSAFE CERTIFICATION TESTING

This course is the Servsafe Food Production Managers' Certification Exam. This exam is a proctored online test that is scheduled for three hours. All students must possess an access code that can be purchased from ServSafe.com.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
TBA	8 a.m.-12 p.m.	S	TBA	Case

**Course Cost:** \$50.00

### Required Book Information:

ServSafe Manager, Revised with ServSafe Exam w/access code 7th ed. ISBN: 9780134812366 **Cost:** \$74.96  
Testing Voucher (Access Code) to be purchased from ServSafe.com **Cost:** \$36.00

## STERILE PROCESSING (HYBRID)

This program will train students in the primary responsibilities of a central supply Sterile Processing Technician. The course will include sterilization, disinfection, preparation, storage and distribution of instruments, inventory management, quality assurance, and more, preparing students for work in a hospital's sterile processing department.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
8/18-12/17	5:30 p.m.-9:30 p.m.	W & ONLINE	UNC Wayne & ONLINE	Liverman

**Course Cost:** \$180.00

### Required Book Information:

1. The Basics of Sterile Processing, 7th Edition Textbook, Central Sterile Processing University **Cost:** \$187.25
2. The Basics of Sterile Processing, 7th Edition Workbook, Central Sterile Processing University **Cost:** \$27.75
3. The Technician Study Guide, 11th Edition, CBSPD **Cost:** \$20.75
4. Medical Terminology in a Flash 4th edition, FA Davis ISBN: 9780803689534 **Cost:** \$135.00

**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**

# HUMAN RESOURCES DEVELOPMENT (HRD)

For more information, contact 919-739-6926



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.

## ON-CAMPUS HRD CLASSES

### HRD/NCRC SUCCESS LAB (ONLINE)

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	INSTRUCTOR
8/1-8/31	ONLINE	ONLINE	ONLINE	Borden
9/1-9/30	ONLINE	ONLINE	ONLINE	Borden
10/1-10/31	ONLINE	ONLINE	ONLINE	Borden
11/1-11/30	ONLINE	ONLINE	ONLINE	Borden

**Course Cost:** \$70.00

**Required Book Information:** n/a

### 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. (30 hours)

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
8/19-9/21	ONLINE	ONLINE	ONLINE	Matthews
9/28-10/28	ONLINE	ONLINE	ONLINE	Matthews
11/2-12/14	ONLINE	ONLINE	ONLINE	Matthews

**Course Cost:** \$125.00

**Required Book Information:** n/a

## NEED MORE INFORMATION?

Visit us at [waynecc.edu/continuing-ed](http://waynecc.edu/continuing-ed)  
for course listings, descriptions, and more!





## 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.

Wednesday, January 19, 2022 | 5:30-6:30 p.m. | Online - via Google Meet

Monday, January 24, 2022 | 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	INSTRUCTOR
TBD	5:30 p.m.-8:30 p.m.	TTH	Spruce 114	Staff

**Course Cost:** \$125.00

**Required Book Information:** n/a

### 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	INSTRUCTOR
TBD	5:30 p.m.-8 p.m.	TTH	Magnolia 219	Staff

**Course Cost:** \$125.00

**Required Book Information:** n/a

### INTERVIEWS AND RESUMES: KEYS TO PERFECTION

In this course, students will learn how to use 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	LOCATION	INSTRUCTOR
8/18-10/4	9 a.m.-1 p.m.	MW	TBD	Parker
10/6-11/17	9 a.m.-1 p.m.	MW	TBD	Parker

**Course Cost:** \$125.00

**Required Book Information:** n/a

### GET HIRED!

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	INSTRUCTOR
10/19-11/11	9 a.m.-12 p.m.	TTH	TBA	Matthews

**Course Cost:** \$180.00

**Required Book Information:** n/a

**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**

# OFF-CAMPUS HRD CLASSES

## GET HIRED!

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	INSTRUCTOR
8/19	9 a.m.-12 p.m.	TH	NC Works Career Center	Matthews
8/26	9 a.m.-12 p.m.	TH	NC Works Career Center	Matthews
9/2	9 a.m.-12 p.m.	TH	NC Works Career Center	Matthews
9/9	9 a.m.-12 p.m.	TH	NC Works Career Center	Matthews
9/16	9 a.m.-12 p.m.	TH	NC Works Career Center	Matthews
9/23	9 a.m.-12 p.m.	TH	NC Works Career Center	Matthews
9/30	9 a.m.-12 p.m.	TH	NC Works Career Center	Matthews
10/7	9 a.m.-12 p.m.	TH	NC Works Career Center	Matthews
10/14	9 a.m.-12 p.m.	TH	NC Works Career Center	Matthews
10/21	9 a.m.-12 p.m.	TH	NC Works Career Center	Spight
10/28	9 a.m.-12 p.m.	TH	NC Works Career Center	Spight
11/4	9 a.m.-12 p.m.	TH	NC Works Career Center	Spight
11/18	9 a.m.-12 p.m.	TH	NC Works Career Center	Spight
12/2	9 a.m.-12 p.m.	TH	NC Works Career Center	Spight
12/9	9 a.m.-12 p.m.	TH	NC Works Career Center	Spight

**Course Cost:** \$70.00

**Required Book Information:** n/a



VISIT THE

# W.E.L.L.

(WCC EMPLOYMENT LEARNING LAB)

**Let us help you increase your access to quality employment!**

**COST: \$70.00\***

(Registration fee paid to Wayne Community College)

*\*All HRD Courses have tuition fees waived for qualifying individuals who are unemployed, underemployed, or have received notification of layoff or pending layoff.*

- Monthly Employment Seminars and Workshops
- Resume Reboot
- Interview Preparation
- Application and Job Search Assistance
- Individual appointments available (including virtual!)

**@ WCC: WALNUT BLDG. ROOM 136**

**LAB HOURS:**

**MONDAY AND THURSDAY**

8 AM - 12 Noon & 1 PM - 5 PM

**FRIDAY**

8 AM - 1 PM

**OTHER TIMES:**

By Appointment Only

**IN THE COMMUNITY:**

Hope Extended Rosewood Community  
1138 Rosewood Road • Goldsboro

**WEDNESDAYS**

2 PM - 4 PM

For more information or to schedule an appointment, call **919-739-6900** or email **wce-reg@waynecc.edu**

# LANGUAGE

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

## 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	INSTRUCTOR
8/25-10/6	6 p.m.-8 p.m.	W	WLC 202	Curl

**Course Cost:** \$70.00

**Required Book Information:** n/a

## EVERYDAY SPANISH - LEVEL II (ONLINE)

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	INSTRUCTOR
10/20-12/15	6 p.m.-8 p.m.	W	WLC 202	Curl

**Course Cost:** \$70.00

**Required Book Information:** n/a

**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**

## FINANCIAL ASSISTANCE MAY BE AVAILABLE FOR YOUR PROGRAM!

The **GEER Scholarship** is available for students enrolled in the following courses:

- Automotive
- Aircraft Maintenance
- Construction
- Criminal Justice
- Emergency Medical Services
- Healthcare
- Industrial/Manufacturing
- Information Technology
- Transportation
- Fire and Rescue Services

Visit **waynecc.edu/continuing-ed/scholarships** for more information and to apply



## WCC WORKFORCE CONTINUING EDUCATION

# 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 call 919-739-6931**

### 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	INSTRUCTOR
8/31-10/5	6 p.m.-8 p.m.	T	WLC 212	Montgomery
10/26-12/7	6 p.m.-8 p.m.	T	WLC 212	Montgomery

**Course Cost:** \$35.00

**Required Book Information:** n/a

### 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	INSTRUCTOR
8/17-10/12	6 p.m.-9 p.m.	T	Spruce 106	Price
10/19-12/14	6 p.m.-9 p.m.	T	Spruce 106	Price

**Course Cost:** \$50.00

**Required Book Information:** n/a

**FLORAL DESIGN**

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

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
9/13-10/18	6 p.m.-8 p.m.	M	Dogwood 206	Pearsall
11/1-12/6	6 p.m.-8 p.m.	M	Dogwood 206	Pearsall

**Course Cost:** \$35.00

**Required Book Information:** \*\*Ask for a supply list at the time of registration.\*\*

**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	LOCATION	INSTRUCTOR
8/26	6 p.m.-10 p.m.	TH	WLC 212	Rouse
9/11	8:30 a.m.-12:30 p.m.	S	WLC 212	Alston
9/23	6 p.m.-10 p.m.	TH	WLC 212	Rouse
10/9	8:30 a.m.-12:30 p.m.	S	WLC 212	Alston
10/21	6 p.m.-10 p.m.	TH	WLC 212	Rouse
11/6	8:30 a.m.-12:30 p.m.	S	WLC 212	Alston
11/18	6 p.m.-10 p.m.	TH	WLC 212	Rouse
12/2	6 p.m.-10 p.m.	TH	WLC 212	Rouse
12/18	8:30 a.m.-12:30 p.m.	S	WLC 212	Alston

**Course Cost:** \$50.00

**Required Book Information:** n/a

**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	INSTRUCTOR
8/28	8 a.m.-5 p.m.	S	WLC 212	Alston
10/30	8 a.m.-5 p.m.	S	WLC 212	Alston
12/11	8 a.m.-5 p.m.	S	WLC 212	Alston

**Course Cost:** \$100.00

**Required Book Information:** n/a

**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	INSTRUCTOR
8/19-9/23	4 p.m.-8 p.m.	TH	Dogwood 206	Edwards
9/30-11/4	4 p.m.-8 p.m.	TH	Dogwood 206	Edwards

**Course Cost:** \$50.00

**Required Book Information:** n/a

**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**



## 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	INSTRUCTOR
8/23-10/18	6 p.m.-9 p.m.	M	Maple 100	Olmsted
10/25-12/13	6 p.m.-9 p.m.	M	Maple 100	Olmsted

**Course Cost:** \$50.00

**Required Book Information:** n/a

## SEWING NOVELTIES

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

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
8/17-10/12	12:30 p.m.-3:30 p.m.	T	Senior Center Goldsboro	Price
10/19-12/14	12:30 p.m.-3:30 p.m.	T	Senior Center Goldsboro	Price

**Course Cost:** \$50.00

**Required Book Information:** n/a

## 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	INSTRUCTOR
8/17-10/12	6:30 p.m.-8:30 p.m.	T	Dogwood 206	Walston
10/19-12/14	6:30 p.m.-8:30 p.m.	T	Dogwood 206	Walston

**Course Cost:** \$40.00

**Required Book Information:** n/a

**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**

## LOOKING FOR MORE INFORMATION?

visit us at:  
[waynecc.edu/continuing-ed/personal-enrichment](http://waynecc.edu/continuing-ed/personal-enrichment)

or contact Lisa Newkirk  
919-739-6969 | [ldnewkirk@waynecc.edu](mailto:ldnewkirk@waynecc.edu)





# NATURAL HAIR CARE & COSMETOLOGY

Course listings coming soon!

Visit **[waynecc.edu/continuing-ed/programs/special-programs](https://waynecc.edu/continuing-ed/programs/special-programs)**  
for more information

## For more information contact:

Monica Miller | 919-739-6933 | [mdedwards@waynecc.edu](mailto:mdedwards@waynecc.edu)



**WAYNE COMMUNITY COLLEGE**  
WORKFORCE CONTINUING EDUCATION SERVICES

3000 Wayne Memorial Drive, Goldsboro | [waynecc.edu/continuing-ed](https://waynecc.edu/continuing-ed)

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

WCC WORKFORCE CONTINUING EDUCATION

# SMALL BUSINESS CENTER

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



**SBC FALL 2021 SEMINARS  
MAY BE OFFERED ONLINE OR IN PERSON  
AND ARE SUBJECT TO CHANGE.**

**PRE-REGISTRATION IS RECOMMENDED**

Please pre-register on-line at:  
**[www.ncsbc.net/center.aspx?center=75550](http://www.ncsbc.net/center.aspx?center=75550)**  
Scroll down to find your seminar and click "Register".  
Or you may call **Kim Gamlin at 919-739-6941 for more information.**

*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 on any changes in the schedule.*

**For more information call 919-739-6941**



**SMALL BUSINESS CENTER  
WAYNE COMMUNITY COLLEGE**  
3000 Wayne Memorial Drive | Goldsboro  
919-735-5151 | [waynecc.edu/sbc](http://waynecc.edu/sbc)

## ABCS OF STARTING A SMALL BUSINESS ON A LIMITED BUDGET

These are the ABCs of how to start a small business combined with winning strategies from low-cost startups. Starting a small business on a limited budget 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.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
8/24	2 p.m.-3 p.m.	T	Zoom	Collins
	6 p.m.-7 p.m.	T	Zoom	Collins

## FINDING YOUR CUSTOMER AND CREATING A MARKETING PLAN

Just because you have an idea doesn't mean anyone will buy it. In "Finding Your Customer and Creating a Marketing Plan" there are four ways to describe your customer and sources to find out how many there are in your market area. The program features five ways to create a winning plan to target them.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
8/31	2 p.m.-3 p.m.	T	Zoom	Collins
	6 p.m.-7 p.m.	T	Zoom	Collins

## DYNAMITE MARKETING FOR SMALL BUSINESSES

There has never been a time that is as easy and economical to do great marketing! In "Dynamite Marketing for Small Businesses" you will discover 50+ successful ways to market your business and easily reach customers.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
9/7	2 p.m.-3 p.m.	T	Zoom	Collins
	6 p.m.-7 p.m.	T	Zoom	Collins

## FINANCING YOUR SMALL BUSINESS

How to find the funds to create your business. If you have a great idea, the money is out there somewhere. From coins-in-the-couch to loans, grants and GoFundMe pages, "Financing Your Small Business" shows the rainbow of funding sources.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
9/14	2 p.m.-3 p.m.	T	Zoom	Collins
	6 p.m.-7 p.m.	T	Zoom	Collins

**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**

## CREATING A WINNING BUSINESS PLAN

You can't reach your goal or get a loan without the map that is your business plan. "Creating a Winning Business Plan" offers simple, easy-to-follow steps for creating a business plan that fits your small business.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
9/21	2 p.m.-3 p.m.	T	Zoom	Collins
	6 p.m.-7 p.m.	T	Zoom	Collins

## HOW TO START A SUCCESSFUL SMALL BUSINESS IN NC (ENGLISH)

We invite you to the discussion, in English, about the considerations we need to have when starting a small business and to be successful in North Carolina. The presenter will be Esteban Guzman, Esq. Some of the topics we will address are business plan, marketing, business name, and other legal aspects and how to diminish the risk of being sued, and money and taxes. If you already have your own business, it does not matter, we count on you. There will be a Q and A section and you will be able to learn from the other participants' personal experiences. Esteban Guzman: Foreign Legal Consultant, Legal Baccalaureate by The Universidad Autonoma de Baja California, Master's in International Corporate Law by La Universidad Autonoma de Guadalajara and LLM by the California Western School of Law. Member of The North Carolina Coalition for Global Competitiveness and la Red Global de Mexicanos Calificados en el Exterior capital Raleigh.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
9/23	6 p.m.-9 p.m.	Th	Walnut 101	Guzman

## HOW TO START A SUCCESSFUL SMALL BUSINESS IN NC (SPANISH)

Te invitamos a la charla, en tu idioma, sobre las Consideraciones que debemos tener al Iniciar un Pequeño Negocio y tener Exito en Carolina del Norte. El expositor es el licenciado Esteban Guzman y abordaremos, entre otros temas los siguientes, el Plan de Negocios, Mercadeo, El Nombre y demas Asuntos Legales y como disminuir los riesgos al ser demandados, Dinero e Impuestos. Ya tienes un negocio, no importa aún así te esperamos, habrá tiempo para preguntas y respuestas, ademas que aprenderas de los demas asistentes y su experiencia práctica. Esteban Guzman Yarza: Foreign Legal Consultant, Licenciado en Derecho por la Universidad Autonoma de Baja California, Master en Derecho Corporativo Interacional por la Unversidad Autonoma de Guadalajara y Maester en derecho Comparado por la California Western School of Law. Integrante de The North Carolina Coalition for Global competitiveness y la Red Global de Mexicanos Calificados en el Exterior capitulo Raleigh.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
9/30	6 p.m.-9 p.m.	Th	Walnut 101	Guzman

## BOOKKEEPING ESSENTIALS

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 are 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	INSTRUCTOR
10/6	6 p.m.-8 p.m.	W	Webex	Roberts

## SMALL BUSINESS WEBSITES AND BLOGS

Are you looking to take your business online? Is your current website in need of a makeover? Have you considered tapping into the powerful blogging community? L. Diane Wolfe covers the basics in domains, hosting, and website services. Discover the secrets of successful website design and navigation. Blogs are an attractive business feature, as are social sites. Learn to tap into this powerful community. Elevate your company's online presence and take advantage of the 24/7 shopping experience today!

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
10/19	1 p.m.-3 p.m.	T	Webex	Wolfe

## 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, get bank and credit card reconciliation tips, understand financial reporting in QuickBooks, and much more.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
10/20	6 p.m.-8 p.m.	W	Webex	Roberts



## HOW TO FINANCE YOUR SMALL BUSINESS — FINANCIAL SOLUTIONS TO START, RUN, AND GROW YOUR SMALL BUSINESS

This seminar covers straight-forward, mission-critical information that will help attendees develop a working financial plan, understand capital access, and leave with a basic knowledge of finance. The seminar will cover the client's financial goals, review of the basics of small business accounting, fundamental accounting terms and financial statements, understanding business loan options and whether those options address start-up expenses, short-term cash flow challenges, or funding business growth. We will cover different types of loans and what the client will need to qualify, eligibility requirements for debt-based financing, including minimum credit scores, cash flow and annual revenue requirements. Then we will move into equity-based financing such as bootstrapping, friends and family, investors, or crowd funding options. The basics of financial integrity and the use of an accountant for financial reporting and taxation will also be reviewed. Financial information can be overwhelming to early entrepreneurs so this seminar is designed to be interesting and interactive with tips, tactics and strategies

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
10/26	6 p.m.-9 p.m.	T	Walnut 101	Rehder

## GRANT WRITING FOR NON-PROFITS

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

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
11/2	6 p.m.-8 p.m.	T	Walnut 101	D. Moore

## GROWING YOUR BUSINESS: HIRING AN EMPLOYEE

This webinar discusses the steps a business must take to hire an employee(s) for their business in NC. Participating agencies include the Internal Revenue Service (IRS), the North Carolina Department of Revenue (NCDOR), the North Carolina Employment Security Commission (ESC), and the North Carolina Industrial Commission (IC).

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
11/16	10 a.m.-12:30 p.m.	T	Webex	NCDOR

## SALES & USE TAX (SPANISH)

¿QUE APRENDERÉ? » Obligación tributaria para el impuesto de ventas y uso » Los tipos de impuestos de ventas y uso más comúnmente recaudados » Como registrar su empresa en el Departamento para recibir un número de cuenta » Como completar una declaración de impuestos sobre las ventas y uso Conocimiento, Educación & Alcance ;

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
11/30	3 p.m.-5 p.m.	T	Webex	NCDOR

## INTRODUCTION TO FEDERAL CONTRACTING

This training is an introduction to doing business with the federal government. Topics 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
- Resources available to assist federal contractors in North Carolina.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
12/8	3 p.m.-4:30 p.m.	W	Walnut 101	Simons

**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**





# BOOTS TO BUSINESS

## FOR US MILITARY ACTIVE DUTY, VETERANS AND DEPENDENTS ONLY

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	INSTRUCTOR
8/2-8/3	9 a.m.-1 p.m.	MT	Webex	Various
9/13-9/14	9 a.m.-1 p.m.	MT	Webex	Various
10/4-10/5	9 a.m.-1 p.m.	MT	Webex	Various
11/1-11/2	9 a.m.-1 p.m.	MT	Webex	Various
12/6/12/7	9 a.m.-1 p.m.	MT	Webex	Various

## VISIT THE WAYNE BUSINESS AND INDUSTRY CENTER

We provide strategic solutions to improve performance, productivity, and profits.

Wayne Business and Industry Center (WBIC) is the community resource for business and employer training services in Wayne County.

Located at Wayne Community College, Walnut Building, Suite 108

Visit us online at [waynecc.edu/business-industry](http://waynecc.edu/business-industry)



# TRANSITIONAL PROGRAMS FOR COLLEGE AND CAREER

**Classes Begin the Week of AUGUST 18, 2021**

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



CONTACT US

**General Information:**

Ms. Babb, 919-739-6908  
[ejbabb@waynecc.edu](mailto:ejbabb@waynecc.edu)

**Admissions:**

Mr. Warren, 919-739-6921  
[harwar@waynecc.edu](mailto:harwar@waynecc.edu)

**English Language Acquisition:**

Ms. Abalo-Zarate, 919-739-6924  
[mfabalo-zarate@waynecc.edu](mailto:mfabalo-zarate@waynecc.edu)

or

Ms. Hall, 919-739-6911  
[ajhall@waynecc.edu](mailto:ajhall@waynecc.edu)

[www.facebook.com/wccbasicskills](https://www.facebook.com/wccbasicskills)

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

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

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

- 🚪 Adult High School Diploma
- 🚪 English Language Acquisition
- 🚪 Career Pathway Classes
- 🚪 Transition to College
- 🚪 High School Equivalency
- 🚪 WIOA NEXTGEN Program
- 🚪 Quest Academy for ELLs
- 🚪 College and Career Academy

Dual Enrollment to work on your diploma and college credit

# TRANSITIONAL PROGRAMS FOR COLLEGE AND CAREER



STUDENT OF THE MONTH APRIL 2021  
**DORITA ESCALANTE**

STUDENT OF THE MONTH MAY 2021  
**DAVID ARRIETA**

**EDUCATION FIRST at TPCC**  
Leads to New Opportunities  
and Great Careers!



SESSION SCHEDULE	
Date	Time
August 23 & 25	6 p.m.-9 p.m.
September 13 & 15	2 p.m.-5 p.m.
September 27 & 29	6 p.m.-9 p.m.
October 11 & 13	2 p.m.-5 p.m.
October 25 & 27	6 p.m.-9 p.m.
November 8 & 10	2 p.m.-5 p.m.
November 29 & December 1	6 p.m.-9 p.m.

## ORIENTATION and placement sessions

- ☐ Orientation sessions are required for all new students.
- ☐ A Social Security card and photo identification are required.
- ☐ Students must attend both days of orientation.



**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!**

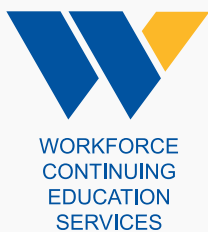
**SHAQUITA HATCHER**

TRANSITIONAL PROGRAMS FOR COLLEGE AND CAREER

NEXTGEN Career Advisor | 919-739-6923 | [shatcher@waynecc.edu](mailto:shatcher@waynecc.edu)

**919 731 7950 EXT. 252**





# HIGH SCHOOL EQUIVALENCY (HSE)

**STEP 1:** Attend orientation and take a placement test.

**STEP 2:** Enroll in classes. Take a practice GED® or HiSET® test.

**STEP 3:** Take official GED® or HiSET® exam.

## 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 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 216-A**  
**(located next to the Computer Lab)**

### TESTING DAYS AND TIMES:

**Monday: 1 p.m.-5:30 p.m.**

**Tuesday: 8:30 a.m.-1:30 p.m.**

**Wednesday: 1 p.m.-5 p.m. and 6 p.m.-8 p.m.**

**Thursday: 2 p.m.-5:30 p.m.**

**Friday: 8 a.m.-1 p.m.**

**HiSET® Testing is every Thursday 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!**

## HIGH SCHOOL EQUIVALENCY CLASS SCHEDULE:

DATES	COURSE	DAYS	TIME	LOCATION
8/18-12/15	HSE Prep	MW	8:30 a.m.-12 p.m.	WLC 215
8/19-12/16	HSE Prep	TTH	6 p.m.-9 p.m.	Walnut 224
8/23-12/13	Monday Night Math	M	6 p.m.-9 p.m.	Walnut 224



# ADULT HIGH SCHOOL

## ADULT HIGH SCHOOL DIPLOMA CLASSES

Fall Semester begins **August 18**

Fall I Classes **August 18-October 14**

Pre-registration for Fall II Classes begins **October 7**

Fall II Classes **October 19-December 17**



### ADULT HIGH SCHOOL CLASS SCHEDULE:

DATES	COURSE	DAYS	TIME	LOCATION
8/18-12/17	Algebra 2/Geometry	MWF	8:30 a.m.-12 p.m.	Walnut 224
8/19-12/16	English 3	TTH	8:30 a.m.-10 a.m.	WLC 215
8/19-12/16	English 4	TTH	10:30 a.m.-12 p.m.	WLC 215
8/19-10/14	U.S. History Pt. 1 (first 8 weeks)	TTH	1 p.m.-3:30 p.m.	WLC 215
10/19-12/16	U.S. History Pt. 2 (second 8 weeks)	TTH	1 p.m.-3:30 p.m.	WLC 215

# NEXT STEP

The **Next Step** initiative outlines the path to a postsecondary education, occupational training and self-sufficiency for you and your family.

Faculty and staff in the **Transitional Programs for College and Career** department will fully support you along the way as you consider your Next Step to a **better career** and a **better future**!



#### STEP 1

Obtain an adult high school diploma or high school equivalency diploma.

#### STEP 2

Enroll in a short-term workforce career pathway. Scholarships may be available.

#### STEP 3

Further education in a curriculum certificate, diploma or degree program. Scholarships may be available.

For more information, contact  
**Lynn Rabhan**  
919-739-6917  
lrabhan@waynecc.edu



# 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



## VISIT THE WCC STUDENT SUPPORT CENTER LOCATED IN 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

WCC WORKFORCE CONTINUING EDUCATION

## ENGLISH LANGUAGE ACQUISITION (ELA)

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.



**HAVING PROBLEMS COMING TO CLASS?  
JOIN US ON SKYPE!**

**FOR MORE INFORMATION  
CONTACT:**

**MARIA ABALO-ZARATE**  
**919-739-6924**

**BRANDIE PAVON**  
**919-739-6909**

## ORIENTATION DATES

**NEW STUDENT ORIENTATION DATES/  
ORIENTACIÓN PARA ESTUDIANTES/  
NUEVOS:**

August 24 | 10 a.m. or 5:30 p.m. | 24 de Agosto  
September 21 | 10 a.m. or 5:30 p.m. | 21 de Septiembre  
October 19 | 10 a.m. or 5:30 p.m. | 19 de Octubre  
November 16 | 10 a.m. or 5:30 p.m. | 16 de Noviembre

**RETURNING STUDENTS/ REGISTRACIÓN  
DE ESTUDIANTES:**

August 18 | 9 a.m. | 18 de Agosto  
August 19 | 6 p.m. | 19 de Agosto

## ON CAMPUS CLASSES

### DAY CLASSES

DATE/FECHA	COURSE/CURSO	DAYS/DIAS	TIME/ HORA	LOCATION/LUGAR
8/18-12/17	ELA LAB	MTWTHF	8 a.m.-6 p.m.	Walnut 203
8/18-12/17	COMPUTER	TBA	9 a.m.-12:30 p.m.	Walnut 203
8/18-12/16	ELA LEVEL 6	MTWTH	9 a.m.-12 p.m.	WLC 227
8/18-12/16	ELA LEVEL 4-5	MTWTH	9 a.m.-12 p.m.	WLC 221
8/18-12/16	ELA LEVEL 1-2-3	MTWTH	9 a.m.-12 p.m.	Walnut 225
8/22-12/14	ELA SUNDAYS	SU	9 a.m.-12:30 p.m.	WLC 227
8/25-12/15	CITIZENSHIP	W	9:30 a.m.-12 p.m.	Walnut 204

### NIGHT CLASSES

DATE/FECHA	COURSE/CURSO	DAYS/DIAS	TIME/ HORA	LOCATION/LUGAR
8/19-12/16	ELA LEVEL 4-5-6	TTH	6 p.m.-9 p.m.	Walnut 223
8/19-12/16	ELA LEVEL 1-2-3	TTH	6 p.m.-9 p.m.	Walnut 203
8/23-12/13	Citizenship	M	6 p.m.-9 p.m.	Walnut 223

# OFF CAMPUS CLASSES

## DAY CLASSES

### MOUNT OLIVE WAGES

#### ONLINE CLASS

**8/18-12/16** | 9 a.m.-12 p.m. | Monday to Thursday/Lunes a Jueves

612 Breazeale Avenue | Mount Olive

**YEAR ROUND/TODO EL AÑO**

### SPRING CREEK MIDDLE SCHOOL

#### ONLINE CLASS

**8/18-12/15** | 9 a.m.-12 p.m. | Monday and Wednesday/Lunes y Miércoles

3579 NC-111 | Seven Springs

**YEAR ROUND/TODO EL AÑO**

## NIGHT CLASSES

### UNIVERSITY OF MOUNT OLIVE

#### ONLINE CLASS

**8/18-12/15** | 5:30-8:30 p.m.  
Monday and Wednesday/Lunes y Miercoles

652 R.B. Butler Drive | Mount Olive

**YEAR ROUND/TODO EL AÑO**

### MARIA REINA DE LAS AMERICAS

#### ONLINE CLASS

#### ENGLISH:

**8/19-12/16** | 6-8:30 p.m. | Tuesday/Martes

636 Whitfield Road | Mount Olive

**YEAR ROUND/TODO EL AÑO**

### BROGDEN MIDDLE SCHOOL

#### ONLINE CLASS

**8/19-12/16** | 6-9 p.m. | Tuesday and Thursday/Martes y Jueves

3761 US 117 South Alt. | Dudley

**SEPTEMBER - JUNE/SEPTIEMBRE A JUNIO**

### PIKEVILLE LIBRARY

#### ONLINE CLASS

#### ENGLISH AND CITIZENSHIP

**8/18-12/15** | 6-8:30 p.m. | Monday and Wednesday/Lunes y Miércoles

107 W. Main St. | Pikeville

**YEAR ROUND/TODO EL AÑO**

### IGLESIA PENTECOSTES ALPHA Y OMEGA

#### ONLINE CLASS

**8/23-12/13** | 6-8:30 p.m. | Monday/Lunes

3598 Salem Church Road | Goldsboro

**YEAR ROUND/TODO EL AÑO**

**HAVING PROBLEMS COMING TO CLASS?  
JOIN US ON SKYPE!**







# 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-Thursday**

**WLC Building, Room 216 | 9 a.m.-12 p.m.**

**Computer classes TBA | 9 a.m.-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**  
WORKFORCE CONTINUING EDUCATION SERVICES

3000 Wayne Memorial Drive | Goldsboro, NC 27534  
919-739-6908 | [www.waynec.edu](http://www.waynec.edu)





3000 Wayne Memorial Drive,  
Goldsboro, NC 27534

## GEER SCHOLARSHIP

Governor's Emergency Education Relief

**Removing barriers to high-quality short-term workforce training.**

**Eligibility Criteria:** Must be enrolled in a short-term training pathway or course that is 96 hours or more and leads to a state or industry-recognized credential

**Up to \$750 per approved**

For more information and to apply, contact  
**MAXINE COOPER** at [mcooper@waynec.edu](mailto:mcooper@waynec.edu)  
or call 919-739-6938.

Return applications via email to  
[wcc-finaid@waynec.edu](mailto:wcc-finaid@waynec.edu).

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 Maxine Cooper at 919-739-6938 or [mcooper@waynec.edu](mailto:mcooper@waynec.edu). Please allow sufficient time to arrange accommodations.

**APPROVED PATHWAYS:**

- Automotive
- Aircraft Maintenance
- Construction
- Criminal Justice
- Emergency Medical Services
- Healthcare
- Industrial/Manufacturing
- Information Technology
- Transportation
- Fire and Rescue Services

Occupants of all vehicles will be screened for COVID-19 at campus entrances. Please factor this process into your travel time. Face coverings are required on the Wayne Community College campus.

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



## BCBSNC (Blue Cross Blue Shield of NC) FIREFIGHTER STIPEND AND SCHOLARSHIP PROGRAM

**Scholarships**  
Incentive funds to advance as a firefighter in one of the following programs:

- Fire Protection Technologies
- Public Safety Administration
- Emergency Management
- Emergency Medical Science
- EMS Bridge Courses

**3 WAYS TO RECEIVE ASSISTANCE:**

- ☒ ONE - Stipend Awards - \$500 per term (Must reapply each term.)
- ☒ TWO - Scholarships to Adults - Up to \$1000 per term (Must reapply each term.)
- ☒ THREE - Scholarships to High School Students - Up to \$1000 per term (Must reapply each term.)

To offset out-of-pocket expenses students could incur when participating in training leading to Firefighter I & II Certifications, NC Driver/Operator Pumps, or EVD Certifications.

For additional information and eligibility requirements, contact  
**MAXINE COOPER**  
[mcooper@waynec.edu](mailto:mcooper@waynec.edu) | 919-739-6938

Wayne Community College is an equal access, equal opportunity, and affirmative action institution. | 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 the Disability Services Coordinator at 919-739-6938. Please allow sufficient time to arrange accommodations.



## SCHOLARSHIPS FOR OCCUPATIONAL TRAINING COURSES

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

**Need financial assistance?**

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

The State Employees' Credit Union Foundation "Bridge to Career Scholarship Program" is providing reimbursement scholarships for registration, books, certification fees, and course supplies.

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

Applications available at the Workforce Continuing Education Services Office Customer Service Desk, first floor Walnut Building, East Entrance and online at [waynec.edu/continuing-ed/scholarships](http://waynec.edu/continuing-ed/scholarships).

**NC COMMUNITY COLLEGES** **SECU Foundation**  
PEOPLE HELPING PEOPLE

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

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 it so. If a disability occurs as soon as the need becomes known in order to provide equal time for arrangements to be made. The student must request academic adjustments by contacting the Disability Services Coordinator in the Wayne Learning Center building, 919-739-6729.



## SCHOLARSHIP OPPORTUNITIES

Visit the Financial Aid website at  
[waynec.edu/financial-aid/scholarships](http://waynec.edu/financial-aid/scholarships)

Additional scholarship information available at [fastweb.com](http://fastweb.com), [CFNC.org](http://CFNC.org) or [studentscholarships.org](http://studentscholarships.org).

3000 Wayne Memorial Drive | Goldsboro, NC | 919-739-6735 | [waynec.edu/financial-aid](http://waynec.edu/financial-aid)

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# WCC ONLINE SERVICES

## 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](mailto: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 a.m. 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

### 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, class 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 basic computer skills.

- Met one or more of the following recommendations
- Successfully completed an online or hybrid course at WCC, or developed the necessary computer skills through other computer-related courses/training (i.e. continuing education, on-the-job, etc.)
- Have access to a reliable computer.
- Have access to a reliable Internet connection.

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

- Use an Internet browser - Firefox is the preferred browser for accessing Moodle.
- Conduct Internet searches using various search engines - Google, Bing, Yahoo, etc.
- Compose, send, and receive e-mail with attachments.
- Use Microsoft Word.
- Save files in various formats.
- Download and upload files from the Internet.
- Allocate the time needed to participate in an online course.
- Obtain and install software required for the course.
- Maintain academic progression through the duration of the course.

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



## WCC BOOKSTORE

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

### BOOKSTORE RETURN POLICY

Items may be returned within two days of the purchase date, with original receipt.

Textbooks must be in the same condition as purchased, and if shrink-wrapped, must be in the original, unopened wrap.

### TEXTBOOK BUY BACK

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

### TEXTBOOK RENTAL - 3 EASY STEPS

**Rent:** Come to the bookstore and look for the textbooks with an "available for renting" sign. Bring them to the counter and you'll save up to 50% instantly.

**Use:** Study. Get good grades. Use rental books like you would any other book, except you'll feel a little smarter since you saved so much cash.

**Return:** Bring them back in good condition within two weeks of the last class date. No worrying about selling them and searching for the best price; you already found the deal of the year.

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)**



### OUR HOURS OF OPERATION:

**CALL:**  
**919-705-0475**

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

**FOR MORE INFORMATION.**

## CONTACT US

### ADMISSIONS

#### Receptionist Desk

919-739-6900 | [wce-reg@waynecc.edu](mailto:wce-reg@waynecc.edu)

or

#### Lashima Glaspie, Director of WCE Admissions

919-739-6936 | [lnglaspie@waynecc.edu](mailto:lnglaspie@waynecc.edu)

### ADVANCED MANUFACTURING/ COMMUNITY SERVICE/LEISURE & RECREATION

#### Lisa Newkirk, Coordinator

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

### ALLIED HEALTH

#### Elizabeth Curry, Director

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

### HUMAN RESOURCES DEVELOPMENT (HRD)

#### Angelia Warner, Executive Assistant

919-739-6902 | [adwarner@waynecc.edu](mailto:adwarner@waynecc.edu)

### PUBLIC SAFETY: FIRE & LAW ENFORCEMENT

#### Beverly Deans, Dean

919-739-6798 | [bdeans@waynecc.edu](mailto:bdeans@waynecc.edu)

### PUBLIC SAFETY: EMERGENCY MEDICAL SERVICES

#### Kimberly Boswell, Coordinator

919-739-6893 | [kmboswell@waynecc.edu](mailto:kmboswell@waynecc.edu)

### SCHOLARSHIP AND GRANTS

#### Maxine Cooper, Occupational Extension Specialist

919-739-6938 | [mcooper@waynecc.edu](mailto:mcooper@waynecc.edu)

### BUSINESS/COMPUTER/LANGUAGE

#### Monica Miller, Coordinator

919-739-6933 | [mdedwards@waynecc.edu](mailto:mdedwards@waynecc.edu)

### TRANSITIONAL PROGRAMS (GED®, HS DIPLOMA)

#### Erica Babb, Administrative Assistant

919-739-6908 | [ejbabb@waynecc.edu](mailto:ejbabb@waynecc.edu)

### WAYNE BUSINESS AND INDUSTRY CENTER

919-739-6940



# WAYNE COMMUNITY COLLEGE

3000 Wayne Memorial Drive • Goldsboro, NC 27534 • 919-735-5151 • [www.waynecc.edu](http://www.waynecc.edu)

