

Workforce Continuing Education Services

# Spring 2018

## COURSE SCHEDULE

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**WAYNE**  
COMMUNITY COLLEGE

WORKFORCE CONTINUING EDUCATION SERVICES

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



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



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

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

## GENERAL INFORMATION

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

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

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

## ENROLLMENT REQUIREMENTS

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

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

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

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

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

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

- b. Shall enroll in any self-supporting courses during the reporting term

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

## COURSE FEES

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

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

\*See specific course listing.

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

## COMPANY/ORGANIZATION PAYMENT PROCESS (SPONSOR BILLING)

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

1. Company Organization point of contact information (in the event there are any questions regarding a student or payment)
2. State the intent of who and what class(es) your company/organization will be responsible

for in the registration process (i.e. tuition, parking/ID, testing, books, etc.)

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

## REFUND POLICY FOR CONTINUING EDUCATION SERVICES

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

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

## COMPUTER TECHNOLOGY FEE

Pursuant to the North Carolina State

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

## STUDENT ACCIDENT INSURANCE

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

## STUDENT ID AND PARKING FEE

Both day and night students are required to display a parking decal. The Student Parking Fee is \$2.00.

Parking decals must be purchased in the Workforce Continuing Education Services Office at the time of registration. Additionally, all Workforce Continuing Education students must have an ID card. The ID card is \$3.00 and must be purchased in the Workforce Continuing Education Services Office at the time of registration.

## QUICK REFERENCE OF RATES

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

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

\*Fee subject to change.

## OFFICE HOURS

### MONDAY-THURSDAY

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

### FRIDAY

8:00 a.m.-1:00 p.m.



## WCC MISSION STATEMENT

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

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

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

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

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

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

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



# REGISTRATION FORM INSTRUCTIONS

## WEBADVISOR ACCESS FOR WORKFORCE CONTINUING EDUCATION

Workforce Continuing Education Students may use WebAdvisor to register for classes, check grades, access course schedules, unofficial transcripts, etc. To access this service, go to [www.waynecc.edu](http://www.waynecc.edu) and click on "WebAdvisor" in the right-side Quick Links area. In order to register online, the student must have been enrolled in a Workforce Continuing Education class within the last 6 months. All new students must come to campus to register and will have WebAdvisor access the first day of classes. Username and password:

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

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

Expired link follow the directions for creating your password.

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

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

## REGISTER ONLINE

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

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

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

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

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

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

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

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

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

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

## SCHOLARSHIPS FOR OCCUPATIONAL TRAINING COURSES

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

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

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



*Registration Form Instructions Continued...*

Review our available courses in this schedule. You will need the Start Date and Course Title. Fill out all items on the Workforce Continuing Education Services Registration Form. You will need one form for each course you wish to take. Be sure to sign and date the form. Mail, drop off, e-mail, or fax your Registration Form and course fee to the Workforce Continuing Education Services Division (we accept cash, check, money order, or credit card - Visa or MasterCard.) Note: All course fees are due at time of registration.

**PRE-REGISTRATION FOR ALL COURSES IS HIGHLY ENCOURAGED.**

**Mail your completed Registration Form and course fee to:**

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

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

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

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

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

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

**WAYNE COMMUNITY COLLEGE**  
WORKFORCE CONTINUING EDUCATION SERVICES  
3000 Wayne Memorial Drive | Goldsboro, North Carolina 27534 | 919-739-6900 | waynecc.edu

**STUDENT REGISTRATION FORM**

ID #: \_\_\_\_\_ TERM: \_\_\_\_\_  
LOCATION: \_\_\_\_\_ DAYS: \_\_\_\_\_ TIME: \_\_\_\_\_

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

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

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

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

**Human Resources Development (HRD) Courses ONLY - HRD Verification Statement - Tuition and Fee Waiver**  
The State Board of Community Colleges grants permission to waive tuition and fees for enrollment in classes coded in the Master Course List as Human Resources Development (HRD) if the individual meets one of the four criteria listed below. To receive this waiver, an individual must verify that he or she meets all knowledge criteria by completing and signing this form. Individuals not signing this form must pay the applicable fee to register for a Workforce Continuing Education course.  
I qualify for tuition and fee waiver under the following criteria:  
 Currently unemployed  Working and eligible for the Federal Earned Income Tax Credit  
 Received notification of a pending layoff.  Working and earn wages at or below 200% of the federal poverty guidelines.  
My signature verifies that all the information given by me as written on this HRD Tuition and Fee Waiver Verification information is complete and accurate to the best of my knowledge.

SUPPLEMENTAL STUDENT ACCIDENT INSURANCE: As a registered student of a Workforce Continuing Education Course you may purchase Supplemental Student Accident Insurance for \$0.55 per semester.  
 Yes - I would like to purchase Supplemental Student Accident Insurance.  
 No - I would NOT like to purchase Supplemental Student Accident Insurance.

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

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

**FOR OFFICE USE ONLY**

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

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

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

WAYNE COMMUNITY COLLEGE | WORKFORCE CONTINUING EDUCATION SERVICES

# ADULT HIGH SCHOOL DIPLOMA STUDENT 2017



**DEXTER TAYLOR**

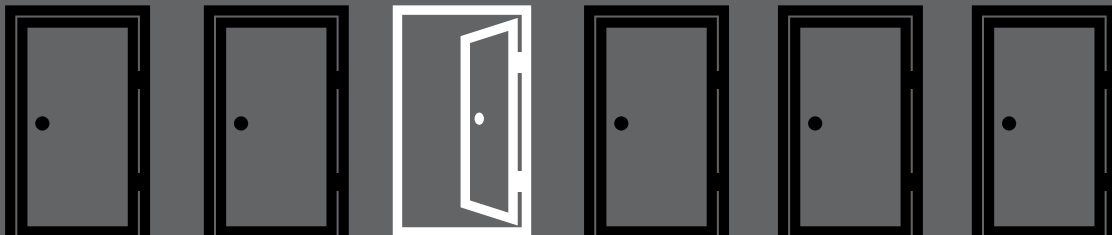
Dexter Taylor is an Adult High School student who is an active member of the Workforce Innovation and Opportunity Act's NEXTGEN program. In addition to taking AHS classes, Dexter participates in the program's Work Experiences for youth. He is currently working with the City of Goldsboro in the Human Resources department.

Dexter is also the President of the Future Leaders of the World Club.

# TRANSITIONAL PROGRAMS FOR COLLEGE AND CAREER

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

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



- Adult High School Diploma
- English Language Acquisition
- Career Pathway Classes
- Transition to College
- High School Equivalency
- Dual Enrollment to work on your diploma and college credit
- GED® HiSET™ Exam Cram
- WIOA NEXTGEN Program
- Quest Academy for ELLs
- College and Career Academy

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

## Classes Begin the Week of January 4, 2018

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

### General information:

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

### Admissions:

Ms. Rabhan, 919-739-6917  
[lrabhan@waynecc.edu](mailto:lrabhan@waynecc.edu)

### Adult High School and High School Equivalency Diplomas:

Ms. Redmon, 919-739-6903  
[sonja@waynecc.edu](mailto:sonja@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](http://www.facebook.com/wccbasicskills)



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



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

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

**3 Begin Classes ...**

**4 GRADUATE!**



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



## ON YOUR MARK, LET'S GET STARTED!

### NEW STUDENT ORIENTATION AND PLACEMENT SESSIONS

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

SESSION SCHEDULE	
Date	Time
January 2 & 3	2 p.m. to 5 p.m.
January 22 & 24	6 p.m. to 9 p.m.
February 5 & 7	2 p.m. to 5 p.m.
February 19 & 21	6 p.m. to 9 p.m.
March 5 & 7	2 p.m. to 5 p.m.
March 19 & 21	6 p.m. to 9 p.m.
April 9 & 11	2 p.m. to 5 p.m.
April 23 & 25	6 p.m. to 9 p.m.

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

# SPRING CLASSES FOR HIGH SCHOOL EQUIVALENCY PREP

“Become like bird, spread your wings, learn new things, and fly as high as you can.”

## MORNING CLASSES

Class	Begin/End	Time	Days	Location	Instructor
Open Computer Lab	1/4-5/7	8 a.m.-12 p.m.	MTWTHF	Walnut 222A	ALLIE
Health Career Focus - HSE Prep	1/5-5/7	8 a.m.-12 p.m.	MWF	Walnut 225	MEDUS
Business Career Focus - HSE Prep	1/5-5/7	8 a.m.-12 p.m.	MWF	Walnut 224	MCCRAE
Student Achievement in Reading - StAR	1/8-5/8	8 a.m.-12 p.m.	MW	Walnut 223	WADDELL

## LUNCH AND LEARN CLASSES

Class	Begin/End	Time	Days	Location	Instructor
Achieving Post-secondary Progress APP	1/5-5/7	12 p.m.-12:45 p.m.	MWF	Walnut 225	MOELLER
College & Career Transition	1/4-5/3	12 p.m.-12:45 p.m.	TTH	Walnut 225	MOELLER

## AFTERNOON CLASSES

Class	Begin/End	Time	Days	Location	Instructor
Open Computer Lab	1/4-5/7	12 p.m.-1 p.m.	MTWTHF	Walnut 222A	MEDUS
HSE PREP	1/5-5/7	1 p.m.-3:30 p.m.	MW	Walnut 225	WHITMAN
HSE PREP - MATH	1/4-5/3	1 p.m.-3:30 p.m.	TTH	Walnut 224	MCCRAE
Exam Review – ER for college placement test	1/10-5/2	1 p.m.-3:30 p.m.	W	Walnut 223	MCCRAE
Grammar Matters – AHS and HSE prep	1/4-5/3	1 p.m.-3:30 p.m.	TH	Walnut 225	WHITMAN

## NIGHT CLASSES



Class	Begin/End	Time	Days	Location	Instructor
HSE PREP - MATH	1/8-5/7	6 p.m.-9 p.m.	M	Walnut 203	MCCRAE/ BATTEN
HSE PREP	1/4-5/3	6 p.m.-9 p.m.	TTH	Walnut 203	WHITMAN/ BATTEN
COMPUTER LAB	1/4-5/8	6 p.m.-9 p.m.	MTTH	Walnut 222A	ALLIE/ BATTEN
COLLEGE AND CAREER ACADEMY	1/4-5/8	6:30 p.m.-8:30 p.m.	W	Walnut 225	STAFF



## Do you need help passing the college entrance math exam?

### COME TO THE ER! | EXAM REVIEW CLASS

Sometimes you just need that brush up on math. This class will help you do your best on the test and save you lots of tuition money by scoring into college level Math or a high level Pre-Curriculum class.

**Requirements:** Score below Level 9 on TABE Math (Test of Adult Basic Education)

Class is held in Walnut 224 on Wednesdays from 1 p.m.-3:30 p.m. starting January 10.



# ADULT HIGH SCHOOL DIPLOMA CLASSES

Pre-registration for Spring I begins December 11 and classes start January 4. Spring II pre-registration begins February 19 and classes start March 5.

AHS classes are offered as online courses and as hybrid courses, meaning students complete part of the course online and part of it in a seated classroom. There are contact teachers for online courses and it is recommended that students complete part of their online course in the program's computer lab in the Walnut building.



CLASS TITLE	BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
Algebra II	1/4-5/8	8:30 a.m.-12 p.m.	T TH	Walnut 224 Walnut 222B	McCrae
English 3	1/8-2/28	1 p.m.-3:30 p.m.	T TH	Walnut 225 Walnut 222B	Whitman
Biology	1/4-5/8	8:30 a.m.-12 p.m.	TH T	Walnut 225 Walnut 222B	Medus
US History-Part 1	1/4-3/1	8:30 a.m.-12 p.m.	TH T	Walnut 224 Walnut 222B	McKeel
English 4	3/5-4/7	1 p.m.-3:30 p.m.	T TH	Walnut 225 Walnut 222B	Whitman
US History-Part 2	3/6-5/8	8:30 a.m.-12 p.m.	TH T	Walnut 224 Walnut 222B	McKeel

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

### COMMUNITY LOCATIONS

Spring semester classes begin the week of January 4. For information about any community High School Equivalency Diploma class, please call 919-739-6903 or e-mail [sonja@waynecc.edu](mailto:sonja@waynecc.edu). We have community classes in Mount Olive and Goldsboro!



### HOW DO I REGISTER FOR CLASSES?

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

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

### DO I HAVE TO ATTEND ORIENTATION PRIOR TO REGISTRATION?

Adult students from community classes are encouraged, but not required, to attend orientation held on campus each month. Students under 18 must come on campus to meet with the Admissions Coordinator. Call 919-739-6917 or e-mail [lrabhan@waynecc.edu](mailto:lrabhan@waynecc.edu) for more information.

CLASS TITLE	BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
High School Equivalency	1/3-5/14 	5:30 p.m.-7:30 p.m.	MW	Day Reporting Center (DRC) 714 Simmons St., Goldsboro	McKeel
High School Equivalency	1/9-5/10 	5:30 p.m.-8 p.m.	TTH	Mount Olive Presbyterian Church 105 N. Breazeale Ave.	Beck
High School Equivalency	1/3-5/14	10 a.m.-12 p.m.	M	West Haven Computer Lab 138 Dupont Circle, Goldsboro	TBA

# YOU NOW HAVE ANOTHER OPTION FOR YOUR HIGH SCHOOL EQUIVALENCY TEST!

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

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

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

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

- <http://hiset.ets.org/>



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

#### **TESTING DAYS AND TIMES:**

**Monday: 1 p.m.-8 p.m.**

**Tuesday: 8 a.m.-2 p.m.**

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

#### **Saturday Testing Dates:**

<b>HiSET®</b>	<b>GED®</b>
<b>January 27</b>	<b>February 3</b>
<b>February 24</b>	<b>March 24</b>

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

**LOCATION: Walnut Building, Room 223**

For updated testing dates or to register to take a test, go to <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 <http://www.hiset.ets.org/>

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



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

## **CANNOT FIND A JOB DUE TO “NO EXPERIENCE”?**

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

**THIS SERVICE MAY BE FOR YOU!**

**ASIA JONES**

TRANSITIONAL PROGRAMS FOR COLLEGE AND CAREER  
NEXTGEN Career Advisor | 919-739-2923 | [acjones@waynecc.edu](mailto:acjones@waynecc.edu)

**919-731-7950 | EXT. 252**



# BASIC SKILLS PLUS

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

## WAYNE COMMUNITY COLLEGE STUDENT SUPPORT CENTER

Location: Walnut 222-A

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



### 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  
Counselor/Transition Coach,

**MEGAN MOELLER**



919-739-6918  
mmmoller@waynecc.edu

# ENGLISH LANGUAGE ACQUISITION (ELA)

## INFORMATION

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

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

January 4	10 a.m. or 5:30 p.m.	4 de Enero
February 8	10 a.m. or 5:30 p.m.	8 de Febrero
March 8	10 a.m. or 5:30 p.m.	8 de Marzo
April 12	10 a.m. or 5:30 p.m.	12 de Abril

### Returning Students/ Registraciòn de Estudiantes:

January 4	9 a.m. or 6 p.m.	4 de Enero
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**FOR MORE INFORMATION PLEASE CONTACT**  
**AMELIA HALL | 919-739-6911    MARIA ABALO-ZARATE | 919-739-6924**

## CAMPUS DAY CLASSES

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



## CAMPUS NIGHT CLASSES

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

# OFF CAMPUS CLASSES

## MOUNT OLIVE WAGES

Monday to Thursday/Lunes a Jueves  
9 a.m.-12 p.m.  
**1/4-5/9**

612 Breazeale Avenue | Mount Olive

**YEAR ROUND/TODO EL AÑO**



## MOUNT OLIVE

TBA

**For More Information Please Contact**  
**Amelia Hall 919-739-6911**  
**Maria Abalo-Zarate 919-739-6924**

## LITERACY CONNECTIONS OF WAYNE COUNTY

Tuesday, Wednesday, and Thursday/  
Martes, Miércoles, y Jueves  
9 a.m.-11:30 a.m. | 1/4-5/8

**Citizenship/Ciudadanía:**  
Wednesday/Miércoles: 9:30 a.m.-11:30 a.m.  
**1/10-5/2**

2001 E. Ash St. | Goldsboro

**YEAR ROUND/TODO EL AÑO**

## MARIA REINA

### DE LAS AMERICAS

**English:** Tuesday/Martes  
6 p.m.-8:30 p.m.

**Computer:** Thursday/Jueves  
6 p.m.-8:30 p.m.  
**1/4-5/8**

636 Whitfield Rd. | Mount Olive

**YEAR ROUND/TODO EL AÑO**



## PIKEVILLE LIBRARY

### English and Citizenship:

Monday and Wednesday/Lunes y Miércoles  
6 p.m.-8:30 p.m.

**1/8-5/9**

107 W. Main St. | Pikeville

**YEAR ROUND/TODO EL AÑO**



## BROGDEN

### MIDDLE SCHOOL

Tuesday and Thursday/Martes y Jueves  
6 p.m.-8:30 p.m. | **1/4-10/3**  
3761 US 117 South Alt. | Dudley

**SEPTEMBER-JUNE/SEPTIEMBRE A JUNIO**



## BROGDEN UNITED

### METHODIST CHURCH

Wednesday/Miércoles  
9 a.m.-12 p.m.

**1/10-5/9**

2918 US 117 South | Dudley

**YEAR ROUND/TODO EL AÑO**

## SPRING CREEK

### MIDDLE SCHOOL

Monday and Wednesday/  
Lunes y Miércoles  
9 a.m.-11:30 a.m.

**1/8-5/14**

3579 NC-111 | Seven Springs

**SEPTEMBER-JUNE/SEPTIEMBRE A JUNIO**



# QUEST ACADEMY

## PROGRAM



### Are you an English Language Acquisition Student?



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



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



The program will cover a variety of courses including:

- Direct Care Worker (Personal Care Aide) | Billing and Coding
- Introduction to the Healthcare System | OSHA | EKG | Welding
- Refrigerator Specialist | NCRC Program | Health Unit Coordinator
- Computer Repair | Effective Teacher Training



You will also be enrolled in the Odysseyware online program.

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



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



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



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



**WAYNE COMMUNITY COLLEGE**  
CONTINUING EDUCATION SERVICES

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



## 2017 QUEST ACADEMY GRADUATES

# ALLIED HEALTH



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

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

## MEDICAL BILLING AND CODING ONLINE CERTIFICATE PROGRAM

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

## MEDICAL BILLING AND CODING: PART I

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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LOCATION/FEE	INSTRUCTOR
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1/15-5/4 ONLINE/\$180	ONLINE Stephenson	MSU
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1. Understanding Health Insurance: A Guide To Billing and Reimbursement 13th Ed.. / Delmar Cengage 978-1305647381
2. Medical Terminology in a Flash: A Multiple Learning Approach; 3rd ed. Sharon Eagle, FA Davis 978-0803643680
3. Anatomy and Physiology for Health Professions: An Interactive Journey, 3rd Edition 978-0133851113
4. ICD-10-CM 2016 The Complete Official Codebook, Spiral, AMA ISBN: 978-1622022120

## MEDICAL BILLING AND CODING: PART II

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

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

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

1/15-5/4 ONLINE/\$180	ONLINE Stephenson	MSU
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\*Required Texts:

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

## HEALTH UNIT COORDINATOR

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

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

1/22-5/4 ONLINE/\$180	ONLINE E. Curry	ONLINE
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\*Required Text: Health Unit Coordinator, 7th Ed. / La-Fleur-Brooks/ Gillingham & Siebel, ISBN: 9781455707201

## SERVSAFE FOOD SAFETY TRAINING

This course is designed to provide food service managers the essential knowledge to help keep the food establishment safe. It prepares students to take the ServSafe Food Protection Manager Certification Exam. It covers critical principles including personal hygiene, cross contamination, time and temperature, receiving and storage, food safety

management systems, training hourly employees and more. An ANS I accredited food safety manager exam is required at the end of the course for certification. The exam will be given at the end of the class. Cost of the exam is included in the registration fee. Cost is \$108. This does not include the required book.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
3/3-3/10	8 a.m.-4:30 p.m.	Sat
	8 a.m.-12 p.m.	Sat
WLC 207/\$108	Bass/Smith	

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

### SERVSAFE CERTIFICATION TESTING/ RETEST

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
2/7	6 p.m.-10 p.m.	W
WLC 207/\$50	Bass	
3/14	6 p.m.-10 p.m.	W
WLC 207/\$50	Bass	
4/18	6 p.m.-10 p.m.	W
WLC 207/\$50	Bass	

\*Required Text: Answer Sheet ISBN: 9780135026328

### ACTIVITY DIRECTOR - BASIC

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
2/5-4/16	5:30 p.m.-8:30 p.m.	MW
Magnolia 223/\$180	Benninghoff	

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

### ECG/EKG MONITOR TECHNICIAN

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/22-4/25	5:30 p.m.-8:30 p.m.	MW
Magnolia 209/\$180	V. Gregory	

\*Required Text: Fast & Easy ECGs: A Self-Paced Learning Program by Bruce Slade and Keith Wesley/McGraw Hill, ISBN-13:9780073519753

### INTRODUCTION TO DIRECT CARE WORK (PHASE I)

Introduction to Direct Care Work explores various careers as a Nurse Aide. In this class students will complete career exploration and self-assessment, learn about time and stress management, teamwork, and professionalism, and learn CPR for the lay person. This class will also focus on job readiness skills, literacy, numeracy, keyboarding, and realistic job previewing. For more information, contact Alison Sanford (919-739-6926).

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

**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**



## DIRECT CARE WORKER (PHASE II)

(This course focuses on non-nurse aide personal care tasks and additional soft skill development.) Students will also expand nurse aide (NA-1) skills with an introduction to basic nurse aide skills, introduction to functional concepts within the nurse aide role, enhanced soft skills training, and career counseling. For more information, contact Alison Sanford (919-739-6926).

Pre-requisites: Phase I (Introduction to Direct Care Work)

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
2/5-4/11 Magnolia 205/\$180	2 p.m.-5 p.m. Simmons	MW

## MEDICATION AIDE

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
1/13, 1/27, 2/10, 2/24 Magnolia 205/\$70	9 a.m.-4 p.m. Delia	S

## SPECIAL ADMISSION COURSES

Students must attend a mandatory information session to participate in these courses. For more information about session dates and times to enroll in the Summer 2018 courses, please contact the Continuing Education Services receptionist at 919-739-6900 or Terrie Wynn at 919-739-6935 or tjwynn@waynecc.edu.

### INFORMATION SESSION DATES

#### NURSE AIDE I AND II

March 5, 12, and 19 | 12 p.m.-1 p.m.  
March 7, 14, and 21 | 5:30 p.m.-6:30 p.m.

#### PHLEBOTOMY

March 26 | 12 p.m.-1 p.m.  
March 21 | 5:30 p.m.-6:30 p.m.

All sessions will be held in Walnut 101.

## NURSE AIDE LEVEL I

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
1/15-4/30	8:30 a.m.-12:30 p.m.	MTW
1/16-4/25	5:30 p.m.-9:30 p.m.	TWTH
Magnolia 203 and 205	Multiple	

### NA1 Registration Process and Start of Class Requirements

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

## NURSE AIDE LEVEL II

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
1/18-4/27	8:30 a.m.-5 p.m.	TH
Magnolia 205/\$180	8:30 a.m.-12:30 p.m.	F
	C. Smith	

**NAII Registration Process and Start of Class Requirements**

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

**PHLEBOTOMY TECHNICIAN**

This course will prepare the student to draw blood specimens from patients for testing and/or analyzing blood. The student should be prepared to take the National Phlebotomy Certification Examination offered by the American Society for Clinical Pathology (ASCP). Students must complete clinical rotation with 100 venipunctures and 25 finger sticks. At completion the student should be able to demonstrate competence in the theoretical comprehension of phlebotomy techniques.

<b>BEGIN/ END DATES</b>	<b>CLASS TIME</b>	<b>CLASS DAYS</b>
<b>LOCATION/FEE</b>	<b>INSTRUCTOR</b>	
1/18-4/20	8:30 a.m.-12:30 p.m.	THF
1/22-4/25	5:30 p.m.-9:30 p.m.	MW
Magnolia 203	G. Rivera	

**Phlebotomy Registration Process and Start of Class Requirements**

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

**NURSE AIDE I REFRESHER**

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

<b>BEGIN/ END DATES</b>	<b>CLASS TIME</b>	<b>CLASS DAYS</b>
<b>LOCATION/FEE</b>	<b>INSTRUCTOR</b>	
1/22-3/8	5:30 p.m.-8:30 p.m.	MTH
Magnolia 205/\$125	Carmichael	

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

**NURSE AIDE II COMPETENCY TESTING**

This course is designed to provide students an opportunity to demonstrate competency skills required by the NC Board of Nursing to practice as a NA II. Students who have been off the NA II registry 24 months or less are eligible to take this test. The student must be active on the NA I registry and have been listed on the NA II registry. Students successfully demonstrating all required skills will be referred to the Board of Nursing for re-enlisting on the NA II registry. Cost for testing: \$70.00

<b>BEGIN/ END DATES</b>	<b>CLASS TIME</b>	<b>CLASS DAYS</b>
<b>LOCATION/FEE</b>	<b>INSTRUCTOR</b>	
3/12-4/9	5:30 p.m.-9:30 p.m.	M
Magnolia 205/\$70	Smith	

\*Required Text: Print material provided by instructor.

**FOR MORE INFORMATION CONTACT**

**Elizabeth Curry, Director of Allied Health**  
919-739-6929 | eacurry@waynecc.edu

**Terrie Wynn, Administrative Assistant**  
919-739-6935 | tjwynn@waynecc.edu

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

**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**

# WAYNE BUSINESS AND INDUSTRY CENTER

## SMALL BUSINESS CENTER, NC MILITARY BUSINESS CENTER, CUSTOMIZED TRAINING PROGRAM AND WORKS INITIATIVE (NCRC, WORK-READY COMMUNITIES, SOFT SKILLS/SKILLS FOR THE WORKPLACE)

### THE SMALL BUSINESS CENTER

The Small Business Center (SBC) offers no-cost seminars, access to business resources, and confidential counseling to aspiring or continuing entrepreneurs. Seminars focus on five core competencies: writing your business plan, financing your business, legally starting your business, marketing your business, and recordkeeping. Contact, the Small Business Center at 919-739-6940 for more information.

### SBC SPRING 2018 SEMINARS PRE-REGISTRATION RECOMMENDED

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

### Time and Stress Management for Small Business Owners

Ed Orsby | Monday, January 8, 2018 | 1 p.m.-4 p.m.  
Walnut 101

Some of the greatest drains on productivity occur when time is spent on insignificant tasks or trying to figure out what to do. Also, experts estimate that 80 percent of meeting time is wasted on non-relevant topics. This seminar will expose small business owners to methods of recognizing time wasters and making better use of the time that they have available. Time pressures can often result in considerable stress, too - both physical and mental - and it can affect the performance of employees and associates also. Participants will also learn methods of handling and reducing stress.

### Boots to Business

Various | Tuesday and Wednesday, January 9 and 10, 2018  
8 a.m.-4 p.m. | Walnut 104

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

### How to Find Your Customers by Helping Them Find You

Steve Carver | Monday, January 22, 2018 | 1 p.m.-4 p.m.  
Walnut 101

Discover eight different ways to reach out to various customer groups. Explore the possibilities of print, broadcast, social media, web site, and telemarketing, appointment setting, and face to face to successfully reach all the customer groups. Tips and strategies to make major positive results for every business.

### Small Business Programs, Set Asides, and Limitations on Subcontracting

Boyce Haywood | Wednesday, February 7, 2018  
2 p.m.-4 p.m. | Walnut 101

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

### Identify and Avoiding Threats to Your Business

Bob Moore | Tuesday, February 27, 2018 | 6 p.m.-9 p.m.  
Walnut 101

There are literally hundreds of threats that can affect a small business. A new big box store competitor, key employees leaving, rising gas prices, recessions, health problems, new legislation and the list goes on and on. Most existing and new business owners either lack the ability or never "slow down" long enough to identify possible internal and external threats to their businesses. Often, by the time a threat is realized, damage to the business has occurred. This seminar will reveal many common threats small businesses face, assist entrepreneurs in learning how to determine if possible threats currently exist or if they could exist in the near future, and most importantly, how to avoid these threats. Insure the success and sustainability of your business by gaining the information presented in this seminar.

**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**

### Boots to Business

Various | Tuesday and Wednesday, March 6 and 7, 2016  
8 a.m.-4 p.m. | Walnut 104

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

### How to Start a Home-Based Business

Melissa Terrell, WBC | Tuesday, March 20, 2018  
5 p.m.-7 p.m. | Walnut 104

Many people find working at home the 'ideal arrangement' and decide to set up businesses in their homes. Learn the requirements for getting started with a home-based business, including finding your niche, legal requirements, and developing a business plan.

### Facebook Step by Step: How It Can Help Your Small Business

Paul Kaufman | Thursday, April 12, 2018 | 6 p.m.-9 p.m.  
Walnut 101

It seems the entire world is on Facebook. And with such a large base of people, you need to reach them so they visit your website and help your business. But it takes a careful roadmap to get you there. This session delves into the specific tactics you can use to engage with people on Facebook and drive them back to your website.

Topics covered include:

- Choosing the best Facebook URL

- Using keywords strategically
- Helping your user above all
- Optimize your "info" tab

### Understanding Financial Statements

Jess McLamb | Tuesday, April 17, 2018 | 6 p.m.-9 p.m.  
Walnut 101

Do you know your product or service upside down and backwards, but the numbers just drive you up a wall? This seminar will help you understand the difference between cash basis and accrual basis of accounting and single versus double-entry bookkeeping. We'll talk about calculating and recording payroll taxes and sales tax and you'll get hands-on experience in preparing financial statements, including cash flow, income and expense statements, and balance sheets.

### Finance Options for Small Business

Melissa Terrell, WBC | Thursday, April 19, 2018  
12 p.m.-2 p.m. | Walnut 101

This workshop for aspiring entrepreneurs offers an overview of financing for a new or existing business. Outside funding options, including commercial bank loans, SBA-backed loans, and sources of equity capital such as angel investors and venture capitalists, will be covered.

### Introduction to Proposal Writing

Boyce Haywood | Thursday, May 10, 2018  
2 p.m.-4:30 p.m. | Walnut 101

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

## OCCUPATIONAL EXTENSION COURSES

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

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

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.

### SPANISH FOR THE WORKPLACE CONVERSATIONAL - LEVEL I

This course will prepare students to communicate on a basic level with Spanish-speaking customers in a wide

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

1/24-3/21                      6 p.m.-9 p.m.                      W  
 WLC 214/\$70                      Curl

## SPANISH FOR THE WORKPLACE - LEVEL II

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

<b>BEGIN/ END DATES</b>	<b>CLASS TIME</b>	<b>CLASS DAYS</b>
<b>LOCATION/FEE</b>	<b>INSTRUCTOR</b>	
4/4-5/30 WLC 214/\$70	6 p.m.-9 p.m. Curl	W

## SUCCESSFUL INCLUSION OF SPECIAL NEEDS STUDENTS

This course meets the requirements for certification renewal in Early Childhood Education, Elementary Education, and Secondary Education. Two topics will be dealt with in this course. First, Theory and Research - the focus is on

background knowledge, research, and theories, as well as the different types of special needs in the classroom, including learning disabilities and developmental delays. Next, Theory into Practice - there is an examination of the teacher's role in creating an inclusionary classroom with appropriate practices and intervention techniques for working with individual students' needs.

<b>BEGIN/ END DATES</b>	<b>CLASS TIME</b>	<b>CLASS DAYS</b>
<b>LOCATION/FEE</b>	<b>INSTRUCTOR</b>	
1/24-5/2 WLC 215/\$125	5 p.m.-8 p.m. Lanier	W

## INSTRUCTIONAL STRATEGIES THAT WORK

This course explores instructional strategies that have proven to have a major impact on student achievement. Increase your skills and comfort level with the following strategies: cooperative learning, questioning techniques, visual tools, graphic organizers, structuring homework, reading comprehension, building students' vocabulary, improving note taking, utilizing higher order thinking skills, and many more! Students will receive a WCC certificate upon course completion.

<b>BEGIN/ END DATES</b>	<b>CLASS TIME</b>	<b>CLASS DAYS</b>
<b>LOCATION/FEE</b>	<b>INSTRUCTOR</b>	
1/22-4/19 WLC 214/\$125	5 p.m.-8 p.m. Lanier	MTH

**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**

# CERTIFICATION / LICENSURE

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

## NOTARY PUBLIC EDUCATION

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

### PLEASE PRE-REGISTER ONE WEEK IN ADVANCE FOR NOTARY COURSES

<b>BEGIN/ END DATES</b>	<b>CLASS TIME</b>	<b>CLASS DAYS</b>
<b>LOCATION/FEE</b>	<b>INSTRUCTOR</b>	
1/20 Magnolia 218/\$70	8 a.m.-4:30 p.m. Kennedy	S
1/22-1/24 Spruce 142/\$70	5 p.m.-9 p.m. Kennedy	MW

2/24 Magnolia 218/\$70	8 a.m.-4:30 p.m. Kennedy	S
2/26-2/28 Spruce 142/\$70	5 p.m.-9 p.m. Kennedy	MW
3/24 Magnolia 218/\$70	8 a.m.-4:30 p.m. Kennedy	S
3/26-3/28 Spruce 142/\$70	5 p.m.-9 p.m. Kennedy	MW
4/23-4/25 Spruce 142/\$70	5 p.m.-9 p.m. Kennedy	MW
4/28 Magnolia 218/\$70	8 a.m.-4:30 p.m. Kennedy	S
5/19 Magnolia 218/\$70	8 a.m.-4:30 p.m. Kennedy	S
5/21-5/23 Spruce 142/\$70	5 p.m.-9 p.m. Kennedy	MW

### REAL ESTATE PRE-LICENSING

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/9-3/21 WLC 217/\$180	6 p.m.-10 p.m. Leonard	TW
3/19-5/30 Spruce 138/\$180	6 p.m.-10 p.m. Weese	MW

### CCNA 1: NETWORKING BASICS

The course introduces the architecture, structure, functions, components, and models of the Internet and computer networks. The principles of IP addressing and fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of the

course, you will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/4-4/19 ONLINE/\$180	ONLINE Stringfield	ONLINE

### CCNA 2: ROUTING BASICS

This course describes the architecture, components, and operations of routers and switches in a small network. You learn how to configure a router and a switch for basic functionality. By the end of this course, you will be able to configure and troubleshoot routers and switches and resolve common issues with RIPV1, RIPV2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
4/30-6/25 ONLINE/\$180	ONLINE Stringfield	ONLINE

### COMPTIA SECURITY+ CERT PREP

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/4-4/26 ONLINE/\$180	ONLINE Stringfield	ONLINE

**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**

# ADVANCED MANUFACTURING AND APPLIED TECHNOLOGY OCCUPATIONAL EXTENSION COURSES

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

## CERTIFICATION/LICENSURE COURSES

### NCDMV SAFETY INSPECTION

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

BEGIN/ END DATES LOCATION/FEE	CLASS TIME INSTRUCTOR	CLASS DAYS
1/9-1/10 Magnolia 101/\$70	6 p.m.-10 p.m. Woodard	TW
2/6-2/7 Magnolia 101/\$70	1 p.m.-5 p.m. Woodard	TW
3/6-3/7 Magnolia 101/\$70	6 p.m.-10 p.m. Woodard	TW
4/10-4/11 Magnolia 101/\$70	1 p.m.-5 p.m. Woodard	TW
5/1-5/2 Magnolia 101/\$70	6 p.m.-10 p.m. Woodard	TW

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

### NCDMV OBD EMISSION CONTROL

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

BEGIN/ END DATES LOCATION/FEE	CLASS TIME INSTRUCTOR	CLASS DAYS
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1/16-1/17 Magnolia 101/\$70	6 p.m.-10 p.m. Woodard	TW
2/13-2/14 Magnolia 101/\$70	1 p.m.-5 p.m. Woodard	TW
3/13-3/14 Magnolia 101/\$70	6 p.m.-10 p.m. Woodard	TW
4/17-4/18 Magnolia 101/\$70	1 p.m.-5 p.m. Woodard	TW
5/8-5/9 Magnolia 101/\$70	6 p.m.-10 p.m. Woodard	TW

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

## ADVANCED MANUFACTURING OCCUPATIONAL EXTENSION COURSES

### BASIC WELDING I

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

BEGIN/ END DATES LOCATION/FEE	CLASS TIME INSTRUCTOR	CLASS DAYS
1/8-3/5 Hocutt 170/\$70	6 p.m.-9 p.m. Newkirk	M

### BASIC WELDING II

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
3/12-5/7 Hocutt 170/\$70	6 p.m.-9 p.m. Newkirk	M

practice. The course objectives are to develop a basic understanding of systems trouble shooting, repair, and replacement.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
1/4-2/22 Magnolia 108/\$125	6 p.m.-10 p.m. Coor	TH

## 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
1/13-4/28 Hocutt 170/\$180	8 a.m.-2 p.m. Perez	S

## EPA REFRIGERANT CERTIFICATION

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
2/5-2/26 Magnolia 108/\$70	6 p.m.-10 p.m. Coor	M

## AIR CONDITIONING, HEATING, & REFRIGERATION I

This introductory course provides instruction on Air Conditioning, Heating, and Refrigeration basic systems, trouble shooting and repair/replacement. Format for the course will include classroom instruction and hands-on

Required materials: CFC Study Guide

# COMPUTER PROGRAMS

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

## ED2GO ONLINE COURSES

Continuing Education Services offer internet (online or web-based) courses that can be completed from home. Each course is a comprehensive online course offered in a convenient six-week format with expert instructors. These

courses offer engaging student discussion with access to instructor feedback throughout the class. Course lessons are released twice a week and can be accessed from any computer with an internet connection 24 hours a day, seven days a week. We offer a variety of courses that cover subjects such as teacher effectiveness, Microsoft Office, computer troubleshooting, computer and wireless networking, web page design, foreign languages, personal development, child care, business/office administration, and more.

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

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



## ADMINISTRATIVE ASSISTANT CERTIFICATE PROGRAM (WEB-SUPPORTED)

### GET READY FOR A NEW JOB!

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



BEGIN/ END DATES	CLASS TIME	CLASS DAYS
1/23-5/10 Magnolia 221/\$180	6 p.m.-8 p.m. Elliott	TTH

## ADOBE PHOTOSHOP CC (HYBRID)

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
1/23-3/20 (Part I) Magnolia 220/\$70	6 p.m.-8 p.m. Foster	T
4/10-6/5 (Part II) Magnolia 220/\$70	6 p.m.-8 p.m. Foster	T

## COMPUTER REPAIR/A+ CERT PREP

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
1/25-5/10 Spruce 202/\$180	6 p.m.-9 p.m. Shafer	TH

## MICROSOFT OFFICE 2016 INTRO (SLOW-PACED)

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
1/23-3/13 Magnolia 220/\$70	9 a.m.-12 p.m. Lloyd	T

## MS PUBLISHER 2016

This course is designed to assist students in creating greeting cards, certificates, newsletters, and other printed publications using Microsoft Publisher 2016.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
1/22-5/14 Magnolia 220/\$125	9 a.m.-12 p.m. Elliott	M

## INTRODUCTION TO COMPUTERS

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
1/22-3/19 Magnolia 221/\$70	6 p.m.-9 p.m. Jordan	M
1/23-3/20 Magnolia 220/\$70	1 p.m.-4 p.m. Lloyd	T
1/25-3/22 Woods Chapel/\$70	5:30 p.m.-8:30 p.m. Rhodes	TH

## MS EXCEL 2016

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS

1/24-3/21 6 p.m.-9 p.m. W  
Magnolia 221/\$70 Foster

1/22-3/19 5:30 p.m.-8:30 p.m. M  
Magnolia 219/\$70 Pallango

## WEB DESIGN-WORD PRESS (HYBRID)

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

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

1/25-3/22	6 p.m.-8 p.m.	TH
Magnolia 220/\$125	Foster	

## DIGITAL PHOTOGRAPHY AND PHOTO CORRECTION

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

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

1/17-5/9	6 p.m.-9 p.m.	W
Magnolia 220/\$125	Breault	

## MICROSOFT POWERPOINT 2016

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

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

1/25-3/22	6 p.m.-9 p.m.	TH
Magnolia 222/\$70	Jordan	

## MICROSOFT WORD 2013, INTERMEDIATE

This course provides intermediate training on Word 2013. This course covers more complex skills such as newsletter columns, WordArt and clip art, document themes, styles, picture editing, mail merge, footnotes and endnotes, headers and footers, templates, tables of contents and indexes, and more.

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

## QUICKBOOKS

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

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

2/6-4/26	6 p.m.-8:30 p.m.	TTH
Spruce 112/\$125	Pallango	

## KEYBOARDING PART I

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

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

1/24-3/14	9 a.m.-12 p.m.	W
Magnolia 220/\$70	Miller	

## OTHER CERTIFICATE PROGRAMS

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

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

## DELIVERY

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

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

# HUMAN RESOURCES DEVELOPMENT (HRD)

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

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

For more information, contact  
Alison Sanford at 919-739-6926 or e-mail at [ajsanford@waynecc.edu](mailto:ajsanford@waynecc.edu).



The Human Resources Development Program provides employability skills training and career development courses for adults who are trying to find employment, transitioning back into the workforce, or working to redefine their professional vocation

in today's global market. Courses are taught to address current needs and address the six HRD core components: assessment of individual skill levels and limitations; the development of a positive self-image/self-concept, employability skills, communication skills, problem-solving/critical thinking skills; and information technology to equip individuals with the knowledge, values, and practical skills essential to applying, keeping and advancing in their careers.

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

## HRD EMPLOYABILITY SUCCESS - (NCWORKS CAREER CENTER)

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/22-2/1 NCWorks Career Center/\$125	9 a.m.-12 p.m. Staff	TW
3/19-3/29 NCWorks Career Center/\$125	9 a.m.-12 p.m. Staff	TW
4/30-5/10 NCWorks Career Center/\$125	9 a.m.-12 p.m. Staff	TW

## LINKEDIN FOR JOB SEEKING

This course is designed to improve networking and use of social media. Participants will learn about social media/

networking to tap into the "hidden" job market and establish an online presence to access opportunities.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
2/16 Walnut 136/\$70	9 a.m.-12 p.m. Sanford	F
4/18 Walnut 136/\$70	1 p.m.-4 p.m. Sanford	W

## PATHWAYS TO CAREERS IN CUSTOMER SERVICE

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
3/10-4/21 Walnut 136/\$180	8 a.m.-1 p.m. Staff	F

## FINANCIAL SURVIVAL

**Learning to Live on a Limited Income** - This course is designed to provide tips for living on less. Participants will learn how to re-build credit scores, manage debt, obtain goods and services at reduced rates, eliminate unnecessary spending, and develop a wage improvement plan. They will be encouraged to adopt a positive outlook and self-concept, and be given a framework for making sound economic decisions about personal savings and retirement funds.

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

3/5-3/28 5 p.m.-7 p.m. MW  
Walnut 136/\$70 Staff

**BEGIN/  
END DATES** **CLASS  
TIME** **CLASS  
DAYS**

## WORKING SMART

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

**BEGIN/  
END DATES** **CLASS  
TIME** **CLASS  
DAYS**

**LOCATION/FEE** **INSTRUCTOR**

1/8-2/28 6 p.m.-8 p.m. MW  
Fremont Town Matthews/Parker  
Hall/\$125

2/5-3/26 2 p.m.-4 p.m. MW  
Magnolia 218/\$125 Seare/Wellington

3/6-4/24 1 p.m.-4 p.m. TTH  
Fremont Town Seare/Wellington  
Hall/\$125

4/10-5/31 4 p.m.-6 p.m. MW  
WLC 213/\$125 Matthews/Parker

**LOCATION/FEE** **INSTRUCTOR**

2/5-4/11 2 p.m.-5 p.m. MW  
Magnolia 205/\$180 Simmons

## CAREER EXPLORATION

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

**BEGIN/  
END DATES** **CLASS  
TIME** **CLASS  
DAYS**

**LOCATION/FEE** **INSTRUCTOR**

1/8-1/22 2 p.m.-6 p.m. MW  
TBD/\$70 Sanford

3/12-3/15 2 p.m.-6 p.m. MTWTH  
TBD/\$70 Sanford

5/1-5/10 8 a.m.-12 p.m. TTH  
TBD/\$70 Sanford

## PHASE ONE - INTRODUCTION TO DIRECT CARE WORK

Introduction to Direct Care Work explores various careers as a Nurse Aide. In this class students will complete career exploration and self-assessment, learn about time and stress management, teamwork, and professionalism and learn CPR for the lay person. This class will also focus on job readiness skills, literacy, numeracy, keyboarding, and realistic job previewing.

**BEGIN/  
END DATES** **CLASS  
TIME** **CLASS  
DAYS**

**LOCATION/FEE** **INSTRUCTOR**

1/22-1/31 1 p.m.-5 p.m. MW  
Magnolia 205/\$70 Carmichael

## COMPUTERS AND JOB SEARCH

**The Start to your Online Career Search** - This class introduces students to simple computer instruction. This includes how a computer works, operating system skills, keyboarding, word processing, communication, and job searching using the internet. Students will also learn how to look for, save, and attach files from Microsoft Word and other Office products. This class is perfect for those students who have little to no computer experience or are looking to optimize computer use for job searching.

**BEGIN/  
END DATES** **CLASS  
TIME** **CLASS  
DAYS**

**LOCATION/FEE** **INSTRUCTOR**

2/1-3/13 2 p.m.-4 p.m. TTH  
Spruce 112/\$70 Staff

## PHASE TWO – DIRECT CARE BASICS - (PRE-NURSE AIDE LEVEL)

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

## HRD NC FAST

### 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

**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**

agencies. Students must attend a mandatory information session to participate in this class. For more information, contact Alison Sanford at 919-839-6926.

**BEGIN/  
END DATES**                      **CLASS  
TIME**                                  **CLASS  
DAYS**

<b>LOCATION/FEE</b>	<b>INSTRUCTOR</b>	
1/3 Wayne Learning Center 161	5 p.m.-6 p.m. Staff	W
1/8 Wayne Learning Center 161	5 p.m.-6 p.m. Staff	W
1/17-3/12 Spruce 114/\$125	5 p.m.-8 p.m. Staff	MW
3/8 Walnut 101	5 p.m.-6 p.m. Staff	T
3/13 Wayne Learning Center 161	5 p.m.-6 p.m. Staff	T
3/22-5/15 Spruce 114/\$125	5 p.m.-8 p.m. Staff	TTH

\*Mandatory Information Session for HRD NC FAST class.

### HRD/NCRC SUCCESS LAB

What you need to know to improve your National Career Readiness Certificate (NCRC) scores 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**

<b>LOCATION/FEE</b>	<b>INSTRUCTOR</b>	
1/2-5/14 Walnut 136/\$125	9 a.m.-12 p.m. 1 p.m.-4 p.m. Staff/Borden	MTH MT

### INCOME MAINTENANCE CASEWORKER - NCFAS

This course is designed to cover a variety of skills associated with the Income Maintenance Caseworker role to determine service eligibility. Specific focus will include proficiency in the utilization of the NCFAS 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**

<b>LOCATION/FEE</b>	<b>INSTRUCTOR</b>	
1/22-3/28 Magnolia 219/\$125	6 p.m.-8:30 p.m. Carlton	MW



# FIND YOUR CAREER IN SOCIAL SERVICES

## Human Services Exploration DSS - NC FAST (Phase I)

1/17/18-3/12/18 | Monday and Wednesday | 5 p.m.-8 p.m.

3/22/18-5/15/18 | Tuesday and Thursday | 5 p.m.-8 p.m.

**MANDATORY INFORMATION SESSION:** 1/3/18 | 5 P.M. | Wayne Learning Center, Room 161  
1/8/18 | 5 P.M. | Wayne Learning Center, Room 161  
3/8/18 | 5 P.M. | Walnut, Room 101  
3/13/18 | 5 P.M. | Wayne Learning Center, Room 161

This course covers skills and strategies designed to provide employability skills training and career exploration for the role of Income Maintenance Caseworker within Division of Social Service agencies. Upon completion of this course, the student will demonstrate a basic understanding/proficiency in the following:

- » Entry-level skills required to be an employee of DSS
- » Interviewing skills and resumes
- » Basic computer and keyboarding skills
- » Basic navigation skills in the NC FAST system
- » DSS and NC FAST terminology
- » Workplace success skills
- » Customer service skills

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

# EMS/FIRE/LAW ENFORCEMENT CLASSES



Information on classes can be obtained from our web site:

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

Contact Beverly Deans, Public Safety Director, at 919-739-6798 or [bdeans@waynecc.edu](mailto:bdeans@waynecc.edu).

## EMERGENCY MEDICAL SERVICES CLASSES

All classes are open to all individuals, not just EMTs and Paramedics. The class fee for individuals not affiliated with an agency is indicated below. If you are affiliated with an agency, your class fee is waived.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	SAF 3016 AHA HP BLS		
LOCATION/FEE	INSTRUCTOR				
<b>EMS 4201</b> EMT Refresher 1/29-4/9 ONLINE/\$180	ONLINE K. Boswell	ONLINE	1/13-1/13 Pine 112/\$70 \$5.00 (card fee)	8 a.m.-5 p.m. J. Arnette	S
<b>EMS 4401</b> Paramedic Refresher 1/29-4/9 ONLINE/\$180	ONLINE K. Boswell	ONLINE	2/24-2/24 Pine 112/\$70 \$5.00 (card fee)	8 a.m.-5 p.m. C. Walker	S
<b>EMS 4402</b> Pediatrics/Pedi Cardiac Arrest/OB 2/14-2/14 Pine 112/\$70	6:30 p.m.-10:30 p.m. J. Smith	W	3/10-3/10 Pine 112/\$70 \$5.00 (card fee)	8 a.m.-5 p.m. C. Walker	S
<b>EMS 4402</b> Cardiac Arrest 3/14-3/14 Pine 112/\$70	6:30 p.m.-1030 p.m. C. Walker	W	4/14-4/14 Pine 112/\$70 \$5.00 (card fee)	8 a.m.-5 p.m. J. Smith	S
<b>EMS 4402</b> Stroke and Ventricular Devices 4/11-4/11 Mt. Olive Rescue/\$70	6:30 p.m.-10:30 p.m. J. Arnette	W	5/5-5/5 Pine 112/\$70 \$5.00 (card fee)	8 a.m.-5 p.m. J. Arnette	S
<b>EMS 4402</b> Hemorrhage Control 5/9-5/9 Pine 112/\$70	6:30 p.m.-10:30 p.m. J. Smith	S	5/12-5/12 Pine 112/\$70 \$5.00 (card fee)	8 a.m.-5 p.m. J. Arnette	S

**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**

## PREREQUISITES FOR ALL EMS PROGRAMS

The EMS Program courses train individuals to become emergency medical personnel. Evening classes will meet two evenings a week for four hours per meeting. There will be occasional Saturday classes scheduled within the course. This will be a hybrid course, which constitutes seated classroom time with online instruction. The instructor will provide a course description and syllabus the first evening of class to better explain. It will also be posted on our Web page via Moodle.

Course requisite: Students must purchase a designated uniform shirt to be worn at clinical sites and within the classroom setting for approximately \$16.01, malpractice insurance for \$13.00, and student insurance for \$0.55 from the college; and obtain a criminal background and drug screening check prior to beginning field clinical rotations. Textbooks are required for these classes.

If you are affiliated with a fire or EMS agency, you must provide a letter of affiliation from the department chief as confirmation to receive fee exempt status. Please contact Kim Boswell, EMS Coordinator, to schedule an interview appointment no later than 10 business days before class starts to receive your information packet at 919-739-6893 or [kmboswell@waynecc.edu](mailto:kmboswell@waynecc.edu). Documents within the packet are due by the first night of the class. There will be no admission to class without the submission of all supporting documentation. NO EXCEPTIONS.

## EMT-EMERGENCY MEDICAL TECHNICIAN - BASIC COURSE

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

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

<b>EMS 4200</b> EMT (Hybrid) (NIGHT) 1/9-4/26	6 p.m.-10 p.m. 8 a.m.-5 p.m.	TTH S
Pine 130/\$180	D. Santifort	

<b>EMS 4200</b> EMT (Hybrid) (DAY) 1/5-5/11	8 a.m.-5 p.m.	F
Pine 130/\$180	K. Smith	

## PARAMEDIC COURSE

At least 18 years of age, a current NC EMT Basic Certification, and a college placement score of DRE 98 (prior

to the beginning of class) and math placement score of NCDAP 7.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
<b>EMS 4400</b> Paramedic Part I 1/4-6/23	6 p.m.-11 p.m. 8 a.m.-5 p.m.	MTH S
Pine 112/\$180	D. Cuddeback	

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
<b>EMS 3000</b> Anatomy and Physiology 1/22-4/30	ONLINE	ONLINE
ONLINE/\$180	K. Oakley	

## FIRE SERVICE TRAINING

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

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

**Please visit**  
**[waynecc.edu/continuing-ed/emergency-services](http://waynecc.edu/continuing-ed/emergency-services)**  
**for an updated class schedule.**

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

**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**

## 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.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION	INSTRUCTOR	
CJC 3941 Detention Officer Cert. 4/4-5/23	6 p.m.-11 p.m. 8 a.m.-6 p.m.	MTWTh S
Pine 121	B. Deans	

Contact Law Enforcement Coordinator Lee Szatkowski at 919-739-6893 or [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 is offered every Spring and Fall Semester during evening hours, 6 p.m.-10 p.m. Monday-Thursday and some Saturdays 8 a.m.-5 p.m. All students must be high school graduates and obtain criminal background checks and physical examinations prior to beginning the class.

Registration fee for this course is \$180.00. Students must purchase a uniform shirt for \$25.00, and a T-shirt for physical fitness for \$16.15 from the college. The total cost of the course is approximately \$375.00 including books, registration fees, and supply cost.

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

FOR A CURRENT  
SCHEDULE OF ALL FIRE COURSES  
GO TO [WWW.WAYNECC.EDU/FIRE-EMS](http://WWW.WAYNECC.EDU/FIRE-EMS)

FOR A CURRENT LISTING OF  
ALL EMS COURSES GO TO  
[WWW.WAYNECC.EDU/CONTINUING-ED/EMS.HTML](http://WWW.WAYNECC.EDU/CONTINUING-ED/EMS.HTML)

FOR A CURRENT LISTING OF ALL  
LAW ENFORCEMENT COURSES GO TO  
[WWW.WAYNECC.EDU/CONTINUING-ED/WP-CONTENT/UPLOADS/LAW-ENFORCEMENT-TRAINING.PDF](http://WWW.WAYNECC.EDU/CONTINUING-ED/WP-CONTENT/UPLOADS/LAW-ENFORCEMENT-TRAINING.PDF)

CONTINUING EDUCATION SERVICES

# FIRE SCHOOL



**March 26-29, 2018**

Offerings include:

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

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





# FIRE ACADEMY

## JANUARY 5–MAY 4, 2018

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

## LEISURE AND RECREATION/ COMMUNITY SERVICE COURSES

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

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

### AMERICAN SIGN LANGUAGE BASICS

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/23-2/27 WLC 212/\$35	6 p.m.-8 p.m. Montgomery	T
3/20-4/24 WLC 212/\$35	6 p.m.-8 p.m. Montgomery	T

### BEGINNING SEWING

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/16-3/6 Spruce 108 & 106/\$50	6 p.m.-9 p.m. Price	T
3/20-5/8 Spruce 108 & 106/\$50	6 p.m.-9 p.m. Price	T

### COMMUNITY CHORUS

This class provides an opportunity to gain experience singing in a vocal ensemble. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, the student will be able to demonstrate skills needed to perform in a concert setting.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/4-5/3 Dogwood 201/\$35	10 a.m.-11 a.m. Collier	TTH

\*Spring Concert - May 13, 2018

## CAKE DECORATING

Want to make a birthday cake, just have fun, or start a career or even a business in cakes? This is a comprehensive course that covers courses 1 through 3 of the Wilton method of cake decorating. It includes basics of cake decorating, royal icing flowers, basics of fondant, cake design, and wired gum paste flowers. By the end of the course, students will be able to decorate a beautiful cake for any occasion using these techniques and a little practice. Where you go from here is up to you and how much you are willing to practice.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/17-2/21 Dogwood 206/\$35	6 p.m.-9 p.m. Pendergrass	W
3/14-4/25 Dogwood 206/\$35	6 p.m.-9 p.m. Pendergrass	W

## HOLIDAY FLORAL DESIGN

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/29-3/5 Dogwood 206/\$35	6 p.m.-8 p.m. Pearsall	M
3/26-5/7 Dogwood 206/\$35	6 p.m.-8 p.m. Pearsall	M

## DEFENSIVE DRIVING

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/4 WLC 212/\$50	6 p.m.-10 p.m. Rouse	TH
1/20 WLC 212/\$50	8:30 a.m.-12:30 p.m. Rouse	S
2/1 WLC 212/\$50	6 p.m.-10 p.m. Sheffield	TH
2/17 WLC 212/\$50	8:30 a.m.-12:30 p.m. Sheffield	S

3/1 WLC 212/\$50	6 p.m.-10 p.m. Rouse	TH
3/17 WLC 212/\$50	8:30 a.m.-12:30 p.m. Rouse	S
3/29 WLC 212/\$50	6 p.m.-10 p.m. Rouse	TH
4/14 WLC 212/\$50	8:30 a.m.-12:30 p.m. Sheffield	S
4/26 WLC 212/\$50	6 p.m.-10 p.m. Sheffield	TH
5/12 WLC 212/\$50	8:30 a.m.-12:30 p.m. Rouse	S

## INTERPERSONAL COMMUNICATIONS SKILLS COURSES

### CORE COMMUNICATIONS

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
3/17-3/31 Spruce 106/\$35	8:30 a.m.-12:30 p.m. Brown	S

### COUPLES COMMUNICATION

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
4/7-4/14 Spruce 106/\$35	8:30 a.m.-12:30 p.m. Brown	S
4/11-5/2 Spruce 106/\$35	6:30 p.m.-8:30 p.m. Brown	W

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

## PAINTING, OIL - BOB ROSS

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
<b>LOCATION/FEE</b> 1/11-2/15 Dogwood 206/\$50	<b>INSTRUCTOR</b> 4 p.m.-8 p.m. Edwards	TH
3/1-4/12 Dogwood 206/\$50	4 p.m.-8 p.m. Edwards	TH

## SALSA DANCING

This course will you with the basic steps of Salsa will be taught without a partner and as the student feels comfortable with each step, he/she will learn to dance with a partner; although a partner is not necessary to learn many of the steps. This class also aims to promote movement. Statistics show that a high percentage of people do little or no exercise. Any type of exercise has some benefit and promotes good health and vitality.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
<b>LOCATION/FEE</b> 1/22-3/26 WLC Auditorium/\$35	<b>INSTRUCTOR</b> 5:30 p.m.-7:30 p.m. Walters	M

## SEWING NOVELTIES

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
<b>LOCATION/FEE</b> 1/30-3/6 Senior Center Goldsboro/\$35	<b>INSTRUCTOR</b> 12:30 p.m.-3:30 p.m. Price	T
3/27-5/8 Senior Center Goldsboro/\$35	12:30 p.m.-3:30 p.m. Price	T

## SMALL GAS ENGINE REPAIR

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
<b>LOCATION/FEE</b> 1/8-3/5 Hocutt/\$50	<b>INSTRUCTOR</b> 6 p.m.-9 p.m. Olmsted	M
3/19-5/14 Hocutt/\$50	6 p.m.-9 p.m. Olmsted	M

## STAINED GLASS

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
<b>LOCATION/FEE</b> 1/16-3/6 Dogwood 206/\$40	<b>INSTRUCTOR</b> 6:30 p.m.-8:30 p.m. Walston	T
3/20-5/15 Dogwood 206/\$40	6:30 p.m.-8:30 p.m. Walston	T

## VOICE TRAINING 101

This course is designed for beginning voice students to work on the basic skills of singing, including vocal technique (in speech and singing) and solo vocal performance. Aspects of breathing, support, diction, and a variety of vocal literature will be addressed.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
<b>LOCATION/FEE</b> 2/6-3/13 Dogwood 201/\$35	<b>INSTRUCTOR</b> 6 p.m.-8 p.m. Cooper	T

## WELDING ART 101

This class is designed to use modern Welding and cutting processes including (MIG, TIG, PAC) to create and build various objects emphasizing on the contribution of the student's artistic expression.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
<b>LOCATION/FEE</b> 1/10-2/28 Hocutt 170/\$50	<b>INSTRUCTOR</b> 6 p.m.-9 p.m. Bittrich	W

# HEALTH AND NUTRITION COURSES

<b>LOCATION/FEE</b>	<b>INSTRUCTOR</b>	
3/6-3/27 Spruce 138/\$25	6 p.m.-8 p.m. Walters	T

## THE NEGATIVE EFFECTS OF SUGAR

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

<b>BEGIN/ END DATES</b>	<b>CLASS TIME</b>	<b>CLASS DAYS</b>
<b>LOCATION/FEE</b>	<b>INSTRUCTOR</b>	
1/30-2/20 Spruce 138/\$25	6 p.m.-8 p.m. Walters	T

## HEALTHY TIPS TO LOSE WEIGHT

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

<b>BEGIN/ END DATES</b>	<b>CLASS TIME</b>	<b>CLASS DAYS</b>
<b>LOCATION/FEE</b>	<b>INSTRUCTOR</b>	
4/10-5/1 Spruce 138/\$25	6 p.m.-8 p.m. Walters	T

## HOW TO GAIN ENERGY FROM YOUR FOOD

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

<b>BEGIN/ END DATES</b>	<b>CLASS TIME</b>	<b>CLASS DAYS</b>
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**FOR MORE INFORMATION  
PLEASE CONTACT  
LISA NEWKIRK  
AT (919) 739-6931  
OR LDNEWKIRK@WAYNECC.EDU**

Workforce Continuing Education Services

# HEALTH & *Nutrition* CLASSES

TIME: 6 p.m.-8 p.m. | DAY: Tuesdays

LOCATION: Spruce 138 | COST: \$25

January 30-February 20, 2018 | THE NEGATIVE EFFECTS OF SUGAR

March 6-27, 2018 | HOW TO GAIN ENERGY FROM YOUR FOOD

April 10- May 1, 2018 | HEALTHY TIPS TO LOSE WEIGHT

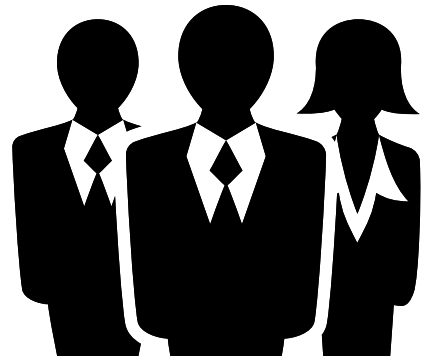
For more information, contact L. Newkirk | 919-739-6931 | ldnewkirk@waynecc.edu

PRE-REGISTRATION IS HIGHLY ENCOURAGED! | Register Now, Customer Service Desk, Walnut Building, East Entrance



# TEACHER RENEWAL COURSE OFFERINGS

Workforce Continuing Education Services offers traditional and online courses each semester to assist teachers in updating or renewing their professional educator's license. We recommend that teachers seek approval of courses selected for licensure purposes from their local education agency (LEA) and/or the North Carolina Department of Public Instruction (NCDPI). Wayne Community College offers many teacher renewal courses including traditional face-to-face and online formats.



## Complete Your Continuing Education Hours ONLINE

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

Learn from the comfort of home!

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

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

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



### Enhancing Language Development in Childhood

Enrich the lives of your children by helping them become proficient speakers and thinkers.



### Teaching Students With Autism: Strategies for Success

Help students with high-functioning autism and Asperger's Syndrome unlock their potential.



### Differentiated Instruction in the Classroom

Improve your ability to teach diverse learners with real-world examples from the classrooms.



### Spanish in the Classroom

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

– PRICES START AT \$70.00 –

## Over 50 Continuing Education Certified Online Courses Available!

Enroll Now!

[ed2go.com/waynecc](http://ed2go.com/waynecc)  
(919) 739-6933



Please consult your Local Education Agency and/or your Department of Public Instruction for continuing education approval.



# SALSA

## Dancing

**January 22-March 26, 2018**

**Mondays**  
5:30 p.m.-7:30 p.m.  
\$35

**Wayne Community College  
Auditorium**

**REGISTER NOW!**

Customer Service Desk,  
Walnut Building, East Entrance

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



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

May is Mental Health Month

# Eastern Regional Mental Health First Aid Training

Facilitator: Mona L. Townes, LCSW, LCAS, MAC  
Integrated Family Services

- Training is approved by NC Substance Abuse Professional Practice Board for up to eight General Skill Building hours.
- Course suitable for all - students, teachers, leaders of faith communities, human resource professionals, and caring citizens

**May 3, 2018 | 8 a.m.-5 p.m.**  
**Wayne Learning Center, Room 161**

For more information,  
contact L. Newkirk  
919-739-6931  
ldnewkirk@waynecc.edu

**Cost: \$40**  
**includes lunch**

Limited seating is available



3000 Wayne Memorial Drive Goldsboro, NC 27534  
waynecc.edu/continuing-ed



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# GED®/HiSET™ EXAM CRAM

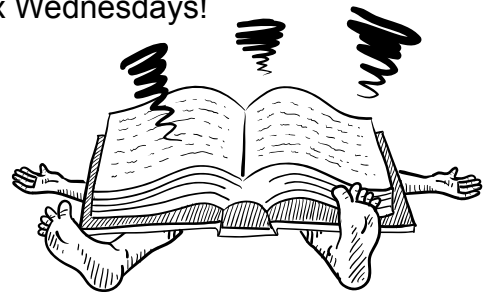
Have you always wanted to get your High School Credential so that you can get a better job or go to college? Maybe you just haven't had the time because you work full time during the day, or do not have child care during the day.

## WE HAVE A SOLUTION FOR YOU!

GED®/ HiSET™ Exam Cram - Class at night for only six Wednesdays!  
**Wednesdays – February 21-March 21, 2018**

Class is open to current and former students, as well as anyone interested in getting a High School Credential.

To register, visit the Walnut Building,  
Room 220 or call 919-739-6908.



## WCC TRANSITIONAL PROGRAMS FOR COLLEGE AND CAREER 2017 NCCCAEA INNOVATION AWARD WINNER

### Colonial Days Summer Camp

**This award was given for creativity and innovation in programming, management practices, marketing strategies, and customer service in Continuing Education Programs.**

**The Problem:** How can we get English Language Learner (ELL) mothers to class in the summer when they have to stay home with their children?

**Solution:** Have a summer camp where the children and their mothers can come to class! This year we held a camp called "Summer Colonial Times." This camp was designed for adults who were current students in the English Language Acquisition (ELA) Program and their children ages Pre-K through elementary. The mothers were able to go to an ELA class while their children were in the Colonial Times camp. They also had activities that combined the groups with Colonial Times-related reading, vocabulary, crafts, songs, and games.

**LOOK FOR OUR NEXT SUMMER CAMP IN THE SUMMER COURSE SCHEDULE BOOKLET!**





# REGISTER TODAY

# Activity Director Basic

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

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

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

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

For more information, contact  
**ELIZABETH CURRY**  
919-739-6929 | [ecurry@waynecc.edu](mailto:ecurry@waynecc.edu)



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

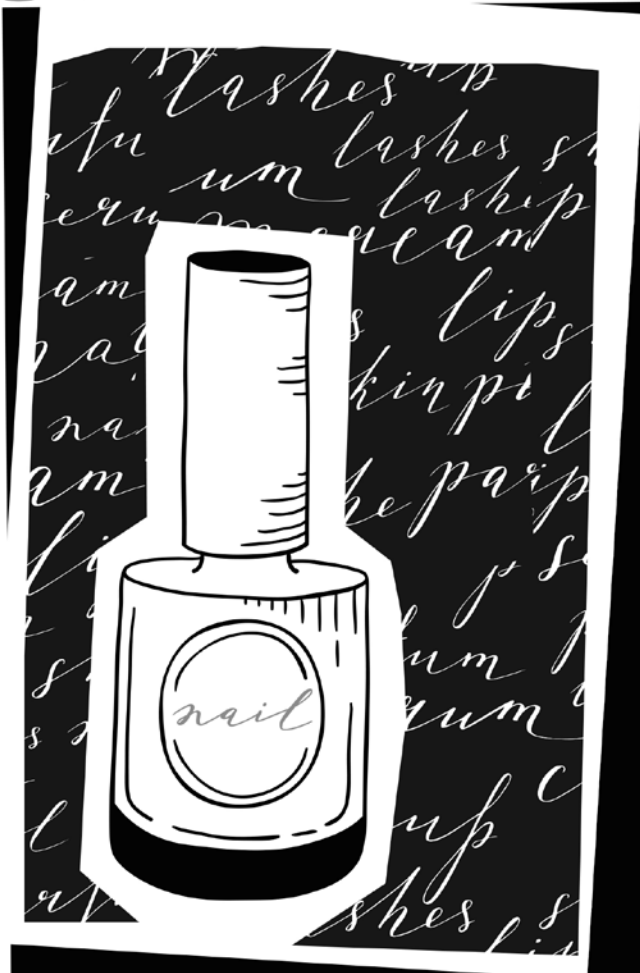
Wayne Community College encourages persons with disabilities to participate in its programs and activities. If you anticipate needing accommodation or have questions about access, please contact Elizabeth Curry at 919-739-6929 or [ecurry@waynecc.edu](mailto:ecurry@waynecc.edu). Please allow sufficient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



WAYNE COMMUNITY COLLEGE | WORKFORCE CONTINUING EDUCATION

# Nail Technology Program

## SPRING 2018 CLASSES!



Must attend **ONE** of the following Information Sessions:

**THURSDAY, NOVEMBER 30, 2017**  
5 p.m. | Walnut 104

**THURSDAY, DECEMBER 7, 2017**  
5 p.m. | Walnut 104

**CLASS INFORMATION:**

January 2-May 10, 2018

9 a.m.-2 p.m. | Monday-Thursday

Location: Circle of Love Academy

Cost: \$183.55

Additional cost for nail kit and supplies will be given at the information session.

To reserve a seat for the information session, contact

**MONICA MILLER**

919-739-6933

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



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

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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.



## Is Now Offering \_\_\_\_\_ Pre-Licensing Education Courses

### **PROPERTY AND CASUALTY PRE-LICENSING**

February 2-24, 2018

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

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

### **LIFE AND HEALTH PRE-LICENSING**

March 9-31, 2018

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

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



**REGISTER NOW!! PRE-REGISTRATION IS HIGHLY ENCOURAGED**

Customer Services Desk, Walnut Building, East Entrance

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



**WAYNE COMMUNITY COLLEGE**  
CONTINUING EDUCATION SERVICES

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

**NOW  
OFFERING!  
SPRING 2018**

WAYNE COMMUNITY COLLEGE - WORKFORCE CONTINUING EDUCATION SERVICES

# NON-PROFIT MANAGEMENT CERTIFICATE PROGRAM

**FEBRUARY 6-MAY 8, 2018**

**TUESDAYS • 6:00 P.M.-9:00 P.M.**

Wayne Community College, Wayne Learning Center, Room 213

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

## PRE-REGISTRATION IS HIGHLY ENCOURAGED!

Register now at the Customer Service Desk, Walnut Building, East Entrance while seats are available.

Registration Fee: \$125.00

Contact Hours: 42 (CEUs - 4.2)

Topics to be covered:

**MARKETING YOUR NON-PROFIT**

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

**FUND RAISING • GRANT WRITING • PREVENTING EMBEZZLEMENT**

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



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

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

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

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



# Notary Class

Spring 2018

## NOTARY PUBLIC EDUCATION



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

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

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION	INSTRUCTOR
1/20	8 a.m.-4:30 p.m.	S	Magnolia 218	Kennedy
1/22-1/24	5 p.m.-9 p.m.	MW	Spruce 142	Kennedy
2/24	8 a.m.-4:30 p.m.	S	Magnolia 218	Kennedy
2/26-2/28	5 p.m.-9 p.m.	MW	Spruce 142	Kennedy
3/24	8 a.m.-4:30 p.m.	S	Magnolia 218	Kennedy
3/26-3/28	5 p.m.-9 p.m.	MW	Spruce 142	Kennedy
4/23-4/25	5 p.m.-9 p.m.	MW	Spruce 142	Kennedy
4/28	8 a.m.-4:30 p.m.	S	Magnolia 218	Kennedy
5/19	8 a.m.-4:30 p.m.	S	Magnolia 218	Kennedy
5/21-5/23	5 p.m.-9 p.m.	MW	Spruce 142	Kennedy

Required Text

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

## REGISTER NOW!!!!

Cost: \$70 each session

Customer Service Desk,  
Walnut Building, East Entrance

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



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

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

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# WCC ONLINE SERVICES

## USERNAME AND PASSWORD

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

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

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

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

## WCC E-MAIL

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

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

## WEBADVISOR

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

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

## MOODLE

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

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

### REQUIREMENTS FOR ONLINE COURSES

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

### STUDENTS SHOULD MEET THE FOLLOWING FOR ONLINE COURSES

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

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

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

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

### TO ACCESS YOUR ONLINE COURSE

On the day your course is scheduled to begin:

#### Step 1 - Go to [www.waynecc.edu](http://www.waynecc.edu)

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

#### Step 2 - To enter your course:

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

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

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

### IF YOU WOULD LIKE TO PREVIEW A WCC MOODLE COURSE SITE

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

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

# WCC BOOKSTORE

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

## BOOKSTORE RETURN POLICY

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

## TEXTBOOK BUY BACK

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

## TEXTBOOK RENTAL - 3 EASY STEPS

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



## OUR HOURS OF OPERATION:

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

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

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

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

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

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

# Get to Work!

Wayne Business and Industry Center

Providing 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 WORKS  
210 Dixie Trail, Goldsboro, NC 27530

919-739-6940 • [www.wayneworksnc.com](http://www.wayneworksnc.com)



