Spring 2020

Course Schedule
WORKFORCE CONTINUING EDUCATION

WAYNE
COMMUNITY COLLEGE
WORKFORCE CONTINUING EDUCATION SERVICES

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

Available on the App Store

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

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

GENERAL INFORMATION
Workforce Continuing Education students may register early for classes in the Workforce Continuing Education Services Receptionist Office (Walnut, Room 127) or the first day of class as shown in the schedule. Some classes have limited enrollment and will fill up quickly on a first-come, first-served basis.
Wayne Community College is an Equal Opportunity/Affirmative Action College and accommodates the needs of individuals with disabilities. It is the intent of the College that all programs and activities be accessible to all qualified students. It is the student's responsibility to make his or her disability known as soon as the need becomes known in order to provide ample time for arrangements to be made. The

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

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

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

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

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

courses during the summer term

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

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

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

*See specific course listing.

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

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

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

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

REFUND POLICY FOR WORKFORCE CONTINUING EDUCATION SERVICES

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

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

COMPUTER TECHNOLOGY FEE

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

STUDENT ACCIDENT INSURANCE

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

STUDENT ID AND PARKING FEE

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

QUICK REFERENCE OF RATES

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

The above list does not reflect all rates for taking a class through Workforce Continuing Education Services.
*Fee subject to change.

SPRING 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.

WEBADVISOR ACCESS FOR WORKFORCE CONTINUING EDUCATION

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

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

a. Start on the WCC home page: www.waynecc.edu
b. In the Quick Links menu, select Student e-mail, Moodle, or Webadvisor. You will be taken to the Online Services Student Login page: www.waynecc.edu/online-services/
c. If you have not already been provided with your username, click on the Your Initial WCC Login (New Students) tab for directions on formatting your username.
d. Once you have your username, click on the Create Password/Forgot Password/Password Expired link follow the directions for creating your password.
e. You must have your full seven-digit student ID number which may include 0s to complete the process
f. If you set up answers to security questions - make note of the answers you provided. You will need to answer the questions if you fail to reset your password before it expires.

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

REGISTER ONLINE

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

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

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

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

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

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

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

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

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

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

SCHOLARSHIPS FOR OCCUPATIONAL TRAINING COURSES

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

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

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

State Employees' Credit Union®

Registration Form Instructions Continued...

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

PRE-REGISTRATION FOR ALL COURSES IS HIGHLY ENCOURAGED.

Mail your completed Registration Form and course fee to:
Wayne Community College
Workforce Continuing Education Services
ATTN: REGISTRAR
P.O. Box 8002, Goldsboro, NC 27533-8002

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

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

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

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

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

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

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

WAYNE COMMUNITY COLLEGE WORKFORCE CONTINUING EDUCATION SERVICES

TRANSITIONAL PROGRAMS FOR COLLEGE AND CAREER

SEPTEMBER 2019 | STUDENT OF THE MONTH
GRACIELA RUIZ-MORFIN

OCTOBER 2019 | STUDENT OF THE MONTH
ELIZABETH JOHNSTON

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
- WIOA NEXTGEN Program
- Quest Academy for ELLs
- College and Career Academy
- Dual Enrollment to work on your diploma and college credit

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

Classes Begin the Week of January 6, 2020

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

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

Admissions:
Mr. Warren, 919-739-6921
harwar@waynecc.edu

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

www.facebook.com/wccbasicskills

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.

EDUCATION FIRST

at TPCC
Leads to New Opportunities and Great Careers

ORIENTATION AND PLACEMENT SESSIONS

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

SESSION SCHEDULE	
Date	**Time**
January 2 and 3	9 a.m.-12 p.m.
January 13 and 15	2 p.m.-5 p.m.
January 27 and 29	6 p.m.-9 p.m.
February 10 and 12	2 p.m.-5 p.m.
February 24 and 26	6 p.m.-9 p.m.
March 9 and 11	2 p.m.-5 p.m.
March 23 and 25	6 p.m.-9 p.m.
April 6 and 8	2 p.m.-5 p.m.
April 20 and 22	6 p.m.-9 p.m.
May 4 and 6	2 p.m.-5 p.m.

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

ADULT HIGH SCHOOL DIPLOMA CLASSES

Spring Semester begins **January 6**
Spring I Classes **January 6 - March 4**
Pre-registration for Spring II Classes begins **February 27**
Spring II Classes **March 5 - May 7**

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

COMMUNITY LOCATIONS
Spring semester classes begin the week of January 6. For information about any community High School Equivalency Diploma class, please call 919-739-6908. We have community classes in Goldsboro and Mount Olive!

HOW DO I REGISTER FOR CLASSES?
Students should report directly to the site with a picture ID and Social Security card. Students will only be registered the first week of classes and then during the first week of each month. For DRC registration dates, call the center at 919-705-1904. There are a limited number of seats for each site. Once a class is full, interested students will be either referred to a nearby site or given a registration card for the next available seat.

DO I HAVE TO ATTEND ORIENTATION PRIOR TO REGISTRATION?
Adult students from community classes are encouraged, but not required, to attend orientation held on campus each month. Students under 18 must come on campus to meet with the Student Support Coordinator. Call 919-739-6921 or e-mail harwar@waynecc.edu for more information.

CLASS TITLE	BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
High School Equivalency	1/6-5/13	5:30 p.m.-7:30 p.m.	MW	Day Reporting Center (DRC) 714 Simmons St., Goldsboro	TBD
High School Equivalency	1/6-5/11	1 p.m.-3 p.m.	M	West Haven Computer Lab 138 Dupont Circle, Goldsboro	Allie
High School Equivalency	1/7-5/14	5:30 p.m.-8:30 p.m.	TTH	Mt. Olive Presbyterian Church 105 N. Breazeale Ave Mt. Olive, NC 28365	Soper

TEACHER RENEWAL COURSE OFFERINGS

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

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

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

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

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

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

- hiset.ets.org

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

TESTING DAYS AND TIMES:
Monday: 1 p.m.-5:30 p.m.
Wednesday: 1 p.m.-9 p.m.
Friday: 8:30 a.m.-1 p.m.

HiSET® Testing is every Thursday from 2 p.m.-5:30 p.m.

LOCATION: Walnut Building, Room 223

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

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

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

BASIC SKILLS PLUS

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

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

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

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

OTHER CAREER TRACKS AVAILABLE!

Education

Contact Your
Advisor/Transition Coach

HAROLD WARREN

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

WAYNE COMMUNITY COLLEGE
STUDENT SUPPORT CENTER

Location: Walnut 222-A

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

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

W WAYNE COMMUNITY COLLEGE

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 9	10 a.m. or 5:30 p.m.	9 de Enero
February 6	10 a.m. or 5:30 p.m.	6 de Febrero
March 5	10 a.m. or 5:30 p.m.	5 de Marzo
April 2	10 a.m. or 5:30 p.m.	2 de Abril

Returning Students/ Registraciòn de Estudiantes:

January 6 9 a.m. 6 de Enero
January 7 6 p.m. 7 de Enero

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

ON CAMPUS CLASSES
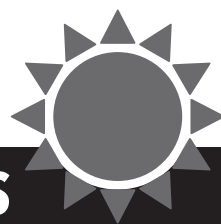
DAY CLASSES

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

NIGHT CLASSES

DATE/FECHA	COURSE/CURSO	DAYS/DIAS	TIME/ HORA	LOCATION/LUGAR
1/7-5/7	ELA LEVEL 4-5-6	TTH	6 p.m.-9 p.m.	WAL 223
1/7-5/7	ELA LEVEL 1-2-3	TTH	6 p.m.-9 p.m.	WAL 225/224
1/6-5/11	CITIZENSHIP	M	6 p.m.-9 p.m.	WAL 223

OFF CAMPUS CLASSES
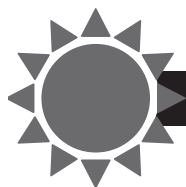
☀ DAY CLASSES

MOUNT OLIVE WAGES

Monday to Thursday/Lunes a Jueves
9 a.m.-12 p.m.
1/6-5/12
612 Breazeale Avenue | Mount Olive

YEAR ROUND/TODO EL AÑO

LITERACY CONNECTIONS OF WAYNE COUNTY

Tuesday to Thursday/Martes a Jueves
9 a.m.-11:30 a.m. | **1/7-5/12**

Citizenship/Ciudadanía:
Wednesday/Miércoles:
9:30 a.m.-12 p.m.| **1/8-5/6**
2001 E. Ash St. | Goldsboro

YEAR ROUND/TODO EL AÑO

SPRING CREEK MIDDLE SCHOOL

Monday and Wednesday/
Lunes y Miércoles
9 a.m.-11:30 a.m.
1/6-5/11
3579 NC-111 | Seven Springs

YEAR ROUND/TODO EL AÑO

BROGDEN UNITED METHODIST CHURCH

Wednesday/Miércoles
9 a.m.-12 p.m.
1/8-5/6
2918 US 117 South | Dudley

YEAR ROUND/TODO EL AÑO

☾ NIGHT CLASSES

UNIVERSITY OF MOUNT OLIVE

Monday and Wednesday/Lunes y Miercoles
5:30 p.m.-8:30 p.m.
1/6-5/11
652 R.B. Butler Drive | Mount Olive

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.
1/7-5/12
636 Whitfield Road | Mount Olive

YEAR ROUND/TODO EL AÑO

BROGDEN MIDDLE SCHOOL

Tuesday and Thursday/Martes y Jueves
6 p.m.-8:30 p.m.
1/7-5/12
3761 US 117 South Alt. | Dudley

SEPTEMBER-JUNE/SEPTIEMBRE A JUNIO

PIKEVILLE LIBRARY

English and Citizenship
Monday and Wednesday/Lunes y Miércoles
6 p.m.-8:30 p.m.
1/6-5/11
107 W. Main St. | Pikeville

YEAR ROUND/TODO EL AÑO

IGLESIA PENTECOSTES

ALPHA Y OMEGA
Monday/Lunes
6 p.m.-8:30 p.m.
1/6-5/11
3598 Salem Church Road | Goldsboro

YEAR ROUND/TODO EL AÑO

QUEST ACADEMY
PROGRAM

Are you an English Language Acquisition Student?

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

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

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

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

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

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

Computer classes will also be offered on **Wednesdays** from
9 a.m. to 12:30 p.m. Students will learn Microsoft Word and Keyboarding.

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

W WAYNE COMMUNITY COLLEGE
CONTINUING EDUCATION SERVICES

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

ALLIED HEALTH

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

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

SPECIAL ADMISSION COURSES

Students must attend a mandatory information session to participate in Nurse Aide I, Nurse Aide II, Phlebotomy and Spanish Medical Interpreter. For more information about session dates and times to enroll in the Spring 2020 courses, please contact the Continuing Education Services receptionist at 919-739-6900 or Terrie Wynn at 919-739-6935 or tjwynn@waynecc.edu.

SPRING 2020 INFORMATION SESSION DATES

NURSE AIDE I AND II AND PHLEBOTOMY

Mondays 3/9 and 3/16 | 1:30 p.m.-2:30 p.m.
Tuesdays 3/10 and 3/17 | 5:30 p.m.-7 p.m.

SPANISH MEDICAL INTERPRETER

Tuesday, March 3 | 1:30 p.m.-2:30 p.m.
Wedndesday, March 4 | 5:30 p.m.-7 p.m.

All sessions will be held in Walnut 101.

NURSE AIDE LEVEL I

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/6-4/27	8:30 a.m.-12:30 p.m.	MTW
1/7-4/28	5:30 p.m.-9:30 p.m.	TWTH
Magnolia 203 and 205	Multiple	

NURSE AIDE LEVEL II

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/6-4/21	5:30 p.m.-9:30 p.m.	MTTH
Magnolia 205/$180	C. Smith	

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

PHLEBOTOMY TECHNICIAN

This course will prepare the student to draw blood specimens from patients for testing and/or analyzing blood. The student should be prepared to take the National Phlebotomy Certification Examination. Additional cost of $130.00 at end of class to register for this certification.Students must complete clinical rotation with 100 venipunctures and 25 finger sticks. At completion, the student should be able to demonstrate competence in the skills and a theoretical comprehension of phlebotomy techniques. Clinical hours are in addition to class hours. Clinical hours: 8 and 12 hour shifts.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/4-4/4	8:30 a.m.-5 p.m.	S
1/6-4/8	5:30 p.m.-9:30 p.m.	MW
Magnolia 203	Multiple	

SPANISH MEDICAL INTERPRETER

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

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

This course will include Medical Terminology, Interpreter Skills and 40 hours clinical rotation at UNC Wayne (1 week, 8-5 p.m., M-F). Successful completion will lead to a certificate issued by Wayne Community College and the student will be eligible to take an exam from an accrediting agency to become certified.

Students will have to meet standards for fluency in English and Spanish prior to registration via testing. CASAS testing is FREE. ACTFL testing costs $70. Testing is arranged through WCC. Testing may be waived if student meets requirements determined by department.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/7-4/3	C. Villanuevo	TWTH

*Additional Requirements – High school diploma or equivalent, proof of attendance at an information session, vaccines and testing listed above, CASAS and ACTFL testing results that meet fluency requirements prior to registration (arranged at WCC)

*Required Texts:
Medical Terminology Systems 978-0-8036-5867-7

**NOTE: VACCINE REQUIREMENTS FOR ABOVE PROGRAMS

Due at registration - Proof of:
VACCINE REQUIREMENTS FOR NURSE AIDE, PHLEBOTOMY AND SPANISH MEDICAL INTERPRETER PROGRAMS - PROOF DUE AT REGISTRATION. BRING A COPY
· Open a Castle Branch Account to have a Drug Screen and Background Check - done **after** registration at our direction. (cost $81)
· 2 MMR (Measles, Mumps & Rubella) vaccines or titer showing immunity
· 1-3 Hepatitis B shots or waiver. Waiver can be signed at registration
· 2 step TB Skin Test - 2 TB skin tests showing the results performed within the year of the end date of your program and signed by the healthcare professional or titer showing immunity
· Tetanus (within 10 years) TDAP booster is usually given
· Flu shot (Current season). Must show lot number to prove current season flu vaccine used.
· 2 Varicella vaccines or varicella titers showing immunity
· NA 1, NA 2, and Phlebotomy require background check and drug screen **(with college selected agency only)**, Clinical sites will approve or reject participation in clinical training
· Clinical Sites may change the requirements. All requirements will be reviewed in the information sessions.
· Students will need an Email address

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

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PHARMACY TECHNICIAN PROGRAM

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/9-4/30	6 p.m. -9 p.m.	TWTH
	8 a.m.-5 p.m.	Every other Saturday
Pine 220/$180	M. Quinn	

Required Text:
Morty Pak - Pharmacy Technician 6e & Pharmacy Workbook 6e & Pharmacy Calculations 5e ISBN: 9781617316029 Morton Publishing

ECG/EKG MONITOR TECHNICIAN

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/7-5/7	6 p.m.-9:30 p.m.	TTH
Magnolia 219/$180	S. Bradshaw	

MEDICATION AIDE

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/11-2/1	9 a.m.-4 p.m.	S
Magnolia 205/$70	N. Delia	

NURSE AIDE REFRESHER

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/16-3/19	5 p.m.-9 p.m.	TH
Magnolia 203/$125	M. Carmichael	

NURSE AIDE II COMPETENCY TESTING

This course is designed to provide students an opportunity to demonstrate competency skills required by the NC Board of Nursing to practice as a NA II. Students who have been off the NA II registry 24 months or less are eligible to take this test. The student must be an active NA I in good standing. Students who successfully demonstrate all required skills will be referred to the Board of Nursing for re-enlisting on the NA II registry. Cost is $70

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
4/1-4/16	8:30 a.m.-12:30 p.m.	THF
Magnolia 205/$70	J. Hamilton-Fleming	

PRE-REGISTRATION IS HIGHLY ENCOURAGED.

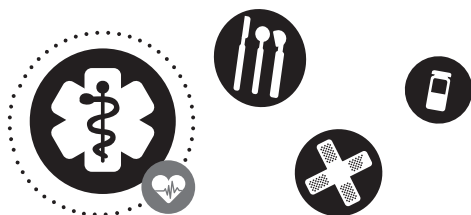## ACTIVITY DIRECTOR - BASIC

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/27-4/1 Magnolia 223/$180	5:30 p.m.-8:30 p.m. Benninghoff	MW

*Required Text: Long Term Care for Activity Professionals, Social Services Professionals and Recreational Therapists, 7th Edition / Idyll Arbor, Inc ISBN: 9781611580617

MEDICAL BILLING AND CODING (ONLINE)

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/6-5/8 ONLINE/$180	ONLINE L. Stephenson	ONLINE

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

PRE-REGISTRATION IS HIGHLY ENCOURAGED.

HEALTH UNIT COORDINATOR

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/13-5/1 ONLINE/$180	ONLINE J. Hamilton-Fleming	ONLINE

*Required Texts:
1. LaFleur Brooks' Health Unit Coordinating 7th Edition

9781455707201

SERVSAFE MANAGER TRAINING AND EXAM

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

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/11 and 2/8 3/14 and 4/18	8 a.m.-4:30 p.m.	S
Magnolia 219 $70	L. Case	

*Required Text: ISBN: 9780134812366 ServSafe Manger, 7th Edition with voucher

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

EXAM DATES

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/18 and 2/15 3/21 and 4/25	8:30 a.m.-11:30 a.m.	S
Magnolia 219 $50 exam fee	L. Case	

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

DIRECT CARE BASICS - (PRE-NURSE AIDE LEVEL)

Great entry level course for the Nurse Aide I Program. This course focuses on non-nurse aide personal care tasks and additional soft skill development. Students will also expand nurse aide (NA-1) skills with an introduction to basic nurse aide skills, introduction to functional concepts within the nurse aide role, enhanced soft skills training, and career counseling. *For more information about this course, please call 919-739-6926*

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
2/5-4/13	1 p.m.-4 p.m.	MW
Magnolia 203/$180	Simmons	

PRE-REGISTRATION IS HIGHLY ENCOURAGED.

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**

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 AND APPRENTICESHIP TRAINING))

THE SMALL BUSINESS CENTER

The Small Business Center (SBC) offers no-cost seminars, access to business resources, and confidential counseling to aspiring or continuing entrepreneurs. Seminars focus on seven core competencies: writing your business plan, financing your business, legally starting your business, finding your customer, marketing your business, small business taxes, and basics of bookkeeping.

Contact Small Business Center Director
Dale Fey at **919-739-6941** for more information.

SBC SPRING 2020 SEMINARS
PRE-REGISTRATION RECOMMENDED!

Please preregister on-line at

www.ncsbc.net/center.aspx?center=75550

Scroll down to find your seminar, click Register.
Or you may call **919-739-6940**.

Most SBC seminars require a minimum of 3 pre-registered attendees before the session can be held as scheduled. By pre-registering you will be notified on any changes in the schedule.

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

SMALL BUSINESS CENTER
WAYNE COMMUNITY COLLEGE

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

GET HIRED!

JOB READINESS BOOTCAMP

2020 DATES:
JAN 29-31 | FEB 26-28 | MAR 25-27
APR 22-24 | MAY 20-22 | JUNE 24-26

WEDNESDAY- FRIDAY | 9AM-2PM

CLASSES HELD AT
MEPHIBOSETH PROJECT, INC., (MPI, INC.),
820 N. MADISON AVE, GOLDSBORO, NC 27530

GET HIRED!
WEDNESDAYS
Career Planning and Assessment
1. Career Inventory- Career Coach & Traitfy
2. Aligning your talent with your career
3. Career Paths
4. Goal Setting & Goal Getting- Students will write out & develop their written plan of action

GET HIRED!
THURSDAYS
I.R.A. (Interview, Resume, Application) Focus
1. Students will review tips for properly completing job applications
2. Dressing for Success
3. Body Language
4. Top Interview Questions
5. Mock Interviews
6. Interview Practices & Controlling the Interview

GET HIRED!
FRIDAYS
Employability/Online Job Search
1. Review of the Bootcamp with emphasis on searching and applying for jobs online
2. Students will learn how to use NC Works Career Center services for job search
3. Students are expose to various opportunities offered by the City of Goldsboro/ County of Wayne and local employers. Tours will be incorporated when possible

For more information contact:
Angelia Warner | 919-739-6902 | adwarner@waynecc.edu
Renita Dawson | 919-739-6980 | rddawson@waynecc.edu

WAYNE
COMMUNITY COLLEGE
WORKFORCE CONTINUING EDUCATION SERVICES

3000 Wayne Memorial Drive | Goldsboro | 919-735-5151 | waynecc.edu

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 Renita Dawson at 919-739-6941 or rddawson@waynecc.edu. Please allow sufficient time to arrange accommodation.

NC works   MPI The Project

How to Become a Wayne County Public School Substitute Teacher

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

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

A completed pre-employment packet consists of the following:

1. A copy of your degree or transcript

2. Health form

3. TB test and a drug test

4. Authority for Release of Information to complete a background check

5. Direct deposit state and federal tax forms

6. Retirement form

7. I-9 Form

8. A copy of your driver's license and SS card

9. Effective Teacher Training Certificate from WCC (if you are not a certified teacher).

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

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

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

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

EFFECTIVE TEACHER I

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

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

For more information, visit: waynecountyschools.org/SubstituteTeach-erInformation.aspx

Classes starting in June!
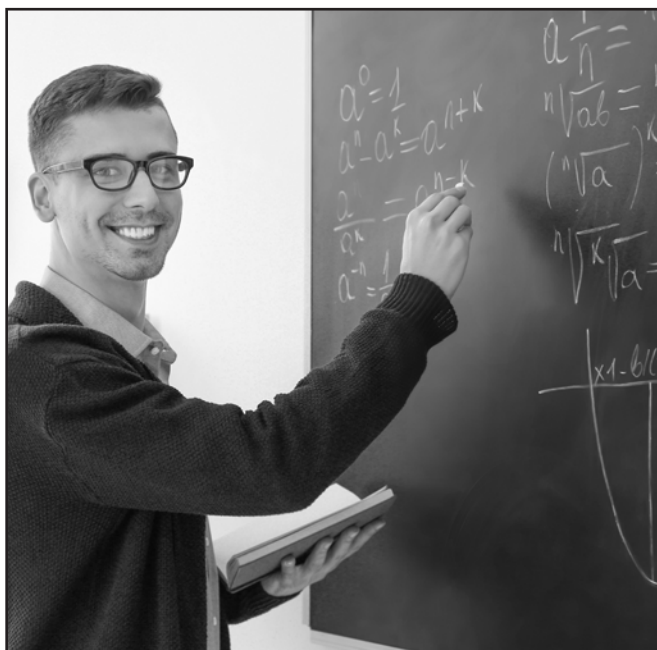
OCCUPATIONAL EXTENSION COURSES

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

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

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/22-3/11 WLC 202/$70	6 p.m.-8 p.m. Curl	W

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/27-3/16 WLC 202/$70	6 p.m.-8 p.m. Curl	M

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/22-5/6 Magnolia 218/$125	6 p.m.-9 p.m. Lanier	W

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
2/4-5/5 WLC 213/$125	6 p.m.-9 p.m. Lanier	T

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. **A current North Carolina Notary Public Manual is required for this course:** North Carolina Notary Public Manual, 2016, 11th Ed, ISBN: 9781560118510

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/6-1/7 Wayne Learning Center 217/$70	5 p.m.-9 p.m. Kennedy	MT
1/11 Wayne Learning Center 217/$70	8 a.m.-4:30 p.m. Kennedy	S
2/22 Wayne Learning Center 217/$70	8 a.m.-4:30 p.m. Kennedy	S
2/24-2/25 Wayne Learning Center 217/$70	5 p.m.-9 p.m. Kennedy	MT
4/4 Wayne Learning Center 217/$70	8 a.m.-4:30 p.m. Kennedy	S
4/6-4/7 Wayne Learning Center 217/$70	5 p.m.-9 p.m. Kennedy	MT

ELECTRONIC NOTARY PUBLIC

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/8 Magnolia 219/$70	5 p.m.-9 p.m. Kennedy	W
4/8 Magnolia 219/$70	5 p.m.-9 p.m. Kennedy	W

Required student workbook $5.00, to be paid at the time of registration.

LIFE AND HEALTH PRE-LICENSING

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
2/7-2/29	6 p.m.-9 p.m.	F
	8 a.m.-5 p.m.	S
WLC 217/$125	Murphy	

PROPERTY AND CASUALTY PRE-LICENSING

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
3/6-3/28	6 p.m.-9 p.m.	F
	8 a.m.-5 p.m.	S
WLC 217/$125	Murphy	

REAL ESTATE PRE-LICENSING

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/6-3/30	6 p.m.-10 p.m.	MW
WLC 212/$180	Weese	

PRE-REGISTRATION IS HIGHLY ENCOURAGED.

COSMETOLOGY PROGRAM

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

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

Cosmetology - Part 1 of 3

1/13-4/28 Civella Beauty Academy/$180	8:30 a.m.-4:30 p.m. Staff	MTWTHF

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

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

COSMETOLOGY BOOK AND KIT - Information will be provided at the mandatory information session.

PRE-REGISTRATION IS HIGHLY ENCOURAGED.

COSMETOLOGY COURSES

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

All students <u>MUST ATTEND</u> one of the following information sessions for the location that you choose to attend class and then register on campus at the Walnut Building, East Entrance *(Workforce Continuing Education).*
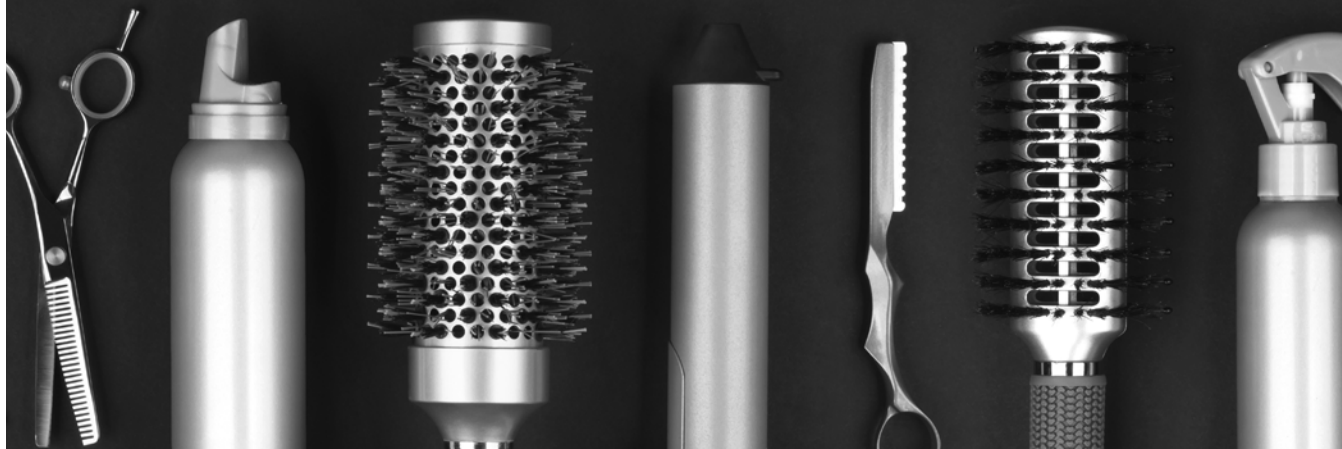
Information sessions will be held at Civella Beauty Academy:

1. Monday, December 9, 2019 | 5:30 p.m.-6:30 p.m. Cosmetology course

COSMETOLOGY COURSES AT WCC

EARN YOUR COSMETOLOGY CERTIFICATE TODAY!
Attend mandatory information sessions at Civella Beauty Academy Located at 1021 N. Spence Avenue, Goldboro, NC 27534 .

ADVANCED MANUFACTURING AND APPLIED TECHNOLOGY OCCUPATIONAL EXTENSION COURSES

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

CERTIFICATION/LICENSURE COURSES

NCDMV SAFETY INSPECTION

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/21-1/22 Magnolia 109/$70	6 p.m.-10 p.m. Woodard	TW
2/18-2/19 Magnolia 107/$70	1 p.m.-5 p.m. Woodard	TW
3/24-3/25 Magnolia 109/$70	6 p.m.-10 p.m. Woodard	TW
4/21-4/22 Magnolia 107/$70	1 p.m.-5 p.m. Woodard	TW

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

NCDMV OBD EMISSION CONTROL

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/28-1/29 Magnolia 109/$70	6 p.m.-10 p.m. Woodard	TW
2/25-2/26 Magnolia 107/$70	1 p.m.-5 p.m. Woodard	TW
3/31-4/1 Magnolia 109/$70	6 p.m.-10 p.m. Woodard	TW
4/28-4/29 Magnolia 107/$70	1 p.m.-5 p.m. Woodard	TW

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

ADVANCED MANUFACTURING OCCUPATIONAL EXTENSION COURSES

BASIC WELDING I

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/13-3/9 Hocutt 170/$70	6 p.m.-9 p.m. Bittrich	M

BASIC WELDING II

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
3/16-511 Hocutt 170/$70	6 p.m.-9 p.m. Bittrich	M

PRE-REGISTRATION IS HIGHLY ENCOURAGED.

ADVANCED WELDING - BILINGUAL

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/25-5/9 Hocutt 170/$180	8 a.m.-2 p.m. Perez	S

SOLDADURA- NIVEL AVANZADO - BILINGUE

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

COMIENZO/FINALIZA	CLASE HORA	CLASE DIAS
UBICACION/COSTO	INSTRUCTOR	
1/29-5/9 S. Hocutt 170/$180	8 a.m.- 2 p.m. Perez	S

AIR CONDITIONING, HEATING, & REFRIGERATION II

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
2/6-4/23 Magnolia 108/$125	6 p.m.-10 p.m. Brown	TH

AIRE ACONDICIONADO, CALEFACCIÓN Y REFRIGERACIÓN NIVEL I – BILINGÜE

Este curso introductorio ofrece instrucción en sistemas básicos de aire acondicionado, calefacción y refrigeración como también, soluciones de problemas, reparación y reemplazo. Este curso incluirá teoría, ejecución y práctica.

COMIENZO/FINALIZA	CLASE HORA	CLASE DIAS
UBICACION/COSTO	INSTRUCTOR	
2/5-4/22 Edificio Magnolia, Aula 108/$125	6 p.m.-10 p.m. Jaimes	miércoles

PRE-REGISTRATION IS HIGHLY ENCOURAGED.

ADVANCED WELDING BILINGUAL

Advanced Welding- Bilingual
Saturdays: January 25 - May 9, 2020
8AM-2PM | Cost: $180
Hocutt Building, Room 170

Register now at the Customer Service Desk, Walnut Building, East Entrance.
For more information, contact Lisa Newkirk at 919-739-6931 or ldnewkirk@waynecc.edu

EPA REFRIGERANT CERTIFICATION

This course covers the requirements for the EPA certification examinations. Topics include small appliances, high-pressure systems, and low-pressure systems. Upon completion, students should be able to demonstrate knowledge of refrigerants and be prepared for the online EPA certification examinations. NOTE: A $25 EPA Refrigerant Certification fee is added to the cost of this class.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
2/4-4/21 HOC 108/$125	6 p.m.-10 p.m. Brown	M

BRICK MASONRY

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/27-5/14 Little Washington Community Center/$180	6 p.m.-9 p.m. TBD	MTH

TRUCK DRIVER TRAINING

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

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/14-4/18	6 p.m.-10 p.m. AND	TWTH
Spruce 138	7 a.m.-6 p.m.	S

CDL PERMIT STUDY CLASS

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
3/23-3/26 Spruce 120/$70	6 p.m.- 10 p.m. Hardy	MTWTH

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

PARALLEL TRAINING COURSES

READY FOR YOUR ASSOCIATE'S DEGREE?

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

AGRICULTURAL CHEMICALS

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/8-5/8 ONLINE/$180	ONLINE J Moeller	ONLINE

HEATING TECHNOLOGY

This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/8-5/8 Magnolia 108 & 106 $180	9 a.m.-3 p.m. D Gardner	T

PRE-REGISTRATION IS HIGHLY ENCOURAGED.

CAD I

This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/8-5/8	1 p.m.-3 p.m.	MTH
Spruce 112 & ONLINE/ $180	S Thorne	

INTRODUCTION TO WIRING

This course is an introduction to wiring concepts for non-electricians. Topics include safety, tools, materials, techniques and terminology associated with electrical wiring. Upon completion, students should be able to use and/or identify wiring tools, materials and procedures at an introductory level.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/8-5/8	6 p.m.-9 p.m	T
Hocutt 140 & ONLINE/ $180	J Carter	

CNC MILLING

This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/8-3/4	9 a.m.-10 p.m	M
	9 a.m.-12 p.m.	W
Azalea 101 & 102/$180	B Daniels	

PRE-REGISTRATION IS HIGHLY ENCOURAGED.

BLUEPRINT READING MACHINING II

This course introduces more complex industrial blueprints. Emphasis is placed on auxiliary views, section views, violations of true project, special views, applications of GD&T, and interpretation of complex parts. Upon completion, students should be able to read and interpret complex industrial blueprints.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/8-3/4	1 p.m.-3 p.m	MW
Spruce 214 & ONLINE/ $180	D Meek	

BASIC WELDING PROCESSES

This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/8-5/8	9 a.m.-1 p.m	M
Hocutt 160 & 170/ $180	C Pate	

BASIC WELDING PROCESSES

This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/8-5/8	6 p.m.-10 p.m	W
Hocutt 160 & 170/ $180	W Wise	

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

GET CERTIFIED
www.waynecc.edu/continuing-ed/

COMPUTER PROGRAMS

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

ED2GO ONLINE COURSES

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

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

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

ADMINISTRATIVE ASSISTANT CERTIFICATE PROGRAM (WEB-SUPPORTED)

GET READY FOR A NEW JOB!
In one course you will learn the skills that will equip you with the extensive computer ability most in demand by today's employers. Subjects covered: basics of computer operation and

maintenance (fire walls, spyware, ad ware, malicious code, MS updates, hard drive clean-up and de-fragmenting, etc.). Microsoft Word, Excel, PowerPoint, and Internet Explorer programs are also covered. Register today!

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/21-5/7 Magnolia 221/$180	6 p.m.-8 p.m. Elliott	TTH

COMPUTER REPAIR/A+ CERT PREP

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/23-5/7 Spruce 202/$180	6 p.m.-9 p.m. Smith	TH

MICROSOFT OFFICE 2016 INTRO (SLOW-PACED)

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
2/6-4/2 Magnolia 220/$70	1 p.m.-4 p.m. Lloyd	TH

MICROSOFT POWERPOINT 2016 - PART 2 (SLOW-PACED)

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/13-5/11 Magnolia 220/$125	9 a.m.-12 p.m. Elliott	M

INTRODUCTION TO COMPUTERS

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
2/11-4/7 Magnolia 220/$70	1 p.m.-4 p.m. Lloyd	T
1/27-3/23 Magnolia 221/$70	6 p.m.-9 p.m. Anderson	M

MS EXCEL 2016 - PART I

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/22-3/18 Magnolia 219/$70	6 p.m.-9 p.m. Foster	W

MS EXCEL 2016 - PART 2

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
4/1-5/27 Magnolia 219/$70	6 p.m.-9 p.m. Foster	W

MS EXCEL 2016 - PART 3

This course provides intermediate level training for Excel 2016. This course covers skills such as macros, pivot tables, pivot charts, and much more! Students will receive a WCC certificate upon course completion.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
2/5-4/1 Magnolia 221/$70	6 p.m.-9 p.m. Elliott	W

WEB DESIGN-WORD PRESS (HYBRID)

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
2/6-4/30 Magnolia 220/$125	6 p.m.-8 p.m. Foster	TH

VMware ICM 6.7

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/21-3/31 ONLINE/$180	ONLINE Stringfield	ONLINE

PRE-REGISTRATION IS HIGHLY ENCOURAGED.

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 919-739-6926

For The Future You Never Thought Existed
Human Resources Development
HRD

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

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

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

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

BEGIN/ END DATES LOCATION/FEE	CLASS TIME INSTRUCTOR	CLASS DAYS
1/10-1/24 NCWorks Career Center/$70	9 a.m.-12 p.m. Ford	F
2/7-2/21 NCWorks Career Center/$70	9 a.m.-12 p.m. Ford	F
3/6-3/20 NCWorks Career Center/$70	9 a.m.-12 p.m. Ford	F
4/3-4/17 NCWorks Career Center/$70	9 a.m.-12 p.m. Ford	F
5/1-5/15 NCWorks Career Center/$70	9 a.m.-12 p.m. Ford	F

DIRECT CARE BASICS - (PRE-NURSE AIDE LEVEL)

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

BEGIN/ END DATES LOCATION/FEE	CLASS TIME INSTRUCTOR	CLASS DAYS
2/5-4/13 Magnolia 203/$180	1 p.m.-4 p.m. Simmons	MW

D.R.E.S.S. FOR SUCCESS

This course focuses on proper dressing and techniques for a successful interview, improving life skills, communicating effectively and managing conflict. Students are given sound advice and simple steps they can take to immediately transform their professional image within their current budget.

BEGIN/ END DATES LOCATION/FEE	CLASS TIME INSTRUCTOR	CLASS DAYS
2/18-3/26 WLC 161/$70	9 a.m.-11 a.m. Staff	TTH

HRD/NCRC SUCCESS LAB

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

BEGIN/ END DATES LOCATION/FEE	CLASS TIME INSTRUCTOR	CLASS DAYS
1/2-5/15 Walnut 136/$180	9 a.m.-12 p.m. 1 p.m.-4 p.m. Staff/Borden	MTH MT

PRE-REGISTRATION IS HIGHLY ENCOURAGED.

FIND YOUR CAREER IN SOCIAL SERVICES

NC FAST
North Carolina Families Accessing
Services through Technology

MANDATORY INFORMATION SESSION FOR
PHASE I: HUMAN SERVICES EXPLORATION DSS

Thursday, January 9, 2020 | 5:30 p.m.-6:30 p.m. | Walnut Building, Room 104

Tuesday, January 14, 2020 | 5:30 p.m.-6:30 p.m. | Walnut Building, Room 104

PHASE I: HUMAN SERVICES EXPLORATION DSS

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	LOCATION/FEE	INSTRUCTOR
1/28-3/19	5:30 p.m.-8:30 p.m. TTH		Spruce 114/$125	Williams & Woodard

PHASE II: INCOME MAINTENANCE CASEWORKER - NCFAST

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	LOCATION/FEE	INSTRUCTOR
3/31-6/4	5:30 p.m.- 8 p.m.	TTH	Magnolia 219/$125	Artis & Faison

WAYNE COMMUNITY COLLEGE
WORKFORCE CONTINUING EDUCATION SERVICES

EMS/FIRE/LAW ENFORCEMENT CLASSES

Information on classes can be obtained from our web site: waynecc.edu/continuing-ed
Contact Beverly Deans, Public Safety Director, at 919-739-6798 or bdeans@waynecc.edu.

EMERGENCY MEDICAL SERVICES CLASSES

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

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

EMS 4402
*Lifting and Moving Patients

1/8-1/8	6:30 p.m.-10:30p.m.	W
Pine 112*WCC /$70	J. Smith	

EMS 4502
*EMS Instructor Methodology

1/11-2/1	9 a.m.-5 p.m.	S
Pine 112*WCC /$180	J. Bright	

EMS 4302
Overdose Emergencies

1/30-1/30	7 p.m.-10 p.m.	Th
Mt. Olive FD/$70	J. Arnette	

EMS 4402
*Oxygenation, Ventilation, & Airway

2/12-2/12	6:30 p.m.-10 p.m.	W
Pine 112*WCC /$70	R. Lassiter	

EMS 4302
Medication Delivery

2/13-2/13	7 p.m.-10 p.m.	TH
Mt. Olive FD/$70	Arnette	

EMS 4302
Ventilation/BVM/LMA/King Airway

3/2-3/2	7 p.m.-10 p.m.	M
Mt. Olive FD/$70	J. Arnette	

EMS 4402
*EMT Review

3/11-3/11	6:30 p.m.-10 p.m.	W
Pine 112*WCC /$70	C. Hardin	

EMS 4302
Post Resuscitation Care/Oxygenation

3/24-3/24	7 p.m.-10 p.m.	T
Mt. Olive FD/$70	J. Arnette	

EMS 4302
Stroke Awareness/At Rick Population

4/2-4/2	7 p.m.-10 p.m.	TH
Mt. Olive FD/$70	J. Arnette	

EMS 4402
BBP/Communicable Diseases

4/8-4/8	6:30 p.m.-10 p.m.	W
Pine 112*WCC /$70	C. Hardin	

EMS 4302
Traumatic Injury/Field Triage/MCI's

5/6-5/6	7 p.m.-10 p.m.	W
Mt. Olive FD/$70	J. Arnette	

EMS 4402
*BBP/Communicable Diseases

5/13-5/13	6:30 p.m.-10 p.m.	W
Pine 112*WCC /$70	C. Hardin	

*Classes with an asterisk (*):
Contact Kimberly M. Boswell at:
919-739-6893 or kmboswell@waynecc.edu to register.

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. There will be occasional Saturday classes scheduled within the course. This will be a hybrid course, which constitutes seated classroom time with online instruction. The instructor will provide a course description and syllabus the first evening/day of class to better explain. It will also be posted on our Web page via Moodle.

Course requisite: Students must purchase a designated uniform to be worn at clinical sites and within the classroom setting, malpractice insurance, and student insurance from the college; and obtain a criminal background and drug screening check. Textbooks are required for these classes. Approximate cost for: EMT course is $625.00 and Paramedic course (part I and II) is $1075.00 (unless fee exempt).

If you are affiliated with a fire or EMS agency, you must provide a letter of affiliation from the department chief as confirmation to receive fee exempt status. Please contact Kim Boswell, EMS Coordinator, to schedule an interview appointment no later than 14 business days before class starts to receive your information packet at 919-739-6893 or kmboswell@waynecc.edu. Documents within the packet are due by the first night of the class. There will be no admission to class without the submission of all supporting documentation. NO EXCEPTIONS.

EMT-EMERGENCY MEDICAL TECHNICIAN COURSE

Students must be 17 by the last day of class, posses a high school diploma, GED certificate, or a letter of recommendation from your high school principal and a college placement score into DRE 098 (prior to the beginning of class), and completion of required packet.

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

EMS 4200
EMT (Evening)

1/7-4/28	6 p.m.-10 p.m.	TTH
	8 a.m.-5 p.m.	S
Pine 130/$180	M.K. Smith	

EMS 4201
EMT (Refresher)

| 1/27-4/6 | ONLINE | ONLINE |
| ONLINE/$180 | K. Boswell | |

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

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

EMS 3000
Anatomy and Physiology

| 1/13-4/20 | ONLINE | ONLINE |
| ONLINE/$180 | K. Oakley | |

PARAMEDIC COURSE

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

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

EMS 4400
Paramedic Initial Part I

1/6-6/22	6 p.m. -11 p.m.	MTH
	8 a.m.-5 p.m.	S
Pine 112/$180	D. Cuddeback	

EMS 4401
Paramedic Refresher

| 1/27-4/6 | ONLINE | ONLINE |
| ONLINE/$180 | K. Boswell | |

FIRE SERVICE TRAINING

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

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

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

LAW ENFORCEMENT TRAINING

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

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

Contact Law Enforcement Coordinator
Lee Szatkowski | 919-739-6893 | 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 waynecc.edu/continuing-ed/ programs/emergency-services

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

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

WORKFORCE CONTINUING EDUCATION SERVICES

FIRE SCHOOL

Coming March 2020!

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

LEISURE AND RECREATION/ COMMUNITY SERVICE COURSES

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

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

AMERICAN SIGN LANGUAGE BASICS

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

BEGIN/ END DATES LOCATION/FEE	CLASS TIME INSTRUCTOR	CLASS DAYS
2/6-3/12 WLC 214/$35	6 p.m.-8 p.m. Montgomery	TH
4/2-5/7 WLC 214/$35	6 p.m.-8 p.m. Montgomery	TH

CAKE DECORATING

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

BEGIN/ END DATES LOCATION/FEE	CLASS TIME INSTRUCTOR	CLASS DAYS
1/29-3/4 Dogwood 206/$40	6 p.m.-9 p.m. Pendergrass	W
4/1-5/6 Dogwood 206/$40	6 p.m.-9 p.m. Pendergrass	W

BEGINNING SEWING

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

BEGIN/ END DATES LOCATION/FEE	CLASS TIME INSTRUCTOR	CLASS DAYS
1/7-2/25 Spruce 108 and 106/$50	6 p.m.-9 p.m. Price	T
3/10-4/28 Spruce 108 and 106/$50	6 p.m.-9 p.m. Price	T

WATERCOLOR

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

BEGIN/ END DATES LOCATION/FEE	CLASS TIME INSTRUCTOR	CLASS DAYS
1/6-3/2 Dogwood 206/$35	6 p.m.-8 p.m. Gardner	M

WEAVING, CARDBOARD LOOM

This course teaches students the basic over and under technique of plain weaving. Upon the completion of this class, students will have completed a weaved wall hanging on cardboard.
Ask for a supply list at the time of registration.

BEGIN/ END DATES LOCATION/FEE	CLASS TIME INSTRUCTOR	CLASS DAYS
1/9-2/27 Spruce 106/108/$35	1 p.m.-3 p.m. Gardner	TH
3/12-4/30 Spruce 106/108/$35	1 p.m.-3 p.m. Gardner	TH

PRE-REGISTRATION IS HIGHLY ENCOURAGED.

FLORAL DESIGN

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

Ask for a supply list at the time of registration.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
2/3-3/9 WLC 214/$35	6 p.m.-8 p.m. Pearsall	M
3/30-5/11 WLC 214/$35	6 p.m.-8 p.m. Pearsall	M

DEFENSIVE DRIVING - 4 HOURS

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/4 WLC 212/$50	8:30 a.m.-12:30 p.m.	S
1/16 WLC 212/$50	6 p.m.-10 p.m.	TH
2/1 WLC 212/$50	8:30 a.m.-12:30 p.m.	S
2/13 WLC 212/$50	6 p.m.-10 p.m.	TH
2/29 WLC 212/$50	8:30 a.m.-12:30 p.m.	S
3/12 WLC 212/$50	6 p.m.-10 p.m.	TH
3/28 WLC 212/$50	8:30 a.m.-12:30 p.m.	S

4/9 WLC 212/$50	6 p.m.-10 p.m.	TH
4/25 WLC 212/$50	8:30 a.m.-12:30 p.m.	S
5/7 WLC 212/$50	6 p.m.-10 p.m.	TH

DEFENSIVE DRIVING - 8 HOURS

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/25 WLC 212/$100	8 a.m.-5 p.m.	S
2/22 WLC 212/$100	8 a.m.-5 p.m.	S
3/21 WLC 212/$100	8 a.m.-5 p.m.	S
4/18 WLC 212/$100	8 a.m.-5 p.m.	S

COMPUTER BASICS - SLOW PACED

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/9-2/27 Senior Center Goldsboro/$25	1 p.m.-4 p.m. Foster	TH
4/2-5/21 Senior Center Goldsboro/$25	1 p.m.-4 p.m. Foster	TH

ADVANCED SEWING

This course is designed for advanced students. The students are taught advanced methods in sewing and broader terminology of it.

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

1/16-3/5	6 p.m.-9 p.m.	TH
Spruce 108 and		
106/$50	Grant	

3/26-5/14	6 p.m.-9 p.m.	TH
Spruce 108 and		
106/$50	Grant	

SEWING NOVELTIES

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/14-3/3	12:30 p.m.-3:30 p.m.	T
Senior Center		
Goldsboro/$50	Price	
3/17-5/5	12:30 p.m.-3:30 p.m.	T
Senior Center		
Goldsboro/$50	Price	

PAINTING, OIL - BOB ROSS

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/9-2/13	4 p.m.-8 p.m.	TH
Dogwood 206/$50	Edwards	
2/20-3/26	4 p.m.-8 p.m.	TH
Dogwood 206/$50	Edwards	

| 4/9-5/14 | 4 p.m.-8 p.m. | TH |
| Dogwood 206/$50 | Edwards | |

SMALL GAS ENGINE REPAIR

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/6-3/2	6 p.m.-9 p.m.	M
Hocutt 130/$50	Olmsted	
3/16-5/11	6 p.m.-9 p.m.	M
Hocutt 130/$50	Olmsted	

STAINED GLASS

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/14-3/3	6:30 p.m.-8:30 p.m.	T
Dogwood 206/$40	Walston	
3/17-5/5	6:30 p.m.-8:30 p.m.	T
Dogwood 206/$40	Walston	

PRE-REGISTRATION IS HIGHLY ENCOURAGED.

LEARN A NEW SKILL
www.waynecc.edu/continuing-ed/

CAUSES OF SUGAR CRAVINGS - BILINGUAL

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/30-2/20 Spruce 120/$25	6 P.M.-8 P.M. Walters	TH

HOW TO GAIN ENERGY FROM YOUR FOOD - BILINGUAL

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
3/5-3/26 Spruce 120/$25	6 P.M.-8 P.M. Walters	TH

HEALTHY TIPS TO LOSE WEIGHT - BILINGUAL

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
4/9-4/30 Spruce 120/$25	6 P.M.-8 P.M. Walters	TH

CORE COMMUNICATION

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	
1/16-2/20 Spruce 142/$35	6 p.m.-8 p.m. Brown	TH

COUPLE'S COMMUNICATION

In the couple's 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	
3/5-3/26 Spruce 142/$35	6 p.m.- 8 p.m. Brown	TH

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

SCRAPBOOKING 101

This course will teach the basic first steps to create your own unique scrapbooks. Students will learn how to crop pictures, how to create borders for pictures, and how to create memorable layouts to bring your photos to life. So collect your pictures and come have some fun creating a wonderful family heirloom.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/6-3/2 Spruce 108 and 106/$35	6 p.m.-9 p.m. Busby	M
1/11-2/29 Spruce 108 and 106/$35	9 a.m.-12 p.m. Busby	S

SCRAPBOOKING 102

This course will teach some fun special techniques for creating a family heritage theme scrapbook. Students will learn how to create unique pages that will tell their families' stories, how to journal those stories for generations to come, and how to preserve their old family photos safely. Join us for an opportunity to create a priceless family keepsake that will tell the family story for generations to come.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
3/16-5/11 Spruce 108 and 106/$35	6 p.m.-9 p.m. Busby	M
3/14-5/2 Spruce 108 and 106/$35	9 a.m.-12 p.m. Busby	S

WCC TRUCK DRIVER TRAINING PROGRAM

CLASS A COMMERCIAL DRIVER'S LICENSE

For more information, contact

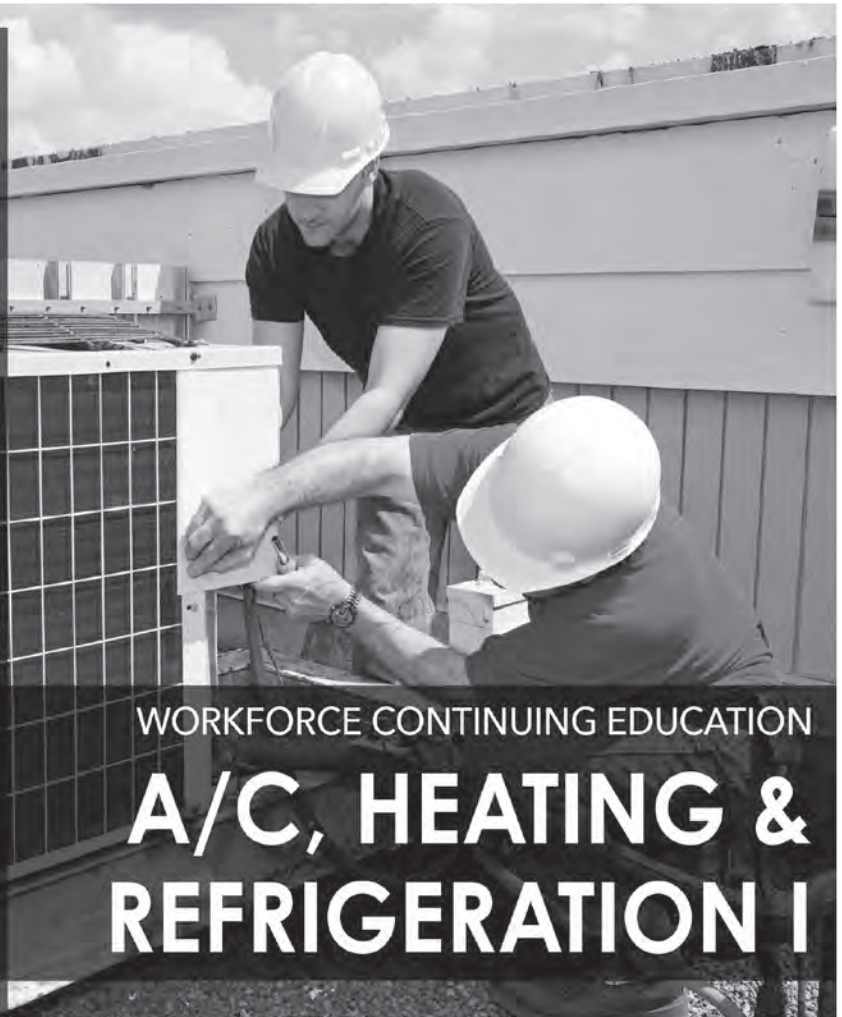**T. HARDY**
919-739-6939
tshardy@waynecc.edu

L. NEWKIRK
919-739-6931
ldnewkirk@waynecc.edu

W WAYNE COMMUNITY COLLEGE
WORKFORCE CONTINUING EDUCATION SERVICES

WORKFORCE CONTINUING EDUCATION

A/C, HEATING & REFRIGERATION I

FEBRUARY 6 - APRIL 23, 2020

Thursdays | 6-10 p.m.
Cost: $125

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

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

WAYNE
COMMUNITY COLLEGE
WORKFORCE CONTINUING EDUCATION SERVICES

3000 Wayne Memorial Drive
Goldsboro, NC 27534

waynecc.edu/continuing-ed

Wayne Community College encourages persons with disabilities to participate in its programs and activities. If you anticipate needing accommodation or have questions about access, please contact David Gardner at 919-739-6813 or dcgardner@waynecc.edu. Please allow sufficient time to arrange accommodation.

Notary Class

Spring 2020

NOTARY PUBLIC EDUCATION

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

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

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

WAYNE COMMUNITY COLLEGE
CONTINUING EDUCATION SERVICES

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION	INSTRUCTOR
1/6-1/7	5 p.m.-9 p.m.	MT	WLC 217	Kennedy
1/11	8 a.m.-4:30 p.m.	S	WLC 217	Kennedy
2/22	8 a.m.-4:30 p.m.	S	WLC 217	Kennedy
2/24-2/25	5 p.m.-9 p.m.	MT	WLC 217	Kennedy
4/4	8 a.m.-4:30 p.m.	S	WLC 217	Kennedy
4/6-4/7	5 p.m.-9 p.m.	MT	WLC 217	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
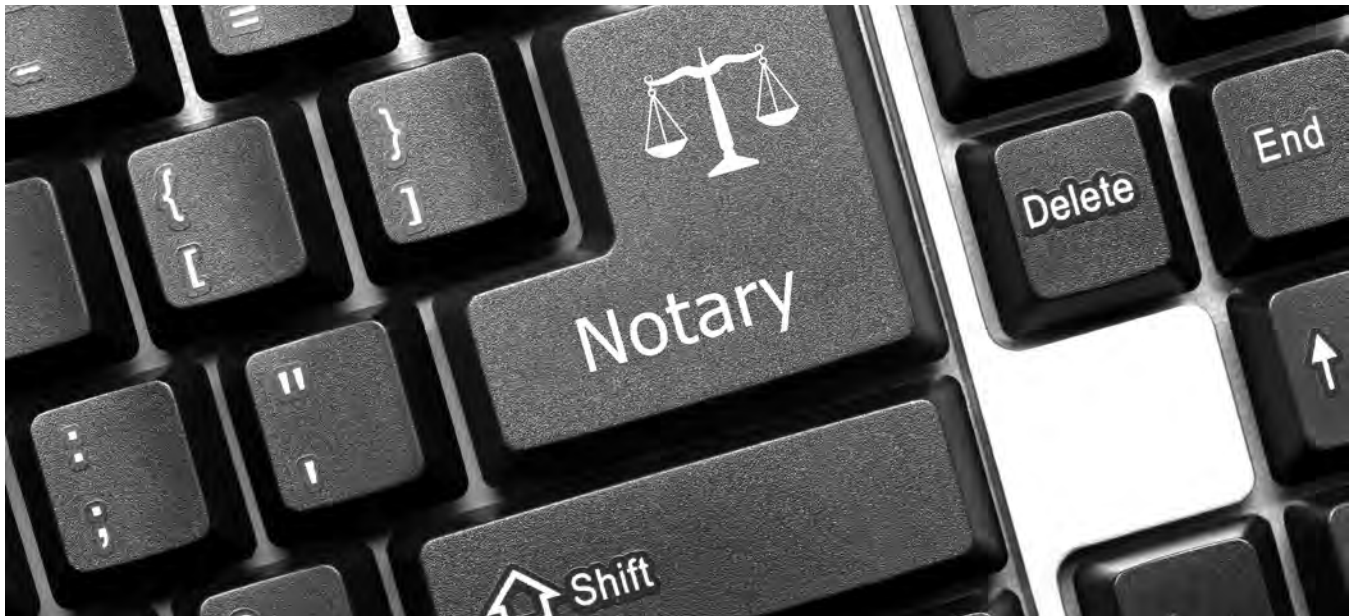**919-739-6933** or
mdedwards@waynecc.edu.

ELECTRONIC NOTARY PUBLIC CLASS

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

CLASS DATES:
January 8 | April 8

DAY OF THE WEEK: Wednesday
TIME: 6:00 p.m.-9:00 p.m.
BUILDING, ROOM: Magnolia 219
COURSE COST: $70.00
BOOK COST: $5.00 (To be paid at the time of registration)
INSTRUCTOR: Kennedy

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

Register Now!!!

Pre-registration is highly encouraged.

Customer Service Desk, Walnut Building, East Entrance

WAYNE COMMUNITY COLLEGE
CONTINUING EDUCATION SERVICES

3000 Wayne Memorial Drive
Goldsboro, NC 27534
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NOW OFFERING! SPRING 2020

WAYNE COMMUNITY COLLEGE - WORKFORCE CONTINUING EDUCATION SERVICES

NON-PROFIT MANAGEMENT CERTIFICATE PROGRAM

FEBRUARY 4, 2020-MAY 5, 2020
TUESDAYS • 6:00 P.M.-9:00 P.M.

Wayne Community College, Wayne Learning Center, Room 213

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

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

Topics to be covered:

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

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

W WAYNE COMMUNITY COLLEGE
WORKFORCE CONTINUING EDUCATION SERVICES

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

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

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

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

App Store

WCC ONLINE SERVICES

USERNAME AND PASSWORD

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

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

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

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

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

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

If you have trouble logging in, please contact the
Open Computer Lab helpdesk
at **919-739-7032**
or **wcc-ocl@waynecc.edu**

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

MOODLE

Moodle is WCC's primary online course access site. Some courses use additional sites such as Cengage, My Math Lab or Pearson in addition to Moodle. Courses are available in Moodle after 8 AM on the day your course is scheduled to begin. Please consult your course schedule for start dates. first day of the semester. Students taking online or hybrid courses must complete initial assignments to remain enrolled in the course. If a course you registered and paid for does not appear in your Moodle account, contact the **Department of eLearning** at **919-739-7029** or **919-739-7023**
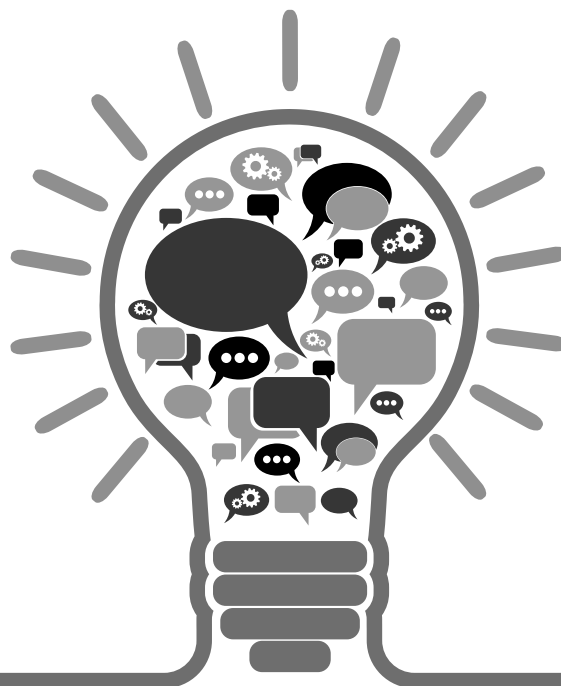
REQUIREMENTS FOR ONLINE COURSES
Distance education courses, policies, and enrollment procedures are listed in the College's schedule of courses and on the College Web site. Registration processes, credit hours earned, and cost is the same as for traditional courses.

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.

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.

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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

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waynecc.edu/continuing-ed

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3000 Wayne Memorial Drive
Goldsboro, NC 27534

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• GATEWAY Stop 2

← To New Hope Road

East Parking

East Parking

Pine
Parking Lot

Overflow
Parking

Parking
Lot

Magnolia
Azalea
Hocutt

Parking
Lot

Holly
Parking Lot

Spruce

Oak

Magnolia

Pine

Maple

Azalea

Holly

Plonk
Clock

Spillway

Maintenance

Hocutt

Staff
Parking

Wayne
Learning
Center

South
Parking Lot

• GATEWAY
Stop 3

Walnut

Cedar

Dogwood

Hope Monument

Staff
Parking

Main Entrance/
Information

Veterans
Memorial

Emergency
Services
Memorial

Front Parking Lot

Regans
Wetlands
Project

• GATEWAY Stop 1

Wayne Memorial Drive

To Goldsboro →