

SPRING 2021

COURSE SCHEDULE | WORKFORCE CONTINUING EDUCATION

WAYNE COMMUNITY COLLEGE
3000 WAYNE MEMORIAL DRIVE
GOLDSBORO, NC 27534
919-739-6900
WAYNECC.EDU/CONTINUING-ED



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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:

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

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

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

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

COURSE FEES

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

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

*See specific course listing.

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

COMPANY/ORGANIZATION PAYMENT PROCESS (SPONSOR BILLING)

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

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), our Business Office will submit an invoice to your company/organization. The letter/memorandum must be received on or before the class start date. If you have any further questions, please contact Lashima Glaspie at Inglaspie@waynecc.edu 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.*



WCC MISSION STATEMENT

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

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

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

The Commission on Colleges may be contacted only if there is evidence that Wayne Community College is significantly non-compliant with a requirement or standard. Accreditation standards are located at: <http://www.sacscoc.org/principles.asp>

Inquiries about Wayne Community College, such as admission requirements, financial aid, educational programs, etc. should be addressed directly to Wayne Community College and not the Commission's office.

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

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

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



REGISTRATION INSTRUCTIONS

WEBADVISOR ACCESS FOR WORKFORCE CONTINUING EDUCATION

Workforce Continuing Education Students may use WebAdvisor to register for classes, check grades, access course schedules, unofficial transcripts, etc. To access this service, go to www.waynecc.edu 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 or e-mail wce-reg@waynecc.edu for the online registration link.

USERNAME AND PASSWORD

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

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

REGISTER ONLINE

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

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

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

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

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

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

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

STEP 8: The next screen will allow you to enter

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

STUDENT REGISTRATION FORM

Class Title: _____ Class Start Date: _____
Last Name: _____ First Name: _____ Middle Name: _____
Address: _____ County (Residence): _____
City: _____ State: _____ Zip Code: _____
Primary Phone: (____) _____ Phone Type: ☐ Home ☐ Business ☐ Cell Phone
Other Phone: (____) _____ Phone Type: ☐ Home ☐ Business ☐ Cell Phone
E-mail Address: _____
Student ID or SSN: _____ Birthdate (mm/dd/yyyy): _____
Sex: (Check One) ☐ Male ☐ Female Ethnic/Race: (Check one) ☐ American/Alaska Native ☐ Asian ☐ Black or African American
☐ Hawaiian/Pacific Islander ☐ Hispanic ☐ White
Employment Status: (Check one) ☐ Employed ☐ Retired ☐ Unemployed - Seeking
Employed: ☐ 40 or more hours ☐ 21-39 hours ☐ 11-20 hours ☐ 1-10 hours
Occupation: _____ Employer: _____
Education Level: (Check or enter the highest grade completed)
☐ Highest Grade Completed: _____ ☐ Completed High School ☐ Adult High School Diploma
☐ GED® or High School Equivalency Diploma ☐ One-Year Vocational Degree
☐ Associate Degree ☐ Bachelor's Degree ☐ Master's Degree or Higher

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

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

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

Student Signature: _____ Date: _____

FOR OFFICE USE ONLY
Payment Received by: _____
Amount: _____
Total: _____

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

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

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

Note: All course fees are due at time of registration.

(Continued on p.6)

Registration Form Instructions Continued...

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

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

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

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

Fax Registration Form to 919-739-7133.

**E-mail Registration Form to
wce-reg@waynecc.edu.**

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

NOTE 2: 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**

Spring Hours

MONDAY-THURSDAY

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

FRIDAY

8 a.m.-1 p.m.



Get to Work!

Wayne Business and Industry Center
919-739-6940 • www.wayneworksnc.com

**Providing strategic solutions
to improve performance,
productivity, and profits.**

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

Located at
Wayne Community College
(Walnut Building, Suite 108),

For current courses, see page 22



SCHOLARSHIPS



Governor's Emergency Education Relief

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

For more information and to apply, contact
MAXINE COOPER at mcooper@waynecc.edu
or call 919-739-6938.

Return applications via email to wcc-finaid@waynecc.edu.

Wayne Community College encourages persons with disabilities to participate in its programs and activities. If you anticipate needing accommodations or have questions about access, please contact Maxine Cooper at 919-739-6938 or mcooper@waynecollege.edu. Please allow sufficient time to arrange accommodations.

APPROVED PATHWAYS:

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

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

waynecc.edu/continuing-ed



Scholarships

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

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

☒ TWO - Scholarships to Adults - **Up to \$1000 per term** (Must reapply each term.)

☒ **THREE - Scholarships to High School Students - Up to \$1000 per term**
(Must reapply each term.)

☒ ONE - Stipend Awards - \$500 per term
(Must reapply each term.)

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

For additional information and eligibility requirements, contact

MAXINE COOPER
mcooper@waynecc.edu | 919-739-6938

Wayne Community College is an equal access, equal opportunity, and affirmative action institution. | Wayne Community College encourages persons with disabilities to participate in its programs and activities. If you anticipate needing accommodation or have questions about access, please contact the Disability Services Coordinator at 919-239-6229. Please allow sufficient time to arrange accommodations.



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

Need financial assistance?

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

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

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

Applications available at the Workforce Continuing Education Services Office Customer Service Desk, first floor Walnut Building, East Entrance and online at waynecc.edu/continuing-ed/scholarships.

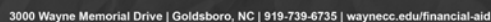


3000 Wayne Memorial Drive | Goldsboro, NC 27534
919-739-6900 | waynecc.edu/continuing-ed

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Visit the Financial Aid website at waynecc.edu/financial-aid/scholarships

Additional scholarship information
available at fastweb.com, CFNC.org
or studentscholarships.org.



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 the Disability Services Counselor at 919-738-6729. Please allow sufficient time to arrange accommodations.

Wayne Community College is an equal access, equal opportunity, and affirmative action institution.

TRANSITIONAL PROGRAMS FOR COLLEGE AND CAREER

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

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



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

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

Classes Begin the Week of JANUARY 6, 2021

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

WAYNE COMMUNITY COLLEGE
WORKFORCE CONTINUING EDUCATION SERVICES

TRANSITIONAL PROGRAMS FOR COLLEGE AND CAREER

SEPTEMBER 2020

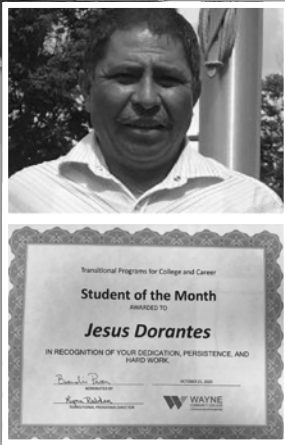
STUDENT OF THE MONTH

EVANGELINA GARCIA

OCTOBER 2020

STUDENT OF THE MONTH

JESUS DORANTES



at **TPCC**
Leads to
**New Opportunities
and Great Careers**

ORIENTATION AND PLACEMENT SESSIONS

- ☐ Orientation sessions are required for all new students.
- ☐ A Social Security card and photo identification are required.
- ☐ Wayne Community College requires students, employees and visitors to wear face coverings when on campus.
- ☐ Number of attendees is limited to 15. First come, first served.

SESSION SCHEDULE

Date	Time
January 4 & 5	9 a.m.-12 p.m.
January 11 & 13	2 p.m.-5 p.m.
January 25 & 27	6 p.m.-9 p.m.
February 8 & 10	2 p.m.-5 p.m.
February 22 & 24	6 p.m.-9 p.m.
March 8 & 10	2 p.m.-5 p.m.
March 22 & 24	6 p.m.-9 p.m.
April 12 & 14	2 p.m.-5 p.m.
April 26 & 28	6 p.m.-9 p.m.
May 10 & 12	2 p.m.-5 p.m.

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



- 1 **Attend a New Student Orientation Session!**
- 2 **After Completing the Orientation Session and Your Placement Test, You will Meet with an Advisor and Enroll in Your Classes.**
- 3 **Begin Classes ...**
- 4 **GRADUATE!**

For information on English Language Acquisition registration, contact Amelia Hall at 919-739-6911 or Maria Abalo-Zarate at 919-739-6924, or **refer to page 13** of this Schedule of Courses for dates and times of the ELA Testing and Placement Sessions.

ADULT HIGH SCHOOL DIPLOMA CLASSES

Spring Semester begins **January 6**
Spring I Classes **January 6 - March 2**
Pre-registration for Spring II Classes begins **March 3**
Spring II Classes **March 4 - May 4**



TEACHER RENEWAL COURSE OFFERINGS

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



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

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

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

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

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

- hiset.ets.org



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

TESTING DAYS AND TIMES:

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

Wednesday: 1 p.m.-9 p.m.

Friday: 8:30 a.m.-1 p.m.

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

LOCATION: Walnut Building, Room 223

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

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

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



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

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

ARE YOU BETWEEN 16 AND 24 YEARS OLD?

THIS SERVICE MAY BE FOR YOU!

SHAQUITA HATCHER

TRANSITIONAL PROGRAMS FOR COLLEGE AND CAREER
NEXTGEN Career Advisor | 919-739-6923 | srhatcher@waynecc.edu

919 731 7950 EXT. 252



BASIC SKILLS PLUS

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

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

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

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

OTHER CAREER TRACKS AVAILABLE!



**Contact Your
Advisor/Transition Coach**

HAROLD WARREN



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

WAYNE COMMUNITY COLLEGE **STUDENT SUPPORT CENTER**

Location: Walnut 222-A

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



ENGLISH LANGUAGE ACQUISITION (ELA)

INFORMATION

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

New Student Orientation dates/Orientaciòn para Estudiantes/Nuevos:

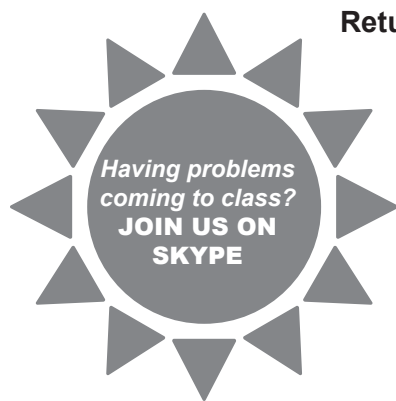
January 14	10 a.m. or 5:30 p.m.	14 de Enero
February 11	10 a.m. or 5:30 p.m.	11 de Febrero
March 11	10 a.m. or 5:30 p.m.	11 de Mar
April 1	10 a.m. or 5:30 p.m.	1 de Abril

Returning Students/ Registraciòn de Estudiantes:

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

FOR INFORMATION PLEASE CONTACT:

MARIA ABALO-ZARATE | 919-739-6924
OR
BRANDIE PAVON | 919-739-6909



ON CAMPUS CLASSES

DAY CLASSES

DATE/FECHA	COURSE/CURSO	DAYS/DIAS	TIME/ HORA	LOCATION/LUGAR
1/6-5/12	ELA LAB	MTWTHF	8 a.m.-6 p.m.	WAL 203
1/8-5/7	COMPUTER	F	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 225
1/10-5/12	ELA SUNDAYS	SU	9 a.m.-12:30 p.m.	WLC 227



NIGHT CLASSES

DATE/FECHA	COURSE/CURSO	DAYS/DIAS	TIME/ HORA	LOCATION/LUGAR
1/7-5/12	ELA LEVEL 4-5-6	TTH	6-9 p.m.	WAL 223
1/7-5/12	ELA LEVEL 1-2-3	TTH	6-9 p.m.	WAL 203
1/11-5/12	CITIZENSHIP	M	6-9 p.m.	WAL 223



OFF CAMPUS CLASSES



NIGHT CLASSES

DAY CLASSES

MOUNT OLIVE WAGES

ONLINE CLASS

Monday to Thursday/Lunes a Jueves
9-12 p.m. | **1/7-5/12**
612 Breazeale Avenue | Mount Olive
YEAR ROUND/TODO EL AÑO

LITERACY CONNECTIONS OF WAYNE COUNTY

ONLINE CLASS

Tuesday to Thursday/Martes a Jueves
9-11:30 a.m. | **1/7-5/12**
Citizenship/Ciudadanía:
Wednesday/Miércoles:
9:30 a.m.-12 p.m. | **1/6-5/12**
2001 E. Ash St. | Goldsboro
YEAR ROUND/TODO EL AÑO

SPRING CREEK MIDDLE SCHOOL

ONLINE CLASS

Monday and Wednesday/
Lunes y Miércoles
9-11:30 a.m. | **1/6-5/12**
3579 NC-111 | Seven Springs
YEAR ROUND/TODO EL AÑO

BROGDEN UNITED METHODIST CHURCH

ONLINE CLASS

Wednesday/Miércoles
9 a.m.-12 p.m. | **1/6-5/12**
2918 US 117 South | Dudley
YEAR ROUND/TODO EL AÑO

UNIVERSITY OF MOUNT OLIVE

ONLINE CLASS

Monday and Wednesday/Lunes y Miércoles
5:30-8:30 p.m. | **1/6-5/12**
652 R.B. Butler Drive | Mount Olive
YEAR ROUND/TODO EL AÑO

MARIA REINA DE LAS AMERICAS

ONLINE CLASS

English: Tuesday/Martes
6-8:30 p.m.
Computer: Thursday/Jueves
6-8:30 p.m. | **1/7-5/12**
636 Whitfield Road | Mount Olive
YEAR ROUND/TODO EL AÑO

BROGDEN MIDDLE SCHOOL

ONLINE CLASS

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

PIKEVILLE LIBRARY

ONLINE CLASS

English and Citizenship
Monday and Wednesday/Lunes y Miércoles
6-8:30 p.m. | **1/6-5/12**
107 W. Main St. | Pikeville
YEAR ROUND/TODO EL AÑO

IGLESIA PENTECOSTES

ONLINE CLASS

ALPHA Y OMEGA
Monday/Lunes
6-8:30 p.m. | **1/11-5/12**
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
- 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.

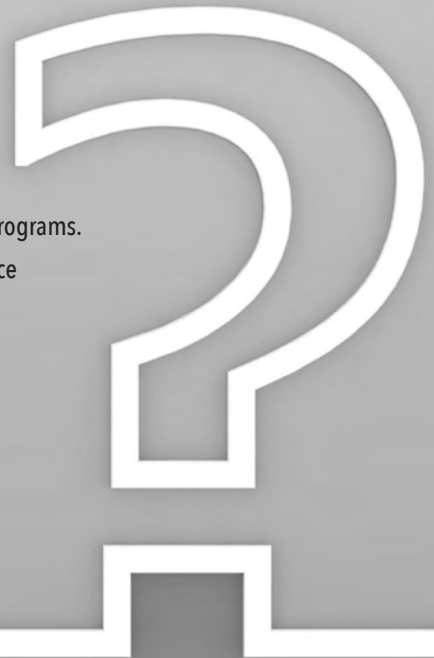
Computer classes will be offered on Fridays
from 9 a.m. to 12:30 p.m.

Students will learn Microsoft Word and Keyboarding.

If you have any questions, please contact

AMELIA HALL | 919-739-6911

MARIA ABALO-ZARATE | 919-739-6924.



WAYNE COMMUNITY COLLEGE
CONTINUING EDUCATION SERVICES

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



ALLIED HEALTH

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

Contacts:

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

Terrie Wynn, Administrative Assistant at
919-739-6935 or tjwynn@waynecc.edu

Visit us online at
waynecc.edu/continuing-ed/allied-health



SPECIAL ADMISSION COURSES

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

SPRING 2021 INFORMATION SESSIONS

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

Pre registration instructions and information session content will be sent to you on

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

VACCINATION REQUIREMENTS

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

Prior to registration - Proof of:

- 2 MMR (Measles, Mumps & Rubella) vaccines or titer showing immunity
- 1-3 Hepatitis B shots or waiver. Waiver can be signed at registration
- 2 step TB Skin Test - 2 TB skin tests showing the results performed within the year of the end date of your program and signed by the healthcare professional or titer showing immunity
- Tetanus (within 10 years) TDAP booster is usually given
- Flu shot (Current season). Must show lot number to prove current season flu vaccine used.
- 2 Varicella vaccines or varicella titers showing immunity
- NA 1, NA 2, and Phlebotomy require background check and drug screen (**with college selected agency only**). Clinical sites will approve or reject participation in clinical training
- Clinical Sites may change the requirements. All requirements will be reviewed in the information sessions.
- Students will need an Email address.

Registration will be in December. You will need the following requirements prior to Registration:

1. Proof of graduation from high school - High School diploma (copy is acceptable), equivalent, college transcript, or if in high school, high school transcripts showing a minimum grade point average of 2.6.
2. Proof of all vaccines - see list above
3. Driver's license (government issued picture ID) and Social Security card

Wayne Community College

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

BECOME A NA TODAY!

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

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

For more information, contact
Elizabeth Curry at 919-739-6929
or eacurry@waynecc.edu



WAYNE COMMUNITY COLLEGE
CONTINUING EDUCATION SERVICES



NURSE AIDE I DAY TRADITIONAL

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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LOCATION/FEE	INSTRUCTOR
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1/11-5/5 Magnolia 203/\$180	8:30 a.m.-12:30 p.m. MTW Stovall & Pigford
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*Required Textbook Information:

Nurse Aid Student Handbook - Cost: \$21.00

Appendix A Performance Skills - Cost: \$2.00

Hartman's Nursing Assistant Care: Long-Term Care 4th ed.
ISBN: 9781604250411 Cost: \$55.75

Workbook for Hartman's Nursing Assistance Care Long-Term
Care 4th ed. ISBN: 9781604250756 Cost: \$18.75

NURSE AIDE I EVENING TRADITIONAL

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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LOCATION/FEE	INSTRUCTOR
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1/12-5/5 Magnolia 205/\$180	5:30 a.m.-9:30 p.m. TWT Simmons & Lee
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*Required Textbook Information:

Nurse Aide Student Manual - Cost: \$21.00

Appendix A Performance Skills - Cost: \$2.00

Hartman's Nursing Assistant Care: Long-Term Care 3rd ed.
ISBN: 9781604250411 Cost: \$55.75

Workbook for Hartman's Nursing Assistance Care Long-Term
Care 4th ed. ISBN: 9781604250428 Cost: \$18.75

PRE-REGISTRATION IS HIGHLY ENCOURAGED.

NURSE AIDE I REFRESHER

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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LOCATION/FEE	INSTRUCTOR
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To register call 919-739-6935
or e-mail tjwynn@waynecc.edu

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

This course prepares the Nurse Aide I to perform more complex skills for patients or residents. Emphasis is on infection control including sterile technique and dressing changes; elimination procedures including catheterizations, care of established ostomies; intravenous site care; suctioning, tracheostomy care, observation and maintenance of oxygen therapy and enteral nutrition methods (tube feedings). A skill/competency evaluation is required in the classroom. Upon satisfactory completion of the course and skills/competency evaluation, graduates are eligible to apply for listing as a Nurse 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
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LOCATION/FEE	INSTRUCTOR
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1/11-5/13 Magnolia 205/\$180	5:30-9:30 p.m. TTH C. Smith
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*Required Textbook Information:

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

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



NURSE AIDE II REFRESHER

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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LOCATION/FEE	INSTRUCTOR
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To register call 919-739-6935
or e-mail tjwynn@waynecc.edu

TBD	TBD
Magnolia 205/\$70	E. Curry

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

PRE-REGISTRATION IS HIGHLY ENCOURAGED.



PHLEBOTOMY - DAY

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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LOCATION/FEE	INSTRUCTOR
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1/9-4/17	8 a.m.-5:30 p.m.	S
Magnolia 203 /\$180	TBA	

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

PHLEBOTOMY - EVENING

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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LOCATION/FEE	INSTRUCTOR
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1/11-4/21	5:30-9:30 p.m.	MW
Magnolia 203/\$180	Meredith	

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



PHARMACY TECHNICIAN PROGRAM (ONLINE)

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. Credit awarded towards two-year degree program. (180-hour course)

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
1/11-5/13 ONLINE/\$180	ONLINE Price	ONLINE

*Required Textbook Information:
Pharmacy Technician with workbook (Bundle)
ISBN: 9781617316722 - Cost: \$238.75



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
1/11-4/19 Magnolia 209/\$180	6-9:30 p.m. S. Bradshaw	MW

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

MEDICATION AIDE

This course is designed to meet the training requirements for becoming qualified to be a Medication Aide in a skilled facility. The course covers the six rights of medication administration for non-licensed personnel. Topics will include medication administration via the 8 routes of drug administration, medical asepsis, hand hygiene, terminology, and legal implication. Upon completion, students take the competency exam and demonstrate skills necessary to qualify for listing on the North Carolina Medication Aide Registry. This certification qualifies the person to work in a skilled nursing facility. Listing on Nurse Aide I (NA I) registry is required. (24-hour course)

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
1/11-5/13 ONLINE/\$180	ONLINE Price	ONLINE

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

ACTIVITY DIRECTOR - BASIC

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
2/1-4/28 Magnolia 219/\$180	5:30-8:30 p.m. Benninghoff	MW

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



MEDICAL BILLING AND CODING (ONLINE)

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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LOCATION/FEE	INSTRUCTOR
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1/11-5/14 ONLINE/\$180	ONLINE L. Stephenson	ONLINE
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*Required Textbook Information:

1. Understanding Health Insurance: A Guide To Billing and Reimbursement 14th 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-PCS 2020: The Complete Official Codebook AMA ISBN: 9781622029266
5. CPT 2021 Professional Edition (CPT/Current Procedural Terminology, Standard Ed.), ISBN: 978-1640160491



HEALTH UNIT COORDINATOR (ONLINE)

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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LOCATION/FEE	INSTRUCTOR
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1/11-5/14 ONLINE/\$180	ONLINE J. Hamilton-Fleming	ONLINE
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*Required Textbook Information:

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



SERVSAFE FOOD SAFETY TRAINING

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

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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LOCATION/FEE	INSTRUCTOR
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TBA Magnolia 219 \$70	8 a.m.-4:30 p.m. L. Case	S
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*Required Textbook Information:

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

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

SERVSAFE CERTIFICATION TESTING

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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LOCATION/FEE	INSTRUCTOR
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Contact Ms. Wynn to register at 919-739-6935 or tjwynn@waynecc.edu

TBA Magnolia 219 \$50 exam fee	8:30-11:30 a.m. L. Case	S
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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
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LOCATION/FEE	INSTRUCTOR
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2/1-4/14 Magnolia 203/\$180	1-4 p.m. Simmons	MW
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SPANISH MEDICAL INTERPRETER

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

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

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

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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LOCATION/FEE	INSTRUCTOR
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To register call 919-739-6935
or e-mail tjwynn@waynecc.edu

Magnolia 219/\$180

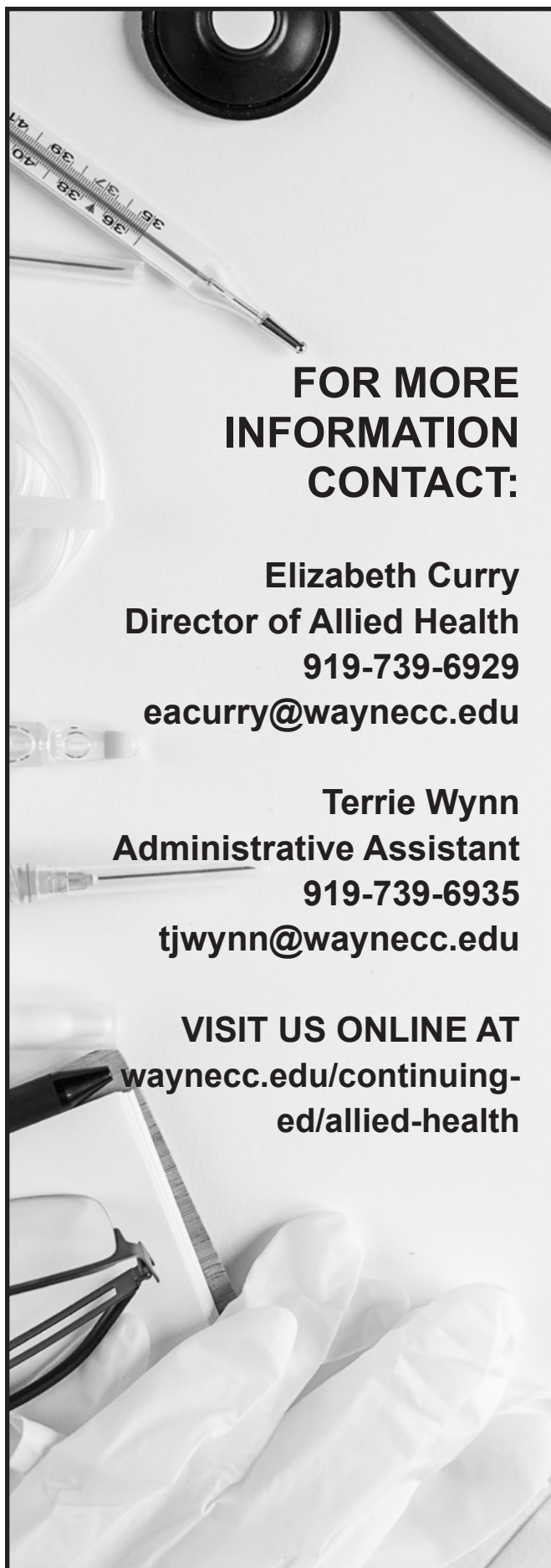
*Required Textbook Information:
Medical Terminology Systems w/Access code 8th ed.
ISBN: 978-0-8036-5867-7 Cost:\$93.00

FOR MORE INFORMATION CONTACT:

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

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

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



THE SMALL BUSINESS 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 (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.

Spring 2021 seminars are online!

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

SBC SPRING 2021 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 three pre-registered attendees before the session can be held as scheduled. By pre-registering you will be notified of any changes in the schedule.



**SMALL BUSINESS CENTER
WAYNE COMMUNITY COLLEGE**

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



BOOTS 2 BUSINESS

Veterans and military personnel returning from active duty are wonderfully over-represented in entrepreneurship. One in seven veterans is either self-employed or already a small business owner. Roughly one quarter of transitioning service members are interested in starting or buying their own business. One of our most important roles is supporting those men and women who have returned home from active duty and are looking to start a small business. We offer a variety of programs and services specifically designed to do just that.

*****THIS SEMINAR IS OPEN ONLY TO ACTIVE DUTY, THEIR DEPENDENTS AND VETERANS OF THE US MILITARY.*****

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/4-1/5 WebEx	9 a.m.-1 p.m. Various	MT
2/1-2/2 WebEx	9 a.m.-1 p.m. Various	MT
3/1-3/2 WebEx	9 a.m.-1 p.m. Various	MT
4/5-4/6 WebEx	9 a.m.-1 p.m. Various	MT
5/3-5/4 WebEx	9 a.m.-1 p.m. Various	MT

HOW TO START A BUSINESS

Thinking of starting a business? If so, you need to equip yourself with as much knowledge as possible. Starting a business can be a challenge but with the right guidance and knowing what resources are available, you will increase your chance of success.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/12 Zoom	1-2:30 p.m. Snider	T

WRITING A BUSINESS PLAN THAT WORKS

Learn to recognize the various sections of a business plan and what makes them work. Sample business plans will be available to study and further understand what makes a good plan. Participants will have an opportunity to use several business plan evaluation tools.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/14 Zoom	3-4:30 p.m. Snider	TH



HOW TO DO THE 501(C)(3) THING

The question: "Can we get 501(c)(3) status without hiring an attorney or accountant?" The benefits of 501(c)(3) status and the ability to apply for government and foundation grants can be vital to the success of your non-profit organization. The IRS receives tens of thousands of them each year! In 2008, one IRS official estimated that organizations not represented by attorneys, accountants or other tax professionals account for 70% of the exemption applications submitted. (This is down from a similar estimate of 85% in 2002.) This seminar will carefully guide individuals through the 1023 form and provide vital information concerning how to respond to statements and questions needed to satisfy IRS reviewers. Required materials: Participants should download form 1023 from www.irs.gov and bring it to the seminar. The answer: "Yes, you CAN get 501(c)(3) status on your own."

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/14 ZOOM	6-8 p.m. Gore	TH

HOW TO DEVELOP OR RESTORE BYLAWS FOR NON-PROFITS

Bylaws are a legal document outlining the self-imposed rules that will regulate an organization's own actions. A required element when forming a corporation, bylaws are a form of agreement or contract between the corporation and its owners to conduct itself in a certain manner. In the past, organizations often had bylaws but today those bylaws are usually insufficient. This seminar will offer participants the knowledge concerning. The 10 Most Common nonprofit bylaw pitfalls: how to avoid the traps, required provisions normally included in nonprofit bylaws. Keep in mind that when starting a nonprofit business, the organization does not formally exist until the bylaws have been approved by the governing body of the organization.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/21 ZOOM	6-8 p.m. Gore	TH



HOW TO PREPARE FOR A LENDER

Find out what information banks really need for a solid funding proposal and how it's used. Discover what type of questions the lender will ask you and what questions to ask the lender. What are credit score and collateral expectations? Hear the "dos and don'ts" that you can address now to improve your chances.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
1/25 Zoom	10-11:30 a.m. Snider	M

CHOOSING THE RIGHT LEGAL STRUCTURE

This seminar will give you the information you need to understand the differences between the different types of legal structures of a small business. It will cover the basic advantages and disadvantages of each of the following: Sole proprietorship, partnership, S and C corporation, and limited liability company. In addition, you will learn the various reporting requirements and process involved for setting up each type.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
1/26 Zoom	10-11:30 a.m. Snider	T

READY TO BE A BUSINESS OWNER?

Join this seminar to learn about some simple habits that will help you reach your goals.

Do you have a hobby or passion you want to turn into a business? Has someone told you "you should sell this" but you're unsure about turning it into a real business?

Do you want to start a business but have too many ideas or no ideas? Have you fallen into having a business but have no idea what you're doing? If you can answer "yes" to one of the questions above; you don't want to miss *"Ready to Be a Business Owner?"*

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
1/26 Webex	6-8 p.m. Walker	T

GRANT WRITING FOR NON-PROFITS

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
1/28 Webex	6-8 p.m. Moore	TH

BUYING OR SELLING A BUSINESS: WHAT YOU SHOULD KNOW

What are the most important factors to consider when looking at purchasing an existing business? Likewise, if you want to sell your business, do you know the right price, the right prospect, or even how to go about finding a buyer? This seminar looks at this transaction from both sides, giving the buyer and seller the most important things to consider when interested in buying or selling a business.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
2/3 Webex	10-11:30 a.m. Snider	W

CREATIVE MARKETING FOR ARTISTS AND CRAFTERS PART 1

Make your new or existing art business successful. Come find out why marketing your work is as exciting and creative as the process of making art! Learn the top 10 strategic marketing methods of over 25 artists - painters, sculptors, folks artists, jewelry makers, musical instrument makers, theater artists, writers, crafters, etc. - who make their livings from their art business. Stop suffering from starving artist syndrome and instead become a marketing maven in this fun, invigorating seminar!

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
2/4 Zoom	6:30-9 p.m. Barnsley	TH

CREATIVE MARKETING FOR ARTISTS PART 2: 33 FUN WAYS TO INCREASE YOUR ART BUSINESS SALES AND SUCCESS

Are you running out of ideas for what to do with your art? Come to this fun, invigorating seminar and get a taste of 33 free or low-cost ways you can get your art out there, get it seen, and get it sold! Be sure to bring some of your art along too so we can brainstorm what will work best for you and your particular talent/medium.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
2/11 Zoom	6:30-9 p.m. Barnsley	TH

ECONOMIC FACTORS TO CONSIDER AS AN ENTREPRENEUR

How exciting it is to be an entrepreneur! There are so many factors to consider when starting a business. Many external factors have a large impact on the success of your business. Even if you have the best business idea, external economic factors can dictate your success! In this seminar, we will discuss economic factors that entrepreneurs should consider as they start and grow their business. We'll use real life examples to show you how important it is to be prepared for economic factors.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
3/2 Webex	3-5 p.m. Spiron	M

WRITING A BUSINESS PLAN FOR FUTURE AND CURRENT BUSINESS OWNERS

Why do you want to start a business? How can you do it? Your vision has to be put on paper in a business plan. It is the only way to create a strategy that will give your business the best chance to succeed. It is also required if you wish to apply for start-up funding. We will walk through a business plan template, helping students understand each section. Course co-designed by Jonathan Greenson, CFP.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
3/11 Webex	6-8 p.m. Spiron	TH

PRE-REGISTRATION IS HIGHLY ENCOURAGED.

QUICKBOOKS FOR BEGINNERS

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
3/23 Webex	6-8 p.m. Roberts	T

HOW TO IMPROVE YOUR CREDIT SCORE TO OVER 740: PREPARING FOR A BANK BUSINESS LOAN

Have you checked your credit score since October 1, 2018? If not, do not be surprised if you are like millions of Americans who have discovered that their score is now lower, even as much as 100 point lower. While the major factors used in determining our credit scores have not changed, the formula or method for determining your score did change as of October 1. Other items discussed during this seminar include how many credit cards you should have and the proper way to use these cards, what to do with credit cards you have had for a long time but you no longer use, how to read and understand credit reports, how to obtain your credit reports and scores without paying for them, and the factors that are used in calculating our FICO or Beacon scores. You will learn how to raise your score simply by the way you use your credit cards, treat inquiries, make your payments, and carry balances. Using several proven methods, your credit score could increase by 50-100 points or more within 60 days.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
4/20 Webex	6-8 p.m. Moore	T

ESSENTIALS OF BOOKKEEPING

Gain a workable knowledge of how to properly record financial transactions for your business. Discover the three most important financial reports and how to use them to make the best-informed business decisions. If you're a new business owner or need a refresher on the basics of accounting, this seminar is designed for you.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
4/27 Webex	6-8 p.m. Roberts	T

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 (ONLINE)

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
1/27-3/17 ONLINE/\$70	ONLINE Curl	ONLINE

EVERYDAY SPANISH - LEVEL II (ONLINE)

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

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
3/31-5/19 ONLINE/\$70	ONLINE Curl	ONLINE

NONPROFIT MANAGEMENT CERTIFICATE

In this course you will learn how to grow and manage a successful non-profit organization. Course topics: Introduction to Non-profit Business (How to Start your Non-profit), How to Create a Non-profit Corporation in North Carolina and Develop Bylaws, How to Complete the 501(c)(3) Process (form 1023), How to Select and Develop a Board that's "On Board," How to Develop a Strategic Plan, Fundraising, Grant Writing, Crowd Fundraising, Marketing Your Non-profit, Developing a Volunteer Team, Partnerships and Collaboration, Community Organization, and Preventing Embezzlement.

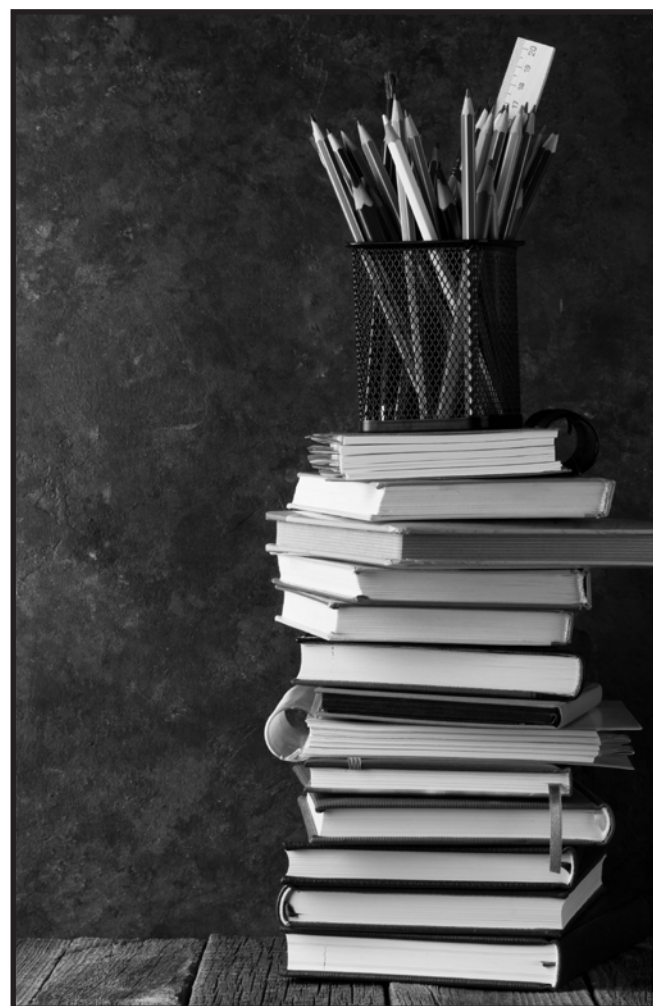
BEGIN/ END DATES	CLASS TIME	CLASS DAYS
2/11-5/13 WLC 213/\$125	6-9 p.m. Lanier	TH

LOCATION/FEE INSTRUCTOR

2/11-5/13
WLC 213/\$125

6-9 p.m.
Lanier

TH



PRE-REGISTRATION IS HIGHLY ENCOURAGED.

CERTIFICATION / LICENSURE

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

NOTARY PUBLIC EDUCATION

This course provides instruction to individuals who want to become commissioned as a notary public or those who are up for recertification. Topics include legal, ethical, and procedural requirements of the Notary Act as described in N.C. General Statute 10B Article 1. Upon completion of this course, with a passing exam grade of 80%, a person is eligible to make application with the N.C. Secretary of State's Office. For more information, go to www.secretary.state.nc.us/notary. **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	
1/12-1/13 WLC 217/\$70	5-9:30 p.m. Dupree	TW
1/22 WLC 217/\$70	8 a.m.-5:30 p.m. Dupree	F
1/30 WLC 217/\$70	8 a.m.-5:30 p.m. Dupree	S
2/5 WLC 217/\$70	8 a.m.-5:30 p.m. Dupree	F
2/19 WLC 217/\$70	8 a.m.-5:30 p.m. Dupree	F
3/4 ONLINE/\$70	8 a.m.-5:30 p.m. Dupree	ONLINE
3/5 WLC 217/\$70	8 a.m.-5:30 p.m. Dupree	F
3/19 WLC 217/\$70	8 a.m.-5:30 p.m. Dupree	F
4/5-4/6 WLC 217/\$70	5 p.m.-9:30 p.m. Dupree	MT
4/16 WLC 217/\$70	8 a.m.-5:30 p.m. Dupree	F
4/30 WLC 217/\$70	8 a.m.-5:30 p.m. Dupree	F
5/11 -5/12 WLC 217/\$70	5-9:30 p.m. Dupree	TW

REAL ESTATE PRE-LICENSING (ONLINE COURSE)

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
1/7-3/26 ONLINE/\$180	6-9:30 p.m. McAllister	THF
4/9-6/25 ONLINE/\$180	6-9:30 p.m. McAllister	THF

LIFE AND HEALTH PRE-LICENSING (ONLINE)

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
3/5-3/27 ONLINE/\$125	6-9 p.m. 8 a.m.-5 p.m. Murphy	F S

PROPERTY AND CASUALTY PRE-LICENSING (ONLINE)

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
4/9-5/1 ONLINE/\$125	6-9 p.m. 8 a.m.-5 p.m. Murphy	F S

PRE-REGISTRATION IS HIGHLY ENCOURAGED.

COSMETOLOGY PROGRAM (BLENDED)

This course is divided into three parts. The intent of this course is to provide students with the appropriate training and required number of contact hours (minimum of 1500 hours) needed to fulfill licensure requirements in accordance with the NC State Board of Cosmetology 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
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LOCATION/FEE	INSTRUCTOR
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Cosmetology - Part 1 of 3

3/22-8/12	9 a.m.-4:30 p.m.	MTW
	9 a.m.-2:30 p.m.	TH

Civella Beauty &
ONLINE
Academy/\$180

Staff

Cosmetology - Part 2 of 3

Successful completion of Part 1 required before enrolling in Part 2.

Cosmetology - Part 3 of 3

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

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

COSMETOLOGY PROGRAM INFORMATION SESSION

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

**Wednesday, December 16, 2020 or
Wednesday, January 6, 2021 or
Wednesday, February 3, 2021
5:15-6 p.m.**

Information sessions will be held
via Google Meet.

To RSVP for your session:

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

Please call **919-739-6933** with any questions.

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

COSMETOLOGY COURSES AT WCC

EARN YOUR COSMETOLOGY CERTIFICATE TODAY!

Attend mandatory information session via Google Meet.



EFFECTIVE TEACHER TRAINING

HOW TO BECOME A WAYNE COUNTY PUBLIC SCHOOL SUBSTITUTE TEACHER

All substitute teachers must complete the online application at <http://www.waynecountyschools.org/SubstituteTeacherInformation.aspx> and the pre-employment packet to be submitted to the WCPS Human Resources Department prior to processing. No partial pre-employment packet will be accepted. All completed packets can be delivered by choosing one of the following options:

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

Email:
MerishaSimmons@wcps.org

Fax:
919-705-6097

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

A completed pre-employment packet consists of the following:

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

Note:

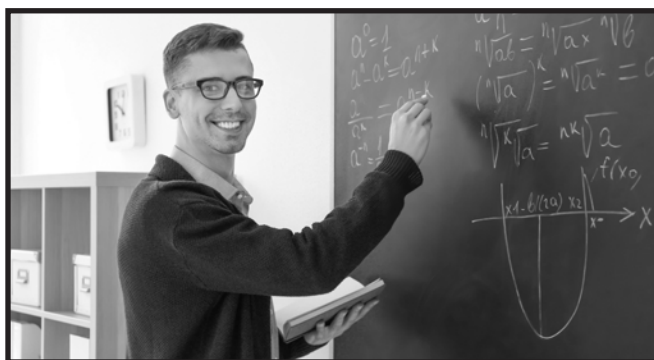
New WCPS Substitute Teachers are required to attend Effective Teacher Training, unless you hold an active North Carolina teaching license.

If you have a current teaching license or three or more years at a public or private school as a teacher assistant, you will NOT have to take Effective

Teacher Training, but you will need to complete SmartFind Training to secure a substitute teacher position.

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

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



EFFECTIVE TEACHER I

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

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

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
1/19-1/27 Magnolia 220/\$70.00	8:30 a.m.-3:30 p.m.	TW Lanier
2/16-2/24 Magnolia 220/\$70.00	8:30 a.m.-3:30 p.m.	TW Lanier

PRE-REGISTRATION IS HIGHLY ENCOURAGED.

ADVANCED MANUFACTURING AND APPLIED TECHNOLOGY OCCUPATIONAL EXTENSION COURSES

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

CERTIFICATION/LICENSURE COURSES

NCDMV SAFETY INSPECTION

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

2/23-2/24 Ash 124/\$70	1-5 p.m. Woodard	TW
3/30-3/31 Ash 124/\$70	6-10 p.m. Woodard	TW
4/27-4/28 Ash 124/\$70	1-5 p.m. Woodard	TW

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/19-1/20 Ash 124/\$70	6-10 p.m. Woodard	TW
2/16-2/17 Ash 124/\$70	1-5 p.m. Woodard	TW
3/23-3/24 Ash 124/\$70	6-10 p.m. Woodard	TW
4/20-4/21 Ash 124/\$70	1-5 p.m. Woodard	TW

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

NCDMV OBD EMISSION CONTROL

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/26-1/27 Ash 124/\$70	6-10 p.m. Woodard	TW

AUTOMOTIVE BOOT CAMP (HYBRID)

The course prepares individuals for an entry-level position as automotive service technicians who inspect, maintain, and repair automobiles and light trucks that run on gasoline, electricity, or alternative fuels. Topics may include: PC skills for transportation, brakes, electrical/electronic systems, engine performance, suspension and steering, automatic transmission and transaxle, engine repair, heating and air conditioning, manual drive train and axles, and alternative fuel technologies. Upon completion, students may sit for industry-recognized credentials.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/12-5/6 Ash 207/\$180	6-9 p.m. & ONLINE TBA	TTH

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	
1/4-3/1 Hocutt 170/\$70	6-9 p.m. Wise	M

PRE-REGISTRATION IS HIGHLY ENCOURAGED.



ADVANCED HVAC (HYBRID)

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

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
2/2-3/25 MAG 108/\$180	6-9 p.m. & ONLINE Kirkland	TTH & ONLINE

LOCATION/FEE INSTRUCTOR

*Required Textbook Information:

ISBN # 9781930044609 Section 608 Certification Exam Preparatory Manual 9th Edition

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
2/8-3/1 Magnolia108/\$70	6-10 p.m. Tart	M

LOCATION/FEE INSTRUCTOR

*Required Textbook Information:

ISBN # 9781930044609 Section 608 Certification Exam Preparatory Manual 9th Edition

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
1/12-4/22 Spruce 138	6-10 p.m. 7 a.m.-6 p.m.	TWTH S

LOCATION/FEE INSTRUCTOR

BASIC WELDING II

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
3/8-5/3 Hocutt 170/\$70	6-9 p.m. Wise	M

LOCATION/FEE INSTRUCTOR

ADVANCED WELDING - BILINGUAL

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
1/23-5/8 Hocutt 170/\$180	8 a.m.-2 p.m. Perez	S

LOCATION/FEE INSTRUCTOR

SOLDADURA- NIVEL AVANZADO - BILINGUE

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

COMIENZO/ FINALIZA	CLASE HORA	CLASE DIAS
1/23-5/8 S. Hocutt 170/\$180	8 a.m.-2 p.m. Perez	S

UBICACION/COSTO INSTRUCTOR

CDL PERMIT STUDY CLASS

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
4/19-4/22 Spruce 142/\$70	6-10 p.m. Hardy	MTWTH

*Required Textbook Information:
North Carolina Commercial Driver License Handbook

BUILDING CONSTRUCTION TRADES

This course is designed to introduce elements of construction building trades. Safety, tools, carpentry, masonry, cabinetry, drywall, building codes and inspections, restoration, estimating, sustainability, supervisory functions, energy options and energy efficiency will be covered.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
2/1-3/24 MAP 100/\$180	6-9 p.m. TBD	TTH

FORK LIFT OPERATOR

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
2/22-2/23 Magnolia 107/\$70	8 a.m.-2 p.m. Hardy	MT
3/29-3/30 Magnolia 107/\$70	8 a.m.-2 p.m. Hardy	MT
4/26-4/27 Magnolia 107/\$70	8 a.m.-2 p.m. Hardy	MT

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

PARALLEL TRAINING COURSES

PATHWAY TO YOUR ASSOCIATE DEGREE

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

AGRICULTURAL CHEMICALS (ONLINE)

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
1/6-5/5 ONLINE/\$180	ONLINE J Moeller	ONLINE

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
1/6-5/5 Hocutt 160 & 170/\$180	9 a.m.-1 p.m. C Pate	M
1/8-5/6 Hocutt 160 & 170/\$180	6-10 p.m. W Wise	W



BLUEPRINT READING-MACHINING II (HYBRID)

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
1/6-3/1 Spruce 214 & ONLINE/ \$180	1-3 p.m. Meek	MW

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

COMPUTER PROGRAMS

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

ED2GO ONLINE COURSES

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

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

Register at www.ed2go.com/waynecce.

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

DELIVERY FOR SLOW-PACED COURSES

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

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

ADMINISTRATIVE ASSISTANT CERTIFICATE PROGRAM (HYBRID)

GET READY FOR A NEW JOB!

In one course you will learn the skills that will equip you with the extensive computer ability most in demand by today's employers. Subjects covered: basics of

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



BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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LOCATION/FEE	INSTRUCTOR
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1/26-5/11 Magnolia 220/\$180	6-8 p.m. Foster	T
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COMPUTER REPAIR/A+ CERT PREP (HYBRID)

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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LOCATION/FEE	INSTRUCTOR
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1/28-5/13 Spruce 202/\$180	6-9 p.m. Smith	TH
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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
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LOCATION/FEE	INSTRUCTOR
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1/28-3/25 Magnolia 220/\$70	1-4 p.m. Foster	TH
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INTRODUCTION TO COMPUTERS

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
1/26-3/23 Magnolia 220/\$70	1-4 p.m. Miller	T



MS EXCEL 2016 - PART I (ONLINE)

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
1/27-3/24 Magnolia 219/\$70	6-9 p.m. Foster	W

MS EXCEL 2016 - PART 2 (ONLINE)

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
4/7-6/2 Magnolia 219/\$70	6-9 p.m. Foster	W

VMWARE ICM 6.7 (ONLINE)

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
1/12-3/16 ONLINE/\$180	ONLINE Stringfield	ONLINE
4/6-6/8 ONLINE/\$180	ONLINE Stringfield	ONLINE

VMWARE OPTIMIZE AND SCALE 6.7 (ONLINE)

This course is online and mostly hands-on via remote access to VMs running actual VMware technologies. The course explores configuring and managing ESXi networking and storage for a large and sophisticated enterprise; managing changes to the vSphere environment; optimizing the performance of all vSphere components; hardening the vSphere environment against security threats; troubleshooting operational faults and identify their root causes; using VMware vSphere® ESXi™ Shell and VMware vSphere® Management Assistant to manage vSphere; using VMware vSphere® Auto Deploy™ to provision ESXi hosts. Upon completion of this course, the student will be provided VMware exam voucher codes for up to 70% off the normal exam price.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
1/12-3/16 ONLINE/\$180	ONLINE Stringfield	ONLINE
4/6-6/8 ONLINE/\$180	ONLINE Stringfield	ONLINE

PRE-REGISTRATION IS HIGHLY ENCOURAGED.

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

**VISIT OUR WEB PAGE FOR AN UPDATED CURRENT COURSE SCHEDULE:
WAYNECC.EDU/CONTINUING-ED/INDEX.PHP/COMPUTER-COURSES/**



HUMAN RESOURCES DEVELOPMENT (HRD)

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

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

For more information, contact 919-739-6926



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

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

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

HRD/NCRC SUCCESS LAB (ONLINE)

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/4-1/29 ONLINE/\$70	ONLINE Borden	ONLINE
2/1-2/26 ONLINE/\$70	ONLINE Borden	ONLINE
3/1-3/31 ONLINE/\$70	ONLINE Borden	ONLINE
4/1-4/30 ONLINE/\$70	ONLINE Borden	ONLINE
5/3-5/31 ONLINE/\$70	ONLINE Borden	ONLINE

PRE-REGISTRATION IS HIGHLY ENCOURAGED.

MANAGING MONEY (HYBRID)

Worried about money in these changing economic times? Just starting out and wanting to make the best moves with your money? Trying to repair your credit after recent events? This course prepares students to better navigate the world of money management in an ever-changing world. Emphasis is on financial recovery, budgeting, banking, and credit but will include rental and homeownership. Students will be given sound advice and simple steps they can use to begin taking back control over their economic lives.(30 hours)

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/5-2/4 TBA/ONLINE/\$125	TBA/ONLINE Rose	TBA& ONLINE
3/2-4/1 TBA/ONLINE/\$125	9:30 a.m.-12:30 p.m. Rose	TTH & ONLINE



THRIVE: WORKPLACE SKILLS FOR THE NEXT LEVEL

Getting a job can be easy, but how about keeping it, or better yet, earning a promotion? What do some people have that makes them stand out while others go unnoticed? This course explores those skills including: communication, interpersonal skills, problem solving and decision making, professionalism, reliability, teamwork, time management, goal setting, and stress and conflict management. Students will learn how to grow in their careers and increase their own values so that they can be more upwardly mobile in their professions. (96 hours)

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/11-2/22 TBA/ONLINE/\$180	TBA/ONLINE Spight	MTWTH
3/1-4/15 TBA/\$180	9 a.m.-1 p.m. Spight	MTWTH

WORKING SMART

This course is designed to fine-tune non-technical, critical employability skills that are essential in today's workplace. The curriculum addresses five core components: 1) Self-Awareness Skills 2) Self-Management Skills, 3) Work Ethics, 4) Communication Skills, and 5) Problem Solving Skills. These transferable skills are vital in any industry or occupation and are often among the deciding factors in employee selection and promotion. Students will earn a portable credential upon successful completion. (30 hours)

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/12-2/11 ONLINE/\$125	9 a.m.-12:30 p.m. Matthews	TTH & ONLINE
2/23-3/25 Walnut 136/\$125	9 a.m.-12:30 p.m. Matthews	TTH
4/13-5/13 Walnut 136 & ONLINE/\$125	9:30 a.m.-12:30 p.m. Matthews	TTH & ONLINE



INTERVIEWS AND RESUMES: KEYS TO PERFECTION

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/11-2/22 ONLINE/\$125	9 a.m.-1 p.m. Parker	MW & ONLINE
3/1-4/14 TBD/ONLINE/\$125	9 a.m.-1 p.m. Parker	MW & ONLINE

DIRECT CARE BASICS - (PRE-NURSE AIDE LEVEL)

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
2/1-4/14 Magnolia 203/\$180	1-4 p.m. Simmons	MW

PRE-REGISTRATION IS HIGHLY ENCOURAGED.



FIND YOUR CAREER IN SOCIAL SERVICES



MANDATORY INFORMATION SESSION FOR PHASE I: HUMAN SERVICES EXPLORATION DSS

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

Thursday, January 14, 2021 | 5:30-6:30 p.m. | Online - via Google Meet

Tuesday, January 19, 2021 | 5:30-6:30 p.m. | Online - via Google Meet

PHASE I: HUMAN SERVICES EXPLORATION DSS

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	LOCATION/FEE	INSTRUCTOR
1/25-3/17	5:30-8:30 p.m.	MW	Spruce 114/\$125	Staff

PHASE II: INCOME MAINTENANCE CASEWORKER - NCFAST

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	LOCATION/FEE	INSTRUCTOR
3/30-6/3	5:30-8 p.m.	TTH	Magnolia 219/\$125	Staff



EMS/FIRE/LAW ENFORCEMENT CLASSES

Information on classes can be obtained from our web site: waynecc.edu/continuing-ed
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 approved EMS/Fire agency, your class fee is waived.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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LOCATION/FEE	INSTRUCTOR	
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EMS 4202

Safety for EMS Providers

1/6 Grantham Rescue/\$70	7-10 p.m. R Proctor	W
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EMS 4402

Cardiovascular Emergencies and VADs

1/7 MarMac Fire & Rescue/\$70	7-10 p.m. J Lewis	TH
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*SAF 3016 AHA HP BLS (CPR)

1/13 Pine 112/\$70	6:30-10:30 p.m. L Johnson	W
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EMS 4302

Ventilation/Pediatric Cardiac Arrest

1/14 Mt. Olive FD/\$70	7-10 p.m. J Arnette	TH
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EMS 4202 CPR/FBAO Recert

1/27 Grantham Rescue/\$70	7-10 p.m. R Proctor	W
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EMS 4302

Pediatric Febrile Seizures/Assessment

1/28 Mt. Olive FD/\$70	7-10 p.m. J Arnette	TH
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EMS 4202

Environmental Emergencies: Cold

2/3 Grantham Rescue/\$70	7-10 p.m. R Proctor	W
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EMS 4302

Immunological/Endocrine Emergencies (Diabetes)

2/4 Mt. Olive VFD/\$70	7-10 p.m. J Arnette	TH
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EMS 4402

Oxygenation, Ventilation, and Airway

2/4 MarMac Fire & Rescue /\$70	7-10 p.m. J Smith	TH
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SAF 3016

*AHA HP BLS

2/6 Pine TBD/\$70	8 a.m.-5 p.m. TBD	S
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EMS 4402

Cardiovascular Emergencies and VADs

2/10 Pine 112/\$70	6:30-10:30 p.m. J Lewis	W
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EMS 4402

*ACLS/PALS Recert

2/20 Pine 112/\$70	8 a.m.-5 p.m. J Bright	S
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EMS 4402

*Trauma

2/27 Pine 112/\$70	8 a.m.-5 p.m. J Bright	S
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EMS 4402

EMT Review with Games

3/2 MarMac Fire & Rescue/\$70	7-10 p.m. J Lewis	T
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EMS 4202

Pediatric Emergencies: Trauma

3/3 Grantham Rescue/\$70	7-10 p.m. R Proctor	W
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EMS 4302

CNS Injury/Infectious Diseases

3/4 Mt. Olive VFD/\$70	7-10 p.m. J Arnette	TH
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SAF 3016

*AHA HP BLS

3/6 Pine TBD/\$70	8 a.m.-5 p.m. TBD	S
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EMS 4402

Trauma Triage, CNS Injury, Hemorrhage Control

3/10 Pine 112/\$70	6:30-10:30 p.m. J Smith	W
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EMS 4402

*ACLS/PALS Recert

3/13 Pine 112/\$70	8 a.m.-5 p.m. J Bright	W
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EMS 3200

*Trauma

3/27 Pine 112/\$70	8 a.m.-5 p.m. R Proctor	S
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PRE-REGISTRATION IS HIGHLY ENCOURAGED.

EMS 4402
EMS Health and Wellness and BBP
 4/1 7-10 p.m. W
 MarMac Fire &
 Rescue/\$70 J Smith

EMS 4202
Soft Tissue Injuries: Burns
 4/7 7-10 p.m. W
 Grantham Rescue/\$70 R Proctor

EMS 4302
ACS/Cardiac Arrest
 4/8 7-10 p.m. W
 Mt. Olive FD/\$70 J Arnette

SAF 3016
***AHA HP BLS**
 4/10 8 a.m.-5 p.m. W
 Pine/\$70 TBD

EMS 4402
***ACLS/PALS Recert**
 4/10 8 a.m.-5 p.m. W
 Pine 112/\$70 J Bright

EMS 4402
Endocrine and Immunological Emergencies
 4/14 6:30-10:30 p.m. W
 Pine 112/\$70 J Lewis

EMS 4402
***Trauma**
 4/17 8 a.m.-5 p.m. W
 Pine 112/\$70 J Bright

EMS 4402
Ambulance Operations: Incident Command
 4/28 7-10 p.m. W
 Grantham Rescue/\$70 R Proctor

EMS 4202
Skeletal Injuries/Skills
 5/5 7-10 p.m. W
 Grantham Rescue/\$70 R Proctor

EMS 4402
Face, Neck, Head, and Spine Injuries
 5/6 7-10 p.m. TH
 MarMac Fire &
 Rescue/\$70 J Lewis

EMS 4302
Crew Resource Management/EMS Research
 5/6 7-10 p.m. TH
 Mt. Olive FD/\$70 J Arnette

SAF 3016*
AHA HP BLS
 5/8 8 a.m.-5 p.m. S
 Pine TBD/\$70 TBD

EMS 4402
Psychiatric/Behavioral/Toxicological Emergencies
 5/12 6:30-10:30 p.m. W
 Pine 112/\$70 C Hardin

SAF 3016*
AHA HP BLS
 5/15 8 a.m.-5 p.m. S
 Pine TBD/\$70 TBD

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

PREREQUISITES FOR ALL EMS PROGRAMS

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

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

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



EMT-EMERGENCY MEDICAL TECHNICIAN COURSE

Students must be 17 by the last day of class, possess a high school diploma, GED certificate, or a letter of recommendation from your high school principal and a college placement score in Reading at the 11th grade level or higher (prior to the beginning of class), and completion of required packet.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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LOCATION/FEE	INSTRUCTOR
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EMS 4502 *EMS Instructor Methodology 1/9-1/30 Pine 112/\$70	9 a.m.-5 p.m.	S
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EMS 4200
***EMT (Evening)**

1/5-5/6	6-10 p.m. 8 a.m.-5 p.m.	TTH S
Pine 130/\$180	MK Smith	

EMS 4200
***EMT (Day)**

1/8-6/12	8 a.m.-5 p.m.	FS
Pine 128/\$180	J Lewis	

EMS 4201
***EMT Refresher**

1/25-4/5	ONLINE	ONLINE
ONLINE/\$180	K Boswell	

EMS 4401
***Paramedic Refresher**

1/25-4/5	ONLINE	ONLINE
ONLINE/\$180	K Boswell	

PARAMEDIC AND ADVANCED EMT COURSES

At least 18 years of age, currently credentialed EMT and placement testing at "college ready" English and Math. Completion of required packet by December 4, 2020.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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LOCATION/FEE	INSTRUCTOR
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Paramedic Part I
EMS 4300
***Advanced EMT**

1/8-TBA	6-10 p.m.	THF
Pine 112/\$70	A Westbrook	

EMS-4400
***Paramedic Part I**

1/7-6/10	6-11 p.m. 8 a.m.-5 p.m.	MTH S
Pine 112/\$180	D. Cuddeback	

FIRE SERVICE TRAINING

Wayne Community College uses State-certified instructors to offer a variety of fire service courses to the Goldsboro and Wayne County fire departments. The training is flexible and mobile so that it can reach every department in Wayne County. Offerings include the Fire Training Standards Program, Firefighter I and II State Certification. Specialty programs and courses in the latest technology are offered locally on a regular basis. Our Public Safety Training Division offers fire and rescue training classes at fire departments throughout Wayne County. Classes are also available to business and industries for required fire regulations. If you are affiliated with a fire or EMS agency, you must provide a letter of affiliation from the department chief as confirmation to receive fee exempt status. Please contact Steve Mazingo, Fire Services Coordinator, at 919-739-6893 or semozingo@waynecc.edu if you have any questions.

Contact Fire/Rescue Coordinator
Steve Mazingo | 919-739-6803 | 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 Sheriff's Standards Division.

This course consists of 23 topics and is offered every Spring and Fall Semester during evening hours, 6 p.m.-10 p.m. Monday-Thursday and some Saturdays 8 a.m.-5 p.m. All students must be high school graduates and obtain criminal background checks and physical examinations prior to beginning the class.

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

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

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

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

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	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/26-3/2 WLC 212/\$35	6-8 p.m. Montgomery	T
3/16-4/20 WLC 212/\$35	6-8 p.m. Montgomery	T

BEGINNING SEWING

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/12-3/2 Spruce 108 and 106/\$50	6-9 p.m. Price	T
3/16-5/4 Spruce 108 106/\$50	6-9 p.m. Price	T



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	
1/25-3/1 Dogwood 206/\$35	6-8 p.m. Pearsall	M
3/22-5/3 Dogwood 206/\$35	6-8 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	
1/7 WLC 212/\$70	6-10 p.m.	TH
1/23 WLC 212/\$70	8:30 a.m.-12:30 p.m.	S
2/4 WLC 212/\$70	6-10 p.m.	TH
2/20 WLC 212/\$70	8:30 a.m.-12:30 p.m.	S
3/4 WLC 212/\$70	6-10 p.m.	TH
3/20 WLC 212/\$70	8:30 a.m.-12:30 p.m.	S
4/1 WLC 212/\$70	6-10 p.m.	TH

Continued on p. 42

4/17 WLC 212/\$70	8:30 a.m.-12:30 p.m.	S
4/29 WLC 212/\$70	6-10 p.m.	TH
5/8 WLC 212/\$70	8:30 a.m.-12:30 p.m.	S



DEFENSIVE DRIVING - 8 HOURS

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/30 WLC 212/\$100	8 a.m.-5 p.m.	S
2/27 WLC 212/\$100	8 a.m.-5 p.m.	S
3/27 WLC 212/\$100	8 a.m.-5 p.m.	S
5/1 WLC 212/\$100	8 a.m.-5 p.m.	S

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	
1/14-2/18 Dogwood 206/\$50	4-8 p.m. Edwards	TH
2/25-4/1 Dogwood 206/\$50	4-8 p.m. Edwards	TH
4/8-5/13 Dogwood 206/\$50	4-8 p.m. Edwards	TH

SMALL GAS ENGINE REPAIR

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

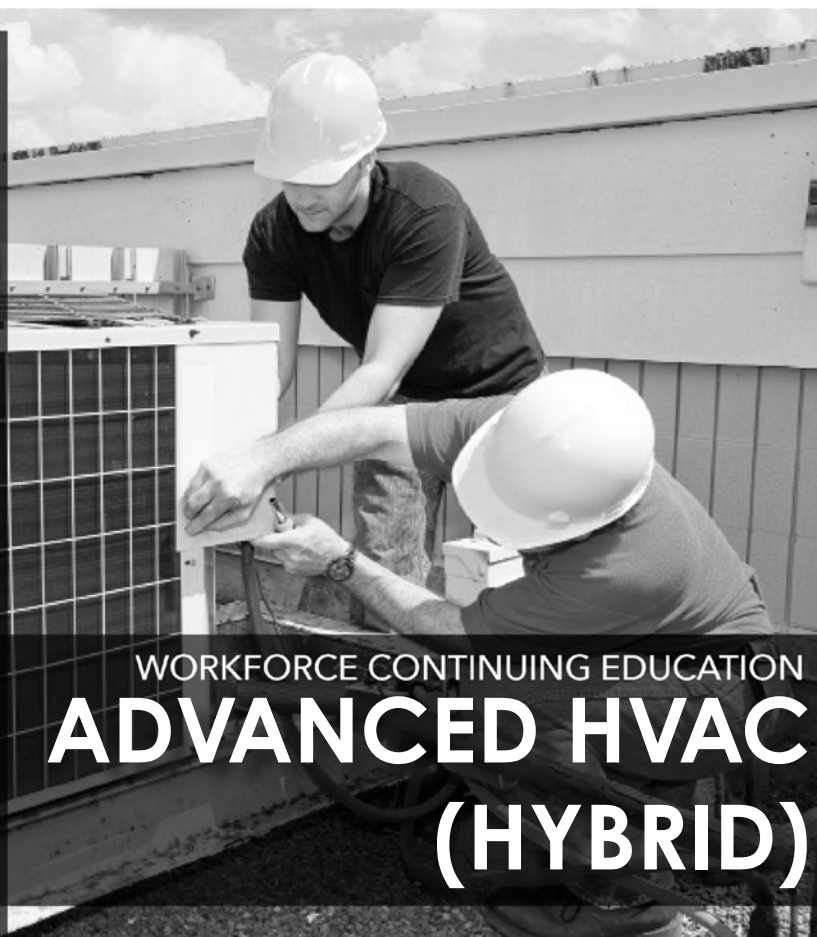
BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/4-3/1 MAP 100/\$50	6-9 p.m. Olmsted	M
3/15-5/10 MAP 100/\$50	6-9p.m. Olmsted	M

STAINED GLASS

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/26-3/16 Dogwood 206/\$40	6:30-8:30 p.m. Walston	T
3/23-5/11 Dogwood 206/\$40	6:30-8:30 p.m. Walston	T

PRE-REGISTRATION IS HIGHLY ENCOURAGED.



WORKFORCE CONTINUING EDUCATION
**ADVANCED HVAC
(HYBRID)**

**FEBRUARY 2 -
MARCH 25, 2021**
Thursday & ONLINE | 6-9 p.m.
Cost: \$180

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



3000 Wayne Memorial Drive
Goldsboro, NC 27534

waynecc.edu/continuing-ed

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

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

Notary Class

Spring 2021

NOTARY PUBLIC EDUCATION



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

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION	INSTRUCTOR
1/12-1/13	5 p.m.-9:30 p.m.	TW	WLC 217/\$70	Dupree
1/22	8 a.m.-5:30 p.m.	F	WLC 217/\$70	Dupree
1/30	8 a.m.-5:30 p.m.	S	WLC 217/\$70	Dupree
2/5	8 a.m.-5:30 p.m.	F	WLC 217/\$70	Dupree
2/19	8 a.m.-5:30 p.m.	F	WLC 217/\$70	Dupree
3/4	8 a.m.-5:30 p.m.	ONLINE	ONLINE/\$70	Dupree
3/5	8 a.m.-5:30 p.m.	F	WLC 217/\$70	Dupree
3/19	8 a.m.-5:30 p.m.	F	WLC 217/\$70	Dupree
4/5-4/6	5 p.m.-9:30 p.m.	MT	WLC 217/\$70	Dupree
4/16	8 a.m.-5:30 p.m.	F	WLC 217/\$70	Dupree
4/30	8 a.m.-5:30 p.m.	F	WLC 217/\$70	Dupree
5/11 -5/12	5 p.m.-9:30 p.m.	TW	WLC 217/\$70	Dupree

*Required Textbook Information:

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



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

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.

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

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



WAYNE COMMUNITY COLLEGE- WORKFORCE CONTINUING EDUCATION SERVICES

NON-PROFIT MANAGEMENT CERTIFICATE PROGRAM

FEBRUARY 11 - MAY 13, 2021

THURSDAYS • 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

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



3000 Wayne Memorial Dr • 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



WCC ONLINE SERVICES

USERNAME AND PASSWORD

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

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

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

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

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

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

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

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

MOODLE

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

REQUIREMENTS FOR ONLINE COURSES

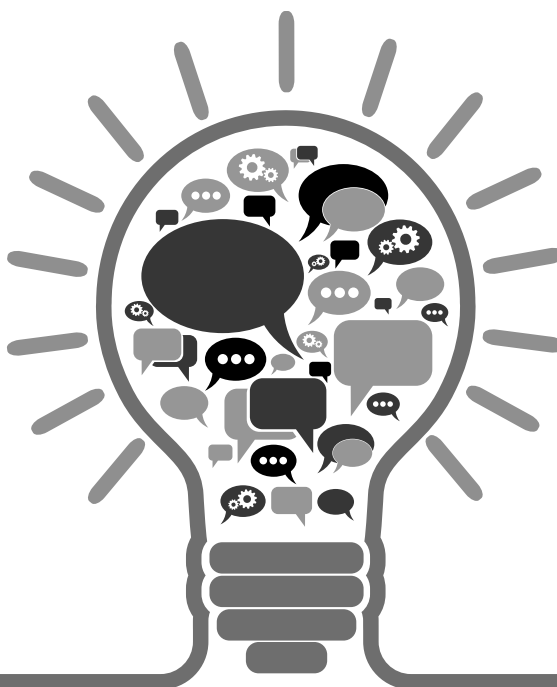
Distance education courses, policies, and enrollment procedures are listed in the College's schedule of courses and on the College Web site. Registration processes, credit hours earned, and cost is the same as for traditional courses.

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.



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

WCC BOOKSTORE

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

BOOKSTORE RETURN POLICY

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

TEXTBOOK BUY BACK

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

TEXTBOOK RENTAL - 3 EASY STEPS

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



OUR HOURS OF OPERATION:

CALL:
919-705-0475

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

FOR MORE INFORMATION.

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

Visit www.wayneccbookstore.com



WAYNE COMMUNITY COLLEGE
WORKFORCE CONTINUING EDUCATION SERVICES

DIRECTORY

**Workforce Continuing
Education
Reception Desk**
919-739-6900

**Transitional Programs for
College and Career**
919-739-6908

waynecc.edu/continuing-ed

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

