

# Summer 2020

## Course Schedule

WORKFORCE CONTINUING EDUCATION



**WAYNE**  
COMMUNITY COLLEGE

WORKFORCE CONTINUING EDUCATION SERVICES

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



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# WCC - WORKFORCE CONTINUING EDUCATION SERVICES

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

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

## GENERAL INFORMATION

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

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

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

## ENROLLMENT REQUIREMENTS

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

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

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

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

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

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

courses during the summer term

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

## COURSE FEES

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

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

\*See specific course listing.

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

## COMPANY/ORGANIZATION PAYMENT PROCESS (SPONSOR BILLING)

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

- Company/Organization point of contact information (in the event there are any questions regarding a student or payment)
- Billing Information (include mailing address and email address) and Employer ID/Tax ID Number

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

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

## REFUND POLICY FOR WORKFORCE CONTINUING EDUCATION SERVICES

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

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

## COMPUTER TECHNOLOGY FEE

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

## STUDENT ACCIDENT INSURANCE

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

## STUDENT ID AND PARKING FEE

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

## QUICK REFERENCE OF RATES

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

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

\*Fee subject to change.



## WCC MISSION STATEMENT

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

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

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

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

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

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

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



# REGISTRATION FORM INSTRUCTIONS

## WEBADVISOR ACCESS FOR WORKFORCE CONTINUING EDUCATION

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

Before students can access Wayne Community College Mail, Moodle, or Webadvisor they must first create an Okta account. In order to determine their Okta username (see directions below or receive it from a WCE staff member) and create a password by visiting the My Bison ID page on the WCC Web site.

- Start on the WCC home page: [www.waynecc.edu](http://www.waynecc.edu)
- Click on My Bison ID at the top of the page. You will then be taken to the My Bison ID New User Login page.
- Follow the directions listed to determine your username and password.
- Once you have your username and password, scroll to the bottom of

the page and click Okta sign in.  
e. Enter the username and password you just obtained and sign in.

**\*\*For returning students use your previous WCC login information and you will be prompted to create a new password once you login. If you have forgotten your password, click on the "Need help signing in" link and choose forgot password.**

- If you set up answers to security questions - make note of the answers you provided. You will need to answer the questions if you fail to reset your password before it expires.

Now that you have a username and password, you can access WCC Mail, Webadvisor, and Moodle (although very few Workforce Continuing Education courses use Moodle). To access these services, go to [www.waynecc.edu](http://www.waynecc.edu) and click on Student E-mail, WebAdvisor, or Moodle on the right-side Quick Links menu.

### 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 "Workforce Continuing Education" icon to access student information.

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

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

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

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

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

**NOTE: If you are having issues, please contact the 24-hour help desk at 877-220-5016 to have your password reset.**

## SCHOLARSHIPS FOR OCCUPATIONAL TRAINING COURSES

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

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

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

State Employees' Credit Union<sup>®</sup>



## Registration Form Instructions Continued...

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

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

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

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

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

**Fax Registration Form to 919-739-7133.**

**E-mail Registration Form to  
wcc-faxce@waynecc.edu.**

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

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

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

WAYNE COMMUNITY COLLEGE WORKFORCE CONTINUING EDUCATION SERVICES 3000 Wayne Memorial Drive   Goldsboro, North Carolina 27534   919-739-6900   waynecc.edu		STUDENT REGISTRATION FORM	
CID #:		TERM:	
LOCATION:		DAY(S):	
		TIME:	
Class Title:		Class Start Date:	
Last Name:		First Name:	
Address:		Middle Name:	
City:		County (Residence):	
State:		Zip Code:	
Primary Phone: ( )		Phone Type: <input type="checkbox"/> Home <input type="checkbox"/> Business <input type="checkbox"/> Cell Phone	
Other Phone: ( )		Phone Type: <input type="checkbox"/> Home <input type="checkbox"/> Business <input type="checkbox"/> Cell Phone	
E-mail Address:			
Student ID or SSN:		Birthdate (mm/dd/yyyy):	
Sex: (Check One) <input type="checkbox"/> Male <input type="checkbox"/> Female		Ethnic/Race: (Check one) <input type="checkbox"/> American/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Hawaiian/Pacific Islander <input type="checkbox"/> Hispanic <input type="checkbox"/> White	
Employment Status: (Check one) <input type="checkbox"/> Employed <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed - Seeking		Employed: <input type="checkbox"/> 40 or more hours <input type="checkbox"/> 21-39 hours <input type="checkbox"/> 11-20 hours <input type="checkbox"/> 1-10 hours	
Occupation:		Employer:	
Education Level: (Check or enter the highest grade completed) <input type="checkbox"/> Highest Grade Completed <input type="checkbox"/> Completed High School <input type="checkbox"/> Adult High School Diploma <input type="checkbox"/> GED® or High School Equivalency Diploma <input type="checkbox"/> One-Year Vocational Degree <input type="checkbox"/> Associate Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree or Higher			
<b>Human Resources Development (HRD) Courses ONLY - HRD Verification Statement - Tuition and Fee Waiver</b>			
The State Board of Community Colleges grants permission to waive tuition and fees for enrollment in classes 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: <input type="checkbox"/> Currently unemployed. <input type="checkbox"/> Working and eligible for the Federal Earned Income Tax Credit. <input type="checkbox"/> Received notification of a pending layoff. <input type="checkbox"/> Working and earn wages at or below 200% of the federal poverty guidelines.			
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. <input type="checkbox"/> Yes - I would like to purchase Supplemental Student Accident Insurance. <input type="checkbox"/> 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:	
<b>FOR OFFICE USE ONLY</b>			
RCTP #:	Payment Processed By:	Date:	Sent to Business Office By:
Payment Type: <input type="checkbox"/> Check # <input type="checkbox"/> MO # <input type="checkbox"/> Cash	<input type="checkbox"/> Credit - CONF #:		
<input type="checkbox"/> Course Fee: \$	<input type="checkbox"/> Technology Fee: \$	<input type="checkbox"/> Student ID Fee: \$	<input type="checkbox"/> Parking Fee: \$
<input type="checkbox"/> Exam/Cert. Fee: \$	<input type="checkbox"/> Meal Fee: \$	<input type="checkbox"/> Other Fee: \$	<input type="checkbox"/> Insurance Fee: \$
			<b>TOTAL: \$</b>

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

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

## WAYNE COMMUNITY COLLEGE WORKFORCE CONTINUING EDUCATION SERVICES

# TRANSITIONAL PROGRAMS FOR COLLEGE AND CAREER



**JANUARY 2020 | STUDENT OF THE MONTH  
RONALD GOULET**

**FEBRUARY 2020 | STUDENT OF THE MONTH  
RUBICELA CONTRERAS**

# TRANSITIONAL PROGRAMS FOR COLLEGE AND CAREER

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

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



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

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

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

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

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

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



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

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



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

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



at TPCC  
Leads to New Opportunities  
and Great Careers

## ORIENTATION AND PLACEMENT SESSIONS

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

# ADULT HIGH SCHOOL DIPLOMA CLASSES

Summer Semester begins **May 18**  
 Summer I Classes **May 18-June 30**  
 Pre-registration for Summer II Classes begins **June 22**  
 Summer II Classes **July 1-July 30**



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

### COMMUNITY LOCATIONS

Summer semester classes begin the week of May 18. For information about any community High School Equivalency Diploma class, please call 919-739-6908. We have community classes in Goldsboro and Mount Olive!



### HOW DO I REGISTER FOR CLASSES?

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

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

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

Adult students from community classes are encouraged, but not required, to attend orientation held on campus each month. Students under 18 must come on campus to meet with the Student Support Coordinator. Call 919-739-6921 or e-mail [harwar@waynecc.edu](mailto:harwar@waynecc.edu) for more information.

CLASS TITLE	BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
High School Equivalency 	5/18-8/5	5:30 p.m.-7:30 p.m.	MW	ONLINE	TBD
High School Equivalency	5/18-8/3	1 p.m.-3 p.m.	M	ONLINE	Allie
High School Equivalency 	5/19-8/6	5:30 p.m.-8:30 p.m.	TTH	ONLINE	Soper

## TEACHER RENEWAL COURSE OFFERINGS

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



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

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

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

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

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

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



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

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

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

**LOCATION: Walnut Building, Room 223**

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

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

Attention!

**HSE TESTING IS TEMPORARILY SUSPENDED.**

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



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

**CANNOT FIND A JOB DUE TO  
“LACK OF EXPERIENCE”?  
ARE YOU BETWEEN 16 AND 24 YEARS OLD?**

**THIS SERVICE MAY BE FOR YOU!**

**SHAQUITA HATCHER**

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

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



# BASIC SKILLS PLUS

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

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

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

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

**OTHER CAREER TRACKS AVAILABLE!**



**Contact Your  
Advisor/Transition Coach**

**HAROLD WARREN**



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

## WAYNE COMMUNITY COLLEGE **STUDENT SUPPORT CENTER**

Location: Walnut 222-A

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



# 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.

**FOR INFORMATION PLEASE CONTACT:**

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

**OR**

**BRANDIE PAVON 919-739-6909**

## ON CAMPUS CLASSES ARE NOW ONLINE



### DAY CLASSES

DATE/FECHA	COURSE/CURSO	DAYS/DIAS	TIME/ HORA	LOCATION/LUGAR
5/20-8/5	ELA LAB	MTWTHF	8 a.m.-6 p.m.	ONLINE
5/20-8/5	COMPUTER	WF	9 a.m.-12:30 p.m.	ONLINE
			24/7	ONLINE
5/20-8/5	ELA LEVEL 6	MTWTH	9 a.m.-12 p.m.	ONLINE
5/20-8/5	ELA LEVEL 4-5	MTWTH	9 a.m.-12 p.m.	ONLINE
5/20-8/5	ELA LEVEL 1-2-3	MTWTH	9 a.m.-12 p.m.	ONLINE
5/24-8/2	ELA SUNDAYS	SU	9 a.m.-12:30 p.m.	ONLINE

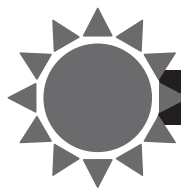
### NIGHT CLASSES

DATE/FECHA	COURSE/CURSO	DAYS/DIAS	TIME/ HORA	LOCATION/LUGAR
5/21-8/4	ELA LEVEL 4-5-6	TTH	6 p.m.-9 p.m.	ONLINE
5/21-8/4	ELA LEVEL 1-2-3	TTH	6 p.m.-9 p.m.	ONLINE
5/25-8/3	CITIZENSHIP	M	6 p.m.-9 p.m.	ONLINE

# OFF CAMPUS CLASSES ARE NOW ONLINE

FOR INFORMATION PLEASE CONTACT:

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



## DAY CLASSES

### MOUNT OLIVE WAGES

Monday to Thursday/Lunes a Jueves  
9 a.m.-12 p.m.

**5/20-8/5**

612 Breazeale Avenue | Mount Olive

YEAR ROUND/TODO EL AÑO

### LITERACY CONNECTIONS OF WAYNE COUNTY

Tuesday to Thursday/Martes a Jueves  
9 a.m.-11:30 a.m. | **5/21-8/4**

**Citizenship/Ciudadanía:**

Wednesday/Miércoles:  
9:30 a.m.-12 p.m. | **5/20-8/5**  
2001 E. Ash St. | Goldsboro

YEAR ROUND/TODO EL AÑO

### SPRING CREEK MIDDLE SCHOOL

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

**5/20-8/5**

3579 NC-111 | Seven Springs

YEAR ROUND/TODO EL AÑO

### BROGDEN UNITED METHODIST CHURCH

Wednesday/Miércoles  
9 a.m.-12 p.m.

**TBA**

2918 US 117 South | Dudley

YEAR ROUND/TODO EL AÑO



## NIGHT CLASSES

### UNIVERSITY OF MOUNT OLIVE

Monday and Wednesday/Lunes y Miércoles  
5:30 p.m.-8:30 p.m.

**5/20-8/5**

652 R.B. Butler Drive | Mount Olive

YEAR ROUND/TODO EL AÑO

### MARIA REINA DE LAS AMERICAS

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

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

**TBA**

636 Whitfield Road | Mount Olive

YEAR ROUND/TODO EL AÑO

### BROGDEN MIDDLE SCHOOL

Tuesday and Thursday/Martes y Jueves  
6 p.m.-8:30 p.m.

**5/21-8/4**

3761 US 117 South Alt. | Dudley

SEPTEMBER-JUNE/SEPTIEMBRE A JUNIO

### PIKEVILLE LIBRARY

**English and Citizenship**

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

**5/20-8/5**

107 W. Main St. | Pikeville

YEAR ROUND/TODO EL AÑO

### IGLESIA PENTECOSTES

**ALPHA Y OMEGA**

Monday/Lunes  
6 p.m.-8:30 p.m.

**5/25-8/3**

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!  
ONLINE | 9 a.m.-12 p.m.

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

If you have any questions, please contact

AMELIA HALL | 919-739-6911

MARIA ABALO-ZARATE | 919-739-6924.



**WAYNE COMMUNITY COLLEGE**  
CONTINUING EDUCATION SERVICES

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



# ALLIED HEALTH

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

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



## FALL 2020 INFORMATION SESSION DATES

For Fall Nurse Aide 1 and 2, Phlebotomy, and Spanish Medical Interpreter Students.

Students interested in registering for these classes: Notify [eacurry@waynecc.edu](mailto:eacurry@waynecc.edu) by **June 15, 2020** and registration requirements will be emailed.

Requirements will have to be met by Registration.

Registration will be **July 15, 2020**.

Classes begin **August 8, 2020**.

## REGISTRATION FOR NURSE AIDE 1, NURSE AIDE 2, PHLEBOTOMY AND SPANISH MEDICAL INTERPRETER COURSES

These courses have preadmission requirements. If you are interested in registering, contact [eacurry@waynecc.edu](mailto:eacurry@waynecc.edu) for instructions, by **June 15, 2020**. You will then be contacted with the requirements and due date to submit.

## 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
5/18-8/14 ONLINE/\$180	ONLINE L. Stephenson	ONLINE

### \*Required Texts:

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

## HEALTH UNIT COORDINATOR

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
5/18-8/14 ONLINE/\$180	ONLINE J. Hamilton-Fleming	ONLINE

### \*Required Texts:

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

## FOR MORE INFORMATION CONTACT

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

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

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





# THE SMALL BUSINESS CENTER

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

## SBC SUMMER 2020 SEMINARS PRE-REGISTRATION RECOMMENDED!

Please preregister on-line at

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

Scroll down to find your seminar, click Register.

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

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

**\*Walnut 104 - Allows food & drink, but will not be provided.**

**\*Walnut 101 - No food or drink allowed**



WAYNE BUSINESS AND  
INDUSTRY CENTER

### SMALL BUSINESS CENTER WAYNE COMMUNITY COLLEGE

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

# ADVANCED MANUFACTURING AND APPLIED TECHNOLOGY OCCUPATIONAL EXTENSION COURSES

TO REGISTER, CONTACT:

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

## CDL PERMIT STUDY CLASS

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
6/22-6/25	6 p.m.- 10 p.m.	MTWTH
LOCATION/FEE	INSTRUCTOR	
ONLINE/\$70	Hardy	

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

(using integrated pest management), and demonstrate safe handling of pesticides.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
5/27-7/29	ONLINE	ONLINE
LOCATION/FEE	INSTRUCTOR	
ONLINE/\$180	Woods	

## PARALLEL TRAINING COURSES

### PATHWAY TO YOUR ASSOCIATES DEGREE

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

### AGRICULTURAL CHEMICALS

This course covers all aspects of agricultural chemicals. Topics include safety, environmental effects, federal and state laws, pesticide classification, sprayer calibration, and licensing. Upon completion, students should be able to calibrate a sprayer, give proper pesticide recommendations

### INTRODUCTION TO ELECTRICITY

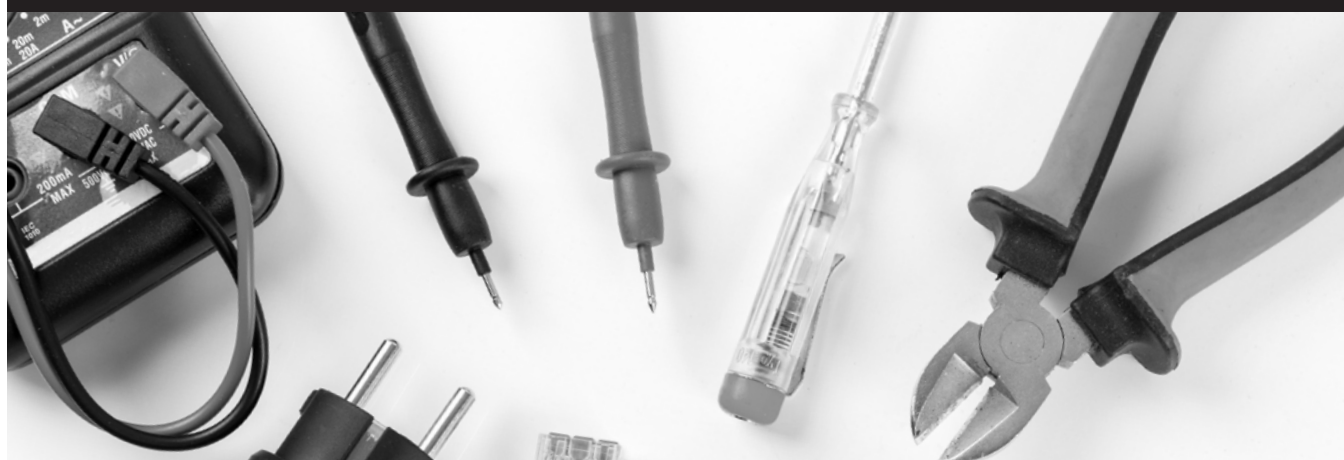
This course introduces the fundamental concepts of electricity and test equipment to non-electrical/electronics majors. Topics include basic DC and AC principles (voltage, resistance, current, impedance), components (resistors, inductors, and capacitors), power, and operation of test equipment. Upon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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
5/27-7/29	9 a.m.-12 p.m.	MTH
LOCATION/FEE	INSTRUCTOR	
Hocutt 250 & ONLINE/ \$180	J Carter	

**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**

## GET CERTIFIED

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





# WCC TRUCK DRIVER TRAINING PROGRAM

## CLASS A COMMERCIAL DRIVER'S LICENSE

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For more information, contact

**T. HARDY**

**919-739-6939**

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

**L. NEWKIRK**

**919-739-6931**

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

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**WAYNE COMMUNITY COLLEGE**  
WORKFORCE CONTINUING EDUCATION SERVICES

# COMPUTER PROGRAMS



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

## ED2GO ONLINE COURSES

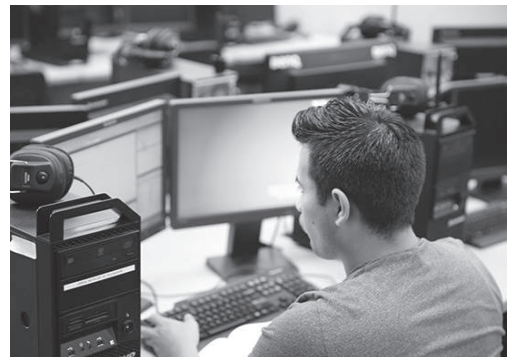
Workforce Continuing Education Services offer internet (online or web-based) courses that can be completed from home. Each course is a comprehensive online course offered in a convenient six-week format with expert instructors. These courses offer engaging student discussion with access to instructor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

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

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

## GET THE COMPUTER SKILLS YOU NEED FOR A GREAT JOB!

Take advantage of low-priced training on some of today's top software programs. We understand your busy schedule so we offer courses through a variety of delivery methods including traditional (in-class), Web-supported, hybrid (part in-class/part online), and totally online classes. Web-supported and Hybrid are courses of instruction that blend face-to-face learning with various distance education delivery methods. We also offer Slow-Paced courses for students new to the computer.



# 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

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	
5/16-8/14	ONLINE Borden	ONLINE

## MORE MONEY, FEWER WORRIES

Worried about money in these changing economic times? Just starting out and wanting to make the best moves with your money? Trying to repair your credit after recent events? This course prepares students to better navigate the world of Money Management in an ever-changing world. Emphasis on financial recovery, budgeting, banking, and credit but will

include rental and homeownership. Students will be given sound advice and simple steps they can use to begin taking back control over their economic lives.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
6/1-7/31	ONLINE Rose	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 & decision making, professionalism, reliability, teamwork, time management, goal setting and stress and conflict management. Students will learn how to grow in their careers and increase their own values so that they can be more upwardly mobile in their professions.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
5/18-8/10	ONLINE Spight	ONLINE

## WORKING SMART

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
6/1-7/31	ONLINE Matthews	ONLINE

## INTERVIEWS & RESUMES: KEYS TO PERFECTION

In this course, students will learn how to use identify and craft resumes using various formats and for different situations. Each student will complete the course with professional resumes ready 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 changes of getting a job.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
5/25- 6/26	ONLINE Parker	ONLINE

**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**

## COMPLETE YOUR CONTINUING EDUCATION HOURS ONLINE!

**Are you looking to meet your continuing education requirements or just love to learn?**

**Learn from  
the comfort  
of home!**

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

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

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



### **Enhancing Language Development in Childhood**

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



### **Teaching Students With Autism: Strategies for Success**

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



### **Differentiated Instruction in the Classroom**

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



### **Spanish in the Classroom**

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

– PRICES START AT \$70.00 –

# Over 50 Continuing Education Certified Online Courses Available!

**Enroll Now!**

**ed2go.com/waynecc**  
**(919) 739-6933**

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

# EMS/FIRE/LAW ENFORCEMENT CLASSES



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

## EMERGENCY MEDICAL SERVICES CLASSES

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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LOCATION/FEE	INSTRUCTOR
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### EMS 4402

\*Crime Scene Management

5/1-5/30

Online/\$70

Online

K.M. Boswell

### EMS 4402

\* Cardiology

6/1-6/30

Online/\$70

Online

K.M. Boswell

### EMS 4402

\* Endocrine & Immunological Emergencies

7/1-7/31

Online/\$70

Online

K.M. Boswell

\*Classes with an asterisk (\*):

Contact Kimberly M. Boswell to register:

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

## PREREQUISITES FOR ALL EMS PROGRAMS

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

Course requisite: Students must purchase a designated

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

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



## FIRE ACADEMY

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

## 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 into DRE 098 (prior to the beginning of class), and completion of required packet.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
<b>EMS 4201</b>		
EMT (Refresher)	ONLINE	ONLINE
5/18-7/27	ONLINE/\$180	K. Boswell

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
<b>EMS 3000</b>		
Anatomy and Physiology		
5/18-8/13	ONLINE	ONLINE
ONLINE/\$180	K. Oakley	

## PARAMEDIC COURSE

At least 18 years of age, proof of successful completion of acceptable EMT course, college placement score into ENG 111 (prior to the beginning of class), a math placement score of 263+, and completion of required packet.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
<b>EMS 4401</b>		
Paramedic Refresher		
5/18-7/27	ONLINE	ONLINE
ONLINE/\$180	K. Boswell	

## FIRE SERVICE TRAINING

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

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

## LAW ENFORCEMENT TRAINING

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

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

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

## DETENTION OFFICER CERTIFICATION COURSE (DOCC)

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

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

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

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

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

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

# LEISURE AND RECREATION/ COMMUNITY SERVICE COURSES

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

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

## FLORAL DESIGN

This online course teaches students how to design trendy bows, table arrangements, grapevine and burlap wreaths.

**\*\*Supplies needed will be sent to students\*\***

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
6/1-6/22	6 p.m.-7 p.m.	M
GOOGLE MEET/ NO COST	Pearsall	

## CARDIO FITNESS - "WERK"

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
6/3-6/24	6 p.m. – 7 p.m.	W
ONLINE/NO COST	Matthews	

## AMERICAN SIGN LANGUAGE

This online 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
6/4-6/25	6 p.m. – 7 p.m.	TH
GOOGLE MEET/ NO COST	Montgomery	

## COMMUNICATING EFFECTIVELY IN CHALLENGING SITUATIONS

This online course is designed for individuals, couples, and businesses. Participants of this online course will be able to

distinguish the characteristics of productive and unproductive ways of talking. Assess the effectiveness of your own talking styles.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
6/9-6/23	6 p.m. – 7 p.m.	T
ONLINE/NO COST	Brown	

## 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
7/11	8:30 a.m.-12:30 p.m.	S
ONLINE/\$50		
7/23	6 p.m.-10 p.m.	TH
ONLINE/\$50		
8/6	6 p.m.-10 p.m.	TH
ONLINE/\$50		

## 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
7/25	8 a.m.-5 p.m.	S
ONLINE/\$100		



# WAYNE COMMUNITY COLLEGE

WORKFORCE CONTINUING EDUCATION SERVICES

## COURSE FEE SCALE

Occupational Extension Course Hours	Course Fee
1-24 Hours	\$70.00
25-50 Hours	\$125.00
51 + Hours	\$180.00

Leisure/Recreational Courses \$20.00 and above

- Charges are subject to change based on State budget.
- Additional Fee Required - Repetition Policy will apply for courses taken more than twice.

## PAYMENT

Course Fee must be **PAID** at the Time of Registration

**After 5 p.m. - Credit/Debit Card Payments ONLY!**



## ADDITIONAL FEES (If applicable)

Computer Technology Fee \$5.00

- Exception: Online Classes.  
This is a one-time fee, per semester.

Supplemental Student Accident Insurance \$0.55

- Students have the option to pay the fee for all Continuing Education courses that meet four or more weeks during a semester.

New Student ID \$3.00

Replacement ID \$5.00

Student ID Semester Validation \$1.00

- All students are required to have a student ID for all on-campus classes.

Student Parking Decal \$2.00

- All students are required to display a parking decal for vehicles on campus and it must be updated each school year.

Transcripts \$2.00

- There will be a waiting period of 24-72 hours for all Workforce Continuing Education Services Transcripts.
- Adult High School Transcripts are obtained from Transitional Programs for College and Career on the second floor of Walnut building, room 220.
- The above list does not reflect all fees for taking a class through Workforce Continuing Education Services. Fees are subject to change based on course requirements.
- Students are expected to purchase supplies, materials, tools, and books required for the class.

919-739-6900 • [www.waynec.edu/continuing-ed](http://www.waynec.edu/continuing-ed)



# 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 **Open Computer Lab helpdesk** at **919-739-7032** or **wcc-ocl@waynecc.edu**

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

## MOODLE

Moodle is WCC's primary online course access site. Some courses use additional sites such as Cengage, My Math Lab or Pearson in addition to Moodle. Courses are available in Moodle after 8 AM on the day your course is scheduled to begin. Please consult your course schedule for start dates. 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

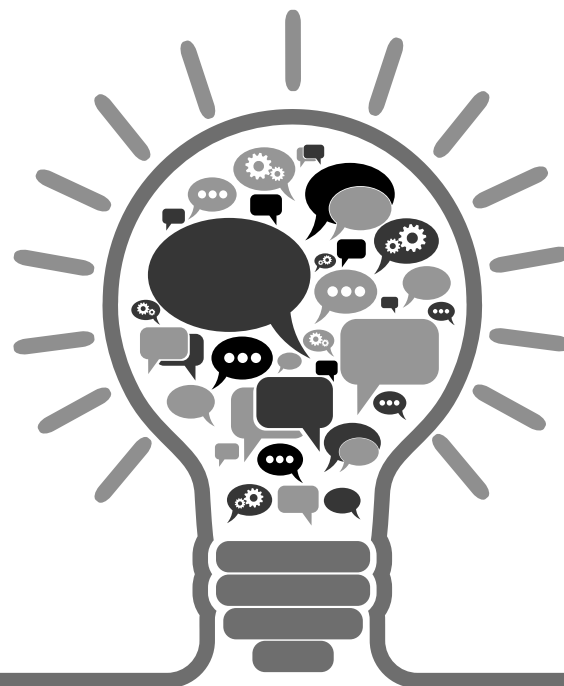
Distance education courses, policies, and enrollment procedures are listed in the College's schedule of courses and on the College Web site. Registration processes, credit hours earned, and cost is the same as for traditional courses.

### 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.

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

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



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



**WAYNE COMMUNITY COLLEGE**  
WORKFORCE CONTINUING EDUCATION SERVICES

## DIRECTORY

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

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

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

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

