

WAYNE COMMUNITY COLLEGE WORKFORCE CONTINUING EDUCATION

# COURSE SCHEDULE



SUMMER 2022



WORKFORCE  
CONTINUING  
EDUCATION  
SERVICES

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



available on the  
App Store

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

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

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

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

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



Yours in Learning,

**Renita Allen Dawson,**  
Vice President  
Wayne Community College  
Workforce Continuing Education &  
Community Engagement

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

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

GENERAL INFORMATION

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

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

ENROLLMENT REQUIREMENTS

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

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

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

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

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

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

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

COURSE FEES

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

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

\*See specific course listing.

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

COMPANY/ORGANIZATION PAYMENT PROCESS (SPONSOR BILLING)

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

- Company/Organization point of contact information (in the event there are any questions regarding a student or payment)
- Billing Information (include mailing address and email address) and Employer ID/Tax ID Number
- State the intent of who and what class(es) your company/organization will be responsible for in the registration process (i.e. tuition, parking/ID, testing, books, etc.)

Continued on next page

Once we have received the letter/memorandum and student(s) registration form(s), our Business Office will submit an invoice to your company/organization. The letter/memorandum must be received on or before the class start date. If you have any further questions, please contact Lashima Glaspie at [lnglaspie@waynecc.edu](mailto:lnglaspie@waynecc.edu) or Maria Rigdon at [mrigdon@waynecc.edu](mailto:mrigdon@waynecc.edu).

## REFUND POLICY FOR WORKFORCE CONTINUING EDUCATION SERVICES

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

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

## COMPUTER TECHNOLOGY FEE

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

## STUDENT ACCIDENT INSURANCE

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

## STUDENT ID AND PARKING FEE

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

## QUICK REFERENCE OF RATES

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

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

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

## SUMMER HOURS

### MONDAY - THURSDAY

7:00 a.m.-6 p.m.

### FRIDAY- CLOSED

*Effective Monday, May 16, 2022 - Friday, August 12, 2022*

*The college will return to its normal five-day operating schedule beginning August 15, 2022*



### 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).

# 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" under Quick Links. In order to register online, the student, must know their unique WCC username and password (see page 46). **All new students must come to campus to register or e-mail [wce-reg@waynecc.edu](mailto: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](http://www.waynecc.edu) and click on Student E-mail, WebAdvisor, or Moodle under the Quick Links menu.

## REGISTER ONLINE: RETURNING STUDENTS

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

**Step 2:** Click Quick Links

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

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

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

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

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

## REGISTERING: NEW STUDENTS

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

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

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

Mail your completed Registration Form and course fee to:

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

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

**WAYNE COMMUNITY COLLEGE**  
WORKFORCE CONTINUING EDUCATION SERVICES  
3000 Wayne Memorial Drive | Goldsboro, North Carolina 27534 | 919-739-6900 | [waynecc.edu](http://waynecc.edu)

**STUDENT REGISTRATION FORM**

SSN: \_\_\_\_\_ TERM: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

Class Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Class Start Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ Address: \_\_\_\_\_ State: \_\_\_\_\_ County (Residence): \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Primary Phone: (\_\_\_\_) \_\_\_\_\_ Phone Type: ☐ Home ☐ Business ☐ Cell Phone

Other Phone: (\_\_\_\_) \_\_\_\_\_ Phone Type: ☐ Home ☐ Business ☐ Cell Phone

E-mail Address: \_\_\_\_\_ Birthdate (mm/dd/yyyy): \_\_\_\_\_

Student ID or SSN: \_\_\_\_\_

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) ☐ 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 fee or the 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**

RCFP # \_\_\_\_\_ Payment Processed By: \_\_\_\_\_ Date: \_\_\_\_\_ Sent to Business Office By: \_\_\_\_\_ Date: \_\_\_\_\_

Payment Type: ☐ Check # \_\_\_\_\_ ☐ M.O. # \_\_\_\_\_ ☐ Cash ☐ Credit/ CARD # \_\_\_\_\_

Course Fee: \$ \_\_\_\_\_ Technology Fee: \$ \_\_\_\_\_ Student ID Fee: \$ \_\_\_\_\_ Parking Fee: \$ \_\_\_\_\_ Insurance Fee: \$ \_\_\_\_\_

Exam/Cert. Fee: \$ \_\_\_\_\_ Mail Fee: \$ \_\_\_\_\_ Other Fee: \$ \_\_\_\_\_ TOTAL: \$ \_\_\_\_\_

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

**E-mail Registration Form to [wce-reg@waynecc.edu](mailto: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:** Checks are not accepted for classes that last less than one week.

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

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

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

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

**WORKFORCE CONTINUING EDUCATION**  
**Reception Desk: 919-739-6900**

**TRANSITIONAL PROGRAMS**  
**Reception Desk: 919-739-6908**

**WAYNE BUSINESS & INDUSTRY CENTER**  
**Reception Desk: 919-739-6940**

**Face coverings are optional on the Wayne Community College campus for all summer courses.**

**For updates and information on WCC's COVID-19 procedures visit [waynecc.edu/safe-wayne/current-health-threats](http://waynecc.edu/safe-wayne/current-health-threats)**



# AUTOMOTIVE OCCUPATIONS

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

## NCDMV SAFETY INSPECTION

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

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
5/17-5/18	6 p.m.-10 p.m.	TW	Ash 124	Woodard
6/21-6/22	1 p.m.-5 p.m.	TW	Ash 124	Woodard
7/19-7/20	6 p.m.-10 p.m.	TW	Ash 124	Woodard

**Course Cost:** \$70.00

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

## NCDMV OBD EMISSION CONTROL

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

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
5/24-5/25	6 p.m.-10 p.m.	TW	Ash 124	Woodard
6/28-6/29	1 p.m.-5 p.m.	TW	Ash 124	Woodard
7/26-7/27	6 p.m.-10 p.m.	TW	Ash 124	Woodard

**Course Cost:** \$70.00

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

## PRE-REGISTRATION IS HIGHLY ENCOURAGED.

### FINANCIAL ASSISTANCE MAY BE AVAILABLE FOR YOUR PROGRAM!

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

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

Visit [waynecc.edu/continuing-ed/scholarships](https://waynecc.edu/continuing-ed/scholarships) for more information and to apply



## WCC WORKFORCE CONTINUING EDUCATION

# BUSINESS

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

### LIFE AND HEALTH PRE-LICENSING (ONLINE)

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

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
7/15-8/6	6 p.m.-9:30 p.m. 8 a.m.-5:30 p.m.	F S	ONLINE ONLINE	Murphy

**Course Cost:** \$125.00

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

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

### NONPROFIT MANAGEMENT CERTIFICATE

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

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
5/17-8/9	6 p.m.-9:15 p.m.	T	WLC 213	Lanier

**Course Cost:** \$125.00

**Required Book Information:** n/a

**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**

**REAL ESTATE PRE-LICENSING (ONLINE)**

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

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
4/25-7/25	5:30 p.m.-9 p.m.	MW	ONLINE	Mcallister

**Course Cost:** \$180.00

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

**REAL ESTATE POST-LICENSING (ONLINE):  
POST LICENSING COURSE 301 - BROKER RELATIONSHIPS AND RESPONSIBILITIES**

The Post 301 – Broker Relationships and Responsibilities course is one of the three 30-hour instructional hour courses in the North Carolina mandatory postlicensing (PL) education program. The primary objective of the courses is to provide instruction at a level beyond that provided in prelicensing courses on topics deemed to be of special importance in the active practice of real estate brokerage. Topics addressed in this course include:

- A review of agency relationships in real estate residential and commercial sales and commercial property management transactions
- A real estate broker's legal duties to clients and customers
- A step-by-step review and discussion of the functions and responsibilities of a real estate broker when working with property owners and buyers/tenants
- A review of issues associated with transactions in progress when a broker leaves a brokerage company
- A review of selected license status and education issues

**Prerequisite:** Per Commission Rule 58A .1902(b), a provisional broker as described in NCGS 93A-4(a1) shall complete all postlicensing courses pursuant to paragraph (a) of this Rule within 18 months following the date of initial licensure.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
7/5-7/21	9 a.m.-2 p.m.	SSU	ONLINE	Mcallister

**Course Cost:** \$125.00

**Required Book Information:**

- North Carolina Real Estate Manual
- North Carolina Real Estate License Law and Commission Rules (hereinafter called LLCR)
- The Commission's Residential Square Footage Guidelines booklet.

**Special Notes:**

(a) All courses shall have course materials that cover current North Carolina real estate related laws, rules, and practices. The nature and depth of subject matter coverage shall be consistent with the competency and instructional levels prescribed by the syllabus for the course for which approval is sought.

(b) Postlicensing courses shall utilize the current edition of the North Carolina Real Estate Manual. The North Carolina Real Estate Manual may be purchased on the Commission's website in electronic format for twenty five dollars (\$25.00) per license year and as a print publication for fifty dollars (\$50.00).

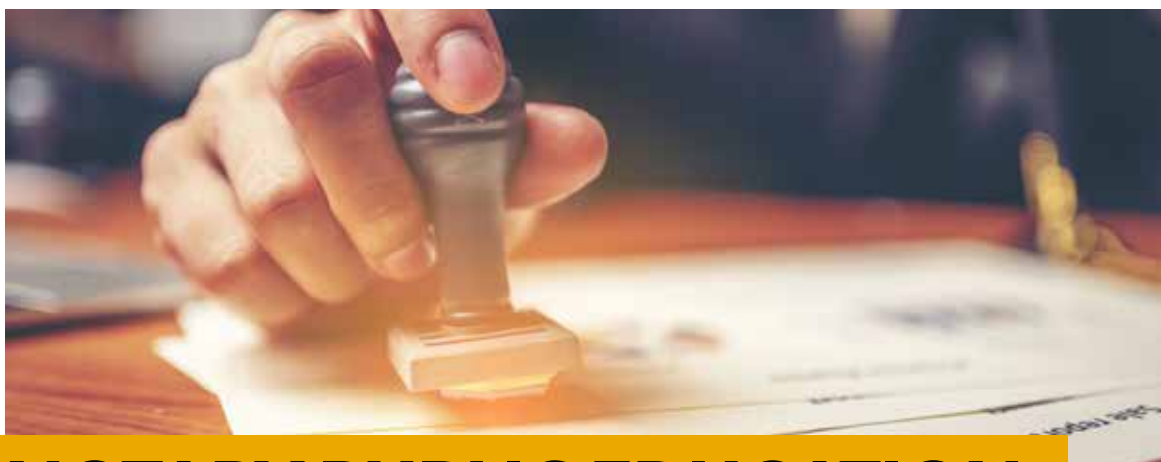
(c) Education providers shall verify each student has the course materials no later than the first class session

## NEED MORE INFORMATION?

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







# NOTARY PUBLIC EDUCATION

This course provides instruction to individuals who want to become commissioned as a notary public or those who are up for recertification. Topics include legal, ethical, and procedural requirements of the Notary Act as described in N.C. General Statute 10B Article 1. Upon completion of this course, with a passing exam grade of 80%, a person is eligible to make application with the N.C. Secretary of State's Office.

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

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

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
5/18	8 a.m.-4:30 p.m.	W	ONLINE	Dupree
<i>*Please note class login information will be e-mailed 2-3 days prior to the class start for online classes.</i>				
5/21	8 a.m.-4:30 p.m.	S	WLC 217	Dupree
6/3	8 a.m.-4:30 p.m.	F	Magnolia 220	Dupree
6/13-6/14	5 p.m.-9:00 p.m.	MT	WLC 217	Dupree
6/29	8 a.m.-4:30 p.m.	W	ONLINE	Dupree
<i>*Please note class login information will be e-mailed 2-3 days prior to the class start for online classes.</i>				
7/8	8 a.m.-4:30 p.m.	F	WLC 217	Dupree
7/14	8 a.m.-4:30 p.m.	TH	Magnolia 218	Dupree
8/8-8/9	5 p.m.-9 p.m.	MT	WLC 217	Dupree
8/19	8 a.m.-4:30 p.m.	F	Magnolia 218	Dupree

**Course Cost:** \$70.00

**Required Book Information:** North Carolina Notary Public Manual, 2016, 11th Ed, ISBN: 9781560118510 **Cost:** \$29.65

## ELECTRONIC NOTARY PUBLIC (E-NOTARY)

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

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

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
6/9	8 a.m.-12 p.m.	TH	Magnolia 220	Dupree
7/28	8 a.m.-12 p.m.	TH	ONLINE	Dupree
<i>*Please note class login information will be e-mailed 2-3 days prior to the class start for online classes.</i>				

**Course Cost:** \$70.00

**Required Book Information:** Student Workbook \$5.00 (to be paid when you register) Student workbook will be provided by the instructor at the beginning of class.



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

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

**For more information,  
please contact:**

**Monica Miller**

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

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

## **ED2GO ONLINE COURSES**

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

These courses are offered in a 24-96 contact hour format, which provide Continuing Education Units (CEUs) and a certificate of completion. The certificate of completion is awarded upon successful completion of the course.

The cost of courses from 1-24 hours is \$70.00, 25-50 hours is \$125.00, and 51 or more hours is \$180.00.

Majority of the courses taken through our online ed2go are 24 hours at a cost of \$70.00 (subject to change).

### **REGISTER AT:**

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

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



**WAYNE COMMUNITY COLLEGE**  
WORKFORCE CONTINUING EDUCATION SERVICES



## ADMINISTRATIVE ASSISTANT CERTIFICATE: MS OFFICE

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

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
5/31-8/9	5 p.m.-7 p.m.	T & ONLINE	Magnolia 221 & ONLINE	Miller
6/6-8/8	9 a.m.-12 p.m.	MW & ONLINE	Magnolia 220 & ONLINE	Miller

**Course Cost:** \$180.00

**Required Book Information:** n/a

## INTRODUCTION TO COMPUTERS

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

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
6/7-8/2	1 p.m.-4 p.m.	T	Magnolia 220	Lloyd
6/7-6/30	9 a.m.- 12 p.m.	TTH	Magnolia 220	TBA

**Course Cost:** \$70.00

**Required Book Information:** n/a

## MICROSOFT OFFICE 2019/O365 (SLOW-PACED)

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

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
6/2-7/28	1 p.m.-4 p.m.	TH	Magnolia 220	Lloyd
6/4-7/30	9 a.m.- 12 p.m.	S	Magnolia 221	Miller

**Course Cost:** \$70.00

**Required Book Information:** n/a

## VMWARE ICM 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 7 and vCenter Server 7 Completion of this course satisfies the VMware authorized prerequisite to taking the VCPDCV exam. Upon completion of this course, the student will be provided VMware exam voucher codes for up to 70% off the normal exam price.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
7/12-9/13	ONLINE	ONLINE	ONLINE	Stringfield
10/4-12/6	ONLINE	ONLINE	ONLINE	Stringfield

**Course Cost:** \$180.00

**Required Book Information:** n/a

## VMWARE OPTIMIZE AND SCALE 7 (ONLINE)

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

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
7/12-9/13	ONLINE	ONLINE	ONLINE	Stringfield
10/4-12/6	ONLINE	ONLINE	ONLINE	Stringfield

**Course Cost:** \$180.00

**Required Book Information:** n/a

# CONSTRUCTION OCCUPATIONS

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

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

This program is designed to provide students with the skills necessary to become employed as a heating and air conditioning technician. Course topics focus on operating principles of heating and cooling systems with an emphasis on safety, theory and principles of refrigeration; types of heating/cooling systems; Ohm's law; load calculation; troubleshooting using the various types of test equipment; servicing, repairing, and installing components/entire system; employment of customer service techniques. EPA Certification is included. **NOTE:** A \$25 EPA Refrigerant Certification fee is added to the cost of this class.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
5/24-8/10	6 p.m.-9 p.m.	TWTH	Magnolia 108 & ONLINE	Mendes

**Course Cost:** \$180.00

**Required Book Information, (Located in WCC Bookstore):**

1. **ISBN:** 9781930044609 Section 608 Certification Exam Preparatory Manual 9th Edition **Cost:** \$9.75
2. **ISBN:** 1-930044-66-1 Brazing & Soldering: Copper Tubing and Processes **Cost:** \$27.00
3. **ISBN:** 1-930044-64-X System Recovery & Evacuation **Cost:** \$30.00
4. **ISBN:** 1-930044-51-8 Quick Guide to Refrig. Cycle, Refrigerants, Components **Cost:** \$17.00

## DRIVER TRAINING

Obtaining a Class "A" CDL learner's permit is required for enrollment in the Truck Driver Training course. This course provides testing and study strategies for students.

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

### CDL PERMIT STUDY CLASS

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
6/27-6/30	6 p.m.-10 p.m.	MTWTH	Spruce 142	Streand

**Course Cost:** \$70.00

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

### TRUCK DRIVER TRAINING

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

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
9/6-12/14	6 p.m.-10 p.m. 7 a.m.-6 p.m.	TWTH S	Spruce 106	Streand

**Course Cost: Tuition Fee:** \$180.00 | **Supply Fee:** \$1,578.00 (includes books)

**For more information: Step 1:** Visit [waynecc.edu/continuing-ed](http://waynecc.edu/continuing-ed) | **Step 2:** Click on WCC Truck Driving Program

**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**

## NEED MORE INFORMATION?

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





## WCC WORKFORCE CONTINUING EDUCATION

# EFFECTIVE TEACHER TRAINING

### How to Become a Wayne County Public School Substitute Teacher

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

#### MAIL:

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

#### EMAIL:

yenycpiedra@wcps.org

#### FAX:

919-705-6097

#### DROPBOX:

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

### WAYNE COUNTY PUBLIC SCHOOL AND WAGES:

#### A COMPLETED PRE-EMPLOYMENT PACKET CONSISTS OF THE FOLLOWING:

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

#### Note:

New **WCPS** and **WAGES** Substitute Teachers are required to attend Effective Teacher Training, unless you hold an active North Carolina teaching license. If you have a current teaching license or three or more years at a public or private school as a teacher assistant, you will NOT have to take Effective Teacher Training, but you will need to complete SmartFind Training to secure a substitute teacher position.

#### For any additional questions about becoming a NEW WCPS Substitute Teacher

Please contact Wayne County Public Schools Human Resources Department at 919-705-6036.\*

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

#### NEW WAGES Substitute Teacher

Participants will need to have a Criminal Record Check completed through North Carolina Division of Child Development and Early Education (DCDEE) prior to attending class. If you are not approved through DCDEE, then you are not allowed to work in Head/Early Start. See the steps on how to attain an CRC and how to setup the NCID. Participants will need to setup the NCID prior to completing an application for the CRC.

In a web browser, such as Internet Explorer, go to North Carolina Identity Management (NCID) website at [HYPERLINK "https://ncid.nc.gov/"](https://ncid.nc.gov/)<https://ncid.nc.gov/>.

Participants will need to complete the application at [www.wagesnc.org](http://www.wagesnc.org). They can email a copy of the application to Dashonae McCullen or they can bring it to 601 Royall Avenue, Goldsboro, NC 27534.

Dashonae McCullen will be the contact for WAGES substitutes, her information is as follows:  
Phone: 919-734-1178 EXT. 211  
Email: [dmccullens@wagesnc.org](mailto:dmccullens@wagesnc.org)



**EFFECTIVE TEACHER I**

This 24-hour course, sponsored by Wayne County Public Schools (WCPS) WAGES 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 and WAGES policies.

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

For more information, visit [waynecountyschools.org/SubstituteTeacherInformation.aspx](http://waynecountyschools.org/SubstituteTeacherInformation.aspx)

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
5/3-5/11	8:30 a.m.-3:30 p.m.	TW	WLC 161	Lanier
5/17-5/25	8:30 a.m.-3:30 p.m.	TW	WLC 161	Lanier
6/8-8/3	6 p.m.-9 p.m.	W	Magnolia 220	Lanier
6/7-6/15	8:30 a.m.-3:30 p.m.	TW	WLC 161	Lanier
6/21-6/29	8:30 a.m.-3:30 p.m.	TW	WLC 161	Lanier
7/5-7/13	8:30 a.m.-3:30 p.m.	TW	WLC 161	Lanier
7/19-7/27	8:30 a.m.-3:30 p.m.	TW	WLC 161	Lanier
8/2-8/10	8:30 a.m.-3:30 p.m.	TW	WLC 161	Lanier
8/16-8/24	8:30 a.m.-3:30 p.m.	TW	WLC 161	Lanier

**Course Cost:** \$70.00

**Required Book Information:** n/a

**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**

## SHORT-TERM WORKFORCE DEVELOPMENT GRANT

# (STWD)



***For students pursuing high-demand, family-sustaining wage credentials.***

**Eligibility Criteria:** Must be a resident of North Carolina - established through the NC Residency Determination Service; Must enroll in a WCE course/pathway leading to a NC Workforce Credential identified as either Essential or Career level. The list of credentials available is at <https://nccareers.org/credentials>.

***Up to \$750 if approved***

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

### APPROVED CREDENTIALS IN THE FOLLOWING CAREER FIELDS:

- Agricultural & Natural Resources
- Architecture & Construction
- Arts, A/V Technology & Communications
- Aircraft Maintenance
- Business, Management & Administration
- Finance
- Health Sciences
- Hospitality & Tourism
- Human Services
- Information Technology
- Law, Public Safety, Corrections & Security
- Manufacturing
- Marketing
- Transportation, Distribution & Logistics



## WCC WORKFORCE CONTINUING EDUCATION

## EMERGENCY SERVICES

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

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

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

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

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

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

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

**FIRE SERVICE TRAINING**

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

If you are affiliated with a fire or EMS agency, you must provide a letter of affiliation from the department chief as confirmation to receive fee exempt status.

**CONTACT FIRE/RESCUE COORDINATOR**

Ricky Barnes | 919-739-6803 | [rdbarnes@waynecc.edu](mailto:rdbarnes@waynecc.edu)

**LAW ENFORCEMENT TRAINING**

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

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

**CONTACT LAW ENFORCEMENT COORDINATOR**

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

**DETENTION OFFICER CERTIFICATION COURSE (DOCC)**

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

This course consists of 23 topics and is offered every Spring and Fall Semester during evening hours: **6 p.m.-10 p.m. Monday-Thursday and some Saturdays 8 a.m.-5 p.m.**

All students must be high school graduates and obtain criminal background checks and physical examinations prior to beginning the class.

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

# PREREQUISITES FOR ALL EMS PROGRAMS

The EMS Program courses train individuals to become emergency medical personnel. Evening classes will meet two evenings a week. There will be occasional Weekend 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 \$715.00 and the Paramedic course (part I and II) is \$1300.00 (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 required EMS information packet at 919-739-6893 or e-mail [kmboswell@waynecc.edu](mailto:kmboswell@waynecc.edu). Documents within the packet are due no later than 14 days before class begins. This can be extended if there are seats still available in the class. There will be no admission to class without the submission of all supporting documentation. NO EXCEPTIONS.

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

## EMS CLASSES

### EMS-4200 EMT (EVENING)

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
5/17-8/11	6 p.m.-10 p.m. 8 a.m.-5 p.m.	TTH S	Pine 130 Pine 130	MK Smith

**Course Cost:** \$180.00

**Required Book Information:** Emergency Care and Transportation of the Sick and Injured: AAOS: Eleventh Edition **ISBN:** 978-1-284-08017-9.

### EMS-3163 BASIC ANATOMY & PHYSIOLOGY

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
5/16-8/8	ONLINE	ONLINE	ONLINE	Oakley

**Course Cost:** \$180.00

**Required Book Information:** Anatomy and Physiology for the Prehospital Provider: AAOS: Second edition **ISBN:** 978-1-4496-4230-3

### EMS-4201 EMT REFRESHER

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
5/23-8/1	ONLINE	ONLINE	ONLINE	Boswell

**Course Cost:** \$180.00

**Required Book Information:** n/a

### EMS-4400 PARAMEDIC II

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
7/1-11/10	6 p.m.-11 p.m. 8 a.m.-5 p.m.	MTH S	Pine 128 Pine 128	Cuddeback

**Course Cost:** \$180.00 per semester

**Required Book Information:** Nancy Caroline's Emergency Care in the Streets 8th edition: Vol. 1 & 2 (Jones & Bartlett) **ISBN:** 978-1-284-10488-2.

**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**

**EMS-4401 PARAMEDIC REFRESHER**

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
5/23-8/1	ONLINE	ONLINE	ONLINE	McCall

**Course Cost:** \$180.00**Required Book Information:** n/a**EMS-4202 OB AND PEDIATRIC EMERGENCIES**

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
6/1	7 p.m.-10 p.m.	W	Grantham Rescue	R. Proctor

**Course Cost:** \$70.00**Required Book Information:** n/a**EMS-4202 OB AND PEDIATRIC EMERGENCIES**

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
6/8	6 p.m.-10 p.m.	W	Pine 128	C. Hardin

**Course Cost:** \$70.00**Required Book Information:** n/a**EMS-4202 CNS INJURIES AND NEUROLOGICAL EMERGENCIES**

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

**Course Cost:** \$70.00**Required Book Information:** n/a**EMS-4402 CNS INJURIES AND NEUROLOGICAL EMERGENCIES**

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
7/13	6 p.m.-10 p.m.	W	Pine 128	C. Hardin

**Course Cost:** \$70.00**Required Book Information:** n/a**EMS-4202 OPS: WATER RESCUE, FRESHWATER DROWNING & THE EMT**

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

**Course Cost:** \$70.00**Required Book Information:** n/a**EMS-4202 SKELETAL SYSTEM W/ORTHOPEDIC INJURIES & PAIN MGMT**

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
8/3	7p.m.-10 p.m.	W	Grantham Rescue	R. Proctor

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

**EMS-4202 SKELETAL SYSTEM W/ORTHOPEDIC INJURIES & PAIN MGMT**

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
8/10	6p.m.-10 p.m.	W	Pine 128	R. Proctor

**Course Cost:** \$70.00

**Required Book Information:** n/a

**SAF-3016 AHA HP BLS**

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
5/14	8 a.m.-12 p.m.	S	Pine 112	C. Hardin
5/14	1 p.m.-5 p.m.	S	Pine 112	J. Smith
5/20	8 a.m.-12 p.m.	S	Pine 112	J. Smith
5/21	8 a.m.-12 p.m.	S	Pine 112	Lassiter
5/21	12 p.m.-5 p.m.	S	WCEMS	Lassiter
6/4	8 a.m.-12 p.m.	S	Pine 121	J. Lewis
6/4	1 p.m.-5 p.m.	S	Pine 121	R. Cobb
6/18	8 a.m.-12 p.m.	S	Pine 121	C. Hardin
6/18	1 p.m.-5 p.m.	S	Pine 121	TBD
7/16	8 a.m.-1 p.m.	S	Pine 112	C. Hardin
7/16	1 p.m.-5 p.m.	S	Pine 112	TBD
7/23	8 a.m.-12 p.m.	S	Pine 112	TBD
7/23	1 p.m.-5 p.m.	S	Pine 112	TBD

**Course Cost:** \$70.00

**Required Book Information:** n/a

**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**



**FOR MORE INFORMATION, PLEASE CONTACT**

**PUBLIC SAFETY**  
**Anjanette Blizzard, Dean**  
 919-739-6801 | asblizzard@waynecc.edu

**PUBLIC SAFETY: EMERGENCY MEDICAL SERVICES**  
**Kimberly Boswell, Coordinator**  
 919-739-6893 | kmboswell@waynecc.edu

**or visit our website**  
**[waynecc.edu/continuing-ed/emergency-services](http://waynecc.edu/continuing-ed/emergency-services)**





## WCC WORKFORCE CONTINUING EDUCATION HEALTH OCCUPATIONS

### VACCINATION REQUIREMENTS

NOTE: VACCINE REQUIREMENTS FOR NURSE AIDE I, PHLEBOTOMY AND STERILE PROCESSING 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 and Sterile Processing require background check and drug screen (with college selected agency only). Clinical sites will approve or reject participation in clinical training

Clinical Sites may change the requirements. All requirements will be reviewed in the information sessions.

Students will need an Email address.

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

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

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



Interested in a job in the health care field?

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

### SPECIAL ADMISSION COURSES

Students must attend a mandatory online information session to participate in Nurse Aide I, Nurse Aide II, Phlebotomy and Sterile Processing.

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

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

**Summer 2022**  
TBD

### FOR MORE INFORMATION CONTACT:

**JOYCE HAMILTON-FLEMING**  
**DIRECTOR OF ALLIED HEALTH**  
**919-739-6929**  
**[JAHAMILTON-FLEMING@WAYNECC.EDU](mailto:JAHAMILTON-FLEMING@WAYNECC.EDU)**

**TERRIE WYNN**  
**ADMINISTRATIVE ASSISTANT**  
**919-739-6935**  
**[TJWYNN@WAYNECC.EDU](mailto:TJWYNN@WAYNECC.EDU)**

**VISIT US ONLINE AT**  
**[WAYNECC.EDU/CONTINUING-ED/](http://WAYNECC.EDU/CONTINUING-ED/ALLIED-HEALTH)**  
**ALLIED-HEALTH**

# HEALTH OCCUPATIONS

For more information, please contact Joyce Hamilton-Fleming at 919-739-6929 or [jahamilton-fleming@waynecc.edu](mailto:jahamilton-fleming@waynecc.edu)

## ACTIVITY DIRECTOR-BASIC

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

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

**Course Cost:** \$180.00

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

## EKG/ECG MONITOR TECHNICIAN

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

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
TBA	6 p.m.-9 p.m.	T & ONLINE	Magnolia 209	Bradshaw

**Course Cost:** \$180.00

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

## HEALTH UNIT COORDINATOR (ONLINE)

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

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
5/23-8/12	ONLINE	ONLINE	ONLINE	Hamilton-Fleming

**Course Cost:** \$180.00

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

## MEDICAL BILLING & CODING (ONLINE)

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

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
5/16-8/12	ONLINE	ONLINE	ONLINE	Stephenson

**Course Cost:** \$180.00

**Required Book Information:**

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

**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**

## MEDICATION AIDE

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

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
7/11-7/27	5:30 p.m.-9:30 p.m.	MW	Magnolia 209	Hamilton-Fleming

**Course Cost:** \$70.00

**Required Book Information:** Medication Aide Booklet, **Cost:** \$35.00

## NURSE AIDE I DAY TRADITIONAL

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

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
5/16-8/12	8:30 a.m.-1 p.m.	MTW	Magnolia 203/205	Stovall & Simmons-Lee

**Course Cost:** \$180.00

**Required Book Information:**

1. Nurse Aid Student Manual **Cost:** \$19.50
2. Appendix A Performance Skills **Cost:** \$3.75
3. Hartman's Nursing Assistant Care: Long-Term Care 3rd ed. **ISBN:** 9781604250749 **Cost:** \$55.75
4. Workbook for Hartman's Nursing Assistance Care Long-Term Care 3rd ed. **ISBN:** 9781604250428 **Cost:** \$18.75

## NURSE AIDE I EVENING (HYBRID)

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

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
5/17-8/11	5:30 p.m.-9:30 p.m.	TTH & ONLINE	Magnolia 205	Hamilton-Fleming

**Course Cost:** \$180.00

**Required Book Information:**

1. Nurse Aid Student Manual **Cost:** \$19.50
2. Appendix A Performance Skills **Cost:** \$3.75
3. Hartman's Nursing Assistant Care: Long-Term Care 3rd ed. **ISBN:** 9781604250749 **Cost:** \$55.75
4. Workbook for Hartman's Nursing Assistance Care Long-Term Care 3rd ed. **ISBN:** 9781604250428 **Cost:** \$18.75

## NURSE AIDE I REFRESHER

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

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
6/3-7/22	10 a.m.-4 p.m.	F	Magnolia 205	Carmichael

**Course Cost:** \$125.00

**Required Book Information:** n/a

**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**

## NURSE AIDE II

This course prepares the Nurse Aide I to perform more complex skills for patients or residents. Emphasis is on infection control including sterile technique and dressing changes; elimination procedures including catheterizations, care of established ostomies; intravenous site care; suctioning, tracheostomy care, observation and maintenance of oxygen therapy and enteral nutrition methods (tube feedings). A skill/competency evaluation is required in the classroom. Upon satisfactory completion of the course and skills/competency evaluation, graduates are eligible to apply for listing as a Nursing Aide II by the North Carolina Board of Nursing. The Nurse Aide II class includes 60 hours of online and 132 hours of classroom/lab instruction and clinical rotation. Some Saturday clinicals may be required.

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

**Course Cost:** \$180.00

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

## NURSE AIDE II REFRESHER

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

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

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

**Required Book Information:** n/a

## PHARMACY TECHNICIAN (HYBRID)

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

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
5/17-8/9	5:30 p.m.-9:30 p.m.	T & ONLINE	Holly 141 & ONLINE	Radford

**Course Cost:** \$180.00

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

## 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.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
5/19-8/12	8:30 a.m.-12:30 p.m.	THF	Magnolia 203	Sippel

**Course Cost:** \$180.00

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

## LOOKING FOR MORE INFORMATION?

Visit our website at

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

## PHLEBOTOMY EVENING TRADITIONAL

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

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
5/16-8/10	5:30 p.m.-9:30 p.m.	MW	Magnolia 203	Merideth

**Course Cost:** \$180.00

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

## SERVSAFE CERTIFICATION TESTING

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

**Classes offered monthly,  
every 3rd Saturday.**

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
5/21, 6/18 & 7/16	8 a.m.-12 p.m.	S	TBA	Case

**Course Cost:** \$50.00

**Required Book Information:**

ServSafe Manager, Revised with ServSafe Exam w/access code 7th ed. **ISBN:** 9781582803302 **Cost:** \$106.00  
Testing Voucher (Access Code) to be purchased from ServSafe.com **Cost:** \$36.00

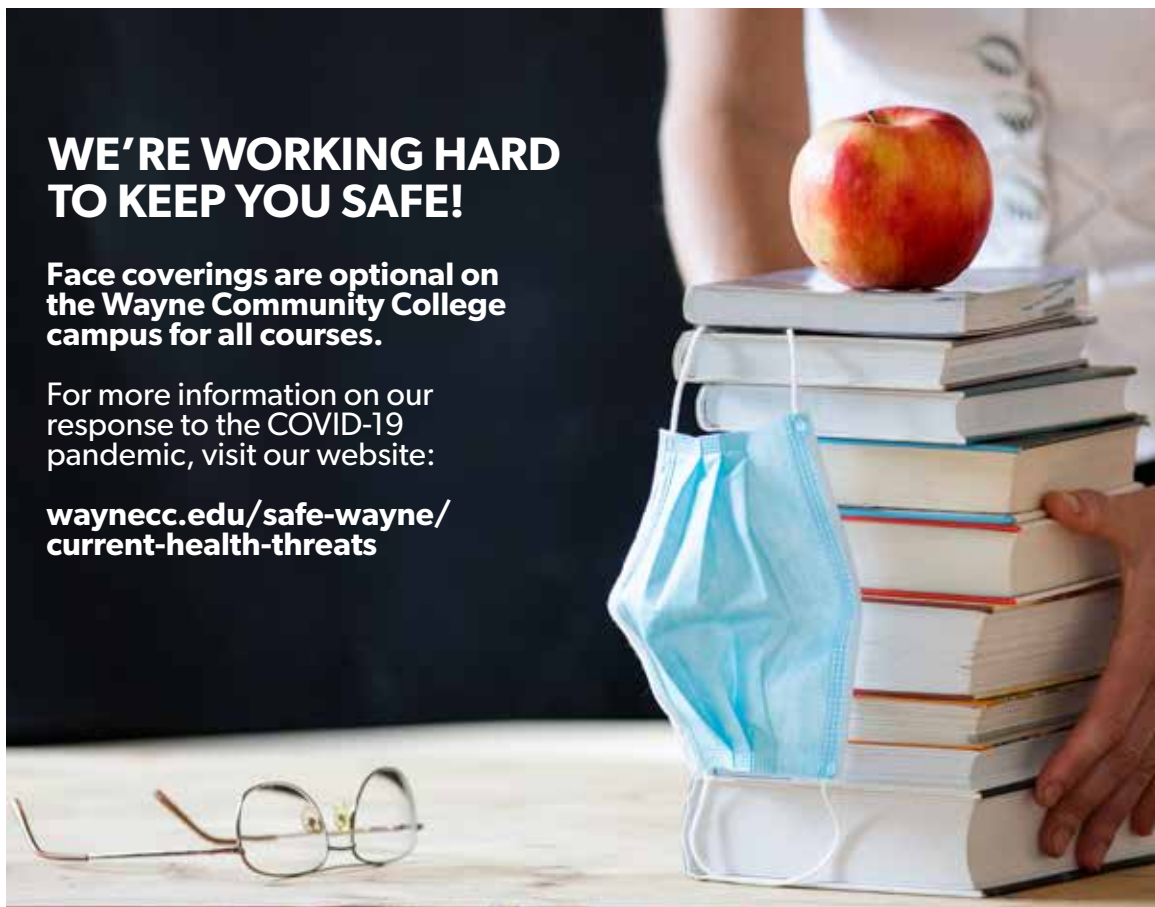
**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**

## WE'RE WORKING HARD TO KEEP YOU SAFE!

**Face coverings are optional on  
the Wayne Community College  
campus for all courses.**

For more information on our  
response to the COVID-19  
pandemic, visit our website:

**[waynecc.edu/safe-wayne/  
current-health-threats](https://waynecc.edu/safe-wayne/current-health-threats)**





# HUMAN RESOURCES DEVELOPMENT (HRD)

For more information, contact 919-739-6926



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

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

## ON-CAMPUS HRD CLASSES

### HRD/NCRC SUCCESS LAB (ONLINE)

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

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
6/1-6/30	ONLINE	ONLINE	ONLINE	Borden
7/5-7/31	ONLINE	ONLINE	ONLINE	Borden
8/1-8/31	ONLINE	ONLINE	ONLINE	Borden

**Course Cost:** \$70.00

**Required Book Information:** n/a

### MANDATORY INFORMATION SESSION FOR PHASE I: HUMAN SERVICES EXPLORATION DSS

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

*Fall 2022 Information Session Dates: TBD*

### PHASE I: HUMAN SERVICES EXPLORATION DSS

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

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
TBD	5:30 p.m.-8:30 p.m.	TTH	Spruce 114	Staff

**Course Cost:** \$125.00

**Required Book Information:** n/a

### PHASE II: INCOME MAINTENANCE CASEWORKER - NCFAST

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

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
TBD	5:30 p.m.-8 p.m.	TTH	Magnolia 219	Staff

**Course Cost:** \$125.00

**Required Book Information:** n/a

**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**

# HRD CLASSES

## COMPUTER LITERACY

This course provides employability skills training for unemployed and underemployed adults. The curriculum framework and the content of the instructional materials will focus on computer use skills as they relate to: 1) developing basic keyboarding, word processing and Internet skills, 2) learning technology-based job search strategies to include the use of social networking, 3) applying for employment online, and 4) accessing governmental and education resources and services.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
7/13-8/3	2 p.m.-4 p.m.	MW	Main Campus	Matthews/Whaley

**Course Cost:** \$70.00

**Required Book Information:** n/a

## FINANCIAL LITERACY

This course is designed to provide employability skills training for unemployed and underemployed adults. The curriculum framework is designed to help students understand real-life economic concepts and economic ways of thinking that will enable them to make better informed decisions as it relates to their role as a member of the workforce. Topics include, but are not limited to, wage improvement plans, workplace business concepts, and basic economic literacy concepts.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
5/16-6/8	2 p.m.-4 p.m.	MW	Main Campus	Matthews/Whaley

**Course Cost:** \$70.00

**Required Book Information:** n/a

## WORK, LIFE, BALANCE

This course provides employability skills training for unemployed and underemployed adults. The curriculum framework is based on four post-employment service strategies -- transition, retention, advancement, and re-employment. Transition involves being ready to work (school-to-work, school-to-school, and/or balancing work and family). Retention involves keeping a job and staying employed (work ethics). Advancement involves attaining better jobs with performance and skill development (upgrading and retraining). Re-employment involves gaining independence through a lifetime of work (work-to-work)..

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
6/13-7/11	2 p.m.-4 p.m.	MW	Cornerstone Church	Matthews/Whaley

**Course Cost:** \$70.00

**Required Book Information:** n/a

## GET HIRED! BOOTCAMP

This course is designed for those who want to enter or re-enter the workplace with a focus on exploring careers and job opportunities, technology training, and financial literacy. Participants will produce a customized resume while expanding the ability to interview effectively with a goal to obtain meaningful employment. Students will also understand what employers are looking for in new hires and examine their own employment history. Students will explore resources available to assist them in their effort to Get Hired.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
5/9-5/19	8:30 a.m.-4 p.m.	MTWTH	Dillard/Goldsboro Alumni	C. Whaley
6/6-6/16	8:30 a.m.-4 p.m.	MTWTH	Dillard/Goldsboro Alumni	C. Whaley
7/11-7/21	8:30 a.m.-4 p.m.	MTWTH	Dillard/Goldsboro Alumni	C. Whaley
8/1-8/11	8:30 a.m.-4 p.m.	MTWTH	Dillard/Goldsboro Alumni	C. Whaley

**Course Cost:** \$70.00

**Required Book Information:** n/a

**To register for these courses, individuals should contact Brandi Matthews:**  
bnmatthews@waynecc.edu or 919-739-6930.

**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**

# INDUSTRIAL/MANUFACTURING OCCUPATIONS

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

## ADVANCED WELDING - BILINGUAL

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

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
5/7-8/13	8 a.m.-3 p.m.	S	Hocutt 170	Perez

**Course Cost:** \$180.00

**Required Book Information:** n/a

## BASIC WELDING I

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

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
6/7-7/26	6 p.m.-9 p.m.	T	Hocutt 160	Bittrich

**Course Cost:** \$70.00

**Required Book Information:** n/a

## BOILER BASICS

This course is designed to introduce students to low and high-pressure boiler systems. Course topics include terminology, combustion and burner calibration, water treatment, operation, feed water components and equipment, steam accessories, control devices, and boiler room safety. Upon completing this class, students should know boiler systems operations.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
5/16-8/10	6 p.m.-9 p.m.	ONLINE	ONLINE	Kirkland

**Course Cost:** \$180.00

**Required Book/Materials Information:** High-Pressure Boilers 6th ed. ISBN: 978-0-8269-4331-6

Low-Pressure Boilers 5th ed. ISBN 978-0-8269-4372-9

(Located in WCC Bookstore)

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

## FORK LIFT OPERATOR

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

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
5/21 & 5/28	8 a.m.-1 p.m.	S	Ash 124	Dure
7/23 & 7/30	8 a.m.-1 p.m.	S	Ash 124	Dure

**Course Cost:** \$70.00

**Required Book Information:** n/a

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

## FORK LIFT OPERATOR - CREOLE

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

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
6/18 & 6/25	8 a.m.-1 p.m.	S	Ash 124	Dure

**Course Cost:** \$70.00

**Required Book Information:** n/a

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

## OPERATÈ CHARIOT - KREYÒL

Patisipan ki konplete kou sa a avèk siksè ap kalifye pou lisans operatè charyo. Siyè yo dwe prezante yo enkli konsepsyon debaz kamyon leve yo, estabilizasyon kamyon yo, antretyen, teknik operasyon, ak aspè sekirite yo.

**DAT KÒMANSE/FINI**  
6/18 ak 6/25

**TAN KLAS**  
8 a.m. jiska 1 p.m.

**JOU KLAS**  
SAMDI

**KOTE**  
ASH 124

**PWOFESÈ**  
Duré

**Pri Kou:** \$70.00

**Enfòmasyon sou liv obligatwa:** n/a

**\*Kondisyon:** Pa mete sandal, sapat, oswa soulye tenis; Mete soulye fèmèn oswa bòt sèlman (zòtèy asye pi pito); pantalon long obligatwa.

## SOLDADURA- NIVEL AVANZADO - BILINGUE

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

**COMIENZO/ FINALIZA**

**CLASE HORA**

**CLASE DIAS**

**UBICACION**

**INSTRUCTOR**

5/7-8/13

8 a.m.-3 p.m.

S

Hocutt 170

Perez

**Course Cost:** \$180.00

**Required Book Information:** n/a

**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**



VISIT THE

# W.E.L.L.

(WCC EMPLOYMENT LEARNING LAB)

Let us help you increase your access to quality employment!

**COST: \$70.00\***

(Registration fee paid to Wayne Community College)

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

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

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

**LAB HOURS:**

**MONDAY AND THURSDAY**

8 AM - 12 Noon & 1 PM - 5 PM

**FRIDAY**

CLOSED

**OTHER TIMES:**

By Appointment Only

**IN THE COMMUNITY:**

Hope Extended Rosewood Community  
1138 Rosewood Road • Goldsboro

**WEDNESDAYS**

2 PM - 4 PM

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

LANGUAGE

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

EVERYDAY SPANISH - LEVEL I

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

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
6/1-7/27	6 p.m.-8 p.m.	W	WLC 202	Curl

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

EVERYDAY SPANISH - LEVEL II

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

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
8/3-9/28	6 p.m.-8 p.m.	W	WLC 202	Curl

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



WCC WORKFORCE CONTINUING EDUCATION

LEISURE AND RECREATION/COMMUNITY SERVICE COURSES

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

For more information call 919-739-6931



**AMERICAN SIGN LANGUAGE BASICS**

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

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
6/7-7/19	6 p.m.-8 p.m.	T	WLC 212	Montgomery

**Course Cost:** \$35.00

**Required Book Information:** n/a

**COMPUTER BASICS**

This course is designed to introduce the concept of computer basics at a moderate pace. Students will receive instruction on the basics of the mouse and keyboarding and the use of the internet with basic concepts of email and search engines to access information and entertainment. Students who already grasp these basic skills will benefit by broadening their knowledge of these concepts.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
5/19-6/23	1 p.m.-4 p.m.	TH	Senior Center Goldsboro	Newkirk

**Course Cost:** \$25.00

**Required Book/Materials Information:** n/a

**COMPUTER WORLD**

This course is designed to introduce the concept of computer basics at a moderate pace. Students will receive tips, tools, and tricks for basic computer skills, Internet, and email.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
5/19-6/23	1 p.m.-4 p.m.	TH	Dillard/Goldsboro Alumni	Powell

**Course Cost:** \$25.00

**Required Book/Materials Information:** n/a

**BEGINNING SEWING**

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

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
6/7-8/2	6 p.m.-9 p.m.	T	Spruce 106	Price

**Course Cost:** \$50.00

**Required Book Information:** n/a

**DEFENSIVE DRIVING - 4 HOURS**

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

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
5/21	8:30 a.m.-12:30 p.m.	S	WLC 212	Alston
6/2	6 p.m.-10 p.m.	TH	WLC 212	Alston
6/18	8:30 a.m.-12:30 p.m.	S	WLC 212	Alston
6/30	6 p.m.-10 p.m.	TH	WLC 212	Alston
7/16	8:30 a.m.-12:30 p.m.	S	WLC 212	Alston
7/28	6 p.m.-10 p.m.	TH	WLC 212	Alston
8/13	8:30 a.m.-12:30 p.m.	S	WLC 212	Alston

**Course Cost:** \$50.00

**Required Book Information:** n/a

**DEFENSIVE DRIVING - 8 HOURS**

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

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
6/4	8 a.m.-5 p.m.	S	WLC 212	Alston
8/6	8 a.m.-5 p.m.	S	WLC 212	Alston

**Course Cost:** \$100.00

**Required Book Information:** n/a

**INTRODUCTION TO BEEKEEPING**

This introduction to beekeeping course is for anyone interested in learning about honey bees. Students are not required to have or purchase bees during or after this course.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
6/2-7/7	6 p.m.-8 p.m.	TH	Spruce 138	Staff

**Course Cost:** \$50.00 (includes required book)

**Required Book Information:** n/a

**SEWING NOVELTIES**

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

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
6/7-8/2	12:30 p.m.-3:30 p.m.	T	Senior Center Goldsboro	Price

**Course Cost:** \$50.00

**Required Book Information:** n/a

**STAINED GLASS**

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

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
6/7-8/2	6:30 p.m.-8:30 p.m.	T	Dogwood 206	Walston

**Course Cost:** \$40.00

**Required Book Information:** n/a

**NEED MORE INFORMATION?**

visit us at

**waynecc.edu/continuing-ed**

for course listings,  
descriptions, and more!





# BISON COMMUNITY CONCERT BAND

**ENROLL TODAY!**

## Bison Community Concert Band (MUS 151B)

*This course is open to WCC Traditional Students  
and Workforce Continuing Education Students*

The Bison Community Concert Band offers an inviting atmosphere for band musicians of all skill levels to enjoy performing as a part of an ensemble. Participants ages 16 and older are welcome and must provide their own band instrument. Instrument rentals are available at local area music stores. Concerts will be performed at the end of each semester at WCC and at various community events throughout the year. All concerts are open to the public.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
8/18-12/8	7 p.m.- 9 p.m.	TH	Moffatt Auditorium	Ford

**Course Cost:** \$35.00

**Required Book/Materials Information:** Students will need to bring their instruments.

Students can rent from this website: <https://www.musicarts.com/rentals/locations/nc/goldsboro#!/locations-by-city>.

Students in this class should click "This rental is for a non-student".

**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**



# INTRODUCING WCC GOLDEN BISON PROGRAM

## SUMMER TECHNOLOGY TRIO

This program offer courses geared towards adults 55 and over. We aim to engage our Golden Bison with lifelong learning while learning a new craft. Introduce this opportunity to your family, friends, or neighbors. We hope they choose one or more of our economically priced classes to enroll in beginning this summer with technology.

### GOLDEN BISON BENEFITS:

- Meet new friends
- Lifelong learning opportunities
- Golden Bison Identification on campus
- Recognition at campus events
- Quarterly breakfasts
- Holiday courses

## COMPUTERS/TABLETS

Tips, tools, and tricks for basic computer skills which include computers skills, internet, and e-mail.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
7/11–7/14	1 p.m.-4 p.m.	MTWTH	Magnolia 220	Newkirk

## CELLPHONES

Tips, tools, and tricks for current technology which include smartphones and Bluetooth accessories.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
7/18–7/21	1 p.m.-4 p.m.	MTWTH	Magnolia 220	Newkirk

## SOCIAL MEDIA SECURITY

Tips, tools, and tricks for social media which include Facebook, Pinterest, Zoom, Google Meet, and more!

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
7/25–7/28	1 p.m.-4 p.m.	MTWTH	Magnolia 220	Newkirk

**Course Cost:** \$35.00 (cost for all three classes)

**Required Book Information:** n/a

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

**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**



# NATURAL HAIR CARE & COSMETOLOGY

## UPCOMING INFORMATION SESSION DATES:

Wednesday, May 25, 2022 | 5:15 p.m.-6 p.m. | via Google Meet

Wednesday, June 22, 2022 | 5:15 p.m.-6 p.m. | via Google Meet

Wednesday, July 27, 2022 | 5:15 p.m.-6 p.m. | via Google Meet

*Reserve your space on online today!*

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

## For more information contact:

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



**WAYNE COMMUNITY COLLEGE**  
WORKFORCE CONTINUING EDUCATION SERVICES

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

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



WCC WAYNE BUSINESS AND INDUSTRY CENTER

## SMALL BUSINESS CENTER

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



**SBC SUMMER 2022 SEMINARS  
MAY BE OFFERED ONLINE OR IN PERSON  
AND ARE SUBJECT TO CHANGE.**

### PRE-REGISTRATION IS REQUIRED

Please pre-register on-line at:  
**[www.ncsbc.net/center.aspx?center=75550](http://www.ncsbc.net/center.aspx?center=75550)**

Scroll down to find your seminar and click "Register".  
Or you may call **Kim Gamlin at 919-739-6941 for more information.**

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

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



**SMALL BUSINESS CENTER  
WAYNE COMMUNITY COLLEGE**

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

### SALES AND USE TAX BASICS

This seminar will help participants better understand their sales and use tax obligations with NC Department of Revenue (NCDOR). Participants will receive instructions on how to prepare a sales and use tax return in addition to learning about sales and use tax basics, the most common types of sales and use taxes collected, and how to register for an account in order to remit sales and use tax. Sales and use tax law changes regarding capital improvements and repair, maintenance, and installation services will not be addressed in any depth during this seminar. If you have questions regarding this tax law change, call the NCDOR toll-free number: 1-877-252-3052.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
5/24	10 a.m.-12 p.m.	T	Webex	NCDOR

### HOW TO BUILD GOOD BOOKKEEPING HABITS

Gain basic knowledge of how to properly record and keep financial transactions for your small business. This webinar provides an overview of important financial reports, and how to use them to make the best business decisions.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
5/25	2-4 p.m.	W	Webex	Cynthia Roberts

### NOW THAT YOU ARE READY TO CHANGE THE WORLD: HOW TO START A NON-PROFIT

This webinar will provide you with the nuts and bolts of starting a nonprofit ... The Right Way!

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
6/7	6-9 p.m.	T	Zoom	DF Morrison Consulting

### WITHHOLDING TAX BASICS

This seminar will help participants better understand their withholding tax obligations with NC Department of Revenue (NCDOR). Participants will receive instructions on how to file and when to file a withholding tax return in addition to learning about the basics of state withholding taxes, how to register for an account in order to remit withholding tax, and when State withholding is required for employees and other types of compensation.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
6/8	2-4 p.m.	W	Webex	NCDOR

**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**

## 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 application? In this seminar, you will gain a better understanding of the grant-writing process and will examine all elements of a grant application. In addition, you will learn how to "hunt for funders" and "mine" data to justify funding your concept.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
6/16	2-5 p.m.	TH	Walnut 101	Dorothy Moore

## QUICKBOOKS ESSENTIALS

This is an introductory course of the QuickBooks software, that includes setting up a new company and chart of accounts; recording transactions with customers, vendors, and employees; reconciling bank and credit card statements; generating reports; scanning; and attaching documents.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
6/20	10 a.m.-12 p.m.	M	Webex	Cynthia Roberts

## WEBINAR EN ESPANOL TALLER DE IMPUESTOS SOBRE VENTAS Y USO

Este taller ayudará a los propietarios de negocios a comprender mejor sus obligaciones de impuestos sobre las ventas y el uso, incluido cubrir los conceptos básicos de los impuestos sobre las ventas y el uso, registrarse para obtener una cuenta y aprender sobre los tipos más comunes de impuestos sobre las ventas y el uso recaudados. Además, los participantes recibirán ayuda práctica para preparar las declaraciones de impuestos sobre las ventas y el uso. Los cambios en la ley de impuestos sobre las ventas y el uso con respecto a las mejoras de capital y los servicios de reparación, mantenimiento e instalación no se abordarán en profundidad durante este taller.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
7/19	1-4 p.m.	TH	Webex	NCDOR



# BOOTS TO BUSINESS

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

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

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

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
6/6 and 6/7	9 a.m.-1 p.m.	MT	Webex/Walnut 104	Various
7/11 and 7/12	9 a.m.-1 p.m.	MT	Webex/Walnut 104	Various
8/1 and 8/2	9 a.m.-1 p.m.	MT	Webex/Walnut 104	Various



## JR. BISON ALLIED HEALTH CAREER EXPLORATION

This camp will introduce campers to various career fields in allied health. Participants will engage in hands-on activities to learn more about nursing, dental, medical assisting, medical laboratory technology, emergency medical, and pharmacy technology careers. The week will end with Basic First Aid and CPR training. Those who complete the class will earn their CPR-Heartsaver card.

**Cost of Camp:** \$60

**Date:** June 20-June 23

**Time:** 9 a.m.-12 p.m. (Rising 6th-8th Grade)

1 p.m.-4 p.m. (Rising 9th-12th Grade)

**Days:** Monday-Thursday

**Location:** Spruce Building, Main Entrance

## JR. BISON VIDEO GAME ACADEMY

This academy introduces the various aspects of simulation and game development. Academy campers will engage in the process of 3D modeling, video games, creating video games, and programming. Campers will have fun and gain valuable hands-on experience designing and producing game artifacts to share with family and friends.

**Cost of Camp:** \$80

**Date:** June 20-June 23

**Time:** 9 a.m.-12 p.m. (Rising 9th-12th Grade)

1 p.m.-4 p.m. (Rising 6th-8th Grade)

**Days:** Monday-Thursday

**Location:** Spruce 202

## JR. BISON LE-T-GO LEGO® CAMP

In this camp, the campers will learn leadership skills through creative LEGO® activities. They will get experience working in teams, and leading business projects using LEGO® Bricks. The campers will learn what style of leadership they have and how their leadership style works in teams.

**Cost of Camp:** \$60

**Date:** June 20-June 23

**Time:** 9 a.m.-12 p.m. (Rising 6th-8th Grade)

**Days:** Monday-Thursday

**Location:** Spruce 142

## JR. BISON AUTOMOTIVE DETAILING

This camp introduces the methods and procedures used in automotive detailing facilities. Topics include safety, engine, interior and trunk compartment detailing, buffing/polishing exterior surfaces, and cleaning and reconditioning exterior trim, fabrics, and surfaces. Upon completion, campers should be able to improve the overall appearance of a vehicle.

**Cost of Camp:** \$80

**Date:** June 20-June 23

**Time:** 9 a.m.-12 p.m. (Rising 9th-12th Grade)

**Days:** Monday-Thursday

**Location:** Ash 150

## JR. BISON BUSINESS CAREER EXPLORATION

In this camp, the campers will learn how money works and what it takes to work in business. The campers will also get hands-on experience with a chance to create their own business and even design a logo.

**Cost of Camp:** \$60

**Date:** June 27-June 30

**Time:** 9 a.m.-12 p.m. (Rising 6th-8th Grade)

1 p.m.-4 p.m. (Rising 6th-8th Grade)

**Days:** Monday-Thursday

**Location:** Spruce 142

## JR. BISON ANIMAL SCIENCE CAREER EXPLORATION

This camp will introduce 8th graders to animal science and veterinary medicine careers. Campers will gain experience through hands-on labs, workshops, team-building, animal anatomy, food safety, chicken embryology, and animal care.

**Cost of Camp:** \$60

**Date:** June 20-June 23

**Time:** 1 p.m.-4 p.m. (8th Grade)

**Days:** Monday-Thursday

**Location:** Magnolia 219

# TRANSITIONAL PROGRAMS FOR COLLEGE AND CAREER

**Classes Begin the Week of MAY 16, 2022**

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



CONTACT US

## General Information:

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

## Admissions:

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

## English Language Acquisition:

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

or

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

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

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

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

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

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

Dual Enrollment to work on your diploma and college credit





# TRANSITIONAL PROGRAMS FOR COLLEGE AND CAREER

**STUDENT OF THE YEAR 2021**  
**CLAUDIA MARCELA ZEA**

**STUDENT OF THE MONTH FEBRUARY 2022**  
**TAVARUS INGRAM**

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



SESSION SCHEDULE	
Date	Time
May 16 & 18	2 p.m.-5 p.m.
June 13 & 15	6 p.m.-9 p.m.
July 11 & 13	2 p.m.-5 p.m.
July 25 & 27	6 p.m.-9 p.m.
August 8 & 10	9 a.m.-12p.m.

- ORIENTATION and placement sessions**
- ☐ Please arrive 30 minutes early on the first day of orientation.
  - ☐ Orientation sessions are required for all new students.
  - ☐ A Social Security card and photo identification are required.
  - ☐ Students must attend both days of orientation



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

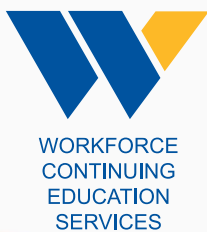
**CANNOT FIND A JOB DUE TO  
“LACK OF EXPERIENCE”?**

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

**THIS SERVICE MAY BE FOR YOU!**

**SHAQUITA HATCHER**  
TRANSITIONAL PROGRAMS FOR COLLEGE AND CAREER  
NEXTGEN Career Advisor | 919-739-6923 | [shatcher@waynecc.edu](mailto:shatcher@waynecc.edu)  
**919 731 7950 EXT. 252**





# HIGH SCHOOL EQUIVALENCY (HSE)

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

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

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

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

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

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

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

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

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

**Pearson VUE Testing Center**

**GED® Testing Location:**

**Wayne Learning Center, Room 216-A**

**(located next to the Computer Lab)**

### TESTING DAYS AND TIMES:

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

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

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

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

**Friday: WCC Closed**

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

**LOCATION: Walnut Building, Room 223**

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

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

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

## HIGH SCHOOL EQUIVALENCY CLASS SCHEDULE:

DATES	COURSE	DAYS	TIME	LOCATION
5/23-8/3	HSE Prep	MW	8:30 a.m.-12 p.m.	WLC 215
5/24-6/30*	HSE Writing	TTH	9 a.m.-11 a.m.	WLC 215 *Summer I only
5/19-8/4	HSE Prep	TTH	6 p.m.-9 p.m.	Walnut 225
5/23-8/1	Monday Night Math	M	6 p.m.-9 p.m.	Walnut 224

# ADULT HIGH SCHOOL

## ADULT HIGH SCHOOL DIPLOMA CLASSES

Summer Semester begins **May 16**

Summer I Classes **May 16-June 30**

Pre-registration for Summer II Classes begins **June 27**

Summer II Classes **July 1-August 14**

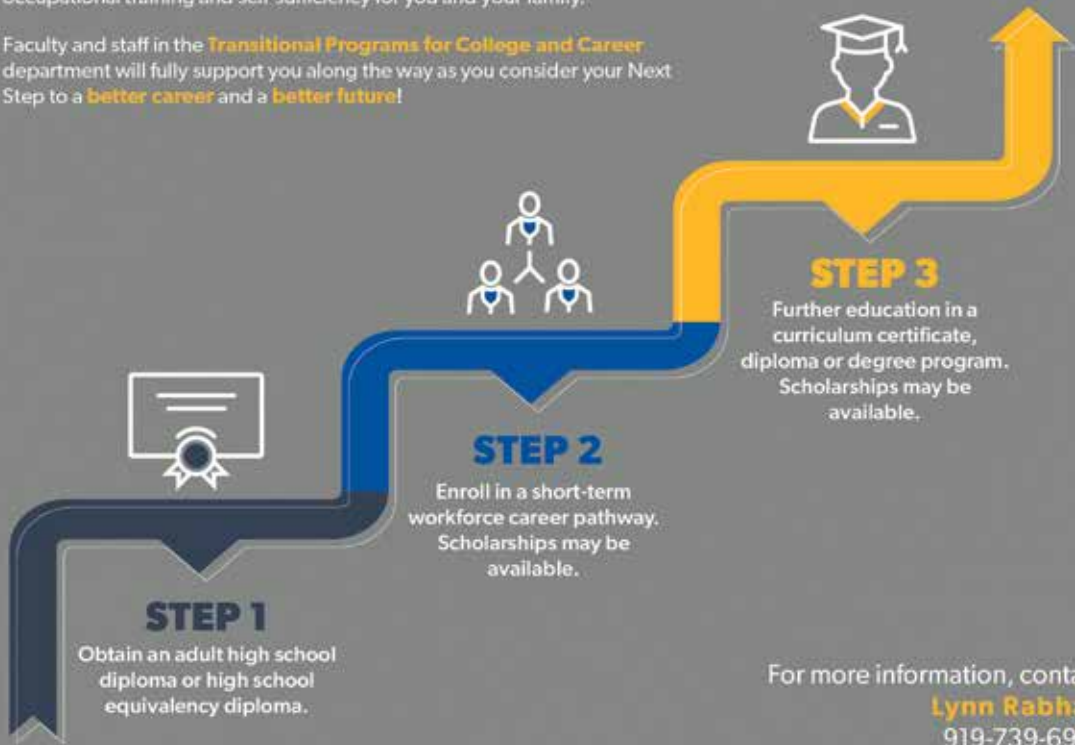


**ALL AHS SUMMER CLASSES ARE HELD ONLINE  
(May 16 - August 14)**

# NEXT STEP

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

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



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

# BASIC SKILLS PLUS

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

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

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

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

OTHER CAREER TRACKS AVAILABLE!



Contact Your  
Advisor/Transition Coach

**HAROLD WARREN**



919-739-6921 or  
919-739-6908



VISIT THE WCC  
**STUDENT SUPPORT CENTER**

**LOCATED IN WALNUT 222-A**

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

WCC WORKFORCE CONTINUING EDUCATION

## ENGLISH LANGUAGE ACQUISITION (ELA)

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



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

### FOR MORE INFORMATION CONTACT:

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

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

**AMELIA HALL**  
**919-739-6911**

### ORIENTATION DATES

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

May 31 | 10 a.m. or 5:30 p.m. | 31 de Mayo  
June 21 | 10 a.m. or 5:30 p.m. | 21 de Junio  
July 26 | 10 a.m. or 5:30 p.m. | 26 de Julio

**RETURNING STUDENTS/ REGISTRACIÒN  
DE ESTUDIANTES:**

May 23 | 9 a.m. | 23 de Mayo  
May 24 | 6 p.m. | 24 de Mayo

## ON CAMPUS CLASSES

### DAY CLASSES

DATE/FECHA	COURSE/CURSO	DAYS/DIAS	TIME/ HORA	LOCATION/LUGAR
5/19-8/4	ELA LAB	MTWTHF	8 a.m.-6 p.m.	Walnut 203
5/19-8/4	COMPUTER	TBA	9 a.m.-12:30 p.m.	Walnut 203
5/19-8/4	ELA LEVEL 6	MTWTH	9 a.m.-12 p.m.	WLC 227
5/19-8/4	ELA LEVEL 4-5	MTWTH	9 a.m.-12 p.m.	WLC 221
5/19-8/4	ELA LEVEL 1-2-3	MTWTH	9 a.m.-12 p.m.	Walnut 225
5/22-7/31	ELA SUNDAYS	SU	9 a.m.-12:30 p.m.	WLC 227
5/25-8/3	CITIZENSHIP	W	9:30 a.m.-12 p.m.	Walnut 204

### NIGHT CLASSES

DATE/FECHA	COURSE/CURSO	DAYS/DIAS	TIME/ HORA	LOCATION/LUGAR
5/19-8/4	ELA LEVEL 1	TTH	6 p.m.-9 p.m.	Walnut 222B
5/19-8/4	ELA LEVEL 2-3	TTH	6 p.m.-9 p.m.	Walnut 203
5/19-8/4	ELA LEVEL 4-5-6	TTH	6 p.m.-9 p.m.	Walnut 223
5/23-8/1	Citizenship	M	6 p.m.-9 p.m.	Walnut 223

# OFF CAMPUS CLASSES

## DAY CLASSES

### MOUNT OLIVE WAGES

**5/19-8/4** | 9 a.m.-12 p.m.  
Monday to Thursday/Lunes a Jueves  
612 Breazeale Avenue | Mount Olive

**YEAR ROUND/TODO EL AÑO**

### SPRING CREEK MIDDLE SCHOOL

#### ONLINE CLASS

**5/23-8/3** | 9 a.m.-12 p.m.  
Monday and Wednesday/Lunes y Miércoles

3579 NC-111 | Seven Springs

**YEAR ROUND/TODO EL AÑO**

## NIGHT CLASSES

### UNIVERSITY OF MOUNT OLIVE

#### ONLINE CLASS

**5/23-8/3** | 5:30-8:30 p.m.  
Monday and Wednesday/Lunes y Miercoles

652 R.B. Butler Drive | Mount Olive

**YEAR ROUND/TODO EL AÑO**

### BROGDEN MIDDLE SCHOOL

#### ONLINE CLASS

**5/19-8/4** 6-9 p.m.  
Tuesday and Thursday/Martes y Jueves

3761 US 117 South Alt. | Dudley

**YEAR ROUND/TODO EL AÑO**

### PIKEVILLE LIBRARY

#### ONLINE CLASS

#### ENGLISH AND CITIZENSHIP

**5/23-8/3** | 6-8:30 p.m.  
Monday and Wednesday/Lunes y Miércoles

107 W. Main St. | Pikeville

**YEAR ROUND/TODO EL AÑO**

### IGLESIA PENTECOSTES ALPHA Y OMEGA

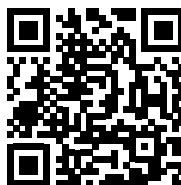
#### ONLINE CLASS

**5/23-8/1** | 6-8:30 p.m.  
Monday/Lunes

3598 Salem Church Road | Goldsboro

**YEAR ROUND/TODO EL AÑO**

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







# QUEST ACADEMY PROGRAM

## Are you an English Language Acquisition Student?

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

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

The program will cover a variety of courses including:

**DIRECT CARE WORKER (PERSONAL CARE AIDE) | BILLING AND CODING | OSHA | EKG | WELDING | REFRIGERATOR SPECIALIST | NCRC PROGRAM | HEALTH UNIT COORDINATOR | COMPUTER REPAIR | EFFECTIVE TEACHER (SUBSTITUTE TEACHER) TRAINING | ACADEMIC GRAMMAR**

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

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

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

**Computer classes TBA | 9 a.m.-12:30 p.m.  
Students will learn Microsoft Word and Keyboarding.**

**If you have any questions, please contact  
AMELIA HALL | 919-739-6911  
MARIA ABALO-ZARATE | 919-739-6924.**



**WAYNE COMMUNITY COLLEGE**  
WORKFORCE CONTINUING EDUCATION SERVICES

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







3000 Wayne Memorial Drive,  
Goldsboro, NC 27534

# GEER SCHOLARSHIP

Governor's Emergency Education Relief

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

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

**Up to \$750 per approved**

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

Return applications via email to [wcc-finaid@waynecc.edu](mailto: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 the Disability Services Coordinator at 919-739-6938 or [mcooper@waynecc.edu](mailto:mcooper@waynecc.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](http://waynecc.edu/continuing-ed)

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

**Scholarships**

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

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

**3 WAYS TO RECEIVE ASSISTANCE:**

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

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

For additional information and eligibility requirements, contact **MAXINE COOPER** at [mcooper@waynecc.edu](mailto: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 accommodations or have questions about access, please contact the Disability Services Coordinator at 919-739-6938. Please allow sufficient time to arrange accommodations.



# SCHOLARSHIPS

## FOR OCCUPATIONAL TRAINING COURSES

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

**Need financial assistance?**

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

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


For more information contact **Maxine Cooper** at 919-739-6938 | [mcooper@waynecc.edu](mailto: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](http://waynecc.edu/continuing-ed/scholarships).




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

Wayne Community College is an Equal Opportunity/Affirmative Action College and accommodates the needs of individuals with disabilities. It is the intent of the College that all programs and activities be accessible to all qualified students. It is the student's responsibility to make his or her disability known as soon as the need becomes known in order to provide ample time for arrangements to be made. The student must request academic adjustments by contacting the Disability Services Coordinator in the Wayne Learning Center building, 919-739-6725.



# SCHOLARSHIP OPPORTUNITIES

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

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

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

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# WCC ONLINE SERVICES

## USERNAME AND PASSWORD

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

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

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

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

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

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

If you have trouble logging in, please contact the WCC 24-hour helpdesk at 877-220-5016 or [wcc-ocl@waynecc.edu](mailto:wcc-ocl@waynecc.edu)

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

## MOODLE

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

### REQUIREMENTS FOR ONLINE COURSES

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

### STUDENTS SHOULD MEET THE FOLLOWING FOR ONLINE COURSES

It is recommended (but not required) that students have basic computer skills.

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

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

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

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



# WCC BOOKSTORE

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

## BOOKSTORE RETURN POLICY

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

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

## TEXTBOOK BUY BACK

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

## TEXTBOOK RENTAL - 3 EASY STEPS

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

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

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

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

**VISIT [WWW.WAYNECCBOOKSTORE.COM](http://WWW.WAYNECCBOOKSTORE.COM)**



## OUR HOURS OF OPERATION:

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

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

**FOR MORE INFORMATION.**

# CONTACT US

## ADMISSIONS

### Receptionist Desk

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

or

### Lashima Glaspie, Director of WCE Admissions

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

## ADVANCED MANUFACTURING/ COMMUNITY SERVICE/LEISURE & RECREATION

### Lisa Newkirk, Coordinator

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

## ALLIED HEALTH

### Joyce Hamilton-Fleming, Director

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

## HUMAN RESOURCES DEVELOPMENT (HRD)

### Angelia Warner, Executive Assistant

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

## PUBLIC SAFETY: FIRE & LAW ENFORCEMENT

### Anjanette Blizzard, Dean

919-739-6801 | [asblizzard@waynecc.edu](mailto:asblizzard@waynecc.edu)

## PUBLIC SAFETY: EMERGENCY MEDICAL SERVICES

### Kimberly Boswell, Coordinator

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

## SCHOLARSHIP AND GRANTS

### Maxine Cooper, Occupational Extension Specialist

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

## BUSINESS/COMPUTER/LANGUAGE

### Monica Miller, Coordinator

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

## TRANSITIONAL PROGRAMS (GED®, HS DIPLOMA)

### Erica Babb, Administrative Assistant

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

## WAYNE BUSINESS AND INDUSTRY CENTER

919-739-6940



# WAYNE COMMUNITY COLLEGE

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

