WAYNE COMMUNITY COLLEGE WORKFORCE CONTINUING EDUCATION

COURSE SCHEDULE

SPRING 2023

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

WORKFORCE
CONTINUING
EDUCATION
SERVICES

table of CONTENTS

Welcome to the Workforce Continuing Education (WCE) Spring 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

WCC - WORKFORCE CONTINUING EDUCATION SERVICES

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

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

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

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

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

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

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

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

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

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

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

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

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

See specific course listing.

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

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

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

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

REFUND POLICY FOR WORKFORCE CONTINUING EDUCATION SERVICES

The refund policy for Workforce Continuing Education courses, as established by the N.C. State General Assembly, allows a 75 percent refund, prior to or on the 10 percent point of the scheduled hours of the class. A 100 percent refund shall be made if the student officially withdraws prior to the first day of 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.

SPRING HOURS
MONDAY - THURSDAY
7:45 a.m.-5:30 p.m.

FRIDAY- 8 a.m.-1 p.m.

WCC MISSION STATEMENT
Wayne Community College (WCC) is a learning-centered, public, associate degree granting institution with an open door admissions policy. WCC is located in Goldsboro, North Carolina and is part of the North Carolina Community College System. Wayne Community College's mission is to meet the educational, training, and cultural needs of the communities it serves.

WEBADVISOR ACCESS FOR WORKFORCE CONTINUING EDUCATION

Workforce Continuing Education Students may use WebAdvisor to register for classes, check grades, access course schedules, unofficial transcripts, etc. To access this service, go to www.waynecc.edu and click on "WebAdvisor" 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 for the online registration link.**

USERNAME AND PASSWORD

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

Now that you have a username and password, you can access WCC E-mail, Webadvisor, and Moodle. To access these services, go to www.waynecc.edu and click on Student E-mail, WebAdvisor, or Moodle under the Quick Links menu.

REGISTER ONLINE: RETURNING STUDENTS

STEP 1: Please visit: 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 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.

Fax Registration Form to 919-739-7133.

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

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

NOTE 2: 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

WORKFORCE CONTINUING EDUCATION Reception Desk: 919-739-6900

TRANSITIONAL PROGRAMS Reception Desk: 919-739-6908

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

AUTOMOTIVE OCCUPATIONS
For more information, contact Todd King at 919-739-6814 or stk@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 driver's license.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/24-1/25	1 p.m.-5 p.m.	TW	Ash 124	Woodard
2/21-2/22	6 p.m.-10 p.m.	TW	Ash 124	Woodard
3/21-3/22	1 p.m.-5 p.m.	TW	Ash 124	Woodard
4/18-4/19	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 driver's license.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/31 & 2/1	1 p.m.-5 p.m.	TW	Ash 124	Woodard
2/28 & 3/1	6 p.m.-10 p.m.	TW	Ash 124	Woodard
3/28-3/29	1 p.m.-5 p.m.	TW	Ash 124	Woodard
4/25-4/29	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.

NEED MORE INFORMATION?
visit us at **waynecc.edu/continuing-ed**
for course listings, descriptions, and more!

WCC WORKFORCE CONTINUING EDUCATION
BUSINESS

For more information, please contact Lisa Newkirk at 919-739-6931 or ldnewkirk@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
4/7-4/29	6 p.m.-9:30 p.m.	F	ONLINE	Murphy
	8 a.m.-5:30 p.m.	S	ONLINE	

Course Cost: $125.00
Required Book Information: SurePass Insurance (To be purchased in WCC Bookstore)

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
1/10-4/11	6 p.m.-9 p.m.	T	WLC 212	Lanier

Course Cost: $125.00
Required Book Information: n/a

PROPERTY AND CASUALTY PRE-LICENSING (ONLINE)
This course is designed to prepare students for the North Carolina State Property and Casualty Insurance Agents Examination.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
3/3-3/25	6 p.m.-9:30 p.m.	F	ONLINE	Murphy
	8 a.m.-5:30 p.m.	S	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.

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.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
2/20-5/10	8:30 a.m.-12 p.m.	MW	ONLINE	Mcallister
3/23-6/22	8:30 a.m.-12 p.m.	SSU	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

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.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/12	8 a.m.-4:30 p.m.	TH	Magnolia 220	Dupree
1/21	8 a.m.-4:30 p.m.	SA	WLC 217	Dupree
1/26	8 a.m.-4:30 p.m.	TH	ONLINE	Dupree
2/18	8 a.m.-4:30 p.m.	SA	WLC 217	Dupree
2/23	8 a.m.-4:30 p.m.	TH	Magnolia 220	Dupree
3/9	8 a.m.-4:30 p.m.	TH	ONLINE	Dupree
3/18	8 a.m.-4:30 p.m.	SA	WLC 217	Dupree
3/28	5 p.m.-9 p.m.	MT	WLC 217	Dupree
4/22	8 a.m.-4:30 p.m.	SA	WLC 217	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/. 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
2/9	8 a.m.-12 p.m.	TH	ONLINE	Dupree
4/13	8 a.m.-12 p.m.	TH	ONLINE	Dupree

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

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.

NEED MORE INFORMATION?

**Visit us at waynecc.edu/continuing-ed
for course listings, descriptions, and more!**
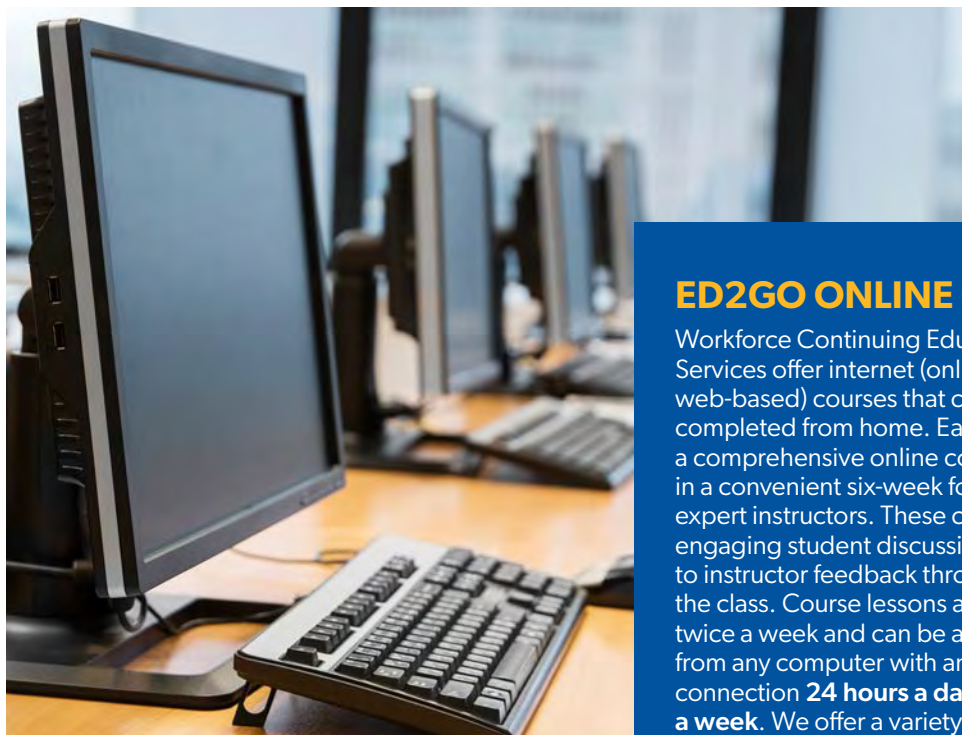
WCC WORKFORCE CONTINUING EDUCATION

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:

Lisa Newkirk at: 919-739-6931 or ldnewkirk@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

For more information contact

Krystle Anderson at: 919-739-6916 or kmanderson@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
1/23-5/12	9 a.m.-12 p.m.	MF	Magnolia 220	Robinson

Course Cost: $180.00
Required Book Information: n/a

MICROSOFT OFFICE: BUSINESS PROFESSIONAL SKILLS

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
1/23-3/13	1 p.m.-4 p.m.	M	Magnolia 220	Jones
3/20-5/8	1 p.m.-4 p.m.	M	Magnolia 220	Jones

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
1/10-3/21	ONLINE	ONLINE	ONLINE	Stringfield
4/18-6/27	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
1/10-3/21	ONLINE	ONLINE	ONLINE	Stringfield
4/18-6/27	ONLINE	ONLINE	ONLINE	Stringfield

Course Cost: $180.00
Required Book Information: n/a

NEED MORE INFORMATION?

**Visit us at waynecc.edu/continuing-ed
for course listings, descriptions, and more!**

WCC WORKFORCE CONTINUING EDUCATION

CONSTRUCTION OCCUPATIONS

For more information, please contact Todd King at 919-739-6814 or stk@waynecc.edu

HEATING, VENTILATION & AIR CONDITIONING (HVAC)

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.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/19-3/9	6 p.m.-9 p.m.	TTH	Magnolia 108	Mendes

Course Cost: $125.00
Required Book Information, (Located in WCC Bookstore):
1. **ISBN:** 1-930044-66-1 Brazing & Soldering: Copper Tubing and Processes **Cost:** $27.00
2. **ISBN:** 1-930044-64-X System Recovery & Evacuation **Cost:** $30.00
3. **ISBN:** 1-930044-51-8 Quick Guide to Refrig. Cycle, Refrigerants, Components **Cost:** $17.00

EPA REFRIGERANT CERTIFICATION

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

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
3/16-4/20	6 p.m.-9 p.m.	TH	Magnolia 108	Mendes

Course Cost: $70.00
Required Book Information: (Located in WCC Bookstore):
ISBN: 9781930044609 Section 608 Certification Exam Preparatory Manual 9th Edition **Cost:** $9.75

PRE-REGISTRATION IS HIGHLY ENCOURAGED.
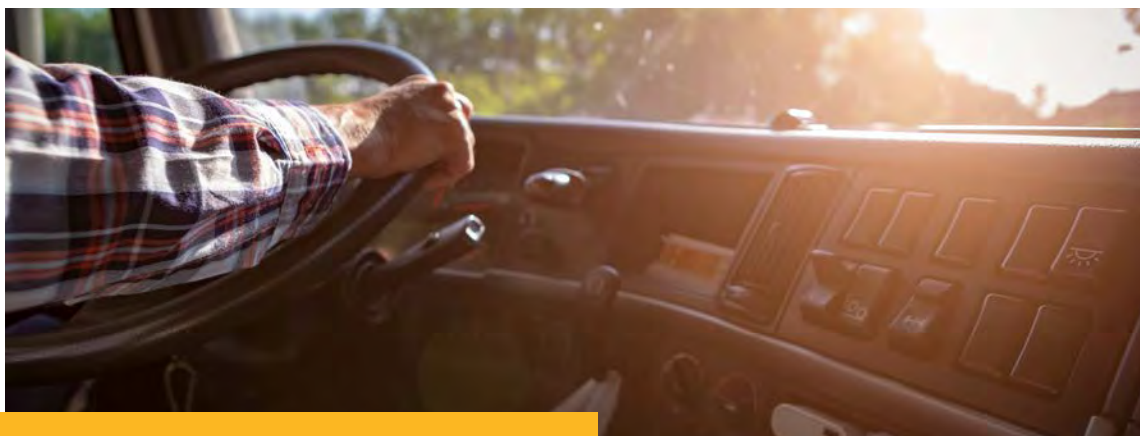
WCC WORKFORCE CONTINUING EDUCATION

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

CDL PERMIT STUDY CLASS

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
2/6-2/9	6 p.m.-10 p.m.	MTWTH	Spruce 142	Artis

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
1/10-4/20	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 | **Step 2:** Click on WCC Truck Driving Program

NEED MORE INFORMATION?
Visit us at **waynecc.edu/truck**

PRE-REGISTRATION IS HIGHLY ENCOURAGED.

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 Absence Management 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.

Participants will need to complete the application at 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: dmccullen@wagesnc.org

CHILD DEVELOPMENT ASSOCIATE (HYBRID)

This course is based on the requirements for the Child Development Associate Credential (CDA). The areas of study are physical, cognitive, creative, and social growth of young children.

TOPICS ON CDA OVERVIEW:

- Planning a safe and healthy learning environment
- Advancing children's physical and intellectual development
- Supporting children's social and emotional development
- Building productive relationships with families
- Managing an effective program operation
- Maintaining a commitment to professionalism
- Observing and recording children's behavior
- Understanding the principles of child development and learning

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/9-3/20	5 p.m.-7 p.m.	MW & ONLINE	Magnolia 221	Lanier

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, visit waynecountyschools.org/SubstituteTeacherInformation.aspx

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/10-1/18	8:30 a.m.-3:30 p.m.	TW	Magnolia 220	Lanier
2/7-2/15	8:30 a.m.-3:30 p.m.	TW	Magnolia 220	Lanier
3/7-3/15	8:30 a.m.-3:30 p.m.	TW	Magnolia 220	Lanier
3/23-5/11	6 p.m.-9 p.m.	W	WLC 217	Lanier
4/4-4/12	8:30 a.m.-3:30 p.m.	TH	Magnolia 220	Lanier

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

PRE-REGISTRATION IS HIGHLY ENCOURAGED.

NEED MORE INFORMATION?
Visit us at
waynecc.edu/continuing-ed
for course listings,
descriptions, and more!
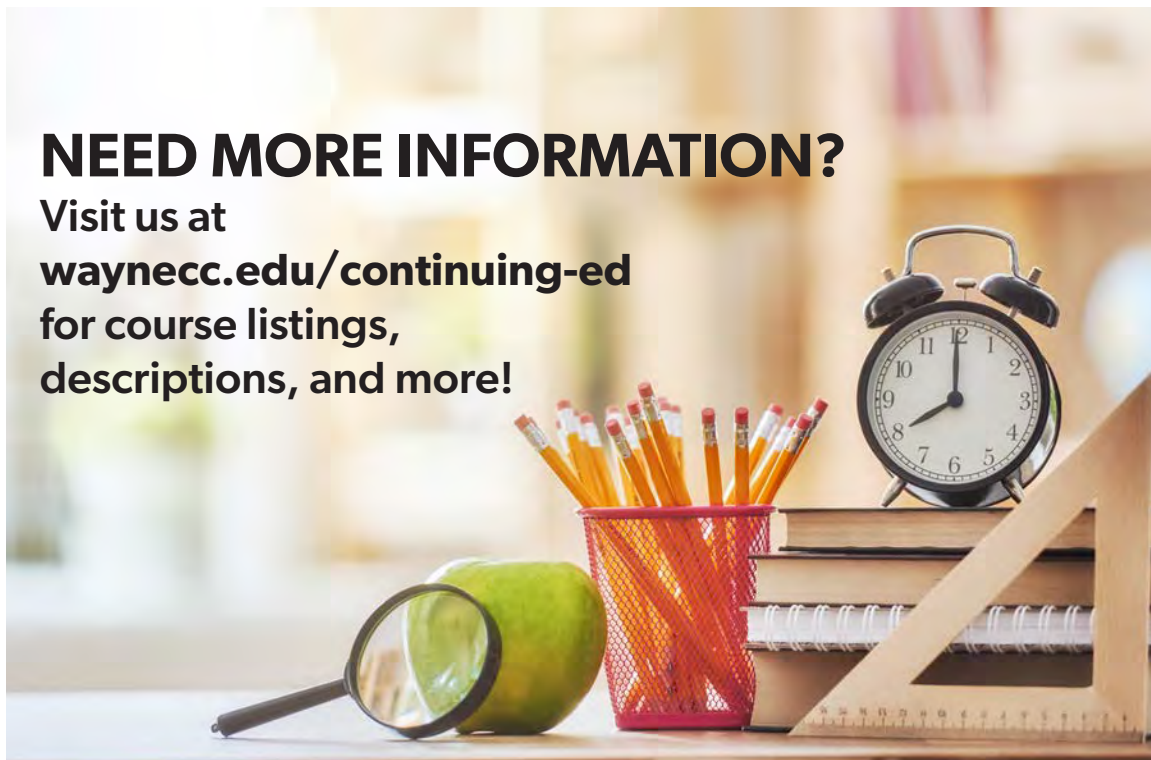
FIRE SERVICE TRAINING

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

LAW ENFORCEMENT TRAINING

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

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

CONTACT LAW ENFORCEMENT COORDINATOR
Lee Szatkowski | 919-739-6893 | lees@waynecc.edu

DETENTION OFFICER CERTIFICATION COURSE (DOCC)

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

This course 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.**

WCC WORKFORCE CONTINUING EDUCATION
EMERGENCY SERVICES

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

FOR A CURRENT SCHEDULE OF ALL FIRE, EMS, AND LAW ENFORCEMENT COURSES, VISIT:

waynecc.edu/continuing-ed/programs/emergency- services

OR SCAN QR CODE

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. 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.

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

EMS CLASSES

*EMS 4400 PARAMEDIC PART 1

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/5-6/10	6 p.m.-11 p.m.	MTH	Magnolia 109	D. Cuddeback
	8 a.m.-5 p.m.	S	Magnolia 109	

Course Cost: $180.00
Required Book Information: n/a

*EMS 4200 EMT (EVENING)

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/4-5/10	6 p.m.-10 p.m.	TW	Magnolia 109	MK Smith
	8 a.m.-5 p.m.	S	Magnolia 109	

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 4201 ONLINE EMT REFRESHER

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/9-4/3	ONLINE	ONLINE	ONLINE	K. Boswell

Course Cost: $180.00
Required Book Information: n/a

*EMS 4401 ONLINE PARAMEDIC REFRESHER

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/9-4/3	ONLINE	ONLINE	ONLINE	K. Boswell

Course Cost: $180.00
Required Book Information: n/a

*EMS 3163 ONLINE BASIC ANATOMY & PHYSIOLOGY

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/23-5/1	ONLINE	ONLINE	ONLINE	K. Oakley

Course Cost: $180.00
Required Book Information: Anatomy and Physiology for the Pre hospital Provider: AAOS: Second edition **ISBN:** 978-1-4496-4230-3

PRE-REGISTRATION IS HIGHLY ENCOURAGED.

EMS 4202 EMS CULTURE OF SAFETY, EMS PROVIDER HYGIENE, SAFETY, VACCINATIONS AND COVID

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/5	7 p.m.-10 p.m.	TH	Grantham VFD	R. Proctor

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

EMS 4202 OPERATIONS: HAZARDOUS MATERIALS

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/26	7 p.m.-10 p.m.	TH	Grantham VFD	R. Proctor

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

EMS 4202 AHA HP BLS (CPR)

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
2/2	7 p.m.-10 p.m.	TH	Grantham VFD	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
2/24	8 a.m.-12 p.m.	F	Magnolia 109	TBA

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

EMS 4202 LIFTING AND MOVING PATIENTS

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
3/2	7 p.m.-10 p.m.	TH	Grantham VFD	R. Proctor

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

*EMS 4402 ACLS/PALS RECERT

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
3/8	8 a.m.-5 p.m.	W	Magnolia 109	J. Bright

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

*SAF 3016 AHA HP BLS

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
3/18	8 a.m.-12 p.m.	S	Magnolia 109	TBA

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

EMS 4202 ADULT AND PEDIATRIC CARDIAC EMERGENCIES

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
4/6	7 p.m.-10 p.m.	TH	Grantham VFD	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
4/22	8 a.m.-12 p.m.	S	Magnolia 109	TBA

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

EMS 4202 OPERATIONS: VEHICLE EXTRICATION AND THE RESPONDER

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
4/27	7 p.m.-10 p.m.	TH	Grantham VFD	R. Proctor

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

EMS 4202 TRAUMA: HEAD, NECK, SPINE EMERGENCIES AND TREATMENT

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
5/4	7 p.m.-10 p.m.	TH	Grantham VFD	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
5/13	8 a.m.-12 p.m.	S	Magnolia 109	TBA

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

*SAF 3016 AHA HP BLS

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
5/20	8 a.m.-12 p.m.	S	Magnolia 109	TBA

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

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
- COVID Immunization record

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.

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** or **tjwynn@ waynecc.edu** for requirements that must be met 30 days prior to registration.

REGISTRATION DATES (FOR STUDENTS WHO MET REQUIREMENTS)

SPRING 2023
Check **waynecc.edu/continuing-ed/programs/allied-health** for more information

FOR MORE INFORMATION CONTACT:

JOYCE HAMILTON-FLEMING
DIRECTOR OF ALLIED HEALTH
919-739-6929
JAHAMILTON-FLEMING@WAYNECC.EDU

TERRIE WYNN
ADMINISTRATIVE ASSISTANT
919-739-6935
TJWYNN@WAYNECC.EDU

VISIT US ONLINE AT WAYNECC.EDU/CONTINUING-ED/ALLIED-HEALTH

HEALTH OCCUPATIONS

For more information, please contact Joyce Hamilton-Fleming at 919-739-6929 or jahamilton-fleming@waynecc.edu

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
1/3-5/2	6 p.m.-9 p.m.	T & ONLINE	Magnolia 105	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
1/30-1/5	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
1/9-5/12	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 (Icd-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

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
4/3-4/19	1 p.m.-5 p.m.	MW	Magnolia 105	Hamilton-Fleming

Course Cost: $70.00
Required Book Information: Medication Aide Booklet, **Cost:** $35.00

PRE-REGISTRATION IS HIGHLY ENCOURAGED.

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
1/9-5/3	8:30 a.m.-12:30 p.m.	MTW	Magnolia 105/107	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 DAY ACCELERATED

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 120+ 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
1/9-3/1	1 p.m.-5 p.m.	MTWTH	Magnolia 107	TBA
3/3-5/2	1 p.m.-5 p.m.	MTWTH	Magnolia 107	TBA

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
1/10-5/4	5:30 p.m.-9:30 p.m.	TTH & ONLINE	Magnolia 107	Carmichael

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
2/24-3/31	10 a.m.-4 p.m.	F	Magnolia 105	Carmichael

Course Cost: $125.00
Required Book Information: n/a

NURSE AIDE II (HYBRID)

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
1/18-5/1	5:30 p.m.-9:30 p.m.	MW	Magnolia 105	TBA

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	TBA	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
1/12-5/4	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.

BBEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/19-4/28	8:30 a.m.-12:30 p.m.	THF	Magnolia 107	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

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
1/11-4/26	5:30 p.m.-9:30 p.m.	MW	Magnolia 107	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
1/21	8 a.m.-12 p.m.	S	Magnolia 219	Case
2/18	8 a.m.-12 p.m.	S	Magnolia 219	Case
3/18	8 a.m.-12 p.m.	S	Magnolia 219	Case
4/15	8 a.m.-12 p.m.	S	Magnolia 219	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

STERILE PROCESSING (HYBRID)

This program will train students in the primary responsibilities of a central supply Sterile Processing Technician. The course will include sterilization, disinfection, preparation, storage and distribution of instruments, inventory management, quality assurance, and more, preparing students for work in a hospital's sterile processing department

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/11-5/10	5:30 p.m.-9:30 p.m.	W & ONLINE	Wayne UNC & ONLINE	Liverman

Course Cost: $180.00
Required Book Information:
1. The Basics of Sterile Processing , 7th Edition Textbook, Central Sterile Processing University **Cost:** $187.25
2. The Basics of Sterile Processing , 7th Edition Workbook, Central Sterile Processing University **Cost:** $27.75
3. The Technician Study Guide, 11th Edition , CBSPD **Cost:** $20.75
4. Medical Terminology in a Flash 4th edition, FA Davis ISBN: 9780803689534 **Cost:** $135.00

LOOKING FOR MORE INFORMATION?

Visit our website at

waynecc.edu/continuing-ed/allied-health

HUMAN RESOURCES DEVELOPMENT (HRD)

For more information, contact 919-739-6926

For The Future You Never Thought Existed
Human Resources Development
HRD

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

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

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
1/3-1/31	1 p.m.-4 p.m.	T	ONLINE	Borden
	9 a.m.-12 p.m.	W	ONLINE	Borden
2/1-2/28	1 p.m.-4 p.m.	T	ONLINE	Borden
	9 a.m.-12 p.m.	W	ONLINE	Borden
3/1-3/31	1 p.m.-4 p.m.	T	ONLINE	Borden
	9 a.m.-12 p.m.	W	ONLINE	Borden
4/1-4/29	1 p.m.-4 p.m.	T	ONLINE	Borden
	9 a.m.-12 p.m.	W	ONLINE	Borden
5/1-5/31	1 p.m.-4 p.m.	T	ONLINE	Borden
	9 a.m.-12 p.m.	W	ONLINE	Borden

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

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
TBA	TBA	TBA	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
1/30-4/5	5:30 p.m.-8 p.m.	MW	Magnolia 219	Staff

Course Cost: $125.00
Required Book Information: n/a

NEED MORE INFORMATION?

**Visit us at waynecc.edu/continuing-ed
for course listings, descriptions, and more!**

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
4/24-5/24	2 p.m.-4 p.m.	MTH	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
3/1-4/5	2 p.m.-4 p.m.	MW	Cornerstone Church	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
1/19-2/22	2 p.m.-4 p.m.	MW	Cornerstone Church	Matthews/Whaley

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

GET HIRED! BOOTCAMP (8 DAYS)

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
DAY				
1/9-1/19	8:30 a.m.-4 p.m.	MTW	Dillard/Goldsboro Alumni	B. Matthews
2/6-2/16	8:30 a.m.-4 p.m.	MTW	Dillard/Goldsboro Alumni	B. Matthews
3/6-3/16	8:30 a.m.-4 p.m.	MTW	Dillard/Goldsboro Alumni	B. Matthews
4/17-4/27	8:30 a.m.-4 p.m.	MTW	Dillard/Goldsboro Alumni	B. Matthews
5/1-5/11	8:30 a.m.-4 p.m.	MTW	Dillard/Goldsboro Alumni	B. Matthews
NIGHT				
1/23-1/25	6 p.m.-7 p.m.	MTW	Dillard/Goldsboro Alumni	B. Matthews
2/20-2/22	6 p.m.-7 p.m.	MTW	Dillard/Goldsboro Alumni	B. Matthews
3/27-3/29	6 p.m.-7 p.m.	MTW	Dillard/Goldsboro Alumni	B. Matthews

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

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

PRE-REGISTRATION IS HIGHLY ENCOURAGED.

PEER SUPPORT SPECIALIST

This training is designed to help prepare peer specialists for work in the North Carolina mental health and substance use disorder (mh/sud) service system. Training is for 40 hours. Students who complete the course will receive a certificate that shows that the person has satisfactorily completed approved training and met application criteria.

Prerequisite - High school diploma or GED, attestation of mental health or substance abuse.

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

Course Cost: $125.00
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 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

INDUSTRIAL/MANUFACTURING OCCUPATIONS
For more information, please contact: Todd King at 919-739-6814 or stk@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
TBA	8 a.m.-2 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
1/9-3/26	6 p.m.-9 p.m.	M	Hocutt 160/170	Bittrich

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

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

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
3/13-5/8	6 p.m.-9 p.m.	M	Hocutt 160/170	Bittrich

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

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
1/28	8 a.m.-1 p.m.	S	Ash 124	Dure
2/25	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. Sijè yo dwe prezante yo enkli konsepsyon debaz kamyon leve yo, estabilizasyon kamyon yo, antretyen, teknik operasyon, ak aspè sekirite yo.

DAT KÒMANSE/FINI	TAN KLAS	JOU KLAS	KOTE	PWOFESÈ
3/25	8 a.m. jiska 1 p.m.	SAMDI	ASH 124	Duré

Pri Kou: $70.00
Enfòmasyon sou liv obligatwa: n/a
*Kondisyon: Pa mete sandal, sapat, oswa soulye tenis; Mete soulye fèmen oswa bòt sèlman (zòtèy asye pi pito); pantalon long obligatwa.

PRE-REGISTRATION IS HIGHLY ENCOURAGED.

SOLDADURA- NIVEL AVANZADO - BILINGUE

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

COMIENZO/ FINALIZA	CLASE HORA	CLASE DIAS	UBICACION	INSTRUCTOR
1/19-3/9	8 a.m.-2 p.m.	S	Hocutt 170	Perez

Course Cost: $180.00
Required Book Information: n/a

PRE-REGISTRATION IS HIGHLY ENCOURAGED.
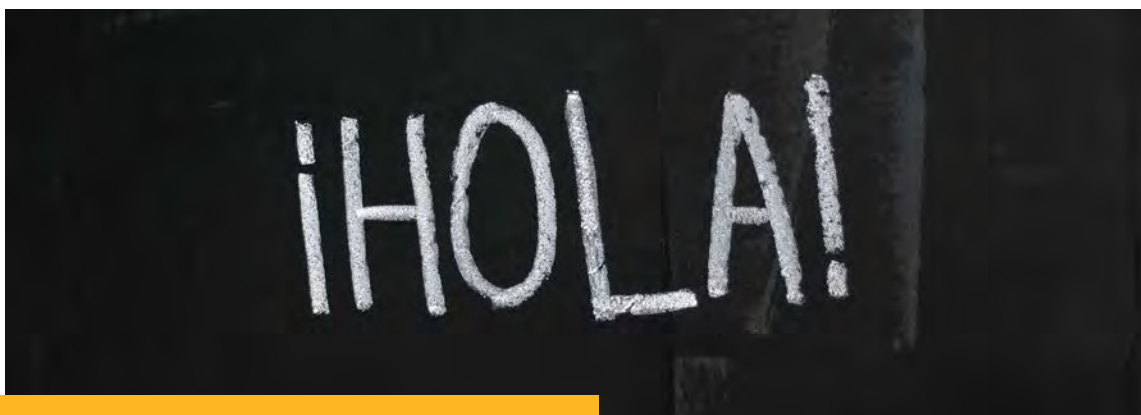
WCC WORKFORCE CONTINUING EDUCATION

LANGUAGE

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

EVERYDAY SPANISH - LEVEL I

This course provides an introduction to the understanding, speaking, reading, and writing of the Spanish language. Emphasis is placed on pronunciation, parts of speech, communicative phrases, relevant culture, and skills for language acquisition. Upon completion, students should be able to identify and apply basic grammar concepts, display cultural awareness, and communicate simple Spanish phrases.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/11-3/1	6 p.m.-8 p.m.	W & ONLINE	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 coworkers 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
3/15-5/3	6 p.m.-8 p.m.	W & ONLINE	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
1/24-2/28	6 p.m.-8 p.m.	T	WLC 217	Montgomery
3/14-4/18	6 p.m.-8 p.m.	T	WLC 210	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
1/10-2/28	1 p.m.-4 p.m.	TH	Senior Center Goldsboro	Jones
3/16-4/20	1 p.m.-4 p.m.	TH	Senior Center Goldsboro	Jones

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
1/10-2/28	6 p.m.-9 p.m.	T	Spruce 106	Price
3/14-5/2	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
1/12	6 p.m.-10 p.m.	TH	WLC 212	Alston
1/28	8:30 a.m.-12:30 p.m.	S	WLC 212	Alston
2/9	6 p.m.-10 p.m.	TH	WLC 212	Alston
2/25	8:30 a.m.-12:30 p.m.	S	WLC 212	Alston
3/9	6 p.m.-10 p.m.	TH	WLC 212	Alston
3/25	8:30 a.m.-12:30 p.m.	S	WLC 212	Alston
4/6	6 p.m.-10 p.m.	TH	WLC 212	Alston
4/22	8:30 a.m.-12:30 p.m.	S	WLC 212	Alston
5/4	8:30 a.m.-12:30 p.m.	TH	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
1/14	8 a.m.-5 p.m.	S	WLC 212	Alston
3/11	8 a.m.-5 p.m.	S	WLC 212	Alston
5/6	8 a.m.-5 p.m.	S	WLC 212	Alston

Course Cost: $100.00
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
1/10-2/28	6 p.m.-9 p.m.	T	Spruce 106	Price
3/14-5/2	6 p.m.-9 p.m.	T	Spruce 106	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
1/10-2/28	6:30 p.m.-8:30 p.m.	T	Dogwood 206	Walston
3/14-5/2	6:30 p.m.-8:30 p.m.	T	Dogwood 206	Walston

Course Cost: $40.00
Required Book Information: n/a

LOOKING FOR MORE INFORMATION?

Visit us at:
waynecc.edu/continuing-ed/personal-enrichment

WCC WORKFORCE CONTINUING EDUCATION

MUSIC COURSES

BISON COMMUNITY CONCERT BAND

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+ 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. Please contact Randi Chalfant at HYPERLINK "mailto:rmchalfant@waynecc.edu"rmchalfant@waynecc.edu or 919-739-6839 for more information

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/5-5/11	7 p.m.-9 p.m.	T	TBA	TBA

Course Cost: $50.00
Required Book/Materials Information: n/a

GUITAR

This course provides group instruction in skills and techniques of guitar for those with little or no previous experience. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/5-5/11	12 p.m.- 1 p.m.	TTH	Dogwood 201	TBA

Course Cost: $50.00
Required Book/Materials Information: n/a

PRE-REGISTRATION IS HIGHLY ENCOURAGED.

NATURAL HAIR CARE & COSMETOLOGY

Course listings coming soon!

Visit **waynecc.edu/continuing-ed/programs/special-programs** for more information

For more information contact:
Lisa Newkirk | 919-739-6931 | ldnewkirk@waynecc.edu

W WAYNE COMMUNITY COLLEGE
WORKFORCE CONTINUING EDUCATION SERVICES

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. 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 SPRING 2023 SEMINARS MAY BE OFFERED ONLINE OR IN PERSON AND ARE SUBJECT TO CHANGE.

PRE-REGISTRATION IS RECOMMENDED!

Please pre-register on-line at:
www.ncsbc.net/center.aspx?center=75550
Scroll down to find your seminar and click "Register".

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

Links to seminars are emailed after the registration process is complete.

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.

SMALL BUSINESS CENTER: 919-739-6941

HOW TO BUILD GOOD BOOKKEEPING HABITS
Gain basic knowledge of how to properly record and keep financial transactions for your small business. This seminar 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
1/17	2 p.m.-5 p.m.	T	Walnut 101	Cynthia Roberts

QUICKBOOKS ESSENTIALS
Getting Your Feet Wet: this introductory course of the QuickBooks software 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
1/17	6 p.m.-9 p.m.	T	Walnut 101	Cynthia Roberts

THINK LIKE A LENDER
This presentation will help participants understand some of the key credit-related factors evaluated by creditors and lenders when making decisions about approving loans. The 6 Cs of credit will be reviewed and ways to prepare will be discussed. Participants will learn best practices that will help them get ready to apply for and support a loan.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/24	2 p.m.-4 p.m.	T	Walnut 101	NC Rural Center

VISIT THE WAYNE BUSINESS AND INDUSTRY CENTER

We provide strategic solutions to improve performance, productivity, and profits.

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

Located at Wayne Community College, Walnut Building, Suite 108

Visit us online at **waynecc.edu/business-industry**

AGRIVETERAN PROGRAM

The AgriVeteran Program is a six-week series designed for veterans and military spouses who want to transition into farming, ranching and agriculture. In this program, we'll help you cultivate a strategic self-designed action plan to validate your goals, build your farm, and engage with a community of entrepreneurs just like you.

CURRICULUM:

Week 1: January 24, 2023 - Legal Structures and Business Framework
Week 2: January 31, 2023 - Site Analysis & Exploring Your Potential
Week 3: February 7, 2023 - Understanding Your Market and Customers
Week 4: February 14, 2023 - Financial Planning for Your Business
Week 5: February 21, 2023 - Maximizing Your Profits and "Belt-Tightening"
Week 6: February 28, 2023 - Business Operations & HR

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/24-2/28	T	6 p.m.-8 p.m.	Webex	Granit Training Group

BUSINESS BASICS CERTIFICATE SEMINARS

Please note these seminars can be taken as stand-alones or those who take all with Wayne Community College's Small Business Center will be awarded a certificate of completion.

The Business Basics Curriculum consists of: Discovering Your Unique Position, The Keys to a Winning Small Business Plan, Finding the Money for Your Small Business, and Charting a Path to Success for Your Small Business. All applicable seminars are held online in September and early October 2022 and are facilitated by Martin Brossman. They are noted by an asterisk (*).

DISCOVERING YOUR UNIQUE POSITION*

Do it yourself market research and real-world branding for the small business. How to research and find that perfect match between your skills and the right customer. Discover, enhance, and amplify your "only" as a business to give you a fierce competitive advantage. Learn to communicate the value that you offer. This is a participatory class so come prepared to learn and work.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
2/2	6 p.m.-8 p.m.	TH	Walnut 101	Martin Brossman

THE KEYS TO A WINNING SMALL BUSINESS PLAN*

Developed by Martin Brossman, Dan Scala and Jeanne Munoz. This training will show you how to see the possibilities and think through the challenge with your business plan. Learn key components you need to have the greatest chance of success and the greatest possibility of funding. We will include the foundational steps to shape your business pitch into a plan of action, profitability, and sustainability. This is a participatory class so come prepared to learn and work.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
2/9	6 p.m.-8 p.m.	TH	Walnut 101	Martin Brossman

FINDING THE MONEY FOR YOUR SMALL BUSINESS*

Developed by Martin Brossman, Dan Scala and Jeanne Munoz. Learn about the various ways to find and raise money for your business and take it to the next level. Learn how to build your pitch deck for possible investors. There will be in-class opportunities for participants to evaluate and act on communicating their business so that people will want to invest in it. This will include proven ways to get funding for your business and attract investors. Dan has been a gateway to angel investors in the NC Raleigh area, raising up to $24 million dollars for a project. This is a participatory class so come prepared to learn and work.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
2/23	6 p.m.-8 p.m.	TH	Walnut 101	Martin Brossman

CHARTING A PATH TO SUCCESS FOR YOUR SMALL BUSINESS*

Developing an effective one-page Marketing plan. We will show you how to build a dynamic digital marketing campaign that is aligned with your ground game. Learn what it takes to make your plan integrated, accountable and sustainable over time. This class will include resources for capturing, curating, and creating content that keeps your business top of mind to the customers you can serve the best.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
3/2	6 p.m.-8 p.m.	TH	Walnut 101	Martin Brossman

ENTREPRENEURSHIP ACADEMY

Please note these seminars can be taken as stand-alones or those who take all of the following: Choosing the Right Legal Structure, Will My Business Idea Work? Small Business Marketing 101, Introduction to Business Operations and Logistics, Understanding The Numbers That Make Business Work and Developing a Strong Business Plan facilitated by TenBiz with Wayne Community College's Small Business Center will be awarded a certificate of completion. All applicable seminars are held online in October 2022. These seminars are noted by a double asterisk (**).

CHOOSING THE RIGHT LEGAL STRUCTURE**

This seminar will give you the information you need to understand the differences between the different types of legal structures of a small business. It will cover the basic advantages and disadvantages of each of the following: Sole Proprietorship, Partnership, S and C Corporation, and Limited Liability Company. In addition, you will learn the various reporting requirements and process involved in setting up each type.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
3/14	6 p.m.-8 p.m.	T	Zoom	TenBiz

WILL MY BUSINESS IDEA WORK**

Before launching a business, you must first determine if it's an idea worth pursuing. This session will discuss what differentiates a business idea from a legitimate opportunity and give you a list of important questions to ask and tools to determine if you are on the right track before you jump in head-first!

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
3/21	6 p.m.-8 p.m.	T	Zoom	TenBiz

GRANT WRITING FOR NON-PROFITS

Are you a beginning grant writer or fund-raiser? 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, examine all elements of a grant application, and learn how to research for potential funding sources.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
3/23	2 p.m.-5 p.m.	TH	Walnut 101	Dorothy Moore

SMALL BUSINESS MARKETING 101**

Marketing for the 21st century small business is more dynamic and challenging than ever. Discover how to most effectively and efficiently use the many marketing tools available. Gain insights to understand and reach your customer, analyze your industry and business environment, and differentiate between branding, advertising, and grassroots marketing techniques. Explore the components of an effective marketing plan in this comprehensive seminar.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
3/28	6 p.m.-8 p.m.	T	Zoom	TenBiz

INTRODUCTION TO BUSINESS OPERATIONS AND LOGISTICS**

During this session, attendees will dig into two core components of the business model - business operations and logistics. Whether it's considering the management and employee structure, hours of operation, customer service policies or other best practices related to the operational strategy of a business, all are important details and often overlooked in the planning process. This session will cover many of the most important operational issues related to launching a small business.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
4/4	6 p.m.-8 p.m.	T	Zoom	TenBiz

UNDERSTANDING THE NUMBERS THAT MAKE BUSINESS WORK**

This seminar will focus on the financial components of the business plan and will help you learn how to project the expenses and income of your business and what line items you should include. Discover how this portion of a business plan is used by lenders and what they look for.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
4/11	6 p.m.-8 p.m.	T	Zoom	TenBiz

PRE-REGISTRATION IS HIGHLY ENCOURAGED.

DEVELOPING A STRONG BUSINESS PLAN**

A business plan can be the most important tool a small business owner has. Learn how to turn your ideas into a solid plan for financing and long-term success. This seminar teaches you the important components of a business plan and helps you lay the foundation for a winning plan. Discover how a business plan is used by potential lenders, the dos and don'ts of writing a plan and steps for making the process easy.

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
4/18	6 p.m.-8 p.m.	T	Zoom	TenBiz

HOW TO BUILD GOOD BOOKKEEPING HABITS

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

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
4/20	2 p.m.-5 p.m.	TH	Walnut 101	Cynthia Roberts

QUICKBOOKS ESSENTIALS

Getting Your Feet Wet: An introductory course of the QuickBooks software, including 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
4/20	6 p.m.-9 p.m.	TH	Walnut 101	Cynthia Roberts

BOOTS TO BUSINESS

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

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

BEGIN/END DATES	CLASS TIME	CLASS DAYS	LOCATION	INSTRUCTOR
1/9 and 1/10	9 a.m.-1 p.m.	MT	Walnut 104	Cook
2/6 and 2/7	9 a.m.-1 p.m.	MT	Walnut 104	Cook
3/6 and 3/7	9 a.m.-1 p.m.	MT	Walnut 104	Cook
4/3 and 4/4	9 a.m.-1 p.m.	MT	Walnut 104	Cook
5/1 and 5/2	9 a.m.-1 p.m.	MT	Walnut 104	Cook

To register for these events, please call: **Airman & Family Readiness Center** at 919-722-1123.

TRANSITIONAL PROGRAMS FOR COLLEGE AND CAREER

Classes Begin the Week of January 9, 2023
waynecc.edu/continuing-ed/programs/tpcc

CONTACT US

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

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

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

www.facebook.com/wccbasicskills

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

WAYNE COMMUNITY COLLEGE
WORKFORCE CONTINUING EDUCATION SERVICES

TRANSITIONAL PROGRAMS FOR COLLEGE AND CAREER

STUDENT OF THE MONTH JULY 2022
ANIYA THOMPSON

STUDENT OF THE MONTH AUGUST 2022
KATHY ROBINSON

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

SESSION SCHEDULE	
Date	**Time**
January 9 & 11	2 p.m.-5 p.m.
January 23 & 25	6 p.m.-9 p.m.
February 6 & 9	2 p.m.-5 p.m.
February 20 & 22	6 p.m.-9 p.m.
March 6 & 8	2 p.m.-5 p.m.
March 20 & 22	6 p.m.-9 p.m.
April 3 & 5	2 p.m.-5 p.m.
April 17 & 19	6 p.m.-9 p.m.
May 1 & 3	2 p.m.-5 p.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

WAYNE COMMUNITY COLLEGE

NCWorks NEXTGEN
Your Future Starts Here

WORKFORCE INNOVATION AND OPPORTUNITY ACT
WIOA NEXTGEN PROGRAM

CANNOT FIND A JOB DUE TO "LACK OF EXPERIENCE"?

ARE YOU BETWEEN 16 AND 24 YEARS OLD?
THIS SERVICE MAY BE FOR YOU!

SHAQUITA HATCHER

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

919-731-7950 | EXT. 252

Transitional Programs for College and Career

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

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

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** and log on to MyGED® and click on Testing Dates for WayneCC.

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

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

HIGH SCHOOL EQUIVALENCY CLASS SCHEDULE:

DATES	COURSE	DAYS	TIME	LOCATION
1/9-5/10	HSE Prep Day	MW	8:30 a.m.-12 p.m.	WLC 215
1/10-5/9	HSE Prep Night	TTH	6 p.m.-9 p.m.	Walnut 222-A
1/9-5/8	Monday Night Math	M	6 p.m.-9 p.m.	Walnut 224

ADULT HIGH SCHOOL

ADULT HIGH SCHOOL DIPLOMA CLASSES

Spring Semester begins **January 9, 2023**

Spring I Classes **January 9-March 3**

Pre-registration for Spring II Classes begins **March 2**

Spring II Classes **March 9-May 8**

ADULT HIGH SCHOOL CLASS SCHEDULE:

DATES	COURSE	DAYS	TIME	LOCATION
1/9-5/8	Algebra 2	MWF	8:30 a.m.-12 p.m.	Walnut 224
1/10-3/2	English 3 **(first 8 weeks)**	TTH	8:30 a.m.-11:30 a.m.	WLC 215
1/10-3/2	English 4 **(first 8 weeks)**	TTH	12:30-3:30 p.m.	Walnut 225
3/9-5/4	English 3 **(second 8 weeks)**	TTH	12:30-3:30 p.m.	Walnut 225
3/9-5/4	English 4 **(second 8 weeks)**	TTH	8:30 a.m.-11:30 a.m.	WLC 215

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**!

STEP 1
Obtain an adult high school diploma or high school equivalency diploma.

STEP 2
Enroll in a short-term workforce career pathway. Scholarships may be available.

STEP 3
Further education in a curriculum certificate, diploma or degree program. Scholarships may be available.

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

WAYNE COMMUNITY COLLEGE

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.

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:

January 10 | 10 a.m. or 6 p.m. | 10 de Enero
February 7 | 10 a.m. or 6 p.m | 7 de Febrero
March 14 | 10 a.m. or 6 p.m | 14 de Marzo
April 4 | 10 a.m. or 6 p.m. | 4 de Abril

RETURNING STUDENTS/ REGISTRACIÒN DE ESTUDIANTES:

January 9 | 9 a.m. | 9 de Enero
January 10 | 6 p.m. | 10 de Enero

HAVING PROBLEMS COMING TO CLASS? JOIN US ON SKYPE!

ON CAMPUS CLASSES

FACE TO FACE AND ONLINE

DAY CLASSES

DATE/FECHA	COURSE/CURSO	DAYS/DIAS	TIME/ HORA	LOCATION/LUGAR
1/9-5/10	ELA LAB	MTWTHF	8 a.m.-6 p.m.	Walnut 203
1/9-5/10	COMPUTER	W	9 a.m.-12 p.m.	WLC 216
1/9-5/10	ELA LEVEL 1	MTWTH	9 a.m.-12 p.m.	Walnut 225
1/9-5/10	ELA LEVEL 2-3	MTWTH	9 a.m.-12 p.m.	Walnut 203
1/9-5/10	ELA Level 4-5	MTWTH	9 a.m.-12 p.m.	WLC 227
1/9-5/10	ELA LEVEL 6	MTWTH	9 a.m.-12 p.m.	WLC 216
1/9-5/10	QUEST LEVEL 6	MTWTH	9 a.m.-12 p.m.	WLC 221
1/15-5/7	ELA SUNDAYS	SU	9 a.m.-12:30 p.m.	WLC 227
1/11-5/10	CITIZENSHIP	W	9:30 a.m.-12 p.m.	Walnut 204

NIGHT CLASSES

DATE/FECHA	COURSE/CURSO	DAYS/DIAS	TIME/ HORA	LOCATION/LUGAR
1/10-5/9	ELA LEVEL 1	TTH	6 p.m.-9 p.m.	Walnut 222B
1/10-5/9	ELA LEVEL 2-3	TTH	6 p.m.-9 p.m.	Walnut 203
1/10-5/9	ELA LEVEL 4-5-6	TTH	6 p.m.-9 p.m.	Walnut 223
1/9-5/8	CITIZENSHIP	M	6 p.m.-9 p.m.	Walnut 223

OFF CAMPUS CLASSES

DAY CLASSES

MOUNT OLIVE WAGES

1/9-5/10 | 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 ONLY

1/9-5/10 | 9 a.m.-12 p.m.
Monday and Wednesday/Lunes y Miércoles

YEAR ROUND/TODO EL AÑO

AP EXHAUST PRODUCTS INC

EMPLOYEES ONLY

1/9-5/10 | 2:30 p.m.-4:30 p.m.
Monday and Wednesday/Lunes y Miércoles

YEAR ROUND/TODO EL AÑO

BUTTERBALL

ONLINE CLASS/FACE TO FACE WCC CAMPUS

1/9-5/10 | 4 p.m.-6 p.m.
Monday to Thursdayy/Lunes a Jueves

YEAR ROUND/TODO EL AÑO

NIGHT CLASSES

UNIVERSITY OF MOUNT OLIVE

ONLINE CLASS/FACE TO FACE WCC CAMPUS

1/9-5/10 | 5:30-8:30 p.m.
Monday and Wednesday/Lunes y Miercoles

YEAR ROUND/TODO EL AÑO

BROGDEN MIDDLE SCHOOL

ONLINE CLASS/FACE TO FACE WCC CAMPUS

1/10-5/9 | 6-9 p.m.
Tuesday and Thursday/Martes y Jueves

YEAR ROUND/TODO EL ANO

IGLESIA PENTECOSTES ALPHA Y OMEGA

ONLINE CLASS ONLY

1/9-5/8 | 6-8:30 p.m.
Monday/Lunes

YEAR ROUND/TODO EL AÑO

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

SCHOLARSHIP OPPORTUNITIES

Visit the Financial Aid website at
waynecc.edu/continuing-ed/scholarships

Additional scholarship information available at

- fastweb.com
- CFNC.org
- studentscholarships.org

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!

**Quest Academy meets Monday-Thursday.
WLC Building, Room 221 | 9 a.m.-12 p.m.**

**Computer classes meet Wednesdays.
WLC Building, Room 216 | 9 a.m.-12 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

SCHOLARSHIPS

SCAN QR CODE OR VISIT
WAYNECC.EDU/FINANCIAL-AID/SCHOLARSHIPS
FOR MORE INFORMATION

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

3 WAYS TO RECEIVE ASSISTANCE:

☑ ONE - Stipend Awards - *$500 per term*
(Must reapply each term.)

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

For additional information and eligibility requirements, contact

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

Scholarships

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

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

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

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

SCHOLARSHIP OPPORTUNITIES

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

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

WAYNE COMMUNITY COLLEGE FINANCIAL AID

3000 Wayne Memorial Drive | Goldsboro, NC | 919-739-6735 | waynecc.edu/financial-aid

Wayne Community College encourages persons with disabilities to participate in its programs and activities. If you anticipate needing accommodation or have questions about access, please contact the Disability Services Counselor at 919-739-6723. Please allow sufficient time to arrange accommodation. Wayne Community College is an equal access, equal opportunity, and affirmative action institution.

WCC ONLINE SERVICES

USERNAME AND PASSWORD

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

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

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

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

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

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

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

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

MOODLE

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

REQUIREMENTS FOR ONLINE COURSES
Distance education courses, policies, and enrollment procedures are listed in the College's schedule of courses and on the College Web site. Registration processes, 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

OUR HOURS OF OPERATION:

CALL:
919-705-0475

OR VISIT:
HTTPS://WWW.BKSTR.
COM/WAYNECCSTORE/
STORE-HOURS

**FOR MORE
INFORMATION.**

CONTACT US

ADMISSIONS
Amber Tyler, Receptionist Desk
919-739-6900 | antyler@waynecc.edu

ALLIED HEALTH
Joyce Hamilton-Fleming, Director
919-739-6929 | jahamilton-fleming@waynecc.edu

AUTOMOTIVE/CONSTRUCTION/ INDUSTRIAL/MANUFACTURING
Todd King, Director
919-739-6814 | stk@waynecc.edu

BUSINESS/COMPUTER/TEACHER TRAINING | LEISURE & RECREATION/ COMMUNITY SERVICE
Lisa Newkirk
919-739-6902 | ldnewkirk@waynecc.edu

HUMAN RESOURCES DEVELOPMENT (HRD)
Angelia Warner, Executive Assistant
919-739-6902 | adwarner@waynecc.edu

PUBLIC SAFETY: FIRE & LAW ENFORCEMENT
Anjanette Blizzard, Dean
919-739-6801 | asblizzard@waynecc.edu

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

SCHOLARSHIPS AND GRANTS
Maxine Cooper, Occupational Extension Specialist
919-739-6938 | mcooper@waynecc.edu

TRANSITIONAL PROGRAMS (GED®, HS DIPLOMA)
Erica Babb, Administrative Assistant
919-739-6908 | 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

To Airport Road and NC Hwy 117

Aviation Drive

Aviation Classroom Building

Aviation Hanger

Wayne Executive Jetport:
Aviation Systems Technology

Green Houses

Tennis Courts

Green Machine

To New Hope Road

• GATEWAY Stop 2

East Parking

East Parking

Pine Parking Lot

Overflow Parking

North Parking Lot

Magnolia/Ash Parking Lot

Spruce

Magnolia

Pine

Holly Parking Lot

Oak

Ash

Maple

Azalea

Holly

Maintenance

Hocutt

Plonk Clock

Spillway

Staff Parking

Cedar

Walnut

Dogwood

Wayne Learning Center

South Parking Lot

• GATEWAY Stop 3

Staff Parking

Hope Monument

Main Entrance/ Information

• GATEWAY Stop 1

Veterans Memorial

Emergency Services Memorial

Front Parking Lot

Regans Wetlands Project

Wayne Memorial Drive

To Goldsboro