TRANSITIONAL PROGRAMS FOR

COLLEGE & CAREER

GENERAL HANDBOOK
FAQ'S

WAYNE
COMMUNITY COLLEGE

Wayne Community College
TPCC Department
Revised Edition February 2018

WCC Vision Statement, Mission Statement, Core Values and Goals

Vision Statement
Wayne Community College will be the preferred choice for quality education and training in the communities it serves.

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.

Core Values
The College is united in sharing these core values:
- Communication: Encourage open dialogue at all levels
- Compassion: Exhibit concern for others
- Diversity: Value and respect each person's uniqueness
- Excellence: Set and meet high standards
- Integrity: Cultivate an environment of fairness and honesty
- Leadership: Develop and demonstrate leadership skills for our students, employees, and community
- Learning: Improve the quality of life by providing knowledge and developing skills
- Service: Foster a commitment in employees and students of serving and assisting others
- Stewardship: Hold ourselves accountable for the efficient and effective use of the resources entrusted to us
- Teamwork: Work together and encourage collaboration
- Unity: Operate as one college in purpose, plans, priorities, and processes

Goals
1. Increase Student Access: Develop policies and practices that provide increased opportunities for students to enter into, and successfully proceed through, post-secondary education and training programs.
2. Ensure Program Excellence: Examine and continually improve rigor, relevance and quality in all academic and training opportunities to ensure that successful completion equates to a competitive position in the workforce or in the attainment of higher educational goals.
3. Improve Student Success: Increase the number of students leaving with a job-ready credential that can lead to successful employment in a global economy and provide for better skills, better jobs, better pay, and continued educational attainment.
4. Ensure Institutional Quality: Examine and continually improve relevance and quality in all college administrative, student, and support services to ensure that the College's vision, mission and goals will be achieved.

WCC Transitional Programs for College and Career Recognized For Excellence

WCC Transitional Programs have continuously exceeded the excellence level in student progress as shown in the chart below:
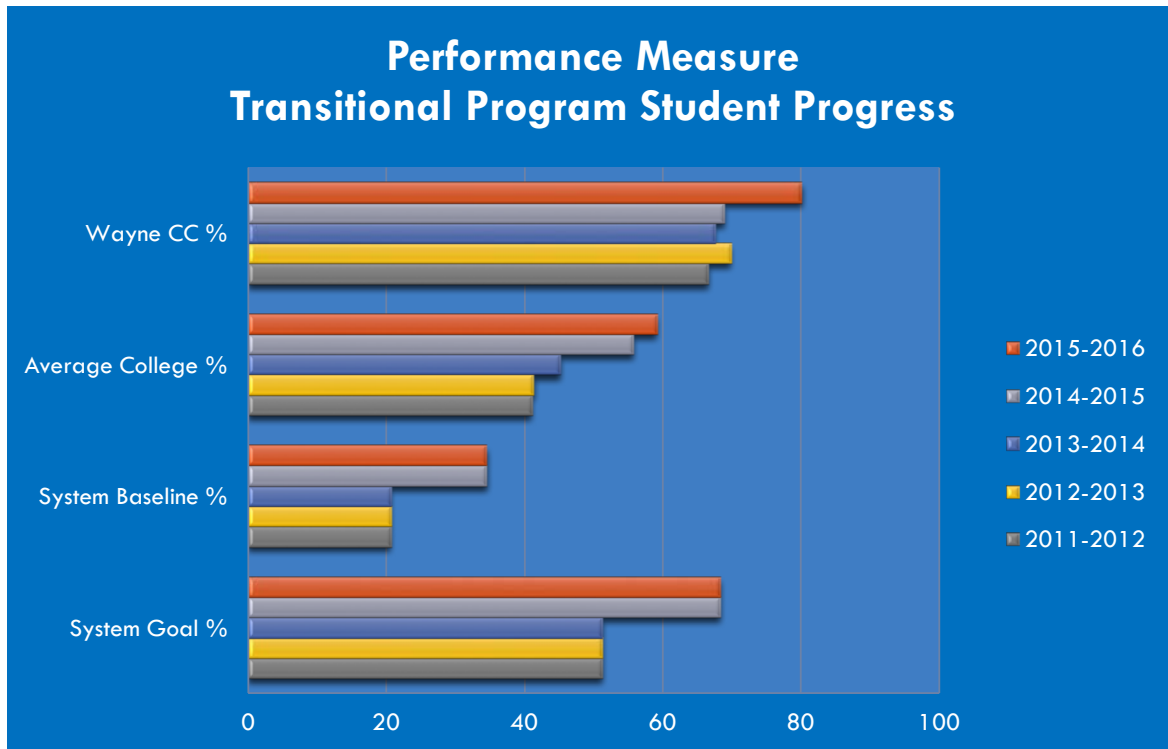
Transitional Programs for College and Career Mission Statement

The mission of Transitional Programs for College and Career is to help adult learners fulfill their potential, to become self-sufficient, contributing members of society, and to provide adult learners with the skills necessary to complete a secondary school education, to find meaningful employment and to become parents who are full partners in the education of their children.

GENERAL HANDBOOK

Placement/Progress/Grades/Attendance

PLACEMENT

Before a student can take Adult High School (AHS) classes, High School Equivalency (HSE) classes, or English Language Acquisition (ELA) classes, all students must attend orientation and take the Test of Adult Basic Education (TABE) or the Comprehensive Adult Student Assessment System (CASAS).

- Students must have a minimum passing score in Math and Reading to enter the AHS/HSE programs, and in Language to exit the AHS program.

If the minimum score is not met, students are registered into a Pre-AHS, Pre-HSE, or ELA class to improve skills. All students must take a posttest after 30-60 hours of instruction, or sometimes sooner, depending on the circumstances.

PROGRESSION

Once a student has entered the AHS program it is important to complete a course by the deadline set by the instructor. If the course is not completed by the deadline, an "F" will be recorded on the student's transcript and will affect the overall GPA. Withdrawing from an AHS class without notifying the instructor and/or advisor may result in a grade of "F".

Students in all programs must show progress each semester. By staying in class students can meet the required instructional time to be post tested. This is the opportunity to show progress and meet the minimum standards to be accepted into HSE or AHS classes.

DO THE BEST YOU CAN UNTIL YOU KNOW BETTER; THEN, WHEN YOU KNOW BETTER, DO BETTER.

-Maya Angelo

ABILITY TO BENEFIT

This policy establishes the guidelines and standards for participants in Transitional Programs for College and Career (TPCC). All interested applicants may be admitted in the program by successfully completing one of the following pre-tests which have been approved by the United States Department of Education: Comprehensive Adult Student Assessment System (CASAS) Life & Work or Test of Adult Basic Education (TABE). Students unable to successfully complete the pre-test will be admitted to the program at a future date once they are able to successfully complete the pre-test. Students who are admitted into the WCC TPCC must make progress and maintain regular attendance in order to remain in the program. After one year of failure to make progress, students are placed on Academic Probation and receive academic counseling. After two years of failure to make progress, students may be dropped from the program and may be referred to an appropriate agency. Progress is defined as regular attendance and advancement as described in at least one of the following measures.

• An Adult Basic Education or English Language Acquisition student must successfully advance a minimum of one educational functioning level.
   • An HSE student must pass a minimum of one Official HSE test per semester.
   • An Adult High School student must pass a minimum of 50 percent of courses taken per semester.

APPEAL OF AHS GRADES

Students may appeal the final grade of a course. This may be done when a student believes that his/her performance has been incorrectly or inappropriately evaluated by the instructor.
Students should first appeal with the instructor within three business days of the end of class. If a resolution is not reached, the appeals process will continue next to the Director of TPCC and then to the Associate Vice President of Workforce Continuing Education.

ATTENDANCE POLICY

Wayne Community College Transitional Programs expects students to gain skills, competencies, and awareness of a workplace ethic which emphasizes responsibility and commitment. REGULAR attendance is the students' responsibility and important to academic achievement. Students that attend class regularly are demonstrating responsibility and commitment to their education.

Percentage Completing a level by Hour Retention

4
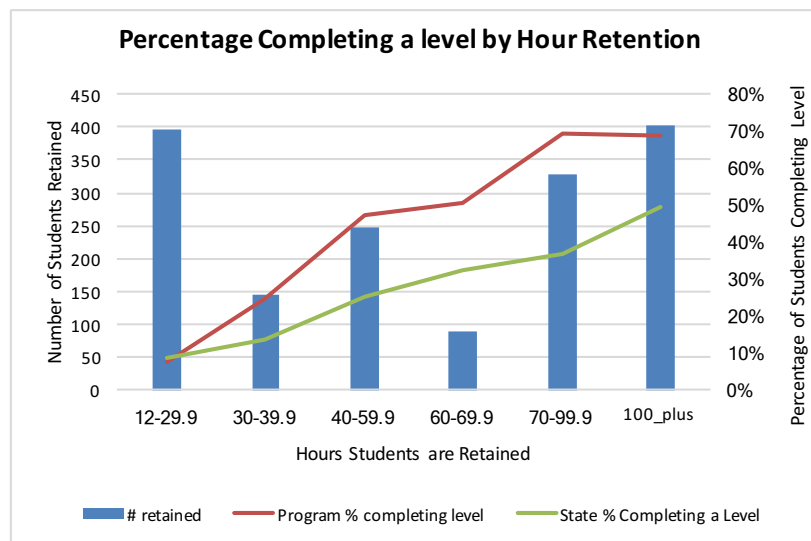
CODE OF CONDUCT

Participation in the Wayne Community College Transitional Program is a privilege for each student. By entering classes, students take upon themselves certain responsibilities and obligations, which include an honest attempt at academic performance and social behavior consistent with the lawful purpose of the college. Strict adherence to the following rules is expected:

- No one will be allowed to disrupt the educational process of another student. This includes classroom disturbances such as talking, noises, excessive tardiness, etc.
- Use of cell phones and pagers are also disruptive and will not be allowed in class.
- There will be no children or babies allowed in the classroom.
- Students may not have food in the classroom during class time except by special permission from the instructor. No food or drink is allowed in computer labs.
- Appropriate and modest attire is expected. Students should not wear short shorts, halter-tops, or clothing with inappropriate language or pictures that may be offensive to others.
- Students are expected to be prepared for class and actively participate.
- Students must follow ALL Wayne Community College policies and rules. Failure to comply with the above policies will result in removal from class. Students who are asked to leave the classroom for any reason or are not attending class are to leave the campus immediately.

DISMISSAL POLICY

Students may be suspended or expelled from the program for violation of the Wayne Community College Student Code of Conduct. Students who are found in violation will be referred to the Director of Transitional Programs. Students may appeal any sanction as stated in the Wayne Community College Student Handbook. All students are responsible for knowing and following all policies listed in this Wayne Community College Student Handbook. Violation of the following will result in the recommendation for immediate dismissal from the program:

- Possession of a weapon…knives, firearms, or any object a person could reasonably believe was intended to be used as a weapon.
- Possession, distribution, or being under the influence of drugs or alcohol.
- Assault…fighting and/or inappropriately touching another person without their consent.
- Harassment (sexual/racial)… or any conduct which places undue fear or pressure on another person.

STUDENT HONESTY

Dishonesty, cheating, plagiarism, and knowingly furnishing false information to the college are regarded as serious offenses. Cases of dishonesty will first be considered at the departmental level; then the matter will follow procedures in accordance with the Code of Student Conduct, located in the college General Catalog.

STUDENT SUPPORT SERVICES

COUNSELING

Advisors and a WIOA NEXTGEN Career Coach are available in Student Support Services (WALNUT 220) to assist you. We urge you to take advantage of these services. You may need to discuss your goals, or concerns managing your job, family, and school. If you need to change your schedule, or just need to talk, call and set up an appointment to assure someone is available when you arrive, or you may come to Student Support Services and ask to see your advisor or counselor even without an appointment.

DISABILITY SERVICES

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 students' 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, if needed. The student must request academic adjustment by contacting the Disability Services Counselor in the Wayne Learning Center building at 919-739-6729.

The WCC BOOKSTORE

The WCC Bookstore is located on the ground floor of the Wayne Learning Center. Books, supplies, gifts, WCC apparel, and graduation attire may be purchased at the bookstore.

ERWIN LIBRARY

The Clyde A. Erwin, Jr. Library is located in the Wayne Learning Center with entrances on the third floor beside the elevators and on the third floor landing of the atrium stairwell. Part of the Community College Libraries in North Carolina (CCLINC) consortium, with a shared online catalog, the Erwin Library collections include over thirty-five thousand print books and a small selection of print periodical and newspaper subscriptions, with thousands more subscribed to electronically for in-library and remote use, 24/7. Accessible through the WCC Single Search discovery service are nearly thirty thousand streaming videos, as well as hundreds of thousands of electronic books, articles and images from forty-four research databases in addition to those subscribed to through NC LIVE.

WCC BOOK STORE HOURS

Monday, Tuesday and Thursday
8 a.m.-4 p.m.

Wednesday
8 a.m.-5 p.m.

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

ERWIN LIBRARY

Monday-Thursday
7:45 a.m.-8 p.m.

Friday
7:45 a.m.-1 p.m.

Saturday and Sunday
Closed

DENTAL HYGIENE CLINIC

The Wayne Community College Dental Department operates a hygiene clinic for students, faculty, staff, and the general public. The clinic is located in the HOLLY building.

DENTAL HYGIENE CLINIC

- Fall Semester
  - *August – December*
  - 9:00 a.m. to 12:00 p.m.
  - 1:00 p.m. to 4:00 p.m. – Tuesday and Thursday
- Spring Semester
  - *January – May*
  - 9:00 a.m. to 12:00 p.m. / 1:00 p.m. to 4:00 p.m. – Monday – Wednesday
  - 9:00 a.m. to 12:00 p.m. – Thursday
- Summer Semester
  - *May – June*
  - 9:00 a.m. to 12:00 p.m. / 1:00 p.m. to 4:00 p.m. – Tuesday and Thursday
  - 9:00 a.m. to 12:00 p.m. – Wednesday

HONORS PROGRAM
Student academic honors are recognized in TPCC. The requirements are listed below:

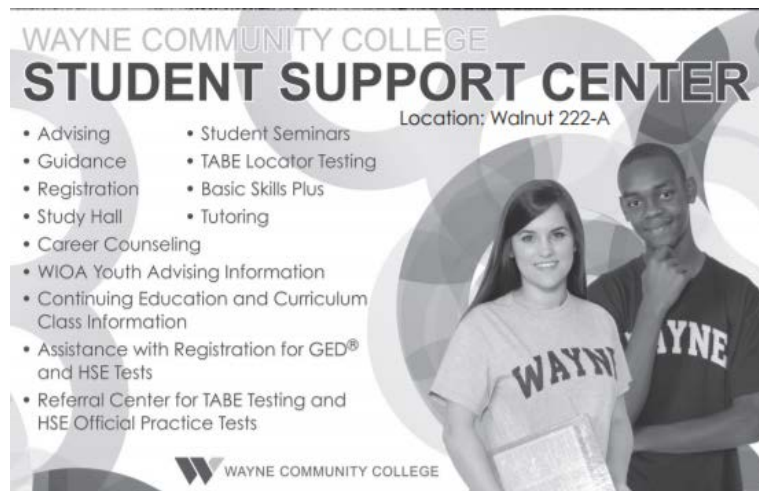**HSE GED® Honor Graduate** – Score 165+ on each of the four GED® tests.

HSE HiSET® Honor Graduate – Score 15+ and 4+ on Language Arts on four of the subtests.

AHS Honors List – Must complete a minimum of two courses with a 'B' (80-89) average or higher for each semester enrolled.

AHS Honor Graduate – Must have taken a minimum of four courses in TPCC and received an "A" or a "B" in all courses.

STUDENT SUPPORT CENTER
Student Support Center is located in WALNUT 222A. You may come here at any time for assistance with class registration, TABE testing, GED account registration, or information about NCRC. If you need additional help with your studies or a quiet place to work, we hope you will take advantage of our Student Support Center. We are here to discuss your goals and answer any questions you may have.

WAYNE COMMUNITY COLLEGE
STUDENT SUPPORT CENTER
Location: Walnut 222-A

- Advising
- Guidance
- Registration
- Study Hall
- Career Counseling
- WIOA Youth Advising Information
- 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

WAYNE COMMUNITY COLLEGE

INCLEMENT WEATHER

When inclement weather threatens, the President of the College or his designee will make any necessary decisions to cancel classes, delay classes, or totally close the College and all its operations. The decision will be announced on the WayneCC Alert system (text, e-mail, phone, and website) and on area radio and television stations. Every attempt will be made to have the announcement published by 6:00 a.m. on the day of the closing or delay. If the College is already operating when inclement weather forces such a decision, WayneCC Alerts will be used, as well as other campus communications and public media, to announce the decision. Decisions regarding closings and delays will be made on a day-to-day basis taking into consideration local conditions as well as weather forecasts. Often, decisions about evening classes are made independently. In those cases, every attempt is made to announce decisions by 3:30 p.m. If the main campus is closed, all on-campus and off-campus activities are canceled. If classes are delayed, the announcement will state the time the College will open. In times of inclement weather, radio and television stations will normally only make announcements about delays or cancellations. Therefore, the absence of an announcement means that the College is operating on a normal schedule. The fastest, most reliable means for getting these announcements is via the WayneCC Alerts.

SPECIAL NOTE:
Wayne Community College does NOT run on the same schedule as Wayne County Public Schools.

PROGRAMS OF STUDY

Pre-AHS/Pre-HSE (ABE)

The purpose of this curriculum is to provide the foundational skills needed to function in today's society. By focusing on basic reading and math skills, the Adult Basic Education (ABE) curriculum explores ways to enhance job performance, parenting skills, self-esteem, and critical thinking skills. ABE provides basic review and teaches those skills that may have been missed. The ABE curriculum also provides preparation for AHS or HSE. Often ABE classes are referred to as Pre-HSE or Pre-AHS classes.

Pathway classes are offered at this level for students to study math and reading in their area of interest; either a health career focus or a business career focus.

English Language Acquisition (ELA)

ELA is a program designed to assist speakers of other languages with improving reading, writing, and speaking skills in the English language. Focus is also placed on learning American culture and employability skills. Students new to the ELA program must complete a two-day orientation session. ELA classes are offered on campus and at a number of locations throughout Wayne County. U.S. citizenship classes are offered at various times and locations. Students in ELA classes are often referred to as English Language Leaners (ELLs).

U.S. Citizenship classes are also offered through the ELA program. Citizenship class enables a student to learn the history and civics education necessary for passing the U.S. Citizenship test.

WIOA Youth Program (NEXTGEN)

The WIOA Youth Program is a federally funded support program for students between 16 and 24 years of age. The program is designed to empower young people through education and attainment of necessary skills in life such as leadership, financial literacy and employability. Once an applicant is found eligible, qualified, and suitable, goals are set to obtain a High School Equivalency or Adult High School Diploma. If the individual has a high school diploma, tuition can be paid to help attain a degree or certification in programs such as Certified Nursing Assistant, Welding, or other approved programs at Wayne Community College. Funding is available also for books, supplies, or uniforms needed to complete desired courses. Paid and unpaid work experiences are provided to help students gain necessary occupational skills.

If you have any questions, please contact Ms. Asia Jones at 919-739-6923 or 919-731-7950 ext. 252.

High School Equivalency (HSE)

North Carolina's High School Equivalency (HSE) Diploma program offers instruction to prepare learners to successfully pass a designated high school equivalency assessment. Two nationally-recognized assessments used to obtain a state-issued High School Equivalency diploma at WCC are GED®, HiSET®.

GED — $80
- Computer-based test
- 4 Subjects
  1. Language Arts
  2. Science
  3. Social Studies
  4. Mathematics
- Retake the test up to two times for free.

(ETS) HiSET — $50
- Computer or paper-based test
- 5 Subjects
  1. Reading
  2. Writing
  3. Science
  4. Social Studies
  5. Mathematics
- Retake the test up to two times for free.

North Carolina
State Board of Community Colleges

High School Equivalency Diploma

In accordance with the laws of North Carolina, this diploma has been bestowed upon the recipient after completing the High School Equivalency tests approved by the North Carolina State Board of Community Colleges.

http://www.gedtestingservice.com/ged-testing-service
http://hiset.ets.org

Adult High School (AHS)

The purpose of our AHS program is to assure competence in specific course areas. A minimum of 10 transfer credits, five being core courses, are usually required to be eligible for the AHS program. Although students may already have 21 units* of credit from a previous public or private school, it does not necessarily mean all courses are transferable to the AHS program.

*Number of required units is subject to change.

A minimum of two courses must be completed at WCC in order to earn a WCC AHS diploma. Classes are offered on campus as hybrid computer-based classes and meet year round.
Graduation requirements are subject to change to align with Wayne County Public Schools.

English – 4 units required English 1, English 2, English 3, English 4
Social Studies – 3 units required Civics, US History, and a World Studies Course
Math – 4 units required Algebra I, Algebra II, Geometry, and a fourth math aligned with post-secondary plans
Science – 3 unites required Physical Science, Earth Science, Biology
Career Readiness (NCRC) College and Career Required elective
Healthful Living Education – 1 unit required Health
Electives Several electives available

For more information, all Adult High Course descriptions and prerequisites are located in the appendix.

Basic Skills Plus

Students may earn their diploma and take college courses at the same time. If you are interested in one of the programs below, or even another program, contact the Student Support Services Coordinator for more information in WAL 220.

- Nurse Aide I (CNA I)
- Certified Production Technician
- NIMS Machining
- Emergency Medical Technician (Basic EMT)
- Healthcare Billing and Coding
- Industrial Systems Technology
- Turfgrass Management
- Welding

For more information on courses available and certificate program see the appendix.

TECHNOLOGY ACCEPTABLE USE PROCEDURE (TAUP)

Please visit the WCC website for TAUP:

https://www.waynecc.edu/open-computer-lab/taup/

APPENDIX

ADULT HIGH SCHOOL COURSE DESCRIPTIONS

BASIC SKILLS PLUS

CERTIFICATE PROGRAMS

ADULT HIGH SCHOOL COURSES
Descriptions and Prerequisites

ENGLISH COURSES

AHS-ENGL1 - (English 1) To become competent in understanding and utilizing standard grammar in order to express feelings, thoughts, ideas and experiences in written form which are understandable to others. *(Prerequisite: None)*

AHS-ENGL2 - (English 2) To develop and strengthen reading comprehension skills through summarizing texts, making inferences, and working with elements of literary and informational texts in increasing complexity. *(Prerequisite: ENGL1)*

AHS-ENGL3 - (English 3) To develop communication skills through exposure to models of different literary genre. To experience and respond through writing to situations and events depicted in literature. *(Prerequisite: ENGL2)*

AHS-ENGL4 - (English 4) To develop written and oral communication skills through exposure to models of different literary genre. To study literary elements which were mastered in ENG3, and will develop an understanding of more literary elements, sharpen comprehension skills, and foster a love of good literature. To experience and respond, through writing, to situations and events depicted in literature. *(Prerequisite: ENGL3)*

MATH COURSES

AHS-CMAT - (Consumer Math) The study of consumer related information and applied mathematics. This will involve the understanding of certain basic consumer concepts, terminology, and practical mathematics as are needed to be an informed and effective consumer. *(Prerequisite: None)*

AHS-ALGEI - (Algebra I) This first year algebra course involves writing, solving, and graphing linear and quadratic equations, including systems of two linear equations in two unknowns. Quadratic equations are solved by factoring, completing the square, graphically, or by application of the quadratic formula. The course also includes study of monomial and polynomial expressions, inequalities, exponents, functions, rational expressions, ratio, and proportion. Algebraic skills are applied in a wide variety of problem-solving situations. *(Prerequisite: None)*

AHS – ALGEII - (Algebra II) This second year of algebra involves a review and extension of the concepts taught in Algebra 1. Topics covered will include equations and inequalities, coordinates and graphs, general functions, polynomial and rational functions, exponential and logarithmic function. Trigonometric functions of angles and of real numbers, analytic trigonometry, systems of equations and inequalities, sequences and series. Graphing calculator skills will be taught and used extensively in this course. Throughout this course, students will develop learning strategies, critical thinking skill, and problem solving techniques to prepare for future math courses and college entrance exams. *(Prerequisite: Algebra I, Geometry)*

AHS – GEOM - (Geometry) This course is designed to emphasize the study of the properties and applications of common geometric figures in two and three dimensions. It includes the study of transformations and right triangle trigonometry. Inductive and deductive thinking skills are used in problem solving situations, and applications to the real world are stressed. It also emphasizes writing proofs to solve (prove) properties of geometric figures. *(Prerequisite: Algebra I)*

AHS – PRECAL - (Pre Calculus) This course is designed to cover topics in Algebra ranging from polynomial, rational, and exponential functions to conic sections. Trigonometry concepts such as Law of Sines and Cosines will be introduced. Students will then begin analytic geometry and calculus concepts such as limits, derivatives, and integrals. This class is important for any student planning to take a college algebra or college pre-calculus class. *(Prerequisite: Algebra II and Geometry)*

AHS – PFIN - (Principle of Finance) The study of prepares students to become financially responsible. Students will study how to make a budget, use checking and savings accounts, gain knowledge in debt and credit management, and evaluate and understand insurance and taxes. *(Prerequisite: None)*

SOCIAL STUDIES COURSES

AHS-GOV - (Government) Will examine the foundations and institutions of local, state, and national governments. Will concentrate on basic concepts, institutions and processes, decision-makers and their roles, and the analysis/evaluation of political problems and policies. *(Prerequisite: None)*

AHS-ECO - (Economics) Will encompass learning a broad range of economic concepts and examining the complex nature and essential characteristics of economic systems. The main purpose of this course is to enable the student to develop the economic skills necessary to be a competent citizen. *(Prerequisite: None)*

AHS-USHIS1 - (U.S. History, Part 1) Examines both the political and social history of the United States beginning in pre-Columbian days and continuing through the American Civil War. *(Prerequisites: None)*

AHS-USHIS2 - (U.S. History, Part 2) Examines both the political and social history of the United States beginning in the post Reconstruction days and continuing until the late twentieth century and up to the present. *(Prerequisite: none)*

AHS-NCHIS - (NC History) Examines the historical highlights of the State beginning with Early History, Colonial Period, Early Federal Period, Antebellum North Carolina, Civil War and Reconstruction, and periods in the twentieth century. The course concentrates on important leaders, geographic and social characteristics, technological advancements and change. Political developments in the state will also be discussed. An emphasis on understanding broad themes will be emphasized rather than just memorization.

AHS-WGEOG - (World Geography) Provides an understanding of the major characteristics of the geographic distribution of people, resources, and human activities. The course content includes the five geographic themes of geography relating to general characteristics of the world=s regions, identification of regional patterns and relationships, and the interaction of physical environment and human activities. To help students understand global issues to meet human needs and the need for regions to work together for common goals. *(Prerequisite: None)*

AHS-WHIST - (World History) Emphasizes the origins of world civilizations and the impact of non-Western civilizations on the West and upon world culture. Beginning with the rise of social organizations among isolated people to the complex interdependence of the twentieth century, this course stresses important events, persons, and trends and their roles in history and contemporary society. Economic, social and political developments are stressed. *(Prerequisite: None)*

SCIENCE COURSES

AHS-PSCI - (Physical Science) Allows the student to explore the world of physical science and to understand its importance in daily life. *(Prerequisite: None)*

AHS-BIO - (Biology) Will learn basic biology concepts and skills. Students are encouraged to view their knowledge of life activities as being useful to them in all areas of their daily lives. The course gives students an awareness that basic life activities are useful to them in fields of higher academic pursuit or applied and technical endeavors. *(Prerequisite: None)*

AHS-ESCI - (Earth Science) Examines the factors that make the Earth a suitable environment for life. These factors take a student from the atomic structure of minerals to the Earth=s relationship to space and the universe. *(Prerequisite: None)*

AHS-HLT - (Health) Gives the adult learner a knowledge of good health practices and to create an awareness of the role the responsible adult can play in maintaining a lifestyle which promotes physical and mental fitness. *(Prerequisite: None)*

AHS-ESTU - (Environmental Studies) To provide students with a innovative hands-on approach to learning; the majority of the course will be completed on a computer with additional studies including: current events, projects, supplemental readings and videos. *(Prerequisite: None)*
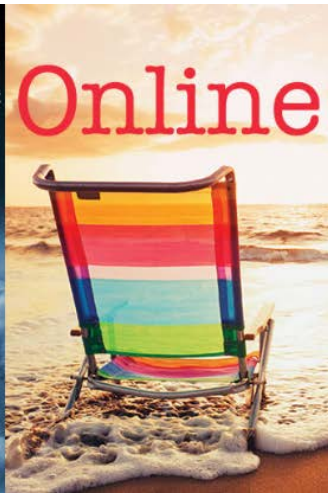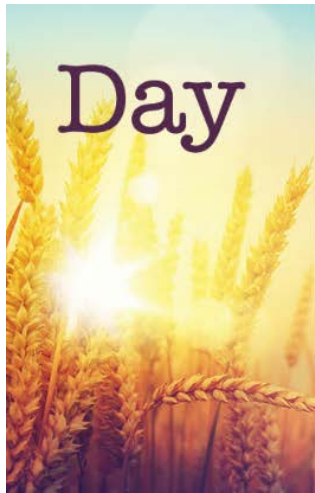
ELECTIVE COURSES

Traditional elective courses include:

- College and Career Transition
- ART 101

Online elective courses include:

- Career Exploration
- Art Appreciation and History
- Essentials of Business
- Technology and Business
- Computer Applications 1
- Computer Applications 2
- Chemistry
- Essentials of Communication
- Personal and Family Living
- Digital Art

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!

AG AND NATURAL RESOURCES

Agribusiness Technology (C15100X)

The Agribusiness Technology curriculum is designed to prepare students for careers in the agribusiness segment of the agricultural industry. It provides an understanding of basic business concepts and principles as they relate to the agricultural industry.

		Contact Hours	Semester Credit Hours
Fall Semester			
AGR 139	Introduction to Sustainable Agriculture	3	3
ANS 110	Animal Science	3	3
BUS 151	People Skills	3	3
Spring Semester			
AGR 140	Agricultural Chemicals	4	3
AGR 212	Farm Business Management	3	3
AGR 214	Agricultural Marketing	3	3
Total Semester Hours			18

Applied Animal Science Technology Program (C15280X)

The Applied Animal Science Technology curriculum is designed to prepare students for careers in the production, processing, and distribution of livestock and poultry and their products according to scientific principles essential to efficient and profitable operation.

		Contact Hours	Semester Credit Hours
Fall Semester			
ANS 110	Animal Science	3	3
ANS 115	Animal Feeds and Nutrition	4	3
ANS 130	Poultry Production	4	3
Spring Semester			
ANS 120	Beef Production	4	3
ANS 210	Livestock Production Issues	3	3
Total Semester Hours			15

❖Indicates prerequisites are required.

AG AND NATURAL RESOURCES

Sustainable Agriculture (C15410X)

The Sustainable Agriculture program is designed to provide the entrepreneurial and technical skills necessary to manage a profitable, environmentally sound, community-based small farm or agricultural business. The objective is the development of a workforce knowledgeable in sustainable agriculture practices.

		Contact Hours	Semester Credit Hours
Fall Semester			
AGR 111	Basic Farm Maintenance	4	2
AGR 139	Introduction to Sustainable Agriculture	3	3
BUS 151	People Skills	3	3
Spring Semester			
AGR 121	Biological Pest Management	3	3
AGR 160	Plant Science	4	3
AGR 265	Organic Crop Production: Spring	4	3
Total Semester Hours			17

Turfgrass Management Technology Certificate (C15420X)

The Turfgrass Management Technology curriculum is designed to provide skills necessary to perform duties related to management of golf courses, sports fields, lawn care, irrigation design, and sod production.

		Contact Hours	Semester Credit Hours
Fall Semester			
AGR 170	Soil Science	4	3
TRF 110	Intro to Turfgrass	5	4
Spring Semester			
TRF 120	Turfgrass Irrigation	6	4
TRF 240	Turfgrass Pest Control	4	3
TRF 260	Adv. Turfgrass Management❖ (TRF 110)	5	4
Total Semester Hours			18

❖Indicates prerequisites are required.

Business Administration (C25120X)

"The business of America is business" and the Certificate in Business Administration is designed to prepare students for a career in today's technology-based global economy. Students will become well-skilled graduates who are prepared for a growing labor market.

		Contact Hours	Semester Credit Hours
Fall Semester			
BUS 110	Introduction to Business	3	3
BUS 137	Principles of Management	3	3
CIS 110	Introduction to Computers❖ (CIS 070)	4	3
Spring Semester			
BUS 115	Business Law I	3	3
BUS 153	Human Resource Management	3	3
MKT 120	Principles of Marketing	3	3
Total Semester Hours			**18**

Early Childhood Education (C55220BX)

The Early Childhood Education curriculum prepares students to work with young children in child care programs, preschools, public and private schools, and More at Four and Head Start programs. The certificate is an entry-level program. Preparation for employment includes lectures, discussions, hands-on activities through labs, and cooperative work experiences.

		Contact Hours	Semester Credit Hours
Fall Semester			
EDU 119	Intro. to Early Childhood Education	4	4
EDU 144	Child Development I❖ (DRE 097)	3	3
Spring Semester			
EDU 145	Child Development II❖ (DRE 097)	3	3
EDU 153	Health, Safety and Nutrition❖ (DRE 097)	3	3
EDU 146	Child Guidance❖ (DRE 097)	3	3
Total Semester Hours			**16**

❖Indicates prerequisites are required.

EARLY CHILDHOOD

Infant/Toddler (C55290X)

The Early Childhood Education curriculum prepares students to work with infants and toddlers in child care programs, preschools, public and private schools, and Head Start programs. Having an employee who has earned this certificate gives the graduate's employer an additional quality point on its star-rated license. The certificate is an entry-level program.

		Contact Hours	Semester Credit Hours
Fall Semester			
EDU 119	Intro. to Early Childhood Education	4	4
EDU 131	Child, Family and Community❖ (DRE 097)	3	3
EDU 144	Child Development I❖ (DRE 097)	3	3
Spring Semester			
EDU 153	Health, Safety and Nutrition❖ (DRE 097)	3	3
EDU 234	Infants, Toddlers, and Twos ❖ (DRE 098 and EDU 119)	3	3
Total Semester Hours			**16**

EMERGENCY MANAGEMENT

Public Safety Certificate (C55460PX)

The Emergency Management curriculum is designed to provide students with a foundation of technical and professional knowledge needed for emergency services delivery in local and state government agencies. Study involves both management and technical aspects of law enforcement, fire protection, emergency medical services, and emergency planning.

		Contact Hours	Semester Credit Hours
Fall Semester			
EPT 120	Sociology of Disaster	3	3
EPT 140	Emergency Management	3	3
FIP 152	Fire Protection Law	3	3
CJC 170	Critical Incident Management	3	3
Total Semester Hours			**12**

❖Indicates prerequisites are required.

ENGINEERING AND MANUFACTURING

Building Science Certificate (C40370DX)

The Building Science certificate will prepare students to gain employment in the green construction and building monitoring industries. Students will be exposed to sustainable construction and development as well as requirements for initial LEED (Leadership in Energy and Environmental Design) certification and ongoing building monitoring and optimization. Students will learn how sustainable initiatives, energy conservation, and renewable energy sources fit into the future of the building industry.

		Contact Hours	Semester Credit Hours
Fall Semester			
CST 111	Construction I	6	4
SST 110	Introduction to Sustainability	3	3
Spring Semester			
ALT 120	Renewable Energy Technology	4	3
CST 150	Building Science	4	3
SST 140	Green Building and Design Concepts	3	3
Total Semester Hours			**16**

Mechatronics Engineering Technology Certificate (C40350X)

The Mechatronics Engineering Technology curriculum prepares students to become technicians who design, build, install, test, troubleshoot, repair, and modify developmental and production electronic components, equipment, and systems such as industrial/computer controls, manufacturing systems, communication systems, and power electronic systems.

		Contact Hours	Semester Credit Hours
Fall Semester			
ELC 111	Introduction to Electricity	4	3
Spring Semester			
ATR 112	Introduction to Automation	5	3
ELC 120	Introduction to Wiring	4	3
ELC 213	Instrumentation ❖ (ELC 111)	5	4
Summer Semester			
ISC 112	Industrial Safety	2	2
Total Semester Hours			**15**

❖Indicates prerequisites are required.

ENGINEERING AND MANUFACTURING

Mechanical Engineering Technology/Engineering Technology Certificate (C40320X)

The Mechanical Engineering Technology curriculum prepares students for employment as technicians in the diversified mechanical and manufacturing engineering fields. Mechanical Engineering technicians assist in design, development, testing, process design and improvement, and troubleshooting and repair of engineered systems. Emphasis is placed on the integration of theory and hands-on application of engineering principles.

		Contact Hours	Semester Credit Hours
Fall Semester			
DFT 111	Technical Drafting I	4	2
DFT 151	CAD I	5	3
HYD 110	Hydraulics	5	3
Spring Semester			
DFT 154	Introduction To Solid Modeling	5	3
MEC 145	Manufacturing Materials	5	3
MEC 110	Intro to CAM	3	2
Total Semester Hours			16

Business Administration/Operations Management (C2510GX)

The Business Administration/Operations Management Certificate provides students with an insight into the daily operational management required in today's industry and business. This certificate can be earned in one year.

		Contact Hours	Semester Credit Hours
Fall Semester			
ACA 111	College Student Success	1	1
ISC 121	Environmental Health and Safety	3	3
ISC 210	Production and Operational Planning ❖ (DMA 010-060 and DRE 098)	3	3
Spring Semester			
ISC 132	Manufacturing Quality Control ❖ (DMA010-060 and DRE 098)	5	3
OMT 112	Material Management	3	3
OMT 260	Issues in Operations Management ❖(ISC 121 or ISC 210 and ISC132)	3	3
Total Semester Hours			16

❖Indicates prerequisites are required.

Air Conditioning, Heating, and Refrigeration Technology – Comfort Cooling Certificate (C35100X)

The Air Conditioning, Heating, and Refrigeration Technology curriculum provides the basic knowledge to develop skills necessary to work with residential and light commercial systems.

		Contact Hours	Semester Credit Hours
Fall Semester			
AHR 110	Introduction to Refrigeration	8	5
AHR 111	HVACR Electricity	4	3
AHR 113	Comfort Cooling	6	4
Total Semester Hours			12

INDUSTRIAL TECHNOLOGY

Air Conditioning, Heating, and Refrigeration Technology - Heat Pump Certificate (C35100PX)

The Air Conditioning, Heating, and Refrigeration Technology curriculum provides the basic knowledge to develop skills necessary to work with residential and light commercial systems.

		Contact Hours	Semester Credit Hours
Fall Semester			
AHR 110	Introduction to Refrigeration	8	5
AHR 111	HVACR Electricity	4	3
Spring Semester			
AHR 114	Heat Pump Technology ❖(AHR 110 or AHR 113)	6	4
Summer Semester			
AHR 172	Heat Pump Lab	3	1
Total Semester Hours			13

Air Conditioning, Heating, and Refrigeration Technology - Heating Technology Certificate (C35100TX)

The Air Conditioning, Heating, and Refrigeration Technology curriculum provides the basic knowledge to develop skills necessary to work with residential and light commercial systems.

		Contact Hours	Semester Credit Hours
Fall Semester			
AHR 110	Introduction to Refrigeration	8	5
AHR 111	HVACR Electricity	4	3
Spring Semester			
AHR 112	Heating Technology	6	4
Total Semester Hours			12

❖Indicates prerequisites are required.

INDUSTRIAL TECHNOLOGY

Computer-Integrated Machining/CNC Programming (C50210DX)

This certificate will introduce students to blueprint reading, computer-aided design (CAD), and computer numerical control (CNC). Upon completion, students will be able to produce complex parts using CAD/CAM software.

		Contact Hours	Semester Credit Hours
Fall Semester			
MAC 121	Introduction to CNC	2	2
MAC 131	Blueprint Reading/Machining I	3	2
MAC 141	Machining Applications I	8	4
Spring Semester			
MAC 122	CNC Turning	4	2
MAC 124	CNC Milling	4	2
Summer Semester			
MAC 222	Advanced CNC Turning❖ (MAC 122)	4	2
MAC 224	Advanced CNC Milling❖ (MAC 124)	4	2
Total Semester Hours			**16**

Industrial Systems Certificate (C50240X)

The Industrial Systems Technology curriculum is designed to prepare or upgrade students to safely service, maintain, repair, or install equipment. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial systems.

		Contact Hours	Semester Credit Hours
Fall Semester			
ELC 125	Diagrams and Schematics	3	2
ELC 127	Software for Technician	4	2
MNT 165	Mechanical Industrial Systems	4	2
Spring Semester			
ELC 120	Introduction to Wiring	4	3
MEC 111	Machine Processes I	5	3
Summer Semester			
*ISC 121	Environmental Health and Safety	3	3
*MNT 110	Introduction to Maint Procedures	4	2
Total Semester Hours			**17**

*Online Courses

❖Indicates prerequisites are required.

INDUSTRIAL TECHNOLOGY

Welding Technology Certificate (C50420WX)

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metalworking industry.

	Contact Hours	Semester Credit Hours
Fall Semester		
WLD 115 SMAW (Stick) Plate	11	5
WLD 121 GMAW (MIG) FCAW/Plate	8	4
Spring Semester		
WLD 112 Basic Welding Processes	4	2
WLD 131 GTAW (TIG) Plate	8	4
Total Semester Hours		**15**

INFORMATION TECHNOLOGY

Systems and Hardware Support (C25590HX)

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and\or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence.

		Contact Hours	Semester Credit Hours
Fall Semester			
CTI 110	Web, Pgm, & DB Foundation❖ (CIS 070)	4	3
CTS 115	Info Sys Business Concepts❖ (CIS 070)	3	3
Spring Semester			
CTI 120	Network & Sec Foundation❖ (CIS 070)	4	3
CTS 120	Hardware/Software Support❖ (CIS 070)	5	3
Total Semester Hours			**12**

❖Indicates prerequisites are required.

INFORMATION TECHNOLOGY

Simulation and Game Development (C25450X)

The Simulation and Game Development curriculum provides a broad background in simulation and game development with practical applications in creative arts, visual arts, audio/video technology, creative writing, modeling, design, programming and management.

		Contact Hours	Semester Credit Hours
Fall Semester			
SGD 111	Introduction to SGD❖ (CIS 070)	5	3
SGD 116	Graphic Design Tools	4	3
Spring Semester			
SGD 113	SGD Programming❖ (CIS 070)	5	3
SGD 114	3D Modeling❖ (CIS 070)	5	3
Total Semester Hours			12

Systems Support Certificate (C25590SX)

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and\or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence.

		Contact Hours	Semester Credit Hours
Fall Semester			
CTI 110	Web, Pgm, & DB Foundation❖(CIS 070)	4	3
CTS 115	Info Sys Business Concepts❖(CIS 070)	3	3
Spring Semester			
CIS 110	Introduction to Computers❖(CIS 070)	4	3
CTI 120	Network & Sec Foundation❖(CIS 070)	4	3
Total Semester Hours			12

❖Indicates prerequisites are required.

MEDICAL AND OFFICE ADMINISTRATION

Medical Office Administration/Medical Insurance (C25310IX)

The Medical Office Administration/Medial Insurance Certificate teaches students to perform a wide array of administrative duties, such as completing insurance claim forms and scheduling appointments. Demand for multi-skilled Medical Administrative Assistants and Medical Coding Specialist continues to increase.

		Contact Hours	Semester Credit Hours
Fall Semester			
MED 118	Medical Law and Ethics	2	2
MED 121	Medical Terminology I	3	3
OST 148	Medical Coding, Billing, and Insurance	3	3
Spring Semester			
MED 122	Medical Terminology II❖ (MED 121)	3	3
OST 243	Medical Office Simulation❖ (OST 148)	4	3
OST 247	Procedure Coding❖ (MED 121)	3	2
OST 248	Diagnostic Coding❖ (MED 121)	3	2
Total Semester Hours			**18**

Office Administration (C25370X)

The Office Administration Certificate teaches students the skills neccessary to become a valued member of the office team and a part of one of America's largest occupations! Trained office administration personnel are the core of the efficient operation of any organization.

		Contact Hours	Semester Credit Hours
Fall Semester			
CIS 110	Introduction to Computers❖ (CIS 070)	4	3
OST 132	Keyboarding Skillbuilding	3	2
OST 136	Word Processing	4	3
Spring Semester			
OST 134	Text Entry and Formatting	4	3
OST 164	Text Editing Applications❖ (DRE 097)	3	3
OST 184	Records Management	4	3
Total Semester Hours			**17**

❖Indicates prerequisites are required.

Criminal Justice/Latent Evidence (C5518AX)

The Criminal Justice/Latent Evidence Certificate teaches students how to search for and collect evidence, interview witnesses and interrogate suspects, take photographs, develop and classify fingerprints, and scientifically understand microscopic evidence. This program will help prepare students for a career in law enforcement or as a crime scene investigator. Preparation for employment includes lectures, discussions, and hands-on activities through labs.

		Contact Hours	Semester Credit Hours
Fall Semester			
CJC 114	Investigative Photography	3	2
CJC 120	Interviews/Interrogations	3	2
CJC 245	Friction Ridge Analysis	5	3
CJC 144	Crime Scene Processing	5	3
Spring Semester			
CJC 146	Trace Evidence	5	3
CJC 246	Advance Friction Ridge Analysis❖ (CJC 245)	5	3
Total Semester Hours			**16**

❖Indicates prerequisites are required.

TRANSPORTATION

Collision Repair and Refinishing Technology (C60130X)

Collision Repair and Refinishing Technology: A program that prepares students to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. Includes instruction in structure analysis, damage repair, non-structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques, and damage analysis and estimating.

		Contact Hours	Semester Credit Hours
Fall Semester			
ACA 111	College Student Success	1	1
TRN 110	Introduction to Transportation Technology	3	2
TRN 180	Basic Welding for Transportation	5	3
AUB 111	Painting and Refinishing I	8	4
AUB 121	Non-Structural Damage I	5	3
AUB 131	Structural Damage I	6	4
Total Semester Hours			**17**

Transportation Technology Certificate (C60160X)

Upon completion of the Maintenance and Light Repair Certificate program, the new graduate should be able to maintain and perform light vehicle repairs related to Automotive Service Excellence (ASE) Automobile areas A1-A8 including Engine Repair, Automatic Trans/Tansaxle, Manual Drivetrains and Axles, Suspension and Steering, Brakes, Electrical/Electronic Systems, Heating and Air Conditioning, and Engine Performance.

		Contact Hours	Semester Credit Hours
Fall Semester			
ACA 111	College Student Success	1	1
TRN 110	Introduction to Transportation Technology	3	2
TRN 111	Chassis Maintenance/Light Repair	8	4
TRN 112	Powertrain Maintenance/Light Repair	8	4
TRN 170	PC Skills for Transportation	3	2
Total Semester Hours			**13**

WORKFORCE CONTINUING EDUCATION

ADMINISTRATIVE ASSISTANT CERTIFICATE PROGRAM (WEB-SUPPORTED)

GET READY FOR A NEW JOB!

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

WAYNE COMMUNITY COLLEGE
CERTIFICATE OF COMPLETION
TO
Your Name Here

For successful completion of 81 Contact Hours and 8.1 Continuing Education Units (CEUs) in Administrative Assistant Computer Training Given this 21st day of December, 2012

INSTRUCTOR   DIRECTOR

PRE-REQUISITES FOR ALL EMS PROGRAMS

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

Course requisite: Students must purchase a designated uniform shirt to be worn at clinical sites and within the classroom setting for approximately $16.01, malpractice insurance for $13.00, and student insurance for $0.55 from the college; and obtain a criminal background and drug screening check prior to beginning field clinical rotations. Textbooks are required for these classes.

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 10 business days before class starts to receive your information packet at 919-739-6893 or kmboswell@waynecc.edu. Documents within the packet are due by the first night of the class. There will be no admission to class without the submission of all supporting documentation. NO EXCEPTIONS.
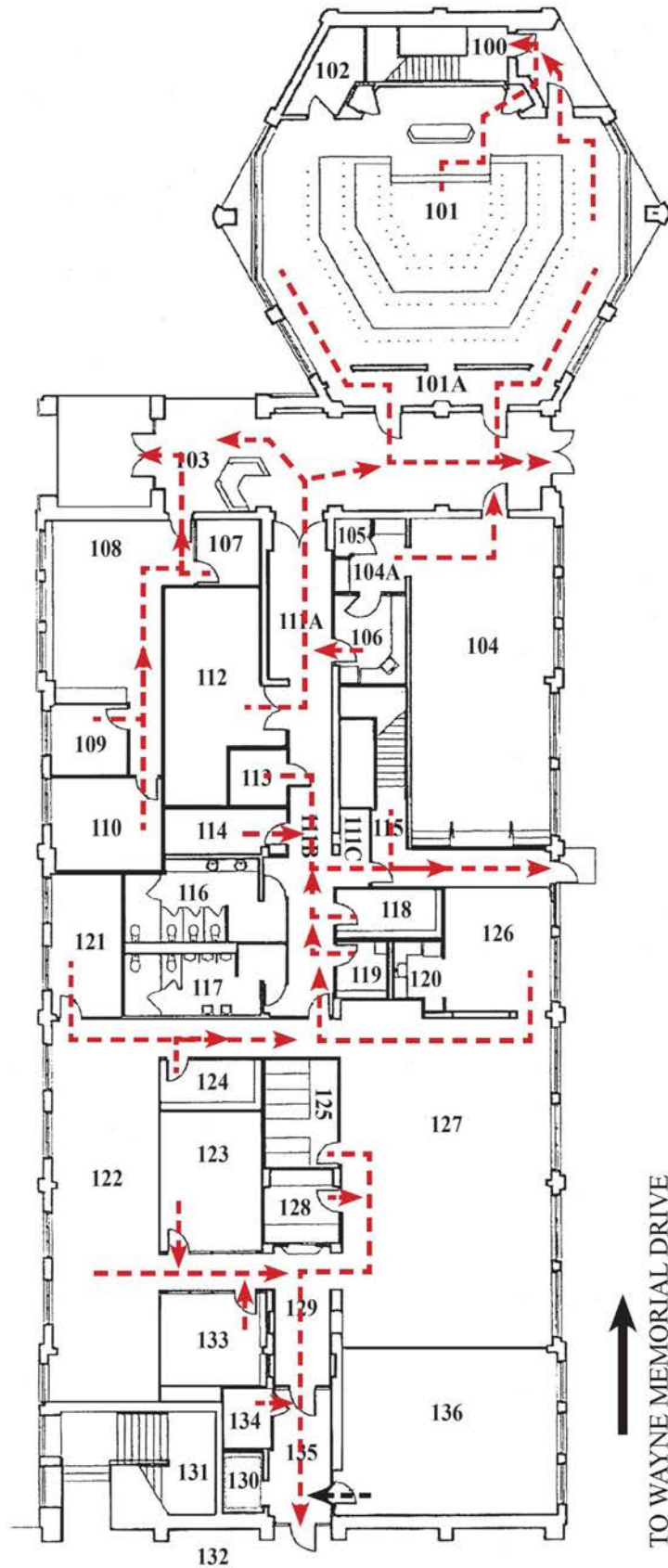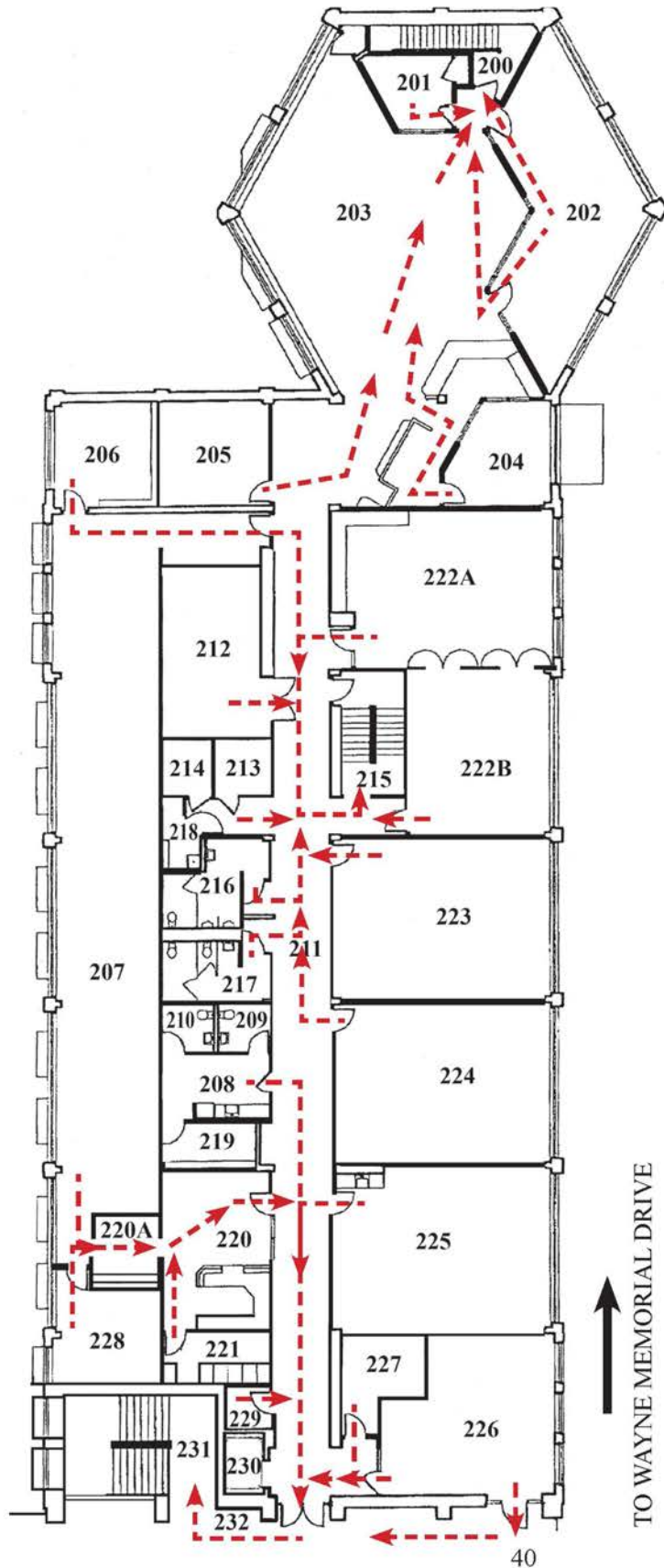
WALNUT BUILDING
1st Floor

Evacuate to grass between Cedar building and monuments on north side of Hocutt Drive if an alarm sounds or an evacuation order is given.
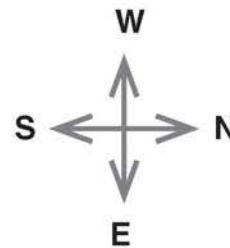
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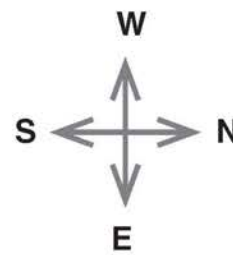
WALNUT BUILDING
2nd Floor

Evacuate to grass between Cedar building and monuments on north side of Hocutt Drive if an alarm sounds or an evacuation order is given.

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