

# Spring 2019

## Workforce Continuing Education Services

### COURSE SCHEDULE

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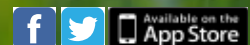
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Reception Desk | 919-739-6900  
Transitional Programs for College and Career  
919-739-6908



**WAYNE**  
COMMUNITY COLLEGE  
WORKFORCE CONTINUING EDUCATION SERVICES

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





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 reporting term

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

## COURSE FEES

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

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

\*See specific course listing.

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

## COMPANY/ORGANIZATION PAYMENT PROCESS (SPONSOR BILLING)

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

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

Employer ID/Tax ID Number

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

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

## REFUND POLICY FOR WORKFORCE CONTINUING EDUCATION SERVICES

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

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

## COMPUTER TECHNOLOGY FEE

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

## STUDENT ACCIDENT INSURANCE

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

## STUDENT ID AND PARKING FEE

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

## QUICK REFERENCE OF RATES

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

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

\*Fee subject to change.

## 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.

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

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

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

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

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



# REGISTRATION FORM INSTRUCTIONS

## WEBADVISOR ACCESS FOR WORKFORCE CONTINUING EDUCATION

Workforce Continuing Education Students may use WebAdvisor to register for classes, check grades, access course schedules, unofficial transcripts, etc. To access this service, go to [www.waynecc.edu](http://www.waynecc.edu) and click on "WebAdvisor" in the right-side Quick Links area. In order to register online, the student must have been enrolled in a Workforce Continuing Education class within the last 6 months. All new students must come to campus to register and will have WebAdvisor access the first day of classes. Username and password:

Before students can access Wayne Community College Mail, Moodle, or Webadvisor they must determine their username (see directions below or receive it from an advisor) and create a password by visiting the Online Services Student Login page on the WCC Web site.

- Start on the WCC home page: [www.waynecc.edu](http://www.waynecc.edu)
- In the Quick Links menu, select Student e-mail, Moodle, or Webadvisor. You will be taken to the Online Services Student Login page: [www.waynecc.edu/online-services/](http://www.waynecc.edu/online-services/)
- If you have not already been provided with your username, click on the Your Initial WCC Login (New Students) tab for directions on formatting your username.
- Once you have your username, click on the Create Password/ Forgot Password/Password

Expired link follow the directions for creating your password.

- e. You must have your full seven-digit student ID number which may include 0's to complete the process
- f. If you set up answers to security questions - make note of the answers you provided. You will need to answer the questions if you fail to reset your password before it expires.

Now that you have a username and password, you can access WCC Mail, Webadvisor, and Moodle (although very few Workforce Continuing Education courses use Moodle). To access these services, go to [www.waynecc.edu](http://www.waynecc.edu) and click on Student E-mail, WebAdvisor, or Moodle on the right-side Quick Links menu that will take you to the Online Services Student Login page. Then click on the appropriate LOGIN NOW button at the top of the page.

## REGISTER ONLINE

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

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

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

**NOTE: If you are having issues, please contact the WCC Computer Lab at 919-739-7032 to have your password reset.**

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

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

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

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

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

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

## SCHOLARSHIPS FOR OCCUPATIONAL TRAINING COURSES

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

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

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

State Employees' Credit Union\*





## Registration Form Instructions Continued...

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

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

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

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

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

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

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

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

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

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

WAYNE COMMUNITY COLLEGE WORKFORCE CONTINUING EDUCATION SERVICES		STUDENT REGISTRATION FORM	
3000 Wayne Memorial Drive   Goldsboro, North Carolina 27534   919-739-6900   waynecc.edu			
CID #: _____		TERM: _____	
LOCATION: _____		DAYS: _____	
		TIME: _____	
Class Title: _____		Class Start Date: _____	
Last Name: _____		First Name: _____	
Address: _____		Middle Name: _____	
City: _____		County (Residence): _____	
State: _____		Zip Code: _____	
Primary Phone: (____) _____		Phone Type: <input type="checkbox"/> Home <input type="checkbox"/> Business <input type="checkbox"/> Cell Phone	
Other Phone: (____) _____		Phone Type: <input type="checkbox"/> Home <input type="checkbox"/> Business <input type="checkbox"/> Cell Phone	
E-mail Address: _____			
Student ID or SSN: _____		Birthdate (mm/dd/yyyy): _____	
Sex: (Check One) <input type="checkbox"/> Male <input type="checkbox"/> Female		Ethnic/Race: (Check one) <input type="checkbox"/> American/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Hawaiian/Pacific Islander <input type="checkbox"/> Hispanic <input type="checkbox"/> White	
Employment Status: (Check one) <input type="checkbox"/> Employed <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed - Seeking		Employed: <input type="checkbox"/> 40 or more hours <input type="checkbox"/> 21-39 hours <input type="checkbox"/> 11-20 hours <input type="checkbox"/> 1-10 hours	
Occupation: _____		Employer: _____	
Education Level: (Check or enter the highest grade completed) <input type="checkbox"/> Highest Grade Completed: _____ <input type="checkbox"/> Completed High School <input type="checkbox"/> Adult High School Diploma <input type="checkbox"/> GED® or High School Equivalency Diploma <input type="checkbox"/> One-Year Vocational Degree <input type="checkbox"/> Associate Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree or Higher			
<b>Human Resources Development (HRD) Courses ONLY - HRD Verification Statement - Tuition and Fee Waiver</b>			
The State Board of Community Colleges grants permission to waive tuition and fees for enrollment in classes coded in the Master Course List as Human Resources Development (HRD) if the individual meets one of the four criteria listed below. To receive this waiver, an individual must verify that he or she meets at least one of the criteria by completing and signing this form. Individuals not signing this form must pay the applicable fee to register for a Workforce Continuing Education course.			
I qualify for tuition and fee waiver under the following criteria: <input type="checkbox"/> Currently unemployed. <input type="checkbox"/> Working and eligible for the Federal Earned Income Tax Credit. <input type="checkbox"/> Received notification of a pending layoff. <input type="checkbox"/> Working and earn wages at or below 200% of the federal poverty guidelines.			
My signature verifies that all the information given by me as written on this HRD Tuition and Fee Waiver Verification information is complete and accurate to the best of my knowledge.			
SUPPLEMENTAL STUDENT ACCIDENT INSURANCE: As a registered student of a Workforce Continuing Education Course you may purchase Supplemental Student Accident Insurance for \$0.55 per semester. <input type="checkbox"/> Yes - I would like to purchase Supplemental Student Accident Insurance. <input type="checkbox"/> No - I would NOT like to purchase Supplemental Student Accident Insurance.			
- NOTE: SEE BACK OF FORM FOR REFUND POLICY - My signature indicates that all information is accurate, and I have read and understand the Refund Policy.			
Student Signature: _____		Date: _____	
<b>FOR OFFICE USE ONLY</b>			
RCTP #: _____		Payment Processed By: _____	
Payment Type: <input type="checkbox"/> Check # _____ <input type="checkbox"/> MO # _____		Date: _____	
<input type="checkbox"/> Course Fee: \$ _____		Sent to Business Office By: _____	
<input type="checkbox"/> Exam/Cert. Fee: \$ _____		Date: _____	
<input type="checkbox"/> Technology Fee: \$ _____		<input type="checkbox"/> Cash <input type="checkbox"/> Credit - CONF # _____	
<input type="checkbox"/> Student ID Fee: \$ _____		<input type="checkbox"/> Credit - CONF # _____	
<input type="checkbox"/> Meal Fee: \$ _____		<input type="checkbox"/> Parking Fee: \$ _____	
<input type="checkbox"/> Other Fee: \$ _____		<input type="checkbox"/> Insurance Fee: \$ _____	
		TOTAL: \$ _____	

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

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



WAYNE COMMUNITY COLLEGE  
WORKFORCE CONTINUING EDUCATION SERVICES

**TRANSITIONAL  
PROGRAMS FOR  
COLLEGE AND CAREER**

**October 2018 | STUDENT OF THE MONTH  
LUZ RODRIGUEZ**

# TRANSITIONAL PROGRAMS FOR COLLEGE AND CAREER

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

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



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

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

## Classes Begin the Week of January 7, 2019

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

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

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

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



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

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



**1 Attend a New Student Orientation Session!**

**2 After Completing the Two-Day Orientation Session and Your Placement Test, You will Meet with an Advisor and Enroll in Your Classes.**

**3 Begin Classes ...**

**4 GRADUATE!**



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



## ON YOUR MARK, LET'S GET STARTED!

### NEW STUDENT ORIENTATION AND PLACEMENT SESSIONS

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

#### SESSION SCHEDULE

Date	Time
January 2 and 3	2 p.m.-5 p.m.
January 7 and 9	6 p.m.-9 p.m.
January 28 and 30	6 p.m.-9 p.m.
February 4 and 6	2 p.m.-5 p.m.
February 18 and 20	6 p.m.-9 p.m.
March 4 and 6	2 p.m.-5 p.m.
March 18 and 20	6 p.m.-9 p.m.
April 1 and 3	2 p.m.-5 p.m.
April 15 and 17	6 p.m.-9 p.m.
April 29 and May 1	2 p.m.-5 p.m.
May 13 and 15	6 p.m.-9 p.m.
May 28 and 29	2 p.m.-5 p.m.

If planning to attend an off-campus class site, an orientation class is recommended but not required.

# ADULT HIGH SCHOOL DIPLOMA CLASSES

Pre-registration for Spring I begins **December 10** and classes start **January 7**.  
Spring II pre-registration begins **February 25** and classes start **March 5**.



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

### COMMUNITY LOCATIONS

Spring semester classes begin the week of January 7. For information about any community High School Equivalency Diploma class, please call 919-739-6908. We have community classes in Goldsboro!

### HOW DO I REGISTER FOR CLASSES?

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

interested students will be either referred to a nearby site or given a registration card for the next available seat.

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

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

CLASS TITLE		BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
High School Equivalency		1/7-5/8	5:30 p.m.-7:30 p.m.	MW	Day Reporting Center (DRC) 714 Simmons St., Goldsboro	Ivery
High School Equivalency		1/7-5/8	1 p.m.-3 p.m.	M	West Haven Computer Lab 138 Dupont Circle, Goldsboro	Allie
High School Equivalency		1/8-5/9	5:30 p.m.-8:30 p.m.	TTh	Mt. Olive Presbyterian Church 105 N. Breazeale Ave Mt. Olive, NC 28365	Soper

## TEACHER RENEWAL COURSE OFFERINGS

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





# SPRING 2019 ADULT HIGH SCHOOL

## SPRING 1:

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
<b>Algebra 2</b> 1/7-5/8 Walnut 224	8:30 a.m.-10:30 a.m.	MWF
	McCrae	
<b>Biology</b> 1/7-5/8 Walnut 225	8:30 a.m.-10:30 a.m.	MWF
	TBA	
<b>Physical Science</b> 1/7-3/1 Walnut 225	10:30 a.m.-12 p.m.	MWF
	TBA	
<b>US History - Part 1</b> 1/8-2/28 Walnut 225	1 p.m.-3:30 p.m.	TTh
	Whitman	
<b>English 3</b> 1/7-3/1 Walnut 225	1 p.m.-3:30 p.m.	MW
	Whitman	
<b>Geometry</b> 1/8-2/28 Walnut 224	1 p.m.-3:30 p.m.	TTh
	McCrae	

## SPRING 2:

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
<b>US History - Part 2</b> 3/5-5/7 Walnut 224	1 p.m.-3:30 p.m.	TTh
	Whitman	
<b>Earth Science</b> 3/4-5/8 Walnut 225	10:30 a.m.-12 p.m.	MWF
	TBA	
<b>English 3</b> 3/4-5/8 Walnut 225	1 p.m.-3:30 p.m.	MW
	Whitman	
<b>Geometry</b> 3/5-5/7 Walnut 224	1 p.m.-3:30 p.m.	TTh
	McCrae	

# SPRING 2019 HIGH SCHOOL EQUIVALENCY/PATHWAYS

## SPRING 1:

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
<b>Business Focus</b> 1/8-5/7 Walnut 224	8:30 a.m.-12:30 p.m.	TTh
	McCrae	
<b>Health Focus</b> 1/8-5/7 Walnut 225	8:30 a.m.-12:30 p.m.	TTh
	TBA	
<b>HSE Prep - Math</b> 1/7-3/1 Walnut 224	10:30 a.m.-12 p.m.	MW
	McCrae	
<b>College and Career Transition</b> 1/7-5/8 Walnut 225	1 p.m.-3:30 p.m.	MW
	TBA	
<b>HSE Prep</b> 1/7-3/1 WLC 215	10 a.m.-12 p.m.	MW
	Whitman	

## SPRING 2:

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
<b>Business Focus</b> 3/5-5/7 Walnut 224	8:30 a.m.-12 p.m.	TTh
	McCrae	
<b>Health Focus</b> 3/5-5/7 Walnut 225	8:30 a.m.-12 p.m.	TTh
	TBA	
<b>HSE Prep</b> 3/5-5/7 WLC 215	10 a.m.-12 p.m.	TTh
	Whitman	

PRE-REGISTRATION IS HIGHLY ENCOURAGED.

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

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

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

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

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



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

**TESTING DAYS AND TIMES:**  
**Monday: 1 p.m.-9 p.m.**  
**Tuesday: 8 a.m.-2 p.m. and 6 p.m.-9 p.m.**

**HiSET® Testing is every Wednesday from 2 p.m. to 5:30 p.m.**

**LOCATION: Walnut Building, Room 223**

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

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

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



**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!**

**ASIA JONES**

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

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



# BASIC SKILLS PLUS

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

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

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

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

OTHER CAREER TRACKS AVAILABLE!



Contact Your  
Advisor/Transition Coach

**HAROLD WARREN**



919-739-6921 or  
919-739-6908

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

Location: Walnut 222-A

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



# ENGLISH LANGUAGE ACQUISITION (ELA)

## INFORMATION

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

### **New Student Orientation dates/Orientaciòn para Estudiantes/Nuevos:**

January 14	10 a.m. or 5:30 p.m.	14 de Enero
February 11	10 a.m. or 5:30 p.m.	11 de Febrero
March 11	10 a.m. or 5:30 p.m.	11 de Marzo
April 8	10 a.m. or 5:30 p.m.	8 de Abril

### **Returning Students/ Registraciòn de Estudiantes:**

January 7	9 a.m.	7 de Enero
January 8	6 p.m.	8 de Enero

### **FOR MORE INFORMATION PLEASE CONTACT**

**AMELIA HALL | 919-739-6911      MARIA ABALO-ZARATE | 919-739-6924**

## CAMPUS DAY CLASSES

DATE/FECHA	COURSE/CURSO	DAYS/DIAS	TIME/ HORA	LOCATION/LUGAR
1/7-5/8	ELL LAB	MTWTHF	8 a.m.-6 p.m.	WAL 203
1/9-5/8	COMPUTER	WF	9 a.m.-12:30 p.m.	WAL 203
			24/7	ONLINE
1/7-5/8	ELL LEVEL 6	MTWTH	9 a.m.-12 p.m.	WLC 227
1/7-5/8	ELL LEVEL 4-5	MTWTH	9 a.m.-12 p.m.	WLC 221
1/7-5/8	ELL LEVEL 1-2-3	MTWTH	9 a.m.-12 p.m.	WAL 203/204



## CAMPUS NIGHT CLASSES

DATE/FECHA	COURSE/CURSO	DAYS/DIAS	TIME/ HORA	LOCATION/LUGAR
1/8-5/7	ELL LEVEL 4-5-6	TTH	6 p.m.-9 p.m.	WAL 223
1/8-5/7	ELL LEVEL 1-2-3	TTH	6 p.m.-9 p.m.	WAL 225/224



# OFF CAMPUS CLASSES

## MOUNT OLIVE WAGES

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

**1/7-5/8**

612 Breazeale Avenue | Mount Olive

**YEAR ROUND/TODO EL AÑO**



## UNIVERSITY OF MOUNT OLIVE

Monday and Wednesday/Lunes y Miércoles  
5:30 p.m.-8:30 p.m. | **1/7-6/26**

634 Henderson Street | Mount Olive

**YEAR ROUND/TODO EL AÑO**

## LITERACY CONNECTIONS OF WAYNE COUNTY

Tuesday to Thursday/Martes a Jueves  
9 a.m.-11:30 a.m. | **1/8-5/8**

**Citizenship/Ciudadanía:**

Wednesday/Miércoles: 9:30 a.m.-12:00 p.m.  
**1/9-5/8**

2001 E. Ash St. | Goldsboro

**YEAR ROUND/TODO EL AÑO**

## MARIA REINA DE LAS AMERICAS

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

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

**1/8-5/7**

636 Whitfield Rd. | Mount Olive

**YEAR ROUND/TODO EL AÑO**



## PIKEVILLE LIBRARY

**English and Citizenship:**

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

**1/7-5/8**

107 W. Main St. | Pikeville

**YEAR ROUND/TODO EL AÑO**



## BROGDEN

### MIDDLE SCHOOL

Tuesday and Thursday/Martes y Jueves  
6 p.m.-8:30 p.m. | **1/8-5/30**

3761 US 117 South Alt. | Dudley

**SEPTEMBER-JUNE/SEPTIEMBRE A JUNIO**



## BROGDEN UNITED METHODIST CHURCH

Wednesday/Miércoles  
9 a.m.-12 p.m.

**1/9-5/8**

2918 US 117 South | Dudley

**YEAR ROUND/TODO EL AÑO**

## SPRING CREEK

### MIDDLE SCHOOL

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

**1/7-6/5**

3579 NC-111 | Seven Springs

**SEPTEMBER-JUNE/SEPTIEMBRE A JUNIO**



# 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 ELL (English Language Learner) 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  
Introduction to the Healthcare System | OSHA | EKG | Welding  
Refrigerator Specialist | NCRC Program | Health Unit Coordinator  
Computer Repair | Effective Teacher Training

You will also be enrolled in the Odysseyware online program.

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

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The class meets every **Monday, Tuesday, and Thursday!**  
**WLC Building, Room 216 | 9:00 a.m.-12:00 p.m.**

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Computer classes will also be offered on **Wednesdays** from  
**9:00 a.m. to 12:00 p.m.** Students will learn Microsoft Word and Keyboarding.

**If you have any questions, please contact**  
**MRS. GRACIELA KELLAR at 919-739-6904.**



**WAYNE COMMUNITY COLLEGE**  
CONTINUING EDUCATION SERVICES

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



# ALLIED HEALTH

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

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



## HEALTH UNIT COORDINATOR

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
1/14-4/19 ONLINE/\$180	ONLINE TBA	ONLINE

## MEDICAL BILLING AND CODING ONLINE CERTIFICATE PROGRAM

This certificate program is an introductory course in billing and coding. It consists of two online courses that will lead to a certificate in billing and coding. The classes are designed for those seeking experience in coding and billing for health care agencies. Upon satisfactory completion of both classes (Part I and Part II) 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 (AAPC) credentialing agency.

## MEDICAL BILLING AND CODING: PART I

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 in Part II.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
1/8-4/30 ONLINE/\$180	ONLINE L. Stephenson	ONLINE

1. Understanding Health Insurance: A Guide To Billing and Reimbursement 13th Ed.. / Delmar Cengage 978-1305647381
2. Medical Terminology in a Flash: A Multiple Learning Approach; 3rd ed. Sharon Eagle, FA Davis 978-0803643680
3. Anatomy and Physiology for Health Professions: An Interactive Journey, 3rd Edition 978-0133851113
4. ICD-10-CM 2016 The Complete Official Codebook, Spiral, AMA ISBN: 978-1622022120

## MEDICAL BILLING AND CODING: PART II

This course provides information to continue coverage of health insurance and the importance of correct diagnostic and procedure coding. Students will learn methods for selecting the appropriate CPT and ICD-10 codes and demonstrate proficiency in coding skills. This course also introduces the complex legal, moral and ethical issues involved in providing health-care services. Upon completion, students are able to demonstrate working knowledge of current medical law and accepted ethical behavior.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
1/8-4/30 ONLINE/\$180	ONLINE L. Stephenson	ONLINE

\*Required Texts:

1. ICD-10-CM 2015 The Complete Official Codebook, Spiral, AMA ISBN: 978-1622022120
2. 2016 CPT Standard / Delmar, ISBN: 978-1622022084
3. Law and ethics for Medical Careers, 7th ed., ISBN: 978-0073513836

## SERVSAFE FOOD SAFETY TRAINING

This course is designed to provide food service managers the essential knowledge to help keep the food establishment safe. It prepares students to take the ServSafe Food Protection Manager Certification Exam. It covers critical principles including personal hygiene, cross contamination, time and temperature, receiving and storage, food safety management systems, training hourly employees and more. An ANSI accredited food safety manager exam is required at the end of the course for certification. The exam will be

given at the end of the class. Cost of the exam is included in the registration fee. Cost is \$108. This does not include the required book.

<b>BEGIN/ END DATES</b>	<b>CLASS TIME</b>	<b>CLASS DAYS</b>
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<b>LOCATION/FEE</b>	<b>INSTRUCTOR</b>
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TBA WLC/\$70	TBA Case	S
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\*Required Text: ServSafe/National Restaurant Association 7th edition, ISBN: 97801481233-5

## SERVSAFE CERTIFICATION TESTING/ RETEST

This class is designed for those seeking to take the exam only or to retest. This is a proctored ServSafe Food Protection Manager Certification Exam. Students must purchase their own answer sheets to take the test. Answer sheets can be purchased in the WCC bookstore or online from the National Restaurant Association. Pre-registration is recommended two weeks in advance due to proctor requirements for ordering tests. Estimated Cost: \$50.00 (course/test) + \$46.08 (Answer Sheet - WCC Bookstore or may order online)

<b>BEGIN/ END DATES</b>	<b>CLASS TIME</b>	<b>CLASS DAYS</b>
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<b>LOCATION/FEE</b>	<b>INSTRUCTOR</b>
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TBA WLC/\$70	TBA Case	S
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\*Additional fees for testing.

\*Required Text: Answer Sheet ISBN: 9780135026328

## ACTIVITY DIRECTOR - BASIC

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

<b>BEGIN/ END DATES</b>	<b>CLASS TIME</b>	<b>CLASS DAYS</b>
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<b>LOCATION/FEE</b>	<b>INSTRUCTOR</b>
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1/28-4/8 Magnolia 223/\$180	5:30 p.m.-8:30 p.m. Benninghoff	MW
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\*Required Text: Long Term Care for Activity Professionals, Social Services Professionals and Recreational Therapists, 6th Edition / Idyll Arbor, Inc ISBN: 9781882883899

## DIRECT CARE BASICS - (PRE-NURSE AIDE LEVEL)

This course focuses on non-nurse aide personal care tasks and additional soft skill development. Students will also expand nurse aide (NA-1) skills with an introduction to basic nurse aide skills, introduction to functional concepts within the nurse aide role, enhanced soft skills training, and career counseling. **For more information about this course, please contact: Alison Sanford at 919-739-6926 or [ajsanford@waynecc.edu](mailto:ajsanford@waynecc.edu)**

<b>BEGIN/ END DATES</b>	<b>CLASS TIME</b>	<b>CLASS DAYS</b>
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<b>LOCATION/FEE</b>	<b>INSTRUCTOR</b>
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3/4-5/8 Magnolia 205/\$180	2 p.m.-5 p.m. Simmons	MW
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## SPECIAL ADMISSION COURSES

Students must attend a mandatory information session to participate in Nurse Aide I, Nurse Aide II, and Phlebotomy. For more information about session dates and times to enroll in the Spring 2019 courses, please contact the Continuing Education Services receptionist at 919-739-6900 or Terrie Wynn at 919-739-6935 or [tjwynn@waynecc.edu](mailto:tjwynn@waynecc.edu).

### SUMMER 2019 INFORMATION SESSION DATES

#### NURSE AIDE I AND II AND PHLEBOTOMY

**March 4, 11, and 18 | 1 p.m.-2 p.m.**  
**March 13 and 20 | 5:30 p.m.-6:30 p.m.**

Registration will be held on April 2, 2019.  
All sessions will be held in Walnut 101.

## NURSE AIDE LEVEL I

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. This course is offered in a variety of settings: hybrid (with weekday or Saturday labs) or face-to-face classes.



BEGIN/ END DATES	CLASS TIME	CLASS DAYS
1/7-5/1	8:30 a.m.-12:30 p.m.	MTW
1/8-5/2	5:30 p.m.-9:30 p.m.	TWTH
Magnolia 203 and 205	Multiple	

5. TB Skin test (2 step).
6. Vaccination Records: MMR Records - Documentation of two immunization shots or titer/Hepatitis B Series
7. Copy of GED, high school diploma or transcript with dates of graduation.
8. Documentation of Flu shot required.
9. Varicella Immunity - Documentation of 2 shots or titer.

#### NA1 Registration Process and Start of Class Requirements

1. Attend a 60-minute Mandatory Information Session before registration.
2. Copy of high school diploma or GED or secondary transcript.
3. Complete criminal background check and drug screen by designated due date (must use designated online and laboratory for tests and screens).
4. Pregnancy: If pregnant or become pregnant, must provide a letter from MD stating there are no limitations to taking the class. Admission must be approved by Program Director.
5. TB Skin test (2 step).
6. Vaccination Records: MMR Records - Documentation of two immunization shots or titer/Hepatitis B Series
7. Documentation of Flu shot required.
8. Varicella Immunity - Documentation of 2 shots or titer.

## NURSE AIDE LEVEL II

This course prepares students to perform more complex skills for patients or residents. Emphasis is on infection control including sterile technique and dressing changes; elimination procedures including catheterizations, irrigations, and care of established ostomies; intravenous site care; suctioning, tracheostomy care, observation and maintenance of oxygen therapy; breaking/removing fecal impactions; and enteral nutrition methods. 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 80 hours of classroom/lab instruction and 80 hours of clinical rotation. Some Saturday clinicals may be required.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
1/10-4/26	8:30 a.m.-5 p.m.	Th
	8:30 a.m.-12 p.m.	F
Magnolia 205/\$180	E. Curry	

#### NAII Registration Process and Start of Class Requirements

1. Attend a 60-minute Mandatory Information Session before registration.
2. Must be listed on NA I Registry or scheduled for state NA I exam.
3. Complete criminal background check and drug screen by designated due date (must use designated online and laboratory for tests and screens).
4. Pregnancy: If pregnant or become pregnant, must provide a letter from MD stating there are no limitations to taking the class. Admission must be approved by Program Director.

## PHLEBOTOMY TECHNICIAN

This course will prepare the student to draw blood specimens from patients for testing and/or analyzing blood. The student should be prepared to take the National Phlebotomy Certification Examination. Students must complete clinical rotation with 100 venipunctures and 25 finger sticks. At completion the student should be able to demonstrate competence in the theoretical comprehension of phlebotomy techniques.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
1/10-4/25	8:30 a.m.-12:30 p.m.	THF
1/14-4/29	5:30 p.m.-9:30 p.m.	MW
Magnolia 203	G. Rivera	

#### Phlebotomy Registration Process and Start of Class Requirements

1. Attend a 60-minute Mandatory Information Session before registration.
2. MMR – documentation of two shots (unless born on or before 1956).
3. TB/PPD – skin test (two-step).
4. Hepatitis B Series (at least one of the three required) – must sign waiver if choose not to obtain.
5. Flu Shot.
6. Varicella Immunity - Documentation of two shots or titer/ Hepatitis B Series and Tetanus.
7. Complete criminal background check and drug screen by designated due date (must use designated online company and lab for test and screen).

## NURSE AIDE 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
1/24-3/18	5:30 p.m.-8:30 p.m.	MTH
Magnolia 203/\$125	Carmichael	

\*Required Text: NC Nurse Aide II Handbook, ISBN: 9781113344079

## PRE-TESTING REVIEW FOR NURSE AIDE I AND PHLEBOTOMY STUDENTS

This course is designed to provide 4-hour skills review/practice and mock test offered Fridays prior to testing for certification or registry listing. Monitored by a WCC instructor, students can independently practice their skills prior to testing. An instructor will give a mock exam and assist with skills. Registration is required.

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

Nurse Aide I 12/16, 1/4, 2/1, 6/7 Magnolia 205/\$20	12 p.m.-4 p.m. TBA	F
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Phlebotomy 1 11/9, 2/8, 7/12, 10/11 Magnolia 205/\$20	12 p.m.-4 p.m. TBA	F
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## NURSE AIDE 2 COMPETENCY TESTING

This course is designed to provide students an opportunity to demonstrate competency skills required by the NC Board of Nursing to practice as a NA 2. Students who have been off the NA2 registry 24 months or less are eligible to take this test. The student must be an active NA 1 in good standing. Students who successfully demonstrate all required skills will be referred to the Board of Nursing for re-enlisting on the NA 2 registry. Cost is \$70

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

TBA	TBA	TBA
TBA	TBA	

## 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 oral, topical and instillation routes, medical asepsis, hand hygiene, terminology, and legal implication. Upon

completion, students should be able to 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 (NAI) registry is required.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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LOCATION/FEE	INSTRUCTOR	
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1/23-2/27 Magnolia 205/\$70	1 p.m.-5 p.m. Kelly	W
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## ECG/EKG MONITOR TECHNICIAN

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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LOCATION/FEE	INSTRUCTOR	
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1/14-4/17 Magnolia 219/\$180	5 p.m.-9 p.m. TBA	MW
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### FOR MORE INFORMATION CONTACT

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

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

### VISIT US ONLINE AT:

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



## Wayne Community College

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



### BECOME A NA TODAY!

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

NA Mandatory Orientations Are Offered Throughout the Year

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



WAYNE COMMUNITY COLLEGE  
CONTINUING EDUCATION SERVICES

# WAYNE BUSINESS AND INDUSTRY CENTER

## SMALL BUSINESS CENTER, NC MILITARY BUSINESS CENTER, CUSTOMIZED TRAINING PROGRAM AND WORKS INITIATIVE (NCRC, WORK-READY COMMUNITIES, SOFT SKILLS/SKILLS FOR THE WORKPLACE)

### THE SMALL BUSINESS CENTER

The Small Business Center (SBC) offers no-cost seminars, access to business resources, and confidential counseling to aspiring or continuing entrepreneurs. Seminars focus on seven core competencies: writing your business plan, financing your business, legally starting your business, finding your customer, marketing your business, small business taxes, and basics of bookkeeping. Contact Dale Fey, the Small Business Center Director at 919-739-6941 for more information.

### SBC SPRING 2019 SEMINARS

#### PRE-REGISTRATION RECOMMENDED

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

Scroll down to search for the seminars, click "Register" for the seminars you are interested in attending, fill in basic information.

#### The Best Small Business to Start Right Now!

Mike Collins | Tuesday, January 15, 2019

6:00 p.m.-9:00 p.m. | Walnut 101 | Fee: None

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. Find out how marketing, operations, and finance are interrelated. 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. This seminar is designed for new and established business owners.

#### Boots 2 Business

Various | Tuesday and Wednesday, January 15-16, 2019  
8:30 a.m.-4:00 p.m. | Walnut 104 | Fee: None

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.\*\*\*

### Getting More Business with Facebook Paid Ads for Business Owners

Martin Brossman | Thursday, January 24, 2019

6:00 p.m.-9:00 p.m. | Walnut 101 | Fee: None

The course will provide information on creating and optimizing advertising on Facebook. A business's proper use of advertising on Facebook will allow for increased traffic to a business website, increased sales, and increased awareness of the brand. You will boost results by utilizing the data from Facebook Insights to target your Facebook advertising.

### "So You Think You Want to Start a Business"

Bob Moore | Tuesday, January 29, 2019

6:00 p.m.-9:00 p.m. | Walnut 101 | Fee: None

This seminar has been created for those individuals who are thinking about starting and operating their own business; however, they do not know if they have the personality, drive, creativity, adaptability, and a host of other talents and attributes that comprise a host of other talents and attributes that comprise a successful entrepreneur. During this seminar, 6:00 p.m.-9:00 p.m. attendees will honestly assess "themselves" in order to discover their strengths and weaknesses. After this seminar, they can make a better-informed decision on moving forward at this point in time.

### Hot Marketing Ideas for a Small Business

Alexis Davis | Tuesday, February 19, 2019

6:00 p.m.-8:00 p.m. | Walnut 101 | Fee: None

Nervous about marketing your small business? Learn some simple design tricks to grab attention! Gain the confidence to create unique Brochures, Newsletters, Business Cards, and Flyers that sell you and your business! Don't risk making a bad impression on potential customers with unprofessional marketing materials. Market yourself and your brand in ways that stand out from your competitors!

### Marketing Research and Marketing

Vanessa Spiron | Thursday, February 21, 2019

3:00 p.m.-5:00 p.m. | Walnut 104 | Fee: None

Learn how to identify your target market and how many "touches" the consumer will need before acting. Look at all the available marketing options and which will fit your business. Should marketing be a budgeted item and how much is too much? Students will also discuss what they have done to market their business and what worked/didn't work.

## Marketing Your Business

Todd Lyden | Wednesday, March 6, 2019  
6:00 p.m.-8:30 p.m. | Walnut 101 | Fee: None

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.

## "So You Want to Start a Non-Profit"

Kate Tinsley | Thursday, March 14, 2019  
9:30 a.m.-11:30 a.m. | Walnut 101 | Fee: None

We will identify the various obstacles, research, and evaluation that should be done prior to establishing and founding a 501c3 nonprofit organization. Learn how to identify and plan strategies for successful growth, engage audiences that align with your organizational mission, and collaborate with strategic alliances.

## Boots 2 Business

Various | Tuesday and Wednesday, March 19-20, 2019  
8:30 a.m.-4:00 p.m. | Walnut 104 | Fee: None

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.\*\*\*

## How to Develop a Mobile App Today!

Jeremy Moore | Friday, April 5, 2019  
9:00 a.m.-12:00 p.m. | Walnut 101 | Fee: None

Hello, my name is Jeremy, and I want to tell you how I went from being a part-time home depot worker with absolutely no coding or business skills to a mobile developer with over 4 different apps. Along the way, we will navigate through the resources that enabled me and the many pitfalls to avoid. All the tools to succeed are right in front of us, we just have to learn how to use them. Your Takeaways: Mobile development is an accessible, legitimate option for you. - Learn about the entire process 1.) Design and Planning 2.) Pre Launch 3.) Launch 4.) Sustained. ALSO: What to look for in a coder. Where to find Graphic Designers. Effective Mobile Marketing. No Coding Experience Required.

## Writing a Business Plan for Current and Future Small Business Owners

Vanessa Spiron | Thursday, April 11, 2019  
5:30 p.m.-7:30 p.m. | Walnut 104 | Fee: None

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

## Risk and Time Management

Ken Wessell | Tuesday, April 16, 2019  
9:00 a.m.-12:00 p.m. | Walnut 101 | Fee: None

Risk Management - planning for what you can and cannot control. After completing this module, the participants will be able to: Understand the external and internal factors which affect risk for a small business. Recognize the common warning signs of risk for a small business. Implement, monitor, and evaluate a risk management plan for their business. Time Management - tips to make you more efficient. After completing this module, the participants will be able to: Improve their time management skills. Apply some common time management practices, such as: ABC Analysis, Pareto Analysis, Eisenhower Method, POSEC Method

## Introduction to Drones

Darrell Erdman | Monday, April 29, 2019  
6:00 p.m.-9:00 p.m. | Walnut 101 | Fee: None

General information regarding the use of drones for personal use as well as commercial use. This seminar will also include the brief description on the process of registering your drone. We will discuss the ways to go about getting your Part-107 (FAA Drone Pilots License). There will be a 20 minute demonstration, outdoors, prior to sunset.

## Understanding Key Provisions of the 2018 Tax Reform

Michael C. Jordan | Wednesday, May 1, 2019  
12:00 p.m.-3:00 p.m. | Walnut 101 | Fee: None

Discussion of the 2018 Tax Reform with attention to small business owners and individuals. Topics include the change in income tax rates and the implications of pass-through income on the income tax calculation, qualifying property expensing, interest expense deduction and net operating loss allowances.

## Boots 2 Business

Various | Tuesday and Wednesday, May 21-22, 2019  
8:30 a.m.-4:00 p.m. | Walnut 104 | Fee: None

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.\*\*\*



# OCCUPATIONAL EXTENSION COURSES

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

Occupational Extension Programs are designed to equip students with practical knowledge of a specific nature which will enable them to pursue careers in many different areas. These programs include principles and rules particular to the specific skills being developed. Courses are scheduled in response to anticipated or known need to upgrade skills or aid in the development of new skills. The variety of programs scheduled is only limited by student interest, the availability of suitable facilities, and instructional services.

## SPANISH FOR THE WORKPLACE CONVERSATIONAL - LEVEL I

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/23-3/13 WLC 202/\$70	6 p.m.-8 p.m. Curl	W

## SPANISH FOR THE WORKPLACE - LEVEL II

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/28-3/18 WLC 202/\$70	6 p.m.-8 p.m. Curl	M

## MANDARIN CHINESE FOR THE WORKPLACE

Mastering the Chinese language is increasingly important in our global business environment. It can become the winning edge in enabling the speed and effectiveness of business negotiations when working with the Chinese market.

## CONVERSATIONAL - LEVEL I

This course is designed for students to communicate on a basic level with Mandarin-speaking customers in a wide variety of businesses. It introduces students to the basic skills including a combination of rudimentary listening, speaking, and reading through many common workplace themes. Students will learn common terms and expressions used with customers or co-workers in their daily occupation. Topics include pronunciation skills, basic conversations, common courtesies and cultural relevance. Upon completion, students should be able to understand Mandarin phonic symbols (pingyin), communicate at a basic level with native speakers, and demonstrate cultural sensitivity. (For business /industry / agency personnel.) Students will receive a WCC certificate upon course completion.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
2/4-3/13 WLC 215/\$70	6 p.m.-8 p.m. Zhang	MW

## CONVERSATIONAL - LEVEL II

This course will build upon the basic level and is designed to be a continuation of Mandarin-language skills for use in a wide variety of businesses with Mandarin-speaking customers. Students will learn additional grammatical and syntactic rules and vocabulary for achieving proficiency in conversation, reading, and writing as well as further understanding of the Chinese culture and customs. Upon completion, students should be able to develop Mandarin listening skills in order to understand common topics related to the workplace, and read and write simple Chinese characters and sentences at a more functional level (For business/ industry /agency personnel.) Students will receive a WCC certificate upon course completion. Pre-requisite: Level 1

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
3/25-5/6 WLC 215/\$70	6 p.m.-8 p.m. Zhang	MW

# CERTIFICATION / LICENSURE

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

## NOTARY PUBLIC EDUCATION

This course provides instruction to individuals who want to become commissioned as a notary public or those who are up for recertification. Topics include legal, ethical, and procedural requirements of the Notary Act as described in N.C. General Statute 10B Article 1. Upon completion of this course, with a passing exam grade of 80%, a person is eligible to make application with the N.C. Secretary of State's Office. For more information, go to [www.secretary.state.nc.us/notary/](http://www.secretary.state.nc.us/notary/). A current North Carolina Notary Public Manual is required for this course: North Carolina Notary Public Manual, 2016, 11th Ed, ISBN: 9781560118510

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/26 Magnolia 218/\$70	8 a.m.-4:30 p.m. Kennedy	S
1/28-1/30 Spruce 138/\$70	5 p.m.-9 p.m. Kennedy	MW
2/23 Magnolia 218/\$70	8 a.m.-4:30 p.m. Kennedy	S
2/25-2/27 Spruce 138/\$70	5 p.m.-9 p.m. Kennedy	MW
3/23 Magnolia 218/\$70	8 a.m.-4:30 p.m. Kennedy	S
3/25-3/27 Spruce 138/\$70	5 p.m.-9 p.m. Kennedy	MW
4/20 Magnolia 218/\$70	8 a.m.-4:30 p.m. Kennedy	S
4/22-4/24 Spruce 138/\$70	5 p.m.-9 p.m. Kennedy	MW
5/18 Magnolia 218/\$70	8 a.m.-4:30 p.m. Kennedy	S
5/20-5/22 Spruce 138/\$70	5 p.m.-9 p.m. Kennedy	MW

## ELECTRONIC NOTARY PUBLIC

This course is designed for individuals who want to become commissioned as an electronic notary. Topics include legal, ethical, and procedural requirements of the Notary Act set forth in the General Statute 10B Article 2. Upon completion

of this course with a passing exam grade of 80%, a person will be eligible to make application with the NC Secretary of State office. Individuals must have current notary commission to participate in E-notary training. For more information, go to [www.secretary.state.nc.us/notary/](http://www.secretary.state.nc.us/notary/). Your student workbook will be provided by the instructor at the beginning of class.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/29 Magnolia 219/\$75	5:30 p.m.-9:30 p.m. Kennedy	T
4/23 Magnolia 219/\$75	5:30 p.m.-9:30 p.m. Kennedy	T
7/30 Magnolia 219/\$75	5:30 p.m.-9:30 p.m. Kennedy	T
10/29 Magnolia 219/\$75	5:30 p.m.-9:30 p.m. Kennedy	T

## LIFE AND HEALTH PRE-LICENSING

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/FEE	INSTRUCTOR	
2/1-2/23 WLC 217/\$125	6 p.m.-9 p.m. 8 a.m.-5 p.m. Murphy	F S

## PROPERTY AND CASUALTY PRE-LICENSING

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/FEE	INSTRUCTOR	
3/1-3/23 WLC 217/\$125	6 p.m.-9 p.m. 8 a.m.-5 p.m. Murphy	F S

## REAL ESTATE PRE-LICENSING

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
1/23-4/1 Spruce 138/\$180	6 p.m.-10 p.m. Weese	MW

## RESIDENTIAL AND COMMERCIAL WIRING

This course is designed to provide training in the electrical trade that will give students the proper course work in safety, code, equipment, and knowledge of the trade. Instruction includes fundamentals of electricity, power distribution, mathematics, national code requirements for commercial and industrial, wiring, and residential wiring requirements. This course includes classroom and hands-on lab work.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
1/22-5/8 Hocutt 250/\$180	5:30 p.m.-8:30 p.m. Simmons	TW

2. Friday, December 7, 2018 | 5:30 p.m.-6:30 p.m.  
Nail, Natural Hair or Cosmetology course

### Information sessions will be held at Civella Beauty Academy:

1. Wednesday, November 14, 2018 | 5:30 p.m.-6:30 p.m.  
Cosmetology course
2. Wednesday, December 12, 2018 | 5:30 p.m.-6:30 p.m.  
Cosmetology course

## COSMETOLOGY PROGRAM

This course is divided into three parts. The intent of this course is to provide students with the appropriate training and required number of contact hours (minimum of 1500 hours) needed to fulfill licensure requirements in accordance with the NC State Board of Cosmetology Art Examiners. Topics may include, but are not limited to, scalp treatments, roller sets, fingerwaves, pincurls, blow dry, thermal press, artificial hair, haircuts, chemical reformation, coloring, highlights, manicures, pedicures, artificial nails, facials, and hair removal.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
<b>Cosmetology - Part 1 of 3</b> 1/14-5/23 Circle of Love Academy/\$180	9 a.m.-5 p.m. Staff	MTWTH
1/14-5/23 Civella Beauty Academy/\$180	8:30 a.m.-4:30 p.m. Staff	MTWTHF

### Cosmetology - Part 2 of 3

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

### Cosmetology - Part 3 of 3

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

#### Required class books:

\*Milady Standard Cosmetology, 13th Edition – Softcover  
ISBN-13: 9781285769431 | List Price: \$123.95 USD

\*Theory Workbook  
ISBN-13: 9781285769455 | List Price: \$55.95 USD

Spanish Edition ISBN-13: 9781285769462 | List Price: \$67.95 USD

\*Practical Workbook  
ISBN-13: 9781285769479 | List Price: \$55.95 USD

Spanish Edition ISBN-13: 9781285769486 | List Price: \$67.95 USD

\*Exam Review  
ISBN-13: 9781285769554 | List Price: \$40.95 USD

Spanish Edition ISBN-13: 9781285769585 | List Price: \$52.95 USD

## COSMETOLOGY COURSES

### WE ARE NOW OFFERING CLASSES IN TWO LOCATIONS:

CIRCLE OF LOVE ACADEMY  
409 STANLEY CHAPEL CHURCH ROAD  
DUDLEY, NC 28333

AND

CIVELLA BEAUTY ACADEMY  
1021 N. SPENCE AVENUE, GOLDBORO, NC 27534

**All students MUST ATTEND one of the following information sessions for the location that you choose to attend class and then register on campus at the Walnut Building, East Entrance (Workforce Continuing Education) by Thursday, January 10, 2019.**

### Information sessions will be held at Circle of Love Academy:

1. Friday, November 16, 2018 | 5:30 p.m.-6:30 p.m.  
Nail, Natural Hair or Cosmetology course

**COSMETOLOGY KIT** - Students must be prepared to purchase a cosmetology kit on the first day of class. The kit can be purchased through Circle of Love Academy at the cost of \$150 – Part 1. Costs associated with the program include tuition which is \$183.55 per semester for three semesters, uniforms (black scrubs), books, and a cosmetology kit for each semester.

## NAIL TECHNOLOGY

This comprehensive course provides instruction and clinical practice in manicuring, nail building (application and maintenance of artificial nails), and pedicuring. The course content includes nail anatomy, disorders of nails, and irregularities of nails; theory and salesmanship as it relates to manicuring; actual practice in manicuring; and arm, hand, and foot massage. Manicurist students must complete 300 hours in an approved beauty school or college before applying to the State Board of Cosmetic Arts for examination. Students enrolled only in manicuring shall only perform services directly relating to the prescribed course in manicuring. Please note, this is a comprehensive course to provide training for those persons interested in becoming registered manicurists only and not desiring to become licensed cosmetologists.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
1/14-5/16 Circle of Love Academy/\$180	9 a.m.-2:15 p.m. Staff	MTWTH

### Required class books:

*Milady Standard Student Workbook Nail Technology*  
ISBN: 9781285080512

*Milady Standard Exam Book* | ISBN: 9781285080543

*Milady Standard Nail Technology* | ISBN: 9781285080475

**NAIL TECHNOLOGY KIT** - Students must be prepared to purchase a nail technology kit on the first day of class. The kit can be purchased through Circle of Love Academy at the cost of \$125.

## NATURAL HAIR CARE SPECIALIST - BRAIDING

This course provides instruction and clinical practice in natural hair care. The course content includes sanitation, bacteriology, disinfection, first aid, shampooing, draping, anatomy, disorders of the hair and scalp, and client consultation. Advanced students apply the following natural hair care techniques: twisting, wrapping, extending, locking, blow dry, and thermal iron. Natural hair care students must complete required hours in an approved program before applying to the State Board of Cosmetic Arts for examination.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
1/14-5/16 Circle of Love Academy/\$180	9 a.m.-2:15 p.m. Staff	MTWTH

### Required class books:

*Milady Standard Student Workbook Natural Hair Care*  
ISBN: 9781133765653

*Milady Standard Natural Hair Care and Braiding*  
ISBN: 9781133693680

**NATURAL HAIR CARE KIT** - Students must be prepared to purchase a natural hair care kit on the first day of class. The kit can be purchased through Circle of Love Academy at the cost of \$125.

# ADVANCED MANUFACTURING AND APPLIED TECHNOLOGY OCCUPATIONAL EXTENSION COURSES

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

## CERTIFICATION/LICENSURE COURSES

### NCDMV SAFETY INSPECTION

This course is designed to meet the training and licensing requirements (initial and/or renewal) for the Vehicle Safety Inspection Program administered by the N.C. Division of Motor Vehicles, License, and Theft Bureau. Upon completion, a student will understand the rules, regulations, and procedures for conducting a vehicle safety inspection; be able to inspect a

vehicle properly; and be prepared to sit for the state certification exam. In addition, each student must be employed at an inspection station and possess a valid N.C. driver's license.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
1/22-1/23 Magnolia 109/\$70	6 p.m.-10 p.m. Woodard	TW



2/19-2/20 Magnolia 107/\$70	1 p.m.-5 p.m. Woodard	TW
3/19-3/20 Magnolia 109/\$70	6 p.m.-10 p.m. Woodard	TW
4/23-4/24 Magnolia 105/\$70	1 p.m.-5 p.m. Woodard	TW

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

## NCDMV OBD EMISSION CONTROL

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/29-1/30 Magnolia 109/\$70	6 p.m.-10 p.m. Woodard	TW
2/26-2/27 Magnolia 107/\$70	1 p.m.-5 p.m. Woodard	TW
3/26-3/27 Magnolia 109/\$70	6 p.m.-10 p.m. Woodard	TW
4/30-5/1 Magnolia 105/\$70	1 p.m.-5 p.m. Woodard	TW

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

## ADVANCED MANUFACTURING OCCUPATIONAL EXTENSION COURSES

### BASIC WELDING I

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/7-3/4 Hocutt 170/\$70	6 p.m.-10 p.m. Bittrich	M

### BASIC WELDING II

This course is designed to further familiarize students with the basics of 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 move students to a deeper knowledge and understanding of topics to include gas welding, operation of cutting torch, electric welding, heliarc welding, and safety.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
3/11-5/6 Hocutt 170/\$70	6 p.m.-9 p.m. Bittrich	M

### 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/FEE	INSTRUCTOR	
1/19-5/4 Hocutt 170/\$180	8 a.m.-2 p.m. Perez	S

### AIR CONDITIONING, HEATING, & REFRIGERATION I

This introductory course provides instruction on Air Conditioning, Heating, and Refrigeration basic systems, trouble shooting and repair/replacement. Format for the course will include classroom instruction and hands-on practice. The course objectives are to develop a basic understanding of systems trouble shooting, repair, and replacement.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/31-4/18 Magnolia 108/\$125	6 p.m.-10 p.m. Bridgers	TH

# COMPUTER PROGRAMS

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

## ED2GO ONLINE COURSES

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

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

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

## 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 defragmenting, etc.). Microsoft Word, Excel, PowerPoint, and Internet Explorer programs are also covered. Register today!

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
1/22-5/9 Magnolia 221/\$180	6 p.m.-8 p.m. Elliott	TTH

## ADOBE PHOTOSHOP CC (HYBRID)

An Adobe Certified Expert (ACE) instructor helps you master the ultimate in graphic arts, Web page, and print publication software programs! Restore and repair old photos; create Web sites and graphics; and correct color casts, over/under exposure and white balance problems in Photoshop.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
1/29-3/26 (Part I) Magnolia 220/\$70	6 p.m.-8 p.m. Foster	T

## COMPUTER REPAIR/A+ CERT PREP

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
1/24-5/9 Spruce 202/\$180	6 p.m.-9 p.m. Smith	TH

## DIGITAL PHOTOGRAPHY AND PHOTO CORRECTION

Learn to use your "point-n-shoot" or high-end digital SLR camera! Subjects include lighting techniques, depth-of-field tricks, white balance, aperture settings, and image composition. Basic photo correction, exposure adjustments, and some interesting tricks to make your photos look fantastic. Also covered are the procedures for transferring your digital images from the camera to the computer, e-mailing photos, and more!

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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LOCATION/FEE	INSTRUCTOR	
1/16-5/8 Magnolia 220/\$125	6 p.m.-9 p.m. Breault	W

## MICROSOFT OFFICE 2016 INTRO (SLOW-PACED)

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/31-3/28 Magnolia 220/\$70	1 p.m.-4 p.m. Lloyd	TH

## MICROSOFT EXCEL 2016 (SLOW-PACED)

This course provides training on Word 2016. This course covers skills such as newsletter columns, WordArt and clip art, document themes, styles, picture editing, mail merge, footnotes and endnotes, headers and footers, templates, tables of contents and indexes, and more.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/14-5/13 Magnolia 220/\$125	9 a.m.-12 p.m. Elliott	M

## INTRODUCTION TO COMPUTERS

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/29-3/26 Magnolia 220/\$70	1 p.m.-4 p.m. Lloyd	T
2/4-4/1 Magnolia 221/\$70	6 p.m.-9 p.m. Rhodes	M

## MS EXCEL 2016 - PART I

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/30-3/27 Magnolia 221/\$70	6 p.m.-9 p.m. Foster	W

## MS EXCEL 2016 - PART 2

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
4/10-6/5 Magnolia 221/\$70	6 p.m.-9 p.m. Elliott	W

## MS EXCEL 2016 - PART 3

This course provides intermediate level training for Excel 2016. This course covers skills such as macros, pivot tables, pivot charts and much more! Students will receive a WCC certificate upon course completion.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/30-3/27 Magnolia 221/\$70	6 p.m.-9 p.m. Elliott	W

## WEB DESIGN-WORD PRESS (HYBRID)

Explore the magic of WordPress! You'll discover how to create an attractive, dynamic blog or website - without learning any special code. Adobe Certified Expert (ACE) instructors will help you master the ultimate in Web page design, and create Web sites and graphics.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
4/9-6/4 Magnolia 220/\$125	6 p.m.-8 p.m. Foster	T

## MICROSOFT POWERPOINT 2016

This provides training for Microsoft PowerPoint 2016. This course is ideal for computer users who want to become well versed in PowerPoint. Topics covered: ribbon interface, document themes, bulleted lists, outlines, formatting text,

printing presentations, transitions, clip art and graphics, charts, slide show delivery, and more.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
2/21-4/18 Magnolia 222/\$70	6 p.m.-9 p.m. Anderson	TH

## QUICKBOOKS

Learn how to manage the finances for your small business yourself with the Windows version of this powerful accounting package. This course will show you how to create and set up accounts, taxes, and inventory items. Once your accounts are established, learn how to create estimates and purchase orders, send invoices receive payments, and all the day-to-day tasks that keep your business running. Finally, learn to set up your payroll, integrate with online banking, find data and run reports, and close the books with end-of-year preparations.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
2/5-4/25 Spruce 112/\$125	6 p.m.-8 p.m. Pallango	TTH

## KEYBOARDING PART I

This course is designed to help students develop speed and accuracy by learning the touch operation of alphanumeric/ keyboard characters. Emphasis is placed on the following: mastery of the keyboard with desirable keyboarding techniques, development of speed and accuracy, and proper care of the equipment. Keyboarding is the foundation for developing entry-level skills for business careers. Students will receive a WCC certificate upon successful completion of this course.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
1/30-3/27 Magnolia 220/\$70	9 a.m.-12 p.m. Anderson	W

## COMPTIA SERVER+ CERT PREP

CompTIA Server+ covers the functions and how to build, maintain, troubleshoot, and support server hardware and software technologies. The successful candidate will be able to identify environmental issues, understand and comply with disaster recovery and physical/software security procedures, be familiar with industry terminology and concepts, understand server roles/specializations, and interaction within the overall computing environment.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
1/29-5/7 Spruce 202/\$180	6 p.m.-9 p.m. Brown	T

## OTHER CERTIFICATE PROGRAMS

In addition to the Administrative Assistant Certificate course listed previously, we offer four other certificate programs: Graphic Arts Web Specialist, Graphic Arts Print Specialist, Graphic Arts Multi-Media Specialist, and Networking Specialist Certificate programs.

Be sure to visit our web page at [www.waynecc.edu/continuing-ed/index.php/computer-courses/](http://www.waynecc.edu/continuing-ed/index.php/computer-courses/) for course schedules, program details, textbook information, and course registration options, etc.

## DELIVERY

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

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

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

**VISIT OUR WEB PAGE FOR AN UPDATED  
CURRENT COURSE SCHEDULE:**

**WAYNECC.EDU/CONTINUING-ED/INDEX.  
PHP/COMPUTER-COURSES/**



# HUMAN RESOURCES DEVELOPMENT (HRD)

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

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

For more information, contact

Alison Sanford at 919-739-6926 or e-mail at [ajsanford@waynecc.edu](mailto:ajsanford@waynecc.edu).



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

5/3-5/31  
NCWorks  
Career Center/\$70  
9 a.m.-12 p.m.  
Staff  
F

## DIRECT CARE BASICS - (PRE-NURSE AIDE LEVEL)

This course focuses on non-nurse aide personal care tasks and additional soft skill development. Students will also expand nurse aide (NA-1) skills with an introduction to basic nurse aide skills, introduction to functional concepts within the nurse aide role, enhanced soft skills training, and career counseling.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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LOCATION/FEE	INSTRUCTOR
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3/4-5/8 Magnolia 205/\$180	2 p.m.-5 p.m. Simmons	MW
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## LINKEDIN FOR JOB SEEKING

This course is designed to improve networking and use of social media. Participants will learn about social media/networking to tap into the "hidden" job market and establish an online presence to access opportunities.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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LOCATION/FEE	INSTRUCTOR
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3/21 Walnut 136/\$70	1 p.m.-4 p.m. Sanford	Th
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## PATHWAYS TO CAREERS IN CUSTOMER SERVICE

Come learn about the field of customer service, the skills, attributes, work values, and traits necessary for employment in that field, and how to determine if a career in customer service is right for you. Learn about the role of technology in customer service work and identify a variety of entry-level positions. This course will also explore occupational training opportunities for employment and career advancement and NCRC.

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

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

## GET HIRED: HRD EMPLOYABILITY SUCCESS - (NCWORKS CAREER CENTER)

Get your job search questions answered and receive the personalized assistance you need. Come to our employability lab for assistance conducting online job searches, completing applications, producing a quality resume, workplace soft skills, and obtaining interviewing skills and tips for enhancing employability.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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LOCATION/FEE	INSTRUCTOR
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1/11-1/25 NCWorks Career Center/\$70	9 a.m.-12 p.m. Staff	F
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2/1-2/22 NCWorks Career Center/\$70	9 a.m.-12 p.m. Staff	F
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3/1-3/29 NCWorks Career Center/\$70	9 a.m.-12 p.m. Staff	F
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4/5-4/26 NCWorks Career Center/\$70	9 a.m.-12 p.m. Staff	F
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<b>BEGIN/ END DATES</b>	<b>CLASS TIME</b>	<b>CLASS DAYS</b>	3/25-5/8 Fremont Town Hall/\$125	1 p.m.-4 p.m. Sanford/Wellington	MW
<b>LOCATION/FEE</b>	<b>INSTRUCTOR</b>				
2/5-4/11 TBA/\$180	1 p.m.-4 p.m. Staff	TTH			

## MONEY SMART

Participants will learn how to re-build credit scores, manage debt, eliminate unnecessary spending, and develop a wage improvement plan. They will be encouraged to adopt a positive outlook and self-concept, and will be given a framework for making sound economic decisions about personal savings and retirement funds.

<b>BEGIN/ END DATES</b>	<b>CLASS TIME</b>	<b>CLASS DAYS</b>
<b>LOCATION/FEE</b>	<b>INSTRUCTOR</b>	
4/1-5/8 Walnut 136/\$70	5 p.m.-7 p.m. Staff	MW

## WORKING SMART

Eighty-five percent of workplace success comes from your soft skills. This course is designed to fine-tune non-technical, critical employability skills that are essential in today's workplace. These transferable skills are vital in any industry or occupation and are often among the deciding factors in employee selection and promotion. Participants will enjoy an interactive, hands-on learning experience and earn a portable credential upon successful completion.

<b>BEGIN/ END DATES</b>	<b>CLASS TIME</b>	<b>CLASS DAYS</b>
<b>LOCATION/FEE</b>	<b>INSTRUCTOR</b>	
1/8-2/21 Fremont Town Hall/\$125	6 p.m.-8 p.m. Matthews/Parker	MW

## CAREER EXPLORATION

This course is designed for unemployed and underemployed adults and displaced workers who need to explore career options and need retraining. Participants will learn about the various career options, the skills, attributes, work values, and traits necessary for employment in their desired field, and how to determine if a career in their chosen field is right for them. They will learn about the role of technology in the work environment and identify a variety of entry-level positions. The course will also explore occupational training opportunities that can help participants find employment and career advancement.

<b>BEGIN/ END DATES</b>	<b>CLASS TIME</b>	<b>CLASS DAYS</b>
<b>LOCATION/FEE</b>	<b>INSTRUCTOR</b>	
3/12-5/14 Walnut 136/\$70	10 a.m.-12 p.m. Sanford	T

## HRD/NCRC SUCCESS LAB

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

<b>BEGIN/ END DATES</b>	<b>CLASS TIME</b>	<b>CLASS DAYS</b>
<b>LOCATION/FEE</b>	<b>INSTRUCTOR</b>	
1/7-5/14 Walnut 136/\$180	9 a.m.-12 p.m. 1 p.m.-4 p.m. Staff/Borden	MTH MT

# LEARNING AND EARNING



## Instructor: A. Tyson

Do you aspire to go to college and work at the same time? Are you tired of hearing that you don't have the experience for the job? Perhaps you have a degree in a particular area, but haven't been able to land a job in your major. This session will provide some answers and options to help you enter the workforce, gain hands-on experience, and provide specialized training through On-the-Job training (OJT) experiences. You will learn information about local labor market, trending occupations and career needs in addition to delving into eligibility for the Workforce Innovation and Opportunity Act (WIOA) related programs.

### DATES:

**January 22, 2019**

2 p.m.-5 p.m.  
Walnut Building, Room 101

### AND

**April 17, 2019**

5 p.m.-7 p.m.  
Walnut Building, Room 101

# FIND YOUR CAREER IN SOCIAL SERVICES



## MANDATORY INFORMATION SESSION OPTIONS FOR HRD CLASS - PHASE I: HUMAN SERVICES EXPLORATION DSS

January 14 or March 18, 2019 | 5 p.m.-6 p.m. | Wayne Learning Center 161  
**OR**

January 16 or March 20, 2019 | 5 p.m.-6 p.m. | Wayne Learning Center 161

### 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, contact Alison Sanford at 919-739-6926.***

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	LOCATION/FEE	INSTRUCTOR
1/28-3/20	5:30-8:30 p.m.	MW	Spruce 114/\$125	Wolfe
4/1-5/22	5:30-8:30 p.m.	MW	Spruce 114/\$125	Wolfe

### PHASE II: INCOME MAINTENANCE CASEWORKER - NCFAS

This course is designed to cover 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 NCFAS application. Other topics will include skill in communication, interviewing, time management, data gathering/compiling, and data analysis. ***(Prerequisite Class: Human Services Exploration DSS)*** For more information, contact Monica Miller at 919-739-6933.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	LOCATION/FEE	INSTRUCTOR
1/29-4/4	6 p.m.-8:30 p.m.	MW	Magnolia 219/\$125	Ward

# EMS/FIRE/LAW ENFORCEMENT CLASSES



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

## EMERGENCY MEDICAL SERVICES CLASSES

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

### EMS 4401

Safety - Infectious Disease, Health & Wellness, EMS Provider Hygiene, Safety & Vaccinations  
1/2 7 p.m.-10 p.m. W  
Grantham Rescue/\$70 R. Proctor

### EMS 4402

Trauma  
1/9 6:30 p.m.-10:30 p.m. W  
Pine 112./\$70 R. Lassiter

### EMS 4302

Ventilation/Pediatric Cardiac Arrest  
1/14 7 p.m.-10 p.m. M  
Mount Olive E.S./\$70 W. Arnette

### EMS 4201

EMT Refresher  
1/22-4/2 ONLINE ONLINE  
ONLINE/\$180 K. Boswell

### EMS 4401

Paramedic Refresher  
1/22-4/2 ONLINE ONLINE  
ONLINE/\$180 K. Boswell

### EMS 4402

BBO/HAZMAT Awareness  
1/24 7 p.m.-10 p.m. Th  
Fremont E.S./\$70 R. Lassiter

### EMS 3000

Basic Anatomy & Physiology for Pre-hospital Providers  
1/28-5/6 ONLINE ONLINE  
ONLINE/\$180 K. Oakley

### EMS 4302

Pediatric Febrile Seizures/Assessment  
1/28 7 p.m.-10 p.m. M  
Mount Olive E.S./\$70 W. Arnette

### EMS 4202

Trauma, Hemorrhage Control  
1/30 7 p.m.-10 p.m. W  
Grantham Rescue/\$70 R. Proctor

### EMS 4302

Immunological & Endocrine Emergencies  
2/6 7 p.m.-10 p.m. W  
Mount Olive E.S./\$70 W. Arnette

### EMS 4202

Pain Management, Toxicological Emergencies - Opioids  
2/6 7 p.m.-10 p.m. W  
Grantham Rescue/\$70 R. Proctor

### EMS 4402

Cardiac Arrest  
2/13 6:30 p.m.-10:30 p.m. W  
Pine 112/\$70 J. Smith

### EMS 4402

Post Resuscitation/LVAD/ACS  
2/21 7 p.m.-10 p.m. TH  
Fremont E.S./\$70 R. Lassiter

### EMS 4302

Central Nervous System/Infectious Diseases  
3/5 7 p.m.-10 p.m. T  
Mount Olive E.S./\$70 W. Arnette

### EMS 4202

EMS Research, Evidence Based Guidelines, Ethics  
3/6 7 p.m.-10 p.m. W  
Grantham Rescue/\$70 R. Proctor

### EMS 4402

Pediatric Cardiac Arrest  
3/13 6:30 p.m.-10:30 p.m. W  
Pine 112/\$70 J. Smith

### EMS 4402

AHA HP BLS  
3/21 7 p.m.-10 p.m. TH  
Fremont E.S./\$70 R. Lassiter

**EMS 4202**

Cardiovascular  
4/3 7 p.m.-10 p.m. W  
Grantham Rescue/\$70 R. Proctor

**EMS 4402**

Medical Emergencies  
4/10 6:30 p.m.-10:30 p.m. W  
Pine 112/\$70 C. Hardin

**EMS 4402**

Medical Emergencies  
4/10 6:30 p.m.-10:30 p.m. W  
Pine 112 /\$70 C. Hardin

**EMS 4302**

ACS/Cardiac Arrest  
4/10 7 p.m.-10 p.m. W  
Mount Olive E.S./\$70 W. Arnette

**EMS 4402**

Pediatrics/Pediatric Transport  
4/18 7 p.m.-10 p.m. TH  
Fremont E.S./\$70 R. Lassiter

**EMS 4202**

Trauma Triage, Ambulance Safety  
4/24 7 p.m.-10 p.m. W  
Grantham Rescue/\$70 R. Proctor

**EMS 4202**

Airway/Ventilation  
5/1 7 p.m.-10 p.m. W  
Grantham Rescue/\$70 R. Proctor

**EMS 4302**

Crew Resource Management/EMS Research  
5/7 7 p.m.-10 p.m. T  
Mount Olive E.S./\$70 W. Arnette

**EMS 4402**

Post Resuscitation: Pain Management  
5/8 6:30 p.m.-10:30 p.m. W  
Pine 112./\$70 R. Lassiter

## PREREQUISITES FOR ALL EMS PROGRAMS

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

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

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

## EMT-EMERGENCY MEDICAL TECHNICIAN COURSE

Students must be 17 by the last day of class, possess a high school diploma, GED certificate, or a letter of recommendation from your high school principal and a college placement score into DRE 098 (prior to the beginning of class) and completion of required packet.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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LOCATION/FEE	INSTRUCTOR
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<b>EMS 4200</b> EMT (Day) 1/4-5/10 Pine 112/\$180	8 a.m.-5 .pm. MK Smith	F
<b>EMS 4200</b> EMT (Evening) 1/8-4/25 Pine 130/\$180	6 p.m.-10 p.m. 8 a.m.-5 .pm. D. Santifort	TTH S

## ANATOMY AND PHYSIOLOGY (ONLINE) (PREREQUISITE OR COREQUISITE FOR PARAMEDIC COURSE)

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
<b>EMS 3000</b> Anatomy and Physiology 1/28-5/6 ONLINE/\$180	ONLINE K. Oakley	ONLINE

## PARAMEDIC COURSE

At least 18 years of age, proof of successful completion of acceptable EMT course, college placement score into ENG 111 (prior to the beginning of class) and a math placement score of NCDAP 7 in DMAs, and completion of required packet.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
EMS 4400 Paramedic Part I 1/3-6/20 Pine 112/\$180	6 p.m.-11 p.m. 8 a.m.-5 p.m. D. Cuddeback	MTH S

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

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

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

**FOR A CURRENT LISTING OF ALL EMS COURSES GO TO**  
**waynecc.edu/continuing-ed/programs/emergency-services**

**FOR A CURRENT LISTING OF ALL LAW ENFORCEMENT COURSES GO TO**  
**waynecc.edu/programs/basic-law-enforcement-training**

## FIRE SERVICE TRAINING

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

If you are affiliated with a fire or EMS agency, you must provide a letter of affiliation from the department chief as confirmation to receive fee exempt status. Please contact Steve Mazingo, Fire Services Coordinator, at 919-739-6893 or semazingo@waynecc.edu if you have any questions.

**Please visit [waynecc.edu/continuing-ed/emergency-services](http://waynecc.edu/continuing-ed/emergency-services) for an updated class schedule.**

**Contact Fire/Rescue Coordinator Steve Mazingo at 919-739-6803 or semazingo@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.

### WORKFORCE CONTINUING EDUCATION SERVICES

# FIRE SCHOOL

**March 25-28, 2019**

Offerings include:

- 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 available to businesses and industries for required fire regulations.

**Contact Fire/Rescue Coordinator Steve Mazingo at 919-739-6803 or semazingo@waynecc.edu**





# FIRE ACADEMY

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

## LEISURE AND RECREATION/ COMMUNITY SERVICE COURSES

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

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

### 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
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LOCATION/FEE	INSTRUCTOR
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1/15-2/19 WLC 212/\$35	6 p.m.-8 p.m. Montgomery	T
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3/5-4/9 WLC 212/\$35	6 p.m.-8 p.m. Montgomery	T
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### CAKE DECORATING

For those that want to make a birthday cake, just have fun, start a career or even a business in cakes. This is a

comprehensive course that covers course 3-step method of cake decorating. Including basics of cake decorating, royal icing flowers, basics of fondant, cake design, and wired gum paste flowers. By the end of the course, students will be able to decorate a beautiful cake for any occasion using these techniques and a little practice. Where you go from here is up to you and how much you are willing to practice.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
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LOCATION/FEE	INSTRUCTOR
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1/30-3/6 Dogwood 206/\$40	6 p.m.-9 p.m. Pendergrass	W
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4/3-5/8 Dogwood 206/\$40	6 p.m.-9 p.m. Pendergrass	W
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### 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
1/15-3/5 Spruce 108 and 106 \$50	6 p.m.-9 p.m. Price	T

3/19-5/7 Spruce 108 and 106 \$50	6 p.m.-9 p.m. Price	T
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## ART 101: COLOR MIXING AND ACRYLICS

In this course, students will paint a color wheel and learn how colors interact with each other and pair together. They will learn the basics of painting with acrylics and create a custom painting based on the lessons learned about the color pairing. Prior painting knowledge is not required.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
1/9-2/20 Walnut 225 \$35	6 p.m.-9 p.m. Whitman	W

## PAPER FLOWER CRAFTING

In this course, students will learn the art of making paper flowers with a variety of materials including sheet music, magazine paper, maps, and imported crepe. Each flower is unique and created in custom colors for an abstract or realistic look. Students will learn ways to customize papers to achieve specific looks. By the end of the course, students will complete a flower bouquet. Prior floral experience is not required.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
3/6 - 4/17 Walnut 225/\$35	6 p.m.-9 p.m. Whitman	W

## WEAVING, CARDBOARD LOOM

This course teaches students the basic over and under technique of plain weaving. Upon the completion of this class, students will complete a weaved wall hanging on cardboard.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
1/17-3/7 Spruce 120/\$35	6 p.m.-8 p.m. Gardner	TH

3/21-5/9 Spruce 120/\$35	6 p.m.-8 p.m. Gardner	TH
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## FLORAL DESIGN

This course teaches students how to design trendy bows, wreaths, corsages, bouquets, table arrangements, and sympathy flowers.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
1/28-3/4 Dogwood 206/\$35	6 p.m.-8 p.m. Pearsall	M
3/25-5/6 Dogwood 206/\$35	6 p.m.-8 p.m. Pearsall	M

## SOLVED CAR BUYING MYSTERIES

This course is to help educate the consumer on what to do when purchasing a vehicle, new or used. Topics to be covered include financing, trading in your vehicle, leasing, down payments, and other tips to ensure your car buying experience will be the best. Students will also explore purchasing a vehicle on-line. After attending this course, students will be completely prepared for their next car buying experience.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
1/30 Spruce 106/\$20	6 p.m.-8 p.m. Dawson	W

## DEFENSIVE DRIVING

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
1/5 WLC 212/\$50	8:30 a.m.-12:30 p.m.	S
1/17 WLC 212/\$50	6 p.m.-10 p.m.	TH
2/2 WLC 212/\$50	8:30 a.m.-12:30 p.m.	S
2/14 WLC 212/\$50	6 p.m.-10 p.m.	TH
3/2 WLC 212/\$50	8:30 a.m.-12:30 p.m.	S

3/14 WLC 212/\$50	6 p.m.-10 p.m.	TH
3/30 WLC 212/\$50	8:30 a.m.-12:30 p.m.	S
4/11 WLC 212/\$50	6 p.m.-10 p.m.	TH
4/27 WLC 212/\$50	8:30 a.m.-12:30 p.m.	S
5/9 WLC 212/\$50	6 p.m.-10 p.m.	TH

## PAINTING, OIL - BOB ROSS LANDSCAPE

This course teaches proper use of Bob Ross paints, brushes and the techniques involved with completing a landscape or seascape painting. The foundation needed to experience the joy of the Bob Ross method of wet-on-wet oil painting is also taught. A painting is completed by the end of each class.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/10-2/14 Dogwood 206/\$50	4 p.m.-8 p.m. Edwards	TH
2/21-3/28 Dogwood 206/\$50	4 p.m.-8 p.m. Edwards	TH
4/4-5/9 Dogwood 206/\$50	4 p.m.-8 p.m. Edwards	TH

## PATTERN DRAFTING FOR FASHION I

This course introduces the beginning principles of pattern drafting for a garment or from a concept to final pattern knowledge. The course will address various approaches to pattern drafting, through visual and a hands-on approach that will allow students to understand the need and function of pattern drafting in design.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/31-3/7 Spruce 108 and 106 \$35	6 p.m.-9 p.m. Sanders	TH

## PATTERN DRAFTING FOR FASHION II

This course will continue with students learning basic pattern drafting. The objective is to teach students the beginning patterns for both upper and lower body garments.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
3/28-5/2 Spruce 108 & 106/\$35	6 p.m.-9 p.m. Sanders	TH

## COMPUTERS BASICS FOR SENIORS

This course is designed to assist students desiring to become familiar with the basic use of computers and other devices. Students will be introduced to Microsoft Office, saving files, and other basic computer skills.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/17-3/7 Senior Center Goldsboro/\$25	1 p.m.-4 p.m. Foster	TH
3/21-5/9 Senior Center Goldsboro/\$25	1 p.m.-4 p.m. Foster	TH

## 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/FEE	INSTRUCTOR	
2/5-3/12 Senior Center Goldsboro/\$35	12:30 p.m.-3:30 p.m. Price	T
3/26-5/7 Senior Center Goldsboro/\$35	12:30 p.m.-3:30 p.m. Price	T

## SMALL GAS ENGINE REPAIR

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS
LOCATION/FEE	INSTRUCTOR	
1/7-3/4 Hocutt 130/\$50	6 p.m.-9 p.m. Olmsted	M
3/18-5/13 Hocutt 130/\$50	6 p.m.-9 p.m. Olmsted	M

## STAINED GLASS

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

### BEGIN/ END DATES

### LOCATION/FEE

1/15-3/5  
Dogwood 206/\$40

3/19-5/7  
Dogwood 206/\$40

### CLASS TIME

### INSTRUCTOR

6:30 p.m.-8:30 p.m. T  
Walston

6:30 p.m.-8:30 p.m. T  
Walston

### CLASS DAYS

**PRE-REGISTRATION IS HIGHLY ENCOURAGED.**

# EFFECTIVE TEACHER TRAINING

## EFFECTIVE TEACHER I

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

**For more information or to pre-register, call Shelvia Yelverton at 919-705-6179 or e-mail [shelviayelverton@wcps.org](mailto:shelviayelverton@wcps.org).**

## CLASS STARTING IN JULY

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

### Steps to Enroll

Potential substitute begins process with WCPS.

Contact Shelvia Yelverton at 919-705-6179 or [shelviayelverton@wcps.org](mailto:shelviayelverton@wcps.org).

1. Person will complete the WCPS application packet for Substitute Teaching received from WCPS
2. Person will receive a WCPS Substitute Verification form to bring to Wayne Community College to enroll in the ETT course.
3. Person comes to WCC Workforce Continuing Education (Walnut Building, East Entrance) to register and pay for the course.
4. Students for upcoming ETT course will need to register no later than five days prior to the course or wait for the next offered course.
5. Upon completion of the course, student will receive a certificate to present to WCPS staff.

### Note:

If you have a current teaching license or more than three years' experience as a teacher assistant, you will not have to take Effective Teacher Training, but you will need to complete Smart Find Training to secure a substitute teacher position.

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



# **JOB** training opportunities **THROUGH** **PROJECT SKILL-UP**



**SHORT-TERM SKILLS TRAINING  
IN-DEMAND CREDENTIALS | FINANCIAL ASSISTANCE**

**COURSES INCLUDE:  
HVAC | WELDING | CONSTRUCTION TRADES  
COMPUTER-INTEGRATED MACHINING  
(919) 739-6938**



**WAYNE COMMUNITY COLLEGE**

**3000 Wayne Memorial Drive, Goldsboro, NC 27534 | [waynecc.edu](http://waynecc.edu)**

Wayne Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, 404-679-4500, <http://www.sacscoc.org> for questions about the accreditation of Wayne Community College. | Wayne Community College is an equal access, equal opportunity, and affirmative action institution. | Wayne Community College is a tobacco-free institution.

**CREATING SUCCESS - HOPE, OPPORTUNITY AND JOBS**

# REGISTER TODAY

# Activity Director Basic

This course is designed to provide basic training to individuals desiring to become an Activity Director in a healthcare related setting. Activity Directors for Adult Care Homes are required by the NC Division of Facility Services to complete a minimum of 60 hours in an approved Activity Director's course. Activity Directors for nursing facilities are required to complete the 60-hour basic course with an additional minimum of 10 hours in documentation including the assessment and care planning processes.

A high school diploma or High School Equivalency Diploma is required to take the course.

**PRE-REGISTRATION IS HIGHLY ENCOURAGED!**  
Register now at the Customer Service Desk,  
Walnut Building, East Entrance

Classes offered each semester.  
Check with the WCC Bookstore for the  
required textbook and price.

**Course Cost: \$180.00**

For more information, contact  
**ELIZABETH CURRY**  
919-739-6929 | [ecurry@waynecc.edu](mailto:ecurry@waynecc.edu)



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

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 Elizabeth Curry at 919-739-6929 or [ecurry@waynecc.edu](mailto:ecurry@waynecc.edu). Please allow sufficient time to arrange accommodation.





# Notary Class

Spring 2019

## NOTARY PUBLIC EDUCATION

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

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

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION	INSTRUCTOR
1/26	8 a.m.-4:30 p.m.	S	Magnolia 218	Kennedy
1/28-1/30	5 p.m.-9 p.m.	MW	Spruce 138	Kennedy
2/23	8 a.m.-4:30 p.m.	S	Magnolia 218	Kennedy
2/25-2/27	5 p.m.-9 p.m.	MW	Spruce 138	Kennedy
3/23	8 a.m.-4:30 p.m.	S	Magnolia 218	Kennedy
3/25-3/27	5 p.m.-9 p.m.	MW	Spruce 138	Kennedy
4/20	8 a.m.-4:30 p.m.	S	Magnolia 218	Kennedy
4/22-4/24	5 p.m.-9 p.m.	MW	Spruce 138	Kennedy
5/18	8 a.m.-4:30 p.m.	S	Magnolia 218	Kennedy
5/20-5/22	5 p.m.-9 p.m.	MW	Spruce 138	Kennedy

Required Text

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

## REGISTER NOW!!!!

Cost: \$70 each session

Customer Service Desk,  
Walnut Building, East Entrance

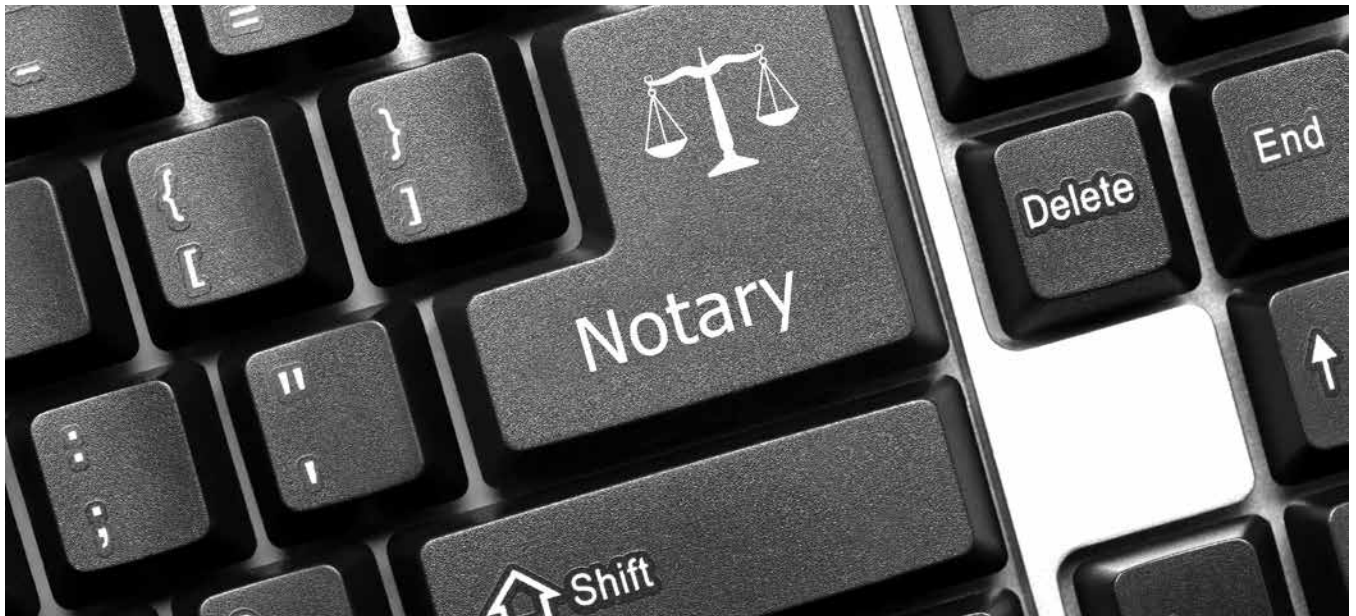
For more information,  
contact **Monica Miller** at  
**919-739-6933** or  
[mdedwards@waynecc.edu](mailto:mdedwards@waynecc.edu).



3000 Wayne Memorial Drive  
Goldsboro, NC 27534  
919-739-6900

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

Wayne Community College encourages persons with disabilities to participate in its programs and activities. If you anticipate needing accommodations or have questions about access, please contact Monica Edwards at 919-739-6933 or [mdedwards@waynecc.edu](mailto:mdedwards@waynecc.edu). Please allow sufficient time to arrange accommodations. Wayne Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, 404-679-4500, <http://www.sacscoc.org>, for questions about the accreditation of Wayne Community College.



# ELECTRONIC NOTARY PUBLIC CLASS

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

**CLASS DATES:**

January 29

April 23

July 30

October 29

**DAY OF THE WEEK:** Tuesday

**TIME:** 5:30 p.m.-9:30 p.m.

**BUILDING, ROOM:**  
Magnolia 219

**COST:** \$75.00

**INSTRUCTOR:** Kennedy

**Register Now!!!**

*Pre-registration is highly encouraged.*

Customer Service Desk, Walnut  
Building, East Entrance



3000 Wayne Memorial Drive  
Goldsboro, NC 27534  
919-739-6900

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

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

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## Is Now Offering \_\_\_\_\_ Pre-Licensing Education Courses

### ☐ LIFE AND HEALTH PRE-LICENSING

**February 1-23, 2019**

Saturdays 6-10 p.m. | Saturday 8 a.m.-5 p.m.

WCC | Wayne Learning Center, Room 217 | Cost: \$125

### ☐ PROPERTY AND CASUALTY PRE-LICENSING

**March 1-23, 2019**

Saturdays 6-9 p.m. | Saturday 8 a.m.-5 p.m.

WCC | Wayne Learning Center, Room 217 | Cost: \$125



**REGISTER NOW!! PRE-REGISTRATION IS HIGHLY ENCOURAGED**

Customer Services Desk, Walnut Building, East Entrance

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



**WAYNE COMMUNITY COLLEGE**  
CONTINUING EDUCATION SERVICES

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WAYNE COMMUNITY COLLEGE - WORKFORCE CONTINUING EDUCATION SERVICES

# NON-PROFIT MANAGEMENT CERTIFICATE PROGRAM

## FEBRUARY 5-MAY 7, 2019

### TUESDAYS • 6:00 P.M.-9:00 P.M.

Wayne Community College, Wayne Learning Center, Room 213

Students who successfully complete this class  
will obtain a WCC Non-Profit Certificate.

### PRE-REGISTRATION IS HIGHLY ENCOURAGED!

Register now at the Customer Service Desk,  
Walnut Building, East Entrance while seats are available.

Registration Fee: \$125.00

Contact Hours: 42 (CEUs - 4.2)

Topics to be covered:

**MARKETING YOUR NON-PROFIT**

**HOW TO COMPLETE THE 501(C)(3) PROCESS (FORM 1023)**

**FUND RAISING • GRANT WRITING • PREVENTING EMBEZZLEMENT**

[www.waynecc.edu/continuing-ed/non-profit-management-certificate-program](http://www.waynecc.edu/continuing-ed/non-profit-management-certificate-program)



**WAYNE COMMUNITY COLLEGE**  
WORKFORCE CONTINUING EDUCATION SERVICES

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

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For more information on the 15 class sessions  
and a full course description, contact

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





# WAYNE COMMUNITY COLLEGE

WORKFORCE CONTINUING EDUCATION SERVICES

## COURSE FEE SCALE

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

Leisure/Recreational Courses \$20.00 and above

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

## PAYMENT

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

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



## ADDITIONAL FEES (If applicable)

Computer Technology Fee \$5.00

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

Supplemental Student Accident Insurance \$0.55

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

New Student ID \$3.00

Replacement ID \$5.00

Student ID Semester Validation \$1.00

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

Student Parking Decal \$2.00

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

Transcripts \$2.00

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

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



# WCC ONLINE SERVICES

## USERNAME AND PASSWORD

Before students can access Wayne Community College Mail, Moodle, or Webadvisor they must determine their username (see directions below or receive it from an advisor) and create a password by visiting the Online Services Student Login page on the WCC Web site.

- Start on the WCC home page: [www.waynecc.edu](http://www.waynecc.edu)
- In the Quick Links menu, select Student e-mail, Moodle, or Webadvisor. You will be taken to the Online Services Student Login page: <http://www.waynecc.edu/online-services/>
- If you have not already been provided with your username, click on the Your Initial WCC Login (New Students) tab for directions on formatting your username.
- Once you have your username, click on the Create Password/Forgot Password/Password Expired link and follow the directions for creating your password.

- You must have your full seven-digit student ID number which may include 0's to complete the process
- If you set up answers to security questions, make note of the answers you provided. You will need to answer the questions if you fail to reset your password before it expires.

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

## WCC E-MAIL

WCC has partnered with Google for student and employee e-mail through Google Apps for Education. If you have ever used Gmail, you'll find your

student e-mail familiar. You will also have access to many of the Google Apps for Education, such as Google Drive, Hangouts, and more.

## WEBADVISOR

Students use WebAdvisor to register for classes, check grades, access course schedules, GPA, financial profile, financial aid reports, etc. All new students must register for courses with an advisor or counselor. Students

who have enrolled in classes during the previous academic year (Fall, Spring, and Summer) will be eligible to register online through WebAdvisor.

## MOODLE

The college's primary online course platform is Moodle. Students must access all online, hybrid and traditional courses using Moodle via the Internet. For more information and access instructions, go to [www.waynecc.edu](http://www.waynecc.edu) then click "Moodle". For other platforms, such as Course Compass, My Math Lab, or Web Assign, etc., access and user information will be provided by the course instructor.

Online and hybrid courses will be available after 8 a.m. on the day your class is scheduled to begin. Note: If you are enrolled in an online or hybrid course, you must access the course and complete initial assignments.

### REQUIREMENTS FOR ONLINE COURSES

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

### STUDENTS SHOULD MEET THE FOLLOWING FOR ONLINE COURSES

- It is recommended (but not required) that students have satisfactorily completed or tested out of the appropriate DRE course.
- Met one or more of the following recommendations: Satisfactorily completed or tested out of CIS 070, successfully completed an online or hybrid course at WCC, or developed the necessary computer skills through other computer-related courses/training (i.e. continuing education, on-the-job, etc.)
- Have access to a reliable computer.
- Have access to a reliable Internet connection.

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

- Use an Internet browser- Firefox is the preferred browser for accessing Moodle.
- Conduct Internet searches using various search engines - Google, Bing, Yahoo etc.
- Compose, send, and receive e-mail with attachments.

- Use Microsoft Word.
- 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.

### TO ACCESS YOUR ONLINE COURSE

On the day your course is scheduled to begin:

#### Step 1 - Go to [www.waynecc.edu](http://www.waynecc.edu)

- Click the Moodle link on the right side of the page.
- Log In information is on the Moodle page.

#### Step 2 - To enter your course:

- Once logged in, click the title of the course(s). If you do not see the course(s) for which you registered and paid tuition, confirm the start date, and then contact Workforce Continuing Education at 919-739-6900.

#### Step 3 - To stay enrolled in the course, you must:

- Read the welcome message and syllabus, then complete the Enrollment Verification Quiz and any initial assignments.
- For additional information, please visit [www.waynecc.edu/distance-ed/](http://www.waynecc.edu/distance-ed/)

### IF YOU WOULD LIKE TO PREVIEW A WCC MOODLE COURSE SITE

- Go to [moodle.waynecc.edu](http://moodle.waynecc.edu). Type "wccguest" for the user name and "wccguest" for the password.
- Click the title of the WCC Moodle Demo Course. Explore the course.
- Click the "Logout" button to exit.

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



# WCC BOOKSTORE

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

## BOOKSTORE RETURN POLICY

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

## TEXTBOOK BUY BACK

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

## TEXTBOOK RENTAL - 3 EASY STEPS

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



## OUR HOURS OF OPERATION:

**MONDAY, TUESDAY, AND THURSDAY**  
FROM 8 A.M. TO 4 P.M.

**WEDNESDAY**  
FROM 8 A.M. TO 5 P.M.

**FRIDAY**  
FROM 8 A.M. TO 1 P.M.

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

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

**Visit [www.waynecbookstore.com](http://www.waynecbookstore.com)**



**WAYNE COMMUNITY COLLEGE**  
WAYNE BUSINESS AND INDUSTRY CENTER

## LOCATED AT:

Walnut Building, Suite 108  
Wayne Community College  
3000 Wayne Memorial Drive  
Goldsboro, NC 27534

## DIRECTORY

**Craig Foucht, Executive Director**  
Wayne Business and Industry Center/WORKS  
919-739-7003 | Walnut 110

**Dale Fey, Director**  
Small Business Center  
919-739-6941 | Walnut 109

**Boyce Haywood, Director**  
N.C. Military Business Center  
919-739-6943 | Walnut 107

**Michael Bolechowski, Director**  
Customized Training Program  
919-739-6944 | Walnut 108-B

**Linda Berard, Executive Assistant**  
Wayne Business and Industry Center  
919-739-6940 | Walnut 108-A

**Nicole Brown, Director**  
Training and Development for Soft Skills  
919-739-7011 | Walnut 108-C

**Mary Mills Borden, Coordinator**  
Career Readiness Center Lab  
919-739-7004 | Walnut 136

[waynec.edu/businessandindustry](http://waynec.edu/businessandindustry)



Wayne Business and Industry Center at Wayne Community College  
Supporting economic and workforce development in Wayne County.

