

WAYNE COMMUNITY COLLEGE
CONTINUING EDUCATION SERVICES

Spring 2014

SCHEDULE OF COURSES

Reception Desk - 919-739-6900
Basic Skills Department - 919-739-6908

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WAYNE COMMUNITY COLLEGE
CONTINUING EDUCATION SERVICES

3000 Wayne Memorial Drive
Goldsboro, NC 27534 | 919-735-5151

www.waynecc.edu/continuing-ed



WCC - CONTINUING EDUCATION SERVICES

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.

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 Continuing Education Services can assist you or your company, please give us a call or drop by our campus.

GENERAL INFORMATION

Continuing Education students may register early for classes in the 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.

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.

A minor, 16 years old or older, may be considered a student with special needs and may be admitted to an appropriate program at a college if the local public or private educational agency determines that admission to the program is the best educational option for the students and the admission of such student to the program is approved by the college.

A high school student, 16 years old or older, based upon policies approved by the local, public, or private Board of Education and Board of Trustees, may be admitted to appropriate courses, except adult high school, concurrently under the following conditions:

- Upon recommendation of the chief administrative school officer and approval of the president of the college;
- Upon approval of the student's program by the principal of the school and the president of the college;
- Upon certification by the principal that the student is taking at least three high school courses and is making appropriate progress toward graduation.

High school students taking courses pursuant to the above paragraphs shall not displace adults but may be admitted any semester on a space-available basis to any continuing education course. Once admitted, they shall be treated the same as all other students. Reference 1D SBCCC 200.95 from Community College Laws of N.C.

REFUND POLICY FOR CONTINUING EDUCATION SERVICES

The refund policy for 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.

OCCUPATIONAL EXTENSION COURSE REPETITION POLICY

A student who takes an occupational class more than twice is required to pay a fee to be determined using the computation below. For example, the first and second time a student takes an occupational extension class, the fee will be based on the sliding fee scale (see below). The third and subsequent times will be based on the number of hours that the class meets multiplied by \$6.80. Example: 33 hours x \$6.80 = \$224.40 registration fee. Students are primarily responsible for monitoring class repetitions; however, the college shall review records and charge students full cost for classes taken more than twice. Students are exempt from this policy if class repetition is required for certification, recertification, or licensure.

COURSE FEES

1 to 24 hours - \$70.00, 25 to 50 hours - \$125.00, 51+ hours - \$180.00. NOTE: Charges are subject to change based on state budget.

...WCC-Continuing Education Services, Continued

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* dollars will be charged each semester to all individuals who take computer courses through the 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 Continuing Education computer classes held off campus at various locations. If you have any questions concerning the Computer Technology Fee, please

contact the Continuing Education Services at 919-739-6900. *Fee subject to change.

STUDENT ACCIDENT INSURANCE AND PARKING FEE

Students have the option to pay \$1.25 Student Accident Insurance Fee for all 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. 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 Continuing Education Services Office at the time of registration. Additionally, all Continuing Education students must have an ID card. The ID card is \$3.00 and must be purchased in the Continuing Education Services Office at the time of registration.

**For more information, visit or call www.waynecc.edu/continuing-ed/
• Reception Desk 919-739-6900 • Basic Skills Dept. 919-739-6908**

REGISTRATION FORM INSTRUCTIONS

Review our available courses in this schedule. You will need the Start Date, Course Title, and Course ID (CID Example: JH-40332). Fill out all items on the 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 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.

Mail your completed Registration Form and course fee to:
Wayne Community College
Continuing Education Services
ATTN: REGISTRAR
P.O. Box 8002
Goldsboro, NC 27533-8002

Drop-off completed Registration Form and course fee to Continuing Education Services Receptionist.

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.



CONTINUING EDUCATION SERVICES
STUDENT REGISTRATION FORM

3000 Wayne Memorial Drive, Goldsboro, North Carolina 27534 | 919-735-5151 | www.waynecc.edu

Sponsor Billing: _____

Class Title: _____ CID Number: _____
 Class Start Date: _____ Term: _____ Student ID/SSN: _____
 Last Name: _____ First Name: _____ Middle Name: _____
 Address: _____ County (Residence): _____
 City: _____ State: _____ Zip Code: _____
 Home Phone: (____) _____ Business Phone: (____) _____ Ext. _____
 Cell Phone: (____) _____ E-mail: _____
 Birthdate (mm/dd/yyyy): _____ Check if Senior Citizen (65 Or Older On Start Date Of Course)

Race: (ROPE Screen - Ethnic/Race) (Check One) Sex: (Check One)
 White Black or African American American/Alaska Native Male
 Hispanic Asian Hawaiian/Pacific Islander Female

Student Information: (ROPE - Student Info - ASFR - Discounts) (Check Any or All That Apply)
 Paid Fireman Volunteer Fireman Law Enforcement Human Resources Development
 Paid Rescue Volunteer Rescue Inmate Dept. of Affiliation _____

Employment Status: (ST/JNCA screen) (Check One)
 Retired Unemployed - Not Seeking Unemployed - Seeking
 Employed 40 or more hours Employee - Part Time: 1-10 hours 11-20 hours 21-39 hours _____

Education Level: (ST/JNCA screen) (Check or Enter the Highest Grade You Completed)
 Completed High School Adult High School Diploma GED Diploma
 One-Year Vocational Diploma Associate Degree Bachelor's Degree
 Master's Degree Or - Highest Grade Completed _____

Occupation: _____ Employer: _____

Supplemental Student Accident Insurance:
 As a registered student of a Continuing Education Course you may purchase Supplemental Student Accident Insurance for \$1.25 per semester.
 Yes, I would like to purchase Supplemental Student Accident Insurance
 No, I would not like to purchase Supplemental Student Accident Insurance

- NOTE: SEE BACK OF FORM FOR REFUND/REPEAT POLICY -
 (Your signature indicates that you have read and understand the Refund/Repeat Policy.)

Student Signature: _____ Today's Date: _____

THIS AREA IS FOR OFFICE USE ONLY:

White - College Copy • Pink - Instructor's Copy
 ROPE ST/JNCA RON

I hereby give permission to Wayne Community College and the NC Department of Community Colleges to release my grades to:
 NC Dept. of Insurance Fire/Rescue Commission
 NC Criminal Justice's Training and Standards Commission and/or NC Sheriff's Commission

RCTP #: _____ Payment Type: Check # _____ MO # _____ Cash Credit Date: _____ Initials: _____
 COWP #: _____
 Course Fee: \$ _____ Technology Fee: \$ _____ Student ID Fee: \$ _____ Parking Fee: \$ _____ Total \$ _____

ADULT LITERACY AND BASIC SKILLS PROGRAM FOR COLLEGE AND CAREER READINESS

**CLASSES BEGIN THE WEEK OF
January 6, 2014**

**PRE-REGISTRATION FOR AHS
CLASSES**

**December 9-20 and
January 2-3**

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

**General information:
Mrs. Babb, 919-739-6908
ejbabb@waynecc.edu**

**Admissions:
Mrs. Rabhan, 919-739-6917 or
lrabhan@waynecc.edu**

**Teaching Opportunities:
Mrs. Redmon, 919-739-6903 or
sonja@waynecc.edu**

**Basic Skills Plus:
Mrs. Goroski, 919-739-6918 or
legoroski@waynecc.edu**

**Computer Based Classes:
Mrs. Chase 919-739-6922 or
tschase@waynecc.edu**

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



www.facebook.com/wccbasicskills

FREQUENTLY ASKED QUESTIONS

HOW OLD MUST A STUDENT BE TO ENROLL?

Students must be 18 or older to enroll. Minors (16 and 17 years old) can enroll only after being officially released from public school. Other restrictions apply. Contact our Admissions Coordinator at lrabhan@waynecc.edu.

WHAT IS THE DIFFERENCE BETWEEN THE ADULT HIGH SCHOOL (AHS) DIPLOMA PROGRAM AND THE ADULT SECONDARY DIPLOMA PROGRAM (GED)?

In collaboration with the N.C. Department of Public Instruction and the Wayne County Public Schools, WCC's Adult High School allows students to earn an AHS diploma by completing 15 core courses, five electives, and a Career Readiness Certification (CRC). A minimum of 10 credits must be transferred from a public or private high school. The Adult Secondary Diploma (currently the GED) is earned by completing a series of tests which are Language Arts, Social Studies, Science, and Math. The tests are closely matched with the core curriculum at a 12.9 grade level and are regularly revised to measure career and college readiness for employers and colleges.

WHERE ARE YOUR CLASSES LOCATED?

We offer classes on the campus at Wayne Community College. We also offer Adult Secondary Diploma classes (GED) and English as a Second Language classes at convenient locations throughout Wayne County.

HOW LONG WILL IT TAKE TO GET A DIPLOMA?

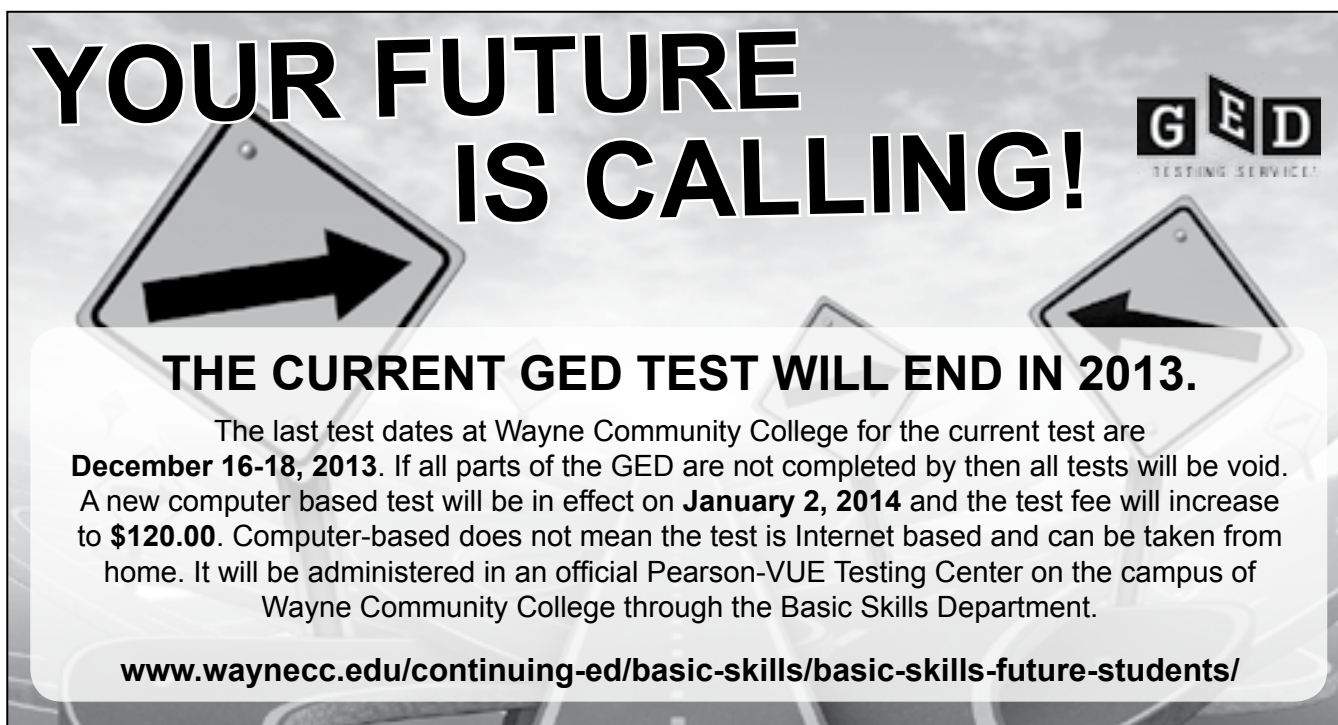
The answer to this question is different for each individual. The length of time will be determined by the amount of knowledge the student has in the beginning as well as the amount of time and effort the student puts into the program. For some students, it only takes a couple of months to earn an Adult Secondary Diploma. For others, it may take a couple of years. Once the initial placement test is taken, an advisor will be able to discuss the probable length of time it should take a student to earn the Diploma. For the Adult High School Diploma, it depends upon the number of courses the student has to transfer in, the educational level at which the student places on the placement test, and whether the student attends class full time or part time.

HOW MUCH DOES THE PROGRAM COST?


Adult Secondary Diploma and Adult High School Diploma programs are tuition free; however, students are required to pay a \$120.00 testing fee in order to take the Official GED test.

Call 919-739-6908 or stop in the Basic Skills Department today to learn of many exciting opportunities!

We are located in Walnut Building on the second floor.



YOUR FUTURE IS CALLING!



THE CURRENT GED TEST WILL END IN 2013.

The last test dates at Wayne Community College for the current test are **December 16-18, 2013**. If all parts of the GED are not completed by then all tests will be void. A new computer based test will be in effect on **January 2, 2014** and the test fee will increase to **\$120.00**. Computer-based does not mean the test is Internet based and can be taken from home. It will be administered in an official Pearson-VUE Testing Center on the campus of Wayne Community College through the Basic Skills Department.

www.waynec.edu/continuing-ed/basic-skills/basic-skills-future-students/

ORIENTATION AND PLACEMENT SESSIONS

Orientation sessions are for four days, three hours each day. Sessions are held Monday through Thursday. All four days must be attended before becoming eligible to enroll. For more information, you may call 919-739-6908 or 919-739-6904.

DATE	TIME	DATE	TIME
January 27-30	2:00 p.m.-5:00 p.m.	February 24-27	2:00 p.m.-5:00 p.m.
February 3-6	5:30 p.m.-8:30 p.m.	May 12-15	9:00 a.m.-12:00 p.m.
March 3-6	5:30 p.m.-8:30 p.m.	May 12-15	2:00 p.m.-5:00 p.m.

ADULT HIGH SCHOOL DIPLOMA CLASSES

Spring I AHS pre-registration is December 9-20 and January 2-3. Classes begin Monday, January 6. Pre-registration ensures space in the class. Many of the classes listed below are also offered as computer-based classes which means a student does part of the class online from home and part of the class in the computer lab with the contact instructor. Spring II AHS pre-registration is March 3-5. Classes begin Monday, March 10, 2014.

AHS SPRING I SCHEDULE

CLASS TITLE	BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
U.S. History pt 1	1/6-3/5	8:50 a.m.-10:20 a.m.	M-F	Walnut 225	TBA
APP 1	1/6-3/5	8:50 a.m.-10:20 a.m.	M-F	TBA	Goroski
English 3	1/6-3/5	10:30 a.m.-12:00 p.m.	M-F	Walnut 225	TBA
Math ASE	1/6-4/17	1:00 p.m.-2:30 p.m.	M-TH	WLC 227	Boyette
Physical Science	1/6-5/1	1:00 p.m.-2:30 p.m.	M-TH	Walnut 205	Mitchell

Holidays: January 20 • Spring Break: March 6-7

AHS SPRING II SCHEDULE

CLASS TITLE	BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
U.S. History pt 2	3/10-5/6	8:50 a.m.-10:20 a.m.	M-F	Walnut 225	TBA
APP 2	3/10-5/6	8:50 a.m.-10:20 a.m.	M-F	TBA	Goroski
English 4	3/10-5/6	10:30 a.m.-12:00 p.m.	M-F	Walnut 225	TBA
Math ASE	1/6-4/17	1:00 p.m.-2:30 p.m.	M-TH	WLC 227	Boyette
Physical Science	1/6-5/1	1:00 p.m.-2:30 p.m.	M-TH	Walnut 225	Mitchell

Holidays: Friday, April 18 • Spring Break: April 21-23

COMMUNITY ADULT SECONDARY DIPLOMA CLASSES (GED) CLASSES

COMMUNITY LOCATIONS

Spring classes begin the week of January 6. For information about any community Adult Secondary Diploma class, please call 919-739-6903 or e-mail sonja@waynecc.edu. We have classes in Mount Olive and Goldsboro!

HOW DO I REGISTER FOR CLASSES?

Students should report directly to the site with a picture ID and their Social Security card. Students will only be registered 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. A student who is absent from class without sufficient reason may lose his or her seat in the class.

DO I HAVE TO ATTEND ORIENTATION PRIOR TO REGISTRATION?

Adult students from community classes are invited, but not required, to attend orientation held on campus each month. Students under 18 must come on campus to meet with the Admissions Coordinator. Call 919-739-6917 or e-mail lrabhan@waynecc.edu for more information.

CLASS TITLE	BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
ASD	1/6-5/5	3:00 p.m.-5:00 p.m. 5:30 p.m.-7:30 p.m.	MW MW	Day Reporting Center (DRC)	TBA
ASD	1/7-5/6	5:30 p.m.-8:00 p.m.	TTH	Mount Olive Presbyterian CH	Beck
ASD	1/6-5/5	9:30 a.m.-12:00 p.m.	MWTH	WAGES	Monroe

Holidays: January 20, April 18 • Break Days: March 6, April 21, 22, 23F

ENGLISH AS A SECOND LANGUAGE (ESL)

SCHEDULE INFORMATION FOR NEW ESL STUDENTS

The ESL curriculum is competency based and provides individualized and group instruction for adults with limited English proficiency to acquire skills in listening, speaking, reading, writing, and comprehension of the English language. Focus is also placed on employability skills acquisition.

New students to the ESL Program must complete a two-day orientation session on campus on the following dates. Please go to the Walnut Building, Office 220. For more information on ESL or Citizenship classes contact Amelia Hall at 919-739-6911 (habla español).



INFORMACIÓN SOBRE LAS CLASES DE INGLÉS (ESL) ESTUDIANTES NUEVOS

Las clases de ESL pueden ser individualizadas y en grupo para mejorar las habilidades de la persona adulta en las distintas áreas del entendimiento del idioma: conversación, lectura y escritura. Se hace también énfasis en el desarrollo de las habilidades necesarias para tener éxito en el trabajo.

Estudiantes nuevos que entran al programa de ESL deben asistir a dos días de orientación, en una de las siguientes fechas. Por favor preséntese en la Oficina 220 en el Edificio Walnut. Para más información acerca de las clases de Inglés llama a Amelia Hall al 919-739-6911 o a María Abalo-Zarate al 919-739-6924.

ESL TESTING AND PLACEMENT

January 28 and 30
February 25 and 27
March 25 and 27
April 29 and May 1

TIME/HORA

10:00 a.m. or 5:30 p.m.
10:00 a.m. or 5:30 p.m.
10:00 a.m. or 5:30 p.m.
10:00 a.m. or 5:30 p.m.

PROGRAMA DE ORIENTACIÓN

28 y 30 de Enero
25 y 27 de Febrero
25 y 27 de Marzo
29 de Abril y 1 de Mayo

SCHEDULE INFORMATION FOR RETURNING ESL STUDENTS

Students who have been attending a class in the ESL program may return on the following dates to register for the spring session.

January 6, 7, 8, 9
February 3, 4, 5, 6
March 3, 4, 5, 6
March 31, April 1, 2, 3
May 20, 21, 22

LOS ESTUDIANTES QUE REGRESAN

Estudiantes que han participado en el programa del ESL pueden regresar durante las siguientes fechas para la sesión de Primavera.

6, 7, 8, 9 de Enero
3, 4, 5, 6 de Febrero
3, 4, 5, 6 de Marzo
31 de Marzo y 1, 2, 3 de Abril
20, 21, 22 de Mayo

DATE/FECHA	COURSE/CURSO	TIME/HORA	DAYS/DIAS	LOCATION/LUGAR
ESL - ON CAMPUS (DAY)				
1/6-5/6	ESL LAB	8:00 a.m.-1:00 p.m. 9:00 a.m.-12:00 p.m.	MTWTH Friday	Walnut 203
1/6-5/6	Computer Lab	8:00 a.m.-6:30 p.m.	MTWTH	Walnut 222-B
ESL - ON CAMPUS (NIGHT)				
1/7-5/6	Literacy	6:00-9:00 p.m.	TTH	Walnut 224
1/7-5/6	Beginning	6:00-9:00 p.m.	TTH	Walnut 203
1/7-5/6	Intermediate	6:00-9:00 p.m.	TTH	Walnut 223
1/7-5/6	Advanced	6:00-9:00 p.m.	TTH	Walnut 225
ESL - OFF CAMPUS				
1/6-5/6	ESL LAB	9:00 a.m.-12:30 p.m.	MTW	WAGES Head Start 612 Breazeale Avenue Mount Olive
1/7-5/6	ESL LAB	5:30 p.m.-8:30 p.m.	TTH	Seven Springs Town Hall 301 West Spring Street Seven Springs
1/6-5/5	ESL LAB	6:00 p.m.-8:30 p.m.	MW	FLOC 4354 Alt Hwy 117 S Dudley
1/6-5/5	ESL LAB	6:00 p.m.-8:30 p.m.	MW	Pikeville Library 107 W Main Street Pikeville

For future ESL classes and location information please contact Maria Abalo-Zarate 919-739-6924 or Amelia Hall 919-739-6911.

ESL - EN EL CAMPUS (DÍA)				
1/6-5/6	ESL LAB	8:00 a.m.-1:00 p.m. 9:00 a.m.-12:00 p.m.	Lunes, Martes, Miércoles, Jueves Viernes	Walnut 203
1/6-5/6	Computer LAB	8:00 a.m.-6:30 p.m.	Lunes, Martes, Miércoles, Jueves	Walnut 222-B
ESL - EN EL CAMPUS (NOCHE)				
1/7-5/6	Nivel Básico	6:00 - 9:00 p.m.	Martes, Jueves	Walnut 224
1/7-5/6	Nivel Principiante	6:00 - 9:00 p.m.	Martes, Jueves	Walnut 203
1/7-5/6	Nivel Intermedio	6:00 - 9:00 p.m.	Martes, Jueves	Walnut 223
1/7-5/6	Nivel Avanzado	6:00 - 9:00 p.m.	Martes, Jueves	Walnut 225
ESL - AFUERA DEL CAMPUS				
1/6-5/6	ESL LAB	9:00 a.m.-12:30 p.m.	Lunes, Martes, Miércoles	WAGES Head Start 612 Breazeale Avenue Mount Olive
1/7-5/6	ESL LAB	5:30 p.m. – 8:30 p.m.	Martes, Jueves	Seven Springs Town Hall 301 West Spring Street Seven Springs
1/6-5/5	ESL LAB	6:00 p.m. – 8:30 p.m.	Lunes, Miercoles	FLOC 4354 Alt.Hwy 117 S Dudley
1/6-5/5	ESL LAB	6:00 p.m. - 8:30 p.m.	Lunes, Miercoles	Pikeville Library 107 W Main Street Pikeville

Para más información acerca de las clases de ESL en el condado por favor comuníquese con Maria Abalo-Zarate 919-739-6924 o con Amelia Hall 919-739-6911.

ARE YOU READY?

IF NOT, THEN **GET READY** FOR **COLLEGE** OR A **CAREER!**

GET PREPARED WITH COMPUTER-BASED INSTRUCTION!



With Computer-Based Learning, you can improve skills in reading, writing, social studies, science and math; prepare for the GED test; earn credits toward an Adult High School diploma; or study for the Career Readiness Certificate (CRC) using online educational software. To get started you need to come to a four-day Orientation and Placement Session and let the instructor know you are interested in the Computer-Based Learning program.

**For more information, contact
Tiffanie Chase at 919-739-6922 or
tchase@waynecc.edu**



The Basic Skills Program at Wayne Community College prepares students for an Adult High School Diploma, a GED, or a Career Readiness Certificate (CRC) by improving reading, math and writing skills. Discover a path to a successful future using the tools and resources in our program.

Students eligible for the Basic Skills Program at Wayne Community College will be advised and then registered for classes appropriate for their individual needs.

Classes are held each day, Monday through Friday, for math, reading, writing, CRC, GED, and high school. Math and reading modules are five weeks long.

**SPRING SEMESTER REGISTRATION FOR
CLASSES AND MODULES: JANUARY 2: 8:00 A.M.-6:00 P.M.
JANUARY 3: 8:00 A.M.-12:00 P.M.**

REGISTER FOR READING AND MATH CLASSES

1.5 hours per day. Math module: Whole Numbers, Whole Numbers II, Fractions, Decimals and Percents, Geometry, Pre-Algebra, or GED TOP 50

1.5 hours per day. Reading: STAR class, Academic Vocabulary, Reading Lab or GED Lab

Students must be able to attend during their SCHEDULED class times each day. If you are not able to come to the main campus each day, we have off-campus sites throughout Wayne County. These classes are listed under Community GED Classes.

For more information, contact Karen Burnette at 919-739-6906 or kburnett@waynecc.edu.

BASIC SKILLS PLUS

Work on your GED or Adult High School Diploma
PLUS a career at the same time!

GED/AHS + COLLEGE + CAREER = SUCCESS



PATHWAYS

CNA I

EMT-Basic

Turf Grass Management

Medical Office
Administration

Industrial Systems
Technology

CONTACT THE CAREER/TRANSITION COACH LEIGH GOROSKI
919-739-6918 OR LEGOROSKI@WAYNECC.EDU

THREE OF OUR RECENT SUCCESS STORIES!



CHARLES GRAY

successfully completed our College Preparation Class (APP) and is now enrolled in the Turfgrass Management Program here at Wayne. Congratulations Charles!!!!



GRADUATES!

Congratulations to Rosa Dickens and Nicole Burdick on their upcoming graduation with their GED and CNA I Certification.

ALLIED HEALTH

Health care is the one of the most rapidly growing industries in America and WCC Continuing Education Services offers a number of programs to prepare you for this dynamic field. The Continuing Education Allied Health courses are designed to train you for entry-level careers in the health care industry including Nurse Aide and Substance Abuse Counselor. Average salaries for these positions in North Carolina range from \$9.00 to \$13.00 an hour and may vary regionally. It is our goal in Continuing Education Services to teach you the occupational skills and the industry knowledge needed to quickly become a valuable resource in the health care economy

Contact Joyce Hamilton-Fleming at 919-739-6929 or jhfleming@waynecc.edu
or visit us online at
www.waynecc.edu/continuing-ed/allied-health



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 may be 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.

Prerequisites: None

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	TEXT ISBN AND INSTRUCTOR
1/27-4/26	ONLINE	MSU	ONLINE \$180.00	Stephenson

*TEXTS:

1. Understanding Health Insurance: A Guide To Billing and Reimbursement 11th Ed. / Delmar Cengage	9781133283737
2. Medical Terminology in a Flash: A Multiple Learning Approach; 2nd ed. Sharon Eagle, FA Davis	9780803625662
3. Anatomy and Physiology for Health Professions: An Interactive Journey, 2nd Edition	978-13-5-6077-3
4. 2011 ICD-9-CM for Physicians Vol. 1 and 2 / Contexto Publishing	9781583837511

MEDICAL BILLING AND CODING: PART II

The course will 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 should be able to demonstrate working knowledge of current medical law and accepted ethical behavior.

Prerequisites: Medical Billing and Coding Part I

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	TEXT ISBN AND INSTRUCTOR
1/27-4/26	Online	MSU	ONLINE \$180.00	Stephenson

*TEXTS:

1. 2011 ICD-9-CM for Physicians Vol. 1 and 2 / Contexto Publ.	9781583837511
2. 2011 CPT Standard / Delmar	9781603592161
3. Law and ethics for Medical Careers, 5th ed.	9780073402060

HEALTH UNIT SECRETARY

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 of communication, maintaining records, reports, charts, and 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 inpatient care settings.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	TEXT ISBN AND INSTRUCTOR
1/28-4/29	6:00 p.m.-9:00 p.m.	TTh	Mag 223/ \$180.00	Stephenson
*TEXT: Health Unit Coordinator, 6th Ed. / La-Fleur-Brooks/ Gillingham & Siebel, ISBN:				9781416041726

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 does not qualify the person to work in an Adult Care Home. Listing on Nurse Aide I (NAI) registry is advised.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	TEXT ISBN AND INSTRUCTOR
TBA	TBA	TBA	TBA \$70.00	Fleming

*TEXT: Medication Aide/Print Shop

SUBSTANCE ABUSE/FUNDAMENTAL SKILLS SERIES

Courses offered within this series are designed to meet the North Carolina Substance Abuse Certification Board's requirements for training towards becoming a Substance Abuse Counselor. Participants seeking certification must complete 200+ CEU hours. The courses will cover topics relevant to areas needed for certification or re-certification. Individuals interested in becoming Substance Abuse Counselors should visit the NCSAPB website, www.ncsapb.org, to see the requirements of the board.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	TEXT ISBN AND INSTRUCTOR
TBA	TBA	TBA	TBA	TBA

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 and 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	CLASS LOCATION/FEE	TEXT ISBN AND INSTRUCTOR
2/10-4/30	5:30 p.m.-9:30 p.m.	MW	Magnolia 209 \$180.00	Sampson

*TEXT:

Fast & Easy ECGs: A Self-Paced Learning Program by Bruce Slade and Keith Wesley/McGraw Hill

ISBN-13:9780073519753

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 174+ 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	CLASS LOCATION/FEE	TEXT ISBN AND INSTRUCTOR
1/14-5/6	5:30 p.m.-9:30 p.m.	TTH	Magnolia 203 \$180.00	Davis/Bryan
1/13-5/7	8:30 a.m.-12:30 p.m.	MTW	Magnolia 205 \$180.00	Richardson/ Pigford
1/14-5/7 (Hybrid)	8:30 a.m.-12:30 p.m.	TW	Magnolia 203 \$180.00	Cutler/Rouse/ Pearsall
1/13-5/7	5:30 p.m.-9:30 p.m.	MW	Magnolia 203 \$180.00	Hall/McClarín

*TEXT Information for each of the four above courses:

Nursing Assistant Care, 3rd edition / Hedman; Fuzy' Rymer, (004-6 Workbook - REQUIRED)

ISBN:9781604250039

Registration Process:

1. Attend a 30-minute Mandatory Information Session before you can register.
2. Take Compass Reading test and score 50 or above or completion of Reading 080, 090 or English 111 (unofficial transcripts accepted).
3. Complete criminal background check and drug screen by designated due date (must use designated online and laboratory for tests and screens).
4. If pregnant-Admission must be approved by Director

Start of Class Requirements:

1. TB Skin test.
2. Vaccination Records: MMR Records - Documentation of two immunization shots or titer.
3. Pregnancy: If pregnant or become pregnant, must obtain a letter from MD stating there are no limitations to taking the class.
4. Copy of GED, high school diploma or transcript with dates of graduation.
5. Documentation of Flu shot required.

NURSE AIDE I REFRESHER

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	TEXT ISBN AND INSTRUCTOR
2/3-3/19	5:30 p.m.-8:30 p.m.	MW	Magnolia 205 \$125.00	Carmichael

*TEXT: Appendix A/D Performance Nursing Aide Handbook, Print Shop

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 for existing infusion. 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. Saturday clinical is required.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	TEXT ISBN AND INSTRUCTOR
1/14-5/15	5:30 p.m.-9:30 p.m. 8:00 a.m.-3:00 p.m.	TTH Sat	Magnolia 205 \$180.00	Delia

*TEXT: NC Nurse Aide II Bundle/NC Board of Nursing Publishing

ISBN: 9781113344079

Registration Process:

1. Attend a 30-minute Mandatory Information Session before you can register.
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.

Start of Class Requirements:

1. TB Skin test.
2. Immunization Records: Flu Shots and MMR Records - Documentation of two immunization shots or a titer (blood test) is accepted..
4. Copy of GED, high school diploma or transcript with dates of graduation.
5. Flu shot required.

NURSE AIDE II REFRESHER/COMPETENCY TESTING

This course is designed to provide the student an opportunity to practice and review the competency skills required by the NC Board of Nursing to practice as a NA II. Students who have been off the NA II registry 24 months or less are eligible to take this course. The student must be active on the NA I registry and have been listed on the NA II registry.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	TEXT ISBN AND INSTRUCTOR
1/21-1/29	5:30 p.m.-8:30 p.m.	TW	Magnolia 209 \$70.00	Fleming
5/6-5/14	5:30 p.m.-8:30 p.m.	TW	Magnolia 209 \$70.00	Fleming

*TEXT: Print Shop

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 ANS I 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.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	TEXT ISBN AND INSTRUCTOR
1/17-1/24	8:00 a.m.-4:30 p.m.	Fri	WLC 208	Bass/Smith
	8:00 a.m.-12:00 p.m.	Fri	\$108.00	
2/15-2/22	8:00 a.m.-4:30 p.m.	Sat	WLC 208	Cooper
	8:00 a.m.-12:00 p.m.	Sat	\$108.00	
3/14-3/21	8:00 a.m.-4:30 p.m.	Fri	WLC 208	Smith/Bass
	8:00 a.m.-12:00 p.m.	Fri	\$108.00	
4/5-4/12	8:00 a.m.-4:30 p.m.	Sat	WLC 208	Cooper
	8:00 a.m.-12:00 p.m.	Sat	\$108.00	
5/2-5/9	8:00 a.m.-4:30 p.m.	Sat	WLC 208	Smith/Bass
	8:30 a.m.-12:00 p.m.	Sat	\$108.00	

TEXT: ServSafe/National Restaurant Association

ISBN: 0133075680

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 50 hours in an approved Activity Director's course. Activity Directors for nursing facilities are required to complete the 50 hour basic course with an additional minimum of 10 hours in documentation including the assessment and care planning processes. A high school diploma or GED is required to take the course.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	TEXT ISBN AND INSTRUCTOR
2/3-4/9	5:30 p.m.-8:30 p.m.	MW	Spruce 134 \$180.00	Benninghoff

TEXT: Long Term Care for Activity Professionals, Social Services Professionals and Recreational Therapists, 6th Edition / Idyll Arbor, Inc

ISBN: 9781882883899

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)

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	TEXT ISBN AND INSTRUCTOR
1/7	6:00 p.m.-10:00 p.m.	T	WLC 208 \$50.00	Smith
2/6	6:00 p.m.-10:00 p.m.	Th	WLC 208 \$50.00	Bass
3/4	6:00 p.m.-10:00 p.m.	T	WLC 208 \$50.00	Smith
4/3	6:00 p.m.-10:00 p.m.	Th	WLC 208 \$50.00	Bass
5/13	6:00 p.m.-10:00 p.m.	T	WLC 208 \$50.00	Smith

*TEXT: Answer Sheet

WAYNE BUSINESS AND INDUSTRY CENTER

SMALL BUSINESS CENTER, NC MILITARY BUSINESS CENTER,
CUSTOMIZED TRAINING PROGRAM, AND WORKS INITIATIVE
(CRC, SOFT SKILLS/CRITICAL EMPLOYABILITY SKILLS AND CAREER SERVICES)

THE SMALL BUSINESS CENTER

The Small Business Center (SBC) provides one-on-one counseling for exploring business ideas, starting a business, or expanding an existing business. For assistance with writing a business plan, licensing, taxes, federal and state government regulations, business ownership, preparing loan and grant proposals, locating money sources (including grants), researching markets, developing cash flow projections, or managing a business, contact Charles Gaylor, IV, Small Business Center Director, at 919-739-6941 or cpgaylor@waynecc.edu. The Small Business Center offers free seminars and access to business resources.

SBC SPRING SEMINARS - PRE-REGISTRATION RECOMMENDED.

Registration: Please preregister on-line at www.ncsbc.net (Click Contact your Local SBC, Select Wayne County, choose an event and click Register). Or you may call 919-739-6940. Please bring a completed registration form found online under the Small Business Center heading at www.wayneworksnc.com.

How to Write a Business Plan

Pat Killete • Tuesday, January 9, 2013 • 6:00 p.m.-9:00 p.m. • Walnut Building, Room 101 • Fee: No charge

Writing a business plan is an essential planning piece of starting your small business. Come to this seminar to learn what a business plan includes, why it is important to have one, and the steps to make sure your plan is effective.

The ABCs of Business Basics 101

TBA • Thursday, January 16, 2014 • 6:00 p.m.-9:00 p.m. • Walnut Building, Room 101 • Fee: No Charge

This course is geared for the beginner/startup, or for those small businesses needing a refresher on the basics of how to start, manage, and grow their small business. Key items include creating and assessing the business plan, developing the marketing plan, conducting a needs assessment, incorporating your business, analyzing cash flow, and small business investment strategies.

ABCs of Small Business Cash Flow Management

TBA • Thursday, January 23, 2014 • 6:00 p.m.-9:00 p.m. • Walnut Building, Room 101 • Fee: No charge

According to the SBA, over 80% of small businesses do not manage their cash flow on a daily, weekly, or monthly basis! Within a small business, cash and managing cash, is king! Cash flow is the pulse of your company, and managing it effectively often means the difference between success and failure. In this seminar, the "ABCs" of managing cash flow will be discussed. Learn about readily available financial software programs, when to use an accountant or bookkeeping service, and the pros and cons of managing the company finances yourself.

Should My Business be Certified?

Women's Business Center • Thursday, January 30, 2014 • 4:00 p.m.-6:00 p.m. • Walnut Building, Room 101 • Fee: No Charge

Certification programs can be a great tool for small business owners. Unlike permits and licenses, you do not need to obtain certifications to legally operate. However, certifications will help you compete in the marketplace and position your business to take advantage of business opportunities such as government contracts. This seminar will discuss the various government and private entities that provide certifications for small, woman/owned, minority/owned, and disadvantaged status. This seminar will explain programs such as: MBE, WBE, WBENC, and HUB, as well as discuss who qualifies, how to start, and finally, which certifications are right for your business.

Introduction to Grant Writing

Dorothy Moore • Tuesday, February 11, 2013 • 6:00 p.m.-9:00 p.m. • Walnut Building, Room 101 • Fee: No charge

Are you a beginning grant writer or fundraiser? Are you interested in picking up some pointers to improve your grant applications? In this seminar, you will gain a better understanding of the grant-writing process, examine all elements of a grant application, and have the opportunity to review real grant applications. In addition, you will learn how to “hunt for funders” and “mine” data and other resources to justify funding your concept.

Low Cost Marketing Ideas

Women’s Business Center • Thursday, February 18, 2014 • 5:30 p.m.-7:30 p.m. • Walnut Building, Room 101 • Fee: No charge

Some of the best marketing tools available to small business owners are free or very low-cost. Learn how to create a marketing strategy that supports your business goals. This seminar includes some traditional tactics, some new school tactics, and some simple things we sometimes overlook in marketing.

Small Business Marketing with Pinterest

Martin Brossman • Thursday, February 20, 2014 • 6:00 p.m.-9:00 p.m. • Walnut Building, Room 104 • Fee: No Charge

This seminar is a results-driven “Pinterest for Business” training geared toward small business owners, non-profit leadership, and entrepreneurs in general. Learn how to use Pinterest, the new photo-sharing social media platform, to drive traffic to your business website, establish credibility, and convey expertise and a sense of who you are as a business person. Strategic use of Pinterest can build a branded web presence and help you develop a lasting relationship with clients and partners.

Appointment with an Accountant

Aletta Taylor • Thursday, February 27, 2014 • 2:00 p.m.-7:00 p.m. • Walnut Building, Room 109 • Fee: No charge

Appointment with an Accountant is designed for small business owners and entrepreneurs who need to have a short one-on-one counseling session with a professional accountant. Each session will be 30 minutes and must be scheduled in advance. Appointments are limited; call 919-739-6940 to schedule today!

Lean Thinking for Small Businesses: Managing Costs, Production, and Employees

Matthew Neal • Thursday, April 10, 2014 • 6:00 p.m.-8:00 p.m. • Walnut Building, Room 104 • Fee: No charge

There are a number of certifications that a business can attain that display that company’s commitment to being lean. However, what are they, and are they worth it? What can lean thinking do for my small business? Attend this seminar to learn about this universal process to help identify, investigate, analyze, and fix problems at every level of your small business.

QuickBooks™ for Small Businesses

Jess McLamb • Wednesday, April 22, 2013 • 9:00 a.m.-4:00 p.m. • Magnolia Building, Room 220 • Fee: \$5 Technology Fee required

QuickBooks is one of the most widely used accounting software packages for small businesses today. This six-hour, hands-on workshop will teach you how to get the most out of QuickBooks for your business. You’ll learn some accounting basics to help you better understand your financial data. You’ll also learn how to set your business up, customize and create invoices, pay bills, use the payroll feature, reconcile bank accounts, and create reports. Bring some invoices and bills to the class and you can enter real transactions.

What is the Value of My Business, or the One I Want to Buy?

Steve Carver • Thursday, April 24, 2014 • 6:00 p.m.-9:00 p.m. • Walnut Building, Room 101 • Fee: No charge

Evaluating the market, sale, estate, insurance, book, or inheritance value of your small business is a difficult task. This seminar includes tips on how to handle the delicate task of assigning monetary values for the “blue sky and/or good will” aspects of a small business. The seminar will help a current/prospective small business owner begin the process and develop strategies and methods to help establish fair market values for business owners, buyers, investors and lenders.

Credit 101: Raise Your Score

Jena Cantwell • Thursday, May 15, 2014 • 6:00 p.m.-9:00 p.m. • Walnut Building, Room 101 • Fee: No charge

A major factor in securing capital for a business is the owner’s personal credit score. A low credit score will hinder your chances of securing the finances you need. In this seminar, you will learn what lenders look for when determining credit, the different types of credit to have, and how to begin the steps to increasing your credit score. Participants are encouraged to bring a copy of their most recent credit score to the session.

SBC SPRING 2014 SERIES: ADVANCED ENTREPRENEURIAL PRACTICES**Market Research**

Brian Curry • Tuesday, February 25, 2014 • 3:00 p.m.-5:00 p.m. • Walnut Building, Room 101 • Fee: No charge

This seminar is designed for entrepreneurs who want to learn how to plan and execute market research studies from start to finish. Specifically, you will learn how to use library resources to learn about your chosen industry, market, and competitors. No entrepreneur should ever print their business plan, or invest the first dollar, until they have read all they can find on their industry in trade journals, business publications, and general news sources.

Choice of Entity

Richard Bobholz • Tuesday, March 4, 2014 • 3:00 p.m.-5:00 p.m. • Walnut Building, Room 101 • Fee: No charge

This lecture will focus on the considerations necessary when choosing how to organize your business. Sometimes it is OK to remain a sole proprietorship, while in other scenarios you simply must be a traditional C-Corporation. What things must you consider, and how do you weigh your options? What types of entities are available under North Carolina law? If you do incorporate, how do you choose where to incorporate? These are questions that this seminar will help you answer.

Creative Financing for Starting or Growing Your Business

Camille Allen and Katrina Harrel • Tuesday, March 11, 2014 • 3:00 p.m.-5:00 p.m. • Walnut Building, Room 101 • Fee: No charge

Bank loans, grants, investor, or own savings account. How can you finance your small business dream? In this session, you'll learn about some of the traditional and creative ways to obtain money to start or grow your new business. Topics we'll cover include:

- What to do if obtaining a loan or grant is not possible
- What do investors look for in businesses?
- How to finance your business using a "pre-sell" method
- Low-cost ways to finance your business
- How smart bartering can boost your business, and more!

At the end of this session, you'll understand and have an initial plan to uncover financing options for your business.

Human Resources Law in Small Business

Randolph Bazemore • Tuesday, March 18, 2014 • 3:00 p.m.-6:00 p.m. • Walnut Building, Room 101 • Fee: No charge

This seminar will cover the actual procedures and day-to-day stuff that any business owner should know before hiring employee one (full- or part-time) in light of the requirements of the Fair Labor Standards Act (FLSA). The FLSA requires compliance with four basic requirements: (1) minimum wage, (2) overtime, (3) recordkeeping requirements and (4) child labor. This seminar will help the new entrepreneur and the experienced small business owner alike to better understand their responsibilities when hiring and maintaining employees.

Business Panel

Wayne Business Leaders • Tuesday, March 25, 2014 • 3:00 p.m.-5:00 p.m. • Wayne County Public Library, Weil Auditorium • Fee: No charge

Are you considering starting a business in Wayne County, but just didn't know where to go to get started? Come to this seminar and hear first-hand from a panel of local business and civic leaders. This seminar will be the closing event of the Advanced Entrepreneurial Practices series and will provide an opportunity for attendees to network and discuss their plans with each other and the panelists. The panel will discuss topics such as their own challenges, customer relations, financing difficulties, and finding the right employee.

MILITARY BUSINESS CENTER

Interested in federal contracting? Wayne Business and Industry Center is home to a local office of the NC Military Business Center (NCMBC). NCMBC identifies current local military and federal business opportunities, locates businesses in Wayne County and across North Carolina that are certified and/or registered to compete for them, and notifies those businesses of the opportunities. Contact Boyce Haywood, MBC Coordinator, at 919-739-6943 or ncmbc@waynecc.edu for assistance.

CUSTOMIZED TRAINING PROGRAM (CTP)

Wayne Community College's Customized Training Program's purpose is to provide tailor-made training assistance in support of full-time production and direct customer service positions created in Wayne County. The objective of CTP is to enhance the growth potential of qualified companies located in our community. For more information, contact Steve Herring at gsherring@waynecc.edu or 919-739-6944.

WORKS INITIATIVE (WORK-READY WAYNE COUNTY)

WORKS (Wayne Occupational Readiness Keys for Success) is a workforce and economic development initiative unique to Wayne County. The mission is to develop and market a skilled workforce for Wayne County to attract and retain jobs, leading to a better quality of life for our citizens. WORKS offers a variety of avenues for developing Wayne County's human resources, such as **WorkKeys** and **Career Readiness Certification (CRC)** testing, **job profiling**, and **soft skills training**. Wayne County was recognized on February 20, 2013 as the state's first **Certified WorkReady Community**. To find out how businesses and individuals may support a WORK-READY Wayne County, call Diane Ivey at 919-739-7003 or go to <http://ncworkready.org>.

CAREER READINESS CERTIFICATION (CRC)

The Career Readiness Center in WLC 141 offers test preparation or skills upgrade for the WorkKeys/CRC assessments through the WORKS lab. The lab is offered on a first-come, first served basis and is open entry/open exit. Individuals work at their own pace to prepare for the assessments. Some may attend the lab one time while others may attend for several weeks to reach their individual goals. Instruction in the lab is self-directed with a facilitator available to assist students. The lab is available Mondays 9 a.m.-12 p.m. and 1 p.m.-4 p.m., Tuesdays 1 p.m.-4 p.m. and 6 p.m.-9 p.m., and Thursdays 9 a.m.-12 p.m. and 6 p.m.-9 p.m. Once lab work is completed, individuals sign up for a testing appointment for the CRC test given on campus by calling Mary Mills Borden at 919-739-7004 or Lorie Waller at 919-739-7005. Testing is scheduled monthly at the Watkins Das Education Center at SJAFB by calling the Airmen and Family Readiness Center at 919-722-7298.

CAREER SERVICES

Career Services offers guidance to students and the general public through a variety of methods utilizing one-on-one assistance, group activities and events, workshops and seminars, and self-directed, web-based resources designed to help individuals make informed decisions concerning their education and career paths. All sessions are held in the Career Readiness Center, WLC 141. For more information about Career Services, contact Jessica Harrell, (919) 739-7005.

CRITICAL EMPLOYABILITY SKILLS (SOFT SKILLS)

Soft skills are 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. Through the WORKS Initiative, Wayne Community College offers a one-week, 30-hour, dynamic training that addresses the soft skills gap within our current workforce and

teaches individuals how to improve these skills. Participants will have an interactive, hands-on learning experience and will be evaluated on such skills as teamwork, appearance, organization, productivity and communication. Registration and mandatory orientation occurs prior to the start of each class. Contact Jena Cantwell at 919-739-7011 or jmcantwell@waynecc.edu for more information.

CID/TYPE TITLE	BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	TEXT ISBN AND INSTRUCTOR
Critical Employability Skills/Soft Skills*	01/27-01/31	9:00 a.m.-4:30 p.m.	M-TH	WAL 104	TBD
		8:30 a.m.-12:30 p.m.	F	\$125.00	
Critical Employability Skills/Soft Skills*	02/24-02/28	9:00 a.m.-4:30 p.m.	M-TH	WAL 104	TBD
		8:30 a.m.-12:30 p.m.	F	\$125.00	
Critical Employability Skills/Soft Skills*	03/24-3/28	9:00 a.m.-4:30 p.m.	M-TH	WAL 104	TBD
		8:30 a.m.-12:30 p.m.	F	\$125.00	
Critical Employability Skills/Soft Skills*	04/28-05/02	9:00 a.m.-4:30 p.m.	M-TH	WAL 104	TBD
		8:30 a.m.-12:30 p.m.	F	\$125.00	

*This course is available at no cost to unemployed or under-employed individuals or those persons whose income is 200 percent of poverty level. Fees may apply to full-time employed individuals not meeting income guidelines.

CERTIFIED PRODUCTION TECHNICIAN (CPT)

The Manufacturing Skill Standards Council’s (MSSC) nationally recognized CPT Certification addresses the core technical competencies of higher skilled production workers in all sectors of manufacturing. Wayne Communit College provides MSSC-approved training that prepares individuals for the assessments in critical production areas and MSSC awards certificates to individuals who pass any of its Production Modules: Safety; Quality Practices and Measurement; Manufacturing Processes and Production; Maintenance Awareness; and Green Production, as well as a full Certified Production Technician (CPT) Certification to those who pass all four original modules (NOTE: At this time, Green is not a requirement for full CPT certification). As part of the CPT training, students must first participate in an “Orientation to CPT class.” Following training and certification, students will complete a class for interviewing skills, resumes, and applications prior to interviewing with local manufacturers.

For information about the cost and availability of CPT training and related assessments, contact Diane Ivey at 919-739-7003. Scholarship assistance is available while funds last to qualified applicants through Wayne Commuity College’s NC Back to Work Grant.

CID/TYPE TITLE	BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	TEXT ISBN AND INSTRUCTOR
Orientation to CPT	1/06-1/22	8:00 a.m.-1:00 p.m.	M-TH	TBD	J. Cantwell
				\$125.00 or Fee Waived	
CPT	1/27-3/20	8:00 a.m.-1:00 p.m.	M-TH	TBD	B. Parker
				\$180.00 or Fee Waived	
Critical Employability Skills	3/24-3/27	8:00 a.m.-1:00 p.m.	M-TH	TBD	J. Cantwell
				\$70.00 or Fee Waived	
*Interview, Resumes and Applications - CPT					
Orientation to CPT	2/03-2/27	5:00 p.m.-9:00 p.m.	MTTH	TBD	J. Cantwell
				\$125.00 or Fee Waived	
CPT	3/03-6/10	5:00 p.m.-9:00 p.m.	MTTH	TBD	B. Parker
				\$180.00 or Fee Waived	
Critical Employability Skills	6/16-6/25	5:00 p.m.-9:30 p.m.	MW	TBD	J. Cantwell
				\$70.00 or Fee Waived	
*Interview, Resumes and Applications - CPT					

INTRODUCTION TO MANUFACTURING: SOFT SKILLS FOR EMPLOYMENT IN MANUFACTURING

This two-part course is designed to familiarize students with the basics of manufacturing, provide an understanding of the manufacturing processes, tools, safe work habits, building quality into a product, and mathematics used in the manufacturing environment. The first part of the course, **ISC 3500 Introduction to Manufacturing**, includes core topics of basic math and English review, good manufacturing processes, industry-related technology, and computer skills. Students will also complete SNAP-ON certification training (Basic Hand Tools and Electric Hand Tools and Safety) and assessments for Career Readiness Certification. During part two of this class, **HRD 3001 Soft Skills for Manufacturing**, students will focus on effective time management and soft skills. Core topics will include time-wasting behaviors, effective communication skills, organizational strategies, and stress management techniques. Through hands-on training, factory tours, practice interviews and soft skills training, students who complete the class successfully will have a general understanding of manufacturing job requirements and opportunities in Wayne County industry. In addition, they will have the opportunity to earn third-party credentials that will enhance their employment opportunities. Training will include lecture and hands-on activities with evaluation based on attendance, class participation and demonstration of skills. This course is endorsed by Franklin Baking Company, Cooper Standard Automotive, Cooper Bussmann, AAR, AP Exhaust, and Mt. Olive Pickle Company. This endorsement does not mean or imply that completers will receive jobs, interviews, employment offers, or other preferential treatment. **SCHOLARSHIPS MAY BE AVAILABLE**

TO QUALIFIED PARTICIPANTS. Registration and mandatory orientation occurs prior to the start of each class. Contact Jena Cantwell (jmcantwell@waynecc.edu, 919-739-7011) for more information or to register for the classes.

CID/TYPE TITLE	BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	TEXT ISBN AND INSTRUCTOR
Intro to Manufacturing	2/3-2/13	12:30 p.m.-5:30 p.m.	MTWTH	WAL 104 \$125.00	TBD
Soft Skills for Manufacturing	2/3-2/14	8:30 a.m.-11:30 a.m. 8:30 a.m.-12:30 p.m.	MTWTH F	WAL 104 \$125.00	TBD

CUSTOMER SERVICE: SKILLS FOR SUCCESSFUL EMPLOYMENT

In **Customer Service: Skills for Employment**, students will focus on effective time management, communication and soft skills. Core topics will include time-wasting behaviors, effective communication skills, organizational strategies, dealing with difficult people, and stress management techniques. Through hands-on training, tours, practice interviews, and soft skills training, students who complete the class successfully will have a general understanding of the customer service job requirements. In addition, students will have the opportunity to complete a resume and application tool and test for their Career Readiness Certificate (CRC). Training will include lecture and hands-on activities with evaluation based on attendance, class participation and demonstration of skills. **SCHOLARSHIPS MAY BE AVAILABLE TO QUALIFIED PARTICIPANTS.** Registration and mandatory orientation occurs prior to the start of each class. Contact Jena Cantwell (jmcantwell@waynecc.edu, 919-739-7011) for more information or to register for the classes.

CID/TYPE TITLE	BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	TEXT ISBN AND INSTRUCTOR
Customer Service	1/7-2/27	9:00 a.m.-1:00 p.m.	TWTH	WAL 104 \$175.00	J.Cantwell

LEISURE/RECREATION

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	CLASS LOCATION/FEE	INSTRUCTOR
1/9-1/9	6:00 p.m.-10:00 p.m.	TH	WLC 210 \$50.00	Sheffield
1/25-1/25	8:30 a.m.-12:30 p.m.	S	WLC 210 \$50.00	Sheffield
2/06-2/06	6:00 p.m.-10:00 p.m.	TH	WLC 210 \$50.00	Sheffield
2/22-2/22	8:30 a.m.-12:30 p.m.	S	WLC 210 \$50.00	Sheffield
3/6-3/6	6:00 p.m.-10:00 p.m.	TH	WLC 210 \$50.00	Sheffield
3/22-3/22	8:30 a.m.-12:30 p.m.	S	WLC 210 \$50.00	Sheffield
4/3-4/3	6:00 p.m.-10:00 p.m.	TH	WLC 210 \$50.00	Sheffield
4/19-4/19	8:30 a.m.-12:30 p.m.	S	WLC 210 \$50.00	Sheffield
5/1-5/1	6:00 p.m.-10:00 p.m.	TH	WLC 210 \$50.00	Sheffield

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	CLASS LOCATION/FEE	INSTRUCTOR
1/21-2/25	6:00 p.m.-8:00 p.m.	T	WLC 217 \$35.00	Jackson
3/18-4/22	6:00 p.m.-8:00 p.m.	T	WLC 217 \$35.00	Jackson

DECORATIVE ROCK PAINTING

This course is designed for students to learn how to be creative by painting rocks. The student may have one or several decorative rocks completed by the end of this course.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
1/11-3/1	10:00 a.m.-1:00 p.m.	S	Senior Ctr Golds \$35.00	Edwards
3/15-5/10	10:00 a.m.-1:00 p.m.	S	Senior Ctr Golds \$35.00	Edwards

GOLF BEGINNING AND INTERMEDIATE

This course is designed for students to develop an appreciation for the sport of golf and to develop an enjoyment of the game. The student will learn to identify the different clubs, explain and apply rules, etiquette, and scoring. They will also be able to demonstrate pre-swing fundamentals and swing fundamentals associated with full swing.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
1/25-3/1	12:00 p.m.-3:00 p.m.	S	Holly 141 \$50.00	Parson
3/22-4/26	12:00 p.m.-3:00 p.m.	S	Holly 141 \$50.00	Parson

FROM OLD TO NEW ALTERATIONS

This course will prepare students to expand their sewing skills. This course will allow students to alter clothing items that no longer fit or to redesign old clothing hanging in their closets. By the end of this course each student will have a completed project.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
1/27-3/3	6:00 p.m.-8:00 p.m.	M	Kekey Kakes \$35.00	Anderson
3/24-5/5	6:00 p.m.-8:00 p.m.	M	Kekey Kakes \$35.00	Anderson

JEWELRY MAKING

This course is designed to teach students to utilize their creative abilities and to learn the enjoyment of creating beaded necklaces, earrings, or bracelets. The student will obtain the understanding of various styles of jewelry. Students will learn to string the jewelry with comfort and ease.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
2/4-3/11	6:00 p.m.-9:00 p.m.	T	Azalea 207 \$35.00	Lanier

LINE DANCE

This is a course that offers the student the opportunity to exercise and have lots of fun while dancing. The "Electric Slide" and the "Cupid Shuffle" are two of the dance styles that are taught in this class. This is a great opportunity to relieve stress and to sweat.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
1/8-2/26	5:30 p.m.-7:00 p.m.	W	WLC AUDITORIUM \$35.00	Speight
3/12-5/7	5:30 p.m.-7:00 p.m.	W	WLC AUDITORIUM \$35.00	Speight

PAINTING, OIL - BOB ROSS

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	CLASS LOCATION/FEE	INSTRUCTOR
1/9-2/27	4:00 p.m.-7:00 p.m.	TH	Dogwood 206 \$35.00	Edwards
3/13-5/1	4:00 p.m.-7:00 p.m.	TH	Dogwood 206 \$35.00	Edwards

PARENTING GAME PLAN

This course will give parents and caregivers a means of role playing, examining, and evaluating practices of parenting. Child rearing topics include assertive discipline, positive intervention, respect, choices, consistency, etc.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
1/21-2/25	6:00 p.m.-8:00 p.m.	T	WLC 212 \$35.00	Bell
3/18-4/22	6:00 p.m.-8:00 p.m.	T	WLC 212 \$35.00	Bell

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	CLASS LOCATION/FEE	INSTRUCTOR
1/14-3/4	6:00 p.m.-9:00 p.m.	T	Spruce 108 and 106 \$35.00	Price
3/25-5/13	6:00 p.m.-9:00 p.m.	T	Spruce 108 and 106 \$35.00	Price

ADVANCED SEWING

This course is designed for advanced students. The students are taught advanced methods in sewing and broader terminology of it. More detailed functions of the sewing machine are also taught.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
1/16-3/6	6:00 p.m.-9:00 p.m.	TH	Spruce 108 and 106 \$35.00	Price
3/27-5/15	6:00 p.m.-9:00 p.m.	TH	Spruce 108 and 106 \$35.00	Price

BEGINNING CROCHET

This course is designed for beginning students. The students are taught basic steps on how to crochet. Each student should learn how to complete a project by the end of this course.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
3/25-4/29	6:00 p.m.-8:00 p.m.	T	WLC 207 \$35.00	Bullard

COUPONING 101

This course is designed to provide the basic guidelines and strategies for collecting and using coupons. The student will learn how to organize, collect, and the correct time to use coupons by the end of this course.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
1/16-3/8	6:00 p.m.-8:00 p.m.	TH	Spruce 142 \$35.00	Gambill
3/13-4/17	6:00 p.m.-8:00 p.m.	TH	Spruce 142 \$35.00	Gambill

SEWING LINGERIE

This course will teach the students how to use a pattern, fabric, and thread to create a finished piece of lingerie. The student will also learn sewing terms, tools of the trade, and how to read patterns and layout instructions. The student should have prior basic knowledge of sewing.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
1/18-3/8	9:00 a.m.-12:00 p.m.	S	Senior Ctr Golds \$35.00	Hall
3/22-5/10	9:00 a.m.-12:00 p.m.	S	Senior Ctr Golds \$35.00	Hall

BEGINNING PIANO

This course will introduce students to the basics of keyboarding and piano techniques. An introduction of piano, music notation, and harmonizing melodies will be taught so that the student will have a foundational knowledge of music by the end of this course.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
1/21-2/27	6:00 p.m.-8:00 p.m.	TTH	Dogwood 203 \$35.00	Moran
3/18-4/24	6:00 p.m.-8:00 p.m.	TTH	Dogwood 203 \$35.00	Moran

CREATIVE WRITING

This course is designed to teach students how to get started with writing. This course will explain the process for the student. By the end of the class the student's writing skills should have improved, and they should have learned creative ways of writing.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
1/28-3/18	7:30 p.m.-9:30 p.m.	T	Walnut 104 \$35.00	Baddour
3/25-5/13	7:30 p.m.-9:30 p.m.	T	Walnut 104 \$35.00	Baddour

DAY-TO-DAY SPANISH

This course will prepare students to have conversations with Spanish-speaking individuals. Topics include basic fundamentals of grammar, oral comprehension, various dialects, and basic conversations.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
1/21-2/27	6:00 p.m.-8:00 p.m.	TTH	Spruce 138 \$35.00	Cast
3/18-4/24	6:00 p.m.-8:00 p.m.	TTH	Spruce 138 \$35.00	Cast

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	CLASS LOCATION/FEE	INSTRUCTOR
1/6-3/3	6:00 p.m.-9:00 p.m.	M	Hocutt 130 \$35.00	Olmsted
3/17-5/12	6:00 p.m.-9:00 p.m.	M	Hocutt 130 \$35.00	Olmsted

INTERIOR HOME DECORATING MADE EASY

This course is designed to teach students basic decorating principles and techniques. This course will give the student designing ideas for their home. The student will learn the principles of design (color, texture, scale and balance), and how to apply them to any room.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
2/4-3/11	6:00 p.m.-8:00 p.m.	T	Spruce 142 \$35.00	Ingram

STAINED GLASS

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
1/14-3/4	6:00 p.m.-8:00 p.m.	T	Dogwood 206 \$35.00	Walston
3/18-5/13	6:00 p.m.-8:00 p.m.	T	Dogwood 206 \$35.00	Walston

QUILTING

This course will teach students how to use rotary cutters and tools to cut quilt pieces, and piecing techniques for strip piecing, half square triangles, quarter square triangles and flying geese. These pieces will be used in the five blocks that will be made into a wall hanging or table topper. They also will learn how to sash blocks and add borders to their patterns. Simple hand or machine quilting will be used to complete the item.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
2/3-3/10	6:00 p.m.-9:00 p.m.	M	Spruce 106 and 108 \$35.00	Trot
3/31-5/12	6:00 p.m.-9:00 p.m.	M	Spruce 106 and 108 \$35.00	Trott

YOGA

This course is designed to heal, detoxify and exhilarate the body and mind with emphasis on movement, balance and intention. No matter your age, strength or flexibility level, yoga can help enhance your quality of life.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
1/27-3/3	5:30 p.m.-7:00 p.m.	M	Azalea 210 \$35.00	Greigo
3/17-4/28	5:30 p.m.-7:00 p.m.	M	Azalea 210 \$35.00	Greigo

LEISURE/RECREATIONAL PROGRAMS FOR SENIORS

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	CLASS LOCATION/FEE	INSTRUCTOR
2/3-3/10	5:00 p.m.-7:00 p.m.	M	Senior Ctr Golds \$35.00	Jackson

PAINTING, OIL - BOB ROSS

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	CLASS LOCATION/FEE	INSTRUCTOR
1/14-3/4	6:30 p.m.-9:30 p.m.	T	Senior Ctr Golds \$35.00	Edwards
3/18-5/6	6:30 p.m.-9:30 p.m.	T	Senior Ctr Golds \$35.00	Edwards

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	CLASS LOCATION/FEE	INSTRUCTOR
2/4-3/25	12:00 p.m.-3:00 p.m.	T	Senior Ctr Golds \$35.00	Price

SEWING LINGERIE

This course will teach the students how to use a pattern, fabric, and thread to create a finished piece of lingerie. The student will also learn sewing terms, tools of the trade, and how to read patterns and layout instructions. The student should have prior basic knowledge of sewing.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
1/9-2/27	12:00 p.m.-3:00 p.m.	TH	Senior Ctr Golds \$35.00	Hall
3/20-5/8	12:00 p.m.-3:00 p.m.	TH	Senior Ctr Golds \$35.00	Hall

INTRO TO COMPUTERS - BEGINNING

This course is designed to assist students desiring to become familiar with the basic use of a personal computer. The student will be introduced to computer software and hardware and their functions. Microsoft Office Word and Publisher will be introduced. Students will also be given a chance to learn or enhance their typing skills and navigating the Internet.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
1/6-3/3	12:30 p.m.-3:30 p.m.	M	Senior Ctr Golds \$35.00	TBA
3/24-5/12	12:30 p.m.-3:30 p.m.	M	Senior Ctr Golds \$35.00	TBA

BEYOND COMPUTER BASICS

This course is designed to go beyond the basics of computer use. The student will explore and gain skills in Microsoft Office and the Internet. Areas of troubleshooting will be introduced.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
1/7-2/25	12:30 p.m.-3:30 p.m.	T	Senior Ctr Golds \$35.00	TBA
3/18-5/6	12:30 p.m.-3:30 p.m.	T	Senior Ctr Golds \$35.00	TBA

OCCUPATIONAL EXTENSION COURSES

AMERICAN SIGN LANGUAGE I

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

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
1/16-4/24	6:00 p.m.-9:00 p.m.	TTH	WLC 214 \$120.00	Jackson

BASIC PLUMBING II

The goal of the course is to teach basic plumbing to students seeking a career in the plumbing trade or simply wanting to learn how to plumb. It addresses the many topics plumbers must address on a daily basis including water supply systems, soldering, drains and vents, fixtures, installation, and more. Students will explore outside areas that will further their knowledge in plumbing techniques and materials.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
2/3-4/21	6:00 p.m.-10:00 p.m.	M	WLC 217 \$120.00	Zacharzuk

BASIC RESIDENTIAL 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, and residential wiring requirements. This course includes classroom and hands-on lab work.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
2/4-4/22	6:00 p.m.-10:00 p.m.	T	Hocutt 250 \$120.00	TBA

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	CLASS LOCATION/FEE	INSTRUCTOR
1/6-3/3	6:00 p.m.-9:00 pm.	M	Hocutt 170 \$70.00	Wise
1/11-2/1	8:00 a.m.-2:00 p.m.	S	Hocutt 170 \$70.00	Perez
3/8-3/29	8:00 a.m.-2:00 p.m.	S	Hocutt 170 \$70.00	Perez

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	CLASS LOCATION/FEE	INSTRUCTOR
2/8-3/1	8:00 a.m.-2:00 p.m.	S	Hocutt 170 \$70.00	Perez
3/10-5/5	6:00 p.m.-9:00 p.m.	M	Hocutt 170 \$70.00	Wise
4/5-4/26	8:00 a.m.-2:00 p.m.	S	Hocutt 170 \$70.00	Perez

HVAC I

This course provides instruction on HVAC/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	CLASS LOCATION/FEE	INSTRUCTOR
1/9-3/27	6:00 p.m.-10:00 p.m.	TH	Magnolia 108 \$125.00	Turner

INTRODUCTION TO INTERIOR DESIGN

This course is designed to provide entry-level interior design skills for persons currently employed, seeking to update skills, or pursuing employment in the area of interior design. Area furniture showrooms, galleries, and design consulting firms will provide employment opportunities for the students.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
3/13-4/17H	5:30 p.m.-7:30 p.m.	TH	WLC 207 \$70.00	Ingram

JOB PLAN BENCH & LAYOUT (NIMS)

This course introduces the basics of job process planning, sawing, and manual operations including bench work, and layout. Topics include deciphering blueprints and/or schematics, dimensions, design, and using various instruments required in the layout of various components.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
2/25-3/20	6:00 p.m.-9:00 p.m.	TTH	Azalea 101 \$70.00	Koger

MEASURE MATERIAL SAFETY (NIMS)

This course introduces precision measuring instruments, process control and adjustment, inspection, material handling and workplace safety. Topics include properly identifying and handling various measurement instruments and materials, process control, adjustment and improvement, personal protective equipment (PPE), and OSHA safety regulations.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
1/21-2/13	6:00 p.m.-9:00 p.m.	TTH	Azalea 101 \$70.00	Koger

SPANISH – FOR FARMERS

This course will prepare students to have conversations with Spanish-speaking farm workers. Topics include basic fundamentals of grammar, oral comprehension, various dialects, and basic conversations. (For business/industry/agency personnel).

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
2/18-3/27	6:00 p.m.-8:00 p.m.	TTH	Azalea 204 \$70.00	TBD

SPANISH - WORKPLACE CONVERSATIONAL

This course will prepare students to have conversations with Spanish-speaking individuals. Topics include basic fundamentals of grammar, oral comprehension, various dialects, and basic conversations. (For business/industry/agency personnel).

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
1/27-3/5 Level 1	6:00 p.m.-8:00 p.m.	MW	Magnolia 218 \$70.00	Sardina
3/24-5/5 Level 2	6:00 p.m.-8:00 p.m.	MW	Magnolia 218 \$70.00	Sardina

TODAY'S TELLER

This course will provide students with basic knowledge of the changing responsibilities of today's teller, including the most recent compliance information. Topics include cash handling, cash balancing, and providing quality customer service.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
1/27-3/6	6:00 p.m.-8:00 p.m.	MTH	MAG 220 / \$70.00	Smith
3/31-5/12	6:00 p.m.-8:00 p.m.	MTH	MAG 220 / \$70.00	Smith

CERTIFICATION / LICENSURE

AUTO SAFETY INSPECTION AND RENEWAL

This course is designed to meet the training and licensing requirements (initial and/or renewal) for the Vehicle Safety Inspection Program administered by the NC Division of Motor Vehicles, License, and Theft Bureau. Upon completion, a student will understand the rules, regulation, 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.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
1/7-1/8 Auto	6:00 p.m.-10:00 p.m.	TW	Magnolia 101 \$70.00	Loftin
2/4-2/5 Auto	1:00 p.m.-5:00 p.m.	TW	Magnolia 101 \$70.00	Loftin
3/4-3/5 Auto	6:00 p.m.-10:00 p.m.	TW	Magnolia 101 \$70.00	Loftin
4/1-4/2 Auto	1:00 p.m.-5:00 p.m.	TW	Magnolia 101 \$70.00	Loftin
4/29-4/30 Auto	6:00 p.m.-10:00 p.m.	TW	Magnolia 101 \$70.00	Loftin

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>

EPA REFRIGERANT RECOVERY/RECYCLING CERTIFICATION

This course is a training course designed for HVAC technical personnel to assist in meeting Environmental Protection Agency-mandated requirements related to Air Quality Standards. Topics include refrigerant chemistry; oils and application; ozone depletion; Montreal Protocol; Clean Air Act; recovery, recycling, and reclamation; containers-safe handling and transport of refrigerants; conservation-servicing and testing; waste oil; and high pressure and low pressure industrial/commercial chillers.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
1/6-2/3	6:00 p.m.-10:00 p.m.	M	Magnolia 108 \$70.00	Turner

Text: CFC Study Guide

FANUC COURSE PREPARATION

This course focuses on the programming and operation of a FANUC robotic cell. Topics included in the course subject areas will include but not be exclusive to control wiring, speed selections, programming, and general robot maintenance. Upon completion of the course, student should be prepared to sit for the FANUC CERT CELL certification exam. Please contact Todd King for more information at 919-739-6814 or stk@waynecc.edu.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
1/21-2/13	6:00 p.m.-9:00 p.m.	TTH	Azalea 201 \$70.00	Knotts

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.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
1/27-1/29	5:30 p.m.-9:30 p.m.	MW	Spruce 120 / \$70.00	Selzer
2/24-2/26	5:30 p.m.-9:30 p.m.	MW	Spruce 120 / \$70.00	Selzer
3/24-3/26	5:30 p.m.-9:30 p.m.	MW	Spruce 120 / \$70.00	Selzer
4/28-4/30	5:30 p.m.-9:30 p.m.	MW	Spruce 120 / \$70.00	Selzer

TEXT FOR NOTARY PUBLIC EDUCATION:

PUBLISHER: Notary Guidebook for North Carolina, 10th Ed

ISBN: 9781560114802

OBD II 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.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
1/14-1/15 OBD II	6:00 p.m.-10:00 p.m.	TW	Magnolia 101 \$70.00	Woodard
2/11-2/12 OBD II	1:00 p.m.--5:00 p.m.	TW	Magnolia 101 \$70.00	Woodard
3/11-3/12 OBD II	6:00 p.m.-10:00 p.m.	TW	Magnolia 101 \$70.00	Woodard
4/8-4/9 OBD II	1:00 p.m.--5:00 p.m.	TW	Magnolia 101 \$70.00	Woodard
5/6-5/7 OBD II	6:00 p.m.-10:00 p.m.	TW	Magnolia 101 \$70.00	Woodard

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>

OSHA INDUSTRIAL SAFETY

The OSHA Outreach Training Program provides training for workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces. The program also provides information regarding workers' rights, employer responsibilities, and how to file a complaint. Students attend 10-hour classes delivered by an OSHA authorized trainer. Through this training, OSHA helps to ensure that workers are more knowledgeable about workplace hazards and their rights, and contribute to workplace productivity. After successful completion of the class, students will receive an OSHA recognized certificate as well as an OSHA issued 10 Hour Card.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
1/25-2/1	8:00 a.m.-1:30 p.m.	S	HOC 140 \$75.00*	Knotts
2/15-2/22	8:00 a.m.-1:30 p.m.	S	HOC 140 \$75.00*	Knotts
3/22-3/29	8:00 a.m.-1:30 p.m.	S	HOC 140 \$75.00*	Knotts
4/19-4/26	8:00 a.m.-1:30 p.m.	S	HOC 140 \$75.00*	Knotts

*Includes \$5.00 fee for OSHA Card

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 examination administered by the NC Real Estate Commission. Topics include basic real estate principles and practices, law and contracts, financing, closing valuation, and fair housing and real estate laws. For more information, go to www.ncrec.state.nc.us.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
1/21-3/27	6:00 p.m.-10:00 p.m.	TTH	Spruce 120 / \$180.00	Leonard

TEXT FOR REAL ESTATE PRE-LICENSING:

PUBLISHER: Modern Real Estate Practice In NC, 7th edition,

ISBN: 1427750904

SOLIDWORKS ASSOCIATE LEVEL PREPARATION COURSE

This course introduces basic to intermediate skills required to construct solid models, create drawings, and manipulate assemblies. Topics include basic drawing, basic sketching techniques, basic modification tools, extrusion creation, cut creation, and part modeling. This course is designed to prepare a student to pass the Solid Works Associate Level Certification Exam. Students will sit for the Associate Level Certification Exam on the last night of class. Please contact Todd King for more information at 919-739-6814 or stk@waynecc.edu.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
1/21-2/13	5:30 p.m.-8:30 p.m.	TTH	Spruce 232 \$70.00	Staff

COMPUTER PROGRAMS



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

For more information contact Monica Edwards at 919-739-6933 or mmedwards@waynecc.edu.

**For details on our CISCO Networking Academy visit us at
www.waynecc.edu/continuing-ed/index.php/cisco/.**

CONTINUING EDUCATION SERVICES "ONLINE COURSES"

We offer online computer courses! Choose from courses for teaching professionals, Microsoft Office, computer troubleshooting, computer networking, wireless networks, Web page design, languages, personal development, child care, business administration, and so much more. Most courses are 24 hours long (2.4 CEUs), run for six weeks, and cost \$65.00. New courses start every other month! Go to www.waynecc.edu/continuing-ed/index.php/online-courses/ for a course listing and detailed registration procedures.

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. The course is offered in a three-part or single-class format - both are exactly the same curriculum wise. Register today!



BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	TEXT AND PUBLISHER	TEXT ISBN AND INSTRUCTOR
1/14-5/6 (web supported)	6:00 p.m.-9:00 p.m.	T	Magnolia 221 / \$180.00	Microsoft Office 2010: Essentials / Labyrinth	9781591363033 Elliott
1/16-5/8 (web supported)	9:00 a.m.-12:00 p.m.	TH	Magnolia 220 / \$180.00	Microsoft Office 2010: Essentials / Labyrinth	9781591363033 Elliott

MICROSOFT OFFICE 2010 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, Power Point, 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	CLASS LOCATION/FEE	TEXT AND PUBLISHER	TEXT ISBN AND INSTRUCTOR
1/13-3/10	5:00 p.m.-8:00 p.m.	M	RBPCDC / \$70.00	Welcome to MS Office 2010/Labyrinth	978-1-59136-380-4 F. Smith
1/14-3/11	9:00 a.m.-12:00 p.m.	T	Mag 220/ \$70.00	Welcome to MS Office 2010/Labyrinth	978-1-59136-380-4 Lloyd

MICROSOFT WORD 2013 (SLOW-PACED)

is a word-processing program designed to help you create professional-quality documents. Word helps you organize and write your documents more efficiently. You will create and manage documents, format text, paragraphs sections, create tables, lists, apply references; insert and format objects.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	TEXT AND PUBLISHER	TEXT ISBN AND INSTRUCTOR
1/13-5/5	9:00 a.m.-12:00 p.m.	M	Mag 220 /	TBD \$125.00	TBD Elliott

COMPUTER REPAIR/A+ CERT PREP

Our expert instructors walk you through the basics to trouble-shoot, 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 such as Windows XP, VISTA or Windows 7, recover from computer viruses, and more. Learn everything needed to take the A+ Certification examinations.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	TEXT AND PUBLISHER	TEXT ISBN AND INSTRUCTOR
1/16-5/8 (Hybrid)	6:00 p.m.-9:00 p.m.	TH	Spruce 206 / \$180.00	A+ Guide to Managing & Maintaining Your PC/	9781435497788 TBD Labyrinth

COMPUTER INTRODUCTION MICROSOFT WINDOWS 8 (SLOW-PACED)

Are you new to the computer? Do you feel over-whelmed 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	CLASS LOCATION/FEE	TEXT AND PUBLISHER	TEXT ISBN AND INSTRUCTOR
1/15-3/12	9:00 a.m.-12:00 p.m.	W	Magnolia 220 / \$70.00	N/A	N/A Elliott
1/14-3/11 (Slow Paced)	1:00 p.m.-4:00 p.m.	T	Magnolia 220 / \$70.00	Welcome to the World of Computers/Labryinth	978-1-59136-332-3 Lloyd

IPAD I TRAINING CLASS

This course will cover several iPad tips and tricks designed to make your experience more efficient, profitable, and rewarding. General use, iTunes, Apps Store, general maintenance, syncing your e-mail/calendar, connecting to audio visual components, and user manuals are covered. Also, we will go deeper into the multitude of different applications (Apps) available for your iPad.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	TEXT AND PUBLISHER	TEXT ISBN AND INSTRUCTOR
1/16-3/13	6:00 p.m.-8:00 p.m.	TH	Spruce 112 / \$70.00	N/A / N/A	N/A Bracey

IPAD I TRAINING ADVANCED

This course will cover more advanced iPad tips and tricks designed to make your experience more efficient, profitable, and rewarding. We will go deeper into the multitude of different applications (Apps) for your iPad.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	TEXT AND PUBLISHER	TEXT ISBN AND INSTRUCTOR
3/27-5/54	6:00 p.m.-8:00 p.m.	TH	Spruce 112 / \$70.00	N/A / N/A	N/A Bracey

PREPARING AND DELIVERING EFFECTIVE PRESENTATIONS - PART I

This course helps students become familiar with basic computer operations and programs that will enhance their abilities to research and develop accurate communications such as promotional/informational flyers, brochures, newsletters, online documents, and PowerPoint presentations. Students will be introduced to Microsoft Office Programs with a concentration on Microsoft Word, Publisher, PowerPoint, and a brief introduction to the Excel program. Students will also work towards proficiency in locating and using online resources and online document sharing tools, as well as e-mail.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	TEXT AND PUBLISHER	TEXT ISBN AND INSTRUCTOR
1/13-3/10	6:00 p.m.-9:00 p.m.	M	Magnolia 219 / \$70.00	Welcome to MS Office 2010/Labyrinth	978-1-59136-380-4 Bradford

PREPARING AND DELIVERING EFFECTIVE PRESENTATIONS - PART II

This course goes beyond the introductory level of Microsoft Office Programs to help students create memos and reports, work with formulas and charting, and design the presentation. Students will be introduced to intermediate level tools tips, and tricks of the Microsoft Office Programs with a concentration on Microsoft Word, Publisher, PowerPoint, and Excel programs.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	TEXT AND PUBLISHER	TEXT ISBN AND INSTRUCTOR
1/14-3/11	6:00 p.m.-9:00 p.m.	T	Magnolia 219 / \$70.00	Welcome to MS Office 2010/Labyrinth	N/A Bradford

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	CLASS LOCATION/FEE	TEXT AND PUBLISHER	TEXT ISBN AND INSTRUCTOR
1/15-5/7	6:00 p.m.-9:00 p.m.	W	Magnolia 220 / \$125.00	Photo - pedia / Que Publishing	N/A Breault

ADOBE PHOTOSHOP CS6

Adobe Certified Expert (ACE) instructors help 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. We offer instruction in Adobe Photoshop, Illustrator, InDesign, Acrobat (Online), Dreamweaver (see below), and Flash.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	TEXT AND PUBLISHER	TEXT ISBN AND INSTRUCTOR
1/14-5/6 Photoshop Intro 2013 (Hybrid)	6:00 p.m.-8:00 p.m.	T	Magnolia 220 / \$180.00	N/A / N/A	N/A Foster

WEB DESIGN-WORD PRESS

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. We offer instruction in Adobe Photoshop, Illustrator, InDesign, Acrobat (Online), Dreamweaver (see below), and Flash. You'll also plan your project and set goals for yourself.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	TEXT AND PUBLISHER	TEXT ISBN AND INSTRUCTOR
1/16-4/16 (Hybrid)	6:00 p.m.-8:00 p.m.	TH	Magnolia 220 / \$125.00	N/A / N/A	N/A Foster

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/ for course schedules, program details, textbook information, and course registration options, etc.

NOTATIONS

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 EDWARDS AT
919-739-6933 OR
MDEDWARDS@WAYNECC.EDU**

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

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

HUMAN RESOURCES DEVELOPMENT (HRD)



HRD will help you improve your chances for better employment! We offer short-term, pre-employment training sessions. For more information, contact Jena Cantwell at 919-739-7011 or e-mail at jmcantwell@waynecc.edu.

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.

Your Resume and Beyond (formally Get Hired) - This course focuses on how to secure a job in today's changing job market. Participants will identify personal strengths and how these strengths relate to career success. Students will also learn how to ask and answer interview questions to get the job. 30 hours.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	TEXT and PUBLISHER	TEXT ISBN and INSTRUCTOR
1/13-1/24	9:00 a.m.-12:00 p.m.	M-TH	WLC 221/ \$70.00	N/A	N/A Sawyer
2/10-2/21	9:00 a.m.-12:00 p.m.	M-TH	WLC 221/ \$70.00	N/A	N/A Sawyer
3/10-3/21	9:00 a.m.-12:00 p.m.	M-TH	WLC 221/ \$70.00	N/A	N/A Sawyer
4/14-4/25	9:00 a.m.-12:00 p.m.	M-TH	WLC 221/ \$70.00	N/A	N/A Sawyer

Money Smart - What you need to know to successfully manage your money now and for the future. Course includes how to maintain a checking and savings account, save for a home, apply for a loan, and much more! 24 hours

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	TEXT and PUBLISHER	TEXT ISBN and INSTRUCTOR
1/14-2/20	1:00 p.m.-3:00 p.m.	TTH	TBD \$70.00	N/A	N/A Washington
4/1-5/8	9:00 a.m.-11:00 a.m.	TTH	TBD \$70.00	N/A	N/A Washington

New Beginnings For The Ex-Offender - Herman Park -This course provides employability skills training for students who are preparing to re-enter the work force as ex-offenders - those who have been previously incarcerated and/or convicted of a crime. Students will explore career fields and educational opportunities that will assist in alleviating their barriers to employment. Students will learn the importance of keeping a positive attitude under negative circumstances by exploring their strengths and setting new goals. Students will practice job search strategies, understand how to build an employable resume and cover letter, develop successful interview techniques, and discover resources to take advantage as they search for employment. 30 hours

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	TEXT and PUBLISHER	TEXT ISBN and INSTRUCTOR
1/6-2/12	9:00 a.m.-12:00 p.m.	MW	TBD \$70.00	N/A	N/A Stephens

Financial Survival - Learning to Live on a Limited Income -This course is designed to provide employability skills for adults living on unemployment or reduced wages, along with tips for living on less. Participants will learn how to re-build credit scores, manage debt, obtain goods and services at reduced rates, eliminate unnecessary spending, and develop a wage improvement plan. They will be encouraged to adopt a positive outlook and self-concept and given a framework for making sound economic decisions about personal savings and retirement funds. 24 hours

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	TEXT and PUBLISHER	TEXT ISBN and INSTRUCTOR
1/14-2/20	3:30 p.m.-5:30 p.m.	TTH	TBD \$70.00	N/A	N/A Washington

Phase One - Introduction to Direct Care Work - Introduction to Direct Care Work explores various careers as a Nurse Aide. In this class students will complete career exploration and self-assessment. Learn about time and stress management, teamwork, and professionalism and learn CPR for the lay person. This class will also focus on job readiness skills, literacy, numeracy, keyboarding, and realistic job previewing. 16 hours

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	TEXT and PUBLISHER	TEXT ISBN and INSTRUCTOR
01/13-01/16	8:30 a.m.-12:30 p.m.	MTWTH	WLC 221 \$70.00	N/A	N/A Sanford
01/27-01/30	5:30 p.m.-9:30 p.m.	MTWTH	WLC 221 \$70.00	N/A	N/A TBD

Phase Two – Direct Care Basics - (pre-Nurse Aide level) - Focus on non-nurse aide personal care tasks and additional soft skill development. Students will also expanded 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. 66 Hours

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	TEXT and PUBLISHER	TEXT ISBN and INSTRUCTOR
02/11-04/03	8:30 a.m.-12:30 p.m.	TTH	WLC 221 \$70.00	N/A	N/A Sanford/TBD

HRD/Work-Life-Balance - Instructs in skills to manage more effectively life's multiple demands from a whole-person concept.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	TEXT and PUBLISHER	TEXT ISBN and INSTRUCTOR
1/7- 3/11	9:00 a.m.-12:00 p.m.	MW	TBD/ \$70.00	N/A	N/A Stephens

Brand New You - This course is designed to assist job seekers in promoting themselves, and creating a personal brand that will make them more marketable for the local workforce. Class time will be spent on helping learners identify their strengths and improving any potential transitional skill weaknesses. 24 hours

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	TEXT and PUBLISHER	TEXT ISBN and INSTRUCTOR
1/13- 3/3	6:00 p.m.-9:00 p.m.	MW	WLC 221 \$70.00	N/A	N/A Dunn

Social Media and Your Job Search - This course will teach students to utilize social media as a tool for exploring employment opportunities. Students will learn key features of Facebook, LinkedIn, and Twitter and how these sites can help them tap into the job market. Essential components of the course include building a personal brand and developing a positive online reputation. 45 hours

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	TEXT and PUBLISHER	TEXT ISBN and INSTRUCTOR
1/13- 4/10	1:00 p.m.-3:30 p.m.	TTH	TBD \$70.00	N/A	N/A TBD

Employability Skills Lab - This course is designed to target individuals who are unemployed, underemployed, or seeking a career change. The objective of the lab is to provide both traditional and non-traditional individualized learning experiences that will effectively improve the student's success rate in gaining and retaining employment. Instruction will be offered in a self-paced, self-directed, and structured format on an open-entry, open-exit basis to meet the needs of the individuals enrolled and/or the partner agencies. This class will help you develop what you need to know to improve your Career Readiness Certification (CRC) scores, complete an employment application, prepare for an interview, develop the art of networking, develop good work ethics, and more!

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	TEXT and PUBLISHER	TEXT ISBN and INSTRUCTOR
1/2-5/15	9:00 a.m.-12:00 a.m.	MTH	WLC 141 /	N/A	N/A
	1:00 p.m.-4:00 p.m.	MT	\$180.00		Grant
1/2-5/15	6:00 p.m.-9:00 p.m.	TTH	WLC 141 /	N/A	N/A
			\$180.00		Allen

Critical Employability Skills (Soft Skills) - Soft skills are 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. Through the WORKS Initiative, Wayne Community College offers a one-week, 30-hour, dynamic training that addresses the soft skills gap within our current workforce and teaches individuals how to improve these skills. Participants will have an interactive, hands-on learning experience and will be evaluated on such skills as teamwork, appearance, organization, productivity, and communication. Registration and mandatory orientation occurs prior to the start of each class.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	TEXT and PUBLISHER	TEXT ISBN and INSTRUCTOR
Critical Employability 01/27-01/31	9:00 a.m.-4:30 p.m.	M-TH	WAL 104	N/A	Sanford
Critical Employability 02/24-02/28	9:00 a.m.-4:30 p.m.	M-TH	WAL 104	N/A	Sanford
Skills/Soft Skills 02/24-02/28	8:30 a.m.-12:30 p.m.	F			
Critical Employability 03/24-3/28	9:00 a.m.-4:30 p.m.	M-TH	WAL 104	N/A	Sanford
Skills/Soft Skills 03/24-3/28	8:30 a.m.-12:30 p.m.	F			
Critical Employability 04/28-05/02	9:00 a.m.-4:30 p.m.	M-TH	WAL 104	N/A	Sanford
Skills/Soft Skills 04/28-05/02	8:30 a.m.-12:30 p.m.	F			

PROJECT SKILL-UP JOB TRAINING OPPORTUNITIES!

Wayne Community College was awarded a Project Skill-Up grant funded by the NC Tobacco Trust Fund. Funds are designated to assist Wayne County residents who have been adversely affected by the decline in tobacco-related industries with obtaining short-term occupational training.



FOR MORE INFORMATION, CONTACT MAXINE COOPER AT 919-739-6938.

EMS/FIRE/LAW ENFORCEMENT CLASSES



Information on classes can be obtained from our Web site:

www.waynecc.edu/continuing-ed

Contact Beverly Deans, Public Safety Director,
at 919-739-6798 or bdeans@waynecc.edu.

EMT-EMERGENCY MEDICAL TECHNICIAN - BASIC COURSE (HYBRID)

At least 16 years, 9 months of age, high school diploma, GED certificate, or a letter of recommendation from your high school principal and a college placement score in reading of 70 or higher (prior to the beginning of class).

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
1/07-5/15	6:00 p.m.-10:00 p.m.	TTH	Pine 127	D. Santifort
1/07-5/15	8:00 a.m-5:00 p.m.	S	\$180.00	

EMT-EMERGENCY MEDICAL TECHNICIAN - INTERMEDIATE COURSE (HYBRID)

At least 18 years of age, a current NC EMT Basic Certification, and a minimum college placement score of 81 in reading, 70 in writing, and 45 in math (prior to the beginning of class).

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
1/06-5/08	6:00 p.m.-10:00 p.m.	MTWTH	Pine 130	J. Gray/C. Walker
1/06-5/08	8:00 a.m-5:00 p.m.	S	\$180.00	

ANATOMY AND PHYSIOLOGY (ONLINE)

(This course is a Pre-requisite or Co-requisite for Paramedic course)

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
1/27-5/05	ONLINE	ONLINE	ONLINE	K. Oakley
1/27-5/05			\$180.00	

EMT-BASIC TO EMT-PARAMEDIC - HYBRID

This class will cover materials required to complete all objectives for NC EMT-Paramedic and National Registry Paramedic. This will allow students who successfully complete the class to take the NC State and/or National Registry examinations for certification. This class will include Technical Rescuer Certification. Class will be held on a "flip-flop" schedule, on Mondays and Wednesdays from 6 to 10 p.m. or Saturdays from 9 a.m. to 6 p.m. All students must have a criminal background check and drug screen. Students must purchase uniform shirt for \$15.72, malpractice insurance for \$13.25, and student insurance for \$1.25 from the college, and obtain a criminal background check and drug screening prior to beginning field clinical rotations. Successful completion of an Anatomy and Physiology course is required as a pre-requisite or co-requisite. Textbooks and workbooks will be required for this class. Students will have to purchase designated uniform to be worn at clinical sites and within the classroom setting. Space is limited so pre-registration is highly recommended.

BEGIN/ END DATES	CLASS TIME	CLASS DAYS	CLASS LOCATION/FEE	INSTRUCTOR
1/9-11/5/12 EMS 3031-001 Basic to Paramedic Pt. I	6:00 p.m.-10:00 p.m.	MW	Pine 112 \$180.00	D. Cuddeback

PRE-REQUISITES FOR ALL EMS PROGRAMS

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

Course requisite: Students must purchase a designated uniform shirt to be worn at clinical sites and within the classroom setting for approximately \$16.02, and malpractice insurance for \$13.00 and student insurance for \$1.25 from the college; and obtain a criminal background and drug screening check prior to beginning field clinical rotations. Textbooks are required for these classes.

If you are affiliated with a fire or EMS agency, you must provide a letter of affiliation from the department chief as confirmation to receive fee exempt status. Please contact Kim Boswell, EMS Coordinator, at 919-739-6893 or kmboswell@waynecc.edu, to schedule an interview appointment no later than 10 business days before class starts to receive your information packet. Documents within the packet are due by the first night of the class. There will be no admission to class without the submission of all supporting documentation. NO EXCEPTIONS.

FIRE 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 available to business and industries for required fire regulations. Contact Fire/Rescue Coordinator Steve Mozingo at 919-739-6803, semozingo@waynecc.edu.



**FIRE
SCHOOL**

FEBRUARY 24-27, 2014

Contact Fire/Rescue Coordinator Steve Mozingo
at 919-739-6803 or semozingo@waynecc.edu

DETENTION OFFICER CERTIFICATION COURSE (DOCC) FALL 2014!



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 Fall Semester during evening hours, 6:00 p.m.-10:00 p.m. Monday-Thursday and some Saturdays 8:00 a.m.-5:00 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, a T-shirt for physical fitness for \$16.15 and student insurance for \$1.25 from the college. The total cost of the course is approximately \$275.00. You may call 919-739-6798 or 919-739-6799 for more information.

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

**FOR A CURRENT SCHEDULE LISTING OF ALL FIRE COURSES GO TO
WWW.WAYNECC.EDU/FIRE-EMS**

**FOR A CURRENT LISTING OF ALL EMS COURSES GO TO
WWW.WAYNECC.EDU/CONTINUING-ED/EMS.HTML**

**FOR A CURRENT LISTING OF ALL LAW ENFORCEMENT COURSES GO TO
WWW.WAYNECC.EDU/CONTINUING-ED/WP-CONTENT/UPLOADS/LAW-ENFORCEMENT-TRAINING.PDF**

WCC BOOKSTORE

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 percent instantly.

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

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

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



**OUR HOURS OF OPERATION ARE MONDAY AND THURSDAY FROM 8:30 A.M. TO 4 P.M., TUESDAY AND WEDNESDAY FROM 8:30 A.M TO 6:30 P.M., AND FRIDAY FROM 8:30 A.M. TO 1 P.M.
CALL 919-705-0475 FOR MORE INFORMATION.**

E-MAIL AND WEBADVISOR

WCC is currently changing some of the technology services it provides to students. One major change is that the college will no longer use the Campus Cruiser portal. Previously, students would login to Campus Cruiser and use Webadvisor to register for classes, check grades, etc. Students would also check their WCC e-mail through Campus Cruiser.

WCC has partnered with Google for both student and employee e-mail through Google Apps for Education. If you have ever used Gmail, you'll find your student e-mail very familiar. You will also have access to many of the Google Apps for Education, such as Google Drive, Google Docs, Hangout, and more.

Students will continue to use Webadvisor to register for classes, check grades, access course schedules, GPA, financial profile, financial aid reports, etc. However, Webadvisor will now be available through a stand-alone Web site.

ACCESS E-MAIL AND WEBADVISOR

Go to www.waynecc.edu

To access these services, go to www.waynecc.edu and click on Student E-mail or Webadvisor in the right-side navigation.

MORE INFORMATION

For more information about these technology services, visit www.waynecc.edu/services.

MOODLE

MOODLE ACCESS

The college's primary online course platform is Moodle. Courses may be entirely online or may be used to Web-enhance face-to-face classes, called hybrid and supplemental classes. Students must access all online, hybrid and supplemental courses using Moodle via the Internet. For more information and access instructions go to moodle.waynecc.edu.

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

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:

1. Have access to a reliable computer.
2. Have access to a reliable Internet connection.

Students should have the following skills/abilities and be able to:

1. Use an Internet browser.
2. Conduct Internet searches using various search engines.
3. Compose, send and receive e-mail with attachments.
4. Save files in various formats.
5. Download and upload files from the Internet.
6. Allocate the time needed to participate in an online course.
7. Obtain and install software required for the course.

8. Maintain academic progression through the duration of the course.

TO ACCESS YOUR ONLINE COURSE:

Step 1 - Go to www.waynecc.edu

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

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, contact Continuing Education Services at 919-739-6900.

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

- Read the welcome announcements and complete initial assignments, and the enrollment verification quiz.
- For additional information, please visit www.waynecc.edu/de.

If you would like to preview a WCC Moodle course site:

- Go to moodle.waynecc.edu. Type "wccguest" for your user name and "wccguest" for your password.
- Click the title of the WCC Moodle Demo 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. You must access the course site and complete initial assignments. If you need assistance, call 919-739-7023 or 919-739-7029 or send an e-mail to wcc-de@waynecc.edu.

CAREER READINESS CERTIFICATE (CRC)



CAREER READINESS CERTIFICATION LAB

Wayne Learning Center, Suite 141

This lab is designed to help students build skills needed for the workplace through assessments and gap training. Students earn a Career Readiness Certificate (Bronze, Silver, Gold or Platinum) by undergoing testing related to Applied Mathematics, Reading for Information, and Locating Information through the WorkKeys assessment system.

**For more information, call
919-739-7004.**

YOUR FUTURE IS CALLING!



THE CURRENT GED TEST WILL END IN 2013.

The last test dates at Wayne Community College for the current test are **December 16-18, 2013**. If all parts of the GED are not completed by then all tests will be void. A new computer based test will be in effect on **January 2, 2014** and the test fee will increase to **\$120.00**. Computer-based does not mean the test is Internet based and can be taken from home. It will be administered in an official Pearson-VUE Testing Center on the campus of Wayne Community College through the Basic Skills Department.

www.waynec.edu/continuing-ed/basic-skills/basic-skills-future-students/

PICK UP YOUR COPY OF THE SPRING 2014 CURRICULUM SCHEDULE TODAY OR VIEW IT ONLINE AT WWW.WAYNECC.EDU

Wayne Community College is accredited by the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 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>

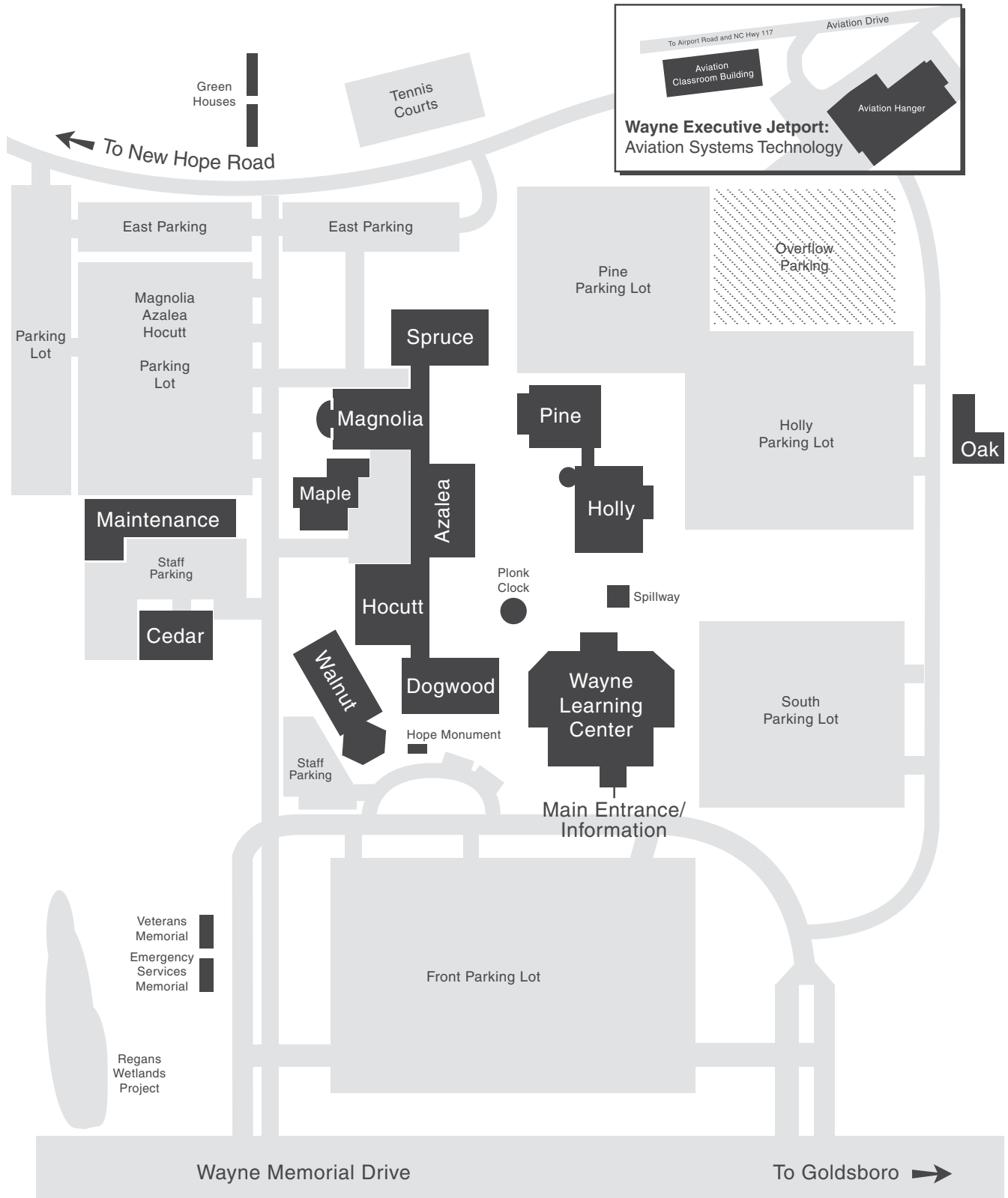
Inquiries about Wayne Community College, such as admission requirements, financial aid, educational programs, etc. should be addressed directly to Wayne Community College and not the Commission's office.

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 courses be accessible to all qualified students. It is the student's responsibility to make his or her disability known sixty days prior to enrollment. The student must request academic adjustments by contacting the Disability Services Counselor at 919-739-6728.

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 www.ed.gov/policy/gen/guid/fcpo/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.waynec.edu.

WAYNE COMMUNITY COLLEGE CAMPUS MAP



Get to Work!

Wayne Business
and Industry Center

Providing strategic
solutions to improve
performance,
productivity, and profits.

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

Located at
Wayne Community College
(Walnut Building, Suite 108),

919-739-6940 • www.wayneworksnc.com



CONTINUING EDUCATION SERVICES

FIRE SCHOOL

Offerings include

- Fire Training Standards Program
- Firefighter I and II State Certification
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- Classes are available to businesses and industries for required fire regulations.

Contact Fire/Rescue Coordinator Steve Mozingo at
919-739-6803 or semozingo@waynecc.edu