

# Continuing Education

## 2017 Fall Semester

The Division of Continuing Education offers a broad range of courses designed to meet adult vocational, avocational, cultural, intellectual and social interests and needs. Other part-time programs are designed for occupational training needs of new and expanding industries and individuals at all levels of labor and management, as well as the professions.

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June 2017

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# Registration Dates and Information

## 2017 Fall Semester

Admission to all publicly offered Continuing Education courses is open to adults 18 years of age and older on a first-come, space-available basis unless special admission requirements must be met. Individuals ages 16 and 17 can be admitted if a release form for minors is completed prior to the class start date. Certain classes require background checks, placement tests, and/or a high school diploma or NC High School Equivalency certification.

Courses are listed under program area headings. Please note that some course information may have changed since publication of the schedule.

Pre-registration and payment of registration fees are required one (1) business day before the class start date for Continuing Education classes. This excludes Basic Skills, HRD, and off-campus classes. All pre-registered students will be notified in advance of any changes to classes. No walk-in registrations will be taken in the classroom (with the exception of Basic Skills, HRD, and off-campus classes).

"Last Day to Register" dates are listed for classes that require pre-registration.

Start and end dates for all Continuing Education classes are shown with each listing.

Registrations will be taken during the registration schedule as shown below. Registrations are processed immediately and are on a first-come, first-serve basis.

## Registration Dates

July 10 – August 10 ..... Registration will be held in building B-105  
8:00 a.m. - 3:30 p.m. Monday through Thursday

*NOTE: Registration is open for any available class up to one (1) business day prior to the date of the first scheduled class. No registrations will be taken in the classroom. The college reserves the right to cancel a class due to insufficient registrations.*

## Mail-In Registration

Mail-in registrations must be received in the Continuing Education office one (1) business day prior to the date of the first scheduled class. These registrations will be processed the day following receipt. Students should mail a completed registration form with payment by check or money order made payable to Wilson Community College. Mail to:

**Wilson Community College**  
**Continuing Education Registration**  
**PO Box 4305, Wilson, NC 27893-0305**

The Continuing Education registration form can be found at:

**[www.wilsoncc.edu/pdf/ce/ce-registration.pdf](http://www.wilsoncc.edu/pdf/ce/ce-registration.pdf)**

*Note: Registration fees will be returned if the class is full or is canceled.*

**SEE PAGE 6 FOR OUR MAIL-IN REGISTRATION FORM**



# General Information

## Cancellations

A course may be canceled if fewer than 10 enroll. Registration fees will be returned if the class is full or is canceled.

## Fees

### ALL FEES ARE SUBJECT TO CHANGE BY ACT OF THE N.C. GENERAL ASSEMBLY.

- A. Occupational Extension fees are based on the number of contact hours as follows:  
1-24 hrs. = \$70.00      25-50 hrs. = \$125.00      51+ hrs. = \$180.00
- B. Occupational Extension students will be charged a \$5.00 technology fee per semester for courses consisting of nine (9) or more hours.
- C. Continuing Education students taking on-campus classes will be charged a \$15.00 security fee per semester for courses consisting of 16 or more hours.
- D. Basic Skills classes are free; however, on-campus Basic Skills students are required to pay a \$5.00 security fee for courses consisting of 16 or more hours.
- E. Community Service/Self-Supporting Fees are based on the cost of offering the course. There are no fee exemptions. All students must pay.
- F. Accident Insurance (\$2.00) and Malpractice Insurance (\$16.00) are required for EMT/EMS, Nurse Aide, Dialysis, and Phlebotomy students. Insurance is optional for all other Continuing Education students and may be purchased at the Cashier window.

## Refunds

For Occupational Extension classes, a 100% refund shall be made if the student withdraws **PRIOR** to the first class meeting. A 75% refund shall be made if the student withdraws from the class **PRIOR** to the official 10% point of the class. In either case, requests for refunds must be made by completing a Continuing Education course withdrawal form, and these forms are available in the Continuing Education office (B-105). No refunds are granted for Community Service and Self-Supporting courses once the classes have started. For classes canceled by the College, a full refund shall be made. You do not have to request a refund in these cases. Please allow 3 - 5 weeks for processing refunds. No refunds shall be made after the 10% point of the class.

## Eligibility

To be eligible to enroll in Continuing Education courses, students must be 18 years of age or secure their principal's permission if they are 16 or 17 years of age and enrolled in high school. Children and others not registered in a class are not allowed to attend.

*NOTE: Some programs/courses require students to meet additional age requirements (i.e. NurseAidelandII, FireAcademy, EMT).*

## Textbook Information

Pursuant to the Higher Education Opportunity Act, colleges are required to make required textbook information available to students at the time of registration. This information includes the ISBN number and retail price. If the ISBN number is not available, the College must provide the author, title, publisher, and copyright date. Textbook information is available via a link to the bookstore on the Continuing Education schedule on the College website.

## Continuing Education Units (CEUs)

The Continuing Education Unit is used as the basic unit of measurement for an individual's participation in Continuing Education classes, courses and programs. Wilson Community College awards CEUs for successful completion of learning activities providing unified, systematic instruction in academic and/or occupational courses.

## Attention Teachers

Wilson Community College offers a variety of classes that the Wilson County Public School Administration may accept as CEU credit, depending on applicability of the course to the individual teacher's professional development. Prior to registering for a class, please submit a brief request for approval to your principal. If you teach in a county other than Wilson, please contact your Professional Development Office prior to registering for a course to request approval.

# Frequently Asked Questions

## What is Continuing Education?

Continuing Education provides quality instruction in non-degree and non-diploma educational activities for area adults. Continuing Education courses do not earn academic credit. These courses are designed to provide specific knowledge and/or upgrade skills. Programs of instruction are designed to lead some students to achieve basic skills proficiencies and enable them to obtain their high school diploma or high school equivalency (HSE). A variety of courses are offered to meet vocational, avocational, cultural, intellectual, social, and recreational interests. Other programs are designed to provide occupational training for existing, new, and expanding industries and individuals at all levels of employment.

## Do I have to be admitted to the college as a student?

No. You do not have to be admitted as a Wilson Community College student to take Continuing Education courses.

## Does Continuing Education award any type of credit?

Continuing Education courses do not earn academic credit, however, some award continuing education units (CEUs).

## What if I have questions about a class or program?

If you have questions about a specific course or program, contact the Division of Continuing Education at (252) 291-1195.

## Who teaches the course or workshop?

Classes are taught by qualified experts in the area of instruction. Instructors may be Wilson Community College faculty members, professionals, or someone with advanced experience in the topic of instruction. In some cases, the College partners with regional and national training providers.

## How do I register?

Pre-registration is required for all classes with the exception of Basic Skills, HRD, and off-campus classes. You must register by the date listed with the course title. No registrations will be taken in the classroom with the exception of Basic Skills, HRD, and off-campus classes.

## Is there any type of financial assistance available?

Yes. There are limited funds available for Continuing Education scholarships. Contact the Division of Continuing Education at (252) 291-1195 for information on your specific area of interest.

## What is the cost to take a Continuing Education class?

| <b>PROGRAM</b>                    | <b>COST</b>  |
|-----------------------------------|--|
| Adult Basic Education             | Free *   |
| Adult High School                 | Free *   |
| English Language Program          | Free *   |
| Occupational Extension            | \$70-\$180/class *   |
| Small Business Seminars           | Free   |
| Community Service/Self-Supporting | Student pays a pro-rata share of the cost of instruction. Each fee is shown with course listing. |

*Note: There are no fee exemptions for self-supporting classes.*

*\* \$15.00 security fee required for on-campus classes meeting 16 hours or more.*

*\$5.00 technology fee required for on-campus classes meeting nine (9) hours or more.*



# Continuing Education Registration Form

## For Mail-In Registration Only

Check if this is a change in name, address or employer.

Section Number \_\_\_\_\_ Start Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_\_ Room \_\_\_\_\_

Course Title \_\_\_\_\_

### GENERAL INFORMATION

Student Social Security Number [ ] [ ] [ ] - [ ] [ ] - [ ] [ ] [ ] [ ] Student ID [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

1. Name \_\_\_\_\_  
Last First Middle/Maiden

2. Address \_\_\_\_\_

3. City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

4. County Residence \_\_\_\_\_ County Code \_\_\_\_\_

5. Home Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Cell Phone ( \_\_\_\_\_ ) \_\_\_\_\_

6. E-mail Address \_\_\_\_\_

7. Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex:  Male  Female

8. Ethnicity:  Hispanic/Latino  Not Hispanic/Latino

9. Race: (check one or more)

- American Indian or Alaska Native  Asian  Black or African American  
 Native Hawaiian or other Pacific Islander  White

10. Employment Status:  Full-time  Part-time  Unemployed  Retired

Employer \_\_\_\_\_

Occupation \_\_\_\_\_

### EDUCATIONAL INFORMATION

11. Highest educational level completed:  1  2  3  4  5  6  7  8  9  10  11  12  
(check one)

- GED  Adult High School Diploma  College Vocational Diploma  Associate Degree  
 Bachelor's Degree  Master's Degree  Doctorate

12.  Yes  No Are you currently suspended or have been expelled from another college or educational entity for non-academic disciplinary reasons? If yes, you will need to see the Vice President for Academic Affairs prior to registering.

13. Marketing Notice: I give Wilson Community College permission to use my photo/video/voice or written statement for marketing purposes through print, electronic or social media, **unless otherwise stated** at the time of image collection.  
 Yes  No

14. Student Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

College Representative Signature \_\_\_\_\_

Law/Fire/Rescue (agency name) \_\_\_\_\_

Registration Fee \$ \_\_\_\_\_ Registration Fee Waived  Yes  No

Technology Fee \$ \_\_\_\_\_ • **Registration will not be processed unless accompanied by check or money order.**

Security Fee \$ \_\_\_\_\_ • **Please photocopy this form to register for more than one course.**

Total Amount Paid \$ \_\_\_\_\_

### REGISTRATION INFORMATION

**REFUNDS** For Occupational Extension classes, a 100% refund shall be made if the student withdraws prior to the first class meeting. A 75% refund shall be made if the student withdraws from the class prior to the official 10% point of the class. Requests for refunds must be made by completing a Continuing Education course withdrawal form prior to the 10% point of the class. Forms are available in the Continuing Education office (B-105). No refunds are granted for Self-Supporting courses once the class has started. For classes canceled by the College, a full refund shall be made. You do not have to request a refund in these cases. Please allow 3 - 5 weeks for processing refunds. No refunds shall be made after the 10% point of the class.

**COURSE REPEATS** A student enrolling in the same Occupational Extension course more than twice within a five-year period will pay the full student cost. Details of these charges are available in the Continuing Education Office. This provision is waived if course repetition is required for certification or licensure.

**CANCELLATIONS** A course may be canceled if fewer than 10 enroll.

### CONSUMER INFORMATION

Consumer information is available to all students and prospective students in keeping with the requirements established by the Higher Education Opportunity Act. General information about the College including financial assistance; the annual campus crime report; retention, transfer and completion rates; and FERPA rights are available.

This information may be accessed on the College's website under the Campus Information link. Paper copies are available upon request in the Registration Center in Building F or the Continuing Education Office in Building B during daytime business hours. Paper copies are available from the switchboard in Building B during evening hours.

# COLLEGE AND CAREER READINESS PROGRAM

Wilson Community College's College and Career Readiness (CCR) program mission is to provide adult students and teenagers (ages 16 and 17) with the academic knowledge and skills necessary to obtain a secondary degree credential, to become workforce ready or college ready, involved in their children's education, and/or more self-sufficient.

This program prepares students for college readiness programs and/or job training opportunities by providing basic to advanced reading, math, language, writing, and communications studies in three (3) programs of study; Adult Basic Education, Adult Secondary Education (includes adult high school and HSE), and English Language Program (ELP). The learning objectives of the three (3) studies are carried out in four (4) pathways: Cooperative Pathway, Employment Pathway, Occupational Career Pathway; and Pre-College Pathway. Admission into all pathway programs is determined by an assessment of the student's academic skills. Anyone 16 years of age or older, who has been out of school at least six months and meets the admissions requirement, may enroll in any pathway program.

Cost: Tuition and Books - FREE

**The following fees may be applicable to certain programs.**

Fees: \$5.00 - Security Fee per Semester (All on-campus classes only)

## Adult Secondary Education Program (ASE)

The Adult Secondary Education (ASE) Program offers two programs of study that lead to a high school credential: Adult High School Diploma Program (AHS) and the NC High School Equivalency Program (HSE). Both programs are available in the Occupational Career Pathway and the Pre-College Pathway. All students who earn a high school credential at Wilson Community College receive a free tuition WCC Continuing Education or curriculum course. The Occupational Career Pathway prepares students to earn a high school credential and to enter short-term (4 to 12 month) educational training programs. The Pre-College Pathway prepares students to earn a high school credential and enter curriculum certificate, diploma, or degree programs.

### Adult High School Diploma Program (AHS)

In the AHS Program, students earn units of credits to complete their high school curriculum and receive a diploma issued by the Wilson County Board of Education. Eighteen high school core courses and seven (7) elective high school courses transferred-in and/or completed at WCC for a total of 25 credits are required. (Students with 22 or more transferred-in high school credits must take and pass a minimum of four (4) AHS credits at WCC to earn their AHS diploma.)

Additional Fees: AHS Diploma - \$5.00 (required) • Graduation Ceremony - \$15.00 (optional)

Graduation Cap and Gown - Purchased at the Wilson Community College Bookstore

### NC High School Equivalency Program (HSE)

The high school equivalency program is designed to prepare students to complete and pass a series of high school exams to earn a NC State High School Equivalency Diploma for college or workplace readiness. Students select from a battery of high school equivalency exams offered by GED Testing Services/Pearson Vue, and Educational Testing Services HiSet. Classroom or online high school equivalency instruction preparations are recommended prior to taking the HSE exams.

Battery of NC state High School Equivalency Exams:

GED Testing Services/Pearson Vue - \$80.00 • Educational Testing Services HiSet - \$50.00

Graduation Ceremony - \$15.00 (optional)

Graduation Cap and Gown - Purchased at the Wilson Community College Bookstore.

### (ABE & ASE) 2-Day Registration and Orientation Schedule

All students must attend a two-day orientation session. Cost: \$5.00 Security Fee is due the first day of the two-day orientation session for students attending on-campus classes only.

#### Requirements

- Arrive 15 minutes prior to the orientation session.
- No one will be permitted to attend orientation after the session begins.
- For more information, please call (252) 291-1195.

| Date  | Day     | Time                   | Room                 |
|---|---------|------------------------|----------------------|
| <i>Session I</i>                                |         |                        |                      |
| <i>Monday &amp; Tuesday attendance required</i> |         |                        |                      |
| August 21                                       | Monday  | 12:00 noon – 3:00 p.m. | DelMastro Auditorium |
| August 22                                       | Tuesday | 12:00 noon – 3:00 p.m. | DelMastro Auditorium |
| <i>Session II</i>                               |         |                        |                      |
| <i>Monday &amp; Tuesday attendance required</i> |         |                        |                      |
| October 2                                       | Monday  | 12:00 noon – 3:00 p.m. | DelMastro Auditorium |
| October 3                                       | Tuesday | 12:00 noon – 3:00 p.m. | DelMastro Auditorium |

### Off Campus Classes

Off-campus HSE/Adult Basic Skills classes, students are tested in the classroom on the day of registration.

## English Language Program (ELP)

English Language Program is a course of study designed to help adults of other languages improve their English speaking, listening, reading, and writing skills. Three (3) ELP levels are available: Beginning, Intermediate, and Advanced. Adults 18 and over may enroll. Sixteen and seventeen year olds who have never attended or completed high school nor attended elementary school in North Carolina may also enroll.

*NOTE: Orientation for evening ELP classes are held each Tuesday from 6:00 p.m. - 9:00 p.m. in A-116. Orientation for morning ELP classes are held each Wednesday from 9:00 a.m. - 12:00 noon in A-116.*

### For more information, contact:

Veronica Faison • (252) 246-1295 • vfaison@wilsoncc.edu

## Adult Basic Education (ABE) Program

The objective of the Adult Basic Education program is to raise students' basic reading, math, and language skills to meet the daily life skills needed to function effectively in the home, workplace, and community. The ABE program of study is designed to achieve the learning objectives of the Cooperative and Employability Pathways.

### For more information, contact:

Lisa Shreve, Cooperative Pathway Coordinator • (252) 246-1233 • lshreve@wilsoncc.edu

### Off-Campus:

Veronica Faison, Employability Pathway Coordinator • (252) 246-1295 • vfaison@wilsoncc.edu

## College and Career Readiness Class Schedule

*There is no registration fee for Basic Skills classes.*

*A \$5.00 security fee required per semester for classes held on-campus.*

| CLASSES                         | DAYS | TIME                    | LOCATION           |
|---------------------------------|------|-------------------------|--------------------|
| <b>(ASE) and (AHS) PROGRAMS</b> |      |                         |                    |
| Adult High School (Lab)         | M-TH | *9:00 a.m. - 12:00 noon | Room A-117         |
|                                 | M-W  | *5:00 p.m. - 8:00 p.m.  | Room A-117         |
| Pre-High School Equivalency Lab | M-TH | *9:00 a.m. - 4:00 p.m.  | Room A-118         |
|                                 | M-TH | 5:00 p.m. - 8:00 p.m.   | Room A-118         |
| High School Equivalency Class   | M-TH | 9:00 a.m. - 12:00 noon  | Room A-111a        |
| High School Equivalency Pathway | M-TH | 10:15 a.m. - 1:15 p.m.  | O.I.C.             |
|                                 | M-TH | 10:00 a.m. - 12 noon    | Stepping Stones    |
|                                 | M-TH | 9:00 a.m. - 12:00 noon  | Wilson Co. Library |
| Distance Education Offerings    |      |                         |                    |
| AHS Distance Education Program  |      |                         | Via Internet       |
| High School Equivalency Online  |      |                         | Via Internet       |

*\*Flexible class hours*

## ENGLISH LANGUAGE PROGRAM (ELP)

|                                   |      |                         |                |
|-----------------------------------|------|-------------------------|----------------|
| 2in1 High School Equivalency Prep | MW   | 8:00 a.m. - 10:00 a.m.  | Room A-111b    |
| 2in1 High School Equivalency Prep | TTH  | 8:00 a.m. - 10:00 a.m.  | Room A-112     |
| 2in1 High School Equivalency Prep | MW   | 7:00 p.m. - 9:00 p.m.   | Room 111a      |
| 2in1 High School Equivalency Prep | TTH  | 7:00 p.m. - 9:00 p.m.   | Room 111b      |
| El Grammar in Context I           | MW   | 10:00 a.m. - 12:00 noon | Wesley Shelter |
| EL Civics:                        |      |                         |                |
| Career Awareness Planning         | M-TH | 7:00 p.m. - 9:00 p.m.   | Room A-115     |
| Exploring Career Companions       | M-TH | 10:00 a.m. - 12:00 noon | Room A-111b    |
| Distance Education Offerings      |      |                         |                |
| Reading Horizons V5 Online        |      |                         | Via Internet   |
| Rosetta Stone Online              |      |                         | Via Internet   |

## ADULT BASIC EDUCATION PROGRAM (ABE)

|                       |      |                        |                  |
|-----------------------|------|------------------------|------------------|
| Basic Literacy Skills | M-F  | 8:00 a.m. - 12:00 noon | Diversified Opp. |
| Basic Literacy Skills | M-TH | 1:00 p.m. - 4:00 p.m.  | Room A-115       |
| Basic Literacy Skills | M-F  | 10:00 a.m. - 1:00 p.m. | Room A-115       |
| Basic Literacy Skills | M-TH | 10:00 a.m. - 1:00 p.m. | Room A-116       |
| Basic Literacy Skills | M-TH | 1:00 p.m. - 4:00 p.m.  | Room A-116       |



# PATHWAYS TO EMPLOYMENT

## Employability Lab

Students gain occupational, career and technical information and soft skill training necessary to be workplace ready.

Mondays & Wednesdays • 2:00 p.m. - 5:00 p.m.

and Tuesdays & Thursdays • 9:00 a.m. - 12:00 noon • August 15 – December 14

Room: D-102 • \$180 Fee (if applicable) • \$15 Security Fee (if applicable)

\$5 Technology Fee (if applicable)

Instructor: Evon Milton • Section Number: 29385

## HUMAN RESOURCES DEVELOPMENT

### Human Resources Development (HRD)

The Human Resources Development (HRD) program provides employability skills training, skills assessments and career exploration. Essential skills that are needed for the job seeker to change over to a new career or to transition back into the workforce.

Cost: Tuition for qualifying adults who are unemployed, working part-time, or working full-time and annual income is within the federal poverty guidelines may be waived.

**For more information, contact:**

Corlis McCoy

(252) 246-1341 • cmccoy@wilsoncc.edu • Subject: HRD

### Applications (Why Bother)

**NEW**

This class is designed to help students understand why completing an application is an essential part of the hiring and interview process.

Thursday • 12:00 noon - 4:00 p.m. • November 16

\$70 Fee (if applicable) • Room: D-102

Instructor: Gloria Davis • Section Number: 29396 • Last Day to Register: November 16

Thursday • 12:00 noon - 4:00 p.m. • December 14

\$70 Fee (if applicable) • Room: D-102

Instructor: Gloria Davis • Section Number: 29397 • Last Day to Register: December 14

### Credit, Money & You

**NEW**

This course will explore all the aspects of money management strategies. Including creating and managing a budget, saving money, understanding credit, and more.

Tuesdays & Thursdays • 6:00 p.m. – 8:30 p.m. • September 26 – October 12

\$70 Registration Fee • \$5 Technology Fee • Room D-102

Instructor: Donetta Hill • Section Number: 29395 • Last Day to Register: September 25

### Exploring the Hospitality Industry

**NEW**

The course will provide students an overview of the hospitality industry in the following areas: foodservice, lodging, travel, tourism, and recreation. (1.6 CEU)

Monday - Thursday • 6:00 p.m. – 8:00 p.m. • November 27 – December 7

\$70 Registration Fee (if applicable) • \$5 Technology Fee (if applicable) • Room E-101

Instructor: Staff • Section Number: 29386 • Last Day to Register: November 27

### Getting Organized to Find a Job

This course is designed to show individuals why being organized is essential to conduct an effective job search. Being organized is one of the initial steps in the job search process. (1.2 CEUs)

Monday & Wednesday • 10:00 a.m. - 1:00 p.m. • August 21 - 30

\$70 Fee • \$5 Technology (if applicable) • Room: D-102

Instructor: Gloria Davis • Section Number: 29387 • Last Day to Register: August 21

Monday & Wednesday • 10:00 a.m. - 1:00 p.m. • September 18 – 27

\$70 Fee • \$5 Technology (if applicable) • Room: D-102

Instructor: Gloria Davis • Section Number: 29388 • Last Day to Register: September 18



## **Make Your Resume' Work for You**

This course will provide students the fundamental skills for building an effective resume' plus hands on instruction for developing a resume' in Microsoft Word. (1.5 CEU)

Mondays & Wednesdays • 10:00 a.m. - 1:00 p.m. • October 16 – 30

\$70 Registration Fee • \$5 Technology Fee • Room D-102

Instructor: Gloria Davis • Section Number: 29389 • Last Day to Register: October 16

Tuesdays & Thursdays • 1:00 p.m. - 4:00 p.m. • November 28 – December 12

\$70 Registration Fee • \$5 Technology Fee • Room D-102

Instructor: Gloria Davis • Section Number: 29390 • Last Day to Register: November 28

## **NC Works Online**

This class will provide an overview of NCWorks Online. Students will learn how to post a resume online, find the latest job openings, and find information on local employers. Students will also learn how to set up an individual NCWorks Online account. (0.4 CEU)

Tuesday • 12:00 noon - 4:00 p.m. • October 10

\$70 Registration Fee • Room D-102

Instructor: Gloria Davis • Section Number: 29391 • Last Day to Register: October 10

Tuesday • 12:00 noon - 4:00 p.m. • November 14

\$70 Registration Fee • Room D-102

Instructor: Gloria Davis • Section Number: 29392 • Last Day to Register: November 14

## **Technology Awareness for the Job Seeker**

Market yourself in a tough job market using today's technology. Learn technology-based job search strategies, how to apply for employment on-line, and develop a moderate comfort level of basic computer skills. (4.0 CEU)

Mondays & Wednesdays • 6:00 p.m. - 8:30 p.m. • September 25 – November 15

\$125 Fee (if applicable) • \$5 Technology Fee (if applicable)

\$15 Security Fee (if applicable) • Room: D-102

Instructor: Donetta Hill • Section Number: 29393 • Last Day to Register: September 25

## **Tips to Nail That Interview**

The course focuses on the interview skills needed to secure a job offer. Students will learn the different phases of the interview process and the skills needed to succeed in each phase. (1.2 CEU)

Tuesdays & Thursdays • 1:00 p.m. - 4:00 p.m. • September 19 – 28

\$70 Registration Fee • \$5 Technology Fee • Room D-102

Instructor: Gloria Hill • Section Number: 29394 • Last Day to Register: September 19

# COMMUNITY SERVICE

Coordinator: Lisa Shreve (252) 246-1233 - lshreve@wilsoncc.edu

**EARLY REGISTRATION REQUIRED:** Class may be canceled if there are not enough students registered prior to the start date. Students will be notified if class is canceled.

**TEACHERS WANTED:** We are always looking for new teachers and ideas for new classes to offer our community. If you are enthusiastic and knowledgeable about a particular subject and would like to teach, please let us hear from you! Send a brief description of your idea to Lisa Shreve at Wilson Community College, P. O. Box 4305, Wilson, NC 27893 or call (252) 246-1233.

**DON'T SEE IT?:** Is there something you want to take that you don't see offered? Let us know! Maybe we can offer your favorite class in the future.

## Drawing and Painting

### Acrylic, Oil, and Alkyd

This studio class is for beginning and experienced painters. Learn through demonstration and individualized instruction using your choice of medium. Supplies will be discussed at the first class.

Thursdays • 1:00 p.m. - 4:00 p.m. • August 31 – November 16

\$75 Registration Fee (self-supporting) • Room: K-100

Instructor: Carla Flanagan • Section Number: 29356 • Last Day to Register: August 30

### Oil and Acrylic Painting

Learn to paint with oil acrylics, and develop a personal style through the use of line and color perspective. Students will provide their supplies. Paint with oil or acrylic while learning the principles and elements of art.

Wednesdays • 9:00 a.m. - 12:00 noon • August 16 – November 1

\$75 Registration Fee (self-supporting) • Room: K-100

Instructor: Martha Beland • Section Number: 29355 • Last Day to Register: August 15

Wednesdays • 9:00 a.m. - 12:00 noon • November 8 – December 13

\$40 Registration Fee (self-supporting) • Room: K-100

Instructor: Martha Beland • Section Number: 29354 • Last Day to Register: November 7

## General Interest

Join us in one or all of the fall gardening series full of demonstration and experiential garden techniques and planning.

### Class I - All about Raised Bed Gardens **NEW**

Learn to site, fill and grow in raised bed "box" garden. Box gardens are easy to build and care for, and can produce a LOT of plants in a small space. We'll discuss kinds of raised beds, irrigation, fertilization, and more. We will visit some gardens on campus.

Friday • 10:00 a.m. - 12:00 noon • September 8

Registration: \$15 • Room: K-100

Instructor: Julia Newton • Section Number: 29367 • Last Day to Register: September 7

### Class II - Home Vegetable Gardening **NEW**

Learn to grow fresh vegetables, herbs, and flowers year-round here in zone 8b. We will discuss all of the basics of gardening including preparing soil, planting soil, planting seeds and transplants, weed and pest control, fertilization, harvesting, composting, and much more. We will discuss good varieties and planting dates for our area.

Friday • 10:00 a.m. - 12:00 noon • September 15

Registration: \$15 • Room: K-100

Instructor: Julia Newton • Section Number: 29368 • Last Day to Register: September 14

### Class III - Fall Gardening and Season Extension **NEW**

Learn about different methods of extending your growing season into fall and winter. We will discuss cool season vegetables, pests and weeds, and creating structures to protect your crops. Fresh winter vegetables are well worth the effort!

Friday • 10:00 a.m. - 12:00 noon • September 22

Registration: \$15 • Room: K-100

Instructor: Julia Newton • Section Number: 29369 • Last Day to Register: September 21

## **Basic Backyard Beekeeping** **NEW**

A beginner's introduction to establishing, locating, and maintaining honeybee colonies. The session essential knowledge and skills one will need in order to be a successful backyard beekeeper. Topics include understanding bees, obtaining bees, hive selection, beekeeping attire, keeping your bees healthy and honey harvesting. This class is free, but registration is required.

Thursday • 6:30 p.m. - 8:30 p.m. • September 28

Registration: FREE • Room: E-101

Instructor: Marshall Dildy • Section Number: 29365 • Last Day to Register: September 27

Friday • 10:00 a.m. - 12:00 noon • October 6

Registration: FREE • Room: E-102

Instructor: Marshall Dildy • Section Number: 29366 • Last Day to Register: October 5

## **"Finding Wellness" How to be the Best & Healthier You!**

- SUPER FOODS - Super foods for super health
- PANIC DISORDER - Starting on the path to freedom thru nutrition
- ADHD - Tics, behaviors, and associated disorders - are we what we eat?
- STRESS REDUCTION FOR PARENTS AND GRANDPARENTS - Making ourselves a priority so we can care for our priorities.

Mondays • 6:00 p.m. - 7:30 p.m. • September 11 - October 2

\$80 Registration Fee • Room: A-116a

Instructor: Philip Sabella • Section Number: 29364 • Last Day to Register: September 8

## **Weight Loss, Wellness, and Nutrition**

This 7 week class will cover exercise, portion control, food additives, hydration, proper sleep, dining out & more.

Tuesdays • 6:00 p.m. - 7:00 p.m. • September 12 - October 24

\$70 Fee • Room: A-116a

Instructor: Philip Sabella • Section Number: 29363 Last Day to Register: September 11

## **Hobbies and Crafts**

### **Cake Decorating**

Learn the basics of cake decorating, including the use of proper supplies to achieve desired effects such as decorative borders and flower formation. Supplies will be discussed at the first class.

Tuesdays • 6:30 p.m. - 8:30 p.m. • September 12 - November 14

\$50 Fee (self-supporting) • Room: K-100

Instructor: Lynda Cupp • Section Number: 29357 • Last Day to Register: September 11

### **Creative Floral Arranging for Fall**

Join us for great floral arranging tips and lots of simple ideas for decorating using silk and fresh stems. Supplies and materials will be discussed at the first class.

Tuesdays • 1:00 p.m. - 3:00 p.m. • September 19 - October 10

\$35 Fee (self-supporting) • Room: K-100

Instructor: Linda Totten • Section Number: 29361 • Last Day to Register: September 18

### **Floral Arranging for Christmas**

Join us for great floral arranging tips and lots of simple ideas for decorating using silk and fresh stems. Supplies and materials will be discussed at the first class.

Tuesdays • 1:00 p.m. - 3:00 p.m. • October 24 - November 14

\$35 Fee (self-supporting) • Room: K-100

Instructor: Linda Totten • Section Number: 29362 • Last Day to Register: October 23

### **Stained Glass**

Learn basic as well as alternative applications and techniques for creating beautiful projects with stained glass. Students will complete projects of their choosing. Supplies and materials will be discussed at the first class.

Thursdays • 6:30 p.m. - 9:30 p.m. • September 7 - November 9

\$65 Fee (self-supporting) • Room: K-100

Instructor: Brian Formo • Section Number: 29352 • Last Day to Register: September 6

# Languages

## Sign Language: Beginners

Communicate in the language of the hearing impaired using American Sign Language. Learn the alphabet and up-to-date commonly used signs and phrases, as well as basic sentence structure. Book required: Signing; How to Speak with Your Hands, approximately \$20. (2.4 CEU)

Tuesdays • 6:00 p.m. - 9:00 p.m. • September 19 – November 7

\$70 Fee • \$15 Security Fee • \$5 Technology Fee • Room: G-102

Instructor: Valerie McMillan • Section Number: 29370 • Last Day to Register: September 18

## Sing It in Signs

**NEW**

Learn to sign your favorite song in American Sign Language! Signing music is a unique way to express the heart of song by conveying the auditory elements of music through visual gestures and Sign Language. This course includes some basic instruction and knowledge of American Sign Language and Deaf Culture. Each student will learn to sign several songs and be given the opportunity to perform at the conclusion of the course.

Mondays • 9:00 a.m. - 12:00 noon • September 18 – October 23

\$70 Registration Fee • Room: G-102

Instructor: Renee Moore • Section Number: 29349 • Last Day to Register: September 15

Tuesdays • 6:00 p.m. - 9:00 p.m. • September 19 – October 24

\$70 Registration Fee • Room: E-101

Instructor: Renee Moore • Section Number: 29350 • Last Day to Register: September 18

## Spanish for Beginners: Part One

Emphasizes basic communication skills for those with little or no background in Spanish. Students will be introduced to basic expressions and common words used in everyday conversations. Book required: Spanish is Fun: Book 1, approximately \$27. This class covers chapters 1-8 of the required book. (2.0 CEU)

Tuesdays • 6:00 p.m. - 8:30 p.m. • September 19 – November 7

\$70 Fee • \$15 Security Fee • \$5 Technology Fee • Room: G-100

Instructor: Alicia Abeja • Section Number: 29434 • Last Day to Register: September 18

## Discover Belly Dancing

More flexibility, toned muscles, and less stress - these are just a few of the benefits from this centuries-old form of dance, and it's FUN. Please dress comfortably, and consult your doctor before starting any new form of exercise.

Tuesdays • 6:00 p.m. - 7:00 p.m. • August 22 – November 7

\$35 Fee (self-supporting) • Room: J-100

Instructor: Sue Ray • Section Number: 29360 • Last Day to Register: August 21

## Tap Dancing for the Young at Heart

A fun and easy tap dance class for older adults. Learn the basic steps and routines that are fun and simple.

Mondays • 7:00 p.m. - 8:00 p.m. • August 21 – November 13

\$35 Fee (self-supporting) • Room: J-100

Instructor: Robin Davis • Section Number: 29351 • Last Day to Register: August 18

# Needlecrafts and Sewing

## The Basics of Sewing

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Are you ready to start sewing? This class is for beginners and those who want ongoing sewing tips with hands-on assistance. If you are totally new, this is the place to begin. Learn to choose patterns and fabric for projects, thread and operate a sewing machine, use sewing tools/aids. Sewing machines are provided but feel free to bring your own.

Mondays • 6:00 p.m. - 9:00 p.m. • August 21 – October 30

\$60 Fee (self-supporting) • Room: K-100

Instructor: Nancy Jones • Section Number: 29358 • Last Day to Register: August 18

## Knitting for Fun 101

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A no-stress class for the beginning knitter. Learn the very basic steps and stitches of knitting and have fun doing it. Please bring a skein of yarn and a pair of #7 bamboo or wooden knitting needles.

Mondays • 6:30 p.m. - 9:00 p.m. • September 11 – November 13

\$55 Fee (self-supporting) • Room: C-101

Instructor: Kathleen Wall • Section Number: 29359 • Last Day to Register: September 8

## Quilting for Beginners

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Beginners will learn tips and techniques for machine quilting, starting with the basics to assemble and completing a quilted project. Supplies will be discussed at the first class meeting.

Mondays • 1:00 p.m. – 3:00 p.m. • September 11 – November 13

\$55 Fee (self-supporting) • Room: K-100

Instructor: Dawn Hendrix • Section Number: 29353 • Last Day to Register: September 8

# CUSTOMIZED TRAINING FOR BUSINESS AND INDUSTRY

Coordinator: Charis Lewis (252) 246-1421 • clewis@wilsoncc.edu

**Explore the State of our Customized Training Program!** Recognized by The Wall Street Journal, The Chronicle of Higher Education and The Associated Press for its free customized training programs, North Carolina has a proven track record as a great place to do business. The North Carolina Community College System, established in 1958, began a visionary program that continues to be recognized as the nation's most sophisticated job-training service. In North Carolina, we like to call it our "competitive edge". The Customized Training Program enhances the growth potential of industries located in the state, provides customized training assistance in support of full-time production and direct customer service positions, and prepares the workforce with essential skills to be successful. To determine if your company is eligible to receive training assistance, call Charis Lewis at (252) 246-1421.

## OCCUPATIONAL EXTENSION

Cynthia Green (252) 246-1287 • cg0032@wilsoncc.edu

### Fundamentals of Tire Manufacturing

This 24 hour course provides basic preparation for entry-level jobs in the tire manufacturing industry. Applicant must be 18 years of age. Instructor: Bishop Tucker

\$70 Registration Fee • \$15 Security Fee • \$5 Technology Fee • Room: E-102

| Dates         | Time                   | Days | Section Number | Last Day to Register |
|---------------|------------------------|------|----------------|----------------------|
| 9/5 – 9/21    | 6:00 p.m. - 10:00 p.m. | T/TH | 29381          | 9/1                  |
| 10/3 – 10/19  | 8:00 a.m. - 12:00 noon | T/TH | 29371          | 10/2                 |
| 10/31 – 11/16 | 6:00 p.m. – 10:00 p.m. | T/TH | 29372          | 10/30                |
| 11/28 – 12/14 | 8:00 a.m. - 12:00 noon | T/TH | 29373          | 11/27                |

*NOTE: All hiring, scheduling, and compensation for program completers is to be handled directly between the student and the employer. Students are urged to perform due diligence prior to enrolling in the program by requesting information from the company or the Wilson County NC Works (formerly Employment Security Commission) in order to determine employment eligibility.*

### Biowork Process Technician for Pharmaceutical Manufacturing

Wilson Community College, working with area pharmaceutical industries, has developed this 102-hour course to provide basic preparation for entry level operator jobs in pharmaceutical manufacturing. Course competencies include safety, quality, solid dose tabling, coating and packaging. Math, teamwork, time management and problem solving are incorporated where appropriate in the course. (10.2 CEU)

**REQUIREMENTS:** High school diploma or equivalent. Textbook required.

Mondays & Thursdays • 6:00 p.m. - 10:00 p.m. • August 28 – December 4

\$180 Fee • \$15 Security Fee • \$5 Technology Fee • Room: G-236

Instructors: Edwards, Parker, Winstead • Section Number: 29402 • Last Day to Register: Aug. 25

### Industrial Welding II **NEW**

An introduction to welding careers and safety practice, including welding safety; OSHA and the Hazardous Communication Act; Material Safety Data Sheets (MSDS); basic mathematics; measuring systems; shop operations; use and care of precision measuring tools; and the use and care of the hand and power tools. Students will gain knowledge of welding equipment and processes, basic welding gases, fluxes, rods, electrodes, symbols, and blueprints.

Mondays • 6:00 p.m. - 10:00 p.m. • September 11 – November 27

\$125 Fee • \$15 Security Fee • \$5 Technology Fee • \$2 Ins. Fee • Room: M-100

Instructor: Greg Johnson • Section Number: 29382 • Last Day to Register: September 8

## Electrical Contractor License Renewal Classes

These courses meet the annual continuing education requirement for electricians in the State of North Carolina. Topics include NEC Code Review, new materials and procedures, and related code requirements. All classes are held at the Coastal Plain Law Enforcement Training Center, Room P-101. Book required is the most current edition of NEC Code Book (approx. \$100). For more information, call (252) 246-1210. (0.8 CEU)

These eight-hour courses provide continuing education credits (CEUs) for electrical contractors as required by State Board of Examiners of Electrical Contractors.

### Changes to the 2014 Electrical Code: Articles 90-240

Saturday • 8:00 a.m. - 5:00 p.m. • October 21

\$70 Fee • Location: Coastal Plain Law Enforcement Training Center Room P-101

Instructor: Royce Jones • Section Number: 29379 • Last Day to Register: October 20

### Changes to the 2014 Electrical Code: Articles 250-Grounding & Bonding

Saturday • 8:00 a.m. - 5:00 p.m. • August 19

\$70 Fee • Location: Coastal Plain Law Enforcement Training Center Room P-101

Instructor: Royce Jones • Section Number: 29380 • Last Day to Register: August 18

### Changes to the 2014 Electrical Code: Articles 300-800

Saturday • 8:00 a.m. - 5:00 p.m. • September 16

\$70 Fee • Location: Coastal Plain Law Enforcement Training Center Room P-101

Instructor: Royce Jones • Section Number: 29378 • Last Day to Register: September 15

Saturday • 8:00 a.m. - 5:00 p.m. • November 18

\$70 Fee • Location: Coastal Plain Law Enforcement Training Center Room P-101

Instructor: Royce Jones • Section Number: 29377 • Last Day to Register: November 17

## Industrial Electricity Level II NEW

Upon completion of this course, the participant should have a basic understanding of how to work safely with electricity, understand the relationship between voltage, current & resistance, learn how to use measuring devices (VOM and amp probes), and the basics of Industrial Motor Control.

Tuesdays • 6:00 p.m. - 9:00 p.m. • August 22 - December 5

\$125 Fee • \$5 Technology Fee • \$15 Security • Room: A-109

Instructor: Royce Jones • Section Number: 29383 • Last Day to Register: September 8

## Automotive

### DMV - Car Dealer Pre-License

Required for individuals seeking an initial NC vehicle dealer license. Students will be required to download class material. The instructor will provide that information at the first class. 100% attendance required. (1.2 CEU)

Saturday, October 28 • 8:00 a.m. - 5:00 p.m. & Sunday, October 29 • 8:00 a.m. - 12:00 noon

\$70 Fee • Location: Coastal Plain Law Enforcement Training Center Room P-101

Instructor: Christopher Noble • Section Number: 29403 • Last Day to Register: October 27

### North Carolina Safety Inspection

Prepares auto technicians and service personnel as safety inspectors for motor vehicles. To present a standardized method of testing and evaluating the performance and knowledge of Inspector-Mechanics conducting North Carolina State Inspections. Space limited to 12 students. 100% attendance required. (0.8 CEU)

**NOTE:** Classes are held at Lee Technology Center next to 301 Highway

Monday & Tuesday • 6:00 p.m. - 10:00 p.m. • August 21 & 22 • \$70 Fee • Location: LA-104/LA-105

Instructor: James Flythe • Section Number: 29415 • Last Day to Register: August 18

Monday & Tuesday • 6:00 p.m. - 10:00 p.m. • September 25 & 26 • \$70 Fee • Location: LA-104/LA-105

Instructor: James Flythe • Section Number: 29416 • Last Day to Register: September 22

Monday & Tuesday • 6:00 p.m. - 10:00 p.m. • October 30 & 31 • \$70 Fee • Location: LA-104/LA-105

Instructor: James Flythe • Section Number: 29417 • Last Day to Register: October 27

Monday & Tuesday • 6:00 p.m. - 10:00 p.m. • December 4 & 5 • \$70 Fee • Location: LA-104/LA-105

Instructor: James Flythe • Section Number: 29418 • Last Day to Register: December 1



## OBD Emission Inspection

Prepares auto technicians and service personnel as On Board Diagnostics (OBD) emission inspectors for motor vehicles. To familiarize students with the mandates and procedures required for certification as a North Carolina OBD II Inspector-Mechanic. Space limited to 12 students. Pre-requisite: North Carolina Safety Inspection class. 100% Attendance Required (0.8 CEU)

**NOTE:** Classes are held at Lee Technology Center next to 301 Highway

Monday & Tuesday • 6:00 p.m. - 10:00 p.m. • August 28 & 29 • \$70 Fee • Room: LA-104/LA-105  
Instructor: James Flythe • Section Number: 29411 • Last Day to Register: August 25

Monday & Tuesday • 6:00 p.m. - 10:00 p.m. • October 2 & 3 • \$70 Fee • Room: LA-104/LA-105  
Instructor: James Flythe • Section Number: 29412 • Last Day to Register: September 29

Monday & Tuesday • 6:00 p.m. - 10:00 p.m. • November 6 & 7 • \$70 Fee • Room: LA-104/LA-105  
Instructor: James Flythe • Section Number: 29413 • Last Day to Register: November 3

Monday & Tuesday • 6:00 p.m. - 10:00 p.m. • December 11 & 12 • \$70 Fee • Room: LA-104/LA-105  
Instructor: James Flythe • Section Number: 29414 • Last Day to Register: December 8

## Workplace

### Effective Teacher Training

This course provides training in effective teaching methods for prospective substitute teachers. Helps existing classroom teachers improve the learning environment for students. 100% attendance required. (3.0 CEU)

Mondays & Tuesdays • 1:30 p.m. - 6:30 p.m. • September 11 – 26

\$125 Fee • \$5 Technology Fee • \$15 Security Fee • Room: A-112

Instructor: Mary McClain • Section Number: 29545 • Last Day to Register: September 8

### Notary Public Training

Student requirements: purchase current Notary Public Guidebook, read prior to class, and bring to class. Student must show valid NC picture ID for class entry. Must score 80% or better to pass. This course can also be used for an update and re-commission. \$70 Fee plus textbook. 100% attendance required. (0.7 CEU)

**IMPORTANT:** To become a notary, one must meet qualifications established by the North Carolina Secretary of State. For more information, go to <http://www.secretary.state.nc.s/notary/qualifications.aspx> to determine if you qualify to become a Notary Public.

Tuesday • 9:00 a.m. - 5:00 p.m. • September 12 • \$70 Fee • Room: E-101

Instructor: Shirley Dupree • Section Number: 29404 • Last Day to Register: September 11

Tuesday • 9:00 a.m. - 5:00 p.m. • October 24 • \$70 Fee • Room: E-101

Instructor: Shirley Dupree • Section Number: 29405 • Last Day to Register: October 23

Tuesday • 9:00 a.m. - 5:00 p.m. • December 5 • \$70 Fee • Room: E-101

Instructor: Shirley Dupree • Section Number: 29406 • Last Day to Register: December 4

### Forklift Operation Training

Course topics include effective operation of a propane-powered industrial fork truck, safe operating procedures, and the understanding of plant regulations as they apply to fork truck operation. Student accident insurance (\$2.00) can be purchased through the College at the time of registration. Steel-toe boots or shoes required. No (0.6 CEU)

**NOTE:** Classes are held at Lee Technology Center next to 301 Highway

Friday • 8:00 a.m. - 2:00 p.m. • September 15 • \$70 Fee • Location: LF-105

Instructor: Joe Caster • Section Number: 29408 • Last Day to Register: September 14

Friday • 8:00 a.m. - 2:00 p.m. • October 27 • \$70 Fee • Location: LF-105

Instructor: Joe Caster • Section Number: 29409 • Last Day to Register: October 26

Friday • 8:00 a.m. - 2:00 p.m. • December 1 • \$70 Fee • Location: LF-110

Instructor: Joe Caster • Section Number: 29410 • Last Day to Register: November 30

## Backhoe Operator

Students will learn how to operate a backhoe safely and productively on a job site. Topics to be covered are safety, hand signals, front-end loader operation, truck loading, trenching/underground services and more. Upon satisfactory completion of the course, students will receive a wallet size and a frame size certificate. Class size is limited, register early. Steel toe boots required. No shorts.

Saturday & Sunday • 8:00 a.m. - 5:00 p.m. • September 16 & 17

\$70 Fee • Room: E-102 & County Fire Training Grounds

Instructor: Caster, Gonyea & Banks • Section Number: 29407 • Last Day to Register: September 15

## Workplace Certifications

### Agritech Training Program

The Agritech program will provide students with the necessary training to obtain employment in the agricultural industry. Topics include: agronomy, safety, pesticide application, equipment operation and much more. Upon completion, students will be eligible for a variety of jobs in the agricultural industry. Instruction includes a combination of classroom learning and field training. **REQUIREMENTS:** Must have a high school diploma or equivalent and a valid driver's license.

Fridays • 9:00 a.m. - 4:00 p.m. • August 25 - December 8

\$180 Fee • \$5 Technology Fee • \$15 Security Fee • Room: E-101

Instructor: Staff • Section Number: 29398 • Last Day to Register: August 24

### Grade III and IV Wastewater Treatment Plant Operator

Provides a general knowledge of the operation of wastewater treatment systems. Provides knowledge of the laws and regulations related to wastewater treatment systems operation, and equipment usually employed in such plants, and the ability to describe the general maintenance requirements for such equipment. Assists in preparation for NC Water Pollution Control System Operators Certification Commission Examination.

**REQUIRED TEXT:** Operation of Wastewater Treatment Plants, Volumes I and II; 7th edition, and Advanced Waste Treatment, 5th edition. Available through the Office of Water Programs, California State University (6000 J Street, Sacramento, California 95819-6025; Telephone: 916-278-6142; e-mail: [wateroffice@csus.edu](mailto:wateroffice@csus.edu)), (6.0 CEU).

**NOTE:** It is the responsibility of the student to have the required text books at the beginning of class.

Mondays & Wednesdays • 6:00 p.m. - 9:00 p.m. • September 11 - November 15

\$180 Fee • \$15 Security Fee • \$5 Technology Fee • Room: E-101

Instructor: Jimmy Pridgen • Section Number: 29548 • Last Day to Register: September 8

### ServSafe Food Service

This 16-hour course is designed to give food handlers the understanding of proper sanitation precautions and point out the results to be expected should these practices not be taken. Students will study infections and illnesses, proper food-handling techniques, personal hygiene, personal safety, and be made aware of the OSHA regulations. The required text, Food Safety Management Principles and Exam, should be purchased from the College Bookstore and begin reading prior to class. (1.6 CEU)

Saturday & Sunday • 8:00 a.m. - 5:00 p.m. • September 23 & 24

\$70 Fee • \$5 Technology Fee • \$15 Security • Room: E-101

Instructor: Shaquetta Cooper • Section Number: 29441 • Last Day to Register: September 22

# COSMETOLOGY

Cynthia Green (252) 246-1287 • cg0032@wilsoncc.edu

These courses are designed to provide students with the appropriate training and required number of contact hours needed to fulfill licensure requirements in accordance with the NC State Board of Cosmetic Art Examiners. Topics may include, but are not limited to cosmetology theory and practical training, finger waving, hairstyling, hair cutting, shampooing, skin, nails, hair coloring, wigs, bacteriology, sanitation, chemistry, and salon management, etc.

Upon successful completion of Cosmetology I, II and III, students are qualified to take the State Board of Cosmetic Art Examination. Classes are located off campus at Mitchell's Academy. Students must provide proof of graduation from High School or equivalent. Interested students should take the placement test in room G-113, 8:00 a.m. - 8:00 p.m., Monday-Thursday. There is no fee to take the placement test. Upon successful completion of placement testing, students will be notified of enrollment procedures.

## COSMETOLOGY I

Tuesday - Friday • 8:30 a.m. - 4:00 p.m. & Saturday • 8:00 a.m. - 4:30 p.m.

September 26 - January 20 • \$180 Fee • \$5 Technology Fee

Location: Mitchell Hair Styling Academy, 2616 Forest Hills Road, Wilson

Instructor: Mitchell's Hairstyling • Section Number: 29549 • Last Day to Register: September 25

## COSMETOLOGY II

Tuesday - Friday • 8:30 a.m. - 4:00 p.m. & Saturday • 8:00 a.m. - 4:30 p.m.

September 26 - January 20 • \$180 Fee • \$5 Technology Fee

Location: Mitchell Hair Styling Academy, 2616 Forest Hills Road, Wilson

Instructor: Mitchell's Hairstyling • Section Number: 29652 • Last Day to Register: September 25

## COSMETOLOGY III

Tuesday - Friday • 8:30 a.m. - 4:00 p.m. & Saturday • 8:00 a.m. - 4:30 p.m.

September 26 - January 20 • \$180 Fee • \$5 Technology Fee

Location: Mitchell Hair Styling Academy, 2616 Forest Hills Road, Wilson

Instructor: Mitchell's Hairstyling • Section Number: 29654 • Last Day to Register: September 25

# COMPUTER TRAINING

Cynthia Green (252) 246-1287 • cg0032@wilsoncc.edu

**DON'T SEE IT?** Is there something you want to take that you don't see offered? Let us know! Maybe we can offer your favorite class in the future.

## Administrative Medical Office Assistant

This 96 hour training covers communications, record management, business ethics, stress management, total quality concepts, telephone skills, electronic medical records, MS Word and Excel. Prior introductory PC course recommended. (8.0 CEU)

Mondays & Wednesdays • 10:00 a.m. - 1:00 p.m. • August 21 - December 6

\$180 Fee • \$15 Security Fee • \$5 Technology Fee • Room: A-112

Instructor: Bettie Applewhite • Section Number: 29374 • Last Day to Register: August 18

## Microsoft Applications

### Windows 10

**NEW**

Windows 10 is familiar and easy to use, with lots of similarities to Windows 7 including the Start menu. It starts up and resumes fast, has more built-in security to help keep you safe, and is designed to work with software and hardware you already have. Join us and learn the latest operating system from Microsoft. (2.4 CEU)

Thursdays • 6:00 p.m. - 8:00 p.m. • August 31 - November 16

\$70 Fee • \$15 Security Fee • \$5 Technology Fee • Room: A-112

Instructor: Gretchen McKeithan • Section Number: 29547 • Last Day to Register: August 30

## Introduction to Personal Computers

This course offers basic computer concepts and vocabulary to help you become familiar with your PC. You'll learn file management, review Microsoft Office software, and explore the Internet.

Tuesdays • 10:00 a.m. – 12:00 noon • September 12 – November 28

\$70 Fee • \$15 Security Fee • \$5 Technology Fee • Room: A-112

Instructor: Gretchen McKeithan • Section Number: 29376 • Last Day to Register: September 11

## Microsoft Excel for the Workplace **NEW**

Review the fundamentals of Microsoft Excel while learning new shortcuts and how to write formulas. Upon completion of the class, students will be able to write simple formulas and create charts.

Friday • 8:00 a.m. - 5:00 p.m. • October 6

\$70 Fee • Room: A-112

Instructor: Mary McClain • Section Number: 29375 • Last Day to Register: October 5

## Digital Photography

### Introduction to Digital Photography

Take your photography skills to the next level by making the best photos you can create with your digital camera. Learn what terms and concepts mean from an experienced digital photographer with proven teaching skills. This course will guide you through each and every button on your camera and teach you how to use it. Better yet, you will be guided on weekly photo assignments. No text required. (2.4 CEU)

Wednesdays • 6:00 p.m. - 9:00 p.m. • September 13 – November 1

\$70 Fee • \$15 Security Fee • \$5 Technology Fee • Room: A-112

Instructor: Chris Barnes\* • Section Number: 29546 • Last Day to Register: September 12

\*Professional Photographer, Adobe Certified Instructor, and Certified Internet Webmaster

**ONLINE COURSES**

Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly. Visit our link to view start dates and a complete listing of courses.

[www.ed2go.com/wilson](http://www.ed2go.com/wilson)

**FALL  
2017**

| Register by: | Start date: | Complete Date: |
|--------------|-------------|----------------|
| 9/11/17      | 9/13/17     | 11/13/17       |
| 10/16/17     | 10/18/17    | 12/18/17       |
| 11/6/17      | 11/8/17     | 1/8/18         |
| 12/11/17     | 12/13/17    | 2/12/18        |

Instructor led online courses are available on the following topics:

- *Medical Coding and Terminology Courses*
- *Business Administration/Management*
- *Entrepreneur/Business*
- *Business and Corporate*
- *Personal Enrichment*
- *Computer*
- *Test Prep*
- *Internet*
- *Writing*



*Learn from the comfort of home!*

*24-Hour Access • Discussion Areas • 6 Week Format*

**FEE: \$75.00 each class**  
 (\$70 registration fee and \$5 technology fee)

For more information, contact:

**Cynthia Green**

(252) 246-1287 [cg0032@wilsoncc.edu](mailto:cg0032@wilsoncc.edu) [wilsoncc.edu](http://wilsoncc.edu)

# EMERGENCY MEDICAL SERVICES

**Coordinator: Kyle Willis (252) 246-1296 • tw3701@wilsoncc.edu**

These courses qualify for Wilson Community College's Continuing Education Student Scholarship Fund. Classes do meet the criteria for the North Carolina Office of Emergency Medical Services curriculum. The Wilson Community College Paramedic program has been issued a Letter of Review by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). This letter is NOT a CAAHEP accreditation status but it is a status signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the accreditation Standards through the Letter of Review Self Study Report (LSSR) and other documentation. Letter of Review is recognized by the National Registry of Emergency Medical Technicians (NREMT) for eligibility to take the NREMT's Paramedic credentialing examination(s). However, it is NOT a guarantee of eventual accreditation.

To contact CoAEMSP:

8301 Lakeview Parkway Suite 111-312, Rowlett, TX 75088

Phone: 214-703-8445 • Fax: 214-703-8992 • www.coaemsp.org

*NOTE: Students must bring a letter of affiliation from their department chief to be fee-waived.*

## Emergency Medical Technician (EMT) - HY ————— NEW —

This course leads to eligibility for certification as an Emergency Medical Technician and as an EMT with National Registry of Emergency Medical Technicians. Topics included in the course include roles and responsibilities of the EMT; medico-legal considerations of EMS; respiratory and cardiac emergencies; CPR; practical use of airway adjuncts; bleeding and shock; trauma management; medical emergencies and their management; environmental emergencies; emergency childbirth; pediatrics; geriatrics; exposure to hazardous situations; introduction to hazardous materials; psychological emergencies; patient packaging and triage; stabilization and transport of the sick and injured; and communication and report writing.

**TEXTBOOK REQUIRED:** AAOS Emergency Medical Responder 5th Edition ISBN is 9781449693008 also BLS for Healthcare Providers Student Manual (approx. \$20, ISBN 13: 978-1-61669-039-7).

**REQUIREMENTS:** Must be 18 years of age; proof of high school graduate or equivalent, or Placement Test reading score at 10th grade level; and provide NC photo identification. Internet access to course work is also required and on Campus computer labs for access is available. The registration fee is \$180.

- Must possess a valid North Carolina Motor Vehicle Operator's License
- Complete EMT application and attach a copy the required immunization records.
- Must maintain an average grade of 80% or above.
- Must maintain an overall attendance of 90%.

**NOTE:** You may be eligible for fee exemption if you are affiliated with an approved NC agency. A letter of affiliation is required to register using "Fee Exemption". No exemptions are allowed for the costs of the CPR card (\$5) and the insurance fee (\$2). (20.3 CEUs) This course is a total of 203 hours: 44 classroom hours; 135 internet hours and 24 hours of Field Clinical. Class will also meet on some weekends. Weekend schedule will be given on the first day of class.

Mondays and Wednesdays • 6:30 p.m. - 9:30 p.m. • August 21 – November 4

Saturdays and Sundays • 8:00 a.m. - 5:00 p.m.

\$180 Fee • \$2 Insurance Fee • \$5 CPR Card • Location: Wilson County Rescue

Instructor: Richard Suggs • Section Number: 29422 • Last Day to Register: August 18

## EMT-B to EMT Transition Course (Online) ————— NEW —

This course is intended to transition a provider currently credentialed as an EMT-Basic over to the National EMT level. This course will review the material and skill that have been removed from the scope of practice for the EMT as well as introduce and review the new material and skills for the EMT at NC State and National levels.

Online • August 24 – October 8 • \$70 Fee

Instructor: L. Kelly Kirk III • Section Number: 29419 • Last Day to Register: August 23

## Paramedic Refresher with Transition (Online) ————— NEW —

This course was designed following the North Carolina Office of Emergency Medical Services 2016 document "EMS Refresher Educational Program Guideline." The curriculum for this refresher course exceeds the National Education Standards curricula requirements for re-credentialing Paramedics. The refresher course is intended for the EMS community to use for re-credentialing their Paramedic. This course may also be used as a "preparatory" class for currently credentialed Paramedics wishing to test for their National Registry. The information contained in this course will help prepare Paramedics for the WRITTEN NREMT exam.

**REQUIREMENTS:** Must have current Paramedic Credential (NC, NREMT or other state) Paramedic Credentials cannot be expired over four (4) years

Online • August 24 – October 8 • \$180 Fee

Two (2) weekend classes on-campus: Saturday, October 7 & Sunday, October 8

Instructor: L. Kelly Kirk III • Section Number: 29421 • Last Day to Register: August 23

## EMT-I to AEMT Transition Course (Online) ————— NEW —

This course is intended to transition a provider currently credentialed as an ENT-Intermediate over to the National AEMT level. This course will review the material and skill that have been removed from the scope of practice for the AEMT well as introduce and review the new material and skills for the AEMT at NC State and National levels.

Online • August 24 – October 8 • \$125 Fee

Instructor: L. Kelly Kirk III • Section Number: 29420 • Last Day to Register: August 23

## Paramedic Course Orientation

Wilson CC will hold a Paramedic Class Orientation on Thursday August 17 and Monday August 21, at 6:00 p.m. These orientation sessions will provide information on the Paramedic program, requirements, and other questions. Applications can be picked up in the Continuing Education office (B-105). Completed applications can be turned in the night of orientation for review. We are projecting an October 2017 start and will use the Flip-Flop schedule to accommodate shift work. Class must have a minimum of 8 completed applications/registrations to make. Instructor: TBA

For more information contact:

Kyle Willis at [tw3701@wilsoncc.edu](mailto:tw3701@wilsoncc.edu) or 252-246-1296

## EMS Continuing Education Training

Wilson Community College offers monthly Continuing Education Training at various locations in Wilson County. All training materials will be provided by the instructor at registration. All classes are open to those needing to obtain continuing education for their EMS credential.

*NOTE: Students must bring a letter of affiliation from their department chief to have fee-waived.*

|                                   |                            |
|-----------------------------------|----------------------------|
| Crossroads FD .....               | 2nd Tuesday of each month  |
| Bakertown FD.....                 | 3rd Monday of each month   |
| Silver Lake Fire Department ..... | 3rd Tuesday of each month  |
| Wilson County Rescue .....        | 4th Tuesday of each month  |
| Stantonsburg EMS.....             | TBA                        |
| Elm City EMS .....                | 4th Thursday of each month |

Time is 7:00 p.m. - 10:00 p.m. • Registration is on site.

Registration Fee is \$70.00 per class unless fee waived.

For more information contact:

Kyle Willis at [tw3701@wilsoncc.edu](mailto:tw3701@wilsoncc.edu) or 252-246-1296

**REGISTRATION  
IS ON SITE ONLY!**



# HEALTH OCCUPATIONS

Coordinator: Mary Killete (252) 246-1325 • [mk5335@wilsoncc.edu](mailto:mk5335@wilsoncc.edu)

## Health Occupations Important Information

### APPLICATIONS REQUIRED

For applications go to [www.wilsoncc.edu/continuing-education/health-occupations/](http://www.wilsoncc.edu/continuing-education/health-occupations/)

Preregistration for Continuing Education classes for FALL semester starts on **July 10, 2017**. Students are advised to pre-register for these programs due to applications that need to be approved prior to being eligible to register for class. Classes requiring applications are Nurse Aide I, Nurse Aide II, Phlebotomy and Dialysis Technician training. Pharmacy Technician Training does not require an application but a copy indicating proof of a High School diploma or GED are required. Applications require copies of all requested materials and once submitted copies will not be returned to students. Students are to keep the originals and provide COPIES ONLY of all requested material.

Health Program Coordinator will review applications for those students who wish to pre-register. Students wishing to have applications approved are welcome to call (252) 246-1325 for any questions regarding the approval process. Classes fill up quickly so pre-registration is encouraged.

All applications for the above programs will need to be approved by the Program Coordinator. Applications will be accepted and approved up until the class is full. Program Coordinator can be reached at (252) 246-1325 or [mk5335@wilsoncc.edu](mailto:mk5335@wilsoncc.edu).

Applications will be available on June 12, at the College, in building B, room 105, or online at [www.wilsoncc.edu](http://www.wilsoncc.edu). Each application will list the required copies that must be attached when submitted. July 10 is the first day of registration; completed applications and registrations are accepted up until the class is filled - or - until the day before the class is scheduled to start.

### MALPRACTICE INSURANCE

Dialysis, Nurse Aide (Levels I and II), and Phlebotomy courses require malpractice insurance (approximately \$16.00) and accident insurance (approximately \$2.00). Required at registration.

### REQUIRED EDUCATION

All Health Occupations courses require proof of a high school diploma, NC High School Equivalency, or college transcript. Nurse Aides wishing to check their date of registry expiration may go online to [www.ncnar.org](http://www.ncnar.org) and click on "Verify Listing".

### ADDITIONAL REQUIRED COSTS

Students are responsible for the following and will be notified during the course of additional information regarding the following:

- Required textbooks are available at the College Bookstore
- Course specific color uniform, scrubs, available at the College Bookstore.
- FOR NURSE AIDE LEVEL I and NURSE AIDE REFRESHER ONLY:
  - Cost of State testing is \$101.00.
- Immunizations listed on application.
  - For applications go to [www.wilsoncc.edu/continuing-education/health-occupations/](http://www.wilsoncc.edu/continuing-education/health-occupations/)
- Background and drug screening through [CastleBranch.com](http://CastleBranch.com) (varies in price) to be completed once accepted in the program.
- Nursing Aide I students must have a current e-mail address on the application.
- Nurse Aide I students will have to sign up with Pearson Vue for state testing via e-mail.

### STUDENT FEES AND REQUIREMENTS

Fees listed include registration, student technology (\$5.00), and security (\$15.00). There are NO fee waivers for student technology and student security fees. All NAI, NAII, Phlebotomy and Dialysis students will pay an additional \$5.00 for a CPR card.

- \$2.00 accident insurance • \$16.00 malpractice insurance.

For more information on Health Occupations and Nurse Aide courses, call: (252) 246-1325 or visit us on the web at [www.wilsoncc.edu](http://www.wilsoncc.edu)

## Dialysis Technology

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This 132-hour course prepares individuals with theoretical, technical, and clinical skills needed to maintain equipment and provide patient care to those being treated for chronic renal diseases. Successful completion of this course will prepare individuals for employment as a dialysis technician in hospitals, renal dialysis facilities, and clinics. After one year of work experience, individuals may be eligible to sit for national certification as a Clinical Hemodialysis Technician. Required text, Core Curriculum For Dialysis Technicians, approximately \$50.00. (13.2 CEU)

### REQUIREMENTS:

- Submit an application with proof immunizations attached (copies only)
- Submit a copy of your High School Diploma or equivalent
- Submit a copy of your N.C. Picture ID.

Tuesdays & Thursdays • August 17 – November 30 • Class Hours: 9:00 a.m. - 1:00 p.m.

Clinical Hours: 6:00 a.m. - 8:30 a.m. & 10:00 a.m. - 12:30 p.m.

\$180 Fee • \$15 Security Fee • \$5 Technology Fee

\$2 Accident Insurance • \$16 Malpractice Insurance • Room: G-109

Instructor: Ward/Brown • Section Number: 29425 Last Day to Register: August 16

## Pharmacy Technician Training

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This 92-hour course prepares students to work in a pharmacy to assist with day-to-day activities under the supervision of a registered pharmacist. At registration, students must provide a copy of high school diploma or equivalent. Upon successful course completion, students are eligible to take the National Certification Exam through [PTCB.org](http://PTCB.org) (approx. \$125). Required textbook, Pharmacy Tech 6th edition; Pharmacy Tech Workbook & Certification Review 6th edition (approximately \$100.00). (9.2 CEU includes 2.0 CEU of Law).

**REQUIREMENTS:** Submit a copy of your High School Diploma or equivalent

Mondays & Thursdays • 6:00 p.m. - 9:00 p.m. • August 17 – December 7

\$180 Fee • \$15 Security Fee • \$5 Technology Fee • Room: G-227a

Instructor: Cindy Galloway • Section Number: 29426 • Last Day to Register: August 16

# Nurse Aide Training

## Nurse Aide Level I

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Prepares students to perform basic nursing skills for patients or residents in a health care related setting. Course includes class, laboratory, and clinical learning experiences. Upon successful completion of the course and the state-administered skills evaluation, the student will be eligible for listing with the Division of Health Service Regulations on the Nurse Aide Level I Registry in North Carolina as a Nurse Aide Level I. The Nurse Aide will always work under the supervision and direction of a licensed nurse. Initial listing with the Division of Health Service Regulations will be in effect for two years following the skills evaluation. Schedule may vary to meet certification requirements. Once accepted into the program and classes have begun, students will have ten (10) days to obtain the Medical Manager package with Castle Branch, using the link <http://portal.castlebranch.com/68>. Castle Branch is the only company Wilson Community College will accept. Cost of this is \$35.00. The application for [CastleBranch.com](http://CastleBranch.com) will be given to students when they meet the requirements for registration. Uniforms are required for clinical rotations. NAI students are required to provide a current e-mail address during registration. Cost of this exam is \$101. Required text, NC Nurse Aide I. Approximately \$68.

**REQUIREMENTS:** Submit application with immunizations attached (copies only); submit a copy of High School Diploma or equivalent; submit a copy of your N.C. Picture ID; provide a valid e-mail address.

Wednesdays & Thursdays • 8:30 a.m. - 3:00 p.m. • August 17 – December 6  
\$180 Fee • \$15 Security Fee • \$5 Technology Fee • \$5 CPR Card • \$2 Accident Insurance  
\$16 Malpractice Insurance • (18.0 CEU) • Room: G-227b  
Instructor: Diana Hayes • Section Number: 29427 • Last Day to Register: August 16

Tuesdays & Thursdays • 5:00 p.m. - 10:00 p.m. • August 17 – December 14  
\$180 Fee • \$15 Security Fee • \$5 Technology Fee • \$5 CPR Card • \$2 Accident Insurance  
\$16 Malpractice Insurance • (17.8 CEU) • Room: G-227b  
Instructor: Gwen Hardy • Section Number: 29429 • Last Day to Register: August 16

Mondays & Wednesdays • 5:00 p.m. - 10:00 p.m. • August 16 – December 13  
\$180 Fee • \$15 Security Fee • \$5 Technology Fee • \$5 CPR Card • \$2 Accident Insurance  
\$16 Malpractice Insurance (17.3 CEU) • Room: G-227b  
Instructor: Donna Clodfelter • Section Number: 29428 • Last Day to Register: August 15

## Nurse Aide Level II

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This 170-hour course prepares the Nurse Aide Level I to perform more complex skills in the health care setting.

**REQUIREMENTS:** completed Nurse Aide Level II application and currently listed on the Nurse Aide Registry in North Carolina. Required textbook and uniforms available at the Wilson Community College Bookstore. Once accepted into the program and classes have begun, students will have ten (10) days to submit the required criminal background check and drug screening. These are done through [CastleBranch.com](http://CastleBranch.com). The application for [CastleBranch.com](http://CastleBranch.com) will be given to students when they meet the requirements for registration. (17.0 CEU)

Mondays & Wednesdays • 5:00 p.m. - 10:00 p.m. • August 16 – December 13  
\$180 Fee • \$15 Security Fee • \$5 Technology Fee • \$5 CPR Card • \$2 Accident Insurance  
\$16 Malpractice Insurance • Room: G-109a  
Instructor: Tanyual Barnes • Section Number: 29430 • Last Day to Register: August 15

## Phlebotomy Training and Clinical Education

This 155-hour course prepares students to draw blood specimens from patients for testing and analyzing. A phlebotomy trainee maintains equipment used in obtaining blood specimens, masters the use of appropriate communication skills when working with patients, selection of venipuncture sites, care of blood specimen, entry of the testing process into the computer, as well as clerical duties associated with record keeping of the blood tests. Each student must complete 100 successful venipunctures. Students are required to complete venipunctures on each other under direct supervision of the instructor. There will be weekend hours involved to complete the clinical requirements; clinical hour schedules vary as approved by the clinical site. Textbook required, *The Phlebotomy Workbook*. Uniforms required for clinical rotation. Once accepted into the program and classes have begun, students will have ten (10) days to submit the required criminal background check and drug screening. These are done through [CastleBranch.com](http://CastleBranch.com), at a cost of \$90.00, and they are the only company Wilson Community College will accept. The application for [CastleBranch.com](http://CastleBranch.com) will be given to students when they meet the requirements for registration. Required text, approximately \$70. (15.5 CEU)

Mondays & Wednesdays • 5:00 p.m. - 10:00 p.m. • August 16 – December 13

Clinical hours are held during the day hours - 40 hours is required.

\$180 Fee • \$15 Security Fee • \$5 Technology Fee • \$5 CPR Card • \$2 Accident Insurance

\$16 Malpractice Insurance • Room: G-119

Instructor: Andrea Ezzell • Section Number: 29432 • Last Day to Register: August 15

## Medication Aide Training

Medication Aide training is designed to meet the training requirements for becoming qualified as a Medication Aide. The course covers the six rights of medication administration for non-licensed personnel. Topics will include Medication Administration via the oral, topical and installation routes. Medical Asepsis, Hand Hygiene, Terminology and Legal Implication will be covered. Upon successful completion, the students will be eligible to take the State Competency Exam to qualify for Listing on the North Carolina Board of Nursing Medication Aide Registry. Registration for Medication Aide is by completed application process. Each class is limited to 10 students. Students will be registered on a first come, first served basis, upon completion of course requirements and payment. Students must provide a copy of a picture ID (ex: driver's license). This course is strongly recommended for students who are currently listed on the NC Nurse Aide I registry. (2.4 CEU)

**NOTE:** Application and Registrations will occur prior to the first day of class.

Tuesdays & Thursdays • 5:00 p.m. - 9:00 p.m. • September 12 – 28

\$70 Fee • \$15 Security Fee • \$5 Technology Fee • Room: G-109

Instructor: Donna Clodfelter • Section Number: 29431 • Last Day to Register: September 11

## About Pre-Registration

Classes requiring applications are Nurse Aide I, Nurse Aide II, Phlebotomy and Dialysis Technician training. Applications for these classes will be available on June 12th. Pharmacy Technician Training does not require an application but a copy indicating proof of a High School diploma or GED are required. Applications require copies of all requested materials and once submitted, copies will not be returned to students. Students are to provide copies only of all requested material.

Health Program Coordinator will review applications for those students who wish to pre-register. Students wishing to have applications approved are welcome to call 246-1325 for any questions regarding the approval process. Classes fill up quickly so pre-registration is encouraged.

All applications for the above programs will need to be approved by the Program Coordinator. Applications will be accepted and approved up until the class is full. Mary Killete, the Program Coordinator can be reached at (252) 246-1325 or [mk5335@wilsoncc.edu](mailto:mk5335@wilsoncc.edu).

Applications will be available on June 12th at the College, in building B, room 105, or online at [www.wilsoncc.edu](http://www.wilsoncc.edu). Each application will list the required copies that must be attached when submitted. July 10th is the first day of registration; completed applications and registrations are accepted up until the class is filled – or – until the day before the class is scheduled to start.

**No mail-in applications will be accepted.**

# SMALL BUSINESS CENTER

Director: Melissa Evans (252) 246-1209 or (252) 246-1232

Administrative Secretary: Lisa Morgan (252) 246-1209

## SERVICES PROVIDED BY THE SMALL BUSINESS CENTER

- Free seminars and workshops related to small business topics.
- Small Business Resource Center includes books and other reference materials.
- No cost one-on-one confidential counseling for potential and current business owners.
- SBC client resource room equipped with a computer for business planning.
- SBC free services can be used by anyone interested in starting a business or currently operating one.
- Enrollment at WCC is not required.



For more information on the seminars below, confidential counseling, and how to register online, visit us on the web at:

[www.wilsoncc.edu/?p=1501](http://www.wilsoncc.edu/?p=1501)

Like us on Facebook at:

<https://www.facebook.com/wcc.sbc>

## Free Small Business Seminars

**PREPAID WITH YOUR TAX DOLLARS!**

### HP Life On-Line Entrepreneurship Training

Existing & Potential Small Business Owners enroll in this “free” self-paced online business learning program available now on demand, 24/7. Featuring 22 modules on key business growth topics such as Cash Flow, Effective Business Websites, Basics of Finance, Hiring Staff, Inventory Management, Marketing, Sales Forecasting, Selling on Line, Social Media Marketing, and more. This study is designed to supplement your counseling with the SBC to increase your skill sets. Available through a partnership between the NC Small Business Center Network (SBCN) and the National Association of Community College Entrepreneurship (NACCE), it provides you with a dated Certificate of Completion for each module – a great addition to your business plan or portfolio! Having an opportunity to see other successful business models can be an invaluable experience. Access: <http://www.wilsoncc.edu/?p=1501> and click on view seminars, scroll to the bottom, and click register.

Start Today – December 31 • 24/7 On Demand

### Getting Your Small Business on the Internet

This seminar will cover the basics of getting your business online. Topics include selecting and registering your domain name, software tools for website creation, site design tips, and optimization methods to improve ranking in Google and other search engines (SEO). Seminar will address Wix, Weebly, and Shopify as well as the basics of working with a website developer.

Tuesday • 6:00 p.m. - 8:00 p.m. • August 15 • Room E-101

Instructor: Todd Lyden • Event Number: 580-2017-54 • Register by 3:00 p.m. August 15

### The Best Small Business to Start Right Now

This might be the best time in decades to start a business! Competitors are hard-hit, resources are cheaper, and good people aren't hard to find. What would be the best small business for you to start right now? Would a business bring in extra income or provide a job? This seminar focuses on creating a business idea that fits you that you can start for under \$100. The program will list over 30 types of businesses with growth potential and cover 5 easy-to-use steps to starting a business.

Thursday • 6:00 p.m. - 9:00 p.m. • August 17 • Room E-101

Instructor: Mike Collins • Event Number: 580-2017-55 • Register by 3:00 p.m. August 17

## **So You Think You Want to Start a Small Business?**

If you are thinking about starting and operating your own business, but do not know if you have the personality, drive, creativity, adaptability, and a host of other talents and attributes that comprise a successful entrepreneur, attend this seminar. You will honestly assess yourself in order to discover your strengths and weaknesses and make a better informed decision on moving forward. Various exercises and "role playing" events where each attendee will be faced with realistic challenges encountered by entrepreneurs and where they will have to determine or design a solution will be included. You will be given the opportunity to present your business "idea" and will be shown various ways to determine if the idea is feasible and viable. After attending this seminar, if you make the decision to continue, you will be strongly encouraged to register for the SBC "How to Start a Business" seminar.

Tuesday • 6:00 p.m. - 9:00 p.m. • August 22 • Room E-101

Instructor: Bob Moore • Event Number: 580-2017-56 • Register by 3:00 p.m. August 22

## **How to Start a Nonprofit Business**

Interested in forming a nonprofit business? Careful consideration should be given to this quest, and much attention needs to be given to the proper steps. Attendees will learn the basics of what a nonprofit is, issues to consider before starting a nonprofit, key steps in forming a nonprofit, which forms and documents need to be filed, and more. If you are considering starting a nonprofit business, don't miss this very informative seminar. Following this seminar on the same evening, plan to attend our Bylaws seminar at 7:00 pm. (see next listing)

Thursday • 4:00 p.m. - 6:00 p.m. • August 24 • Room E-101

Instructor: Sam Gore • Event Number: 580-2017-57 • Register by 1:00 p.m. August 24

## **How to Write Bylaws for Your Nonprofit**

Bylaws are essential to your operation as a nonprofit. Come learn what should be included in your bylaws to be properly set up and avoid common pitfalls that could undermine your business longevity. Roles and duties of directors and officers, distribution of grant monies, meeting procedures, electing directors, and more will be covered.

Thursday • 7:00 p.m. - 9:00 p.m. • August 24 • Room E-101

Instructor: Sam Gore • Event Number: 580-2017-58 • Register by 3:00 p.m. August 24

## **Using Pinterest, Instagram, & Snapchat in Your Small Business**

Pinterest, Instagram, and Snapchat—what are the similarities and differences that a business owner needs to know to decide which to use and how to use them to get more business? The three platforms speak to over three generations of prospective customers. You will gain knowledge in the class about which platform is best for you and how to properly use text, photos, and video on each platform in a way that's appropriate for marketing your business.

Tuesday • 6:00 p.m. - 9:00 p.m. • August 29 • Room E-101

Instructor: Martin Brossman • Event Number: 580-2017-59 • Register by 3:00 p.m. August 29

## **Be Free From Debt's Hold; Prepare for a Small Business Bank Loan**

Ever thought of being your own boss and starting a small business now or after retirement? Perhaps so, but is your debt preventing your dream from becoming a reality? Now is the time to learn how to "Be Free from Debt's Hold...." and pay off all your consumer debt, credit cards, car payments, and loans. Know the exact month and year you could be out of debt, legally and without a tax liability. You will learn a simple yet effective method to start the process of making yourself debt free! Learn about the shams and "quick fixes" that should be avoided and how to properly and legally deal with creditors. If you desire, bring a list of your debts with balances and monthly payments and learn how to develop your own debt elimination plan that can be implemented immediately into your lifestyle. Control your debt, instead of allowing debt to control you! Before you apply for a business loan, consider making that next large purchase or accept a new credit card, take the time to attend this life-changing seminar. Bring a calculator!

Thursday • 6:00 p.m. - 9:00 p.m. • August 31 • Room E-101

Instructor: Bob Moore • Event Number: 580-2017-60 • Register by 3:00 p.m. August 31

## **How to do the 501(c)3 Thing**

Most nonprofits are small with very few employees. Will your nonprofit accept donations and have volunteers? Will contributions to your organization be deductible? How do you file for tax exempt status? Come to this seminar to walk through the IRS forms and find answers.

Thursday • 6:00 p.m. - 9:00 p.m. • September 7 • Room E-101

Instructor: Sam Gore • Event Number: 580-2017-61 • Register by 3:00 p.m. September 7

## **Scams & Data Security - Big Concern for Small Businesses**

Think consumers are the only victims of fraud? Think again! Every year, thousands of small businesses find themselves targets of scams and deceptive sales practices. Scams include phony invoices for unordered products, fake online advertising, phone fraud, and more. Scammers go to great lengths to duplicate letterhead and create phony websites in efforts to scam small business owners. Learn how to identifying suspicious activity, ask the right questions, and do your research. Security breaches and malware can affect customers and the small business. A speaker from the Better Business Bureau will discuss popular small business scams and the importance of protecting sensitive information.

Tuesday • 6:00 p.m. - 7:30 p.m. • September 12 • Room E-101

Instructor: BBB of Eastern NC • Event Number: 580-2017-62 • Register by 3:00 p.m. September 12

## **Deliver Delight - For Your Small Business Customers**

When customers shop at your small business, return a product or have a problem with your service, your response and business atmosphere influence your customer's attitude and likelihood of future business. If the customer is displeased with your product or service and wants to deal only with the business owner, providing the highest quality of service can require telling the customer something they do not want to hear. Learn steps to develop customer centered thinking, deliver bad news without being offensive, engage in positive ways to handle irate customers, and keep a winning attitude. Your customer wants the best deal and the highest degree of personal service simultaneously. Is your small business known for these traits?

Thursday • 6:00 p.m. - 8:00 p.m. • September 14 • Room E-101

Instructor: Tim Dannelly • Event Number: 580-2017-63 • Register by 3:00 p.m. September 14

NOTE: Thursday Evening seminars are offered in between the Bootcamp series below and are listed after the next six seminars.

## **Business Bootcamp Series**

Take one or all six in this series of seminars.

Taking a business idea from the planning stage to being open for business requires the serious entrepreneur to plan strategically for their startup to include making decisions about business structure, target market, financing, promotion, and more. These Monday evening seminars are offered independently of each other but taken together they represent a Bootcamp approach that is geared to getting from "Idea to Open" in a short period of time. Flash Drive Required.

## **The Small Business Lean Startup**

As a potential business owner, you'll focus on business development from the ground up as you determine your legal needs, choose your business identity in name and structure, understand state and city requirements, and more.

Monday • 6:00 p.m. - 9:00 p.m. • September 18 • Room E-101

Instructor: Chisa Pennix • Event Number: 580-2017-64 • Register by 3:00 p.m. September 18



## **Creating the Visual Brand in Your Small Business**

Creating the aesthetic look, feel, and design of your small business as well as developing marketing materials with graphic design consultation is the focus of this seminar.

Monday • 6:00 p.m. - 9:00 p.m. • September 25 • Room G-232

Instructor: Chisa Pennix • Event Number: 580-2017-66 • Register by 3:00 p.m. September 25

## **Defining Your Small Business Customer**

You will create a tangible message, client profiles, and use demographic information to target your small business client. Additionally, you will define your business needs whether you will own a brick & mortar, home-based, or online business.

Monday • 6:00 p.m. - 9:00 p.m. • October 2 • Room E-101

Instructor: Chisa Pennix • Event Number: 580-2017-68 • Register by 3:00 p.m. October 2

## **Show Me the Money - Financing for the Entrepreneur**

Potential or existing small business owners will evaluate your small business capital and operating needs while planning financially with a budget for solvency.

Monday • 6:00 p.m. - 9:00 p.m. • October 16 • Room E-101

Instructor: Chisa Pennix • Event Number: 580-2017-72 • Register by 3:00 p.m. October 16

## **Strategic Marketing & Promotion in Your Small Business**

Create a strategic plan for your products or services and develop your small business social media and website presence for your brand in this seminar.

Monday • 6:00 p.m. - 9:00 p.m. • October 23 • Room G-232

Instructor: Chisa Pennix • Event Number: 580-2017-74 • Register by 3:00 p.m. October 23

## **Open for Business - Business Plan Basics**

Business planning has taken place in all the seminars noted above or from self-research. In this seminar, attendees should expect to have completed at least a one page business plan with a clearly articulated vision that will enable the business to start immediately unless financial considerations cause a delay in startup.

Monday • 6:00 p.m. - 9:00 p.m. • October 30 • Room G-232

Instructor: Chisa Pennix • Event Number: 580-2017-76 • Register by 3:00 p.m. October 30

## **Financing Your Business with NC Rural Center Funding**

Business owners who are seeking to start or expand their small business and who would like to consider alternative financing will learn how to access credit and capital through the NC Rural Economic Development Center. You will review the six basic principles many lenders use to make credit decisions and provide an overview of the resources available in North Carolina for small businesses. The seminar will cover the Rural Center's Microenterprise Loan Program and provide details about its lending criteria and application process, and how you might qualify even if you have no credit history.

Thursday • 6:00 p.m. - 9:00 p.m. • September 21 • Room E-101

Instructor: NC Rural Economic Development Center • Event Number: 580-2017-65

Register by 3:00 p.m. September 21

## **QuickBooks Online - Is it Right for Your Small Business?**

This class covers the pros and cons of cloud-based QuickBooks Online accounting software for small business owners. Try it out with a 30 day risk free trial offer, and learn how to save 50% off the cost of the subscription. Understand how to process and pay bills, create invoices, and enter sales receipts in QuickBooks Online. See the accounting process from beginning to end. Learn how to navigate, access reports, and how to expand the capabilities with integrated applications.

Thursday • 6:30 p.m. - 8:00 p.m. • September 28 • Room G-232

Instructor: Jen Deal • Event Number: 580-2017-67 • Register by 3:00 p.m. September 28

## **Grant Writing for Nonprofits**

Learn the basics of writing grant proposals for nonprofit organizations. Understand the grant writing process, marketing your proposal to government agencies and foundations, as well as other tips for success. Following this event on the same evening, plan to attend our Find Grant Money seminar at 7:00 p.m. (see next listing)

Thursday • 4:00 - 6:00 p.m. • October 5 • Room E-101

Instructor: Sam Gore • Event Number: 580-2017-69 • Register by 3:00 p.m. October 5

## **How & Where to Find Grant Money for Your Nonprofit**

Grant Writing is recommended before taking this seminar. Most nonprofits cannot exist from personal donations alone. Help your nonprofit reach its full potential as you learn more about the grant proposal and where to look for the provider that is right for you.

Thursday • 7:00 p.m. - 9:00 p.m. • October 5 • Room E-101

Instructor: Sam Gore • Event Number: 580-2017-70 • Register by 3:00 p.m. October 5

## **Keep Your Bookkeeper from Robbing You Blind in Your Small Business**

Are you afraid to leave the office or to turn over your books to a bookkeeper? Learn how you can quickly and easily keep an eye on what your bookkeeper is doing and the danger signs of fraud or theft. Develop confidence to delegate more tasks and focus more on growing your business.

Thursday • 6:30 p.m. - 7:30 p.m. • October 12 • Room E-101

Instructor: Jen Deal • Event Number: 580-2017-71 • Register by 3:00 p.m. October 12

## **Market Your Business by Networking in Your local Community**

If you're spending lots of time on internet marketing and social media, you may be missing the customers, benefits, connections, and potential sales within your local community. Small business owners must devote time to both to be profitable. Come find out how you can reach potential customers in your local community and gain their trust. This seminar includes tips on face-to-face networking, a powerful, virtually free form of marketing.

Thursday • 6:00 p.m. - 8:30 p.m. • October 19 • Room E-101

Instructor: Emily Ballance • Event Number: 580-2017-73 • Register by 3:00 p.m. October 19

## **Identifying and Avoiding Threats to Your Business**

There are literally hundreds of threats that can affect a small business. A new big box store competitor, key employees leaving, rising gas prices, recessions, health problems, new legislation and the list goes on. Most existing and new business owners either lack the ability or never "slow down" long enough to identify possible internal and external threats to their businesses. Often, by the time a threat is realized, damage to the business has occurred. This seminar will reveal many common threats small businesses face, assist entrepreneurs in learning how to determine if possible threats currently exist or if they could exist in the near future and most importantly, how to avoid these threats. Ensure the success and sustainability of your business by attending this seminar.

Thursday • 6:00 p.m. - 9:00 p.m. • October 26 • Room E-101

Instructor: Bob Moore • Event Number: 580-2017-75 • Register by 3:00 p.m. October 26

## **Getting It All Done**

### **Time Management & Organization for Small Business Owners**

Trying to get everything done can be impossible in today's up-to-the-minute world. But, what if you could set and meet your priorities, work more effectively with the people around you, dig out from under the paperwork and email avalanche, and move closer to a balanced life? If you need to find an extra hour a day, deal with difficult people, do three things at once, know how to handle a crisis or conflict, plan with a purpose, set and track priorities, and go home on time, this seminar is for you. Learn 100+ strategies, tactics, and tips.

Thursday • 6:00 p.m. - 9:00 p.m. • November 2 • Room E-101

Instructor: Mike Collins • Event Number: 580-2017-77 • Register by 3:00 p.m. November 2

## **Payroll in a Nutshell Parts 1 & 2**

### **Register Your Business with Authorities & Complete New Hire Paperwork**

As a small business owner, see how to obtain a federal employer identification number, register to submit your federal tax payments on the Electronic Federal Tax Payment System (EFTPS) and register to collect and remit withholding tax with the state of North Carolina. Federal, state and employment eligibility forms (I-9, W-4, NC-4) can be confusing for the employee and employer. Learn what forms you need to provide the employee at hiring or re-hiring and how to handle them.

Tuesday • 6:30 p.m. - 8:00 p.m. • November 7 • Room E-101

Instructor: Jen Deal • Event Number: 580-2017-78 • Register by 3:00 p.m. November 7

## **Payroll in a Nutshell Part 3**

### **Calculate Your Small Business Employee's Take Home Pay**

Payroll isn't rocket science. Small business owners will learn how to use withholding tables, where to find tax rates, and how to apply both so that you can calculate an employee's take-home pay. Bring a calculator!

Thursday • 6:30 p.m. - 7:30 p.m. • November 9 • Room E-101

Instructor: Jen Deal • Event Number: 580-2017-79 • Register by 3:00 p.m. November 9

## **How to Start a Home-Based Daycare Part I**

Attendees of this seminar will become aware of what is needed to start a home-based child care and how to apply for a license. An introduction to the extensive NC child care requirements with information to assist in making informed decisions will be included. We recommend that attendees register and attend this seminar before taking 'How to Start a Home-Based Daycare Part II'

Tuesday • 6:00 p.m. - 9:00 p.m. • November 14 • Room E-101

Instructor: Trudy Lynn • Event Number: 580-2017-80 • Register by 3:00 p.m. November 14

## **Using Online Sources to**

### **Sell a Product or Service for Your Small Business**

Have you ever wanted to start selling products online, but didn't know where or how to start? Then this seminar is for you! Join us as we explore the world of e-commerce with a million dollar seller! Topics included but aren't limited to: start-up capital, what to sell, where to buy, website development, Amazon, eBay, Shopify, extension tools to enhance your shopping, and more.

Thursday • 6:00 p.m. - 9:00 p.m. • November 16 • Room G-100

Instructor: Brent Wynne • Event Number: 580-2017-81 • Register by 3:00 p.m. November 16

## **How to Start a Home-Based Daycare Part II**

This seminar is a continuation of 'How to Start a Home-Based Daycare Part I'. Attendees will delve deeper into NC child care requirements.

Tuesday • 6:00 p.m. - 9:00 p.m. • November 21 • Room E-101

Instructor: Trudy Lynn • Event Number: 580-2017-82 • Register by 3:00 p.m. November 21

## **Payroll in a Nutshell Part 4**

### **Pay Employer Taxes & Employee Withheld Taxes for Your Small Business**

As a small business owner, learn how and when to send in the payroll taxes you collected to both the IRS and the State of North Carolina.

Monday • 6:30 p.m. - 7:30 p.m. • November 27 • Room G-240

Instructor: Jen Deal • Event Number: 580-2017-83 • Register by 3:00 p.m. November 27

## **Payroll in a Nutshell Part 5**

### **File Federal & State Payroll Tax Returns for Small Business Owners**

Perplexed by which forms apply to your small business? Learn what forms to use and when they should be filed. Learn the purpose of the forms, how to fill them out, and how to send them to the right place.

Tuesday • 6:30 p.m. – 7:30 p.m. • November 28 • Room G-240

Instructor: Jen Deal • Event Number: 580-2017-84 • Register by 3:00 p.m. November 28

## **How to Start a Business**

Understand the basics of starting a business in this seminar that takes you from idea to opportunity. Learn key strategies for start-up, financing and marketing as well as important information about legal issues, licensing, zoning, operations and more. Realize the importance of a self-assessment and how to evaluate the feasibility of your business idea. Discover the resources available to help you start and successfully operate your business.

Thursday • 6:00 p.m. - 9:00 p.m. • November 30 • Room G-240

Instructor: Melissa Evans • Event Number: 580-2017-85 • Register by 3:00 p.m. November 30

## **How to Write a Business Plan**

A business plan can be the most important tool for a small business owner. Learn how to turn your ideas into a solid plan for financing and long-term success. Learn the important components of a business plan and lay the foundation for a winning plan. Find out how marketing, operations, and finance are interrelated. Discover how a business plan is used by potential lenders, the do's and don'ts of writing a plan and steps for making the process easy. This seminar is designed for new and established business owners.

Tuesday • 6:00 p.m. - 9:00 p.m. • December 5 • Room G-240

Instructor: Melissa Evans • Event Number: 580-2017-86 • Register by 3:00 p.m. December 5

## **Business Taxes - Federal Taxes for Your Small Business**

As a business owner, are you confused about federal taxes? Employer vs Employee taxes (940 & 941), Income taxes, Estimated taxes, Self-Employment taxes, along with their due dates can be hard to keep up with. In this seminar, you will find out about federal tax reporting, employer and employee taxes, and resources available through the IRS.

Tuesday • 6:00 p.m. - 9:00 p.m. • December 7 • Room G-232

Instructor: Julie Porter • Event Number: 580-2017-87 • Register by 3:00 p.m. December 7

## **Basics of Bookkeeping for Your Small Business**

Gain a workable knowledge of how to properly record financial transactions for your business. Discover the three most important financial reports and how to use them to make the best-informed business decisions. If you're a new business owner or need a refresher on the basics of accounting, this seminar is designed for you.

Tuesday • 6:00 p.m. - 9:00 p.m. • December 12 • Room E-101

Instructor: Jess McLamb • Event Number: 580-2017-88 • Register by 3:00 p.m. December 12

## **Nonprofit Academy Certificate**

The SBC offers a professionally prepared Nonprofit Academy Certificate for seminar attendees completing 10 specified seminars and 1 counseling session within 3 consecutive semesters. Please contact the SBC at 252-246-1209, speak with the SBC Director, or pick up a blue tracking form during a seminar.

## **Entrepreneur Academy Certificate**

The SBC offers a professionally prepared Entrepreneur Academy Certificate for seminar attendees completing 10 specified seminars and 1 counseling session within 3 consecutive semesters. Please contact the SBC at 252-246-1209, speak with the SBC Director, or pick up a gold tracking form during a seminar.

# SMALL BUSINESS CENTER

## Helping new and existing businesses grow!

Have you dreamed of starting your own business? Do you have questions about your existing operation? The Wilson Community College Small Business Center can assist you with your startup or expansion.

We offer advice and assistance with business plans, marketing, finances, management, and more. Seminars and confidential one-to-one counseling are also available.

Based on the number of business startups, clients counseled, jobs created and retained, and seminar events held and attendees, we are among the top Small Business Centers in the state. Services are FREE to North Carolina residents starting a business in-state, and you don't have to be a student of the college to benefit from our program.



**Quick Fact:** Wilson, NC was recently ranked 6th in the nation among the top 10 best small-sized cities in which to start a business - WalletHub

Director,

**Melissa Evans**

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Administrative Secretary,

**Lisa Morgan**

(252) 246-1209

[lmorgan@wilsoncc.edu](mailto:lmorgan@wilsoncc.edu)

Check us out at:

[www.wilsoncc.edu/?p=1501](http://www.wilsoncc.edu/?p=1501)

[facebook.com/wcc.sbc](https://facebook.com/wcc.sbc)



# Human Resources Development (HRD)

*Courses that help you get the job!*

The Human Resources Development (HRD) program provides employability skills training, skills assessments and career exploration. Essential skills that are needed for the job seeker to change over to a new career or to transition back into the workforce.

Cost: Tuition for qualifying adults who are unemployed, working part-time, or working full-time and annual income is within the federal poverty guidelines may be waived.

- **Introduction to Direct Care Work**
- **Technology Awareness for the Job Seeker**
- **Direct Care Basics**
- **Tips to Nail That Interview**
- **Job Hunting, Networking and Resources**
- **Make Your Resume' Work for You**
- **NC Works Online**

*See complete listings on page 9.*



Corlis McCoy  
HRD Coordinator  
(252) 246-1341 • cmccoy@wilsoncc.edu

WILSON  
COMMUNITY  
COLLEGE



# Cosmetology

## Program

Learn the fundamentals of cosmetology in a simulated hands-on environment.

- **Nail Care**
- **Skin Care**
- **Hair Design**
- **Product Knowledge**
- **Salon Management**
- **Chemical Processes**
- **Professional Imaging**
- **Multicultural Practices**
- **Bacteriology and Sanitation**



Upon successful completion of Cosmetology I, II, and III, students are qualified to take the State Board of Cosmetic Arts Examination. Classes are located off campus at Mitchell's Academy.

*See the complete listing on page 19.*



For registration information contact:

**Cynthia Green**

**(252) 246-1287**

**cg0032@wilsoncc.edu**

**WILSON  
COMMUNITY  
COLLEGE**





# BACKHOE OPERATOR

## Training Program

The Backhoe Operator program will provide students with the necessary training to operate a backhoe safely and productively on a job site. Upon completion of the course, students will receive a certificate and wallet card.

Classes are held on Saturdays and Sundays.  
Class size is limited so register early!

See the complete listing  
on page 18.



### Topics:

- front-end loader operation
- truck loading
- hand signals
- trenching
- safety

For registration  
information contact:

**Cynthia Green**

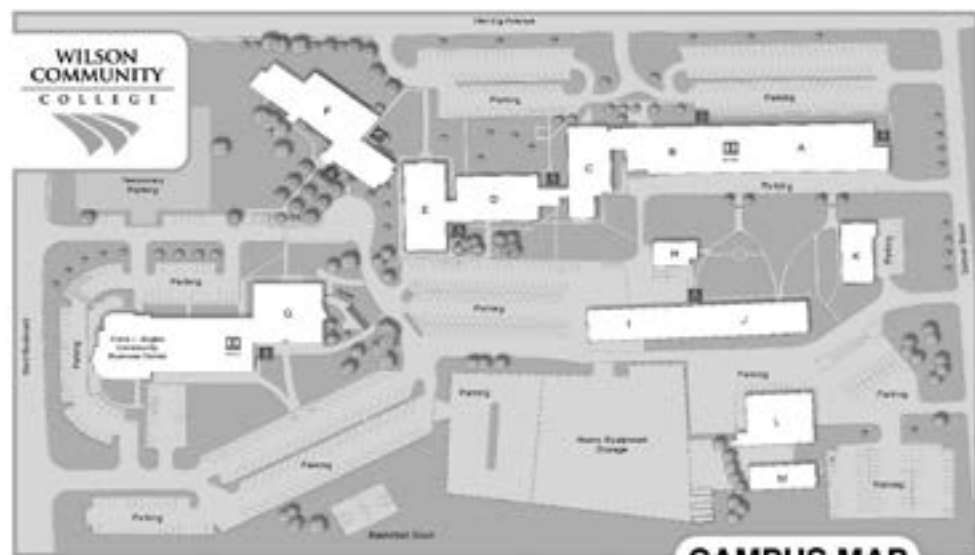
(252) 246-1287 • [cg0032@wilsoncc.edu](mailto:cg0032@wilsoncc.edu)

WILSON  
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COLLEGE



# The College Campus

2017 Fall Semester



## CAMPUS MAP

### MAIN CAMPUS

- BUILDING A:** Buildings and Grounds/Maintenance, Conference Room, Information Technology, Technology Support Services  
*Classrooms: Adult High School, Electrical Systems Technology, HVAC*  
*Literacy: Adult Basic Education, Adult Secondary Education, Computer Labs, Small Business Center*
- BUILDING B:** President, Vice President for Academic Affairs, Continuing Education, Receptionist/Switchboard,  
*Classrooms: General Education*
- BUILDING C:** College Transfer Advising Center, Foundation, Human Resources, Institutional Effectiveness, Marketing, Student Support Services, Upward Bound  
*Classrooms: General Education*
- BUILDING D:** Library, Archives, Proctoring Center  
*Classrooms: Early Childhood, Community Spanish Interpreter, Human Resources Development, Interpreter Education*
- BUILDING E:** DeMastro Auditorium  
*Classrooms: General Education*
- BUILDING F:** Business Office, Cashier, Vice President of Finance and Administrative Services, Registration, Financial Aid, Student Development, Placement Testing, Career Development Center, Conference Room, STARS Center
- BUILDING G:** Bookstore, Student Lounge, SGA Office, College Cafe, Frank L. Eagles Community Business Center, Distance Learning, Work-Based Learning  
*Classrooms: Accounting, Biology, Chemistry, Business Administration, Computer Labs, Criminal Justice, Fire Protection, Information Technology, Mechanical Engineering, Medical Office Administration, Nursing, Office Administration, Paralegal, Surgical Technology*
- BUILDING H:** Print Shop, Graphic Design
- BUILDING I:** Purchasing
- BUILDING J:** Wilson Early College Academy  
*Classrooms: Basic Law Enforcement Training*
- BUILDING K:** *Classrooms: Culinary Arts, Continuing Education Classes*
- BUILDING M:** *Classrooms: Welding Technology*

### LEE TECHNOLOGY CENTER

- BUILDING L-A:** *Classrooms: Automotive Systems Technology*
- BUILDING L-F:** *Classrooms: Applied Engineering Technology, Machining Lab*

### OFF CAMPUS SITES

- Coastal Plain Law Enforcement Training Center: 3997 Ward Blvd.
- Fire/Rescue Academy: 300 North Pine Street
- Fire Training Grounds: Hwy 301 - Hwy 42
- Virtual Medical Center: 1705 Tarboro Street



8/17