



Spring 2019

CONTINUING EDUCATION

SCHEDULE

CONTINUING EDUCATION: 2019 SPRING 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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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

Beginning on Monday, November 5, 2018

Registration will be held in building B-105

Monday – Thursday: 8:00 AM – 4:30 PM

Friday: 8:00 AM – 2:30 PM

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

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

SEE PAGE 3 FOR OUR MAIL-IN REGISTRATION FORM

GENERAL INFORMATION

Cancellations

A course may be canceled if fewer than 10 students 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 NC 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. Nurse Aide I and II, Fire Academy, 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?

PROGRAM	COST
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. A \$15.00 security fee is required for on-campus classes meeting sixteen (16) hours or more. A \$5.00 technology fee is 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/Work 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 Pacific Islander White

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

Employer _____ Occupation _____

EDUCATIONAL INFORMATION

11. Highest educational level completed: (check one) 1 2 3 4 5 6 7 8 9 10 11 12
 GED Adult High School Diploma College Vocational Diploma Associate Degree
 Bachelor's Degree Masters 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 Executive Dean of Continuing Education 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 \$ _____ Security Fee \$ _____ 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 are 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 (6) 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 - 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 credit for a 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 & Orientation Schedule

All students must attend a two-day orientation session. Cost: \$5.00 Security Fee is due on 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**.

Session I: Wednesday & Thursday (must attend both days)

Wednesday, January 9 • Noon - 3 PM
DelMastro Auditorium

Thursday, January 10 • Noon - 3 PM
DelMastro Auditorium

Session II: Tuesday & Wednesday (must attend both days)

Tuesday, March 5 • Noon - 3 PM
DelMastro Auditorium

Wednesday, March 6 • Noon - 3 PM
DelMastro Auditorium

Off Campus Classes

For 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 6-9 PM, in A-116. Orientation for morning ELP classes are held each Wednesday from 9 AM-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: Hayward Humphrey
252-246-1340 • hh4697@wilsoncc.edu

Off-Campus: Veronica Faison
(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 is required per semester for classes held on-campus.

CLASSES	DAYS	TIME	LOCATION
(ASE) and (AHS) PROGRAMS			
Adult High School (Lab)	Mon-Thu	*9:00 AM - Noon	Room A-117
	Mon-Wed	5:00 PM – 8:00 PM	Room A-117
Gateway to Science	Thu	*9:00 AM - Noon	Room A-111a
Gateway to the World Around Us	Thu	*9:00 AM – Noon	Room A-118
Great Success in Reading & Writing	Mon-Wed	*9:00 AM - Noon	Room A-118
Math that Makes Sense	Mon-Wed	9:00 AM – Noon	Room A-111a
Pre-High School Equivalency Lab	Mon-Thu	Noon - 8:00 PM	Room A-118
High School Equivalency Pathway	Mon/Tue/Thu	6:00 PM – 8:00 PM	Vaughns Chapel Church
	Mon-Thu	9:00 AM - Noon	Wilson Co. Library
Workforce Access Lab (WFA)	Tue & Thu	1:00 PM – 3:00 PM	Room A-111a
Distance Education Offerings:			
AHS Distance Education Program			Online
High School Equivalency Online			Online
Reading Horizons V5 Online			Online
Rosetta Stone Online			Online
<i>*Flexible class hours</i>			
ENGLISH LANGUAGE PROGRAM (ELP)			
2in1 High School Equivalency Prep	Mon & Tue	7:00 PM - 9:00 PM	Room A-111b
El Grammar in Context I	Mon-Thu	8:00 AM - 10:00 AM	Room A-111b
	Mon & Wed	10:00 AM – Noon	Wesley Shelter
Phonics and Word Study I	Wed & Thu	10:00 AM – Noon	Room A-111b
	Wed & Thu	7:00 PM – 9:00 PM	Room A-111a
EL Civics:			
Community Experiences	Mon & Tue	10:00 AM – Noon	Room A-111b
ADULT BASIC EDUCATION PROGRAM (ABE)			
Basic Literacy Skills	Mon-Fri	8:00 AM - Noon	Diversified Opp.
Basic Literacy Skills	Mon-Thu	1:00 PM - 4:00 PM	Room A-115
Basic Literacy Skills	Mon-Fri	10:00 AM - 1:00 PM	Room A-115
Basic Literacy Skills	Mon-Thu	10:00 AM - 1:00 PM	Room A-116a
Basic Literacy Skills	Mon-Thu	1:00 PM - 4:00 PM	Room A-116a

HUMAN RESOURCES DEVELOPMENT

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

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.

Employability Lab

Mondays & Wednesdays - 2 PM - 5 PM and Tuesdays & Thursdays - 9 AM - Noon - January 7 - May 7 - Room: D-102
\$180 Fee (if applicable) - \$15 Security Fee (if applicable)
\$5 Technology Fee (if applicable) - Instructor: Evon Milton
Section Number: 32991

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

Applications (Why Bother)

Wednesday - 9:30 AM - 1:30 PM - February 13
\$70 Fee (if applicable) - Room: D-102 - Instructor: Gloria Davis
Section Number: 32992 - Register by: February 13

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

Career Exploration

Mondays & Wednesdays - 9:30 AM - 12:30 PM
March 11-20 - \$70 Fee (if applicable)
\$5 Technology Fee (if applicable) - Room: D-102
Instructor: Donald Winslow - Section Number: 32993
Register by: March 11

This course is designed to help students gain insight and to explore and collect information on careers of their interest. Students will also learn to use O*NET online and the WorkKeys® job profiles database.

Intro to Credit Cards & Loans

Tuesdays & Thursdays - 6 PM - 8:30 PM - March 12-28
\$70 Fee - \$5 Technology Fee - Room: D-102
Instructor: Donetta Hill - Section Number: 32994
Register by: March 12

This course is design to help students learn what they need to do to establish a good credit history that will enable them to qualify for credit that they will need to make major purchases in the future.

Job Search Strategies

Tuesdays & Thursdays - 12:30 PM - 3:30 PM - March 12-21
\$70 Fee - \$5 Technology Fee - Room: D-102
Instructor: Gloria Davis - Section Number: 32995
Register by: March 12

Tuesdays & Thursdays - 12:30 PM - 3:30 PM - April 2-11
\$70 Fee - \$5 Technology Fee - Room: D-102
Instructor: Gloria Davis - Section Number: 32996
Register by: April 2

Designed to develop an effective job search plan on where to seek information about job openings, how to use social networks, and how much time should be developed to the job search. It will include tips on interviewing, appropriate attire to wear to an interview, and completing job applications accurately. (1.5 CEU)

NC Works Online

Thursday - Noon - 4 PM - March 28 - \$70 Fee
Room: D-102 - Instructor: Janice Pettiford
Section Number: 32997 - Register by: March 28

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)



Make Your Resume Work for You

Tuesdays & Thursdays - 12:30 PM - 3:30 PM
February 19 - March 5 - \$70 Fee - \$5 Technology Fee
Room: D-102 - Instructor: Janice Pettiford
Section Number: 32998 - Register by: February 19

Mondays & Wednesdays - 10 AM - 1 PM - April 15 - 29
\$70 Registration Fee - \$5 Technology Fee - Room: D-102
Instructor: Donetta Hill - Section Number: 32999
Register by: April 15

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

Basic Computer Skills for the Job Seeker

Tuesdays & Thursdays - 6 PM - 8:30 PM - February 12-28
\$70 Fee (if applicable) - \$5 Technology Fee (if applicable)
Room: D-102 - Instructor: Donetta Hill - Section Number: 33000
Register by: February 12

Mondays & Wednesdays - 6 PM - 8:30 PM - April 8-24
\$70 Fee (if applicable) - \$5 Technology Fee (if applicable)
Room: D-102 - Instructor: Janice Pettiford
Section Number: 33001 - Register by: April 8

Conquer your fear of technology! Learn basic computer skills that can enhance your search for employment. This course will familiarize students with the computer, how it works, the desktop environment, and the keyboard. Students will learn how to create an email address, send and receive attachments, and use email effectively in their job search.

Tips to Nail that Interview

Tuesdays & Thursdays - Noon - 3:00 PM
January 29 - February 7 - \$70 Fee - \$5 Technology Fee
Room: D-102 - Instructor: Janice Pettiford
Section Number: 33002 - Register by: January 29

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)

COMMUNITY SERVICE

Director: Hayward Humphrey
(252) 246-1340 - hh4697@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 a 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 to Hayward Humphrey at Wilson Community College, PO Box 4305, Wilson, NC 27893, or call (252) 246-1340.

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

Colour It Abstract

Mondays - 9:30 AM - 12:30 PM - February 4 - March 25
\$60 Fee (self-supporting) - Room: G-100
Instructor: Virginia Lassiter - Section Number: 32967
Register by: February 1

A no-stress eight-week class in painting using colour to create your own originals in abstract art. Discover new techniques, and mix your own colours. Paint and have fun doing it! Materials needed: canvas (boards or stretched, any size), acrylics, brushes, palette, cup for water, and an apron or smock.

Oil and Acrylic Painting

Wednesdays - 9 AM - Noon - January 9 - March 20
\$75 Fee (self-supporting) - Room: G-100
Instructor: Martha Beland - Section Number: 32968
Register by: January 8

Wednesdays - 9 AM - Noon - March 27 - May 1
\$40 Fee (self-supporting) - Room: G-100
Instructor: Martha Beland - Section Number: 32969
Register by: March 26

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

Watercolor

Thursdays - Noon - 3 PM - January 10-31
\$40 Fee (self-supporting) - Room: G-100
Instructor: Carol Stoiber - Section Number: 32965
Register by: January 9

Thursdays - Noon - 3 PM - February 7-28
\$40 Fee (self-supporting) - Room: G-100
Instructor: Carol Stoiber - Section Number: 32966
Register by: February 6

Learn how to paint Watercolors from the very beginning. The instructor demonstrates in a step-by-step program. You will make your own reference book and apply what you learn to your own frameable art. Experienced students will receive continuing instruction.

LANGUAGES

Sign Language: Beginners

Tuesdays - 6 PM - 9 PM - February 5 - March 26
\$70 Fee - \$15 Security Fee - \$5 Technology Fee - Room: G-102
Instructor: Valerie McMillan - Section Number: 32976
Register by: February 4

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. (2.4 CEU)

TEXTBOOK REQUIRED: Signing: How to Speak with Your Hands, approximately \$20.



Discover Belly Dancing

Tuesdays - 6 PM - 7 PM - February 5 - April 23
\$35 Fee (self-supporting) - Room: K-101b
Instructor: Sue Ray - Section Number: 32970
Register by: February 4

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.

Tap Dancing for the Young at Heart

Mondays - 7 PM - 8 PM - February 4 - April 22
\$35 Fee (self-supporting) - Room: K-101b
Instructor: Robin Davis Section Number: 32971
Register by: February 1

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

NEEDLECRAFTS AND SEWING

The Basics of Sewing

Mondays - 6 PM - 9 PM - January 28 - April 1
\$60 Fee (self-supporting) - Room: G-100
Instructor: Nancy Jones - Section Number: 32972
Register by: January 25

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, and use sewing tools/aids. Sewing machines are provided, but feel free to bring your own.

Knitting for Fun 101

Mondays - 6:30 PM - 9 PM - January 28 - April 1
\$55 Fee (self-supporting) - Room: C-101
Instructor: Kathleen Wall - Section Number: 32973
Register by: January 25

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.

Modern Quilting

Tuesdays - 6 PM - 9 PM - February 5 - April 9

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

Instructor: Carola Jones - Section Number: 32974

Register by: February 4

Learn quilt-making basics using contemporary tools and techniques based on modern design elements with step-by-step guided instructions. This class is for the first time quilter, as well as those reconnecting with a family tradition of quilting.

Quilting for Beginners

Tuesdays - Noon - 2 PM - January 8 - March 5

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

Instructor: Dawn Hendrix - Section Number: 32975

Register by: January 7

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



COSMETOLOGY

Coordinator: Jane Elliott

je1579@wilsoncc.edu • 252-246-1253

These courses are designed to provide students with the appropriate training and 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.

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 Hair Styling Academy, 2616 Forest Hills Rd.

Students must provide a copy of their high school diploma, equivalent, or transcript, Social Security Card, and driver's license. Interested students should call (252) 246-1235 to schedule the Mitchell's Hairstyling Academy Placement Test. The test is proctored in Building D, Room 100, 8 AM - 8 PM, Monday-Thursday. There is no charge to take the placement test. Upon successful completion of placement testing, students will be notified of enrollment procedures.

COSMETOLOGY I

Tuesday - Friday - 8:30 AM - 4 PM & Saturday - 8 AM - 4:30 PM

January 15 - May 11 - \$180 Fee - \$5 Technology Fee

Location: Mitchell's Hair Styling Academy, 2616 Forest Hills Road, Wilson - Section Number: 32955 - Register by: January 14

COSMETOLOGY II

Tuesday - Friday - 8:30 AM - 4 PM & Saturday - 8 AM - 4:30 PM

January 15 - May 11 - \$180 Fee - \$5 Technology Fee

Location: Mitchell's Hair Styling Academy, 2616 Forest Hills Road, Wilson - Section Number: 32957 - Register by: January 14

COSMETOLOGY III

Tuesday - Friday - 8:30 AM - 4 PM & Saturday - 8 AM - 4:30 PM

January 15 - May 11 - \$180 Fee - \$5 Technology Fee

Location: Mitchell's Hair Styling Academy, 2616 Forest Hills Road, Wilson - Section Number: 32958 - Register by: January 14

CUSTOMIZED TRAINING FOR BUSINESS AND INDUSTRY

Coordinator: Charis Lewis • (252) 246-1421 • cl1867@wilsoncc.edu

The Customized Training Program supports the economic development efforts of Wilson County by providing education and training opportunities for eligible businesses and industries. All training is customized to your specific needs and is delivered on-site by experienced, industry-trained instructors.

Eligible companies may qualify for FREE training when they experience job growth, technology investment, or productivity enhancement. Some examples of frequently-conducted training include:

- Blueprint Reading
- Electrical Troubleshooting
- Hydraulics/Pneumatics
- Root Cause Analysis
- Preventive Maintenance
- Validation & Quality
- Industrial Automation
- Shop Math
- Six Sigma
- Welding
- cGMP
- Soft Skills
- PLCs
- Leadership

The Customized Training Program is one more opportunity for Wilson Community College to strengthen its lifelong partnerships with our local businesses and industries.



Call Charis Lewis
at 252-246-1421 for
more information.

OCCUPATIONAL EXTENSION

Coordinator: Jane Elliott • je1579@wilsoncc.edu • 252-246-1253

Base SAS Certification Prep Course

Tuesdays & Thursdays - 6 PM - 8 PM

January 10 - May 2 • \$180 Fee • \$15 Security Fee

\$5 Technology Fee • Room: C-207 • Instructor: Andrew Walker

Section Number: 32980 • Register by: January 9

NEW!

This course is intended for a person new to SAS programming. Previous programming experience is not required. Topics include reading, manipulating, and creating new data, producing describing statistics, transforming data, creating and utilizing arrays, and reading fixed and free-form datasets. This course is designed to prepare individuals to sit for the BASE SAS Programming I certification exam.

Fiber Optic Basics

Wednesdays - 9:30 AM - Noon

January 16 - March 20 • \$125 Fee

\$15 Security Fee • \$5 Technology Fee

Room: E-101 • Instructor: Staff • Section Number: 32981

Register by: January 14

NEW!

This is an overview course that will focus on the basics of what Fiber Optics are, the types of Fiber Optic networks, and how they are spliced, tested, installed, and maintained. Lectures and hands-on labs will allow students to practice technical skills.

Mechanical Blueprint Reading

Mondays - 6 PM - 9 PM

January 28 - March 4 • \$70 Fee

\$5 Technology Fee • Room: W-110

Instructor: Joshua Stevens • Section Number: 32990

Register by: January 25

NEW!

Students who take this 18-hour course will develop skills in reading and accurately interpreting industrial drawings for manufacturing and construction. Upon completion of the course, students should be able to understand views, dimensions, sections, and interpret working drawings.

NOTE: Classes are held at Lee Technology Center, 4801 Ward Blvd. (next to Longleaf)

Municipal Finance

Tuesdays - 6 PM - 9 PM

January 15 - March 12 • \$125 Fee

\$5 Technology Fee • Room: W-110 • Instructor: Kim Hands

Section Number: 32982 • Register by: January 14

NEW!

This course is a basic overview of local government finance and budgets in North Carolina. It is not a debit and credit accounting course, nor does it assume that you have formal accounting education or experience. You will learn the basic job functions that are typically housed in the finance department, with attention to those found in smaller governments.

NOTE: Classes are held at Lee Technology Center, 4801 Ward Blvd. (next to Longleaf)

Fundamentals of Tire Manufacturing

Tuesdays & Thursdays - 6 PM - 10 PM • January 8-24

Section Number: 32922 • Register by: January 7

Tuesdays & Thursdays - 6 PM - 10 PM • February 5-21

Section Number: 32923 • Register by: February 4

Tuesdays & Thursdays - 8 AM - Noon • March 5-21

Section Number: 32924 • Register by: March 4

Tuesdays & Thursdays - 6 PM - 10 PM • April 2-18

Section Number: 32925 • Register by: April 1

Tuesdays & Thursdays - 6 PM - 10 PM • April 23 - May 9

Section Number: 32926 • Register by: April 22

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

NOTE: All hiring, scheduling, and compensation for program completers is to be handled directly between the student and the employer. In order to determine employment eligibility, 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).

Electrical Contractor License Renewal

Changes to the 2017 Electrical Code: Article 250 - Grounding and Bonding

Saturday • 8 AM - 4:30 PM • January 19 • \$70 Fee
Room: P-101 • Instructor: Kenneth Batts
Section Number: 32928 • Register by: January 18

Changes to the 2017 Electrical Code: Articles 300-800

Saturday • 8 AM - 4:30 PM • February 16 • \$70 Fee
Room: P-101 • Instructor: Kenneth Batts
Section Number: 32929 • Register by: February 15

Changes to the 2017 Electrical Code: Articles 90-240

Saturday • 8 AM - 4:30 PM • March 16 • \$70 Fee
Room: P-101 • Instructor: Kenneth Batts
Section Number: 32931 • Register by: March 15

Changes to the 2017 Electrical Code: Article 250 - Grounding and Bonding

Saturday • 8 AM - 4:30 PM • April 13 • \$70 Fee
Room: P-101 • Instructor: Kenneth Batts
Section Number: 32932 • Register by: April 12

NOTE: Classes are held at the Coastal Plain Law Enforcement Training Center: 3997 Ward Blvd.

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 (0.8 CEU). All classes are held at the Coastal Plain Law Enforcement Training Center, 3997 Ward Blvd - Room P-101. The required textbook is the most current edition of the National Electrical Code (approx. \$100). For more information, call (252) 246-1253. These 8-hour courses provide continuing education credits (CEUs) for electrical contractors as required by State Board of Examiners of Electrical Contractors.



Biowork Process Technician for Pharmaceutical Manufacturing

Mondays & Thursdays • 6 PM - 10 PM • January 10 - April 15
\$180 Fee • \$15 Security Fee • \$5 Technology Fee • Room: G-236
Instructor: Staff • Section Number: 32927 • Register by: January 9

Wilson Community College, working with area pharmaceutical industries, has developed this 110-hour course to provide basic preparation for entry-level operator jobs in pharmaceutical manufacturing. Course competencies include safety, quality, solid dose tableting, coating, and packaging. Math, teamwork, time management, and problem solving are incorporated in the course. (11.0 CEU)

REQUIREMENTS: High school diploma or equivalent. Textbook required.

Industrial Welding

Mondays • 6 PM - 10 PM • January 14 - April 8 • \$125 Fee
\$15 Security Fee • \$5 Technology Fee • \$2 Insurance Fee
Room: M-100 • Instructor: Greg Johnson
Section Number: 32933 • Register by: January 11

This 48-hour course uses the shielded metal arc welding process. Upon completion, students will be able to demonstrate SMAW welding techniques. For safety purposes, steel-toe boots are required; no tennis shoes or opened-toed shoes (leather boots preferred); no cuffed pants or shirts; no open-pocket shirts; no polyester; long-sleeved cotton shirts and denim jeans preferred; no jewelry. *Insurance \$2.00 required.* (4.8 CEU)

AUTOMOTIVE

DMV - Car Dealer Pre-License

Saturday, February 9 • 8 AM - 5 PM &
Sunday, February 10 • 8 AM - Noon • \$70 Fee • Room: P-102
Instructor: Sharon Mercer-Boyd • Section Number: 32934
Register by: February 8

Saturday, May 4 • 8 AM - 5 PM &
Sunday, May 5 • 8 AM - Noon • \$70 Fee • Room: P-102
Instructor: Sharon Mercer-Boyd • Section Number: 32935
Register by: May 3

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

NOTE: Classes are held at the Coastal Plain Law Enforcement Training Center, 3997 Ward Blvd

North Carolina Safety Inspection

Monday & Tuesday - 6 PM - 10 PM - January 28-29 - \$70 Fee
Room: R-104 - Instructor: Lee Flythe - Section Number: 32936
Register by: January 25

Monday & Tuesday - 6 PM - 10 PM - March 18-19 - \$70 Fee
Room: R-104 - Instructor: Lee Flythe - Section Number: 32937
Register by: March 15

Monday & Tuesday - 6 PM - 10 PM - April 15-16 - \$70 Fee
Room: R-104 - Instructor: Lee Flythe - Section Number: 32938
Register by: April 12

Prepares auto technicians and service personnel as motor vehicle safety inspectors. 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, 4815 Ward Blvd. (next to Highway 301)

OBD Emission Inspection

Monday & Tuesday - 6 PM - 10 PM - February 18-19 - \$70 Fee
Room: R-104 - Instructor: Lee Flythe - Section Number: 32939
Register by: February 15

Monday & Tuesday - 6 PM - 10 PM - April 1-2 - \$70 Fee
Room: R-104 - Instructor: Lee Flythe - Section Number: 32940
Register by: March 29

Monday & Tuesday - 6 PM - 10 PM - May 6-7 - \$70 Fee
Room: R-104 - Instructor: Lee Flythe - Section Number: 32941
Register by: May 3

Prepares auto technicians and service personnel as motor vehicle On Board Diagnostics (OBD) emission inspectors. Familiarizes 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, 4815 Ward Blvd. (next to Highway 301)

WORKPLACE

Backhoe Operator

Saturday & Sunday - 8 AM - 5 PM - March 16-17
\$70 Fee - Room: E-102 & the County Fire Training Grounds
Instructor: Staff - Section Number: 32942
Register by: March 15

Saturday & Sunday - 8 AM - 5 PM - May 4-5
\$70 Fee - Room: E-102 & the County Fire Training Grounds
Instructor: Staff - Section Number: 32943 - Register by: May 3

Students will learn how to operate a backhoe safely and productively on a job site. Topics to be covered include safety, hand signals, front-end loader operation, truck loading, and trenching/under-ground services. Upon satisfactory completion of the course, students will receive both a wallet-size and frame-size certificate. Class size is limited, so register early. *Steel-toe boots required. No shorts.* (1.6 CEU)

Notary Public Training

Tuesday - 9 AM - 5 PM - January 8 - \$70 Fee - Room: E-101
Instructor: Shirley Dupree - Section Number: 32944
Register by: January 7

Tuesday & Wednesday - 6 PM - 9:30 PM - February 5-6
\$70 Fee - Room: E-101 - Instructor: Shirley Dupree
Section Number: 32945 - Register by: February 4

Tuesday - 9 AM - 5 PM - March 12 - \$70 Fee - Room: E-101
Instructor: Shirley Dupree - Section Number: 32946
Register by: March 11

Tuesday - 9 AM - 5 PM - April 9 - \$70 Fee - Room: E-101
Instructor: Shirley Dupree - Section Number: 32947
Register by: April 8

Tuesday - 9 AM - 5 PM - May 7 - \$70 Fee - Room: E-101
Instructor: Shirley Dupree - Section Number: 32948
Register by: May 6

STUDENT REQUIREMENTS: Purchase current Notary Public Guidebook, to be read in advance and brought 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.us/notary/qualifications.aspx> to determine if you qualify to become a Notary Public.

Forklift Operation Training

Friday - 8 AM - 2 PM - January 25 - \$70 Fee - Room: W-110
Instructor: Joe Caster - Section Number: 32949
Register by: January 24

Friday - 8 AM - 2 PM - February 22 - \$70 Fee - Room: W-110
Instructor: Joe Caster - Section Number: 32950
Register by: February 21

Friday - 8 AM - 2 PM - March 22 - \$70 Fee - Room: W-110
Instructor: Joe Caster - Section Number: 32951
Register by: March 21

Friday - 8 AM - 2 PM - April 26 - \$70 Fee - Room: W-110
Instructor: Joe Caster - Section Number: 32952
Register by: April 25

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 tennis shoes. (0.6 CEU)

NOTE: Classes are held at Lee Technology Center, 4801 Ward Blvd. (next to Longleaf)

WORKPLACE CERTIFICATIONS

Grade I and II Wastewater Treatment Plant Operator

Mondays & Wednesdays - 5:30 PM - 8:30 PM
January 9 - April 8 - \$180 Fee - \$5 Technology Fee
Location: City of Wilson Wastewater Treatment Plant
Instructor: Jimmy Pridgen - Section Number: 32953
Register by: January 8

This course examines the operations, maintenance, laboratory, rules, regulations, record keeping, etc. of Biological Wastewater Operations. Coursework covers activated sludge, effects of untreated wastewater on the environment, troubleshooting, process control, NCDENR-DWQ rules, and requirements for the wastewater field. Students will be required to bring some materials. (6.0 CEU)

NOTE: Classes are held at Hominy Creek, the City of Wilson Wastewater Treatment Plant, 3100 Old Stantonsburg Rd.

ServSafe Food Service

Saturday, March 2 & Saturday, March 9 - 9 AM - 5 PM
\$70 Fee - \$5 Technology Fee - Room: E-101
Instructor: Robbie Carver - Section Number: 32954
Register by: March 1

This 14-hour course is designed to give food handlers an understanding of proper sanitation precautions and cover the expected outcomes should these practices not be followed. Students will study infections and illnesses, proper food-handling techniques, personal hygiene, personal safety, and information on the OSHA regulations. (1.4 CEU)

REQUIRED TEXTBOOK: Food Safety Management Principles (7th edition) and answer sheet should be purchased from the College Bookstore and begin reading prior to class.

FIRE & RESCUE ACADEMY

Director: J.R. Griffin II
jgriffin@wilsoncc.edu - 252-246-1372

The Fire & Rescue Academy is a 22 week program that allows the cadet upon completion to become certified in Firefighter, TIMS, HAZMAT Level One Responder, Technical Rescuer, and EVD.

The academy also consists of Live Fire LP Gas Training, Live Fire Training in Acquired Structures, and Interviewing Techniques. Physical Fitness is conducted each morning.

The Fire & Rescue Academy is scheduled twice each year (January-June & July-December). Classes are scheduled 8 AM - 5 PM, Monday through Friday.

The registration fee is \$175.00. If candidates are affiliated or employed with a fire or rescue department, the registration fees will be waived. Affiliated agencies may assist in the cost for books and uniforms. The required text is The Essentials of Firefighting, 6th edition.

Limited lodging is available at Wilson Fire/Rescue Services. They also provide a "Ride Along Program" for interested cadets.

For more information, visit: www.wilsoncc.edu/continuing-education/fire-and-rescue



Like us on Facebook at:
www.facebook.com/WCC.FireRescueAcademy

COMPUTER TRAINING

Coordinator: Jane Elliott • je1579@wilsoncc.edu • 252-246-1253

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.

MICROSOFT APPLICATIONS

Introduction to Excel 2016/2019

Thursdays • 6 PM - 8 PM • January 24 - April 11 • \$70 Fee
\$15 Security Fee • \$5 Technology Fee • Room: A-112
Instructor: Gretchen McKeithan • Section Number: 32979
Register by: January 23

Using both Excel 2016, as well as the changes in the 2019 version, students will learn to create, modify, and format Excel worksheets, perform calculations, manipulate data, and print Excel workbooks. Class will focus on using advanced formulas, working with lists, as well as illustrations and charts.

Introduction to Personal Computers and Windows

Tuesdays • 10 AM - Noon • January 22 - April 9 • \$70 Fee
\$15 Security Fee • \$5 Technology Fee • Room: A-112
Instructor: Gretchen McKeithan • Section Number: 32961
Register by: January 18

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.

DIGITAL PHOTOGRAPHY

Adobe Photoshop

Wednesdays • 5:30 PM - 7:30 PM • January 23 - April 10
\$70 Fee • \$15 Security Fee • \$5 Technology Fee • Room: A-112
Instructor: Chris Barnes* • Section Number: 32960
Register by: January 22

Teaches every tool in the toolbox, and gives a firm understanding of Layers - Photoshop's most powerful feature! Learn the tips and tricks that make using layers a breeze. (2.4 CEU)

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

Adobe Lightroom

Wednesdays • 7:30 PM - 9:30 PM • January 23 - April 10
\$70 Fee • \$15 Security Fee • \$5 Technology Fee • Room: A-112
Instructor: Chris Barnes* • Section Number: 32959
Register by: January 22

A beginning photography course to introduce students to basic aesthetic issues in image making as well as photographic techniques utilizing digital cameras, electronic image processing and printing using Adobe Lightroom. (2.4 CEU)

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



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 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) Courses

Mondays, Wednesday & Fridays - 8 AM - 5 PM

January 14 - March 15 - \$180 Fee - \$2 Insurance Fee

\$6 CPR eCard - Room: G-119 - Instructor: Staff

Section Number: 33009 - Register by: January 11

NOTE: This class is 100% seated classroom course.

Tuesdays & Thursdays - 6 PM - 10 PM

Saturdays - 8 AM - 5 PM - January 17 - May 9

\$180 Fee - \$2 Insurance Fee - \$6 CPR eCard - Room: G-121

Instructor: Staff - Section Number: 33010

Register by: January 16

NOTE: This section is Hyb class consisting of Online and classroom instruction

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 are: 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 Care & Transportation of the Sick & Injured (11th Edition) Navigate 2, Premier Package ISBN: 978-128-411-6588
- AHA Healthcare Provider CPR Book (2015 standards)

REQUIREMENTS:

- Must be 18 years of age
- Must have high school diploma or GED
- Must have internet access to coursework (computer lab is available on campus)
- Must possess a valid North Carolina Motor Vehicle Operator's License
- Complete Wilson Community College EMS Program Application
- Copy of REQUIRED Immunization Records for clinical sites
- Must maintain an average grade of 80% or above
- Must maintain an overall attendance of 90%
- Must complete CastleBranch online background, and health requirements.

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 allowed for the cost of the CPR eCard (\$6) and the insurance fee (\$2). (22.8 CEUs) This course is a total of 228 hours: Weekend schedule will be given on the first day of class. The class is a combination of internet and classroom assignments.



Emergency Medical Responder (EMR)

Mondays & Wednesdays - 6:30 PM - 9:30 PM

Saturdays - 8 AM - 5 PM - February 4 - April 3

\$180 Fee - \$2 Insurance Fee - \$6 CPR eCard - Room: G-119

Instructor: Staff - Section Number: 33012

Register by: February 1

Must meet all NCOEMS requirements prior to the start of class to sit for the NCOEMS State Medical Responder Exam. This class meets the requirements for the Wilson County FIRST RESPONDER program.

TEXTBOOK REQUIRED:

- AAOS Emergency Medical Responder Navigate 2 with Essentials. ISBN: 978-128-413-4186
- AHA Healthcare Provider CPR Book (2015 standards)

REQUIREMENTS:

- Must be at least 16 years of age to register; must be 17 years old upon class completion (Submit a Release Form)
- Must possess a valid North Carolina Motor Vehicle Operator's License
- Complete Wilson Community College EMS Program Application
- Copy of REQUIRED Immunization Records for clinical sites
- 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 allowed for the cost of the CPR eCard (\$6) and the insurance fee (\$2). (70 CEUs) This course is a total of 70 hours: Weekend schedule will be given on the first day of class. Must meet all NCOEMS requirements prior to the start of class to sit for the NCOEMS State Medical Responder Exam. This class meets the requirements for the Wilson County FIRST RESPONDER program.



PARAMEDIC ACADEMY

Paramedic (HY)

Mondays & Wednesdays - 6 PM - 10 PM

Saturdays - 8 AM - 5 PM - January 28 - May 11 - \$180 Fee

\$2 Accident Insurance - \$6 CPR eCard - Room: G-121

Instructor: Staff - Section Number: 33013

Register by: January 25

This class will be Hybrid to accommodate shift work. Please contact the EMS Coordinator for more information. EMS Applications are available in building B-105 and on the WCC website at <https://www.wilsoncc.edu/continuing-education/emergency-medical-services/>.

TEXTBOOK REQUIRED:

- AAOS Nancy Caroline Book with Navigate 2 (PREMIER) ISBN: 9781284137279
- Introduction to Basic Cardiac Dysrhythmias (5th Edition) ISBN: 9781284139686
- AHA Healthcare Provider CPR Book (2015 standards)
- AHA ACLS & PALS Books

REQUIREMENTS:

- Must have EMT Credentials (proof required)
- Complete WCC EMS Program Application (attached the required immunization records).
- Complete CastleBranch Online Background and Health requirements
- Must be 18 years of age or older
- Must have high school diploma or GED
- Must have internet access to coursework (computer lab is available on campus)
- Must possess a valid North Carolina Motor Vehicle Operator's License
- 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, EMS/Fire/Law. A letter of affiliation is required to register using "Fee Exemption". This class is a combination of internet & classroom assignments.

NCCR Trauma

Online - January 28 - April 30 - \$70 Fee - Instructor: Staff

Section Number: 33004 - Register by: January 25

This course will concentrate and meet NCCR requirements for Trauma.

BLS - Healthcare Provider CPR (Initial)

Saturday - 9 AM - 5 PM - January 26 - \$70 Fee - \$6 CPR eCard
Room: G-119 - Instructor: Staff - Section Number: 33005
Register by: January 25

Saturday - 9 AM - 5 PM - April 6 - \$70 Fee - \$6 CPR eCard
Room: G-119 - Instructor: Staff - Section Number: 33006
Register by: April 5

The CPR, AED, and First Aid course provides students an opportunity to acquire the basic skills needed to administer emergency care to those in need. These skills are crucial for medical professionals and valuable to members of the general public. In as little as four hours you can gain the knowledge, skills, confidence, and an American Heart Association CPR certification. These skills are not only essential for the professional, but provide the individual with the skills to potentially save the life of another. Students must have the CPR book for this class.

TEXTBOOK REQUIRED:

- AHA BLS Healthcare Provider CPR Book (2015 standards)

HeartSaver CPR/AED (Initial)

Saturday - 8 AM - 4 PM - February 23 - \$70 Fee
\$20 Heartsaver CPR/AED - Room: G-119 - Instructor: Staff
Section Number: 33007 - Register by: February 22

Saturday - 8 AM - 4 PM - March 23 - \$70 Fee
\$20 Heartsaver CPR/AED - Room: G-119 - Instructor: Staff
Section Number: 33008 - Register by: March 22

The CPR, AED, and First Aid course provides students an opportunity to acquire the basic skills needed to administer emergency care to those in need. These skills are crucial for medical professionals and valuable to members of the general public. In as little as four hours you can gain the knowledge, skills, confidence, and an American Heart Association CPR certification. These skills are not only essential for the professional, but provide the individual with the skills to potentially save the life of another. Students must have the CPR book for this class.

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 Fire Department: 3rd Thursday of each month
- Bakertown Fire Department: 4th Monday of each month
- Wilson County Rescue: 4th Tuesday of each month
- Stantonsburg EMS & Fire: 4th Wednesday of each month
- Elm City EMS: 4th Thursday of each month
- Wilson County EMS: Dates TBA
- East Nash Fire Dept: Dates TBA
- Wilson Fire/Rescue Service: Dates TBA

Time is 7-10 PM - **Registration is on site.**

Registration Fee is \$70 per class unless fee waived.

For more information, contact: Kyle Willis
at tw3701@wilsoncc.edu or 252-246-1296



HEALTH OCCUPATIONS

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

Health Occupations Important Information

APPLICATIONS REQUIRED

For applications, go to www.wilsoncc.edu/continuing-education/health-occupations/. Early registration for spring semester Continuing Education classes begins on Monday, November 5, 2018. Pre-approval is required to determine program eligibility. As part of the approval process, copies of specific materials are necessary. Please note, once submitted, copies of the originals will not be returned to students. Students are advised to keep the originals and provide COPIES of all requested materials.

Classes requiring pre-approval are Nurse Aide I, Nurse Aide II, Phlebotomy, and Dialysis Technician training. Pharmacy Technician Training does not require pre-approval, but a copy of a student's high school diploma or GED are required. The Health Program Coordinator will review applications for students who wish to pre-register. Students may call (252) 246-1325 or mk5335@wilsoncc.edu for any questions regarding the approval or registration process. Classes fill up quickly, so pre-registration is required. Applications are accepted and approved until the class is closed.

Applications will be available on October 8, 2018 at the College in building B, room 105, and/or online at www.wilsoncc.edu/continuing-education/health-occupations/. Each application will list the required information that is part of the application packet and must be attached when submitted.

MALPRACTICE INSURANCE & ACCIDENT INSURANCE

Dialysis, Nurse Aide (Levels I and II), and Phlebotomy courses require malpractice insurance (\$16) and accident insurance (approximately \$2). Required to be paid at registration.

REQUIRED EDUCATION

All Health Occupations courses require proof of a High School Diploma, NC High School Equivalency, or College Transcript. Nursing Aide I students must have a current e-mail address listed on the application.

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 WCC Bookstore

FOR NURSE AIDE LEVEL I and NURSE AIDE REFRESHER ONLY: Cost of NC NNAAP testing is \$120.00.

Nurse Aide I students will need to sign up with Pearson Vue for state testing via the WCC e-mail address given at registration. Students need to become familiar with WCC email.

STUDENT FEES AND REQUIREMENTS

Fees listed include registration (\$180), student technology (\$5), and security (\$15). There are NO fee waivers for student technology and student security fees. All NAI and Phlebotomy students will pay an additional \$6 for a CPR eCard (Electronic CPR card).

• \$2 accident insurance • \$16 malpractice insurance

All Nurse Aide I students are required to bring two(2) forms of current, not expired, official, signature bearing identification (one of which must be photo bearing) and the other must be a US government issued social security card, signed and non-laminated. Example of photo bearing would be an unexpired driver's license.

For more information on Health Occupations and Nurse Aide courses, call:

(252) 246-1325 or visit us on the web at www.wilsoncc.edu

Dialysis Technician

Tuesdays & Thursdays - January 8 - April 18

Class Hours: 9 AM - 1 PM

Clinical Hours: 6 AM - 8:30 AM & 10 AM - 12:30 PM

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

\$2 Accident Insurance - \$16 Malpractice Insurance

Room: G-109 - Instructor: Judy Ward - Section Number: 32984

Register by: January 7

This 132-hour course prepares individuals with theoretical, technical, and clinical skills needed to maintain equipment and provide care to patients 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. (13.2 CEU)

TEXTBOOK: Dialysis Core Curriculum for Dialysis Technicians, 6th Edition, (Approximately \$70)

APPLICATION REQUIREMENTS:

- Completed Dialysis Technician application
- High school diploma or equivalent
- North Carolina picture ID (example: driver's license)

Proof of the following immunizations:

- TB skin test within the past nine (9) months of class start date
- Two MMR (Mumps, Measles, Rubella) injections
- Three Hepatitis B (at least the first injection prior to the start date is required)
- Varicella injection or Titer (blood test to prove immunity to chicken pox)
- Tdap (within the past 10 years)
- Flu injection (current for 2018/2019 season)

It is the student's responsibility to obtain copies of the required immunization records. Keep the original record and **BRING COPIES ONLY.**

Pharmacy Technician Training

Mondays & Thursdays - 6 PM - 9 PM - January 10 - May 9

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

Instructor: Cynthia Galloway - Section Number: 32985

Register by: January 9

This 99-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 (approx. \$125). Textbooks required (Approximately \$125). (9.9 CEU includes 2.0 CEU of Law)

TEXTBOOKS:

- Pharmacy Technician, 6th Edition
- Pharmacy Technician Workbook & Certification Review, 6th Edition

REQUIREMENTS: (copies required)

- High School Diploma or equivalent



NURSE AIDE TRAINING

Nurse Aide Level I

Wednesdays & Thursdays - 8:30 AM - 3 PM

January 9 - April 18 - \$180 Fee - \$15 Security Fee

\$5 Technology Fee - \$6 CPR eCard - \$2 Accident Insurance

\$16 Malpractice Insurance - (18.0 CEU) - Room: G-227b

Instructor: Kristen Dempsey - Section Number: 32986

Register by: January 8

Mondays, Tuesdays & Wednesdays - 5 PM - 9 PM

January 8 - April 30 - \$180 Fee - \$15 Security Fee

\$5 Technology Fee - \$6 CPR eCard - \$2 Accident Insurance

\$16 Malpractice Insurance - (18.0 CEU) - Room: G-227b

Instructor: Clodfelter/Hardy - Section Number: 32987

Register by: January 7

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 completion of written and the skills evaluation. Schedule may vary to meet certification requirements. Uniforms are required for clinical rotations. NAI students are required to provide a current e-mail address during registration. Cost of this exam is \$120. Analog watch also required.

TEXTBOOKS:

- North Carolina Nurse Aide I Curriculum (2013) - (Approximately \$70)
- American Heart Association Textbook for CPR - (Approximately \$20)

APPLICATION REQUIREMENTS:

- Completed Nurse Aide I application - Copies required of the following:
- High School Diploma, High School Equivalency, or Transcript
- Valid government issued (nonexpired photo ID) required per NCNA Registry
- Social Security Card (must be signed)

Proof of the following immunizations:

- Two TB skin tests within nine (9) months of class start date
- Two MMR (Mumps, Measles, Rubella) injections
- Three Hepatitis B (at least the first injection prior to the start date of class is required)
- Varicella injection or Titer (blood test to prove immunity to chicken pox)
- Tdap (within the past 10 years)
- Flu injection (current for 2018/2019 season)

Nurse Aide Refresher

Tuesdays & Thursdays - 5 PM - 9 PM

January 15 - February 14 - \$125 Fee - \$15 Security Fee

\$5 Technology Fee - Room: G-109 - Instructor: Staff

Section Number: 32983 - Register by: January 14

This course offers a review of Nursing Assistant I materials and skills. The student is eligible if the NC Nurse Aide I listing is expired or if certification was obtained & current in another state and desires certification in North Carolina. A copy of a US government issued photo bearing identification and US government issued social security card, signed & non-laminated is required. NNAAP testing \$120. NO TEXT IS REQUIRED. (4.0 CEU)

PREREQUISITE:

- Must be previously listed as Nurse Aide I
- Listing cannot exceed 4 years of expiration
- Both photo ID and Social Security card must match for NNAAP testing

Nurse Aide Level II

Mondays & Wednesdays - 5 PM - 9 PM - January 9 - May 13

Clinical hours start March 27 - Mondays, Tuesdays &

Wednesdays: 5 PM - 9 PM

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

\$2 Accident Insurance - \$16 Malpractice Insurance

Room: G-109 - Instructor: Tanyual Barnes

Section Number: 32988 - Register by: January 8

This 164-hour course prepares students to perform more complex nursing skills for patients or residents, regardless of setting. Course includes class, laboratory, and clinical learning experiences in the health care setting. Required textbook is available at the Wilson Community College Bookstore. Proof of CPR preferred. (16.4 CEU)

TEXTBOOK: Advanced Skills for the Healthcare Providers, 2nd Edition, (Approximately \$120)

APPLICATION REQUIREMENTS:

- Completed Nurse Aide II application
- Must be listed on the NC Nurse Aide registry (proof of non-expired listing required)
- High School Diploma, High School Equivalency, or Transcript
- Valid Picture ID (example: unexpired driver's license)
- Proof of Current CPR certification (AHA)

Proof of the following immunizations:

- One TB skin test (within nine months of class start date)
- Two MMR (Mumps, Measles, Rubella) injections
- Three Hepatitis B (at least the first injection prior to the start of class is required)
- Varicella injections or Titer (blood test to prove immunity to chicken pox)
- Tdap (within the past ten (10) years)
- Flu injection shot (current for 2018/2019 season)

It is the student's responsibility to obtain copies of the required immunization records. Keep the original record and **BRING COPIES ONLY.**

Phlebotomy Training and Clinical Education

Mondays & Wednesdays - 5 PM - 9 PM - January 9 - May 1

Clinical hours: Monday - Friday off campus - 40 hours is required.

\$180 Fee - \$15 Security Fee - \$5 Technology Fee - \$6 CPR eCard

\$2 Accident Insurance - \$16 Malpractice Insurance

Room: G-119 - Instructor: Andrea Ezzell

Section Number: 32989 - Register by: January 8

This 168-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. Uniforms required for clinical rotation. (16.8 CEU)

The Division of Continuing Education of Wilson Community College recognizes and is fully supportive of clinical agencies that require a drug screen, background check, or fingerprinting on students. Costs of these tests are the responsibility of the student. The College has partnered with Castle Branch for these tests. No other provider will be accepted. The cost is \$90. Students are required to sign up with Castle Branch at the following web address: <http://portal.castlebranch.com/WD68>. The Phlebotomy program requires: Drug screen, Background Check and Medical Document Manager: WD71. Students have ten (10) days after the class begins to sign up with [castlebranch.com](http://portal.castlebranch.com) and to complete the required tasks. Failure to do so will result in student not being able to continue in the Phlebotomy Training and Clinical Experience.

TEXTBOOKS:

- The Phlebotomy Textbook, 3rd Edition, (Approximately \$70)
- The American Heart Association CPR textbook (Approximately \$20)

APPLICATION REQUIREMENTS:

- Completed Phlebotomy Training application
- High School Diploma, High School Equivalency, or Transcript
- Valid Picture ID (example: unexpired driver's license)

Proof of the following immunizations:

- Two TB skin tests (within twelve (12) months of class start date)
- Two MMR (Mumps, Measles, Rubella) injections
- Three Hepatitis B (at least the first injection is required prior to start of class)
- Varicella injection or Titer (blood test to prove immunity to chicken pox)
- Tdap (within the past 10 years)
- Flu injection (current for 2018/2019 season)

It is the student's responsibility to obtain copies of the required immunization records. Keep the original record and **BRING COPIES ONLY**.

About Pre-Registration

Classes requiring pre-approval are Nurse Aide I, Nurse Aide II, Phlebotomy, and Dialysis Technician training. Pharmacy Technician Training does not require pre-approval, but a copy of a student's high school diploma or GED is required. The Health Program Coordinator will review applications for students who wish to pre-register. Students may call (252) 246-1325 or mk5335@wilsoncc.edu for any questions regarding the approval or registration process. Classes fill up quickly, so pre-registration is required. Applications are accepted and approved until the class is closed.

Applications will be available on October 8, at the College in building B, room 105, and/or online at www.wilsoncc.edu/continuing-education/health-occupations/. Each application will list the required information that is part of the application packet and must be attached when submitted. No mail-in applications will be accepted.





SMALL BUSINESS CENTER

Director: Melissa Evans • (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



Like us on Facebook at:

www.facebook.com/wcc.sbc

To register for seminars or confidential counseling, visit us on the web at:

www.wilsoncc.edu/?p=1501

Registration is encouraged. Walk-ins are welcome pending available space.

Free Small Business Seminars

PREPAID WITH YOUR TAX DOLLARS!

So You Think You Want to Start a Business?

This seminar is for those individuals who are thinking about starting and operating their own business, but who do not know if they have the personality, drive, creativity, adaptability, and a host of other talents and attributes that comprise a successful entrepreneur. Attendees will honestly assess "themselves" in order to discover their strengths and weaknesses to make a better-informed decision on moving forward. The seminar will also incorporate various exercises and "role playing" events where the attendee will be faced with realistic challenges encountered by entrepreneurs and they will have to determine or design a solution. After attending this seminar, if an attendee makes the decision to move forward, they should register for the SBC seminar entitled, "How to Start a Business."

Thursday • January 10 • 6 PM - 9 PM • Room: E-101

Instructor: Bob Moore • Event Number: 580-2019-1

Register by: 3 PM January 10

Food Service Entrepreneur

NEW!

Do you have a passion for cooking and either have a desire or recently have become a small business owner in this industry? Learn the differences between starting a restaurant versus a food truck for all experience levels including equipment needs, inspections, etc.

Tuesday • January 15 • 6 PM - 9 PM • Room: E-101

Instructor: Ray Chow • Event Number: 580-2019-2

Register by: 3 PM January 15

How to Start a Business...the Right Way!

Unfortunately, most entrepreneurs start their new business uninformed and without any thought to licenses, permits, zoning, taxes, insurance, etc.. Doing so can lead to fines, penalties, financial losses, and the closure of a business. North Carolina is a "business friendly" state that makes opening a small business easy! Determine what licenses and permits you need, how to satisfy the IRS requirements, what records you need to keep, how to satisfy the NC Department of Revenue requirements, the legal structures available to you and more! If you have the proper knowledge, starting a new for-profit business often takes four hours or less! Invest a small amount of time in attending this seminar and learn "How to Start a Small Business...the Right Way!"

Thursday • January 17 • 6 PM - 9 PM • Room: E-101

Instructor: Bob Moore • Event Number: 580-2019-3

Register by: 3 PM January 17

Parliamentary Procedures Made Easy For Nonprofits and Small Business Corporations

NEW!

Nonprofit Boards and Corporate Boards cannot afford to be ignorant of parliamentary procedure basics. Courts have held that organizations are subject to the principles of parliamentary law if they don't have procedural policies of their own, and the chosen procedures must be stated in the Bylaws. Ignoring or incorrectly applying parliamentary procedure can lead to embarrassment and lawsuits. Attendees will understand the purpose of the procedures, standard agendas, precedence of motions, and requirements for the minutes. The role of the moderator, chairperson, or president will be discussed.

Tuesday • January 22 • 6 PM - 9 PM • Room: E-101
Instructor: Sam Gore • Event Number: 580-2019-4
Register by: 3 PM January 22

Dynamite Marketing on a Firecracker Budget

As an existing or potential business owner, you will find inexpensive, easy-to-use ideas for growing your business to include 50 ways to grab new customers, reinforce relationships with current customers, and pique the interest of customers you don't even know about. Marketing is undergoing a revolution with entrepreneurs using big business strategies like targeted ads, letters, and phone calls to reach potential customers. They are looking to manufacturers and suppliers for more help and using tactics that range from flyers and brochures to open houses and sales open only to special customers. Let "Dynamite Marketing on a Firecracker Budget," help you create your mix of low-cost marketing strategies for your business plan.

Thursday • January 24 • 6 PM - 9 PM • Room: E-101
Instructor: Mike Collins • Event Number: 580-2019-5
Register by: 3 PM January 24

Ask the Expert for Small Business Owners

Existing and potential entrepreneurs will hear from City of Wilson and Wilson County division personnel on topics that include Planning & Zoning, Building and Fire Inspections, and Environmental Health Inspections as applicable to their business types whether they are home-based or in a commercial location. A question and answer period will follow each part.

Tuesday • January 29 • 6 PM - 9 PM • Room: E-101
Instructor: Melissa Evans • Event Number: 580-2019-6
Register by: 3 PM January 29

How to Raise Your Credit Score Over 740 Points For Potential and Existing Business Owners

An excellent credit score is now considered to be 740 points or higher. Should you have one credit card or four, pay off your balances every month, or carry a balance? Should you carry a credit card even though you have not used it in years? The answers to these questions may surprise you when it comes to increasing your credit score. Having good credit is important in being able to obtain a loan to start or expand your business. We will discuss how to read a credit report and what factors are used in calculating your FICO or Beacon score. Learn the legal tricks credit bureaus do not reveal on how to raise your score simply by the way you use your credit cards, treat inquiries, make your payments, and carry balances. Using several proven methods, your credit score could increase by 50-100 points or more within 60 days.

Thursday • January 31 • 6 PM - 9 PM • Room: E-101
Instructor: Bob Moore • Event Number: 580-2019-7
Register by: 3 PM January 31

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 dos and don'ts of writing a plan, and steps for making the process easy. This seminar is designed for new and established business owners.

Tuesday • February 5 • 6 PM - 9 PM • Room: G-240
Instructor: Melissa Evans • Event Number: 580-2019-8
Register by: 3 PM February 5

Amped-Up Storefronts - Merchandising to Lure New Customers to Your Store

NEW!

Inviting storefronts should not be an after-thought! Have fun applying basic design principles to the transparent front door, store windows, and sidewalk environment. Help define your brand and niche in the marketplace with clever staging of your physical merchandise. Expect tangible sales results with enticing and memorable window displays. Be inspired with this fast-paced, graphics-heavy interactive session filled with brilliant but affordable ideas for seasonally appropriate displays. Bring photos of your store for on-the-spot suggestions.

Thursday • February 7 • 6 PM - 7:30 PM • Room: E-101
Instructor: Ellen Hoj • Event Number: 580-2019-9
Register by: 3 PM February 7

How to Register as a Certified Minority Owned or Woman Owned Business

What does it mean to be a "certified" minority or woman-owned small business? What is required to receive this designation, and how will it help you grow your business? Learn about the various government and private entities that provide certifications and have programs to support Minority/Women/Disadvantage Business Enterprise certifications. Discover how to use these certification programs to boost your small business.

Tuesday • February 12 • 6 PM - 8 PM • Room: E-101
Instructor: The Women's Business Center
Event Number: 580-2019-10 • Register by: 3 PM February 12

QuickBooks Hands-on Training for Your Small Business Part 1

Business owners can learn the basics of using QuickBooks for their business in this hands-on workshop conducted in a computer lab setting. Tracking your income and expenses is essential if you as the business owner want to keep tabs on your business performance and make time-sensitive decisions about your business operations. A bookkeeping system saves time and allows you to print financial statements with just a few clicks as well as gather all your tax information in one place for year-end tax return preparation. Class space limited to 22. Please sign up early to attend this 6-hour Saturday seminar. There will be a 1-hour break for lunch on your own. Attendees must exit the building during the lunch break.

Saturday • February 16 • 9 AM - 4 PM • Room: G-113
Instructor: Jess McLamb • Event Number: 580-2019-11
Register by: 2 PM February 15

Financing Your Small Business

Financing continues to be a challenge for many small business owners. Questions range from, Who will give me money for my business idea, and what do they need from me? to, how will this business make money, and will it be enough to pay back a loan or attract an investor? Get to the heart of business financing in this seminar that answers your questions. Explore the advantages and disadvantages of the different types of funding sources and how to choose the right one for your needs. Discover the keys to financing success.

Tuesday • February 19 • 6 PM - 8:30 PM • Room: E-101
Instructor: Jeff Hamilton • Event Number: 580-2019-12
Register by: 3 PM February 19

How to Start a Group Home

Starting a Group Home allows you to make a difference in people's lives and provides a community service. If you have a high capacity for caring for others, you can make a living in this small business. Learn the basics including which state agencies have oversight, find out about licensing applications and rules, understand requirements for staff fingerprinting and background checks, and learn about facility requirements.

Thursday • February 21 • 6 PM - 9 PM
Location: Wilson County Public Library • Instructor: Sam Gore
Event Number: 580-2019-13 • Register by: 3 PM February 21

Marketing Your Business - Media Presence, Branding, Websites, Marketing Plan and More

Marketing for the 21st Century small business is more dynamic and challenging than ever. Discover how to most effectively and efficiently use the many marketing tools available. Gain insights to understand and reach your customer, analyze your industry and business environment, and differentiate between branding, advertising, and grassroots marketing techniques. Explore the components of an effective marketing plan in this comprehensive seminar. This seminar is recommended prior to the seminar on March 12.

Tuesday • February 26 • 6 PM - 9 PM • Room: E-101
Instructors: Elisabeth Farnsworth & Lori Oxendine
Event Number: 580-2019-14 • Register by: 3 PM February 26

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 a nonprofit, 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 non-profit, don't miss this informative seminar.

Thursday • February 28 • 6 PM - 9 PM • Room: E-101
Instructor: Sam Gore • Event Number: 580-2019-15
Register by: 3 PM February 28

Labor Issues for the Small Business Owner

Do you know the difference between hourly, salaried, exempt, or non-exempt employees? Are you familiar with the minimum wage and age for this state and what postings are required? Are your vacation policies and other benefit programs documented? If you are thinking of starting a business or already own a small business, this seminar is for you.

Tuesday • March 5 • 6 PM - 7:15 PM • Room: E-101
Instructor: NCDOL • Event Number: 580-2019-16
Register by: 3 PM March 5

QuickBooks Hands-on Training for Your Small Business Part 2

Business owners will learn the basics of using QuickBooks progress invoices, mileage tracking, budgeting, reports, payroll, and sales tax for their business in this hands-on workshop conducted in a computer lab setting. This class is recommended for those who have had the level one class. Class space is limited. Please sign up early to attend this 4-hour Saturday seminar.

Saturday • March 9 • 9 AM - 1 PM • Room: G-113
Instructor: Jess McLamb • Event Number: 580-2019-17
Register by: 2 PM March 8

Expand Your Business Brand Online and in the Community

NEW!

Content is King! Learn how to use content to build and grow your brand. After you develop and establish your brand online using the basics, expand on the brand by understanding how to use content to market your business. We will discuss Blogs, Keyword Management, Email Marketing, Content Management, and Pinterest. Participants will leave with the fundamentals to develop a marketing strategy utilizing these resources and understand how they work together to build an online brand.

Tuesday • March 12 • 6 PM - 9 PM • Room: E-101
Instructor: Renae Simon • Event Number: 580-2019-18
Register by: 3 PM March 12

Fundraising Fundamentals for Your Nonprofit

Learn essentials for revenue generation including 8 ways to raise up to \$2500 or more in 10 days or less, what an online donor looks like, writing a donation letter that seals the deal, ongoing vs episodic funding, and more tips to put the funds into your fundraising efforts.

Tuesday • March 26 • 4:30 PM - 6:30 PM • Room: E-101
Instructor: Sam Gore • Event Number: 580-2019-19
Register by: 3 PM March 26

Volunteers: How to Get and Keep Them for Your Nonprofit

Volunteers can be the lifeblood of a nonprofit. Do your volunteer opportunities provide a mini-educational experience and new skill development? Learn how these can affect your retention of volunteers and how their referrals can benefit your nonprofit.

Tuesday • March 26 • 7 PM - 9 PM • Room: E-101
Instructor: Sam Gore • Event Number: 580-2019-20
Register by: 3 PM March 26

The Business Side of Operating a Faith Based Organization

NEW!

Recognized by the IRS as a legitimate 501(c)3 charity, churches should understand their reporting obligations for charitable cash & non-cash gifts, when designated funds are allowed/not allowed, reporting requirements for 1099's and W-2s, financial internal controls and financial audits, reporting requirements for ministers, and other IRS rules.

Tuesday • April 2 • 6 PM - 9 PM • Room: E-101
Instructor: Sam Gore • Event Number: 580-2019-21
Register by: 3 PM April 2

Understanding & Managing Your Small Business Risks with Insurance

NEW!

Operating a business involves risks from the beginning. While you can't avoid all threats, mitigating those risks with business insurance can lessen the financial impact of a potential future loss or prevent an expensive disaster that could put you out of business. Attendees will learn about protection for business assets, bodily injury, home-based businesses, commercial auto, and worker's compensation, as well as learn when bonding and professional liability coverage is needed.

Thursday • April 4 • 6 PM - 7:30 PM • Room: E-101
Instructor: Tim Sharp • Event Number: 580-2019-22
Register by: 3 PM April 4

How to do The 501(c)3 Thing

Most nonprofits are small businesses 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.

Tuesday • April 9 • 6 PM - 9 PM • Room: E-101
Instructor: Sam Gore • Event Number: 580-2019-23
Register by: 3 PM April 9

Understanding Business Financial Statements for Small Business Owners

Understand the importance of the Profit & Loss Statement, Balance Sheet, Statement of Owner's Equity, and Statement of Cash Flow. Analyze each statement and learn to manage your business using each report as you gain a level of comfort and understanding. Learn how to monitor key areas of your financials and make timely decisions in managing your business.

Thursday • April 11 • 6:30 PM - 9 PM • Room: E-101
Instructor: Scott Rockafellow • Event Number: 580-2019-24
Register by: 3 PM April 11

The Many Hats of a Small Food Business Owner

NEW!

Just because you have a passion for cooking doesn't mean you'll be successful at owning a restaurant or food truck. Learn the 10 "other" hats you have to manage and wear as an entrepreneur before diving into the business. There is no prerequisite for this seminar; however, attendees are encouraged to attend the January 15 seminar for Food Service Entrepreneur as well.

Tuesday • April 16 • 6 PM – 9 PM • Room: E-101
Instructor: Ray Chow • Event Number: 580-2019-25
Register by: 3 PM April 16

How to Start a Profitable Preschool Daycare by the Book

NEW!

Prospective business owners will become aware of what is needed to start a pre-school daycare and how to apply for a license. An introduction to the extensive NC childcare operational rules and regulations will be included. Attendees will learn the business side of a pre-school daycare whether they are home-based or in a non-home facility.

Tuesday • April 23 • 6 PM – 9 PM • Room: E-101
Instructors: Jessie Maxwell & NaDene Tucker
Event Number: 580-2019-26 • Register by: 3 PM April 23

Building a First Website for Small Business Entrepreneurs

NEW!

Every business needs a website. In this hands-on seminar, you will be guided through setting up a simple website for your business on a hosted platform (Wix or SquareSpace). Simple websites, which can be free, provide information, pictures, and offer contact forms so customers can reach you. You will also learn how to use the website to make appointments and/or to sell products. (Websites that accept payments cost about \$25/month.) Attendees should set up an account with Wix or SquareSpace and purchase the domain prior to coming to the seminar. Passwords and login information for the platform and for personal email accounts should be brought to class. Content for the website and pictures stored on your electronic device should also be brought to class. This seminar will be held in a computer lab; however, a personal PC is also welcome.

Thursday • April 25 • 6 PM – 9 PM • Room: G-232
Instructor: Karen Tiede • Event Number: 580-2019-27
Register by: 3 PM April 25

Operating Agreements and Contracts for Small Business Owners

NEW!

The operating agreement for your LLC is one of the single most important documents needed. It defines the business relationships among the members, operationally and financially, and provides for the valuation and transfer of interests in the event that you are lost, incapacitated, retiring, or selling the business. In this seminar, you will learn some important Operating Agreement considerations when drafting your agreement and other business contracts.

Tuesday • April 30 • 6 PM – 7 PM • Room: E-101
Instructor: Blake Godwin • Event Number: 580-2019-28
Register by: 3 PM April 30

Payroll in a Nutshell Part 1 – Register Your Business with Authorities

As a small business owner, learn 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.

Thursday • May 2 • 6 PM – 7 PM • Room: E-101
Instructor: Jen Deal • Event Number: 580-2019-29
Register by: 3 PM May 2

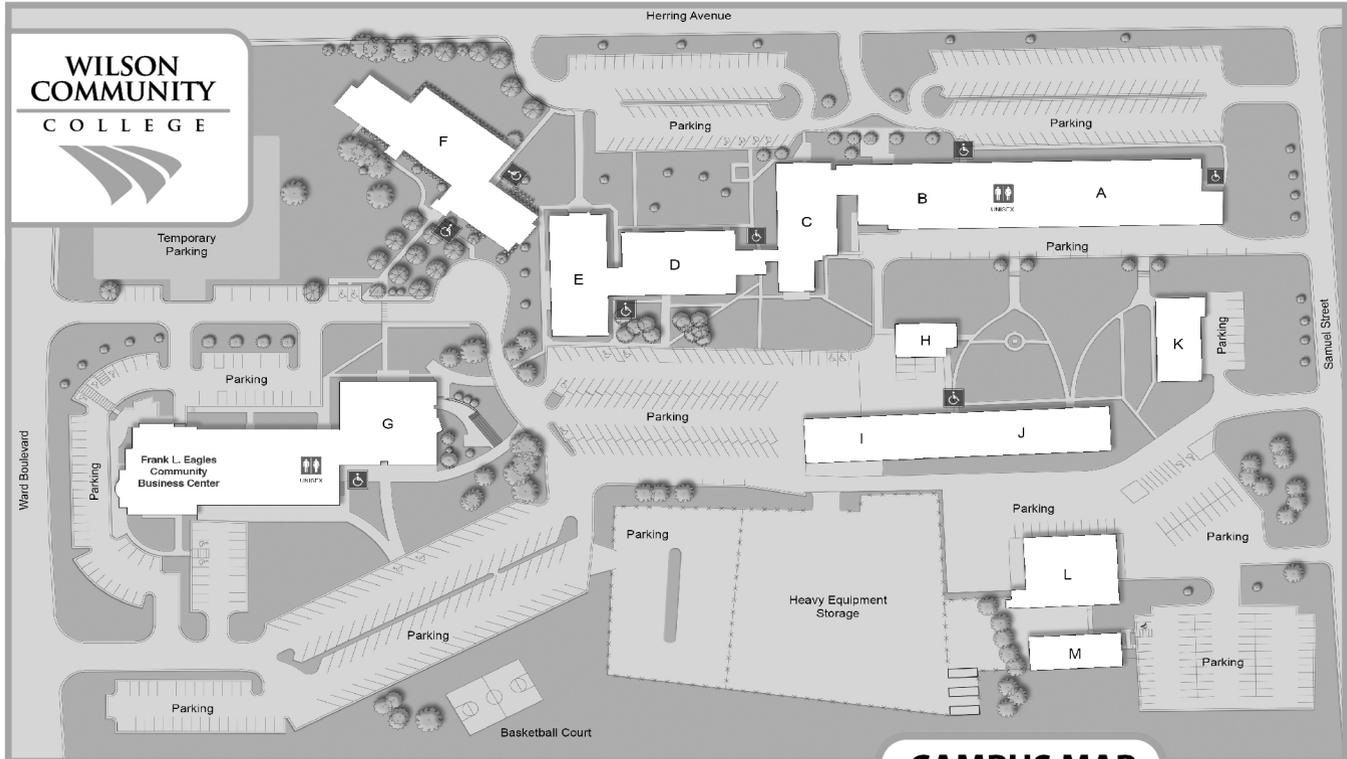
Payroll in a Nutshell Parts 2 & 3 – Complete New Hire Paperwork & Calculate Take Home Pay for Your Small Business Employees

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. Payroll isn't rocket science. Small business owners will also 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!

Tuesday • May 7 • 6 PM – 7:30 PM • Room: E-101
Instructor: Jen Deal • Event Number: 580-2019-30
Register by: 3 PM May 7

Certificates

Visit our webpage at www.wilsoncc.edu/?p=1501 to view our Entrepreneur Academy and our Nonprofit Academy certificate requirements.



CAMPUS MAP

MAIN CAMPUS

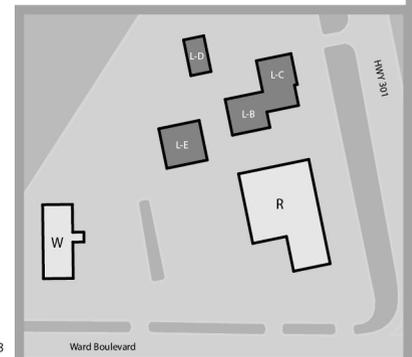
- BUILDING A:** Buildings and Grounds/Maintenance, Conference Room, Information Technology, Technology Support Services
Classrooms: Adult High School, Electrical Systems Technology, HVAC
Literacy: Adult Basic Education, Adult Secondary Education, Computer Labs, Small Business Center
- BUILDING B:** President, Vice President for Academic Affairs, Continuing Education, Receptionist/Switchboard, Marketing
Classrooms: General Education
- BUILDING C:** College Transfer Advising Center, Foundation, Human Resources, Institutional Effectiveness, 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:** DelMastro 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 L:** *Classrooms: Welding Technology*
- BUILDING M:** *Classrooms: Welding Technology*

LEE TECHNOLOGY CENTER

- BUILDING R:** NC Safety Inspection, OBD Emission Inspection
 4815 Ward Blvd. *Classrooms: Automotive Systems Technology*
- BUILDING W:** Forklift Training
 4801 Ward Blvd. *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
- City of Wilson Wastewater Treatment Plant: 3100 Old Stantonsburg Rd.



03/18

Ward Boulevard



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Register By:

- January 14**
- February 11**
- March 11**
- April 15**
- May 13**

Start Date:

- January 16**
- February 13**
- March 13**
- April 17**
- May 15**

Complete Date:

- March 18**
- April 15**
- May 13**
- June 17**
- July 15**

- Accounting & Finance
- Business
- College Readiness
- Computer Applications
- Design & Composition
- Healthcare & Medical
- Language & Arts
- Law & Legal
- Personal Development
- Teaching & Education
- Technology
- Writing & Publishing

For more information contact: Jane Elliott • (252) 246-1253 • je1579@wilsoncc.edu