CONTINUING EDUCATION: 2020 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.

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).

“Register by” 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-served basis.

REGISTRATION DATES

November 4 – December 20
Monday – Thursday: 8 AM – 4:30 PM

Beginning January 3
Monday – Thursday: 8 AM – 4:30 PM
Friday: 8 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/continuing-education

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

GENERAL INFORMATION

Cancellations

A course may be canceled if fewer than ten (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.

Occupational Extension fees are based on the number of contact hours as follows:

- 1-24 hrs. = $70
- 25-50 hrs. = $125
- 51+ hrs. = $180

Occupational Extension students will be charged a $5 technology fee per semester for courses consisting of nine (9) or more hours.

Continuing Education students taking on-campus classes will be charged a $15 security fee per semester for courses consisting of 16 or more hours.

Basic Skills classes are free; however, on-campus Basic Skills students are required to pay a $5 security fee for courses consisting of 16 or more hours.

Community Service/Self-Supporting Fees are based on the cost of offering the course. There are no fee exemptions. All students must pay.

Accident Insurance ($2) and Malpractice Insurance ($16) 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?

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

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.
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. Students who earn a high school credential at Wilson Community College (WCC) receive a free tuition credit for a WCC Continuing Education or curriculum course if eligible. 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 credit 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 (required)  Graduation Ceremony - $15 (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
Educational Testing Services HiSET - $75

Graduation Ceremony - $15 (optional)
Graduation Cap and Gown - Purchased at the Wilson Community College Bookstore
(ABE & ASE) 3-Day Registration & Orientation Schedule

To attend orientation, you must make a reservation by calling (252) 246-1340 or (252) 246-1356.

Visit www.wilsoncc.edu to view orientation dates and for more information.

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, call (252) 246-1340.

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
There is no registration fee for Basic Skills classes. A $5.00 security fee is required per semester for classes held on campus.

<table>
<thead>
<tr>
<th>CLASSES</th>
<th>DAYS</th>
<th>TIME</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>(ASE) and (AHS) PROGRAMS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult High School (Lab)</td>
<td>Mon - Thu</td>
<td>*9 AM – Noon</td>
<td>Room A-111a</td>
</tr>
<tr>
<td>Gateway to Science</td>
<td>Mon - Wed</td>
<td>5 – 8 PM</td>
<td>Room A-111a</td>
</tr>
<tr>
<td>Gateway to the World Around Us</td>
<td>Thu</td>
<td>*9 AM – Noon</td>
<td>Room A-117</td>
</tr>
<tr>
<td>Great Success in Reading &amp; Writing</td>
<td>Mon - Wed</td>
<td>*9 AM – Noon</td>
<td>Room A-118</td>
</tr>
<tr>
<td>Math that Makes Sense</td>
<td>Mon - Wed</td>
<td>*9 AM – Noon</td>
<td>Room A-117</td>
</tr>
<tr>
<td>Pre-High School Equivalency Lab</td>
<td>Mon - Thu</td>
<td>Noon – 8 PM</td>
<td>Room A-118</td>
</tr>
<tr>
<td>High School Equivalency Pathway</td>
<td>Mon - Thu</td>
<td>9 AM – Noon</td>
<td>Wilson Co. Library</td>
</tr>
<tr>
<td><strong>Distance Education Offerings:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AHS Distance Education Program</td>
<td></td>
<td></td>
<td>Online</td>
</tr>
<tr>
<td>High School Equivalency</td>
<td></td>
<td></td>
<td>Online</td>
</tr>
<tr>
<td>Reading Horizons v5</td>
<td></td>
<td></td>
<td>Online</td>
</tr>
<tr>
<td>Rosetta Stone</td>
<td></td>
<td></td>
<td>Online</td>
</tr>
<tr>
<td>*Flexible class hours</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ENGLISH LANGUAGE PROGRAM (ELP)**

<table>
<thead>
<tr>
<th>English Program</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>El Grammar in Context I</td>
<td>Mon/Wed</td>
<td>10 AM - Noon</td>
<td>Wesley Shelter</td>
</tr>
<tr>
<td>El Grammar in Context I</td>
<td>Mon - Thurs</td>
<td>8 AM – 10 AM</td>
<td>Room A-111b</td>
</tr>
<tr>
<td>El Grammar in Context II</td>
<td>Tue/Wed/Thu</td>
<td>8 - 10 AM</td>
<td>Room A-111b</td>
</tr>
<tr>
<td></td>
<td>Mon</td>
<td>8 - 10 AM</td>
<td>Room A-112</td>
</tr>
<tr>
<td></td>
<td>Mon/Tue</td>
<td>7 - 9 PM</td>
<td>Room A-111b</td>
</tr>
<tr>
<td>ESL Conversation English</td>
<td>Mon</td>
<td>10 AM – Noon</td>
<td>Room A-112</td>
</tr>
<tr>
<td></td>
<td>Tue</td>
<td>10 AM - Noon</td>
<td>Room A-111b</td>
</tr>
</tbody>
</table>

**ADULT BASIC EDUCATION PROGRAM (ABE)**

<table>
<thead>
<tr>
<th>Program</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Literacy Skills</td>
<td>Mon - Fri</td>
<td>8 AM - Noon</td>
<td>Diversified Opp.</td>
</tr>
<tr>
<td>Basic Literacy Skills</td>
<td>Mon - Thu</td>
<td>1 - 4 PM</td>
<td>Room A-115</td>
</tr>
<tr>
<td>Basic Literacy Skills</td>
<td>Mon - Fri</td>
<td>10 AM - 1 PM</td>
<td>Room A-115</td>
</tr>
<tr>
<td>Basic Literacy Skills</td>
<td>Mon - Thu</td>
<td>10 AM - 1 PM</td>
<td>Room A-116a</td>
</tr>
<tr>
<td>Basic Literacy Skills</td>
<td>Mon - Thu</td>
<td>1 - 4 PM</td>
<td>Room A-116a</td>
</tr>
<tr>
<td>Phonics and Word Study</td>
<td>Wed/Thu</td>
<td>10 AM - Noon</td>
<td>Room A-111b</td>
</tr>
<tr>
<td></td>
<td>Wed/Thu</td>
<td>7 - 9 PM</td>
<td>Room A-111b</td>
</tr>
</tbody>
</table>
The Human Resources Development (HRD) program provides employability skills training, skills assessments, and career exploration. Students learn essential skills that are needed for the job seeker to change over to a new career or to transition back into the workforce.

DO NOT SEE IT!  If there is a course you would like to take as a job seeker, but do not see it offered, let us know!  Maybe we can offer this course in the future.

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 - 5 PM and Tuesdays & Thursdays • 9 AM - Noon  
January 6 – May 7 • Room: D-102 • $180 Fee (if applicable) • $15 Security Fee (if applicable)  
$5 Technology Fee (if applicable) • Instructor: Evon Milton Section Number: 34768  

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

**Human Services Exploration**

Mondays & Tuesdays • 5:30 PM – 8:30 PM • January 13 – March 3 • $125 Fee • $15 Security Fee • $5 Technology Fee • Room: G-232  
Instructor: Tondra Talley • Section Number: 34822 • Register by: January 10  

This course covers skills and strategies designed to provide employability skills training and career exploration for the role of Income Maintenance Caseworker with Division of Social Service agencies. Fee may be waived for qualifying participants.
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, then 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

Oil and Acrylic

Wednesdays • 9 AM - Noon • January 8 – March 18 • $75 Fee (self-supporting) • Room: G-100
Instructor: Martha Beland • Section Number: 34741 • Register by: January 7

Wednesdays • 9 AM - Noon • March 25 – April 29 • $40 Fee (self-supporting) • Room: G-100
Instructor: Martha Beland • Section Number: 34742 • Register by: March 24

A step-by-step illustrated program that demonstrates a shortcut to drawing and new techniques to apply color to make your paintings sing! You will paint your own original work using your own photos as subject matter.

Oil and Acrylic (Night)

Wednesdays • 6 – 9 PM • January 22 – March 25 • $75 Fee (self-supporting) • Room: G-100
Instructor: Steve Benton • Section Number: 34788 • Register by: January 21

Learn to paint with oil acrylics and develop a personal style through the use of line and color perspective. Paint with oil or acrylic while learning the principles and elements of art. Please bring the size canvas that you are comfortable with, photographs of what you want to paint or an idea of subject matter that you are interested in, paints which includes at least the primary colors, black and white, and brushes.

Watercolor

Thursdays • 12 Noon - 3 PM • January 9 – January 30 • $40 Fee (self-supporting) • Room: G-100
Instructor: Carol Stroiber • Section Number: 34743 • Register by: January 8

Thursdays • 12 Noon - 3 PM • February 6 – February 27 • $40 Fee (self-supporting) • Room: G-100
Instructor: Carol Stroiber • Section Number: 34744 • Register by: February. 5

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.

Colour It Abstract

Mondays • 9:30 AM – 12:30 PM • February 24 – April 13 • $60 Fee (self-supporting) • Room: G-100
Instructor: Virginia Lassiter • Section Number: 34787 • Register by: February 21

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.
HOBBIES AND CRAFTS

Cake Decorating

Thursdays • 6:30 – 8:30 PM • January 16 – March 19 • $50 Fee (self-supporting) • Room: K-100
Instructor: Pamela Gilman • Section Number: 34789 • Register by: January 15
Learn the basics of cake decorating, including the use of proper supplies, to achieve desired effects like decorative borders and flower information. Students are asked to bring their own supplies.

LANGUAGES

Sign Language: Beginners

Tuesdays • 6 - 9 PM • February 4 – March 24 • $70 Fee • $15 Security Fee • $5 Technology Fee • Room: G-102
Instructor: Valerie McMillan • Section Number: 34791 • Register by: February 3
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.

Tap Dancing for the Young at Heart

Mondays • 7 - 8 PM • February 3 – April 20 • $35 Fee (self-supporting) • Room: K-101b
Instructor: Robin Davis • Section Number: 34745 • Register by: January 31
A fun and easy tap dance class for older adults. Learn the basic steps and routines that are fun and simple.

NEEDLECRAFTS AND SEWING

Basics of Sewing

Mondays • 6 - 9 PM • January 27 – March 30 • $60 Fee (self-supporting) • Room: G-100
Instructor: Nancy Jones • Section Number: 34786 • Register by: January 24
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 - 9 PM • January 27 – March 30 • $55 Fee (self-supporting) • Room: A-103a
Instructor: Kathleen Wall • Section Number: 34746 • Register by: January 24
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.

Quilting for Beginners

Tuesdays • 12 Noon – 2 PM • January 7 – March 10 • $55 Fee (self-supporting) • Room: A-103
Instructor: Dawn Hendrix • Section Number: 34747 • Register by: January 6
Beginners will learn tips and techniques for machine quilting, starting with the basics to assemble and complete a quilted project. Supplies will be discussed during the first class meeting.
CUSTOMIZED TRAINING FOR BUSINESS AND INDUSTRY

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

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

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

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 Academy, 2616 Forest Hills Road.

Students must provide a copy of their high school diploma, equivalent or transcript, Social Security card, and driver’s license. Interested students should visit www.wilsoncc.edu/continuing-education/cosmetology to schedule the Mitchell’s 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 & Saturdays • 8 AM - 4:30 PM • January 14 & 21– May 2 • $180 Fee • $5 Technology Fee
Location: Mitchell’s Academy, 2616 Forest Hills Road, Wilson Section Number: 34769 • Register by: January 13

COSMETOLOGY II

Tuesday - Friday • 8:30 AM - 4 PM & Saturdays • 8 AM - 4:30 PM • January 14 – May 2 • $180 Fee • $5 Technology Fee
Location: Mitchell’s Academy, 2616 Forest Hills Road, Wilson Section Number: 34770 • Register by: January 13

COSMETOLOGY III

Tuesday - Friday • 8:30 AM - 4 PM & Saturdays • 8 AM - 4:30 PM • January 14 – May 2 • $180 Fee • $5 Technology Fee
Location: Mitchell’s Academy, 2616 Forest Hills Road, Wilson Section Number: 34771 • Register by: January 13
NEW - Ice House Entrepreneurship – From Joblessness to Business Ownership

Mondays • January 27 - March 16 • 6 - 8 PM • Location: UCPCOG (Downtown Wilson) • Instructor: Melissa Evans
Section Number: 34812 • Register by: 3 PM January 15 at the Small Business Center

Tuesdays • March 10 - April 28 • 6 - 8 PM • Location: R-161 • Instructor: Melissa Evans • Section Number: 34813
Register by: 3 PM February 28 at the Small Business Center

Manual registration form required for this event. Online registration not available.

Do you have a desire or need to start a business to support yourself? In this course, you will learn eight life lessons from an unlikely entrepreneur with a compelling story. Clifton Taulbert, a Pulitzer Nominated Author whose journey led from the cotton fields to the ice house and to bank ownership and allowed him to ultimately live his dream, will unveil his path to success through the class materials. Explore and be inspired by the entrepreneurial mindset behind the behaviors that led Clifton and others to become successful business owners. Participants will be asked to sign an agreement to attend all classes.

Advanced Manufacturing Institute

Monday - Thursday • Weeks 1 – 3: 6 PM – 10 PM • Weeks 4 – 7: 6 PM – 9 PM • February 3 – March 19

$180 Fee • $15 Security Fee • $5 Technology Fee • Room: W-110 • Instructor: Multiple • Section Number: 34836
Register by: January 31

The Advanced Manufacturing Institute (AMI) is a course for those interested in pursuing a career in manufacturing. The 7-week course includes the following topics: Introduction to Manufacturing, Problem Solving, Math for Manufacturing, Working Smart, Lean Six Sigma Yellow Belt, and OSHA 10-Hour. Prerequisite: National Career Readiness Certificate (NCRC).

Income Maintenance Caseworker - NCFAST

Mondays & Tuesdays • 5:30 PM – 8:30 PM • March 16 – May 5 • $125 Fee • $15 Security Fee • $5 Technology Fee • Room: G-232
Instructor: Tondra Talley • Section Number: 34825 • Register by: March 15

This course is designed to cover a variety of skills associated with the Income Maintenance Caseworker role to determine service eligibility. Specific focus will include proficiency in the utilization of the NCFAST application. Other topics will include skills in communication, interviewing, time management, data gathering/compiling, and data analysis. (Prerequisite Class: Human Services Exploration: DSS Caseworker)

Municipal Finance

Thursdays • 6 – 9 PM • January 16 – March 12 • $125 Fee • $5 Technology Fee • Room: E-101 • Instructor: Staff
Section Number: 34752 • Register by: January 15

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.
Fundamentals of Tire Manufacturing

$70 Fee • $15 Security Fee • $5 Technology Fee • Room: E-102 Instructor: Bishop Tucker

Tuesdays & Thursdays • 6 – 10 PM • January 7-23 • Section Number: 34737 • Register by: January 6
Tuesdays & Thursdays • 6 - 10 PM • February 4-20 • Section Number: 34738 • Register by: February 3
Tuesdays & Thursdays • 6 - 10 PM • March 3-19 • Section Number: 34739 • Register by: March 2
Tuesdays & Thursdays • 6 - 10 PM • April 7-23 • Section Number: 34740 • Register by: April 6

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

NOTE: All hiring, scheduling, and compensation for program completers is 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: Articles 90-240 • Saturday • 8 AM – 4:30 PM • January 18 • $70 Fee
Room: P-101 • Instructor: Kenneth Batts • Section Number: 34726 • Register by: January 17

Changes to the 2017 Electrical Code: Article 250 - Grounding and Bonding • Saturday • 8 AM - 4:30 PM • February 15 • $70 Fee
Room: P-101 • Instructor: Kenneth Batts • Section Number: 34727 • Register by: February 14

Changes to the 2017 Electrical Code: Articles 300-800 • Saturday • 8 AM – 4:30 PM • March 21 • $70 Fee
Room: P-101 • Instructor: Kenneth Batts • Section Number: 34728 • Register by: March 20

Changes to the 2017 Electrical Code: Articles 90-240 • Saturday • 8 AM – 4:30 PM • April 18 • $70 Fee
Room: P-101 • Instructor: Kenneth Batts • Section Number: 34729 • Register by: April 17

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) 246-1287. These 8-hour courses provide continuing education credits (CEUs) for electrical contractors as required by State Board of Examiners of Electrical Contractors.

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

Industrial Welding I & II

Mondays • 6 - 10 PM • January 6 – March 30 • $125 Fee • $15 Security Fee • $5 Technology Fee • $2 Insurance Fee
Room: L-100 • Instructor: Greg Johnson • Section Number: 34783 • Register by: January 3

This course is an introductory program in oxy-acetylene, electric arc, and wire-feed welding skills for industrial maintenance personnel. Course work covers the following topics: introduction to welding, welding safety, welding terms and definitions, properties of metals, joint design, electric arc welding, oxy-acetylene welding and cutting, wire-feed welders, and plasma arc cutting.

Biowork Process Technician for Pharmaceutical Manufacturing

Mondays & Thursdays • 6 - 10 PM • January 6 – May 7 • $180 Fee • $15 Security Fee • $5 Technology Fee • Room: G-236
Instructor: Katrina Williams • Section Number: 34725 • Register by: January 3

Wilson Community College, working with area pharmaceutical industries, has developed this 136-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. (13.6 CEU)

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

DMV - Car Dealer Pre-License

Saturday, February 8 • 8 AM – 5 PM and Sunday, February 9 • 8 AM - Noon • $70 Fee • Room: P-102
Instructor: Sharon Mercer-Boyd • Section Number: 34763 • Register by: February 7

Saturday, April 18 • 8 AM – 5 PM and Sunday, April 19 • 8 AM - Noon • $70 Fee • Room: P-102
Instructor: Sharon Mercer-Boyd • Section Number: 34764 • Register by: April 17

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 - 10 PM • January 13-14 • $70 Fee • Room: R-104 • Instructor: Lee Flythe • Section Number: 34753
Register by: January 10

Monday & Tuesday • 6 - 10 PM • March 16-17 • $70 Fee • Room: R-104 • Instructor: Lee Flythe • Section Number: 34754
Register by: March 13

Monday & Tuesday • 6 - 10 PM • May 4-5 • $70 Fee • Room: R-104 • Instructor: Lee Flythe • Section Number: 34755
Register by: May 1

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 - 10 PM • February 10-11 • $70 Fee
Room: R-104 • Instructor: Lee Flythe • Section Number: 34756 • Register by: February 7

Monday & Tuesday • 6 - 10 PM • April 6-7 • $70 Fee
Room: R-104 • Instructor: Lee Flythe • Section Number: 34757 • Register by: April 3

Monday & Tuesday • 6 - 10 PM • May 11-12 • $70 Fee
Room: R-104 • Instructor: Lee Flythe • Section Number: 34758 • Register by: May 8

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 CERTIFICATIONS

Grade III and IV Wastewater Treatment Plant Operator

Mondays & Wednesdays • 5:30 - 8:30 PM • January 6 – March 30 • $180 Fee • $5 Technology Fee
Location: City of Wilson Wastewater Treatment Plant Instructor: Jimmy Pridgen • Section Number: 34748 • Register by: January 3

This 60-hour course examines the operations, maintenance, laboratory, rules, regulations, record keeping, etc. of Biological Wastewater Operations. Coursework covers the following topics: 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.

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

ServSafe Food Service

Saturdays, March 21 & 28 • 9 AM - 5 PM • $70 Fee • $5 Technology Fee • Room: E-101 • Instructor: Robbie Carver
Section Number: 34762 • Register by: March 20

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.

WORKPLACE

Backhoe Operator

Saturday & Sunday • 8 AM - 5 PM • February 15-16 • $70 Fee • $2 Accident Insurance • Room: E-102 & the Wilson County Fire Training Grounds • Instructor: Staff • Section Number: 34765 • Register by: February 14

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 a wallet-sized 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 7 • $70 Fee • Room: E-101 • Instructor: Shirley Dupree • Section Number: 34784
Register by: January 6

Tuesday • 9 AM - 5 PM • February 4 • $70 Fee • Room: E-101 • Instructor: Shirley Dupree • Section Number: 34759
Register by: February 3

Tuesday • 9 AM - 5 PM • March 10 • $70 Fee • Room: E-101 • Instructor: Shirley Dupree • Section Number: 34760
Register by: March 9

Tuesday • 9 AM - 5 PM • April 7 • $70 Fee • Room: E-101 • Instructor: Shirley Dupree • Section Number: 34761
Register by: April 6

Tuesday • 9 AM - 5 PM • May 5 • $70 Fee • Room: E-101 • Instructor: Shirley Dupree • Section Number: 34785
Register by: May 4

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 17 • $70 Fee • $2 Accident Insurance • Room: W-110 • Instructor: Joe Caster
Section Number: 34731 • Register by: January 16

Friday • 8 AM - 2 PM • February 14 • $70 Fee • $2 Accident Insurance • Room: W-110 • Instructor: Joe Caster
Section Number: 34732 • Register by: February 13

Friday • 8 AM - 2 PM • March 13 • $70 Fee • $2 Accident Insurance • Room: W-110 • Instructor: Joe Caster
Section Number: 34733 • Register by: March 12

Friday • 8 AM - 2 PM • April 17 • $70 Fee • $2 Accident Insurance • Room: W-110 • Instructor: Joe Caster
Section Number: 34734 • Register by: April 16

Friday • 8 AM - 2 PM • May 1 • $70 Fee • $2 Accident Insurance • Room: W-110 • Instructor: Joe Caster
Section Number: 34735 • Register by: April 30

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) can be purchased through the College at the time of registration. Steel-toe boots or shoes required. No tennis shoes. (0.7 CEU)

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

Effective Teacher Training

Wednesdays & Thursdays • 10 AM – 3 PM • February 5-20 • $125 Fee • $5 Technology Fee • $15 Security Fee • Room: A-112
Instructor: Carola Jones • Section Number: 34730 • Register by: February 4

This course provides training in effective teaching methods for prospective substitute teachers and helps existing classroom teachers improve the learning environment for students. 100% attendance required. (3.0 CEU)
DON'T SEE IT? Is there something you want to take that you don’t see offered? Let us know! Maybe we can offer your favorite class in the future.

**Administrative Professional Office Assistant**

Mondays & Tuesdays • 6 - 9 PM • January 6 – April 27 • $180 Fee • $15 Security Fee • $5 Technology Fee • Room: A-112
Instructor: Bettie Applewhite • Section Number: 34736 • Register by: January 3

This 96-hour training covers communications, business ethics, stress management, total quality concepts, telephone skills, MS Word, and Excel. Prior introductory PC course recommended. No textbook required.

**MICROSOFT APPLICATIONS**

**Introduction to Personal Computers**

Tuesdays • 10 AM – Noon • January 14 – March 31 • $70 Fee • $15 Security Fee • $5 Technology Fee • Room: A-112
Instructor: Gretchen McKeithan • Section Number: 34750 • Register by: January 13

This course offers basic computer concepts and vocabulary to help you become familiar with your PC. This course is designed for the beginning computer user to gain knowledge in computers and the Windows environment. Included will be basic file management, an overview of Microsoft Office software, and exploration of the Internet.

**Computer Skills for the Workplace**

Thursdays • 6–8 PM • January 16 – April 2 • $70 Fee • $15 Security Fee • $5 Technology Fee • Room: A-112
Instructor: Gretchen McKeithan • Section Number: 34751 • Register by: January 15

This course is designed to provide the fundamental computer competencies you need to survive and prosper in today’s fast-changing workplace. You will learn how to implement the powers of modern office software to work faster and more efficiently. We will focus on practical applications of Word, Excel and PowerPoint. When you finish this course, you will have learned why employers consider technological literacy so critical to the success of any organization.
DIGITAL PHOTOGRAPHY

Digital Photography – Adobe Photoshop

Wednesdays • 5:30 – 7:30 PM • January 22 - April 8 • $70 Fee • $15 Security Fee • $5 Technology Fee • Room: A-112
Instructor: Chris Barnes* • Section Number: 34766 • Register by: January 21

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

Digital Photography – Adobe Lightroom

Wednesdays • 7:30 – 9:30 PM • January 22 - April 8 • $70 Fee • $15 Security Fee • $5 Technology Fee • Room: A-112
Instructor: Chris Barnes* • Section Number: 34767 • Register by: January 21

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 HY)

Mondays, Wednesdays & Fridays • 8 AM - 5 PM • December 2 – February 28
$180 Fee • $2 Insurance Fee • $6 CPR eCard • Room: G-109 Instructor: Staff • Section Number: 34780 • Register by: November 27

Tuesdays & Thursdays • 6 - 10 PM and Saturdays • 8 AM – 5 PM • January 16 – May 21
$180 Fee • $2 Insurance Fee • $6 CPR eCard • Room: G-119 Instructor: Staff • Section Number: 34781 • Register by: January 15

NOTE: This section is a hybrid 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

REQUIREMENTS:
Must be 18 years of age
Must have a 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.
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
Rock Ridge Fire Department: 4th Monday 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 is waived.
For more information, contact: Kyle Willis at tw3701@wilsoncc.edu or 252-246-1296
FIRE & RESCUE ACADEMY

Interim Director: Phil Batts • pb5333@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 & June - November). 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 are waived. Affiliated agencies may assist in the cost of 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
HEALTH OCCUPATIONS

Coordinator: Mary Killette • (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 4, 2019. 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 original 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 the 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 email 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 15, 2019 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). Payment is required 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 email address listed on the application.

ADDITIONAL REQUIRED COSTS

Students are responsible 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 at the end of the course. Medication Aide cost of examination is $59.

Nurse Aide I students will need to sign up with Pearson Vue for state testing via the WCC email 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 Nurse Aide I, Phlebotomy, and Dialysis students will pay an additional $6 for a CPR eCard (Electronic CPR card).

• $2 accident insurance
• $16 malpractice insurance
• $6 eCard for CPR

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 9 – April 21 • Class Hours: 9 AM - 1 PM • Clinical Experience starts on March 2
Class hours are 9 AM – 1 PM; Clinical hours: 6 - 8:30 AM & 10 AM - 12:30 PM • $180 Fee • $15 Security Fee • $5 Technology Fee • $2 Accident Insurance • $16 Malpractice Insurance • $6 CPR eCard • Room: G-109 Instructor: Judy Ward • Section Number: 34772 • Register by: January 8

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)

TEXTBOOKS:
- American Heart Association Textbook for CPR - (Approximately $20)

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 twelve (12) 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 2019/2020 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 - 9 PM • January 9 – May 7 • $180 Fee • $15 Security Fee • $5 Technology Fee • Room: G-227a
Instructor: Cynthia Galloway • Section Number: 34773 • Register by: January 8

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 a 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 (approx. $125). (9.6 CEU includes 2.0 CEU of Law)

TEXTBOOKS:
- Pharmacy Technician, 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 8 – April 23 • $180 Fee • $15 Security Fee • $5 Technology Fee • $6 CPR eCard • $2 Accident Insurance • $16 Malpractice Insurance • (16.8 CEU) • Room: G-227b
Instructor: Pamela Barnes • Section Number: 34775 • Register by: January 7

Tuesdays & Wednesdays • 8:30 AM – 3:30 PM • January 7 – April 8 • $180 Fee
$15 Security Fee • $5 Technology Fee • $6 CPR eCard • $2 Accident Insurance • $16 Malpractice Insurance • (16.9 CEU)
Room: G-227b & G109 • Instructor: June Wheeler • Section Number: 34776 • Register by: January 6

*Mondays, Tuesdays & Wednesdays • 5 – 9 PM • January 7 – April 28 • $180 Fee • $15 Security Fee • $5 Technology Fee • $6 CPR eCard • $2 Accident Insurance • $16 Malpractice Insurance • (18.0 CEU) • Room: G-227b
Instructor: Multiple • Section Number: 34774 • Register by: January 6

*Drug & criminal background check required

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 skills evaluation. Schedule may vary to meet certification requirements. Uniforms are required for clinical rotations. NAI students are required to use the WCC email assigned to them at registration to sign up for the NNAAP. Cost of this exam is $120. Analog watch also required for this class.

TEXTBOOKS:
North Carolina Nurse Aide I Curriculum (2015) - (Approximately $75)
American Heart Association Textbook for CPR - (Approximately $20)

APPLICATION REQUIREMENTS:
Completed Nurse Aide I application
High School Diploma, High School Equivalency, or Transcript
Valid government issued (non-expired) photo ID required per NCNA Registry
Social Security Card (must be signed)

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 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 2019/2020 season)
Nurse Aide Level II

Mondays & Wednesdays • 5 - 9 PM • January 8 – May 6 • Clinical hours start March 25 (5 hours/session)
(3) Tuesday clinicals • $180 Fee • $15 Security Fee • $5 Technology Fee • $2 Accident Insurance $16 Malpractice Insurance

Room G109 • Instructor: Tanyual Barnes • Section Number: 34771 • Register by: January 7

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 AHA CPR required prior to clinical experience. (16.2 CEU)

TEXTBOOK:

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

Phlebotomy Training and Clinical Education

Mondays & Wednesdays • 5 - 9 PM* • January 8 – April 29 • Clinical hours: off campus (8 AM - 5 PM) - 40 hours required
*Class will meet from 5:30 - 9:30 PM during clinical rotation • $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: 34778
Register by: January 7

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. Uniforms are required for clinical rotation.
(16.4 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 $70. Students are required to sign up with Castle Branch at the following web address: www.castlebranch.com: package code WD71 (bgdt). The Phlebotomy program requires drug screen and background check. Students have ten (10) days after the class begins to sign up with castlebranch.com and to complete the required tasks. Failure to do so will result in the student not being able to continue in the Phlebotomy Training and Clinical Experience.

TEXTBOOKS:
The Phlebotomy Textbook, 4th Edition (Approximately $75)
The American Heart Association BLS Healthcare Provider Book (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:
One TB skin test (within twelve (12) 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 2019/2020 season)

It is the student’s responsibility to obtain copies of the required immunization records. Keep the original record and BRING COPIES ONLY.
SMALL BUSINESS CENTER

Located at Lee Technology Center, 4815 Ward Blvd.

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 at the WCC Lee Technology Center
- SBC client resource room equipped with a computer and dual monitors for business planning. Room can be reserved
- 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. A link for events that are online only will be emailed 24 hours before the start time.
*All seminars & classes are held at Lee Technology Center unless otherwise indicated.

Free Small Business Seminars

PREPAID WITH YOUR TAX DOLLARS!

How to Start a Business

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

Tuesday • January 7 • 6 - 9 PM • Room: R-161 • Instructor: Melissa Evans • Event Number: 580-2020-1
Register by: 3 PM Jan 7

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.

Thursday • January 9 • 6 – 8:30 PM • Room: R-161 • Instructor: Elisabeth Farnsworth • Event Number: 580-2020-2
Register by: 3 PM Jan 9

Did you know?

Wilson, NC is ranked 10th in the nation as a “Best Small City in Which to Start a Small Business.”

Source: WalletHub 2019
NEW - How to Complete Your Business Property Tax Listing

Did you know that by State law, individuals or businesses owning or possessing personal property used or connected with a business are required to list their property with the local tax office on a yearly basis? The Wilson County Tax Administration Office wants to help answer who must file a listing, what assets you need to list, when and where you need to list, and how to list properly. This seminar will provide you with detailed information on the entire listing process for Wilson County. Come get your questions answered.

Monday • January 13 • 6 – 7:30 PM • Room: R-161 • Instructor: Crawford Bolton • Event Number: 580-2020-3
Register by: 3 PM Jan 13

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.

Tuesday • January 14 • 6 – 8:30 PM • Room: R-161 • Instructor: Mike Collins
Event Number: 580-2020-4 • Register by: 3 PM Jan 14

How to Write a Business Plan

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

Thursday • January 16 • 6 - 9 PM • Room: R-161 • Instructor: Melissa Evans • Event Number: 580-2020-5
Register by: 3 PM Jan 16

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 incorporating, key steps in forming a nonprofit, which forms and documents need to be filed, and more. Don’t miss this informative seminar/webinar.

Tuesday • January 21 • 6 - 8 PM • Room: Online or R161 • Instructor: Sam Gore • Event Number: 580-2020-6
Register by: 3 PM Jan 21

How to Develop or Restore Bylaws for Your Nonprofit

Bylaws are essential to your operation as a nonprofit. Come learn what should be included in your bylaws to be properly set up and avoid common pitfalls that could undermine your longevity. Roles and duties of directors and officers, distribution of grant monies, meeting procedures, electing directors, and more will be covered. When starting a nonprofit, the organization does not formally exist until the bylaws have been approved by the governing body of the organization.

Thursday • January 23 • 6 - 8 PM • Room: Online or R-161 • Instructor: Sam Gore • Event Number: 580-2020-7
Register by: 3 PM Jan 23
NEW - Ice House Entrepreneurship – From Joblessness to Business Ownership

Do you have a desire or need to start a business to support yourself? In this course, you will learn eight life lessons from an unlikely entrepreneur with a compelling story. Clifton Taulbert, a Pulitzer Nominated Author whose journey led from the cotton fields to the ice house and to bank ownership and allowed him to ultimately live his dream, will unveil his path to success through the class materials. Explore and be inspired by the entrepreneurial mindset behind the behaviors that led Clifton and others to become successful business owners. Participants will be asked to sign an agreement to attend all classes.

Mondays • January 27 - March 16 • 6 - 8 PM • Location: UCPCOG (Downtown Wilson) • Instructor: Melissa Evans
Section Number: 34812 • Register by: 3 PM January 15 at the Small Business Center
Tuesdays • March 10 - April 28 • 6 - 8 PM • Location: R-161 • Instructor: Melissa Evans • Section Number: 34813
Register by: 3 PM February 28 at the Small Business Center

Manual registration form required for this event. Online registration not available.

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 28 • 6 - 9 PM • Room: R-161 • Instructor: Melissa Evans • Event Number: 580-2020-8
Register by: 3 PM Jan 28

Fundraising Fundamentals for Your Nonprofit – Online

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 versus episodic funding, and more tips to put the funds into your fundraising efforts,

Thursday • January 30 • 5 – 6:50 PM • Room: Online • Instructor: Sam Gore • Event Number: 580-2020-9
Register by: 3 PM Jan 30

Volunteers & How to Get & Keep them for Your Nonprofit - Online

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.

Thursday • January 30 • 7 - 9 PM • Room: Online • Instructor: Sam Gore • Event Number: 580-2020-10
Register by: 3 PM Jan 30

NEW - Create and Maximize Your Business Facebook Page to Increase Engagement & Sales – Online

Establishing a business Facebook page can be intimidating. This workshop is designed to walk business owners through setting up their Facebook account while simultaneously highlighting the important steps to maximize its effectiveness to meet business goals. Key points that will be covered include setting up the account, managing privacy and notifications, maximizing the layout, implementing a call to action, and ways to organically boost post reach. The workshop will consist of a step-by-step walkthrough of all of the topics and written step-by-step instructions.

Tuesday • February 4 • 2 - 4 PM • Room: Online • Instructor: Renae Simon • Event Number: 580-2020-11
Register by: Noon Feb 4
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? It is what you don’t know that can be detrimental!

Thursday • February 6 • 6 – 7:15 PM • Room: R-161 • Instructor: NCDOL • Event Number: 580-2020-12
Register by: 3 PM Feb 6

NEW - How to Use Facebook Live to Market Your Small Business - Online

Facebook Live is a great informal way to market your business, establish yourself as an expert in your field, reach a broader consumer base, promote your products, and engage your customers...if it is done correctly. This workshop is designed to walk business owners through how to use Facebook Live, tips and tricks to get more exposure and engagement, and strategies to use it to promote your video before, during, and after recording.

Tuesday • February 11 • 6 – 8 PM • Room: Online • Instructor: Renae Simon • Event Number: 580-2020-13
Register by: 3 PM Feb 11

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, 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 13 • 6 – 8 PM • Room: R-161 • Instructor: Sam Gore • Event Number: 580-2020-14
Register by: 3 PM Feb 13

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 six-hour Saturday seminar. There will be a one-hour break for lunch on your own. Attendees must exit the building during the lunch break.

Saturday • February 15 • 9 am - 4 PM • Room: G113 • Instructor: Jess McLamb • Event Number: 580-2020-15
Register by: 2 PM Feb 14

Your Food Truck Business Permitting Process, Equipment, & Other Regulations

Interested in starting a food truck business? You will learn about the permitting process, including the different types of permits available, applicable laws, other agency involvement, and food truck inspections. Your equipment needs and proper layout of cooking space will also be discussed. Come with your questions.

Tuesday • February 18 • 6 – 8 PM • Room: R-161 • Instructor: Angela Manning
Event Number: 580-2020-16 • Register by: 3 PM Feb 18
NEW – Getting Started in a Food Business

Do you have an old family recipe that you would like to develop into a business? Love baking, and think you can generate some income from your goodies? Getting Started in a Food Business is an introduction to taking your recipe from the kitchen to the marketplace. In this three-hour workshop, you will learn the types of recipes you can make yourself to sell to the public, how to get inspected to go into production, guidelines for packaging and labeling, ideas for finding the right kind of market for your product, basics of product pricing, and what to do if you cannot process your product yourself.

Thursday • February 20 • 6 - 9 PM • Room: R-161 • Instructor: Annette Dunlap
Event Number: 580-2020-17 • Register by: 3 PM Feb 20

Lock in Your Small Business Home office Tax Deduction - Online

Learn the basic steps to take to document your business office at home and obtain all of the tax benefits the Internal Revenue Code offers for home offices.

Tuesday • February 25 • 7 - 8 PM • Room: Online • Instructor: Jen Deal • Event Number: 580-2020-18
Register by: 3 PM Feb 25

NEW - Financing Your Small Business with Self-Help Credit Union

If you are or plan to become a business owner, chances are you will consider a bank loan at some point. And when you decide it’s time to apply, the bank is going to analyze several aspects of you and your business (often called the 5 C’s of credit) to determine if you qualify. This presentation dives into these key credit considerations as well as what you can do to look like a great investment.

Thursday • February 27 • 6 - 7 PM • Room: R161 • Instructor: Jessie Maxwell • Event Number: 580-2020-19
Register by: 3 PM Feb 27

Keep Your Bookkeeper from Robbing Your Blind in Your Small Business

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

Thursday • February 27 • 7 - 8 PM • Room: R159 & Online • Instructor: Jen Deal • Event Number: 580-2020-20
Register by: 3 PM Feb 27

How to Start a Business - Online

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

Tuesday • March 3 • 6 - 8 PM • Room: Online • Instructor: Melissa Evans • Event Number: 580-2020-21
Register by: 3 PM Mar 3
How to Write a Business Plan - Online

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

Thursday • March 5 • 6 - 8 PM • Room: Online • Instructor: Melissa Evans • Event Number: 580-2020-22
Register by: 3 PM Mar 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 four-hour Saturday seminar.

Saturday • March 7 • 9 - 1 PM • Room: G113 • Instructor: Jess McLamb • Event Number: 580-2020-23
Register by: 2 PM Mar 6

NEW – The Basics of Buying and Selling on eBay for Your Small Business

Selling online for a business owner can be overwhelming if you are new to e-commerce. Without the proper knowledge, one’s initial experiences can be disastrous. After attending this seminar, you will have the confidence to succeed. Prior experience or knowledge of eBay is not required; however, basic computer and Internet skills are required. Start making money online now for your business!

Thursday • March 12 • 6 - 9 PM • Room: G232 • Instructor: Chris Onate • Event Number: 580-2020-24
Register by: 3 PM Mar 12

NEW – 30 Fundraising Tips & Strategies for Your Nonprofit from an Event Planning Pro - Online

The success of a nonprofit organization may depend on its ability to be innovative and creative in its fundraising efforts. In this fun and informative webinar, we will cover 30 tips and strategies that can be utilized to raise funds for your nonprofit.

Monday • March 23 • 2 - 4 PM • Room: Online • Instructor: Renae Simon • Event Number: 580-2020-25
Register by: Noon Mar 23

How to Offer an Amazing Farmer’s Market Experience for Your Small Business Customers

Are you interested in selling your baked goods, non-food goods like candles, soaps, sachets, crafts, or meats and vegetables from your farming operation at the Wilson Farmers and Artisan Market or other area markets? If so, the way that you represent yourself and your business at the market can increase your sales and offer a positive customer experience. Come learn how you can create a display that will pull in customers and maximize their experience.

Thursday • March 26 • 7 - 8 PM • Room: R161 • Instructor: Mikel Macaluso • Event Number: 580-2020-26
Register by: 3 PM Mar 26
NEW – Create a YouTube Account for Your Small Business - Online

Video marketing is the #1 way to promote your business online. This workshop is designed to give business owners an advantage over their competitors by learning how to setup a YouTube account, how to upload videos, and how to use YouTube to promote their company. Key points that will be covered will be account creation, choosing the right thumbnail, writing effective titles and descriptions, and how to utilize keywords and taglines to promote their videos. The workshop will consist of a step-by-step walk through of all of the topics, and written step-by-step instructions.

Monday • March 30 • 2 - 4 PM • Room: Online • Instructor: Renae Simon • Event Number: 580-2020-27
Register by: Noon Mar 30

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 2 • 6:30 - 9 PM • Room: R161 • Instructor: Scott Rockafellow • Event Number: 580-2020-28
Register by: 3 PM Apr 2

Business Preparedness & Disaster Recovery for Your Small Business - Online

Immediately after a natural disaster, 40% of small businesses affected will not reopen. One year later 25% will close, and three years later 75% of businesses without a continuity plan will fail. Often business owners struggle with knowing where to turn due to lack of proper planning, staff training and delegation, identification of critical business tasks, and so on. Mitigate your business risk by preparing in advance for a natural disaster. Recover in record time should you be affected, and avoid the 75% failure rate.

Friday • April 3 • 1 - 2 PM • Room: Online • Instructor: Melissa Evans • Event Number: 580-2020-29
Register by: 10 AM Apr 3

How to Start a Business – Online

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

Monday • April 6 • 6 - 8 PM • Room: Online • Instructor: Melissa Evans • Event Number: 580-2020-30
Register by: 3 PM Apr 6

Building a First Website for Small Business Entrepreneurs

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 16 • 6 - 9 PM • Room: G232 • Instructor: Karen Tiede • Event Number: 580-2020-31
Register by: 3 PM Apr 16
How to Write a Business Plan - Online

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

Monday • April 20 • 6 - 8 PM • Room: Online • Instructor: Melissa Evans • Event Number: 580-2020-32
Register by: 3 PM Apr 20

NEW – The Basics of Selling and Buying Using a Smart Phone or Tablet Only on Mercari for Entrepreneurs

Have you ever imagined buying and selling products online, but you have no idea where to start? Mercari is a simple platform enabling you to buy and sell items online for your business using only your smartphone or tablet! Learn how to create the mobile selling app, how to take quality pics and add proper titles and descriptions, which shipping method to use, how to pack/ship items, how to increase online sales, and how to ensure you get the best price!

Thursday • April 23 • 6 - 9 PM • Room: R161 • Instructor: Chris Onate • Event Number: 580-2020-33
Register by: 3 PM Apr 23

Nonprofit Academy Certificate

The SBC offers a professionally prepared Nonprofit Academy Certificate for seminar attendees completing ten (10) specified seminars and one (1) counseling session within three (3) consecutive semesters. Please contact the SBC at (252) 246-1232, speak with the SBC Director, or pick up a blue tracking form during a seminar.

Entrepreneur Academy Certificate

The SBC offers a professionally prepared Entrepreneur Academy Certificate for seminar attendees completing ten (10) specified seminars and one (1) counseling session within three (3) consecutive semesters. Please contact the SBC at (252) 246-1232, speak with the SBC Director, or pick up a gold tracking form during a seminar.

ONLINE COURSES

Continuing Education Registration Office • (252) 246-1287

www.ed2go.com/wilson • $75/class • 24-Hour Access • 6-Week Format

<table>
<thead>
<tr>
<th>Register By:</th>
<th>Start Date:</th>
<th>End Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/13/2020</td>
<td>1/15/2020</td>
<td>3/16/2020</td>
</tr>
<tr>
<td>2/10/2020</td>
<td>2/12/2020</td>
<td>4/13/2020</td>
</tr>
<tr>
<td>3/16/2020</td>
<td>3/18/2020</td>
<td>5/18/2020</td>
</tr>
<tr>
<td>5/11/2020</td>
<td>5/13/2020</td>
<td>7/13/2020</td>
</tr>
</tbody>
</table>

Courses available in:

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

Visit wilsoncc.edu for more information about registering for classes or contact us at (252) 291-1195.