



WILSON
COMMUNITY
COLLEGE

FALL 2022
**CONTINUING
EDUCATION**
SCHEDULE

CONTINUING EDUCATION: 2022 FALL SEMESTER

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

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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

Registration will be held in B-105.

Beginning July 5 - August 5, 2022
Monday – Thursday: 8 AM – 4:30 PM
College closed on Fridays

Beginning August 8, 2022
Monday – Thursday: 8 AM – 4:30 PM
Fridays: 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.

- A. Occupational Extension fees are based on the number of contact hours as follows:
 - 1-24 hrs. = \$70
 - 25-50 hrs. = \$125
 - 51+ hrs. = \$180
- B. Occupational Extension students will be charged a \$5 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 security fee per semester for courses consisting of 16 or more hours.
- D. Basic Skills classes are free.
- 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) 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 is a blended class?

A blended class is a traditional face-to-face class with an additional online portion.

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) 246-1287.

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) 246-1287 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.

FUND YOUR FUTURE: CONTINUING EDUCATION SCHOLARSHIPS

The Wilson Community College Division of Continuing Education has scholarship and financial aid opportunities available to students. The scholarships and financial aid listed below are dependent on the type and length of the class and the award criteria established by the funding agency. Eligible courses are listed under each scholarship. Funding is limited and is not guaranteed.

All scholarships require the submission of an application. Applications are available online and in the Continuing Education Office, Room B-105. Incomplete and/or applications received after published due dates will not be considered for award.

The Golden LEAF Scholars Program – Two-Year Colleges

Students enrolling in Workforce Continuing Education (WCE) pathways/courses offered for 96 hours or more, and leading to a State or industry-recognized credential, may be eligible to receive grants of up to \$1000 annually. The scholarships help cover the cost of tuition, fees, books, supplies, credentialing tests, transportation, childcare, and other components of the total cost of attendance for the 2022-2023 fall, spring, and summer semesters.

Eligible students must (1) be a North Carolina resident, (2) demonstrate financial need, and (3) reside in a rural county that is tobacco dependent, or economically distressed, as determined by the Golden LEAF Foundation.

Courses eligible for funding: Biowork Process Technician, Cosmetology I, EMT (Initial and Paramedic), Detention Officer, Dialysis, Fire Academy, Nurse Aide I and II, Pharmacy Technician, and Phlebotomy.

State Employee's Credit Union (SECU) Bridge to Career

The SECU Foundation has established the SECU Bridge to Career Program to help remove financial barriers for students seeking to obtain state-regulated or industry-recognized credentials through the Workforce Continuing Education Division of their local Community College that lead to sustainable wage careers within their local communities.

\$500.00 scholarships are available to students during the fall 2022 and spring 2023 semesters. Funds may be used to cover the cost of registration, books, fees, and other supplies, with any balance reimbursed to the student.

Courses eligible for SECU funding include: Cosmetology, Detention Officer Certification, Pharmacy Technician, Nurse Aide I, Nurse Aide II, Fire Fighter I and II, Emergency Medical Technician (EMT), Paramedic, Wastewater Operator, and Welding.

Short-Term Workforce Development (STWD)

In 2021, the General Assembly allocated funding for the next two years to the N.C. Community College System (NCCCS) for eligible students pursuing high-demand workforce training programs within workforce pathways identified in collaboration with the Department of Commerce that lead to a State or industry-recognized credential. These funds are intended to remove access barriers to high-quality, in-demand, sustaining wage careers for North Carolinians. Through this program, each college is able to determine grant award amounts based on student needs, local industry needs, number of eligible students, and cost of the course/pathway, up to a maximum award of \$750 per course. These grants help address the cost of tuition/registration fees, course fees, books, supplies, credentialing tests, transportation, childcare, and any other components of the total cost of attendance.

Students applying for this scholarship must be a resident of North Carolina and have established residency under the centralized residency determination process administered by the State Education Assistance Authority known as the NC Residency Determination Service (RDS). Applicants can complete the residency determination process by visiting ncresidency.cfnc.org/residencyInfo. Applicants will be required to have an RDN number at the time of registration.

Courses eligible for STWD funding include: Cosmetology, Detention Officer Certification, Pharmacy Technician, Nurse Aide I, Nurse Aide II, Fire Fighter I and II, Emergency Medical Technician (EMT), Paramedic, Wastewater Operator, and Welding.

<input type="checkbox"/> 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: _____	
Last Name:	First Name:	Middle/Maiden:	
Address:			
City:	State:	Zip:	
County Residence:	County Code:		
Home/Work Phone:	Cell Phone:		
Email Address:			
Birthdate:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female		
Ethnicity: <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Not Hispanic/Latino			
Race (check one or more): <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> White			
Employment Status: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Unemployed <input type="checkbox"/> Retired			
Employer:	Occupation:		
EDUCATIONAL INFORMATION			
Highest Educational Level Completed (check one): <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> GED <input type="checkbox"/> Adult High School Diploma <input type="checkbox"/> College Vocational Diploma <input type="checkbox"/> Associate Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Masters Degree <input type="checkbox"/> Doctorate			
<input type="checkbox"/> Yes <input type="checkbox"/> 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.		
<input type="checkbox"/> Yes <input type="checkbox"/> No	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.		
Student Signature:			Date:
College Representative Signature:			
Law/Fire/Rescue (agency name):			
Registration Fee: \$		Registration Fee Waived: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Technology Fee: \$	Security Fee: \$	Total Amount Paid: \$	
REGISTRATION INFORMATION			
<p>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.</p> <p>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.</p> <p>CANCELLATIONS A course may be canceled if fewer than 10 enroll.</p>			
CONSUMER INFORMATION			
<p>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.</p> <p>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.</p>			

COLLEGE AND CAREER READINESS PROGRAM

High School Equivalency Pathways

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

Wilson Community College's College and Career Readiness (CCR) program provides adult students and teenagers (ages 16 and 17) with the academic knowledge and skills necessary to obtain a high school diploma, to become workforce 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.

STEPS TO ENROLL:

Attend an Orientation and Placement Test Session. Contact Tonya Brinkley at (252) 246-1356 or tbrinkley@wilsoncc.edu to schedule an orientation session appointment.

1. ID is required in order to take the TABE Placement Test.
2. Your class assignment is based on your TABE scores.

Cost: Tuition and Books - FREE

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.

Available Classes:

Math
Reading & Writing
Social Studies
Science
Digital Literacy

*Course schedules are available on the College website:
www.wilsoncc.edu/schedules

CLASSES BEGIN JULY 5, 2022

For more information, call (252) 246-1295.

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. Sixteen high school core courses and six (6) elective high school courses transferred in and/or completed at WCC for a total of 22 credits are required. *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.*

Available Classes:

Adult High School (Hybrid – Online & Lab)

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 hybrid high school equivalency instruction preparations are recommended prior to taking the HSE exams. *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.*

Available Classes:

**High School Equivalency – Hybrid
GED@/HiSET – Tutoring & Prep**

Battery of NC State High School Equivalency Exams:

GED Testing Services/Pearson Vue - \$80
Educational Testing Services HiSET - \$75

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

HSE in the Community

The High School Equivalency (HSE) in the Community is a mail-in program for adults who did not finish high school. It 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 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.*

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 older 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.

Available Classes:

**English for Beginners
Intermediate English**

Adult Basic Education (ABE) Program

The objective of the Adult Basic Education program is designed for adults who function below the high school level. Instruction is provided using a combination of instructor-led classes and computer-based instruction Monday through Friday at on-and-off campus sites.

Transitions Career Academy (TCA) Programs

This two-year program provides adults with basic reading, math, and language skills to meet the daily life skills needed to function effectively in the workplace, community, or other appropriate post-secondary programs.

For more information, contact Meecha Jackson at (252) 246-1370 or mjackson@wilsoncc.edu.

*Course schedules are available on the College website: www.wilsoncc.edu/schedules

HUMAN RESOURCES DEVELOPMENT

Coordinator: Robby Taylor
(252) 246-1421 • rtaylor@wilsoncc.edu

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.

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.

DON'T 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.

Employability Lab

Thursdays • 5:30 - 8:30 PM • August 18 – November 10
\$180 Fee (if applicable) • 15 Security Fee (if applicable)
\$5 Technology Fee (if applicable) • Room: D-102
Instructor: Gretchen McKeithan
Section Number: 40477

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

Human Services Exploration

Tuesdays & Thursdays • 5:30 – 8:30 PM
August 16 – October 4 • \$125 Fee • \$15 Security Fee
\$5 Technology Fee • Room: E-102
Instructor: Tondra Talley • Section Number: 40478
Register by: August 15

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 Services agencies. Fee may be waived for qualifying participants.

COMMUNITY SERVICE

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

EARLY REGISTRATION REQUIRED: Class may be canceled if there are not enough students registered prior to the start date. Students will be notified if 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 the Continuing Education Office at Wilson Community College, PO Box 4305, Wilson, NC 27893, or call (252) 246-1287.

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 • 1 – 4 PM • August 22 – October 31
\$80 Fee (self-supporting) • Room: G-100
Instructor: Clara Daughtridge • Section Number: 40460
Register by: August 19

A no-stress 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 • August 17 – October 12
\$80 Fee (self-supporting) • Room: G-100
Instructor: Martha Beland • Section Number: 40462
Register by: August 16

Wednesdays • 9 AM – Noon • October 19 – December 14
\$80 Fee (self-supporting) • Room: G-100
Instructor: Martha Beland • Section Number: 40463
Register by: October 18

Tuesdays • 1 – 4 PM • August 16 – October 18
\$80 Fee (self-supporting) • Room: G-100
Instructor: Steve Benton • Section Number: 40464
Register by: August 15

Tuesdays • 1 – 4 PM • October 25 – November 29
\$50 Fee (self-supporting) • Room: G-100
Instructor: Steve Benton • Section Number: 40465
Register by: October 24

Thursdays • 1 – 4 PM • August 18 – October 20
\$80 Fee (self-supporting) • Room: G-100
Instructor: Steve Benton • Section Number: 40466
Register by: August 17

Thursdays • 1 – 4 PM • October 27 – December 8
\$50 Fee (self-supporting) • Room: G-100
Instructor: Steve Benton • Section Number: 40467
Register by: October 26

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 with at least black, white, and the primary colors, and brushes.

HOBBIES AND CRAFTS

Stained Glass

Mondays • 10:00 AM – 12:30 PM
September 12 – October 24 • \$60 Fee (self-supporting)
Room: G-100 • Instructor: Kim Joy
Section Number: 40471 • Register by: September 9

Mondays • 6:30 – 9 PM
September 12 – October 24 • \$60 Fee (self-supporting)
Room: G-100 • Instructor: Kim Joy
Section Number: 40470 • Register by: September 9

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

Wreaths, Bows and Floral Arranging for the Holidays/Winter

Tuesdays • 10 AM – Noon • August 16 – September 20
\$30 Fee (self-supporting) • Room: G-100
Instructor: Linda Totten • Section Number: 40468
Register by: August 15

Tuesdays • 10 AM – Noon • September 27–November 1
\$30 Fee (self-supporting) • Room: G-100
Instructor: Linda Totten • Section Number: 40469
Register by: September 26

Join us for great ideas on floral arranging and bow and wreath making for the holidays - fall and Christmas. Supplies will be discussed at the first class.

LANGUAGES

SPANISH: For Everyday Life and Travel

Tuesday • 9:30 – 11:00 AM • August 16 – October 4
\$45 Fee (self-supporting) • Room: E-101
Instructor: Veronica Jacobo • Section Number: 40474
Register by: August 15

Thursday • 9:30 – 11:00 AM • August 18 – October 6
\$45 Fee (self-supporting) • Room: E-101
Instructor: Veronica Jacobo • Section Number: 40475
Register by: August 17

This class is perfect for community members interested in learning very basic Spanish for travel or personal enrichment. Students will learn simple communication skills while gaining a little insight into the cultures who use the language. Non-credit

NEEDLECRAFTS AND SEWING

Knitting for Fun 101

Tuesdays • 6:30 - 9 PM • August 16 – October 18
\$55 Fee (self-supporting) • Room: C-101
Instructor: Kathleen Wall • Section Number: 40461
Register by: August 15

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

Mondays • 10 AM – 12 Noon • August 15 – October 24
\$55 Fee (self-supporting) • Room: A-103a
Instructor: Dawn Hendrix • Section Number: 40473
Register by: August 12

Beginning and advanced students 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.

OCCUPATIONAL EXTENSION

Coordinator: Robby Taylor
(252) 246-1421 • rtaylor@wilsoncc.edu

AUTOMOTIVE

DMV - Car Dealer Pre-License

Saturday, August 27 • 8 AM – 5 PM &
Sunday, August 28 • 8 AM - Noon • \$70 Fee
\$5 Technology Fee • Room: P-101
Instructor: Ray Williams • Section Number: 40480
Register by: August 26

Saturday, October 22 • 8 AM – 5 PM &
Sunday, October 23 • 8 AM - Noon • \$70 Fee
\$5 Technology Fee • Room: P-101
Instructor: Ray Williams • Section Number: 40481
Register by: October 21

Saturday, December 3 • 8 AM – 5 PM &
Sunday, December 4 • 8 AM - Noon • \$70 Fee
\$5 Technology Fee • Room: P-101
Instructor: Ray Williams • Section Number: 40482
Register by: December 2

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.

Biowork Process Technician for Pharmaceutical Manufacturing - Blended

Mondays • 6 - 10 PM • Plus 4 hours of online instruction per week • August 22 – November 28 • \$180 Fee
\$5 Technology Fee • \$15 Security Fee • Room: G-236
Instructor: Katrina Williams • Section Number: 40512
Register by: August 19

Online • August 22 – November 18 • \$180 Fee
\$5 Technology Fee • Instructor: Stephanie Winstead
Section Number: 40513 • Register by: August 19

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. (11.2 CEU-Blended • 10.4 CEU-Online)

REQUIREMENTS: High school diploma or equivalent. Textbook required.

Income Maintenance Caseworker - NC Fast

Tuesdays & Thursdays • 5:30 – 8:30 PM
October 18 – December 13 • \$125 Fee
\$15 Security Fee • \$5 Technology Fee • Room: E-102
Instructor: Tondra Talley • Section Number: 40493
Register by: October 17

This 48-hour course is designed to cover a variety of skills associated with the Income Maintenance Caseworker role to process NC FAST applications and determine service eligibility.

Industrial Welding I

Mondays • 6 - 10 PM • August 22 – November 14
\$125 Fee • \$15 Security Fee • \$5 Technology Fee
\$2 Insurance Fee • Room: L-100
Instructor: Greg Johnson • Section Number: 40494
Register by: August 19

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-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. \$2 Insurance fee required. (4.8 CEU).

Municipal Finance - Online

Online • August 22 – October 21 • \$125 Fee
\$5 Technology Fee • Instructor: Danna Layne
Section Number: 40497 • Register by: August 19

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.

Wastewater Treatment Plant Operator Grade I & II

Mondays & Wednesdays • 6 - 9 PM
August 17 – November 21 • \$180 Fee
\$5 Technology Fee • Room: E-101 (1st class only); then
Waste Water Treatment Plant • Instructor: Jimmy Pridgen
Section Number: 40511 • Register by: August 16

This course examines the operations, maintenance, laboratory, rules, 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. (0.6 CEU)

North Carolina Safety Inspection

Monday & Tuesday • 6 - 10 PM • September 19 & 20
\$70 Fee • Room: R-104 • Instructor: Lee Flythe
Section Number: 40498 • Register by: September 16

Monday & Tuesday • 6 - 10 PM • November 21 & 22
\$70 Fee • Room: R-104 • Instructor: Lee Flythe
Section Number: 40499 • Register by: November 18

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 is limited to 12 students. 100% attendance is 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 • October 17 & 18
\$70 Fee • Room: R-104 • Instructor: Lee Flythe
Section Number: 40506 • Register by: October 14

Monday & Tuesday • 6 - 10 PM • December 5 & 6
\$70 Fee • Room: R-104 • Instructor: Lee Flythe
Section Number: 40507 • Register by: December 2

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 is limited to 12 students. Pre-requisite: North Carolina Safety Inspection class. 100% attendance is required (0.8 CEU)

NOTE: Classes are held at Lee Technology Center, 4815 Ward Blvd. (next to Highway 301).

WORKPLACE CERTIFICATIONS

Effective Teacher Training - Blended

Mondays • 5:30 – 8:30 PM • September 12 – October 14
\$125 Fee • \$5 Technology Fee • \$15 Security Fee
Room: A-112 • Instructor: Carola Jones
Section Number: 40485 • Register by: September 9

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)

Electrical Contractor License Renewal

Changes to the 2020 Electrical Code: Article 250
Saturday • 8 AM – 4:30 PM • August 20
\$70 Fee • Room: P-102 • Instructor: Royce Jones
Section Number: 40479 • Register by: August 19

Changes to the 2020 Electrical Code: Articles 90-240
Saturday • 8 AM – 4:30 PM • October 15
\$70 Fee • Room: P-102 • Instructor: Royce Jones
Section Number: 40539 • Register by: October 14

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). The required textbook is the most current edition of the National Electrical Code (approx. \$100). These 8-hour courses provide continuing education credits (CEUs) for electrical contractors as required by State Board of Examiners of Electrical Contractors. For more information, call (252) 246-1287.

NOTE: Classes are held at the Coastal Plain Law Enforcement Training Center, 3997 Ward Blvd., Room: P-101.

Forklift Operation Training

Wednesday • 8 AM - 2 PM • August 24
\$70 Fee • \$2 Accident Insurance • Room: E-101
Instructor: Kim Barnes • Section Number: 40486
Register by: August 23

Wednesday • 8 AM - 2 PM • September 28
\$70 Fee • \$2 Accident Insurance • Room: E-101
Instructor: Kim Barnes • Section Number: 40487
Register by: September 27

Wednesday • 8 AM - 2 PM • October 26
\$70 Fee • \$2 Accident Insurance • Room: E-101
Instructor: Kim Barnes • Section Number: 40488
Register by: October 25

Wednesday • 8 AM - 2 PM • November 30
\$70 Fee • \$2 Accident Insurance • Room: E-101
Instructor: Kim Barnes • Section Number: 40489
Register by: November 29

Wednesday • 8 AM - 2 PM • December 14
\$70 Fee • \$2 Accident Insurance • Room: E-101
Instructor: Kim Barnes • Section Number: 40490
Register by: December 13

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-toed boots or shoes required. No tennis shoes. (0.6 CEU)

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

Notary Public Training

Tuesday & Wednesday • 6 - 9:30 PM • September 13 & 14
\$70 Fee • Room: E-101 • Instructor: LaWanda Neal
Section Number: 40500 • Register by: September 12

Tuesday & Wednesday • 6 - 9:30 PM • October 11 & 12
\$70 Fee • Room: E-101 • Instructor: LaWanda Neal
Section Number: 40540 • Register by: October 10

Tuesday & Wednesday • 6 - 9:30 PM • November 15 & 16
\$70 Fee • Room: E-101 • Instructor: LaWanda Neal
Section Number: 40502 • Register by: November 14

Tuesday • 8 AM - 4 PM • December 13 • \$70 Fee
Room: E-101 • Instructor: LaWanda Neal
Section Number: 40503 • Register by: December 12

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.

ServSafe Food Service

Saturdays • August 20 & 27 • 9 AM - 5 PM
\$70 Fee • \$5 Technology Fee • Room: E-101
Instructor: Robbie Carver • Section Number: 40508
Register by: August 19

Saturdays • September 17 & 24 • 9 AM - 5 PM
\$70 Fee • \$5 Technology Fee • Room: E-101
Instructor: Robbie Carver • Section Number: 40509
Register by: September 16

Saturdays • October 15 & 22 • 9 AM - 5 PM
\$70 Fee • \$5 Technology Fee • Room: E-101
Instructor: Robbie Carver • Section Number: 40510
Register by: October 14

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.

COMPUTER TRAINING

Coordinator: Robby Taylor
(252) 246-1421 • rtaylor@wilsoncc.edu

MICROSOFT APPLICATIONS

Excel for the Workplace

Tuesday & Thursday • 9 AM – Noon
October 18 & 20 • \$70 Fee • Room: A -112
Instructor: Gretchen McKeithan
Section Number: 40491 • Register by: October 17

Tuesday & Thursday • 5:30 - 8:30 PM
November 15 & 17 • \$70 Fee • Room: A -112
Instructor: Gretchen McKeithan
Section Number: 40492 • Register by: November 14

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. Students will need a flash drive and valid email address.

Introduction to Personal Computers

Tuesdays • 6 - 8 PM • September 20 – October 25
\$70 Fee • \$5 Technology Fee • Room: A-112
Instructor: Gretchen McKeithan
Section Number: 40495 • Register by: September 19

This course offers basic computer concepts and vocabulary to help you become familiar with your PC. This course is designed for the beginner 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.

DIGITAL PHOTOGRAPHY

Digital Photography – Adobe Lightroom

Wednesdays • 5 – 7 PM • August 31 – November 16
\$70 Fee • \$15 Security Fee • \$5 Technology Fee
Room: A-112 • Instructor: Chris Barnes*
Section Number: 40484 • Register by: August 30

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)

Digital Photography – Adobe Photoshop

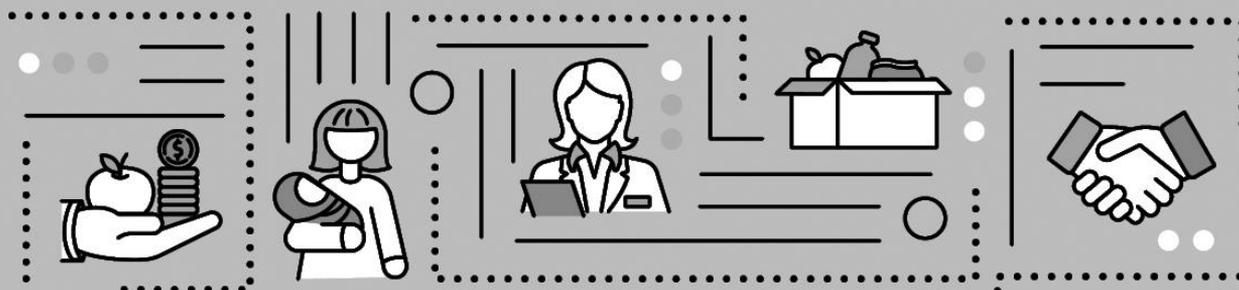
Wednesdays • 7 – 9 PM • August 31 – November 16
\$70 Fee • \$15 Security Fee • \$5 Technology Fee
Room: A-112 • Instructor: Chris Barnes*
Section Number: 40483 • Register by: August 30

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)

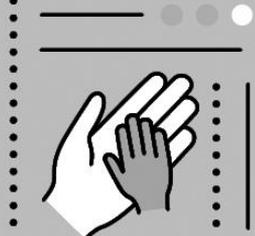
**Professional Photographer, Adobe Certified Instructor, and Certified Internet Webmaster*

HUMAN SERVICES EXPLORATION

This course covers skills and strategies designed to provide employability skills training and career exploration for the role of Income Maintenance Caseworker with North Carolina county social service departments. See page 8 for details.



INCOME MAINTENANCE CASEWORKER – NC FAST



This course is designed to cover a variety of skills associated with the Income Maintenance Caseworker role to process NC FAST applications and determine service eligibility. See page 10 for details.

Program Information:
Robby Taylor • (252) 246-1421
rtaylor@wilsoncc.edu



COSMETOLOGY

Coordinator: Robby Taylor
(252) 246-1421 • rtaylor@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 contact Tonya Brinkley at (252) 246-1356 or email tbrinkley@wilsoncc.edu to schedule the Mitchell's Academy placement test. 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 • September 13 - January 14
\$180 Fee • \$5 Technology Fee • Location:
Mitchell's Academy, 2616 Forest Hills Road, Wilson
Section Number: 40521 • Register by: September 12

COSMETOLOGY III

Tuesday - Friday • 8:30 AM - 4 PM & Saturdays
8 AM - 4:30 PM • September 13 - January 14
\$180 Fee • \$5 Technology Fee • Location:
Mitchell's Academy, 2616 Forest Hills Road, Wilson
Section Number: 40523 • Register by: September 12

COSMETOLOGY II

Tuesday - Friday • 8:30 AM - 4 PM & Saturdays
8 AM - 4:30 PM • September 13 - January 14
\$180 Fee • \$5 Technology Fee • Location:
Mitchell's Academy, 2616 Forest Hills Road, Wilson
Section Number: 40522 • Register by: September 12

EMERGENCY MEDICAL SERVICES

Coordinator: Kyle Willis • (252) 246-1296 • twillis@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.

EMS Continuing Education Training

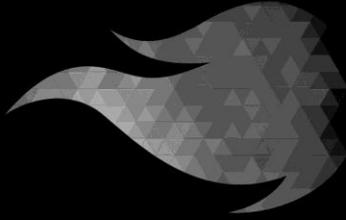
Wilson Community College offers monthly Continuing Education Training at various locations in Wilson County. All training materials will be provided by the instructor at registration. All classes are open to those needing to obtain continuing education for their EMS credential.

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
- Wilson County EMS: Dates TBA
- East Nash Fire Dept: Dates TBA
- Wilson Fire/Rescue Services: Dates TBA

Time is 7-10 PM • *Registration is on site.*
Registration fee is \$70 per class unless fee is waived.

FIRE & RESCUE ACADEMY



Wilson Community College Fire & Rescue Training offers: Firefighter, TIMS, RIC, HAZMAT, Technical Rescuer, Confined Space, Trench Rescue, Driver Operator, Fire Officer, Fire Instructor, Wildland Fire Suppression, Chief 101, ICS and more.



To request an application package or for more information about the **Fire & Rescue Academy**, contact:

Ben Smith,
Director of Health & Emergency Services
252-246-1372 • bsmith@wilsoncc.edu



 [@WCC.FIRERESCUEACADEMY](#)

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 [@WCCWILSONNC](#)

 [WILSONCC.EDU](#)

 252-291-1195

 902 HERRING AVE • WILSON, NC

HEALTH OCCUPATIONS

Coordinator: Mary Killette • (252) 246-1325 • mkillette@wilsoncc.edu

Health Occupations Important Information

APPLICATIONS REQUIRED

For applications, go to www.wilsoncc.edu/continuing-education/health-occupations. Early registration for Fall semester Continuing Education classes begins on Tuesday, July 5, 2022. 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, and Phlebotomy. 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 mkillette@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 June 20, 2022 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. Completed applications with required information may be emailed to mkillette@wilsoncc.edu or faxed to (252) 243-7148.

MALPRACTICE INSURANCE & ACCIDENT INSURANCE

Dialysis, Nurse Aide (Levels I and II), and Phlebotomy courses require malpractice insurance (\$16), accident insurance (approximately \$2), and CPR eCard (\$6). Payment is included with 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 provide a current email address on their application.

ADDITIONAL REQUIRED COSTS

Nurse Aide (Levels I and II), and Phlebotomy courses require a drug and criminal background check with CastleBranch.com. Cost is approximately \$90.

Students are responsible and will be notified during the course of additional information.

Required textbooks are available at WCC Bookstore.

FOR NURSE AIDE LEVEL I and NURSE AIDE REFRESHER ONLY: Cost of NC NNAAP testing is \$140 at the end of the course.

Nurse Aide I students will need to sign up with [Credentia.com](https://www.credentia.com) 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 and Phlebotomy 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**. An example of photo-bearing would be an unexpired driver's license.

Nurse Aide Level I

Mondays & Tuesdays • 8:30 AM – 2:30 PM

August 16 – December 7

One Wednesday class: December 7 • \$180 Fee

\$15 Security Fee \$5 Technology Fee • \$6 CPR eCard

\$2 Accident Insurance • \$16 Malpractice Insurance

Room: G-115 • Instructor: Clark Wilson

Section Number: 40516 • Register by: August 15

Wednesdays & Thursdays • 8:30 AM – 2:30 PM

August 24 – December 1 • \$180 Fee • \$15 Security Fee

\$5 Technology Fee • \$6 CPR eCard

\$2 Accident Insurance • \$16 Malpractice Insurance

Room: G-115 • Instructor: Pam Barnes

Section Number: 40517 • Register by: August 23

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 Nurse Aide Registry Certification as Nurse Aide I 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 all classes including the first day of class and 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 \$140. **Uniforms: navy blue scrub top and scrub pants and white leather shoes. Analog watch** also required on first day of class. **Attendance at CPR class is mandatory for all students.**

TEXTBOOKS:

- North Carolina Nurse Aide I Curriculum (2019) - (\$72 plus tax)
- American Heart Association Textbook for CPR, 2021 standards - (\$22 plus tax)

APPLICATION REQUIREMENTS: (copies required)

- 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, non-laminated)

PROOF OF THE FOLLOWING IMMUNIZATIONS:

- Two TB skin tests within twelve (12) months of August 16, 2022
- Two MMR (Mumps, Measles, Rubella) injections or Titer
- Three Hepatitis B (at least the first injection prior to August 16, 2022 is required) or two Heplisav-B injections
- Two Varicella injection or Titer (blood test to prove immunity to chicken pox)
- Tdap (within the past 10 years)
- Flu Vaccine – beginning September 2022
- Proof of COVID vaccination may be required by clinical site

It is the student's responsibility to obtain copies of the required immunization records. Keep the original record and **BRING COPIES ONLY.** ***Drug and criminal background check with CastleBranch required. Cost is approximately \$90.**

Nurse Aide Level II

Mondays & Wednesdays • 5 - 9 PM

August 15 – December 14 • Clinical is 80 hours

Starts on October 24, 2022 • 5 hours each session

5 - 10 PM • Two Tuesdays clinical hours on

November 29 & December 6 • \$180 Fee

\$15 Security Fee • \$5 Technology Fee

\$2 Accident Insurance • \$16 Malpractice Insurance

Room: G-109 • Instructor: Tanyual Barnes

Section Number: 40518 • Register by: August 12

This 161-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. (16.1 CEU)

TEXTBOOK:

- Advanced Skills for the Healthcare Provider (B. Acello), 2nd Edition, (\$109.95 plus tax)

APPLICATION REQUIREMENTS: (copies required)

- 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)

PROOF OF THE FOLLOWING IMMUNIZATIONS:

- One TB skin test (within twelve (12) months of August 15, 2022)
- Two MMR (Mumps, Measles, Rubella) injections or Titer
- Three Hepatitis B (at least the first injection prior to August 15, 2022 is required) or two Heplisav-B injections
- Two Varicella injections or Titer (blood test to prove immunity to chicken pox)
- Tdap (within the past ten (10) years)
- Flu Vaccine – beginning September 2022
- Proof of COVID vaccination may be required by clinical site

It is the student's responsibility to obtain copies of the required immunization records. Keep the original record and **BRING COPIES ONLY.** ***Drug and criminal background check with CastleBranch required. Cost is approximately \$90.**

Phlebotomy Training and Clinical Education

Mondays & Wednesdays • 5 - 9 PM

August 15 – December 7 • Clinical rotation required during daytime hours for 40 hours off campus, scheduled

Monday - Friday 8 AM – 5 PM • *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: 40515

Register by: August 12

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. Uniforms are required for clinical rotation. Attendance at CPR class is mandatory. (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 CastleBranch for these tests. No other provider will be accepted. The cost is \$90. Students are required to sign up with CastleBranch at the following web address: www.castlebranch.com: package code WD71 (bgdt). The Phlebotomy program requires a drug screening 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 (\$79.95 plus tax)
- The American Heart Association BLS Healthcare Provider 2020 Standards Book (\$22 plus tax)

APPLICATION REQUIREMENTS: (copies required)

- 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 August 15, 2022)
- Two MMR (Mumps, Measles, Rubella) injections or Titer
- Three Hepatitis B (at least the first injection prior to August 15, 2022 is required) or two Heplisav-B injections
- Two Varicella injection or Titer (blood test to prove immunity to chicken pox)
- Tdap (within the past 10 years)
- Flu Vaccine – beginning September 2022
- Proof of COVID vaccination may be required by clinical site

It is the student's responsibility to obtain copies of the required immunization records. Keep the original record and **BRING COPIES ONLY. *Drug and criminal background check with CastleBranch required. Cost is approximately \$90.**

Pharmacy Technician Training

Mondays & Wednesdays • 5:30 – 8:30 PM

August 15 – December 7 • \$180 Fee

\$15 Security Fee • \$5 Technology Fee

Room: G-227a • Instructor: Cynthia Galloway

Section Number: 40514 • Register by: August 12

This 96-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. Required to use WCC email assigned at registration to communicate with instructor. Textbooks required (\$125.95 plus tax). (9.6 CEU includes 2.0 CEU of Law)

TEXTBOOKS:

- Pharmacy Technician, 7th Edition
- Pharmacy Technician Workbook & Certification Review, 7th Edition, Morion Publishing

REQUIREMENTS: (copies required)

- High School Diploma or equivalent

SMALL BUSINESS CENTER

Location: Lee Technology Center, 4815 Ward Blvd.

Director: Melissa Evans • (252) 246-1232

Administrative Assistant: Jay Burbage • (252) 246-1209

SERVICES PROVIDED BY THE SMALL BUSINESS CENTER

- Free events related to small business topics
- Small Business Resource Center located within the college library on the main campus
- No-cost, one-on-one, confidential counseling for potential and current business owners - offered in-person or via Zoom
- SBC client resource room equipped with a computer and dual monitors for business planning
- SBC free services can be used by anyone interested in starting a business or currently operating one.
- WCC enrollment is not required.

Like us on Facebook at: www.facebook.com/wcc.sbc

- To register for seminars, webinars, or confidential counseling, visit us on the web at: www.wilsoncc.edu/sbc
- Pre-registration for events is required 2 hours before the start time. A link for online events will be provided with the confirmation email shortly after registration. You must also register in the Zoom platform as part of the two-step registration process.

Free Seminars & Webinars - PREPAID WITH YOUR TAX DOLLARS!

How to Start a Business

Understand the basics of starting a for-profit business in this webinar 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 • August 16 • 6-8 PM • Room: R161 & Online
Instructor: Melissa Evans • Event Number: 580-2022-41
Register by: 4 PM August 16

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 & fire inspections, and property taxes. A question-and-answer period will follow each part.

Tuesday • August 23 • 6-8 PM • Room: R161
Facilitator: Melissa Evans • Event Number: 580-2022-42
Register by: 4 PM August 23

Grow Your Small Business with a Mastermind Group! - Online

Are you thinking about ways to grow your small business and develop new strategies for success? An entrepreneurial Mastermind Group is one way to do this as it is an alliance of individuals who agree to collaborate together to exchange ideas and support each other's business growth and development. You can go further more rapidly when you have a cohort providing fresh perspectives, ideas, knowledge, and support. In this webinar, you will learn how a Mastermind Group works, how it can help your business grow, and how to actually implement your own group.

Thursday • August 25 • 6-7:30 PM • Room: Online
Instructor: Carletha Ward • Event Number: 580-2022-43
Register by: 4 PM August 25

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 event is designed for new and established business owners.

Tuesday • August 30 • 6-8 PM • Room: R161 & Online
Instructor: Melissa Evans • Event Number: 580-2022-44
Register by: 4 PM August 30

The Small Business Lean Startup – Online

As a potential business owner, you'll focus on business development from the ground up as you determine your goals, key connections, and income streams. In addition, we will discuss legal structures and provide an order of operations for establishing your small business.

Tuesday • September 6 • 6-7:30 PM • Room: Online
Instructor: Chisa Pennix • Event Number: 580-2022-45
Register by: 4 PM September 6

How to Increase Your Credit Score to Over 740 Points; Prepare for a Small Business Bank Loan!

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 business loan to start or expand your small 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. Information about the importance of maintaining good credit and the positive financial consequences it produces will be included. Using several proven methods, your credit score could increase by 50-100 points or more within 60 days. Make plans to attend now!

Thursday • September 8 • 6-8 PM • Room: R161
Instructor: Bob Moore • Event Number: 580-2022-46
Register by: 4 PM September 8

SBC Springing into Action (SIA) Mastermind Group

The 3rd Cohort of the SBC Springing Into Action Mastermind Group for Wilson County small business owners will meet together on a bi-weekly basis for three months. The group's focus will be to accelerate the learning curve as members share problem-solving advice within a safe place where confidentiality is maintained, and where each member can grow exponentially through the collective wisdom of their peers as he/she forms goals, sets action plans, executes them, and is held accountable by the group. There is a limit for the group size and an application process beyond the initial registration. Grow professionally as you gain clarity of focus, are inspired by others, and learn definitively how to make the best decisions. Expect to discover ways to gain new customers/clients, greater sales volume, and expansion of sales or product lines to encourage greater profitability. There is no cost for participating in the group. The meetings will be held bi-weekly on Monday evenings from 6:00 PM-8:00 PM at the Lee Technology Center at Wilson Community College. To keep the synergy of the group and as college policy allows, we will only meet face-to-face with a group size between 4-10 participants.

Every other Monday • September 12 – December 5
6-8 PM • Room: R161 • Facilitator: Carletha Ward
Event Number: 580-2022-47
Register by: 12 PM September 1

NEW: Selling to the Government for Your Small Business (Part 1) – Online

Businesses that are interested in pursuing the federal government marketplace or would like a refresher should attend this two-part series. Part 1 will provide an introduction to doing business with the federal government and will cover the following topics (and more): levels of federal purchasing; how the federal government buys products; construction, engineering, and non-personal services; socio-economic small business programs; registering as a federal contractor; identifying agencies that buy and competitors that sell your products or services to the government; locating, identifying, and responding to federal business opportunities; and resources, including MatchForce.org, available to assist federal contractors in North Carolina.

Visit tinyurl.com/590-2022-48 to view the agenda.

NOTE: A separate registration is required for Part 2 on September 13.

Monday • September 12 • 9 AM–2:30 PM
Room: Online • Facilitator: NCMBC
Event Number: 590-2022-48
Register by: 7 AM September 12

NEW: Selling to the Government for Your Small Business (Part 2) – Online

Businesses that are interested in pursuing the federal government marketplace or would like a refresher should attend this two-part series. Part 2 will focus on real-world tips, tricks, tools, and lessons learned on how to effectively market a business to federal customers. Techniques to market a business to federal prime contractors, in anticipation of teaming on current and future opportunities, will also be covered. Additionally, Part 2 will discuss the steps to take as you go through the administrative process to determine if the General Services Administration (GSA) is a good fit for your business and to provide a competitive advantage once you get on schedule. (GSA manages federal property and provides contracting options for government agencies.)

Visit tinyurl.com/590-2022-49 to view the agenda.

NOTE: A separate registration is required for Part 1 on September 12.

Tuesday • September 13 • 9 AM–12:45 PM
Room: Online • Facilitator: NCMBC
Event Number: 590-2022-49
Register by: 7 AM September 13

How to Find Your Customers – Online

Market research isn't just for startups; it's an important ongoing process for every small business. Developing a focused and effective marketing plan requires up-to-date market analysis. Discover the variety of market research tools that will give you critical information about your industry and customers. Get the data you need to test the feasibility of a new business, then find the competition and potential customers interested in your proposed product or service.

Thursday • September 15 • 6-7:30 PM • Room: Online
Instructor: Chisa Pennix • Event Number: 580-2022-52
Register by: 4 PM September 15

Your Restaurant & Mobile Food Unit Permitting Process with Your Local Health Department

This event is recommended before you purchase a restaurant or mobile food unit (truck, cart, stand, or trailer), as it will highlight permitting options and condition requirements for small business owners in the food industry. A step-by-step process will be provided that covers the plan review (e.g., floor plan drawings, equipment needs, menu review, etc.) to operating permits. Basic sanitation and the inspection process will be highlighted to help you be prepared. Will the commissary that you are considering be allowed and, if so, under what conditions?

Tuesday • September 20 • 6-8 PM
Room: R161 & Online
Instructor: Wilson County Health Department
Event Number: 580-2022-53
Register by: 4 PM September 20

Creating the Visual Brand in Your Small Business – Online

During this event, you will create the aesthetic look, feel, and design of your small business as well as develop marketing materials with graphic design consultation using Canva to create your inspiration board & brand kit. Attendees should sign up for the free version of Canva.com prior to attending this workshop.

Thursday • September 22 • 6-7:30 PM • Room: Online
Instructor: Chisa Pennix • Event Number: 580-2022-54
Register by: 4 PM September 22

Financing Your Small Business – Online

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 webinar that answers your questions. Explore the advantages and disadvantages of the different types of funding sources, and evaluate how to choose the right one for your needs. Discover the keys to financing success.

Tuesday • September 27 • 6-7 PM • Room: Online
Instructor: Chisa Pennix • Event Number: 580-2022-55
Register by: 4 PM September 27

NEW: Defense Contractor Academy - For Small Businesses Engaged in Contracting (Part 1) – Online

The Defense Contractor Academy (DCA) offers intermediate-level instruction to existing small business defense contractors to provide the tools needed to grow the federal portion of their business portfolio. Part 1, constructed as a business development focused day, will take a deeper dive into federal contract opportunities and discuss how a business should respond to different notice types; review non-traditional opportunity types including non-competitive and limited-competition acquisitions (OTAs, Ability One, GSA, IDIQ, MATOC, MACC, etc.); demonstrate data sources available to better know your respective industry and competition; and explore available resources (FPDS, SAM.gov, MatchForce.org) to identify buyers, competitors, and contract opportunities.

Visit tinyurl.com/590-2022-56 to view the agenda.

NOTE: Separate registrations are required for Part 2 on September 29 and Part 3 on September 30.

Wednesday • September 28 • 9 AM-4:45 PM
Room: Online • Facilitator: NCMBC
Event Number: 590-2022-56
Register by: 7 AM September 28

NEW: Defense Contractor Academy - For Small Businesses Engaged in Contracting (Part 2) – Online

The Defense Contractor Academy (DCA) offers intermediate-level instruction to existing small business defense contractors to provide the tools needed to grow the federal portion of their business portfolio. Part 2 is constructed as a cybersecurity and financial focused day. We will start the morning with an overview on the importance of cybersecurity requirements for federal contractors to help defend our nation's security. Next, presenters will focus on financial-related topics including cost estimating, developing pricing proposals, financing government contracts, cost accounting standards, and contract audits.

Visit tinyurl.com/590-2022-79 to view the agenda.

NOTE: Separate registrations are required for Part 1 on September 28 and Part 3 on September 30.

Thursday • September 29 • 9 AM-5 PM • Room: Online
Facilitator: NCMBC • Event Number: 590-2022-79
Register by: 7 AM September 29

NEW: Defense Contractor Academy - For Small Businesses Engaged in Contracting (Part 3) – Online

The Defense Contractor Academy (DCA) offers intermediate-level instruction to existing small business defense contractors to provide the tools needed to grow the federal portion of their business portfolio. Part 3, constructed as a legal focused day, will cover several topics ranging from teaming; joint ventures; mentor-protégé programs and limitations on subcontracting; human resource considerations and labor laws related to federal contracts; debriefings; protests; and contract administration issues.

Visit tinyurl.com/590-2022-58 to view the agenda.

NOTE: Separate registrations are required for Part 1 on September 28 and Part 2 on September 29.

Friday • September 30 • 9 AM-3:30 PM • Room: Online
Facilitator: NCMBC • Event Number: 590-2022-58
Register by: 7 AM September 30

Basics of Bookkeeping – Online

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

Tuesday • October 4 • 6-8 PM • Room: Online
Instructor: Jess McLamb • Event Number: 580-2022-59
Register by: 4 PM October 4

Strategic Marketing & Promotion in Your Small Business – Online

Create a strategic plan for your products or services and develop your small business social media and website presence for your brand in this webinar focusing on 90-day incremental milestones.

Thursday • October 13 • 6-7:30 PM • Room: Online
Instructor: Chisa Pennix • Event Number: 580-2022-60
Register by: 4 PM October 13

Open for Business - Business Plan Basics – Online

In this webinar, participants should expect to complete at least a one-page small business plan with a clearly articulated vision.

Thursday • October 20 • 6-7:30 PM • Room: Online
Instructor: Chisa Pennix • Event Number: 580-2022-61
Register by: 4 PM October 20

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 • October 25 • 6-8 PM • Room: R161 & Online
Instructor: Pat Killete • Event Number: 580-2022-62
Register by: 4 PM October 25

Web Wednesdays: Building a Wix Website for Your Small Business - Online

During this webinar, you will be guided through setting up a Wix website for your business. Simple websites, which can be free, provide information, display pictures, and offer contact forms so customers can reach you. Learn how to set up a button so customers can either make a purchase or schedule an appointment.

NOTE: Participants will get more out of this event by signing up and activating a free Wix account prior to the class; however, there is no need to purchase a domain name.

Wednesday • October 26 • 6-7:30 PM • Room: Online
Instructor: Karen Tiede • Event Number: 580-2022-63
Register by: 4 PM October 26

How to Prepare Your Small Business for Black Friday, Small Business Saturday, & Cyber Monday – Online

Every year, businesses make the bulk of their money online and in-store during the weekend of Thanksgiving. This year, your business needs to get all the customers, orders, and foot traffic you can handle. This lively, jam-packed content webinar will help you to prepare well for Black Friday, Small Business Saturday, and Cyber Monday.

Tuesday • November 1 • 6-7 PM • Room: Online
Instructor: Chisa Pennix • Event Number: 580-2022-64
Register by: 4 PM November 1

Web Wednesdays: The Secrets of Optimizing Your Small Biz Search Engine Rankings – Online

This webinar is a how-to guide for small business owners covering the “nuts & bolts” of the Google algorithm - what we know about how it works; Search Engine Optimization (SEO) fundamentals; keyword strategies; content strategies; website “structural” components; off-site SEO; tools to measure your current baseline; 7 steps you can take today to super-charge your rankings (no coding required); and the future of the algorithm - what’s next for SEO and how you can get ahead of the curve. Participants will leave with several tactics that can be implemented immediately to help bolster rankings and drive more traffic to their site.

Wednesday • November 2 • 6-7:30 PM • Room: Online
Instructor: Bonnie Minor • Event Number: 580-2022-65
Register by: 4 PM November 2

Understanding Business Financial Statements for Small Business Owners – Online

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 • November 10 • 6-8 PM
Room: Online • Instructor: Scott Rockafellow
Event Number: 580-2022-66
Register by: 4 PM November 10

The Cost of Pricing for Small Business Owners – Online

Learn how to price your products or services, find ways to increase your profitability, and understand how to calculate your break-even point and the true cost of discounting as a strategy.

Tuesday • November 29 • 6-8 PM
Room: Online • Instructor: Scott Rockafellow
Event Number: 580-2022-67
Register by: 4 PM November 29

How to Start a Small Business... the Right Way! – Online

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 and NC Department of Revenue requirements, what records you need to keep, 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 participating in this webinar and learn “How to Start a Small Business...the Right Way!”

Thursday • December 1 • 6-8 PM • Room: Online
Instructor: Bob Moore • Event Number: 580-2022-68
Register by: 4 PM December 1

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 event is designed for new and established business owners.

Tuesday • December 6 • 6-8 PM
Room: R161 & Online • Instructor: Melissa Evans
Event Number: 580-2022-69
Register by: 4 PM December 6

The Digital Marketing Roadmap - Building Your Small Biz Complete Online Marketing Plan – Online

This webinar provides a framework & tactics for building your small business digital marketing plan, with a focus on the Five Steps to Winning on the Web: Getting found online; Getting ranked on search engines; Getting engagement through social media; Getting leads - converting online interactions into sales; and Getting smarter through online metrics. Due to the scope of this session, it is more “high level,” but at the end, participants will have a good understanding of the levers they can pull to drive online business.

Thursday • December 8 • 6-7:30 PM • Room: Online
Instructor: Bonnie Minor • Event Number: 580-2022-70
Register by: 4 PM December 8

Selling to the Government for Your Small Business

Businesses that are interested in pursuing the federal government marketplace or would like a refresher should attend this two-part series. See page 21 for details.

Defense Contractor Academy

For Small Businesses Engaged in Contracting

The Defense Contractor Academy offers intermediate-level instruction to existing small business defense contractors to provide the tools needed to grow the federal portion of their business portfolio. See page 23 for details.



For more information, contact:

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FOR MORE INFORMATION, CONTACT:

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