



CONTINUING EDUCATION



SUMMER 2023
SCHEDULE

WILSON
COMMUNITY
COLLEGE



CONTINUING EDUCATION: 2023 SUMMER 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.

TABLE OF CONTENTS

Registration Dates and Information

Registration Dates	1
Mail-In Registration	2

General Information

Cancellations.....	2
Fees	2
Refunds	2
Eligibility.....	2
Textbook Information.....	2
Continuing Education Units (CEUs).....	2
Attention: Teachers	3
Frequently Asked Questions.....	3
Continuing Education Scholarships	4
Continuing Education Registration Form.....	6

Courses Offered

College and Career Readiness Program	7
Human Resources Development (HRD)	9
Community Service	10
Occupational Extension	12
Computer Training	14
Cosmetology.....	15
Emergency Medical Services.....	16
Fire & Rescue Academy.....	18
Health Occupations.....	19
Small Business Center.....	24
Law Enforcement Training.....	26

More

Online Courses	Back Cover
----------------------	------------

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 Monday, April 3 through May 5
Monday – Thursday: 8 AM – 4:30 PM
Fridays: 8 AM – 2:30 PM

Beginning Monday, May 8
Monday – Thursday: 8 AM – 4:30 PM
College closed on Fridays

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.

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. 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, Firefighter I and II, Emergency Medical Technician (EMT), Phlebotomy, 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 a Residency Certification Number (RCN) at the time of registration.

Courses eligible for STWD funding include:

Cosmetology, Detention Officer Certification, Pharmacy Technician, Nurse Aide I, Nurse Aide II, Firefighter I and II, Emergency Medical Technician (EMT), Phlebotomy, Wastewater Operator, and Welding.

Workforce Resilience Grant Program (GEER II)

Under the Governor's Emergency Education Relief Fund (GEER Fund), the U.S. Department of Education awards grants to Governors to provide local educational agencies (LEAs), institutions of higher education (IHEs), and other education-related entities with emergency assistance due to COVID-19. Under the "Certification and Agreement for Funding under the Education Stabilization Fund Program Governor's Emergency Education Relief Fund" (CFDA Numbers: 84.425C), the Governor of NC established the Workforce Resilience Grant for eligible NC community college students.

This grant is awarded to eligible community college students pursuing high-demand workforce training programs within workforce pathways identified in collaboration with the Department of Commerce, leading to a State or industry-recognized credential. These funds intend to remove access barriers to high-quality, in-demand, sustaining-wage careers for North Carolinians. The college will determine grant award amounts based on student needs, local industry needs, number of eligible students, and cost of the course/pathway, up to either \$750 per course or the total cost of the course fee(s) if the fee(s) exceeds \$750. The scholarship program helps cover the cost of tuition, fees, books, supplies, credentialing tests, transportation, childcare, and any other components of the total cost of attendance for students. At a minimum, eligible students applying for this scholarship must be:

- 1) Able to attest they are a resident of North Carolina, employed in North Carolina, or intend to be employed in North Carolina.
- 2) Enrolling in Workforce Continuing Education (WCE) pathways/courses leading to an NC Workforce credential identified as either essential or career level. These pathways may consist of a single WCE course or a series of courses.

Courses eligible for GEER II funding include:

Detention Officer Certification, Pharmacy Technician, Nurse Aide I, Nurse Aide II, Firefighter I and II, Emergency Medical Technician (EMT), Phlebotomy, Wastewater Operator, and Welding.



FREE TUITION AVAILABLE FOR SHORT-TERM WORKFORCE DEVELOPMENT TRAINING

...as long as you're a North Carolina resident.
Classes are ongoing, so give us a call today!

QUALIFYING COURSES INCLUDE:

- Phlebotomy Training & Clinical Education
- Emergency Medical Technician (EMT)
- BioWork Process Technician for Pharmaceutical Manufacturing
- Detention Officer Certification
- Pharmacy Technician Training
- Nurse Aide Levels I & II
- Wastewater Operator
- Firefighter I & II
- Cosmetology
- Welding



WILSON
COMMUNITY
COLLEGE

(252) 291-1195



wilsoncc.edu



<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

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). Admission into the 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 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 RESUME MAY 22, 2023 FOR
RETURNING STUDENTS.**

**CLASSES BEGIN JULY 10, 2023 FOR NEW
AND RETURNING STUDENTS.**

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

ENGLISH LANGUAGE PROGRAM

CITIZENSHIP TO COLLEGE PATHWAY

Saturdays • 10 AM – Noon
WCC: Building G, Room G-234

Citizenship to College Pathway is an intense course designed to prepare the English Language Learner for the naturalization process to become a United States citizen, to provide career occupational exploration, and/or transition to postsecondary education.



For more information, contact:
Veronica Faison • 252-246-1295

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 special populations 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, call (252) 246-1370 or email vwilliams@wilsoncc.edu.

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

HUMAN RESOURCES DEVELOPMENT

Coordinator: Melissa Vandemark
(252) 246-1421 • mvandemark@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 - Blended

Thursdays • 5:30 - 8:30 PM • May 25 – August 10
\$180 Fee (if applicable) • \$15 Security Fee (if applicable)
\$5 Technology Fee (if applicable) • Room: A-112
Instructor: Gretchen McKeithan • Section Number: 41751

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

Human Services Exploration

Mondays & Tuesdays • 5:30 – 8:30 PM
June 5 – July 31 • \$125 Fee • \$15 Security Fee
\$5 Technology Fee • Room: A-112
Instructor: Tondra Talley • Section Number: 41733
Register by: June 1

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.

CULINARY

Charcuterie Display

Monday • 6:30 – 8 PM • May 22
\$30 Fee (self-supporting) • Room: K-102
Instructor: Gordon Sauls • Section Number: 41703
Register by: May 19

In this class, students will get creative and make their own charcuterie board that fits any special occasion.

Easy Sauces, Dressings, and Salads

Monday • 6:30 – 8 PM • June 12
\$30 Fee (self-supporting) • Room: K-102
Instructor: Gordon Sauls • Section Number: 41712
Register by: June 8

In this class, students will learn to make their own sauces and dressings at home to create complex and delicious salads: Balsamic Vinaigrette, Lemon Herb Vinaigrette, Homemade Caesar, and Classic Ranch.

Italian Night – 6-Week Course

Wednesdays • 6:30 – 8 PM • May 17 – June 21
\$75 Fee (self-supporting) • Room: K-102
Instructor: Gordon Sauls • Section Number: 41706
Register by: May 16

In these classes, students will create traditional Italian dishes.

May 17: Spaghetti Bolognese w/Panzanella Salad
May 24: Parmesan Pesto Gnocchi w/Classic Caesar Salad
May 31: Homemade Pizza w/Fresh Caprese Salad
June 7: Cacio e Pepe Ravioli and Bruschetta
June 14: Risotto al Gorgonzola, Focaccia Bread, Fresh Ricotta
June 21: Tiramisu, Biscotti

One-Pot Dish

Monday • 6:30 – 8 PM • June 5
\$30 Fee (self-supporting) • Room: K-102
Instructor: Gordon Sauls • Section Number: 41718
Register by: June 1

In this class, students will learn to build flavors and create a popular one-pot dish that is easy and cost efficient - chicken and sausage jambalaya.

Party Foods and Dips

Monday • 6:30 – 8 PM • June 19
\$30 Fee (self-supporting) • Room: K-102
Instructor: Gordon Sauls • Section Number: 41719
Register by: June 15

In this class, students will get creative and make quick and easy foods that any party would enjoy: Cheesy Queso, Street Corn Dip, and Antipasto Skewers.

Vegetarian One-Pot Dish

Monday • 6:30 – 8 PM • June 26
\$30 Fee (self-supporting) • Room: K-102
Instructor: Gordon Sauls • Section Number: 41720
Register by: June 22

In this class, students will create a traditional Indian dish that is healthy and delicious - Sweet Potato Tikka Massala with Coconut Cilantro Rice.

DRAWING AND PAINTING

Colour it Abstract

Mondays • 1 – 4 PM • June 5 – August 14
\$80 Fee (self-supporting) • Room: G-100
Instructor: Clara Daughtridge • Section Number: 41721
Register by: June 1

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

Tuesdays • 1 – 4 PM • May 23 – August 1
\$80 Fee (self-supporting) • Room: G-100
Instructor: Steve Benton • Section Number: 41724
Register by: May 22

Thursdays • 1 – 4 PM • May 18 – July 20
\$80 Fee (self-supporting) • Room: G-100
Instructor: Steve Benton • Section Number: 41725
Register by: May 17

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

Floral Arranging for Summer

Tuesdays • 6:30-8:30 PM • May 23 – June 27
\$35 Fee (self-supporting) • Room: G-100
Instructor: Linda Totten • Section Number: 41722
Register by: May 22

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

Stained Glass

Mondays • 10 AM – 12:30 PM
June 5 – July 24 • \$60 Fee (self-supporting)
Room: G-100 • Instructor: Kim Joy
Section Number: 41726 • Register by: June 1

Learn basic and 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.

NEEDLECRAFTS AND SEWING

Knitting for Fun 101

Tuesdays • 6:30 - 9 PM • May 23 – August 1
\$60 Fee (self-supporting) • Room: C-101
Instructor: Kathleen Wall • Section Number: 41723
Register by: May 22

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 Basics and Beyond

Thursdays • Noon – 3 PM • May 18 – July 20
\$70 Fee (self-supporting) • Room: A-103a
Instructor: Nancy Vasilchik • Section Number: 41727
Register by: May 17

Have you wanted to learn to sew a quilt? Our quilt designer and teacher can guide you through your quilt from start to finish. Featured quilts this semester: t-shirt quilts, quilt-as-you-go quilts, and EZ-turn applique quilts. Each class starts out with a hands-on-technique exercise. There is then an instruction segment on the featured quilts. The last segment provides time to work on your individual project and get help, if needed.

OCCUPATIONAL EXTENSION

Coordinator: Melissa Vandemark
(252) 246-1421 • mvandemark@wilsoncc.edu

AUTOMOTIVE

DMV - Car Dealer Pre-License

Saturday, May 20 • 8 AM – 5 PM &
Sunday, May 21 • 8 AM - Noon • \$70 Fee
\$5 Technology Fee • Room: P-101
Instructor: Ray Williams • Section Number: 41766
Register by: May 18

Saturday, June 24 • 8 AM – 5 PM &
Sunday, June 25 • 8 AM - Noon • \$70 Fee
\$5 Technology Fee • Room: P-101
Instructor: Ray Williams • Section Number: 41767
Register by: June 22

Saturday, July 22 • 8 AM – 5 PM &
Sunday, July 23 • 8 AM - Noon • \$70 Fee
\$5 Technology Fee • Room: P-101
Instructor: Ray Williams • Section Number: 41768
Register by: July 20

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 • May 15 & 16
\$70 Fee • Room: R-158, R-159 & R-105
Instructor: Lee Flythe • Section Number: 41775
Register by: May 11

Monday & Tuesday • 6 - 10 PM • June 19 & 20
\$70 Fee • Room: R-105 & R-104 • Instructor: Lee Flythe
Section Number: 41776 • Register by: June 15

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 • July 17 & 18
\$70 Fee • Room: R-158, 159 & 105
Instructor: Lee Flythe • Section Number: 41777
Register by: July 13

Monday & Tuesday • 6 - 10 PM • August 7 & 8
\$70 Fee • Room: R-158, 159 & 105
Instructor: Lee Flythe • Section Number: 41778
Register by: July 13

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

Biowork Process Technician for Pharmaceutical Manufacturing

BLENDED • Mondays • 6 - 10 PM • Plus 6 hours of online instruction per week • May 22 – August 14
\$180 Fee • \$5 Technology Fee • \$15 Security Fee
Room: G-236 • Instructor: Katrina Williams
Section Number • Register by: May 18

ONLINE • May 22 – August 11 • \$180 Fee • 100% online instruction with 10 hours per week for 12 weeks.
\$5 Technology Fee • Instructor: Stephanie Winstead
Section Number: 41763 • Register by: May 18

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 • 12.0 CEU-Online)

REQUIREMENTS: High school diploma or equivalent. Textbook required.

Effective Teacher Training

Monday – Thursday • 8 AM – 5 PM • June 12 – 15
\$125 Fee • \$5 Technology Fee • \$15 Security Fee
Room: A-112 • Instructor: Carola Jones
Section Number: 41769 • Register by: June 8

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. (3.2 CEU)

Electrical Contractor License Renewal

Changes to the 2020 Electrical Code:

Article 250 Grounding & Bonding

Saturday • 8 AM – 4:30 PM • June 17

\$70 Fee • Room: P-102 • Instructor: Royce Jones

Section Number: 41765 • Register by: June 16

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-102.

Forklift Operation Training

Wednesday • 8 AM - 2 PM • June 14

\$70 Fee • \$2 Accident Insurance • Room: E-101

Instructor: Kim Barnes • Section Number: 41771

Register by: June 13

Wednesday • 8 AM - 2 PM • July 12

\$70 Fee • \$2 Accident Insurance • Room: E-101

Instructor: Kim Barnes • Section Number: 41772

Register by: July 11

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)

Introduction to SMAW Welding

Mondays • 6 - 10 PM • June 5 – August 14

\$125 Fee • \$15 Security Fee • \$5 Technology Fee

\$2 Insurance Fee • Room: L-100

Instructor: J. Derosiers • Section Number: 41773

Register by: June 2

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).

Notary Public Training

Tuesday & Wednesday • 6 - 9:30 PM • May 16 & 17

\$70 Fee • Room: E-101 • Instructor: LaWanda Neal

Section Number: 41779 • Register by: May 15

Tuesday & Wednesday • 6 - 9:30 PM • June 13 & 14

\$70 Fee • Room: E-101 • Instructor: LaWanda Neal

Section Number: 41780 • Register by: June 12

Tuesday & Wednesday • 6 - 9:30 PM • July 11 & 12

\$70 Fee • Room: E-101 • Instructor: LaWanda Neal

Section Number: 41781 • Register by: July 10

Tuesday & Wednesday • 6 - 9:30 PM • August 1 & 2

\$70 Fee • Room: E-101 • Instructor: LaWanda Neal

Section Number: 41782 • Register by: July 31

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 • May 6 & 20 • 9 AM - 5 PM

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

Instructor: Robbie Carver • Section Number: 41803

Register by: May 5

Saturdays • June 3 & 10 • 9 AM - 5 PM

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

Instructor: Robbie Carver • Section Number: 41783

Register by: June 2

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: Melissa Vandemark
(252) 246-1421 • mvandemark@wilsoncc.edu

MICROSOFT APPLICATIONS

Excel for the Workplace

Tuesday & Thursday • 9 AM – Noon
June 20 & 22 • \$70 Fee • Room: A-112
Instructor: Gretchen McKeithan
Section Number: 41770 • Register by: June 19

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.

Biowork Process Technician for Pharmaceutical Manufacturing

Wilson Community College, working with area pharmaceutical industries, has developed this course to provide basic preparation for entry-level operator jobs in pharmaceutical manufacturing. Course topics include safety, quality, solid dose tableting, coating, and packaging.

Available In-person & Online

× See page 12 for more information
or call (252) 246-1421





Cosmetology

Topics include:

cosmetology theory & practical training • hairstyling
hair cutting • shampooing • skin • nails • wigs • hair coloring
bacteriology • sanitation • chemistry • salon management

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. Upon successful completion of Cosmetology I, II, and III, students are qualified to take the State Board of Cosmetic Art Examination.



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 Cosmetology placement test. There is no charge to take the placement test. Upon successful completion of placement testing, students will be notified of enrollment procedures.

For More Information:

Margie Norfleet • (252) 246-1243 • mnorfleet@wilsoncc.edu

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.

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

EMT Initial Course

Monday – Friday • 9 AM – 4 PM • July 12 – October 6
\$180 Fee • \$2 Accident Insurance • \$6 CPR eCard
Room: G-109 • Instructor: Public Training Solutions, LLC
Section Number: 41784 • Register by: July 11

TEXTBOOK REQUIRED:

- Prehospital AAOS Emergency Care and Transportation of the Sick and Injured 12th edition
- BLS Healthcare Provider Manual (2020 guidelines)

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 fees (\$2). (28.8 CEUs). This course is a total of 288 hours: Additional class time, including Saturdays, may be added. The class is a combination of online and classroom assignments.

CPR CLASSES

BLS HEALTHCARE PROVIDER - INITIAL

Thursday • 9 AM – 5 PM • June 8 • \$70 Fee • \$6 CPR
Room: G-109 • Instructor: Public Training Solutions, LLC
Section Number: 41535 • Register by: June 7

Thursday • 9 AM – 5 PM • July 13 • \$70 Fee • \$6 CPR
Room: G-109 • Instructor: Public Training Solutions, LLC
Section Number: 41536 • Register by: July 12

Thursday • 9 AM – 5 PM • August 10 • \$70 Fee
\$6 CPR • Room: G-109 • Instructor: Public Training Solutions, LLC • Section Number: 41537
Register by: August 9

TEXTBOOK REQUIRED:

2020 AHA Healthcare Provider Book

BLS HEALTHCARE PROVIDER – RENEWAL

Wednesday • 9 AM – Noon • June 7 • \$70 Fee
\$6 CPR • Room: G-109 • Instructor: Public Training Solutions, LLC • Section Number: 41690
Register by: June 6

Wednesday • 9 AM – Noon • July 12 • \$70 Fee
\$6 CPR • Room: G-119 • Instructor: Public Training Solutions, LLC • Section Number: 41691
Register by: July 11

Wednesday • 9 AM – Noon • August 9
\$70 Fee • \$6 CPR • Room: G-119 Instructor: Public Training Solutions, LLC Section Number: 41692
Register by: August 8

TEXTBOOK REQUIRED:

2020 AHA Healthcare Provider Book

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
- Stantonburg 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.

EMS OFFICER I

**THURSDAY,
JUNE 22
& FRIDAY,
JUNE 23**

**Eagles Center
8AM - 5PM**



CLASS TOPICS WILL INCLUDE:

Professional Communications
Quality Improvement + Discipline
Customer Service + Strategic Planning
Managerial Leadership + Team Building
Crisis Management + Budgeting

**PREREGISTRATION IS REQUIRED AND
IS DUE BY NOON ON JUNE 21.**



TO REGISTER, CONTACT:
CONTINUING EDUCATION OFFICE
at 252-246-1287 or email
twillis@wilsoncc.edu

FIRE & RESCUE ACADEMY



The 50th Wilson Community College Fire & Rescue Academy will begin July 10, 2023! This is a significant achievement for the Academy, and it speaks volumes about the legacy of the program. Spanning the past 49 academies, we've seen so many successful career paths and untold numbers of civilian lives that have been touched. And we want to celebrate the 50th with and for the graduates of this great program. We are making plans to hold a reunion celebration in December 2023 – more details to come. To ensure we reach everyone who graduated from the Academy, we need your help!

Please visit www.wilsoncc.edu/fire-class-50 and fill out our contact form to help us with growing our contacts, and feel free to share with others who share in the WCC Fire & Rescue Academy legacy.

To request an application package for the **50th Fire & Rescue Academy** or for more information, contact: **Ben Smith**, Director of Health & Emergency Services at 252-246-1372 • bsmith@wilsoncc.edu



@WCC.FIRERESCUEACADEMY



WILSONCC.EDU



252-291-1195

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 Summer semester Continuing Education classes begins on Monday, April 3, 2023. 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 March 20, 2023 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

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 \$95.

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 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

Tuesdays & Wednesdays and Monday, August 7
8 AM – 3:30 PM • May 17 – August 9
Clinical 7/19 – 8/2 • \$180 Fee • \$15 Security Fee
\$5 Technology Fee • \$6 CPR eCard • \$2 Accident Insurance
\$16 Malpractice Insurance • Room: G-115
Instructors: Clark Wilson/Pam Barnes
Section Number: 41731 • Register by: May 16

Students must be at least 16 and ½ years of age when starting this class. 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 a 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) - (\$105.68 plus tax)
- American Heart Association Textbook for CPR, 2021 standards - (\$24.00 plus tax)

APPLICATION REQUIREMENTS: (copies required)

- Completed Nurse Aide I application
- Copies of one of the following are required and **must be submitted** with application:
 - High School Diploma, High School Equivalency, or Transcript
 - OR, TABE test performance with results of an 8th grade reading level
 - OR, if currently enrolled in high school, Principal's approval
 - Valid government issued (unexpired photo ID) required per NCNA Registry
 - Social Security Card (must be **signed, non-laminated**) per NCNA Registry
- Uniforms required to be worn starting first class session for lecture/lab and clinical sessions.

PROOF OF THE FOLLOWING IMMUNIZATIONS REQUIRED:

- **Two-step** TB skin tests required within 7-14 days of each other (first test result must be submitted with your application); **no longer than 30 days between the two TB skin tests is acceptable**
- **Each student must have second TB skin test done and turned in by start date of class**
- **Two** MMR (Mumps, Measles, Rubella) injections or Titer (blood test to prove immunity)
- **Three** Hepatitis B or **two** Heplav-B injections (proof of first injection must be submitted with your application)
- **Two Varicella** injection **or** Titer (blood test to prove immunity to chicken pox)
- **Tdap** (within the past 10 years)
- Students **may be** required to show proof of COVID vaccination by the clinical site.

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

****Drug and criminal background check with CastleBranch required by June 14. Cost is approximately \$95.***

Nurse Aide Level II

Mondays, Tuesdays & Wednesdays • 5 - 9 PM
May 17 – August 9 • Class/Lab • 5 hours each session
5-10 PM beginning June 7 until end of class • \$180 Fee
\$15 Security Fee • \$5 Technology Fee
\$2 Accident Insurance • \$16 Malpractice Insurance
Room: G-109 • Instructor: Tanyual Barnes
Section Number: 41774 • Register by: May 16

This 160-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. (16.0 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 (result must be submitted with your application), and must have been done with the past one year)
- **Two** MMR (Mumps, Measles, Rubella) injections or Titer (blood test to prove immunity)
- **Three** Hepatitis B or **two** HepB injections (proof of first injection must be submitted with your application)
- **Two** Varicella injections or Titer (blood test to prove immunity to chicken pox)
- **Tdap** (within the past ten (10) years)
- Students may be required to show proof of COVID vaccination per the 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 \$95. All results must be completed by 6/14/23.

Medication Aide

Tuesdays & Wednesdays • 6 - 10 PM • Room: G-115
July 11–26 • \$70 Fee • \$15 Security Fee
\$5 Technology Fee • Instructor: June Wheeler, RN
Section Number: 41728 • Register by: July 10

This 24-hour course will meet training requirements for becoming qualified to be a Medication Aide. Successful completion of course skills qualifies the Nurse Aide Level I for listing on the North Carolina Medication Aide Registry regulated by the North Carolina Board of Nursing.

REQUIREMENTS: (copies required)

- Copy of picture ID and SS card
- High School Diploma, High School Equivalency, or Transcript
- Proof of listing on the Nurse Aide I registry in NC
- No absences allowed.

TEXTBOOKS:

- Medication Aide (\$37.37 including taxes)

Nurse Aide I Refresher

Tuesdays & Wednesdays • 6 - 10 PM • Room: G-115
May 23 – June 27 • \$125 Fee • \$15 Security Fee
\$5 Technology Fee • Instructor: June Wheeler, RN
Section Number: 41732 • Register by: May 22

This 44-hour refresher course provides an opportunity for the trained nurse aide to update their knowledge of personal care and basic nursing skills needed for patient care. Testing information and the application process are included in the course.

REQUIREMENTS: (copies required)

- Copy of picture ID and SS card
- Proof of listing on the Nurse Aide I registry in NC within the past five years
- Only 4 hours of absences allowed
- Eligible to take the NNAAP test upon successful completion of this class with Credentia.com

Pharmacy Technician Training

Mondays & Wednesdays • 5:30 – 9:30 PM
May 17 – August 14 • \$180 Fee
\$15 Security Fee • \$5 Technology Fee
Room: G-227a • Instructor: Cynthia Galloway
Section Number: • Register by: May 16

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. Students are required to use WCC email assigned at registration to communicate with instructor. Textbooks required (\$139.75 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

Phlebotomy Training and Clinical Education

Mondays & Wednesdays • May 17 – August 10 • 5–9 PM
and two additional Tuesdays: May 30 & July 18
Clinical rotation required during daytime hours for 40
hours off campus 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: 41730
Register by: May 16

This 144-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. (14.4 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 **\$95**. Students are required to sign up for the drug screen and criminal background check online at www.castlebranch.com; package code: WD71 (bgdt) is to be used for background and drug screen only. **Students are encouraged to sign up and complete the drug testing as soon as they have registered for the Phlebotomy Class.** The drug test requires that each student give a urine specimen at a local lab in order to complete the drug test. Each student has until **May 25, 2023** to complete this requirement. Any student who has not completed this requirement will be **dropped** from the Phlebotomy class at this point. Any questions, please email mkillette@wilsoncc.edu.

*Students must maintain an 80% average on all tests/final exam. Any student who does not meet this criteria will not be scheduled for clinical rotation by the instructor.

TEXTBOOKS:

- The Phlebotomy Textbook, 4th Edition (approx. \$95 plus tax)
- The American Heart Association BLS Healthcare Provider 2020 Standards Book (\$24 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 step** - TB skin tests required within 7-14 days of each other (first test result must be submitted with your application) **no longer than 30 days between the two TB skin tests is accepted**
- **Each student must have second TB skin test result done and turned in prior to the start of class**
- **Two** MMR (Mumps, Measles, Rubella) injections or Titer
- **Three** Hepatitis B or **two** Heplav-B injections (proof of first injection must be submitted with your application)
- **Two Varicella** injection or Titer (blood test to prove immunity to chicken pox)
- **Tdap** (within the past 10 years)
- Students **may be** required to show proof of COVID vaccination per the clinical site.

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

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 counseling services can be used by anyone interested in starting a business in Wilson County. Those currently operating a business in NC are welcome to participate in seminar/webinar events regardless of where the business is located in NC.
- 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 via Zoom as part of the two-step registration process.

Free Seminars, Webinars, & Workshops - PREPAID WITH YOUR TAX DOLLARS!

30 Ways to Grow Your Small Business Customer List – Online

In this workshop, you'll garner ideas and strategies to capture new contacts, grow your contact list, and take action to help move your small business forward. Having an interested and qualified list of contacts that you can stay top-of-mind with is vital to every business. Continuing to grow that list is just as important. Find 30 easy ways to grow your contact list immediately! We will cover how to ask people to join your list face-to-face, why they will want to, and how social media can grow your business.

Thursday • May 18 • 6–7:30 PM • Room: Online
Instructor: Melanie Diehl • Event Number: 580-2023-42
Register by: 4 PM May 18

Google Tools for Your Small Business – Online

In this session, we will discuss several of the free and low-cost Google products for work and how they can help you, as a small business owner, in marketing. We'll discuss using Google Alerts, Google Trends, YouTube for social media, Google Docs, Google Drive (including some great tips and shortcuts), and additional resources, including email marketing, mobile apps, Google Keep, G-Suite, and Google Business Profile.

Tuesday • May 23 • 6–7:30 PM • Room: Online
Instructor: Melanie Diehl • Event Number: 580-2023-43
Register by: 4 PM May 23

How to Apply for a 501c3 - Online

Section 501c3 is part of the US Internal Revenue Code that allows for federal tax exemption for nonprofit organizations. Receiving this exempt status is vital to obtain grants and tax-deductible donations.

Tuesday • May 30 • 6-8 PM • Room: Online
Instructor: Althea Lewis • Event Number: 580-2023-45
Register by: 4 PM May 30

NEW: Introduction to Making Money Online for Small Business Owners - Online

The Internet should work for your small business 24 hours a day, 7 days a week. Participants will discover multiple ways to make money online, some of which have nothing to do with selling tangible products. We will include selling content and products, marketing your expertise or knowledge, and more. You will leave this training with an understanding of different real-world ways people are making money online with minimum hands-on actions.

Thursday • June 1 • Noon - 1 PM • Room: Online

Instructor: Martin Brossman

Event Number: 580-2023-47 • Register by: 10 AM June 1

NEW: Selling on Amazon for Small Business Owners

Whether you are looking for a small business to start, or are already in business and want to expand, Amazon is an opportunity to explore. You will learn the following basics in Amazon selling: what you need to get started, how much it will cost, how to choose your account type, what you shouldn't sell, and how to run an online business without filling your house with stuff or going to the post office. Learn how to make your Amazon platform work with eBay. You will also learn how to print on-demand t-Shirts through Amazon.

Thursday • June 1 • 6-8:30 PM • Room: R-158/159

Instructor: Martin Brossman

Event Number: 580-2023-48 • Register by: 4 PM June 1

NEW: How to Use Chatbots to Enhance Your Small Business – Online

More and more, small business customers prefer to use “chatbots” to get what they want instead of calling, emailing, or showing up at your location. Gain a fundamental understanding of the levels of chatbots, how they can be used in free and low-cost ways, and how they save you money, time, and effort to increase your customers. You will learn how to add a free or paid version of chatbot to your website, how to use both messaging and chatbots with Facebook and Google Maps, and how to start with the least amount of knowledge. Don't leave money on the table by neglecting this new interactive tool for your small business!

Tuesday • June 6 • 6-8 PM • Room: Online

Instructor: Martin Brossman

Event Number: 580-2023-49 • Register by: 4 PM June 6

Labor Issues for the Small Business Owner - Online

This presentation will inform small business owners of their rights and responsibilities in wage and hour matters. Join us and the North Carolina Department of Labor's Wage and Hour Bureau to learn about: Wage and Hour Act provisions, laws applicable to employers, what constitutes hours worked, differences between exempt & non-exempt employees, minimum wage and overtime rules, differences between federal and state jurisdictions, record keeping responsibilities, youth employment protections, various exemptions, and other promised wages.

Wednesday • June 7 • Noon-1 PM • Room: Online

Instructor: NCDOL • Event Number: 590-2023-90

Register by: 10 AM June 7

NEW: The Aikido of Small Business Marketing – Online

Going Where Your Customer Wants You to Be and Your Competition Never Imagined to Go!

You will learn how to integrate referral and digital marketing to give you a fierce competitive advantage with little or no marketing budget for your small business. Discover the Aikido of Marketing™, and improve your ground and web game with this instructor-developed adaptation of Aikido to marketing techniques, which is based in part on the idea that avoiding conflict is just as important as dealing with conflict.

Thursday • June 8 • 6-8 PM • Room: Online

Instructor: Martin Brossman

Event Number: 580-2023-50 • Register by: 4 PM June 8

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 tracking form during a seminar.



LAW ENFORCEMENT TRAINING



CURRICULUM CERTIFICATE PROGRAM

- Basic Law Enforcement Training (BLET)

CONTINUING EDUCATION CERTIFICATE PROGRAMS

- Criminal Investigator Certificate Program
- Law Enforcement Management Institute
- Law Enforcement Tactical Specialist Certificate Program
- Traffic Enforcement Specialist Certificate Program

Wilson Community College, through the Coastal Plain Law Enforcement Training Center, is committed to providing quality law enforcement training to meet the needs of the law enforcement officers in the eastern region of our state.

FOR MORE INFORMATION, CONTACT:

Darlene Hall, Director of Law Enforcement Training
(252) 246-1365 • dhall@wilsoncc.edu

Billy Radford, BLET Coordinator
(252) 246-1215 • bradford@wilsoncc.edu



POLICE LINE DO NOT CROSS

ONLINE COURSES

Continuing Education Registrar • (252) 246-1317 • kmedlin@wilsoncc.edu

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

Register By:	Start Date:	End Date:
May 15, 2023	May 17, 2023	July 17, 2023
June 12, 2023	June 14, 2023	August 14, 2023
July 10, 2023	July 12, 2023	September 11, 2023

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.