

Spring 2021

CONTINUING EDUCATION

SCHEDULE



CONTINUING EDUCATION: 2021 SPRING SEMESTER

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

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

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

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

“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

Beginning on Monday, November 9, 2020

Registration will be held in building B-105

Monday – Thursday: 8 AM – 4:30 PM

Friday: 8 AM – 2:30 PM

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

Mail-In Registration

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

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

The Continuing Education registration form can be found at: www.wilsoncc.edu/continuing-education

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

GENERAL INFORMATION

Cancellations

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

Fees

ALL FEES ARE SUBJECT TO CHANGE BY ACT OF THE NC GENERAL ASSEMBLY.

- 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 several scholarship opportunities available to students. The scholarships 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.



Project Skill-Up

Project Skill-Up is a North Carolina Community College System (NCCCS) initiative with the goal of helping individuals in North Carolina adversely impacted by changes in the tobacco-related sector of the economy. Scholarship assistance is available for individuals to “update” their current skills and provide them with additional marketable skills reflective of fast-growing occupations and/or new industries within their local communities.

Courses eligible for funding: Biowork Process Technician, Cosmetology I, and Nurse Aide I

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 2020-2021 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: Advanced Manufacturing Institute (AMI), Biowork Process Technician, Cosmetology I, EMT (Initial and Paramedic), Detention Officer, Dialysis, Fire Academy, Nurse Aide I and II, Pharmacy Technician, Phlebotomy

Blue Cross Blue Shield NC Firefighter Stipend and Scholarship

Funded by the Blue Cross Blue Shield Foundation, these funds provide stipends of \$500 for individuals seeking fire certifications. The BCBS Foundation Firefighter stipends are intended to offset out-of-pocket expenses a student incurs to participate in training.

Courses eligible for funding: WCC Fire Academy, Firefighter I & II, NC Driver/Operator Pumps, or Emergency Vehicle Driver Certifications.

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 2020 and spring 2021 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 funding: Biowork Process Technician, Nurse Aide I

Governor’s Emergency Education Relief (GEER) Scholarship

Funds are for eligible community college students pursuing high-demand workforce training programs within ten workforce pathways leading to a State or industry-recognized credential. The scholarship awards will be determined by each college based on student need, local industry needs, number of eligible students, and cost of course, up to a maximum award of either \$750 per course or the cost of the course fee(s) if the fee(s) exceed \$750. The scholarships help cover the cost of tuition, fees, books, supplies, credentialing tests, transportation, childcare, and other components of the total cost of attendance.

Courses eligible for funding: Advanced Manufacturing Institute (AMI), Biowork Process Technician, Cosmetology I, EMT (Initial and Paramedic), Dialysis, Fire Academy, Nurse Aide I and II, Pharmacy Technician, Phlebotomy

<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 secondary degree credential, to become workforce ready or college ready, involved in their children's education, and/or more self-sufficient. This program prepares students for college readiness programs and/or job training opportunities by providing basic to advanced reading, math, language, writing, and communications studies in three (3) programs of study; Adult Basic Education, Adult Secondary Education (includes adult high school and HSE), and English Language Program (ELP). The learning objectives of the three (3) studies are carried out in four (4) pathways: Cooperative Pathway, Employment Pathway, Occupational Career Pathway, and Pre-College Pathway. Admission into all pathway programs are determined by an assessment of the student's academic skills. Anyone 16 years of age or older, who has been out of school at least six (6) months and meets the admissions requirement, may enroll in any pathway program.

STEPS TO ENROLL:

Attend a TABE Placement Test Session. Contact Tonya Brinkley at (252) 246-1356 or tbrinkley@wilsoncc.edu to schedule a testing 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

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

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 nine (9) elective high school courses transferred in and/or completed at WCC for a total of 25 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 (Lab)
Adult High School - Online

Additional Fees: AHS Diploma - \$5 (required) Graduation Ceremony - \$15 (optional)

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

NC High School Equivalency Program (HSE)

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

Battery of NC State High School Equivalency Exams:

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

Graduation Ceremony - \$15 (optional)

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

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.

NOTE: Orientation for morning ELP classes are held every Monday and Tuesday from 8:30-10 AM in A-111a.

Available Classes:

**English for Beginners
Intermediate English
English ESL online
Rosetta Stone ESL online**

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

Adult Basic Education (ABE) Program

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

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

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

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.

Human Services Exploration

Tuesdays & Wednesdays • 5:30 – 8:30 PM
January 19 – March 9 • \$125 Fee
\$15 Security Fee • \$5 Technology Fee • Room: E-102
Instructor: Tondra Talley • Section Number: 37199
Register by: January 18

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

Oil and Acrylic Painting

Wednesdays • 9 AM – Noon • January 13 – March 10
\$60 Fee (self-supporting) • Room: G-100
Instructor: Martha Beland • Section Number: 37042
Register by: January 12

Wednesdays • 9 AM – Noon • March 17 – May 12
\$60 Fee (self-supporting) • Room: G-100
Instructor: Martha Beland • Section Number: 37044
Register by: March 16

Tuesdays • 1 – 4 PM • January 12 – March 16
\$75 Fee (self-supporting) • Room: G-100
Instructor: Steve Benton • Section Number: 37045
Register by: January 11

Tuesdays • 1 – 4 PM • March 23 – April 27
\$45 Fee (self-supporting) • Room: G-100
Instructor: Steve Benton • Section Number: 37046
Register by: March 22

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 the primary colors, black and white, and brushes.

GENERAL INTEREST

Calligraphy

Thursdays • 6 – 8 PM • February 4 – April 22
\$50 Fee (self-supporting) • Room: G-102
Instructor: Jay Gallimore • Section Number: 37029
Register by: February 3

Learn to write beautiful invitations, letters, etc., and gain exposure to calligraphy with specific development of the italic and block letter alphabets. Supplies and materials required.

HOBBIES AND CRAFTS

Floral Arranging

Tuesdays • 10 AM – Noon • March 2–30
\$35 Fee (self-supporting) • Room: G-100
Instructor: Linda Totten • Section Number: 37030
Register by: March 1

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.

LANGUAGES

Sign Language: Beginners

Tuesdays • 6 - 9 PM • February 2 – March 23
\$70 Fee • \$15 Security Fee • \$5 Technology Fee
Room: G-102 • Instructor: Valerie McMillan
Section Number: 37048 • Register by: February 1

Communicate in the language of the hearing impaired using American Sign Language. Learn the alphabet and up-to-date commonly-used signs and phrases, as well as basic sentence structure. (2.4 CEU)

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

NEEDLECRAFTS AND SEWING

Basics of Sewing

Mondays • 6 - 9 PM • January 25 – March 29
\$60 Fee (self-supporting) • Room: A-103a
Instructor: Nancy Jones • Section Number: 37025
Register by: January 22

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

Crochet Prayer Shawl

Mondays • 10 AM - 1 PM • February 15 & 22
\$25 Fee (self-supporting) • Room: A-103a
Instructor: Carola Jones • Section Number: 37052
Register by: February 12

Shawls wrap, enfold, comfort, cover, give solace, mother, hug, shelter, and beautify. Join us to learn how to create something to bring comfort to those in need around us. Bring 4 skeins of medium weight worsted yarn and a size J/10 crochet hook.

Embellish Your Closet

Mondays • 10 AM - 1 PM • March 1 & 8
\$25 Fee (self-supporting) • Room: A-103a
Instructor: Carola Jones • Section Number: 37057
Register by: February 26

Learn to embellish clothes with embroidery floss and beads. Bring a garment, a fabric marking pencil, your favorite colors of embroidery floss, a pack of crewel embroidery needles, and size 8/0 beads to class and learn 10 common embroidery stitches that will add bling to your wardrobe.

Knitting for Fun 101

Mondays • 6:30 - 9 PM • February 1 – April 5
\$55 Fee (self-supporting) • Room: C-101
Instructor: Kathleen Wall • Section Number: 37037
Register by: January 29

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

Modern Quilting Made Easy: Valentine Heart Quilt

Thursdays • 5:30 – 8:30 PM • January 21 - February 11
\$30 Fee (self-supporting) • Room: A-103a
Instructor: Carola Jones • Section Number: 37061
Register by: January 20

Make a Valentine Heart Quilt for you and your Valentine! Quilt design is quick and easy and makes a perfect Valentine for a baby, child, or adult. Create a Valentine heirloom! This class is an easy introduction to quilting for beginners and a time saver for experienced quilters. Bring ½ yard of pink, white, and red cotton fabrics, matching thread, rotary cutter and mat, scissors and a sewing machine, and ½ yard of Wonder Under to the first class. Heart shaped template will be provided.

Quilting for Beginners

Tuesdays • Noon - 2 PM • February 23 – April 27
\$55 Fee (self-supporting) • Room: A-103a
Instructor: Dawn Hendrix • Section Number: 37047
Register by: February 22

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

Spring into Indigo Dyeing

Mondays • 10 AM - 1 PM • January 25
\$20 Fee (self-supporting) • Room: G-100
Instructor: Carola Jones • Section Number: 37062
Register by: January 22

Indigo blue is mesmerizing and one of the oldest dyes used for textiles and printing. Discover the transformative process of dyeing cotton and silk using plant-based indigo. Japanese Shibori and Algonquin Southeastern Woodlands resist design patterns will be presented.

OCCUPATIONAL EXTENSION

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

Biowork Process Technician for Pharmaceutical Manufacturing - Blended

Mondays • 6 - 10 PM Plus 4 hours of online instruction
per week • January 11 – April 12 • \$180 Fee
\$5 Technology Fee • Room: G-236
Instructor: Katrina Williams • Section Number: 37202
Register by: January 8

Online • January 25 – April 23 • \$180 Fee
\$5 Technology Fee • Instructor: Stephanie Winstead
Section Number: 37211 • Register by: January 22

Wilson Community College, working with area pharmaceutical industries, has developed this 136-hour course to provide basic preparation for entry-level operator jobs in pharmaceutical manufacturing. Course competencies include safety, quality, solid dose tableting, coating, and packaging. Math, teamwork, time management, and problem solving are incorporated in the course. (13.6 CEU)

REQUIREMENTS: High school diploma or equivalent. Textbook required.

Fundamentals of Tire Manufacturing

Tuesdays & Thursdays • 6 - 9 PM • February 2 – 25
\$70 Fee • \$15 Security Fee • \$5 Technology Fee
Room: E-101 • Instructor: Gretchen McKeithan
Section Number: 37149 • Register by: February 1

Tuesdays & Thursdays • 6 - 9 PM • March 2 – 25
\$70 Fee • \$15 Security Fee • \$5 Technology Fee
Room: E-101 • Instructor: Gretchen McKeithan
Section Number: 37150 • Register by: March 1

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

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

Grade I and II Wastewater Treatment Plant Operator

Monday & Wednesday • 6 - 9 PM
January 13 – April 7 • \$180 Fee
\$5 Technology Fee • \$15 Security Fee
Room: E-101 • Instructor: Jimmy Pridgen
Section Number: 37191 • Register by: January 12

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.

Industrial Welding I

Mondays • 6 - 10 PM • January 25 – April 12
\$125 Fee • \$15 Security Fee • \$5 Technology Fee
\$2 Insurance Fee • Room: L-100
Instructor: Greg Johnson • Section Number: 37151
Register by: January 22

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. *Insurance \$2.00 required. (4.8 CEU).*

Municipal Finance - Online

Online • January 25 – March 22
\$125 Fee • \$5 Technology Fee
Instructor: Danna Layne • Section Number: 37201
Register by: January 22

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.

Income Maintenance Caseworker - NC Fast

Tuesdays & Wednesdays • 5:30 – 8:30 PM
March 23 – May 12 • \$125 Fee
\$15 Security Fee • \$5 Technology Fee • Room: G-210
Instructor: Tondra Talley • Section Number: 37200
Register by: March 22

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.

AUTOMOTIVE

DMV - Car Dealer Pre-License

Saturday, February 13 • 8 AM – 5 PM &
Sunday, February 14 • 8 AM - Noon • \$70 Fee
\$5 Technology Fee • Room: P-101
Instructor: Chris Noble • Section Number: 37142
Register by: February 12

Saturday, March 6 • 8 AM – 5 PM &
Sunday, March 7 • 8 AM - Noon • \$70 Fee
\$5 Technology Fee • Room: P-101 •
Instructor: Chris Noble • Section Number: 37143
Register by: March 5

Saturday, April 24 • 8 AM – 5 PM &
Sunday, April 25 • 8 AM - Noon • \$70 Fee
\$5 Technology Fee • Room: P-101
Instructor: Chris Noble • Section Number: 37144
Register by: April 23

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 • March 1 & 2
\$70 Fee • Room: R-104 • Instructor: Lee Flythe
Section Number: 37158 • Register by: February 26

Monday & Tuesday • 6 - 10 PM • April 5 & 6
\$70 Fee • Room: R-104 • Instructor: Lee Flythe
Section Number: 37160 • Register by: April 2

Monday & Tuesday • 6 - 10 PM • May 3 & 4
\$70 Fee • Room: R-104 • Instructor: Lee Flythe
Section Number: 37167 • Register by: April 30

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 • January 25 & 26
\$70 Fee • Room: R-104 • Instructor: Lee Flythe
Section Number: 37156 • Register by: January 22

Monday & Tuesday • 6 - 10 PM • February 15 & 16
\$70 Fee • Room: R-104 • Instructor: Lee Flythe
Section Number: 37157 • Register by: February 12

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. Prerequisite: 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

Backhoe Operator

Saturday & Sunday • 8 AM - 5 PM
March 20 & 21 • \$70 Fee • \$5 Technology Fee
\$15 Security Fee • \$2 Accident Insurance
Room: W-110/LTC & the Wilson County Fire Training
Grounds • Instructor: TBA • Section Number: 37239
Register by: March 19

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

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

Effective Teacher Training - Blended

Tuesdays • 5:30 – 8:30 PM Plus 3 hours per week
online • February 9 – March 12 • \$125 Fee
\$5 Technology Fee • \$15 Security Fee
Room: A-112 • Instructor: Carola Jones
Section Number: 37190 • Register by: February 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. (3.0 CEU)

Electrical Contractor License Renewal

Changes to the 2017 Electrical Code: Articles 90-240
Saturday • 8 AM – 4:30 PM • February 13
\$70 Fee • Room: P-102 • Instructor: Kenneth Batts
Section Number: 37197 • Register by: February 12

**Changes to the 2017 Electrical Code: Article 250 -
Grounding and Bonding**
Saturday • 8 AM - 4:30 PM • April 24
\$70 Fee • Room: P-102 • Instructor: Kenneth Batts
Section Number: 37198 • Register by: April 23

These courses meet the annual continuing education requirement for electricians in the State of North Carolina. Topics include NEC Code review, new materials and procedures, and related code requirements (0.8 CEU). All classes are held at the Coastal Plain Law Enforcement Training Center, 3997 Ward Blvd - Room P-101. The required textbook is the most current edition of the National Electrical Code (approx. \$100). For more information, call (252) 246-1287. These 8-hour courses provide continuing education credits (CEUs) for electrical contractors as required by State Board of Examiners of Electrical Contractors.

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

Forklift Operation Training

Friday • 8 AM - 2 PM • February 12
\$70 Fee • \$2 Accident Insurance • Room: W-110
Instructor: TBA • Section Number: 37237
Register by: February 11

Friday • 8 AM - 2 PM • March 12
\$70 Fee • \$2 Accident Insurance • Room: W-110
Instructor: TBA • Section Number: 37238
Register by: March 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-toe boots or shoes required. No tennis shoes. (0.6 CEU)

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

Notary Public Training

Tuesday • 8 AM - 4 PM • January 26 • \$70 Fee
Room: E-101 • Instructor: Shirley Dupree
Section Number: 37192 • Register by: January 25

Tuesday • 8 AM - 4 PM • February 16 • \$70 Fee
Room: E-101 • Instructor: Shirley Dupree
Section Number: 37193 • Register by: February 15

Tuesday • 8 AM - 4 PM • March 16 • \$70 Fee
Room: E-101 • Instructor: Shirley Dupree
Section Number: 37194 • Register by: March 15

Tuesday • 8 AM - 4 PM • April 13 • \$70 Fee
Room: E-101 • Instructor: Shirley Dupree
Section Number: 37195 • Register by: April 12

Tuesday • 8 AM - 4 PM • May 4 • \$70 Fee
Room: E-101 • Instructor: Shirley Dupree
Section Number: 37196 • Register by: May 3

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, February 6 & 13 • 9 AM - 5 PM
\$70 Fee • \$5 Technology Fee • Room: E-101
Instructor: Robbie Carver • Section Number: 37145
Register by: February 5

Saturdays, March 6 & 13 • 9 AM - 5 PM
\$70 Fee • \$5 Technology Fee • Room: E-101
Instructor: Robbie Carver • Section Number: 37146
Register by: March 5

Saturdays, April 3 & 10 • 9 AM - 5 PM
\$70 Fee • \$5 Technology Fee • Room: E-101
Instructor: Robbie Carver • Section Number: 37147
Register by: April 2

Saturdays, May 1 & 8 • 9 AM - 5 PM
\$70 Fee • \$5 Technology Fee • Room: E-101
Instructor: Robbie Carver • Section Number: 37148
Register by: April 30

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.

A hand holding a puzzle piece with the Wilson Community College logo. The puzzle piece is white and features the text "WILSON COMMUNITY COLLEGE" and a stylized logo of three curved lines. The hand is wearing a black sleeve. The background is a dark gray grid of puzzle pieces, with one piece missing on the left and one missing on the right.

**Don't see
a class that
interests you?**

**Have an idea
about a class
we should add?**

LET US KNOW. WE WANT TO HEAR FROM YOU!

We are always on the lookout for fresh ideas.



Continuing Education Office • 252-246-1287

COMPUTER TRAINING

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

Administrative Assistant Certificate

Mondays & Thursdays • 9 AM - 1 PM
January 25 – April 15 • \$180 Fee
\$15 Security Fee • \$5 Technology Fee
Room: A-112 • Instructor: Bettie Applewhite
Section Number: 37172 • Register by: January 22

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

MICROSOFT APPLICATIONS

Introduction to Personal Computers

Tuesdays • 10 AM – Noon
January 12 – March 30 • \$70 Fee
\$15 Security Fee • \$5 Technology Fee
Room: A-112 • Instructor: Gretchen McKeithan
Section Number: 37186 • Register by: January 11

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.

Introduction to MS Excel

Thursdays • 6 – 8 PM • January 14 – April 1
\$70 Fee • \$15 Security Fee • \$5 Technology Fee
Room: A-112 • Instructor: TBA
Section Number: 37178 • Register by: January 13

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.

DIGITAL PHOTOGRAPHY

Digital Photography – Adobe Lightroom

Wednesdays • 5 – 7 PM
February 10 • April 28 • \$70 Fee
\$15 Security Fee • \$5 Technology Fee
Room: A-112 • Instructor: Chris Barnes
Section Number: 37188 • Register by: February 9

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
February 10 – April 28 • \$70 Fee
\$15 Security Fee • \$5 Technology Fee
Room: A-112 • Instructor: Chris Barnes*
Section Number: 37187 • Register by: February 9

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*

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 • January 5 - May 8
\$180 Fee • \$5 Technology Fee • Location:
Mitchell's Academy, 2616 Forest Hills Road, Wilson
Section Number: 37203 • Register by: January 4

COSMETOLOGY III

Tuesday - Friday • 8:30 AM - 4 PM &
Saturdays 8 AM - 4:30 PM • January 5 - May 8
\$180 Fee • \$5 Technology Fee • Location:
Mitchell's Academy, 2616 Forest Hills Road, Wilson
Section Number: 37205 • Register by: January 4

COSMETOLOGY II

Tuesday - Friday • 8:30 AM - 4 PM &
Saturdays • 8 AM - 4:30 PM • January 5 - May 8
\$180 Fee • \$5 Technology Fee • Location:
Mitchell's Academy, 2616 Forest Hills Road, Wilson
Section Number: 37204 • Register by: January 4

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.

EMT - BLND

**Tuesdays, Wednesdays & Thursdays • 6 - 10 PM and
Saturdays • 8 AM – 5 PM • January 14 – May 11
\$180 Fee • \$2 Insurance Fee • \$6 CPR eCard
Room: G-119 • Instructor: Staff
Section Number: 37206 • Register by: January 13**

TEXTBOOK REQUIRED:

- Pre-hospital Emergency Care, 11th Edition (ISBN: 9780134862781) *Includes: Book, Workbook, MyLab BRADY with eText Access Code*
- BLS Healthcare Provider Manual (2015 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 fee (\$2). (22.8 CEUs) This course is a total of 228 hours: Weekend schedule will be given on the first day of class. The class is a combination of Internet and classroom assignments.

EMS Continuing Education Training

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

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

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

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

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

PARAMEDIC PROGRAM

Spring Semester 2021:

1. Complete college entrance exams (or completed within the last 12 months). Contact Wilson Community College Student Development office to schedule any testing required. Math and English "Post-Secondary". If you do not meet this level, you must enroll in appropriate Math or English classes to obtain that level requirement. Math and English requirements MUST BE achieved before the end of the final semester of your cohort.
2. Enroll in Bio 163 (Anatomy & Physiology) or show completion of BIO 163, 165 & 166, or BIO 168 & 169.
3. Attend Paramedic Orientation class, to be offered in April 2021, to provide all in-class requirements and pre-requisites for Paramedic course.



For more information, contact Kyle Willis, EMS Coordinator, at 252-246-1296 or twillis@wilsoncc.edu.

Summer Semester 2021:

Paramedic Semester A (Classroom & Labs)

Fall Semester 2021:

Paramedic Semester B (Classroom, Labs, and Hospital Clinical)

Spring 2022:

Paramedic Semester C (Classroom, Labs, Hospital, Field Internships)



This class will be approximately 1200 hours over 3 semesters in addition to the first semester of pre-class requirements. Classes will be held one day a week between 8 AM - 5 PM, and online work will be required. Labs will be scheduled various times of the week to accommodate students scheduled. All field and clinicals will be scheduled during those semesters.

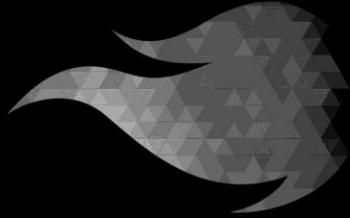
Cost will be approximately \$2500, all inclusive of textbooks, tuition, online resources, criminal background checks, drug screens, immunization tracker, and uniforms. THIS IS ONLY AN ESTIMATE and can be more or less.

This program will meet or exceed NCOEMS, COAEMSP standards.

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 Executive Office). This letter is NOT a CAAHEP accreditation status, 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.

CoAEMSP Executive Office: 8301 Lakeview Parkway Suite 111-312, Rowlett, TX 75088 • 214-703-8445 • FAX 214-703-8992 • www.coaemsp.org

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](#)

 [@WCCWILSONNC](#)

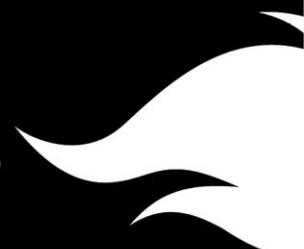
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 252-291-1195

 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 Spring semester Continuing Education classes begins on Monday, November 9, 2020. Pre-approval is required to determine program eligibility. As part of the approval process, copies of specific materials are necessary. Please note, once submitted, copies of the originals **will not** be returned to students. Students are advised to keep the originals and provide COPIES of all requested materials.

Classes requiring pre-approval are Nurse Aide I, Nurse Aide II, Phlebotomy, and Dialysis Technician Training. Pharmacy Technician Training does not require pre-approval, but a copy of 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 October 20, 2020 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.

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

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 \$120 at the end of the course.

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

STUDENT FEES AND REQUIREMENTS

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

- \$2 accident insurance
- \$16 malpractice insurance
- \$6 eCard for CPR

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

Dialysis Technician

Tuesdays & Thursdays • January 12 – April 22
Class Hours: 9 AM - 1 PM • Clinical experience starts on March 16: 5 hours each session
Clinical hours: 6 - 8:30 AM & 10 AM - 12:30 PM
Clinical location: Davita Dialysis
\$180 Fee • \$15 Security Fee • \$5 Technology Fee
\$2 Accident Insurance • \$16 Malpractice Insurance
\$6 CPR eCard • Room: G-109 • Instructor: Judy Ward
Section Number: 36904 • Register by: January 11

This 132-hour course prepares individuals with theoretical, technical, and clinical skills needed to maintain equipment and provide care to patients treated for chronic renal diseases. Successful completion of this course will prepare individuals for employment as a dialysis technician in hospitals, renal dialysis facilities, and clinics. After one year of work experience, individuals may be eligible to sit for national certification as a Clinical Hemodialysis Technician. (13.2 CEU)

TEXTBOOKS:

- Dialysis Core Curriculum for Dialysis Technicians, 6th Edition, (Approximately \$50)
- American Heart Association Textbook for CPR - (Approximately \$20)

APPLICATION REQUIREMENTS: (copies required)

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

PROOF OF THE FOLLOWING IMMUNIZATIONS:

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

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

Pharmacy Technician Training

Mondays & Wednesdays • 5:30 – 8:30 PM
January 11 – May 3 • \$180 Fee
\$15 Security Fee • \$5 Technology Fee
Room: G-227a • Instructor: Cynthia Galloway
Section Number: 36959 • Register by: January 8

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. Upon successful course completion, students are eligible to take the National Certification Exam through PTCB.org (approx. \$125). Textbooks required (approx. \$125). (9.6 CEU includes 2.0 CEU of Law)

TEXTBOOKS:

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

REQUIREMENTS: (copies required)

- High School Diploma or equivalent

NURSE AIDE TRAINING

Nurse Aide Level I

Wednesdays & Thursdays

8:30 AM – 3 PM • January 13 – April 29

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

\$6 CPR eCard • \$2 Accident Insurance

\$16 Malpractice Insurance • (19.2 CEU)

Room: G-115 • Instructor: Pamela Barnes, RN

Section Number: 36979 • Register by: January 12

Nurse Aide Level I

*Mondays, Tuesdays & Wednesdays • 5 – 9 PM

January 11 – April 27 • \$180 Fee

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

\$2 Accident Insurance • \$16 Malpractice Insurance

(19.2 CEU) • Room: G-115 • Instructor: Multiple

Section Number: 36983 • Register by: January 8

**Drug & criminal background check may be required.*

Prepares students to perform basic nursing skills for patients or residents in a health care related setting. Course includes class, laboratory, and clinical learning experiences. Upon successful completion of the course and the state-administered skills evaluation, the student will be eligible for listing with the Division of Health Service Regulations on the Nurse Aide Level I Registry in North Carolina as a Nurse Aide Level I. The Nurse Aide will always work under the supervision and direction of a licensed nurse. Initial listing with the 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 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 \$120. Uniforms are required: navy blue scrub top and scrub pants and white heather shoes. Analog watch also required for this class.

TEXTBOOKS:

- North Carolina Nurse Aide I Curriculum (2019) - (Approximately \$75)
- American Heart Association Textbook for CPR - (Approximately \$20)

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 class start date
- Two MMR (Mumps, Measles, Rubella) injections
- Three Hepatitis B (at least the first injection prior to the start date of class is required)
- Varicella injection or Titer (blood test to prove immunity to chicken pox)
- Tdap (within the past 10 years)
- Flu Vaccine

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

Nurse Aide Level II

Mondays & Wednesdays • 5 - 9 PM

January 11 – May 12 • Clinical hours start on March 29

5 hours each session • 5 – 10 PM (last class will be 4

hours) & one Saturday clinical on 5/12 for 8 hours

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

\$2 Accident Insurance • \$16 Malpractice Insurance

Room: G-109 • Instructor: Tanyual Barnes

Section Number: 37008 • Register by: January 8

This 166-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. (16.6 CEU)

TEXTBOOK:

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

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 class start date)
- Two MMR (Mumps, Measles, Rubella) injections
- Three Hepatitis B (at least the first injection prior to the start of class is required)
- Varicella injections or Titer (blood test to prove immunity to chicken pox)
- Tdap (within the past ten (10) years)
- Flu Vaccine

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

Phlebotomy Training and Clinical Education

Mondays & Wednesdays • 5 - 9 PM

January 11 – April 21

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: 37024 • Register by: January 8

This 156-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 required. (15.6 CEU)

The Division of Continuing Education of Wilson Community College recognizes and is fully supportive of clinical agencies that require a drug screen, background check, or fingerprinting on students. Costs of these tests are the responsibility of the student. The College has partnered with Castle Branch for these tests. No other provider will be accepted. The cost is \$90. Students are required to sign up with Castle Branch at the following web address: www.castlebranch.com: package code WD71 (bgdt). The Phlebotomy program requires a drug screen and background check. Students have ten (10) days after the class begins to sign up with castlebranch.com and to complete the required tasks. Failure to do so will result in the student not being able to continue in the phlebotomy training and clinical experience.

TEXTBOOKS:

- The Phlebotomy Textbook, 4th Edition (Approximately \$75)
- The American Heart Association BLS Healthcare Provider 2015 Standards Book (Approximately \$20)

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 class start date)
- Two MMR (Mumps, Measles, Rubella) injections
- Three Hepatitis B (at least the first injection is required prior to start of class)
- Varicella injection or Titer (blood test to prove immunity to chicken pox)
- Tdap (within the past 10 years)
- Flu Vaccine
- Drug and Criminal background check required with Castle Branch

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

SMALL BUSINESS CENTER

Located at Lee Technology Center, 4815 Ward Blvd.

Director: Melissa Evans • (252) 246-1232

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

SERVICES PROVIDED BY THE SMALL BUSINESS CENTER

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

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

- To register for seminars, webinars, or confidential counseling, visit us on the web at: www.wilsoncc.edu/sbc
- Pre-registration is encouraged. Walk-ins are welcome, pending available space. A link for online events will be provided with the confirmation email shortly after registration.

**All seminars & classes are held at Lee Technology Center unless otherwise indicated.*

Free Seminars & Webinars

PREPAID WITH YOUR TAX DOLLARS!

How to Start a Business - Online

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 • January 12 • 6 – 8 PM • Room: Online
Instructor: Melissa Evans • Event Number: 580-2021-1
Register by: 4 PM January 12

Successful Networking While You Sleep - Grow Your Small Business with Social Media

Frustrated, overwhelmed, and intimidated when it comes to using social media in your business? Spending enough time or too little? Learn valuable strategies to get the most out of Twitter, Facebook, LinkedIn, and Instagram. Learn how Canva and Githy can be used in your social media. Be intentional about your networking and be effective!

Thursday • January 14 • 6 – 8 PM
Room: R-158 & 159 & Online
Instructor: Joseph Novara • Event Number: 580-2021-2
Register by: 4 PM January 14

Ask the Expert for Small Business Owners

Existing and potential entrepreneurs will hear from City of Wilson and Wilson County division personnel on topics that include planning & zoning, building and fire inspections, property taxes, and environmental health inspections as applicable to their business types, whether they are home-based or in a commercial location. A question and answer period will follow each part.

Tuesday • January 19 • 6 – 9 PM
Room: R-158 & 159 • Facilitator: Melissa Evans
Event Number: 580-2021-3
Register by: 4 PM January 19

How to Write a Business Plan - Online

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

Thursday • January 28 • 6 – 8 PM • Room: Online
Instructor: Melissa Evans • Event Number: 580-2021-4
Register by: 4 PM January 28

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 structure and provide an order of operations for establishing your business.

Tuesday • February 2 • 7 – 8:30 PM
Room: Online • Instructor: Chisa Pennix-Brown
Event Number: 580-2021-5
Register by: 5 PM February 2

Show Me the Money – Financing for the Entrepreneur - Online

As a potential or existing small business owner, evaluate your small business capital and operating needs while planning financially with a budget for solvency and discover record keeping tools for success.

Tuesday • February 9 • 7 – 8:30 PM
Room: Online • Instructor: Chisa Pennix-Brown
Event Number: 580-2021-6
Register by: 5 PM February 9

NEW: What is Alignable & Can it Help Your Small Business? – Online

Alignable, designed to be a small business networking site to connect you with other business owners, allows you to build relationships online and in-person. As such, it has a multiplying effect for your business and not just an additive effect. Some business owners are more comfortable in person and some online. To get the best results, entrepreneurs can use Alignable as a safe tool that encourages you to “take it offline” when/if you are ready and meet for coffee or at an event.

Tuesday • February 11 • Noon – 1:15 PM
Room: Online • Instructor: Martin Brossman
Event Number: 580-2021-7
Register by 10 AM February 11

Easy Steps to Podcasting - Your Own Web-Based Radio Show for Small Business Owners

Podcasts are the “new” media, and using this web-based radio and pre-recorded show allows you to have profound influence when coupled with Facebook and Twitter to promote your business. Learn how to set up and run your own radio show to be heard on the web and in Apple's iTunes, and how to broadcast your audio podcast on YouTube or include a video version on YouTube.

Thursday • February 11 • 6 – 9 PM
Room: R-158 & 159 • Instructor: Martin Brossman
Event Number: 580-2021-8
Register by: 4 PM February 11

Defining Your Small Business Customer - Online

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

Tuesday • February 16 • 7 – 8:30 PM
Room: Online • Instructor: Chisa Pennix-Brown
Event Number: 580-2021-9
Register by: 5 PM February 16

Creating the Visual Brand in Your Small Business - Online

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.

Tuesday • February 23 • 7 – 8:30 PM
Room: Online • Instructor: Chisa Pennix-Brown
Event Number: 580-2021-10
Register by: 5 PM February 23

Your Food Truck Permitting Process, Equipment, & Other Regulations

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

Thursday • February 25 • 6 – 8 PM
Room: R-158 & 159 • Instructor: Angela Manning
Event Number: 580-2021-11
Register by: 4 PM February 25

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.

Tuesday • March 2 • 7 – 8:30 PM
Room: Online • Instructor: Chisa Pennix-Brown
Event Number: 580-2021-12
Register by: 5 PM March 2

Capturing Stunning Photos to Attract Customers for Your Small Business

The world of photography is evolving with smart phones outpacing professional camera equipment. However, even the smart phone operator can take low-quality photos that don't effectively promote the brand they've worked hard to build. Promoting your business to create brand awareness requires the use of pictures to tell your story and entice your target market. Learn how to take excellent photos as we discuss what to take pictures of, how many pictures to take, and understand the rule of thirds.

Thursday • March 4 • 6 – 6:55 PM • Room: R-161
Instructor: Katria Farmer • Event Number: 580-2021-13
Register by: 4 PM March 4

Create Engaging Videos to Hook Your Small Business Customers

Video has become more important than ever before in speaking to today's consumers. In this seminar, we'll learn the how, when, and where to use video in order to captivate your followers, as well as specifics about platforms for video to promote your business and business events on social media.

Thursday • March 4 • 7 – 8 PM • Room: R-161
Instructor: Katria Farmer • Event Number: 580-2021-14
Register by: 5 PM March 4

Open for Business – Business Plan Basics - Online

If you have attended the events on Tuesdays from February 2 through March 2, then you have gained a foundation for writing your business plan. In this webinar, attendees should expect to complete at least a one-page business plan with a clearly articulated vision.

Tuesday • March 16 • 7 – 8:30 PM
Room: Online • Instructor: Chisa Pennix-Brown
Event Number: 580-2021-15
Register by: 5 PM March 16

Digital & Print Design to Amplify Your Small Business Brand

Eye-catching designs that allow you to engage with your audience go beyond "pretty," as designing with only beauty in mind can hinder effectiveness with your audience. If you enjoy designing materials for your business or have no idea how to start, this seminar will guide you through effective print and digital design. Online and physical location distribution methods, as well as font and type size to meet ADA compliance and colors that appeal to various audiences, will be covered. Learn how to create designs that grab your customers and increase your profits using online tools.

Thursday • March 18 • 6 – 7 PM • Room: R-161
Instructor: Katria Farmer • Event Number: 580-2021-16
Register by: 4 PM March 18

NEW: Three Tips to Building Client Relationships That Last in Your Small Business

How can you connect with your small business clients and customers and get them to keep coming back? How do you show that you value and appreciate them? Clients can sing our praises and help to build a positive word of mouth business. Discover how to work smarter by cultivating your customers and leave rejuvenated and committed to serving your clients with proven, creative online and offline systems and strategies. Transform your clients into life-timers rather than one-timers, and learn three valuable methods that will keep your competition from ever getting through your client's front door.

Thursday • March 25 • 6 – 8 PM
Room: R-158 & 159 & Online
Instructor: Joseph Novara • Event Number: 580-2021-17
Register by: 4 PM March 25

Allowable Business Deductions for Small Business Owners

Small Business owners will gain an understanding of common business expenses, comprehend the general deductibility rules, and learn how to track those that require documentation. Home office use, capital assets vs. expensed items, leasehold improvements, depreciation, insurance, travel and entertainment costs, business startup costs, bad debts, intangibles such as patents or trademarks, legal fees, political contributions, and taxes will all be discussed.

Tuesday • March 30 • 6 – 8:30 PM • Room: R-161
Instructor: Rebekah Barr • Event Number: 580-2021-18
Register by: 4 PM March 30

NEW: 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. Attendees will leave with several tactics that can be implemented immediately to help bolster rankings and drive more traffic to their site.

Tuesday • April 6 • 6 – 7:30 PM • Room: Online
Instructor: Bonnie Minor • Event Number: 580-2021-19
Register by: 4 PM April 6

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.

Thursday • April 8 • 6 – 8 PM • Room: R-158 & 159
Instructor: Pat Killete • Event Number: 580-2021-20
Register by: 4 PM April 8

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

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

Tuesday • April 13 • 6 – 9 PM • Room: R-158 & 159
Instructor: Chris Onate • Event Number: 580-2021-24
Register by: 4 PM April 13

How to Write a Business Plan

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

Thursday • April 15 • 6 – 8 PM • Room: R-158 & 159
Instructor: Pat Killete • Event Number: 580-2021-21
Register by: 4 PM April 15

QuickBooks Hands-On Training for Your Small Business – Part I

Business owners can learn the basics of using QuickBooks for their business in this hands-on workshop conducted in a computer lab setting. Tracking your income and expenses is essential if you, as the business owner, want to keep tabs on your business performance and make time-sensitive decisions about your business operations. A bookkeeping system saves time and allows you to print financial statements with just a few clicks, as well as gather all your tax information in one place for year-end tax return preparation. **Class space is limited to 13 if COVID-19 restrictions are required.** Please sign up early to attend this six-hour Saturday seminar. There will be a one-hour break for lunch on your own. Attendees must exit the building during the lunch break. **Due to class size, please do not register if you have taken the class before.**

**Saturday • April 17 • 9 AM – 4 PM • Room: G-113
Instructor: Jess McLamb • Event Number: 580-2021-22
Register by: 5 PM April 16**

How to Do the 501(c)3 Thing – Online

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

**Tuesday • April 20 • 6 – 8 PM • Room: Online
Instructor: Sam Gore • Event Number: 580-2021-23
Register by: 4 PM April 20**

NEW: 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; Getting smarter through online metrics. Due to the scope of this session, it is more “high level,” but at the end, attendees will have a good understanding of the levers they can pull to drive online business.

**Tuesday • April 27 • 6 – 7:30 PM • Room: Online
Instructor: Bonnie Minor • Event Number: 580-2021-25
Register by: 4 PM April 27**

Financing Your Business

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

**Thursday • April 29 • 6:30 – 8:30 PM
Room: R-158 & 159 • Instructor: Bea Ethridge
Event Number: 580-2021-26
Register by: 4:30 PM April 29**

NEW: SWOT Analysis – How Are You Doing in Your Small Business? - Online

Corporations spend huge amounts of capital hiring consultants to perform a SWOT Analysis on their departments, processes, and people. During this webinar, you will discover how to uncover the Strengths, Weaknesses, Opportunities, and Threats for your small business and gain a solid understanding of your next steps for success.

**Tuesday • May 4 • 6 – 7 PM • Room: Online
Instructor: Jane Maulucci • Event Number: 580-2021-27
Register by: 4 PM May 4**

ONLINE COURSES

Continuing Education Registrar • (252) 246-1317 • km4997@wilsoncc.edu

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

Register By:

January 11, 2021
February 8, 2021
March 15, 2021
April 12, 2021
May 10, 2021

Start Date:

January 13, 2021
February 10, 2021
March 17, 2021
April 14, 2021
May 12, 2021

End Date

March 15, 2021
April 12, 2021
May 17, 2021
June 14, 2021
July 12, 2021

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