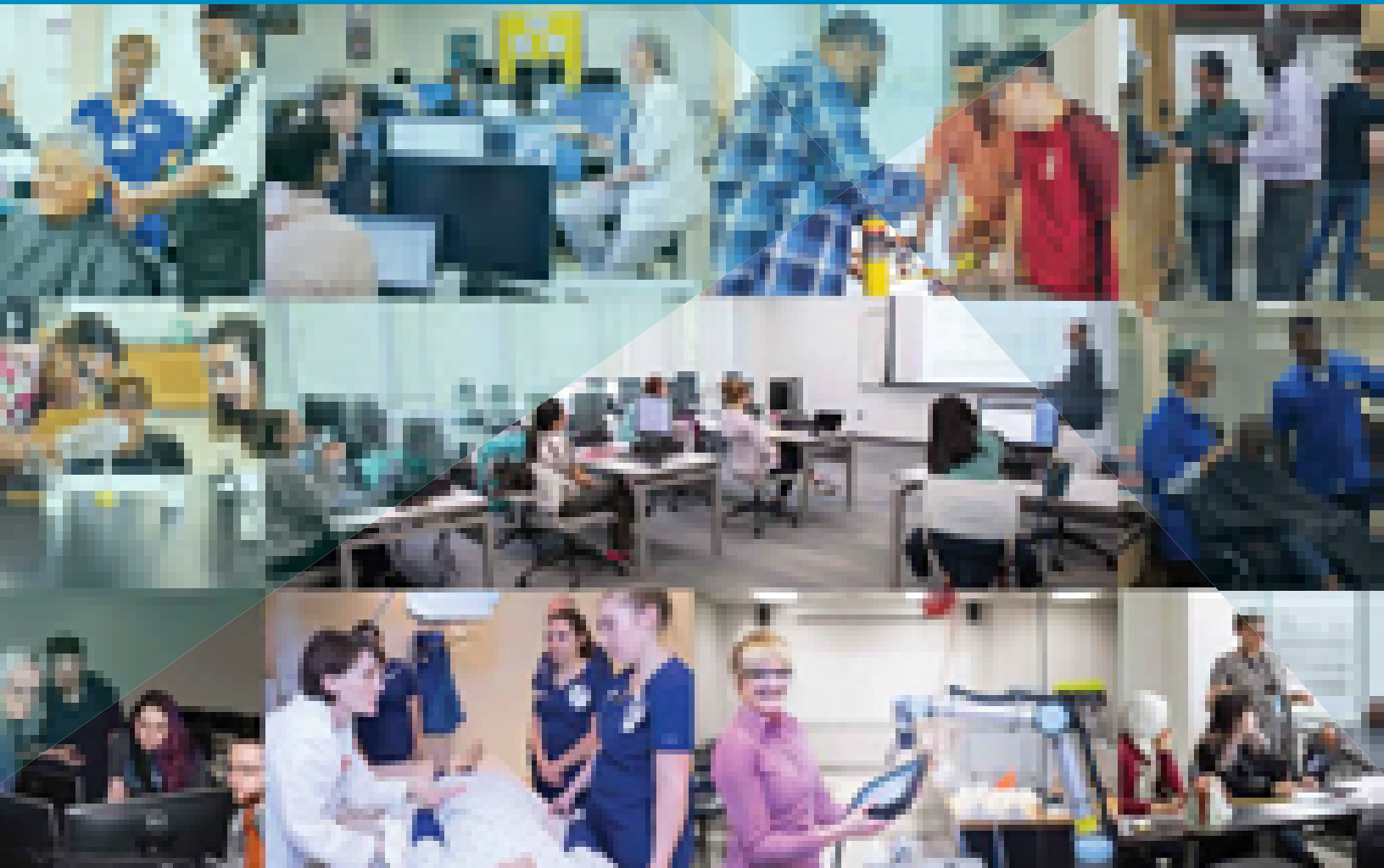WAKE **TECH**®

WORKFORCE CONTINUING EDUCATION

Workforce Education

Your path to a better future.

Explore programs and sign up for classes **TODAY.**

workforce.waketech.edu

Interested in Teaching?

Become a Workforce Continuing Education instructor! We are always looking for subject-matter experts to lead our broad range of non-degree classes.

**Qualifications:

- Knowledge in the subject you want to teach
- Excellent presentation skills
- Insight into potential students and markets for your class
- An entrepreneurial spirit

**Ability to speak a foreign language is a plus
**Experience teaching people who speak a variety of languages is a plus

Contact us at workforce@waketech.edu or call 919-866-5800
For current openings visit hr.waketech.edu

Welcome to Workforce Continuing Education!

Obtaining relevant skills and credentials that are valuable in the workplace is more important than ever. Employers are looking for personnel ready to enter the labor market with the skills they need to succeed. The Workforce Continuing Education division at Wake Tech is here to help meet this challenge.

Our mission at the college is to provide equitable access to education that transforms lives through economic mobility and personal fulfillment. We achieve this mission through the multitude of program offerings we provide.

We can help those who need their high school credential. Those who want to start their own business. Those who want to learn a new skill in their current career, and those who want to enter a brand new industry through our programs that offer industry-recognized credentials.

If you need to speak with someone to help navigate which path you want to take, our Career Services department is happy to assist you.

WORKFORCE EDUCATION. Your path for a better future.

Sincerely,

Anthony M. Caison, Sr.
Vice President of
Workforce Continuing Education

Need help? Have a question?

workforce.waketech.edu
workforce@waketech.edu
919-866-5800

Contents

WAKE TECH®

9 locations

- Beltline Education Center
- Scott's Wake 2.0
- Eastern Wake Education Center
- Perry Health Sciences Campus
- Public Safety Education Campus
- RTP Campus
- Scott Northern Wake Campus
- Southern Wake Campus
- Western Wake Campus
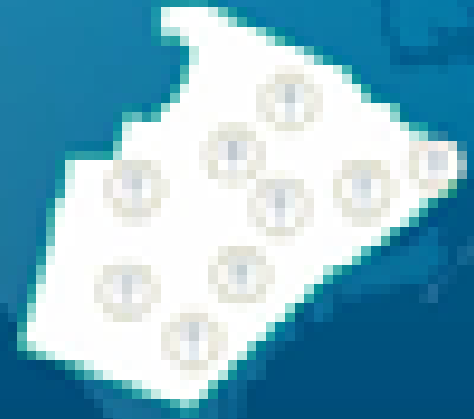
(1) **Southern Wake Campus**
9101 Fayetteville Road, Raleigh 27603

(2) **Scott Northern Wake Campus**
6600 Louisburg Road, Raleigh 27616

(3) **Perry Health Sciences Campus**
2901 Holston Lane, Raleigh 27610

(4) **Public Safety Education Campus**
321 Chapanoke Road, Raleigh 27603

(5) **RTP Campus**
10908 Chapel Hill Road, Morrisville 27560

(6) **Western Wake Campus**
3434 Kildaire Farm Road, Cary 27518

(7) **Beltline Education Center**
3200 Bush Street, Raleigh 27609

(8) **Wake Tech East**
5401 Rolesville Road, Wendell 27591

(9) **Eastern Wake Education Center**
519 Industrial Drive, Zebulon 27597

Community Learning Sites
Wake Tech offers courses at a variety of sites throughout Wake County. For an up-to-date list please go to **waketech.edu** and click on the LOCATIONS link at the top of the page.

Online Programs
Wake Tech offers a variety of degree and non-degree courses online. Ranked as one of America's Top Online Colleges by Newsweek. Visit **online.waketech.edu**.
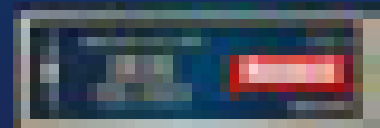
workforce.waketech.edu | 919-866-5800

Enhance Your Career

Agriculture, Food, and Natural Resources
Architecture and Construction
Arts, A/V Technology, and Communications
Business, Management, and Administration
Career Services
Education and Training
Finance
Government and Public Administration
Health Science
Hospitality and Tourism
Human Services
Information Technology
Law, Public Safety, Corrections, and Security
Manufacturing
Marketing, Sales, and Services
Science, Technology, Engineering, and Mathematics
Transportation, Distribution, and Logistics

Degree (Credit) vs. Non-Degree (Non-Credit)

Workforce Continuing Education (WCE) courses are considered "non-credit." When you take a WCE course, you won't earn college credit towards a degree (except in some unique cases) — but, you can earn industry-recognized certifications and CEUs.

DEGREE PROGRAMS	NON-DEGREE PROGRAMS
Require high school transcript	Don't require high school transcript
Longer term	Shorter term
Training leads to an associate degree	Industry-issued or industry-recognized credential or earning CEUs
Option to transfer to university	Some WCE courses may be eligible for college credit
Run on semester calendar	Option to start at different times of the year

Workforce Continuing Education (non-degree) vs. Curriculum (degree) programs. What's the difference? Scan the QR code to watch the video.
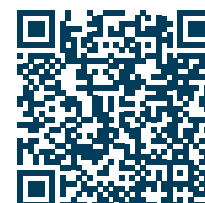
Earn Industry-Recognized Credentials—How long will it take me?

1 month or less
Some classes are 1 day

Business, Management & Administration
- Project Management CAPM Cert. Exam Prep
- Project Management PMP Cert. Exam Prep
- Scrum Master Cert. Exam Prep

Education & Training
- Autism Technician
- Registered Behavioral Technician (RBT)
- Substitute Effective Teacher Training

Government and Public Administration
- Building Standard Inspection
- Electrical Standard Inspection
- Mechanical Standard Inspection
- Plumbing Standard Inspection

- NC On-Board Diagnostics (OBD II) Vehicle Emissions Inspection
- Notary Public

Government & Public Admin. (cont.)
- NC Vehicle Safety Inspection
- OSHA 10-HOUR Construction Industry Outreach Training

Health Science
- American Heart Association CPR Instructor
- Medication Aide Certification Prep
- Pediatric Advanced Life Support (PALS)

Hospitality & Tourism
- ServSafe® Certification
- TIPS

Manufacturing
- Cable and Wire Harness Fabrication Specialist
- Circuit Board Evaluation Specialist
- Circuit Board Soldering Technician

Transportation, Distribution & Logistics
- Auto Dealer's Pre-Licensing
- Commercial Drone Pilot Training
- Escort Vehicle Driver Certification
- Forklift Training

3 months or less

Architecture, Automotive & Construction
- EPA Refrigerant Recovery/Recycling Cert. Exam Prep
- Welding
- Electrical Wiring
- Certified Fiber Optic
- Carpentry
- Hybrid and Electric Vehicle Diagnostic and Repair
- Automotive Maintenance and Light Repair

Business, Management & Administration
- aPHR Certification Exam Prep
- Lean Six Sigma Black Belt
- Lean Six Sigma Green Belt
- Professional Administrative Assistant

Finance
- Intuit: QuickBooks Certified User Online

Health Science
- Cert. EKG Technician
- Cert. Electronic Health Records Specialist
- Cert. Professional Coder (CPC) Exam Prep
- Central Sterile Processing
- Personal Trainer Certification

Hospitality & Tourism
- Basic Culinary & Restaurant Cert.
- Guest Room Attendant Certification
- Hospitality, Hotel and Restaurant Certif.

Information Technology
- MO-100: Microsoft Word
- MO-200: Microsoft Excel
- MO-300: Microsoft PowerPoint
- MO-400: Microsoft Outlook
- MO-101: Microsoft Word Expert
- MO-201: Microsoft Excel Expert

Law, Public Safety, Corrections & Security
- Raleigh-Wake Emergency Communications

Manufacturing
- Collaborative Robotics Technician Level 1
- Industrial Automation Technician

Marketing, Sales & Services
- Certified Pool Operator

6 months or less

Architecture & Construction
- Apartment Maintenance Technician Training
- Commercial Food Equipment
- Service Training
- Commercial Food Equipment Service Training II-Refrigeration
- HVAC
- Heat Pumps
- Introduction to Construction Trades– (NCCER Certifications)
- Project Management for Construction

Arts, A/V Technology & Communications
- Certified Fiber Optic Technician
- Training (CFOT®)

Finance
- American Institute of Professional Bookkeepers (AIPB)

Health Science
- Certified Billing Specialist
- Certified Coding Specialist
- Certified Medical Administrative Assistant
- Clinical Research Specialist

Health Science (cont.)
- Emergency Medical Technician–Basic (EMT)
- Mental Health Technician
- Nurse Aide I
- Nurse Aide I, Spanish
- Nurse Aide II

Human Services
- Activity Coordinator for Long Term Care
- Natural Hair Specialist

Information Technology
- AWS Certified Cloud Practitioner
- AWS Certified Solutions Architect
- CompTIA IT Fundamentals+
- CompTIA A+
- CompTIA Network+
- CompTIA Security+
- CompTIA CySA+
- CompTIA PenTest+
- CompTIA Project+
- CompTIA Data+
- ITS Artificial Intelligence
- ITS Cloud Computing
- ITS Cybersecurity

Information Technology (cont.)
- ITS Data Analytics
- ITS Databases
- ITS HTML and CSS
- ITS JavaScript
- ITS Python
- LPI Linux Essentials
- Red Hat Certified System Administrator (RHCSA)

Law, Public Safety, Corrections & Security
- Basic Law Enforcement Training (BLET Day Class)

Manufacturing
- Collaborative Robotics Technician Level 2
- Collaborative Robotics Programmer

Marketing, Sales & Services
- Auctioneer
- Cert. in Social Media Strategy and Marketing
- Real Estate Provisional Broker

S.T.E.M.
- BioWork Process Technician Training

12 months or less

Agriculture, Food & Natural Resources
- Craft Beer Brewing NC Pre-Apprenticeship

Finance
- Certified Billing Specialist
- Certified Coding Specialist

Health Science
- ESL Nurse Aide
- Massage Therapy

Information Technology
- Cisco Certified Network Associate (CCNA)
- Cisco Certified Network Prof. (CCNP)

Law, Public Safety, Corrections & Security
- Basic Law Enforcement Training (BLET Night Class)

Take your certification exam at Wake Tech!

18 months or less

Education & Training
- ESL Teaching Certificate

Human Services
- School of Barbering
- School of Cosmetology

For scholarship opportunities go to **waketech.edu/freetraining**

For class schedules, location, fees, and to register:

1 Go to workforce.waketech.edu

2 Type class title in the "Find a Class" search box

Search

Craft Beer Brewing Certificate Program

Craft beer brewing is on the rise! This program prepares you for entry-level work in the field with hands-on training in local breweries. You'll explore fermentation, malting, and hops as well as cellar, racking room, and bottle shop operations. Classes will produce beer to demonstrate the principles learned.

- **Commercial Craft Brewing**
- **Craft Beer Brewing Internship**

As an advanced student, you'll train in local breweries to prepare for entry-level positions—and learn networking and other skills to help you find employment during or after your internship.

Elective Course Options

Sensory Analysis Training for the Brewing Industry

Become a **Level 2 Certified Cicerone**—an essential function and in-demand skill for brewers and servers! Learn how to keep, serve, evaluate, and pair different beers, through group sessions and taste tests that will improve and calibrate your palate.
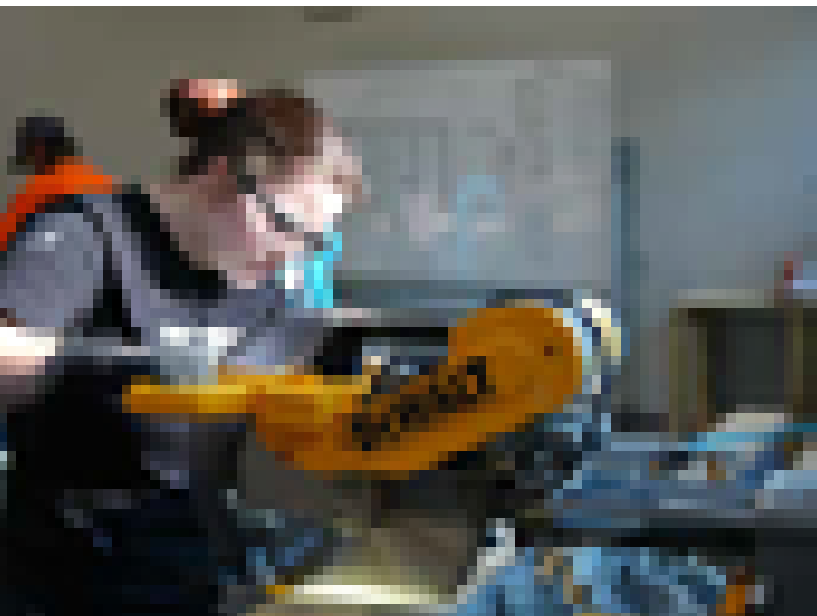
Craft Brewing Laboratory

Advanced brewing students will learn about quality control and assurance in the brewery including best practices, yeast management and qa/qc testing.

Crafting Brewing at Home

Learn everything you need to know about making beer right in the comfort of your own home.

CARPENTRY

Learn the basics of framing by building a storage shed. Discover how to lay out and construct floor systems, walls and ceilings, install windows and exterior doors, install sheathing on walls and roofs, and install house wrap.

APPLIANCE REPAIR | MAINTENANCE | RECYCLING

EPA Refrigerant Recovery/Recycling Certification

Technicians: Prepare for and take the CFC Recovery/Recycling Certification exam. (Exam also includes some basics not covered in this course.)

Apartment Maintenance Technician Training

Learn about the apartment business and about appliance and systems maintenance—electrical/plumbing/HVAC systems and more—for employment in entry-level technician positions. Lectures, demos, field trips, and hands-on labs reinforce learning. This course fulfills one of the requirements for the Certificate for Apartment Maintenance Technicians (CAMT).

Cursos en español

- Electrical Wiring–Residential
- Heating and Air Conditioning

enespanol.waketech.edu
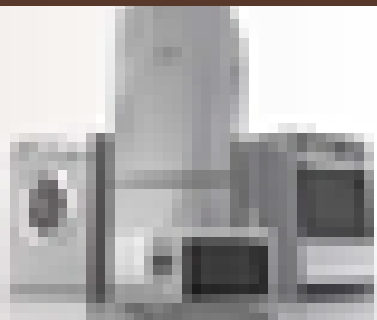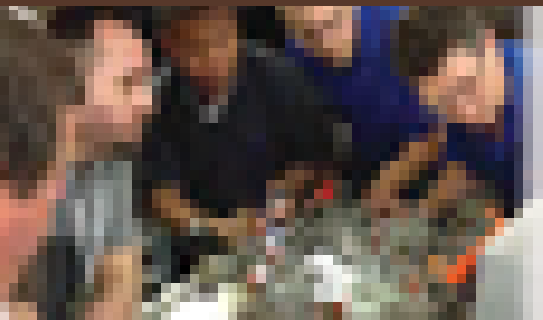
For class schedules, location, fees, and to register:

1 Go to workforce.waketech.edu

2 Type class title in the "Find a Class" search box

[Search]

Certified Fiber-Optic Technician Training

Develop the skills required for entry-level employment as a technician in a fiber-optic or telecommunications company. Cover the fundamental principles of fiber-optic technology, cable termination, networks, splicing procedures, troubleshooting and testing equipment.

You'll follow safety standards and protocols as you learn how to terminate fiber-optic cables, perform a mechanical and fusion splice, and learn how to calculate a system loss budget. Learn how to construct, test, and troubleshoot cabling systems using an Optical Time Domain Reflectometer (ODTR) and how to operate a Fusion Splicer.

Upon satisfactory course completion, you'll be eligible to take the Fiber Optic Association (FOA®) Certified Fiber-Optic Technician (CFOT®) certification exam, a nationally recognized certification.

COMMUNICATIONS AND GRAPHIC TRAINING

Graphic Communication Training

Take your digital image designs to the next level! The fundamentals of graphic design and photo editing are essential for business owners, marketing professionals, artists, photographers and hobbyists alike!

- Illustrator
- InDesign
- Photoshop

Project Management

PROJECT MANAGEMENT

Project Management Certification Exam Preparation

Prepare for the Project Management Institute (PMI) certification exam. Earn the required 35 credit hours of project management education by taking this class.

Additional Project Management Courses

- **Fundamentals of Project Management** Introduction
- **Essentials of Project Management***
  Understand the basics; case studies

  *Excellent refresher course for seasoned practitioners.

Online Courses

- **Human Resources Professional**
- **Managing an Effective Nonprofit Organization**

Writing for the Workplace

Effective Business Writing

Two levels of training:
Level 1: How to Sharpen Your Writing Style

Level 2: Get Your Emails Read & More Business Writing Tips

Grant Writing

Intro to Grant Writing

Levels 1 and 2:

Develop grant writing skills that are essential for acquiring competitive funding from government agencies or private foundations.

Fundamentals of Technical Writing

If you have a knack for explaining complex subjects in a way that makes them easy to understand, you should consider entering the well-paying field of technical writing. This course will teach you the fundamental techniques that all successful technical writers use.

Open to the Public!

Wake Tech's Career Services has what you need to take the next step on your professional journey.

Get workforce ready, find employment, or redefine your professional goals. Whether you're just starting out, changing careers, or simply brushing up on your employability skills, Career Services has what you're looking for. **Many services offered at no cost!**

Career Exploration

Drop-in Career Services
This in-person session, offered at multiple locations, will help you clarify your interests, skills and values to find the career that's right for you.

Career Coaching
Get one-on-one support or attend a group coaching session to guide you as you make decisions regarding career paths, programs of study and career advancement.

Online Tools
Visit our website for helpful links and resources to explore potential career paths and industry trends.

For more information, visit **careerservices.waketech.edu** and click on "Community."

Job Search Strategies

Wake Tech's Career Services offers valuable assistance to help get you back into the workforce or redefine your professional niche.

- Resume and cover letter writing
- Interview skill-building
- LinkedIn profile assistance
- Career transition support

Fees are waived for individuals who are unemployed, underemployed or facing a layoff.

Wake Tech's Career Services is here for you as a student and stays with you in the future!

Connect with us at **careerservices.waketech.edu** and click on "Students and Alumni."

ACT WorkKeys National Career Readiness Certificate® (NCRC)

Wake Tech offers the National Career Readiness Certificate (NCRC) which confirms an individual's workplace competency skills in three core areas:

- ACT WorkKeys Applied Math
- ACT WorkKeys Graphic Literacy
- ACT WorkKeys Workplace Documents

Find more information at:
crc.waketech.edu

Get started today! Visit careerservices.waketech.edu

For class schedules, location, fees, and to register:

1 Go to workforce.waketech.edu

2 Type class title in the course search box

Search

## Registered Behavior Technician Certificate Training

Learn principles and strategies for working with adults and children with Autism Spectrum Disorder (ASD). Gain an understanding of ASD and learn best practices for assisting individuals with functional communication acquisition, social skill development, and behavior change.

Also learn about Applied Behavior Analysis (ABA), an empirically validated method for changing behaviors and teaching social and adaptive living skills. Successful completion of the course results in a certificate of completion for the 40-hour Registered Behavior Technician (RBT) course, which can lead to certification as an RBT from the Behavior Analysis Certification Board (BACB).

Substitute Effective Teacher Training

Non-certified, substitute teachers in Wake County: Increase your daily pay! Develop instructional and classroom management strategies and become familiar with NC laws and expectations pertaining to K-12. This course requires 100% attendance.
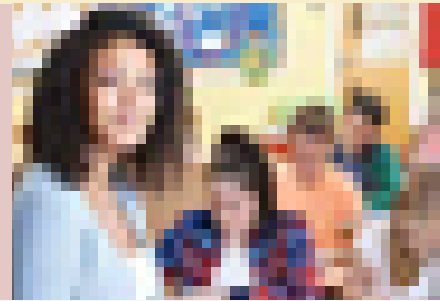
*ESL Teaching Certificate

teach ENGLISH

Whether you are looking for a career change, a ticket to see the world, or a profitable part-time income, we can help you reach your goals. Course titles include:

• **Language Acquisition and Adult Learners**

• **Nuts and Bolts of Teaching Grammar**

• **Methods and Materials for Teaching English as a Second Language**

• **Culture**

• **ESL Teaching Student Learning Experience (practice teaching)**

• **Instructional Technology**

• **Lesson Planning for ESL**

* Wake Tech has long been one of the largest providers of adult ESL instruction in the state of North Carolina. Today we are also an industry leader in ESL teacher education having served NC Community College ESL instructors statewide as well as sending graduates abroad.

ONLINE COURSES

**Solving Classroom Discipline Problems**

Learn the "secrets" to solving classroom discipline problems. In this course, a veteran teacher offers a step-by-step approach to effective, positive discipline for a peaceful, orderly classroom.

Content Literacy: Grades 6-12

Students must develop literacy skills in order to learn. With the adoption of the Common Core State Standards (CCSS), all teachers are becoming more involved in literacy development. This course provides strategies for helping students improve reading, writing, speaking, and listening skills.

Using Cellphones in the Classroom

Class, turn your cell phones—on! Learn how to use cell phones in your classroom to enhance teaching and learning, from a teacher who has done so successfully. Take advantage of this valuable tool for engaging your students!
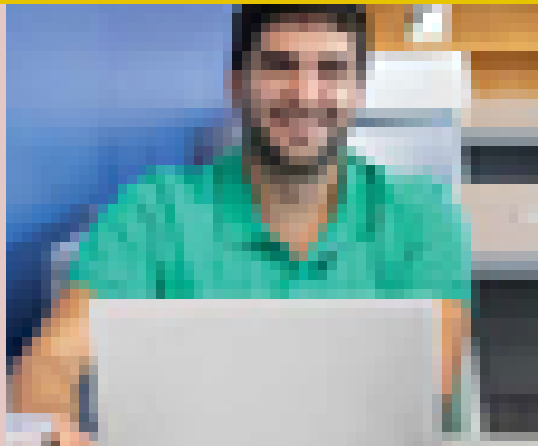
Teaching online? Need to learn how?

EPIC 30 Online Teaching Certificate

This 30-hour training concentrates on online pedagogy and universal design for learning (UDL) principles. It covers best practices in course navigation and design, online communication and collaboration, assessments, accessibility, and LMS skills training. The certification culminates with a capstone course that requires mastery-level demonstration of design and delivery skills described in the EPIC Quality eLearning Standard.

Workforce Continuing Education
Essential Spanish Program

Learn about the Spanish language and culture—for personal enrichment or a competitive edge! Businesses with Spanish-speaking customers and employees can also benefit. These are non-credit certificates.

- Essential Spanish 1 through 5
- Beginning, Intermediate, and Advanced Conversation classes
- Advanced Literature and Film Class
- Spanish for Construction
- Essential Spanish Intensive

A comprehensive Spanish language program for adult learners.

For class schedules, location, fees, and to register:

1 Go to
workforce.waketech.edu

2 Type class title in the
"Find a Class" search box

Search

FINANCE COURSES

- Conservative Investing
- How to Make Money
  When Your Don't Have a Job
- Pathways to Careers in Finance
- Personal Finance
- Retirement Planning Today
- Security Industry Essentials (SIE) Exam Prep
- Smart Money Management
- Stocks, Bonds, and Investing Oh My!
- The Analysis and Valuation of Stocks

ONLINE COURSES

- Accounting Fundamentals
- Introduction to QuickBooks®
- Intro to Crystal Reports
- Where Does All My Money Go?
- Employment Law Fundamentals
- Hire Yourself:
  Create Your Own Career

MORE RELATED COURSES!

- Get billing and coding training and prepare to work in a healthcare setting, go to page 16 to learn more
- Look for Real Estate Investing courses on page 33
- Find Retirement Planning courses on page 45

Bookkeeping Certification Exam Prep and Intuit QuickBooks® Training

Master the skills for certification as a bookkeeper and prepare for the **Certified Bookkeeper** exam.

Get hands-on training in **Intuit QuickBooks®**

> "Wake Tech had the right courses at the right times for me."
>
> —Andrew Szwarckop,
> Building Inspector and Wake Tech Alumnus

The career outlook for this industry is bright! Many North Carolina towns are in need of new, trained code enforcement officers due to the increase in business and residential construction projects.

Building Standard Inspection, I, II and III

Learn to properly inspect residential and commercial construction through an understanding of the NC Building Code, beginning with Level I, as each Level has a Certification with an increased scope of code knowledge and responsibility.

Electrical Standard Inspection, I, II and III

Learn to properly inspect electrical installations in all residential and commercial construction through an understanding of the NC Electrical Code of the NC Building Code, beginning with Level I, as each Level has a Certification with an increased code knowledge and responsibility.

Mechanical Standard Inspection, I, II and III

Learn to properly inspect mechanical installations in all residential and commercial construction through an understanding of the NC Mechanical and Fuel Gas Code of the NC Building Code, beginning with Level 1, as each Level has a Certification with an increased code knowledge and responsibility.

Plumbing Standard Inspection, I, II and III

Learn to properly inspect plumbing installations in all residential and commercial construction through an understanding of the NC Plumbing Code of the NC Building Code, beginning with Level 1, as each Level has a Certification with an increased code knowledge and responsibility.

Certification for each of the Standard Inspection Levels is accomplished by successfully completing the appropriate coursework along with other requirements of the NC Code Officials Qualification Board and passing the state exam for that level.

OSHA

OSHA 10-Hour Training

This 10-hour program helps entry-level construction workers learn how to recognize and prevent hazards on a construction site. The course is an ideal orientation for workers who are new to construction – and an excellent reminder of workplace hazards for those who've been in the industry for some time.

Notary Public Education
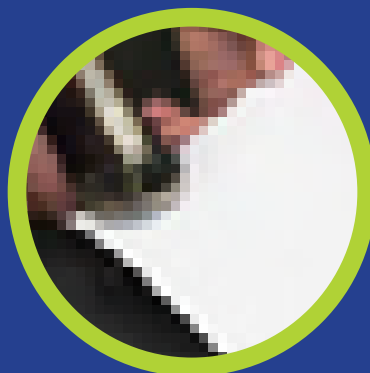
Become a notary public in NC. Learn the legal, ethical, and procedural requirements for notaries according to NC laws.

This course is approved by the NC Secretary of State to train, test, qualify, and commission NC notaries. The course covers the legal, ethical, and procedural requirements for notaries in NC.

NOTE: 100% attendance and satisfactory class participation are required; late students may not be admitted.

Thinking of a healthcare career?

Medical Terminology

This course introduces medical terminology and is a PREREQUISITE for a variety of courses. You'll learn terminology for the anatomy and physiology of all body systems, pharmacology, and major diseases as well as terms used in exams, procedures, and diagnoses. *Also offered online.*

Clinical Research Specialist

Prepare to work in clinical research. Learn about clinical trial structure, regulatory requirements, and the basics of collecting and analyzing data. Upon completion, students will understand clinical research concepts and structure and be able to apply that knowledge in a clinical trial or research setting. *Also offered online.*

Certified Healthcare Billing and Coding Specialist, Parts 1 and 2

Part 1: Prepare for entry-level healthcare billing positions and the CMRS exam. Train on insurance claims, legal and regulatory considerations, insurance plans, Medicare, Workers' Comp, and more.

Part 2: Prepare for coding careers and the CPC exam. Cover the roles and responsibilities of coders, regulations, and managed healthcare.

Intro to Medical Sonography

This course is part of Wake Tech's competitive entry process for the program. Topics covered in the course include applications, terminology, history, patient care, ethics and basic skills. Upon completion, students should also be able to define sonographic applications, basic patient care skills and preliminary scanning techniques.

IONM Review

This course is offered to both graduates of an EDT program and EDT professionals to prepare for their CNIM exam. The course is lecture-only and is fully online to allow students from across the region to participate. Principles covered follow the practice analysis for the CNIM provided by ABRET, including preparation and application of fundamental concepts, intraoperative phase, post-operative phase, and more!

Mammography

This course is for American Registry of Radiologic Technologists (ARRT)-registered radiologic technologists and radiography students. The theory component of the course is online and covers the principles of breast anatomy, positioning, projections, processing, quality control and evaluation of digital images. Upon completion of the required clinical rotation, you may be eligible to take the ARRT post-primary certification exam in mammography.

Emergency Medical Technician

Learn the concepts of basic emergency medical care, including airway, patient assessment, emergencies, trauma, pediatrics, and operations. Upon completion, you'll be able to demonstrate the skills necessary to function as an Emergency Medical Technician (EMT) – assessing, diagnosing, treating, and transporting patients.

ONLINE COURSES

- Central Sterile Processing Technician
- Certificate in Legal and Ethical Issues in Healthcare
- Clinical Research Specialist
- CPC Exam Review
- Healthcare Administration and EHR Office Professional
- Healthcare Billing and Coding
- Healthcare Clincal Research Specialist
- Medical Assisting with an emphasis on Medical Billing and Coding Part I & 2
- Medical Scribe
- Medical Terminology
- Monitoring Clinical Trials
- Group Fitness Trainer Certification
- EEG Review Course

Look for ESL Nurse Aide for English language learners on page 52

Nurse Aide I

Prepare to provide personal care and perform basic nursing skills for adults. Learn about aging, patient's rights, nutrition, safety, common disorders, death and dying, and the roles of health team members. The course includes class, lab, and clinical learning experiences. Also available: **Nurse Aide Refresher | Spanish Nurse Aide I | ESL Nurse Aide I**

Nurse Aide II

Prepare to perform more complex skills for patients in all settings. The course includes class, lab, and clinical learning experiences.

Upon successful completion, students can register to take the state written and skills exams to be listed as a Nurse Aide I with the NC Nurse Aide Registry or listed as a Nurse Aide II with the North Carolina Board of Nursing.

Medical Scribe

Learn the technical aspects of medication administration. This course prepares you to take the state-approved Medication Aide Competency Evaluation, and to be listed on the State Medication Aide Registry.

Mental Health Technician

You can play a significant role in the mental health care system by providing direct assistance to patients. Get an overview of mental health diagnoses, and learn how best to work with patients. Learn appropriate intervention techniques and how to help patients with daily tasks in specialized care facilities or hospitals.

Dental

- Dental Billing and Coding
- Dental Terminology
- Intraoral Dental
- Radiography
- Orthodontic Chairside Dental Assisting Skills

Massage Therapy

Part 1– Learn basic concepts to the role of the massage therapist in a variety of clinical settings. Emphasis is on beginning theory and techniques of body work as well as therapeutic touch skills.

Part 2 – Provides an expanded knowledge and skill base for the massage therapist in a variety of clinical settings. Emphasis is placed on selected therapeutic approaches throughout the lifespan.

Cardiovascular Technician/ Monitor—Certified EKG Technician

Learn the anatomy and physiology of the heart, principles of EKG, dysrhythmia recognition of sinus, junctional/atrial rhythms, heart blocks and bundle branches, and ventricular ectopy rhythms. Build skills in operating EKG equipment.

CPR and Life Support

BLS for the HCP CPR

Teaching healthcare professionals how to recognize life-threatening emergencies, provide cardiopulmonary resuscitation (CPR), use an automated external defibrillator (AED), and relieve choking in a timely and effective way.

PALS: Pediatric Advanced Life Support

This initial course builds skills in the treatment of pediatric arrest and periarrest patients through active participation in a series of simulated pediatric emergencies.

ACLS–Advanced Cardiac Life Support

ACLS is an advanced, instructor-led classroom course that highlights the importance of team dynamics and communication, systems of care and immediate post-cardiac-arrest care.

Also available *Refresher* class

Hospitality/Hotel and Restaurant Certification

Get a comprehensive overview of the hospitality industry, facets of service, and latest trends. Emphasis is on the latest technology tools used in the industry as well as operations and the philosophy of service. Find out about the many career opportunities, such as hotels, restaurants, meetings, events, and more. You'll be prepared for the challenges faced by professionals in hospitality management and gain a global perspective on industry issues. *Work-Based Learning opportunities available.*

Bartending

Learn the basics of becoming a bartender —with emphasis on ABC Laws, alcohol responsibilities, alcohol awareness, and bar setup. Hands-on instruction will be provided in making drinks and drink recipes, along with online learning about wine, beer, spirits, and non-alcoholic beverages. Upon completion, you will be TIPS (Training for Intervention Procedures) certification and Host U Certified, credentials recognized by industry.

### Basic Culinary, Arts & Restaurant Fundamentals Certification

Upon completion, you will receive your Restaurant Server and Kitchen Cook certification from American Hotel and Lodging Association as well as ServSafe® from National Restaurant Association.

HOSPITALITY is a Global Career!

Learn skills that will allow you to work anywhere in the world.

How to Start a Food Truck Business
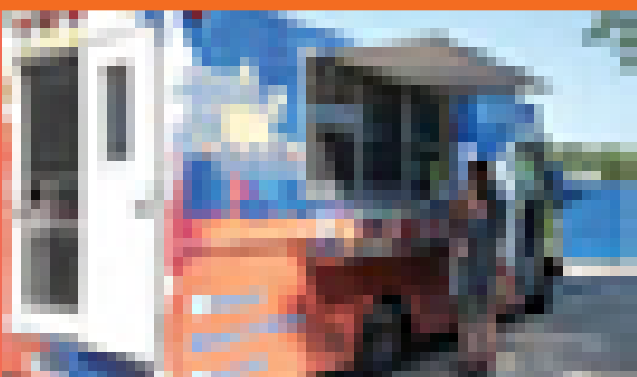
Become a part of the hottest dining trend around! Find out how to operate a food truck safely and legally—licenses and permits, health and safety concerns, taxes, and more. The course includes business essentials such as creating a business plan, securing a loan, budgeting, and costing. At the end of the course you'll take the ServSafe® Manager Certification Exam, which is mandatory for food truck operators.

Train to Work in the Restaurant Industry

Cursos en *español*

- Basic Culinary
- Beginner's Pastry
- Begging Artisan Bread Baking
- ServSafe
enespanol.waketech.edu

Barista and Café Training

Would you like to work as a barista in a coffee shop? Through hands-on training, this class will help you master the art of making a perfect cup of coffee, understand the importance of the roasting process, learn to manually pull espresso shots. You'll also discover how to plan a menu, ensure product quality, price products, market a coffee shop, and effectively serve customers.

Beginner's Baking and Pastry Arts

Learn the science, techniques and trends of baking from scratch. Discover the basic principles on how to prepare quick breads, basic leavened breads, cakes, cookies, custards, pastries, and cake decorating. This hands-on course includes a comprehensive overview of entry-level career opportunities and ServSafe® training.

Beginning Artisan Bread Baking

Would you like to have a career in the food service bread-making industry?

Learn how to turn flour, water, salt, and yeast into a dough that will bake properly and result in a perfect crust and crumb. From pre-fermentation, mixing ingredients, dividing and shaping dough to baking the perfect loaf, you will gain the fundamental skills needed to handcraft bread for an artisan bakery or café in a high-volume food establishment.

Path to Becoming a Travel Advisor

Do you love to travel? Would you like to become a part of this multi-billion-dollar industry? This course will guide you, step by step, to becoming a travel advisor, a career that requires expertise, interpersonal skills, and dedication. You'll learn about the the travel advisor's role, and the information and resources you need for success in this lucrative field.

Certified Pool Operator

Become certified by the National Swimming Pool Foundation.®

Earn your CPO® certification, demonstrating your ability to service and maintain swimming pools and spas.

Learn the fundamentals of pool operations including water circulation, disinfection, balance as well as filtration, chemical testing, regulations, guidelines, safety and more.
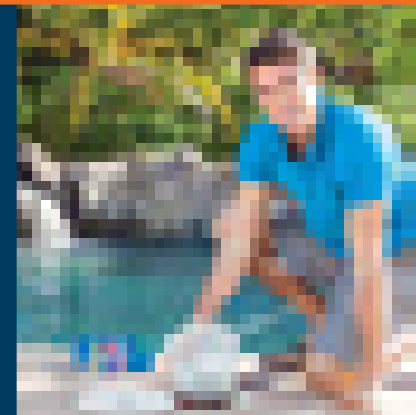
TESTING CENTER

Open to the public!

Take your professional certification exam at Wake Tech!

CompTIA | Citrix | Cisco
Pharmacy Technician | CDA Exams

AND MORE EXAMS AVAILABLE!

Wake Tech's Beltline Education Center
3200 Bush Street, Raleigh

919-334-1571
ccrtest.waketech.edu

Pearson VUE
Authorized Test Center

aPHR (Associate Professional in Human Resources) Exam Prep

The **aPHR certification** is the first-ever HR certification designed for professionals who are just beginning their HR career journey and proves your knowledge of foundational Human Resources. This training covers the six functional areas of the exam, including review questions for each section and a practice exam.

Requires high school diploma or equivalent.

Pet Care Industry Training

Receive instruction and hands-on practice to gain knowledge and develop skills to work in the pet care industry. Discover opportunities available in the industry or to start your own service business in the growing field of pet care.

Become a Professional Dog Groomer, Parts 1 and 2

Turn your love for animals into a successful career! Learn the basics of pet grooming and get hands-on experience in retail pet care. You'll work with dogs, under the supervision of an experienced groomer, and learn canine anatomy, coat and skin disorders, animal behavior, safe handling, and grooming tools and techniques. You'll also learn about customer service, for both animals and their owners.

Additional related courses

- Become a Professional Dog Trainer
- Professional Dog Bathing

Income Maintenance Caseworker-NCFAST

Become an Income Maintenance Caseworker, determining eligibility for services. Learn how to use the NCFAST application and build skills in communication, interviewing, time management, and data gathering and analysis.

Activity Coordinator for Long-Term Care
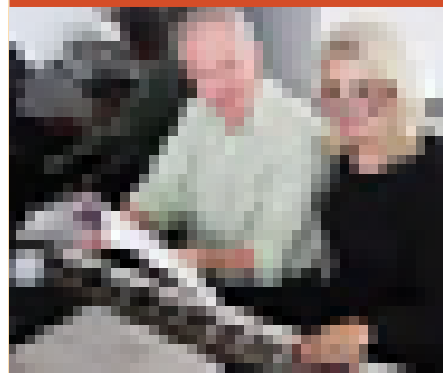
Designed for those who wish to work as an activity coordinator in a healthcare setting.

The NC Division of Facility Services requires that activity coordinators in adult care homes to complete at least 50 hours of training in an approved course.

SALON SERVICES offered by students!
To make an appointment, go to:
beltlinehair.waketech.edu

School of Cosmetology

- **Continuing Education Cosmetology I – Introduction**
- **Continuing Education Cosmetology II – Intermediate**
- **Continuing Education Cosmetology III & IV – Advanced**

These sequential courses offer a hands-on, professional salon environment conducive to learning and practical application, with the goal of providing students a fast track to employment and prepare them for the NC State Board of Cosmetic Arts Examination. Learn basic and advanced concepts, including anatomy, bacteriology, sanitation, professional image, and ethics. Learn the fundamentals of cosmetology services such as shampooing and hair rolling, coloring, and bleaching; manicures, pedicures, and more.

All Workforce Continuing Education School of Cosmetology classes are also offered in a Bilingual format, with content taught in Spanish.

Natural Hair Specialist

This course covers hair twisting, braiding, wrapping, extending, and locking, along with the science and practice of infection control and bacteriology. It also includes client consultation, business management, professional ethics, and related topics. Those interested in becoming a Natural Hair Care Specialist must complete 300 hours of training and certification in an approved program with an additional 48 hours of training with Wake Tech School of Natural Hair, per the NC State Board of Cosmetic Arts. Upon completion of this course you will be eligible to sit for the NC Natural Hair Care Braiding License Exam.

For class schedules, location, fees, and to register:

1 Go to workforce.waketech.edu

2 Type class title in the "Find a Class" search box

Search

Workforce Continuing Education School of Barbering

I: Introduction
II: Intermediate
III: Advanced

These sequential courses prepare students for employment in a full-service barber-styling shop. Learn theory and gain practical experience in hair cutting and styling, coloring, and relaxing; shampooing and scalp treatments; shaving; and facials. The courses also cover product knowledge, shop management, and customer service. Training is based on the requirements for passing the state's examination. With diligent study, students will be prepared for employment in the barbering industry as an Apprentice and Registered Barber. Instructors are licensed by the NC State Board of Barber Examiners and stay current on methods and trends.

Barbershop Services

Barbershop services offered by students! Walk-ins are welcome.

To make an appointment, go to:

barbering.waketech.edu

BARBER SHOP
SERVICES

Cursos en *español*

- Introduction to Personal Computers and Windows
- Microsoft Excel
- Microsoft Word

enespanol.waketech.edu

Information Technology Skills for High-Demand Occupations

- Artificial Intelligence
- Cloud Computing
- Computer Programming
- Cybersecurity
- Data Analytics
- DevOps

- Microsoft Office 365 Word, Excel, PowerPoint, OutlookMobile Apps
- Networking
- Project Management
- Web development

New and Emerging Technologies

Hottest Information Technology Jobs in Wake County Typically Requiring Less Than 2 Years Work Experience.

- Computer Programmer
- Computer Support Specialist
- Database Administrator
- Graphic Designer / Desktop Publisher
- Network / Systems Support Specialist

Source: Burning Glass Technologies Business Intelligence Analyst
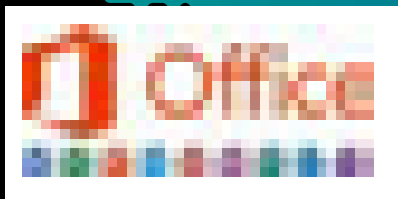
Microsoft®

Upgrade your skills or earn a Microsoft certification!

- Microsoft Office Specialist: Associate and Expert

Industry-Standard Certifications

CompTIA, Cisco, Cyber Security, Red Hat, Certiport

Certiport
- Artificial Intelligence
- Cloud Computing
- Cybersecurity
- Data Analytics
- Databases
- HTML and CSS
- JavaScript
- Networking
- Network Security
- Python
- Software Development

Cisco
- Cisco Certified Network Associate
- Cisco Certified Network Professional

CompTIA
- A+
- Cloud Essentials+
- Cybersecurity Analyst+
- Data+
- IT Fundamentals+
- Network+
- PenTest+
- Project+
- Security+

Red Hat
- Red Hat Certified System Administrator

IT Power Packs: Level Up Your Life!

POWER PACKS™

Take your IT skills to the next level

Power Packs aim to prepare you for the next step in your career, whether you are brand new to the IT field or a mid-career professional looking to level up. And, if you want to take your knowledge even further, the credentials you earn in a Power Pack can count for college credit in a degree program at Wake Tech!

Power Packs™ programs:
- AWS Certified Solutions Architect Associate
- Cisco Certified Network Associate (CCNA)
- Cisco Certified Network Professional (CCNP)
- CompTIA Certified Cybersecurity Analyst+ (CySA)
- Data Analytics for Business Professionals
- IT Support Technician
- Network Technician
- Red Hat Certified System Administrator (RHCSA)
- Software Developer using Python
- Web Programmer using HTML5, CSS and JavaScript

Scholarships may be available.

WAKE TECH Propel™

propel.waketech.edu

Take your training to the next level at Wake Tech's Public Safety Training Academy

12-Lane Indoor Firing Range | Simulated FATS Firearms Training
RBT Room with Customizable Configurations
SCAT Training Rooms | Mobile Driving Simulator

Start your Public Safety career with Basic Law Enforcement Training

This certification-related course is designed to equip students with the basic skills, knowledge and ability to function as experienced law enforcement officers in the state of North Carolina. The course is a pre-requisite for law enforcement officer certification in this state. The minimum hours required per block of instruction in this course are set by the NC Criminal Justice Education and Training Standards Commission.

blet.waketech.edu

Career Exploration

Pathways to Careers in Law Enforcement, Public Safety, Corrections, and Security
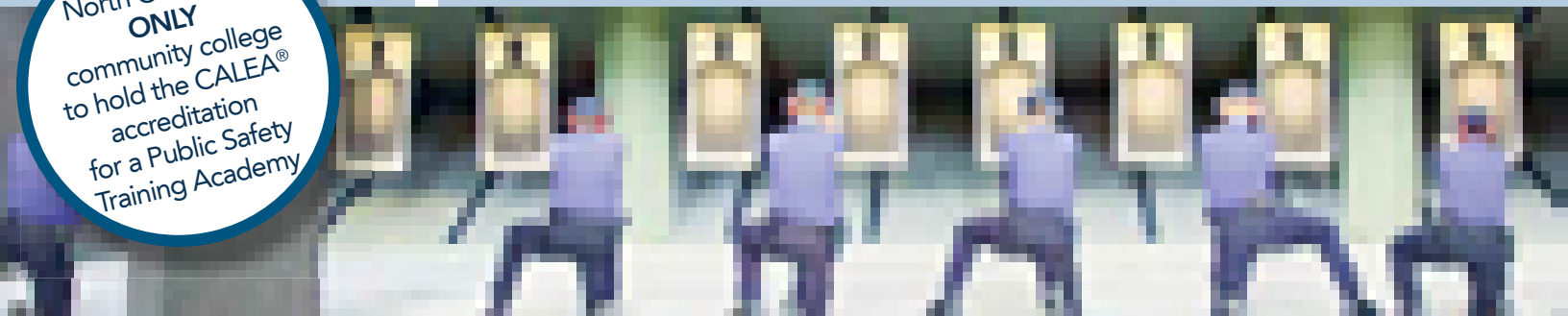
Learn how to obtain the training needed for specific positions, including patrol officers, deputies, detectives, forensic science technicians, federal agents, game wardens, security guards, probation officers, and correction officers.

North Carolina's **ONLY** community college to hold the CALEA® accreditation for a Public Safety Training Academy

In-Service Training for Law Enforcement Personnel

Wake Tech offers a variety of opportunities for law enforcement training—in the classroom and through practical application. Training for law enforcement personnel is provided at the request of law enforcement agencies. Our programs emphasize legal and technological advancements in the field.

- Alcohol Screening Test Devices (ASTD) First Line Supervision
- Corrections and Detection
- Criminal Investigations
- Credible Leadership (online)
- Death Investigations
- Juvenile Investigations
- Leadership Training

- LIDAR Certification/Recertification
- Mandated In-Service Training (seated and online)
- Narcotics Investigations
- Officer Survival I / II
- Police Law Institute
- RADAR Certification/Recertification

Look for EMS and CPR courses on pages 16-17

Wake County Fire Academy

In partnership with Wake County, Wake Tech offers a 33-week course that will put you on the pathway to a career of fighting fires and protecting area residents in less than a year.

Fire Services Training

No experience is required of applicants, and the following certifications are available:

- Firefighter
- Hazardous materials
- ICS
- Rapid intervention

- Technical rescuer
- EMT Basic (offered at the end of the academy)

fireservices.waketech.edu

In-Service Training for Fire and Rescue Personnel

Wake Tech trains fire and rescue personnel throughout Wake and surrounding counties. This program provides full-time and volunteer fire departments with knowledge, skills, and certification in modern firefighting, rescue, officer development, and management. Specialty classes based on departmental needs and new training standards are offered throughout the year.

Classes are held at the Public Safety Education Campus and at individual fire departments. Training help within local fire departments enables personnel to develop and enhance skill levels with the equipment they use in controlling fires.
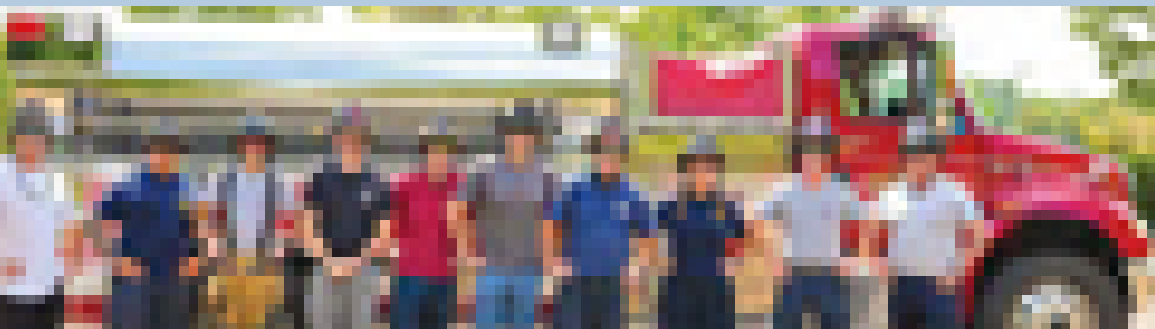
Online Courses

Paralegal

The Paralegal Online Training Program will prepare you for success in this growing career field. You'll learn about the American legal system, how to conduct legal research and legal interviews, how to perform legal analyses, and more. Your training will prepare you to become a legal secretary or paralegal and to take the certification exam.

Basic Drone Operations

This course will introduce public safety personnel to the basic operation of drones (UAVs) for use during man-made and natural disaster mitigation.

WAKE TECH propel™

Launch a new career or upskill in your current profession, *FAST!*

Take advantage of a unique opportunity to prepare for a great new career! Most Wake Tech Propel programs can be completed in six-months or less. More than half also lead to credit in a degree program or entry into a WakeWorks apprenticeship.

Scholarships may be available.

INFORMATION AND DIGITAL TECHNOLOGY
15 programs such as CCNA, CompTIA, and Red Hat Certified System Administrator, all leading to industry-recognized certifications that also count toward academic credit in a Wake Tech IT degree.

HEALTHCARE AND WELLNESS
Certified Nurse Aide, EKG Technician, EMT, Medical Assistant, Healthcare Billing and Coding and other programs that provide entry into high demand healthcare jobs.

PUBLIC SAFETY
Basic Law Enforcement Training, which is required for a career as a sworn law enforcement officer.

BIOTECHNOLOGY
BioWork, the short-term program that serves as a gateway to employment with many of the biopharma companies that are rapidly growing in our region.

CONSTRUCTION AND MAINTENANCE
10 programs that count as pre-apprenticeships in the WakeWorks Apprenticeship program such as Apartment Maintenance, HVAC, Electrical, Plumbing and Tower Technician.

Other programs available in BUSINESS, HOSPITALITY AND PERSONAL SERVICES, TRANSPORTATION and more!
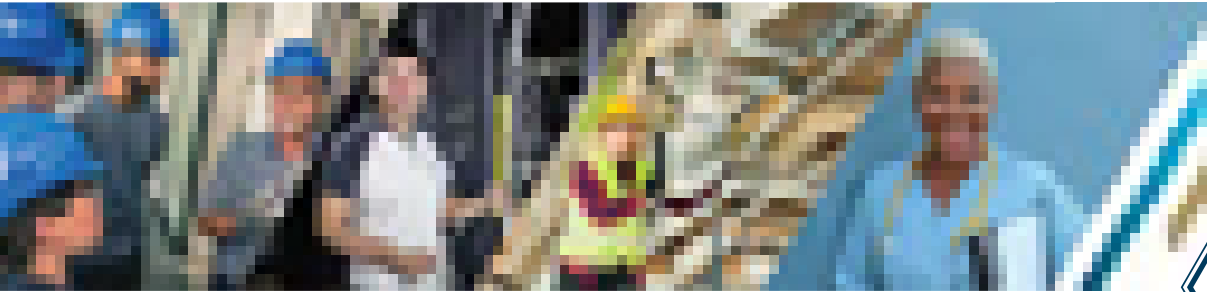
ENROLL TODAY!
propel.waketech.edu

Scan to learn more

wake**works**

Your OPPORTUNITY to earn while you learn!

SCHOLARSHIPS AVAILABLE

Find out what **300 apprentices** and **100+ local businesses** know about the benefits of combining classroom and hands-on instruction.

WakeWorks® Apprenticeship

WakeWorks® Apprenticeship offers an extraordinary opportunity to get paid while gaining nationally recognized skills and professional credentials. Start your career today in one of these high-demand fields:

Degree and diploma programs

- Accounting
- Automotive Maintenance and Light Repair
- Automotive Systems Technology
- Civil Engineering Technology (Drafting)
- Collision Repair and Refinishing Technology
- Construction Management Technology (Project Manager)
- Culinary Arts
- Electrical Systems Technology
- Electronics Engineering Technology
- EMT*
- Geomatics Technology (Surveying)
- HVAC
- Mechanical Engineering Technology
- Medical Assisting
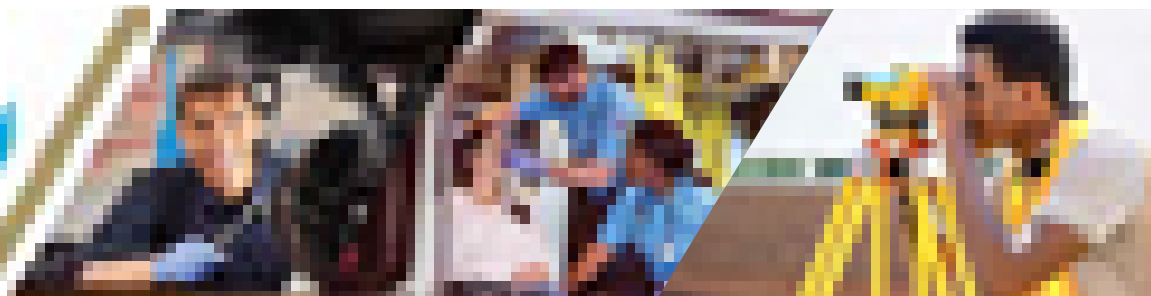- Plumbing Technology
- Welding Technology

Professional certifications

- Apartment Maintenance Technician
- Carpentry
- Electrical
- EMT*
- HVAC
- Tower Technician*

    * Must be at least 21 years old

SCAN to watch video

A COLLABORATIVE PARTNERSHIP

WAKE COUNTY
NORTH CAROLINA

WAKE TECH®
COMMUNITY COLLEGE

wakeworks.waketech.edu

You're Hired!

**Working in a dead-end job? Ready to start earning a salary in a career you enjoy?**

Wake Tech makes training for high-demand jobs quick and simple. Start with a short-term course that leads to an industry-recognized certification and become a:

- Bookkeeper
- HVAC Technician*
- IT Support Technician*
- Healthcare Billing and Coding Specialist
- Automotive Technician*

These programs are designed with you in mind:

- They lead to industry certifications and licensures in high-demand fields.
- Some can be completed in as little as four months.
- The certifications can lead to credit in a Wake Tech academic degree program, so you can climb your "career ladder" as high as you like!

Scholarships available for those who qualify.
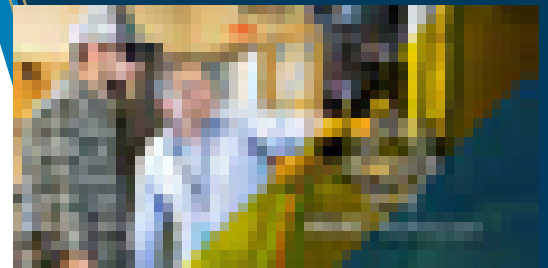
Enroll today!
waketech.edu/adultlearners

* Eligible for apprenticeship opportunity

WAKE TECH®

Real Estate

Becoming a Realtor. Wake Tech can prepare you for the North Carolina Real Estate Commission licensing exam.

- Pre-licensing: Provisional Broker
- "Flip It"...A look into investing in today's real estate market
- Creative Real Estate Investing

realestate.waketech.edu

ONLINE COURSES

Marketing

- Marketing Design Certificate
- Certified Digital Marketing Professional
- Certified Digital Marketing Fundamental
- Digital Marketing Strategist
- Marketing Your Non-Profit
- Business and Marketing Writing

Real Estate Law

Learn the basics of real estate law, including investing, title searching, mortgages, and associated legal issues. This course will help you master the essentials, with examples and hands-on exercises that will help you apply what you've learned in a real estate practice or in personal real estate investing.

Biotechnology

BioWork Process Technician Certificate

Join the exciting fiels of Biotechnology! BioWork is a 136-hour, non-credit certificate course that can lead to an entry-level position as a process technician. The certificate provides course credit that can be put toward an associate degree in Biotechnology or Biopharmaceutical.

Class Options:
- Hybrid, Day, Evening, and Online Face to Face, and On Demand schedules.
- Offered in 8-week, 12-week and 15-week formats.
- Class and lab times will vary depending on the format.
- Classes are offered at the RTP and Western Wake Campuses.

biowork@waketech.edu

Industry Training

Wake Tech is the leading provider of advanced training for biotechnology and biomanufacturing professionals. Training is offered at the state-of-the-art NC BioNetwork Capstone Center at NC State University's Centennial Campus. The BioNetwork Capstone Center provides affordable, high-quality, hands-on training in biotechnology, biomanufacturing, and biopharmaceutical/pharmaceutical operations in a simulated industrial (cGMP) environment.

The Capstone Center is part of the Golden LEAF Biomanufacturing Training and Education Center on North Carolina State University's Centennial Campus. It provides a training environment that mirrors a biomanufacturing plant, with state-of-the-art classrooms, industrial-grade equipment laboratories and a certified cleanroom suite.

Biomanufacturing Courses

- Aseptic Processing I &II
- Cleanroom Growing
- Current Good Manufacturing Practices
- Data Integrity
- Good Documentation Practices
- Micropipetting Techniques
- Writing Effective SOPS

biotech.waketech.edu

Motorcycle Basic Rider Course

This course will help you develop the skills and strategies to become a safe and responsible rider. This is an MSF course; successful students will receive endorsement cards and will not have to take the riding portion of the DMV test.

3-Wheel Motorcycle Course

Enhance your 3-wheel motorcycle riding skills. Take the basic, entry-level, learn-to-ride 3-wheel motorcycle training and education course. Two-day, weekend classes consist of classroom instruction, riding exercises, and a knowledge and skills test. Successful students receive endorsement cards and will not have to take the riding portion of the DMV test.

FAA Part 107: Commercial Drone (UAS) Pilot Exam Training

Careful – flying a drone can get you into legal trouble if you don't know the rules. This course prepares you for the FAA exam with classroom instruction and instructor feedback.

Drone (UAS) Flight Operations and Training

This class helps pilots build their flight capabilities and maneuvering skills through hands-on instruction. You can bring your own UAS unit, or you can use ours as you practice!

NC On-Board Diagnostics (OBD II) Vehicle Emission Inspection

Become familiar with the requirements for certification as a NC On-Board Diagnostics (OBD II) Inspector-Mechanic, and for licensing (and license renewal) for the OBD II Emissions Inspection Program administered by the NC DMV. Students must bring a state-issued ID and station number.

NC Vehicle Safety Inspection

Become licensed to conduct official NC Vehicle Safety Inspections according to the requirements of NC DMV.

DMV certification will be issued upon full payment of tuition. Students must bring safety glasses, a state-issued ID, and station number.

WIDE LOAD

Escort Vehicle Operator Course

Course fulfills NC Department of Transportation (NCDOT) requirements for the certification of drivers of oversize/overweight load escort vehicles, as required by G.S. 20-119 and detailed in 19A NCAC 02D.0644. Learn safe and effective escort skills and take an exam to prove course comprehension.

Defensive Driving

Safe-driving classes may be court-ordered following a driving offense, and these Defensive Driving courses will satisfy those requirements. We offer:

- Defensive Driving I
- Defensive Driving II

Auto Dealers Pre-Licensing (12-Hour Course)

This course is approved by the NC Division of Motor Vehicles for the initial licensing of independent auto dealers. It covers licensing requirements, state and federal laws, frequently-used forms, dealer license plates, and vehicle safety inspections.
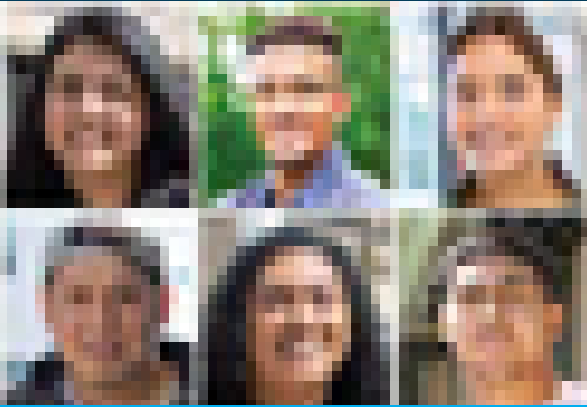
Wake Tech tiene muchas opciones para tí.

Mejora tu Inglés

Si estás interesado en mejorar tu inglés, Wake Tech te puede ayudar de varias maneras:

Inglés como Segundo Idioma (ESL)

Ofrecemos instrucción en inglés, sin titulación, a residentes adultos que no hablan inglés y que viven y trabajan en los Estados Unidos. Estas clases ponen énfasis en el desarrollo de habilidades para conseguir trabajo o ir a la universidad.

También ofrecemos clases de Ayudante de Enfermeria, programas de construcción, ayuda para negocios pequeños, cómo empezar su negocio propio y otras ocupaciones útiles. Para más información visita la siguiente página web: connect.waketech.edu

Inglés como lengua Extranjera (EFL)

El programa de Inglés como Lengua Extranjera está diseñado para que aquellos estudiantes quienes desean estudiar en los EE.UU. desarrollen sus habilidades académicas de inglés a nivel universitario. La mayoría de los estudiantes en este programa son inmigrantes recién llegados a los Estados Unidos.

Titulación o Licenciatura

Puedes obtener:

- Una certificación
- Un título de dos años
- Cursos con créditos para registrarse a una universidad

Cursos en español

Ofrecemos entrenamiento bilingüe en una amplia variedad de cursos:

Aprende un oficio específico, computación, o adquiere habilidades médicas.
Ejemplos de clases:

- Aire Acondicionado y Calefacción
- Cableado Eléctrico Residencial
- Ensamble y Reparación de Computadoras
- Microsoft Office
- ¡Y más!

Para más información, visita
enespanol.waketech.edu

Build Your Business

Wake Tech Entrepreneurship
& Small Business Center

Wake Tech Entrepreneurship & Small Business Center
helps you start and grow your business in Wake County
through free seminars, free small business counseling, and
specialized training programs.

"When I embarked on my entrepreneurial journey, I had a strong
vision for what I wanted to do, but was lacking some of the tools that
I needed in order to get there. The class and one-on-one counseling
from the SBC got me going in the right direction. Later, I was fortunate
enough to be part of the Launch program [LaunchAPEX, part of the
LaunchWakeCounty community of programs], where I was able to
focus on what was most important for launching Whole Brain Escape.
As an added bonus, I made some lifelong friends, mentors, and
business connections."

— Heather Chandler, Owner, Whole Brain Escape, Apex

WAKE TECH®
ENTREPRENEURSHIP & SMALL BUSINESS CENTER

Preeti Waas
Owner of Cheeni Indian
Food Emporium Raleigh

We help people start and grow businesses.

Our FREE services include:
**One-on-one Counselors | Seminars | Workshops
Business Plan Guidance | Business Loan Guidance**

Our expert business counselors work at your pace to help you start or grow your business. Whether you are wondering how to reach your ideal customer, how to market, how to start your business, or how to grow, we can help. We serve more than 600 business owners each year in business counseling and understand what small businesses need to reach their goals.

Open to all Wake County residents

### Seminars and workshops to help start and grow your business:

- How to Start a Business
- How to Write a Business Plan
- Marketing Your Business
- Financing Your Business
- How to Find Your Customers
- Business Taxes
- Basics of Bookkeeping
- Social Media Marketing
- And more...

One-on-one Counseling

We offer free, confidential business counseling to help you:

- Start your business
- Grow your business
- Market your business
- Connect to resources in the Triangle
- Apply for a small business loan
- Register your business
- Get licenses and permits

Member of the
Small Business Center
Network
of North Carolina
ncsbc.net

SBC
SMALL BUSINESS CENTER
WAKE TECHNICAL COMMUNITY COLLEGE
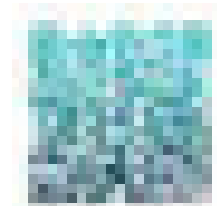
**sbc.waketech.edu
919-335-1019**

Wake Tech Entrepreneurship & Small Business Center designs and delivers programs that fill gaps in the entrepreneurial fabric in Wake County and promotes entrepreneurial thinking as a way to create new businesses, promote growth of existing companies, and start social ventures.


Heather Chandler
Owner of Whole Brain Escape in Apex
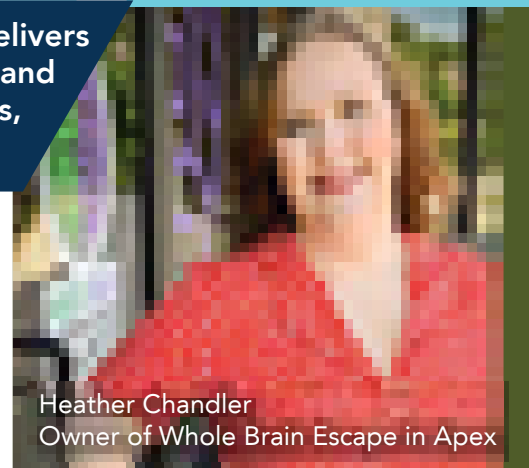
LaunchWakeCounty is a small-business training program that is currently offered in the following towns: Apex, Cary, Fuquay-Varina, Garner, Holly Springs, Knightdale, Morrisville, Raleigh, Rolesville and Wendell.

The free 10-week program provides Training, Mentoring, Networking, and Access to Capital.

We meet you where you are to help your business grow.

Learn more at: **entrepreneurship@waketech.edu**

![Wake Tech Workforce Continuing Education logo]
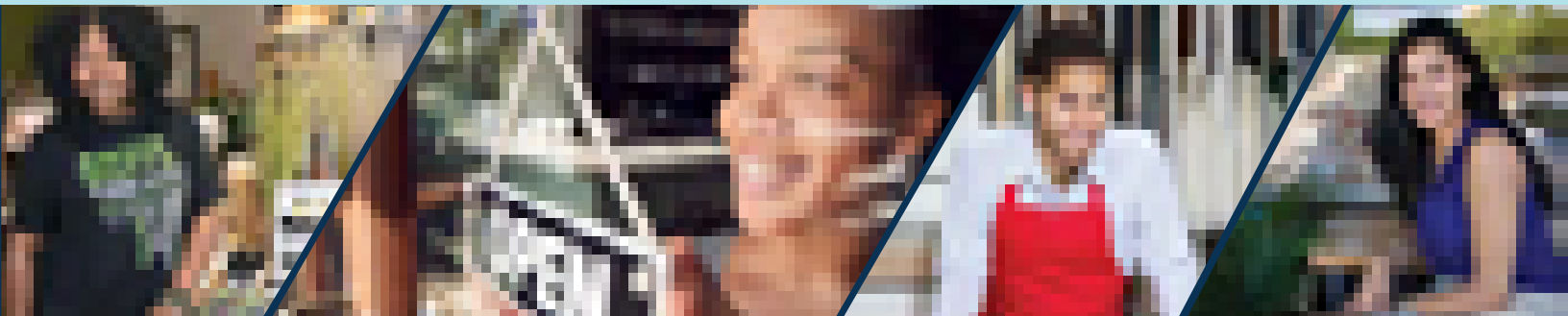
HELPING YOU SUCCEED

- **AFFORDABLE** prices

- **FREE** counseling and training to help start and grow your business

- **FEE-WAIVED** career services

- **SCHOLARSHIPS and GRANTS**

Learn more
wceresources.waketech.edu

WE ARE SOCIAL

Join us
on **Facebook** and **Instagram**.

Wake Tech
Workforce
Continuing
Education
@waketechwce

Personal Enrichment

Learn a new language or skill. Get creative. Pursue your interests. Try something you've never done before. Our programs include classes for adults of all ages.

Communication | Languages

Consumer Education

Home and Garden

Creative Arts

Special Interest and Recreation

Plus 50 Ageless Learning

"Since starting ASL classes, I have been able to help more people, promote inclusion and do my part to help bridge the communication gap between the deaf community and the recovery community."

—-Amy Brucia, social worker and American Sign Language student

Salut! Hi! Hallo! Hello! नमस्ते Bonjour! Olá! Ciao! 您好 مرحبا

World Language Programs

From conversational classes for beginners to advanced training certifications, we can help you fulfill your dream of learning a new language. We offer specialty immersion courses for those who are traveling and only need to learn a few basic phrases, as well as practical language training designed for employers and employees of restaurants, construction companies, office personnel, and other work sites.

Arabic   Chinese   Spanish

French   Italian   Korean   Russian

Essential Spanish Program

Gain a well-rounded understanding of the Spanish language, from culture and history to conversation and grammar. This is a multi-part, comprehensive program for serious students who are ready to make a commitment to study over four semesters. Experience with Spanish or another Romance language is suggested, but not required.

LEARN MORE...page 13

Beyond the Basics:
Advanced English Courses for Non-Native English Speakers

Designed with the professional in mind, these courses will enable students to improve in specific skill areas such as conversation, listening, pronunciation, accent management, and use of English grammar.

- Pronunciation
- Advanced Conversation and Fluency
- Advanced Conversation and Fluency Extended
- Advanced Grammar
- Advanced Grammar in Writing
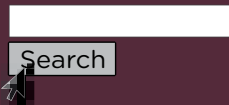- Advanced Grammar in Conversation

TOEFL iBT Classes

The TOEFL iBT test measures your ability to use and understand English at the university level.

- TOEFL iBT–Reading
- TOEFL iBT–Writing
- TOEFL iBT–Listening
- TOEFL iBT–Speaking

WRITING
Online Courses

- A to Z Grant Writing
- Advanced Grant Proposal Writing
- Basic and Advanced Fiction Writing
- Beginner's Guide to Getting Published
- Beginning Writer's Workshop
- Business & Marketing Writing
- Mystery Writing
- Research Methods for Writers
- The Craft of Magazine Writing
- Write Fiction Like a Pro
- Writing the Fantasy Novel

American Sign Language

Learn in a fun, interactive environment that will give you the knowledge and skills to engage with the deaf community. Our four-part series helps students move beyond the basics as quickly as possible and achieve the goal of communicative competence.

- Sign Language I Parts A – D
- Sign Language II Parts A – C
- Introduction to Deaf Culture

ONLINE COURSE

- Discover Sign Language

Spanish for the Workplace

- Spanish for Construction Sites
- Spanish for Educators
- Spanish for Office Personnel
- Spanish for Restaurant Staff
- Spanish for Social Services

Translation Careers
Recommended for individuals fluent in English and the language of expertise.

Get real-life translating and interpreting practice in a variety of fields. The courses address the skills required and the tools and technologies used in translation and interpretation.

- **Translation and Interpretation**
- **Medical Field Interpreter Training**

Drawing, Painting, Graphic Design

- Advertising, Marketing, and Branding for Graphic Designers
- Adobe InDesign
- Adobe Photoshop
- Pen and Ink Illustration

Digital Photography

- Real Estate Photography
- Studio Lighting
- Off Camera Lighting
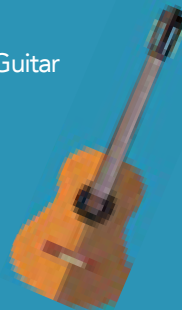- Photography on Location
- Introduction

ONLINE COURSES

- Secrets to Better Photography
- Photographing Nature With Your Digital Camera
- Travel Photography for the Digital Photographer

Music

- Adult Beginning Guitar

Public Speaking

- Mastering Public Speaking
- Confidence in Public Speaking
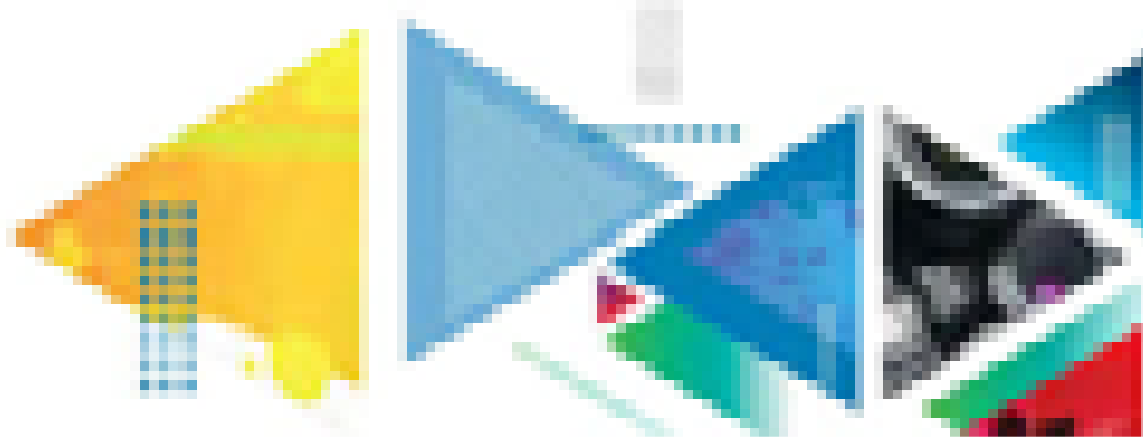- Professional Public Speaking

Podcasting

- Intro to Podcasting

Gardening

- Growing Plants for Fun and Profit
- Creating a Backyard Wildlife Garden
- Discover the Art of Designing Flower Gardens
- Introduction to Herbaceous Ornamental Plants

Retirement Planning Today

You've worked hard to provide for your family and save for your future—now, your money should work for you! Keep more of what you've earned, whether you're approaching retirement or just beginning to think about it. Learn how to set goals and work toward them, with practical information that you can apply immediately.

ONLINE COURSES

Buying and Selling on eBay

If you've ever dreamed of working from home or just earning extra income by buying and selling goods online, our experienced instructors will guide you every step of the way.

Individual Excellence

Master 12 career-enhancing skills, including goal setting, time management, personal organization, and creativity. This course will help you gain confidence with financial matters, and minimize conflict in your life. Develop a fulfilling career plan and improve relationships with co-workers, friends, and family.

Career development and personal interest courses for groups or individuals

Make learning a lifelong endeavor!

Plus 50 classes are focused on the interests of adults age 50 and over, but all are welcome!

+50
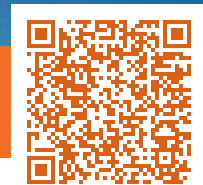Lifelong Learning
plus50.waketech.edu

TEST with Confidence!

SAT® and ACT® exam prep sessions
Register TODAY!

examprep.waketech.edu

All SAT® preparation courses are delivered face to face, in small classes, with highly qualified instructors and College Board-approved materials.

SAT® Exam Prep Full Training Course:
- 18 hours of targeted, face-to-face instruction
- 6 weekend sessions (three hours each)
- Classes start 6-8 weeks before exam dates

SAT® Cram Jam Courses for Math or English:
- 2 weekend sessions (three hours each)
- Classes start 2-3 weeks before exam dates

Unlike the SAT®, which measures aptitude, the ACT® measures what students should know before they go to college. Our ACT® prep courses are designed to refresh students' knowledge and skills and ensure the best possible test scores.

ACT® Exam Prep:
- 28 hours of targeted, subject-specific instruction
- 8 weekend sessions (three-and-a-half hours each)
- Highly qualified instructors in math, science, and English
- Small classes
- ACT®-approved materials
- Classes start 8-9 weeks before exam dates

great value | small classes | convenient times and locations

Strengthen Basic Skills

High School Credentials
College & Career Readiness CONNECT

Adult Basic Education:
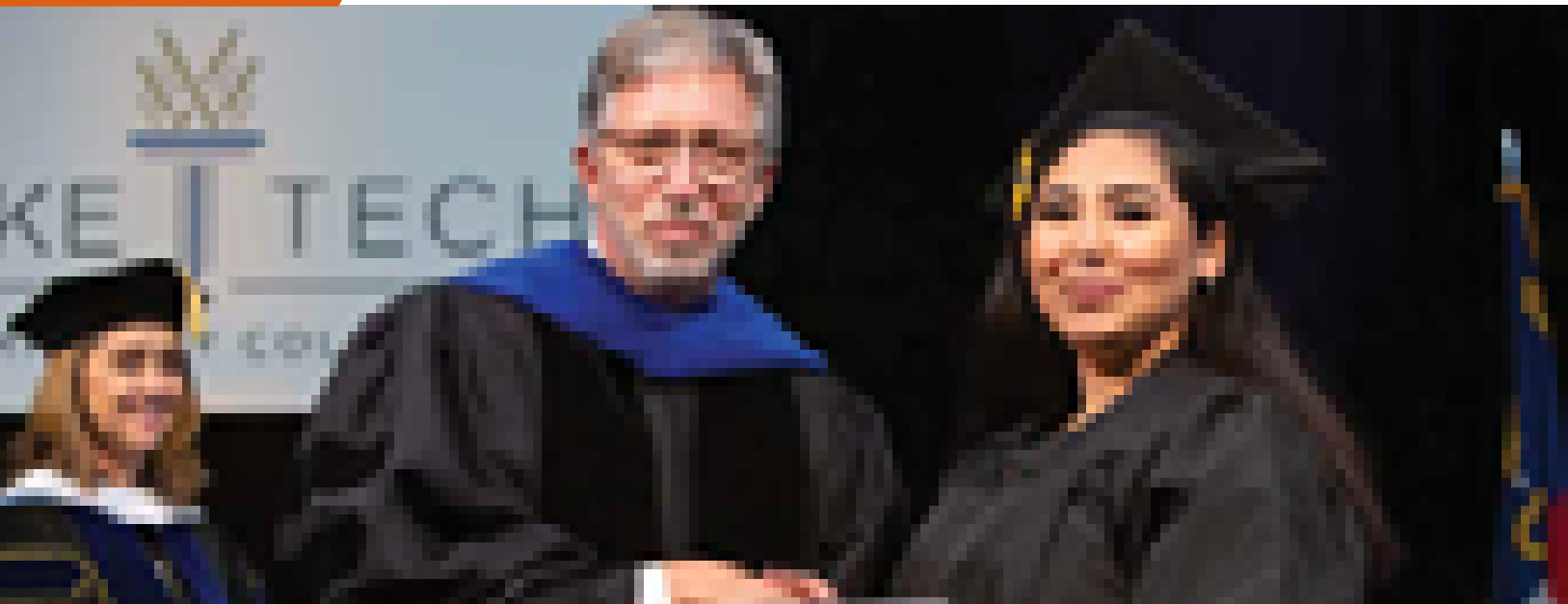Build Academic Fundamentals
Learn to Read
Pathfinders Career Exploration

English as a Second Language

"The CCR Connect co-enrollment program helped to prepare me for college. I made a choice to invest in myself. I never imagined I could get so much help from so many people. It means a lot."

—Osiel Gonzales, Adult High School Graduate

COMPLETE YOUR HIGH SCHOOL CREDENTIAL

High School Equivalency Preparation (HSEP)

Online and seated classes are offered at convenient locations in Wake County.

For adults who want to:

- Complete a high school credential
- Prepare for college
- Improve skills to enter advanced training in career pathways
- Improve knowledge of reading, writing, math, social studies, and science

hsep.waketech.edu

Adult High School (AHS)

Earn your official high school diploma issued jointly by Wake Technical Community College and the Wake County Public School System.

- Take computer-based courses one at a time
- Personalized assistance from instructors
- Receive support to transition to college and/or career readiness

Requirements and Eligibility:

- Go to ahs.waketech.edu and click on the "Get Started" link for entrance information
- Must have at least 14 credits to transfer in to the program and can have no more than 8 credits remaining to graduate
- Must be able to come to the Beltline Education Center to complete the first credit

ahs.waketech.edu

High School Equivalency Program (HEP)

This online grant-funded program provides migrant and seasonal farm workers and their families with the necessary training to earn a high school equivalency credential.

You must meet at least one of the following requirements:

- Have been an agricultural worker* (or a family member of the worker) who worked on a farm in the United States for the minimum time period required by the program

  Or

- Have attended a public school in the United States and received Migrant Educational Services (Title 1 C) while enrolled

  Or

- Have participated in a WIA section 633 program

* Includes agriculture, ranching, orchards, forestry, Christmas trees, dairy, cannery, poultry, hog or fish farms.

hep.waketech.edu

ATTENTION applicants 16 to 17 years old:

- *Special paperwork required*
- *Must have withdrawn from public school*

Earn your North Carolina High School Equivalency Diploma

Improve your chance for SUCCESS.
Sign-up for an INFORMATION SESSION
to learn about FREE preparation classes at:

waketech.edu/ccr-advising

North Carolina
State Board of Community Colleges

High School Equivalency
Diploma
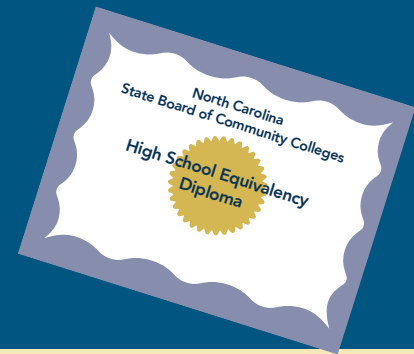
Test Preparation Options

Classroom

Face-to-face classes offer quality instruction and are available throughout Wake County. See the list of classroom locations around Wake County.

Online/E-Learning

Internet-based learning provides flexible hours, uses free online materials and allows students to work at their pace.

(Placement Testing, Orientation and Post-testing are at the Beltline Education Center.)

919-334-1500 | hsep.waketech.edu

Ready to take the exam? You have 2 OPTIONS

OPTION 1

HELP desk: 877-392-6433
ged.com

OPTION 2

HELP desk: 855-694-4738
hiset.org

919-334-1571

Also offered in Spanish | Accommodations available | Must present valid government issued ID— it cannot be altered or broken

College & Career Readiness

CONNECT™

Begin taking college classes while earning a high school credential.

It takes both academic and technical skills to make the connection from job to career. With CCR Connect, Wake Tech helps you get your high school credential and work toward a career.

Wake Tech offers career preparation opportunities in College & Career Readiness that let you take select college classes while building your English language skills (in ESL) or earning a high school credential.

Career-focused IETs (Integrated Education & Training) that are a faster track to employment.

Fast track to workforce

- Early Childhood Education
- Business
- Healthcare
- Information Technologies
- Skilled Trades

Earn the Co-Enrollment Scholarship to experience a college class now

Expand your education experience

- Business
- Marketing
- Information Technologies
- Early Childhood Education
- Medical Terminology
- College Transfer Success

connect.waketech.edu
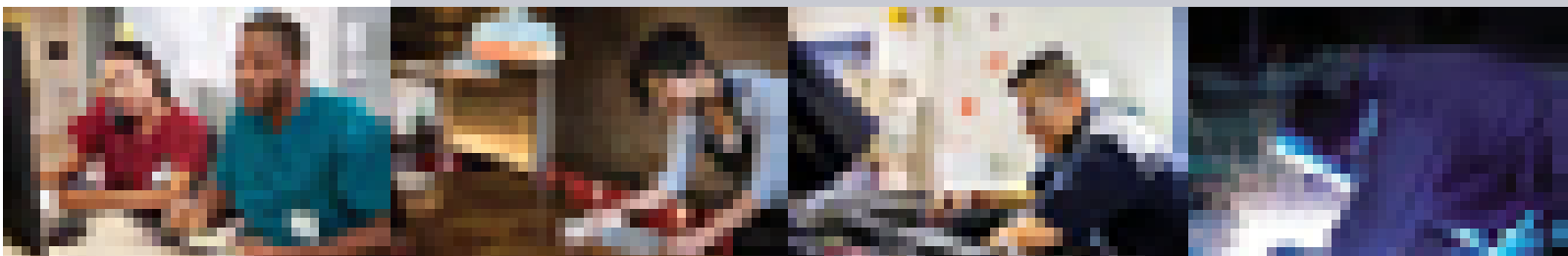
Adult Basic Education

Adult Basic Education (ABE)

ABE provides academic instruction in reading, writing, math, and technology with a focus on college and career readiness skills. We offer classes at several locations throughout Wake County with many learning options including morning, afternoon, and evening classes.

abe.waketech.edu

Pathfinder Career Exploration Program

Pathfinder Career Exploration Program

Wake Tech offers education and training for everyone in our community. The Pathfinder Career Exploration Program is designed for adults with disabilities and those who struggle academically. Students should have a high level of independence and be focused on transitioning to the workplace.

Employability Skills-Focused Cohorts:

- Horticulture & Landscaping
- Healthcare
- Animal Care/Pet Retail
- Business/Customer Service
- Food Service/Culinary
- Technology
- Academic Life Skills
- Career Pathways training in Hospitality and Barista & Customer Service Training

pathfinder.waketech.edu

ESL–English as a Second Language

Many learning options including morning, afternoon, evening, weekend, and online classes.

We offer classes online and in-person at locations throughout Wake County.

Need to learn English?

919-866-5490
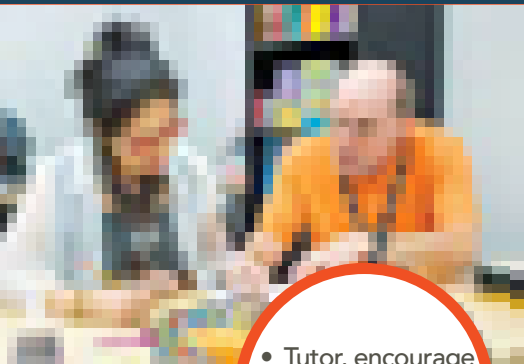**ccr.registration@waketech.edu**
esl.waketech.edu

This program provides English instruction to adult, non-native-English-speaking residents, living and/or working in the United States with a focus on college and career readiness skills.

@WakeTechESL

WAVES
Wake Adults Volunteering Educational Services

- Tutor, encourage and motivate students
- Enrich learning environments

WAVES offers adults from all walks of life the opportunity to help others realize their educational dreams.
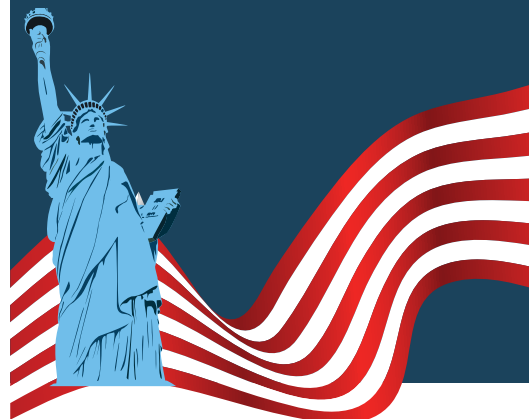
WavesPro@waketech.edu
919-334-1546
919-334-1528

Citizenship Preparation

For intermediate and advanced level ESL students and higher.

Learn the naturalization process and citizenship exam content.

919-335-1058

ESL Career Training

English learners will improve their English while studying for the career they want. Tutoring and financial assistance is also available.

Offering courses in:

- Nurse Aide
- Skilled Trades / Construction
- Small Business

Learn more at connect.waketech.edu

Need further assistance?
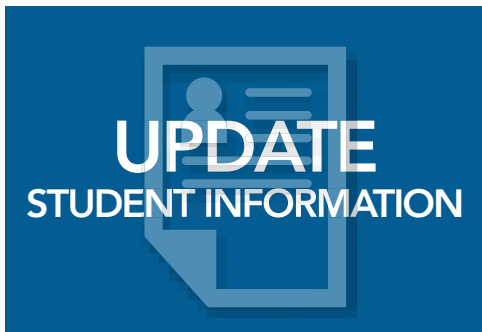Visit WCEhelp.waketech.edu

REGISTER WHERE and HOW	**BROWSE** COURSE CATALOG	**POLICIES**
UPDATE STUDENT INFORMATION	**TAKE** YOUR COURSE SURVEY	**CONTACT** WCE REGISTRAR
ORDER TRANSCRIPTS	**REQUEST** a Refund	Activate Your **STUDENT ACCOUNT**

Workforce Continuing Education Policies

Have questions? We can help!

We have answers about:

admissions | disability support and accommodations | registration fees | locations
course content and requirements | class transfers | cancellations | withdrawals and refunds
student transcripts and permanent records | and other forms

workforce@waketech.edu | 919-866-5800

3 Easy Ways to Register for Classes
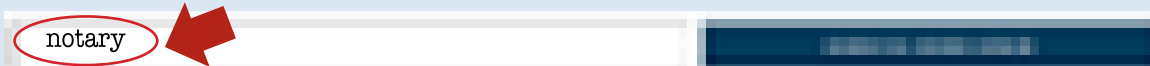
1

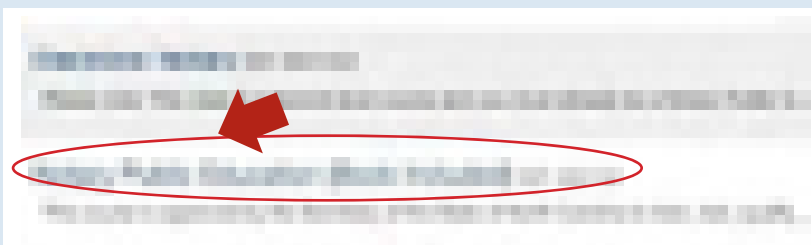## How to Search and Register for Classes ONLINE

1. Go to workforce.waketech.edu

2. Click "FIND YOUR CLASS".

3. In the search box TYPE IN the **course number or course title** and click **SEARCH FULL COURSE CATALOG**.

    notary

4. A list of **AVAILABLE** classes will appear. Click on the course title to learn more or **check the box on the left to add it to your cart.**

5. If the class has available seats, you will see a **Register** button, **CLICK it to register**.

6. **Complete the Checkout Process.** Scroll down to the bottom of the screen, **click Proceed to Checkout** to be guided to WebAdvisor, where you will enter your contact information and pay for your course.

2

In Person

Bring registration form and payment to a Workforce Continuing Education (WCE) office. Payment can be made by credit card*, cash, check, or money order.

* Credit card and cash payments are accepted only at Health Sciences, Southern Wake, Scott Northern Wake, Public Safety Education, and Western Wake campuses when cashier services are available.

3

By Mail

Mail registration, form and payment** to:

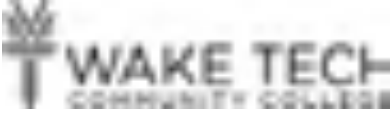**Workforce Continuing Education Registration**

Wake Technical Community College

9101 Fayetteville Rd.

Raleigh, NC 27603

**Check or money order only. To protect your personal information do not submit credit card information with your registration form.

WORKFORCE CONTINUING EDUCATION
REGISTRATION
9101 Fayetteville Road, Raleigh, North Carolina 27603-5696 919-866-5800

Course: _____   _____
Section Number   Title

Instructor: _____   **Location:** _____   **Date:** _____   _____
Begin   End

*Last 4 digits of SSN   xxx-xx-_____
Or College ID#: _____   (***used only to retrieve current/former student record**)

Name: _____   _____   _____
Last   First   Middle

Address: _____   _____   _____   _____
Street, P.O. Box, Route   City   State   Zip Code

County of Residence: _____   **Date of Birth:** _____   _____   _____
Month   Day   Year

E-mail Address: _____   **Home Phone:** _____

Please Check: **Sex:** ☐ 1. Female   ☐ 2. Male
Ethnicity: ☐ 1. Hispanic/Latino   **Race:** ☐ 1. American/Alaska Native   ☐ 2. Asian   ☐ 3. Black or African American
☐ 2. Non Hispanic/Latino   ☐ 4. Hawaiian or Pacific Islander   ☐ 5. White

Check the **highest education level** that best describes you:
☐ 0   ☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5   ☐ 6   ☐ 7   ☐ 8   ☐ 9   ☐ 10   **Military Status:**

☐ 11   (Highest Grade Completed – Non-high School Graduate)   ☐ 14   Post High School Vocational Diploma   ☐ Active
☐ 12   (High School Graduate)   ☐ 15   Associate Degree   ☐ Reserve
--   GED   ☐ 16   Bachelor's Degree   ☐ Discharged
☐ 13   Adult High School Diploma   ☐ 17   Master's Degree or Higher   ☐ Retired

Employment: ☐ Full-Time (FT)   ☐ Part-Time (PT)   ☐ Retired (R)
☐ Unemployed – Not Seeking (UN)   ☐ Unemployed – Seeking (US)   ☐ Inmate

Employer: _____   **Business Phone:** _____

Employer's Address: _____

**Student
Signature:** _____   **Date:** _____

Payment:
Fees: $ _____ $ _____
Registration   Total Amount

| *No confirmation will be sent.* |
| *You will be notified only if the class is full or cancelled.* |

Total Payment:
$ _____   **Check one:** ☐ *Check   ☐ *Money Order

*Make check or money order payable to: **Wake Technical Community College**
For your financial security, credit card information is not accepted via mail-in registration.
To register and pay online, go to workforce.waketech.edu

Disability Support Services (DSS) is available for students who require disability accommodations.
To determine eligibility, contact DSS at 919-866-5670 (TTY 779-0668).

FOR OFFICIAL USE ONLY

Fees: $ _____ $ _____
Registration   Total Amount

☐ **Class is Full**   ☐ **Class was Canceled**

AN EQUAL OPPORTUNITY INSTITUTION

WAKE TECH®

CAREER FIELDS

When it comes to your career, the sky's the limit!

Climb an educational ladder — move from a non-degree certificate or diploma to its corresponding associate degree with an option to transfer to a four-year college or university to obtain a bachelor's degree in a related field.

Wake Tech offers programs in 13 career fields — groups of occupations that require similar knowledge and skills.

ADVANCE MANUFACTURING	BIOTECHNOLOGY	BUSINESS
COMMUNICATION, SOCIAL SCIENCES, ART AND HUMANITIES	CONSTRUCTION AND MAINTENANCE	EDUCATION
ENGINEERING	HEALTHCARE AND WELLNESS	HOSPITALITY AND PERSONAL SERVICES
INFORMATION AND DIGITAL TECHNOLOGY	PUBLIC SAFETY	SCIENCE AND MATH
	TRANSPORTATION	

Move up the ladder toward your educational and career goals!

To explore your options visit **careerfields.waketech.edu**