

Career in A Year
Education & Training for Today's Workforce

Come to JCC to get trained and be ready for employment in a year or less.

CU = Curriculum (Application Process)

CE = Continuing Education (Registration Process)

AO = Available Online

Programs by Average Completion Time

1 Month or Less

Basic School-Age Care (BSAC)
Digital Teaching & Learning
Effective Teacher Training (ETT)
Literacy in 21st Century Schools
Medication Aide
Nurse Aide Refresher
Refrigerant Certification

3 Months or Less

Culinary Techniques
Human Services Exploration: DSS Caseworker (Phase 1)
Income Maintenance Caseworker (Phase 2)
Introduction to Business Administration Certificate
Intermediate Business Administration Certificate
Quick Books
Refrigerant Certification

6 Months or Less

Air Conditioning, Heating & Refrigeration: All-Year Systems Certificate
Air Conditioning, Heating & Refrigeration: Comfort Cooling Certificate
Air Conditioning, Heating & Refrigeration: Heat Pump Certificate
Advanced Biomanufacturing Training
Basic Law Enforcement Training
BioWork
Cardiovascular Technician
Diesel Electrical Systems Certificate
Diesel Electronics Certificate
Diesel Engine Certificate
Diesel Power Train Certificate
Electrical – NCCER Level 1
Emergency Medical Technician
Firefighter I & II (Fire Academy)
Firefighter & HAZMAT Level 1
Geriatric Aide
Home Care Aide
Intro to Early Childhood Education
Manicurist Licensure
Network Foundation
Network Specialist 1
Network Specialist 2
Nurse Aide I
Nurse Aide II

Operating Systems Foundation
Phlebotomy
Plumbing – NCCER Level 1
Teacher Assistant (TA)
Truck Driver Training
Wastewater Treatment Operator

12 Months or Less

Air Conditioning, Heating & Refrigeration: Controls Certificate
Air Conditioning, Heating & Refrigeration: Diploma
Air Conditioning, Heating & Refrigeration: Servicing Certificate
CCNA
Computer Integrated Machining: CNC Machining Certificate
Computer Integrated Machining: Manual Machining Certificate
Cosmetology Instructor Program
Cybersecurity Certificate
Diesel and Heavy Equipment Technology: Diploma
Early Childhood Administration Certificate
Early Childhood Certificate
General Law Office: Certificate
General PC Support Technician
Governmental Finance Certificate
Gunsmith Fundamentals
Gunsmith Tooling
Income Tax Preparer Certificate
Industrial Technology: Advanced Certificate
Industrial Technology: Electrical Certificate
Infant/Toddler Care Certificate
Information Technology: Diploma
Medical Coding Specialist: Certificate
Medical Assisting
Medical Community Spanish Interpreter: Certificate
Patient Services Representative: Certificate
Payroll Accounting Clerk: Certificate
School-Age Care Certificate
Spanish Interpreter: Certificate
Spanish Language Certificate
Therapeutic & Diagnostic Services
Therapeutic Massage: Certificate I & II or Diploma
Therapeutic Massage: Massage I & II
Welding Technology: Basic Welding
Welding Technology: Diploma
Welding Technology: Stick Certificate

ACCOUNTING

For more information contact: Scott Creech: (919) 209-2541, escreech@johnstoncc.edu or Gwen Green: (919) 209-2005, gccgreen@johnstoncc.edu

Governmental Finance Certificate = CU & AO

Average Completion Time = 12 months

This course is an overview of the basics of local government finance in North Carolina from a very practical perspective. It will introduce you to the basic job functions that are typically housed in the Finance Department, with more attention given to those that are found in smaller governments.

Income Tax Preparer Certificate = CU & AO

Average Completion Time = 10 months

Gain knowledge of the terminology and acquire experience with the different tax forms required for federal and state income tax and business tax filings.

Payroll Accounting Clerk Certificate = CU & AO

Average Completion Time = 10 months

Gain the knowledge of the terminology and procedures that can lead to an entry level accounting position.

QuickBooks 1 & 2 = CE

Average Completion Time = 3 month(s)

Discover how to manage and maintain your business finances using QuickBooks, one of the most widely used accounting software systems today. These two courses will also prepare you to take the QuickBooks Certification Exam.

BIOTECHNOLOGY

*For more information contact: Vic McCormick: (919) 209-2595; kvmccormick@johnstoncc.edu
www.johnstoncc.edu/biotech*

BioWork = CE

Average Completion Time = 5 month(s)

Provides the student with the basic skills and general knowledge needed for entry level process technicians in Bioprocessing, Pharmaceutical and Chemical Manufacturing

*Process Technician state certification optional after completion. **Industry recognized certificate***

Advanced Biomanufacturing Training = CE

Average Completion Time = 5 month(s)

Provides specific training in the areas of applied bioprocessing and aseptic/cleanroom training.

BioWork completion is the prerequisite for this class. *Process Technician state certification optional after completion. **Industry recognized certificate***

BUSINESS

For more information contact: Nicholas Ogada: (919) 209-2188, niogada@johnstoncc.edu or Matthew Gargano; (919) 209-2291; mrgargano@johnstoncc.edu

Introduction to Business Administration Certificate = CU & AO

Average Completion Time = 3 month(s)

Prepares students with the fundamental topics, trends, and knowledge base needed for entry-level positions in business.

Intermediate Business Administration Certificate = CU & AO

Average Completion Time = 3 month(s)

Increases student knowledge in finance, management, and marketing needed for entry-level positions in business. **Introduction to Business Administration Certificate is the prerequisite for this class.**

Entrepreneurship Certificate = CU & AO

Average Completion Time = 6 months

This certificate, offered in a combined modality of asynchronous online and virtual synchronous, will help equip a student with the knowledge and resources needed to begin their Entrepreneurial endeavors leading up to opening a business.

COSMETOLOGY

For more information contact: Jennifer Wells, Director of Cosmetology Programs (919) 209-2107, jwwells@johnstoncc.edu

Cosmetology Diploma = CU

Average Completion Time = 1yr 4 month(s)

The Cosmetology curriculum is designed to provide students with hands-on training in a simulated salon environment. **NC State Board of Cosmetic Arts Licensure**

Cosmetology Spanish Program = CE

Average Completion Time = 1yr 6 month(s)

The Cosmetology curriculum is designed to provide students with hands-on training in a simulated salon environment. **NC State Board of Cosmetic Arts Licensure**

Cosmetology Instructor Program = CE

Average Completion Time = 12 month(s)

The Cosmetology Instructor curriculum provides a course of study for learning the skills needed to teach the theory and practice of cosmetology as required by the North Carolina Board of Cosmetic Arts. **NC State Board of Cosmetic Arts Licensure**

Manicurist Licensure = CE

Average Completion Time = 5 month(s)

The Manicurist Licensing Class provides instruction and clinical practice in manicuring, nail building (application and maintenance of artificial nails) and pedicuring. **NC State Board of Cosmetic Arts Licensure**

CULINARY

For more information contact: Robbie Carver, (919) 209-2127, rscarver@johnstoncc.edu

Culinary Techniques = CE

Average Completion Time = 3 month(s)

Provides students the opportunity to pursue a career in the food service industry and also receive the ServSafe certification. **National Certification**

DIESEL

For more information contact: Jonathan Green: (919) 464-2333, jygreen@johnstoncc.edu or Jonathan Hartley: (919) 464-1334, j_hartley@johnstoncc.edu

Diesel and Heavy Equipment Technology Diploma = CU *Average Completion Time = 12 month(s)*

Diesel and Heavy Equipment Technology Diploma will prepare individuals with the knowledge and skills needed to service, troubleshoot, and repair medium with and heavy-duty vehicles. **State certification**

Diesel Electrical Systems Certificate = CU

Average Completion Time = 5 month(s)

Diesel Electrical Systems Certificate will prepare individuals with the knowledge and skills needed to service, troubleshoot, and repair Electrical Systems. **State certification**

Diesel Electronics Certificate = CU

Average Completion Time = 5 month(s)

Diesel Electronics Certificate will prepare individuals with the knowledge and skills needed to service, troubleshoot, and repair Electronic Systems. **State certification**

Diesel Engine Certificate = CU

Average Completion Time = 5 month(s)

Diesel Engine Certificate will prepare individuals with the knowledge and skills needed to service, troubleshoot, and repair Diesel Engines. **State certification**

Diesel Power Train Certificate = CU

Average Completion Time = 5 month(s)

Diesel Power Train Certificate will prepare individuals with the knowledge and skills needed to service, troubleshoot, and repair Power Trains. **State certification**

EARLY CHILDHOOD & ELEMENTARY EDUCATION

For more information contact: Tonia Padrick, Director of Education Programs, (919) 209-2500, tdpadrick@johnstoncc.edu

Basic School-Age Care (BSAC) = CE & AO

Average Completion Time = 1 month(s)

School age care providers are crucial to the development of children and youth into successful, competent adults. BSAC and its accompanying materials including the participant guide manual have been developed to assist these providers in their important work.

Digital Teaching & Learning = CE & AO

Average Completion Time = 1 month(s)

This course addresses the digital learning competencies for teachers. All classroom teachers will be able to demonstrate competencies in using digital and other instructional technologies to provide high-quality, integrated digital teaching and learning to all students. Upon completion, the learner will be competent the four areas of digital teaching and learning: leadership in digital learning, digital citizenship, digital content and instruction, and data and assessment. (22 contact hours/2.2 CUEs)

Early Childhood Administration Certificate = CU

Average Completion Time = 10 month(s)

This certificate gives the individual 19 credit hours of early childhood/business related coursework.

Industry Recognized Certificate

Early Childhood Certificate = CU

Average Completion Time = 10 month(s)

This certificate gives the individual 16 credit hours of early childhood coursework. **Industry**

Recognized Certificate

Effective Teacher Training (ETT) = CE & AO

Average Completion Time = 1 month(s)

This class is designed to fulfill the requirement of the Johnston County Board of Education to be a Substitute Teacher within Johnston County Public Schools *and may be applicable to other school districts.* **LEA recognized certificate**

Infant/Toddler Care Certificate = CU

Average Completion Time = 10 month(s)

This certificate gives the individual 16 credit hours of early childhood related coursework focusing on quality infant & toddler care and education. **Industry Recognized Certificate**

Intro to Early Childhood Education = CU

Average Completion Time = 4 month(s)

This class is currently recognized by the NC Division of Child Development as the credential that qualifies an individual to be a Lead Teacher in a birth-pre-k classroom. **NCDCDEE recognized NC**

Early Childhood Credential

Literacy in 21st Century Schools = CE & AO

Average Completion Time = 2 month(s)

Literacy in the 21st Century Classroom course will cover practical teaching strategies to enhance the development of literacy in Pre-k and elementary age children that ensure all students acquire the foundational literacy skills necessary to read, comprehend, integrate, and apply complex texts necessary for future success. Students will learn strategies and instructional procedure that foster meaningful learning opportunities for their students that align with the literacy goals for NC schools. The research-based practices taught in this class will support diverse populations, student assessment driven planning and instruction to meet the needs of the individual child, and 21st century literacy strategies that will help teachers transform learning of literacy skills such as reading and writing with digital devices. (35 contact hours/3.5 CUEs)

Teacher Assistant (TA) = CE

Average Completion Time = 4 month(s)

The Teacher Assistant course series is designed to fulfill the requirement of the Johnston County Board of Education for the job of Teacher Assistant for those individuals, employed or unemployed who need to become highly qualified (HQ). The courses focus on the concepts of becoming an effective Teacher's Assistant studying subjects such as classroom management, discipline, EC issues and laws, computers, and more. **Recognition as "highly qualified" teacher assistant for Johnston County Public Schools.**

ELECTRICAL & PLUMBING CERTIFICATIONS

For more information contact: Vic McCormick (919) 209-2595, kvmccormick@johnstoncc.edu

Electrical – NCCER Level 1 = CE

Average Completion Time = 6 month(s)

Modules include: Orientation to the Electrical Trade (2.5 hours), Electrical Safety (10 hours), Introduction to Electrical Circuits (7.5 hours), Electrical Theory (7.5 hours), Introduction to National Electrical Code (NEC) (7.5 hours), Device Boxes (10 hours), Hand Bending (10 hours), Raceways and Fittings (20 hours), Conductors and Cables (10 hours), Basic Electrical Construction Drawings (7.5 hours), Residential Electrical Services (15 hours), Electrical Test Equipment (5 hours). NCCER Level 1 Certificate earned at end of course. **National Certification**

Plumbing – NCCER Level 1 = CE

Average Completion Time = 6 month(s)

Introduction to the Plumbing Profession, Plumbing Safety, Tools of the Plumbing Trade, Introduction to Plumbing Math, Introduction to Plumbing Drawings, Plastic Pipe and Fittings, Copper Pipe and Fittings, Cast-Iron Pipe and Fittings, Carbon Steel Pipe and Fittings, Introduction to Plumbing Fixtures, Introduction to Drain, Waste, and Vent (DWV) Systems, and Introduction to Water Distribution Systems. ALL students first get 72.5 hours of Core Curriculum. NCCER Level 1 Certificate earned at end of course. **State licensure and National Certification**

HEALTH CARE

For more information contact: Connie Grady, Director of Health Education and Nursing Assistant Programs, (919) 464-2355; chgrady@johnstoncc.edu

Cardiovascular Technician = CE

Average Completion Time = 4 month(s)

This course prepares students to deliver safe and competent care in analyzing heart rhythms and performing EKGs. Upon completion, students are eligible to become a nationally certified EKG Technician. **National certification**

Geriatric Aide = CE/CU

Average Completion Time = 4 month(s)

This course is designed to provide advanced training for the NA I and is focused on geriatric care with an emphasis on person-centered care concepts, hydration, nutrition, mental health, dementia, behavioral changes, pain management, palliative care and stress management. **State certification**

Home Care Aide = CE/CU

Average Completion Time = 4 month(s)

This course provides advance training for the NA I with a focus on enhancing specific skills needed when working in the home care setting including person-centered care, nutrition/hydration, patient and personal safety, mental health, dementia, behavioral challenges, pain management, palliative care and stress management. **State certification**

Medication Aide = CE

Average Completion Time = 1 month(s)

This State Approved course involves the six rights of medication administration, accuracy, infection control, patient's rights and scope of practice. Upon completion, students are eligible to take the NC State Board Medication Aide Exam for skilled nursing homes. **State certification**

Nurse Aide I = CE/CU

Average Completion Time = 4 month(s)

This course provides State Approved basic personal care course leading to the NC State Certification Exam for the Nurse Aide Registry. **State certification**

Nurse Aide II = CE/CU

Average Completion Time = 4 month(s)

This course provides advanced training for the NA I with instruction on skills involving sterile technique (wound care, tracheostomy and Ostomy care, enteral feedings, catheter care and glucose testing). Completion of this course leads to NCBON NA II certification. **State certification**

Nurse Aide Refresher = CE

Average Completion Time = 1 month(s)

This course provides lecture and lab of previously learned Nurse Aide I skills for students with expired certifications of 5 years or less or for out of state aides desiring N.C. Nurse Aide I registry. **State certification**

Phlebotomy = CE

Average Completion Time = 4 month(s)

This course provides student instruction in blood sampling and specimens for laboratory analysis. Upon completion, the student will be able to take a national certification exam. **National certification**

Medical Assisting = CU

Average Completion Time = 12 month(s)

For more information contact: Adrienne Allen, Program Director (919) 209-2140, agallen@johnstoncc.edu

This Medical Assisting diploma prepares multi-skilled health care professionals the qualifications needed to perform administrative, clinical, and laboratory procedures. **National certification**

HEATING, VENTILATION & AIR CONDITIONING

For more information contact: Brian Worley, Director of Advanced Technology Programs (919) 464-2281; beworley@johnstoncc.edu

Air Conditioning, Heating & Refrigeration Technology: Diploma = CU

Average Completion Time = 10 month(s)

Diploma graduates will be able to immediately obtain preventative maintenance and service technician positions upon completion. Students learn basic refrigeration and charging procedures, as well as the function of air conditioning, basic refrigeration, gas-fired, oil-fired, and electric heating systems and their electrical controls. **State certification**

Air Conditioning, Heating & Refrigeration: All-Year Systems Certificate = CU

Average Completion Time = 5 month(s)

The All-Year Systems certificate provides students with the primary skills needed to start a career as a HVAC technician. Students learn the principles of air conditioning, heat pump, and fuel heating systems. **State certification**

Air Conditioning, Heating & Refrigeration: Comfort Cooling Certificate = CU

Average Completion Time = 5 month(s)

The Comfort Cooling certificate provides students with the primary skills needed to start an entry-level career as a HVAC technician specializing in air conditioning systems. **State certification**

Air Conditioning, Heating & Refrigeration: Controls Certificate = CU

Average Completion Time = 10 month(s)

The Controls certificate provides students with the primary skills needed to start a career as a HVAC Technician specializing in HVAC control systems. **State certification**

Air Conditioning, Heating & Refrigeration: Heat Pump Certificate = CU

Average Completion Time = 5 month(s)

The Heat Pump certificate provides students with the primary skills needed to start a career as a HVAC Technician specializing in heat pump systems. **State certification**

Air Conditioning, Heating & Refrigeration: Servicing Certificate = CU

Average Completion Time = 10 month(s)

The Servicing certificate provides students with the primary skills needed to start a career as a HVAC preventative maintenance technician. **State certification**

Refrigerant Certification = CE

Average Completion Time = 2 month(s)

The Refrigerant Certification course is a preparatory course for the EPA section 608 CFC certification exam. **National certification**

HUMAN SERVICES

Therapeutic and Diagnostic Services = CU

Average Completion Time = 12 month(s)

For more information contact: Dr. Jennifer Sugg, Department Chair of Nursing & Allied Health, (919) 209-2162, jbsugg@johnstoncc.edu

The Therapeutic and Diagnostic Services: Nurse Aide Pathway curriculum is designed to prepare students in the careers in the Health Sciences. Multiple State certifications

Therapeutic Massage: Certificate I & II OR Diploma = CU Average Completion Time = 10 month(s)

For more information contact: K. Lynn Hurt, Program Director, 919-209-2516, klhurt@johnstoncc.edu

The Therapeutic Massage certificates I & II or diploma prepares graduates to work in direct client care settings to provide manipulation, methodical pressure, friction, and kneading of the body for maintaining wellness or treating alterations in wellness throughout the lifespan. **State Licensure Daytime/Eligible students may use financial aid for diploma option**

Therapeutic Massage: Massage I & II = CE

Average Completion Time = 10 month(s)

For more information contact: K. Lynn Hurt, Program Director, 919-209-2516, klhurt@johnstoncc.edu

The Therapeutic Massage I & II prepares graduates to work in direct client care settings to provide manipulation, methodical pressure, friction, and kneading of the body for maintaining wellness or treating alterations in wellness throughout the lifespan. **State Licensure; Evening/Weekends**

Human Services Exploration: DSS Caseworker (Phase 1) = CE

Average Completion Time = 2 month(s)

For more information contact: Sirius Forghani, Department Chair of Business Education Programs, s_forghani@johnstoncc.edu

This course covers skills and strategies designed to provide employability skills training for a career in Human Services. Focus will also include ACT WorkKeys Assessment, National Career Readiness Certification (NCRC), keyboarding, customer services, North Carolina Families Assessing Systems through Technology (NC FAST) terminology and navigation. This is a required prerequisite in order to register for the Income Maintenance Caseworker. Fee waived upon request.

Income Maintenance Caseworker (Phase 2) = CE

Average Completion Time = 2 month(s)

For more information contact: Sirius Forghani, Department Chair of Business Education Programs, s_forghani@johnstoncc.edu

This course is designed to cover a variety of skills associated with the Income Maintenance Caseworker role to determine service eligibility. Specific focus will include proficiency in the utilization of the NCFAST application. Other topics will include skill in communication, interviewing, time management, data gathering/compiling, and data analysis. **Note:** Students must successfully complete the prerequisite course, Human Services Exploration: DSS Caseworker (Phase 1), prior to taking the Phase 2 course. **Industry Recognized Certificate (NCFAST)**

INFORMATION TECHNOLOGY

For more information contact: David Oliver: (919) 209-2204, deoliver@johnstoncc.edu

CCNA = CU

Average Completion Time = 10 month(s)

This grouping of courses prepares individuals for the advanced skills necessary to set up small to enterprise networks, especially made up of Cisco network switches and routers. **Industry certifications upon testing**

Cybersecurity Certificate = CU

Average Completion Time = 10 month(s)

This grouping of courses prepares individuals for the career in the Cybersecurity field. Students learn Network and Security Foundation, Security Concepts and Information System concepts to help organizations manager risk.

General PC Support Technician = CU

Average Completion Time = 10 month(s)

This grouping of courses prepares individuals for the advanced skills necessary to manage Microsoft® Windows™ desktops, servers, Active Directory®, Linux Single User, and other Network Services.

Industry certifications upon testing

Information Technology Diploma = CU

Average Completion Time = 12 month(s)

This grouping of courses prepares individuals for the advanced skills to provide Help Desk operation support; computer installation; network installation, as well as a basic operating system knowledge.

Industry certifications upon testing

Network Foundation = CU

Average Completion Time = 6 month(s)

This grouping of courses prepares individuals for the advanced skills to provide Help Desk operation support; computer installation; network installation, as well as a basic operating system knowledge. Students will gain Foundational knowledge of operating system and security concepts.

Network Specialist 1 = CU

Average Completion Time = 6 month(s)

This grouping of courses prepares individuals the skills to provide Help Desk operation support; computer installation; network installation, as well as a basic operating system knowledge. Topics would include Routing and Switching, Linux/Unix Admin and Windows Administration.

Industry certifications upon testing

Network Specialist 2 = CU

Average Completion Time = 6 month(s)

This grouping of courses prepares individuals for the advanced skills to provide Help Desk operation support; computer installation; network installation, as well as a basic operating system knowledge. Topics would include advanced routing and switching, networking project and Virtualization concepts.

Industry certifications upon testing

Operating Systems Foundation = CU

Average Completion Time = 6 month(s)

This grouping of courses prepares individuals for the advanced skills necessary to manage Microsoft® Windows™ desktops, servers, Active Directory®, Web Services, and other Network Services.

Industry certifications upon testing

MACHINING AND MAINTENANCE

For more information contact: Brian Worley, Director of Advanced Technology Programs (919) 464-2281, beworley@johnstoncc.edu

Computer Integrated Machining: CNC Machining Certificate = CU

Average Completion Time = 10 month(s)

Students learn basic skills in blueprint reading, basic CAD drawing, CNC Milling, CNC Turning, and CAM software programming. **State certification**

Computer Integrated Machining: Manual Machining Certificate = CU

Average Completion Time = 10 month(s)

Students learn basic skills in blueprint reading, shop mathematics, safety, metrology along with operation of manual machines such as a lathe, milling machine, and surface grinders. **State certification**

Industrial Technology: Advanced Certificate = CU

Average Completion Time = 10 month(s)

Prepare students to safely service, maintain, repair, or install equipment. **State certification**

Industrial Technology: Electrical Certificate = CU

Average Completion Time = 10 month(s)

Prepare students to safely service, maintain, repair, or install equipment. **State certification**

Gunsmith Toolmaking = CE

Average Completion Time = 10 month(s)

This course introduces the student to machining operations as they relate to the gunsmithing industry. Topics include machine shop safety, blueprint reading, lathes, saws, milling machines, bench grinders, and layout instruments. **Students must be able to obtain a pistol purchase permit from the local Sheriff's office or possess a state issued concealed carry permit.**

Gunsmith Fundamentals = CE

Average Completion Time = 10 month(s)

This course introduces current materials and gunsmithing techniques as they relate to gun manufacturing. Emphasis is placed on material characteristic, applications, and tooling requirements pertaining to modern CNC (Computer Numerical Controlled) machinery. **Gunsmith Toolmaking is the prerequisite for this class. Students must be able to obtain a pistol purchase permit from the local Sheriff's office or possess a state issued concealed carry permit.**

MEDICAL OFFICE

For more information contact: Tiffany Ruiz: (919) 209-2214, tnr Ruiz@johnstoncc.edu; Marjorie Parker: (919) 209-2061, mfparker@johnstoncc.edu

Medical Coding Specialist: Certificate = CU & AO Average Completion Time = 12 month(s)

Get started in medical coding for outpatient health insurance claims. Develop the fundamentals to be a successful medical coder in this fast-growing occupation.

Patient Services Representative: Certificate = CU & AO

Average Completion Time = 12 month(s)

Learn how to be a professional in this field who serves patients by greeting and helping them, scheduling appointments, maintaining records and accounts.

PARALEGAL

For more information contact: Jennifer Williford: (919) 209-2062, jwwilliford@johnstoncc.edu

General Law Office: Certificate = CU

Average Completion Time = 12 month(s)

This certification is designed for individuals who already have an associate or bachelor's degree in any discipline and wish to gain a general understanding of the legal environment to upgrade present skills or start a new career as a paralegal. **Eligible to sit for the North Carolina Certified Paralegal Examination.**

PUBLIC SAFETY

Basic Law Enforcement Training = CU

Average Completion Time = 5 month(s)

For more information contact: Will McIntosh, School Director of BLET, (919) 464-2359

This course is designed to prepare individuals for employment as a police officer or sheriff's deputy in North Carolina. **State Certification**

Emergency Medical Technician = CE & CU

Average Completion Time = 6 month(s)

For more information contact: Mick Stewart, Department Chair of EMS Programs, (919) 464-2359

This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children, and operations. **State Certification**

Firefighter I and II (Fire Academy) = CE

Average Completion Time = 5 month(s)

For more information contact: Alan Jenkins, Fire/Rescue Coordinator/Instructor (919) 464-2356

This grouping of courses prepares individuals for Firefighter certification.

North Carolina OSFM / IFSAC accredited certification to NFPA 1001

*Firefighter & HAZMAT Level 1 = CE
depending upon course offerings*

Average Completion Time = 6 month(s)

For more information contact: Alan Jenkins, Fire/Rescue Coordinator/Instructor (919) 464-2356

This grouping of courses prepares individuals for Firefighter certification. Students must pass all blocks of testing to receive credit, FIP-3000 transfers as one block in its entirety to OSFM (no partial credit). **North Carolina OSFM / IFSAC accredited certification to NFPA 1001**

SPANISH INTERPRETING

For more information contact: Josh Sanderson: (919) 209-2029, jksanderson@johnstoncc.edu

Medical Community Spanish Interpreter: Certificate = CU Average Completion Time = 12 month(s)

The Medical Interpreter Certificate prepares students to work as interpreters in hospitals, clinics, health departments, and other health facilities. This training includes hands-on experience in medical interpreting. **10 months if receive CLEP credit through SPA 211. Eligible to sit for national certifications for health care interpreters upon completion of the certificate.**

Spanish Interpreter: Certificate = CU

Average Completion Time = 12 month(s)

The Spanish Interpreter Certificate provides students with general training in the field of Spanish interpreting including hands-on experience. **10 months if receive CLEP credit through SPA 211**

Spanish Language: Certificate = CU

Average Completion Time = 24 month(s)

The Spanish Language Certificate is designed for students who want to learn to communicate in Spanish. Students will learn to speak, read, and write proficiently in Spanish. **17 months if receive CLEP credit through SPA 112**

TRUCK DRIVER TRAINING

For more information contact: Kiara Pittman, Administrative Assistant, Transportation Programs (919) 989-7007; k_pittman@johnstoncc.edu or Billy Erskine, Director of Truck Driver Training (919) 464-2331; bwerskine@johnstoncc.edu

Truck Driver Training = CU

*Average Completion Time = **Day Classes: 8 weeks/2 months**, Monday-Friday 7:00 a.m.-6:00 p.m.;*

***Night/Weekend Classes: 16 weeks/4 months**, Friday: 6:00 p.m.-10:00 p.m.; Saturday & Sunday: 8:00 a.m.-7:00 p.m.*

The Truck Driver Training curriculum provides students with training to inspect and operate tractor-trailers and to assume driver responsibilities on the road and at pickup/delivery points. Emphasis is placed on vehicle inspections, defensive driving, range maneuvers, motor carrier safety regulations (DOT 380-397 and a certificate for entry level drivers), trip planning, cargo handling, size/weight laws, general maintenance procedures, house of service and accident prevention. All training, instruction and testing are done at school facilities and in school-provided equipment. **Industry required certificate**

WASTEWATER

For more information contact: Vic McCormick: (919) 209-2595, kvmccormick@johnstoncc.edu

Wastewater Treatment Operator = CE

*Average Completion Time = **4** month(s)*

This course is designed to provide the student with a general knowledge of the operation of wastewater treatment systems, laws and regulations related to wastewater treatment systems operation, equipment usually employed in such plants, and general maintenance requirements for such equipment. **State Certification**

WELDING

For more information contact: Brian Worley, Director of Advanced Technology Programs (919) 464-2281, beworley@johnstoncc.edu

Welding Technology: Basic Welding Certificate = CU

*Average Completion Time = **10** month(s)*

The Basic Welding Certificate provides students with the basic skills needed for GMAW, GTAW and SMAW processes. **State certification**

Welding Technology: Diploma = CU & AO

*Average Completion Time = **10** month(s)*

The Welding Technology diploma provides students with the primary skills needed to start a career in the welding industry. In addition to the GMAW, SMAW and GTAW processes, the program introduces students to various cutting processes and CAD design. **State certification**

Welding Technology: Stick Certificate = CU

*Average Completion Time = **10** month(s)*

The Stick Welding Certificate provides students with the primary skills needed to start a career using the SMAW process. **State certification**

Academic & Career Readiness

For more information contact: Brenda Harris: (919) 209-2564, bkharris1@johnstoncc.edu **or** Tovoya Dobbins: (919) 209-2122, tmdobbin@johnstoncc.edu

High School Equivalency Exam Options: Pearson Vue's GED Test **or** ETS HiSET Test!

Pearson Vue's GED Test: Computer-based test • Four subjects

- | | | |
|------------------|-------------------|--|
| 1. Language Arts | 3. Social Studies | Create an account at https://ged.com |
| 2. Science | 4. Mathematics | Pay a testing fee of \$20 per test (\$80 total) |
| | | Retake the test up to two times for free. |

ETS HiSET TEST: Paper-based test • Five subjects

- | | | |
|------------|-------------------|--|
| 1. Reading | 4. Social Studies | Create an account at https://www.hiset.ets.org |
| 2. Writing | 5. Mathematics | Pay a testing fee of \$15 per test (\$75 total) |
| 3. Science | | Retake the test up to two times for free. |

- Sign up online to test with either
- Payments made with a prepaid debit or VISA are completed online by the student.
- Print and save your receipt for your records.
- Report to Testing Center in the Elsee Building 15 minutes prior to testing admission.
- Provide a governmental form of identification.
- Provide Parent/Guardian notarized petition if between sixteen and eighteen years of age.
- Please remember to visit <https://ged.com> or <https://www.hiset.ets.org> to schedule your exam.
- Scholarships to cover exam fees are available for qualifying students!

Reinforced Instruction for Student Excellence (RISE) RISE COURSES

This program is designed for adults who need to improve communication (reading, writing, speaking), numeracy, computational, and problem-solving skills necessary to function effectively in society, on a job, or in the family. Some classes are designed to provide basic literacy level instruction, while others are designed to prepare for the high school equivalency test or Adult High School diploma. All classes are designed to provide reading, writing, and math instruction in the context of workforce and career development and preparation. A variety of instructional strategies and approaches provides adult learners with the basic education necessary for achieving success in job training and retraining programs and post-secondary education opportunities and obtaining and retaining productive employment so that these students may fully enjoy the benefits and responsibilities of being citizens. For questions about Transitions English and Math courses, please contact Heather Collins at 919-209-2065 or hdcollins@johnstoncc.edu.

High School Equivalency Classes

Earn your GED (General Education Diploma) or your HSE (High School Equivalency Diploma). Programs focus on developing academic competencies as well as the fundamental skills necessary for tomorrow's jobs.

Adults 18 years and older who lack basic skills can enroll in classes to: Acquire the reading, writing and mathematical skills needed to obtain or advance in a job. Meet requirement for getting into vocational programs Study to pass the High School Equivalency test (HSE) Gain basic skills for entry level employment Learn the skills needed to become a productive member of society and a smarter consumer.

Any student that is between the age of 16 and 18 and interested in attending classes please call Brenda Harris at 919-209-2564.

The Path to Achieving Your High School Equivalency

1. Schedule & Take the TABE Assessment
2. Enroll & attend an HSE or ELA class.
3. Schedule your exam at ged.com or hiset.ets.org
4. Choose a pathway: college & career or job

English Language Acquisition (ELA)

This Hybrid ELA class offered via Zoom is provided to instruct adults who are limited in English proficiency or whose primary language is not English. The program is designed to help adults improve their English reading, writing, listening, and speaking skills in order to further education or enhance employment opportunities. Classes range from beginning to advanced levels. Instruction to enhance transitioning to high school equivalency. Classes will be offered online or in person to accommodate our students' needs.

Adquisición del Idioma Inglés

La adquisición del idioma inglés (ELA) son clases en línea diseñadas para adultos que desean aprender las habilidades del idioma inglés necesarias para funcionar de manera efectiva en un ambiente de habla inglés. También asistiendo a las clases de ELA, los estudiantes que están buscando hacer ciudadanía en los Estados Unidos estarán preparados para tomar el examen de naturalización.

Adult High School (AHS) – Heather Collins (919) 209-2065 – hdcollins@johnstoncc.edu

Adult High School (AHS) provides course work for adults who wish to earn a high school diploma through course credit completion not previously earned in a traditional high school setting. The program consists of core courses required by the NC Department of Public Instruction along with electives required by the local public-school system and the community college. Students who successfully complete all program requirements earn an Adult High School Diploma awarded jointly by Johnston County Public Schools and Johnston Community College.

To earn an Adult High School diploma, students must transfer at least 17 credits and complete at total of 22 credits comprised of the following:

English: 4 credits

Math: 4 credits

Health/PE: 1 credit

Science: 3 credits

Social Studies: 4 credits

Elective: 6 credits

WorkKeys - National Career Readiness Certificate (NCRC)

ACT WorkKeys® assessments are the cornerstone of ACT workforce solutions. The assessments measure foundational skills required for success in the workplace, and help measure the workplace skills that can affect job performance. Individuals who successfully complete the three WorkKeys assessments - Applied Math, Graphic Literacy, and Workplace Documents - earn the WorkKeys National Career Readiness Certificate® (WorkKeys NCRC®), a valuable credential for students and job seekers seeking to verify foundational workplace skills. Over 85% of jobs in the US require competency in Graphic Literacy, Applied Math and Workplace Documents.

To sign-up for testing contact Shelley Gardner • swgardner@johnstoncc.edu. You do not have to be a Johnston Community College student to take this national certification test.

SMALL BUSINESS CENTER

For more information please contact the Small Business Center at 919-209-2224 or 919-209-2015
jccsbc@johnstoncc.edu

The Small Business Center at Johnston Community College supports the entrepreneur by offering the following services:

- Business counseling and information on how to start a business
- Assistance to existing business owners
- Free seminars and workshops
- Referrals to agencies and resources

The Small Business Center also works with the local Chambers of Commerce, professional organizations and government agencies to provide training at no cost to the general public.

The Small Business Center at Johnston Community College is funded through the North Carolina Community College System. It is one of the Small Business Center Network's 58 centers throughout North Carolina that supports the development of new businesses and the growth of existing businesses.

The Small Business Center of Johnston Community College is located at the Johnston County Workforce Development Center, 135 Best Wood Drive, Clayton, NC 27520

FREQUENTLY ASKED QUESTIONS

- Q. *What is the difference between continuing education and curriculum courses?*
A. Continuing education courses generally do not carry academic credit; however, some courses may count towards a degree program at JCC. Curriculum programs provide academic credit toward a degree, diploma or certificate.
- Q. *Can I get financial aid if I take a continuing education course?*
A. Normally continuing education courses are not able to have financial aid pay for the registration and books, however, there are some scholarship and reimbursement opportunities. Also, there may be some funding through the NCWorks Career Center that may assist in paying for registration and books.
- Q. *I am paying for someone else to take a class. What do I need to do?*
A. If you are an employer paying for someone else, you will need to use the Student Sponsorship Form that can be found under the Continuing Education page of the JCC website. This will ensure all refunds go to the sponsor and not the student.
- Q. *When can I register for a class?*
A. Continuing education courses can be offered throughout the year and **registrations** are taken daily. Curriculum courses require **admission** into the College. There are certain times each semester a student can register for the upcoming semester. Please refer to the academic calendar found on the JCC web site for registration dates.

Have additional questions? Call (919) 934-3051 or visit www.johnstoncc.edu

CONTINUING EDUCATION (CE) REGISTRATION

Pre-registration for Continuing Education classes is a necessity as space may be limited for some classes. Advanced registration is required for all Continuing Education courses with the exception of Basic Skills. All Continuing Education classes provided are subject to change due to specific circumstances and low enrollment may result in class cancellation. All pre-registered students will be notified in advance of any changes to classes. If you are not pre-registered, you may not receive notice of changes. Students must register and pay at least five calendar days prior to the class start date.

Please note: Students who are 16-17 years old interested in registering for *Continuing Education* classes during regular public-school days and times, must submit a Joint Approval for Concurrent Enrollment form with all required signatures **prior** to the beginning of class start date.

Students may pre-pay registration fees in one of the following methods:

Online:

To register online, use WebAdvisor. Click the grey button "Continue to WebAdvisor". Next, select the Continuing Education (gold) button, and then select "Register and Pay for Continuing Education Classes". You may search for classes using a keyword, course name, start date, or location. Select the class you want (check the box), and click "Submit". Complete the registration process. Please be advised that payment must be made using a credit card when registering through WebAdvisor.

In-person:

Visit the Records & Registration Department in the Wilson Building, Room C1513 to complete the registration form. Payment then can be made at the Cashier's Window beside the Bookstore in the Wilson Building. Hours for registration and payment are Monday-Thursday from 8:00 a.m.-5:00 p.m. and Friday from 8:00 a.m.-3:00 p.m. Registration is not complete until payment is made.

Mail in:

Complete the Continuing Education Registration Form located on the Web site <http://www.johnstoncc.edu/continuing-education/index.aspx> and mail to the Continuing Education Division along with appropriate registration fee(s) payment. The address is listed at the top of the form.

Email:

Scan and email registration form to be paid with a MasterCard or VISA credit card to Maegan Williams (mjwilliams2@johnstoncc.edu). You will be contacted for payment information.

Fax:

Fax registrations to be paid with a MasterCard or VISA credit card to (919) 209-2189 Attention: Registration. You will be contacted for payment information.

For specific questions regarding registering for a continuing education course please contact: Maegan Williams at (919) 209-2522 or email mjwilliams2@johnstoncc.edu.

CONTINUING EDUCATION SCHOLARSHIP OPPORTUNITIES

Johnston Community College Foundation - Continuing Education Scholarships

More information can be found on our website: <https://www.johnstoncc.edu/foundation/back-to-class.aspx>

Golden Leaf Scholars Program - up to \$250 award (reimbursement)

This award is given as a reimbursement. Generally, there are reimbursements awarded once in fall, once in spring, and once during the summer. Visit the following link for more information and up to date deadlines: <https://www.johnstoncc.edu/continuing-education/index.aspx>

State Employees Credit Union - \$750 award (reimbursement)

Generally, there are reimbursements awarded once in September and once in January. Visit the following link for more information: <https://www.johnstoncc.edu/continuing-education/index.aspx>

ADMISSIONS ENROLLMENT CHECKLIST (CU)

EXPLORE CAREERS AND PROGRAMS: Visit our Career and Transfer Resources Center to explore programs of study, take career assessments, and determine your best path.

APPLY FOR ADMISSION: Visit our homepage to apply for admission to the college.

COMPLETE THE FAFSA (Free Application for Federal Student Aid): Students who need financial assistance to pay for college should visit www.fafsa.gov. Please use federal school code 009336 to designate Johnston Community College as your preferred school.

SEND YOUR DOCUMENTS: Request official high school, GED, or college transcripts. Send SAT/ACT/AP scores to the admissions office. Students needing to take placement tests will be notified.

MEET WITH AN ADMISSIONS COUNSELOR: Applicants will be scheduled for an interview with an admissions counselor to discuss career interests, placement results, classes, and orientation.

MEET WITH AN ADVISOR: Your advisor will help you choose and register for your classes.

ATTEND NEW STUDENT ORIENTATION: Get acclimated to the JCC experience at orientation. New students will meet with faculty, staff, and students to get prepared for school.

BEGIN CLASSES AND JUMPSTART YOUR FUTURE!

Visit our Web page at www.johnstoncc.edu and click on the Future Students tab to get more information about your enrollment process.

CONTACT US

MAIN PHONE NUMBER.....(919) 934-3051
Admissions(919) 209-2128
Financial Aid(919) 209-2036
Records(919) 209-2018

For students registering for curriculum courses, Johnston Community College offers a variety of financial aid options and other sources of funding, and provides support services through our Financial Aid Office. For more information please see the website <https://www.johnstoncc.edu/payingforcollege/index.aspx>