



# Continuing Education





## Course Offerings in Continuing Education

Continuing Education programs exist to serve educational training and personal enrichment needs which cannot be satisfied through formal credit educational programs. Courses vary in length, depending on the objectives of each course. The Continuing Education division can begin a course at any time in response to the needs and demands of the community and industry. A course may be held during the day or evening and may be conducted on campus or at a business site. Courses are routinely conducted in the following programs:

### **Business and Management**

Communication Skills  
Team Building  
Mid-level Management Training  
Motivation and Production  
Statistical Process Control  
WorkKeys® Assessments  
WorkKeys® Profiling  
Customer Service

### **Computers**

MS Word  
Excel  
Introduction to the Internet  
Introduction to Windows  
Windows 2007  
Web Page Design  
E-Commerce

### **Courses Available Online**

Internet Marketing  
MS Word  
Excel  
Access  
PowerPoint  
Six Sigma  
Paralegal  
Medical Coding  
Bookkeeping  
Telecommunicating  
Personal Enrichment Courses  
*Call for additional offerings*

### **Technical and Industrial**

Career/Technical Mathematics  
Industrial Safety  
CDL Written Test  
Truck Driving  
HVAC Certification Exam  
EPA Refrigerant Certification Exam  
Telephone/Call Center Training

### **Health and Public Service**

First Aid  
Bloodborne Pathogens  
EMT-B  
Certified Nursing Assistant  
Medical Billing and Coding  
Pediatric CPR/First Aid  
Adult, Infant/Child,  
and Professional CPR Training  
Certified Childcare Training  
Patient Sitting

### **Personal Interest and Enrichment**

Cake Decorating  
Defensive Driving  
Floral Design  
Basic Home Repair  
Basic Auto Maintenance  
Photography  
Job Seeking Skills  
Resume Writing  
Real Estate  
Etiquette for Success  
Small Business Management  
Conversational Spanish  
Concealed Weapon



### **Course Announcements**

Information about continuing education course offerings is published and distributed periodically through local media outlets and is available at [www.wiltech.edu](http://www.wiltech.edu) or from the Continuing Education division at the College.

Individuals and organizations interested in continuing education courses which have not been announced should write or call Williamsburg Technical College's Continuing Education division at (843) 355-4182. When there is sufficient demand to form a class or classes and a qualified instructor can be employed, the Continuing Education division will notify interested parties of the class starting date and other pertinent information.

Special seminars, workshops and industrial courses may be scheduled to begin at any time suitable to the participants.

### **Registration**

WTC Continuing Education registration is quick and simple. Students must simply:

1. Complete the application available in the Continuing Education office, the Business office, or at [www.wiltech.edu](http://www.wiltech.edu).
2. Mail the completed application and fee payment to the Continuing Education office or
3. Deliver the completed application to the Continuing Education office and make fee payment at the Business office.

### **Student Fees**

"Upgrading courses" are jointly supported by student fees and state funds. Charges are based on the number of students and the importance of the course in terms of preparing people for the job market. Completely self-supported through student fees, the charges for personal interest courses are based on the cost of the instructor and the number of students in each class. Business and industrial training courses are supported by state funds and student fees. Fees are negotiated by the college and the participating parties.

### **Class Cancellation**

A minimum number of students is required for a class to be taught. If fewer than the minimum number is enrolled by one week prior to the start date of the class, usually the class is cancelled.

### **Refunds**

If a course is cancelled by the College, tuition will be refunded in full. If the course is taught and a student decides to drop, withdraw, or not come to class, normally no refund is given.

### **Student Records and Credit**

A Continuing Education Unit (CEU) is a nationally-recognized unit of credit for recording satisfactory completion of certain continuing education courses. One CEU represents ten contact hours of instructions.

Completion certificates may be awarded to students who satisfactorily complete a continuing education course.

### **Age Limitations**

Normally students under 16 years of age may take continuing education courses with the written approval of a parent or guardian. Some courses are not available to minors due to South Carolina laws or due to the discretion of the instructor (primarily for safety concerns).



### **Senior Citizen Discounts**

Due to the nature of continuing education funding, senior citizens pay the same fees as other students for all courses. Certain courses with "senior citizen" in the course title show tuition fees as listed for those courses.

### **Courses Via the Internet**

Williamsburg Technical College offers hundreds of courses via the Internet. Internet courses are not subject to many limitations encountered with conventional courses. Individuals signing up for a course will correspond with the instructor and send assignments via email. The courses usually run for six weeks with two lessons posted to students' email accounts per week. Many times a textbook is not required. Course materials can be downloaded via the Internet. The courses are offered by the Continuing Education division in conjunction with Ed2go, Gatlin Educational Services, and JER Online Courses. Go to [www.wiltech.edu](http://www.wiltech.edu) and select "Continuing Education."

Ed2go offers hundreds of courses in areas such as: the Internet, Webpage Design, Web Graphics, Web Programming, Basic Computer Literacy, Computer Applications, Certification Prep, Digital Photography, Languages, Writing Courses, Entertainment Industry Careers, Grant Writing, Business Courses, Test Prep, Personal and Career Development, Healthcare, Nutrition and Fitness, Law and Legal Careers, and many more.

Gatlin Educational Services provides courses in areas such as: Healthcare Professions, Networking/Microsoft Certification Programs, CompTIA Certification Programs, Internet/Graphic and Web Design/Technical and Business/Travel.

JER Group offers courses through Williamsburg Technical College such as: Culinary Arts, Customer Relations, Help Desk Certification, Manufacturing ISO, Nursing, Pharmacy Technician, and many of the courses listed above.

To see all current courses available via the Internet, go to [www.wiltech.edu](http://www.wiltech.edu) and select "Continuing Education."

### **New and Expanding Industry Training Opportunities**

Williamsburg Technical College cooperates with new and expanding industries to train work forces. Most often, the training is conducted in the industry where the trainee may be employed and, depending upon the program objectives, may consist of both classroom and on-the-job training. All training programs are established to meet the specific needs of particular industries.