

COURSE SCHEDULE

FALL 2017

Continuing Education Classes
Academic Classes

BEAUFORT COUNTY
COMMUNITY COLLEGE

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REGISTRATION & PAYMENT

There are three ways to register for Continuing Education classes at BCCC:

BY PHONE	BY MAIL	IN-PERSON
Call 252.940.6375 to register for classes and provide credit card information for payment. MasterCard, Discover and Visa are accepted.	Complete the Registration Form on page 31 of this catalog. Insert payment and mail to the address shown on the form. The Registration Form can also be printed from our website at www.beaufortccc.edu and click on <i>Our Programs, Continuing Education, General Information</i> .	You may register in person at the following location: Beaufort County Community College Continuing Education, Building 8 5337 US 264 East Washington, NC 27889 Monday through Thursday, 8 am to 5 pm; Friday, 8 am to 4 pm. Payment can be made with cash, check, money order and credit card. You must pay at the time of registration to complete your enrollment.

Pre-Registration is Required

Registration is accepted on a first-come, first-serve basis. Please submit your registration by phone, mail or walk-in at minimum one week before the start date of the class. If you wait, the class may be full or canceled due to low enrollment.

Who May Register?

Any individual 16 years old or older may register for a Continuing Education course. Students under the age of 16 may take Defensive Driving courses at any time throughout the year. Students under the age of 16 are not allowed to register for other continuing education courses, with the exception of personal enrichment courses offered during the summer months.

Fees, Books & Supplies

Registration fees for each class do not include the cost of textbooks, supplies, or lab fees. Registration fees are set by the NC General Assembly and are based on the number of contact hours for each course. Continuing Education courses that require the use of technology equipment and/or the Blackboard Learning Management System will also include a \$5 technology fee.

The BCCC College Bookstore is open Monday through Thursday, 8am–1pm and 2pm–5pm; Friday, 8am–1pm and 2pm–4pm. You can contact the bookstore at 252-940-6231 or by visiting their website at www.beaufortccc.edu/bookstore.

Refunds

The refund policy for Beaufort County Community College was established by the North Carolina Department of Community Colleges. (1) A student who officially withdraws from class(es) prior to the first class meeting is eligible for a 100 percent refund. (2) A student is eligible for a 100 percent refund if a class fails to “make” due to insufficient enrollment. (3) After the respective class begins, a 75 percent refund shall be made upon the written request of the student if the student officially withdraws from the class prior to or on the 10 percent point of the scheduled hours of the class. (4) Registration fees for self-supporting classes are non-refundable once the class begins. **Please note that refunds take 30-45 days to process. Refund checks are printed and mailed the second Friday of each month.**

Transcripts

Students may obtain copies of their continuing education transcript upon written or electronic request to the Continuing Education Registration and Records Office. Transcripts may also be requested by fax. Transcripts will be released to other colleges, agencies, or employers only with written authorization of the student. Instructions and the Transcripts Request Form are available online at <http://tinyurl.com/conedtranscript>. Official transcripts are \$2.00.

The College does not process requests for High School Equivalency transcripts (GED and HiSET). If you earned a High School Equivalency in North Carolina, you can request a copy of your High School Equivalency transcript by following the instructions provided at the North Carolina Community College System Office website. www.beaufortccc.edu/continuing-education/general-information/transcript-information

Children on Campus

Children under age 16 are not allowed in classrooms, labs, shops or other instructional areas, without prior authorization from a college administrator (ie: vice president, dean or director). This procedure also applies to BCCC regional centers operated by the college. The exception is the Summer Enrichment Program for Kids.

BCCC Online Services

If you are taking an online or hybrid class through Continuing Education, you will be provided an Outlook and Blackboard account through BCCC. Before students can access Outlook Email and Blackboard, they must determine their username and create a password by visiting the Continuing Education Student Username and Password Information page on the BCCC website.

*Start on the BCCC home page: www.beaufortccc.edu.

*Click on the Distance Learning link.

Accessibility Services

Beaufort County Community College is committed to diversity, inclusion and ensuring equal access in all campus programs, activities and events to qualified individuals with disabilities. To request a reasonable accommodation, contact Kimberly Jackson, BCCC Counseling, at (252) 946-6252 in room 925 of Bldg. 9. An advance notice of 72 hours may be required for some accommodations.

5337 Hwy. 264 East, Washington, NC 27889
100 NC Hwy 32 North, Roper, NC 27970
33460 US Highway 264, Engelhard, NC 27824

Phone 252-940-6375
Phone 252-741-9090
Phone 252-925-3451

Serving Beaufort, Hyde, Tyrrell, & Washington Counties



College & Career Readiness (CCR)

Beaufort County Community College offers College and Career Readiness classes in Beaufort, Hyde, Washington and Tyrrell counties. 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.

Follow the Path to Achieving your High School Equivalency (HSE):

Step 1

Call 252-940-6325 for an appointment.
The HSE Prep Lab in BCCC Building 8 is open Tuesdays from 4-8 pm.



Step 2

Select a Career Pathway (optional)
CNA-I
Pharmacy Tech
Culinary
Welding



Step 3

Enroll & Attend a High School Equivalency or English Language Acquisition (ESL) Class



Step 4

Schedule Your Exam
www.ged.com
or
www.hiset.ets.org

Beaufort County
Campus Location
5337 Hwy 264 East
Washington, NC 27889

ABE – B8 Rm 813
Mon – Thurs
8:30 am – 9:30 am
9:30 am – 11:00 am
11:00 am – 1:30 pm

HSE-Prep – B8 Rm 816
Mon- Thurs
8:30 am – 9:30 am
9:30 am – 11:00 am
11:00 am – 1:30 pm

FastTrack B8 Rm 824
Mon- Thurs
8:30 am – 11:30 am

HSE-Prep – B8 Rm 827
Tues & Thurs
5:00 pm – 8:00 pm

ABE – B8 Rm 816
Mon/Wed
5:30 pm – 8:30 pm

Hyde County
Hyde County Davis Center
33460 US Highway 264
Engelhard, NC 27824

HSE – Prep
Tues/Thurs
6:00 pm – 9:00 pm

Tyrrell County
Tyrrell Hall
906 US-64
Columbia, NC 27925

HSE-Prep
Tues/Thurs
6:00 pm – 9:00 pm

Washington County
Washington County Center
100 NC Hwy 32 North
Roper, NC 27970

HSE-Prep
Mon-Wed
9:00 am – 1:00 pm

Earn Your HSE Online!



Need a convenient, cost effective way to earn your HSE from home?

You can now enroll in our online HSE class! Students must attend a face-to-face orientation to register and obtain credentials that give them online access. For more information call 252-940-6325.

ALL HSE CLASSES

FREE!

English Language Acquisition (ELA)

English Language Acquisition classes are designed for adults who want to learn the English language skills necessary to function effectively in an English-speaking environment. By attending ELA Classes, students that are seeking citizenship status in the United States will be prepared to take the Naturalization Test.

**Beaufort County
Campus Location**
5337 Hwy 264 East
Washington, NC 27889



B8 – Rm 827
Mon – 8:30 am – 12:00 pm
Tues – Thurs
8:30 am – 2:00 pm



B8 Rm 813
Tues/Thurs
5:30 pm – 8:30 pm

Fast Track

Fast Track classes are designed to reinforce skills at a fast pace in preparation for any high school equivalency examination. The integrated instruction includes all four subjects: math, science, social studies and language arts.

Fast Track – B8 Rm 824
Mon- Thurs 8:30 am – 11:30 am

High School Equivalency Exam Options

Pearson Vue GED

- Computer-based test
- Four subjects
 1. Language Arts
 2. Science
 3. Social Studies
 4. Mathematics



Create an account at <https://ged.com>

Pay a testing fee of \$20 per test/Science, Social Studies, Math, Lang. Arts Reasoning.

Retake the test up to two times for free.

ETS HiSET

- Computer or paper-based test
- Five subjects
 1. Reading
 2. Writing
 3. Science
 4. Social Studies
 5. Mathematics

Create an account at <https://www.hiset.ets.org>

Pay a testing fee of \$50.

Retake the test up to two times for free.

- Sign up online to test with either Pearson Vue's GED Test or ETS HiSET Test.
- Payments 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 Bldg. 9, Room 926 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.

High School Equivalency Testing Dates

We offer the following dates for your exam for your convenience. Please remember to visit <http://ged.com> or <https://www.hiset.ets.org> to schedule your exam.

Pearson Vue GED

September 12 & 13
October 3, 4, 17 & 18
November 14, 15, 28 & 29
December 12 & 13

ETS HiSET

August 28
September 11
October 16 & 30
November 14 & 27
December 11

Contact us:

Heather Collins
Director of College and Career Readiness
Building 8 Room 814B
252.940.6298
heather.collins@beaufortccc.edu

Admissions & Assessment Specialist
Building 8, Room 814A
252-940-6325

Bobbie Lewis
Chief HSE Examiner
Building 8, Room 819
252.940.6209
bobbie.lewis@beaufortccc.edu

Medication Aide for Long-Term Facility

This 24 hour course is designed to train the Nurse Aide to safely administer medications to residents in long-term facilities. Nurse aides must be listed on the Registry and have no substantiated findings listed. Core course concept is safe administration of medications to residents in a long-term care setting. To complete the course, attendance is required for the entire 24 hours of instruction. Score of 90 or above is required on final written exam to pass the course. Upon satisfactory completion of the course, students are eligible to apply for and take the North Carolina Medication Aide Certification Exam. Course textbook is available at BCCC bookstore at \$14.14. Registration fee: \$70.00. Due at time of registration is a copy of current NC Aide certificate, SS Card and current valid drivers license. Prerequisite: Current North Carolina Nurse Aide I Certification in good standing.

9:00am-6:00pm Saturday Sept. 9-23 Fee: \$70 24 hrs 28738 BCCC12 1218

Pharmacy Technician

This 76 hour course prepares students through classroom instruction to enter the pharmacy field as a Pharmacy Technician I. Core course concept is basic pharmacy and pharmacology training. Upon satisfactory completion of the course, students are encouraged to apply for certification with Pharmacy Technician Certification Board Exam. Prerequisite for course is Career Readiness Certificate of a bronze or higher. Copy of certificate is due at time of registration. Classroom requirement fees, such as note cards and notebooks may apply. Course textbook available at BCCC bookstore at \$197.22. Registration Fee: \$180.00.

Funding assistance may be available through NC Works. Interested persons must apply to the NC Works office in their home county.

First night of class 5:30pm-9:30pm
Remainder of classes 5:30pm-8:30pm Mon & Wed Aug. 28-Nov. 15
Fee: \$180 76 hrs 28811 BCCC8 826



BLS CPR/First Aid for Health Care Providers

Keep your professional credentials up-to-date. This 4 hour recertification course is designed for individuals who need to renew their BLS CPR certification. Additional costs: CPR card \$5.00 due at time of registration. Course textbook available at BCCC bookstore at \$15.75.

6:00pm-10:00pm Tuesday October 10 Fee: \$45 4 hrs 28825 BCCC8 826
9:00am-1:00pm Saturday November 4 Fee: \$45 4 hrs 28826 BCCC8 826

Nurse Aide I

Nurse Aide I course prepares students to provide personal care and basic nursing skills to elderly adults. Course content includes but is not limited to: role of the nurse aide, infection control, communication and resident's rights. Upon satisfactory completion of course, student is eligible to apply for North Carolina State Certification Examination. Successful completion of state exam is required to be listed on the North Carolina Nurse Aide I Registry. Course fee is \$180 registration fee, \$13 malpractice fee, \$1.25 accident insurance fee \$5 CPR. Additional costs are approximate. Books \$61.92, watch with second hand \$5-10, clinical uniform monogrammed with BCCC \$35 - white scrub top and navy blue pants, white closed shoes \$20-40, dual head stethoscope \$25, and Blood pressure cuff \$20. Castle Branch cost \$85 for background check, drug screen, immunization upload. Castle Branch login required after registering for course and must be completed within 30 days. www.castlebranch.com. Prerequisite is High School Diploma or HSE and Career Readiness Certificate of a silver or higher. Copy of CR Certificate and diploma are required at time of registration.

9:00am-2:30pm Tues & Thurs Aug. 17-Dec. 14 Fee: \$199.25 164 hrs 28747 BCCC12 1212

Nurse Aide II

Nurse Aide II is a 186-hour certificate course that provides classroom, lab and clinical instruction. NA II course prepares students to perform complex nursing skills for patients or residents. Satisfactory completion of the course and the final written/skill competency evaluation allows the student to apply for listing as a Nurse Aide II with the North Carolina Board of Nursing-Nurse Aide I Registry. Upon satisfactory completion of course, student is eligible to list as a Nurse Aide II with the State of North Carolina. Course fee is \$180 registration fee, \$13 malpractice fee and \$1.25 accident insurance fee. Additional costs are approximate. Books \$61.92, watch with second hand \$5-10, clinical uniform monogrammed with BCCC \$35 - white scrub top and navy blue pants, white closed shoes \$20-40, dual head stethoscope \$25, blood pressure cuff, Castle Branch cost \$85 for background check, drug screen, immunization upload. Castle Branch login required after registering for course and must be completed within 30 days. www.castlebranch.com. Prerequisite is good standing as a Nurse Aide I. Copy of NA I license is required at time of registration.

6:00pm-10:00pm Tues & Thurs
9:00am-6:00pm Every other Sat Aug. 17-Dec. 14 Fee: \$194.25 164 hrs 28815 BCCC12 1212

Phlebotomy

This 210 hour course prepares students through classroom instruction to be able to enter the medical field in various settings as a Phlebotomist. Core course concept is instruction on how to safely and competently perform venipunctures. Students cannot progress to clinical unless they can competently perform venipunctures in the lab setting. 90 hours of clinical are required to successfully complete the course. Clinical hours are done Monday through Friday during the day. Requirements for course is a Career Readiness Certificate of a bronze or higher. Copy of certificate is due at time of registration along with an official copy of a High School diploma or HSE. Student is required to complete clinical during scheduled times. Other requirements include navy scrub top and pewter pants uniform which are to be worn daily while in class, lab and clinical. Approximate costs; Uniforms embroidered with BCCC \$45, White Lab Coat embroidered with BCCC \$35, White closed toe/heel shoes \$25, Castle Branch cost \$85 for background check, drug screen, immunization upload, Medical Dictionary \$10. Course textbook available at BCCC bookstore at \$197.22. Course fee includes registration Fee:\$180.00. \$13 malpractice insurance fee, \$1.25 accident insurance and a \$5 CPR card. Castle Branch login required after registering for course and must be completed within 30 days at www.castlebranch.com. Funding assistance may be available through NC Works. Interested persons must apply to the NC Works office in their home county.

9:00am-2:30pm Mon & Wed Aug. 14-Dec. 13 Fee: \$199.25 210 hrs 28750 BCCC12 1212

Registered Medical Assistant

This 720 hour course is divided into 2 sections. Each section has fee requirements, such as registration and classroom fees. RMA program prepares students through classroom instruction to enter the medical field in various settings. Core course concepts are administrative and clinical

HEALTHCARE PROGRAMS

Fall 2017

skills. Students cannot progress to Part 2 until successfully completing Part I. Prerequisite is Career Readiness Certificate of a bronze or higher. Copy of certificate is due at time of registration along with an official copy of a High School diploma or GED. Prerequisite is Career Readiness Certificate of a bronze or higher. Copy of certificate is due at time of registration along with an official copy of a High School diploma or GED. Part 1 fees include Registration Fee: \$180.00. \$5 technology fee. Approximate cost of Textbooks \$300, Medical Dictionary \$10. Funding assistance may be available through NC Works. Interested persons must apply to the NC Works office in their home county.

9:00am-6:00pm Mon, Tues, Thurs Aug. 17, 2017-Feb. 26 Fee: \$185 (part 1)
360 hrs 28342 BCCC8 826



Nurse Aide I Refresher

This 42 hour course is an intensive review of the theory and skills needed to care for adults. Students must attend all 42 hours to successfully complete the course. Course includes 12 classroom hours and 30 lab hours. No clinical course requirements. This course is for the following individuals:

*Individuals listed on the North Carolina Nurse Aide I Registry but let their registry lapse within past 3 years.

*Individuals who have a current or prior listing as Nurse Aide in another state and wish to become listed on the NC NA I Registry.

*Individuals who are military personnel with medical/corpsman training.

After successful completion of the course students will receive a certificate of completion and are eligible to take the North Carolina State Certification Exam. Registration fee: \$125.00. Accidental Insurance Fee \$1.25. Due at time of registration is a copy of current NC Aide certificate, SS Card and current valid drivers license. Textbook available at BCCC bookstore. Prerequisite: Current North Carolina Nurse Aide I Certification in good standing.

Fri & Sat Sept. 8-30 Fee: \$126.25 42 hrs 28992 BCCC12 1212
First Friday class-9:00am-6:00pm; other Fridays-9:00am-2:00pm; Saturdays-9:00am-2:00pm

ONLINE CLASSES IN HEALTHCARE PROGRAMS

Certificate in Mediation
Certificate in Brain Health
Certificate in Stress Management
Medical Coding

Certificate in Gerontology
Medical Transcription
Spanish for Medical Professionals
Medical Math

HIPAA Compliance
Become a Physical Therapist Aide
Human Anatomy & Physiology I & II
Certificate in Healing Environments

Medical Terminology: A Word Association Approach

Visit www.ed2go.com/beaufortccc.edu or call 252.940.6307 to register!

EMERGENCY MEDICAL SERVICES

Fall 2017

Emergency Medical Technician Initial Provider (Hybrid)

If you have little or no medical experience, this course will introduce you to emergency prehospital care. Upon completion of this course, you will be credentialed to provide emergency care at the EMT level and be allowed to take the state credentialing exam. The schedule includes online course components along with weeknight and Saturday sessions. The registration fee for this class is \$180. Additional fees include \$5 for a Student ID, \$5 for a Technology Fee, \$13.00 for Malpractice Insurance, \$1.25 for Accident Insurance, and \$5.00 for a CPR card. Funding assistance may be available for qualifying individuals through your local NCWORKS Career Center.

6:30pm-9:30pm Mon. & Wed. Aug. 14-Dec. 6 Fee: \$209.25 228 hrs 28403 BCCC10 28

EMT to Advanced EMT Initial Provider

This course follows the North Carolina curriculum and bridges the Emergency Medical Technician to Advanced Emergency Medical Technician. Some Saturday sessions and additional scheduled clinical and field experience hours are required. This course has mandated prerequisites that must be completed prior to registration so please contact BCCC EMS Programs for more information. Funding assistance may be available for qualifying individuals through your local NCWORKS Career Center. The registration fee for this class is \$180. Additional required fees include malpractice (\$13) and accident (\$1.25) insurance, technology fee (\$5) and student ID (\$5), totaling \$24.25 for the course and must be paid along with the registration fee.

6:00pm-9:30pm Tuesdays & Thursdays Aug. 15-Dec. 13 Fee: \$204.25
305 hrs 28404 BCCC10 30

EMT to Paramedic (Hybrid)

This course will follow the guidelines established by NCOEMS and will have online and classroom work that will educate the EMT to prepare for the North Carolina credentialing exam. Once successfully completing this course the student will be allowed to register for the North Carolina Paramedic Exam. The registration fee for this class is \$180. Additional required fees include malpractice \$13, student accident insurance \$1.25, technology fee \$5, student ID \$5, totaling \$204.25 for the course and must be paid along with the registration fee. Please note: instruction will be delivered through two classes that will be on a "flip-flop" schedule to meet the state minimum of 1,000 hours of instruction that include clinical and lab time. Students will be required to attend one afternoon and night each week. Students will be required to submit a letter of affiliation at the time of registration in order for the registration fee to be waived.

Call to schedule a meeting to discuss course requirements. Course is scheduled to start on November 17.

Online Anatomy and Physiology for Paramedics

This course is designed for students preparing to register for a Paramedic course or credentialed providers needing continuing education. The objectives for this course satisfy the National Standard Curriculum and the NCEMS objectives. Upon completion, students should be able to demonstrate a basic understanding of the fundamentals and the principles of anatomy and physiology. The registration fee for this course is \$180. A \$5 technology fee is included in the fee below.

Online All Days Aug. 28-Nov. 18 Fee: \$185 84 hrs 28405 Online



Online Critical Care Review Class

Vidant EastCare and Beaufort County Community College are hosting an online Critical Care Review course that will prepare Paramedics for the FP-C and the CCP-C exam. FP-C and CCP-C are the only Paramedic certifications recognized by Commission on Accreditation of Medical Transport Systems (CAMTS). Vidant EastCare is the only CAMTS accredited transport program in Eastern North Carolina. This course is 72 hours and has been approved by the Board for Critical Care Transport Paramedic Certification (BCCTPC). Paramedics who are already FP-C or CCP-C can use this course for recertification hours. BCCTPC requires 16 hours of approved Critical Care content. The textbook for the course is the AAOS Critical Care Transport, ISBN- 9781449642587. The course fee includes a \$180 registration fee and \$5 technology fee.

Online All Days Aug. 21-Nov. 11 Fee: \$185 72 hrs TBD Online

Survival Spanish for Emergency Medical Services (EMS)

According to the United States Census Bureau, 10% of North Carolina's population is of Hispanic or Latino descent. With the rising population in North Carolina it is important to Emergency Medical Service (EMS) personnel to have the ability to communicate with each person that they encounter. Instructor Ben Correa will teach EMS personnel basic Spanish phrases that will help them to assess injuries and gain basic background information at the scene. Students will also leave the class with a pocket guide of basic Spanish phrases to keep with them while they are on duty. This course is not eligible to be fee waived.

Call us at 252-940-6297 to schedule a class at your station!

Do you want to receive email updates regarding upcoming classes and events in the BCCC EMS Training Program? Subscribe now at <http://www.tinyurl.com/bcccemss>.

BCCC offers additional certification classes monthly, such as Advance Cardiac Life Support (ACLS), Pediatric Advance Life Support (PALS), and Pre-Hospital Trauma Life Support (PHTLS) along with various continuing education credit classes for EMS Professionals. Please check our website at <http://www.beaufortccc.edu> and click on Our Programs, Continuing Education for upcoming offerings or contact Billy Respass, Director of EMS Programs, at billy.respass@beaufortccc.edu or by phone at 252-940-6468 or Larry Gales, Coordinator of EMS Programs, at larry.gales@beaufortccc.edu or by phone at 252.940.6297.

PUBLIC SAFETY WEEKEND 2018

March 2-4, 2018



We are currently in the process of planning the classes and events for this weekend. If you have a class you would like to see offered or need, please contact Johnny Williams, Director of Fire & Emergency Management Training Programs, at (252)940-6363 or johnny.williams@beaufortccc.edu.

We'll be providing more information in our monthly newsletter. If you are not already signed up for this, visit <http://tinyurl.com/bcccfire-em> to subscribe.

Strategy and Tactics for Initial Company Operations

This two-day course is designed to meet the needs of Company Officers (COs) responsible for managing the operations of one or more companies during structural firefighting operations. The course is designed to develop the management skills needed by COs to accomplish assigned tactics at structure fires. Fee waived for public safety personnel.

8:30am-5:30pm

Sat & Sun

August 19-20

Fee: \$70

24 hrs

28928

Clarks Neck FD



Fire Academy

We will be holding our 3rd Fire Academy starting on August 15. There will be a mandatory meeting on August 1 to get all essential paperwork so that we will be able to start on August 15. Classes will be on Monday, Tuesday, Thursday, and every other Saturday. Class times are from 6pm – 10pm during the week and 8am – 5pm on Saturday. Class size is limited to 20 so register early. For more information or to start the registration process please contact Johnny Williams, Director of Fire and Emergency Management Training, at (252)940-6363 or johnny.williams@beaufortccc.edu.



Our Public Safety Training Facility is up and operational. If you would like to schedule a training at the facility please contact Johnny Williams, Director of Fire and Emergency Management Training, at (252) 940-6363 or by email at johnny.williams@beaufortccc.edu.



If you would like to receive our monthly newsletter with the latest on upcoming classes, please visit <http://tinyurl.com/bcccfire-em> to subscribe. This will give you the latest information on any classes we offer. For questions or to request other classes, contact Johnny Williams, Director of Fire & Emergency Mgmt. Training, at johnny.williams@beaufortccc.edu or by phone at 252-940-6363.

The Chef's Table



The Frances Morgan Roberson Culinary Arts Lab is a fine community resource! Those who have participated in our Personal Enrichment Culinary classes have experienced great instruction, delicious food, and fun camaraderie. Our classes are limited to 10 participants so that everyone can learn new skills, help prepare our meals, and enjoy our food. All materials are supplied. Please register at least one week before class date.

Cake Decorating 1

This year your holiday baking will be so much more inviting when you learn to decorate cakes, cupcakes, and cookies from Michele Daniels. In BCCC's Cake Decorating I class you will learn to decorate cakes that will delight your family and friends. Learn to master elegant borders using shells, rosettes, and stars. Learn to create lovely flowers such as roses, rosebuds, sweet peas, and pansies. Take this class and enjoy decorating a beautiful cake for every holiday event! Supply list available upon registration.

6:00pm-8:30pm Mondays Sept. 11-Oct. 16 Fee: \$50 15 hrs 28948 BCCC8 829

A Cocktail Party

At Myrtle Grove Plantation events are known for delicious food and gracious surroundings. Joe White, chef at Myrtle Grove, will bring his style of entertaining to the BCCC kitchen, and we are looking forward to his visit. In this class we will produce and enjoy an elegant cocktail party. Students will learn to cook delicious buffet items and host their own party with confidence. Here's the menu:

Cranberry goat cheese spread
Champagne poached salmon with creamy onion and caper sauce
Shrimp on English cucumbers
Devils on horseback
Caramelized onion-apple crostini
Bananas Foster

6:00pm-9:00pm Tuesday September 12 Fee: \$40 3 hrs 28971 BCCC8 830

Soft Shell Crabs

Stephen Tubaugh is a graduate of the New England Culinary Institute, and he was the proprietor of Cliff's Seafood Restaurant in Greenville. So who better to teach us how to make a traditional Eastern NC soft shell crab supper? And he's going to fancy it up a bit! Join this class and help produce this delicious meal:

Soft shell crabs with three sauces (citrus, remoulade, and tartar)
Homemade cole slaw
Sliced tomatoes
Up-the-creek cucumbers
Baked cornbread
Tay's lemon angelfood dessert

6:00pm-9:00pm Thursday September 21 Fee: \$45 3 hrs 28972 BCCC8 830

Pies and Tarts, Sweet and Savory with Rachel K.

Everybody loves a pie. And once you have the knack for making a good crust then there is no limit to the fillings you can enjoy. Rachel will lead us to make sweet dessert pies and savory pies for brunches or suppers. We'll enjoy quiche, a rustic galette, and a custard pie. Each student will bake an apple pie to carry home! Coffee, tea, and cold milk will be just what we need when those pies come out of the oven.

5:30pm-9:30pm Tuesday September 26 Fee: \$40 4 hrs 28973 BCCC8 830

A Seafood Dinner Party

Learn how to enjoy hosting your own dinner party. In this class you'll help Joe White, chef of Myrtle Grove Plantation. Assisting Joe cook this meal will show you how to plan and serve a dinner party that includes make-ahead dishes and time saving techniques. And it will be delicious! You'll enjoy dining in class and serving your friends and family at home.

Seafood bisque
Oyster casserole
Roasted baby potatoes and Brussels sprouts
Green beans Parmesan
Glazed baby carrots
Baked apples with cranberries and walnuts

6:00pm-9:00pm Tuesday October 10 Fee: \$45 3 hrs 28974 BCCC8 830

Biscuits and Quick Breads

The best Southern suppers include light fluffy biscuits. Please pass the butter and the homemade jam. Rachel K. Midgette will have you baking biscuits that will delight everyone at your table. And she will teach the secrets to consistently good results. We'll also make a quick bread. These easy to make loaves will be great to have around during the holidays, and there are many variations that you'll learn to make.

5:30pm-9:30pm Thursday October 19 Fee: \$35 4 hrs 28975 BCCC8 830

Knife Skills

Chef Morten Hoj will lead your class in basic knife skills. He will teach you which knife is best for various kitchen tasks, and he will guide as you learn to make the proper cuts. Your chef will demonstrate the best way to use your knives, and you will practice cutting many fruits and vegetables to gain good knife control. All students will butcher a chicken, and the class will dress a beef tenderloin. Sharpening, storage, and maintenance of your knives are also important skills we will address. You may use our knives or bring your favorites from home. And with all this food around we will cook up a good snack to reward your perfect slicing and dicing.

6:00pm-9:00pm	Tuesday	October 24	
Fee: \$40	3 hrs	28976	BCCC8 830



The Five Mother Sauces

As a graduate of the Culinary Institute of America, Paul Cyr is a classically trained chef. At the request of several students he happily agreed to teach this class. Join in and learn to make the five mother sauces: veloute, béchamel, tomato, español, and hollandaise. Learn when to use these sauces to your best advantage. Paul will also teach variations of the sauces to add different flavors. We've got plenty of whisks. Just bring your enthusiasm and your appetite. Paul will make us a nice snack to grace with the sauces.

6:00pm-9:00pm	Thursday	November 2	Fee: \$40	3 hrs	28978	BCCC8 830
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Carving Skills

Don't be afraid of your Thanksgiving turkey! Learn to carve and present it in the most appetizing way with Chef Paul Cyr. We will roast one turkey for the class and one chicken for each student. The chef will demonstrate carving techniques on the turkey, and students will each carve a chicken. (Students will carry home their chicken.) While he's at it, Chef Paul will make a fine turkey gravy, sage and sausage dressing, and roasted Brussels sprouts. Let's finish the meal with a pumpkin pie!

6:00pm-9:00pm	Tuesday	November 14	Fee: \$45	3 hrs	28979	BCCC8 830
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Making Pralines

Visits to Savannah, and New Orleans always include pralines. And Anita Price of Anita's Pies and Cakes knows how to make delicious pralines. Did we mention that she is a graduate of our culinary program? We are proud to have her teaching for us, and you will learn how to make these holiday treats. She will be using good old Beaufort County grown pecans, and she will share variations on the basic recipe. You will take home a fine sampling of your new cooking skill.

6:00pm-9:00pm	Thursday	November 16	Fee: \$25	3 hrs	28980	BCCC8 830
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Biscotti

Have you ever had a biscotti with your morning cup at the Coffee Caboose? They are the best, and Chris Barkley is the baker. He will lead students to make a big batch of biscotti to take home along with the ability to make many variations of the basic recipe. In class we will make cranberry almond biscotti, and we'll have a pot of coffee brewing for you to enjoy.

6:00pm-9:00pm	Thursday	November 30	Fee: \$25	3 hrs	28981	BCCC8 830
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A Hard Candy Christmas!

Anita Price returns to the kitchen to share her skills in making traditional holiday hard candy. She will lead you to make cinnamon, orange, and mint hard candy. You will bring back memories when you make these brightly colored and sweetly flavored treats. Hard candy making skills can also be used to make homemade lollipops and molded shapes. Carry home some candy and the recipes to make plenty more for your friends and family.

6:00pm-9:00pm	Tuesday	December 5	Fee: \$25	3 hrs	28982	BCCC8 830
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A Danish Holiday Celebration

Recently we've read about the Danish tradition of hygge (pronounced hue-gah). Hygge speaks to the ethos of cozy, comfortable living and sharing a warm environment with those you love. Our chef, Morten Hoj, is a native Dane, and he will share with us a wonderful hygge dinner. We will have candle light and lots of delicious food to celebrate the coming holidays. You'll dine well and enjoy these recipes at home:

- Baked Camembert with lingonberries
- Smoked salmon with capers, red onion, and fresh dill
- Marinated herring with Danish rye bread and capers
- Danish shrimp salad with white asparagus and Sherry cream dressing
- Pork tenderloin Forestier
- Oven roasted baby potatoes
- Fresh green beans served with bacon and roasted radish
- AEbleskiver, a traditional Danish donut served with lingonberry preserves
- Coffee and Kransekage, a Danish almond cookie

6:00pm-9:00pm	Thursday	December 7	Fee: \$45	3 hrs	28983	BCCC8 830
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Defensive Driving-DDC-4

Learn to drive defensively for the sake of family, friends, and yourself in this four hour course! It's important to get there safely and without incident. You want to recognize hazards, understand your defenses, and act correctly and in time to avoid problems on the highway. Everyone is safer when you drive defensively, and you will avoid costly traffic tickets. We are pleased with our new 4 hour Defensive Driving class, and the District Attorney is too. This class will also satisfy the requirement of many businesses which employ drivers. We are offering plenty of sections to meet your needs.

9:00am-1:00pm	Saturday	August 5	Fee: \$65	4 hrs	28414	BCCC8 829
5:30pm-9:30pm	Monday	August 14	Fee: \$65	4 hrs	28415	BCCC8 829
9:00am-1:00pm	Saturday	September 9	Fee: \$65	4 hrs	28417	BCCC8 829
5:30pm-9:30pm	Monday	September 18	Fee: \$65	4 hrs	28418	BCCC8 829
9:00am-1:00pm	Saturday	October 7	Fee: \$65	4 hrs	28931	BCCC8 829
5:30pm-9:30pm	Monday	October 23	Fee: \$65	4 hrs	28934	BCCC8 829
9:00am-1:00pm	Saturday	November 4	Fee: \$65	4 hrs	28935	BCCC8 829
5:30pm-9:30pm	Monday	November 20	Fee: \$65	4 hrs	28938	BCCC8 829
9:00am-1:00pm	Saturday	December 2	Fee: \$65	4 hrs	28939	BCCC8 829
5:30pm-9:30pm	Monday	December 18	Fee: \$65	4 hrs	28942	BCCC8 829

Line Dancing

Our Line Dancing class is very popular, as it should be. We've added more sections, and we added some time to each session. Everyone who joins has time to enjoy the gentle and moderate exercise. Line dancing improves memory while you learn the various dances (we'll go through 20 different styles.) And you'll enjoy getting ready for weddings and holiday parties. Please join us for 6 weeks of entertaining line dancing. And don't forget; it's just plain fun!

10:00am-11:30am	Monday	Sept. 11-Oct. 16	Fee: \$30	9 hrs	28949	BCCC10 Multipurpose
6:00pm-7:30pm	Monday	Sept. 11-Oct. 16	Fee: \$30	9 hrs	28950	BCCC10 Multipurpose



Culinary Arts for Fun



Music...Learn to Play



Technology-Smart Phones



Holiday/Seasonal Crafts



Quilting



Small Engine Repair



Dancing...Line and Shag



Welding for Fun



Fitness...Yoga & Tai Chi

Line Dancing - Intermediate

We continue our line dancing exercises with new dances and slightly more complex arrangements. We will build upon all the steps that we learned in our first sessions to give students more dances and more fun.

10:00am-11:30am	Monday	Oct. 23-Dec. 4	Fee: \$30	10.5 hrs	28951	BCCC10 Multipurpose
6:00pm-7:30pm	Monday	Oct. 23-Dec. 4	Fee: \$30	10.5 hrs	28952	BCCC10 Multipurpose

Carolina Shag Dancing

The Shag is the favorite couples dance in the Carolinas. Come and learn this traditional social activity and enjoy the fellowship in our dancing classroom. It will not take long for couples to master the basic steps and at least six fun moves. Dance etiquette will be part of the instruction. After this class couples will be ready to confidently join-in at many social events.

6:00pm-7:30pm	Tuesday	Sept. 12-Oct. 17	Fee: \$50	9 hrs	28953	BCCC4 102
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Carolina Shag Dancing - Intermediate

OK, you've mastered the basics. Now join this class to perfect your shagging and add more steps to your repertoire. More shagging, more fun. We'll continue to build confidence with the basics and add new moves. Chris Winstead will lead the class, and you will lead everyone to the dance floor at the next party!

6:00pm-7:30pm	Tuesday	Oct. 24-Dec. 5	Fee: \$50	9 hrs	28954	BCCC4 102
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Tai Chi

Wake up and stretch using this ancient Chinese exercise art. This class meets two mornings each week to give you sessions of gentle stretching and breathing. Tai Chi improves strength, flexibility, balance, and bone density, and it maintains muscle mass. Folks who participate often report that they just feel better. Please join Eric Humphries and learn the "8 Essential Pieces of Brocade" which constitute Tai Chi.

9:00am-10:00am	Mon. & Wed.	Sept. 11-Oct. 18	Fee: \$50	12 hrs	28955	BCCC10 31
9:00am-10:00am	Mon. & Wed.	Oct. 30-Dec. 6	Fee: \$50	12 hrs	28956	BCCC10 31

Yoga

We are pleased to offer this healthful activity on our campus. Sharon Owens is a Kripalu Yoga certified instructor, and she will lead you to practice movement, breathing work, and meditation to become present in the moment and fully alive. The stretching is gentle and the benefits are immeasurable. Students will need to bring their own mat. Other equipment will be supplied.

5:30pm-6:45pm	Thursday	Sept. 7-Oct. 12	Fee: \$36.00	7.5 hrs	28946	BCCC10B 101
5:30pm-6:45pm	Thursday	Oct. 26-Dec. 7	Fee: \$36.00	7.5 hrs	28947	BCCC10B 101

Quilting

The Pamlico River Quilters' Guild inspired us to offer this class, and Debby Hodges has made it a great success. We now include 8 sessions to give beginning quilters more experience under Debby's guidance. Learn the basics of cutting, piecing, sewing seams, and quilting. Debby will address fabric choices and color combinations as you produce a wonderful sampler quilt. We will also visit a local quilting shop. So if you have any desire to learn quilting this is a great start. Book and supplies list available upon registration.

6:00pm-9:00pm	Thursday	Sept. 14-Nov. 2	Fee: \$55	24 hrs	28995	BCCC8 829
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Courthouse Steps/Star Quilt

Quilters who have completed our beginning class will enjoy coming together to design, piece, sew, and quilt. And experienced quilters know that using jelly rolls is a fun way to quilt. That's what students will do as they produce a Courthouse Steps/Star quilt. It can be sewn with a holiday theme or made to grace your décor the year round. As always, Debby Hodges will help you build your quilting skills.

6:00pm-9:00pm	Tuesdays	Nov. 4-Dec. 5	Fee: \$40	12 hrs	28996	BCCC8 829
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Enjoying DSLR Photography

Spend four evenings learning to better use your DSLR camera. David Clark, a seasoned commercial photographer, will share his expertise and his passion for making great photos. And each evening you'll make and share photos with class members as you all come to understand how the elements of light and your camera interact. Explore metering, exposure, and using various lenses to get desired results. The modes of Full Auto, Shutter Priority, Aperture Priority, and Manual Exposure will all be used as you photograph people, indoor objects and outdoor scenes. Learn to format in RAW or JPEG as the need arises. And this year you'll take the best holiday pictures ever!

6:00pm-8:00pm	Tuesday	Sept. 12-Oct. 3	Fee: \$50	8 hrs	28945	BCCC8 829
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Small Engine Repair

We are pleased to have Small Engine Repair back on our schedule. And we have a new shop with lots of equipment and a new instructor. So now is the time to become your own repair person and enjoy learning to fix your own stuff! In this class, students will gain the skills needed to diagnose, repair, and maintain both 2-cycle and 4-cycle engines. These include weed eaters, tillers, chain saws, leaf blowers, and lawn mowers. Students will receive classroom instruction and hands-on experience. Students are encouraged to bring their own equipment to our shop for tune-up and repair.

6:00pm-9:00pm	Tuesday	Sept. 12-Nov. 7	Fee: \$90	24 hrs	28957	BCCC7
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Welding for Fun

Have you ever thought about all the cool things you could make if only you knew how to weld? Well, here's your chance to find out how. We've got all the material you'll need, and the safety equipment too. Just join this class and you'll learn the basics of Mig (GMAW), Tig (GTAW), and stick (SMAW) welding. By the end date you will have made your own art project to keep. Accident insurance included.

9:00am-Noon	Saturdays	Sept. 16-Oct. 14	Fee: \$130	15 hrs	28958	BCCC4 112
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Pamlico's Past

We all know that we live in a very special place. When you join this exploration of our history you will appreciate our area even more. Ray Midgett will connect our towns and our river to the Outer Banks and beyond. You'll discover how we came to be what we are, and why the river means everything to the life we enjoy. Our September 26 session will be spent on a walking tour of Washington's waterfront. Ray's understanding of recorded history and all the accompanying charming anecdotes will make this class a pleasure.

6:00pm-8:00pm	Tuesdays	Sept. 19-Oct. 17	Fee: \$40	10 hrs	28959	BCCC8 828
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Learn to Play Guitar

Dust off that guitar that's been sitting around and finally learn to play. You know you want to. Or maybe you want to refresh the skills you haven't used in quite some time. With Churchill Hodges' guidance you'll be picking and strumming in no time. He'll teach you the major and minor chords and how to move between them. You'll choose your favorite playing style whether it's using a flat pic or finger picking. Various types of music such as Folk, Southern Rock, Blues, Contemporary Christian, Rock, and Blue Grass will be addressed. Each session will include group and individual instruction.

6:00pm-8:30pm	Thursdays	Sept. 21-Oct. 26	Fee: \$55	15 hrs	28960	BCCC3 127
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Learn to Play Piano

Consider this class as your introduction to piano and other keyboard instruments. Also, consider yourself lucky to have such a great teacher as Scott Bradshaw! During Musical Keyboarding you will develop the ability to play simple tunes on a keyboard. You'll build an understanding of musical notation and the ability to read and play music. And you'll enjoy your new skill at playing music for entertainment. We have the keyboards for you to learn on. Just bring your enthusiasm.

6:00pm-8:00pm	Tuesdays	Oct. 10 -Nov. 14	Fee: \$50	10 hrs	28964	BCCC8 824
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Candle Making

Tameka Tyner enjoys making candles, and she has agreed to share her skills with us. In three sessions you will make paraffin, soy, and beeswax candles to enjoy in your home. Think of all the gifts you can make with your new skill. We have all the supplies you need. Just wear an apron or a smock to class, and come prepared to enjoy Tameka's company.

6:00pm-8:30pm	Tuesdays	Sept. 26-Oct. 10	Fee: \$55	7.5 hrs	28963	BCCC8 826
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Making Monotype Prints

Every monotype print is unique. No experience is needed to make these charming prints that can be used for greeting cards, gift tags, or frame-able art. Dottie Ann Walker will lead you to use natural materials to make your own prints, and she will guide you to add layers of color. Every participant will make numerous prints and will carry home a print making base for future projects. This is a great pre-holiday workshop, and all supplies are included.

9:00am-Noon	Mon & Wed	Sept. 25 & 27	Fee: \$40	6 hrs	28961	BCCC8 829
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Wet Felting

Manipulating colorful wet wool produces beautiful art fabric with a variety of uses. In fact, felting is the oldest fabric making technique known to man. So join this workshop and take home at least two pieces you can use as wall hangings, mug rugs, or frame-able art. We have all the supplies you need. You will learn how to enjoy this craft in your home.

9:00am-1:00pm	Monday	October 9	Fee: \$40	4 hrs	28962	BCCC8 829
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Tobacco Stick Stars with Sam Taylor

This workshop has become one of our fall favorites. You've seen them around town, and their rustic charm is beguiling. We are fortunate that Sam Taylor has agreed to share his star making skills with us. We are offering this workshop so you can enjoy making your own tobacco stick star. Each participant will recycle old tobacco sticks to make one large star or two smaller stars. They are instant heirlooms! All supplies included.

9:00am-Noon	Wednesday	October 11	Fee: \$30	3 hrs	28965	BCCC8A 103
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Making a Carolina Snowflake

Carolina Snowflakes are woven ornaments that are great for holiday decorating and gift giving. Come to this class and learn to make these charming ornaments and get ahead of the holiday rush. Each participant will make at least two snowflakes of woven rush, and probably more. They are easy and satisfying objects to weave, and you'll enjoy making them at home later on. We have all the materials you'll need.

6:00pm-9:00pm	Tuesday	October 24	Fee: \$25	3 hrs	28967	BCCC8 826
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FIREARMS TRAINING CLASSES**Concealed Carry Handgun (CCH) Training**

Class covers laws governing the use of deadly force, concealed carry statute, & other relevant issues. Class covers the fundamentals of gun operation, personal protection with the use of a handgun, gun safety, ammunition, and shooting techniques. A copy of a record check form the Clerk of Court or handgun purchase permit from the Sheriff's Office should be provided at the time of registration. The registration fee includes a \$75 registration fee and \$1.25 accidental insurance fee.

Thurs. Oct. 5, 6:00-9:00pm; Sat. Oct. 7, 9:00am-4:00pm	Fee: \$76.25	11 hrs	28817	BCCC10B 101
Thurs. Dec. 14, 6:00-9:00pm; Sat. Dec. 16, 9:00am-4:00pm	Fee: \$76.25	11 hrs	28819	BCCC10B 101

Beginners Handgun

BCCC offers Beginners pistol orientation class for handguns.

Beginners Pistol is designed to provide a hands-on introduction to the safe handling and proper orientation for students. This course is 6 hours long and includes classroom and range time learning to shoot a specific pistol action type. Students will learn rules for safe gun handling; the particular pistol model parts and operation; ammunition; shooting fundamentals; cleaning the pistol; and continued opportunities for skill development. Students must show proof of ability to legally own a firearm. Handgun permit, CCH permit or County record check.

9:00am-4:00pm	Saturday	September 16	Fee: \$86.25	6 hrs	28112	BCCC10B 101
9:00am-4:00pm	Saturday	November 4	Fee: \$86.25	6 hrs	28118	BCCC10B 101

FIELD TRIPS

These classes combine a little learning, little travel, and fine days enjoying the world around us. Our goal is for you to become better acquainted with the natural and cultural opportunities nearby. Because really, there are so many neat things to do. Please join us as we explore Eastern NC. We use vans for our trips, so class sizes are limited. Please register at least one week before class date.

Opera: *The Magic Flute*

Mozart's very popular allegorical opera *The Magic Flute* is a fantastical fairy tale. It chronicles the progress of mankind toward the Enlightenment, and it is filled with Masonic symbolism. All that makes its lighthearted music and beautiful costumes even more enjoyable! On Thursday evening we will gather with Jeff Phipps, retired member of ECU's Theater Department, and he will lead an exploration of this opera. His lecture will make your opera experience much richer. On Saturday we will gather and travel to The Greenville Grand to see the Metropolitan Opera's Live HD broadcast of *The Magic Flute*. Price includes lecture, transportation, and ticket to *The Magic Flute*. Please join us.

6:00pm-8:30pm	Thursday	October 12	Fee: \$65	7.5 hrs	28966	BCCC8 828
11:00am-5:00pm	Saturday	October 14				Greenville Grand

Music lovers rejoice! ECU School of Music is producing *Iolanthe* by Gilbert and Sullivan at Washington's Turnage Theater on November 3, 4, and 5. Call Arts of the Pamlico at 252-946-2504 for information and tickets.

NCMA Ebony Fashion Flair

The exhibit *Inspiring Beauty* at the NC Museum of Art tells the remarkable story of an extraordinary fashion show. The exhibition explores the 50-year history of the Ebony Fashion Fair (1958–2009), an unparalleled charity fashion show that redefined the concepts of beauty, style, and empowerment for African Americans. On Tuesday evening Jeff Phipps, retired Professor of Costuming at ECU, will give us insights into couture fashion and why it is important to clothing decisions we all make. On Thursday we will drive to Raleigh for a docent lead tour of the exhibit. We have lunch reservations at Iris, the museum's restaurant. Afterward there is time to explore the museum's reinstalled African exhibits in the East Building. Participants will pay for their own meal. All other expenses are included.

6:00pm-8:00pm	Tuesday	November 7	Fee: \$75	11 hrs	28968	BCCC8 828
8:00am-5:00pm	Thursday	November 9				NCMA

WORKFORCE PROGRAMS

Fall 2017



Welding



CDL Truck Driving



Culinary Arts



Medical Office Specialist

National Career Readiness Certification (NCRC) Prep Classes

Do you need to earn your National Career Readiness Certificate (NCRC)? We have developed a specialized three-week class to assist individuals with earning their National Career Readiness Certification (NCRC). The NCRC is a nationally recognized portable credential that measures employability skills in three areas: Reading for Information, Applied Math, and Locating Information. Many companies in Beaufort and surrounding counties either require or give preference to applicants that have a NCRC. The course fee includes a registration fee and an additional \$5 technology fee. Fee Waivers are available for qualifying individuals. Individuals wishing to pursue their NCCRC will pay a \$36 testing fee at the time of testing. Students may enroll or join this class at any time. It is an open enrollment lab. The CRC is a prerequisite for all continuing education healthcare certification programs.

Tuesday/Thursday	Aug. 15-Sept. 28	Fee: \$130	45 hrs	27870	BCCC8 823
Tuesday/Thursday	Sept. 11-Nov. 8	Fee: \$185	62.5 hrs	27879	BCCC8 823
Tuesday/Thursday	Oct. 2-Dec. 7	Fee: \$185	62.5 hrs	27879	BCCC8 823

All classes meet Tuesdays/Thursdays 2:00pm-4:30pm, and every other Tuesday 6:00pm-8:30pm

ONLINE CLASSES!

- 12 Steps to a Successful Job Search
- Listen to your Heart, and Success will Follow
- Jump-Start Your Career with LinkedIn
- Skills for Making Great Decisions
- Resume Writing Workshop
- Computer Skills for the Workplace
- Keyboarding
- Career Success
- Grammar Refresher
- Interpersonal Communication

Visit www.ed2go.com/beaufortccc.edu or call 252.940.6307 to register!

Notary Public

This 6-hour course is required for persons wanting to apply for notary public commissions for the State of North Carolina. Various topics related to the duties of a notary public will be covered. Individuals should review the Notary qualifications list on the Secretary of State's web site located at: <http://www.secretary.state.nc.us/notary/> prior to registering for class. Per NC Secretary of State Guidelines, students will have to pass an exam to complete the class requirements. Students will be required to show a state issued photo ID and their social security card on the first night of class. This is a requirement from the Secretary of State's office. A textbook, Notary Public Guidebook, is available in the BCCC Bookstore for \$27. Books will not be sold in class and should be purchased prior to class.

9:00am-4:00pm	Friday	Sept. 8	Fee: \$70	6 hrs	27865	BCCC8 829
9:00am-4:00pm	Friday	Nov. 3	Fee: \$70	6 hrs	27866	BCCC8 829

American Sign Language

This 24-hour course will cover a variety of topics related to American Sign Language including basic history, terminology & how to interpret in different arenas. Students will receive suggested homework each week to review topics covered. At the conclusion of this course students should have the knowledge & ability to have basic conversation with the Deaf Community. A textbook is required and can be purchased from the BCCC Bookstore for \$21.75, Talking with Your Hands and Listening with Your Eyes.

6:00pm-9:00pm	Mondays	Aug. 21-Oct. 9	Fee: \$70	24 hrs	28884	BCCC8 824
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Substitute Teacher Training

This 24-hour course prepares individuals to substitute teach in the local county school system. This course provides information on learning expectations, time management, monitoring student interaction, classroom management, and many other topics related to being a substitute.

8:00am-2:30pm	Mon-Thurs	Aug. 21-24	Fee: \$70	24 hrs	28245	BCCC8 829
8:00am-2:30pm	Mon-Thurs	Sept. 18-21	Fee: \$70	24 hrs	28244	BCCC8 829

Medical Office Specialist

The Medical Office Specialist program will provide skills training in basic computer operations, medical terminology, medical law and ethics, medical office procedures, professional etiquette, grammar review and transcription editing, electronic health records, and medical coding. This is a fast-paced program that will be offered in a hybrid setting with few seated classes; most class sessions will be held online, via BlackBoard. Students should have a valid email account prior to registering for this program. At the completion of the program, students will have the opportunity to register and sit for the Medical Administrative Assistant Certification (CMAA). The cost of the credential exam is \$105 and is offered through the National HealthCareer Association (NHA). **The first night of class is a mandatory seated class.**

6:00pm-9:00pm	Tues/Online	Aug. 29-Oct. 30	Fee: \$185	225 hrs	28843	BCCC8 822//Online
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Working Smart

Working Smart is a five-module curriculum taught over 24 hours. The five modules are: Self Awareness, Self-Management, Work Ethics, Communication Skills, and Problem-Solving Skills. This class prepares prospective job seekers for employment and equips individuals currently in the workforce seeking new opportunities. Individuals who complete the training will receive a program certification. Fee waivers for the registration fee and the \$5 technology fee are available for qualifying individuals.

8:00am-Noon	Mon & Wed	Sept. 11-27	Fee: \$75	24 hrs	29015	BCCC8 823
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Income Maintenance Caseworker NCFAS (Phase 1)

This course covers skills and strategies designed to provide employability skills training and career exploration for the role of Income Maintenance Caseworker with the Division of Social Services agencies. This course is Phase 1 of a two-phase program. Students MUST complete and pass this phase before enrolling in Income Maintenance Caseworker Phase 2. Students are required to earn their National Career Readiness Certification (NCRC) as part of the course requirements. Fee waivers for the registration fee and the \$5 technology fee are available for qualifying individuals. On the last night of class, students may be required to pay a \$36 NCRC testing fee, in the event their grant has expired.

6:00pm-9:00pm	Mon & Wed	Sept. 11-Nov. 8	Fee: \$185	60 hrs	28841	BCCC8 822
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Income Maintenance Caseworker NCFAS (Phase 2)

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 NCFAS application. Other topics will include skills in communication, interviewing, time management, data gathering/compiling, and data analysis. This is Phase 2 of a two-phase program. Students must have taken Phase 1: Introduction to Human Services to be eligible for this course. In addition to the registration fee, a \$5 technology fee also applies to this class.

6:00pm-9:00pm	Tues & Thurs	Sept. 5-Nov. 9	Fee: \$185	60 hrs	28841	BCCC8 822
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Vehicle Escort Certification & Recertification

This course is required for those who wish to escort large vehicles and have an escort vehicle endorsement added to their driver's license. Students must be either 21 years of age or be 18 to 21 years of age with a current Class-A license to attend. All students must have a driver's license that has been valid for at least 12 months.

8:00am-5:00pm	Tuesday	September 19	Fee: \$70	8 hrs	28867	BCCC8 829
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North Carolina Vehicle Safety Inspection

This course is designed to prepare auto technicians and service personnel as safety inspectors for motor vehicles. Course topics include regulations and test inspection procedures required by the NC DMV - Enforcement Section - for safety inspectors. Upon completion a student should understand the rules, regulations and procedures for safety inspections, and be able to inspect a vehicle properly.

5:00pm-9:00pm	Mon. & Tues.	Sept. 25-26	Fee: \$70	8 hrs	28865	BCCC2 108
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Administrative Office Assistant: Office Management

This part of the Administrative Office Assistant series is open to all members of the public who want to learn more about skills needed in preparation for employment and those used within an office or administrative setting such as Business English, file management, employment documents, and Microsoft Outlook. Students will receive a certificate upon successful completion of the class and gain skills to apply in the workplace. This course fee includes a \$70.00 registration fee and a \$5.00 technology fee.

6:00pm-9:00pm	Mon. & Tues.	Sept. 4-26	Fee: \$75	24 hrs	28668	BCCC02 125A
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OSHA 10

This 10 hour course is designed to provide participants with the basic skills and knowledge necessary to recognize workplace hazards in an industrial, service, or business setting. The program consists of Introduction to OSHA and the OSH Act, Health and Safety Management Systems, OSHA Recordkeeping, Bloodborne Pathogens, Permit Required Confined Spaces, Welding, Hand and Power Tools, Walking/Working Surfaces, Hazard Communication, Personal Protective Equipment, Exit Routes and Fire Protection, Electrical Safety, Machine Guarding, Lockout, Powered Industrial Trucks, Industrial Hygiene, Hearing Conservation, and Respirator Protection and leadership skills. Several of these topics are mandatory, while others are elective. The course is taught in two 5 hour sessions. The price for this class includes a \$70.00 registration fee and a \$5.00 OSHA Card fee.

8:00am-1:00pm	Fridays	Sept. 1 & Sept. 8	Fee: \$75	10 hrs	28850	BCCC8 828
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TIG & MIG Welding (To Meet Industry Standards)

This hands-on class will introduce students to Tungsten Inert Gas (TIG) welding and Metal Inert Gas (MIG) welding. Various topics regarding the TIG and MIG welding process will be covered. Funding assistance may be available through your local NCWorks Center (formerly known as Job-Link). For more information and an eligibility assessment, please contact your local NCWorks Center. The course fee includes a \$70 registration fee and \$1.25 accident insurance fee. Welding kits list available upon request. Kits typically costs around \$225 and will be needed within the class.

6:00pm-9:00pm	Mon. & Wed.	Aug. 21-Sept. 13	Fee: \$71.25	24 hrs	28855	BCCC Welding Shop
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HVAC: Heating, Ventilating, and Air Conditioning Level 1

This class will be based on the Level 1 HVAC (heating and air-conditioning systems) technology program. It will provide both classroom instruction and practical skills that will allow a student to enter the workforce as an installer or technician. It will not offer a Level 1 Credential. The course fee includes a \$180.00 registration fee and a \$1.25 student accident insurance fee. The textbook is Modern Refrigeration and Air Conditioning (ISBN 978-1631263545) and is available in the BCCC bookstore.

6:00pm-9:00pm	Mon. & Thurs.	Aug. 14-Oct. 23	Fee: \$181.25	60 hrs	28863	BCCC 8A
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HVAC: Heating, Ventilating, and Air Conditioning Level 2

This course will continue building upon the skills learned while taking the Level 1 class. Students will begin to focus on troubleshooting techniques and HVAC controls. Students that have no prior HVAC experience, or limited experience, are recommended to begin in the Level 1 class. The course fee includes a \$180.00 registration fee and a \$1.25 student accident insurance fee. The textbook is Modern Refrigeration and Air Conditioning (ISBN 978-1631263545) and is available in the BCCC bookstore.

6:00pm-9:00pm	Mon. & Thurs.	Aug. 14-Oct. 23	Fee: \$181.25	60 hrs	28864	BCCC 8A
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Forklift Training

This class will be based on the National Safety Council's (NSC) Forklift Training Program. Students in this class will review an overview of forklift operation, inspection, and safe use of the forklift truck. Students will learn how to inspect the truck, and how to determine lift limitations. Students will also learn how to understand the center of gravity and how that goes along with safe operation to properly lift a load. Students will be responsible for demonstrating proper use by completing an obstacle course along with an inspection. Students will be required to purchase a textbook which comes with a certificate and wallet card from NSC for \$6. Textbooks will be handed out at the class and will not be sold in the BCCC Bookstore. The course fee includes a \$70 registration fee and a \$1.25 accident insurance fee.

8:00am-4:30pm	Saturday	September 9	Fee: \$77.25	8 hrs	28853	BCCC 8A
8:00am-4:30pm	Saturday	October 21	Fee: \$77.25	8 hrs	28854	BCCC 8A

Municipal Finance

This course is intended to meet the NC Department of State Treasurer standards for the core duties of finance operations in local government units. Topics include overview of local government finance and accounting, GS 159, the role of finance officer, pre-audit and budget processes. This course is taught with the NC Department of State Treasurer approved curriculum. This course fee includes a \$125.00 registration fee and a \$5.00 technology fee.

5:00pm-8:00pm	Tues. & Online	Aug. 15-Oct. 10	Fee: \$130.00	48 hrs	28851	BCCC3 115
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Culinary Arts

The Frances Morgan Roberson Culinary Arts programs want to help you start a career in the culinary industry. Spend six weeks and learn the basics of working in a restaurant kitchen. You will learn to operate restaurant equipment. Knife skills, cooking techniques, proper sanitation and food storage, working with menus and recipes, managing a station, and cleaning up are all part of this class. Every day we will cook, and you will develop the skills to be a vital part of any restaurant's success. Students are encouraged to participate in our fall ServSafe® class on, Tuesdays and Thursdays starting September 5. Scholarships are available for this class through the BCCC Foundation.

9:00am-2:00pm	Tues/Thurs	Sept. 19-Oct. 26	Fee: \$281.25	60 hrs	28944	BCCC8 830
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Conversational Spanish (Level 1)

In this 20-hour introductory course, students will cover Section I in the "Complete Spanish Step-by-Step" textbook. Section I focuses on Elements of a Sentence using nouns, pronouns, articles, adjectives and adverbs, and interrogative words. Students will also learn days, months, and numbers along with regular and irregular verb usage. This course will assist the individual in learning how to have basic conversations with clients, the community, family and/or friends. *This class will also be offered at our Washington County Center located in Roper, NC. *

6:00pm-8:30pm	Thursdays	Aug 24-Oct 12	Fee: \$50	20 hrs	28842	BCCC8 821
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ServSafe®

This class will be the complete ServSafe® program. Food safety and consumer health are among the most pressing concerns for the food service industry. The restaurant and food service industry's preeminent food safety training program, ServSafe®, is recognized and accepted by more federal, state, and local jurisdictions than any other. Effective training means your entire operation will be more efficient, more profitable, and have a better understanding of health department regulations. The ServSafe® certification will insure that two points will not be taken away at your sanitation inspections. Students will be required to have a textbook AND answer sheet to take the course. Students should purchase textbook directly from the National Restaurant Association. No materials will be sold in class.

6:00pm-9:00pm	Tues & Thurs	Sept. 5-Sept. 19	Fee: \$70	15 hrs	28286	BCCC8 829
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ServSafe® (Review and Test Only)

This class will be a ServSafe® review and test only. Food safety and consumer health are among the most pressing concerns for the food service industry. The restaurant and food service industry's preeminent food safety training program, ServSafe®, is recognized and accepted by more federal, state, and local jurisdictions than any other. Effective training means your entire operation will be more efficient, more profitable, and have a better understanding of health department regulations. The ServSafe® certification will insure that two points will not be taken away at your sanitation inspections. Students will be required to have a textbook and answer sheet to take the course. Students should purchase textbook directly from the National Restaurant Association. No materials will be sold in class.

6:30pm-9:00pm Thursday Sept. 21 Fee: \$20 3.5 hrs 28285 BCCC8 829

Substance Abuse Counselor

Are you interested in earning your NC Substance Abuse Counseling Certification? Take your first step with our Substance Abuse Counseling program! This online course taught via Blackboard will take you on a journey learning about screening, intake, orientation, assessment, treatment planning, counseling, case management, crisis intervention, client education, report and record keeping, consultation with other professionals in regard to client treatment and services, and referral to treat addictive disorder or disease and help prevent relapse. This program has been approved by the NCSAPPB board (code 16-100-H-S). There will be some additional requirements to become a Certified Substance Abuse Counselor such as supervision and clinical experience. Students will be responsible for completing this requirement. For more information on the state requirement to become a CSAC, go to www.ncsappb.org. Beverly Cates and Loretta Ebison will be the instructors for this program. The course fee includes a \$180 registration fee and \$5 technology fee. The \$185.00 fee for this program does not include any fees required by the NCSAPPB towards the individual's certification. Books for the course are available at the BCCC bookstore (book prices subject to change). Students will need to provide, at a minimum, an official high school transcript.

Online All days Aug. 21-Dec. 10 Fee: \$180 300 hrs 28839 Online

CDL Truck Driving (Hybrid Class)

The Truck Driver Training program at Beaufort County Community College will train students to drive a Class - A combination vehicle and prepare students for their pre-trip inspection, off road skills test and the driving test which are all components of the NCDMV commercial driver's license (CDL) exam. This program is an online hybrid program which means that there will be online assignments apart from on-campus driving on the weekends. This course will include an emphasis on log truck driving with the opportunity to pursue a post-course internship or position with a local logging company. This program is made possible through partnerships with Golden Leaf Foundation, NCDOT, Weyerhaeuser, Thomas W. Biggs Trucking, Inc., and Forrest Mutual Insurance and its underwriters. Funding assistance may be available through your local NCWORKS Center (formerly known as Job Link). There are also scholarships available through State Employees Credit Union, BCCC Foundation, and Golden Leaf.

8am-6pm Sat., Sun. Coming Jan. 2018 Fee: \$231.25 384 hrs BCCC11 115
Online, on demand All days

Residential Wiring

This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical blueprint reading; planning, layout and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with basic electrical installations. The textbook required for this course is Electrical Wiring Residential (ISBN 978-1285170954) and the National Electrical Code (ISBN 978-1455906727). The course fee includes a \$180.00 registration fee and a \$5.00 technology fee.

6:00pm-10:00pm Mondays Aug. 16-Dec. 15 Fee: \$185 64 hrs 28857 BCCC2 109

Intro to Transport

This course covers workplace safety, hazardous materials, environmental regulations, hand tools, service information, basic concepts, vehicle systems, and common transportation industry terminology. Topics include familiarization with major vehicle systems, proper use of various hand and power tools, material safety data sheets, and personal protective equipment. Upon completion, students should be able to demonstrate appropriate safety procedures, identify and use basic shop tools, and describe government regulations regarding transportation repair facilities. The course fee includes a \$125.00 registration fee, a \$5.00 technology fee, and a \$1.25 accidental insurance fee. The required e-textbook for this class is the Automotive Technology Principles, Diagnosis, and Service (ISBN 9780134009087) as well as the "MyAutomotiveLab" (MAL) access card.

8:00am-11:00am Thursdays Aug. 16-Dec. 15 Fee: \$131.25 48 hrs 28859 BCCC7 701

Manufacturing Processes

This course provides the fundamental principles of value-added processing of materials into usable forms for the customer. Topics include material properties and traditional and non-traditional manufacturing processes. Upon completion, students should be able to specify appropriate manufacturing processing for common engineering materials. The course fee includes a \$125.00 registration fee, a \$5.00 technology fee, and a \$1.25 accidental insurance fee. The textbook required for this class is Machine Tool Practices (ISBN 9780132912655). Students will also need to bring a scientific calculator (ideally TI-30).

2:00pm-3:00pm Mon & Wed Aug. 16-Dec. 15 Fee: \$186.25 96 hrs 28860 BCCC4 105

Would you like to be added to our mailing list to receive a copy of our BCCC Course Schedule mailed to your home as it is released? We release schedules for Spring, Summer and Fall. Just call 252-940-6375 to add your name to our mailing list, or subscribe by visiting <http://tinyurl.com/bccc-courseschedule>.

Would you like to be added to our email newsletter list for regular updates from the BCCC Continuing Education Division? Call us at 252-940-6375 and request to be added, or subscribe by visiting <http://tinyurl.com/bccc-email>.

The Mission of the Small Business Center Network (SBCN) is to increase the success rate and the number of viable small businesses in North Carolina by providing high quality, readily accessible assistance to prospective and existing small business owners, which will lead to job creation and retention. Contact Lentz Stowe, Director of Small Business Center, at 252-940-6306 or visit our web-site at www.beaufortccc.edu and click on *Our Programs, Continuing Education*.



Services available through the Small Business Center Network include:

- One-on-one business counseling, which provides an evaluation to determine immediate needs.
- Custom designed programs to assist with preparation of paperwork necessary to obtain financing for a qualified new business or expansion of an existing business.
- Assistance for owners of existing businesses seeking information and direction. To make an online request for counseling complete the online form at

www.ncsbc.net/reg.aspx?mode=counsel¢er=75030&subloc=0

Small Business Center Core Curriculum

How to Start a Small Business

Attend this core competency workshop to answer the following questions: Are you ready to start a business? What are the advantages and disadvantages of a new business? Where do I obtain permits and licenses? What tax information is needed and where do I find it? How do I maintain objectivity?

6:00pm-8:00pm	Monday	August 7	Fee: No Charge	2 hrs	BCCC8 828
6:00pm-8:00pm	Monday	October 23	Fee: No Charge	2 hrs	BCCC8 828

How to Write a Business Plan

Starting your own small business is a huge step for anyone. This class will help you with the fundamentals in writing a business plan. A business plan is the foundation for success when making a decision to start a new business or acquire an existing business. Your business plan is key when it comes to seeking funds for your business. Topics discussed include the Executive Summary/Describing your Business/Marketing/Market Research/Analysis and the Financial Plan.

6:00pm-8:00pm	Monday	August 14	Fee: No Charge	2 hrs	BCCC8 828
6:00pm-8:00pm	Monday	November 6	Fee: No Charge	2 hrs	BCCC8 828

Advertising & Marketing For Your Small Business

Drawing attention to your business is tougher than ever before! Large chain stores, a challenging economy, the Internet, etc. have made the small business venture often times frustrating. BUT you can take matters into your hands and discover what you can do to bring customers to you. In this seminar, you will learn low cost advertising/marketing strategies and methods, how to create a marketing plan, how to score greater sales with current customers and other "tricks" of the trade. Advertising and Marketing for the Small Business is a seminar you will want to be a part of and – it is absolutely free!

6:00pm-8:00pm	Monday	September 11	Fee: No Charge	2 hrs	BCCC8 828
6:00pm-8:00pm	Monday	November 13	Fee: No Charge	2 hrs	BCCC8 828

Financing Your Small Business

Starting your own business is part of the American dream. You've given this thought, you've sought advice, and you are just about ready to begin. Then you ask yourself: How do I finance my business? Is there someone out there who can give me good, solid, reliable advice? Are there loans/grants available to assist me? What should I be aware of? The economy is tough—I don't want to fail—HELP! This workshop will put your mind at ease and provide you with the tools, steps, advice, answers and guidance you may need. By attending, you will gain knowledge and confidence in financing your business. Brian Cooke is your presenter.

6:00pm-8:00pm	Monday	September 25	Fee: No Charge	2 hrs	BCCC8 828
6:00pm-8:00pm	Monday	December 4	Fee: No Charge	2 hrs	BCCC8 828

Recordkeeping and Taxes for Small Business

Do you know your product or service upside down and backwards, BUT the numbers just drive you up the wall? Do you work really hard, but always seem to run out of cash at the end of the month? This seminar will help you understand the financial aspects of your business. We'll talk about tax issues. You'll become familiar with those financial terms that confuse you, but are the road map to your success. You will learn what makes your business thrive and grow; what a CPA is and when and how to use them; how to understand financial statements; what your banker is looking for; and what federal and state reports are required. Keith Kidwell is your presenter.

6:00pm-9:00pm	Monday	October 9	Fee: No Charge	3 hrs	BCCC8 828
6:00pm-9:00pm	Monday	December 11	Fee: No Charge	3 hrs	BCCC8 828

How Women Can Work Together More Effectively

Are you tired of misunderstandings, other women's complaints, and people taking credit for your hard work? Find out why different rules can exist in an all-female work environment. Learn skills to communicate more clearly and confidently to resolve conflicts before they escalate. Leave with new ideas to help you reduce stress, have more fun and strengthen your work team. Emily Balance is your presenter.

2:00pm-5:00pm	Thursday	Sept. 28	Fee: No Charge	3 hrs	BCCC8 828
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Sales and Use Tax Workshop (NCDOR)

The NC Department of Revenue will host a sales and use tax workshop for small business owners. The workshop will discuss the basics of sales and use taxes including registering for a sales and use tax account, learning about the most common types of sales and use taxes collected, and preparing and filing a sales and use tax return. This hands-on workshop is intended to help small business owners better understand their sales and use tax obligations and the proper procedure for filing and paying a sales and use tax return.

Note: Sales and use tax law changes regarding capital improvements and repair, maintenance, and installation services will not be addressed in any depth during this seminar. If you have questions regarding this tax law change please call our toll free number 1-877-252-3052.

2:00pm-4:00pm Tuesday Aug. 15 Fee: No Charge 2 hrs BCCC8 828

The Experience of a Lifetime – Customer Service That Works!

The people who trust us enough to do business with us deserve the experience of a lifetime! However, demanding customers, a volatile economy, and a wide range of co-workers and managers make offering that Experience a challenge.

The key is to understand that by offering the experience of a lifetime you are not only able to create quality relationships, you create a positive work environment in which all members of the organization grow.

In "The Experience of a Lifetime," you will learn how to understand that everyone can have a great experience with you; why difficult people can be great lessons to us all; when you should let someone "just vent"; the Moments of Truth; the 7/11 Rule (the 11 perceptions people create in the first 7 seconds after they meet you); how to read anyone.

"The Experience of a Lifetime," can prove that offering great service isn't impossible! Mike Collins is your presenter.

2:00pm-5:00pm Tuesday August 22 Fee: No Charge 3 hrs BCCC8 828

How to Publish Your Book Now!

Have you always dreamed of publishing a book, but didn't know where to begin? Author and business owner, L. Diane Wolfe, walks you through the steps, from creating a marketable product to distribution. All of the options available will be outlined, including the incredible potential of the Internet as a source and platform for your work. Anyone serious about writing is encouraged to attend this lively seminar. This seminar will cover writing/Initial phase, traditional publishing, publisher facts, using a POD publisher, form a publishing company, self-publishing set-up, formatting book, printers, distribution. L. Diane Wolfe is your presenter.

6:00pm-9:00pm Thursday September 21 Fee: No Charge 3 hrs BCCC8 828

Managing Stress and Preventing Burnout

Are you dragging yourself to work and back home? Come find out some of the reasons why. Learn how to put enthusiasm back into your work and into your employees. Recognize early signs of stress and burnout and address them quickly. Leave with new strategies for self-care, a plan for a healthier lifestyle and 25 tips to help you decrease stress. Emily Balance is your presenter.

2:00pm-5:00pm Wednesday October 18 Fee: No Charge 3 hrs BCCC8 828

Data Security for Your Business

In today's technological world of ransomware and a multitude of other threats, if you do not take the appropriate actions your business is at risk of a data breach. From financial records to contact lists, one data breach can cost your company thousands of dollars and hundreds of man hours to repair. Not only are you vulnerable from a software and hardware perspective but your biggest risk could be sloppy procedures by yourself and your employees. In some cases information affected by a data breach cannot be recovered so don't wait to take the action necessary to protect your business. We will show you how to conduct a penetration test of your business and give you a buffet of solutions for your infrastructure and employees. Your presenter is from Touchpoint International Development Group (Touchpoint IDG) a security-cleared Service Disabled Veteran Owned Small Business (SDVOSB) that conducts specialized training and security services to Special Operations Forces (SOF) and the Intelligence Community (IC).

2:00pm-4:30pm Thursday December 7 Fee: No Charge 3 hrs BCCC8 828

HP LIFE Online Entrepreneurship Training

HP Learning Initiative for Entrepreneurs (HP LIFE) is a global program that offers aspiring entrepreneurs and small business-owners valuable business skills. HP LIFE offers participants a path to realizing their business dreams. The NC Small Business Center Network, in partnership with the National Association for Community College Entrepreneurship (NACCE), is pleased to offer this innovative program to NC entrepreneurs and small business owners free of charge! This program is self-paced, making it possible for more aspiring entrepreneurs to participate. All you have to do is register to start.

On Demand All Days Fee: No Charge 20-30 hrs Online

ONLINE SMALL BUSINESS CLASSES!

Fundamentals of Supervision & Management • Mastery of Business Fundamentals

Writing Effective Grant Proposals • Nonprofit Fundraising Essentials

Achieving Success with Difficult People • Understanding the Human Resources Function

Creating a Successful Business Plan

Customer Service Fundamentals • Start a Pet Sitting Business

For more information or to register, go to www.ed2go.com/beaufortccc or call 252.940.6307!



Washington County Center

P.O. Box 123, 100 NC Hwy 32 North

Roper, NC 27970

Phone 252-741-9090

Business Hours:

Monday, Tuesday & Wednesday, 9:00am–2:00pm

Would you like to teach a class at our Washington County Center? Request a class? Make a suggestion?

Call us at 252-741-9090 or email

kitty.hedgepeth@beaufortccc.edu

WASHINGTON COUNTY CENTER CLASSES

Fall 2017

COLLEGE & CAREER READINESS

Adult Basic Education and High School Equivalency

Adults with less than a high school education or adults who wish to improve academic achievement may enroll in classes scheduled at a variety of times and places. Students performing from non-reader through eighth grade will start at their own level of proficiency and will be allowed to proceed at their own speed until they achieve their goals. Those students performing on the high school level will review high school materials, including mathematics, reading, writing skills, science and social studies, preparing them to take the High School Equivalency (HSE) tests. For more information regarding orientation please call Heather Collins at 252-940-6298.

9:00am-1:00pm

Mon- Wed

WCC

HEALTHCARE CLASSES

Activities Director - Basic

State and federal regulations require an Activity Director working in an assisted living or skilled nursing facility to complete a state approved Activity Training course. Individuals completing this course will receive a certificate of completion and can use this course as a step toward national certification for Activity Directors. The last class meetings are a 25-hour practicum requirement that will be completed outside of class in a skilled nursing facility.

6:00pm-9:00pm

Tues/Thurs

Sept. 12-Dec. 19

Fee: \$180

85 hrs

28886

WCC

Event Planning and Calendar Building for Activity Directors

Are you are interested in event planning for professional or personal reasons? Please join Kimberly Leary as she prepares you for organizing, staging, and managing a wide range of events. This class will also count toward the continuing education hours for Activity Directors.

6:00pm-8:00pm

Tuesday

August 22

Fee: \$15

2 hrs

28894

WCC

Activities for Residents With Dementia

If you are interested in learning how to better care for residents or family members with dementia, please join this class. An improved understanding of dementia will help you develop activities to encourage and engage your client or loved one. Provides continuing education hours to Activity Directors.

6:00pm-8:00pm

Tuesday

August 29

Fee: \$15

2 hrs

28898

WCC

Nurse Aide I

Nurse Aide I course prepares students to provide personal care and basic nursing skills to elderly adults. Course content includes but is not limited to: role of the nurse aide, infection control, communication and resident's rights. Upon satisfactory completion of course, student is eligible to apply for North Carolina State Certification Examination. Successful completion of state exam is required to be listed on the North Carolina Nurse Aide I Registry. Course fee is \$180 registration fee, \$13 malpractice fee, \$1.25 accident insurance fee \$5 CPR. Additional costs are approximate. Books \$61.92, watch with second hand \$5-10, clinical uniform monogrammed with BCCC \$35- white scrub top and navy blue pants, white closed shoes \$20-40, dual head stethoscope \$25, and Blood pressure cuff \$20. Castle Branch login required after registering for course and must be completed within 30 days. www.castlebranch.com. Prerequisite is High School Diploma or HSE and Career Readiness Certificate of a silver or higher. Copy of CR Certificate and diploma are required at time of registration.

4:00pm-8:00pm

Tues & Thurs

9:00am-1:00pm

Every other Sat

Aug. 15-Dec. 14

Fee: \$199.25

164 hrs

28835

WCC

Nurse Aide II

Nurse Aide II is a 168-hour certificate course that provides classroom, lab and clinical instruction. NA II course prepares students to perform complex nursing skills for patients or residents. Satisfactory completion of the course and the final written/skill competency evaluation allows the student to apply for listing as a Nurse Aide II with the North Carolina Board of Nursing-Nurse Aide I Registry. Upon satisfactory completion of course, student is eligible to list as a Nurse Aide II with the State of North Carolina. Course fee is \$180 registration fee, \$13 malpractice fee and \$1.25 accident insurance fee. Additional costs are approximate. Books \$61.92, watch with second hand \$5-10, clinical uniform monogrammed with BCCC \$35, white closed shoes \$20-40, dual head stethoscope \$25, blood pressure cuff. Castle Branch login required after registering for course and must be completed within 30 days. www.castlebranch.com. Prerequisite is good standing as a Nurse Aide I. Copy of NA I license is required at time of registration.

4:00pm-8:00pm

Mon & Wed

9:00am-6:00pm

Every other Sat

Aug. 14-Dec. 13

Fee: \$194.25

186 hrs

28836

WCC

BLS CPR/First Aid for Health Care Providers

Keep your professional credentials up-to-date. This 4 hour recertification course is designed for individuals who need to renew their BLS CPR certification. Additional costs: CPR card \$5.00 due at time of registration. Course textbook available at BCCC bookstore at \$15.75.

9:00am-1:00pm

Saturday

September 23

Fee: \$45

4 hrs

28984

WCC

PERSONAL ENRICHMENT CLASSES

Defensive Driving-DDC-4

Learn to drive defensively for the sake of family, friends, and yourself in this four hour course! It's important to get there safely and without incident. You want to recognize hazards, understand your defenses, and act correctly and in time to avoid problems on the highway. Everyone is safer when you drive defensively, and you will avoid costly traffic tickets. We are pleased with our new 4 hour Defensive Driving class, and the District Attorney is too. This class will also satisfy the requirement of many businesses which employ drivers. We are offering plenty of sections to meet your needs.

9:00am-1:00pm	Saturday	August 12	Fee: \$65	4 hrs	28416	WCC Auditorium
9:00am-1:00pm	Saturday	September 16	Fee: \$65	4 hrs	28419	WCC Auditorium
9:00am-1:00pm	Saturday	October 21	Fee: \$65	4 hrs	28932	WCC Auditorium
9:00am-1:00pm	Saturday	November 18	Fee: \$65	4 hrs	28936	WCC Auditorium
9:00am-1:00pm	Saturday	December 16	Fee: \$65	4 hrs	28940	WCC Auditorium

Learn to Play Piano

Consider this class as your introduction to piano and other keyboard instruments. Also, consider yourself lucky to have such a great teacher as Scott Bradshaw! During this class you will develop the ability to play simple tunes on a keyboard. You'll build an understanding of musical notation and the ability to read and play music. And you'll enjoy your new skill at playing music for entertainment. We have the keyboards, just bring your enthusiasm.

6:00pm-8:00pm	Tuesday	Sept. 5-Oct. 3	Fee: \$50	10 hrs	28899	WCC Auditorium
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Bullet Journaling – The Analog System for the Digital Age

The Bullet Journal is a customizable and forgiving organization and time management tool. It can be your to-do list, sketchbook, notebook, and diary, but most likely, it will be all of the above. This course introduces the bullet journaling time and task management system. Combine your planner, task list and time management program in to one powerful system that will blast you through your day without breaking a sweat. We will have materials for you to use in class, and you will leave with your own new Bullet Journal.

6:00pm-9:00pm	Tuesday	October 3	Fee: \$15	3 hrs	28903	WCC Auditorium
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iPhone®/iPad® Workshop I

Kisha Norman will provide the basics and MORE in this popular Apple devices workshop. Bring your own iPhone or iPad so you can learn on your own device. We will address security features, Apps, upgrades and basic skills to help you get the most from your personal technology. And come with your own questions because Kisha wants to answer all of them! Limited class size to ensure plenty of individual attention.

6:00pm-9:00pm	Tuesday	October 10	Fee: \$20	3 hrs	28906	WCC
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Android Workshop

We've expanded this class to include more instruction and more individualized guidance. And we limit the class size to make sure that everyone gets the information they need. Please bring your own Android phone or tablet and enjoy learning the best features for you to employ. Kisha Norman will teach about APPS, security settings, set-up options, photo sharing, and entertainment features. She will have plenty of time to address your needs, and you will leave feeling more confident with your Android® device.

6:00pm-9:00pm	Tuesday	October 17	Fee: \$20	3 hrs	28904	WCC
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Holiday Party Foods

We're having a party at the Beaufort Washington County Center. Join this class and enjoy tasting and learning to make 5 do-ahead party dishes. You'll go home with recipes and ideas to make your holiday events delicious, fun, and easier to plan. Here's the menu:

Fig and Blue Cheese Spread
Fancy Grilled Cheese Appetizers
Burrata and Pesto
Curried Mayo and Crudités
Tiramisu Dip
Chocolate Truffles

6:00pm-8:00pm	Monday	November 6	Fee: \$20	2 hrs	28943	WCC
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WORKFORCE PROGRAMS

Substitute Teacher Training

This 24-hour course prepares individuals to substitute teach in the local county school system. This course provides information on learning expectations, time management, monitoring student interaction, classroom management, and many other topics related to being a substitute.

6:00pm-9:00pm	Mon-Thurs	Sept. 11-21	Fee: \$70	24 hrs	28900	WCC
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National Career Readiness Certification (NCRC) Prep Classes

Do you need to earn your National Career Readiness Certificate? We have developed a specialized class to assist individuals with earning their National Career Readiness Certification. The NCRC is a nationally recognized portable credential that measures employability skills in three areas: Reading for Information, Applied Math, and Locating Information. Many companies either require or give preference to applicants that have a NCRC. The course fee includes a \$70 registration fee and a \$5 technology fee. Fee Waivers are available for qualifying individuals. Individuals wishing to pursue their NCCRC will pay a \$36 testing fee at the time of testing. Students may join this open enrollment lab at any time.

6:00pm-9:00pm	Tuesday	Aug. 22-Dec. 12	Fee: \$185 or waiver	51 hrs	28901	WCC
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Microsoft Office

This is a four-week course that will teach you about the software of Microsoft Office. Microsoft word will be taught during week 1. You will practice creating, editing, and saving MS word documents. Week 2 will provide you with information on how to create dynamic slide presentations in Powerpoint. You will learn how to include animation, narration, images, and much more to your presentation. Week 3 will provide you with tips on how to store, organize, and analyze information in Microsoft Excel. Get help organizing and calculating data. Microsoft Access will be taught in the final class. It is a database creation

and management program. You will become familiar with the differences between data management in Microsoft Access and Microsoft Excel.

6:00pm-8:00pm Thursdays Oct. 5-Oct. 26 Fee: \$75 8 hrs 28897 WCC

Substance Abuse Counselor

Are you interested in earning your NC Substance Abuse Counseling Certification? Take your first step with our Substance Abuse Counseling program! This online course taught via Blackboard will take you on an journey learning about screening, intake, orientation, assessment, treatment planning, counseling, case management, crisis intervention, client education, report and record keeping, consultation with other professionals in regard to client treatment and services, and referral to treat addictive disorder or disease and help prevent relapse. This program has been approved by the NCSAPPB board (code 16-100-H-S). There will be some additional requirements to become a Certified Substance Abuse Counselor such as supervision and clinical experience. Students will be responsible for completing this requirement. For more information on the state requirement to become a CSAC, go to www.ncsappb.org. Beverly Cates and Loretta Ebison will be the instructors for this program. The course fee includes a \$180 registration fee and \$5 technology fee. The \$185.00 fee for this program does not include any fees required by the NCSAPPB towards the individual's certification. Books for the course are available at the BCCC bookstore (book prices subject to change). Students will need to provide, at a minimum, an official high school transcript.

Online All days Aug. 21-Dec. 10 Fee: \$180 300 hrs 28839 Online

SMALL BUSINESS CENTER CLASSES

Microsoft Excel for Beginners

- Introductions and some Excel basics
- Creating a worksheet
- Formatting the worksheet
- Embedded chart
- File management
- Save worksheet
- Printing a worksheet
- Basic formulas and functions
- Q & A period

Excel is a versatile, business oriented, application. Beginners are encouraged to attend and proficient users may attend as well. Come and learn!!

2:00pm-4:00pm Monday October 30 Fee: No Charge 2 hrs WCC

Fueling Your Small Business in NC

Do you own your own business? Are you ready to start one?

The N.C. Rural Center is offering a free seminar for seasoned and prospective business owners who want to learn more about how to access credit and capital for their businesses. It will review the six basic principles many lenders use to make credit decisions and provide an overview of the resources available in North Carolina for small businesses. Finally, the seminar will cover the Rural Center's Microenterprise Loan Program and provide details about its lending criteria and application process. You will learn more about: how lenders judge a borrower's credit risk; ways rural businesses can access start-up capital; helpful resources available to small business owners.

3:00pm-5:00pm Tuesday October 17 Fee: No Charge 2 hrs WCC

Social Media for Beginners

It's everywhere! Social Media has even helped overthrow governments! But how can Social Media help me start, grow, and/or maintain my business? This class and its presenter, Christina Williams, will help you expand your knowledge on this important advertising/marketing/communication tool.

2:00pm-5:00pm Thursday November 16 Fee: No Charge 3 hrs WCC

Critical Incident Preparation and Response (For Current & Prospective Business Owners)

Todd Alligood is BCCC's Director of Law Enforcement Training, and he will share his expertise and perspective on this very serious subject. Please attend if you desire to make your workplace safer. Todd will explain what to do if a critical incident, like an active shooter, occurs on or near your premises. Learn to prepare for critical incidents. Learn how to correctly summon help. Learn how to protect your employees, your clients and yourself should something happen. Receive guidance on precautions to take and procedures to implement that will be reassuring in these troubling times.

6:00pm-9:00pm Monday October 23 Fee: No Charge 3 hrs WCC

HP LIFE Online Entrepreneurship Training

HP Learning Initiative for Entrepreneurs (HP LIFE) is a global program that offers aspiring entrepreneurs and small business-owners valuable business skills. HP LIFE offers participants a path to realizing their business dreams. The NC Small Business Center Network, in partnership with the National Association for Community College Entrepreneurship (NACCE), is pleased to offer this innovative program to NC entrepreneurs and small business owners free of charge! This program is self-paced, making it possible for more aspiring entrepreneurs to participate. All you have to do is register to start. You can read more about this program at <https://www.ncsbc.net/>. Click on the HP Life logo.

On Demand All Days Fee: No Charge 20-30 hrs Online

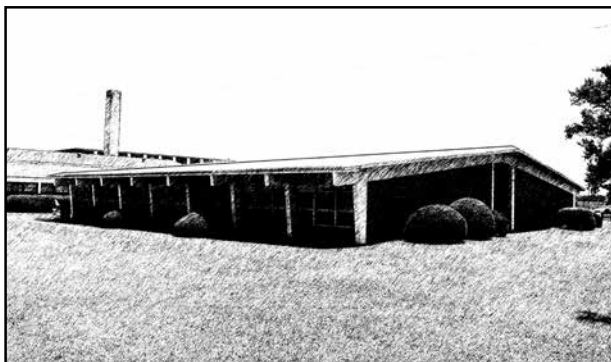
PUBLIC SAFETY

Courses are being added on a daily basis. Please check our website at www.beaufortccc.edu and click on "Our Programs, Continuing Education." Our calendar is updated daily to show new classes that are added. For questions or to request other classes, contact:

Billy Respass for EMS at (252)940-6468

Johnny Williams for Fire/Emergency Management at (252)940-6363

Todd Alligood for Law Enforcement at (252) 940-6405.



Hyde County Davis Center

P.O. Box 305 • 33460 US Highway 264
Engelhard, NC 27824

Business Hours:

Monday, Tuesday & Wednesday, 9:00am–2:00pm
Would you like to teach a class at our Hyde County Center?

Request a class? Make a suggestion?

Call us at 252-925-3451 or

email georgia.ballance@beaufortccc.edu

HYDE COUNTY CENTER CLASSES

Fall 2017

COLLEGE & CAREER READINESS CLASSES

English as a Second Language (ESL)

Clases de ESL y GED

English as a Second Language is designed for adults who want to learn the English language skills necessary to function effectively in an English-speaking environment.

Quiere usted aprender ingles o recibir su diploma de escuela secundaria? BCCC está ofreciendo clases todos los dias y se acomodan a sus necesidades.

6:00pm-9:00pm	Tuesdays	Sept. 5-Dec. 12	No Charge	45 hours	28896	HCDC
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Adult Basic Education and High School Equivalency

Adults with less than a high school education or adults who wish to improve academic achievement may enroll in classes scheduled at a variety of times and places. Students performing from non-reader through eighth grade will start at their own level of proficiency and will be allowed to proceed at their own speed until they achieve their goals. Those students performing on the high school level will review high school materials, including mathematics, reading, writing skills, science and social studies, preparing them to take the High School Equivalency (HSE) tests. For more information regarding Orientation please call Heather Collins at 252-940-6298.

6:00pm-9:00pm	Tues./Thurs.	No Charge				HCDC
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PERSONAL ENRICHMENT CLASSES

Defensive Driving-DDC-4

Learn to drive defensively for the sake of family, friends, and yourself in this four hour course! It's important to get there safely and without incident. You want to recognize hazards, understand your defenses, and act correctly and in time to avoid problems on the highway. Everyone is safer when you drive defensively, and you will avoid costly traffic tickets. We are pleased with our new 4 hour Defensive Driving class, and the District Attorney is too. This class will also satisfy the requirement of many businesses which employ drivers. We are offering plenty of sections to meet your needs.

9:00am-1:00pm	Saturday	August 26	Fee: \$65	4 hrs	27883	HCDC Classroom
9:00am-1:00pm	Saturday	September 16	Fee: \$65	4 hrs	28422	HCDC Classroom
9:00am-1:00pm	Saturday	October 21	Fee: \$65	4 hrs	28933	HCDC Classroom
9:00am-1:00pm	Saturday	November 18	Fee: \$65	4 hrs	28937	HCDC Classroom
9:00am-1:00pm	Saturday	December 16	Fee: \$65	4 hrs	28941	HCDC Classroom

Sewing Skills

Come out and enjoy some fun! This sewing class will provide you with the basic knowledge that you will need to get started creating your own personal items. You may bring fabric of your choice or pick from the patterns provided in class.

5:30pm-8:30pm	Thursday	Aug. 10-24	Fee: \$35	9 hrs	28366	HCDC
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Digital Photography For Beginners

Digital cameras have become more common and affordable, making it easier for you to get started and capture those memories! Learning the different skills of photography is one of the main components to getting good results. Learn how to use lighting, composition, and camera settings to take good quality photos. In this class, you will complete assignments and analyze in class.

6:00pm-8:00pm	alternate Mondays	Aug. 28-Oct. 23	Fee: \$40	10 hrs	28883	HCDC
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Unarmed Self Defense For Women

Basic unarmed self-defense for women helps increase feelings of security. The course will focus on self-awareness and understanding the tools for basic escapes from attackers. Know how to avoid dangerous situations, and learn how to protect yourself should the need arise. Comfortable clothing should be worn for practical exercises.

5:30pm-8:30pm	Monday	November 6	Fee: \$50	3 hrs	28879	HCDC
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Shattered Glass Mosaics

Whether you are looking for an added touch to your holiday decorations or for a unique gift for someone special, this is the class to take! Heike Winfield from Winbrandt Creations will be teaching you how to create a beautiful mosaic using shattered glass. All supplies included.

6:00pm-9:00pm	Thursday	October 19	Fee: \$40	3 hrs	28871	HCDC
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Making Holiday Ornaments

Create delightful holiday decorations using items readily at hand. Heike will share her ability to make ornaments using household items, and they are beautiful. Carry home your own creation and the ability to make many more. All supplies included.

6:00pm-9:00pm	Thursday	November 2	Fee: \$15	3 hrs	28885	HCDC
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NURSE AIDE INSTRUCTOR NEEDED!

BCCC is seeking a Nurse Aide Instructor for Nurse Aide I/II classes being held at the Hyde County Davis Center starting in August 2017.

Visit <http://jobs.beaufortccc.edu> to apply!

Making Beaded Jewelry

Join this class and make a pair of earrings and a bracelet using colorful beads. While you make this jewelry you will learn the basic beading and crimping techniques to continue this enjoyable craft at home. And you will be proud to wear your new jewelry.

5:30pm-8:30pm	Tuesday	November 7	Fee: \$30	3 hrs	28861	HCDC
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Holiday Cards & Tags

Join this class for a day of Holiday fun and a jump start to your Holiday preparations. These cards and tags feature many engaging features. You'll use several techniques to produce cards and gift tags that will add charm to holiday preparations. All supplies included. Choose from one of two sessions.

2:00pm-5:00pm	Thursday	November 9	Fee: \$20	3 hrs	28872	HCDC
6:00pm-9:00pm	Thursday	November 9	Fee: \$20	3 hrs	28873	HCDC

Gardening

Spend two informative evenings with Mac Gibbs and enjoy your fall garden even more. Also, he will help you plan for a more productive spring garden. This class includes information on vegetable gardening and ornamental gardening. Come with all of your questions about gardening in Hyde County, because Mac is the best resource we know!

6:00pm-9:00pm	Tues & Thurs	November 14 & 16	Fee: \$20	6 hrs	28924	HCDC
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Chocolate Creations

Learn how to make an indulgent range of chocolate covered items including pretzel rods, peanut clusters, and Oreo truffles! With these mouth-watering creations, you are sure to please everyone during the holiday season. We've got the supplies, and you can choose from one of two sessions.

2:00pm-5:00pm	Thursday	December 7	Fee: \$20	3 hrs	28909	HCDC
6:00pm-9:00pm	Thursday	December 7	Fee: \$20	3 hrs	28875	HCDC

World of Social Media

Social Media can be used for many things such as staying in touch with friends and family, keeping up with the latest trends, and even promoting your business or cause. This class will cover some of the popular social media sites such as Facebook, Instagram, Twitter, Snapchat, etc. Become aware of the power of Social Media and learn how to use these apps safely.

6:00pm-9:00pm	Monday	October 16	Fee: \$20	3 hrs	28870	HCDC
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Android Workshop

Please bring your own Android phone or tablet and enjoy learning the best features for you to employ. You will learn about APPS, security settings, set-up options, photo sharing, and entertainment features. The instructor will have plenty of time to address your needs, and you will leave feeling more confident with your Android device.

6:00pm-9:00pm	Monday	September 18	Fee: \$20	3 hrs	28877	HCDC
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iPhone®/iPad® Workshop I

Chantel Fortescue will provide the basics and MORE in this popular Apple devices workshop. Bring your own iPhone or iPad so you can learn on your own device. We will address security features, Apps, upgrades and basic skills to help you get the most from your personal technology. And come with your own questions because we want to answer all of them! Limited class size to ensure plenty of individual attention.

6:00pm-9:00pm	Tuesday	September 19	Fee: \$20	3 hrs	28930	HCDC
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PUBLIC SAFETY

Courses are being added on a daily basis. Please check our website at www.beaufortccc.edu and click on "Our Programs, Continuing Education."

Our calendar is updated daily to show new classes that are added.

For questions or to request other classes, contact:

Billy Respass for EMS at (252)940-6468

Johnny Williams for Fire/Emergency Management at (252)940-6363

Todd Alligood for Law Enforcement at (252) 940-6405.

HEALTHCARE CLASSES

Heartsaver CPR/AED

Heartsaver CPR/AED course is for anyone with limited or no medical training who needs a course completion card in CPR and AED use to meet job, regulatory or other requirements. This course teaches adults, child, and infant CPR and AED use. This course can also be taken by anyone who wants to be prepared for an emergency in any setting.

5:30pm-8:30pm Thursday September 14 Fee: \$45 3 hrs 28888 HCDC

WORKFORCE DEVELOPMENT CLASSES

Cover Letters and Resumes

Resumes are important to prospective employers. A resume includes information about you. A cover letter introduces you and helps to present your resume. You will learn the purpose of a cover letter, how to identify the main parts, and what makes a cover letter effective. Learn to make a clear and concise resume. Fee waivers for the registration fee and the \$5 technology fee are available for qualifying individuals.

6:00pm-8:00pm Thursday October 12 Fee: \$70 2 hrs 28908 HCDC

Interviewing and Job Applications

Learn to complete written or online job applications with greater ease and ability. Develop a check list of information to guide you through the applications process. This class will teach you to complete applications effectively because a good application lands an interview. Fee waivers for the registration fee and the \$5 technology fee are available for qualifying individuals.

6:00pm-8:00pm Thursday October 26 Fee: \$70 2 hrs 28862 HCDC

Substitute Teacher Training

This 24-hour course prepares individuals to substitute teach in the local county school system. This course provides information on learning expectations, time management, monitoring student interaction, classroom management, and many other topics related to being a substitute. Required textbook is available from the BCCC bookstore.

6:00pm-9:00pm Tues & Thurs Sept. 5-28 Fee: \$70 24 hrs 28368 HCDC

Introduction to Human Services- NCFAS (Phase1)

This course covers skills and strategies designed to provide employability skills training and career exploration for the role of Income Maintenance Caseworker within the Division of Social Services agencies. This course is Phase 1 of a two-phase program. Students MUST complete AND pass this phase, to enroll in Phase 2: Income Maintenance Caseworker. Students are required to earn their National Career Readiness Certificate (NCRC) as part of the course requirements. Fee waivers for the registration fee and the \$5 technology fee are available for qualifying individuals.

6:00pm-9:00pm Mon & Wed Aug. 28-Oct. 25 Fee: \$125 50 hrs 28884 HCDC

National Career Readiness Certification (NCRC) Prep Classes

Do you need to earn your National Career Readiness Certificate? We have developed a specialized class to assist individuals with earning their National Career Readiness Certification. The NCRC is a nationally recognized portable credential that measures employability skills in three areas: Reading for Information, Applied Math, and Locating Information. Many companies either require or give preference to applicants that have a NCRC. The course fee includes a \$70 registration fee and a \$5 technology fee. Fee Waivers are available for qualifying individuals. Individuals wishing to pursue their NCCRC will pay a \$36 testing fee at the time of testing. Students may join this open enrollment lab at any time.

6:00pm-8:30pm Thursday Sept. 14-Nov. 9 Fee: \$70 22.5 hrs 28880 HCDC

North Carolina Vehicle Safety Inspection

This course is designed to prepare auto technicians and service personnel as safety inspectors for motor vehicles. Course topics include regulations and test inspection procedures required by the NC DMV - Enforcement Section - for safety inspectors. Upon completion a student should understand the rules, regulations and procedures for safety inspections, and be able to inspect a vehicle properly.

8:00am-5:00pm Friday August 25 Fee: \$70 8 hrs 28929 NAPA Parts, Engelhard

Conversational Spanish

This course will prepare students to communicate with Hispanic co-workers, customers, friends, or family. Course content will be basic greetings, vocabulary, and individual phrases students wish translated. This class will also introduce students to basic grammar concepts. At the end of this class, students will be able to greet people, talk about themselves, and understand the basics.

6:00pm-8:30pm Tuesdays Aug 22-Oct 10 Fee: \$50 20 hrs 28881 HCDC

Medical Office Specialist

The Medical Office Specialist program will provide skills training in basic computer operations, medical terminology, medical law and ethics, medical office procedures, professional etiquette, grammar review and transcription editing, electronic health records, and medical coding. This is a fast-paced program that will be offered in a hybrid setting with few seated classes; most class sessions will be held online, via BlackBoard. Students should have a valid email account prior to registering for this program. At the completion of the program, students will have the opportunity to register and sit for the Medical Administrative Assistant Certification (CMAA). The cost of the credential exam is \$105 and is offered through the National HealthCareer Association (NHA). **The first night of class is a mandatory seated class.**

6:00pm-9:00pm Tues./Online Aug. 29-Oct. 30 Fee: \$185 225 hrs 28843 HCDC/Online

Microsoft Office

This is a 4 week course that will teach you about the software of Microsoft Office. Microsoft word will be taught during week 1. You will practice creating, editing, and saving MS word documents. Week 2 will provide you with information on how to create dynamic slide presentations in Powerpoint. You will learn how to include animation, narration, images, and much more to your presentation. Week 3 will provide you with tips on how to store, organize, and analyze information in Microsoft Excel. Get help organizing and calculating data. Microsoft Access will be taught in the final class. It is a database creation and management program. You will become familiar with the differences between data management in Microsoft Access and Microsoft Excel.

6:30pm-8:30pm Thursdays Sept. 7-28 Fee: \$75 8 hrs 28882 HCDC

Introduction to Windows 10

Windows 10 is the newest version of the Microsoft Windows operating system. Windows 10 has been known to be the most stable and secure version of Windows and is designed to run equally well on tablets. We will be giving you an overview of Windows 10, how to install and upgrade, how to backup files, etc.

6:00pm-9:00pm

Tuesday

October 24

Fee: \$20

3 hrs

28907

HCDC

Substance Abuse Counselor

Are you interested in earning your NC Substance Abuse Counseling Certification? Take your first step with our Substance Abuse Counseling program! This online course taught via Blackboard will take you on an journey learning about screening, intake, orientation, assessment, treatment planning, counseling, case management, crisis intervention, client education, report and record keeping, consultation with other professionals in regard to client treatment and services, and referral to treat addictive disorder or disease and help prevent relapse. This program has been approved by the NCSAPPB board (code 16-100-H-S). There will be some additional requirements to become a Certified Substance Abuse Counselor such as supervision and clinical experience. Students will be responsible for completing this requirement. For more information on the state requirement to become a CSAC, go to www.ncsappb.org. Beverly Cates and Loretta Ebison will be the instructors for this program. The course fee includes a \$180 registration fee and \$5 technology fee. The \$185.00 fee for this program does not include any fees required by the NCSAPPB towards the individual's certification. Books for the course are available at the BCCC bookstore (book prices subject to change). Students will need to provide, at a minimum, an official high school transcript.

Online

All days

Aug. 21-Dec. 10

Fee: \$180

300 hrs

28839

Online

SMALL BUSINESS CENTER CLASSES**HP LIFE Online Entrepreneurship Training**

HP Learning Initiative for Entrepreneurs (HP LIFE) is a global program that offers aspiring entrepreneurs and small business-owners valuable business skills. HP LIFE offers participants a path to realizing their business dreams. The NC Small Business Center Network, in partnership with the National Association for Community College Entrepreneurship (NACCE), is pleased to offer this innovative program to NC entrepreneurs and small business owners free of charge! This program is self-paced, making it possible for more aspiring entrepreneurs to participate. All you have to do is register to start. You can read more about this program at <https://www.ncsbc.net/>. Click on the HP Life logo.

On Demand

All Days

Fee: No Charge

20-30 hrs

Online

Critical Incident Preparation and Response (For Current & Prospective Business Owners)

Todd Alligood is BCCC's Director of Law Enforcement Training, and he will share his expertise and perspective on this very serious subject. Please attend if you desire to make your workplace safer. Todd will explain what to do if a critical incident, like an active shooter, occurs on or near your premises. Learn to prepare for critical incidents. Learn how to correctly summon help. Learn how to protect your employees, your clients and yourself should something happen. Receive guidance on precautions to take and procedures to implement that will be reassuring in these troubling times.

6:00pm-9:00pm

Monday

October 9

Fee: No Charge

3 hrs

HCDC

How to Buy and Sell on Facebook

Join us to see how you can leverage Facebook for your Small Business. Facebook is a major resource and if you aren't looking for your target market, then you are missing some valuable customers. The instructor will be Christina Williams.

2:00pm-5:00pm

Thursday

August 17

Fee: No Charge

3 hrs

HCDC

ETSY™ 101 (Taking Your Home Business to the World Market with Etsy)

Have you ever wished you could sell the things you make online? Looking for a way to market to a specific group of people (who don't live here?) Have collectibles you have held onto for 20 years? Do you have a lot of materials that can be used to make other things? Have you written your own how-to articles that you just know would sell to the right people? Tried Ebay and gave up on it? If you have one – or all – of these situations, Etsy could be for you. This class is an orientation to Etsy.com, a world online marketplace with MILLIONS of sellers (and MILLIONS of buyers!) You will learn what you can and cannot sell on Etsy, how to choose a name and open a shop, 5 keys to success, how to list an item, how to find what information you need on the Etsy website, how to collect money and ship, and more! Pamela Zimmerman is your presenter.

2:00pm-5:00pm

Thursday

September 14

Fee: No Charge

3 hrs

HCDC

COURSES FOR THE OCRACOCKE COMMUNITY CENTER

We will be offering classes for the Ocracoke Community Center. The specific classes will be determined at a later date, but possible subjects include Instagram, Pinterest and Snapchat Marketing for Your Small Business; Using Video to Get More Business for Small Business Owners; and Blogging and Twitter for Business.

2:00pm-5:00pm

Thursday

November 30

Fee: No Charge

3 hrs

Ocracoke Comm. Ctr.

9:00am-Noon

Friday

December 1

Fee: No Charge

3 hrs

Ocracoke Comm. Ctr.

Have a Skill to Share?

If you have a hobby, a professional skill or a language you have mastered, consider sharing it with others. We're always looking for enthusiastic instructors to lead our Continuing Education classes.

If you have the skills and the desire to teach, we are always seeking part-time instructors in a variety of subject areas for our Beaufort County Main Campus, our Washington County Center in Roper and our Hyde County Davis Center in Engelhard.

Please visit our website at www.beaufortccc.edu and click on Continuing Education and complete the online interest form!

A Continuing Education staff member will call you to discuss employment opportunities.



The Mission of the Customized Training Program (CTP) is to help businesses maintain their competitive edge through awareness, education, and training. If your company is interested in learning more about these training opportunities, or to schedule a class, please contact Sara Watson, Director of the NCWorks Customized Training Program, at 252.940.6311 or visit our website at www.beaufortccc.edu and click on *Our Programs, Continuing Education*.

- Specialized training offered at no cost to fit the needs of your industry with flexible scheduling.
- Customized courses can be held at BCCC, Beaufort County Skills Center, or at the business/industry location.
- We provide training for qualifying industries in Beaufort, Hyde, Washington, and Tyrrell Counties.

SOME OF THE CUSTOMIZED TRAINING CLASSES OFFERED...

Reliability/Productivity classes include:

- Introduction to Lean Manufacturing
- Yellow and Green Belt Certification
- Poka Yoke-Mistake Proofing
- 5-S
- Lean Six Sigma
- Value Stream Mapping

Quality classes include:

- TS 16949
- NAQ-1
- Commercial Grade Dedication
- ISO 14001 Environmental Management
- Measurement System Analysis
- Kepner Tregoe: Analytical Problem Solving
- Blueprint Reading
- Internal Auditor Training
- Lead Auditor Training
- Process Mapping
- OJT Train-the-Trainer
- FMEA (Failure Mode & Effects Analysis)
- GD&T (Geometric Dimensioning & Tolerancing)
- Math for Measurement
- IPC 610

Leadership/Management classes include:

- Essentials of Leadership
- Managing Complaints
- Resolving Conflicts
- Effective Discipline
- Time Management
- Achieve Global Supervisory/Manager Training
- Essentials of Communication
- Providing Performance Feedback
- Delegating
- Change Management
- Providing Constructive Feedback
- DDI Supervisory/Manager Training
- Business Management
- Leading Across Generations
- DISC Training

Operator/Mechanic Skills Training

- Solidworks and AutoCad
- PLC
- GibbsCAM
- CNC Level I and II
- Welding
- Machining
- Fabrication
- Robotic Welding
- Injection Molding
- Inventor
- Basic Electrical
- Commercial Grade Dedication
- Mechatronics



Safety classes include:

- Site Workplace Assessment
- OSHA 10 & 30 (General Industry & Construction)
- Overhead Crane Training
- Hazwoper Training
- Bloodborne Pathogens
- CSIP (Continuous Safety Improvement)
- Ergonomics
- Confined Space Entry
- Hazardous Materials Training
- Fire Extinguisher Training
- Fall Protection
- Lockout/Tagout
- Supervisor's Role in Safety Compliance
- OSHA Records & Accident Investigation
- Duties & Responsibilities of Safety Committees
- Inspection Checklist

Beaufort County Community College Ed2Go courses are designed to meet individual's needs and interests by enabling learners to take classes in the comfort of their own homes. You can study at a time that is most convenient for you, without the need for attending classes on campus. Each class will consist of two (2) lessons per week for a total of twelve (12) lessons or the equivalent of twenty-four (24) contact hours for 2.4 CEU credits. Certificate of Completions are available upon successful completion of a course. Over 300 courses are available through Ed2Go in a diverse group of categories. Below are several of the featured courses available. You can visit <http://www.ed2go.com/beaufortccc/> for a full list of courses.

Remember—we have gift certificates available if you wish to purchase a registration for a friend or family member as a gift! Call 252-940-6307 for more information.

These courses offer excellent opportunities for both personal and professional growth. They are also ideal for those who either own a small business or lead within industry to use as potential professional development training!

ACCOUNTING & FINANCE	BUSINESS	COLLEGE READINESS
Accounting Fundamentals Introduction to Quickbooks 2014 Performing Payroll in Quickbooks 2014 Quickbooks for Contractors 2014 Introduction to Peachtree Acct 2014 Introduction to Crystal Reports Personal Finance Real Estate Investing Stocks, Bonds, & Investing: Oh My! Where does all my money go? Keys to Successful Money Mgmt	Fundamentals of Supervision & Mgmt Administrative Asst Fundamentals Mastery of Business Fundamentals Writing Effective Grant Proposals Nonprofit Fundraising Essentials Achieving Success with Difficult People Understanding the HR Function Creating a Successful Business Plan Customer Service Fundamentals Start a Pet Sitting Business Start Your Own On-line Business	Everyday Math Introduction to Statistics Introduction to Algebra Human Anatomy & Physiology II Introduction to Chemistry Introduction to Biology GED Preparation GRE Preparation –Part I GRE Preparation—Part II GMAT Preparation Prepare for the GED® Math Test
COMPUTER APPLICATIONS (34 classes)	DESIGN & COMPOSITION	HEALTHCARE & MEDICAL
Introduction to Adobe Edge Animator Introduction to Lightroom 5 Introduction to Flash CS5 or CS6 Introduction to Word 2010 or 2013 Introduction to Excel 2010 or 2013 Introduction to Microsoft Project Introduction to Access 2010 or 2013 Introduction to Microsoft Outlook Introduction to Microsoft Publisher What's New in Microsoft Office 2010	Creating Web Pages Designing Effective Websites Introduction to InDesign CS5 or CS6 Introduction to Photoshop CS5 or CS6 Introduction to Digital Scrapbooking Introduction to Illustrator CS5 or CS6 Introduction to Dreamweaver CS5 or CS6 Creating WordPress Websites I & II Introduction to CSS3 & HTML Introduction to Javascript	Medical Math Certificate in Stress Management Certificate in Meditation Certificate in Healing Environments Medical Terminology Medical Coding Become a Physical Therapy Aide HIPAA Compliance Certificate in Gerontology Become a Veterinary Assistant
LANGUAGE & ARTS	LAW & LEGAL	WRITING & PUBLISHING
Writing Essentials Write your Life Story Pleasures of Poetry Writing for ESL Spanish for Medical Professionals Spanish for Law Enforcement Speed Spanish Instant Italian Conversational Japanese Beginning Conversational French	Employment Law Fundamentals Workers Compensation Real Estate Law LSAT Preparation Part I LSAT Preparation Part II Paralegal Certificate Program Explore a Career as a Paralegal	Write and Publish your Nonfiction Book Introduction to Screenwriting The Craft of Magazine Writing Publish and Sell your E-Books Romance Writing A to Z Grant Writing Becoming a Grant Writing Consultant Beginning Writer The Keys to Effective Editing
TEACHING & EDUCATION	TECHNOLOGY	PERSONAL DEVELOPMENT
Spanish in the Classroom Empowering Students with Disabilities Grammar for ESL Response to Intervention (RTI) Teaching Students with ADHD Survival Kit for New Teachers Ready, Set, Read! Teaching Preschool: A Year of Lessons Understanding Adolescents Teaching Writing: Grades K-3 Enhancing Language Dev. In Childhood Homeschool with Success! Learn the Common Core State Standards	Introduction to Microsoft Excel 2013 Introduction to Networking Understanding the Cloud Wireless Networking Introduction to PC Security Comp TIA Security + Certification Prep Achieving Top Search Engine Positions Introduction to PHP and MySQL Creating Mobile Apps with CS5 Marketing your Business on the Internet Blogging & Podcasting for Beginners Introduction to Google Analytics Mac, iPhone and iPad Programming Introduction to XML	Individual Excellence Leadership Discover Digital Photography Mastering your Digital SLR Camera Assisting Aging Parents Marriage & Relationships: Keys to Success Managing Life as a Single Parent Navigating Divorce 12 Steps to a Successful Job Search Intro. to Natural Health & Healing Drawing for the Absolute Beginner Genealogy Basics Introduction to Guitar

Financial Assistance Opportunities

SECU Foundation

PEOPLE HELPING PEOPLE

To be eligible for this \$750 scholarship, a student must:

- be a US Citizen and NC resident.
- be in one of the following target groups:
unemployment insurance claimant, unemployed and underemployed adult, member of the NC National Guard, or a military veteran and/or spouse.
- be enrolled in a training program that is scheduled for 96 hours or more that leads to a state-regulated or industry-recognized credential that is offered through Continuing Education.
- not be a Director, employee or family member of an employee of the State Employees' Credit Union or SECU Foundation.



To be eligible for this \$250.00 scholarship, a student must:

- demonstrate financial need under the Federal TRIO formula.
- reside in a rural county that is tobacco dependent and/or economically distressed.
- be enrolled in a continuing education program that is scheduled for at least 96 hours and leads to a state or national credential.



**BEAUFORT COUNTY
COMMUNITY COLLEGE
FOUNDATION**

To be eligible for this up to \$500 scholarship, a student must:

- be in good standing with the Beaufort County Community College Business Office.
- demonstrate financial need.
- be enrolled in a short-term training program that leads to a state-regulated or industry-recognized credential that is offered through Continuing Education.
- There will be up to 10 High School Equivalency Testing Scholarships awarded to College and Career Readiness students each academic year.

NCWorks career center YOUTH PROGRAM

Are you ready for a change? Are you ready for a fresh start? If the answer is yes, the Youth Program is ready for YOU! The Youth Program can help out-of-school youth ages 16-24 with educational opportunities, earning a high school equivalency, on-the-job training, work experience, and much more!

Call your local NCWorks Career Center for more information. Begin a path to success today!

**NCWorks
career center**

Beaufort County – 252-946-3116
Hyde County – 252-312-6859
Tyrrell County – 252-312-6859
Washington County – 252-312-7357

NCWorks career center ADULT/DISLOCATED WORKER PROGRAM

Are you 18+ years of age, a US Citizen, and ready for a change or fresh start? If the answer is yes, the Adult/Dislocated Worker program is looking for you!

Call your local NCWorks Career Center for more information. Begin a path to success today!

**NCWorks
career center**

Beaufort County – 252-946-3116
Hyde County – 252-312-6859
Tyrrell County – 252-312-6859
Washington County – 252-312-6859

For more information regarding the State Employees Credit Union, Golden Leaf, or BCCC Foundation scholarships, please contact Sara Watson at (252) 940-6311 or sara.watson@beaufortccc.edu, or visit our website: www.beaufortccc.edu/continuing-education/general-information/financial-assistance.

CONTINUING EDUCATION GIFT CERTIFICATES AVAILABLE NOW!



**Give the gift of education!
Provide a family member or friend with the
opportunity to learn a new language, hobby,
or even gain a new career!**

Call us at 252.940.6375

or visit us at

www.beaufortccc.edu/continuing-education/general-information/gift-certificates

to purchase your gift today!





**BEAUFORT COUNTY
COMMUNITY COLLEGE**

Division of Continuing Education
5337 US Hwy 264 E Washington, NC
27889 <http://www.beaufortccc.edu>
STUDENT REGISTRATION FORM

Any individual 16 years old or older may register for a Continuing Education course. Students under the age of 16 may take Defensive Driving courses at any time throughout the year. Students under the age of 16 are not allowed to register for other continuing education courses, with the exception of personal enrichment courses offered during the summer months.

Please Print

Legal Last Name: _____ **Legal First:** _____ **Middle:** _____

Street Address: _____ **City:** _____ **State:** _____ **Zip:** _____

County of Residence: _____ **Home Number:** _____

Work Number: _____ **Cell/Mobile Number:** _____ **Birth Date:** _____

Social Security Number: _____ - _____ - _____ (used for reporting purposes only)

Ethnicity: Are you Hispanic or Latino? ☐ Yes, Hispanic/Latino ☐ No, Non Hispanic/Latino **Gender:** ☐ F ☐ M
Hispanic/Latino: Mexican, Puerto Rican, Cuban, Central or South American or other Spanish origin or culture, regardless of race.

Race: For individuals who are Non-Hispanic/Latino: Select one or more of the following race categories:

- ☐ American/Alaska Native ☐ Black or African American ☐ White
☐ Asian ☐ Hawaiian/Pacific Islander

Employment: ☐ R Retired ☐ UN Unemployed (not seeking) ☐ US Unemployed (seeking)
☐ E1 Part-time, 1–10 hrs ☐ E3 Part-time, 21-39 hrs
☐ E2 Part-time, 11-20 hrs ☐ E4 Full-time, 40/more hrs

Education Level: ☐ High School Graduate or Highest grade completed: _____
☐ AHS Diploma ☐ Associate ☐ Bachelors
☐ One-Year Vocational ☐ High School Equiv. Diploma ☐ Masters or Higher

Check All That Apply: ☐ HRD Student
☐ Paid Law Enforcement, Paid Fire/EMS _____ (agency)
☐ Volunteer Fire, Volunteer Rescue _____ (agency)
☐ DOC/Division of Adult Corrections _____ (agency)

Email Address: _____

Please complete the following if it applies to you: I hereby give permission to Beaufort County Community College and the NC Department of Community Colleges to release my grades to:

- ☐ NC Department of Insurance Fire/Rescue Commission ☐ NC Office of Emergency Management Services
☐ NC Criminal Justice's Training & Standards Commission ☐ Potential Employer _____
and/or NC Sheriff's Commission ☐ Employer ☐ Other _____

Student Signature: _____ **Date:** _____

Course Section #	Course Title	Date & Time	Fee
(This block for office use only)			

☐ By Phone ☐ In Person ☐ By Mail **Registration Taken By:** _____ **Date:** _____
Registration Entered By: _____ **Date:** _____

Accessibility Services: BCCC is committed to diversity, inclusion and ensuring equal access in all campus programs, activities and events to qualified individuals with disabilities. To request a reasonable accommodation, contact the Coordinator of Accessibility Services at (252) 946-6356 in room 623 of Building 9. An advance notice of 72 hours may be required for some accommodations.

Family Educational Rights & Privacy Act (FERPA): The FERPA (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. For more information, please visit this link: www.beaufortccc.edu/continuing-education/general-information/family-educational-rights-and-privacy-act.

Revision Date: 2-28-17

This section includes a listing of the curriculum classes available for Fall 2017.

*For further information about any of these classes, including credit hours, class days and class times, or for information about our schedule of classes for the Fall 2017 semester, please call:
Michele Mayo, Director of Admissions
at 252-940-6233
or email michele.mayo@beaufortccc.edu.*



<u>Course Number</u>	<u>Course Name</u>	<u>Seated/Online/Hybrid</u>
ACA-111	College Student Success	Seated
ACA-122	College Transfer Success	Seated, Online, Hybrid (Online/Seated)
ACC-120	Principles of Financial Acct	Online, Hybrid (Online/Seated)
AGR-111	Basic Farm Maintenance	Seated
AGR-139	Intro to Sustainable Ag	Online
AGR-140	Agricultural Chemicals	Hybrid (Online/Seated)
AGR-150	Ag-O-Metrics	Seated
AGR-170	Soil Science	Seated
AGR-214	Agricultural Marketing	Seated
ART-111	Art Appreciation	Seated, Online
AST-111	Descriptive Astronomy	Online
AST-111A	Descriptive Astronomy Lab	Online
AUT-213	Automotive Servicing 2	Seated
AUT-221	Auto Transmission/Transaxles	Seated
AUT-221A	Auto Transmission/Transaxles Lab	Seated
AUT-231	Manual Trans/Axles/Drivetrains	Seated
AUT-231A	Manual Trans/Axles/Drivetrains Lab	Seated
AUT-281	Adv Engine Performance	Seated
BIO-110	Principles of Biology	Seated
BIO-111	General Biology I	Seated, Online
BIO-112	General Biology II	Seated
BIO-155	Nutrition	Online
BIO-163	Basic Anatomy & Physiology	Seated
BIO-168	Anatomy and Physiology I	Seated, Online
BIO-169	Anatomy and Physiology II	Online, Hybrid (Online/Seated)
BPR-111	Print Reading	Seated
BUS-110	Introduction to Business	Online, Hybrid (Online/Seated)
BUS-115	Business Law I	Online, Hybrid (Online/Seated)
BUS-121	Business Math	Hybrid (Online/Seated)

<u>Course Number</u>	<u>Course Name</u>	<u>Seated/Online/Hybrid</u>
BUS-137	Principles of Management	Online
BUS-147	Business Insurance	Hybrid (Online/Seated)
BUS-153	Human Resource Management	Online
BUS-225	Business Finance	Hybrid (Online/Seated)
BUS-251	Business Psychology	Online
BUS-260	Business Communication	Hybrid (Online/Seated)
CHM-115	Concepts in Chemistry	Online
CHM-151	General Chemistry I	Seated
CHM-152	General Chemistry II	Hybrid (Online/Seated)
CIS-110	Introduction to Computers	Online, Hybrid (Online/Seated)
CIS-111	Basic PC Literacy	Hybrid (Online/Seated)
CJC-100	Basic Law Enforcement Training	Seated
CJC-111	Introduction to Criminal Justice	Online, Hybrid (Online/Seated)
CJC-112	Criminology	Online
CJC-113	Juvenile Justice	Online
CJC-131	Criminal Law	Online
CJC-132	Court Procedure & Evidence	Online
CJC-212	Ethics & Community Relations	Online
CJC-221	Investigative Principles	Hybrid (Online/Seated)
CJC-223	Organized Crime	Online
CJC-231	Constitutional Law	Online
COM-231	Public Speaking	Seated, Online
COS-111	Cosmetology Concepts I	Seated
COS-112	Salon I	Seated
COS-115	Cosmetology Concepts III	Seated
COS-116	Salon III	Seated



Business



Art



Engineering



Anatomy Lab



Cosmetology



Welding

<u>Course Number</u>	<u>Course Name</u>	<u>Seated/Online/Hybrid</u>
COS-224	Trichology & Chemistry	Seated
COS-240	Contemporary Design	Seated
COS-250	Computerized Salon Ops	Online
CSC-143	Object-Oriented Prog	Online
CTS-115	Info Sys Business Concepts	Online
CTS-120	Hardware/Software Support	Online
CTS-285	Systems Analysis & Design	Online
CTS-289	System Support Project	Online
DBA-120	Database Programming I	Online
DFT-151	CAD I	Seated
DMA-010	Operations with Integers	Seated
DMA-020	Fractions and Decimals	Seated
DMA-030	Proper/Ratio/Rate/Percent	Seated
DMA-040	Express/Lin Equal/Inequal	Seated
DMS	Developmental Math	Seated, Online
DRE-096	Integrated Reading and Writing I	Seated
DRE-097	Integrated Reading and Writing II	Seated
DRE-098	Integrated Reading and Writing III	Seated
ECO-251	Principles of Microeconomics	Online
ECO-252	Principles of Macroeconomics	Online
EDU-119	Intro to Early Childhood Education	Online
EDU-144	Child Development I	Hybrid (Online/Seated)
EDU-151	Creative Activities	Hybrid (Online/Seated)
EDU-184	Early Childhood Intro Practicum	Hybrid (Online/Seated)
EDU-221	Children With Exceptionalities	Online
EDU-234	Infants, Toddlers & Twos	Hybrid (Online/Seated)
EDU-280	Language & Literacy Exp	Online
ELC-113AB	Residential Wiring I	Seated
ELC-113BB	Residential Wiring I	Seated
ELC-114	Commercial Wiring II	Hybrid (Online/Seated)
ELC-131	Circuit Analysis I	Seated
ELC-131A	Circuit Analysis I Lab	Seated
ELC-135	Electrical Machines I	Seated
ELC-192	Selected Topics in Electrical	Seated
ELN-132	Analog Electronics II	Seated
ELN-232	Introduction to Microprocessors	Seated
ELN-234	Communication Systems	Seated
ENG-111	Writing and Inquiry	Seated, Online, Hybrid (Online/Seated)
ENG-112	Writing & Research in the Disciplines	Seated, Online, Hybrid (Online/Seated)
ENG-114	Professional Research and Reporting	Seated, Online
ENG-232	American Literature II	Seated, Online
GEO-111	World Regional Geography	Online
HEA-110	Personal Health/Wellness	Seated, Online
HIS-111	World Civilizations I	Seated, Online
HIS-112	World Civilizations II	Online

<u>Course Number</u>	<u>Course Name</u>	<u>Seated/Online/Hybrid</u>
HIS-131	American History I	Online
HIS-132	American History II	Seated, Online
HSE-110	Introduction to Human Services	Hybrid (Online/Seated)
HSE-112	Group Process I	Hybrid (Online/Seated)
HSE-125	Counseling	Hybrid (Online/Seated)
HSE-225	Crisis Intervention	Hybrid (Online/Seated)
HSE-240	Issues in Client Services	Hybrid (Online/Seated)
HUM-115	Critical Thinking	Online, Hybrid (Online/Seated)
HUM-122	Southern Culture	Online
HYD-110	Hydraulics/Pneumatics I	Seated
MAT-110	Math Measurement & Literacy	Seated, Online, Hybrid (Online/Seated)
MAT-122	Algebra / Trigonometry II	Hybrid (Online/Seated)
MAT-143	Quantitative Literacy	Seated, Online
MAT-152	Statistical Methods I	Hybrid (Online/Seated)
MAT-171	Precalculus Algebra	Online, Hybrid (Online/Seated)
MAT-172	Precalculus Trigonometry	Hybrid (Online/Seated)
MEC-161	Manufacturing Processes I	Seated
MEC-161A	Manufacturing Processes I Lab	Seated
MEC-261	Manufacturing Processes II	Seated
MKT-220	Advertising and Sales Promotion	Hybrid (Online/Seated)
MLT-110	Intro to Medical Laboratory Technology	Hybrid (Online/Seated)
MLT-120	Hematology/Hemostasis I	Hybrid (Online/Seated)
MLT-130	Clinical Chemistry I	Hybrid (Online/Seated)
MLT-240	Special Clinical Microbiology	Hybrid (Online/Seated)
MLT-271	MLT Practicum III	Hybrid (Online/Hospital)
MUS-110	Music Appreciation	Seated, Online, Hybrid (Online/Seated)
MUS-112	Introduction to Jazz	Seated, Hybrid (Online/Seated) NET-
125	Intro to Networks	Online
NOS-120	Linux/UNIX Single User	Online
NUR-101	Practical Nursing I	Hybrid (Online/Seated) and Hosp
NUR-111	Intro to Health Concepts	Hybrid (Online/Seated) and Hosp
NUR-113	Family Health Concepts	Hybrid (Online/Seated) and Hosp
NUR-212	Health Systems Concepts	Hybrid (Online/Seated) and Hosp
OST-130	Comprehensive Keyboarding	Hybrid (Online/Seated)
OST-137	Office Applications I	Hybrid (Online/Seated)
OST-141	Medical Office Terms I	Hybrid (Online/Seated)
OST-148	Medical Insurance & Billing	Online
OST-149	Medical Legal Issues	Online
OST-184	Records Management	Online
OST-236	Advanced Word Processing	Online
OST-244	Medical Document Processing	Hybrid (Online/Seated)
OST-248	Diagnostic Coding	Hybrid (Online/Seated)
OST-286	Professional Development	Hybrid (Online/Seated)
OST-289	Office Admin Capstone	Online
PED-110	Fit and Well for Life	Seated, Online

<u>Course Number</u>	<u>Course Name</u>	<u>Seated/Online/Hybrid</u>
PED-111	Physical Fitness I	Hybrid (Online/Seated)
PED-117	Weight Training I	Seated
PED-125	Self-Defense – Beginning	Seated
PED-143	Volleyball - Beginning	Seated
PHI-240	Introduction to Ethics	Online
PHY-110	Conceptual Physics	Online
PHY-110A	Conceptual Physics Lab	Online
PHY-131	Physics-Mechanics	Seated
POL-120	American Government	Online
PSY-118	Interpersonal Psychology	Online
PSY-150	General Psychology	Seated, Online, Hybrid (Online/Seated)
PSY-241	Developmental Psychology	Seated, Online
PSY-281	Abnormal Psychology	Online, Hybrid (Online/Seated)
REL-110	World Religions	Online
REL-211	Introduction to Old Testament	Hybrid (Online/Seated)
SOC-210	Introduction to Sociology	Seated, Online, Hybrid (Online/Seated)
SOC-213	Sociology of the Family	Online
SOC-220	Social Problems	Online
SPA-111	Elementary Spanish I	Seated
SPA-112	Elementary Spanish II	Seated
SPA-211	Intermediate Spanish I	Seated
TRN-110	Intro to Transport Tech	Seated
TRN-120	Basic Transp Electricity	Hybrid (Online/Seated)
TRN-120A	Basic Transp Electrical Lab	Hybrid (Online/Seated)
TRN-145	Adv Transp Electronics	Seated
WBL-111	Work-Based Learning I	Site
WBL-112	Work-Based Learning I	Site
WBL-113	Work-Based Learning I	Site
WBL-115	Work-Based Learning Seminar I	Hybrid (Online/Seated)
WBL-122	Work-Based Learning II	Site
WEB-115	Web Markup and Scripting	Online
WLD-115AB	SMAW (Stick) Plate	Seated
WLD-121	GMAW (MIG) FCAW/Plate	Seated
WLD-131AB	GTAW (TIG) Plate	Seated
WLD-141	Symbols & Specifications	Seated
WLD-151	Fabrication I	Seated

A Delicious New Offering



From our Frances Morgan Roberson Culinary Arts Center.

If you want to learn to prepare appetizing dishes and then enjoy them with the class, our new Culinary Arts Personal Enrichment classes will be perfect for you. Students receive hands-on training from practicing chefs and experienced restaurant owners, who teach their secrets and techniques in our classroom. You'll love the class and love tasting the results!

We also offer a professional Culinary Arts Program that will lead to high-demand jobs in the restaurant industry.

Whether for personal fun or to pursue a new career, call us to enroll in classes today!



**BEAUFORT COUNTY
COMMUNITY COLLEGE**

CONTINUING EDUCATION

5337 US Hwy. 264 East, Washington, NC 27889

252-940-6375 • www.beaufortccc.edu

Who to Contact for Continuing Education?

*Please contact our Continuing Education staff if you have questions, concerns or suggestions!
We're here to help!*

Stacey Gerard, Vice President	252-940-6241
Brenda Bertrand, Registration and Records Clerk	252-940-6375
Kendra Harrison, Records Specialist	252-940-6349

College & Career Readiness

Heather Collins, Director of College & Career Readiness	252-940-6298
Admissions and Assessment Specialist	252-940-6325
Bobbie Lewis, Chief High School Equivalency Examiner	252-940-6209

Business & Industry Services

Sara Watson, Director of Customized Training	252-940-6311
Lentz Stowe, Director of Small Business Center	252-940-6306

Personal Enrichment Initiatives

Clay Carter, Director of Personal Enrichment & BCCC Centers	252-940-6357
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Public Safety

Billy Respass, Director of EMS	252-940-6468
Larry Gales, Coordinator of EMS	252-940-6297
Todd Alligood, Director of Law Enforcement Training	252-940-6405
Johnny Williams, Director of Fire and Emergency Management Training	252-940-6363

Workforce Programs

Penelope Radcliffe, Director of HRD & Workforce Initiatives	252-940-6307
Justin Rose, Director of Industry Training	252-940-6262
Jackie Butcher, Director of Healthcare Programs	252-940-6263

Hyde County Davis Center

Georgia Ballance, Workforce & Continuing Education Coordinator	252-925-3451
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Washington County Center

Kitty Hedgepeth, Workforce & Continuing Education Coordinator	252-741-9090
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Who to Contact for Academic Programs?

*Please contact one of the following if you have questions, concerns or suggestions!
We're here to help!*

Dr. Crystal Ange, Vice President of Academics	252-940-6216
Ben Morris, Dean of Business and Industry	252-940-6374
Erica Caracoglia, Dean of Allied Health and Professional Services.....	252-940-6425
Lisa Hill, Dean of Arts and Sciences	252-940-6223
Michele Mayo, Director of Admissions.....	252-940-6233

Would you like to be added to our mailing list to receive a copy of our BCCC Course Schedule mailed to your home as it is released? We release schedules for Spring, Summer and Fall. Just call 252-940-6375 to add your name to our mailing list, or subscribe by visiting <http://tinyurl.com/bccc-courseschedule>.

Would you like to be added to our email newsletter list for regular updates from the BCCC Continuing Education Division? Call us at 252-940-6375 and request to be added, or subscribe by visiting <http://tinyurl.com/bccc-email>.



Featuring *Craig Woolard*



Tickets for
Dinner, Auction
& The Embers...

\$60 per person
\$110 per couple

THURSDAY, OCTOBER 19!

WASHINGTON CIVIC CENTER

DINNER BY KEYZER CATERING

Social hour with cash bar, catered dinner and silent auction

Doors open at 5:30 pm • *The Embers* performance begins at 7:30 pm

24th Annual

**PotashCorp-Aurora
BCCC Foundation
INVITATIONAL GOLF
TOURNAMENT**

Friday, October 20, 2017

Washington Yacht and Country Club

Registration 11:30 am

Lunch 11:30 am – 12:30 pm

Shotgun Start 1:00 pm



\$85 per golfer – \$340 per team

For more information, contact Serena Sullivan at 252-940-6326 or serena.sullivan@beaufortccc.edu.

BEAUFORT COUNTY COMMUNITY COLLEGE
F O U N D A T I O N



BEAUFORT COUNTY COMMUNITY COLLEGE

**US Hwy. 264 East
Washington, NC 27889**

Disclaimer

This schedule listing should not be considered a contract between Beaufort County Community College and any student. Errors may occur in preparing for publication. Changes may be necessary for various reasons. A minimum enrollment may be required to offer a course or continue a sequence of courses. Tuition and fees are subject to change by the State Legislature. There may be changes in the class schedule for inclement weather. If changes are necessary, an effort will be made to inform the students who are preregistered or enrolled.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. For more information, please visit this link:

www.beaufortccc.edu/continuing-education/general-information/family-educational-rights-and-privacy-act



BEAUFORT COUNTY COMMUNITY COLLEGE

5337 US 264 East • Washington, NC 27889 • Phone 252-940-6375

www.beaufortccc.edu

Beaufort County Community College is a public comprehensive community college with a commitment to provide accessible and affordable quality education, relevant training and lifelong learning opportunities for the people served by the college.

BCCC maintains an open door admissions policy. This policy provides admission to any person who has reached the age of 18 or whose high school class has graduated. High school student applicants 16 years of age or older may be admitted into credit and continuing education courses in accordance with the dual enrollment policies adopted by the state. Applicants are admitted regardless of race, gender, age, religion, national origin, disability or political affiliation.

Beaufort County Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, certificates and diplomas. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404-679-4500 for questions about the accreditation of BCCC.



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