

COURSE SCHEDULE

SPRING 2018



Continuing Education Classes
Academic Classes

**BEAUFORT COUNTY
COMMUNITY COLLEGE**

GENERAL INFORMATION

Contact Information.....	42
Registration & Payment.....	3
Scholarship Opportunities & Funding Assistance	34
Continuing Education Registration Form.....	35

BCCC MAIN CAMPUS 4-20, 32-36**COLLEGE & CAREER READINESS**

Purpose of College & Career Readiness.....	4
High School Equivalency Path.....	4
College & Career Readiness Orientation.....	4
Adult Basic Education & High School Equivalency	4
English Language Acquisition.....	5
High School Equivalency Exam Options.....	5
High School Equivalency Exam Test Dates.....	5
Contact Us.....	5

HEALTHCARE PROGRAMS

Medication Aide.....	6
Pharmacy Technician	6
BLS CPR/First Aid for Health Care Providers.....	6
Nurse Aide I.....	6
Nurse Aide II.....	6
Phlebotomy.....	7
Registered Medical Assistant.....	7
Nurse Aide I Refresher.....	7
Nurse Aide II Refresher.....	7
Heartsaver CPR/AED/First Aid.....	8

EMERGENCY MEDICAL SERVICES

Emergency Medical Technician Initial Provider (Hybrid)	8
EMT to Paramedic (Hybrid).....	8
Online Anatomy for Physiology for Paramedics	8
Online Critical Care Review Class.....	8
Survival Spanish for Emergency Medical Services (EMS).....	9

FIRE TRAINING

Fire Academy.....	10
-------------------	----

PERSONAL ENRICHMENT

The Chef's Table (Culinary): Cake Decorating II.....	11
The Chef's Table (Culinary): Happy Boco New Year!.....	11
The Chef's Table (Culinary): Let's Do Lunch: Russian Soup.....	11
The Chef's Table (Culinary): Hey Honey!.....	11
The Chef's Table (Culinary): The Whole Hog.....	11
The Chef's Table (Culinary): Breakfast and Brunch.....	12
The Chef's Table (Culinary): Let's Do Lunch: Savory Instant Pot Beef Stew	12
The Chef's Table (Culinary): Yeast Bread Baking Basics.....	12
The Chef's Table (Culinary): A Good Home Style Supper.....	12
The Chef's Table (Culinary): Entertaining with Seafood Appetizers.....	12
The Chef's Table (Culinary): A Springtime Feast.....	12
The Chef's Table (Culinary): Knife Skills.....	12
The Chef's Table (Culinary): Pies and Tarts, Sweet and Savory with Rachel K.....	13
The Chef's Table (Culinary): Let's Do Lunch: Bacon and Duck Burgers	13
The Chef's Table (Culinary): Garnishes and Presentation.....	13
Defensive Driving DDC-4.....	14
Line Dancing	14
Line Dancing-Intermediate.....	14
Carolina Shag Dancing.....	14
Carolina Shag Dancing-Intermediate	14
Tai Chi	14
Yoga.....	14
A Custom Fitness Plan for You	14
Organic Gardening	15
Piano 2.....	15
T-Shirt Quilting	15
Hospitality Quilt.....	15
Small Engine Repair.....	15
Welding for Fun.....	15
Candle Making	15
DSLR Photography	15
Opera- <i>La Boheme</i>	15
Opera- <i>Così fan Tutte</i>	15
Concealed Carry Handgun Training	16
Beginners Handgun	16

WORKFORCE PROGRAMS

National Career Readiness Certification (NCRC) Prep Classes.....	17
Notary Public	17
Conversational Spanish (Level 1).....	17
American Sign Language	17
Substitute Teacher Training	17
Real Estate General Update and Elective.....	17
Medical Office Specialist.....	18
Writing a Dynamic Resume	18
Working Smart	18
Income Maintenance Caseworker NCFast (Phase 1).....	18
Income Maintenance Caseworker NCFast (Phase 2).....	18
Culinary Arts.....	18
ServSafe® Complete	18
ServSafe® (Review & Test only)	18
Substance Abuse Counselor.....	19
Vehicle Escort Certification and Recertification	19

Auto Dealer License (Refresher).....	19
Auto Dealer License (Initial).....	19
NC Vehicle Safety Inspection.....	19
OSHA 10.....	19
MIG, SMAW and Tig Welding	19
HVAC: Heating, Ventilating and Air Conditioning Level 1.....	19
HVAC: Heating, Ventilating and Air Conditioning Level 2.....	19
HVAC: Heating, Ventilating and Air Conditioning Level 3.....	20
HVAC: Universal 410-A Certification	20
HVAC: Certified Carbon Monoxide Inspector	20
Forklift Training	20
Municipal Finance.....	20
CDL Truck Driving - Hybrid.....	20
Residential Wiring	20
Introduction to Microsoft Publisher 2016.....	21
Introduction to Windows 10 and Microsoft Office.....	21
Essentials of People Management	21
Dual Water/Wastewater Workshop.....	21
Drone Pilot Training.....	21

SMALL BUSINESS CENTER

How to Start a Small Business.....	22
How to Write a Business Plan.....	22
Advertising & Marketing For Small Business	22
Financing Your Small Business.....	22
Recordkeeping and Taxes for Small Business.....	22
Starting a Business on a Small Budget New Class Here?.....	22
How to Publish Your Book Now!.....	23
Using Video to Get More Business	23
Parliamentary Procedures Made Easy.....	23
Developing and Implementing a Social Media Plan	23
ETSY™ 101: Taking Business to the World	23
Sales & Use Tax Workshop (NCDOR)	24
Conquering Negativity in the Workplace	24
How to Setup QuickBooks	24
Simple and Easy Bookkeeping with QuickBooks.....	24
SCAMBUSTERS.....	24
How to Start a Small Business in Aurora	24
HP LIFE Online Entrepreneurship Training	24

WASHINGTON COUNTY CENTER..... 25-27

Adult Basic Education & High School Equivalency	25
Nurse Aide I.....	25
Nurse Aide II.....	25
BLS CPR/First Aid for Health Care Providers.....	25
Heartsaver CPR/AED/First Aid.....	26
Basic Activities Director.....	26
Defensive Driving DDC-4.....	26
Learn to Play Piano	26
iPhone/iPad Workshop I.....	26
Android Workshop.....	26
Concealed Carry Handgun Training	26
National Career Readiness Certification (NCRC) Prep Classes.....	26
Word, Excel and Powerpoint	27
Dual Water/Wastewater Workshop.....	27
Fueling Your Small Business in NC.....	27
How to Start a Non-Profit Business.....	27
HP LIFE Online Entrepreneurship Training	27

HYDE COUNTY DAVIS CENTER..... 28-30

English as a Second Language (ESL)	28
Adult Basic Education & High School Equivalency	28
BLS CPR/First Aid for Health Care Providers.....	28
Heartsaver CPR/AED/First Aid.....	28
Defensive Driving.....	28
Basic Sewing	28
Making Fabric Bowls and Vases.....	29
Digital Photography 2.....	29
Spring Gardening Seminar	29
Unarmed Self Defense for Women.....	29
Concealed Carry Handgun Training	29
Income Maintenance Caseworker NCFast (Phase 1).....	29
Job Applications for Hyde Correctional Institution	30
Word, Excel and Powerpoint	30
MIG, SMAW and Tig Welding	30
Substance Abuse Counselor.....	30
ETSY™ 101: Taking Business to the World	30
HP LIFE Online Entrepreneurship Training	30
How to Start a Small Business.....	31
How to Write a Business Plan	31
Advertising & Marketing For Small Business	31
Financing Your Small Business.....	31
Recordkeeping and Taxes for Small Business.....	31

NCWORKS CUSTOMIZED TRAINING 32**ONLINE CLASSES/ED2GO** 33**ACADEMIC CLASSES SPRING 2018** 36-40

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 Blackboard 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, Room 815 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

Mon – Thurs
8:00 – 9:30 am
11:00 – 12:30 pm

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

ABE – B8 Rm 816
Mon/Wed
6:00 pm – 9:00 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

Aurora Library
524 Main Street
Aurora, NC

Call 252-940-6298
for more information

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**

**Mon – Thurs
8:30 am – 12:00 pm**

**Tues/Thurs
6:00 pm – 9:00 pm**

**Hyde County
Davis Center
33478 US Highway 264
Engelhard, NC 27824**

**Tue/Thurs
6:00 pm – 9:00 pm**

**Belhaven Public Library
333 East Main Street
Belhaven, NC 27810**

**Tues/Thurs
4:00 pm – 5:30 pm**

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 BCCC Bldg. 9, Room 927 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

Beaufort County Community College Department of College and Career Readiness offers 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

January 16th, 17th, 30th, 31st
February 13th, 14th, 27th, 28th
March 13th, 14th, 27th, 28th
April 10th, 11th, 24th, 25th
May 8th, 9th, 31st

ETS HiSET

January 22nd & 29th
February 5th & 26th
March 5th & 19th
April 9th & 23rd
May 7th, 29th

Contact us:

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

Sandy Berry
Admissions & Assessment Specialist
Building 8, Room 814A
252.940.6325
sandy.berry@beaufortccc.edu

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 provides training for a current Nurse Aide to become a qualified Medication Aide. Core course concept is safe medication administration via the oral, topical and instillation routes to residents of long-term nursing facilities. For listing on the North Carolina Medication Aide Registry student must successfully complete the state competency exam.

Prerequisite: Current NA I license with no substantiated findings.

Costs: Total registration-\$70,
Textbook-\$14.14, state exam-\$55

Requirements:

Attendance for all 24 hours

90 or greater on the final written exam

Current NC Aide certificate, SS Card and current valid driver license/government form of ID with photo

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	Saturday	Jan. 13-27	Fee: \$70	24 hrs	29326	BCCC12 1218
---------------	----------	------------	-----------	--------	-------	-------------

Pharmacy Technician

A 96-hour course is designed to prepare the student through classroom instruction to enter the pharmacy field as a Pharmacy Technician I. Core course concept is basic training in pharmacy and pharmacology. Upon satisfactory completion of the course, students are encouraged to apply for certification with Pharmacy Technician Certification Board Exam.

Prerequisite: Career Readiness Certificate of a bronze or higher. Copy of certificate is due at time of registration along with an official high school transcript.

Costs: Total registration-\$194.25 (\$180-registration fee, \$13-malpractice insurance fee, \$1.25-accident insurance fee)
Textbook-\$197.22, exam fee-\$129

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

6:00pm-9:30pm	Tues & Thurs	Jan. 30-May 15	Fee: \$194.25
96 hrs	29865	BCCC8 826	



BLS CPR/First Aid for Health Care Providers

Keep your professional credentials up-to-date. This 4-hour certification course is designed for individuals who need new or recertification of BLS CPR.

Costs: Total registration-\$45.00
\$40-registration fee
\$5-CPR fee

5:30pm-9:30pm	Wednesday	February 7	Fee: \$45	4 hrs	29854	BCCC8 826
9:00am-1:00pm	Saturday	April 21	Fee: \$45	4 hrs	29855	BCCC8 826

Nurse Aide I

A 160-hour course prepares the student to provide personal care and basic nursing skills. 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.

Prerequisite: Career Readiness Certificate of a silver or higher

Costs: Total registration-\$194.25 (\$180-registration fee, \$13-malpractice insurance fee, \$1.25-accident insurance fee)

Textbook-\$27.49, *uniform-\$105.00, *watch with second hand-\$10, *dual head stethoscope-\$20, *blood pressure cuff-\$20, Castle Branch-\$85, NC certification exam-\$101 (*approximate cost)

Requirements:

Uniform: white scrub top and navy blue pants to be worn daily while in lab and clinical. (scrub top and white mid-length lab coat embroidered with BCCC in royal blue) white closed toe/heel shoes,

SS Card and current valid driver license/government form of ID with photo,

Background check, drug screen, immunization upload to Castle Branch \$85. Must be completed within 30 days of first day of class.

<https://portal.castlebranch.com/BK50>

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	Tues & Thurs	Jan. 9-May 10	Fee: \$194.25	160 hrs	29329	BCCC12 1212
5:30pm-9:30pm	Mon & Wed and					
9:00am-2:30pm	Every other Sat	Jan. 8-May 9	Fee: \$194.25	160 hrs	29522	BCCC12 1212

Nurse Aide II

A 186-hour certificate course that provides classroom, lab and clinical instruction. NA II course prepares the student 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.

Prerequisite: Copy of current NAI license and copy of H.S. diploma or high school equivalency

Costs: Total registration-\$194.25 (\$180-registration fee, \$13-malpractice insurance fee, \$1.25-accident insurance fee)

Textbook-\$80.60, *uniform-\$105, *watch with second hand-\$10, *dual head stethoscope-\$20, *blood pressure cuff-\$20, Castle Branch-\$85, NAI Registry Application-\$24(Student will have 30 days after the class is completed to submit and pay application fees to NCBON) (*approximate cost)

Requirements:

Uniform: white scrub top and navy blue pants to be worn daily while in lab and clinical. (scrub top and white mid-length lab coat embroidered with BCCC in royal blue) white closed toe/heel shoes

SS Card and current valid driver license/government form of ID with photo

Background check, drug screen, immunization upload to Castle Branch \$85. Must be completed within 30 days of first day of class.

<https://portal.castlebranch.com/BK50>

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

5:00pm-9:00pm

Tues & Thurs and

9:00am-6:00pm

Every other Sat

Jan. 6-May 8

Fee: \$194.25

186 hrs

29646

BCCC12 1212

Phlebotomy

A 210-hour certificate course consisting of theory and clinical experiences, which prepares the student to enter the medical field as a Phlebotomist in various settings. Core course concept is instruction on how to safely and competently perform venipunctures. After successful completion of the course, student is encouraged to test for their certification as a phlebotomist.

Prerequisite: 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 High School Equivalency.

Costs: Total registration-\$199.25 (\$180-registration fee, \$13-malpractice insurance fee, \$1.25-accident insurance, \$5-CPR fee)

Textbooks-\$197.22, medical dictionary-\$10, *uniform-\$105.00, Castle Branch-\$85, ASPT exam fee-\$90-120 (*approximate cost)

Requirements:

Competently perform venipunctures in the lab setting

90 hours of clinical Monday - Friday during hours of operation for clinical facility

Uniform: navy blue scrub top and pewter gray pants to be worn daily while in class, lab and clinical. (scrub top and white mid-length lab coat embroidered with BCCC in royal blue) white closed toe/heel shoes

Background check, drug screen, immunization upload to Castle Branch \$85. Must be completed within 30

days of first day of class. <https://portal.castlebranch.com/BK50>

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

6:00pm-10:00pm

Mon & Wed and

9:00am-1:00pm

Some Sat

Jan. 6-May 9

Fee: \$194.25

210 hrs

29186

BCCC12 1212

9:00am-2:30pm

Mon & Wed

Jan. 10-May 7

Fee: \$199.25

210 hrs

29187

BCCC12 1212

Registered Medical Assistant

Part 2 of RMA builds on the foundations of Part 1 for an additional 204 hours of instructional time to learn medical assisting procedures and 160 hours of hands-on clinical experience in local medical offices and/or clinics. The final 20 hours of the instructional time, completed after the clinical experience, will focus on employment strategies, resume' building, and review for credentialing exams.

Prerequisite: 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 High School Equivalency.

Costs: Total registration-\$199.25 (\$180-registration fee, \$13-malpractice insurance fee, \$1.25-accident insurance fee, \$5-CPR fee)*uniform-\$105, *watch with second hand-\$10, *dual head stethoscope-\$20,* blood pressure cuff-\$20, Castle Branch-\$85, RMA certification exam-\$120 (*approximate cost)

Requirements:

Competently perform venipunctures in the lab setting

90 hours of clinical - Monday - Friday

Uniform: Pewter gray scrub top and pants to be worn daily while in class, lab and clinical. (scrub top and white mid-length lab coat embroidered with BCCC in royal blue) white closed toe/heel shoes,

SS Card and current valid driver license/government form of ID with photo

Background check, drug screen, immunization upload to Castle Branch \$85. Must be completed within 30 days of first day of class. <https://portal.castlebranch.com/BK50>

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

9:00am-1:00pm

Mondays and

9:00am-3:00pm

Tues, Thurs

Mar. 5, 2017-July 24

Fee: \$199.25

364 hrs

29843

BCCC12 1218

BCCC 8 826



Nurse Aide I Refresher

Intensive review encompassing theory and skills needed renew to Nurse Aide I license. No clinical is required. 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, current or prior listing as Nurse Aide in another state and wish to become listed on the NC NA I Registry, military personnel with medical/corpsman training.

Prerequisite: Expired North Carolina Nurse Aide I within the past 3years

Costs: Total registration-\$126.25 (\$125-registration fee & \$1.25-accident insurance fee)

Textbook-\$27.49, NC certification exam-\$101

Requirements:

Must attend all 42 hours to successfully complete the course (Student will have 30 days after the class is completed to submit and pay application fees to NCBON)

Due at time of registration is a copy of current NC Aide certificate, SS Card and current valid driver license/government form of ID with photo

9:00am-4:00pm

Fri & Sat

Apr. 13-May 4

Fee: \$126.25

42 hrs

29847

BCCC12 1212

Nurse Aide II Refresher

Intense review course approved by NCBON which utilizes the Nurse Aide II skills competency training. It includes skill competencies to provide complex nursing skills for patients or residents. This course renews individuals whose registry has expired within the past 24 months. No clinical required.

Prerequisite: North Carolina Nurse Aide II license

Costs: Registration-\$126.25 (\$125-registration, \$1.25-accident insurance fee)

Textbook-\$8.01, NAII Registry Application-\$24 (Student will have 30 days after the class is completed to submit and pay application fees to NCBON)

Requirements:

NC Aide license, SS Card and current valid driver license.

9:00am-4:00pm

Fri & Sat

Mar. 2-30

Fee: \$126.25

50 hrs

29560

BCCC12 1212/B12 1218

Heartsaver CPR/AED/First Aid

Heartsaver CPR/AED/First Aid course is for anyone with limited or no medical training who needs a course completion card in first aid, CPR and AED use to meet job, regulatory or other requirements. Students learn skills such as how to treat bleeding, sprains, broken bones, shock, and other first aid emergencies. This course also teaches adult, child, and infant CPR and AED use. These courses can also be taken by anyone who wants to be prepared for an emergency in any setting. Prior to class, students must obtain the Heartsaver First Aid CPR AED book available in the BCCC bookstore. Participants will need to dress comfortably, as you may be down on the floor working with CPR manikins.

Costs: Total registration-\$45.00

\$40-registration fee

\$5-CPR fee

5:30pm-9:30pm

Wednesday

February 7

Fee: \$45

4 hrs

29854

BCCC8 826

9:00am-1:00pm

Saturday

April 21

Fee: \$45

4 hrs

29855

BCCC8 826

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**Spring 2018****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 for may be available for qualifying individuals through your local NCWORKS Career Center.

6:30pm-9:30pm

Mon. & Wed.

Jan. 17-May 9

Fee: \$209.25

228 hrs

29954

BCCC10 28

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. **Next class starts Fall 2018!**

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

Jan. 22-April 29

Fee: \$185

84 hrs

29955

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- 978-1-284-04099-9. The course fee includes a \$180 registration fee and \$5 technology fee.

Online

All Days

Call for dates

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/bcccemms>.

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.

Fire Academy

We will be holding our 4th 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.

<http://www.tinyurl.com/bcccfiretraining>.



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 Management 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 II

Join us as we build on the skills mastered in Cake Decorating I and add new features to your cakes and cupcakes. Our instructor, Michelle Daniels, will work with you to further your buttercream skills with reverse shell border, ruffle border, rope border and basket weave. You will learn to work with fondant. Michelle will show you how to make smooth, beautiful, and detailed decorations such as roses, leaves, bows, blossoms, and ruffle borders. And you will assemble a tiered cake. You will also add the following royal icing flowers to your repertoire: Easter lily, poinsettia, and petunia. Supply list is available upon registration.

6:00pm-8:30pm Mondays March 5-April 16 Fee: \$50 15 hrs 30109 BCCC8 829

Happy BoCo New Year!

Our first Culinary class in 2018 will be a Farm to Table New Year's Celebration - Beaufort County style. William Cherry is growing the collards for this meal, and he will cure the backbone from Acre Station Meat Farm. We have greens for cash and rice and beans for luck. Come and help William prepare this feast and help us kick off a great new year in the Frances Roberson Culinary Lab.

Collards with Gently Corned Backbone and Cornmeal Dumplings
Fresh Relish and Hot Pepper Vinegar
Roasted Local Sweet Potatoes
Black-Eyed Peas and Rice
Banana Pudding (the good kind like your Mama made)

6:00pm-9:00pm Thursday January 18 Fee: \$40 3 hrs 30103 BCCC8 830

Let's Do Lunch; Russian Soup

We are inaugurating a series of luncheon cooking classes this semester. On a cold winter's day we will gather and prepare a warming Russian menu with Natasha Pawlick, who grew up in the Ural Mountains of Russia. She is locally famous for her delicious food, and here is what we will make and serve:

Russian Tomato and Cheese Appetizer
Salmon and Potato Soup
Fresh Mushroom Soup with Sour Cream
Homemade Sourdough and Pumpernickel Croutons
Fresh Cabbage Salad
Russian Apple Pie

10:00am-1:00pm Friday January 26 Fee: \$35 3 hrs 30104 BCCC8 830

Hey Honey!

Stephen Tubaugh is an accomplished chef. He is also a beekeeper. February is a month for being sweet. Right? It's just a good idea to have him lead a class where all the dishes contain honey from his hives. Bring your sweetie if you'd like. Enjoy making this delicious menu, and we'll taste different varieties of honey as we cook.

Pork Tenderloin with Honey Marinade
Mixed Salad Greens with a Trio of Honey Based Dressings
Carrots Roasted with Local Honey
Honey Apple Tarts
Baklava
Chocolate Avocado Mousse

6:00pm-9:00pm Thursday February 8 Fee: \$45 3 hrs 30105 BCCC8 830

The Whole Hog

Yep, in this class we are going to roast a pig - nose to tail and everything in between. To learn this traditional skill from the members of the Pinetown Volunteer Fire Department is a never before offered opportunity. If you've ever been to their BarBQue fundraiser you know how delicious charcoal cooked pig can be. Many thanks to the Pinetown VFD for helping us stage this class. On Thursday, February 15 we will meet in Building 8 on BCCC's campus. The class leaders will explain the process they use to cook. Early on Saturday morning, February 17 we will meet at the firehouse. Students will help cook the pig and all the fixins'. At 5:00 PM we will hold a pig pickin', and each student may invite one guest to join in. Instructive, delicious, and fun!

Roasted Whole Pig
Homemade Slaw
Pig Pickin' Potatoes
Hush Puppies
Traditional Desserts

6:00pm-8:00pm Thursday February 15 Fee: \$50 11 hrs 30106 BCCC8 829
7:00am-5:00pm Saturday February 17 Pinetown VFD

Breakfast and Brunch

The party season is not too far away, and Joe White returns to our kitchen to share great ideas and recipes. Small family gatherings and large celebrations are always better when you follow Joe's advice. On this evening you'll have breakfast for supper and be very happy about it!

Local Pecan Praline French Toast
Casserole Quiche
Pina Colada Fruit Salad
Vanilla Dutch Baby with Lemon Curd
Breakfast Stuffed Peppers

6:00pm-9:00pm Tuesday February 20 Fee: \$40 3 hrs 30107 BCCC8 830

Let's Do Lunch; Savory Instant Pot Beef Stew

We read about the new generation of pressure cookers/slow cookers in the foodie magazines, and we wondered if they are worth a try. Scott Clark, a talented local cook, is an Instant Pot fan. He will show you how to employ them as you help create an excellent meal for a chilly day. We will assemble and cook and dine on Scott's Beef Stew. Might have to have a nap later...

Cheese and Charcuterie Platter
Hungarian Beef Stew
Homemade Yeast Rolls
Chocolate Cobbler

10:00am-1:00pm Friday February 23 Fee: \$40 3 hrs 30108 BCCC8 830

Yeast Bread Baking Basics

Our town is so fortunate to have Rachel K's Bakery. They make those wonderful pastries and breads at Rachel Midgette's bakery in Downtown Washington. In this class Rachel will share her secrets for making homemade yeast bread. We'll cook loaf bread from a "sweet dough" and make whole wheat bread too. Rachel will include bread making history and science. You'll enjoy the whole process from proofing to rising to baking to eating. Did I mention the Cinnamon Rolls? Oh yeah. We'll have plenty of butter and jam for the finished product!

5:30pm-9:30pm Thursday March 1 Fee: \$40 4 hrs 30110 BCCC8 830

A Good Home Style Supper

Valerie Jackson is new to our kitchen. Have you enjoyed her cakes and breads at the Harbor District Farmer's Market? They are so good! Valerie is going to use her culinary school training and years of experience to lead the production of a tasty sentimental meal. Students will enjoy a delicious meal and leave with new recipes to serve their families.

Savory Meatloaf, Three Ways
Mashed Yukon Gold Potatoes with Chives and Garlic
Broccolini, Blanched and Sautéed in EVOO
Homemade Sweet Potato Pie

6:00pm-9:00pm Tuesday March 6 Fee: \$30 3 hrs 30111 BCCC8 830

Entertaining with Seafood Appetizers

Hello, Seafood Season. Oysters are still in. Shrimp and crabs are starting to run. Spring, Summer, Fall or Winter; it is always time to enjoy Eastern North Carolina's seafood delicacies. Our friend, Stephen Tubaugh, is willing to share some of his best recipes and techniques to enhance your entertaining. We'll use local products from our friends Mac Jones and Pat Cleve. You will not leave hungry!

Carolina Crab Cakes (Stephen's Secret Recipe)
Oysters Rockefeller
Simply Delicious Seafood Dip with Homemade Crostini
Authentic New Orleans Mini Po'Boys
Classic Carolina Oyster Stew, Two Ways
Sweet and Savory Hushpuppies
Mini Key Lime Tarts

6:00pm-9:00pm Thursday March 15 Fee: \$47 3 hrs 30112 BCCC8 830

A Springtime Feast

A good Leg of Lamb is another traditional springtime treat, and it is traditionally served at Easter. Joe White returns from Historic Myrtle Grove. His classes are very popular because his food is delicious and his techniques are so practical. So call early!

Herb Crusted Boneless Leg of Lamb with Pepper Jelly
Hasselback Potatoes with Butter and Chives
Smokey Creamed Kale
Roasted Garlic and Clementine Carrots
Carrot Pound Cake with MeMa's Icing

6:00pm-9:00pm Tuesday March 27 Fee: \$45 3 hrs 30113 BCCC8 830

Knife Skills

Chef Stephen Tubaugh 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. 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 Thursday April 19 Fee: \$40 3 hrs 30114 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 Thursday April 26 Fee: \$40 4 hrs 30115 BCCC8 830

Let's Do Lunch: Bacon and Duck Burgers

Scott Clark uses ground duck breasts and bacon from the Hudson Valley Farm to create these delicious burgers. Trust us! You will leave ready to make more for your friends and family. And the sides are as good as the burgers!

Duck and Bacon Burgers with all the fixings
Citrus Salad
Shoe String Fries with Truffle Oil
Shortbread Cookie with Homemade Thyme Ice Cream

10:00am-1:00pm Friday May 4 Fee: \$40 3 hrs 30116 BCCC8 830

Garnishes and Presentation

Folks just enjoy beautiful food more. Part of Valerie Jackson's job is to present platters at catered events that engage the guests. Tonight she will share her style, and students will leave knowing how create charming and whimsical dishes to the delight of all who dine. Each student will receive a 5 piece garnishing set as part of the class. When they get home they can continue practicing garnishing skills. Valerie will also demonstrate the use of a Mandolin and a Spiral Cutter for making vegetable pasta. And don't forget the party we will create in class...

6:00pm-9:00pm Tuesday May 8 Fee: \$40 3 hrs 30117 BCCC8 830



Culinary Arts for Fun



DSLR Photography



Welding for Fun



Quilting



Small Engine Repair



Dancing...Line and Shag



Music...Learn to Play



Fitness...Yoga & Tai Chi

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 four 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	January 20	Fee: \$70	4 hrs	30122	BCCC8 829
5:30pm-9:30pm	Monday	January 22	Fee: \$70	4 hrs	30123	BCCC8 829
9:00am-1:00pm	Saturday	February 17	Fee: \$70	4 hrs	30124	BCCC8 829
5:30pm-9:30pm	Monday	February 19	Fee: \$70	4 hrs	30125	BCCC8 829
9:00am-1:00pm	Saturday	March 17	Fee: \$70	4 hrs	30126	BCCC8 829
5:30pm-9:30pm	Monday	March 19	Fee: \$70	4 hrs	30127	BCCC8 829
9:00am-1:00pm	Saturday	April 14	Fee: \$70	4 hrs	30128	BCCC8 829
5:30pm-9:30pm	Monday	April 16	Fee: \$70	4 hrs	30129	BCCC8 829
9:00am-1:00pm	Saturday	May 12	Fee: \$70	4 hrs	30130	BCCC8 829
5:30pm-9:30pm	Monday	May 14	Fee: \$70	4 hrs	30132	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 six weeks of entertaining line dancing. And don't forget; it's just plain fun!

10:00am-11:30am	Monday	March 12-April 23	Fee: \$30	9 hrs	30135	BCCC10 Multipurpose
6:00pm-7:30pm	Monday	March 12-April 23	Fee: \$30	9 hrs	30136	BCCC10 Multipurpose

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	Jan. 22-Feb. 26	Fee: \$30	9 hrs	30133	BCCC10 Multipurpose
10:00am-11:30am	Monday	May 7-June 18	Fee: \$30	9 hrs	30141	BCCC10 Multipurpose
6:00pm-7:30pm	Monday	Jan. 22-Feb. 26	Fee: \$30	9 hrs	30134	BCCC10 Multipurpose
6:00pm-7:30pm	Monday	May 7-June 18	Fee: \$30	9 hrs	30142	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	Jan. 23-Feb. 27	Fee: \$50	9 hrs	30144	BCCC4 102
6:00pm-7:30pm	Tuesday	May 8-June 19	Fee: \$50	9 hrs	30147	BCCC4 102

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	March 13-April 24	Fee: \$50	9 hrs	30146	BCCC4 102
---------------	---------	-------------------	-----------	-------	-------	-----------

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.	Jan. 22-Feb. 28	Fee: \$50	12 hrs	30149	BCCC10 31
9:00am-10:00am	Mon. & Wed.	March 12-April 23	Fee: \$50	12 hrs	30150	BCCC10 31
9:00am-10:00am	Mon. & Wed.	April 30-June 11	Fee: \$50	12 hrs	30151	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	Jan. 11-Feb. 15	Fee: \$36.00	7.5 hrs	30152	BCCC10B 101
5:30pm-6:45pm	Thursday	March 8-April 12	Fee: \$36.00	7.5 hrs	30153	BCCC10B 101

A Custom Fitness Plan for You

Join BCCC's Health and Fitness Instructor, Ron Baldwin, for six weeks of gentle, supervised activities in our comfortable new exercise lab. During these sessions, students will develop their own exercise and fitness plan that can easily be replicated at home. We will use straps, exercise balls, gravity assisted exercises, light resistance training, inversion therapy, upper body ergometer, and cardio training to help students develop regular exercise habits. Designed to help you improve and maintain physical health and wellbeing, all of this takes place in a safe, guided, and professional environment. While on our campus, we hope you will become involved in our Beau-Fitt Program. Ron will provide the details. Please wear loose clothing.

9:00am-10:00am	Wednesdays	Feb. 21-March 28	Fee: \$35.00	6 hrs	30155	BCCC5 6
----------------	------------	------------------	--------------	-------	-------	---------

Organic Gardening

You will enjoy your garden more when you know it is a safe and environmentally friendly place. Our Organic Gardening class will focus on sustainable growing methods for both vegetable and ornamental gardens. Billy Ray Askew, Agriculture Technology Instructor at BCCC, will lead you to a new understanding of soil health and nutrition. Learn about composting, mulching, growing cover crops, managing pests, making square foot gardens, and making hay bale gardens. Billy Ray will lead the class to start vegetables and ornamentals from seed in our greenhouse. You will finish the class with plants to take home for your own garden. For Spring 2018, we have added three sessions. Judy Keohane of Beaufort County Master Gardeners will lead a workshop on the importance of pollinators and how to encourage them. Bill Booth will help you create a bucket garden to carry home. And Clay Carter will spend an evening focused on vegetative propagation at home and organic rose care.

6:00pm-8:00pm Thursdays Feb. 8-March 29 Fee: \$55 16 hrs 30167 BCCC8A 101

Piano 2

In Piano 2 we will master Rachmaninoff's 2nd Piano Concerto. Just kidding! We will build on the skills acquired in our Learn to Play Piano class. Five more sessions to learn about reading music and playing music on our keyboards. Those who completed Learn to Play Piano are encouraged to join Scott Bradshaw for this class.

6:00pm-8:00pm Tuesdays Jan. 9-Feb. 6 Fee: \$50 10 hrs 30156 BCCC8 829

T-Shirt Quilting

T-shirts will be used to create a special memory quilt. Many quilters make them to give as high school graduation presents. So bring at least 10 pre-washed tees and find out how to create your own treasure. We highly recommend sewing or quilting skills when you join this class. Then just join-in and enjoy the fellowship that quilters are famous for sharing. We've had many requests for this class, so register early! Call for supply list.

6:00pm-9:00pm Thursdays Jan. 25-March 8 Fee: \$45 18 hrs 30157 BCCC8 829

Hospitality Quilt

Debby Hodges will teach the skill of Machine Applique, and members of the class will produce their own 40 in. by 40 in. quilted wall hanging or table cover. The Hospitality Quilt contains four machine-appliqued pineapples, and it will be charming in the colors you choose. Those with beginning quilting skills will enjoy this class.

6:00pm-9:00pm Tuesdays March 13-April 17 Fee: \$45 18 hrs 30158 BCCC8 829

Small Engine Repair

We are pleased to have Small Engine Repair back on our schedule. 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 Tuesdays Jan. 23-March 13 Fee: \$90 24 hrs 30159 BCCC7-101
6:00pm-9:00pm Tuesdays March 27-May 15 Fee: \$90 24 hrs 30160 BCCC7-101

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 April 7-May 5 Fee: \$135 15 hrs 30161 BCCC4 112

Candle Making

Tameka Tyner enjoys making candles, and she will share her skills with you. We now include 4 sessions in this class so that students can learn to make more kinds of candles. Students will make paraffin, soy, and beeswax candles to enjoy in at home. Tea lights, tapers, pillar candles, blended wax candles, and ice candles are all part of the class. Think of all the gifts you can make with your new skills. 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 Thursdays March 1-March 22 Fee: \$65 10 hrs 30162 BCCC8 826

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 share photos with class members as you all come to understand how light and your camera interact. Understand depth of field, and 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 vacation pictures ever!

6:00pm-8:00pm Tuesdays April 10-May 1 Fee: \$50 8 hrs 30165 BCCC8 826

Opera Excursion: *La Boheme*

Puccini's *La Boheme* is the most performed opera in the world, and for good reason. It has memorable melodies, soaring arias, charming supporting roles, and a love story that is beautifully tragic. The musical *Rent* and the movies *Moulin Rouge* and *Moonstruck* all take inspiration from this timeless opera. The Metropolitan Opera's production by Franco Zefferelli is a must to see and hear. So please join us! 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 travel to The Greenville Grand to see the Metropolitan Opera's Live HD broadcast of *La Boheme*. Price includes lecture, transportation, and ticket to *La Boheme*.

6:00pm-8:00pm Thursday February 22 Fee: \$65 7.5 hrs 30163 BCCC8 828
11:30am-5:00pm Saturday February 24 Greenville Grand

Opera Excursion: *Così fan Tutte*

This very popular Mozart opera is light, witty, and charming. The story involves two couples whose pathway to marriage is tested by untrusting bridegrooms. They disguise themselves and woo their unsuspecting fiancés. Mozart's playful melodies and the opera's comic plot allow the couples eventually to find marriage and happiness. And as always, the audience lives happily ever after! 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 travel to The Greenville Grand to see the Metropolitan Opera's Live HD broadcast of *Così fan Tutte*. Price includes lecture, transportation, and ticket to *Così fan Tutte*.

6:00pm-8:00pm	Thursday	March 29	Fee: \$65	7.5 hrs	30164	BCCC8 828
11:00am-5:00pm	Saturday	March 31				Greenville Grand

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. Must attend both class days. Students must show proof of ability to legally own a firearm, handgun permit or county record check at the time of registration. The registration fee includes a \$75 registration fee and \$1.25 accidental insurance fee.

Thurs. Feb.22, 6:00-9:00pm; Sat. Feb. 24, 9:00am-4:00pm	Fee: \$76.25	11 hrs	29821	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. The registration fee includes a \$85 registration fee and \$1.25 accidental insurance fee.

9:00am-4:00pm	Saturday	January 13	Fee: \$86.25	6 hrs	29819	BCCC10B 101
9:00am-4:00pm	Saturday	April 28	Fee: \$86.25	6 hrs	29823	BCCC10B 101



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.





Welding



CDL Truck Driving



Culinary Arts



Medical Office Specialist



Forklift Training



ServSafe®



ServSafe®

National Career Readiness Certification (NCRC) Prep Classes

Do you need to earn your National Career Readiness Certificate (NCRC)? We have developed a specialized 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: Graphic Literacy, Applied Math, and Workplace Documents. Many companies in Beaufort and surrounding counties either require or give preference to applicants that have a NCRC. The course fee includes a \$180 registration fee. **Fee waivers are available for qualifying individuals.** Individuals wishing to pursue their NCCRC will pay a \$39 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.

2:00pm-4:30pm Tues/Thurs Jan. 9-April 26 Fee: \$180 105 hrs 29924 BCCC8 823
Meets Tuesdays/Thursdays 2:00pm-4:30pm, and every other Tuesday 6:00pm-8:30pm

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 Jan.. 15 Fee: \$70 6 hrs 29921 BCCC8 826
9:00am-4:00pm Friday March 2 Fee: \$70 6 hrs 29922 BCCC8 829

Conversational Spanish (Level 1)

In this 30-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.

6:00pm-8:30pm Tues/Thurs Jan. 9-Feb. 15 Fee: \$70 30 hrs 29966 BCCC8 828

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 Jan. 22-March 12 Fee: \$70 24 hrs 29948 BCCC8 824

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. Textbooks are available from the BCCC Bookstore for \$21.88 and will not be sold in class.

8:30am-3:00pm Mon-Thurs April 16-19 Fee: \$70 24 hrs 29926 BCCC8 829

Real Estate General Update and Elective

The Real Estate General Update and Elective course will satisfy the requirements for renewal of your annual real estate license. You may take either occupa-

tional extension class or both classes depending on your individual needs. The registration fee will be the same whether you attend one night or both nights. Elective topic has not been finalized. BCCC will provide the Update book, Students will need to purchase the Elective book directly from Dearborn Publishing.
6:00pm-10:00pm Tues & Thurs Jan. 29 & 31 Fee: \$50 8 hrs 29964 BCCC8 Auditorium

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.** The course fee includes a \$180 registration fee and a \$5 technology fee.

6:00pm-9:00pm Tues/Online Jan. 16-March 20 Fee: \$185 225 hrs 30009 BCCC8 829//Online

Writing a Dynamic Resume

Want to write a dynamic resume? Need a cover letter and not sure how to get started? Improve your resume by using marketing and branding techniques that will enhance your chance of getting a job interview in a competitive job market. Learn to use key words to get your resume noticed. **Fee waiver for the registration fee is available for qualifying individuals.**

8:30am-12:30pm Mon & Wed Jan. 29 & 31 Fee: \$70 8 hrs 29978 BCCC8 823
8:30am-12:30pm Mon & Wed Feb. 5 & 7 Fee: \$70 8 hrs 29968 BCCC8 823

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 waiver for the registration fee is available for qualifying individuals.**

9:00am-1:00pm Mon & Wed Jan. 8-24 Fee: \$70 24 hrs 29917 BCCC8 822
9:00am-1:00pm Mon & Wed March 5-21 Fee: \$70 24 hrs 29918 BCCC8 822

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 \$125 registration fee is available for qualifying individuals. On the last night of class, students may be required to pay a \$39 NCRC testing fee, in the event their grant has expired.

6:00pm-9:00pm Mon & Wed Jan. 8-March 5 Fee: \$125 48 hrs 29927 BCCC8 823

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 \$180 registration fee, a \$5 technology fee also applies to this class.

6:00pm-9:00pm Tues & Thurs Jan. 23-March 29 Fee: \$185 60 hrs 29929 BCCC8 822

Culinary Arts

The Frances Morgan Roberson Culinary Arts programs want to help you start a career in the culinary industry. Spend 13 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. You will develop the skills to be a vital part of any restaurant's success. Students will complete 20 hours of workplace observation. Course fee includes \$180 registration fee, \$100 culinary materials fee and \$1.25 accidental insurance fee. Students will participate in our fall ServSafe® class on Tuesdays and Thursdays, March 15-29, 6:00-9:00 pm. Scholarships are available for this class through the BCCC Foundation.

9:00am-2:00pm Tues/Thurs Feb. 6-April 26
Fee: \$281.25 115 hrs 29930
BCCC8830



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 March 15-29 Fee: \$70 15 hrs 29965 BCCC8 826

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.

6:00pm-9:00pm Tuesday April 3 Fee: \$20 3 hrs 30010 BCCC8 826

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 Jan.7-April 28 Fee: \$185 300 hrs 30008 Online

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 April 10 Fee: \$70 8 hrs 29582 BCCC8 829

Auto Dealer License (Refresher)

The annual renewal course satisfies the continuing education requirement for non-franchised auto dealers to retain their dealer's license.

8:00am-3:00pm Thursday March 15 Fee: \$70 6 hrs 29584 BCCC8 822

Auto Dealer License (Initial)

The course satisfies the continuing education requirement for non-franchised auto dealers to obtain their dealer's license.

8:00am-3:00pm Tues & Wed March 13-14 Fee: \$70 12 hrs 29586 BCCC8 822

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. March 12-13 Fee: \$70 8 hrs 29581 BCCC2 108

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 \$8.00 OSHA Card fee.

8:00am-1:00pm Fridays March 9 & March 16 Fee: \$78 10 hrs 29899 BCCC8 828

MIG, SMAW and Tig Welding (To Meet Industry Standards)

This hands-on class will introduce students to Tungsten Insert 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 \$125 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. Kit lists are available at the front desk of BCCC Building 8.

6:00pm-9:00pm Mon. & Wed. Feb. 5-March 14 Fee: \$126.25 36 hrs 29970 BCCC Welding Shop

HVAC Academy

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. 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 and on Amazon.com. Students will have the opportunity to sit for the EPA Section 608 exam.

6:00pm-9:00pm Mon. & Thurs. Jan. 8-May 3 Fee: \$181.25
96 hrs 29333 BCCC 7 701

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 and on **Amazon.com**. Students will have the opportunity to sit for the EPA Section 608 exam.

6:00pm-9:00pm Mon. & Tues. Jan. 8-April 30 Fee: \$181.25 96 hrs 29334 BCCC 2 125A

HVAC: Heating, Ventilating, and Air Conditioning Level 3

This course will continue building upon the skills learned while taking the Level 1 and Level 2 classes. Students will begin to focus on troubleshooting techniques and HVAC controls centered on refrigeration and ductwork. Students who 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 and on **Amazon.com**. Students will have the opportunity to sit for the EPA Section 608 exam.

6:00pm-9:00pm Mon. & Thurs. Jan. 8-May 3 Fee: \$181.25 96 hrs 29335 BCCC 7 701

HVAC: Universal 410-A Certification

This 8 hour, one day, class will provide necessary knowledge to safely service systems containing R410-A and R407-C, the R-22 phase-out, appropriate refrigerant and oil applications, service techniques, and safe handling of R410-A. The course fee includes a \$70.00 registration fee and a \$5.00 technology fee. Students will have the opportunity at the end of class to sit for the Universal 410-A Certification exam. Students will need to visit www.escotesting.com before the class and pay the \$25.00 test fee. This will allow students to log in at the end of class.

8:00am-5:00pm Saturday February 10 Fee: \$75 8 hrs 29336 BCCC 8 829

HVAC: Certified Carbon Monoxide Inspector

This 8 hour, one day, class addresses the hazards inherent with carbon monoxide generation and testing procedures. Additionally, it provides an overview of combustion analysis and the relation of building pressures to carbon monoxide generation. The course fee includes a \$70.00 registration fee and a \$5.00 technology fee. Students will have the opportunity at the end of class to sit for the Certified Carbon Monoxide Inspector exam. Students will need to visit www.escotesting.com before the class and pay the \$35.00 test fee. This will allow students to log in at the end of class.

8:00am-5:00pm Saturday April 7 Fee: \$75 8 hrs 29337 BCCC 8 829

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, a \$6 NSC wallet card fee and a \$1.25 accident insurance fee.

8:00am-4:30pm Saturday February 24 Fee: \$77.25 8 hrs 29575 BCCC 7 701

8:00am-4:30pm Saturday May 12 Fee: \$77.25 8 hrs 29577 BCCC 7 701

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 Feb. 6-April 3 Fee: \$130.00 48 hrs 30169 BCCC3 115

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.

Prerequisites:

Valid NCDMV Class-A Permit

Valid DOT Medical Card

Negative DOT Drug Screen (within 30 days of test date).

The course fee includes a \$180 registration fee, a \$45 drug testing fee, a \$5 technology fee and a \$1.25 accidental insurance fee. Additional costs include a \$118 book fee (book prices are subject to change).

This program is an online hybrid program which involves weekly required online assignments apart from weekly on-campus driving on the weekends. This course will include an emphasis on log truck driving with the potential to pursue post-course employment with a local logging company. This program is made possible through partnerships with Golden Lead Foundation, NCDOT, Weyerhaeuser, Alligood's Garage and locally owned insurance groups. Funding assistance may be available through your local NCWORKS Center (formerly known as Job Link) and through scholarships available with State Employees Credit Union, BCCC Foundation and Golden Leaf.

8am-6pm Sat., Sun. Jan. 14-May 12 Fee: \$231.25 384 hrs 29594 BCCC7 701

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, a \$5.00 technology fee and a \$1.25 accidental insurance fee.

6:00pm-9:50pm Mondays Jan. 8-May 8 Fee: \$186.25 64 hrs 29566 BCCC2 109

Introduction to Microsoft Publisher 2016

Microsoft® Office Publisher 2016 is a desktop publishing software used to produce printed publications including certificates, greeting card, newsletters, and other publication materials. This class will serve as an introduction to this program and introduce students to performing basic tasks involved in creating professional publication materials. The class fee includes a \$70.00 registration fee and a \$5.00 technology fee.

6:00pm-9:00pm Mon & Tues Jan. 22-Feb. 13 Fee: \$75 24 hrs 29572 BCCC8 822

Introduction to Windows 10 and Microsoft Office

Windows 10® is a new operating system that builds upon previous Windows interfaces with supports greater features, security, and capabilities. This class offers an introduction to this new interface for users familiar with Windows 7®. The class fee includes a \$70.00 registration fee and a \$5.00 technology fee.

6:00pm-9:00pm Mon & Tues April 16-May 15 Fee: \$75 24 hrs 29570 BCCC8 822

Essentials of People Management Customized Training

Are you a leader or manager in charge delegating tasks to others? Pam Phippen of the Phippen Resource Group will use practical theory, interactive activities, and stories to teach concepts including connecting with people, communication, managing conflict, and other essential skills needed when working with others. This training is beneficial both to new and seasoned managers and leaders within any organization.

9:00am-4:00pm Tuesday April 24 Fee: \$250 6 hrs 29898 BCCC10 Multi

Dual Water/Wastewater Continuing Education Workshop

Course satisfies the requirements for 6 hours of continuing education credit for Wastewater Treatment Plant Operators and Water Plant Treatment Operators.

8:00am-3:00pm Tuesday May 1 Fee: \$85 6 hrs 29999 BCCC7 701

Drone Pilot Training

This course covers airman's knowledge required to obtain a part 107 Remote Pilot's License. This credential is beneficial for both commercial and government organizations who use unmanned aerial systems. Instruction includes aerial charts, flight restrictions, flight dynamics, weather, and other factors concerning piloting unmanned aerial systems.

8:00am-5:00pm Saturday April 14 & 21 Fee: \$70 16 hrs 30071 Warren Field

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!

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 website 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?

3:00pm-5:00pm Monday January 22 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.

3:00pm-5:00pm Monday February 5 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!

3:00pm-5:00pm Monday February 26 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.

3:00pm-5:00pm Monday March 12 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.

3:00pm-6:00pm Monday March 19 Fee: No Charge 3 hrs BCCC8 828

Lunch and Learn - Fundamentals of Google

What are the key things you need to pay attention to with Google, and what you need to do with this knowledge to get more business? Martin Brossman, your presenter, will give you answers to your questions and more regarding the internet tidal wave we know as Google, and how it may affect your business. Everyone wants to be at the top of Google Search results for your prospective customers. Unfortunately, getting there takes some time and work. You do not just arrive. The good news is with some wise investment, you can be found by your prospective customers on Google in one day using a paid online advertising product called Google Adwords. This course will show how to set up successful, efficient, targeted campaigns on Google Adwords. The course will teach the basics of setting up successful campaign. We will cover the basics of both Google Adwords Express and Google Pay Per Click. You will leave class knowing how to set up our own Google paid per click advertising for your business in a simple way that you can manage in-house within your business. Upon completion of this course, you will be able to setup, manage and optimize Google ads campaigns. A handout and on-line resources will be made available with video tutorials.

Noon-1:00pm Tuesday January 16 Fee: No Charge 1 hour Washington Civic Center

How to Publish Your Book Now! (A Deeper Dive)

We will go deeper into the process of publishing a book! Building on her Fall 2017 class, 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 are source and platform for your work. Anyone serious about writing is encouraged to attend this lively seminar. This seminar will go deep into . . .

- Establishing contacts
- Developing a website
- Online promotions
- Writing articles
- Media kit
- Publisher facts
- Book signings

Diane Wolfe is your presenter.

6:00pm-9:00pm

Tuesday

January 30

Fee: No Charge

3 hrs

BCCC8 828

Using Video to Get More Business for Small Business Owners

This course teaches you and your team how to be more comfortable in front of the camera for selling your product or service.

People identify with people naturally and with brands only after great expense and a lot of people promoting them. It is cheaper for a small business to brand themselves by bringing their most passionate people out front and the owners if possible. We also address affordable equipment and demonstrate the equipment in class. Including how to post your content on the web so it would be found and distributing it on social media sites. In this class we video volunteers and they will have private access to the content for use on-line after the class.

Learning Objectives:

- What equipment you need to get started (lowest price)
- How to create compelling content that will lead to more sales
- How to become comfortable on video

Martin Brossman is your presenter.

2:00pm-5:00pm

Tuesday

February 13

Fee: No Charge

3 hrs

BCCC8 828

Parliamentary Procedures Made Easy

Parliamentary procedure is a term many believe limited to government associations. However, nonprofit leaders cannot afford to be ignorant of parliamentary procedure basics. Courts have held that organizations are subject to the principles of parliamentary law if they don't have procedural policies of their own. As a result, ignoring or incorrectly applying parliamentary procedure can lead to embarrassment and lawsuits. This seminar will cover...

- The Purpose of Parliamentary Procedures
- General Principles of Parliamentary Procedures
- Standard Agenda
- Precedence of Motions
- Procedures in taking minutes

The seminar will make reference throughout the presentation on the role of the moderator/chairperson/president. All boards are required to use rules of order, and your bylaws state these rules will be followed. Do not get embarrassed with the misuse or non-use of parliamentary procedures. Sam Gore is your presenter.

2:00pm-5:00pm

Monday

February 19

Fee: No Charge

3 hrs

BCCC8 828

Developing and Implementing a Social Media Plan and Policy for Small Business Owners

Are you using social media with a plan that is generating reviews and enhancing your reputation or just throwing things out there with a risk of damaging your reputation? This course for business owners is designed to develop a social media plan and reduce their liability by having a social media policy. We will discuss:

- How to create and manage a social media plan and policy
- Constructing a social media plan and policy using a template and checklist.
- Platforms, posting frequency, content, who will post, and whether your social media activities include email marketing and website updates,
- How having a plan and policy contributes to better employee buy-in; brand consistency and loyalty.

Learning Objectives:

- Understanding key items to consider in developing a Social Media Plan and Policy
- Next steps in implementing a Social Media Plan and Policy
- Adjusting the plan and policy based on results

Course Materials:

- Access to presentation after the class
- Templates and checklists to accelerate the development of your plan and policy
- Online follow-up training resources

Who it is for?: Small business owners, heads of marketing departments, Chambers of Commerce, downtown development teams, franchise owners

Martin Brossman is your presenter.

6:00pm-9:00pm

Thursday

March 8

Fee: No Charge

3 hrs

BCCC8 828

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 do not live here?)
- Have collectables you have held onto for 20 years?
- Do you have lots 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

April 12

Fee: No Charge

3 hrs

BCCC8 828

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 April 17 Fee: No Charge 2 hrs BCCC8 828

Conquering Negativity in the Workplace (For Current and Prospective Small Business Owners)

Is negativity a problem in your organization? Are people walking on eggshells and afraid to confront problems? Are whispers, gossip or rumors distracting people from their jobs? Would you like to have a more positive work environment and be more productive?

Negativity and complaining are big problems in business today. It undermines the effectiveness of a team and organization, leading to contempt and an inability to adapt and change. Workplace negativity can spread quickly and quietly, but it can be stopped before morale slips and productivity suffers. In this program you will learn:

- How to define negativity and the effects it has on an organization.
- The three major issues that generate negativity.
- The Four types of negativity that could be contributing to the challenges in your organization.
- Understanding the negative thinker.
- Tips on how to diffuse negative perceptions
- How to confront negative people in a positive way
- Create a "Fun Factor" and a more positive work environment
- And more...

John Formica is your presenter.

2:00pm-5:00pm Wednesday April 25 Fee: No Charge 3 hrs BCCC8 828

How to Setup QuickBooks for Your Business or Non-Profit

What would you pay an accountant or consultant to set up the books for your business on QuickBooks software? How much time would it take to learn these steps on your own? Is the company data file you currently use correct? This free seminar, geared toward the novice QuickBooks user, will answer these questions and more. Topics include: the important first steps to properly set up a QuickBooks company file, user restriction, data protection, and financial statement layout. This is a custom-tailored seminar designed to answer your QuickBooks set-up questions.

2:00pm-5:00pm Monday April 30 Fee: No Charge 3 hrs BCCC8 822

Simple & Easy Bookkeeping with QuickBooks....Get up and running fast!

Would you like to start using your QuickBooks software in the quickest, easiest way possible? Are you confused about how to approach using your QuickBooks and feel overwhelmed? Do you lack dedication to "keep up" with a set of books? The presenter, an accountant with decades of experience "keeping books" for small businesses, will share her secrets on how to get up and running FAST in the simplest way possible. Learn how to enjoy bookkeeping so you will "stick to it" and not give up in frustration. Semone Brisson is your presenter.

9:00am-Noon Tuesday May 1 Fee: No Charge 3 hrs BCCC8 828

SCAMBUSTERS (Bust or Go Bust)

SCAMBUSTERS is a game designed to introduce groups to the variety and danger of scams to which they will likely be exposed. Participants learn to thoughtfully differentiate between legitimate and fraudulent offerings. The game, developed by the Better Business Bureau Educational Foundation of Eastern NC, deals in a fun manner with the serious subject of being scammed and the subsequent consequences. Eastern NC BBB staff will present.

2:00pm-4:00pm Monday June 4 Fee: No Charge 2 hrs BCCC8 828

How to Start a Small Business in Aurora

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?

9:00am-Noon Thursday January 25 Fee: No Charge 3 hrs H. Guilford Library, Aurora

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

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 yashonti.hunt@beaufortccc.edu*

WASHINGTON COUNTY CENTER CLASSES

Spring 2018

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

Nurse Aide I

A 160 hour course prepares the student to provide personal care and basic nursing skills. 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.

Prerequisite: Career Readiness Certificate of a silver or higher

Costs: Total registration-\$194.25 (\$180-registration fee, \$13-malpractice insurance fee, \$1.25-accident insurance fee)

- Textbook-\$27.49, *uniform-\$105.00, *watch with second hand-\$10, *dual head stethoscope-\$20, *blood pressure cuff-\$20, Castle Branch-\$85, NC certification exam-\$101 (*approximate cost)

Requirements:

- Uniform: white scrub top and navy blue pants to be worn daily while in lab and clinical. (scrub top and white mid-length lab coat embroidered with BCCC in royal blue) white closed toe/heel shoes
- SS Card and current valid driver license/government form of ID with photo
- Background check, drug screen, immunization upload to Castle Branch \$85. Must be completed within 30 days of first day of class.

<https://portal.castlebranch.com/BK50>

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

4:00pm-8:00pm

Tues & Thurs

9:00am-1:00pm

Every other Sat

Jan. 9-May 10

Fee: \$194.25

160 hrs

29180

WCC

Nurse Aide II

A 186-hour certificate course that provides classroom, lab and clinical instruction. NA II course prepares the student 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.

Prerequisite: Copy of current NAI license and copy of H.S. diploma or high school equivalency.

Costs: Total registration-\$194.25 (\$180-registration fee, \$13-malpractice insurance fee, \$1.25-accident insurance fee)

Textbook-80.60, *uniform-\$105, *watch with second hand-\$10, *dual head stethoscope-\$20, *blood pressure cuff-\$20, Castle Branch-\$85, NAI Registry Application-\$24 (Student will have 30 days after the class is completed to submit and pay application fees to NCBON) (*approximate cost)

Requirements:

- Uniform: white scrub top and navy blue pants to be worn daily while in lab and clinical. (scrub top and white mid-length lab coat embroidered with BCCC in royal blue) white closed toe/heel shoes
- SS Card and current valid driver license/government form of ID with photo
- Background check, drug screen, immunization upload to Castle Branch \$85. Must be completed within 30 days of first day of class.

<https://portal.castlebranch.com/BK50>

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

4:00pm-8:00pm

Mon & Wed

9:00am-6:00pm

Every other Sat

Jan. 8-May 7

Fee: \$194.25

186 hrs

29196

WCC

BLS CPR/First Aid for Health Care Providers

Keep your professional credentials up-to-date. This 4 hour certification course is designed for individuals who need new or 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.

5:30pm-9:30pm

Thursday

February 22

Fee: \$45

4 hrs

29889

WCC

Heartsaver CPR/AED/First Aid

Heartsaver CPR/AED/First Aid course is for anyone with limited or no medical training who needs a course completion card in first aid, CPR and AED use to meet job, regulatory or other requirements. Students learn skills such as how to treat bleeding, sprains, broken bones, shock, and other first aid emergencies. This course also teaches adult, child, and infant CPR and AED use. These courses can also be taken by anyone who wants to be prepared for an emergency in any setting. Prior to class, students must obtain the Heartsaver First Aid CPR AED book available in the BCCC bookstore. Participants will need to dress comfortably, as you may be down on the floor working with CPR manikins.

Costs: Total registration-\$45.00

\$40-registration fee

\$5-CPR fee

9:00am-1:00pm	Saturday	March 10	Fee: \$45	4 hrs	29890	WCC
---------------	----------	----------	-----------	-------	-------	-----

Basic Activity Director

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 in a skilled nursing facility.

6:00pm-9:00pm	Wed & Thurs	Jan. 17-April 26	Fee: \$180	85 hrs	30039	WCC-117
---------------	-------------	------------------	------------	--------	-------	---------

PERSONAL ENRICHMENT CLASSES**Defensive Driving-DDC-4**

Learn to drive defensively for the sake of family, friends, and yourself! 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 this 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	January 20	Fee: \$70	4 hrs	30065	WCC Auditorium
9:00am-1:00pm	Saturday	February 17	Fee: \$70	4 hrs	30066	WCC Auditorium
9:00am-1:00pm	Saturday	March 17	Fee: \$70	4 hrs	30067	WCC Auditorium
9:00am-1:00pm	Saturday	April 14	Fee: \$70	4 hrs	30068	WCC Auditorium
9:00am-1:00pm	Saturday	May 12	Fee: \$70	4 hrs	30069	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	April 10-May 8	Fee: \$50	10 hrs	30058	WCC-117
---------------	---------	----------------	-----------	--------	-------	---------

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	February 6	Fee: \$20	3 hrs	30059	WCC-117
---------------	---------	------------	-----------	-------	-------	---------

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	February 20	Fee: \$20	3 hrs	30060	WCC-117
---------------	---------	-------------	-----------	-------	-------	---------

Concealed Carry Handgun (CCH) Training

Class covers laws governing the use of deadly force, concealed carry statute, and other relevant issues. Class also covers the fundamentals of gun operation, personal protection with the use of a handgun, gun safety, ammunition, and shooting techniques. We are offering the classroom training at our Washington County Center on Monday, February 19. On Saturday, February 24 students will assemble on the BCCC campus to complete the class on our firing range. Please call 252-940-6375 for registration details. A copy of a record check from the Clerk of Court or handgun purchase permit from the Sheriff's Office must be provided to register. The fee includes a \$75 registration fee and \$1.25 accidental insurance fee.

6:00pm-9:00pm	Monday	February 19	Fee: \$76.25	11 hrs	29821	WCC
9:00am-4:00pm	Saturday	February 24				BCCC 10B 101

WORKFORCE PROGRAMS**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 \$180 registration fee. **Fee Waiver is available for qualifying individuals.** Individuals wishing to pursue their NCCRC will pay a \$39 testing fee at the time of testing. Students may join this open enrollment lab at any time.

6:00pm-9:00pm	Tuesday	Jan. 9-May 8	Fee: \$180 or waiver	54 hrs	30038	WCC-114
---------------	---------	--------------	----------------------	--------	-------	---------

Word, Excel, and Powerpoint

Microsoft Office Applications are essential at home, at work, and at church. In this 5-week course we will strengthen skills in three of the Office Applications. We will practice creating, editing, saving, and sharing MS Word documents. Powerpoint presentations will become more lively and engaging with the techniques you will learn in class. And we will spend three sessions exploring all of the functions in Excel. Learning to create and manage spreadsheets will help you become a better data manager. Our instructor, Kisha Norman, is eager to share her expertise with you.

6:00pm-8:00pm Thursdays Feb. 8-March 8 Fee: \$60 10 hrs 30061 WCC-117

Dual Water/Wastewater Continuing Education Workshop

This course satisfies the requirements for six hours of continuing education credit for both Wastewater Treatment Plant Operators and Water Plant Treatment Operators.

8:00am-3:00pm Wednesday May 2 Fee: \$85 6 hrs 30000 WCC

SMALL BUSINESS CENTER CLASSES**Fueling Your Small Business in NC**

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

Staff of the NC Rural Center will present.

3:00pm-5:00pm Thursday February 22 Fee: No Charge 2 hrs WCC

Social Media for Beginners (For the Current and Prospective Small Business Owner)

Social Media is everywhere! Social Media has even helped overthrow governments. But, how can Social Media help you start, grow, and/or maintain your business? Join as we help you expand your knowledge on this important advertising/marketing/communication tool.

- What is Social Media?
- How can my business use Social Media?
- Why do I need to incorporate Social Media as a marketing tool?
- What channels are good for my business?
- What do I talk about on Social Media?
- Much more....

2:00pm-5:00pm Thursday March 22 Fee: No Charge 3 hrs WCC

How to Start a Non-Profit Business

There is tremendous interest coming from communities wanting to know how to form a non-profit business. Careful consideration should be given to this quest and much attention needs to be given to the proper steps to take. Failure to do so could result in serious consequences for individuals as well as becoming detrimental to the original cause for which the non-profit was designed. If you are considering starting a non-profit business, please plan to attend this very informative seminar. Participants will discover:

- Basics on what a non-profit business is
- Refine the definition of a non-profit
- Issues to consider before starting a non-profit
- Key steps in forming a non-profit
- Forms and Documents needed to be filed
- What takes place at the first board meeting
- Do you need an attorney?

Sam Gore is your presenter.

2:00pm-5:00pm Monday March 26 Fee: No Charge 3 hrs WCC

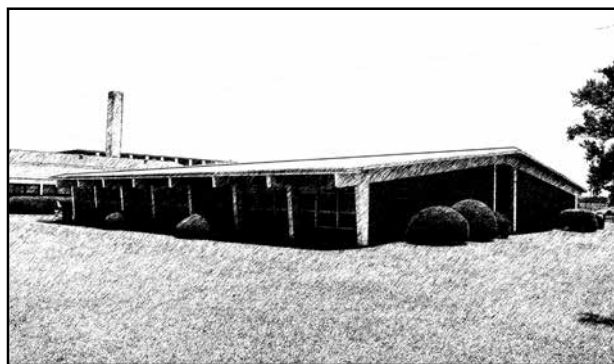
HP LIFE Online Entrepreneurship Training

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



Hyde County Davis Center

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

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

Call us at 252-925-3451 or

email karen.carawan@beaufortccc.edu

HYDE COUNTY CENTER CLASSES

Spring 2018

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	Jan. 16-May 15	No Charge	45 hours	28896	HCDC
---------------	----------	----------------	-----------	----------	-------	------

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
---------------	--------------	-----------	--	--	--	------

HEALTHCARE CLASSES

BLS CPR/First Aid for Health Care Providers

Keep your professional credentials up-to-date. This 4 hour certification course is designed for individuals who need new or 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.

5:30pm-9:30pm	Thursday	January 18	Fee: \$45	4 hrs	28984	HCDC
---------------	----------	------------	-----------	-------	-------	------

Heartsaver CPR/AED/First Aid

Heartsaver CPR/AED/First Aid course is for anyone with limited or no medical training who needs a course completion card in first aid, CPR and AED use to meet job, regulatory or other requirements. Students learn skills such as how to treat bleeding, sprains, broken bones, shock, and other first aid emergencies. This course also teaches adult, child, and infant CPR and AED use. These courses can also be taken by anyone who wants to be prepared for an emergency in any setting. Prior to class, students must obtain the Heartsaver First Aid CPR AED book available in the BCCC bookstore. Participants will need to dress comfortably, as you may be down on the floor working with CPR manikins.

Costs: Total registration-\$45.00

\$40-registration fee

\$5-CPR fee

9:00am-1:00pm	Saturday	March 10	Fee: \$45	4 hrs	29890	HCDC
---------------	----------	----------	-----------	-------	-------	------

PERSONAL ENRICHMENT CLASSES

Defensive Driving-DDC-4

Learn to drive defensively for the sake of family, friends, and yourself! 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 this 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	January 20	Fee: \$65	4 hrs	30081	HCDC
9:00am-1:00pm	Saturday	February 17	Fee: \$65	4 hrs	30082	HCDC
9:00am-1:00pm	Saturday	March 17	Fee: \$65	4 hrs	30083	HCDC
9:00am-1:00pm	Saturday	April 14	Fee: \$65	4 hrs	30085	HCDC
9:00am-1:00pm	Saturday	May 12	Fee: \$65	4 hrs	30086	HCDC

Basic Sewing Project

Choose two yards of your favorite fabric and bring it to this class. In three sessions Elizabeth Gurganus will lead you to create an apron as you learn basic sewing techniques. You will be proud of your apron and ready to learn more about sewing. We have the sewing machines for you to learn with.

5:30pm-8:00pm	Tuesdays	Jan. 30-Feb. 13	Fee: \$35	7.5 hrs	30087	HCDC
---------------	----------	-----------------	-----------	---------	-------	------

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.**

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

Making Fabric Bowls and Vases

Use colorful fabric scraps from our bin, or bring your own. You'll take the fabric and use sewing machines to produce lovely bowls and vases. It's a sewing project that gives you a fun craft skill to duplicate at home. Use our sewing machines or bring your own. And have bright springtime decorations for your table.

5:30pm-8:00pm Tuesdays March 13-20 Fee: \$25 5 hrs 30088 HCDC

Digital Photography 2

We've added this class to build on the skills that Sandy Carawan shared in our first Digital Photography course. We will meet 3 Monday evenings and one Saturday morning to give participants lots of photo experience. In this class we will pay particular attention to still life photography and wildlife photography.

6:00pm-8:00pm Monday Feb. 12, 26 & Mar. 5 Fee: \$40 10 hrs 30089 HCDC
9:00am-1:00pm Saturday March 17

Spring Gardening Seminar

It's nice to have a great gardener like Mac Gibbs nearby. He will spend two evenings sharing skills and ideas for another good year in the garden. Get ready for the best crop of tomatoes this summer!

6:30pm-8:00pm Tues & Thurs March 6 & 8 Fee: \$20 4 hrs 30090 HCDC

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 February 26 Fee: \$40 3 hrs 30091 HCDC

Concealed Carry Handgun (CCH) Training

Class covers laws governing the use of deadly force, concealed carry statute, and other relevant issues. Class also covers the fundamentals of gun operation, personal protection with the use of a handgun, gun safety, ammunition, and shooting techniques. We are offering the classroom training at our Washington County Center on Tuesday, February 20. On Saturday, February 24 students will assemble on the BCCC campus to complete the class on our firing range. Please call 252-940-6375 for registration details. A copy of a record check from the Clerk of Court or handgun purchase permit from the Sheriff's Office must be provided to register. The fee includes a \$75 registration fee and \$1.25 accidental insurance fee.

6:00pm-9:00pm Tuesday February 20 Fee: \$76.25 11 hrs 29821 HCDC
9:00am-4:00pm Saturday February 24 BCCC 10B 101

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.

WORKFORCE DEVELOPMENT CLASSES**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 Feb. 5-Mar. 28 Fee: \$130 50 hrs 30094 HCDC

Job Applications for Hyde Correctional Institution

Phillip Holloway will be your guide through the complex set of requirements as you apply for a position at Hyde Correctional Institution. (Or really, for any Department of Public Safety application) Learn how to create a correct and precise application that shows your skills and abilities. Also, we will review interview techniques. Fee waivers for the registration fee are available for qualifying individuals.

6:00pm-8:30pm Thursdays Feb. 8-22 Fee: \$70 7.5 hrs 30092 HCDC

Word, Excel, and Powerpoint

Microsoft Office Applications are essential at home, at work, and at church. In this 5-week course we will strengthen skills in three of the Office Applications. We will practice creating, editing, saving, and sharing MS Word documents. Powerpoint presentations will become more lively and engaging with the techniques you will learn in class. And we will spend three sessions exploring all of the functions in Excel. Learning to create and manage spreadsheets will help you become a better data manager. Our instructor, Kisha Norman, is eager to share her expertise with you.

6:00pm-8:00pm Thursdays Mar. 1-29 Fee: \$60 10 hrs 30093 HCDC

MIG, SMAW, & TIG Welding for Employment

This hands-on class will introduce students to the Metal Inert Gas (MIG), Arc (SMAW), and Tungsten Inert Gas (TIG) welding techniques. Various topics regarding these processes will be taught to prepare students to weld at industry standards. 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 \$125.00 registration fee and \$1.25 accident insurance fee. A welding kit list is available upon demand. Kits typically costs around \$225 from ARC3 Gases and will be needed for the class. Kit lists are available at Hyde County Davis Center.

We are grateful to Hyde County Schools for helping us provide this class.

5:30pm-9:00pm Tuesdays Jan.23-Mar. 27
Fee: \$126.25 35 hrs 30096
Mattamuskeet School

**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-5). 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 Jan. 7-Apr. 28 Fee: \$180 300 hrs 30008 Online

SMALL BUSINESS CENTER CLASSES**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 May 17 Fee: No Charge 3 hrs HCDC, Engelhard

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

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?

3:00pm-5:00pm

Monday

May 7

Fee: No Charge

2 hrs

HCDC, Engelhard

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.

5:30pm-7:30pm

Monday

May 7

Fee: No Charge

2 hrs

HCDC, Engelhard

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!

3:00pm-5:00pm

Monday

May 14

Fee: No Charge

2 hrs

HCDC, Engelhard

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.

5:30pm-7:30pm

Monday

May 14

Fee: No Charge

2 hrs

HCDC, Engelhard

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.

2:00pm-5:00pm

Monday

May 21

Fee: No Charge

3 hrs

HCDC, Engelhard

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.



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!



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 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 (34classes)	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

For more information regarding any of these scholarships, please contact Sara Watson at (252) 940-6311 or sara.watson@beaufortccc.edu.



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. To complete an online application, go to the website below.

Gene and Ellen Schwartz Scholarship

To be eligible for this 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.
 - One scholarship per academic year.
- To complete an online application, go to the website below.



Scholarship Program

To be eligible for this scholarship, a student must:

- be in good standing with the Beaufort County Community College Business Office.
 - demonstrate financial need.
 - be enrolled in a Culinary Arts Workforce Program offered by BCCC Continuing Education.
 - one scholarship offered each semester.
- To complete an online application, go to the website below.

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

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.
 - Up to 10 \$750 scholarships offered per academic year.
- To complete an online application, go to the website below.



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.
- To complete an online application, go to the website below.

The Reid Sasnett Endowment Scholarship

To be eligible for this scholarship, a student must:

- be in good standing with the Beaufort County Community College Business Office.
- demonstrate financial need.
- be enrolled in an agricultural, fire & rescue or emergency medical services training program that leads to a state-regulated or industry-recognized credential that is offered through BCCC.
- Established in honor of Reid Sasnett, who was a student at Pungo Christian Academy.

To complete an online application, go to the website below.

To complete an online application for the above scholarships go to: www.beaufortccc.edu/continuing-education/general-information/financial-assistance

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! Your future begins now!

NCWorks
career center

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



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 Spring 2018.

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 Spring 2018 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	Online
ACA-122	College Transfer Success	Seated, Online, Hybrid (Online/Seated)
ACC-120	Principles of Financial Acct	Online, Hybrid (Online/Seated)
AGR-139	Introduction to Sustainable Ag	Seated
AGR-160	Plant Science	Seated
AGR-212	Farm Business Management	Hybrid (Online/Seated)
AGR-213	Ag Law & Finance	Hybrid (Online/Seated)
AGR-261	Agronomy	Seated
ANS-110	Animal Science	Hybrid (Online/Seated)
ART-111	Art Appreciation	Seated, Online
AUT-116	Engine Repair	Seated
AUT-116A	Engine Repair Lab	Seated
AUT-181	Engine Performance	Seated
AUT-181A	Engine Performance Lab	Seated
AUT-212	Auto Shop Management	Online
AUT-231	Manual Transmission/Axles/Drivetrains	Seated
AUT-231A	Manual Transmission/Axles/Drivetrains Lab	Seated
BIO-110	Principles of Biology	Online
BIO-111	General Biology I	Seated
BIO-112	General Biology II	Seated
BIO-161	Introduction to Human Biology	Online
BIO-163	Basic Anatomy & Physiology	Seated
BIO-168	Anatomy & Physiology I	Seated, Online, Hybrid (Online/Seated)
BIO-169	Anatomy & Physiology II	Seated, Online
BIO-175	Microbiology	Seated
BUS-110	Introduction to Business	Online, Hybrid (Online/Seated)
BUS-115	Business Law I	Online
BUS-116	Business Law II	Online
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-139	Entrepreneurship	Online
BUS-225	Business Finance	Hybrid (Online/Seated)
BUS-251	Business Psychology	Online
BUS-260	Business Communication	Online
BUS-285	Business Management	Hybrid (Online/Seated)
CHM-115	Concepts of Chemistry	Online
CHM-151	General Chemistry I	Seated
CHM-152	General Chemistry II	Seated
CIS-110	Introduction to Computers	Online, Hybrid (Online/Seated)
CJC-100	Basic Law Enforcement Training	Seated
CJC-111	Introduction to Criminology	Hybrid (Online/Seated)
CJC-112	Criminology	Online
CJC-113	Juvenile Justice	Online
CJC-121	Law Enforcement	Hybrid (Online/Seated)
CJC-122	Community Policing	Online
CJC-131	Criminal Law	Online
CJC-141	Corrections	Online, Hybrid (Online/Seated)
CJC-213	Substance Abuse	Online
CJC-215	Organization & Administration	Online
CJC-255	Issues in Criminal Justice Application	Online
COM-231	Public Speaking	Seated
COS-112BB	Salon I	Seated
COS-113	Cosmetology Concepts II	Seated
COS-114	Salon II	Seated
COS-117	Cosmetology Concepts IV	Seated



Business



Art



Engineering



Anatomy Lab



Cosmetology



Welding

<u>Course Number</u>	<u>Course Name</u>	<u>Seated/Online/Hybrid</u>
COS-118	Salon IV	Seated
CSC-151	JAVA Programming	Online
CTI-110	Web, Programming, and Database	Online
CTI-120	Network and Security Foundation	Online
CTI-140	Virtualization	Online
CTS-289	System Support Project	Online
DBA-221	SQL Server Database Programming II	Online
DFT-154	Introduction to Solid Modeling	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	Hybrid (Online/Seated)
EDU-131	Child, Family, and Community	Online
EDU-145	Child Development II	Hybrid (Online/Seated)
EDU-146	Child Guidance	Hybrid (Online/Seated)
EDU-153	Health, Safty, and Nutrition	Online
EDU-235	School-Age Development & Programs	Hybrid (Online/Seated)
EDU-284	Early Childhood Capstone Practicum	Seated, Site
EGR-250	Statics/Strength of Mater	Seated
EGR-285	Design Project	Seated
ELC-113	Residential Wiring	Seated
ELC-128	Introduction to PLC	Seated
ELC-132	Electrical Drawings	Seated
ELC-136	Electrical Machines II	Seated
ELC-231	Electric Power Systems	Hybrid (Online/Seated)
ELN-131	Analog Electronics I	Seated
ENG-111	Writing and Inquiry	Seated, Online
ENG-112	Writing and Research in the Disciplines	Online, Hybrid (Online/Seated)
ENG-114	Professional Research & Reporting	Online
ENG-232	American Literature	Online
ENG-241	British Literature	Online
HEA-110	Personal Health	Seated, Online, Hybrid (Online/Seated)
HIS-111	World Civilizations I	Online
HIS-112	World Civilizations II	Seated, Online
HIS-131	American History I	Seated
HIS-132	American History II	Seated, Online
HSE-123	Interviewing Techniques	Hybrid (Online/Seated)
HSE-210	Human Services	Hybrid (Online/Seated)

<u>Course Number</u>	<u>Course Name</u>	<u>Seated/Online/Hybrid</u>
HSE-220	Case Management	Hybrid (Online/Seated)
HUM-115	Critical Thinking	Online, Hybrid (Online/Seated)
HUM-120	Critical Studies	Seated
HUM-121	The Nature of America	Online
HUM-122	Southern Culture	Online
ISC-112	Industrial Safety	Hybrid (Online/Seated)
MAC-111	Machining Technology I	Seated
MAC-121	Introduction to CNC	Seated
MAT-110	Math Measurement and Literacy	Seated, Online
MAT-121	Algebra / Trigonometry I	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	Seated, Hybrid (Online/Seated)
MEC-161	Manufacturing Processes I	Seated
MEC-161A	Manufacturing Processes I Lab	Seated
MEC-231	Computer-Aided Manufacturing I	Seated
MKT-120	Principles of Marketing	Online
MKT-223	Customer Service	Hybrid (Online/Seated)
MLT-111	Urinalysis & Body Fluids	Hybrid (Online/Seated)
MLT-118	Medical Lab Chemistry	Hybrid (Online/Seated)
MLT-125	Immunohematology I	Hybrid (Online/Seated)
MLT-215	Professional Issues	Seated
MLT-283	MLT Practicum I	HOSP
MUS-110	Music Appreciation	Seated, Online, Hybrid (Online/Seated)
MUS-112	Introduction to Jazz	Seated
NET-235	Networking Troubleshooting	Online
NOS-110	Operating Systems Concepts	Online
NOS-230	Windows Administration I	Online
NUR-102	Practical Nursing II	Hybrid (Online/Seated) and HOSP
NUR-103AB	Practical Nursing III	Hybrid (Online/Seated) and HOSP
NUR-112	Health-Illness Concepts	Hybrid (Online/Seated) and HOSP
NUR-114	Holistic Health Concepts	Hybrid (Online/Seated) and HOSP
NUR-213	Complex Health Concepts	Hybrid (Online/Seated) and HOSP
OST-130	Comprehensive Keyboarding	Online
OST-134	Text Entry & Formatting	Hybrid (Online/Seated)
OST-136	Word Processing	Hybrid (Online/Seated)
OST-137	Office Applications I	Online
OST-142	Medical Office Terms II	Online
OST-148	Medical Insurance and Billing	Online
OST-149	Medical Legal Issues	Online
OST-164	Office Editing	Online
OST-243	Medical Office Simulation	Online, Hybrid (Online/Seated)
OST-244	Medical Document Processing	Hybrid (Online/Seated)
OST-247	Procedure Coding	Hybrid (Online/Seated)

<u>Course Number</u>	<u>Course Name</u>	<u>Seated/Online/Hybrid</u>
OST-248	Diagnostic Coding	Online
OST-286	Professional Development	Hybrid (Online/Seated)
OST-289	Office Administration Capstone	Online
PED-110	Fit and Well for Life	Seated, Online
PED-111	Physical Fitness I	Hybrid (Online/Seated)
PED-117	Weight Training I	Hybrid (Online/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-133	Physics-Sound & Light	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, Hybrid (Online/Seated)
PSY-281	Abnormal Psychology	Seated, Online, Hybrid (Online/Seated)
REL-110	World Religions	Online
REL-212	Introduction to New Testament	Hybrid (Online/Seated)
SAB-110	Substance Abuse Overview	Online
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-212	Intermediate Spanish II	Seated
SWK-113	Working with Diversity	Hybrid (Online/Seated)
TRN-110	Introduction to Transportation Technology	Seated
TRN-170	PC Skills for Transportation	Seated
WBL-111	Work-Based Learning I	Seated, 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-110	Internet / Web Fundamentals	Online
WEB-250	Database Driven Websites	Online
WLD-115AB	SMAW (Stick) Plate	Seated
WLD-115BB	SMAW (Stick) Plate	Seated
WLD-116BB	SMAW (Stick) Plate/Pipe	Seated
WLD-131BB	GTAW (TIG) Plate	Seated
WLD-212	Inert Gas Welding	Seated
WLD-251	Fabrication II	Seated
WLD-262	Inspection & Testing	Seated
WLD-265	Automated Welding/Cutting	Seated

Looking for Some Fun?



Find It In Our Personal Enrichment Classes!

This can be you, with something new to spark up your life! Our personal enrichment classes help you learn some new skills, then enjoy them with a class of new friends with similar interests!

Classes include subjects from line or shag dancing to concealed carry handgun training. To make it easy for you, our personal enrichment classes are scheduled at convenient times. Best of all, you'll learn something new, and you'll always have fun!

To learn more, call 252-940-6375 or visit our website at beaufortccc.edu and click on the Continuing Education link. Ask to be added to our mailing list and you'll get a new class catalog in your mailbox every season.



**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
Sandy Berry, 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
---	--------------

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

Karen Carawan, Workforce & Continuing Education Coordinator	252-925-3451
---	--------------

Washington County Center

Yashonti Hunt, Workforce & Continuing Education Coordinator	252-741-9090
---	--------------

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>.



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/about/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.



Find us on Facebook

An Equal Opportunity/Affirmative Action Institution



Follow us on Twitter