

COURSE SCHEDULE

SUMMER 2017

Continuing Education Classes

Academic Classes

Summer Enrichment Classes *for Kids*

BEAUFORT COUNTY
COMMUNITY COLLEGE

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NCWORKS CUSTOMIZED TRAINING 27**ONLINE CLASSES/ED2GO** 28**ACADEMIC CLASSES SUMMER/FALL 2017** 32-37

Serving Beaufort, Hyde, Tyrrell, & Washington Counties

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 29 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</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. Note: Monday, May 8 through Thursday, August 3 the college hours will be Mon-Thurs 7:30am-5:30pm and closed on Fridays. 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 <https://sites.google.com/site/conedbccc/transcript-information>. 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 off-campus sites operated by the college. The exception is the Summer Enrichment Program for Kids.

BCCC Online Services

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

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

*Click on the Distance Learning link.

Accessibility Services

Beaufort County Community College is committed to diversity, inclusion and ensuring equal access in all campus programs, activities and events to qualified individuals with disabilities. To request a reasonable accommodation, contact the Coordinator of Accessibility Services at (252) 946-6356 in room 923 of Bldg. 9. An advance notice of 72 hours may be required for some accommodations.



College & Career Readiness (CCR)

Beaufort County Community College offers College and Career Readiness classes in Beaufort, Hyde, Washington and Tyrrell counties. Programs focus on developing academic competencies as well as the fundamental skills necessary for tomorrow's jobs. Adults 18 years and older who lack basic skills can enroll in classes to:

- Acquire the reading, writing and mathematical skills needed to obtain or advance in a job.
- Meet requirement for getting into vocational programs
- Study to pass the High School Equivalency test (HSE)
- Gain basic skills for entry level employment

Learn the skills needed to become a productive member of society and a smarter consumer.

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

Step 1

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



Step 2

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



Step 3

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



Step 4

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

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

ABE – B8 Rm 813
Mon – Thurs
8:30 am – Noon

HSE-Prep – B8 Rm 816
Mon- Thurs
8:30 am – 11:30 am

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

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

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

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

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

HSE-Prep
Wed/Thurs
6:00 pm – 9:00 pm

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

HSE-Prep
Mon-Wed
9:00 am – 1:00 pm

Earn Your HSE Online!



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

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

ALL CCR 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	→	ELA (ESL) B8 – Rm 827 Mon – 8:30 am – 12:00 pm Mon – Thurs 8:30 am – Noon	↔	ELA B8 Rm 813 Tues/Thurs 5:30 pm – 8:30 pm
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Fast Track

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

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

High School Equivalency Exam Options

Pearson Vue GED

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



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

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

Retake the test up to two times for free.

ETS HiSET

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

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

Pay a testing fee of \$50.

Retake the test up to two times for free.

- Sign up online to test with either Pearson Vue's GED Test or ETS HiSET Test.
- Payments with a prepaid debit or VISA are completed online by the student.
- Print and save your receipt for your records.
- Report to Testing Center in Bldg. 9, Room 926 15 minutes prior to testing admission.
- Provide a governmental form of identification
- Provide Parent/Guardian notarized petition if between sixteen and eighteen years of age.

High School Equivalency Testing Dates

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

Pearson Vue GED

May 9, 10, 23 & 24
June 7, 20 & 21
July 5, 6, 18 & 19
August 1 & 2

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

ETS HiSET

May 1, 8 & 22
June 19 & 26
July 17, 24 & 31
August 28

September 11
October 16 & 30
November 13 & 27
December 11

Contact us:

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

Penelope Radcliffe
Admissions & Assessment Specialist
Building 8, Room 814A
252-940-6325
penelope.radcliffe@beaufortccc.edu

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

Elementary / Primary School

4-H Little Chefs Camp (Rising 1st and 2nd graders)

4-H Little Chefs will get a hands-on approach to kitchen safety, measuring and cooking techniques. The little chefs will learn how to read easy, fun recipes and will prepare them daily with the help of 4-H staff. The youth will also learn how to set the table and practice good table manners. Erin Massie, with Beaufort County 4-H, will instruct this class.

8:30am-noon Tues, Wed, Thurs June 13-15 Fee: \$40.00 10.5 hrs 28217 Beaufort Co. Ext. Office

Basic Manners (Rising 3rd – 5th grades)

In this class, students will learn basic social manners which include setting a table and table manners, creating and sending thank you notes, and what manners are socially acceptable. This will also include manners involving cell phones and how to display manners through social media.

9:00am-noon Mon-Thurs July 24-27 Fee: \$50.00 12 hrs 28382 BCCC8 828

Decoy Painting (Ages 7-12)

The East Carolina Wildfowl Guild was formed to provide educational activities associated with wildlife art, conservation of wildlife resources, and the preservation of the wildlife of Eastern North Carolina. During this workshop, participants will learn more about what the East Carolina Wildfowl Guild does while having the opportunity to learn what it takes to create an actual wildfowl decoy.

9:00am-noon Wednesday June 21 Fee: \$10.00 3 hrs 28255 BCCC8 8A

Follow Me to the Farm (Rising 3rd to 5th grade)

Do you love digging in the dirt, being outside, and messing around in the kitchen? The Farm to Table camp is a chance for you to learn about food first hand. You will be able to see and work on a farm by growing and harvesting seeds to vegetables, and cooking healthy snacks with foods that are good for you. Beaufort County Community College is partnering with Raised on a Barn Farm in Chocowinity to provide experiences in hands on farming, composting, exercising, and cooking.

9:00am-noon Mon-Thurs July 10-13 Fee: \$65.00 12 hrs 28210 Raised in a Barn Farm

Google Science First® Game Design (Ages 8-13)

In the Google Computer Science First® Game Design class, participants will learn how to create various types of digital games using the Google Computer Science First® and Scratch® programming interfaces. Games styles include racing, mazes, platform, strategy, and more! Learn how games like Super Mario®, Angry Birds®, and Flappy Bird® were created in this fun and interactive class! Students will need to have an active Gmail account before the first day of class.

9:00am-noon Mon-Thurs July 17-20 Fee: \$55.00 12 hrs 28379 BCCC2 127A

Middle School

Boater Safety (Open to all ages)

BCCC will be hosting a Boater Safety Course. Learn to skipper a boat with confidence. The N.C. Wildlife Resources Commission will cover the basics of what you need to know to take to the water. This course will cover basic boating safety, equipment, rules of the road weather, and incorporate the Boating Guide for North Carolina. This course satisfies the requirement for safety training for boaters under the age of 26. There will be one hour provided for lunch. **Note: Although there is not an age limit associated with this course, the curriculum for this course is designed for ages beginning age 12.** Any fees associated with this class reflect those of Beaufort County Community College and not the N.C. Wildlife Resource Commission.

9:00am-4:00pm Monday June 19 Fee: \$10.00 6 hrs 28208 BCCC8 Auditorium

Hunter Safety (Open to all ages)

BCCC will be hosting a Hunter Safety Course. The Hunter Education Program of the N.C. Wildlife Resource Commission provides hunter education courses throughout the year in every county. More than a firearm safety course, instruction includes ethics and responsibility, conservation and wildlife management, wildlife identification, survival and first aid, specialty hunting and tree stand safety. All first-time license buyers must complete this course as this certification is required for license buyers who intend to hunt independently. This course is provided by the NC Wildlife Resources Commission. There will be one hour given for lunch. The instructor for this course is a representative from the NC Wildlife Resource Commission. **Note: Although there is not an age limit associated with this course, the curriculum for this course is designed for ages beginning age 12.** Any fees associated with this class reflect those of Beaufort County Community College and not the N.C. Wildlife Resource Commission.

9:00am-4:00pm Tuesday June 20 Fee: \$10.00 6 hrs 28209 BCCC8 Auditorium

Cake Decorating (10 and Up)

Would you like to learn how to decorate cookies, cupcakes, and cakes? Maria Dickinson will teach you how to work with icing to make beautiful and detailed baked goods. These skills are beneficial for anyone who enjoys baking and sharing delicious, beautiful, treats with others.

A supply list is available upon registration. Parents need to include an email to receive this list.

9:00am-noon Mon & Tues June 19-20 Fee: \$30.00 6 hrs 28216 BCCC8 830

Babysitting Basics (Rising 6th – 8th grades)

In this class, students will learn correct babysitting etiquette and safety ideal for watching children over short term appointments. This is a great class for those wanting to learn how to become babysitters including how to interview parents, create a schedule, advertise their services, and how to keep children entertained in a safe environment.

Students can also benefit from taking the Heartsaver® CPR/First Aid for Youth class offered from 1:00 p.m. to 4:00 p.m. on June 29, 2017.

9:00am-noon Mon-Thurs June 26-29 Fee: \$50.00 12 hrs 28380 BCCC8 828

Heartsaver® CPR AED (Rising 6th – 8th grades)

This is a video-based, instructor-led, class that teaches both adult and child CPR and AED use, infant CPR, and how to relieve choking in adults,

children, and infants. This course teaches skills with the American Heart Association's research-proven practice-while-watching technique, which allows instructors to observe the students, provide feedback, and guide the students' learning of skills. This is a great learning opportunity for youth working around children, elders, or who just want to learn how to be better prepared in the event of an emergency.

1:00pm-4:00pm Thursday June 29 Fee: \$20.00 3 hrs 28377 BCCC8 828

Follow Me to the Farm (Rising 6th to 9th grades)

Do you love digging in the dirt, being outside, and messing around in the kitchen? The Farm to Table camp is a chance for you to learn about food first hand. You will be able to see and work on a farm by growing and harvesting seeds to vegetables, and cooking healthy snacks with foods that are good for you. Beaufort County Community College is partnering with Raised on a Barn Farm in Chocowinity to provide experiences in hands on farming, composting, exercising, and cooking.

9:00am-noon Mon-Thurs July 17-20 Fee: \$65.00 12 hrs 28211 Raised in a Barn Farm

4-H STEM Camp (Ages 11-15)

Beaufort County Community College is teaming up with the Beaufort County 4-H to present the College for Kids S.T.E.M. camp. During this camp, the participants will learn about engineering, rocket propulsion, wind tunnels, trebuchets, airplanes and cooking chemistry. This co-op camp will be instructed by representatives from each of the organizations and will help expand the participant's knowledge involving the fields of science, physics, and engineering. Instructor for 4-H STEM Camp in Erin Massie.

1:00pm-4:00pm Mon-Thurs July 17-20 Fee: \$50.00 12 hrs 27475 BCCC8 829

Woodworking Basics (ages 10-13)

Learn basic woodworking skills while building creative projects including a Washer Game, Display Shelf, and a Custom Stepping Stool. This class will inspire participants to broaden their minds to the possibilities of woodworking while teaching them basic skills that can be used for any project. The instructor of this class is Ken Adams of Washington High School.

9:00am-noon Mon-Thurs July 10-13 Fee: \$55.00 12 hrs 28219 Wash. High Sch. Shop

Sewing Apparel (Ages 12-15)

This course will cover basic sewing techniques: measuring, cutting, stitching by hand, and machine. Students will make custom pajama pants and, time permitting, a project of their choice. Individual expression will be encouraged with each project. The instructor for this course is Elaine Roberson. A supply list is available upon registration. Parents need to include an email to receive this list.

9:00am-noon Mon-Thurs June 26-29 Fee: \$50.00 12 hrs 28272 BCCC8 828

Outdoor Youth Leadership (Ages 10-15)

The Youth Leadership Training Course is designed to help youth understand that there is a leader in everyone. The Outdoor Youth Leadership course covers some of the basics that young people should know about the fun and adventure that can be had when taking part in outdoor activities while also teaching leadership skills. Outdoor ethics, along with ropes, knots, hiking and navigation. First Aid skills will be taught, with awareness of the nature that surrounds them every day. Participants in this program will finish with the knowledge and skills on how to enjoy a day trip into one of our many North Carolina State Parks.

9:00am-noon Mon-Thurs July 10-13 Fee: \$50.00 12 hrs 28218 Goose Creek State Park

Google Science First® Social Media (Ages 10-15)

In the Google Computer Science First® Social Media class, students will learn how to create fun social media style applications and games while learning about the computer science concepts that enable these programs to work. Students will need to have an active Gmail account before the first day of class.

9:00am-noon Mon-Thurs July 31-Aug. 3 Fee: \$55.00 12 hrs 28378 BCCC2 127A

Theatre for Rising 5th to 8th Grades

Students will be introduced to acting, improv, movement, and technical skills associated with the theatre arts. They will learn the art of storytelling as well as creating props and puppets. Students will come together on the last day to perform.

Mon-Wed 1pm-4pm Mon-Thurs June 26-29 Fee: \$50.00 11 hrs 28383 BCCC8 Auditorium
Thurs 1pm-3pm

High School

ACT Prep for High School Students

This course is aimed at helping high school students to prepare for the springtime American College Testing assessment (ACT) for college. Within this 4 week course, students will learn test taking strategies from a Princeton Review certified ACT tutor. The course covers English, Science, Math, and Reading over four weeks which will also include a day of review and a practice test. Although this preparation course is aimed at the ACT, the strategies and review have been shown to also improve scores involved with the Scholastic Assessment Test (SAT).

9:00am-noon Mon-Thurs June 26-29 Fee: \$50.00 12 hrs 28220 BCCC3 116

Fundamentals of Photography (Rising 9th – 12th grades)

Explore various areas of photography as you learn the techniques to create images with visual impact. We will take an in depth look at the fundamentals necessary for crafting amazing images! This class will consist of a mixture of video instruction (in class), class room instruction, question and answer opportunities, and hands on learning.

1:00pm-4pm Mon-Thurs June 19-22 Fee: \$50.00 12 hrs 28212 BCCC3 113

Chess (Rising 9th – 12th grades)

Learn to play chess or improve your skills. We will look at fundamentals, strategy, and the basics of competitive chess; and there will be plenty of time to play games! Whether you are a beginner, a casual player, or someone interested in chess tournaments, this camp will offer something for you!

1:00pm-4pm Mon-Thurs July 17-20 Fee: \$50.00 12 hrs 28215 BCCC3 113

Defensive Driver for Families (ages 14 and up)

Learn to drive defensively for the sake of your family, your friends, and yourself! It's important to get to your destination safely, while avoiding accidents or other traffic infractions. You want to recognize hazards, understand your defenses, and act correctly in time to avoid problems on the highway. Everyone is safer when you drive defensively, and you will avoid costly traffic tickets!

This is a great class for those in high school that are about to enter class for their learner's permit. This will give students insight as to what to look out for as a new driver.

5:00pm-9pm Monday July 24 Fee: \$30.00 4 hrs 28399 BCCC8 829

Theatre for Rising 9th through 12th Grades

Students will be introduced to acting, improv, movement, and technical skills associated with the theatre arts. They will learn the art of storytelling as well as creating props and puppets. Students will come together on the last day to perform.

Mon-Wed 1pm-4pm Mon-Thurs July 10-13 Fee: \$50.00 11 hrs 28384 BCCC8 Auditorium
Thurs 1pm-3pm

Drones (Ages 14-18)

Jason Mills with ASAP Photo and Camera will teach students, using the DJI Phantom 4 drone, basic flying techniques that are fun and creative. These techniques and the equipment covered will also teach students how to create dynamic photo and videos that they can create on their own. There will be a registration deadline of Monday, July 17, 2017.

9:00am-noon Mon-Thurs July 24-27 Fee: \$150.00 12 hrs 28401 BCCC8 829

SUMMER ENRICHMENT PROGRAM REQUIREMENTS

This is a complete list of Summer Enrichment Program classes running from June through August 2017. All classes are being registered on a first-come, first-serve basis as class size is limited. Preregistration for June classes will close on May 30, 2017. Preregistration for July and August classes will close on June 30, 2017.

CANCELED CLASSES, CHANGES, & REFUNDS:

Pre-registration is required as courses will be canceled if there are insufficient numbers to present the courses. The College reserves the right to cancel any course before the first class due to low enrollment. The college also reserves the right to change instructors. The registration fee will be refunded ONLY if a class is canceled.

BEHAVIOR:

Students are expected to follow class rules and expectations while on campus and off-site locations. Disruptive behavior may result in a student being asked to leave the program and the campus or off-site location.

TRANSPORTATION:

For security purposes, you will be required to accompany your child to and from the classroom. Classrooms are not open until time for class to start, so please do not drop off your son/daughter early. Children will need to be picked up immediately after class ends. Please plan to arrive early to pick up your child and be waiting for them outside the classroom door. You are welcome to stay in the building where your child's class is, but we ask that you do not remain in the classroom.

SIGN-IN/SIGN-OUT:

Students will need to be signed in and out by their parent/guardian or other authorized individual. Persons signing out students will need to present a valid photo ID at the of sign-out.

REGISTRATION:

Registration Information can be found at the end of this catalog.

T-SHIRTS:

A Summer Enrichment 2017 T-shirt will be available for purchase for \$10 each. Shirts may be ordered by completing the order section on the Registration Form on page 29.

Phlebotomy

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

6:00pm-10:00pm	Mon, Tues, Wed	May 22-Sept. 6	Fee: \$199.25	210 hrs	28327	BCCC12 1212
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Heartsaver CPR/AED/First

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.

11:00am-3:00pm	Thursday	June 15	Fee: \$45	4 hrs	28392	BCCC8 826
5:30pm-9:30pm	Thursday	June 15	Fee: \$45	4 hrs	28396	BCCC8 826

Registered Medical Assistant

This 720 hour course is divided into 2 sections. Each section has fee requirements, such as registration and classroom fees. RMA program prepares students through classroom instruction to enter the medical field in various settings. Core course concepts are administrative and clinical skills. Students cannot progress to Part 2 until successfully completing Part I. Pre-requisite is Career Readiness Certificate of a bronze or higher. Copy of certificate is due at time of registration along with an official copy of a High School diploma or GED.

Part 1 fees include Registration Fee:\$180 and \$5 technology fee. Approximate cost of Textbooks \$300, Medical Dictionary \$10. Part 2 Fees: Registration Fee: \$180, \$13 malpractice insurance fee, \$1.25 accident insurance and \$5 CPR certification card. Other requirements include pewter gray scrub top and pants uniform which are to be worn daily while in class, lab and clinical. Approximate costs; uniforms embroidered with BCCC \$45, White Lab Coat embroidered with BCCC \$35, White closed toe/heel shoes \$25, Background check, drug screen, immunization upload to Castle Branch \$85. Castle Branch login required after registering for course and must be completed within 30 days at www.castlebranch.com.

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

TBA	TBA	Aug. 17, 2017-Feb. 2018	Fee: \$185 (part 1)	360 hrs	28342	BCCC8 826
			Fee: \$199.25 (part 2)			



BLS CPR/First Aid for Health Care Providers

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

11:00am-3:00pm	Thursday	June 8	Fee: \$45	4 hrs	28318	BCCC12 1212
5:30pm-9:30pm	Thursday	June 8	Fee: \$45	4 hrs	28319	BCCC12 1212

Pharmacy Technician

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

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

11:00am-3:00pm	Mon & Wed	May 17-July 24	Fee: \$180	76 hrs	27496	BCCC8 826
5:30pm-9:30pm	Mon & Wed	May 17-July 24	Fee: \$180	76 hrs	27497	BCCC8 826



Nurse Aide I Refresher

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

- *Individuals listed on the North Carolina Nurse Aide I Registry but let their registry lapse within past 3 years.
- *Individuals who have a current or prior listing as Nurse Aide in another state and wish to become listed on the NC NA I Registry.
- *Individuals who are military personnel with medical/corpsman training.

After successful completion of the course students will receive a certificate of completion and are eligible to take the North Carolina State Certifi-

cation Exam. Registration fee: \$125.00 and \$1.25 for Accident Insurance. Due at time of registration is a copy of current NC Aide certificate, SS Card and current valid drivers license. Textbook available at BCCC bookstore. Prerequisite: Current North Carolina Nurse Aide I Certification in good standing.

8:00am-4:00pm Thurs. & every other Sat. May 4-27

Fee: \$126.25 42 hrs 28376 BCCC12 1212

Medication Aide for Long-Term Facility

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

9:00am-6:00pm

Saturday

May 6-May 20

Fee: \$70

24 hrs

28241

BCCC12 1212

Caregiver Basics

This 16 hour course will give you, the caregiver, the basic knowledge to learn how to be a better caregiver for a loved one in the home. The goal of Caregiver Basics is to provide basic training skills to build confidence and proficiency as a caregiver. Learn tips and techniques for bathing, feeding, safely administering medications and you'll also discover ways to take care of yourself as you care for that special someone. As part of this class you'll earn an American Heart Association Heart Saver CPR certification. Registration fee includes \$5.00 American Heart Association card. Space is limited.

9:00am-5:00pm

Saturday

July 22 & 29

Fee: \$50

16 hrs

28322

BCCC12 1212

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 252.940.6262 to register!

HUMAN RESOURCES DEVELOPMENT

Summer 2017

Working Smart

Working Smart: Soft Skills for Workplace Success is a five-module, 16-lesson soft-skills curriculum taught over 24 hours. The five modules are: Self Awareness, Self-Management, Work Ethics, Communication Skills, and Problem-Solving Skills. Individuals who complete the training with receive a program certification. Fee waivers for the registration fee and the \$5 technology fee are available for qualifying individuals.

8:00am-Noon

Mon & Wed

June 14-July 3

Fee: \$75

24 hrs

28287

BCCC8 821

6:00pm-9:00pm

Mon & Wed

July 17-Aug. 9

Fee: \$75

24 hrs

28288

BCCC8 824

National Career Readiness Certification (NCRC) Prep Classes

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

Tuesday/Thursday

May 16-Aug. 10

Fee: \$185

77.5 hrs

27869

BCCC8 823

Tuesday/Thursday

Aug. 15-Sept. 28

Fee: \$130

45 hrs

27870

BCCC8 823

Tuesday/Thursday

Oct. 2-Dec. 7

Fee: \$185

62.5 hrs

27879

BCCC8 823

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

Introduction to Human Services - 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 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 Certification (NCRC) as part of the course requirements. Fee waivers for the registration fee and the \$5 technology fee are available for qualifying individuals. On the last night of class, individuals may be required to pay a \$36 NCRC testing fee, if grant monies have expired.

6:00pm-9:00pm

Mon & Wed

April 3-June

Fee: \$125

50 hrs

27867

BCCC8 822

* Next class will be in August.

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!

Emergency Medical Technician Initial Provider (Hybrid)

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

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

EMT to Advanced EMT Initial Provider

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

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

EMT to Paramedic (Hybrid)

This course will follow the guidelines established by NCOEMS and will have online and classroom work that will educate the EMT to prepare for the North Carolina credentialing exam. Once successfully completing this course the student will be allowed to register for the North Carolina Paramedic Exam. The registration fee for this class is \$180. Additional required fees include malpractice \$13, student accident insurance \$1.25, technology fee \$5, student ID \$5, totaling \$204.25 for the course and must be paid along with the registration fee. Please note: instruction will be delivered through two classes to meet a total of 1,316 hours of instruction. Students will receive information regarding Part II of the class on the first night of the class. Funding assistance may be available for qualifying individuals through the NCWorks Career Center. 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 for prerequisite information.
Class starts November 17.

**Online Anatomy and Physiology for Paramedics**

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

Online All Days June 12-Oct. 3 Fee: \$185 96 hrs 28405 Online

Online Critical Care Review Class

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

Online All Days June 20-Sept. 5 Fee: \$185 72 hrs 28407 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/bcccems>.

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.

All Hazards Finance/Administration Unit Leader

The Finance/Administration Unit Leader course will help students establish the essential core competencies required for performing the duties of the Finance/Administration Unit Leader in an all-hazards incident. The course is designed to enable students to perform as any of the four Finance/Administration Unit Leaders (Time Unit Leader, Procurement Unit Leader, Compensation and Claims Unit Leader, Cost Unit Leader). Students will learn information that is applicable across all four positions, such as Unit set-up and management, information gathering, and interactions. Complex experiential exercises and discussions will afford students the opportunity to act as each Unit Leaders while connecting all information learned back to real-world application. Must register at terms.ncem.org website for this course.

8am-5pm

Wed/Thurs/Fri

July 12-July 14

Fee: \$70

24 hrs

28357

BCCC10-0027



Fire Academy

We will be holding our 3rd Fire Academy starting on August 14. There will be a mandatory meeting on August 1 to get all essential paper-work so that we will be able to start on August 14. Classes will be on Monday, Tuesday, Thursday, and every other Saturday. Class times are from 6pm – 10pm during the week and 8am – 5pm on Saturday. Class size is limited to 20 so register early. For more information or to start the registration process please contact Johnny Williams, Director of Fire and Emergency Management Training, at (252)940-6363 or johnny.williams@beaufortccc.edu.



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



If you would like to receive our monthly newsletter with the latest on upcoming classes, go to our website at www.beaufortccc.edu and click on the link to sign up. This will give you the latest information on any classes we offer. For questions or to request other classes, contact Johnny Williams, Director of Fire & Emergency Mgmt. Training, at johnny.williams@beaufortccc.edu or by phone at 252-940-6363.

Defensive Driving-DDC-4

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

9:00am-1:00pm	Saturday	May 6	Fee: \$65	4 hrs	26878	BCCC8 829
5:30pm-9:30pm	Monday	May 15	Fee: \$65	4 hrs	26879	BCCC8 829
9:00am-1:00pm	Saturday	June 10	Fee: \$65	4 hrs	28408	BCCC8 829
5:30pm-9:30pm	Monday	June 19	Fee: \$65	4 hrs	28409	BCCC8 829
9:00am-1:00pm	Saturday	July 15	Fee: \$65	4 hrs	28411	BCCC8 829
5:30pm-9:30pm	Monday	July 17	Fee: \$65	4 hrs	28412	BCCC8 829
9:00am-1:00pm	Saturday	August 5	Fee: \$65	4 hrs	28414	BCCC8 829
5:30pm-9:30pm	Monday	August 14	Fee: \$65	4 hrs	28415	BCCC8 829
9:00am-1:00pm	Saturday	September 9	Fee: \$65	4 hrs	28417	BCCC8 829
5:30pm-9:30pm	Monday	September 18	Fee: \$65	4 hrs	28418	BCCC8 829

Line Dancing

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

10:00am-11:30am	Monday	May 15-June 26
Fee: \$30 9 hrs	26891	BCCC10 Multipurpose
5:30pm-7:00pm	Monday	May 15-June 26
Fee: \$30 9 hrs	26894	BCCC10 Multipurpose

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	May 16-June 27
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Fee: \$50	9 hrs	26888	BCCC4 102
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Understanding Your Child's IEP

Does your child have an Individualized Education Plan (IEP)? You are a valued member of your child's IEP team. In this 8-hour course you will learn how to better understand your child's IEP and learn how to meaningfully participate in your child's IEP meeting. Our instructor currently serves as an advocate for numerous families and brings a wealth of information to class! Parents are asked to bring their child's IEP to class with them.

8:30am-12:30pm	Saturday	June 3 & June 10	Fee: \$25	8 hrs	28355	BCCC8 829
8:30am-12:30pm	Saturday	Aug. 12 & Aug. 19	Fee: \$25	8 hrs	28356	BCCC8 829

Caregiver Basics

This 16 hour course will give you, the caregiver, the basic knowledge to learn how to be a better caregiver for a loved one in the home. The goal of Caregiver Basics is to provide basic training skills to build confidence and proficiency as a caregiver. Learn tips and techniques for bathing, feeding, safely administering medications and you'll also discover ways to take care of yourself as you care for that special someone. As part of this class you'll earn an American Heart Association Heart Saver CPR certification. Registration fee includes \$5.00 American Heart Association card. Space is limited.

9:00am-5:00pm	Saturday	July 15-July 22	Fee: \$50	16 hrs	28322	BCCC12 1212
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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	May 18-June 22	Fee: \$36.00	7.5 hrs	26917
BCCC10B 101					

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. 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.	May 22-June 28	Fee: \$40	11 hrs	28421
BCCC10 31					

Enjoying DSLR Photography

Spend four spring evenings learning to better use your DSLR camera. David Clark, a seasoned commercial photographer, will share his expertise and his passion for making great photos. And each evening you'll make and share photos with class members as you all come to understand how the elements of light and your camera interact. Explore metering, exposure, and using various lenses to get desired results. The modes of Full Auto,

Shutter Priority, Aperture Priority, and Manual Exposure will all be used as you photograph people, indoor objects and outdoor scenes. Learn to format in RAW or JPEG as the need arises. And this year you'll take the best vacation pictures ever!

6:00pm-8:00pm Tuesday May 23-June 13 Fee: \$50 8 hrs 28441 BCCC8 826

Wet Felting

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

9:00am-1:00pm Monday June 12 Fee: \$40 4 hrs 28442 BCCC8 829

Concealed Carry Handgun (CCH) Training

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

Thurs. May 25, 6:00-9:00pm; Sat. May 27, 9:00am-4:00pm Fee: \$76.25 11 hrs 28110 BCCC10B 101

Thurs. Aug. 10, 6:00-9:00pm; Sat. Aug. 12, 9:00am-4:00pm Fee: \$76.25 11 hrs 28114 BCCC10B 101

Beginners Handgun: Semi-Automatics

BCCC offers Beginners Handgun orientation class for semi-automatic handguns. Beginners Handgun is designed to provide a hands-on introduction to the safe handling and proper orientation to one specific pistol action type 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 with either a Handgun permit, Concealed Carry Handgun permit or County record check. The registration fee includes a \$85 registration fee and \$1.25 accidental insurance fee.

9:00am-4:00pm Saturday June 10 Fee: \$86.25 6 hrs 28112 BCCC10B 101

Beginners Handgun: Revolvers

BCCC offers Beginners Handgun orientation class for revolver handguns. Beginners Handgun is designed to provide a hands-on introduction to the safe handling and proper orientation to one specific pistol action type 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 with either a Handgun permit, Concealed Carry Handgun permit or County record check. The registration fee includes an \$85 registration fee and \$1.25 accidental insurance fee.

9:00am-4:00pm Saturday July 8 Fee: \$86.25 6 hrs 28113 BCCC10B 102

Advanced Concealed Carry Handgun

Advanced Concealed Carry Handgun is designed to provide a hands-on instruction to the safe handling and proper orientation for tactical drawing, moving and concealment and cover firing for students. This course is 8 hours long and includes classroom and range time. Students will learn rules for safe gun handling and review concealed carry law. This is not a beginner's class. Students should have a firearm concealment holster and 50 rounds of ammunition. Students should also have proper attire, eye, and ear protection needed for range time. A copy of a valid Concealed Carry Handgun permit should be provided at the time of registration. The course fee includes an \$85 registration fee and \$1.25 accidental insurance fee.

9:00am-6:00pm Saturday July 29 Fee: \$86.25 8 hrs 28115 BCCC10B 101



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.

Yeast Bread Basics with Rachel K.

Yep, that's her. She makes those wonderful pastries and breads at her bakery in Downtown Washington. In this class she 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. Students bake their own loaves of white, wheat, and sweet bread to carry home. Your family and friends will be proud of the delicious bread you bake.

5:30pm-9:30pm

Thursday

June 1

Fee: \$35

4 hrs

28445

BCCC8 830

Making Herb Vinegar

Dorita Boyd of Raindrop Ridge Farm has spent many years growing the finest herbs and making herbal products. In this class she will show us how to make delicious herb vinegars, and she will share many uses for these vinegars. She will give tips on growing herbs, harvesting and cleaning them, processing, and filtering and producing finished bottles of herb vinegar. Each participant will make and carry home a 16 oz. bottle of rosemary vinegar along with some of Dorita's recipes. And we'll have herbed shortbread cookies to sample while we work.

6:00pm-9:00pm

Tuesday

June 6

Fee: \$20

3 hrs

28446

BCCC8 830

Gluten Free Living

Come to this evening meal and enjoy gluten free food that is tasty and fun to replicate at home. Equally important to us is that students have a chance to share experiences and resources for those who are gluten intolerant. Mary Parker Egbert will empower you to live without wheat and to serve satisfying food to your family and friends. Here's the menu:

Spinach Poppy Seed Salad with Strawberries and Walnuts

Gluten Free Chicken Tetrazzini with Fresh Herbs

Roasted Asparagus with Balsamic Glaze

Gluten Free Amaretto Cheese Cake with Chantilly Cream

6:00pm-9:00pm

Thursday

June 8

Fee: \$35

3 hrs

28447

BCCC8 830

Crab Cakes

Crab meat fresh from the Pamlico Sound made into delicious crab cakes makes Eastern NC a very nice place to be. Michael McClure is willing to share the recipe for his award winning crab cakes, and in this class we are happy to dine on them. A summer night for a fine summer meal:

Mixed Salad with Herbed Vinaigrette

Crab Cakes with Fresh Salsa

Asparagus in Butter Sauce

Amish Corn Casserole

Lemon Pound Cake

6:00pm-9:00pm

Thursday

June 15

Fee: \$40

3 hrs

28448

BCCC8 830

Redneck Pesto

Genovese pesto via Philadelphia arrived in Beaufort County and took on a life of its own. Join Clay Carter to learn how to make this delicious summer dish with locally grown basil. We'll discuss tips for growing your basil, how to make big batches of pesto, and how to enjoy that pesto right away or store it for later use. Class participants will produce and enjoy a pesto feast, and everyone will leave with a container of pesto to enjoy at home. Here's our menu:

Crostini with fig and blue cheese spread

A Simple Salad

Fettuccini with fresh pesto, pine nuts, chopped tomatoes, and bacon (that's the redneck part!)

Garlic bread

Tiramisu

6:00pm-9:00pm

Thursday

June 22

Fee: \$30

3 hrs

27146

BCCC8 830



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	May 5	Fee: \$70	6 hrs	26796	BCCC8 829
9:00am-4:00pm	Monday	July 17	Fee: \$70	6 hrs	27864	BCCC8 828
9:00am-4:00pm	Friday	Sept. 8	Fee: \$70	6 hrs	27865	BCCC8 829
9:00am-4:00pm	Friday	Nov. 3	Fee: \$70	6 hrs	27866	BCCC8 829

American Sign Language

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

6:00pm-9:00pm	Monday	June 5-July 31	Fee: \$70	24 hrs	28354	BCCC8 821
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Substitute Teacher Training

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

8:00am-2:30pm	Mon-Thurs	June 19-22	Fee: \$70	24 hrs	28242	BCCC8 829
8:00am-2:30pm	Mon-Thurs	July 17-20	Fee: \$70	24 hrs	28243	BCCC8 822
8:00am-2:30pm	Mon-Thurs	Aug 21-24	Fee: \$70	24 hrs	28245	BCCC8 829
8:00am-2:30pm	Mon-Thurs	Sept 18-21	Fee: \$70	24 hrs	28244	BCCC8 829

Medical Office Specialist

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

6:00pm-9:00pm	Tues./Online	May 23-July 25	Fee: \$185	225 hrs	28205	BCCC8 823/Online
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* Another class will be offered in August.

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

6:00pm-9:00pm	Tues & Thurs	April 11-June 15	Fee: \$180	60 hrs	27868	BCCC8 822
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ServSafe®



Welding



CDL Truck Driving



Medical Office Specialist



Forklift Training



Culinary Arts

Culinary Arts

The Frances Morgan Roberson Culinary Arts Program is excited to announce our next class! This 4-week class will focus on braising, sautéing, roasting, pan-frying, and knife skills. Students will prepare easily replicated meals each week while learning hands-on techniques to showcase to family and friends!

6:00pm-9:00pm Monday April 25-May 15 Fee: \$171.25 12 hrs 28225 BCCC8 830

* **Another class will be offered in August.**

Conversational Spanish (Level 1)

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

* This class will also be offered at our Washington County Center located in Roper, NC. *

6:00pm-8:30pm Thursdays Aug 24-Oct 12 Fee: \$50 20 hrs 28321 BCCC8 821

Conversational Spanish (Level 2)

This 20-hour follow-up course will allow students to continue to master the Spanish language. Utilizing the textbook "Complete Spanish Step-by-Step", students will cover Section II which includes direct and indirect objects, reflexive verbs, and the formation of the present subjunctive. At the end of this course, students will have a better grasp on basic Spanish to communicate with coworkers, clients, friends, and/or family. Prerequisite: Students must have taken a prior Spanish course to enroll. Books can be purchased from the BCCC Bookstore at a costs of \$26.69. The ISBN is 978-1-259-64341-5.

6:00pm-8:30pm Thursdays May 18-July 6 Fee: \$50 20 hrs 28320 BCCC8 821

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 June 6-June 20 Fee: \$70 15 hrs 28286 BCCC8 829

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-9:30pm Thursday May 18 Fee: \$20 3.5 hrs 28285 BCCC8 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 and a \$1.25 accident insurance fee.

8:00am-4:30pm	Saturday	May 6	Fee: \$77.25	8 hrs	26818	Beaufort Co. Skills Ctr.
8:00am-4:30pm	Saturday	June 24	Fee: \$77.25	8 hrs	27900	Beaufort Co. Skills Ctr.
8:00am-4:30pm	Saturday	Aug. 12	Fee: \$77.25	8 hrs	27901	Beaufort Co. Skills Ctr.

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 July 18 Fee: \$70 8 hrs 28227 BCCC8 829

TIG & MIG Welding (AWS)

In this hands-on class, students will be introduced to Tungsten Insert Gas (TIG) welding and Metal Inert Gas (MIG) welding. Various topics regarding the TIG and MIG welding process will be covered. Welding kits will be provided. However, if students wish to order their own, kits will be discussed in the first day of class. Kits typically costs around \$203. Funding assistance may be available through your local NCWorks Center (formerly known as JobLink). 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.

6:00pm-9:00pm	Tuesdays	July 11-Oct. 24	Fee: \$126.25	48 hrs	27989	Beaufort Co. Skills Ctr.
6:00pm-9:00pm	Thursdays	July 13-Oct. 26	Fee: \$126.25	48 hrs	27988	Beaufort Co. Skills Ctr.

CDL Truck Driving (Hybrid Class)

The Truck Driver Training program at Beaufort County Community College will train students to drive a Class - A combination vehicle and prepare students for their pre-trip inspection, off road skills test and the driving test which are all components of the NCDMV commercial driver's license (CDL) exam. This program is an online hybrid program which means that there will be online assignments apart from on-campus driving on the weekends. This course will include an emphasis on log truck driving with the opportunity to pursue a post-course internship or position with a local logging company. This program is made possible through partnerships with Golden Leaf Foundation, NCDOT, Weyerhaeuser, Thomas W. Biggs Trucking, Inc.,

and Forrest Mutual Insurance and its underwriters. Funding assistance may be available through your local NCWORKS Center (formerly known as Job Link). There are also scholarships available through State Employees Credit Union, BCCC Foundation, and Golden Leaf.

8am-6pm	Sat., Sun.	July 9-Oct. 29	Fee: \$231.25	384 hrs	28389	BCCC11 115
Online, on demand	All days					

MS Word: An Introduction to Word Processing

This course introduces students to the use of word processing software.

Students will learn to organize their ideas to present a cohesive message. They will practice creating, editing, and saving MS Word documents. Students will become familiar with the placement of text, images, tables, etc. in MS Word documents through use of the toolbar. They will learn to use suitable font selection, formatting, columns, bullet lists, and create calendars. Students will produce a variety of documents for business, social organization and personal use to demonstrate their understanding of proper secretarial standards.

6:00pm-9:00pm	Monday	June 5-July 31	Fee: \$75	24 hrs	28388	Ware Crk. Com Ctr.
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Administrative Office Assistant Series

This program will teach students the basics to being an administrative office assistant through a three-part series. Within the classes, students will learn about proper attire and presentation, Business English, document preparation and organization, professional communication as well as Microsoft Office applications such as Word, Excel, PowerPoint, and Outlook. Your instructor will help students learn how to apply these skills to a professional resume and job. Students will receive a certificate upon successful completion of each class.

Administrative Office Assistant: Office Management

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

6:00pm-9:00pm	Mon. & Tues.	Sept. 4-26	Fee: \$75	24 hrs	28668	BCCC02125A
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Administrative Office Assistant: Professional Soft Skills and Ethics

This part of the Administrative Office Assistant series is open to all members of the public who want to learn more about the benefit of understanding soft skills, emotional intelligence, ethics within an office or administrative setting and the impact these skills have on their success within an office or any chosen career. Students will receive a certificate upon successful completion of the class and gain skills to apply in the workplace.

Students will receive a certification upon successful completion of the course and will take skills away that can help them apply in the workplace.

6:00pm-9:00pm	Mon. & Tues.	June 5-27	Fee: \$75	24 hrs	28339	BCCC02 125A
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Administrative Office Assistant: Office Applications

This part of the Administrative Office Assistant series is open to all members of the public who want to learn more about the functions of Microsoft Office software applications used within an office or administrative setting. Students will learn to navigate the following applications as they build their skill levels: Word, Excel, and PowerPoint. Students will receive a certificate upon successful completion of the class and gain skills to apply in the workplace.

6:00pm-9:00pm	Mon. & Tues.	July 10-Aug. 22	Fee: \$130	42 hrs	28340	BCCC02 125A
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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?

6:00pm-8:00pm Monday Aug. 7 Fee: No Charge 2 hrs BCCC8 828

How to Write a Business Plan

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

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

Advertising & Marketing For Your Small Business

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

6:00pm-8:00pm Monday Sept. 11 Fee: No Charge 2 hrs BCCC8 828

15 Common Mistakes That Will Undermine Any Business

Opening and operating a small business normally involves a great deal of time and a substantial financial investment. During this seminar, you will learn the fifteen most common mistakes made by entrepreneurs and many corporations that ultimately undermine the business. Regardless of whether you are opening or operating a business, regardless of the size of your company, this seminar will prove to be invaluable in helping you form a legal, profitable, and growing business. Make a solid investment in the future survival of your business by planning to attend this informative seminar! The presenter, Bob Moore, developed this seminar from his experiences of owning his own businesses and working for medium and large domestic and international corporations.

6:00pm-9:00pm Thursday May 11 Fee: No Charge 3 hrs BCCC8 828

GOOGLE - Gaining the Advantage of Using Google+ and Google Local

Google Plus not only adds a dynamic social layer to the Google search experience, it also builds authority on the Web that can give a small business an important marketing advantage. This class will outline the best use of Google+ and help you apply the concept of social validation—since Google understands that we now value what others have to say about a product or service more than we value the marketing material in making buying decisions. You will learn about the important features of Google Plus:

- Google Places- the core directory of Google, which has been updated to Google Local and is now integrated with Google+ and Google Pages.
- Google Authorship- which allows you to stand out as an expert in your field by tying all your content together, along with your picture and bio.
- Google Hangouts- which allows for remote meetings as well as the ability to broadcast live over your own Google YouTube station.

We will help you make the most of Google+ by understanding these valuable tips and tools:

- Creating a Google page correctly
- Integrating the right keywords
- Having a quick free web video meeting with Google+
- Scheduling events
- Holding a live broadcast over YouTube using your G+ account
- Growing your circles (community of people and influence)
- How to use Communities and foster useful relationships

6:00pm-9:00pm Thursday May 25 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 July 11 Fee: No Charge 2 hrs BCCC8 828

Salesmanship for Business Owners

Successful Salespeople start the process that gives employees in all the other departments a reason to show up and do their salaried jobs. Each paycheck is funded by Salespeople. The success of the Sales Department is vital to the life of your company and our American way of life.

Tim believes selling is an art that is mastered by those who learn and put into practice certain principles. During this presentation straight from the pages of *Selling The American Dream*, you'll be reminded of what the great Sales professionals of America know about successfully selling for a living. From the fundamentals of Selling to the secrets of effectively planning sales calls, Tim takes shows you what has worked for generations of successful Sales Professionals. Is your customer telling you your price is too high? He'll talk about that too!

6:00pm-9:00pm Thursday July 13 Fee: No Charge 3 hrs BCCC8 828

Business Tax Essentials (NCDOR)

The workshop covers the basics of tax compliance ranging from registering your business, to withholding from employees, and sales and use tax requirements. Information will be provided on a program for businesses that have fallen behind on sales and use, withholding, and other trust taxes. At the end of the seminar, there will be a question and answer session with the presenters and networking possibilities with other business owners. Don't miss this great opportunity.

2:00pm-4:00pm Wednesday July 18 Fee: No Charge 2 hrs BCCC8 828

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?

6:00pm-9:00pm Monday July 24 Fee: No Charge 3 hrs BCCC8 828

HP LIFE Online Entrepreneurship Training

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

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

ONLINE SMALL BUSINESS CLASSES!

Fundamentals of Supervision & Management • Mastery of Business Fundamentals

Writing Effective Grant Proposals • Nonprofit Fundraising Essentials

Achieving Success with Difficult People

Understanding the Human Resources Function • Creating a Successful Business Plan

Customer Service Fundamentals • Start a Pet Sitting Business

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



Washington County Center

100 NC Hwy 32 North

Roper, NC 27970

Phone 252-741-9090

Business Hours:

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

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

Call us at 252-741-9090 or email

kitty.hedgepeth@beaufortccc.edu

WASHINGTON COUNTY CENTER CLASSES

Summer 2017

COLLEGE & CAREER READINESS

Adult Basic Education and High School Equivalency

The High School Equivalency program prepares adults to take a test that assesses their academic functioning level in Reasoning through Language Arts, Mathematical Reasoning, Social Studies and Science. The High School Equivalency Test is delivered in the Beaufort County Community College Testing Center located in Building 9 Room 926. The test features: extended response, short answer, multiple choice, fill in the blank, drag-and-drop, drop-down and hot spot. 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.

9:00am-1:00pm

Mon.-Wed.

No Charge

WCC 117

SUMMER ENRICHMENT CLASSES for Kids

Boater Safety (Open to all ages)

BCCC will be hosting a Boater Safety Course. Learn to skipper a boat with confidence. The N.C. Wildlife Resources Commission will cover the basics of what you need to know to take to the water. This course will cover basic boating safety, equipment, rules of the road weather, and incorporate the Boating Guide for North Carolina. This course satisfies the requirement for safety training for boaters under the age of 26. There will be one hour provided for lunch. **Note: Although there is not an age limit associated with this course, the curriculum for this course is designed for ages beginning age 12.** Any fees associated with this class reflect those of Beaufort County Community College and not the N.C. Wildlife Resource Commission.

9:00am-4:00pm

Thursday

June 22

Fee: \$10.00

6 hrs

28433

WCC Auditorium

Hunter Safety (Open to all ages)

BCCC will be hosting a Hunter Safety Course. The Hunter Education Program of the N.C. Wildlife Resource Commission provides hunter education courses throughout the year in every county. More than a firearm safety course, instruction includes ethics and responsibility, conservation and wildlife management, wildlife identification, survival and first aid, specialty hunting and tree stand safety. All first-time license buyers must complete this course as this certification is required for license buyers who intend to hunt independently. This course is provided by the NC Wildlife Resources Commission. There will be one hour given for lunch. The instructor for this course is a representative from the NC Wildlife Resource Commission.. **Note: Although there is not an age limit associated with this course, the curriculum for this course is designed for ages beginning age 12.** Any fees associated with this class reflect those of Beaufort County Community College and not the N.C. Wildlife Resource Commission.

9:00am-4:00pm

Wednesday

June 21

Fee: \$10.00

6 hrs

28434

WCC Auditorium

Heartsaver® CPR AED for Youth

This is a video-based, instructor-led, class that teaches both adult and child CPR and AED use, infant CPR, and how to relieve choking in adults, children, and infants. This course teaches skills with the American Heart Association's research-proven practice-while-watching technique, which allows instructors to observe the students, provide feedback, and guide the students' learning of skills. This is a great learning opportunity for youth working around children, elders, or who just want to learn how to be better prepared in the event of an emergency.

2:00pm-5:00pm

Thursday

July 13

Fee: \$25.00

3 hrs

28435

WCC Auditorium

Safe Driving for Families

Prospective and new drivers and their families are encouraged to take a thoughtful look at safe driving. All drivers who drive defensively make us safer! Learn why texting and driving don't mix. Learn to recognize highway hazards, understand and appreciate defenses, and act correctly to avoid collisions. Avoid traffic tickets and drive defensively to always arrive alive.

5:00pm-9pm

Monday

June 19

Fee: \$30.00

4 hrs

28374

WCC Auditorium

Note: see Summer Enrichment Program Requirements on page 8.

PERSONAL ENRICHMENT CLASSES

Defensive Driving-DDC-4

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

WASHINGTON COUNTY CENTER CLASSES

Summer 2017

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	May 27	Fee: \$65	4 hrs	25930	WCC Auditorium
9:00am-1:00pm	Saturday	June 24	Fee: \$65	4 hrs	28410	WCC Auditorium
9:00am-1:00pm	Saturday	July 22	Fee: \$65	4 hrs	28413	WCC Auditorium
9:00am-1:00pm	Saturday	August 12	Fee: \$65	4 hrs	28416	WCC Auditorium
9:00am-1:00pm	Saturday	September 16	Fee: \$65	4 hrs	28419	WCC Auditorium

Skype for Beginners

Skype has revolutionized online communications! In this course you will learn how to use Skype online, add contacts, make voice AND video calls! In addition, if you bring your own device, you can learn how to use the Skype app. Join Kisha Norman to open this whole new world of Skype!

5:30pm-8:30pm	Thursday	June 8	Fee: \$20	3 hrs	28438	WCC Comp Lab
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Fun With Facebook

Are you looking to connect with family and friends, or hoping to learn more about social media? Kisha Norman will lead this fun and exciting class that will have you connected in no time. Bring your own smart-phone or tablet so you can learn on your own device. We will address privacy features, utilizing the Facebook app, and basic functions that will allow you to feel comfortable using Facebook. Come with your own questions because Kisha will answer them all.

6pm-9pm	Thursday	June 15	Fee: \$20	3 hrs	28438	WCC Comp Lab
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Unarmed Self Defense for Women

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

6:00pm-9:00pm	Monday	May 22	Fee: \$50	3 hrs	28361	WCC Auditorium
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Learn to Play Piano

Consider this class as your introduction to piano and other keyboard instruments. Also, consider yourself lucky to have such a great teacher as Scott Bradshaw! During 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	May 16-June 6	Fee: \$50	8 hrs	28173	WCC Auditorium
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WORKFORCE PROGRAMS

Substitute Teacher Training

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

6:00pm-9:00pm	Mon-Thurs	May 15-25	Fee: \$70	24 hrs	28431	WCC 117
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Activities Director - Basic

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

6:00pm-9:00pm	Mon-Thurs	May 9-Aug. 15	Fee: \$180	85 hrs	28428	WCC 117
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Conversational Spanish (Level 1)

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

9:00am-11:30am	Monday	May 15-July 10	Fee: \$50	22.5 hrs	28430	WCC 113
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SMALL BUSINESS CENTER CLASSES

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 8	Fee: No Charge	2 hrs	WCC
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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	Tuesday	May 9	Fee: No Charge	2 hrs	WCC
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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.

3:00pm-5:00pm Monday May 15 Fee: No Charge 2 hrs WCC

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.

3:00pm-5:00pm Tuesday May 16 Fee: No Charge 2 hrs WCC

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 really work 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; what federal and state reports are required and if I made that much money, where is it?

3:00pm-5:00pm Monday May 22 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

How to Start a Group Home

Successful new business owners are well informed from the beginning! They know the startup process, their industry and market. There is good news and bad news concerning starting group homes.

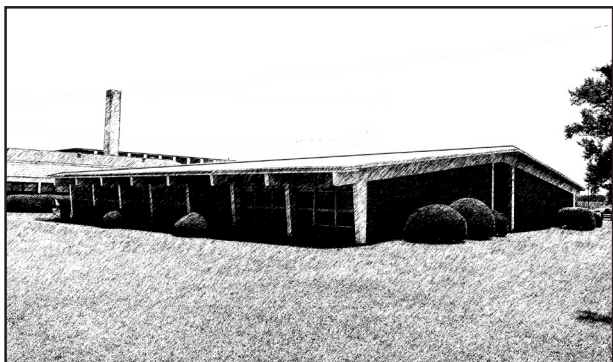
- THE GOOD NEWS: If you want to start a group home, you're in the right place and in the right time.
- THE BAD NEWS: There's not much information out there on group homes.

The idea of a group home is unique. For a specific population, it provides the comfort and support of a homelike environment. More importantly, it helps its residents use available social programs and services. These homes offer shelter for people who years ago would have found themselves on the street or in a state-run institution with limited services. This three hour seminar is designed to give you basic knowledge of starting a Group Home by enabling you to avoid many of the bureaucratic roadblocks and frustrations.

The following subject matter will be covered:

- How to work with state and local governments
- How to find a good location and how to evaluate a house as a group home
- How to find startup money
- What to expect in licensing and relicensing process which includes the various inspections your group home must pass
- How to identify staff including you social worker partner
- How to work with residents' families and guardians

2:00pm-5:00pm Thursday June 1 Fee: No Charge 3 hrs WCC



Hyde County Davis Center

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

Business Hours:

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

Request a class? Make a suggestion?

*Call us at 252-925-3451 or
email georgia.ballance@beaufortccc.edu*

HYDE COUNTY CENTER CLASSES

Summer 2017

COLLEGE & CAREER READINESS CLASSES

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

SUMMER ENRICHMENT CLASSES for Kids

Cupcake Decorating For Kids (Ages 7-10)

Would you like to learn how to decorate cupcakes? Students will learn to work with different decorating items to make cute creations. Decorating cupcakes will encourage culinary learning and help everyone have a fun and memorable experience.

9:00am-Noon

Friday

June 23

Fee: \$25

3 hrs

28362

HCDC Classroom

Internet Safety For Kids (Ages 8- 14)

The internet is a great place to learn, shop, play games, and socialize. Kids may feel confident that they are safe, but predators and identity thieves know how to target them when they least expect it. This course will teach kids the importance of internet safety. Learn to stay safe from online predators and cyberbullies with increased confidence.

9:00am-Noon

Wednesday

June 21

Fee: \$20

3 hrs

28423

HCDC Comp. Lab

It's Sew Fun! (Ages 9-14)

This course will teach you basic sewing techniques. Learn how to measure, cut, and stitch by machine. You will leave the class with the confidence and knowledge to create items on your own. You will need 1 yard of cotton fabric. You may bring your own, or pick from patterns provided in class. You will have a bright new pillow to decorate your room.

9:00am-Noon

Tuesday

July 11-25

Fee: \$35

9 hrs

28635

HCDC Classroom

Heartsaver® CPR AED (Rising 6th – 8th Grades)

This is a video-based, instructor-led, class that teaches both adult and child CPR and AED use, infant CPR, and how to relieve choking in adults, children, and infants. This course teaches skills with the American Heart Association's research-proven practice-while-watching technique, which allows instructors to observe the students, provide feedback, and guide the students' learning of skills. This is a great learning opportunity for youth working around children, elders, or who just want to learn how to be better prepared in the event of an emergency.

9:00am-Noon

Thursday

July 13

Fee: \$25

3 hrs

27372

HCDC Classroom

Safe Driving for Families (Ages 14 and Up)

Prospective and new drivers and their families are encouraged to take a thoughtful look at safe driving. All drivers who drive defensively make us safer! Learn why texting and driving don't mix. Learn to recognize highway hazards, understand and appreciate defenses, and act correctly to avoid collisions. Avoid traffic tickets and drive defensively to always arrive alive.

5:00pm-9pm

Monday

June 26

Fee: \$30

4 hrs

28369

HCDC Classroom

Note: see Summer Enrichment Program Requirements on page 8.

PERSONAL ENRICHMENT CLASSES

Defensive Driving-DDC-4

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

9:00am-1:00pm

Saturday

June 24

Fee: \$65

4 hrs

27880

HCDC Classroom

9:00am-1:00pm

Saturday

July 29

Fee: \$65

4 hrs

27882

HCDC Classroom

9:00am-1:00pm

Saturday

August 26

Fee: \$65

4 hrs

27883

HCDC Classroom

9:00am-1:00pm

Saturday

September 16

Fee: \$65

4 hrs

28422

HCDC Classroom

HYDE COUNTY CENTER CLASSES

Summer 2017

Internet Safety For Adults

The internet makes it easy to find information, socialize with friends and family, and shop. Still, there are risks associated with these activities. Join Donnie Shumate to learn how to protect personal information and keep your family safe as you navigate the world wide web.

6:00pm-9:00pm Thursday May 25 Fee: \$20 3 hrs 28370 HCDC Comp. Lab

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.

6:00pm-9:00pm Tuesday June 13 Fee: \$50 3 hrs 28425 HCDC Classroom

Sewing Skills

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

5:30pm-8:30pm Thursday Aug. 10-24 Fee: \$35 9 hrs 28366 HCDC Classroom

Making Beaded Jewelry

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

5:30pm-8:30pm Tuesday May 23 Fee: \$30 3 hrs 28364 HCDC Classroom

HEALTHCARE CLASSES

Pharmacy Technician Hybrid

This 76 hour course prepares students through classroom instruction to enter the pharmacy field as a Pharmacy Technician I. Core course concept is basic pharmacy and pharmacology training. Upon satisfactory completion of the course, students are encouraged to apply for certification with Pharmacy Technician Certification Board Exam. Prerequisite for course is Career Readiness Certificate of a bronze or higher. Copy of certificate is due at time of registration. Classroom requirement fees, such as note cards and notebooks may apply. Course textbook available at BCCC bookstore at \$197.22. Registration Fee: \$180.00 and \$5.00 technology fee. Seated date times will be determined and announced on first seated class held May 23, 2017. 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 Tues & Thurs May 23-July 27 Fee: \$180 76 hrs 28325 HCDC/Online

NURSE AIDE INSTRUCTOR NEEDED!

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

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

HUMAN RESOURCES DEVELOPMENT

Cover Letters and Resumes

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

6:00pm-8:00pm Thursday May 18 Fee: \$70 2 hrs 28373 HCDC Classroom

Interviewing and Job Applications

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

6:00pm-8:00pm Thursday June 1 Fee: \$70 2 hrs 28375 HCDC Classroom

WORKFORCE DEVELOPMENT CLASSES

Substitute Teacher Training

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

6:00pm-9:00pm Tues & Thurs Sept. 5-28 Fee: \$70 24 hrs 28431 HCDC Classroom

SMALL BUSINESS CENTER CLASSES

HP LIFE Online Entrepreneurship Training

HP Learning Initiative for Entrepreneurs (HP LIFE) is a global program that offers aspiring entrepreneurs and small business-owners valuable busi-

ness 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

Quick Books 101

An essential seminar geared toward the non-accountant that covers the important steps necessary to properly set up a QuickBooks company data file for your business or non-profit. Learn helpful insights, tips, and valuable advice to help you save time, money, and avoid frustration using QuickBooks for your bookkeeping and reporting. This seminar is taught by an accountant and QuickBooks consultant with over 20 years' experience helping small business owners. Topics include:

- Creating the chart of accounts
- Setting up users
- Understanding the basics of financial statements, opening balances, backing up data files, and more.

A helpful primer for those who wish to use QuickBooks for their business accounting. Individuals who have taken QuickBooks classes or currently use QuickBooks will also benefit from attending.

2:00pm-5:00pm

Thursday

May 18

Fee: No Charge

3 hrs

HCDC

Understanding the Income Statement & Balance Sheet

Successful entrepreneurs realize the importance of understanding financial statements. This popular seminar helps participants feel at ease when it comes to understanding and preparing their own financial statements. It is also highly suggested for those wishing to set up and use QuickBooks or other software for their bookkeeping and for those developing a business plan. The presenter is an accountant and educator who shares easy to understand explanations and examples. A great foundational seminar to start and keep your business on the right track! A helpful primer for those who wish to use QuickBooks for their business accounting. Individuals who have taken QuickBooks classes or currently use QuickBooks will also benefit from attending.

9:00am-Noon

Friday

May 19

Fee: No Charge

3 hrs

HCDC

How to Buy and Sell on Facebook

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

2:00pm-5pm

Thursday

Aug. 17

Fee: No Charge

3 hrs

HCDC

Have a Skill to Share?

If you have a hobby, a professional skill or a language you have mastered, consider sharing it with others.

We're always looking for enthusiastic instructors to lead our Continuing Education classes.

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

Please visit our website at

www.beaufortccc.edu and click on Continuing Education and complete the online interest form!

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



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

- Specialized training offered to fit the needs of your industry with flexible scheduling.
- Customized courses can be held at BCCC, Beaufort County Skills Center, or at the business/industry location.
- We provide training for qualifying industries in Beaufort, Hyde, Washington, and Tyrrell Counties.

SOME OF THE CUSTOMIZED TRAINING CLASSES OFFERED...

Reliability/Productivity classes include:

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

Quality classes include:

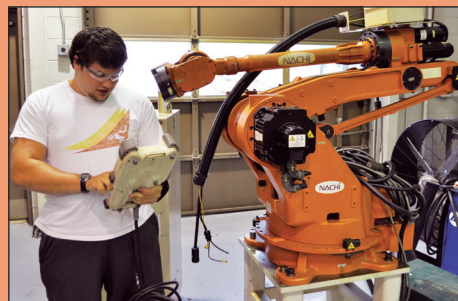
- TS 16949
- NAQ-1
- Commercial Grade Dedication
- ISO 14001 Environmental Management
- Measurement System Analysis
- Kepner Tregoe: Analytical Problem Solving
- Blueprint Reading
- Internal Auditor Training
- Lead Auditor Training
- Process Mapping
- OJT Train-the-Trainer
- FMEA (Failure Mode & Effects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

Leadership/Management classes include:

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

Operator/Mechanic Skills Training

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



Safety classes include:

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

Beaufort County Community College Ed2Go courses are designed to meet individual's needs and interests by enabling learners to take classes in the comfort of their own homes. You can study at a time that is most convenient for you, without the need for attending classes on campus. Each class will consist of two (2) lessons per week for a total of twelve (12) lessons or the equivalent of twenty-four (24) contact hours for 2.4 CEU credits. Certificate of Completions are available upon successful completion of a course. Over 300 courses are available through Ed2Go in a diverse group of categories. Below are several of the featured courses available. You can visit <http://www.ed2go.com/beaufortccc/> for a full list of courses. Remember—we have gift certificates available if you wish to purchase a registration for a friend or family member as a gift! Call 252.940.6375 for more information.

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

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

SUMMER ENRICHMENT CLASSES for Kids REGISTRATION FORM

Mail-In Registration

Complete the registration form below and insert your payment.

Mail to:

Beaufort County Community College
Continuing Education Registrar
5337 US 264 East
Washington, NC 27889.

Cash, money orders, and checks are accepted.

Walk-in Registration

Complete the registration form below and bring it, along with your payment to:

Beaufort County Community College
Building 8
5337 US 264 East
Washington, NC 27889.

Our registration window is open Monday through Friday from 8am to 5pm.

Student Name _____ Gender ☐ M ☐ F
Address _____ Highest Grade Completed _____
City _____ State _____ Zip _____
Phone: _____ Age: _____ Date of Birth: _____
Parent/Guardian Name: _____
Phone: _____ ☐ Home ☐ Cell ☐ Work Email _____

Ethnicity: Is student Hispanic or Latino? ☐ Yes, Hispanic/Latino ☐ No, Non Hispanic/Latino

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



Our Summer Enrichment 2017 T-shirt is available for purchase for \$10 each. Please indicate the size needed for your child and quantity of shirts below. All T-shirts will come in white with the Summer Enrichment 2017 logo screen-printed on the shirt.

☐ YS ☐ YM ☐ YL ☐ S ☐ M ☐ L ☐ XL

Quantity: _____

Total Amount Due for T-shirts \$ _____

Course #	Course Title	Date & Time	Fee
Total Amount Due for Classes			\$

Payment Method: ☐ CASH ☐ CHECK ☐ CREDIT CARD

Did this student qualify for free or reduced lunch through the public schools in the 2016-2017 school year?

Yes ☐ No ☐

Following registration, parents will be sent a parental consent form, including pickup information and emergency medical contact information, which will need to be signed. We will send these forms to you via mail or email.

Parent Signature: _____ Date: _____

Financial Assistance Opportunities

SECU Foundation

PEOPLE HELPING PEOPLE

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

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



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

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



**BEAUFORT COUNTY
COMMUNITY COLLEGE
FOUNDATION**

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

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

NCWorks career center YOUTH PROGRAM

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

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

**NCWorks
career center**

Beaufort County – 252-946-3116
Hyde County – 252-312-6859
Tyrrell County – 252-331-3754
Washington County – 252-312-7357

NCWorks career center ADULT/DISLOCATED WORKER PROGRAM

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

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

**NCWorks
career center**

Beaufort County – 252-946-3116
Hyde County – 252-312-6859
Tyrrell County – 252-331-3754
Washington County – 252-312-7357

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

CONTINUING EDUCATION GIFT CERTIFICATES AVAILABLE NOW!



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

Call us at 252.940.6375

or visit us at

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

to purchase your gift today!





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.

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

For further information about any of these classes, including credit hours, class days and class times, or for information about our schedule of classes for the Summer 2017 or Fall 2017 semesters, 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	Online
ART-111	Art Appreciation	Online
ART-115	Art History Survey II	Online
BIO-110	Principles of Biology	Online
BIO-111	General Biology I	Hybrid (Online/Seated)
BIO-155	Nutrition	Online
BIO-168	Anatomy and Physiology I	Online
BIO-169	Anatomy and Physiology II	Online
BIO-275	Microbiology	Hybrid (Online/Seated)
BUS-110	Introduction to Business	Online
BUS-115	Business Law I	Online
BUS-137	Principles of Management	Online
BUS-147	Business Insurance	Online
CHM-115	Concepts in Chemistry	Online
CHM-151	General Chemistry I	Hybrid (Online/Seated)
CIS-110	Introduction to Computers	Online
CJC-111	Introduction to Criminal Justice	Online
CJC-121	Law Enforcement Operations	Online
CJC-141	Corrections	Online
DMS	Developmental Math	Online
ENG-111	Writing and Inquiry	Online, Hybrid (Online/Seated)
ENG-112	Writing & Research in the Disciplines	Online, Hybrid (Online/Seated)
GEO-111	World Regional Geography	Online
HEA-110	Personal Health/Wellness	Online
HIS-131	American History I	Hybrid (Online/Seated)
HIS-132	American History II	Online
HUM-115	Critical Thinking	Online
MAT-110	Math Measurement & Literacy	Online

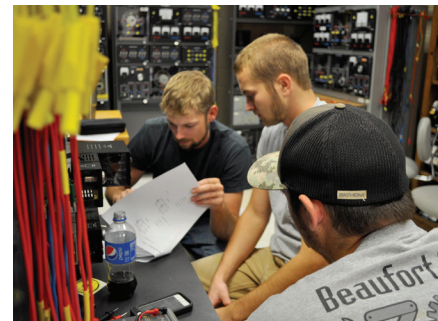
<u>Course Number</u>	<u>Course Name</u>	<u>Seated/Online/Hybrid</u>
MAT-143	Quantitative Literacy	Online
MAT-152	Statistical Methods I	Online
MAT-171	Precalculus Algebra	Online
MEC-128	CNC Machining Processes	Seated
MEC-145	Mfg Materials I	Hybrid (Online/Seated)
MLT-140	Intro to Microbiology	Hybrid (Online/Seated)
MUS-110	Music Appreciation	Online
NUR-103BB	Practical Nursing III	Hybrid (Online/Seated) and Hospital
NUR-211	Health Care Concepts	Seated and Hospital
PED-110	Fit and Well for Life	Online
PHI-240	Introduction to Ethics	Online
PME-117	Equipment Braking Systems	Seated
PSY-118	Interpersonal Psychology	Seated
PSY-150	General Psychology	Online
PSY-241	Developmental Psych	Online
PSY-281	Abnormal Psychology	Online
SOC-210	Introduction to Sociology	Online
SPA-111	Elementary Spanish I	Seated
SPA-112	Elementary Spanish II	Seated
TRN-110	Intro to Transport Tech	Seated
TRN-140	Transp Climate Control	Seated
TRN-140A	Transp Climate Cont Lab	Seated
WBL-111	Work-Based Learning I	Site
WBL-115	Work-Based Learning Seminar I	Hybrid (Online/Seated)
WLD-110	Cutting Processes	Seated
WLD-132	GTAW (TIG) Plate/Pipe	Seated



Business



Art



Engineering



Anatomy Lab



Cosmetology



Welding

<u>Course Number</u>	<u>Course Name</u>	<u>Seated/Online/Hybrid</u>
ACA-111	College Student Success	Seated
ACA-118	College Study Skills	Hybrid (Online/Seated)
ACA-122	College Transfer Success	Seated, Online, Hybrid (Online/Seated)
ACC-120	Principles of Financial Acct	Online, Hybrid (Online/Seated)
AGR-111	Basic Farm Maintenance	Seated
AGR-139	Intro to Sustainable Ag	Online
AGR-140	Agricultural Chemicals	Hybrid (Online/Seated)
AGR-150	Ag-O-Metrics	Seated
AGR-170	Soil Science	Seated
AGR-214	Agricultural Marketing	Seated
ART-111	Art Appreciation	Seated, Online
ART-114	Art History Survey I	Seated
AST-111	Descriptive Astronomy	Online
AST-111A	Descriptive Astronomy Lab	Online
AUT-213	Automotive Servicing 2	Seated
AUT-221	Auto Transmission/Transaxles	Seated
AUT-221A	Auto Transmission/Transaxles Lab	Seated
AUT-231	Manual Trans/Axles/Drivetrains	Seated
AUT-231A	Manual Trans/Axles/Drivetrains Lab	Seated
AUT-281	Adv Engine Performance	Seated
BIO-110	Principles of Biology	Seated
BIO-111	General Biology I	Seated, Online
BIO-112	General Biology II	Seated
BIO-155	Nutrition	Online
BIO-163	Basic Anatomy & Physiology	Seated
BIO-168	Anatomy and Physiology I	Seated, Online
BIO-169	Anatomy and Physiology II	Online, Hybrid (Online/Seated)
BPR-111	Print Reading	Seated
BUS-110	Introduction to Business	Online, Hybrid (Online/Seated)
BUS-115	Business Law I	Online, Hybrid (Online/Seated)
BUS-121	Business Math	Hybrid (Online/Seated)
BUS-137	Principles of Management	Online
BUS-147	Business Insurance	Hybrid (Online/Seated)
BUS-153	Human Resource Management	Online
BUS-225	Business Finance	Hybrid (Online/Seated)
BUS-251	Business Psychology	Online
BUS-260	Business Communication	Hybrid (Online/Seated)
CHM-115	Concepts in Chemistry	Online
CHM-151	General Chemistry I	Seated, Online
CHM-152	General Chemistry II	Hybrid (Online/Seated)
CIS-110	Introduction to Computers	Online, Hybrid (Online/Seated)
CIS-111	Basic PC Literacy	Hybrid (Online/Seated)
CJC-100	Basic Law Enforcement Training	Seated
CJC-111	Introduction to Criminal Justice	Online, Hybrid (Online/Seated)
CJC-112	Criminology	Online

<u>Course Number</u>	<u>Course Name</u>	<u>Seated/Online/Hybrid</u>
CJC-113	Juvenile Justice	Online
CJC-131	Criminal Law	Online
CJC-132	Court Procedure & Evidence	Online
CJC-212	Ethics & Community Relations	Online
CJC-221	Investigative Principles	Hybrid (Online/Seated)
CJC-223	Organized Crime	Online
CJC-231	Constitutional Law	Online
COM-231	Public Speaking	Seated, Online
COS-111	Cosmetology Concepts I	Seated
COS-112	Salon I	Seated
COS-115	Cosmetology Concepts III	Seated
COS-116	Salon III	Seated
COS-224	Trichology & Chemistry	Seated
COS-240	Contemporary Design	Seated
COS-250	Computerized Salon Ops	Online
CSC-143	Object-Oriented Prog	Online
CTS-115	Info Sys Business Concepts	Online
CTS-120	Hardware/Software Support	Online
CTS-285	Systems Analysis & Design	Online
CTS-289	System Support Project	Online
DBA-120	Database Programming I	Online
DFT-151	CAD I	Seated
DMA-010	Operations with Integers	Seated
DMA-020	Fractions and Decimals	Seated
DMA-030	Proper/Ratio/Rate/Percent	Seated
DMA-040	Express/Lin Equal/Inequal	Seated
DMS	Developmental Math	Seated, Online
DRE-096	Integrated Reading and Writing I	Seated
DRE-097	Integrated Reading and Writing II	Seated
DRE-098	Integrated Reading and Writing III	Seated
ECO-251	Principles of Microeconomics	Online
ECO-252	Principles of Macroeconomics	Hybrid (Online/Seated)
EDU-119	Intro to Early Childhood Education	Online
EDU-144	Child Development I	Hybrid (Online/Seated)
EDU-151	Creative Activities	Hybrid (Online/Seated)
EDU-184	Early Childhood Intro Practicum	Hybrid (Online/Seated)
EDU-221	Children With Exceptionalities	Online
EDU-234	Infants, Toddlers & Twos	Hybrid (Online/Seated)
EDU-280	Language & Literacy Exp	Online
ELC-113AB	Residential Wiring I	Seated
ELC-113BB	Residential Wiring I	Seated
ELC-114	Commercial Wiring II	Hybrid (Online/Seated)
ELC-135	Electrical Machines I	Seated
ELC-192	Selected Topics in Electrical	Seated
ELN-132	Analog Electronics II	Seated

<u>Course Number</u>	<u>Course Name</u>	<u>Seated/Online/Hybrid</u>
ELN-232	Introduction to Microprocessors	Seated
ENG-111	Writing and Inquiry	Seated, Online, Hybrid (Online/Seated)
ENG-112	Writing & Research in the Disciplines	Seated, Online, Hybrid (Online/Seated)
ENG-114	Professional Research and Reporting	Seated, Online
ENG-232	American Literature II	Seated, Online
GEO-111	World Regional Geography	Online
HEA-110	Personal Health/Wellness	Seated, Online
HET-110	Diesel Engines	Seated
HIS-111	World Civilizations I	Seated, Online
HIS-112	World Civilizations II	Online
HIS-131	American History I	Online
HIS-132	American History II	Seated, Online
HSE-110	Introduction to Human Services	Hybrid (Online/Seated)
HSE-112	Group Process I	Hybrid (Online/Seated)
HSE-125	Counseling	Hybrid (Online/Seated)
HSE-225	Crisis Intervention	Hybrid (Online/Seated)
HSE-240	Issues in Client Services	Hybrid (Online/Seated)
HUM-115	Critical Thinking	Online, Hybrid (Online/Seated)
HUM-122	Southern Culture	Online
HYD-110	Hydraulics/Pneumatics I	Seated
MAT-110	Math Measurement & Literacy	Seated, Online, Hybrid (Online/Seated)
MAT-122	Algebra / Trigonometry II	Hybrid (Online/Seated)
MAT-143	Quantitative Literacy	Seated, Online
MAT-152	Statistical Methods I	Hybrid (Online/Seated)
MAT-171	Precalculus Algebra	Online, Hybrid (Online/Seated)
MAT-172	Precalculus Trigonometry	Hybrid (Online/Seated)
MEC-161	Manufacturing Processes I	Seated
MEC-161A	Manufacturing Processes I Lab	Seated
MEC-261	Manufacturing Processes II	Seated
MKT-220	Advertising and Sales Promotion	Hybrid (Online/Seated)
MLT-110	Intro to Medical Laboratory Technology	Hybrid (Online/Seated)
MLT-120	Hematology/Hemostasis I	Hybrid (Online/Seated)
MLT-130	Clinical Chemistry I	Hybrid (Online/Seated)
MLT-240	Special Clinical Microbiology	Hybrid (Online/Seated)
MLT-271	MLT Practicum III	Hybrid (Online/Hospital)
MUS-110	Music Appreciation	Online, Hybrid (Online/Seated)
MUS-112	Introduction to Jazz	Hybrid (Online/Seated)
NET-125	Intro to Networks	Online
NOS-120	Linux/UNIX Single User	Online
NUR-101	Practical Nursing I	Hybrid (Online/Seated) and Hosp
NUR-111	Intro to Health Concepts	Hybrid (Online/Seated) and Hosp
NUR-113	Family Health Concepts	Hybrid (Online/Seated) and Hosp
NUR-212	Health Systems Concepts	Hybrid (Online/Seated) and Hosp
OST-130	Comprehensive Keyboarding	Hybrid (Online/Seated)
OST-137	Office Applications I	Hybrid (Online/Seated)

<u>Course Number</u>	<u>Course Name</u>	<u>Seated/Online/Hybrid</u>
OST-141	Medical Office Terms I	Hybrid (Online/Seated)
OST-148	Medical Insurance & Billing	Online
OST-149	Medical Legal Issues	Online
OST-184	Records Management	Online
OST-236	Advanced Word Processing	Online
OST-244	Medical Document Processing	Hybrid (Online/Seated)
OST-248	Diagnostic Coding	Hybrid (Online/Seated)
OST-286	Professional Development	Hybrid (Online/Seated)
OST-289	Office Admin Capstone	Online
PED-110	Fit and Well for Life	Seated, Online
PED-111	Physical Fitness I	Hybrid (Online/Seated)
PED-117	Weight Training I	Seated
PED-125	Self-Defense – Beginning	Seated
PED-143	Volleyball - Beginning	Seated
PHI-240	Introduction to Ethics	Online
PHY-110	Conceptual Physics	Online
PHY-110A	Conceptual Physics Lab	Online
PHY-131	Physics-Mechanics	Seated
POL-120	American Government	Online
PSY-118	Interpersonal Psychology	Online
PSY-150	General Psychology	Seated, Online, Hybrid (Online/Seated)
PSY-241	Developmental Psychology	Seated, Online
PSY-281	Abnormal Psychology	Online, Hybrid (Online/Seated)
REL-110	World Religions	Online
REL-211	Introduction to Old Testament	Hybrid (Online/Seated)
SOC-210	Introduction to Sociology	Seated, Online, Hybrid (Online/Seated)
SOC-213	Sociology of the Family	Online
SOC-220	Social Problems	Online, Hybrid (Online/Seated)
SPA-111	Elementary Spanish I	Seated
SPA-112	Elementary Spanish II	Seated
SPA-211	Intermediate Spanish I	Seated
TRN-110	Intro to Transport Tech	Seated
TRN-120	Basic Transp Electricity	Seated, Hybrid (Online/Seated)
TRN-120A	Basic Transp Electrical Lab	Seated, Hybrid (Online/Seated)
TRN-145	Adv Transp Electronics	Seated
WBL-111	Work-Based Learning I	Site
WBL-112	Work-Based Learning I	Site
WBL-115	Work-Based Learning Seminar I	Hybrid (Online/Seated)
WBL-122	Work-Based Learning II	Site
WEB-115	Web Markup and Scripting	Online
WLD-115AB	SMAW (Stick) Plate	Seated
WLD-121	GMAW (MIG) FCAW/Plate	Seated
WLD-131AB	GTAW (TIG) Plate	Seated
WLD-141	Symbols & Specifications	Seated
WLD-151	Fabrication I	Seated

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
Penelope Radcliffe, Admissions and Assessment Specialist	252-940-6325
Bobbie Lewis, Chief High School Equivalency Examiner	252-940-6209

Business & Industry Services

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

Personal Enrichment Initiatives

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

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

Workforce Programs

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

Hyde County Davis Center

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

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

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

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

Disclaimer

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

Family Educational Rights and Privacy Act (FERPA)

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

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

Coming to BCCC October 19!



Come celebrate our
50th Anniversary with us
as we welcome

THE
EMBERS
Featuring

Craig Woolard

Social & Catered Dinner

Cash Bar

6:15 until 7:15 PM

Washington Civic Center

October 19 – 7:30 until 10:30 PM

Washington Civic Center

For more information or tickets please contact the BCCC Foundation

252-940-6218

marcia.norwood@beaufortccc.edu

Proceeds for scholarships and
emergency student grants through
the Beaufort County Community College
Foundation.



BEAUFORT COUNTY COMMUNITY COLLEGE
FOUNDATION



**BEAUFORT COUNTY
COMMUNITY COLLEGE**

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



**BEAUFORT COUNTY
COMMUNITY COLLEGE**

**5337 US 264 East • Washington, NC 27889 • Phone 252-940-6375
www.beaufortccc.edu**

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

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

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

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