Take A Class To See If You’re Ready For Your Associate’s Degree
High School Programs p. 8
Pathways to Careers p. 16
Parallel Courses pp. 32-33
REGISTRATION & PAYMENT

IN PERSON
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 - Thursday 8:00am-5:00pm
Friday 8:00am-4:00pm
Payment can be made with cash, check, money order and credit card. You must pay at the time of registration to complete your enrollment.

BY MAIL
The Registration Form can be found on page 30. Print or tear it out, insert payment and mail to the address shown on the form.

BY PHONE
Call 252.940.6375 to register for classes and provide credit card information for payment. MasterCard, Discover and Visa are accepted.

ONLINE
Starting this summer, you can now register and pay for classes online.
https://www.beaufortccc.edu/continuing-education/general-information/registration
We have instructions and a video on this page to help you through this new process.

WE NOW HAVE FOUR WAYS TO REGISTER AND PAY FOR CLASSES!

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Hyde County Davis Center 30
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Information Technology 33
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Manicuring/Nail Technology 36
Community Spanish Interpreter 36
Agribusiness Technology 37
Medical Laboratory Technology 37
University Transfer 38
Career & College Promise 38
Pre-Registration is Required
Registration is accepted on a first-come, first-serve basis. Please submit your registration by phone, mail, online, 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 https://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 at (252) 940-6254. Transcripts will be released to other colleges, agencies, or employers only with written authorization of the student. Instructions and the Transcripts Request Form are available online at http://tinyurl.com/bccconedtranscript. Official transcripts are $2.00. Unofficial transcripts are accessible online through the Self-Service portal at no charge. Instructions are available at http://tinyurl.com/bccconedtranscript.

If you earned a High School Equivalency (GED or HiSET) in North Carolina, please visit the Diploma Sender portal to access a copy of your transcript. Please call Bobbie Lewis, chief high school equivalency examiner, at 252-940-6209 for questions regarding the Diploma Sender process and high school equivalency 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 (i.e. vice president, dean or director). This procedure also applies to BCCC regional centers operated by the college. The exception is the Summer Enrichment Program for Kids.

BCCC Online Services
If you are taking an online or hybrid class through Continuing Education, you will be provided an Outlook and Blackboard account through BCCC.

Before students can access Outlook Email and Blackboard, they must determine their username and create a password by visiting the Continuing Education Student Username and Password Information page on the BCCC website.

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

*Click on the Blackboard link.

Company/Organization Payment Process (Sponsorship Billing)
Companies and Organizations are invited to utilize the sponsorship billing process when sponsoring employees who are completing BCCC Continuing Education classes. You will not need to send a company/organization check or credit card with your employee at the time of registration. Instead, please submit a signed company/organization letter or memorandum on letterhead to our office via in-person, fax to (252) 940-6254, email to continuingeducation@beaufortccc.edu, or postal mail with the following key items:

- Company/Organization point of contact information (in the event there are questions regarding a student or payment)
- Billing Information (include mailing address and email address)
- State the intent of who and what class(es) your company/organization will be responsible for in the registration process (i.e. registration fees, testing, textbooks, etc.)

Once we have received the letter/memorandum and student(s) registration form(s), the student will be registered for the class. Our BCCC Business Office will submit an invoice to your company/organization. If you have any further questions about the Sponsorship Billing process, please contact the Continuing Education Registration & Records Clerk at continuingeducation@beaufortccc.edu or (252) 940-6375.

Accessibility Services
Beaufort County Community College is committed to diversity, inclusion and ensuring equal access in all campus programs, activities and events to qualified individuals with disabilities. To request a reasonable accommodation, contact Kimberly Jackson, BCCC Counseling, at (252) 946-6252 in room 925 of Bldg. 9. An advance notice of 72 hours may be required for some accommodations. If you have any issues navigating this document or registering, please contact Accessibility Services and we will make accommodations.
HIGH SCHOOL EQUIVALENCY (GED)  
Fall 2019  
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.
The Path to Achieving Your High School Equivalency (HSE):

1. Call 940.6325 for an appointment. The HSE prep lab in Building 8 is open Tuesdays from 4:00-8:00 p.m.

2. Select a career pathway (optional): CNA-I, Pharmacy Tech, Culinary, Welding

3. Enroll and attend a High School Equivalency or English Language Acquisition Class.

4. Schedule your exam at www.ged.com or hiset.ets.org

HSE Class locations:
- Beaufort County Campus
  - HSE Prep: Mon-Thurs 8:30am-11:30am
  - Orientation & Placement Testing: Tues & Thurs 5:00pm-8:00pm
  - Hazel Guilford Mem. Library (524 Main St, Aurora): Mon & Wed 6:00pm-9:00pm
  - Hyde County Davis Center: Tues & Thurs 6:00pm-9:00pm
  - Washington County Center (100 NC Hwy 32 N, Roper): Mon-Wed 9:00am-1:00pm

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 $75.
- Retake the test up to two times for free.

Sign up online to test with either Pearson Vue’s GED Test or ETS HiSET Test. Payments with a prepaid debit or VISA are completed online by the student. Print and save your receipt for your records. Report to Testing Center in BCCC Bldg. 9, Room 927 15 minutes prior to testing admission. Provide a governmental form of identification. Provide Parent/Guardian notarized petition if between sixteen and eighteen years of age. Available at https://tinyurl.com/bccconotarizedpetition.

High School Equivalency Testing Dates

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<th>Date</th>
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<td>Dec 3, 4</td>
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</table>

Contact us:
- Penelope Radcliffe, Director of College and Career Readiness: 252.940.6298, penelope.radcliffe@beaufortccc.edu
- Sandy Berry, Admissions & Assessment Specialist: 252.940.6325, sandy.berry@beaufortccc.edu
- Bobbie Lewis, Chief HSE Examiner: 252.940.6209, bobbie.lewis@beaufortccc.edu
To be eligible for this up to $500 scholarship, a student must:

- be in good standing with the Beaufort County Community College Business Office.
- demonstrate financial need.
- be enrolled in a short-term training program that leads to a state-regulated or industry-recognized credential that is offered through Continuing Education.

There will be up to 10 High School Equivalency Testing Scholarships awarded to College and Career Readiness students each academic year. To complete an online application, go to the website on the facing page. http://tinyurl.com/bcccfinancialassistance

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

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

To complete an online application, go to the website on the facing page.

To be eligible for this scholarship, a student must:

- be in good standing with the Beaufort County Community College.
- demonstrate financial need.
- be enrolled in a short-term Continuing Education program that leads to an industry-recognized credential.

This scholarship can be used for high school equivalency testing. To complete an online application, go to the website on the facing page.

To be eligible for this scholarship, a student must:

- be in good standing with the Beaufort County Community College Business Office.
- demonstrate financial need.
- be enrolled in a short-term Continuing Education program that leads to an industry-recognized credential.

This scholarship can be used for high school equivalency testing. To complete an online application, go to the website on the facing page.

To be eligible for this scholarship, a student must:

- be in good standing with the Beaufort County Community College.
- demonstrate financial need.
- be enrolled in a Culinary Arts Workforce Program offered by BCCC Continuing Education.

One scholarship offered each semester. To complete an online application, go to the website on the facing page.

To be eligible for this scholarship, a student must:

- be in good standing with the Beaufort County Community College Business Office.
- demonstrate financial need.
- be enrolled in a short-term training program that leads to a state-regulated or industry-recognized credential that is offered through Continuing Education.

One scholarship per academic year. To complete an online application, go to the website on the facing page.

To be eligible for this scholarship, a student must:

- be in agricultural, fire & rescue or emergency medical services training program that leads to a state-regulated or industry-recognized credential that is offered through BCCC.

Established in honor of Reid Sasnett, who was a student at Pungo Christian Academy. To complete an online application, go to the website on the facing page.
SECU Foundation Scholarship

To be eligible for Bridge to Career Cohort program, a student must:

• be a US citizen and a North Carolina Resident
• be unemployed or under-employed, members of the NC National Guard, military veterans and spouses, or underserved populations in a specific workforce sector or area
• be enrolled in a short-term training program (96 hours or more) that leads to state-regulated or industry-recognized credential in Advanced Manufacturing Institute, CDL, or HVAC (levels 1, 2, or 3)
• not be a director, employee, or family member of an employee of State Employees’ Credit Union or the SECU Foundation.

NCWorks
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
ADULT/DISLOCATED WORKER PROGRAM

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

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

NCWorks
FINANCIAL ASSISTANCE & SCHOLARSHIPS

Look for this logo next to classes for scholarship-eligible or fee-waived classes. These classes may be free for students who qualify. For more information regarding any of these scholarships, please contact Sara Watson at (252) 940-6311 or sara.watson@beaufortccc.edu. To complete an online application for these scholarships go to: www.beaufortccc.edu/continuing-education/general-information/financial-assistance

DEFENSIVE DRIVING

Defensive Driving-DDC-4

Credential: DDC-4, NC Safety & Health Council

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

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CCP WORKFORCE PATHWAYS FOR HIGH SCHOOL STUDENTS

Career & College Promise Workforce Pathways

Employers in today's workforce are facing a skills gap; they need trained and qualified workers to fill a variety of positions in the medical, home repair and transportation fields. The Career and College Promise (CCP) Workforce Pathways are designed for eligible high school juniors and seniors to earn industry-recognized credentials while still in high school for FREE! This innovative statewide program has helped high school students work toward college degrees, and now it is open to students who want to go into technical fields. Students will be responsible for purchasing textbooks and paying local course fees associated with the course. CCP Workforce Pathway courses do count for high school credit towards graduation requirements.

- Earn FREE industry-recognized credentials while completing a high school diploma.
- Remain a part of your high school student body and participate in athletics, clubs and activities along with your high school classmates.
- CCP classes will be presented on our campus or on-line.

Interested? Contact your high school counselor. Or visit beaufortccc.edu/continuing-education/career-and-college-promise

These pathways are available at Beaufort County Schools and Washington County Schools:

- Emergency Medical Technician (EMT)
- Heating, Ventilation & Air Conditioning (HVAC) Technician
- Commercial Driver’s License (CDL) Truck Driving
- Phlebotomy Technician
- Pharmacy Technician (only available at Beaufort County Schools)
- Nurse Aide
- Small Engine Repair

CUSTOMIZED TRAINING

The mission of the Customized Training Program (CTP) is to help businesses in Beaufort, Hyde, Tyrrell, and Washington Counties 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 Customized Training & Apprenticeships, at 252.940.6311.

- Specialized training offered at no cost to fit the needs of your industry with flexible scheduling.
- Customized courses can be held at BCCC or at the business/industry location.

Youth Apprenticeship

Geared toward 11th and 12th grade students, the pre-apprenticeship program teaches basic technical and job-readiness skills for a designated occupation leading to possible entry into a registered apprenticeship program. The pre-apprenticeship program involves classroom instruction and work-site visits, job-shadowing, or on-the-job training.

Apprenticeship Beaufort County

This combination of on-the-job training and classroom instruction prepares participants for careers with local industry partners. Upon successful completion of the apprenticeship program, the Apprentice qualifies for industry recognized “journeyman” credentials in a skilled trade and an academic credential from BCCC. Apprentices have opportunities to begin professional careers in a variety of advanced manufacturing fields including Injection Molding Technician, Production Process Technician, Welding Technician, and Maintenance Technician.

Benefits of an Apprenticeship program include:

- Paid employment during training with progressive wage increases
- Obtainment of a BCCC academic credential that provides credit towards an AAS degree
- Industry recognized journeyman credentials at both the state and federal level

If you are a business interested in registering as a sponsoring apprenticeship organization, please call 252-940-6311 or visit https://tinyurl.com/bcccapprenticeships for more info.
ENGINE REPAIR Fall 2019

Power Trains, Hydraulics, and Electrical Systems
This class focuses on the principles of power trains, hydraulic systems, and electrical systems and how to diagnose and test problem areas. Students will learn the principles of each system and the components included while applying the knowledge through hands-on labs. Knowledge of these systems can be used to diagnose problems, perform preventative maintenance, and repair issues in a variety of off-road vehicles and vehicles. The textbooks for this class include the John Deere Power Trains textbook 8th ed. (ISBN: 978086691379-9) as well as the John Deere Electronic and Electrical Systems textbook 10th ed. (ISBN: 9780866914192). These books are available at the BCCC bookstore and can be purchased at Quality Equipment, LLC. Contact Quality Equipment, LLC at (252) 946-0267. Students will have the opportunity to test for the Equipment & Engine Training Council (EETC) Drivelines, Mechanical Systems, and Electrical exams in addition to the class. Each EETC exam will separately cost $50.00. Retesting fees are separate. Register & pay online.

Small Engine Mechanic
Credential: Two Stroke Engine, Four Stroke Engine, Compact Diesel Engine (Completion of all three qualify individual as an EETC Engine Technician); Equipment & Engine Training Council (EETC)
The small engine mechanic course explores the principles of small gasoline engine design, construction, and operation. It also presents a detailed overview of small engine maintenance, troubleshooting, rebuilding, and repair. The course also covers the design, construction, operation, diagnosis, service, and repair of both mobile and stationary diesel engines. Content relates to on- and off-road vehicles, and industrial applications. Students will need to purchase the Small Gas Engine (ISBN: 978-1-63126-390-3) and the Diesel Technology (ISBN: 978-1-61960-832-0) textbooks for class. Students will have the opportunity to test for the Equipment & Engine Training Council (EETC) Drivelines, Mechanical Systems, and Electrical exams in addition to the class. Each EETC exam will separately cost $50.00. Retesting fees are separate. Register & pay online.

MANUFACTURING Fall 2019

OSHA 10
Credential: OSHA 10 Pocket Card; Occupational Safety and Health Association (OSHA)
This 10-hour course is designed to provide participants with the basic skills and knowledge necessary to recognize workplace hazards in an industrial, service, or business setting. The program consists of Introduction to OSHA and the OSH Act, Health and Safety Management Systems, OSHA Recordkeeping, Bloodborne Pathogens, Permit Required Confined Spaces, Welding, Hand and Power Tools, Walking/Working Surfaces, Hazard Communication, Personal Protective Equipment, Exit Routes and Fire Protection, Electrical Safety, Machine Guarding, Lockout, Powered Industrial Trucks, Industrial Hygiene, Hearing Conservation, and Respirator Protection and leadership skills. Several of these topics are mandatory, while others are elective. The course is taught in two 5-hour sessions. The price for this class includes a $70.00 registration fee and a $8.00 OSHA Card fee. Classes are available upon request for by contacting Sara Watson; Director of Customized Training at (252) 940-6311 or Justin Rose; Director of Industry Training at (252) 940-6262.

Lean Manufacturing / Six Sigma
This is a 2-day, 16-hour, course that provides a basic understanding of lean practices. It is designed to show students how to work together in a team effort to improve performance and minimize waste and cut costs in the manufacturing process. The principles of waste elimination and variation control are used in a wide variety of manufacturing settings. Classes are available upon request by contacting Sara Watson; Director of Customized Training at (252) 940-6311 or Justin Rose; Director of Industry Training at (252) 940-6262.

Advanced Manufacturing Institute
Credential: OSHA 10, Occupational Health & Safety Administration; Lean Six Sigma Yellow Belt; Working Smart
This course is designed to help anyone looking for employment in manufacturing to earn credentials, develop knowledge, and skills that are desired in the manufacturing industry. The class will provide OSHA 10 safety training and certification, Yellow Belt training and certification, basic math, problem solving and Working Smart training and certification (includes training in self-awareness, self-management, work ethic, communication and problem-solving skills.). At the end of the course there will be a meet and greet with local manufacturing companies. Register & pay online.
HVAC: Basic Refrigeration and Charging Procedures  
**Credential: ESCO Institute; Basic Refrigeration and Charging Procedures**
This course will cover information concerning refrigerant pressures, states and conditions, and how they apply to the refrigeration system. Additionally, information concerning vapor pressures, sub-cooling, superheat, saturation, latent heat, and sensible heat will be explained and applied to the refrigeration cycle. Basic system components, their functions and applications are included. The textbook for this class is the Basic Refrigeration and Charging Procedures manual (ISBN: 1-930044-13-5) from the ESCO Institute and is available in the BCCC bookstore and Amazon.com. Students will have the opportunity at the end of class to sit for the ESCO Institute exam for Basic Refrigeration and Charging. Students will log into www.escotesting.com on the night of testing and pay a $15.00 test fee separate from their registration fee. Test fees are subject to change per ESCO Institute. [Register & pay online.]

8:00am-5:00pm  Sat  Oct 5  Fee: $75  8 hrs.  34546  BCCC 8-822

HVAC: Heating, Ventilating, and Air Conditioning Level 1  
**Credential: Core & Level 1 HVAC, NCCER**

6:00pm-9:00pm Mon & Thurs Aug 5-Dec 2  Fee: $186.25  96 hrs  34037  BCCC 11-14 & 7-701

HVAC: Heating, Ventilating, and Air Conditioning Level 2  
**Credential: EPA Section 608, ESCO Group/Level 2 HVAC, NCCER**
This course will continue building upon the skills learned while taking the HVAC Level 1 class. This course will focus on Alternating Current, Compressors, Refrigerants and Oils, Leak Detection Evacuation Recovery and Charging, Metering Devices, Heat Pumps, Basic Maintenance, Chimneys Vents and Flues, Sheet Metal Duct Systems, Fiberglass and Fabric Duct Systems, Commercial Airside Systems, Air quality Equipment, and Introduction to Hydronic Systems. The textbooks include the NCCER HVAC Level 2 Trainee Guide 5th ed. (ISBN: 978-0-13-518512-4) and is available in the BCCC bookstore and Amazon.com. Students will have the opportunity at the end of class to sit for the EPA Section 608 exam. Students will log into www.escotesting.com on the night of testing and pay a $25.00 test fee separate from their registration fee. Test fees are subject to change per ESCO Institute. [Register & pay online.]

6:00pm-9:00pm Mon & Tues Aug 4-Nov 26  Fee: $186.25  96 hrs  34038  BCCC 11-15 & 7 701

HVAC: Heating, Ventilating, and Air Conditioning Level 3  
**Credential: Employment Ready (System Diagnostic and Troubleshooting), ESCO Group/Level 3 HVAC, NCCER**
This course will continue building upon the skills learned while taking the HVAC Level 2 class. This course will focus on Fasteners, Hardware and Wiring Terminations, Control Circuit and Motor Troubleshooting, Troubleshooting Cooling, Troubleshooting Heat Pumps, Troubleshooting Gas Heating, Troubleshooting Oil Heating, Troubleshooting Accessories, Zoning, Ductless, and Variable Refrigerant Flow Systems, Commercial Hydronic Systems, Steam Systems, Retail Refrigeration Systems, and Customer Relations. The textbooks include the NCCER HVAC Level 3 Trainee Guide 5th ed. (ISBN: 978-0-13-518-510-0) and is available in the BCCC bookstore and Amazon.com. At the end of class, students can sit for an Employment Ready exam for System Diagnostics and Troubleshooting. Students will log into www.escotesting.com on the night of testing and pay a $25.00 test fee separate from their registration fee. Test fees are subject to change per ESCO Institute. [Register & pay online.]

6:00pm-9:00pm Tues & Thurs Aug 6- Nov 21  Fee: $186.25  96 hrs  34039  BCCC 7 703 & B7 701

Look for this logo for scholarship-eligible or fee-waived classes. These classes may be free for students who qualify.
TRANSPORTATION

CDL Truck Driving (Hybrid Class)

Credential: Commercial Driver's License

The Truck Driver Training program will train students to drive a Class - A combination vehicle and prepare students for their pre-trip inspection, off road skills test and the road driving test, which are all components of the NCDMV Commercial Driver License (CDL) exam. Funding assistance may be available through your local NCWORKS Center (formerly known as Job Link) and through scholarships available with State Employees Credit Union, BCCC Foundation and Golden Leaf.

This program is an online hybrid program, which involves weekly-required online assignments apart from weekly on-campus driving on the weekends. This course will include an emphasis on log truck driving with the potential to pursue post-course employment with a local logging company. This program is made possible through partnerships with Golden Lead Foundation, NCDOT, Weyerhaeuser, Alligood's Garage and locally owned insurance groups. Books are available in the BCCC bookstore (book prices are subject to change by the publisher).

Prerequisites: Valid NCDMV Class-A permit, valid DOT medical card, and a negative DOT drug screen (within 30 days of test date).

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Start Date</th>
<th>Fee</th>
<th>Credit Hours</th>
<th>Course Number</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDL Truck Driving (Hybrid Class)</td>
<td>Nov 15-Oct 13</td>
<td>$75</td>
<td>8</td>
<td>BCCC7 705</td>
<td>BCCC 3 110</td>
</tr>
</tbody>
</table>

Pilot Car Initial Certification & Renewal

Credential: Pilot Car Endorsement, NC Division of Motor Vehicles

This course is required for those who wish to escort large vehicles. 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. Register & pay online.

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Start Date</th>
<th>Fee</th>
<th>Credit Hours</th>
<th>Course Number</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pilot Car Initial Certification &amp; Renewal</td>
<td>Oct 15-Feb 26</td>
<td>$70</td>
<td>8</td>
<td>BCCC 8 828</td>
<td>BCCC 2 108</td>
</tr>
</tbody>
</table>

NC Vehicle Safety Inspection

Credential: Pilot Car Endorsement, NC Division of Motor Vehicles

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

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Start Date</th>
<th>Fee</th>
<th>Credit Hours</th>
<th>Course Number</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>NC Vehicle Safety Inspection</td>
<td>Oct 15-Dec 13</td>
<td>$70</td>
<td>8</td>
<td>BCCC 8 828</td>
<td>BCCC 2 108</td>
</tr>
</tbody>
</table>

Forklift Training

Credential: Forklift Wallet Card, National Safety Council

This class is 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 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 sold in the BCCC Bookstore. Register & pay online.

<table>
<thead>
<tr>
<th>Course Description</th>
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<th>Fee</th>
<th>Credit Hours</th>
<th>Course Number</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forklift Training</td>
<td>Oct 15-Dec 13</td>
<td>$72.5</td>
<td>8</td>
<td>BCCC 11 15</td>
<td>BCCC 3 110</td>
</tr>
</tbody>
</table>

COMPUTER & INFORMATION TECHNOLOGY

HRD: Microsoft Digital Literacy Certificate

Credential: Digital Literacy Certificate, Microsoft

The Digital Literacy Course is for anyone with basic reading skills who want to learn the fundamentals of using digital technologies. Learners who complete the curriculum will understand basic computing concepts and skills, and earn a Microsoft Digital Literacy Certificate. Students will learn how to create, edit, and save MS Word documents. Microsoft Excel covers how to store, organize, and analyze information in spreadsheets. This Certificate is a stackable credential for employment. Fee waived for those who qualify.

<table>
<thead>
<tr>
<th>Course Description</th>
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<th>Fee</th>
<th>Credit Hours</th>
<th>Course Number</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRD: Microsoft Digital Literacy Certificate</td>
<td>Oct 15-Oct 17</td>
<td>$70/free</td>
<td>8</td>
<td>BCCC 8 823</td>
<td>BCCC 3 110</td>
</tr>
</tbody>
</table>

Introduction to Microsoft Outlook

This course will introduce students to the Microsoft Outlook 2016 platform including all of the basic features and functions necessary day-to-day use. The focus will be on the user interface, using the Ribbon, message composition and navigation, editing, and calendar usage. Register & pay online.

<table>
<thead>
<tr>
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<th>Fee</th>
<th>Credit Hours</th>
<th>Course Number</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Microsoft Outlook</td>
<td>Oct 15-Nov 7</td>
<td>$75</td>
<td>24</td>
<td>BCCC 3 116</td>
<td>BCCC 3 116</td>
</tr>
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</table>

Introduction to Google Drive

Have an out of date Microsoft software or tired of paying for Microsoft software? Use a FREE, comparable software at your fingertips; Google Docs! In this class you will learn how to use Google Drive, which gives you access to a suite of tools that allows you to create and edit a variety of files, including documents, spreadsheets, and presentations. Register & pay online.

<table>
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<th>Credit Hours</th>
<th>Course Number</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Google Drive</td>
<td>Nov 12-Dec 10</td>
<td>$75</td>
<td>24</td>
<td>BCCC 3 116</td>
<td>BCCC 3 116</td>
</tr>
</tbody>
</table>

View courses online at beaufortccc.edu and click on Our Programs, Continuing Education. Phone 252.940.6375 11
REAL ESTATE

Pre-License Real Estate

**Credential: NC Real Estate Licence, NC Real Estate Commission**

This 10 week course is required to satisfy the educational requirements for a provisional broker and is designed to prepare you to pass the real estate license examination administered by the NC Real Estate Commission. Topics include basic real estate principles and practices, law and contracts, financing, closing valuation, fair housing and real estate laws. Book available in campus bookstore.

1:20pm-4:00pm  Tues & Wed  Aug 20-Oct 22  Fee: $180.00  75 hrs  34067  BCCC 8 822

Real Estate - General Update

This four-hour mandatory course satisfies the continuing education requirements required by the NC Real Estate Commission. The General Update course is developed by the NC Real Estate Commission each year.

9:00am-1:00pm  Mon  Nov. 4  Fee: $50  4 hrs.  34602  BCCC 8 828
5:30pm-9:30pm  Tues  Nov. 5  Fee: $50  4 hrs.  34599  BCCC 8 828

Real Estate - Broker in Charge Update

This four-hour mandatory course satisfies the continuing education requirements required by the NC Real Estate Commission. The Broker in Charge update course is developed by the NC Real Estate Commission each year.

9:00am-1:00pm  Mon  Nov. 18  Fee: $50  4 hrs.  34601  BCCC 8 829
5:30pm-9:30pm  Wed  Nov. 13  Fee: $50  4 hrs.  34600  BCCC 8 829

Real Estate - Elective

This elective will satisfy the 4-hours of continuing education required by the NC Real Estate Commission. The book is available in the bookstore.

1:30pm-5:30pm  Mon  Nov. 4  Fee: $50  4 hrs.  34603  BCCC 8 828
5:30pm-9:30pm  Thurs  Nov. 7  Fee: $50  4 hrs.  34598  BCCC 8 829

Real Estate Post-Licensing: Contracts and Closings


9:00am-2:00pm  Mon, Wed & Fri Aug. 19-30  Fee: $125  30 hrs.  34596  BCCC 8 828

BUSINESS

Notary Public

**Credential: Notary Public, NC State Notary Public Section**

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 website located at: https://www.sosnc.gov/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. Books will not be sold in class and should be purchased prior to class.

9:00am-4:00pm  Fri  Aug. 23  Fee: $70  6 hrs.  33320  BCCC 8 829
9:00am-4:00pm  Fri  Oct 4  Fee: $70  6 hrs.  34395  BCCC 8 829
9:00am-4:00pm  Fri  Dec 6  Fee: $70  6 hrs.  34396  BCCC 8 829

E-Notary

**Credential: E-Notary, NC State Notary Public Section**

All students must have a current state or federal issued picture ID upon arrival for class. This course is designed for instructional areas related to individuals who want to become commissioned as an electronic notary. Topics include legal, ethical and procedural requirements of the Notary Act set forth in the General Statute 10B Article 2. Upon completion of this course with a passing exam grade of 80%, a person is eligible to make application with the NC Secretary of State office. Individuals must have current notary commission to participate in E-notary training. Handbook available in the library. https://www.sosnc.gov/notary/

9:00am-12:00pm  Fri  Oct 11  Fee: $70  3 hrs.  34450  BCCC 8 829
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. 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&center=75030&subloc=0

### Small Business Center Core Curriculum

**Students who complete all five classes will receive a certificate of completion.**

#### How to Start a Small Business

This course is designed to answer questions like... 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?

David Mayo is the presenter.

- **6:00pm-8:00pm** Mon Aug 5  Fee: No Charge 2 hrs  BCCC 828
- **6:00pm-8:00pm** Mon Oct 14  Fee: No Charge 2 hrs.  BCCC 828

#### How to Write a Business Plan

Starting a small business is a huge step for anyone. This class will help students with the fundamentals of 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. It is key when it comes to seeking funds for a business.

- **6:00pm-8:00pm** Mon Aug 19  Fee: No Charge 2 hrs  BCCC 828
- **6:00pm-8:00pm** Mon Oct 28  Fee: No Charge 2 hrs.  BCCC 828

#### Marketing and Advertising for Your 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 David Mayo will teach low cost advertising/marketing strategies and methods, creating a marketing plan, scoring greater sales with current customers, and other “tricks” of the trade. MARKETING YOUR BUSINESS is a seminar you will want to be a part of and it is absolutely free!

- **6:00pm-8:00pm** Mon Sep 9  Fee: No Charge 2 hrs  BCCC 828
- **6:00pm-8:00pm** Mon Nov 4  Fee: No Charge 2 hrs.  BCCC 828

#### Financing Your Business

Starting your own business is part of the American dream. You’ve given this thought and sought advice. You are just about ready to begin. Then you ask yourself; how do I finance my business; who can give me good, solid, reliable advice; are there loans/grants available to assist me; what should I be aware of? The economy can be tough, so consider taking this course.

- **6:00pm-8:00pm** Mon Sep 23  Fee: No Charge 2 hrs  BCCC 828
- **6:00pm-8:00pm** Mon Nov 18  Fee: No Charge 2 hrs.  BCCC 828

#### Recordkeeping and Taxes for Small Business

Do you know your product or service upside down and backwards, BUT the numbers just drive you up the wall? Do you 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. Keith Kidwell is your presenter. You will learn… What makes your business thrive and grow? What is a CPA and when and how do you use them? How to understand financial statements. What your banker is looking for? What federal and state reports are required? If I made that much money, where is it?

- **6:00pm-9:00pm** Mon Oct 7  Fee: No Charge 3 hrs  BCCC 828
- **6:00pm-9:00pm** Mon Dec 9  Fee: No Charge 3 hrs.  BCCC 828

### Business Tax Essentials

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. Presenter will be NCDOR staff.

- **3:00pm-5:00pm** Thurs Aug 15  Fee: No Charge 2 hrs.  BCCC 828

### Disney Insider Secrets to Make Your Customer Experience Magical

Is customer service a priority for your business? It should be! Learn how to make the customer service experience “magical” from an “Ex-Disney” guy and “customer experience expert and coach”, John Formica. Learn Disney “insider” secrets!

- **2:00pm-5:00pm** Tues Aug 27  Fee: No Charge 3 hrs.  BCCC 828

Students who complete all five classes will receive a certificate of completion.
Ch-Ch-Changes (Managing change for current and prospective small business owners)

Market trends, shifts, and cycles all impact your business. In this class you can learn to identify types of change and determine your best response to stay in control of your business. Trends, Shifts, and Cycles are the changes you must watch as you build and grow your enterprise. In this session, we’ll review the positive and negative sides of change, how to track changes to make them easier to identify, and how to develop your best response. Jane Maulucci is presenter.

2:00pm-5:00pm  Thurs.  Sep 19  Fee: No Charge  3 hrs.  BCCC 8 828

Relationship Marketing for Small Business Owners

How to earn and maintain a steady flow of referrals to build and expand your business. Real relationship marketing is the foundation for building and expanding your business. It maximizes your social media and online presence. We love to buy but hate to be sold to. We love to recommend great places that help our friend but don’t like to be strong-armed. We love knowing we made a difference in someone else’s life but do not want to be used. This is what real relationship marketing is about. It is the foundation to build on. It maximizes your social media and online presence. It gives you a fierce competitive advantage. This training teaches you how to have an ongoing flow of referrals. If you ask the most successful businesses where they got their business from, a common answer is “referrals” but what specifically do they mean? What is the process of consistently getting referrals that lead to more business? In the classroom training, we will have activities and exercises to practice the skill taught in the class. Martin Brossman is presenter.

*If you are paying for referrals, it is paid marketing, not relationship marketing.

Learning Objectives: How to develop the skills and habits that dive the right type of referrals You will leave with the specific how-to to get more and higher quality referrals.Martin Brossman presenting.

2:00pm-5:00pm  Thurs.  Sep 26  Fee: No Charge  3 hrs.  BCCC 8 828

Customer Service for Your Business

Your Business depends upon repeat customers and great employees. Plenty of options are available as customers choose between big box stores, large companies, and your business. Customers decide to continue to do business with you based upon their experience with you and with your employees. As the Owner, how do you balance your time between training employees and handling customer requests without losing your bright and positive attitude? Tim Dannelly is presenter.

Topics include: Developing Solution Centered Thinking, How to say ‘NO’ and deliver bad news without being offensive; Positive ways to handle demanding customers; Ways of keeping, and instilling in employees, a winning attitude

3:00pm-6:00pm  Thurs.  Oct 3  Fee: No Charge  3 hrs.  BCCC 8 828

How to Price Your Product (for current and prospective small business owners)

How much should I charge for my product or service? Should I charge by hour or flat rate? Why does it seem like I’m losing money? If you’ve ever found yourself asking these questions about pricing, this workshop is for you. Pricing your product can be one of the most difficult parts of business. In this workshop students find out what determines the pricing of their products or services including cost of goods sold, price of competition, demand, how to find the break even point per product, and developing a pricing strategy. Renae Simon is presenter.

2:00pm-5:00pm  Thurs.  Oct 17  Fee: No Charge  3 hrs.  BCCC 8 828

But, I Hate Sales (for current and prospective small business owners)

If you have business and want to keep it, you have to do sales. This is a sales process for non-sales folks. The idea of sales makes you shudder because you think salespeople are shifty. That’s not true! A good salesperson is a great listener and a problem solver. The best sales people tune in to their prospects and find the right solutions at the right time. This workshop will give you a sales process that is easy, honest, and respectful. You’ll come away with an understanding of what it takes to be a successful sales person. Jane Maulucci is presenter.

2:00pm-5:00pm  Thurs.  Oct 24  Fee: No Charge  3 hrs.  BCCC 8 828

How a Small Business Owner Can be a Highly Effective Leader

Find out what it takes from a small business owner to be a good leader and identify leadership skills. We’ll discuss qualities of great leaders, what motivates people, as well as common mistakes that leaders make. Discover your unique leadership talents and how you can best use them within and outside of the work setting. Leave with a better understanding of yourself as a small business owner, the needs of those you lead and the qualities that make you a better leader. Emily Ballance is presenter.

2:30pm-5:30pm  Thurs.  Nov 14  Fee: No Charge  3 hrs.  BCCC 8 828

Getting the Most from Mobile Devices (Better Online Presence)

This class will cover top Mobile apps to be more productive in your business; communicating and reaching your customer with mobile; effective marketing and advertising on mobile devices; video and live streaming on your smartphone; and 52 free apps to market and manage your business. Martin Brossman is presenter.

2:00pm-5:00pm  Thurs.  Dec 5  Fee: No Charge  3 hrs.  BCCC 8 828

Look for this logo for scholarship-eligible or fee-waived classes. These classes may be free for students who qualify.
MOVE AHEAD AT WORK

Fall 2019

National Career Readiness Certification (NCRC) Testing

Credential: National Career Readiness Certificate, ACT

NCRC/Workkeys Testing is available to all individuals seeking to earn their NCRC. It is strongly recommended that students complete the NCRC Prep Class prior to sitting for the NCRC exam. Students should plan to arrive 15 minutes early. No late arrivals will be allowed in the testing room per ACT Testing Guidelines. Please bring a photo id. Cell phones and other items are not allowed in the testing room. Calculators, formula sheets and scratch paper will be provided for the Applied Math test. If paying for your assessments with cash, students must bring exact change. Meets in Building 8, Rm. 823. Pricing is as follows:


Tuesday 9:00am Testing Dates: 8/27, 9/10, 9/24, 10/8, 10/22, 11/5, 11/19, 12/3, 12/17
Thursday 5:00pm Testing Dates: 8/22, 9/5, 9/19, 10/3, 10/17, 10/31, 11/14, 12/5, 12/12

National Career Readiness Certification (NCRC) Prep Classes

Credential: National Career Readiness Certificate, ACT

This is a specialized course lab designed to assist individuals with earning their National Career Readiness Certification (NCRC). Students may enroll or join this class at any time. It is an open enrollment lab. NCRC is a nationally recognized portable credential that measures employability skills in three areas: Reading for Workplace Documents, Applied Math, and Graphic Literacy. Many companies either require or give preference to job applicants that have a NCRC. Fee Waivers for the registration fee are available for qualifying individuals. Individuals wishing to pursue their NCRC will pay a $39 testing fee at the time of testing. Students seeking to earn their NCRC are strongly recommended to participate in the NCRC Prep Class prior to sitting for the NCRC test. NCRC Lab dates:

2:00pm-4:30pm   Tues/Thurs   Aug 15-Dec 17   Fee: $75
5:00pm-7:30pm   Tues   Aug 20, Sept 3, Sept 17, Oct 1, Oct 15, Oct 29, Nov 12, Nov 26, Dec 10   B8 823

HRD: Income Maintenance Caseworker (Phase 1)

This course covers skills and strategies designed to provide employability skills training and career exploration for the role of Income Maintenance Caseworker with the Division of Social Services agencies. This course is Phase 1 of a two-phase program. Students MUST complete and pass this phase before enrolling in Income Maintenance Caseworker Phase 2. Students are required to earn their National Career Readiness Certification (NCRC) as part of the course requirements. Fee waivers are available for qualifying individuals.

6:00pm-9:00pm   Tues & Thurs   Sept 3-Oct 24   Fee: $125/free  48 hrs.  34428   BCCC8 822

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.

6:00pm-9:00pm   Mon & Wed   Sept 4-Oct. 28   Fee: $130.00  48 hrs.  34421   BCCC8 822

Request for WorkKeys CRC Test Scores

Have you tested, but misplaced your official score papers? Please visit myworkkeys.com directly to retrieve your personal test scores or call 1-800-967-5539.
SUBSTITUTE TEACHER TRAINING

This 24-hour course prepares individuals to substitute teach in the local school system. This course provides information on learning expectations, time management, monitoring student interaction, classroom management, and many other topics related to being a substitute. Textbooks are available in the BCCC bookstore. Books will not be sold in class.

- **5:00pm-9:00 pm, Mon-Wed**
  - Aug 19-Aug 28
  - Fee: $70
  - 24 hrs
  - 33890
  - BCCC8 829

- **5:00pm-9:00 pm, Tues/Thurs**
  - Sept 10-Sept 26
  - Fee: $70
  - 24 hrs.
  - 33892
  - BCCC8 829

**HRD: Resume/Interview Skills**

This course provides hands-on experience as the interviewer and the interviewee in a panel format. Students will develop strategies to effectively answer a variety of questions and learn what it takes to land a job offer. This course also covers resume organization and formatting, styles, and the role information technology plays in the job search in today’s marketplace. Students complete the class with a resume they can use, one that showcases their skills and experience and the interview skills needed to land a job. Fee waivers for the registration fee are available for qualifying individuals.

- **9:00am-1:00pm, Wed**
  - Nov. 6
  - Fee: $70/free
  - 4 hrs
  - 34582
  - BCCC8 823

**HRD: Pathway to Counseling/Human Services Careers**

The Pathway to Counseling/Human Services program will provide basic skills training in case management and substance abuse services. The program will highlight skills used in Counseling and Human Service careers such as: Counseling, Individual Needs Assessment, Documentation, Evaluation, Client Education, Coordination of Care Planning, Referrals, etc. At the completion of the session, students may decide to register for the Continuing Education program offered in Substance Abuse Counseling Preparation offered Fall Semester 2019.

- **6:00pm-9:00pm, Mon & Wed**
  - Sept 4-Sept 30
  - Fee: $70/free
  - 24 hrs.
  - 34610
  - BCCC8 823

**HRD: Pathway to Customer Service/Retail**

Credential: Customer Service and Sales Professional Credential, NRF Foundation

The pathway to Customer Service/Retail will provide training to help entry-level sales and services associates learn skills related to frontline work in retail (or any industry that values customer service and sales skills. This Certificate is a stackable credential for employment. Fee waived for those who qualify.

- **6:00-9:00pm, Tues & Thurs**
  - Oct 3-Oct 29
  - Fee $70/free
  - 24 hrs.
  - 34521
  - BCCC8 824

**HRD: Employability Skills Lab**

Come prepare yourself to meet the demands of business and industry. This bimonthly, drop-in lab will help students who are unemployed or seeking employment with employability skills. Students can complete modules and earn the eight state-recognized badges of employment. The student can take one or all of the modules to help with employment. Each course is available online. Prepare now to advance your career beyond the competition. Fee waived for those who qualify.

- **9:00am-1:00pm, Tues & Thurs**
  - Sept 17, Sept 19, Oct 8, Oct 10, Nov 12, Nov 14, Dec 10, Dec 12
  - BCCC8 823

**Are you ready for a new career? Our HRD classes will let you start getting introductory courses, at no cost to qualifying individuals, so that you can see if a new career is a good fit for you.**

Look for this logo for scholarship-eligible or fee-waived classes. These classes may be free for students who qualify.
HEALTHCARE  Fall 2019

Intro to Medical Billing and Coding
Certification: Professional Coder, Certified Billing and Coding Specialist
This course teaches students how to review medical documentation and assign codes according to documentation and coding guidelines. The course will include medical terminology, diagnostic coding (ICD-10), procedural coding (CPT), and HCPCS coding. Students will gain knowledge in reading and understanding insurance cards and fee schedules as well as how to file claims and post payments. Students will learn medical terminology, disease processes and pharmacology, as well as ICD-10 CM and CPT coding systems. This program will prepare students for the American Academy of Professional Coders (AAPC) Certified Professional Coder (CPC) Exam or the National Healthcareers Association (NHA) Certified Billing and Coding Specialist Exam (CBCS).
6:00-9:00pm  Tues & Thurs  Sept 17-Nov7  Fee: $130  48 hrs.  34658  B3 115

Pharmacy Technician
Credential: Pharmacy Technician, Pharmacy Technician Certification Board
Course is designed to prepare the student through classroom instruction to enter the pharmacy field as a Pharmacy Technician I. Core course concept is basic training in pharmacy and pharmacology. Student will complete 20 hours of shadowing at an assigned pharmacy during pharmacy hours. Upon satisfactory completion of the course, the student is encouraged to apply for certification with Pharmacy Technician Certification Board Exam.
Prerequisite: Career Readiness Certificate of a bronze or higher. Copy of certificate is due at time of registration along with a copy of a High School diploma or High School Equivalency. Funding assistance may be available through NC Works. Interested persons must apply to the NC Works office in their home county.
6:00pm-9:00pm  Tues-Thu  Aug 21-Nov 20  Fee: $194.25  140hrs  34499  BCCC 3 113

Pharmacy Technician-HYBRID
Credential: Pharmacy Technician, Pharmacy Technician Certification Board
Course is designed to prepare the student through classroom instruction to enter the pharmacy field as a Pharmacy Technician I. Core course concept is basic training in pharmacy and pharmacology. Student will complete 20 hours of shadowing at an assigned pharmacy during pharmacy hours. Mandatory attendance on first night. Upon satisfactory completion of the course, the student is encouraged to apply for certification with Pharmacy Technician Certification Board Exam.
Prerequisite: Career Readiness Certificate of a bronze or higher. Copy of certificate is due at time of registration along with a copy of a High School diploma or High School Equivalency. Funding assistance may be available through NC Works. Interested persons must apply to the NC Works office in their home county.
6:00pm-9:00pm  Every other Mon (First Mon mandatory)  Aug 19-Nov 25  Fee: $194.25  142hrs  34500  BCCC 3 113

EKG Technician
Credential: EKG Technician, American Society of Phlebotomy Technician
96 hour certificate course to prepare the student to enter the medical field as an EKG Technician and to earn their certification through the American Society of Phlebotomy Technician, ASPT. Instruction on anatomy and physiology of the heart, including the electrical conduction system. Course covers the cardiac cycle, common artifacts, and cardiac terminology. The student will learn skills to identify and prepare patients for correct lead placement, as well as mount and properly run an ECG.
Prerequisite: Career Readiness Certificate of a bronze or higher. Copy of certificate is due at time of registration along with a copy of a High School diploma or High School Equivalency.
5:00pm-9:00pm  Mon Wed  Aug 28-Nov 25  Fee: $185.00  96 hrs  34480  BCCC 12 1212

View courses online at beaufortccc.edu and click on Our Programs, Continuing Education. Phone 252.940.6375
Phlebotomy

Credential: Phlebotomist, American Society of Phlebotomy Technician/ Working Smart, CharlotteWorks

244 hour certificate course consisting of theory, lab and clinical experiences, which prepares the student to enter the medical field as a phlebotomist in various settings. Core course concept is instruction on how to safely and competently perform venipunctures. After successful completion of the course, student is encouraged to test for their certification as phlebotomist. Student will earn a Working Smart credential: soft skills for workplace success while enrolled in the program.

Prerequisite: Career Readiness Certificate of a bronze or higher. Copy of certificate is due at time of registration along with an official copy of a High School diploma or High School Equivalency

Costs: *uniform-$105.00, *2 step TB skin test-$60, Castle Branch-$85, certification exam-$90-115 (*approx. cost)

Requirements:
- Competently perform successful venipunctures in the lab setting
- 95 hours of clinical Monday-Friday during hours of operation for clinical facility
- Uniform: navy blue scrub top and pewter gray pants to be worn daily while in class, lab and clinical. Top and mid-length lab coat embroidered with BCCC in royal blue. White closed toe/heel shoes
- SS Card and current valid driver license/government form of ID with photo, Background check, drug screen, immunization upload to Castle Branch $85. Must be completed within 30 days of first day of class.

https://portal.castlebranch.com/BK50


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

9:00 am-4:00 pm  Mon Wed  Aug 19-Dec 11  Fee: $199.25  244 hrs  BCCC 12 1212/1218

Nurse Aide I

Credential: Nurse Aide I, NC Dept of Health Service Regulation

This course consists of theory, lab and clinical experiences, which prepares the student to provide personal care and basic nursing skills. Course content includes but is not limited to: role of the nurse aide, infection control, communication, and resident’s rights. Upon satisfactory completion of course, student is eligible to apply for North Carolina State Certification Examination. Successful completion of state exam is required to be listed on the North Carolina Nurse Aide I Registry.

Prerequisite: Career Readiness Certificate of a silver or higher


Requirements: Uniform: white scrub top and navy blue pants to be worn daily while in lab and clinical. (scrub top and white mid- length lab coat embroidered with BCCC in royal blue) white closed toe/heel shoes, SS Card and current valid driver license/government form of ID with photo, background check, drug screen with Castle Branch $65. Must be completed within 30 days of first day of class.

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

9:00 am-5:30 pm  Fri Aug 16-Nov 29  Fee: $194.25  160 hrs  BCCC12 1212

9:00am-5:30 pm One Sat per month

4:00pm-8:30pm  Tues & Thurs  Aug 15-Dec 5  Fee: $194.25  160 hrs  BCCC12 1212

9:00am-1:00pm One Sat per month

Registered Medical Assistant-Hybrid Part 1

Credential: Registered Medical Assistant, American Medical Technologists

Registered Medical Assistant is a 720 course that prepares individuals to provide administrative and medical duties in a clinic. The course divided into two parts. Part 1 consists of 360 hours of instructional time to learn administrative, clerical and clinical skills.

Prerequisite: Career Readiness Certificate of a bronze or higher and High School diploma or High School Equivalency.

Textbook: Comprehensive Medical Assisting Bundle - ISBN 9780357477625

9:00am-6:00pm  Mon Aug 19-Feb 24  Fee: $185.00  360hrs  BCCC 8 826
HEALTHCARE

Nurse Aide II

Credential: Nurse Aide II, North Carolina Board of Nursing
This course consists of theory, lab and clinical experiences, which prepares the student to provide complex nursing skills for patients or residents. Upon satisfactory completion of course, student is eligible for listing as a NAII with the North Carolina Board of Nursing.

Prerequisite: Current Nurse Aide I license and a high school diploma or equivalency


Requirements: Uniform: white scrub top and navy blue pants to be worn daily while in lab and clinical. (scrub top and white mid-length lab coat embroidered with BCCC in royal blue) white closed toe/heel shoes, SS Card and current valid driver license/government form of ID with photo, Background check, drug screen, immunization upload to Castle Branch $85. Must be completed within 30 days of first day of class. https://portal.castlebranch.com/BK50


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

9:00am-1:00pm Tue-Thurs Aug 15- Dec 4 Fee: $199.25 190hrs 34438 BCCC 12 1212
Clinical hours 9:00am-3:30pm Tues & Thurs

Medication Aide for Long-Term Care Facility

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

Prerequisite: Current NA I license with no substantiated findings and a high school diploma or equivalency

Additional Costs: state exam-$55

Additional Requirements: Attendance for all 24 hours, 90 or greater on the final written exam, Current NC Aide certificate, SS Card and current valid driver license/government form of ID with photo.

Textbook: Medication Administration

5:00pm-9:00pm Tue, Thu Oct 8-10 Fee: $70 24 hrs 34481 BCCC 12 1218
9am-6pm Sat Oct 12-19

BLS CPR for Healthcare Provider

Credential: BLS CPR for Healthcare Providers, American Heart Association
American Heart Association BLS CPR and AED Training for the healthcare professional. This course provides training to recognize life-threatening emergencies, provide chest compressions with ventilations and use of an AED. Course provides BLS skills practice and testing along with a written exam.


5:30 pm-9:30 pm Wed Sept 4 Fee: $45 4 hrs 34231 BCCC 8 826
5:30 pm-9:30 pm Wed Oct 16 Fee: $45 4 hrs 34232 BCCC 8 826
5:00am-1:00pm Sat Sept 7 Fee: $45 4 hrs 34253 BCCC 8 826

Heartsaver CPR/AED

Credential: Heartsaver CPR/AED, American Heart Association
American Heart Association Heartsaver CPR/AED course is for the general public. The course provides training and skills practice in adult, child, and infant CPR and AED use.

Textbook: Heartsaver First Aid CPR AED Student Workbook (ISBN 9781616690175)

9:00am-1:00pm Sat Nov 2 Fee: $45 4 hrs 34229 BCCC 8 826
5:30pm-9:30pm Wed Oct 23 Fee: $45 4 hrs 34228 BCCC 8 826

Look for this logo for scholarship-eligible or fee-waived classes. These classes may be free for students who qualify.
FIREARMS

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

<table>
<thead>
<tr>
<th>Time</th>
<th>Date</th>
<th>Fee</th>
<th>Hrs</th>
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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.

<table>
<thead>
<tr>
<th>Time</th>
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FIRST RESPONDER

Emergency Medical Technician (Hybrid)
Credential: EMT, NC Office of Emergency Medical Services
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.

<table>
<thead>
<tr>
<th>Time</th>
<th>Date</th>
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Community Paramedicine (CP-C)
Credential: Community Paramedic, International Board of Specialty Certification
This course is open to current paramedics with a minimum of 1 year field experience and will follow the guidelines established by the International Board of Specialty Transport as well as guidelines set by NCOEMS when developed. This course is a blended course that has weekly online assignments and will meet two Saturdays for guest lectures and skills review/assessment. Upon completion of this course you should have the base knowledge needed to take and pass the national CP-C exam. The text for this course is the Community Health Paramedicine by AAOS, ISBN 978-1-284-04096-8.

<table>
<thead>
<tr>
<th>Time</th>
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</table>

Online FP-C/CCP-C Review Course
Credential: Certified Critical Care Paramedic & Certified Flight Paramedic, International Board of Specialty Certifications
This course covers the material to prep current Paramedics for the FP-C or CCP-C credentialing exam administered through Board of Critical Care Transport Paramedic Certification. The course also serves as continuing education credit for current credentialed FP-C, CCP-C, and other critical care providers. This course uses the 2nd Edition Critical Care Transport by AAOS, ISBN 978-1-284-04099-9.

<table>
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<tr>
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Online Anatomy and Physiology for Paramedics
This course provides a basic study of the structure and function of the human body. The curriculum for Anatomy and Physiology meets the North Carolina Office of Emergency Medical Services Anatomy & Physiology requirement for initial paramedic courses. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principals of A&P. This course is 100% online and students are required to preregister prior to the start date. This course uses the Anatomy and Physiology for Health Professions 3rd Edition with the Navigate 2 Advantage Access Code; ISBN 978-1-284-151978.

<table>
<thead>
<tr>
<th>Time</th>
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<th>Fee</th>
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<th>Class Code</th>
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</table>
EMT to Paramedic
This course follows the guidelines established by the North Carolina Office of Emergency Medical Services and consists of online and classroom instruction that will educate the EMT to prepare for the North Carolina Paramedic Certification exam. Students will be required to attend one day of classroom instruction each week as well as some Saturday classes on the BCCC Campus. Interested students are asked to schedule an appointment with the BCCC EMS Programs Director to review pre-requisites along with cost and course expectations prior to registering. The next class is expected to start December 3 with times and dates to be determined. Call for more details!

To receive email updates regarding upcoming classes and events in the BCCC EMS Training Program, subscribe now at http://www.tinyurl.com/bcccems.

Emergency Services Exploring
Cost to join: $34.00 (scholarships available) Activities will include Exploring overview, Finger Printing, Fire Extinguishers, Hands only CPR and much more! Additional information on Exploring is available at https://www.exploring.org/about-us/ Please contact Mr. Mark Nelson, Vice President of Administration Services, to inquire about joining Emergency Services Exploring! at (252) 940-6213

Fire Academy
Credential: Firefighter, NC Office of State Fire Marshall (OSFM)
We will be holding our Fire Academy starting on January 6, 2020. There will be informational meetings on September 9, October 1, and November 4 at 6:30pm in Building 10-0027 to get all essential paperwork so that we will be able to start on January 6. Classes are held Monday through 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, contact (252)940-6363 or johnny.williams@beaufortccc.edu.

Fire Service Training
Beaufort County Community College uses NC OSFM qualified fire instructors to teach classes throughout our four-county service area. As well we offer Emergency Management training classes with instructors from all over the state so that you receive the best possible. This training is offered in a flexible and adjustable schedule to meet your department’s needs. Offerings include, but are not limited to, Firefighter, HazMat, Driver/Operator, and other specialty programs approved by the state. These classes can be taught on our campus or at your local department. Classes are also available to be taught at local business and industries to meet current safety regulations. If you have any questions about a class or wish to schedule one, please feel free to contact Johnny Williams, Fire and Emergency Management Director at (252)940-6363 or johnny.williams@beaufortccc.edu.

To receive our monthly newsletter with the latest on upcoming classes, please visit http://tinyurl.com/bcccfire-em to subscribe.

ONLINE LEARNING ANYTIME, ANYWHERE...JUST A CLICK AWAY!
ADVANCED CAREER TRAINING COURSES
Prepare for employment in some of today’s hottest careers with a comprehensive, affordable, and self-paced Advanced Career Training online courses. You can begin these courses at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.
Course Categories:
Business and Professional
Management and Corporate
Microsoft Office
IT and Software Development
Media and Design
Skilled Trades and Industrial

Look for this logo for scholarship-eligible or fee-waived classes. These classes may be free for students who qualify.

View courses online at beaufortccc.edu and click on Our Programs, Continuing Education.
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!

<table>
<thead>
<tr>
<th>ACCOUNTING &amp; FINANCE</th>
<th>BUSINESS</th>
<th>COLLEGE READINESS</th>
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<tr>
<td>Accounting Fundamentals</td>
<td>Fundamentals of Supervision &amp; Mgmt</td>
<td>Everyday Math</td>
</tr>
<tr>
<td>Introduction to Quickbooks 2014</td>
<td>Administrative Asst Fundamentals</td>
<td>Introduction to Statistics</td>
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<tr>
<td>Performing Payroll in Quickbooks 2014</td>
<td>Mastery of Business Fundamentals</td>
<td>Introduction to Algebra</td>
</tr>
<tr>
<td>Quickbooks for Contractors 2014</td>
<td>Writing Effective Grant Proposals</td>
<td>Human Anatomy &amp; Physiology I</td>
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<tr>
<td>Introduction to Peachtree Acct 2014</td>
<td>Nonprofit Fundraising Essentials</td>
<td>Introduction to Chemistry</td>
</tr>
<tr>
<td>Introduction to Crystal Reports</td>
<td>Achieving Success with Difficult People</td>
<td>Introduction to Biology</td>
</tr>
<tr>
<td>Personal Finance</td>
<td>Understanding the HR Function</td>
<td>Introduction to Technical Writing</td>
</tr>
<tr>
<td>Real Estate Investing</td>
<td>Creating a Successful Business Plan</td>
<td>GRE Preparation – Part I</td>
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<tr>
<td>Stocks, Bonds, &amp; Investing: Oh My!</td>
<td>Customer Service Fundamentals</td>
<td>GRE Preparation – Part II</td>
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<tr>
<td>Where does all my money go?</td>
<td>Start a Pet Sitting Business</td>
<td>GMAT Preparation</td>
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<tr>
<td>Keys to Successful Money Mgmt</td>
<td>Start Your Own On-line Business</td>
<td>Prepare for the GED® Math Test</td>
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<tr>
<th>COMPUTER APPLICATIONS (84 classes)</th>
<th>DESIGN &amp; COMPOSITION</th>
<th>HEALTHCARE &amp; MEDICAL</th>
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<tbody>
<tr>
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<td>Creating Web Pages</td>
<td>Medical Math</td>
</tr>
<tr>
<td>Introduction to Lightroom 5</td>
<td>Designing Effective Websites</td>
<td>Certificate in Stress Management</td>
</tr>
<tr>
<td>Introduction to Flash CS5 or CS6</td>
<td>Introduction to InDesign CS5 or CS6</td>
<td>Certificate in Meditation</td>
</tr>
<tr>
<td>Introduction to Word 2010 or 2013</td>
<td>Introduction to Photoshop CS5 or CS6</td>
<td>Certificate in Healing Environments</td>
</tr>
<tr>
<td>Introduction to Excel 2010 or 2013</td>
<td>Introduction to Digital Scrapbooking</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td>Introduction to Microsoft Project</td>
<td>Introduction to Illustrator CS5 or CS6</td>
<td>Medical Coding</td>
</tr>
<tr>
<td>Introduction to Access 2010 or 2013</td>
<td>Introduction to Dreamweaver CS5 or CS6</td>
<td>Become a Physical Therapy Aide</td>
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<tr>
<td>Introduction to Microsoft Outlook</td>
<td>Creating WordPress Websites I &amp; II</td>
<td>HIPAA Compliance</td>
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<tr>
<td>Introduction to Microsoft Publisher</td>
<td>Creating CSS3 &amp; HTML</td>
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<td>What’s New in Microsoft Office 2010</td>
<td>Introduction to Javascript</td>
<td>Become a Veterinary Assistant</td>
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<table>
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<th>LAW &amp; LEGAL</th>
<th>WRITING &amp; PUBLISHING</th>
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<tr>
<td>Writing Essentials</td>
<td>Employment Law Fundamentals</td>
<td>Write and Publish your Nonfiction Book</td>
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<tr>
<td>Write your Life Story</td>
<td>Workers Compensation</td>
<td>Introduction to Screenwriting</td>
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<tr>
<td>Pleasures of Poetry</td>
<td>Real Estate Law</td>
<td>The Craft of Magazine Writing</td>
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<td>Writing for ESL</td>
<td>LSAT Preparation Part I</td>
<td>Publish and Sell your E-Books</td>
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<tr>
<td>Spanish for Medical Professionals</td>
<td>LSAT Preparation Part II</td>
<td>Romance Writing</td>
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<tr>
<td>Spanish for Law Enforcement</td>
<td>Paralegal Certificate Program</td>
<td>A to Z Grant Writing</td>
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<td>Speed Spanish</td>
<td>Explore a Career as a Paralegal</td>
<td>Becoming a Grant Writing Consultant</td>
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<tr>
<td>Instant Italian</td>
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<td>Beginning Writer</td>
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<tr>
<td>Conversational Japanese</td>
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<td>The Keys to Effective Editing</td>
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<tr>
<td>Beginning Conversational French</td>
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<th>TEACHING &amp; EDUCATION</th>
<th>TECHNOLOGY</th>
<th>PERSONAL DEVELOPMENT</th>
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<tr>
<td>Spanish in the Classroom</td>
<td>Introduction to Microsoft Excel 2013</td>
<td>Individual Excellence</td>
</tr>
<tr>
<td>Empowering Students with Disabilities</td>
<td>Introduction to Networking</td>
<td>Leadership</td>
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<tr>
<td>Grammar for ESL</td>
<td>Understanding the Cloud</td>
<td>Discover Digital Photography</td>
</tr>
<tr>
<td>Response to Intervention (RTI)</td>
<td>Wireless Networking</td>
<td>Mastering your Digital SLR Camera</td>
</tr>
<tr>
<td>Teaching Students with ADHD</td>
<td>Introduction to PC Security</td>
<td>Assisting Aging Parents</td>
</tr>
<tr>
<td>Survival Kit for New Teachers</td>
<td>Comp TIA Security + Certification Prep</td>
<td>Marriage &amp; Relationships: Keys to Success</td>
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<tr>
<td>Ready, Set, Read!</td>
<td>Achieving Top Search Engine Positions</td>
<td>Managing Life as a Single Parent</td>
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<tr>
<td>Teaching Preschool: A Year of Lessons</td>
<td>Introduction to PHP and MySQL</td>
<td>Navigating Divorce</td>
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<td>Understanding Adolescents</td>
<td>Creating Mobile Apps with CS5</td>
<td>12 Steps to a Successful Job Search</td>
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<td>Teaching Writing: Grades K-3</td>
<td>Marketing your Business on the Internet</td>
<td>Intro. to Natural Health &amp; Healing</td>
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<tr>
<td>Enhancing Language Dev. In Childhood</td>
<td>Blogging &amp; Podcasting for Beginners</td>
<td>Drawing for the Absolute Beginner</td>
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<td>Homeschool with Success!</td>
<td>Introduction to Google Analytics</td>
<td>Genealogy Basics</td>
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<tr>
<td>Learn the Common Core State Standards</td>
<td>Mac, iPhone and iPad Programming</td>
<td>Introduction to Guitar</td>
</tr>
</tbody>
</table>

[View courses online at beaufortccc.edu and click on Our Programs, Continuing Education.](https://www.ed2go.com/beaufortccc/for a full list of courses.)
## RESTAURANT

### Culinary Arts

**Certification: Kitchen Cook**

The Frances Morgan Roberson Culinary Arts programs want to help you start a career in the culinary industry. Spend 6 weeks and learn the basics of working in a restaurant kitchen. You will learn to operate restaurant equipment. Knife skills, cooking techniques, proper sanitation and food storage, working with menus and recipes, managing a station, and cleaning up are all part of this class. Students will develop the skills to be a vital part of any restaurant’s success. Students will participate in our ServSafe® class on Tuesdays and Thursdays starting on 9/10. The ServSafe® book with online exam voucher is available online at: https://www.servsafe.com/access/SS/Catalog/ProductDetail/ESV7. Workplace observation will include working 10 hours in local cafeterias, and restaurants. Students can complete the globally recognized Kitchen Cook Certification as part of this curriculum for a $50 testing fee not included in registration. Scholarships are available for this class through the BCCC Foundation.

<table>
<thead>
<tr>
<th>Time</th>
<th>Days</th>
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<td>$226.25</td>
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<td>BCCC8 828/Kitchen</td>
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</table>

**ServSafe®**

**Credential: ServSafe® Manager, National Restaurant Association**

This course covers 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 Online Voucher to take the course. Book and voucher available online at: https://www.servsafe.com/access/SS/Catalog/ProductDetail/ESV7. No materials will be sold in class.

<table>
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<tr>
<th>Time</th>
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<th>End Date</th>
<th>Fee</th>
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<td>5:00pm-9:00pm</td>
<td>Tues &amp; Thurs</td>
<td>Sep 10-Sep 17</td>
<td></td>
<td>$70</td>
<td>34068</td>
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**ServSafe® Review & Test**

**Credential: ServSafe® Manager, National Restaurant Association**

This course covers 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 Online Voucher to take the course. Book and voucher available online at: https://www.servsafe.com/access/SS/Catalog/ProductDetail/ESV7. No materials will be sold in class.

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**The Chef’s Table Cooking Classes**

**Pesto!**

We have a big bed of basil growing beside Building 8, so of course our thoughts turn to making pesto. Please join us for another fine night of pesto making in the Frances Roberson Culinary Lab. Homemade traditional Genovese pesto is so fresh and delicious, and it is really easy to make. We will discuss tips for growing 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. Crostini with fig and blue cheese spread; watermelon tomato and feta salad; fettuccini with fresh pesto, pine nuts, chopped tomatoes, and bacon; tiramisu.

**Register & pay online.**

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**Gluten Free Baking**

Our newest chef, Chassity Inman, was eager to accept this assignment. She plans to teach four easy gluten free recipes that are delicious on their own or may assembled into a beautiful dessert. Black Bottomed Shortbread will be topped with a ultra-moist Cream Cheese Brownie and ice cream. Then she will add Cherry Fruit Compote and garnish with an Almond Tuile Cookie. And everything is gluten free! During the evening Chassity will discuss gluten free baking tips and share the products that have served her the best. If you want to enjoy fine dining that is also gluten free this is the place to start.

**Register & pay online.**

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View courses online at beaufortccc.edu and click on Our Programs, Continuing Education. Phone 252.940.6375
Meal Prep – Breakfast and Lunch
Meal prep allows folks to eat healthy food and save time and money. Avoid processed food and excessive additives by preparing a week of meals in one session using fresh healthy ingredients. In this session Katie Woolard will guide students as they prepare and enjoy a variety of dishes made from roasted vegetables, eggs and clean proteins, and simple carbs (bonus; gluten free too). She will show us how to divide and store prepped food to enjoy all week long. Students will taste everything and leave with at least two prepped meals to enjoy later. Use this class as a fresh new start to family dining. Register & pay online.
6:00pm-9:00pm  Monday  Sept 23  Fee: $40  3hrs  34694  BCCC 8 830

Fermented Foods
Enjoy preserved food that is good for you. Fermented pickles and relishes can be made in small batches using canning jars and special lids. They can be enjoyed all year long. These foods contain probiotics that are good for you, and they are delicious. Will Aley and Anita Price will guide each student as they make Sauerkraut, Carrots Preserved with Ginger, and Indian Spiced Cauliflower. The class will reassemble in two weeks to taste the finished products and to produce a meal with the fermented foods. We’ll design the final menu on the first night of class, and we’ll eat hearty on the second. Then everyone will take home new cooking skills and jars of fermented foods. Register & pay online.
6:00pm-9:00pm   Mon  Sept 30 & Oct 14 Fee: $50  6hrs  34695  BCCC 8 830

Meal Prep - Supper
Tonight, we finish our Meal Prep series by prepping a week’s worth of suppers using roasted vegetables, chicken, and simple carbs. Everything will be cooked on sheet pans. Katie Woolard will reveal techniques for adding variety and flavor to prepped meals. She will discuss portion control, and as before, focus on healthy eating. Participants will be busy prepping and cooking and making good food to take home to their families. Register & pay online.
6:00pm-9:00pm   Mon  Oct 7  Fee: $45  3hrs 34696  BCCC 8 830

Pig Pickin’ University
Gonna roast a pig – nose to tail and everything in between. To learn this traditional skill from two local pig pickin’ experts is a rare opportunity. Fred Tetterton and Brownie Futrell will lead members of this class as they prepare and roast a whole hog, and later enjoy a pig pickin’ with all the fixings. On Wednesday evening, October 16 we will meet on the BCCC campus to learn the process of whole hog cooking (always best as we will cook; over charcoals). On Thursday morning, October 17 we will meet early to put the pig on and start making all the requisite sides. By 5:00 PM the pig will be ready, and each student may invite a guest to join the feast. Instructive, memorable, delicious, and fun! Roasted Whole Pig with Pinetown VFD Sauce, Homemade Slaw, Pig Pickin’ Potatoes, Hush Puppies, and Pig Pickin’ Cake. Register & pay online.
6:00pm-8:00pm  Wed  Oct 16  Fee: $75  11hrs 34697  BCCC 8 830
7:00am-5:00pm  Thu  Oct 17

A Fine French Experience
Chassitity Inman will recreate one of her favorite French meals based on her internship working with five French chefs. In France she learned to make delicious food, lovingly prepared with fresh ingredients, and served in a beautiful engaging way. We will enjoy Chassitity’s tales of French cooking as we make and enjoy this menu: Cheeseboard with French cheeses, bread, fruit, and nuts; Poached lobster and Cream Sauce served over Haricots Verts (the sauce will be modified with tarragon and gruyere to reveal three different tastes); Apple Tarte Tatin. Register & pay online.
6:00pm-9:00pm  Tues  Nov 19  Fee: $45  3hrs 34698  BCCC 8 830

Let’s Have Another Party
Last year Anita and Clay had great fun with our last class of the year. They led the students as they prepared and enjoyed 10 delicious party foods. Then they sent them out to enjoy the holidays. Let’s do that again. Mostly new recipes with a few favorites from the last year in our kitchen. A great variety of ingredients including seafood, chocolate, cheeses, herbs, bacon (always bacon!), phylo, okra pickles, peppadaws, cherry tomatoes, and who knows what else. Call for more information if you are curious, or just sign up and come enjoy a fine night. We hope to see you there. Register & pay online.
6:00pm-9:00pm  Tues  Dec 10  Fee: $40  3hrs 34699  BCCC 8 830
DANCE

Line Dancing Intermediate
We continue our line dancing exercises with new dances and slightly more complex arrangements. Build upon all the steps that we learned in our first sessions to give students more dances and more fun. Register & pay online.

9:30am-11:00am Mon Sept 9- Sept 30 Fee: $25 6hrs 34665 BCCC10 12
6:00pm-7:30pm Mon Sept 9- Sept 30 Fee: $25 6hrs 34666 BCCC10 12

Line Dancing
Our Line Dancing class is very popular, as it should be. We 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! Register & pay online.

9:30am-11:00am Mon Oct 28-Dec 16 Fee: $35 9 hrs 34667 BCCC10 12
6:00pm-7:30pm Mon Oct 28-Dec 16 Fee: $35 9 hrs 34668 BCCC10 12

Carolina Shag Dancing Intermediate
After mastering the basics in our Carolina Shag class please return to add more steps to your repertoire. More shagging equals 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. Register & pay online.

6:00pm-7:30pm Tues Sept 10-Oct 15 Fee: $50 9 hrs 34669 BCCC4 102

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

6:00pm-7:30pm Tues Oct 29-Dec 10 Fee: $50 9 hrs 34670 BCCC4 102

Belly Dancing
Belly dancing is an ancient dance form that is enjoying a present-day resurgence. That's because this gentle and fun exercise is appropriate for everyone. Join in and learn from Jennifer Klutzz how to dance away stress and use swaying movements to exercise and relax. Please wear comfortable loose clothing that allows for ease of movement. Register & pay online.

6:00pm-7:30pm Thurs Sept 5-Oct 10 Fee: $35 9 hrs 34671 BCCC8 826

Belly Dancing Intermediate
Continue to explore Belly Dancing techniques and further develop dance routines begun in our first class. Register & pay online.

6:00pm-7:30pm Thurs Oct 24-Dec 12 Fee: $35 9 hrs 34672 BCCC8 826

REIKI

Reiki 1
Melissa Johnson has practiced Reiki, an ancient and powerful energy therapy, for 15 years, and she is a Certified Master Teacher. She will teach how to channel Reiki to your family, friends, and even your pets by using your hands to connect to and channel healing energy. Students who achieve the Reiki 1 certification can help others find calming respite from pain, grounding, and sense of healing. This technique is embraced by over 800 hospitals in the US, and it has no contraindications. Please call Clay Carter at 252-940-6357 if you have questions about this class. Register & pay online.

8:00am-4:30pm Sat Sept 21 Fee: $125 8 hrs 34684 BCCC 3 127
CRAFTS

Open House for New & Experienced Quilters
Please come by on Thursday, September 5 for a Quilting Open House. Here is an opportunity to learn about our quilting program and to meet with some of our students. We’ll have quilts on display, coffee and snacks, and plenty of quilting conversation.
6:00pm-7:30pm Thurs Sept 5 Fee: Free 1.5 hrs BCCC8 829

Pumpkin Parade Quilt for Beginners
Here is a great class for beginning quilters. Debby Hodges will teach students all the quilting skills needed to make a beautiful 26 in. by 44 in. table runner with a Fall theme. We will start and finish this project in class, and new quilters will experience the pleasure of sewing a treasured keepsake. Register & pay online.
6:00pm-8:30pm Thurs Sept 12-Oct 24 Fee: $50 15hrs 34673 BCCC8 829

Home for Christmas Quilt
Come to our open house on September 5 to see the quilt we will be producing in this class. It’s a charmer! A full size 72 in. by 72 in. colorful holiday quilt features presents under a tree in a geometric design. Make this quilt in class, and it will be treasured for generations. Register & pay online.
6:00pm-8:30pm Thurs Nov 7-Dec 12 Fee: $45 12.5hrs 34674 BCCC8 829

Sewing Skills
Irene Jones will share her wealth of sewing knowledge, and we are happy to have this subject back on our roster. On the first evening students will make a pillowcase (we’ll have the supplies.) Irene will provide a supplies list for the remainder of the class, which we will spend sewing an apron. These projects will teach you all the basic sewing skills you need to take on projects of your own. And you’ll be very proud of your accomplishments! Register & pay online.
6:00pm-8:00pm Mon Sept 9-Oct 14 Fee: $45 12 hrs 34675 BCCC 8-829

Alterations
We’ll take basic sewing skills to the next level and concentrate on making alterations. On successive nights we will teach how to hem (finger stitching), patch and repair, taking-up and letting out (side seams), replacing buttons, making button holes, and repairing and installing zippers. From now on you’ll be able to do your own alterations at home. Register & pay online.
6:00pm-8:00pm Mon Oct 28-Dec 12 Fee: $45 12 hrs 34676 BCCC 8-829

Woven Cane Chair Seats
Reid Brodie will teach the seven steps to weave a cane chair seat. Reid is an expert at this old-fashioned skill, so bring your busted chair to this requested class. We will have the cane and supplies to complete one standard dining room chair. You’ll have new skills and a chair you’ll be proud of. Register & pay online.
6:00pm-7:30pm Mon Sept 9-Oct 28 Fee: $65 12hrs 34685 BCCC 8 826

MUSIC

Learn to Play Piano
Consider this 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 for learning. Just bring your enthusiasm. Register & pay online.
6:00pm-8:00pm Tues Sept 10-Oct 8 Fee: $55 10 hrs 34677 BCCC 8-829

Piano 2
Practice makes perfect. We will build on the skills acquired in our Learn to Play Piano class. Five more sessions to learn about reading music and playing music on our keyboards. Those who completed our introductory class are encouraged to join Scott Bradshaw for this class. Register & pay online.
6:00pm-8:00pm Tues Oct 22-Nov 19 Fee: $55 10 hrs 34678 BCCC 8-829

Learn to Play Guitar
Dust off that guitar that’s been sitting around and finally learn to play. Or join this class to refresh the skills you haven’t used in quite some time. With Churchill Hodges’ guidance you’ll be picking and strumming in no time. He’ll teach you the major and minor chords and how to move between them. You’ll choose your favorite playing style whether it is using a flat pic or finger picking. Various types of music such a Folk, Southern Rock, Blues, Contemporary Christian, Rock, and Blue Grass are addressed. Each session will include group and individual instruction. Register & pay online.
6:00pm-8:30pm Thurs Oct 10-Nov 14 Fee: $55 15 hrs 34679 BCCC 3 127
CULTURE  Fall 2019

Pamlico’s Past
We all know that we live in a very special place. When you join this exploration of local history you will appreciate our area even more. Ray Midgett will connect our towns and our river to the Outer Banks and beyond. You’ll discover how we came to be what we are, and why the river means everything to the life we enjoy. One session will be spent on a walking tour of Washington's waterfront. Ray's understanding of recorded history and all the accompanying charming anecdotes will make this class a pleasure. Register & pay online.
6:00pm-8:00pm  Tues  Sept 17-Oct 15  Fee: $40  10 hrs  34680  BCCC 8-828

Women in the Bible
An in-depth discussion of eight women in the Bible who influenced the theology of their times and also the theology of today. Ann-Marie Montague will lead this class, and she will explore these women and their personalities, their times, and their enduring legacies. Listen, contribute, and learn. Register & pay online.
6:00pm-7:30pm  Thur  Sept 12-Oct 17  Fee: $30  9hrs  34687  BCCC 3 125

Current Events Discussion Group
All points of view are welcome in diverse, free-wheeling and civil conversations about local, state and national events. This new offering will be led by Polk Culpepper. We will come together on alternate Thursdays to explore the issues that affect our lives every day. The group may elect to invite guest speakers to help illuminate specific topics. Otherwise we offer unbiased discussion and plenty of coffee. Please join us. Register & pay online.
10:00am-12:00pm  Thur  Sept 12-Dec 5  Fee: $15  14hrs  34688  BCCC 8 828

USING TECHNOLOGY  Fall 2019

Enjoying DSLR Photography
Spend four evenings getting more familiar with your DSLR camera. Your photographs will improve while you learn from David Clark. He's a seasoned professional photographer who will share his expertise and his passion for making great photos. Learn how light and your camera interact. Understand depth of field, and explore metering, exposure, and using various lenses to get desired results. The modes of Full Auto, Shutter Priority, Aperture Priority, and Manual Exposure are used as you photograph people, indoor objects, and outdoor scenes. Learn to format in RAW or JPEG as the need arises. And take great holiday pictures this year! Register & pay online.
6:00pm-8:00pm  Tues  Sept 10-Oct 1  Fee: $50  8 hrs  34681  BCCC 3 127

Using Technology: Android Workshop
We limit the size of this class to make sure that everyone gets the information they need to feel more comfortable with their Android phone. Please bring your own Android phone and enjoy learning the best features for you to employ. Chantel Fortescue will teach about APPS, security settings, set-up options, email, photo sharing, and entertainment features. Leave feeling more confident while using your phone. Register & pay online.
6:00pm-9:00pm  Thur  Oct 10  Fee: $20  3 hrs  34682  BCCC 2 114

Using Technology: iPhone/iPad Workshop
Chantel Fortescue is an Apple whiz. She will provide the basics and you'll have plenty of time for your questions in our iPhone/iPad Workshop. Bring your own iPhone or iPad so you can learn on your device. We will address basic operation, security settings, APPS, upgrades, photo sharing, email, and other skills to help you get the most from your personal technology. Limited class size to encourage individual attention. Register & pay online.
6:00pm-9:00pm  Thurs  Oct 24  Fee: $20  3 hrs  34683  BCCC 2 114

WEDDING PLANNING  Fall 2019

Wedding Planning
Create a ceremony that will leave you and your loved ones with life-long memories. Beth Glisson, an experienced wedding planner and proprietor of Cotton Sails Design and Events, will guide students through the wedding planning process from setting the date to tossing the bouquet. Learn how to turn your wedding vision into an organized and well-executed ceremony and reception. Good planning reduces stress and allows everyone to enjoy their special day. Each session includes time for you to ask questions and refine your own wedding plan. Register & pay online.
6:00pm-7:30pm  Mon  Sept 16-Oct 21  Fee: $75  9hrs  34686  BCCC 3 113

CLASSES & TRAINING IN TYRRELL COUNTY

BCCC is eagerly seeking opportunities to offer continuing education classes and industry training in Tyrrell County. Are you a Tyrrell County resident seeking continuing education classes for training, retraining, or personal enrichment purposes? BCCC can help! We have online opportunities or, if there is a cohort of students, we can offer face-to-face classes in Tyrrell County. Classes include Notary, ServSafe, Real Estate, Nurse Aide Refresher, CPR/First Aid, and much more! Please contact our Director of Industry Training at 252-940-6262 or email justin.rose@beaufortccc.edu.

Are you a business owner and need training for your employees? BCCC can help! We can offer OSHA 10, Lean Manufacturing, Blueprint Reading, and much more! Please contact our Director of Customized Training & Apprenticeships at 252-940-6311 or email sara.watson@beaufortccc.edu. Many Small Business Center classes will stream live. Call Lentz Stowe at 252-940-6306.
Adult Basic Education and High School Equivalency
The Adult Basic Education (ABE) program supports the development of reading comprehension, mathematical reasoning and computation, and language and writing skills at pre-high school levels. This is designed to lay the foundation for those students who will go on to seek a high school equivalency credential.

The High School Equivalency (HSE) Preparation program offers instruction in all areas relevant to official high school equivalency credential tests. Classes have been aligned to the common core standards adopted by the state of North Carolina. Instruction for College and Career Readiness programs is available at all Beaufort County Community College campuses. HSE prepares students to take either Pearson Vue's GED or ETS HiSet exams.

9:00am-1:00pm Mon, Tues & Wed Fee: No Charge WCC

National Career Readiness Certification (NCRC) Prep Classes
Credentialed: National Career Readiness Certificate, ACT
Do you need to earn your National Career Readiness Certificate? We have developed a specialized class to assist individuals with earning their National Career Readiness Certification. The NCRC is a nationally recognized portable credential that measures employability skills in three areas: Reading for Information, Applied Math, and Locating Information. Many companies either require or give preference to applicants that have a NCRC. Fee waivers are available for qualifying individuals. Individuals wishing to pursue their NCRC will pay a $39 testing fee at the time of testing. Students may join this open enrollment lab at any time.

6:00pm-9:00pm Tues Sept 10-Dec 3 Fee: $180 or waiver 39 hrs 34631 WCC Comp Lab

Notary Public
Credentialed: Notary Public, NC State Notary Public Section
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 website 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 related to the duties of a notary public will be covered. Individuals should review the Notary qualifications list on the Secretary of State's website 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

9:00am-4:00pm Fri Sept 27 Fee: $70 6 hrs 34633 WCC

Using Technology: You and Your Computer
Join this class to become more efficient at basic computer operations. Please bring a list of your questions so that we may build your needs into the outline of our class. Also, bring your own laptop or use our computer to improve such skills as understanding and using the keyboard, email management, internet browsing and safety, updates, creating documents, mail merge, and using Microsoft Office. Each session will include specific topics and dedicated time to address the needs of each student.

6:00pm-8:30pm Thurs Sept 5-Oct 3 Fee: $55 12.5 hrs 34638 WCC

Using Technology: iPhone/iPad Workshop
Kisha Norman will provide the basics and you'll have plenty of time for your questions in this newly revamped Apple devices workshop. Bring your own iPhone and/or iPad so you can learn on your device. We will address basic operation, security settings, APPS, upgrades, photo sharing, email, and other skills to help you get the most from your personal technology. Come with your own questions too, because Kisha wants to answer all of them. Limited class size to encourage individual attention.

6:00pm-9:00pm Tues Sept 10 Fee: $20 3 hrs 34636 WCC

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

6:00pm-9:00pm Tues Sept 24 Fee: $20 3 hrs 34637 WCC

American Sign Language - Advanced
A 24-hour class to broaden existing signing skills, develop vocabulary, add conversational competence, and improve grammatical knowledge. The class will employ a total immersion approach that includes classroom conversation, visual language lab activities, and weekly exercises. Expand your interaction with hearing impaired individuals by expanding your linguistic skills and cultural knowledge. We use the same textbook as our introductory ASL class: Talking with Your Hands and Listening with Your Eyes, ISBN 075700007X.

6:00pm-9:00pm Thurs Sept 5-Oct 24 Fee: $70 24 hrs 34632 WCC

Questions about classes? YaShonti Hunt will be happy to help you at 252-940-6245.
WASHINGTON COUNTY CENTER CLASSES  

Fall 2019

Event Planning
Spend two evenings becoming a better event planner. Whether you are planning a party, a wedding, or a business meeting this class will improve the experience of your guests. You will learn techniques for scheduling, organizing, booking service providers, and managing an event. Your time will be better spent producing appropriate and pleasurable events. Each session will have time devoted to planning your own special event.

6:00pm-8:30pm  Tues  Oct 1-Oct 8  Fee: $25  5 hrs  34634  WCC

Flower Arranging Workshop
Join Jay Wilkins and learn to make flower arrangements for your home. We will have vases, ribbons, and all the supplies needed for students to make and carry home a Thanksgiving themed fresh flower arrangement. Students will practice tying bows for arrangements and wreaths. Then they will learn about appropriate supplies and materials as they create a lovely arrangement. The skills Jay shares will enable students always to have fresh flowers on the table.

6:00pm-9:00pm  Tues  Nov 12  Fee: $45  3 hrs.  34640  WCC

DRIVING CLASSES

Defensive Driving-DDC-4
Credential: DDC-4, NC Safety & Health Council
Learn to drive defensively for the sake of your family, your friends, and yourself! It’s important to get there safely and without incident. You want to recognize hazards, understand your defenses, and act correctly and in time to avoid problems on the highway. Everyone is safer when you drive defensively, and you will avoid costly traffic tickets. We are pleased with our 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  Sat  Aug 10  Fee: $70  4 hrs  34141  WCC Auditorium
9:00am-1:00pm  Sat  Sept 7  Fee: $70  4 hrs  34643  WCC Auditorium
9:00am-1:00pm  Sat  Oct 5  Fee: $70  4 hrs  34644  WCC Auditorium
9:00am-1:00pm  Sat  Nov 2  Fee: $70  4 hrs  34645  WCC Auditorium
9:00am-1:00pm  Sat  Dec 7  Fee: $70  4 hrs  34646  WCC Auditorium

HEALTHCARE CLASSES

Heartsaver CPR/AED
Credential: Heartsaver CPR/AED, American Heart Association
American Heart Association Heartsaver CPR/AED course is for the general public. The course provides training and skills practice in adult, child, and infant CPR and AED use. Textbook: Heartsaver First Aid CPR AED Student Workbook - ISBN 9781616690175

4:00pm-8:00pm  Wed  Oct 2  Fee: $45  4 hrs  34273  WCC

BLS CPR for Health Care Providers
Credential: Healthcare Provider BLS CPR, American Heart Association
American Heart Association BLS CPR and AED Training for the healthcare professional. This course provides training to recognize life-threatening emergencies, provide chest compressions with ventilations and use of an AED. Course provides BLS skills practice and testing along with a written exam. Textbook: Basic Life Support Provider Manual - ISBN: 9781616694074

4:00pm-8:00pm  Wed  Sept 25  Fee: $45  4 hrs  34272  WCC

SMALL BUSINESS CENTER

Creating Your Own Company Database & Website –
It’s Easier Than You Think & Will Save You Thousands!
According to www.costowl.com, on average hiring someone to design a database ranges from $2000 to $10,000. It also goes on to state, paper spreadsheets and files only work for the smallest of business. When your business becomes too large to maintain paper records in any sort of effective fashion, it’s time to hire a database design service.

A database stores and manages all of your company’s important information in one place. It can be used to compare sets of data and create customized reports. For example, a database could be used to come up with a list of customers who haven’t done business with you in the last six months. That list could be used to create a targeted marketing campaign, enticing former customers to come back.

A database can also be used to: Record and manage customer information; Generate sales lists; track product inventory and sales. Holly Harrison is presenter.

1:00pm-4:00pm  Wed  Nov 20  Fee: No Charge  3 hrs.  WCC

Using CANVA to Create Free Marketing Materials
Give your business an image advantage by creating amazing and professional looking social media posts, flyers, logos, newsletter, business cards, letterhead, presentations and much more! This seminar will walk you through using this simple platform. You will be amazed at the professional quality materials you can create. It is easy and it’s free! You can collaborate with colleagues on the design through the website, by sending them an invitation and adding them to your account. Holly Harrison is presenter.

1:00pm-4:00pm  Wed  Dec 11  Fee: No Charge  3 hrs.  WCC

View courses online at beaufortccc.edu and click on Our Programs, Continuing Education. Phone 252.940.6375
COLLEGE & CAREER READINESS

Adult Basic Education and High School Equivalency
The Adult Basic Education (ABE) program supports the development of reading comprehension, mathematical reasoning and computation, and language and writing skills at pre-high school levels. This is designed to lay the foundation for those students who will go on to seek a high school equivalency credential.

The High School Equivalency (HSE) Preparation program offers instruction in all areas relevant to official high school equivalency credential tests. Classes have been aligned to the common core standards adopted by the state of North Carolina. Instruction for College and Career Readiness programs is available at all Beaufort County Community College campuses. HSE prepares students to take either Pearson Vue’s GED or ETS HiSet exams.

5:30pm-8:30pm  Mon    Fee: No Charge    HCDC

Clases de ESL y GED
English as a Second Language (ESL)
Quieres aprender inglés? BCCC está ofreciendo clases varios días y se acomodan a sus necesidades.
English as a Second Language helps adults who want to learn the language skills necessary to function effectively in an English-speaking environment.

6:00pm-9:00 pm  Tues & Thurs    No Charge    HCDC
3:00pm-8:00pm  Mon-Thurs    No Charge    Ocracoke School

WORKFORCE PROGRAMS

National Career Readiness Certification (NCRC) Prep Classes
Credential: National Career Readiness Certificate, ACT
Do you need to earn your National Career Readiness Certificate? We have developed a specialized class to assist individuals with earning their National Career Readiness Certification. The NCRC is a nationally recognized portable credential that measures employability skills in three areas: Reading for Information, Applied Math, and Locating Information. Many companies either require or give preference to applicants that have a NCRC. Fee waivers are available for qualifying individuals. Individuals wishing to pursue their NCCRC will pay a $39 testing fee at the time of testing. Students may join this open enrollment lab at any time.

5:30pm-7:30pm  Mon & Wed  Aug 19-Dec 4  Fee: $180 or waiver   58 hrs  34628   HCDC

Automotive AC Basics
A one-day class to get technicians familiar with basic auto air conditioning maintenance and repair. Safety, environmental concerns, Federal law, and ac machine operation will be taught. Students will learn how to pursue certification on their own using online resources.

9:00am-4:00pm  Fri  Sept 20  Fee: $60   6hrs.  34627   Williford Auto Parts

Notary Public
Credential: Notary Public, NC State Notary Public Section
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 in class. This is a requirement from the Secretary of State’s office. A textbook, Notary Public Guidebook 2016 Edition, is available in the BCCC Bookstore for $27. Books will available at the start of class, and students should make book reservations at the time of registration.

9:00am-4:00 pm  Fri  Nov  15  Fee: $70   6 hrs.  34629   HCDC

PUBLIC SAFETY

Courses are being added on a daily basis. Please check our website at www.beaufortccc.edu and click on “Our Programs, Continuing Education.” For questions or to request other classes, contact: Billy Respess for EMS at (252)940-6468, Johnny Williams for Fire/Emergency Management at (252)940-6363 or Perry Harris for Law Enforcement at (252) 940-6405.
**HEALTHCARE CLASSES**

**BLS CPR for Health Care Providers**  
**Credential:** BLS CPR for Healthcare Providers, American Heart Association  
American Heart Association BLS CPR and AED Training for the healthcare professional. This course provides training to recognize life-threatening emergencies, provide chest compressions with ventilations and use of an AED. Course provides BLS skills practice and testing along with a written exam.  
**Cost:** 4 hrs  
**Requirements:** Prerequisite: Career Readiness Certificate of a silver or higher.  
**Costs:** uniform-$105.00, *watch with second hand-$10, *dual head stethoscope-$20, *blood pressure cuff-$20, *2 step TB skin test-$60, Castle Branch-$65, NC certification exam-$120 (*approx. cost)  
**Fees:**  
- **4:00pm-8:00pm** Thurs Nov 7 Fee: $45 34274 HCDC

**Heartsaver CPR/AED**  
**Credential:** Heartsaver CPR/AED, American Heart Association  
American Heart Association Heartsaver CPR/AED course is for the general public. The course provides training and skills practice in adult, child, and infant CPR and AED use.  
**Textbook:** Heartsaver First Aid CPR AED Student Workbook (ISBN 9781616690175)  
**Costs:** 4 hrs  
**Requirements:**  
- **4:00pm-8:00pm** Thurs Oct 10 Fee: $45 34275 HCDC

**Nurse Aide I**  
**Credential:** Nurse Aide I, NC Dept of Health Service Regulation  
This course consists of theory, lab and clinical experiences, which prepares the student to provide personal care and basic nursing skills. Course content includes but is not limited to: role of the nurse aide, infection control, communication, and resident's rights. Upon satisfactory completion of course, student is eligible to apply for North Carolina State Certification Examination. Successful completion of state exam is required to be listed on the North Carolina Nurse Aide I Registry.  
**Prerequisite:** Career Readiness Certificate  
**Requirements:** Uniform: white scrub top and navy-blue pants to be worn daily while in lab and clinical. (scrub top and white mid-length lab coat embroidered with BCCC in royal blue) white closed toe/heel shoes, SS Card and current valid driver license/government form of ID with photo, Background check, drug screen with Castle Branch $65. Must be completed within 30 days of first day of class.  
**Fees:**  
- **4:00 pm-8:00 pm** Mon, Tues, Wed Aug 19-Dec 9 Fee: $194.25 160 hrs. 34301 HCDC

**PERSONAL ENRICHMENT**

**Creative Writing**  
Discover the pleasure of writing a good sentence. Learn skills and techniques for creative writing, journal keeping, and capturing great memories. Sandy Carawan will share her skills and experience so that you can become a better writer. The class will meet on alternate Mondays.  
**Costs:**  
- **5:30pm-7:30pm** Mon Sept 9-Nov 4 Fee: $40 10hrs. 34630 HCDC

**Flower Arranging Workshop**  
Join Jay Wilkins and learn to make flower arrangements for your home. We will have vases, ribbons, and all the supplies needed for students to make and carry home a Thanksgiving themed fresh flower arrangement. Students will practice tying bows for arrangements and wreaths. Then they will learn about appropriate supplies and materials as they create a lovely arrangement. The skills Jay shares will enable students always to have fresh flowers on the table.  
**Costs:**  
- **6:00pm-9:00pm** Tues Nov 19 Fee: $45 3hrs. 34641 HCDC

**SMALL BUSINESS CENTER**

Please contact the center to arrange free and confidential one-on-one counseling with BCCC’s Small Business Center Director, Lentz Stowe, at the Hyde County Davis Center. Business Counseling is Available on-SITE the Second Wednesday of the month from 10:00 am – 4:00 pm.

**Creating Your Own Company Database & Website –**

**It’s Easier Than You Think & Will Save You Thousands!**

According to www.costowl.com, on average hiring someone to design a database ranges from $2000 to $10,000. It also goes on to state, paper spreadsheets and files only work for the smallest of business. When your business becomes too large to maintain paper records in any sort of effective fashion, it’s time to hire a database design service.

A database stores and manages all of your company’s important information in one place. It can be used to compare sets of data and create customized reports. For example, a database could be used to come up with a list of customers who haven’t done business with you in the last six months. That list could be used to create a targeted marketing campaign, enticing former customers to come back.

A database can also be used to: Record and manage customer information; Generate sales lists; track product inventory and sales. Holly Harrison is presenter.

**Using CANVA to Create FREE Marketing Materials**

Give your business an image advantage by creating amazing and professional looking social media posts, flyers, logos, newsletter, business cards, letterhead, presentations and much more! This seminar will walk you through using this simple platform. You will be amazed at the professional quality materials you can create. It is easy and it’s free! You can collaborate with colleagues on the design through the website, by sending them an invitation and adding them to your account. Holly Harrison is presenter.
Take A Class To See If You’re Ready For Your Associate’s Degree

PARALLEL COURSES

These courses are offered through a partnership with Curriculum degrees and provide students the opportunity to experience curriculum courses before entering into a degree program. Upon successful completion, students qualify for **Credit for Prior Learning** opportunities that will count toward a degree or certificate program.

**INDUSTRIAL TECHNOLOGY**

**Industrial Safety (Parallel to ISC-112)**
This course introduces the principles of industrial safety. Emphasis is placed on industrial safety and OSHA regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance.

- Time: 6:00pm-9:00pm
- Days: Wed
- Dates: Aug 23-Dec 18
- Fee: $185.00
- Credit Hrs: 48 hrs.
- Course Code: 34545
- Section: BCCC 4 107

**Manufacturing Processes I (Parallel to MEC-161 & MEC-161A)**
This course provides the fundamental principles of value-added processing of materials into usable forms for the customer. Topics include material properties and traditional and non-traditional manufacturing processes. Upon completion, students should be able to specify appropriate manufacturing processing for common engineering materials.

MEC-161A is a laboratory for MEC 161. Emphasis is placed on experiences that enhance the materials presented in MEC 161. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in MEC 161.

The textbook for this course can be purchased from the BCCC bookstore and is Machine Tool Practices, 10th Ed. (ISBN: 978-0132912655).

- Time: 2:00pm-5:00pm
- Days: Mon & Wed
- Dates: Aug 19-Dec 18
- Fee: $181.25
- Credit Hrs: 96 hrs.
- Course Code: 34536
- Section: BCCC 4 105/106

**Residential Wiring (Parallel to ELC-113)**
This course introduces the care/usage of tools and materials used in residential electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical print reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with residential electrical installations.

The textbooks for this course can be purchased at the BCCC bookstore and includes the National Electric Code (ISBN: 9781455912773) and the Residential Wiring textbook 19th ed. (9781337116220).

- Time: 6:00pm-10:00pm
- Days: Mon
- Dates: Aug 19-Dec 18
- Fee: $186.25
- Credit Hrs: 64 hrs.
- Course Code: 34537
- Section: BCCC 2 109

**SMAW (Stick) Plate Welding (Parallel to WLD-116BB)**
This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions.

This is an advanced welding class. The textbook for this course can be purchased at the BCCC bookstore and is Modern Welding (ISBN 978-1-60525-795-2).

- Time: 8:00am-1:00pm
- Days: Fri
- Dates: Aug 23-Dec 18
- Fee: $181.25
- Credit Hrs: 80 hrs.
- Course Code: 34539
- Section: BCCC 4 112

**GTAW (TIG) Plate (Parallel to WLD-131)**
This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.

The textbook for this course can be purchased at the BCCC bookstore and is Modern Welding (ISBN 978-1-60525-795-2).

- Time: 12:00pm-2:30pm
- Days: Mon-Tues
- Dates: Aug 19-Dec 18
- Fee: $181.25
- Credit Hrs: 64 hrs.
- Course Code: 34540
- Section: BCCC 4 107/112

**Phone:** 252.940.6375

View courses online at beaufortccc.edu and click on Our Programs, Continuing Education.
**INFORMATION TECHNOLOGY**

**Introduction to Computers (Parallel to CIS-110)**
This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. This class is offered online via the Blackboard platform.

The textbook for this course can be purchased through the BCCC Bookstore. MinTap Acces Code: Technology for Success (ISBN: 9780357026229). *(Parallel to CIS-110)*

**Manicure/Nail Technology 1 (Parallel to COS-121)**
This course covers techniques of nail technology, hand and arm surface manipulation, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, surface manipulation, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, surface manipulations, decorating and artificial applications in a salon setting.

Class kits are available at the BCCC bookstore (prices are subject to change). Students will also need to purchase black closed-toed shoes, black scrubs, and obtain a photo ID from BCCC campus police prior to class.

The textbook for this course can be purchased at the BCCC bookstore and is Midaly Standard Nail Technology (ISBN 978-1--285080475).

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**Manicure/Nail Technology 2 (Parallel to COS-222)**
This course covers techniques of nail technology, hand and arm surface manipulation, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, surface manipulation, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, surface manipulations, decorating and artificial applications in a salon setting. Students must complete Manicure/Nail Technology 1 as a prerequisite.

The textbook for this course can be purchased at the BCCC bookstore and is Midaly Standard Nail Technology (ISBN 978-1--285080475).

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STUDENT REGISTRATION FORM

Any individual 16 years old or older may register for a Continuing Education course. Students under the age of 16 may take Defensive Driving courses at any time throughout the year. Students under the age of 16 are not allowed to register for other continuing education courses, with the exception of personal enrichment courses offered during the summer term (May 16-Aug 14).

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
Hispanic/Latino: Mexican, Puerto Rican, Cuban, Central or South American or other Spanish origin or culture, regardless of race.
Sex: ☐ Female ☐ Male

Race: For individuals who are Non-Hispanic/Latino: Select one or more of the following race categories:
☐ American Indian/Alaska Native ☐ Black or African American ☐ White ☐ Asian ☐ Hawaiian/Pacific Islander

Employment: ☐ 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 ☐ Elementary/Secondary School Employee
☐ Volunteer Fire, Volunteer Rescue ______________________ (agency)
☐ DOC/Division of Adult Corrections ______________________ (agency)
☐ Paid Law Enforcement, Paid Fire/EMS ______________________ (agency)

Provider Level: ☐ EMR ☐ EMT ☐ AEMT ☐ Paramedic

Email Address: ______________________

Student Signature: ______________________ Date: _____________

Course Section # | Course Title | Date & Time | Fee
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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) 940-6252 in room 925 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: http://www.beaufortccc.edu/about/family-educational-rights-and-privacy-act.

Refund Policy: A student who officially withdraws from class(es) prior to the first class meeting will be eligible for a 100 percent refund. Also, a student is eligible for a 100 percent refund if an applicable class is cancelled due to insufficient enrollment.

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. Only class fees can be refunded in this circumstance. BCCC local fees are non-refundable. Registration fees for self-supporting classes are non-refundable once the class begins. Where a student, having paid the required registration fee for a semester, passes away during that semester (prior to or on the last day of examinations of the college the student was attending), all registration fees for that semester may be refunded to the estate of the deceased.
ACADEMIC CLASSES

Fall 2019

For further information about any of these classes, including credit hours, class days and class times, or for information about our schedule of classes for the Fall 2019 semester, please call: Michele Mayo, Director of Admissions, at 252-940-6233.

BCCC offers an array of curriculum programs across multiple disciplines and career tracks to prepare students for transfer to university or to go straight into the workforce. These programs include Certificate, Diploma, and Associate degree options for students interested in one semester, one year, or two year studies. Program areas include:

- Agribusiness Technology
- Associate Degree Nursing & Practical Nursing
- College Transfer
- Automotive Systems Technology
- Basic Law Enforcement Training
- Business Administration
- Community Spanish Interpreter
- Cosmetology and Manicuring Nail Technology
- Criminal Justice Technology
- Early Childhood Education
- Electrical Engineering Technology & Electronics Engineering Technology
- General Occupational Technology
- Human Services Technology
- Information Technology
- Mechanical Engineering Technology
- Medical Lab Technology
- Office Administration & Medical Office Administration
- Welding Technology

The following pages only highlight some of the above programs. If you would like more information about any of our program areas please contact our Office of Admissions at 252-940-6233 for additional information or visit our website at www.beaufortccc.edu/programs.

Human Services Technology

The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses which prepare them for specialization in specific human service areas.

Students will take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom.

Human Services Technology students range from recent high school graduates to adults seeking new skills or new career options. Students come from a variety of cultural, religious, educational, and socioeconomic backgrounds; they generally share the desire to give of themselves and have a positive impact on their communities.

Graduates should qualify for positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions.
Manicuring/Nail Technology
This curriculum provides competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the nail technology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional nail technology, business/computer principles, product knowledge, and other related topics.

Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam and, upon passing, be licensed and qualify for employment in beauty and nail salons, as a platform artist, and in related businesses.

Community Spanish Interpreter
The Community Spanish Interpreter curriculum prepares individuals to work as entry-level bilingual professionals who will provide communication access in interview and interactive settings. In addition, this curriculum provides educational training for working professionals who want to acquire Spanish language skills.

Course work includes the acquisition of Spanish: grammar, structure, and sociolinguistic properties, cognitive processes associated with interpretation between Spanish and English; the structure and character of the Hispanic community; and acquisition of communication skills.

Graduates should qualify for entry-level jobs as para-professional bilingual employees in educational systems or a variety of community settings. Individuals may choose from part-time, full-time, or self-employment/free-lance positions, or apply language skills to other human service related areas.

Visit the Cosmetology Salon for Reduced-Price Services

Fall hours: (COS)-Wednesday, Thursday, Friday (beginning August 22) 9:30 AM-11:00 AM. Salon closes at noon during the fall.

Manicuring schedule: Wednesday, Thursday, Friday (beginning Sept 11) 9:30 AM-1:00 PM. Call 252-940-6464 to schedule an appointment. Questions? Call Kim Moulden 252-940-6469.
ACADEMIC CLASSES

Fall 2019

Agribusiness Technology
This program prepares individuals to manage agricultural businesses and agriculturally related operations within diversified corporations. Potential course work includes instruction in agriculture, agricultural specialization, business management, accounting, finance, marketing, planning, human resources management, and other managerial responsibilities.

This curriculum is designed to provide the entrepreneurial and technical skills necessary to manage a profitable, environmentally sound, community based small farm or agricultural business. The objective is the development of a workforce knowledgeable in sustainable agriculture practices. Students will learn the fundamentals of agriculture, focusing on crop production and business. Emphasis is placed on entrepreneurial and field training. Students will also learn the basic principles of our economic system and government policies and programs relating to agriculture. Graduates should qualify for a variety of jobs in agricultural businesses such as equipment, feed, and agricultural supply sales; store management; farm operations; wholesale and retail produce management; nursery operations; and environmental and agricultural education.

Medical Laboratory Technology
This program will provide hands-on, clinical application experiences to prepare students to perform clinical laboratory procedures that are instrumental in the maintenance of health. Laboratory technicians assist physicians in the diagnosis and treatment of diseases.

With small class sizes and dedicated instructors, students can earn an associate’s degree in as few as four semesters. Core courses include Clinical Chemistry, Hematology, Microbiology, Urinalysis, and Immunohematology (formerly known as Blood Bank).

Graduates may be eligible to take the examination given by the Board of Certification of the American Society for Clinical Pathology. Employment opportunities include laboratories in hospitals, medical offices, industry, and research facilities.
ACADEMIC CLASSES

University Transfer
BCCC has several college transfer agreements that guarantee admission to the university. These include:

Pirate Promise with East Carolina University
Guarantees ECU admission for students completing an Associate in Arts or Associate in Science degree with a 2.5 GPA or greater. Benefits include guaranteed admission, waived ECU transfer application fee, joint academic advising, joint financial aid counseling and RaiseMe micro-scholarship opportunities, ECU One Card eligibility, access to ECU libraries, and access to Here’s How ECU Career Services virtual workshop series.

Pathway to Excellence with University of North Carolina Wilmington
Guarantees UNCW admission for students completing an Associate in Arts or Associate in Science degree with a 2.5 GPA or greater. Benefits include guaranteed admission and joint academic advising.

PackTrac with NC State University
Guarantees admission into one of the 13 eligible majors with the College of Agricultural and Life Sciences. Students must remain a part of their high school student body and participate in athletics, clubs, and activities with their high school classmates. CCP classes will be offered on our campus, online, broadcast via the Information Highway and, in some cases, on your high school campus.

Students can earn credits towards a four-year college degree, technical credential, certificate, or diploma from the following program areas:

- Agribusiness Technology
- Associate in Arts
- Associate in Science
- Associate Degree Nursing
- Automotive Systems Technology
- Business Administration
- Cosmetology
- Criminal Justice Technology
- Early Childhood Education
- Electrical Engineering Technology
- Electronics Engineering Technology
- Human Services Technology
- Information Technology
- Manicuring/Nail Technology
- Mechanical Engineering Technology
- Medical Office Administration
- Nurse Aide
- Office Administration
- Welding Technology

For College Transfer Pathways, students must be a high school junior or senior, have a unweighted GPA of 2.8 on high school courses, or demonstrate college readiness in English, reading, and mathematics on approved assessments or placement test.

For Technical Education Pathways, high school freshmen and sophomores must see their high school counselor or liaison for eligibility requirements. Juniors and Seniors must have a unweighted high school GPA of 2.8, or demonstrate college college readiness on approved assessments, or have the recommendation of your high school principal, and meet the prerequisites of the career pathway.
Who to Contact for Continuing Education?

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

**College & Career Readiness**
- Penelope Radcliffe, Director of College & Career Readiness 252-940-6298
- Penelope Radcliffe, Coordinator of HRD & Workforce Initiatives 252-940-6307
- Sandy Berry, Admissions and Assessment Specialist 252-940-6325
- Bobbie Lewis, Chief High School Equivalency Examiner 252-940-6209

**Business & Industry Services**
- Justin Rose, Director of Industry Training 252-940-6262
- Lentz Stowe, Director of Small Business Center 252-940-6306
- Sara Watson, Director of Customized Training and Apprenticeships 252-940-6311

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

**Public Health & Safety**
- Jackie Butcher, Director of Healthcare Programs 252-940-6263
- Billy Respass, Director of EMS 252-940-6468
- Larry Gales, Coordinator of EMS 252-940-6297
- Perry Harris, Director of Law Enforcement Training 252-940-6405
- Johnny Williams, Director of Fire & Emergency Management Training 252-940-6363

**Hyde County Davis Center**
- Karen Carawan, Workforce & Continuing Education Coordinator 252-940-6231

**Washington County Center**
- Yashonti Hunt, Workforce & Continuing Education Coordinator 252-940-6245

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. Jay Sullivan, Vice President of Academics** ................................................................. 252-940-6417
**Ben Morris, Dean of Business, Technology & Public Services** ................................. 252-940-6374
**Kent Dickerson, Director of Nursing and Allied Health** ............................................. 252-940-6425
**Lisa Hill, Dean of Arts and Sciences** ............................................................................. 252-940-6223
**Michele Mayo, Director of Admissions** ........................................................................ 252-940-6233

Would you like to be added to our mailing list to receive a copy of our BCCC Course Schedule mailed to your home as it is released? We release schedules for Spring, Summer and Fall. Just call 252-940-6375 to add your name to our mailing list, or [subscribe here](#).

Would you like to be added to our email newsletter list for regular updates from the BCCC Continuing Education Division? Call us at 252-940-6375 and request to be added, or [subscribe here](#).
Disclaimer
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