COVID-19 Response

- The Division of Continuing Education will offer in-person, hybrid, & online classes this fall. Most BCCC classrooms cannot accommodate more than 10-12 students at a time given the constraints of social distancing, so class sizes will be limited.
- All employees & students will be required to wear masks at all times inside BCCC buildings.
- Our custodial staff will implement additional cleaning and sanitation protocols throughout classrooms & instructional spaces to protect everyone.
TABLE OF CONTENTS

Registration & Payment 2
General Information 3
Registration Form 4
Customized Training/Apprenticeships 6
CCP Workforce Pathways for HS Students 6
Welding 7
Manufacturing 8
High School Equivalency (GED) 9
English Language Acquisition 10
HVAC 10
Electrical 11
Transportation/CDL 11
Computers 12
Small Business Center 14
Auto Dealer 15
Real Estate & Notary 16
Move Forward at Work 16
Substitute Teaching 16
Social Services 17
Restaurant 17
Healthcare 18
First Responder 22
Defensive Driving 23
Self Defense 24
Firearms 24

COVID-19 Response
• The Division of Continuing Education will offer in-person, hybrid, & online classes this fall. Most BCCC classrooms cannot accommodate more than 10-12 students at a time given the constraints of social distancing, so class sizes will be limited.
• All employees & students will be required to wear masks at all times inside BCCC buildings.
• Our custodial staff will implement additional cleaning and sanitation protocols throughout classrooms & instructional spaces to protect everyone.

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

BY MAIL

The Registration Form can be found on page 4. 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

You can now register and pay for classes online.
https://www.beaufortccc.edu/conedregistration

We have instructions and a video on this page to help you through this process.
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 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.

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 https://www.beaufortccc.edu/conedtranscripts. Official transcripts are $2.00. Unofficial transcripts are accessible online through the Self-Service portal at no charge. Instructions are available at https://www.beaufortccc.edu/conedtranscripts.

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 (ie: vice president, dean or director). This procedure also applies to BCCC regional centers operated by the college. The exception is the Summer Enrichment Program for Kids.

BCCC Online Services
All Beaufort County Community College (BCCC) Continuing Education students are provided username/password login credentials for access to many important apps and services at the time of registration. BCCC provides each student with a Microsoft 365 license, providing access to many important desktop- and web-based apps and services. In addition to student e-mail and a gigabyte of cloud-based file storage, Microsoft 365 includes many web-based versions of popular Office desktop apps such as Word, Excel, PowerPoint, OneNote, Outlook, OneDrive, Skype and Teams. Also included is a license to install the desktop versions of these apps on up to 5 home devices. BCCC also provides all students with access to the Blackboard learning management system. For more details, please visit www.beaufortccc.edu and click on MyBCCC. Students have access to all Microsoft Office apps and services and Outlook, OneDrive, Skype and Teams. They also have access to many important desktop- and web-based apps and services. In addition to student e-mail and a gigabyte of cloud-based file storage, Microsoft 365 includes many web-based versions of popular Office desktop apps such as Word, Excel, PowerPoint, OneNote, Outlook, OneDrive, Skype and Teams. Also included is a license to install the desktop versions of these apps on up to 5 home devices. BCCC also provides all students with access to the Blackboard learning management system.

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) 940-6245, email to continuinged@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 (ie. 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 continuinged@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 course schedule or registering, please contact Accessibility Services and we will make accommodations.
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: ☐ R Retired ☐ UN Unemployed (not seeking) ☐ US Unemployed (seeking)
☐ E1 Part-time, 1–10 hrs ☐ E3 Part-time, 21-39 hrs
☐ E2 Part-time, 11-20 hrs ☐ E4 Full-time, 40/more hrs

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

Check All That Apply:
☐ HRD Student
☐ 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 #: ___________________________ Date: ____________ Fee: ____________
Course Title: __________________________________________________________
Date & Time: __________________________________________________________

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 canceled 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.
SCHOLARSHIPS & FINANCIAL ASSISTANCE

Beaufort County Community College Foundation

We have a number of local and statewide scholarships available for short-term training and high school equivalency (GED) students including BCCC Foundation Scholarships, SECU Bridge to Career Scholarships, Golden Leaf Scholarships and the Continuing Education Scholarship supported by the Committee of 100. Our staff can help you figure out which is right for you. Please contact Sara Watson, Scholarship Coordinator at 252-940-6311.

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 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

NCWorks career center

Beaufort County – 252-940-0900
Hyde County – 252-312-6859

Tyrrell County – 252-312-6859
Washington County – 252-337-4128

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!

Adult/Dislocated Worker Program
Are you 18+ years of age, a US Citizen, and ready for a change or fresh start? If the answer is yes, the Adult/Dislocated Worker program is looking for you! Call your local NCWorks Career Center for more information. Begin a path to success today! Your future begins now!

NCWorks career center

Beaufort County – 252-940-0900
Hyde County – 252-312-6859

Tyrrell County – 252-312-6859
Washington County – 252-337-4128

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!

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!
Fall 2020

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 participating schools in our four-county service area:

• Emergency Medical Technician (EMT)
• Heating, Ventilation & Air Conditioning (HVAC) Technician
• Commercial Driver’s License (CDL) Truck Driving
• Phlebotomy Technician
• Pharmacy Technician
• Nurse Aide
• Small Engine Repair

CUSTOMIZED TRAINING/APPRENTICESHIPS
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 or visit our website at www.beaufortccc.edu/ctp for more details.

• 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 www.beaufortccc.edu/apprenticeship for more info.

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

**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, Lean Six Sigma Yellow Belt training and certification, basic math, industrial blueprint reading and Working Smart training and certification (includes training is 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. Some portions of this program maybe be online only so students will need access to WiFi and a computer.

**Prerequisite:** Career Readiness Certificate of bronze or higher.

8:00 am-5:00 pm  
Mon.-Fri.  
Oct. 26 - Nov. 10  
Fee: $193.00  
37111  
BCCC, TBA

**OSHA 10**

**Credential earned: OSHA 10 Pocket Card; Occupational Safety and Health Association (OHSA)**

This 12-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 6-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 companies 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, up to 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.

**Supervisory Essentials**

BCCC has partnered with Tooling U-SME to provide an online training program for those interested in learning about leadership and supervisory skills, or those already in these key positions and want to learn more. This 25-hour course provides essentials in leadership, managing performance, basics of manufacturing costs and accounting practices, leading teams and much more. This online curriculum is flexible with 24/7 access from any computer so students can work at their own pace. Classes are available upon request by contacting Sara Watson; Director of Customized Training at (252) 940-6311.

**Quality Assurance**

BCCC has partnered with Tooling U-SME to provide an online training program for those interested in learning about Quality Assurance processes. This 25-hour course includes quality, ISO 9000, and ISO 9001 reviews, process and product design and development, introduction to supply chain management and much more. This online curriculum is flexible with 24/7 access from any computer so students can work at their own pace. Classes are available upon request by contacting Sara Watson; Director of Customized Training at (252) 940-6311.

**Forklift Training**

**Credential: Forklift Wallet Card, National Safety Council**

This course 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. Pay & register online.

5:00 pm-9:00 pm  
Tues. & Thur.  
Sept. 22 & 24  
Fee: $77.25  
8 hrs.  
37236  
BCCC11/14

5:00 pm-9:00 pm  
Tues. & Thur.  
Oct. 27 & 29  
Fee: $77.25  
8 hrs.  
37237  
BCCC11/14
**Fall 2020**

**CAREER & COLLEGE READINESS: HIGH SCHOOL EQUIVALENCY (GED)**

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.
- Visit our website at [www.beaufortccc.edu/ccr](http://www.beaufortccc.edu/ccr) for more information!

**The Path to Achieving Your High School Equivalency**

1. **Register & attend orientation.** (Tues. 2-6 pm in Bld. 8, Rm 815)

2. **Take the TABE Assessment & speak to a career counselor.**

3. **Enroll & attend a HSE or ELA class.**

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

5. **Choose a pathway: college & career or job training.**

Scholarships are available for qualifying students to enroll in a variety of BCCC training programs-your future is waiting!

**HSE Class locations:**

<table>
<thead>
<tr>
<th>Location</th>
<th>Classes</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aurora (Guilford Mem. Library)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>HSE Prep</td>
<td>Mon. &amp; Wed.</td>
<td>5:30 pm - 7:30 pm</td>
</tr>
<tr>
<td></td>
<td>Orientation &amp; Placement Testing</td>
<td>Tues. &amp; Thur.</td>
<td>5:00 pm - 6:00 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Thur.</td>
<td>9:00 am - Noon</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beaufort County Campus</td>
<td></td>
<td>Mon. - Thur.</td>
<td>8:30 am - Noon</td>
</tr>
<tr>
<td></td>
<td>HSE Prep</td>
<td>Tues. &amp; Thur.</td>
<td>5:00 pm - 8:00 pm</td>
</tr>
<tr>
<td></td>
<td>Orientation &amp; Placement Testing</td>
<td>Thur.</td>
<td>9:00 am - Noon</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hyde County Davis Center</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>HSE Prep</td>
<td>Call 252-940-6231 for info</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Washington County Center</td>
<td>HSE Prep</td>
<td>Mon. - Wed.</td>
<td>9:00 am - Noon</td>
</tr>
<tr>
<td></td>
<td>(100 NC Hwy 32 N, Roper)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**High School Equivalency Exam Options**

<table>
<thead>
<tr>
<th>Pearson Vue GED</th>
<th>ETS HiSET</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Computer-based test</td>
<td>- Computer or paper-based test</td>
</tr>
<tr>
<td>- Four subjects</td>
<td>- Five subjects</td>
</tr>
<tr>
<td>1. Language Arts</td>
<td>1. Reading</td>
</tr>
<tr>
<td>2. Science</td>
<td>2. Writing</td>
</tr>
<tr>
<td>Create an account at <a href="https://ged.com">https://ged.com</a></td>
<td>Create an account at <a href="https://www.hiset.ets.org">https://www.hiset.ets.org</a></td>
</tr>
<tr>
<td>Pay a testing fee of $20 per test ($80 total)</td>
<td>Pay a testing fee of $15 per test ($75 total)</td>
</tr>
<tr>
<td>Retake the test up to two times for free.</td>
<td>Retake the test up to two times for free.</td>
</tr>
<tr>
<td>Scholarships to cover exam fees are available for qualifying students!</td>
<td>Scholarships to cover exam fees are available for qualifying students!</td>
</tr>
</tbody>
</table>

**Contact us:**

- **Penelope Radcliffe**
  Director of College and Career Readiness
  252.940.6298
  [penelope.radcliffe@beaufortccc.edu](mailto:penelope.radcliffe@beaufortccc.edu)

- **Sandy Berry**
  Admissions & Assessment Specialist
  252.940.6325
  [sandy.berry@beaufortccc.edu](mailto:sandy.berry@beaufortccc.edu)

- **Bobbie Lewis**
  Chief HSE Examiner
  252.940.6209
  [bobbie.lewis@beaufortccc.edu](mailto:bobbie.lewis@beaufortccc.edu)
High School Equivalency Testing Dates
We offer the following convenient dates for your exam. Please remember to visit https://ged.com or https://www.hiset.ets.org to schedule your exam.

<table>
<thead>
<tr>
<th>Date</th>
<th>Date</th>
<th>Date</th>
<th>Date</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 4, 5</td>
<td>Sept. 8</td>
<td>Oct. 6</td>
<td>Nov. 10</td>
<td>Dec. 1</td>
</tr>
<tr>
<td>25, 26</td>
<td>9, 29, 30</td>
<td>7, 27, 28</td>
<td>11, 24, 25</td>
<td>2, 15, 16</td>
</tr>
<tr>
<td>Aug. 3</td>
<td>Sept. 14</td>
<td>Oct. 12</td>
<td>Nov. 2</td>
<td>Dec. 7</td>
</tr>
</tbody>
</table>

ENGLISH LANGUAGE ACQUISITION

English Language Acquisition (ELA) Citizenship
What does it mean to become a citizen of the United States? What benefits and rights are enjoyed by citizens? What are the responsibilities of citizenship? These questions, and many others, will be answered in this preparatory course. This online course will prepare you to take each section of the U.S. Citizenship Test and it will cover topics such as Civics, the U.S. Government, History, Geography, Reading, and Writing. It will also cover tips on how to study for the test and how to most effectively prepare yourself for the test.

5:00 pm-8:00 pm Wed.  Fee: Free  Online/Zoom

Adquisición del Idioma Inglés: Clases de Ciudadanía
¿Qué significa convertirse en un ciudadano de los Estados Unidos? ¿Qué beneficios y derechos disfrutan los ciudadanos? ¿Cuáles son las responsabilidades de la ciudadanía? Estas preguntas, y muchas otras, serán respondidas en este curso preparatorio sobre cómo tomar el Examen de Ciudadanía de los Estados Unidos. Este curso en línea lo preparará para tomar cada sección de la Prueba de Ciudadanía de los Estados Unidos y abarcará temas tales como cívica, gobierno de los Estados Unidos, historia, geografía, lectura, escritura y habilidades de entrevista. También cubrirá consejos sobre cómo estudiar para el examen y cómo prepararse más efectivamente para el examen.

6:00 pm-8:00 pm miercécoles  Matrícula: Gratis  En línea/Zoom

Call 940-6325 for more information. Your future is waiting!

High School Equivalency (GED)
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/bcccnotarizedpetition.

English Language Acquisition (ELA)
This Hybrid ELA class offered via Zoom is provided to instruct adults who are limited in English proficiency or whose primary language is not English. The program is designed to help adults improve their English reading, writing, listening, and speaking skills in order to further education or enhance employment opportunities. Classes range from beginning to advanced levels. Instruction to enhance transitioning to high school equivalency.

Adquisición del Idioma Inglés
La adquisición del idioma inglés (ELA) son clases en línea diseñadas para adultos que desean aprender las habilidades del idioma inglés necesarias para funcionar de manera efectiva en un ambiente de habla inglés. También asistiendo a las clases de ELA, los estudiantes que están buscando hacer ciudadanía en los Estados Unidos estarán preparados para tomar el examen de naturalización.

ELA Class locations
Beaufort County Campus  Mon. -Thur.  9:00 am - Noon/mediodía
Beaufort County Campus/Online (En línea)  Tues. & Thur.  6:00 pm - 8:00 pm
Hyde County Davis Center  Tues. & Wed.  6:00 pm - 9:00 pm

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.
Fall 2020
HVAC

HVAC: Heating, Ventilating, and Air Conditioning Level 1
Credential: Core & Level 1 HVAC, NCCER
6:00 pm-9:00 pm  Mon. & Thur.  Aug. 10 – Dec. 3  Fee: $186.25  96 hrs.  37233  BCCC 11-14 & 7-703

HVAC: Heating, Ventilating, and Air Conditioning Level 2
Credential: EPA Section 608, ESCO Institute/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. 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.
6:00 pm-9:00 pm  Mon. & Tues.  Aug. 10 – Nov. 30  Fee: $186.25  96 hrs.  37234  BCCC 11-15 & 7 703

HVAC: Heating, Ventilating, and Air Conditioning Level 3
Credential: 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: 978-0-13-518510-0) and is available in the BCCC bookstore. At the end of class, students can sit for an Employment Ready exam for System Diagnostics and Troubleshooting (ISBN: 1-930044-15-1). 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.
6:00 pm-9:00 pm  Tues. & Thur.  Aug. 11 – Dec. 1  Fee: $186.25  96 hrs.  37235  BCCC 703

HVAC: Gas Heating
For those that maintain, service and install gas heating systems or those just looking for a more in-depth source of accurate information, this training focuses on furnaces and boilers that burn natural gas or LP. The combustion of gas to generate heat can be dangerous and should be thoroughly understood by HVAC technicians. This program covers many facets of gas heating including combustion, system components and controls, heating sequences, installation, and troubleshooting. Students will need to purchase the ESCO Group Gas Heating: Furnaces, Boilers, Controls, and Components textbook available at the BCCC Bookstore prior to the first day of class. Register & pay online.
8:00 am - 5:00 pm  Sat.  Sept. 26 - Oct. 3  Fee: $70  16 hrs.  37305  BCCC 701

$500 scholarship through SECU is available for a credential in Advanced Manufacturing Institute, CDL, or HVAC (levels 1, 2, or 3).

ELECTRICAL

Residential Wiring (Parallel to ELC-113AB)
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) Register & pay online.
6:00 pm – 9:30 pm  Mon.  Aug. 17 – Dec. 14  Fee: $181.25  56 hrs.  37240  BCCC2/109

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, NC Department of Transportation

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 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 screening date).

8:00 am-6:00 pm Sat. & Sun. Oct. 11- Feb. 20 Fee: $234.25 384 hrs. 37232 BCCC7 703
Online, on demand All days

North Carolina Vehicle Escort Certification and Recertification
Credential: Escort Vehicle Certification, 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.

North Carolina Department of Transportation requires students to complete the National Safety Council Defensive Driving (DDC4) course as a component of the Escort Vehicle Certification. Contact BCCC for more information about the NSC Defensive Driving courses. This is only required for initial certifications and not for certification renewal.

Corequisite: NSC Defensive Driving Course (see p. 23 for course offerings)

8:00am-5:00pm Tues. Sep. 22 Fee: $70 8 hrs. 37275 BCCC8 826
8:00am-5:00pm Tues. Oct. 20 Fee: $70 8 hrs. 37276 BCCC8 826

North Carolina Vehicle Safety Inspection
Credential: Vehicle Safety Inspection, NC Division of Motor Vehicles

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

8:00 am-5:00 pm Sat. Sep. 19 Fee: $70 8 hrs. 37296 BCCC2 108
8:00 am-5:00 pm Sat. Oct. 17 Fee: $70 8 hrs. 37297 BCCC2 108

COMPUTERS

HRD: Computers in the Workplace
Credential: Microsoft Digital Literacy, Microsoft

This course prepares students to effectively use the computer in the workplace. Students will learn how to create, edit, and save MS Word documents. Microsoft Excel covers how to store, organize, and analyze information in spreadsheets. Outlook, email and navigating the Internet will prepare students on how to create and manage and send emails and calendars. Fee waivers for the registration fee are available for qualifying individuals.

9:00 am - 2:00 am Mon.-Fri. Oct. 5 - Oct. 9 Fee: $70/free 24 hrs. 37193 BCCC823

Cybersecurity Awareness Training

Cybersecurity is the means of protecting data, networks, programs and other information from unauthorized or unintended access, destruction, or change. It is important for individuals to learn how to protect their information. In this workshop, instructor Holly Harrison will empower students to quickly recognize scams commonly used by cybercriminals who try to gain access to personal information.

Register & pay online.

8:00 am – 5:00 pm Wed. Aug. 5 Fee: $75 8 hrs. 37273 BCCC8 822

Microsoft Excel for Business

Gain a working knowledge of the skills you will need in Microsoft Excel to succeed in today's job market. This class will cover an introduction to Microsoft Excel 2019 and how it can be applied in the workplace. Register & pay online.

8:00am – 5:00pm Thur. Aug. 6 Fee: $75 8 hrs. 37274 BCCC8 822

Find more courses online at Ed2Go. Designed to meet your needs and interests in the comfort of your home, you can study when it is convenient for you, without having to travel to campus. Each class will consist of two (2) lessons per week for a total of twelve (12) lessons or the equivalent of twenty-four (24) contact hours for 2.4 CEU credits. Certificate of Completions are available upon successful completion of a course. Over 300 courses are available through Ed2Go in a diverse group of categories. Visit https://www.ed2go.com/beaufortcc/ for a full list of courses.
Fall 2020

SMALL BUSINESS CENTER

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.beaufortccc.edu/sbc

<table>
<thead>
<tr>
<th>Small Business Center Core Curriculum</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>How to Start a Small Business</strong></td>
<td></td>
</tr>
<tr>
<td>David Mayo will 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?</td>
<td></td>
</tr>
<tr>
<td>6:00 pm-7:30 pm Mon. Aug. 03 Fee: No Charge 1.5 hrs. Webinar</td>
<td></td>
</tr>
<tr>
<td>6:00 pm-7:30 pm Mon. Oct. 05 Fee: No Charge 1.5 hrs. Webinar</td>
<td></td>
</tr>
<tr>
<td><strong>How to Write a Business Plan</strong></td>
<td></td>
</tr>
<tr>
<td>Starting a small business is a huge step for anyone. David Mayo will help students with the fundamentals of writing a business plan, 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.</td>
<td></td>
</tr>
<tr>
<td>6:00 pm-7:30 pm Mon. Aug. 17 Fee: No Charge 1.5 hrs. Webinar</td>
<td></td>
</tr>
<tr>
<td>6:00 pm-7:30 pm Mon. Oct. 12 Fee: No Charge 1.5 hrs. Webinar</td>
<td></td>
</tr>
<tr>
<td><strong>Marketing and Advertising for Your Business</strong></td>
<td></td>
</tr>
<tr>
<td>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!</td>
<td></td>
</tr>
<tr>
<td>6:00 pm-7:30 pm Mon. Aug. 31 Fee: No Charge 1.5 hrs. Webinar</td>
<td></td>
</tr>
<tr>
<td>6:00 pm-7:30 pm Mon. Oct. 26 Fee: No Charge 1.5 hrs. Webinar</td>
<td></td>
</tr>
<tr>
<td><strong>Financing Your Business</strong></td>
<td></td>
</tr>
<tr>
<td>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? David Mayo will help you answer these questions. The economy can be tough, so consider taking this course.</td>
<td></td>
</tr>
<tr>
<td>6:00 pm-7:30 pm Mon. Sept. 21 Fee: No Charge 1.5 hrs. Webinar</td>
<td></td>
</tr>
<tr>
<td>6:00 pm-7:30 pm Mon. Nov. 02 Fee: No Charge 1.5 hrs. Webinar</td>
<td></td>
</tr>
<tr>
<td><strong>Recordkeeping and Taxes for Small Business</strong></td>
<td></td>
</tr>
<tr>
<td>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?</td>
<td></td>
</tr>
<tr>
<td>6:00 pm-8:00 pm Mon. Sept. 28 Fee: No Charge 2.0 hrs. Webinar</td>
<td></td>
</tr>
<tr>
<td>6:00 pm-8:00 pm Mon. Nov. 09 Fee: No Charge 2.0 hrs. Webinar</td>
<td></td>
</tr>
</tbody>
</table>

**Positioning Your Business for Post Pandemic Success**

How to plan, prepare, and execute the re-opening of your business for success in our new reality. Minimize your liability risk, make your customers feel safe, effectively market your business, and keep costs down. We will include real-world small business examples that inspire participants to take action immediately. The question is not how do we get back to normal but how to thrive in the new reality!

This is a dynamic class that will be upgraded during the different phases of our area opening and we are willing to change the title to suit your area.

Developed and taught by Martin Brossman and Jeannie Munoz

10:00 am-11:30 am Thur. Aug. 13 Fee: No Charge 1.5 hrs. Webinar

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

Phone 252.940.6375
SMALL BUSINESS CENTER

Content Marketing for Post Pandemic Success
Due to the Coronavirus, more people than ever are online and actively searching and consuming content. Recent surveys indicate that Internet traffic has increased by over 40%. Is your business optimizing their opportunity to connect with their current and potential customers?
Learn about: Current consumer mindset; Successful marketing strategies post-pandemic; Effective types of content and appropriate messaging for post-pandemic communication; To sell or not to sell; And the importance of transparency and building customer relationships now. Developed and taught by Martin Brossman and Jeanne Munoz.
3:00 pm-4:30 pm  Tue.  Oct. 13  Fee: No Charge  1.5 hrs.  Webinar

Live Streaming & Video Conferencing to Connect to Customers Now and in the Future
New business models are emerging from the pandemic closures including communication through live streaming and video conferencing tools. Customers are becoming accustomed to seeing videos first before engaging in person or online. In a small and micro business, YOU are the competitive advantage of your business. How are you showing up online in video? We will cover the ways to get video online, how to look good, and sound good without fancy tools and high expenses. Learn techniques for using video conferencing as a marketing tool.
This is a dynamic class that will be upgraded during the different phases of opening and we are willing to change the title to suit your area. Developed and taught by Martin Brossman and Jeanne Munoz.
3:00 pm-4:30 pm  Wed.  Oct. 14  Fee: No Charge  1.5 hrs.  Webinar

Low-cost Touch-free Ways to Sell Your Products Online and Ramp Up Your Marketing
The pandemic has created new habits in your customers that include being more willing to purchase online. How to create touch-free ways of buying your product. Become shoppable and unstoppable! This integrates on the ground and on the web approaches. This is not just getting back to normal, it’s adapting and succeeding in the new normal.
This is a dynamic class that will be upgraded during the different phases of opening and we are willing to change the title to suit your area. Developed and taught by Martin Brossman and Jeanne Munoz.
3:00 pm-4:30 pm  Thu.  Oct. 22  Fee: No Charge  1.5 hrs.  Webinar

ENERGIZE YOUR SMALL BUSINESS SERIES –WITH BRIAN KENNEDY

7 Principles for Small Business Success in Any Economy
In this workshop we explore behaviors of successful people and organizations that thrive in any economic situation.
Know your purpose. Develop a philosophy of lifetime learning. Plan it! Do it! Review it! Do it again! Communicate to connect. Lead don’t follow! Build business relationships! Know the lifetime value of a customer. Action plan!
10:00 am-12:00 pm  Thu.  Sept. 10  Fee: No Charge  2.0 hrs  Webinar

Growing Small Business at the Speed of Relationships
In this workshop attendees will learn the purpose and benefits of relationship marketing, the principles of relationship marketing, and fundamentals to practice for success in relationship marketing.
We will cover: Your purpose; Principles of referral marketing; 10 fundamentals to achieve success in referral marketing; ACTION PLAN – Each participant will be given an opportunity to complete their plan of action which they can execute immediately.
10:00 am-12:00 pm  Thu.  Sept. 17  Fee: No Charge  2.0 hrs  Webinar

Creating Lifetime Customers for Your Small Business
In this workshop topics covered will be: Profit vs. profitability; Four basic ways of generating customers; Two types of customers; Transactional vs. relational business; Convert customers into your sales force; and action plan.
10:00 am-12:00 pm  Thu.  Sept. 24  Fee: No Charge  2.0 hrs  Webinar

Hiring Championship Performers: 7 Steps for Building a Winning Team
In this workshop topics covered will be: Risks and challenges of hiring in today’s work environment; six significant areas require high levels of cognizance; Before the hiring process begins/develop an accurate job description/focusing on essential activities; Establish clear criteria for job candidate selection; The 7 Step Hiring Process; and action plan.
10:00 am-12:00 pm  Thu.  Oct. 1  Fee: No Charge  2.0 hrs  Webinar

Conflict Resolution for Small Business Owners
In this workshop we discuss the importance of using emotional intelligence, perception, and communication as an effective means of dealing with conflict as a party to the conflict or a leader dealing with conflict. Points of discussion are: What conflict is; 5 stages of conflict; How does conflict present itself?; Steps to resolving conflict; and case studies.
10:00 am-12:00 pm  Thu.  Oct. 8  Fee: No Charge  2.0 hrs  Webinar

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.
Phone 252.940.6375
Fall 2020

SMALL BUSINESS CENTER

Finding the Perfect Product: How to Find Merchandise to Sell Online
The most asked question I get as an eCommerce guru is “where do you get the stuff you sell online?” That’s the million dollar question isn’t it? In this fast paced class you will learn my secrets to sourcing merchandise to sell online in many different ways and learn my secrets of Supply & Demand. I will also show you how to research products to find the Best Selling items.

- Wholesale
- Drop Shippers
- Foreign Sources
- Liquidation

6:00 pm-8:00 pm  Tues.  Nov. 05  Fee: No Charge  2 hrs  Webinar

How to Be a Profitable Artist
How to Be a Profitable Artist shows you how to intertwine your creativity with the world of business. Regardless of your medium – visual, literary, music, dance, or film – this program gives you the tools to bridge the gap between what you already know about how to find clients and produce saleable art and what you need to know to operate the business side of your studio successfully. Annette Dunlap, MBA, has been a freelance writer for over 30 years and is the author of three books. She is currently working on her fourth literary project. She will share her knowledge of how she applied her business experiences to the world of art with measurable success.

4:00 pm-6:00 pm  Thur.  Nov. 05  Fee: No Charge  2 hrs.  BCCC 2, 124A

Three-Part, QuickBooks Desktop Series –
Cynthia King, Business Administration Professor at BCCC and prior entrepreneur.

Introduction to QuickBooks Desktop – Part One
QuickBooks is the gold standard software for the small business owner. Our QuickBooks expert will give you a complete introduction to the QuickBooks Desktop product including: getting started, setting up a company file, understanding lists and items, adding vendors, customers, and workers, chart of accounts, connecting a bank account, using forms to record sales and managing expenses and invoicing. You will have a basic understanding of the QuickBooks desktop program!

4:00 pm-6:00 pm  Thur.  Nov. 05  Fee: No Charge  2 hrs.  BCCC 2, 124A

Introduction to QuickBooks Desktop – Part Two
Building on the prior day's work, our QuickBooks expert will give you a complete introduction to the QuickBooks Desktop product including: getting started, setting up a company file, understanding lists and items, adding vendors, customers, and workers, chart of accounts, connecting a bank account, using forms to record sales and managing expenses and invoicing. You will have a basic understanding of the QuickBooks desktop program!

4:00 pm-6:00 pm  Thur.  Nov. 12  Fee: No Charge  2 hrs.  BCCC 2, 124A

Introduction to QuickBooks Desktop – Part Three
Building on the prior two classes, our QuickBooks expert will give you a complete introduction to the QuickBooks Desktop product including: getting started, setting up a company file, understanding lists and items, adding vendors, customers, and workers, chart of accounts, connecting a bank account, using forms to record sales and managing expenses and invoicing. You will have a basic understanding of the QuickBooks desktop program!

4:00 pm-6:00 pm  Thur.  Nov. 19  Fee: No Charge  2 hrs.  BCCC 2, 124A

AUTO DEALER

Auto Dealer License Initial
Credential: Auto Dealer License; NC Division of Motor Vehicles
This course is approved by the NC Division of Motor Vehicles for the initial licensing of independent auto dealers. It covers licensing requirements, state and federal laws, frequently-used forms, dealer license plates, and vehicle safety inspections. Register & pay online.

8:00 am-3:00 pm  Wed. & Thurs.  Sept. 9 & 10  Fee: $75  12 hrs.  37238  BCCC8/822

Auto Dealer License Renewal
Credential: Auto Dealer License; NC Division of Motor Vehicles
Motor vehicle dealers in North Carolina are required to complete six hours of continuing education each year in order to renew their license; the intent is to keep dealers up-to-date on issues that have an impact on their business. This course provides an overview of the NC Motor Vehicle Dealers and Manufacturers Regulations Manual and includes a study of dealer laws, regulations, DMV regulations, federal laws and rules, and proper record-keeping. Register & pay online.

8:00 am-3:00 pm  Fri.  Sept. 11  Fee: $75  6 hrs.  37239  BCCC8/822

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

Pre-License Real Estate
Credential: NC Real Estate License, 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. Individuals should review the Pre-License Real Estate qualifications list on the NC Real Estate Commission website prior to registering
https://www.ncrec.gov/Licensing/ApplyLicense
Prerequisite: National Career Readiness Certificate at a silver level or higher.
12:00 pm - 4:00 pm  Tues. & Wed.  Sept. 8 - Nov. 10  Fee: $180  75 hrs.  37203  BCCC822
5:00 pm - 9:00 pm  Tues. & Wed.  Sept. 8 - Nov. 10  Fee: $180  75 hrs.  37204  BCCC822

Post- Real Estate – Contracts & Closings
9:00 am - 2:00 pm  Tues., Thur. & Fri.  Sept. 22 - Oct. 13  Fee: $125  30 hrs.  37205  BCCC824

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. Register & pay online.
5:30 pm - 9:30 pm  Thur.  Nov. 12  Fee: $50  4 hrs.  37206  BCCC824
9:00 am-1:00 pm  Tues.  Sept. 8  Fee: $50  4 hrs.  37207  BCCC824

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. Register & pay online.
5:30 pm - 9:30 pm  Thur.  Nov. 19  Fee: $50  4 hrs.  37210  BCCC829
9:00 am-1:00 pm  Tues.  Nov. 10  Fee: $50  4 hrs.  37211  BCCC829

Real Estate – Elective
This elective will satisfy the four hours of continuing education required by the NC Real Estate Commission. The book is available in the book store. Register & pay online.
5:30 pm - 9:30 pm  Thur.  Sept. 10 - Sept. 20  Fee: $50  4 hrs.  37208  BCCC829
5:30 pm - 9:30 pm  Fri.  Oct. 23  Fee: $70  6 hrs.  37187  BCCC829
9:00 am-1:00 pm  Wed.  Oct. 7  Fee: $70  6 hrs.  37186  BCCC829
9:00 am-1:00 pm  Wed.  Oct. 18  Fee: $70  6 hrs.  37188  BCCC829

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: 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. Register & pay online.
9:00 am-12:00 pm  Fri.  Oct. 2  Fee: $70  6 hrs.  37184  BCCC829
9:00 am-4:00 pm  Wed.  Oct. 7  Fee: $70  6 hrs.  37186  BCCC829
9:00 am-4:00 pm  Fri.  Oct. 23  Fee: $70  6 hrs.  37187  BCCC829
9:00 am-4:00 pm  Wed.  Nov. 18  Fee: $70  6 hrs.  37188  BCCC829

E-Notary Public
Credential: E-Notary Public, NC State Notary Public Section
All students must have a current state or federal issued picture ID, and Notary Number 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% or higher, 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/divisions/notary/e_notary. Register & pay online.
9:00 am-12:00 pm  Fri.  Nov. 6  Fee: $70  3 hrs.  37189  BCCC829

REBOOT, RECOVER, REBUILD
SMALL BUSINESSES AFFECTED BY COVID-19 & SHUT-DOWNS CAN CONTACT THE SMALL BUSINESS CENTER FOR FREE COUNSELING ON OVER 40 TOPICS!
CONTACT 252-940-6375 OR EMAIL CONTINUINGEDUCATION@BEAUFORTCCC.EDU.
Fall 2020

MOVE FORWARD AT WORK

National Career Readiness Certification (NCRC) Testing

Credentialed: National Career Readiness Certificate, ACT

NCRC/Workkeys Testing is available to all individuals seeking to earn their NCRC. While it is not required, 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. Please call to schedule an appointment. Only 12 seats available per testing session. A Division of Continuing Education Scholarship is available for Career Readiness Certificate (NCRC) testing fees for qualifying students. This scholarship is sponsored by the Beaufort County Committee of 100 https://www.beaufortcountyc100.com/. Please contact Sara Watson at 252-940-6311 or sara.watson@beaufortccc.edu for details. If paying for your test scores or call 1-800-967-5539. Have you tested, but misplaced your official score papers? Please visit www.myworkkeys.com directly to retrieve your personal test scores or call 1-800-967-5539.

Tuesday 9:00 am Testing Dates: 8/18, 9/01, 9/15, 9/29, 10/13, 10/27, 11/10, 11/24, 12/08
Thursday 5:00 pm Testing Dates: 8/20, 9/03, 9/17, 10/01, 10/15, 10/29, 11/12, 12/10

National Career Readiness Certification (NCRC) Prep Classes

Credentialed: 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 allowing students to enter and exit at their convenience during the scheduled times of the class. 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.

2:00 pm - 4:30 pm Tues. & Thur. Aug. 18 - Dec. 17 Fee: HRD waiver available BCCC823
5:00 pm - 7:30 pm Every other Tues. Aug. 25 - Dec. 8 Fee: HRD waiver available BCCC823

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.

9:00 am - 1:00 pm Mon. Oct. 19 Fee: $70/free 4 hrs. 37194 BCCC 8 823

Request for WorkKeys CRC Test Scores

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

SUBSTITUTE TEACHING

Substitute Teacher Training

This 24-hour course prepares individuals to substitute teach in a K-12 school. 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. Register & pay online.

Prerequisite: High School Diploma, subject to criminal background check
5:00 pm - 9:00 pm Mon. Tues. & Thur. Oct. 5 - Oct. 15 Fee: $70 24 hrs. 37195 BCCC826
5:00 pm - 9:00 pm Mon. Tues. & Thur. Oct. 26 - Nov. 5 Fee: $70 24 hrs. 37196 BCCC829

Substitute Teacher Training – Online

This new 24-hour online course taught via the Blackboard learning management system 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. Register & pay online.

Prerequisite: High School Diploma, subject to criminal background check
5:00 pm - 9:00 pm Mon. Tues. & Thur. Aug. 17 - Aug. 27 Fee: $70 24 hrs. 37399 Online
5:00 pm - 9:00 pm Mon. Tues. & Thur. Sept. 14 - Sept. 24 Fee: $70 24 hrs. 37400 Online

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

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.

- 6:00 pm - 9:00 pm
- Mon. & Wed.
- Nov. 16 - Dec. 16
- Fee: $70.00/free
- 24 hrs.
- 37169
- Online

Counseling/Human Services Careers: Support Specialist

This course provides students with the knowledge, skills and abilities to work with individuals with mental health issues and developmental disabilities in a variety of settings including state facilities, group homes or individual living arrangements. The student will have the ability to work with the disabled person, providing training and health care support in an effective and ethical manner.

- 6:00 pm-9:00 pm
- Mon. & Wed.
- Sept. 14 - Nov. 4
- Fee: $125
- 48 hrs.
- 37168
- BCCC3

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.

- 6:00 pm-9:00 pm
- Tues. & Thur.
- Sept. 15 - Nov. 5
- Fee: $125/Free
- 48 hrs.
- 37295
- BCCC822

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 successfully completed Phase 1: Introduction to Human Services to be eligible for this course.

- 6:00 pm - 9:00 pm
- Mon. & Wed.
- Oct. 12 - Dec. 9
- Fee: $130
- 48 hrs.
- 37192
- BCCC822

Are you ready for a new career? Our Human Resources Development (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.

RESTAURANT

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/Product Detail/ESV7 No materials will be sold in class. Register & pay online.

- 5:00 pm-9:00 pm
- Tues. & Thur.
- Oct. 6 - Oct. 13
- Fee: $70
- 12 hrs.
- 37181
- BCCC829/824

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/Product Detail/ESV7 No materials will be sold in class. Register & pay online.

- 6:00 pm-9:00 pm
- Thur.
- Oct. 15
- Fee: $25
- 3 hrs.
- 37182
- BCCC829

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

Nurse Aide I-Hybrid

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

This certificate 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 the North Carolina State Certification Examination. Successful completion of state exam is required to be listed on the North Carolina Nurse Aide I Registry. Blackboard is the technology platform used for online instruction with Blackboard Ultra or ZOOM used for meeting sessions.

Prerequisite: Career Readiness Certificate of a silver or higher


Requirements:
• Competently perform NCNAR approved skills
• 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
• Drug screen and background check with CastleBranch must be completed within 30 days of first day of class or student may be dropped from course.

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

1:30 pm-5:30 pm  Seated every Mon., Tues.  Aug. 17-Nov. 30  Fee: $204.25  164 hrs.  37176  BCCC 1212/1218

Nurse Aide I

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

This certificate 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 the 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:
• Competently perform NCNAR approved skills
• 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
• Drug screen and background check with CastleBranch must be completed within 30 days of first day of class or student may be dropped from course.

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. 21-Dec. 11  Fee: $199.25  164 hrs.  37133  BCCC 1212/1218

Every other Saturday beginning Aug. 22

Look for this logo for scholarship-eligible or fee-waived classes. These classes may be free for students who qualify.
**Medical Billing and Coding**

**Certification:** Professional Coder, Certified Billing and Coding Specialist

This course combines medical coding intro and advanced. Upon completion, students should gain knowledge of medical coding sets and their guidelines; including ICD-10-CM (diagnosis codes), CPT (provider procedural codes with modifiers), and ICD-10-PCS (facility procedural codes). Students will learn how to interpret medical documentation and assign codes accordingly, and when to query a provider regarding missing or incorrect documentation. Through this course, diagnoses, procedures/surgeries, and scenarios will become increasingly more complex in order to help students understand the complexity of real-life coding in the healthcare industry; taking into consideration coding, insurance, Medicare/Medicaid, and individual medical facility guidelines. As a result, the prerequisites listed below are a must. **Register & pay online.**

**Textbooks:** Coding Exam 2020 (Bundle) ISBN: 9781626888814, Author: Aapc, Publisher: American Academy of Professional Coders

**Prerequisites:** 1-High school diploma or equivalency AND 2-Successful completion of medical terminology and anatomy & physiology courses with Medical coding courses OR employment experience in the healthcare field with exposure to coding

| 6:00 pm-9:00 pm | Tues. & Thur. | Aug. 18 - Dec. 15 | Fee: $180.00 | 96 hrs. | 37170 | B3115 |

**Mental Health First Aid**

**Credential:** Mental Health First Aid Certification, National Council For Behavioral Health

This 8-hour course in Mental Health First Aid teaches you how to identify, understand and respond to signs of mental illnesses and substance use disorders. The training gives you the skills you need to reach out and provide initial help and support to someone who may be developing a mental health or substance use problem or experiencing a crisis. A textbook, Mental Health First Aid USA, is available in the BCCC Bookstore. Books will not be sold in class and should be purchased prior to class. **Register & pay online.**

| 1:00 pm-5:00 pm | Mon. & Tues. | Sept. 14 - Sept. 15 | Fee: $70.00 | 8 hrs. | 37171 | BCCC822 |
| 5:00 pm-9:00 pm | Mon. & Tues. | Sept. 21- Sept. 22 | Fee: $70.00 | 8 hrs. | 37173 | BCCC828 |
| 1:00 pm-5:00 pm | Mon. & Tues. | Sept. 28 - Sept. 29 | Fee: $70.00 | 8 hrs. | 37174 | BCCC822 |
| 5:00 pm-9:00 pm | Mon. & Tues. | Oct. 5 - Oct. 6 | Fee: $70.00 | 8 hrs. | 37175 | BCCC828 |

**Phlebotomy-Hybrid**

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

244-hour certification 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 a phlebotomist. Student will earn a Working Smart credential: soft skills for workplace success while enrolled in the program. Blackboard is the technology platform used for online instruction with Blackboard Ultra or ZOOM used for meeting sessions.

**Prerequisites:** 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, Immunization update-*$100, Clinical requirement-$20, certification exam-$90-115 (*approx. cost)

**Requirements:**
- Competently perform successful venipunctures in the lab setting
- 95 hours of clinical 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.
- Immunizations: MMR, Flu, Varicella, 2 step TB skin test, Tdap, Hep B or Hep B declination/waiver

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

<table>
<thead>
<tr>
<th>First Class</th>
<th>9:00 am-2pm</th>
<th>Aug. 31</th>
<th>9:00 am-1:00 pm</th>
<th>Seated every Mon.</th>
<th>Aug. 31-Dec. 7</th>
<th>Fee: $204.25</th>
<th>244 hrs</th>
<th>36879</th>
<th>BCCC 12 1212/1218</th>
</tr>
</thead>
<tbody>
<tr>
<td>View courses online at <a href="http://beaufortccc.edu">beaufortccc.edu</a> and click on <a href="http://beaufortccc.edu">Our Programs, Continuing Education</a></td>
<td>Phone 252.940.6375</td>
<td>19</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
HEALTHCARE

Registered Medical Assistant Part I-Hybrid

Credential: Registered Medical Assistant, American Medical Technologists

Registered Medical Assistant is a 720-hour course that prepares individuals to provide administrative and medical duties in a clinic. The course is divided into two parts. Part 1: 360 hours of instructional time to learn administrative and clerical skills. Blackboard is the technology platform used for online instruction with Blackboard Ultra or ZOOM used for meeting sessions.

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.


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

9:00 am-5:00 pm  Seated Every Mon.  Aug 31-Mar. 8  Fee: 185.00  360 hrs.  37070  BCCC 8, 826

Part 2 builds on the foundations of Part 1 for additional instructional time to learn medical assisting procedures. Student will learn many tasks such as: phlebotomy, cleaning and dressing wounds, giving injections, and collecting specimens. Student will complete 160 hours of clinical experience in a medical clinic.

Prerequisite: Successful completion of Part 1.

Begins March 15, 2021

COVID-19 Response

• The Division of Continuing Education will offer in-person, hybrid, & online classes this fall. Most BCCC classrooms cannot accommodate more than 10-12 students at a time given the constraints of social distancing, so class sizes will be limited.
• All employees & students will be required to wear masks at all times inside BCCC buildings.
• Our custodial staff will implement additional cleaning and sanitation protocols throughout classrooms & instructional spaces to protect everyone.

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 10 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. Blackboard is the technology platform used for online instruction with Blackboard Ultra or ZOOM used for meeting sessions.

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.


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

5:30 pm-9:30 pm  Seated Every Mon.  Aug 31-Nov. 23  Fee: 199.25  140 hrs.  36917  BCCC 3, 113

Nurse Aide II

Credential: 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 NA II with the North Carolina Board of Nursing.

Prerequisite: Nurse Aide I license and High School Diploma or equivalency


Requirements:

• Competently perform NCBON approved skills
• 90 hours of clinical
• 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 to Castle Branch must be completed within 30 days of first day of class or student may be dropped from program.
• 2 step TB skin test

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

9:00 am-1:00pm  Tues.-Thur.  Sept. 1-Dec. 10  Fee: $199.25  190 hrs.  37057  BCCC 12, 1212/1218

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

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

BLS CPR for Healthcare Provider
Credential: BLS CPR for Health Care 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.


<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Fee</th>
<th>Duration</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed.</td>
<td>5:00 pm-9:00 pm</td>
<td>$45</td>
<td>4 hrs.</td>
<td>37041</td>
</tr>
<tr>
<td>Sat.</td>
<td>9:00 am-1:00 pm</td>
<td>$45</td>
<td>4 hrs.</td>
<td>37058</td>
</tr>
<tr>
<td>Wed.</td>
<td>5:00 pm-9:00 pm</td>
<td>$45</td>
<td>4 hrs.</td>
<td>37042</td>
</tr>
</tbody>
</table>

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

Prerequisite: Current NA I license with no substantiated findings, High School diploma or High School Equivalency

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

Requirements:
- Attendance for all 24 hours
- 90 or greater on the final written exam
- Current NC Aide certificate, SS Card and current signed government form of ID with photo

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

Community Health Coach
Course is designed to empower individuals to serve as an advocate within their community such as: church, professional, social, civic and business organizations. The Community Health Coach will learn to identify health and medical issues and to guide at risk individuals to seek health services. Individuals will learn to identify potential health concerns and to encourage results through healthy changes. Instructional topics include: risk factors and disease complications; nutrition and cardiovascular disease; tobacco use; nutrition; community outreach; physical activity and stress management. Upon completion of program individuals are encouraged to host a wellness fair for their community.

Prerequisite: High School diploma or High School Equivalency.


<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Fee</th>
<th>Duration</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon.-Fri.</td>
<td>5:00 pm-9:00 pm</td>
<td>$70</td>
<td>24 hrs.</td>
<td>36913</td>
</tr>
<tr>
<td>Sat.</td>
<td>8:00 am-12:00 pm</td>
<td></td>
<td></td>
<td>36912</td>
</tr>
</tbody>
</table>

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 for adult, child, and infant CPR and AED use.

Textbook: Heartsaver First Aid CPR AED Student Workbook - ISBN 9781616690175

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Fee</th>
<th>Duration</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed.</td>
<td>5:00 pm-9:00 pm</td>
<td>$45</td>
<td>4 hrs.</td>
<td>37043</td>
</tr>
<tr>
<td>Wed.</td>
<td>5:00 pm-9:00 pm</td>
<td>$45</td>
<td>4 hrs.</td>
<td>37044</td>
</tr>
</tbody>
</table>

Phlebotomy for Healthcare Workers
Course will provide theory and lab experiences needed for proper collection of blood and other specimens used for diagnostic testing. Upon completion, you should be able to safely perform procedures necessary for specimen collections on patients in various healthcare settings. No clinical required. This course is for training and refreshing venipuncture skills. Your supervisor will need to attest to procuring blood specimens to earn Phlebotomy certification.

Prerequisite: Verification of current certification as a Nurse Aide, Medical Assistant, Registered or Practical Nurse, EMT

Requirements: Competently perform 20 successful venipunctures in the lab setting

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Fee</th>
<th>Duration</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri. &amp; Sat.</td>
<td>9:00 am-6:00 pm</td>
<td>$71.25</td>
<td>24 hrs.</td>
<td>37055</td>
</tr>
</tbody>
</table>

View courses online at beaufortccc.edu and click on Our Programs, Continuing Education.
**Fall 2020**

### FIRST RESPONDER

**Emergency Medical Technician Evening Class (Hybrid)**  
**Credential:** EMT, NC Office of Emergency Medical Services and/or National Registry  
If you have little or no medical experience, this course will introduce you to prehospital emergency care. Upon completion of this course, you will be able to take the state or national credentialing exam to provide emergency or non-emergent care at the EMT level. The course meets on Monday and Wednesday each week with 2 Saturday sessions. Weekly online course work is required so you must have access to internet. Please pre-register for the class so you can get your book ordering information!  

- **Credits:** 274 hrs.  
- **Course Date:** Aug. 12–Dec. 9  
- **Fee:** $204.25  
- **Instructor:** 36686 BCCC 10-28

**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 follows the guidelines established by the International Board of Specialty Certifications 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 administered by IBSC. The text for this course is the Community Health Paramedicine by AAOS, ISBN 978-1-284-04096-8.  

- **Credits:** 109 hrs.  
- **Course Date:** Aug. 24–Nov. 8  
- **Fee:** $185  
- **Instructor:** 36692 BCCC 10-31

### CHECK OUT OUR NEW EMERGENCY MEDICAL SCIENCE ASSOCIATE IN APPLIED SCIENCE BRIDGING PROGRAM ON P. 36. GET CREDIT FOR YOUR PARAMEDIC LICENSE & GET YOUR AAS IN EMS ONLINE.

**Online FP-C/CCP-C Review Course**  
**Credential:** Critical Care Paramedic Certification & Flight Paramedic Certification, 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 the Board of Specialty Certifications (IBSC). The course also serves as continuing education credit for current credentialed FP-C, CCP-C, and other critical care providers. The course uses the 2nd Edition Critical Care Transport by AAOS, ISBN 978-1-284-04099-9.  

- **Credits:** 72 hrs.  
- **Course Date:** Aug. 24–Nov. 8  
- **Fee:** $185  
- **Instructor:** 36695 BCCC 10-28

**EMT to Paramedic**  
**Credential:** Paramedic, NC Office of Emergency Medical Services  
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. Contact Billy Respass at 252-940-6468 or billy.respass@beaufortccc.edu with questions.  

**The next class is expected to start February 2021!**

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

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

Beaufort County Community College uses NC OSFM qualified fire instructors to teach classes throughout our four-county service area. 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 Andrew Coccaro, Fire and Emergency Management Director at (252)940-6363 or andrew.coccaro@beaufortccc.edu. For start dates and locations of these classes, please visit www.beaufortccc.edu/fire-training. To ensure that you don't miss any training, text BCCCFIRE to 844-326-6817. This text service will alert you to all classes as they are scheduled.

NC Firefighter Certification Block Classes $500 Scholarship Stipends Available!

Credential: Firefighter, NC Office of State Fire Marshall (OSFM)

We will be offering all the block classes needed to earn the NC Firefighter Certification. These classes cover all of the required topics in firefighting, hazardous materials, and emergency medical care knowledge to become a certified firefighter. These classes are going to be offered over the next several months at fire departments in our four-county service area. Some courses will also be provided on campus as needed depending on topic and equipment needs.

Scholarship stipends of $500 per term are available for qualifying students who are participating in block courses leading to Firefighter certification. Stipends are intended to offset out-of-pocket expenses a student could incur in order to participate in training leading to Firefighter I & II Certification, NC Driver/Operator Pumps, or Emergency Vehicle Driver Certifications. Students must be affiliated as a firefighter with a NC fire department, as attested to by the signature of the Chief or Chief's designee on the scholarship/stipend application form. This scholarship is made possible through the generosity of the Blue Cross Blue Shield Foundation.

Emergency Management Training

Beaufort County Community College offers many emergency management training opportunities. Many of these classes are based on requests from agencies.

DEFENSIVE DRIVING

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.

<table>
<thead>
<tr>
<th>Time</th>
<th>Date</th>
<th>Fee</th>
<th>Hrs</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>5:30 pm – 9:30 pm</td>
<td>Mon. Aug. 17</td>
<td>$70</td>
<td>4 hrs</td>
<td>36783 BCCC8 Auditorium</td>
</tr>
<tr>
<td>9:00 am – 1:00 pm</td>
<td>Sat. Aug. 29</td>
<td>$70</td>
<td>4 hrs</td>
<td>36784 BCCC8 Auditorium</td>
</tr>
<tr>
<td>9:00 am – 1:00 pm</td>
<td>Sat. Sept. 19</td>
<td>$70</td>
<td>4 hrs</td>
<td>37259 BCCC8 Auditorium</td>
</tr>
<tr>
<td>5:30 pm – 9:30 pm</td>
<td>Mon. Sept. 28</td>
<td>$70</td>
<td>4 hrs</td>
<td>37260 BCCC8 Auditorium</td>
</tr>
<tr>
<td>9:00 am – 1:00 pm</td>
<td>Sat. Oct. 10</td>
<td>$70</td>
<td>4 hrs</td>
<td>37261 BCCC8 Auditorium</td>
</tr>
<tr>
<td>5:30 pm – 9:30 pm</td>
<td>Mon. Oct. 19</td>
<td>$70</td>
<td>4 hrs</td>
<td>37262 BCCC8 Auditorium</td>
</tr>
<tr>
<td>9:00 am – 1:00 pm</td>
<td>Sat. Oct. 31</td>
<td>$70</td>
<td>4 hrs</td>
<td>37263 BCCC8 Auditorium</td>
</tr>
<tr>
<td>5:30 pm – 9:30 pm</td>
<td>Mon. Nov. 9</td>
<td>$70</td>
<td>4 hrs</td>
<td>37264 BCCC8 Auditorium</td>
</tr>
<tr>
<td>9:00 am – 1:00 pm</td>
<td>Sat. Nov. 21</td>
<td>$70</td>
<td>4 hrs</td>
<td>37265 BCCC8 Auditorium</td>
</tr>
<tr>
<td>5:30 pm – 9:30 pm</td>
<td>Mon. Dec. 7</td>
<td>$70</td>
<td>4 hrs</td>
<td>37266 BCCC8 Auditorium</td>
</tr>
<tr>
<td>9:00 am – 1:00 pm</td>
<td>Sat. Dec. 12</td>
<td>$70</td>
<td>4 hrs</td>
<td>37267 BCCC8 Auditorium</td>
</tr>
</tbody>
</table>
**Fall 2020**

**SELF DEFENSE**

**ZOOM Self Defense & Escape**

From your own home you may acquire the skills to keep yourself safe in many uncomfortable dangerous situations. First, we will discuss situational awareness, and how not to venture into an unsafe environment. Then, Robert Harp will illustrate, and you will practice the moves to help you become ungraspable and able to escape from someone up-close and intent on doing harm. We want you to remain calm, release yourself from body grabs, protect yourself from in-close weapons, and get quickly to safety. Students will be supplied with a jump drive containing videos of all the safety moves taught in the class. This class will be taught via the Zoom web conferencing platform. Register & pay online.

- **7:00 pm to 8:30 pm**
  - Mon. Sept. 21 - Oct. 19
  - Fee: $45
  - 7.5 hrs.
  - 37360
  - ZOOM

**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 at the time of registration: Handgun permit, CCH permit or County record check.

- **9:00 am-4:00 pm**
  - Sat. Aug. 29
  - Fee: $86.25
  - 6 hrs
  - 37164
  - BCCC10B 102

- **9:00 am-4:00 pm**
  - Sat. Oct. 17
  - Fee: $86.25
  - 6 hrs
  - 37165
  - BCCC10B 102

**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 from the Clerk of Court or handgun purchase permit from the Sheriff’s Office should be provided at the time of registration.

- **8:00 am-7:00 pm**
  - Sat. Sept. 26
  - Fee: $76.25
  - 10 hrs.
  - 37166
  - BCCC10B 102

- **8:00 am-7:00 pm**
  - Sat. Nov. 14
  - Fee: $76.25
  - 10 hrs.
  - 37167
  - BCCC10B 102

**MOTORCYCLE SAFETY**

**Motorcycle Safety: Basic Rider Course, 2 Wheels**

We are pleased to offer this new service to area motorcycle riders, and this class will show off our brand-new driving pad. More importantly, students will learn the safe driving skills for operating a motorcycle in traffic. Please come and learn the operation of motorcycle controls as you practice riding on our protected range.

- **8:00 am – 7:00 pm**
  - Sat. & Sun. Sept. 26 & 27
  - Fee: $145
  - 20 hrs.
  - 37268
  - BCCC 10B-101 & Driving Pad

- **8:00 am – 7:00 pm**
  - Sat. & Sun. Nov. 14 & 15
  - Fee: $145
  - 20 hrs.
  - 37270
  - BCCC 10B-101 & Driving Pad

**Motorcycle Safety: Basic Rider Course, 3 Wheels**

To accommodate those riders who are using 3-wheeled vehicles we have added this session. The structure is the same as listed above. In this class however, the focus is on operation and safety on a 3-wheeled cycle.

- **8:00 am – 7:00 pm**
  - Sat. & Sun. Oct. 10 & 11
  - Fee: $145
  - 20 hrs.
  - 37269
  - BCCC 10B-101 & Driving Pad

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

Pitcher Plants & Sparrows
Part of our Nature Nearby series; on Tuesday we will learn about carnivorous plants that live in Eastern NC. On Thursday morning we will hike the VOA site near Washington that contains beautiful stands of pitcher plants and tiny sundews. Hopefully we will see the threatened Henlow’s sparrow that lives on the site. We will walk on the old VOA roads, so the hiking is very gentle.  
Register & pay online.
10:00 am-noon  Tues.  Sept. 22  Fee: $30  8 hrs.  37312  BCCC 8 829
8:00 am-noon  Thur.  Sept. 24  VOA Wildlife Game Lands

Gardening with Bulbs
Plants that flower from bulbs are tough and long lived. Eastern Carolinians can enjoy bulbs blooming in the garden during all four seasons. Beaufort County’s long history as a producer of bulbs gives us rich experience to learn from and a broad array of choices that we know like our climate. Join us to learn how to plan, plant, and maintain bulbs in your garden. We’ll also discuss using bulbs in containers, which varieties are deer resistant, and all the resources for finding great garden bulbs. We will even have some bulbs for you to plant in your garden.
Register & pay online.
10:00 am-noon  Thur.  Oct. 29  Fee: $20  2 hrs.  37287  BCCC 8 829
6:00 pm-8:00 pm  Thur.  Oct. 29  Fee: $20  2 hrs.  37288  BCCC 3 127

Fall Propagating & Organic Rose Care
There's a low cost, low effort, successful way to root many woody plants, perennials, and roses. Autumn is the time to use this technique so that you’ll have nice plants for your garden next Spring. And choosing the right rose will set gardeners on a path to enjoy a full season of flowers without the hassle and bother of excessive sprays and chemicals. We will spend time exploring the roses and shrubs that make good garden bloomers here in our region, and we will give hands-on experience making cuttings and rootings. Each student will take home pots of rose and shrub cuttings and the skills to continue the old-fashioned practice of plant sharing.  
Register & pay online.
10:00am to noon  Thur.  Nov. 5  Fee: $20  2 hrs.  37289  BCCC 8A 102
6:00 pm-8:00 pm  Thur.  Nov. 5  Fee: $20  2 hrs.  37290  BCCC 8A 102

FOOD

Pig Pickin’ on the Waterfront
Smoke on the Water, a project of the Washington Noon Rotary, and The Harbor District Market have lots going on. Thanks to them for the following delicious class!
https://wholehogbarbecue.com/series/smoke-on-the-water/
https://harbordistrictmarket.org
On an October evening the wonderful woody smoky aroma of pork beginning to slowly cook fills the Washington waterfront. It’s Smoke on the Water, an annual pig cooking competition sponsored by Washington’s Noon Rotary. Join dedicated competitor Evan Woolard and his team, and Certified Barbecue Judge Brownie Futrell so you can experience all aspects of this event. On Friday afternoon students will gather for an orientation meeting with Brownie and Evan. Afterward they will attend the Cook’s Meeting with all of the competitors. Later they will observe the distribution of the pigs and watch the teams begin to cook. On Saturday morning students have the privilege of accompanying the judges and sampling the barbecue that is vying for awards. What a fine and tasty opportunity to learn about pig cooking and this incredibly competitive sport. 
Register & pay online.
3:00 pm - 7:00 pm  Fri.  Oct. 16  Fee: $50  6 hrs.  37304  Harbor District Market
6:00 pm-8:00 pm  Thur.  Oct. 29  Fee: $20  2 hrs.  37289  BCCC 8A 102

Find more courses online at Ed2Go. Designed to meet your needs and interests in the comfort of your home, you can study when it is convenient for you, without having to travel to campus. Each class will consist of two (2) lessons per week for a total of twelve (12) lessons or the equivalent of twenty-four (24) contact hours for .4 CEU credits. Certificate of Completions are available upon successful completion of a course. Over 300 courses are available through Ed2Go in a diverse group of categories. Visit https://www.ed2go.com/beaufortccc/ for a full list of courses.
**Fall 2020**

**CRAFTS**

**Welding for Women**
Tracey Bidwell is an excellent welder, and she wants to empower women to enjoy this skill. We have noticed that women enjoy the precision and the creativity welding allows. This class will follow the same format as our Welding for Fun and will benefit from camaraderie and support from fellow women students. We have all the supplies you will need, and the safety equipment too. Just join this class and you will learn the basics of Mig (GMAW), Tig (GTAW), and stick (SMAW) welding. By the end of 5 sessions you will have made your own art project to keep. Register & pay online.

9:00 am - noon  Fri.  Sept. 11 – Oct. 9  Fee: $140  15 hrs.  37277  BCCC 4 112

**Welding for Fun**
Have you ever thought about all the cool things you could make if only you knew how to weld? Well, here is your chance to find out how. We have all the supplies you will need, and the safety equipment too. Just join this class and you will learn the basics of Mig (GMAW), Tig (GTAW), and stick (SMAW) welding. By the end of 5 sessions you will have made your own art project to keep. Register & pay online.

9:00 am - noon  Fri.  Oct. 16 – Nov. 13  Fee: $140  15 hrs.  37278  BCCC 4 112

**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.

6:00 pm-8:00 pm  Tues.  Sept. 22 - Oct. 13  Fee: $55  8 hrs.  37291  BCCC 3 127

**We are partnering with Pocosin Arts School of Fine Craft in Columbia to offer two subjects (below) so you can explore crafts that may be of interest. If you enjoy the experience, you will want to enroll in Pocosin's more in-depth offerings. See all that they have: https://pocosinarts.org**

**Explore Ceramics**
Learn about ceramics, the fundamental craft tied to human civilization as early as 28,000 BCE - it's been all the rage for quite some time! Spend the morning in Pocosin Arts pottery studio, learning to make functional mugs and cups. This three-hour introductory course will immerse participants in hand-building techniques, surface design, and includes a fun and short history of ceramics. Participant's creations will be available for pick up a week after class. Materials and firing included in the price. (Students living closer to the BCCC Washington Campus may pick up their creation at Building 8.) Register & pay online.

10:00 am - 1:00 pm  Tues.  Aug. 18  Fee: $45  3 hrs.  37315  Pocosin Arts
10:00 am - 1:00 pm  Tues.  Aug. 25  Fee: $45  3 hrs.  37316  Pocosin Arts

**Explore Metalsmithing**
Rings and other types of jewelry have been in production as early as 3000 BCE, with the earliest examples found in the tombs of ancient Egypt. Learn to move metal and make a ring in Pocosin Arts School of Fine Craft's professional metalsmithing studio. This three-hour introductory course will introduce essential techniques, and have participants sawing, forming, and soldering to create a custom fit silver ring in less than three hours! Materials included in the price. Register & pay online.

10:00am - 1:00pm  Tues.  Aug. 18  Fee: $45  3 hrs.  37317  Pocosin Arts
10:00am - 1:00pm  Tues.  Aug. 25  Fee: $45  3 hrs.  37319  Pocosin Arts

**SMALL ENGINE**

**Lawnmower & Small Engine Repair**
Here is an opportunity to become your own repair person and to fix your own stuff. In this class, students will learn the skills needed to diagnose, repair, and maintain both 2-cycle and 4-cycle engines. These include weed eaters, tillers, chain saws, leaf blowers, and lawn mowers. We use a combination of classroom instruction and hands-on experience. Students are encouraged to bring their own equipment to our shop for tune-up and repair. Please join us. Register & pay online.

9:00 am - noon  Wed.  Sept. 16 – Nov. 4  Fee: $90  24 hrs.  37279  BCCC 7 101

View courses online at beaufortccc.edu and click on Our Programs, Continuing Education.
Fall 2020

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 the first and third Thursday to explore the issues that affect our lives every day. This session surely has a lot to discuss! 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.

10:00 am - noon    Thur.    Sept. 3 – Nov. 19    Fee: $15    12 hrs.    37284    BCCC 8 828

ZOOM BCCC Book Group, A Family Affair
Join us as we explore the complicated bonds of family revealed by the wonderfully subtle humor of Flannery O’Conner, Lorraine Hansberry, Brendan O’Carroll and Jeannette Walls. The humor of these four wildly divergent authors will leave you simultaneously enamored and disgusted with characters. Meanwhile, BCCC English Instructor Laurie Evans will lead you to see the beauty of grace and perseverance where family is concerned. The BCCC Library will provide you with these books: A Good Man is Hard to Find & Other Stories by O’Conner, A Raisin in the Sun by Hansberry, The Mammy by O’Carroll, and The Glass Castle by Walls. Our Book Group will have another fine semester. This course will be taught using the Zoom web conferencing app. Register & pay online.

6:00 pm - 8:00 pm    Thur.    Sept. 10, Oct. 8, Nov. 12 & Dec. 10    Fee: $35    8 hrs.    37300    BCCC ZOOM

ZOOM Interpreting Your DNA Results
Genealogy is a fascinating pastime. Here’s an opportunity to more fully understand the results of your DNA test. Those results may not match all that research you completed, and some information may seem to contradict what you always assumed about your ancestors. That’s what Keith Lyon, BCCC History Instructor, experienced when his results were returned. Please join Keith to discover how historical demographic, religious, economic, and migratory patterns can explain those mystifying statements on your DNA report. Have your report handy so that all your questions may be answered. This course will be taught using the Zoom web conferencing app. Register & pay online.

6:00 pm - 8:00 pm    Tues.    Sept. 22 & 29    Fee: $25    4 hrs.    37301    BCCC ZOOM

ZOOM Beethoven’s Life and Music
Happy Birthday Ludwig! On December 16 he will be 250 years old. And today his life and music fascinate us as much as ever. Each student will receive a copy of Beethoven’s Hair, an accessible and engaging biography that also includes a 20th century mystery. Over three ZOOM sessions lead by Chris Campbell, BCCC’s Music Instructor, we will review the book and explore Beethoven’s symphonies and Fidelio, his one opera. Students will have time between sessions to listen to music assignments on YouTube. Chris will offer a wonderful mix of history and music that will increase your appreciation of this great composer. This course will be taught using the Zoom web conferencing app. Register & pay online.

6:00 pm - 8:00 pm    Tues.    Oct. 13 - 27    Fee: $30    6 hrs.    37302    BCCC ZOOM

ZOOM Learn to Play Piano
Scott Bradshaw is an expert piano teacher, and he loves technology. Who better to employ ZOOM to teach piano lessons? You can join from home to learn piano or wake up keyboard skills you learned years ago. 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. You will need a device with a web cam to join our ZOOM sessions. Please contact Clay Carter at 252-940-6357 or clay.carter@beaufortccc.edu and arrange to use one of our electronic keyboards. This course will be taught using the Zoom web conferencing app. Register & pay online.

10:00 am - noon    Tues.    Sept. 15 - Oct. 13    Fee: $45    10 hrs.    37310    BCCC ZOOM

10:00 am - noon    Tues.    Sept. 15 - Oct. 13    Fee: $45    10 hrs.    37310    BCCC ZOOM

Intro to Community Theater
We joined forces with Arts of the Pamlico to bring you a theater experience. Check their website for more opportunities: www.artsofthepamlico.org

Bring your desire to participate in community theater and let Jeff Phipps, retired ECU Costume Professor, and other theater experts guide you in the thespian arts. You’ll be on the stage of Washington’s historic Turnage Theater for all but one session of this class. On that day you’ll be touring ECU’s McGinnis Theater and the Drama Department. This class will take a lively look at many theater skills such as acting, movement, monologues, acting exercises and monologue delivery, technical terms and theater vocabulary, stage makeup, costume design, scene design and painting, prop construction, stage movement, and even stage combat. New to the stage and experienced Thespians alike can all add polish to theater skills and participate with confidence in every new production. Thank you, Arts of the Pamlico, for supporting this class! Register & pay online.

10:00 am - 12:30 pm    Wed.    Sept. 9 – Dec. 9    Fee: $110    30 hrs.    37303    Turnage Theater

ZOOM Classes
We’ve found a way to offer high quality learning experiences for you to access from home. That’s where ZOOM comes in. Three of BCCC’s Curriculum Instructors will lead these classes, and they are offering interesting subjects for you to enjoy. The class sizes are limited to 8 students so everyone will have plenty of screen time for discussion and questions. We will provide you with books and other material beforehand, and class meetings will be held via the popular app, ZOOM. Students will need a device with a web cam, and for class meetings we’ll send a ZOOM appointment for you to join. It’s that easy. If you have questions, please contact Clay Carter at 252-940-6357 or clay.carter@beaufortccc.edu.

View courses online at beaufortccc.edu and click on Our Programs, Continuing Education.
Fall 2020

**LANGUAGES**

**American Sign Language - Basic**
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. Register & pay online. 6:00 pm - 9:00 pm Thur. Sept. 17 - Nov. 5 Fee: $70 24 hrs. 37197 BCCC8 824

**Sign Language I**
New online course in American Sign Language! This course is a beginner version of the fundamental elements of American Sign Language within a cultural context. Emphasis is placed on basic vocabulary, grammar, expressive practice to develop everyday conversational skills in ASL. Students of ASL can expect to acquire many insights, not only universal aspects common to all languages, but also specific information that is sound in studying ASL and learning about its community of users. Conducted through Blackboard and Zoom. Register & pay online. 5:30 pm - 7:30 pm Tues. & Thur. Sept. 15 - Oct. 22 Fee: $70 24 hrs. 37199 Online

**Conversational Spanish, Level 1**
This 20-hour introductory course focuses on elements of a sentence using nouns, pronouns, articles, adjectives and adverbs, and interrogative words. Students will also learn days, months, and numbers along with regular and irregular verb usage. This course will assist the individual in learning how to have basic conversations with clients, the community, family and/or friends. Register & pay online. 6:00 pm - 8:00 pm Tues. & Thur. Sept. 15 - Oct. 22 Fee: $50 20 hrs. 37201 BCCC8 823

**Conversational Spanish, Level 2**
This 20-hour follow-up course will allow students to continue to master the Spanish language. Students will cover direct and indirect objects, reflexive verbs, and the formation of the present subjunctive. At the end of this course, students will have a better grasp on basic Spanish to communicate with coworkers, clients, friends, and/or family. Register & pay online. Prerequisite: Students must have taken a prior Spanish course to enroll. 6:00 pm - 8:00 pm Tues. & Thur. Oct. 20 - Nov. 19 Fee: $50 20 hrs. 37202 BCCC8 828

**TAI CHI**

**Tai Chi**
This ancient Chinese exercise art has become a popular pastime for Americans. This class meets twice each week to give you sessions of gentle stretching and breathing. Tai Chi improves strength, flexibility, balance, and bone density, and it maintains muscle mass. Folks who participate often report that they just feel better. Choose our morning or evening class to fit your schedule. Please join Eric Humphries and learn the “8 Essential Pieces of Brocade” which are the foundation of Tai Chi. Register & pay online. 9:00 am - 10:00 am Tues. & Thur. Sept. 8 - Oct. 8 Fee: $45 10 hrs. 37280 BCCC10 31 6:00 pm - 7:00 pm Tues. & Thur. Sept. 8 - Oct. 8 Fee: $45 10 hrs. 37281 BCCC10 31 9:00 am - 10:00 am Tues. & Thur. Oct. 20 - Nov. 19 Fee: $45 10 hrs. 37282 BCCC10 31 6:00 pm - 7:00 pm Tues. & Thur. Oct. 20 - Nov. 19 Fee: $45 10 hrs. 37283 BCCC10 31

**END-OF-LIFE CARE**

**Respecting Choices Training Program:**

**First Steps and Last Steps Advance Care Planning Facilitator Certification**
Respecting Choices focuses on skills needed for advance care planning discussion. Learning occurs through small groups, role playing, storytelling and self-reflection for skills needed to assist adults in decision making with serious illnesses or frailties. After completion of First Steps and last Steps, participants will have basic knowledge to facilitate discussions on Advance Care Planning. Program is for anyone interested in promoting Advance Care Planning or End-Of-Life Care.

Step one: October 1, 2020
Step two: October 22, 2020
To register click on the link: https://www.easternahec.net/continuing-education/#events-list

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

We are partnering with Pocosin Arts School of Fine Craft in Columbia to offer two subjects so you can explore crafts that may be of interest. If you enjoy the experience you’ll want to enroll in Pocosin’s more in depth offerings. See all that they have going on: https://pocosinarts.org

Explore Ceramics
Learn about ceramics, the fundamental craft tied to human civilization as early as 28,000 BCE - it’s been all the rage for quite some time! Spend the morning in Pocosin Arts pottery studio, learning to make functional mugs and cups. This three-hour introductory course will immerse participants in hand-building techniques, surface design, and includes a fun and short history of ceramics. Participant’s creations will be available for pick up a week after class. Materials and firing included in the price. (Students living closer to the BCCC Washington Campus may pick up their creation at Building 8.) Register & pay online.

10:00 am - 1:00 pm  Tues.     Aug. 18  Fee: $45     3 hrs.      37315  Pocosin Arts
10:00 am - 1:00 pm  Tues.     Aug. 25  Fee: $45     3 hrs.      37316  Pocosin Arts

Explore Metalsmithing
Rings and other types of jewelry have been in production as early as 3000 BCE, with the earliest examples found in the tombs of ancient Egypt. Learn to move metal and make a ring in Pocosin Arts School of Fine Craft’s professional metalsmithing studio. This three-hour introductory course will introduce essential techniques, and have participants sawing, forming, and soldering to create a custom fit silver ring in less than three hours! Materials included in the price. Register & pay online.

10:00 am - 1:00 pm  Tues.     Aug. 18  Fee: $45    3 hrs.      37317 Pocosin Arts
10:00 am - 1:00 pm  Tues.     Aug. 25  Fee: $45     3 hrs.      37319 Pocosin Arts

Tyrrell County Focus Group Meeting
Share your thoughts on November 4.
Our faculty and staff at BCCC are very interested in better serving Tyrrell County.

Please join us on Wednesday, November 4 from 10:00 AM to 11:00 AM at the Columbia Theater. We want to learn how we can help our partnering businesses, students, and stakeholders have a successful and satisfying experience with BCCC. You will help us determine what programs and services are helpful to you, and you will help us identify ways to improve our programs. We value your insights and suggestions. Please RSVP by October 28 either online at https://signup.com/go/dnENxiO or by calling 252-940-6357.

Find more courses online at Ed2Go. Designed to meet your needs and interests in the comfort of your home, you can study when it is convenient for you, without having to travel to campus. Each class will consist of two (2) lessons per week for a total of twelve (12) lessons or the equivalent of twenty-four (24) contact hours for 2.4 CEU credits. Certificate of Completions are available upon successful completion of a course. Over 300 courses are available through Ed2Go in a diverse group of categories. Visit https://www.ed2go.com/beaufortccc/ for a full list of courses.
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. Scholarships are available for High School Equivalency testing. Please contact the CCR Admissions and Assessment Specialist at 252-940-6325 or sandy.berry@beaufortccc.edu for details.

9:00 am-Noon    Mon.-Wed.     Fee: No Charge   WCC

HEALTHCARE CLASSES

BLS CPR for Healthcare 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. Textbook: Basic Life Support Provider Manual - ISBN: 9781616694074 Register & pay online.
4:00 pm-8:00 pm  Wed.  Sept. 23  Fee: $45  4 hrs.  37045  WCC

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 for adult, child, and infant CPR and AED use. Textbook: Heartsaver First Aid CPR AED Student Workbook - ISBN 9781616690175 Register & pay online.
4:00 pm-8:00 pm  Wed.  Oct. 28  Fee: $45  4 hrs.  37046  WCC

Find more courses online at Ed2Go. Designed to meet your needs and interests in the comfort of your home, you can study when it is convenient for you, without having to travel to campus. Each class will consist of two (2) lessons per week for a total of twelve (12) lessons or the equivalent of twenty-four (24) contact hours for 2.4 CEU credits. Certificate of Completions are available upon successful completion of a course. Over 300 courses are available through Ed2Go in a diverse group of categories. Visit https://www.ed2go.com/beaufortccc/ for a full list of courses.

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 Washington County Center. Business counseling is available on-site the fourth Wednesday of the month from 10:00 am – 4:00 pm. Call 252-940-6306 or email lentz.stowe@beaufortccc.edu. Visit the SBC website to see a full list of classes, including ones offered online: https://www.beaufortccc.edu/continuing-education/sbc/home

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

WORKFORCE PROGRAMS

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. A Division of Continuing Education Scholarship available for Career Readiness Certificate (NCRC) testing and has been sponsored by the Beaufort County Committee of 100. Please contact Sara Watson at 252-940-6311 or sara.watson@beaufortccc.edu for details.

<table>
<thead>
<tr>
<th>Class Time</th>
<th>Date</th>
<th>Fee</th>
<th>Hours</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00 pm-9:00 pm</td>
<td>Aug. 18 - Dec. 17</td>
<td>$125</td>
<td></td>
<td>WCC</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Class Time</th>
<th>Date</th>
<th>Fee</th>
<th>Hours</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 am-4:00 pm</td>
<td>Sat. Aug. 29</td>
<td>$70</td>
<td>6 hrs.</td>
<td>37183 WCC/Sat.</td>
</tr>
</tbody>
</table>

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 for Escort Vehicle Certification. We are offering plenty of sections to meet your needs.

<table>
<thead>
<tr>
<th>Class Time</th>
<th>Date</th>
<th>Fee</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 am-1:00 pm</td>
<td>Sat. Aug. 22</td>
<td>$70</td>
<td>WCC Auditorium</td>
</tr>
<tr>
<td>9:00 am-1:00 pm</td>
<td>Sat. Sept. 19</td>
<td>$70</td>
<td>WCC Auditorium</td>
</tr>
<tr>
<td>9:00 am-1:00 pm</td>
<td>Sat. Oct. 17</td>
<td>$70</td>
<td>WCC Auditorium</td>
</tr>
<tr>
<td>9:00 am-1:00 pm</td>
<td>Sat. Nov. 14</td>
<td>$70</td>
<td>WCC Auditorium</td>
</tr>
<tr>
<td>9:00 am-1:00 pm</td>
<td>Sat. Dec. 12</td>
<td>$70</td>
<td>WCC Auditorium</td>
</tr>
</tbody>
</table>

TECHNOLOGY

Using Technology: iPhone/iPad Workshop
Denise Harris will provide the basics and you’ll have plenty of time for your questions in this 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 Denise wants to answer all of them. Limited class size to encourage individual attention.

<table>
<thead>
<tr>
<th>Class Time</th>
<th>Date</th>
<th>Fee</th>
<th>Hours</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00 pm-9:00 pm</td>
<td>Wed. Aug. 26</td>
<td>$20</td>
<td>3 hrs.</td>
<td>37338 WCC</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Class Time</th>
<th>Date</th>
<th>Fee</th>
<th>Hours</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00 pm-8:00 pm</td>
<td>Thu. Aug. 20 - Sept. 17</td>
<td>$50</td>
<td>10 hrs.</td>
<td>37337 WCC</td>
</tr>
</tbody>
</table>

We are expanding our ability to offer workforce classes at our regional centers. This semester we’re installing NC Information Highway equipment at the Washington County Center. This will allow students to join in-session courses via live, interactive video links. Please be on the lookout for opportunities to learn new workplace skills without having far to travel.
Fall 2020

Hyde County Davis Center

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

Questions about classes? Karen Carawan will be happy to help you at 252-940-6231.
We are open Monday-Thursday from 9 a.m. to 2 p.m.

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 lays the foundation for students seeking a high school equivalency credential. The High School Equivalency (HSE) Preparation program offers instruction in all areas relevant to official HSE 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 BCCC campuses. HSE prepares students to take either Pearson Vue’s GED or ETS HiSET exams. Scholarships are available for High School Equivalency testing. Please contact the CCR Admissions and Assessment Specialist at 252-940-6325 or sandy.berry@beaufortccc.edu for details.

English as a Second Language (ESL)/ Clases de ESL y GED

Quieres aprender inglés? BCCC está ofreciendo clases varios días y se acomodan a sus necesidades.

6:00 pm-9:00 pm  Tues. & Wed.    Fee: No Charge/Gratis   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. Call 252-940-6306 or email lentz.stowe@beaufortccc.edu. Visit the SBC website to see a full list of classes, including ones offered online: https://www.beaufortccc.edu/continuing-education/sbc/home

HEALTHCARE

BLS CPR for Health Care Providers

Credential: BLS CPR for Health Care 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. Textbook-Basic Life Support Provider Manual - ISBN: 9781616694074 Register & pay online.

4:00pm-8:00 pm  Wed.  Oct. 7  Fee: $45  4 hrs.  37047     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 for adult, child, and infant CPR and AED use. Textbook: Heartsaver First Aid CPR AED Student Workbook (ISBN 9781616690175) Register & pay online.

4:00 pm-8:00 pm  Wed.  Nov. 4  Fee: $45  4 hrs.  37048   HCDC

Look for this logo for scholarship-eligible or fee-waived classes. These classes may be free for students who qualify.
HYDE COUNTY DAVIS CENTER CLASSES

WORKFORCE CLASSES

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 NCCRC 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. A Division of Continuing Education Scholarship available for Career Readiness Certificate (NCRC) testing and has been sponsored by the Beaufort County Committee of 100. Please contact Sara Watson at 252-940-6311 or sara.watson@beaufortccc.edu for details.
5:30 pm-7:30 pm Mon. & Wed. Aug. 17 - Dec. 16 Fee: $125 HCDC

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: 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. Register & pay online.
9:00 am-4:00 pm Sat. Oct. 10 Fee: $70 6 hrs. 37185 HCDC

We are expanding our ability to offer workforce classes at our regional centers. This semester we’re installing NC Information Highway equipment at the Hyde County Davis Center. This will allow students to join in-session courses via live, interactive video links. Please be on the lookout for opportunities to learn new workplace skills without having far to travel.

Find more courses online at Ed2go. Designed to meet your needs and interests in the comfort of your home, you can study when it is convenient for you, without having to travel to campus. Each class will consist of two (2) lessons per week for a total of twelve (12) lessons or the equivalent of twenty-four (24) contact hours for 2.4 CEU credits. Certificate of Completions are available upon successful completion of a course. Over 300 courses are available through Ed2Go in a diverse group of categories. Visit https://www.ed2go.com/beaufortccc/ for a full list of courses.

PERSONAL ENRICHMENT

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 an Autumn 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. Register & pay online.
6:00 pm-9:00 pm Thur. Sept. 10 Fee: $45 3hrs. 36307 HCDC

View courses online at beaufortccc.edu and click on Our Programs, Continuing Education.
**Fall 2020**

## Reinforced Instruction for Student Excellence (RISE)

### RISE COURSES

This program is designed for adults who need to improve communication (reading, writing, speaking), numeracy, computational, and problem-solving skills necessary to function effectively in society, on a job, or in the family. Some classes are designed to provide basic literacy level instruction, while others are designed to prepare for the high school equivalency test or Adult High School diploma. All classes are designed to provide reading, writing, and math instruction in the context of workforce and career development and preparation. A variety of instructional strategies and approaches provides adult learners with the basic education necessary for achieving success in job training and retraining programs and post-secondary education opportunities and obtaining and retaining productive employment so that these students may fully enjoy the benefits and responsibilities of being citizens.

### RISE Transitional English

<table>
<thead>
<tr>
<th>Time</th>
<th>Days</th>
<th>In-person B2 112</th>
<th>Aug. 17-Dec. 11</th>
<th>Fee:</th>
<th>37391</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:30 am - 1:30 pm</td>
<td>Tues. &amp; Thur.</td>
<td>Online</td>
<td></td>
<td>Free</td>
<td></td>
</tr>
<tr>
<td>11:30 am - 1:30 pm</td>
<td>Mon. &amp; Wed.</td>
<td></td>
<td></td>
<td>Free</td>
<td></td>
</tr>
</tbody>
</table>

### RISE Transitional Math

<table>
<thead>
<tr>
<th>Time</th>
<th>Days</th>
<th>In-person B2 112</th>
<th>Aug. 17-Dec. 11</th>
<th>Fee:</th>
<th>37358</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:30 am - 1:30 pm</td>
<td>Mon. &amp; Wed.</td>
<td>Online</td>
<td></td>
<td>Free</td>
<td></td>
</tr>
<tr>
<td>11:30 am - 1:30 pm</td>
<td>Tues. &amp; Thur.</td>
<td></td>
<td></td>
<td>Free</td>
<td></td>
</tr>
</tbody>
</table>

### BCCC LIBRARY

**The Library Can Power You!**

Did you know, the BCCC Library serves faculty and students foremost BUT it is also a full-service public library that anyone is welcome to use. We offer a full selection of popular fiction, non-fiction and movies as well as access to computers, iPads, printing and scanning. A library card gives you power. Not able to come to campus to get your free library card? You can make an online request for a card and we will send it to you in the mail! Not able to come to campus to access the millions of databases we have? You can visit our webpage and use your library card number to read ebooks, magazines and newspapers such as, The New York Times, The Wall Street Journal, Consumer Reports, or Sports Illustrated! There are so many things to see and do on our website. Visit, [www.beaufortccc.edu/librarycard/](http://www.beaufortccc.edu/librarycard/) to fill out an online library card application or [www.beaufortccc.edu/libraryhome/](http://www.beaufortccc.edu/libraryhome/) to browse the library web site.

### COVID-19 Response

The BCCC Library is only offering curbside service to the general public. Please see the parameters outlined below.

- Patrons (public) are not allowed to enter Building 5.
- All patron orders for library materials should be submitted through the library website or via telephone.
- Library staff will use gloves in the process of retrieving and packaging materials for patrons.
- Contactless curbside service should be used for patrons to pick up their materials from the confines of their car. Pickup will be near the drop-box at the curb to the east of Building 5.
- Library staff will use gloves and masks in delivering materials to the curbside.
- Patrons should return all materials using the outside drop box.
ASSOCIATE DEGREE PROGRAMS

For further information about any of these programs, including transfer opportunities or our schedule of classes for the Fall 2020 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
- Emergency Medical Science
- 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](http://www.beaufortccc.edu/programs).

EARLY CHILDHOOD EDUCATION (ECE)

Choose one of the three tracks listed below. All three require EDU 119, Introduction to Early Childhood Education, through which students can earn the NC Early Childhood Credential with qualifies them for employment as a teacher in a N.C.-licensed child care center. Therefore students in all three tracks may work in the ECE field while pursuing their Associate in Applied Science (AAS).

B-K Licensure Transfer: This track is for students who plan on transferring to a university upon completion of the ECE AAS in pursuit of a bachelor’s degree with Birth-Kindergarten (B-K) teaching license. While earning the AAS, students in the track will also earn a ECE Certificate, Infant/Toddler Care Certificate, ECE Diploma, and a Special Education Certificate. This track requires completion of 71 credit hours and student teaching.

Non-Licensure Transfer: This track is for students who plan to transfer to a university upon completion of the ECE AAS in pursuit of a bachelor’s degree in ECE/Child Development or related field and do not desire a teaching license. While earning the AAS, students in the track will also earn a ECE Certificate, Infant/Toddler Care Certificate, ECE Administrative Certificate, ECE Diploma, and a Special Education Certificate. This track requires completion of 71 credit hours and student teaching.

Career Entry: This track is for students who would like to go directly into the early childhood education field as a well-prepared professional. While earning the AAS, students in the track will also earn a ECE Certificate, Infant/Toddler Care Certificate, ECE Administrative Certificate, ECE Diploma, School-Age Certificate and a Special Education Certificate. This track requires completion of 65 credit hours and student teaching.
Basic Law Enforcement Training (BLET) is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county, or municipal governments, or with private enterprise.

This program incorporates State commission-mandated topics and methods of instruction. General subjects include, but are not limited to, criminal, juvenile, civil, traffic, and alcohol beverage laws; investigative, patrol, custody, and court procedures; emergency responses; and ethics and community relations.

Students must successfully complete and pass all units of study mandated by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs’ Education and Training Standards Commission to receive a certificate.

Our new online Emergency Medical Science bridging program is open to certified paramedics. Upon completion of this program, you will earn an Associate in Applied Science Degree in Emergency Medical Science. You must be a licensed paramedic to apply to the program. Applicants who qualify will be given 45 hours of prior credit towards the Associate Degree. All coursework will be offered online. If you would like more information or have any questions, please contact the Admissions Office at 252-940-6237.
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.
Fall 2020

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 maintain a cumulative GPA of 3.0 for all transferable college course work. Benefits include guaranteed admission and joint academic advising.

BSIT-Bachelor of Science in Industrial Technology with East Carolina University
Apply up to 60 hours of NCCCS equivalent coursework into the Bachelor of Science in Industrial Technology (BSIT) Transfer Program at ECU. Students who are admitted into the university are automatically declared into the BSIT if they have or will have a qualifying AAS degree. Guarantees ECU admission for students completing an Associate in Applied Science with a 2.5 GPA or greater. Benefits include joint academic advising, access to ECU libraries, and access to Here’s How ECU Career Services virtual workshop series.

HIGH SCHOOL DUAL ENROLLMENT

Career & College Promise
Career and College Promise (CCP) offers North Carolina students a jump-start in college or in a career while still in high school. This dual-enrollment program allows eligible high school students to enroll in college classes at North Carolina community colleges and universities. Students who successfully complete college courses earn transferable credits that count toward a degree, and best of all, those credits are FREE! In many cases, students can also earn dual credit - meeting their high school graduation requirements with college courses.

College transfer courses transfer to all NC public universities and many private colleges. Students can 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 meet 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!

Stacey Gerard, Vice President  252-940-6241
Anita Purser, Registration  252-940-6375
Brenda Bertrand, Registration and Records Clerk  252-940-6299
Kendra Mizell, Records Specialist  252-940-6349
Pam Hodges, Visitation Clerk  252-940-6375

College & Career Readiness
Penelope Radcliffe, Director of College & Career Readiness  252-940-6298
Sandy Berry, Admissions and Assessment Specialist  252-940-6325
Bobbie Lewis, Chief High School Equivalency Examiner  252-940-6209
Donna Woolard, Transitions Instructor & Advisor  252-940-6230

Business & Industry Services
Kisha Norman, Coordinator of HRD & Workforce Initiatives  252-940-6307
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

Healthcare Programs & First Responder
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
Andrew Coccaro, 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 Academic Affairs ................................................................. 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 or visit www.beaufortccc.edu/mailsignup to add your name to our mailing list.

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

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