Free.
Please take one!

COURSE SCHEDULE

FALL 2022

- Continuing Education Classes
- Academic Programs

ALL 50+ HOUR CERTIFICATION COURSES & COLLEGE CREDIT COURSES ARE FREE THROUGH BEAUFORT PROMISE!
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**REGISTRATION & PAYMENT**

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<td>BCCC Continuing Education, Building 8 5337 US 264 East Washington, NC 27889 Monday - Thursday 8:00am-5:00pm Friday 8:00am-4:00pm (Closed Fri. during summer hours)</td>
<td>BCCC Continuing Education 5337 US 264 E Washington, NC 27889</td>
<td>Call 252.940.6375 to register for classes and provide credit card information for payment. MasterCard, Discover and Visa are accepted.</td>
<td>You can now register and pay for some classes online. <a href="https://www.beaufortccc.edu/conedregistration">https://www.beaufortccc.edu/conedregistration</a></td>
</tr>
</tbody>
</table>

Payment can be made with cash, check, money order & credit card. You must pay at the time of registration to complete your enrollment.

The Registration Form can be found on page 4. Print or tear it out, insert payment and mail to the:

FOR QUESTIONS RELATED TO CONTINUING EDUCATION REGISTRATION AND RECORDS, PLEASE CALL 252-940-6375 OR EMAIL CONTINUINGEDUCATION@BEAUFORTCCC.EDU
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. Registration instructions appear at the bottom of page 2 or can be found at www.beaufortccc.edu/continuing-education/.

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, 8:00 am-3:00 pm, Tuesday-Thursday, 9:00 am-3:00 pm, and Friday, 9:00-12:00 pm. 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. More information can be found at www.beaufortccc.edu/continuing-education/general-information/registration. 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.

If you earned a High School Equivalency (GED or HiSET) in North Carolina, please visit the Diploma Sender portal (diiplomasender.com/) to access a copy of your transcript. Please call the 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 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 the Microsoft 365 (email) link or Blackboard link located at the top of the page.

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

- Company/Organization point of contact information (in the event there are questions regarding a student or payment)
- Billing Information (include mailing address and email address)
- State the intent of who and what class(es) your company/organization will be responsible for in the registration process (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 continuingeducation@beaufortccc.edu or (252) 940-6375.

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 Alex Shreve, Accessibility Coordinator, at (252) 940-6313 or visit www.beaufortccc.edu/student-life/accessibility-services. 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.

| 5337 Hwy. 264 East, Washington, NC 27889 | Phone 252-940-6375 |
| 100 NC Hwy 32 North, Roper, NC 27970 | Phone 252-940-6254 |
| 33460 US Highway 264, Englehard, NC 27824 | Phone 252-940-6231 |

View courses online at beaufortccc.edu and click on Our Programs, Continuing Education.
STUDENT REGISTRATION FORM

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

Please Print

Legal Last Name:_______________________Legal First:_______________________Middle:_______________________
Street Address:____________________________City:______________________State:_______Zip:_________
County of Residence:_____________________________Home Number:_______________________________
Work Number:_________________Cell/Mobile Number:____________________Birth Date: _____________
Social Security Number: _________-________-________ (used for reporting purposes only)
Ethnicity: Are you Hispanic or Latino? ☐ Yes, Hispanic/Latino ☐ No, Non Hispanic/Latino
Hispanic/Latino: Mexican, Puerto Rican, Cuban, Central or South American or other Spanish origin or culture, regardless of race.
Sex: ☐ Female ☐ Male
Race: For individuals who are Non-Hispanic/Latino: Select one or more of the following race categories:
☐ American Indian/Alaska Native ☐ Black or African American ☐ White ☐ Asian ☐ Hawaiian/Pacific Islander
Employment: ☐ Retired ☐ UN Unemployed (not seeking) ☐ US Unemployed (seeking)
☐ E1 Part-time, 1–10 hrs ☐ E3 Part-time, 21-39 hrs
☐ E2 Part-time, 11-20 hrs ☐ E4 Full-time, 40/more hrs

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

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

Provider Level: ☐ EMR ☐ EMT ☐ AEMT ☐ Paramedic

Email Address:_________________________________________________________

Student Signature:____________________________________________________
Date:___________

Course Section # | Course Title | Date & Time | Fee
--- | --- | --- | ---

(This block for office use only)
☐ By Phone ☐ In Person ☐ By Mail Registration Taken By: _____________________ Date _________
Registration Entered By: _____________________ Date _________

Accessibility Services: BCCC is committed to diversity, inclusion and ensuring equal access in all campus programs, activities and events to qualified individuals with disabilities. To request a reasonable accommodation, contact the Coordinator of Accessibility Services at (252) 940-6313 in room 923 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.
Which classes are free? If you see crossed out fees or this logo next to classes, they qualify for the **Beaufort Promise**, meaning that we will cover the registration fees. The Beaufort Promise program uses a combination federal and state programs and private scholarships to pay for college credit courses or 50+ hour initial certification courses through the Division of Continuing Education. If you have wanted to earn a new degree or credential, or finish one up, now is the time! Textbooks and uniforms are not included. Please contact a Continuing Education Registration & Records Office at 252-940-6375 or continuingeducation@beaufortccc.edu for details.

To complete an online application for financial assistance go to: [www.beaufortccc.edu/continuing-education/general-information/financial-assistance](http://www.beaufortccc.edu/continuing-education/general-information/financial-assistance)

**FINANCIAL ASSISTANCE OPPORTUNITIES**

- 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, Short-Term Workforce Development Scholarships, Beaufort Promise scholarships and a Continuing Education Scholarship supported by the Committee of 100. Our staff can help you figure out which is right for you. Please contact a Continuing Education Registration & Records Office at 252-940-6375 or continuingeducation@beaufortccc.edu for details.

**NCWorks career center**

- **Beaufort County** – 252-940-0900
- **Hyde County** – 252-312-6859
- **Tyrrell County** – 252-312-6859
- **Washington County** – 252-312-6859

**Next Gen 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 or Advisor 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!

**CAMPUS MAP**

**BLDG NO.**

1. A. Graham Elliott Administration Building
2. Delmar Kees Business & Technology Building
3. Arts & Sciences
4. Advanced Manufacturing
5. Library, Early College High School, & Bookstore
6. College Operations
7. Skilled Trades
8. Continuing Education
8A. Agribusiness
9. Student Services
10. Conference Center & Early College High School
10A. B.L.E.T. Hiring Range
10B. Law Enforcement Training
11. Cosmetology & Social Sciences
12. Katie Paul Nursing & Allied Health Building
13. Public Services Driving Pad
14. Fire Tower
15. Public Services
Fall 2022

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

Apprenticeships

Apprenticeship Beaufort County combines on-the-job training with related classroom instruction at Beaufort County Community College. This program lets you grow your own talent with an “earn and learn” model. Upon successful completion of the program the apprentices qualify for industry recognized “journey worker” credentials in a skilled trade and academic credentials from BCCC.

***New Apprenticeship Expansion Funds Available to Eligible Businesses***

This funding is targeted for new apprentices ages 16-25.

- $2,000 per apprentice for on-boarding and training costs.
- $2,500 per year for apprentice tuition, books and fees.
- Salary matching: 50% reimbursements up to $15/hr.
- Invest in the future of your business and employees with apprenticeships.

If you are a business interested in learning more, please call 252-940-6311 or visit www.beaufortccc.edu/apprenticeship.

Youth Apprenticeships are geared toward 11th and 12th grade students, and it teaches basic technical and job-readiness skills that lead to a possible entry into a registered apprenticeship program with fee waived tuition at BCCC. This program involves classroom instruction and work site visits, job shadowing, or on-the-job training. If you are an 11th or 12th grader interested in learning more or a business interested in hosting youth apprentices, please call 252-940-6311 or visit www.beaufortccc.edu/apprenticeship.

Customized Training Programs

NC Community Colleges have been a part of supporting business and industry for over 55 years with customized training programs. We are the first in the nation to deliver specialized training for our industries and continue today building these strong relationships with our local companies and collaborative partnerships. We help companies maintain a competitive edge and sustain the most qualified, productive, and innovative workforce.

You may qualify if your business is:

- Making a capital investment, or
- Deploying new technology, or
- Creating new jobs, expanding your existing workforce, or enhancing productivity.

Enhance your company effectiveness with strategic training solutions in quality, productivity, leadership/management, safety, mechanic skills, and much more. It is at NO COST to the company and can be held at BCCC or the business location. Let us help your business with all types of training. To learn more please contact Sara Watson, Director of Customized Training and Apprenticeships, at 252-940-6311 or visit our website at www.beaufortccc.edu/ctp for more details.

Look for this logo for Beaufort Promise classes. These courses are free for students who qualify.
English Language Acquisition (ESL) Citizenship/Adquisicion del Idioma Ingles: Clases de Ciudadanía

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. ESL students are provided opportunities to dual-enroll in college, career, or job training opportunities. Scholarships are available to cover registration fees.

¿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 - 9:00 pm  Mon & Wed. /lunes y miercécoles  Ongoing  Free/Gratis  B 8 816

Ongoing CE

English Language Acquisition (ESL)

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. ELA students are provided opportunities to dual-enroll in college, career, or job training opportunities. Scholarships are available to cover registration fees.

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:

BCCC Campus
6:00 pm - 9:00 pm  Mon. & Wed. /lunes y miércoles  Ongoing  Free/Gratis  B 8 827
9:00 am - 1:00 pm  Sat./sábado  Ongoing  Free/Gratis  B 8 827
6:00 pm - 9:00 pm  Tues. & Thurs./martes y jueves  Ongoing  Free/Gratis  B 8 827

Hyde Davis Center
6:00 pm - 9:00 pm  Tues. & Thurs./martes y jueves  Ongoing  Free/Gratis  B 8 827

Washington County Center
Call 252-940-6245

Reinforced Instruction for Student Excellence (RISE)

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. All classes are designed to provide reading, writing, and math instruction in the context of workforce and career development and preparation. For questions about Transitions English and Math courses, please contact Donna Woolard at 252.940.6230 or donna.woolard@beaufortccc.edu.

RISE Transition English
6:00 pm - 9:00 pm  Mon. & Wed. /lunes y miércoles  Aug. 15 - Dec. 8  Free  B 8 824
6:00 pm - 9:00 pm  Tues. /martes  Hybrid online

RISE Transition Math
8:30 am – 11:30 am  Tues. & Thurs. /martes y jueves  Aug. 18 - Dec. 8  Free  B 2 126A
9:30 am - 11:30 am  Wed. /miércoles
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 requirements 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 for more information!

The Path to Achieving Your High School Equivalency

Register & attend orientation.

Enroll & attend a HSE or ELA class.

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

Choose a pathway: college, career or job training.

Scholarships are available for qualifying students to enroll in BCCC training programs. Call 252-940-6325 to get started.

Career & College Readiness: High School Equivalency (GED) Free Classes

HSE Class Locations:

**BCCC Campus**
8:30 am - 12:30 pm Mon.-Thurs. Free B 8 816
8:30 am - 12:00 pm Mon.-Thurs. Free B 8 813
5:00 pm - 8:00 pm Tues. & Thurs. Free B 8 816
5:00 pm - 8:00 pm Tues. & Thurs. Free B 8 813

**BCCC Campus Orientation (BY APPOINTMENT: call 252-940-6325 to schedule)**
9:00 am - 12:00 pm Tues., Wed., Thurs. Free B 8 815
5:00 pm - 8:00 pm Tues., Wed., Thurs. Free B 8 815

**Hyde Davis Center**
Call 252-940-6231

**Washington County Center**
Call 252-940-6245

**Aurora**
Call 252-940-6325

BCCC COVERS THE COST OF TRANSPORTATION VOUCHERS FOR GED TESTING AND TRANSPORTATION THROUGH BEAUFORT AREA TRANSIT SYSTEM (BATS).
CALL 252-940-6325 FOR A VOUCHER AND 252-946-5778 FOR A RIDE.
High School Equivalency Exam Options

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

Create an account at [https://ged.com](https://ged.com)
Pay a testing fee of $20 per test ($80 total)
Retake the test up to two times for free.
Scholarships to cover exam fees are available for qualifying students!

**ETS HiSET**
- Paper-based test
- Five subjects
  1. Reading
  2. Writing
  3. Science
  4. Social Studies
  5. Mathematics

Create an account at [https://hiset.ets.org](https://hiset.ets.org)
Pay a testing fee of $15 per test ($75 total)
Retake the test up to two times for free.
Scholarships to cover exam fees are available for qualifying students!

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. Financial Assistance is available for eligible students. 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/notarizedpetition](https://tinyurl.com/notarizedpetition)

High School Equivalency Testing Dates
We offer the following dates for your exam. Please remember to visit [https://ged.com](https://ged.com) or [https://hiset.ets.org](https://hiset.ets.org) to schedule your exam.

**Pearson Vue GED**
- August 23 & 24
- September 27 & 28
- December 12
- October 25 & 26
- November 22 & 23
- December 13 & 14

**ETS HiSET**
- August 22
- October 24
- December 12

NEW FAST TRACK

**Career & College Readiness: High School Equivalency (GED) Free Classes**
This 90 hour fast track program will assist students in completing their GED this year. This afternoon session can be in conjunction with Digital Literacy to create a stackable credential for your resume.

- **Digital Literacy**
  - The College and Career Readiness Program offers digital literacy skills and training to improve digital inclusion in North Carolina. Digital literacy education will provide students with the functional digital literacy skills needed to seek, obtain and sustain employment. As a NorthStar Digital Literacy provider, students will receive certificates and badges as they are prepared with the technical skills needed for post-secondary employment. Instruction will focus on: computer skills for basic operations and keyboarding, email and internet skills, Windows operating system, and technology-based job searches.
  - **8:30am-12:00pm** Oct 17-Dec 6 Free B8 Room 827

- **Digital Literacy II**
  - The CCR Program offers advanced digital literacy education will build upon the learned digital literacy skills to equip adult learners with the skills to use computer-based applications they may encounter in the workplace and postsecondary education. Instruction will focus on: word processing, spreadsheets and spreadsheet software, multimedia presentations and software, and use of internet resources.
  - **8:30-12:00pm** Aug 15-Oct 10 Free B8 Room 827

**Saturday GED NEW**
This Saturday option will allow those working to come to class one day a week for GED practice.
- **9:00 a.m.- 12:00 p.m.** Sat. Free B 8 Room 816

Look for this logo for Beaufort Promise classes. These courses are free for students who qualify.
HVAC technicians work to maintain, replace, and install commercial and residential heating, ventilation, and air conditioning systems. New construction and technological innovation mean that there is high demand for trained technicians in the field who can install new systems and upgrade inefficient old systems. HVAC technicians enjoy a median income of $22.00 per hour. Companies that employ HVAC technicians include Little’s Heating & Air, ENECO, Roberson’s Heating & Air, and Nutrien.

HVAC: Heating, Ventilating, and Air Conditioning Level 1
Credential: Electrical Theory and Application for HVAC; ESCO Institute
This course presents the introductory knowledge and skills needed to maintain and troubleshoot complex heating, air conditioning, and refrigeration systems. The HVAC Level 1 curriculum focuses on Introduction to HVAC, Trade Mathematics, Basic Electricity, Introduction to Heating, Introduction to Cooling, Introduction to Air Distribution Systems, Basic Copper and Plastic Piping Practices, Soldering and Brazing, and Basic Carbon Steel Piping Practices.
The textbook is *Refrigeration and Air Conditioning Technology (9th)* (ISBN: 9780357122273) and is available in the BCCC bookstore. Students will have the opportunity at the end of class to sit for the ESCO Electrical Theory exam. Students who choose to test will pay a $25.00 test fee separate from their registration fee at the time of testing. Test fees are subject to change per ESCO Institute. Optional textbook (for credential exam), *Electrical Theory and Application for HVACR (ESCO)* available at escogroup.org or the college bookstore. [Register & pay online.]
6:00 pm – 9:00 pm  Mon. & Thur.  Aug. 1-Nov. 21 $186.25  96 hrs.  41990  B 8A

HVAC: Heating, Ventilating, and Air Conditioning Level 2
Credential: EPA Section 608, ESCO Institute
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, and commercial airside systems.
The textbook is *Refrigeration and Air Conditioning Technology (9th)* (ISBN: 9780357122273) 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 who choose to test will pay a $25.00 test fee separate from their registration fee at the time of testing. [Register & pay online.]
6:00 pm – 9:00 pm  Mon. & Tues.  Aug. 1-Oct. 18 $186.25  96 hrs.  41991  B 8A

HVAC: Heating, Ventilating, and Air Conditioning Level 3
Credential: Heat Pumps: Operation, Installation, and Service; ESCO Institute
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; troubleshooting control circuits and motors, cooling, heat pumps, gas heating, oil heating, and accessories; zoning, ductless, and variable refrigerant flow systems, commercial hydronic systems, steam systems, retail refrigeration systems, and customer relations.
The textbook is *Refrigeration and Air Conditioning Technology (9th)* (ISBN: 9780357122273) and is available in the BCCC bookstore. Optional textbook (for credential exam), Heat Pumps: Operation, Installation, and Service (ESCO) available at escogroup.org or the college bookstore. Students will have the opportunity at the end of class to sit for the ESCO Heat Pump exam. Students who choose to test will pay a $25.00 test fee separate from their registration fee at the time of testing. [Register & pay online.]
6:00 pm – 9:00 pm  Tues. & Thur.  Aug. 2-Nov. 17 $186.25  96 hrs.  41992  B 8A

Residential Wiring (ELC-113AB-100)
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 textbook 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)
6:00 pm-9:30pm  Mon.  Aug 22 – Dec 12 $186.25  56 hrs.  42515  B2/109

Commercial Drone Pilot Training (Part 107)
Credential: FAA Part 107 (UAS)
This course will prepare students for the FAA Part 107 Knowledge test that is required to become certified to pilot a USA (unmanned aerial system). This course prepares you for the Part 107 Knowledge test with classroom instruction and instructor feedback.
8:00 am - 5:00 pm  Sat.  Oct. 15 & 22 $70  16 hrs.  42639  B8 826

View courses online at beaufortccc.edu and click on Our Programs, Continuing Education.
Phone 252.940.6375
Fall 2022
MANUFACTURING

Advanced Manufacturing Institute

Credentialed: OSHA 10, Occupational Health & Safety Administration; Lean Six Sigma Yellow Belt

This course is designed to help anyone looking for employment in manufacturing to earn credentials, develop knowledge, and skills that are desired in the manufacturing industry. The class will provide OSHA 10 safety training and certification, Yellow Belt training and certification, basic math, 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.

Prerequisite: Career Readiness Certificate of bronze or higher. See p. 26 for information about the Career Readiness Certificate prep and testing labs.

5:30-9:30 pm  Mon. & Wed.  Oct. 3-29  $193.25  54hrs.  B8/828 42435

OSHA 10

Credentialed: OSHA 10 Pocket Card; Occupational Safety and Health Association (OHSAA)

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, Working/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.

FORKLIFT

Forklift Training

Credentialed: Forklift Wallet Card, National Safety Council

This class is based on the National Safety Council's (NSC) Forklift Training Program. Students will learn an overview of forklift operation, inspection, determining lift limitations, and safe use of the forklift truck. They will understand the center of gravity’s effects on lift limitations and proper lifting. Students will demonstrate proper use by completing an obstacle course along with an inspection. They will be required to purchase a textbook which comes with a certificate and wallet card from NSC for $6. Textbooks will be handed out at the class and will not be sold in the BCCC Bookstore.

Register & pay online.

5:00 pm - 9:00 pm  Tues. & Thurs.  Sept. 6 & 8  $77.25  8 hrs.  42505  B11 15
5:00 pm - 9:00 pm  Tues. & Thurs.  Oct. 4 & 6  $77.25  8 hrs.  42506  B11 15

Look for this logo for Beaufort Promise classes. These courses are free for students who qualify.
Fall 2022

ED2GO ONLINE CLASSES

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners.

We have over 300 courses to choose from! All courses run for six weeks, are project-oriented, and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete the course entirely from your home or office. Visit www.ed2go.com/beaufortccc/ to see a full list of classes and prices, and get started today!

How to Get Started:
1. Visit our Online Instruction Center: www.ed2go.com/beaufortccc
2. Click the Courses link at the top of the page. Find a class that you want to take through our online course catalog. Once you have decided on a class, click “Add to Cart” and select the session beginning date. You can select more than one class at different sessions. Once you have chosen all the classes, click on “Check Out.” Complete the requested information to create your student profile and call 252-940-6375 to provide payment information to verify your enrollment with our Registration and Records Office.
3. When your course starts, return to our Online Instruction Center & click the Classroom link. Log in with your email & the password you selected during enrollment.

INFORMATION TECHNOLOGY & COMPUTER APPS

Introduction to Networking (Ed2Go)
This course explains computing networking basics using concepts common to everyday, non-computing experience. It emphasizes networking fundamentals, explaining the software & hardware that makes networking possible. On completion, you will be capable of performing networking tasks such as DSL connectivity configuring connections to an Internet Service Provider & creating a private network. Be ready to begin training for CCNA Certification or employment in a computer-networking career. Visit www.ed2go.com/beaufortccc/

Computer Skills for the Workplace (Ed2Go)
This course is designed to provide the fundamental computer competencies you need to survive and prosper in today’s fast-changing workplace. You will learn how to implement the powers of modern office software to work faster and more efficiently. This course will focus on practical application for software most common to the workplace. Visit www.ed2go.com/beaufortccc/

Introduction to PC Security (Ed2Go)
Learn what you can do to protect your precious personal and business data from the outside world. This course will quickly bring you up to speed on the fundamentals of PC & network security. You will understand & explore the vulnerability of operating systems, software, & networks. Develop an understanding of the exploits hackers use to access your computer without your knowledge. Learn a safe way to handle files & data across the Internet through a virtual private network. Visit www.ed2go.com/beaufortccc/

Introduction to Microsoft Excel 2019/Office 365 (Ed2Go)
If you work with data of any kind, knowing how to create a spreadsheet is key to effectively managing and organizing information. This course will introduce you to Microsoft Excel 2019 and teach you how to use this powerful software. Visit www.ed2go.com/beaufortccc/

Introduction to Microsoft Word 2019/Office 365 (Ed2Go)
Learn the foundational skills needed to utilize Microsoft Word 2019 in Office 365. This course will teach you how to create professional-looking letters, reports, and documents. Visit www.ed2go.com/beaufortccc/

Microsoft Excel – Pivot Tables (Ed2Go)
Master all the features of Excel pivot tables, including little-known options and settings, layouts, calculated fields, multi-level subtotals, Pivot Charts, Timelines, and Slicers. Visit www.ed2go.com/beaufortccc/

Introduction to QuickBooks Online (Ed2Go)
Learn to use QuickBooks Online to record income and expenses; enter checks and credit card payments; track your payables, inventory, and receivables; and much more. Visit www.ed2go.com/beaufortccc/

MEDICAL & VETERINARY

Become a Veterinary Assistant (Ed2Go)
Learn what a veterinary assistant does in the veterinary office or hospital setting. Visit www.ed2go.com/beaufortccc/

Become a Physical Therapy Aide (Ed2Go)
Prepare for a rewarding career as a valued member of the physical therapy team. Visit www.ed2go.com/beaufortccc/

Become an Optical Assistant (Ed2Go)
Learn what it takes to become an optical assistant and discover why it’s one of today’s most popular and fascinating career opportunities. Visit www.ed2go.com/beaufortccc/

Explore a Career in Medical Writing (Ed2Go)
Take your first step towards a lucrative and rewarding career as a medical writer. Visit www.ed2go.com/beaufortccc/

Explore a Career as an Administrative Medical Assistant (Ed2Go)
Learn what it takes to have a successful career as an administrative medical assistant. This course explores the job of an administrative medical assistant (AMA) in a doctor’s office – from appointment scheduling and chart creation to medical billing and coding – to give you an inside-view of the job. Visit www.ed2go.com/beaufortccc/

HIPAA Compliance (Ed2Go)
Learn how to comply with the duties, rights, and responsibilities of HIPAA, ARRA & HITECH. Visit www.ed2go.com/beaufortccc/
**Fall 2022**

**LANGUAGES**

**Speed Spanish (Ed2Go)**
Learn six easy recipes to glue Spanish words together into sentences, and you’ll be engaging in conversational Spanish in no time. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

**Spanish for Law Enforcement (Ed2Go)**
Master the fundamentals of the Spanish language by practicing basic conversational skills and learning essential Spanish terminology for law enforcement situations. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

**Instant Italian (Ed2Go)**
This dynamic course will teach you how to express yourself comfortably in Italian. You’ll read, hear, and practice dialogues of everyday words which will teach you to communicate in a wide variety of settings. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

**Conversational Japanese (Ed2Go)**
Whether you want to learn conversational Japanese for travel or just for fun, you’ll find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

**Discover Sign Language (Ed2Go)**
Gain confidence in your ability to sign with the Deaf community. This course immerses you in silence to help you gain an understanding of the perspective of the hearing impaired and uses videos to demonstrate not only how to make signs, but how to communicate with facial expression. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

**Beginning Conversational French (Ed2Go)**
Prepare for your next trip to France by mastering the basics of conversational French. This course will provide you with proper pronunciation of French words that you’ll use in your travels as well as cultural tips including appropriate gestures and body language. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

**BUSINESS & SOFT SKILLS**

**Mastering Public Speaking (Ed2Go)**
Learn the secrets of effective public speaking and small group communication. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

**Keys to Effective Communication (Ed2Go)**
Lost for words? Don’t be! Learn to build rapport, trust, warmth, and respect through conversation. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

**Achieving Success with Difficult People (Ed2Go)**
Learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors, or relatives. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

**Customer Service Fundamentals (Ed2Go)**
Become indispensable to any organization by understanding how to identify and meet customer needs. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

**TEACHER PROFESSIONAL DEVELOPMENT**

**Creating the Inclusive Classroom: Strategies for Success (Ed2Go)**
In this professional development course for teachers, you’ll get the training you need to reach the diverse mix of students you face every day by learning proven strategies that turn diversity into opportunity. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

**Solving Classroom Discipline Problems (Ed2Go)**

**Microsoft PowerPoint 2013 in the Classroom (Ed2Go)**
In this course for teachers, you’ll learn how to motivate students and enrich lessons by bringing Microsoft PowerPoint 2013 presentations into your classroom. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

**Singapore Math Strategies: Model Drawing for Grades 1-6 (Ed2Go)**
In this professional development course for teachers, you’ll get the training you need to start teaching model drawing, the powerful Singapore Math strategy that gives word problems a visual context. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

**Merrill Ream Speed Reading (Ed2Go)**
This course will teach you how to save time by reading faster and with better comprehension. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

**Response to Intervention: Reading Strategies That Work (Ed2Go)**
Learn response to intervention (RTI) strategies that ensure the struggling readers in your classroom get the help and education they need. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

**Spanish in the Classroom (Ed2Go)**
Learn essential Spanish for Teachers so that you can bridge the communication gap with your Spanish-speaking students and parents! By the end of this course, you will be well on your way to becoming a Spanish speaker and effectively communicating with the Spanish-speakers all around you. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)
Train for a new career, career advancement, or industry certification in today's most in-demand fields. Our Advanced Career Training Programs are designed by a team of professionals from each respective field, who work to provide the student with effective web-based learning experiences. See, p. 12 for Ed2Go registration directions.

- Learn in-demand skills recognized by employers
- Many courses prepare student for a national certification
- Start anytime - work at your own pace and complete in 3 to 6 months
- Textbooks and learning materials are included
- Support offered via phone, email, or live chat 7 days a week
- Expert instructor assistance provided
- Career Counselors are provided

**Certified Administrative Professional**

**Credential:** Certified Administrative Professional (CAP); International Association of Administrative Professionals (IAAP)

This course provides the information you'll need to know to sit for the Certified Administrative Professional (CAP) exam offered by the International Association of Administrative Professionals (IAAP). Students will receive a voucher for the CAP exam. Visit www.ed2go.com/beaufortccc/

**Certified Six Sigma Green Belt**

**Credential:** Certified Six Sigma Green Belt (CSSGB); American Society for Quality (ASQ)

Prepare for Six Sigma Green Belt certification by mastering the contents of the American Society for Quality (ASQ) Six Sigma Green Belt body of knowledge. Exam cost included. Students will receive a voucher for the CSSGB exam. Visit www.ed2go.com/beaufortccc/

**Information Security Training**

**Credential:** Certified Information Systems Security Professional (CISSP), International Information, System Security Certification

Prepare for three globally recognized certifications: ISACA's Certified Information Systems Auditor (CISA) and Certified Information Security Manager (CISM), and (ISC)2's Certified Information Security Professional (CISSP). Students will receive a voucher for the CISSP and CISA exams. Visit www.ed2go.com/beaufortccc/

**Cisco CCNA Certification Training**

**Credential:** Cisco Certified Networking Associate (CCNA), Cisco Systems, Inc.

Take the next step in your IT career by preparing for the Cisco CCNA certification exam. You'll master certification-based topics for networking essentials, so you can implement and administer Cisco solutions. Exam voucher included in enrollment. Students will receive a voucher for the CCNA exam. Visit www.ed2go.com/beaufortccc/

**Certified Information Security Manager (CISM)**

**Credential:** Certified Information Security Manager (CISM), Information Systems Audit and Control Association (ISACA)

CISM is one of the most valued certifications in the IT security industry. This online course will prepare you to sit for the CISM certification exam, and the exam cost is included. Students will receive a voucher for the CISM exam. Visit www.ed2go.com/beaufortccc/

**Process Technician**

This online course provides an intensive overview of the skills needed to become a process technician. You will learn a wide variety of skills, including math, inspection, safety, machining, quality, electrical systems, automation, mechanical systems, motor controls, fluid systems, and joining. Visit www.ed2go.com/beaufortccc/

**Chemical Plant Operations**

Prepare for an entry-level position in a chemical plant with this online Chemical Plant Operations course. Visit www.ed2go.com/beaufortccc/

**Robotics Technician**

This Robotics Technician course provides an intensive overview of the skills needed in the robotics industry. Visit www.ed2go.com/beaufortccc/

**Maintenance Technician**

This Maintenance Technician training course allows you to identify the required knowledge and skills that provide a pathway to upskill and validated worker competencies. Visit www.ed2go.com/beaufortccc/

**Tool and Die Maker**

This course provides an intensive overview of tool and die making and will teach you about work holding, math, inspection, safety, machining, materials, quality, and grinding. Visit www.ed2go.com/beaufortccc/

**Die Setter**

This course provides an intensive overview of die setting. You will learn the math, inspection, safety, materials, quality, and fabrication skills needed to work as a die setter. Visit www.ed2go.com/beaufortccc/

**Quality Inspector**

This course provides an intensive overview of the skills necessary for quality assurance and inspection. You will learn math, inspection, safety, materials, quality, and management skills as you prepare to become a quality inspector. Visit www.ed2go.com/beaufortccc/

**Certified Paralegal**

**Credential:** Certified Paralegal (CP), National Association of Legal Assistants (NALA)

Train for a career as a paralegal. Learn how to fulfill the standard duties associated with this vital role. After completion, you will be prepared to sit for and pass the Certified Paralegal (CP) exam. Students will receive a voucher for the CP exam. Visit www.ed2go.com/beaufortccc/
Food and Customer Service Skills Training
This online Food and Customer Service Skills Training course will prepare you for a career in food services, restaurants, and the hospitality industry. Visit www.ed2go.com/beaufortccc/

Freight Broker/Agent Training
This online course will prepare you to enter the freight/logistics industry and start your own freight broker business or become a freight agent. Visit www.ed2go.com/beaufortccc/

Restaurant Management
In-demand restaurant managers can earn over $50,000 on average. This course teaches the practical skills and theoretical knowledge necessary to execute all elements of a restaurant business. This course provides this foundation by teaching each aspect of the process; from inception through creation to ultimately managing a successful restaurant. Visit www.ed2go.com/beaufortccc/

Activity Director
This course is designed to give you the training and insight into working with the activity programs in nursing homes. Visit www.ed2go.com/beaufortccc/

Patient Care Technician
Credential: Certified Patient Care Technician Level 1; American Education Certification Association (AECA)
Prepare for the Certified Patient Care Technician Level 1 exam, an industry-recognized credential for patient care technicians, offered by the American Education Certification Association (AECA). Students will receive a voucher for the Certified Patient Care Technician Level 1 exam. Visit www.ed2go.com/beaufortccc/

Professional Recovery Coach
Learn the dynamics of a strengths-based system for changing addictive behavior through a process of reconnecting to one’s joyful identity and working toward helping others overcome and break the cycle of addiction. Visit www.ed2go.com/beaufortccc/

Certified Professional Medical Auditor
Credential: AAPC Certified Professional Medical Auditor (CPMA*), American Academy of Professional Coders (AAPC)
This online training course covers medical record standards and documentation guidelines allowing them to confidentially communicate with providers. This course arms the certified medical auditor with information to assist with improvements in the practice's documentation compliance. Students will receive a voucher for the CPMA* certification exam. Visit www.ed2go.com/beaufortccc/

Certified Medical Administrative Assistant with Medical Billing and Coding
Credential: Certified Medical Administrative Assistant (CMAA), National Healthcareer Association (NHA)
Administrative healthcare workers are in high demand. Whether you’re just starting your career or transitioning into a different field, there has never been a better time to become a Certified Medical Administrative Assistant or work in Medical Billing and Coding. Students will receive a voucher for the CMAA national certification exam. Visit www.ed2go.com/beaufortccc/

Veterinary Assistant with Horse Care Management
Veterinary Assistant with Horse Care Management teaches the specialized skills that stables, equestrian centers, and large animal veterinary facilities look for. Together, these courses provide the comprehensive training needed to be a veterinary assistant with an additional focus on horse care techniques. Visit www.ed2go.com/beaufortccc/

Veterinary Office Manager
Gain valuable knowledge to start a career on the non-clinical side of the veterinary clinic and prepare for advancing into office management. Visit www.ed2go.com/beaufortccc/

Introduction to Interior Design (Ed2Go)
Explore a career in interior design as you learn how to transform any room into a beautiful and functional space. Visit www.ed2go.com/beaufortccc/

Secrets of Better Photography (Ed2Go)
Learn how to take better pictures by understanding your camera and how to use it in a variety of situations. Visit www.ed2go.com/beaufortccc/

Introduction to Digital Scrapbooking (Ed2Go)
Learn how to make the most of your scrapbooking talents and artistic ideas when you combine digital and traditional scrapbooking techniques. Visit www.ed2go.com/beaufortccc/

Mastering Digital Photography: Photographing People (Ed2Go)
Become a skilled photographer when it comes to taking beautiful pictures of adults, children, or babies. This course will help you discover the best way to shoot faces, fix common close-up problems, and use digital photo editing techniques to retouch your photos. Visit www.ed2go.com/beaufortccc/

Drawing for the Absolute Beginner (Ed2Go)
Gain a solid foundation in the basics of drawing to become the artist you've always wanted to be. This course will help you become familiar with paper type, drawing styles, techniques, and basic principles of perspective, layout and design. Visit www.ed2go.com/beaufortccc/
Motorcycle Safety: Basic Rider Course, 2 Wheels

Students will learn the safe driving skills for operating a motorcycle in traffic and practice riding on BCCC’s driving pad. We will provide motorcycles and training manuals. You must wear an approved helmet, over-the-ankle footwear, long pants, a long-sleeved shirt or jacket, full-fingered gloves, and protective eye wear at all times while training. Successful completion achieves a skills waiver card for the NCDMV. Class size is limited to insure personal instruction. We will operate rain or shine. The registration fee for this class is not refundable. Please call 252-940-6357 if you need to reschedule. A mandatory e-course provided by the National Motorcycle Safety Foundation must be completed before the start of class. This e-course is included in the registration fee. The class coordinator will contact students with e-learning login information 10 days prior to class. (Those who desire help with online learning may receive assistance. Please ask.) A copy of the e-course Certificate of Completion must be presented to the instructor on the first day of class. Participation without this certificate is not allowed, and refunds are not given for lack of completion.

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<th>Date</th>
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<th>Location</th>
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<th>Hours</th>
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<td>Sept. 10 &amp; 11</td>
<td>8:00 am – 5:30 pm</td>
<td>Sat. &amp; Sun.</td>
<td>$165</td>
<td>20 hrs.</td>
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<td>$165</td>
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<td>$165</td>
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<td>B 15-101 &amp; Driving Pad</td>
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Motorcycle Safety: Basic Rider Course, 3 Wheels

The Motorcycle Safety Foundation’s 3-Wheel Basic Rider Course provides the same fundamental safe riding skills as our 2-wheel course. New riders will learn the safe operation of a 3-wheel cycle and prepare for street riding either alone or in a group. Our spacious driving pad is a fine place for hands-on operation of a 3-wheel cycle, and classroom instruction is included as well. We will provide motorcycles and training manuals. You must wear an approved helmet, over-the-ankle footwear, long pants, a long-sleeved shirt or jacket, full-fingered gloves, and protective eye wear at all times while training. Successful completion achieves a skills waiver card for the NCDMV. Class size is limited to ensure personal instruction. We will operate rain or shine. Students may use their own 3-wheel bikes, but please let us know. The registration fee for this class is not refundable. Please call 252-940-6357 if you need to reschedule. With the support of Can-Am Rider Education Program we are able to offer this class for $99. To take advantage of this opportunity please visit: https://can-am.brp.com/on-road/us/en/learn-to-ride/registration.html

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<td>Sat. &amp; Sun.</td>
<td>$99 (w/ support)</td>
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<td>Sat. &amp; Sun.</td>
<td>$99 (w/ support)</td>
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<td>Sat. &amp; Sun.</td>
<td>$99 (with support)</td>
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<td>B 15-101 &amp; Driving Pad</td>
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We are grateful to Big Rock Powersports and Twin County Marine for loaning us 4 Can-Am Spyders to use for these classes.
TRANSPORTATION/CDL

ELDT: Truck Driver Training Program for First Time Drivers (Hybrid Program)

Credential: Commercial Driver's License, NCDMV

The Entry Level Driver Training (ELDT) 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.

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. Aug. 14 – Dec. 17 $234.25 384 hrs. 42507 B 11/15
8:00 am-6:00 pm Sat. & Sun. Oct. 9 – Feb. 18 $234.25 384 hrs. 41986 B 11/15
Online, on-demand the rest of the week
New classes start every 8 weeks!

Hazmat NEW

Credential: CDL HAZMAT Endorsement; NC DMV

Hazardous materials (H) endorsement applicants must complete the Hazardous materials curriculum, which apply to driver-trainees who intend to operate CMVs used in the transportation of hazardous materials (HM) as defined in § 383.5. Driver-trainees seeking an H endorsement, as defined in § 383.93(c)(4), must complete this curriculum in order to take the State-administered knowledge test for the H endorsement.

The textbook is J.J. Keller's Hazmat Endorsement: Entry-Level Driver Training (Student Manual) (ISBN: 978-1-68008-937-0) and is available in the BCCC Bookstore.

Online Sept. 19 – Oct. 29 $130 30 hrs. 42509 Online

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. Register & pay online.

Corequisite: NSC Defensive Driving Course. See p. 16 of this course schedule for DDC-4 course offerings.

8:00 am-5:00 pm Fri. Sept. 9 $70 8 hrs. 42510 B 8 826
8:00 am-5:00 pm Fri. Nov. 18 $70 8 hrs. 42511 B 8 826

DIESEL TECHNICIAN ACADEMY

Diesel technicians maintain fleets such as school and transit buses, rail locomotives, sanitation trucks, construction & mining equipment, forestry & agricultural equipment, and cargo trucks. Diesel technicians enjoy a median wage of $23.20 per hour. Employers hiring technicians include Quality Equipment (John Deere), Beaufort Equipment (New Holland), and Lilley International.

Diesel Technician

Credential: Compact Diesel Engine; Equipment & Engine Training Council

This course introduces the theory, design, terminology, and operating adjustments for diesel engines and systems. Emphasis is placed on safety, the theory of operation, inspection, measuring, and rebuilding of diesel engines and systems according to factory specifications. Students will learn how to measure, diagnose problems, and repair diesel engines and systems. This course will also introduce the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.

The textbooks required for this class include the Diesel Technology (978-1-64564-685-3) and Parker Hannifin Industrial Hydraulic Technology (978-1-55769-056-2). These books can be purchased in the BCCC bookstore. Register & pay online.

8:00 am – 5:00 pm Mon.-Tues. Sept. 25 - Dec. 6 $486.25 192hrs. 41993 B7 703
Lab Wed.-Fri. based on schedule

View courses online at beaufortccc.edu and click on Our Programs, Continuing Education. Phone 252.940.6375
Fall 2022

REAL ESTATE

Provisional Broker (Pre-Licensing)

Credential: NC Real Estate License, NC Real Estate Commission
This 87-hour course is required to satisfy the educational requirements for a provisional broker license and is designed to prepare you to pass the North Carolina real estate license examination. Topics include basic real estate principles and practices, law and contracts, financing, closing valuation, fair housing, and real estate laws. The textbook, Modern Real Estate Practice in North Carolina 10th Edition (ISBN: 9781475486520), is available in the BCCC Bookstore and should be purchased prior to the starting date of class. 

Prerequisite: High School Diploma or equivalency, NCRC of a silver or higher or college degree (see p. 26 for NCRC info), subject to a criminal background check.
5:30 pm – 8:30 pm  Mon. & Weds.  Aug. 22 – Nov. 30  $180  87 hrs.  42450  B3 127

General Update
This four-hour mandatory course satisfies one of the continuing education requirements for broker licensure renewal with the North Carolina Real Estate Commission. The General Update course is developed by the NC Real Estate Commission annually and course materials will be provided. Please bring your pocket identification card to class.
5:00pm – 9:00pm  Mon.  Dec. 05  $55  4 hrs.  42452  B8 824

Broker-in-Charge Update
This four-hour mandatory course satisfies one of the continuing education requirements for broker-in-charge licensure renewal with the North Carolina Real Estate Commission. The Broker-in-Charge Update course is developed by the NC Real Estate Commission annually and course materials will be provided. Please bring your pocket identification card to class.
5:00pm – 9:00pm  Weds.  Dec. 07  $55  4 hrs.  42454  B8 824

Real Estate and Taxes: What Every Agent Should Know (Elective)
This four-hour course satisfies one of the continuing education requirements for licensure renewal with the North Carolina Real Estate Commission. The textbook, Real Estate and Taxes: What Every Agent Should Know 7th edition, will be provided. Please bring your pocket identification card to class.
5:00pm – 9:00pm  Thurs.  Dec. 08  $55  4 hrs.  42455  B8 824

Real Estate Finance Today (Elective)
This four-hour course satisfies one of the continuing education requirements for licensure renewal with the North Carolina Real Estate Commission. The textbook, Real Estate Finance Today 7th edition, will be provided. Please bring your pocket identification card to class.
5:00pm – 9:00pm  Tues.  Dec. 06  $55  4 hrs.  42453  B8 824

NOTARY

Notary Public Education

Credential: Notary Public, NC State Notary Public Section
This 7-hour course is required for persons wanting to apply for commissioning as a Notary Public for the State of North Carolina. Various topics related to the duties of a notary public will be covered. Individuals should review the Notary qualifications list on the Secretary of State’s web site located at: http://www.secretary.state.nc.us/notary/ prior to registering for class. Per NC Secretary of State Guidelines, students will have to pass an exam to complete the class requirements. Students will be required to show a state issued photo ID and the North Carolina Notary Public Manual upon entry to the class. This is a requirement from the Secretary of State’s office. The North Carolina Notary Public Manual (ISBN: 1560118512) is available in the BCCC Bookstore and should be purchased prior to the starting date of class.

8:15am – 4:15pm  Fri.  Aug. 19  $70  7 hrs.  42436  B8 822
8:15am – 4:15pm  Weds.  Sept. 28  $70  7 hrs.  42438  B8 822
8:15am – 4:15pm  Fri.  Oct. 14  $70  7 hrs.  42439  B8 822
8:15am – 4:15pm  Weds.  Nov. 16  $70  7 hrs.  42440  B8 822

Look for this logo for Beaufort Promise classes. These courses are free for students who qualify.
Insurance classes are asynchronous and begin at any date that is agreed upon between the student and the Coordinator of HRD and Workforce Initiatives. Students will have 60 days to complete their asynchronous course. These classes are self-paced and include video streaming activities which are available on demand. Instructors are available on-call to address student questions. These classes include a materials fee that is nonrefundable once registered. For questions regarding our Insurance Pre-Licensing classes, please contact us at continuingeducation@beaufortccc.edu or by calling 252-940-6375.

**Property Agent Pre-Licensing**
Credential: NC State Property Insurance Agents, NC Department of Insurance
This course is designed to prepare you for the N.C. State Property Insurance Agents Examination. There is a 20-hour study requirement by DOI that will be met with the video, quizzes and study recommendations on the video. This program is available 24-hours a day, seven days a week.
Start any time 60 days Asynchronous $200 (Includes nonrefundable materials fee) 20 hrs. Online

**Casualty Agent Pre-Licensing**
Credential: NC State Casualty Insurance Agents, NC Department of Insurance
This course is designed to prepare you for the N.C. State Casualty Insurance Agents Examination. There is a 20-hour study requirement by DOI that will be met with the video, quizzes and study recommendations on the video. This program is available 24-hours a day, seven days a week.
Start any time 60 days Asynchronous $200 (Includes nonrefundable materials fee) 20 hrs. Online

**Property & Casualty Pre-Licensing**
Credential: NC State Property & Casualty Insurance Agents, NC Department of Insurance
This course is designed to prepare you for the N.C. State Property & Casualty Insurance Agents Examination. There is a 40-hour study requirement by DOI, 20 hours for Property and 20 hours for Casualty. The study requirements will be met with the video, quizzes and study recommendations on the video. This program is available 24-hours a day, seven days a week.
Start any time 60 days Asynchronous $200 (Includes nonrefundable materials fee) 40 hrs. Online

**Property & Casualty Adjusters Pre-Licensing**
Credential: NC State Property and Casualty Adjusters, NC Department of Insurance
This course is designed to prepare you for the N.C. State Property and Casualty Adjusters Examination. There is not a pre-licensing study requirement by DOI; however, students studying this adjuster specific course will increase the probability of passing the state exam. The course includes a video, quizzes and study recommendations on the video. This program is available 24-hours a day, seven days a week.
Start any time 60 days Asynchronous $320 (Includes nonrefundable materials fee) 40 hrs. Online

**N.C. Life Pre-Licensing**
Credential: NC State Life Insurance Agents, NC Department of Insurance
This course is designed to prepare you for the N.C. State Life Insurance Agents Examination. There is a 20-hour study requirement by DOI that will be met with the video, quizzes and study recommendations on the video. This program is available 24-hours a day, seven days a week.
Start any time 60 days Asynchronous $200 (Includes nonrefundable materials fee) 20 hrs. Online

**N.C. Health Pre-Licensing**
Credential: NC State Health Insurance Agents, NC Department of Insurance
This course is designed to prepare you for the N.C. State Health Insurance Agents Examination. There is a 20-hour study requirement by DOI that will be met with the video, quizzes and study recommendations on the video. This program is available 24-hours a day, seven days a week.
Start any time 60 days Asynchronous $200 (Includes nonrefundable materials fee) 20 hrs. Online

**N.C. Life & Health Pre-Licensing**
Credential: NC State Life & Health Insurance Agents, NC Department of Insurance
This course is designed to prepare you for the N.C. State Life & Health Insurance Agents Examination. There is a 40-hour study requirement by DOI, 20 hours for Life and 20 hours for Health. The study requirement will be met with the video, quizzes and study recommendations on the video. This program is available 24-hours a day, seven days a week.
Start any time 60 days Asynchronous $320 (Includes nonrefundable materials fee) 40 hrs. Online

**Personal Lines Pre-Licensing**
Credential: NC State Personal Lines Insurance Agents, NC Department of Insurance
This course is designed to prepare you for the N.C. State Personal Lines Insurance Agents Examination. The minimum recommended study time is 40-hours. The difference between the Property and Casualty and this course is the Commercial section. Personal Lines does not include the Commercial section on the state exam. The study requirements will be met with the video, quizzes, and study recommendations on the video. This program is available 24-hours a day, seven days a week.
Start any time 60 days Asynchronous $320 (Includes nonrefundable materials fee) 40 hrs. Online

VISIT THE BCCC BOOKSTORE
TO GET YOUR TEXTBOOKS, SPIRIT WEAR, ELECTRONICS, ACCESSORIES AND MORE.
VISIT HTTPS://WWW.BKSTR.COM/BEAUFORTSTORE/HOME OR CALL 252-940-6260.
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.
- Resources 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.

Register online at www.beaufortccc.edu/continuing-education/sbc/home

Small Business Center Core Curriculum

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

How to Start a Small Business

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?

6:00 pm-8:00 pm  Mon.  Aug. 9  Free  2 hrs.  B 8, 828
6:00 pm-8:00 pm  Mon.  Oct. 10  Free  2 hrs.  B 8, 828

How to Write a Business Plan

David Mayo will help students with the fundamentals of writing a business plan, the foundation for success when deciding to start a new business or acquire an existing business. It is key when it comes to seeking funds for a business.

6:00 pm-8:00 pm  Mon.  Aug. 15  Free  2 hrs.  B 8, 828
6:00 pm-8:00 pm  Mon.  Oct. 17  Free  2 hrs.  B 8, 828

Marketing and Advertising for Your Business

Drawing attention to your business is tougher than ever before. 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.

6:00 pm-8:00 pm  Mon.  Aug. 29  Free  2 hrs.  B 8, 828
6:00 pm-8:00 pm  Mon.  Oct. 7  Free  2 hrs.  B 8, 828

Financing Your Business

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.

6:00 pm-8:00 pm  Mon.  Sept. 12  Free  2 hrs.  B 8, 828
6:00 pm-8:00 pm  Mon.  Nov. 14  Free  2 hrs.  B 8, 828

Recordkeeping and Taxes for Small Business

This seminar will help you understand the financial aspects of your business. 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?

Keith Kidwell is your presenter.

6:00 pm-8:30 pm  Wed.  Oct. 5  Free  2.5 hrs.  Webinar
6:00 pm-8:30 pm  Mon.  Dec. 5  Free  2.5 hrs.  Webinar

Using CANVA to Create FREE Marketing Materials

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

2:00 pm-5:00 pm  Thurs.  Aug. 25  Free  3 hrs.  Hyde County Davis Center, Engelhard

Online Presence and Your Small Business

If you are a current or prospective small business owner, let’s face it, having an online presence is an important piece to your marketing and advertising strategy. If you desire to start your online presence, or wish to expand your current knowledge about establishing an online presence that will be impactful, then this workshop is for you. Your presenter has superior IT, analysis, and development skills along with the knowledge needed to help you improve in this critical area of advertising and marketing.

Holly Harrison is your presenter.

2:00 pm-5:00 pm  Thurs.  Sept. 15  Free  3 hrs.  Washington County Center, Roper

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Holly Harrison is your presenter.

2:00 pm-5:00 pm  Thurs.  Sept. 15  Free  3 hrs.  Washington County Center, Roper
Mastering Google Business Resources for Greater Business Success
Google offers an abundance of free resources to assist small business owners run, manage and promote their business. This training offers what you need to know and how to get started by maximizing all the free resources for business that Google has to offer. Martin Brossman presents.
- Getting found on Google by your right customers
- Gaining more business using YouTube
- Key Google tools to manage photos for your business
- Using Free Google writing, presenting, and accounting tools to run your business
- A number of the Google phone apps you need to know about for your business
- Getting more business with Google Smart Ads
- Tracking and expanding your success with Google Analytics & Google Search

2:00 pm-5:00 pm  Mon.  Sept. 22  Free  3 hrs.  Columbia Theatre

Increasing Art Sales Through Strategic Marketing
The difference between artists that make more money and those that don't is not just their artistic talent or skill. Martin Brossman has spent a large part of his adult career studying the difference between well-paid artists and less profitable artists and how that can be improved with real-world results. This training will address just that. What you learn from this class you can start today and will only cost you some time to implement. This class applies marketing basics to successfully reach, convince and close sales to customers. This training will include the following topics: establishing a plan—a quick look at goals and strategies; identifying and knowing your target customers/audience; choosing the right social media channels to reach your customers; using hashtags to extend your reach; examining your website and optimizing to be found online; determining a pricing strategy; creating great content; storytelling that attracts buyers; and creating compelling images and video.

Make sure to join us for this engaging journey and prepare to increase your review and enjoy your art business more!
9:00 am-12:00 pm  Mon.  Sept. 23  Free  3 hrs.  Columbia Theatre

Managing the Wealth Generated by Your Small Business
You have been in business a while and you are generating not only an income, but wealth. That’s outstanding! Or, perhaps you are starting a new business, and you would like to learn more about managing the wealth you already have. Either way, this workshop is for you!

Your instructor, Richard L. McDonald, is a North Carolina native. He was born in Wilson and was raised in Durham. He is a graduate of the University of Memphis. His investment career started in Atlanta, Georgia with E.F. Hutton and Company in 1979. He transitioned to Oppenheimer and Company where Corporate Retirement Plans, primarily 401k became his specialty. A major part of his services was employee education on investments for 401k Plan participants. His goal was to educate employees on Investment options and how the choices could coincide with their own investment objectives. Clients included Longhorn Steaks, CNN, and Turner Broadcasting System.

3:00 pm – 4:30 pm  Thurs.  Oct. 13  Free  1.5 hrs.  B 8/828

Creating Marketing Photos & Video with Your Smartphone to Get More Business
Capture your customer’s attention and inspire them to take the next step toward buying your product or service with compelling photo and video content. We address the Why, What, How, and Where of visual marketing with photos and video on a shoestring budget. Learn about what to capture, techniques for composition, lighting and sound. Examine the features on your smartphone to get the best quality photos and video. Understand simple editing and free or low-cost tools. Explore the various channels to distribute your visual content. You will walk away with a checklist of actions to get the maximum results from this class.

2:00 pm – 5:00 pm  Tues.  Oct. 25  Free  3 hrs.  B 8/828

An Introduction to Facebook and Google Ads
We want you to know where to start with Facebook and Google Ads and spend the least amount of money. This course will teach you:
- How to learn about ads that you can manage yourself on both platforms
- How you can learn as you go and not waste large amounts of money
- Which platform would connect more with your customers/clients
- Key tips on what type of ads get good results

We also introduce you to the different options of ads like retargeting, using the tracking pixel, and look-a-like audiences. You will leave with a solid foundation on how to start testing ads on Facebook with a little at $1 per day and Google with as little as $3 per day.

2:00 pm – 5:00 pm  Thurs.  Nov. 3  Free  3 hrs.  Webinar

Beginning Microsoft Excel (For Current and Prospective Business Owners)
Excel is a very versatile, business oriented, application. Beginners are encouraged to attend and proficient users may attend as well. Lentz Stowe is your presenter. We will cover Excel basics such as
- Creating a worksheet
- Formatting the worksheet
- File management
- Save worksheet
- Printing a worksheet
- Basic formulas and functions

2:00 pm – 4:00 pm  Thur.  Nov. 17  Free  2 hrs.  Washington County Center, Roper

Register online at www.beaufortccc.edu/continuing-education/sbc/home
**NEW** NC Department of Revenue and SBCN partner to develop a statewide program calendar of webinars.

Go to this link, [https://www.ncsbc.net/events.aspx?mode=4](https://www.ncsbc.net/events.aspx?mode=4) or call 252-940-6375 for information.

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<tr>
<th>Topic</th>
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<tr>
<td>Bus. Tax Essentials</td>
<td>Tuesday, August 2</td>
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<tr>
<td>Sales &amp; Use</td>
<td>Wednesday, August 3</td>
<td>10am-12pm</td>
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<td>Sales &amp; Use</td>
<td>Thursday, August 18</td>
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<td>Withholding</td>
<td>Tuesday, August 23</td>
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<td>Online Seller</td>
<td>Tuesday, August 9</td>
<td>2-4pm</td>
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<td>Non-profit</td>
<td>Thursday, August 11</td>
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<td>Spanish Sales &amp; Use</td>
<td>Tuesday, August 30</td>
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<td>Sales &amp; Use</td>
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<td>Online Seller</td>
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<td>Non-profit Claim for Refund</td>
<td>Tuesday, September 27</td>
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<td>Planning to Start a Business</td>
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<td>*Starting a Business in NC</td>
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<td>Spanish Business Tax Essentials</td>
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<td>Online Seller</td>
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<td>*Growing Your Business</td>
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<td>Spanish Sales &amp; Use</td>
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<td>Spanish Withholding</td>
<td>Thursday, December 8</td>
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<tr>
<td>Unemployment</td>
<td>Tuesday, December 6</td>
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Auto Dealer Pre-License
Credential: Auto Dealer License; NC Division of Motor Vehicles
The course satisfies the initial continuing education requirement for non-franchised auto dealers to obtain their dealer’s license. Register & pay online. This class will be offered via Zoom.

9:00 am – 1:00 pm Mon.-Wed. Sept. 26-28 $75 12 hrs. 41998 Zoom
9:00 am – 1:00 pm Mon.-Wed. Nov. 14-16 $75 12 hrs. 42512 Zoom

Auto Dealer License Renewal
Credential: Auto Dealer License; NC Division of Motor Vehicles
The annual renewal course satisfies the continuing education requirement for non-franchised auto dealers to retain their dealer’s license. Register & pay online. This class will be offered via Zoom.

9:00 am – 12:00 pm Thur.-Fri. Sept. 29-30 $75 6 hrs. 42000 Zoom
9:00 am – 12:00 pm Thur.-Fri. Nov. 17-18 $75 6 hrs. 42513 Zoom

Auto Detailing Basic (Level 1) NEW
Credential: Interior Detailing; International Detailing Association (IDA)
This course covers five major areas of auto detailing: exterior, interior, engine, trunk, and special problems. Core topics include introductions to leather and fabric cleaning, carpet and mat cleaning, material protection, odor neutralizing, marketing strategies, and entrepreneurial skills. Skills taught in this course are applicable to the detailing of motor vehicles such as cars, boats, motorcycles, and RVs. The class book will be provided. Students will have the opportunity to sit the for IDA Interior Detailing exam (online) at the end of the course for a $45 cost (exam price subject to change by IDA). Register & pay online.

6:00 pm – 9:00 pm Mon. & Thurs. Sept. 13 – Nov. 10 $186.25 54 hrs. 42514 B7

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. Register & pay online.

8:00 am-5:00 pm Sat. Sept. 24 $70 8 hrs. 42523 B 2 108

Handgun Introduction
Beginners Pistol is designed to provide a hands-on introduction to the safe handling and proper orientation for students. This course is 3 hours long and includes classroom and range time learning to shoot a specific pistol action type. Students will learn rules for safe gun handling; the particular pistol model parts and operation; ammunition; shooting fundamentals; cleaning the pistol; and continued opportunities for skill development. Students must show proof of ability to legally own a firearm. Handgun permit, CCH permit or County record check.

6:00 pm-9:00 pm Wed. Aug. 17 $43.50 3 hrs. 42493 B 10B-102
6:00 pm-9:00 pm Wed. Sept. 7 $43.50 3 hrs. 42494 B 10B-102
6:00 pm-9:00 pm Wed. Oct. 5 $43.50 3 hrs. 42495 B 10B-102
6:00 pm-9:00 pm Wed. Nov. 2 $43.50 3 hrs. 42496 B 10B-102
6:00 pm-9:00 pm Wed. Dec. 7 $43.50 3 hrs. 42497 B 10B-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 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. 24 $76.25 10 hrs. 43498 B 10B-102
8:00 am-7:00 pm Sat. Oct. 29 $76.25 10 hrs. 42499 B 10B-102
8:00 am-7:00 pm Sat. Nov. 19 $76.25 10 hrs. 42500 B 10B-102
8:00 am-7:00 pm Sat. Dec. 17 $76.25 10 hrs. 42501 B 10B-102
### COSMETOLOGY

**Esthetics Technology I & II NEW**

**Credential: Esthetician License, NC State Board of Cosmetic Arts**

This course covers training in the areas of facials, hair removal, and make-up application, as well as health and public safety protocols, board laws and regulations, client safety, and infection control procedures to become a licensed skin care specialist. The curriculum provides a simulated salon environment, which enables students to develop skills that will prepare them to sit for the North Carolina State Board of Cosmetic Arts exam to become a licensed esthetician.

The course materials include the Milady Standard Foundations with Standard Esthetics textbook (ISBN: 9780357263792), and a class kit available in the BCCC bookstore (prices are subject to change). Students will also need to purchase black closed-toed shoes, black scrubs, and obtain a photo ID from BCCC campus police prior to class.

| Part I | 9:00 am – 3:00 pm | Mon. – Weds. | Aug. 15 – Dec. 12 | $199.25 | 358 hrs. | 42445 | B11 001 |
| Part II | 9:00 am – 3:00 pm | Mon. – Weds. | Jan. 09 – May 04 | $199.25 | 339 hrs. | 42446 | B11 001 |

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**BCCC & TFB&B BARBER ACADEMY**

**HRD: Barber Orientation**

This course will act as an introduction to the BCCC & TFB&B Barber Academy, discussing course requirements, the North Carolina Board of Barber Examiners’ rules and regulations, and general information on the academy. This course will be held as seats in the academy become available, and must be attended prior to enrolling in the academy. To be placed on a waiting list for the next orientation, call 252-940-6375.

**Level I NEW**

**Credential: Registered Barber License, North Carolina Board of Barber Examiners**

This academy is designed to train and prepare students for the profession of barbering. Students will learn the information needed to pass the state licensure exams as well as the most contemporary techniques to ensure your success in school and employment on the job. They will learn skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Barbering or a related career field.

The course materials include the Milady Standard Barbering 6th Edition textbook (ISBN: 9781305100558), Workbook (ISBN: 9781305100664), Exam Review (ISBN: 9781305100671), and a class kit available in the BCCC bookstore (prices are subject to change). Students will also need to purchase black closed-toed shoes, black scrubs, and obtain a photo ID from BCCC campus police prior to class.

**Prerequisite:** HRD: Barber Orientation

| 8:00 am – 5:00 pm | Mon. – Fri. | Jul. 01 – Oct. 20 | $224.25 | 688 hrs. | 42321 Cypress Commons |

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**Level II & III**

Coming Soon!

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THE BARBER ACADEMY IS ACCEPTING CLIENTS. PLEASE HELP OUR FUTURE PROFESSIONAL BARBERS TO BECOME THE BEST THEY CAN BE. WE ACCEPT APPOINTMENTS AND WALK-INS.

THE BARBER ACADEMY WILL BE OPEN TO CLIENTS MONDAY–FRIDAY FROM 9:00 A.M.–4:00 P.M. AND SATURDAY FROM 9:00 A.M.–1:00 P.M. AT OUR TRAINING FACILITY LOCATED AT 120 CYPRESS COMMONS WAY IN CHOCOWINITY, N.C.

FOR APPOINTMENTS OR QUESTIONS, PLEASE CALL 252-833-0297 OR EMAIL TAPERSACADEMY2022@GMAIL.COM.
Fall 2022

Carpentry

Fundamentals of Carpentry NEW
Credential: OSHA 10
This course introduces students to the basics of carpentry. This includes the tools and materials of the trade, specifications, codes, blueprint reading, and plans. The skills introduced in this class can be applied to home and commercial projects on an introductory level. Students will have the opportunity at the end of the class to gain their OSHA 10 certification.

6:00 pm – 9:00 pm  Mon. & Thurs.  Sept. 13 – Nov. 19  $494.25  67 hrs.  42596  Mattamuskeet HS

Boat Manufacturing

Introduction to Marine Woodwork (BMS-110-100) NEW
This course introduces woodworking techniques common to boat manufacturers and repair yards including setting up and adjustment of tools and equipment. Emphasis is placed on safety, understanding functions and limitations of equipment, project planning, and working accurately and efficiently with sharp tools. Upon completion, students should be able to fabricate basic marine wood components safely and efficiently.

8:00 am-12:00 pm  Tues.  Aug. 16 – Dec. 12  $186.25  64 hrs.  42517  SCTR

Introduction to Composites (BMS-114-100) NEW
This course covers the fundamental techniques utilized in working with resins, fabrics, and adhesives, with special emphasis on composite material safety. Topics include component resin mixing and application of cores and fabrics, using product data sheets while emphasizing quality control of raw materials and finished products. Upon completion, students should be able to follow a lamination schedule, mix resins within strict parameters, and execute gel coat, solid, and cored panel repairs.

6:00 pm - 9:30pm  Thurs.  Aug. 18 – Dec. 8  $186.25  64 hrs.  42518  SCTR

See p. 44 for 3-semester diploma program.

Engineering

CAD I (DFT-151-100) NEW
This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing. The textbook for this course is AutoCAD 2020: Tutorial First Level (ISBN: 978163057686) and is available at the BCCC bookstore (prices subject to change).

9:30 am-12:00 pm  Tues. & Thurs.  Aug 16 – Dec 13  $185  80 hrs.  42519  B4/104

Introduction to Engineering Technology (EGR-110-100) NEW
This course introduces general topics relevant to engineering technology. Topics include career assessment, professional ethics, critical thinking and problem solving, usage of college resources for study and research, and using tools for engineering computations. Upon completion, students should be able to choose a career option in engineering technology and utilize college resources to meet their educational goals.

The textbook for this course is An Introduction to Mechanical Engineering, Enhanced Edition (ISBN: 9780357382370) and is available at the BCCC bookstore (prices subject to change).

9:00 am-10:30 am  Mon. & Wed.  Aug 22 – Dec 12  $186.25  48 hrs.  42520  B4/104

Restaurant

Certified Kitchen Cook NEW
Credential: Certified Kitchen Cook, American Hotel and Lodging Educational Institute & TIPS Online Certification
This 56-hour course is designed to train those employed or seeking employment in the food service industry. This course provides training in basic kitchen tools, converting standard recipes, handling special guest situations, and demonstrating basic kitchen safety and sanitation guidelines. Upon successful completion of this course, students will earn a Certified Kitchen Cook certificate from the American Hotel and Lodging Educational Institute and a TIPS Online Certification for alcohol training.

9:00am – 4:00pm  Mon-Thurs.  Aug. 15 – Aug. 25  $376.25  56 hrs.  42484  B8 829

6:00pm – 10:00pm  Mon-Thurs.  Oct. 17 – Oct. 27  $376.25  56 hrs.  42485  B8 829

Certified Restaurant Server
Credential: Certified Restaurant Server, American Hotel and Lodging Educational Institute & TIPS Online Certification
This 56-hour course is designed to train those employed or seeking employment in the food service industry. This course provides training in customer service, how to set up the restaurant and side stations, handling special guest situations, and demonstrating basic kitchen safety and sanitation guidelines. Upon successful completion of this course, students will earn a Certified Restaurant Server certificate from the American Hotel and Lodging Educational Institute and a TIPS Online Certification for alcohol training.

9:00am – 4:00pm  Mon-Thurs.  Sept. 12 – Sept. 22  $376.25  56 hrs.  42487  B8 829

6:00pm – 10:00pm  Mon-Thurs.  Oct. 17 – Oct. 27  $376.25  56 hrs.  42485  B8 829

View courses online at beaufortccc.edu and click on Our Programs, Continuing Education. Phone 252.940.6375 25
HUMAN RESOURCES DEVELOPMENT (HRD)

Do you qualify for the HRD fee waiver?

A fee waiver is available if you meet one of our four criteria:
- Are unemployed or underemployed
- Have received notification of pending layoff
- Are working and are eligible for the federal earned income tax credit (EIC)
- Are working and earning wages at or below 200% of the federal poverty guidelines

HRD: ASSESSMENTS & B.E.L.L.

ACT WorkKeys Assessments & National Career Readiness Certification (NCRC)

CREDENTIAL: National Career Readiness Certificate, ACT

Testing is available to all individuals seeking to earn their National Career Readiness Certification (NCRC) or to complete one of the other ACT WorkKeys assessments listed below. It is strongly recommended that students attend the BCCC Employment Learning Lab to access an online practice assessment and the associated learning modules prior to sitting for the NCRC exam. Students should plan to arrive 15 minutes prior to the scheduled testing time, as no late arrivals will be allowed in the testing room per ACT Testing Guidelines. Please bring photo identification; cell phones and other personal items are not allowed in the testing room. Calculators, formula sheets, and scratch paper will be provided. Students will have their initial NCRC assessment fee covered under the Beaufort Promise. If paying for your assessments with cash, please bring exact change. To reserve your testing slot, come to the BCCC Employment Learning Lab to fill out scholarship paperwork. Paperwork must be completed prior to reserving your testing time.

Assessment Pricing is as follows:
- NCRC: $39
- Applied Math | Graphic Literacy | Workplace Documents: $13
- Applied Technology: $15
- Talent Assessment | Fit Assessment: $16
- Workplace Observation | Business Writing: $22

Wednesday 5:00 pm Testing: Aug. 24 – Dec. 07
Saturday 9:00 am Testing: Aug. 20 – Dec. 10

For access to an online practice assessment and learning modules for the NCRC, come to the BCCC Employment Learning Lab.

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.

ACT WORKKEYS PROFILING FOR EMPLOYERS!

The must-have, job-profiling solution for an empowered, thriving workforce.

The ACT WorkKeys job profiling service offers a concrete way for businesses to analyze the skills needed for specific jobs and to describe those needs to job applicants. By comparing job profile information with individuals’ scores on the WorkKeys assessments, businesses have a tool for making reliable decisions about hiring, training and program development. With ACT WorkKeys Profiling:
- Employers can identify skills and skill levels current and prospective employees need in order to be successful on the job.
- Individuals can compare their skill levels to those needed for jobs.
- Trainers and trainees can make appropriate decisions about jobs, identify strengths, and set training goals.

A job profile can provide streamlined training, reduced turnover, tool for use in hiring and promotion practice, better return on your investment, and an opportunity to grow your business. If you are interested in WorkKeys job profiling at your business, contact Cameron Bowen at Cameron.bowen@beaufortccc.edu or 252-940-6307.

BCCC Employment Learning Lab (B.E.L.L.)

This is a specialized lab is designed to assist individuals with NCRC prep and employability skills, including working with students on resumes, interview prep, and posting applications on our College Central Network site (CollegeCentral.com/beaufortccc). ACT Essential Skills curriculum is also available, covering topics such as Working in Teams, Interpersonal and Business Communication, Work Discipline, Customer Service, Problem Solving and Critical Thinking, and Financial Awareness.

Students may register or join this class at any time, as it is an open enrollment lab. Fee Waivers are available for qualifying individuals.
- 3:30 pm – 4:30 pm Weds. Aug. 24 – Dec. 07 $70 B8 823
- 12:00 pm – 1:00 pm Sat. Aug. 20 – Dec. 10 $70 B8 823

Look for this logo for Beaufort Promise classes. These courses are free for students who qualify.
Pathway to Income Maintenance Caseworker (NCFAST Phase I)

This 48-hour 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 I of a two-phase program. Students must complete and pass this phase before enrolling in Income Maintenance Caseworker (Phase II). Students are required to earn their National Career Readiness Certification (NCRC) as part of the course requirements. Fee waivers are available for qualifying individuals.

6:00pm – 9:00pm  Tues. & Thurs.  Sept. 06 – Oct. 27  $125  48 hrs.  42449  B8 822

Resume & Interview Workshop

This 6-hour course covers skills and strategies designed to help with resume creation and interview skills to help individuals put their best foot forward. Students will discover how to clearly represent their skills, abilities, and accomplishments, as well as the best practices for navigating interviews. Fee waivers are available for qualifying individuals.

6:00pm – 9:00pm  Tues. & Thurs.  Aug. 23 & Aug. 25  $70  6 hrs.  42447  B8 822

6:00pm – 9:00pm  Tues. & Thurs.  Dec. 06 & Dec. 08  $70  6 hrs.  42448  B8 822

Industrial Sewing and Upholstery Academy

This 102-hour academy curriculum has been designed in partnership with Diamond N-D Rough Upholstery (221 West Main Street, Washington, NC 27889) to teach the skills necessary to find gainful employment in industrial sewing or furniture repair and upholstery. Students will learn how to operate an industrial sewing machine, how to deconstruct and upholster furniture, where to find resources to start your own business, and local companies seeking employees with the skills learned from the academy. Students will be given a list of materials that they will be responsible for obtaining upon entering the class. Level I is a prerequisite for enrollment in Level II.

LEVEL 1

5:00pm – 8:00pm  Mon. & Weds.  Aug. 15 – Dec. 12  $181.25  102 hrs.  42442  Diamond N-D Rough, Wash.

LEVEL 2

5:00pm – 8:00pm  Mon. & Weds.  Aug. 15 – Dec. 12  $181.25  102 hrs.  42443  Diamond N-D Rough, Wash.

Substitute Teacher Training

This 24-hour course prepares individuals to substitute teach in the local school system. This course provides information on learning expectations, time management, monitoring student interaction, classroom management, and many other topics related to being a substitute. The textbook, Substitute Teacher Handbook 10th Edition (ISBN: 9780982165782), is available in the BCCC Bookstore. Online sections require students to provide an email address and access to a device with both video and audio connectivity. The class Zoom link will be sent out the Friday prior to the start date.

Prerequisite: High School Diploma or equivalency.

5:00pm – 9:00pm  Mon., Tues., Thurs.  Sept. 12 – Sept. 22  $75  24 hrs.  42432  Zoom

5:00pm – 9:00pm  Mon., Tues., Thurs.  Oct. 17 – Oct. 27  $75  24 hrs.  42433  Zoom

8:00am – 3:00pm  Mon. – Thurs.  Nov. 14 – Nov. 17  $70  24 hrs.  42434  B8 828

Mental Health First Aid for K-12 Educators

Credential: Mental Health First Aid Certification, National Council for Behavioral Health

This 8-hour course in Mental Health First Aid is available for groups of 5 or more individuals and teaches how to identify, understand and respond to signs of mental illnesses and substance use disorders. The training teaches the skills required to reach out and provide initial assistance and support to someone who may be developing a mental health or substance use problem or experiencing a crisis. Please contact Cameron Bowen at cameron.bowen@beaufortccc.edu for more information.
HEALTHCARE

Nurse Aide-Hybrid

Credential: Nurse Aide I, NC Dept of Health Service Regulation
Nurse aides provide personal care and basic nursing skills in rehabilitation, long-term care, in-home health, and hospitals. Upon satisfactory completion of the courses, students are eligible to apply for the North Carolina State Certification Examination. Successful completion of the state exam is required to be listed on the North Carolina Nurse Aide I Registry. Students can choose to advance to Nurse Aide II. Hybrid consists of online instruction on Blackboard and meeting weekly in person.

NA I-Hybrid
9:00 am-5:00 pm  Seated every Fri.  Aug. 12 – Dec. 9  $204.25  42459  B 12,1212


NA II-Hybrid
9:00 am-1:00 pm  Seated every Tues. & Thurs.  Aug. 23 – Dec. 6  $204.25  42444  B 12,1212

Clinical hours will be based on clinic site

Phlebotomy-Hybrid

Credential: Phlebotomy Technician, American Society of Phlebotomy Technician
Phlebotomy is the skill of drawing blood from patients in hospital and clinical settings. This class can count as Credit for Prior Learning towards an AAS in Medical Laboratory Technology. Hybrid consists of online instruction on Blackboard and meeting weekly in person.


Requirements: 95 hours of clinical during hours of operation for clinical facility. Clinical hours will be based on the clinic site

9:00 am-1:00 pm  Seated every Mon.  Aug. 22 – Dec. 12  $204.25  42295  B 12,1218
9:00 am-2:30 pm  First Day
4:00 pm - 8:00 pm  Seated every Wed.  Aug. 17 – Dec. 7  $204.25  42558  B 12,1218

Registered Medical Assistant-Hybrid

Credential: Registered Medical Assistant, American Medical Technology
Registered medical assistants perform both administrative/clerical and medical duties in a healthcare facility. Because they can perform a variety of skills, registered medical assistants are valuable to family clinics and specialized clinics, such as cardiology, gastroenterology, and dermatology. RMAI Hybrid consists of online instruction on Blackboard and meeting weekly in person. Part 2 builds on the foundations of Part 1 for additional instructional time to learn medical assisting procedures. The student will learn tasks such as phlebotomy, cleaning and dressing wounds, administering injections, and collecting specimens.


RMA I-Hybrid
1:00 pm-5:00 pm  Seated every Mon.  Aug. 29- Mar. 13  $185  42082  B 2,115
1:00 pm-6:00 pm  First Day
9:00 am-1:00 pm  Seated every Tues.  Oct. 4-April 4  $185  42503  B 2,115

RMA II-Hybrid
9:00 am-5:00 pm  Seated every Thurs.  July 7-Dec. 8  $204.25  41472  B 2,115

EKG Technician/Cardiovascular Monitor Technician-Hybrid

Credential: EKG Technician, American Society of Phlebotomy Technician
EKG Technicians conduct cardiovascular testing and monitor patients’ heart performance in a variety of healthcare settings. Online course via Blackboard and Blackboard Collaborate. Textbook will be purchased through Amazon on the first day of class.

Costs: Textbook-$80* Calipers-$10 *(*approx. cost)

EKG Tech/CV Monitor Tech-Hybrid
12:00 pm - 2:00 pm  Tues. & Thurs.  Sept.1-Nov. 10  $190  42186  Online
CPR: 9:00 am-1:00 pm  Wed.  Sept. 14
EKG Tech-Clinicals
9:00 am-2:30 pm  Seated Mon.  Nov.16  $194.25  42347  B2,115

Healthcare courses continued on p. 30.

Look for this logo for Beaufort Promise classes. These courses are free for students who qualify.
### Healthcare Course Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>NAI</th>
<th>NA II</th>
<th>Phlebotomy</th>
<th>EKG Part II</th>
<th>Registered Medical Assistant Part II</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School Diploma or Equivalency</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>National Career Readiness Certificate</td>
<td>Yes</td>
<td>Silver</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Other options: College transcript, or a Math and English college course with at least a grade of C.</td>
<td></td>
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<tr>
<td>NC DHSR NAI Registry</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>AHA BLS CPR Training</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Criminal Background Check <em>(With CastleBranch)</em></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Drug Screen (urine) <em>(With CastleBranch)</em></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Vaccination for Flu (yearly)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Vaccination for Covid 19</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Vaccination or positive titer for Hepatitis B <em>(Optional)</em> Waiver</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Vaccination or positive titer for Varicella</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Vaccination or positive titer for Measles</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Vaccination for TDAP <em>(within 10 years)</em></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>PPD Skin Test <em>(Two Step testing-2nd dose is given 1-2 weeks after the 1st dose)</em></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Rotation Manager</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Driver's license or government-issued photo ID</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Social Security Card</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
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<tr>
<td>Uniform</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Programs requiring background check, drug screen and immunization uploads are completed through 3rd party vendor-CastleBranch. [www.castlebranch.com](http://www.castlebranch.com) Codes and instructions are given on the first day of class and must be completed within 30 days.

Clinical sites have the right to deny clinical admission based on background check, drug screening and vaccination status. If denied, student will be dropped from the course and student will not receive a refund.

### Uniform

*(may be purchased anywhere professional scrubs/uniforms are sold)*

**NAI and NAII**
- white scrub top and navy-blue pants to be worn daily while in lab and clinical. White mid-length coat (scrub top and lab coat embroidered with BCCC in royal blue) white closed toe/heel shoes
- watch with second hand, blood pressure cuff and stethoscope
- BCCC student ID badge

**Phlebotomy**
- navy blue scrub top and pewter grey pants to be worn daily while in lab and clinical. White mid-length lab coat (scrub top and lab coat embroidered with BCCC in royal blue) white closed toe/heel shoes
- BCCC student ID badge

**Registered Medical Assistant Part II**
- pewter grey scrub top and pants to be worn daily while in lab and clinical. White mid-length lab coat (scrub top and lab coat embroidered with BCCC in royal blue) white closed toe/heel shoes
- BCCC student ID badge

**EKG**
- navy blue scrub top and pants to be worn daily while in lab and clinical. White mid-length lab coat (scrub top and lab coat embroidered with BCCC in royal blue) grey or black closed toe/heel shoes
- BCCC student ID badge

### Hybrid Classes

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

### Funding Assistance

Funding assistance may be available Nurse Aide, Registered Medical Assistant, and Pharmacy Technician courses through NC Works. Interested persons must apply to the NC Works office in their home county.
Community Health Worker-Hybrid

Credential: Community Health Worker, NCDHHS Community Health Worker

Community Health Worker provides individuals with the knowledge, tools, and resources to work in a variety of health care settings under the supervision of licensed health professionals. Community Health Workers will also support community individuals to improve their personal health through churches and community groups. CHWs should possess a set of core skills to effectively meet the demands of their positions. CHWs in NC should be able to demonstrate nine competencies. The NC CHW standardized statewide training will cover each of these core skills as part of the certification process. The NC CHW standardized statewide training will cover each of these core skills as part of the certification process. Upon successful completion of this training, students will be listed as a NC Certified Community Health Worker. Hybrid consists of online instruction on Blackboard and meeting weekly in person.

Prerequisite: High School diploma or High School Equivalency.


5:30 pm - 8:00 pm  Seated every Mon  Sept. 19-Dec. 12  $205  42327  B12 1218

Pharmacy Technician-Hybrid

Credential: Pharmacy Technician, Pharmacy Technician Certification Board

Pharmacy technicians work under the guidance of a pharmacist to fill prescriptions and prepare medications for patients. Student will shadow at an assigned pharmacy during pharmacy hours. Hybrid consists of online instruction on Blackboard and meeting weekly in person. Students will observe in pharmacies located in Beaufort, Pitt, Martin and Craven County.


Pharmacy Technician-Hybrid

9:00 am-2:00 pm  Seated every Mon.  Sept. 15- Dec. 12  $204.25  42308  B 8, 826

Pharmacy Tech Prep Class

10 hour PTCB Prep class provides a review of exam content and preparation for the exam. The course is a study guide to assist individuals seeking to earn their certification as Pharmacy Technician. It is not qualified for financial assistance.

5:00 pm-7:00 pm  Seated every Mon.  Sept. 19 – Oct. 17  $30  42415  BLDG 8, 826

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. Register & pay online.


5:00 pm-9:00 pm  Tues.  Sept. 13  $45  42300  B 8, 826
5:00 pm-9:00 pm  Tues.  Oct. 11  $45  42301  B 8, 826
5:00 pm-9:00 pm  Tues.  Nov. 15  $45  42315  B 8, 826

Heartsaver CPR/AED

Credential: Heartsaver CPR/AED, American Heart Association

American Heart Association Heartsaver CPR/AED course is for the general public. The course provides training and skills practice for adult, child, and infant CPR and AED use. Register & pay online.

Textbook: Heartsaver First Aid CPR AED Student Workbook: ISBN 9781616690175--$35*(approximate cost)

5:00 pm-9:00 pm  Tues.  Sept. 20  $45  42298  B 8, 826
5:00 pm-9:00 pm  Tues.  Nov. 8  $45  42299  B 8, 826

CALL THE DIRECTOR OF HEALTHCARE PROGRAMS OR OUR REGIONAL CENTERS COORDINATOR TO SCHEDULE A HEARTSAVER FOR YOUR ORGANIZATION, WORKPLACE, OR CHURCH. WE CAN OFFER HEARTSAVER ON-SITE AT YOUR CONVENIENCE FOR GROUPS OF 3 OR MORE.

Look for this logo for Beaufort Promise classes. These courses are 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 businesses and industries to meet current safety regulations.

If you have any questions about a class or wish to schedule one, contact Andrew Coccaro, Fire and Emergency Management Director at (252)940-6363 or andrew.coccaro@beaufortccc.edu. 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

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

Beaufort County Community College will be offering all classes needed for certification as a firefighter. These classes cover all of the required topics in firefighting, hazardous materials, and emergency medical care knowledge to become a certified firefighter. 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 an 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.

Fire Fighter General and Comm FIP-3040

Credential: OSFM

This course includes instructional content for Orientation and Fire Service Communications. This course will present the candidate with the knowledge, skills, and ability to satisfy the requirements of NFPA 1001: Standard for Firefighter Professional Qualifications (2019 edition). Register & pay online.

Aug 17-29 $70 24 hrs. B15 1501

Fire Fighter Traffic Incident Management (TIMS)

FIP-7000

Credential: OSFM

This course is designed to establish the foundation for and promote consistent training of all responders to achieve the three objectives of the Traffic Incident Management (TIM) National Unified Goal: responder safety; safety, quick clearance from incidents; and prompt, reliable, interoperable communications. This course will familiarize fire and rescue personnel with the purpose of the Strategic Highway Research Program 2 (SHRP2) and National TIM Responder Training Program and how it relates specifically to North Carolina. Participants will learn to recognize and identify the dangers encountered by emergency responders working in or near traffic. This course is not a state fire & rescue certification course; however, it is a requirement related to one or more state certifications and will transfer electronically to the Office of State Fire Marshal (OSFM) for inclusion on OSFM transcripts. Register & pay online.

1800-2200 Sept. 6 $70 4 hrs. B15 1501

Fire Fighter Fireground Ops 1 FIP-3041

Credential: OSFM

This course includes instructional content for Firefighter Health & Safety. This course will present the candidate with the knowledge, skills, and ability to satisfy the requirements of NFPA 1001: Standard for Firefighter Professional Qualifications (2019 edition). Register & pay online.

Sept. 19-27 $70 24 hrs. B15 1501

Fire Fighter Fireground Ops 2 FIP-3042

Credential: OSFM

This course includes instructional content for Personal Protective Equipment (PPE). This course will present the candidate with the knowledge, skills, and ability to satisfy the requirements of NFPA 1001: Standard for Firefighter Professional Qualifications (2019 edition). Register & pay online.

Oct. 4-18  $125 28 hrs. B15 1501

Fire Fighter Fireground Ops 3 FIP-3043

Credential: OSFM

This course includes instructional content for Building Constructions, Portable Extinguishers, and Fire Behavior. This course will present the candidate with the knowledge, skills, and ability to satisfy the requirements of NFPA 1001: Standard for Firefighter Professional Qualifications (2019 edition). Register & pay online.

Oct. 22-Nov. 2  $125 36 hrs. B15 1501

Fire Fighter Fireground Ops 4 FIP-3044

Credential: OSFM

This course includes instructional content for Tools & Forcible Entry and Loss Control. This course will present the candidate with the knowledge, skills, and ability to satisfy the requirements of NFPA 1001: Standard for Firefighter Professional Qualifications (2019 edition). Register & pay online.

Nov. 9-30  $125 32 hrs. B15 1501

Fire Fighter Fireground Ops 5 FIP-3045

Credential: OSFM

This course includes instructional content for Ladders and Ventilation. This course will present the candidate with the knowledge, skills, and ability to satisfy the requirements of NFPA 1001: Standard for Firefighter Professional Qualifications (2019 edition). Register & pay online.

Dec. 3-19  $125 40 hrs. B15 1501

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

Emergency Medical Technician Class (Hybrid) – BCCC Campus
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.
You must pre-register for the class so you can get your book ordering information.
6:30 pm-9:30 pm  Mon. & Wed.  Aug. 10 – Dec. 7  $204.25  288 hrs.  42008  BCCC 2-115

Emergency Medical Technician (Hybrid) – Washington County Center- Roper
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.
You must pre-register for the class so you can get your book ordering information.
6:30 pm-9:30 pm  Tues. & Thurs.  Aug. 11 – Dec. 8  $204.25  288 hrs.  42011  BWCC 113

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. You must have your book on the first day of class.
Online & 2 Saturdays  Online  Aug. 22 – Nov. 6  $186.25  115 hrs.  42009  BCCC10-31

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.
Online  Online  Aug. 22 – Nov. 6  $186  72 hrs.  42012  Online

Paramedic Refresher
This 120-hour course will cover all of the required topics and technical scope of practice for recertification. The course consists of 116 hours online and 4 hours of skills and TSOP that in mandatory at the end of the course. The course will have weekly assignments that are due each week and the platform for the online instruction is Blackboard. If you are lacking hours for your recertification, this is your chance to get all of them at one time!
Online  Online  Aug. 22 – Oct. 22  $186.25  120 hrs.  42007  Sim Lab

EMT Refresher
This 80-hour course will cover all of the required topics and technical scope of practice for recertification. The course consists of 76 hours online and 4 hours of skills and TSOP that in mandatory at the end of the course. The course will have weekly assignments that are due each week and the platform for the online instruction is Blackboard. If you are lacking hours for your recertification, this is your chance to get all of them at one time!
Online  Online  Aug. 22 – Oct. 22  $186.25  80 hrs.  40831  Sim Lab

EMT to Paramedic
This course follows the guidelines established by the North Carolina Office of Emergency Medical Services and consists of online and classroom instruction that will educate the EMT/AEMT 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 Respatt at 252-940-6468 or billy.respatt@beaufortccc.edu with questions.

Look for this logo for Beaufort Promise classes. These courses are free for students who qualify.
This semester we offer some old favorites and some new cooking classes. It is our goal to continue exploring many different ways to prepare, enjoy, and share food. To help us include as many cooks as possible, please let us know if you can’t attend. Groceries are expensive! Students who withdraw less than 48 hours before class will not be refunded.

**Pesto!**
Please join us for another fine night of pesto making in the Frances Roberson Culinary Lab. Homemade traditional Genovese pesto is so fresh and delicious, and it is really easy to make. We will discuss tips for growing basil, how to make big batches of pesto, and how to enjoy that pesto right away or store it for later use. Class participants will produce and enjoy a pesto feast, and everyone will leave with a container of pesto to enjoy at home. Crostini with fig and blue cheese spread; watermelon and feta salad; fettuccini with fresh pesto, pine nuts, chopped tomatoes, and bacon; tiramisu. **Register & pay online.**

6:00 pm–9:00 pm  Tues.  Aug. 30  $45  3 hrs.  42574  B 8 830

**Mediterranean Vegetarian**
Often times we have guests who are vegetarian, and we want to make satisfying dishes to please them. As well, we have others to feed. There is so much good Mediterranean fare that makes everyone happy. And these dishes can be sides for omnivores and mains for vegetarian guests. Join Bennett Carpenter for a delicious night of discovering vegetarian options; Gazpacho (Spain), Aioli (France), Eggplant Parmigiana (Italy), Baba Ghanoush (Lebanon), and Roasted Figs with Honey-Baked Feta (Greece). **Register & pay online.**

6:00 pm – 9:00 pm  Thurs.  Sept. 8  $50  3 hrs.  42575  B 8-830

**Cheese Straws**
A good Southern gathering includes Cheese Straws. And that is that. Store-bought is OK, but have you ever had really good home-made Cheese Straws? Nothing like ‘em. Anita Price will lead you to become an accomplished Cheese Straw maker using recipes from some well-known Beaufort County bakers. We’ll use famous old recipes from Kack Hodges (Edmund Harding’s daughter) and Virginia Todd Smith (Todd Warren’s mother). We’ll teach how to pipe the straws in daisy, wafer, and straw patterns, and we’ll use pecans, cayenne, and powdered sugar in delicious variations. **Register & pay online.**

1:00 am – 1:00 pm  Fri.  Sept. 30  $40  3 hrs.  42579  B 8-830
6:00 pm – 9:00 pm  Tues.  Nov. 15  $40  3 hrs.  42590  B 8-830

**Knife Skills for Home Cooks**
Chef Stephen Tubaugh will lead our class in basic knife skills. He will teach you which knife is best for various kitchen tasks, and he will guide as you learn to make the proper cuts. Your chef will demonstrate the best ways to use your knives, and you will practice cutting many vegetables to gain good knife control. In addition, all students will butcher a chicken. Sharpening, storage, and maintenance of your knives are important skills we will address. You may use your knives or bring your favorites from home. And with all these diced vegetables around, we will cook up a big batch of ratatouille to enjoy for supper. **Register & pay online.**

6:00 pm – 9:00 pm  Tues.  Sept. 13  $50  3 hrs.  42576  B 8-830

**Instant Pot Cooking, Soups for Cool Weather**
The Culinary Lab has three Instant Pots. Folks like the convenience and time saving features of these small appliances. As cooler weather approaches, our Instant Pot guru, Scott Clark, will guide us as we make three pots of delicious soup. Avgolemono (that’s Greek Chicken Soup), Cream of Mushroom Soup, and French Onion Soup. There will be sandwich fixings nearby. And, as always, we need some of Scott’s chocolate Cobbler. Please join us. **Register & pay online.**

10:00 am – 1:00 pm  Fri.  Sept. 23  $45  3 hrs.  42577  B 8-830

**Biscuit Bliss**
Southern writers are likely to wax elegant about their Mama’s biscuits; for good reason. Just think about hot biscuits, creamy butter, and homemade preserves. That’s bliss! Create wonderful memories for your family and friends with our Baker in Chief, Rachel K. Jordan. Each student will make three types of biscuits: classic buttermilk supper biscuits, savory cheese and herb drop biscuits, and sweet potato biscuits. We’ll have plenty of butter and jam nearby, and you will have lots of biscuits to carry home. **Register & pay online.**

5:30 pm – 9:30 pm  Tues.  Sept. 27  $40  4 hrs.  42578  B 8-830

**Making Homemade Pasta**
Once you cook with Will Aley, you will understand that making your own pasta is not so daunting a task. In fact, it’s a fun activity. And the taste and texture of fresh pasta is so fine. We will share basic pasta recipes, and we will make hand shaped and machine shaped pasta. Then we’ll cook, and sauce, and eat our delicious creations: Home-made Ravioli with Savory and Sweet Sauce, Home-made Linguini with Herbs and Ricotta. **Register & pay online.**

10:00 am - 1:00 pm  Fri.  Oct. 7  $45  3 hrs.  42581  B 8-830
6:00 pm – 9:00 pm  Thurs.  Dec. 1  $45  3 hrs.  42592  B 8-830

**Pies and Tarts, Sweet and Savory**
Everybody loves a pie. And once you have the knack for making a good crust, then there is no limit to the fillings you can enjoy. Rachel K. Jordan will lead us to make sweet dessert pies and savory pies for brunches or suppers. We’ll enjoy quiche, fruit pie, and a coconut cream pie. Every student will make a beautiful fruit pie to carry home. We’ll have coffee, tea, and cold milk when those pies come out of the oven. Fruit Pie, Quiche Lorraine, Rustic Tomato Crostata, Coconut Cream Pie. **Register & pay online.**

5:30 pm – 9:30 pm  Tues.  Oct. 11  $50  4 hrs.  42582  B 8-830

**Wild about Mushrooms**
Let’s cook with the lesser known mushroom varieties such as: King Trumpet, Maitake, Morels, Chanterelles, Oyster, Cepes and other varieties that Chef Paul Cyr will source. Chef Paul will explain the differences in the varieties, how to clean them, and how to store them. But best of all, here’s the menu we’ll cook and enjoy: Wild Mushroom Bruschetta, Mushroom Bisque, Savory Mushroom Gallette, Grilled Mushroom Salad, Garlic and Thyme Mushrooms and Grits. **Register & pay online.**

6:00 pm – 9:00 pm  Tues.  Oct. 18  $55  3 hrs.  42583  B 8-830
Cooked Salat Greens
Let’s cook another traditional BoCo meal. Cooked Salat Greens is a combination of turnip greens, mustard greens, and kale cooked in the old fashioned way. Not as rich as collards and with a tang all its own, salat is another fall favorite in Eastern NC. We always need Anita Price’s Banana Pudding with our traditional meals. Here’s the menu: Cooked Salat Greens two ways, Cornmeal Dumplings, Fresh Relish and Hot Pepper Vinegar, Roasted Local Sweet Potatoes, Black Eyed Peas, and Banana Pudding. Register & pay online.
6:00 pm – 9:00 pm Thurs. Oct. 27 $45 3 hrs. 42589 B 8-830

Elegant Rack of Lamb Dinner
Lamb is delicious when properly prepared, and Chef Paul Cyr will teach you how to make this beautiful supper for those you love. Students will work hands-on to create this classic lamb dish. The appetizer, sides, and dessert will complete a delicious meal: Grilled King Trumpet Mushroom Salad, Rack of Lamb Mephisto (crusted with mango chutney, Dijon mustard, and herbed crumbs), Boulangerie Potatoes, White Asparagus, Spinach Timbales, and Chocolate Tart with Kahlua Glaze. Register & pay online.
6:00 pm – 9:00 pm Tues. Nov. 1 $65 3 hrs. 42586 B 8-830

Sous Vide, Beef
Scott Clark introduces us to the sous vide method of cooking. It is becoming very popular because it is convenient and it almost guarantees perfectly cooked food. We have acquired the equipment for you to use, and Scott will lead you to produce a most elegant lunch: Picanha Beef with two sauces, Duchess Potatoes, Roasted Brussels Sprouts, and Scott’s Famous No-Bake Cheese Cake. Register & pay online.
10:00 am – 1:00 pm Fri. Nov. 4 $60 3 hrs. 42587 B 8-830

Baklava
Baklava is a layered dessert made of filo pastry. Popular in the Middle East, it is filled with chopped nuts and sweetened with a honey syrup. Baklava is a wonderful addition to any dessert tray, and it is not as intimidating to make as it seems. Join Rachel K Jordan to make several variations of baklava and get ready for some fine holiday treats. Register & pay online.
6:00 pm – 9:00 pm Tues. Nov. 8 $40 3 hrs. 42588 B 8-830

Old Fashioned Hard Candy
Anita Price comes to the kitchen with her recipes for good old-fashioned hard candy. We will make cinnamon, orange and mint hard candies. Good memories will return when you make these brightly colored and sweetly flavored treats. Also, hard candy making skills can be used to produce homemade lollipops and molded shapes. You’ll carry home plenty of candy and the skills to make lots more for sweet gifts this year. Register & pay online.
10:00 am – 1:00 pm Fri. Nov. 18 $35 3 hrs. 42591 B 8-830
6:00 pm – 9:00 pm Tues. Dec. 8 $35 3 hrs. 42593 B 8-830

OUTDOORS

Hunter Safety
Thanks to the NC Wildlife Resources Commission and Officer Trent Parrish for offering this course on our campus. We are pleased to help hunters learn to be safe and responsible. During this class Officer Parrish will explain firearm safety, hunting ethics, conservation and wildlife management, wildlife identification, survival and first aid, specialty hunting, and tree stand safety. Completers will be eligible to purchase their hunting license. While this class is free, registration is required. Register online.
6:00 pm – 9:00 pm Mon. & Tues. Oct. 10 & 11 $0 6 hrs. 42611 B 8 Auditorium

Learn about Beekeeping
Please join us for an informative session with the Beaufort County Beekeeping Association. The members want to share their love of bees and beekeeping with you. Their enthusiasm will reveal all the pleasure beekeeping can bring. If you have any interest in beekeeping, then come and listen. You may want to join our Beekeeping class in the Spring. This class is free, but registration is required. Register online.
6:00 pm – 8:30 pm Tues. Nov. 8 $0 2.5 hrs. 42615 B 8 Auditorium

Tying Flies and Catching Fish
There is fine fly fishing to be found nearby on the Pamlico River. Dave Lekson is a seasoned fisherman who enjoys tying his own flies. Please join him for four sessions to learn fly tying basics and produce at least 3 flies to catch Red Drum, Speckled Trout, and Stripped Bass. On our last meeting we will go fishing. Dave will teach fly casting techniques. Who knows, you might catch your supper! All supplies are included. Register & pay online.
6:00 pm – 8:30 pm Tues. Sept. 13 - Oct. 4 $75 10 hrs. 42616 B 8-829
Line Dancing Beginner
Welcome back Line Dancing! It's sure is nice to have our dancing classes back on campus. Everyone who joins has time to enjoy the gentle and moderate exercise. Line Dancing improves memory while you learn the various dances (we'll go through 20 different styles.) And you'll enjoy getting ready for weddings and holiday parties. Please join us for 6 weeks of entertaining line dancing. And don't forget; it's just plain fun! Register & pay online.
9:30 am - 11:00 am Mon. Sept. 12 – Oct. 17 $35 9 hrs. 41075 B 10-12MPR
6:00 pm - 7:30 pm Mon. Sept. 12 – Oct. 17 $35 9 hrs. 41076 B 10-12MPR

Line Dancing Intermediate
We continue our line dancing exercises with new dances and slightly more complex arrangements. Build upon all the steps that we learned in our first sessions to give students more dances and more fun. Register & pay online.
9:30 am - 11:00 am Mon. Oct. 24 – Dec. 12 $35 9 hrs. 41077 B 10-12MPR
6:00 pm - 7:30 pm Mon. Oct. 24 – Dec. 12 $35 9 hrs. 41078 B 10-12MPR

Carolina Shag Dancing Beginner
The Shag is the favorite couples dance in the Carolinas. Come and learn this traditional social activity and enjoy the fellowship in our dancing classroom. It will not take long for couples to master the basic steps and at least six fun moves. Dance etiquette will be part of the instruction. After this class couples will be ready to confidently join-in at many social events. Register & pay online.
6:00 pm - 7:30 pm Tues. Sept. 13 – Oct. 18 $50 9 hrs. 41082 B 4-Lobby

Carolina Shag Dancing Intermediate
After mastering the basics in our Carolina Shag class please return to add more steps to your repertoire. More shagging equals more fun. We'll continue to build confidence with the basics and add new moves. Chris Winstead will lead the class, and you will lead everyone to the dance floor at the next party. Register & pay online.
6:00 pm - 7:30 pm Tues. Oct. 25 – Dec. 6  $50 9 hrs. 41083 B 4-Lobby

Tai Chi Beginner
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. Please join Eric Humphries and learn the “8 Essential Pieces of Brocade” which are the foundation of Tai Chi. Register & pay online.
1:00 PM – 2:00 PM Mon. & Wed. Sept. 12 - Oct. 12 $60 10 hrs. 42605 B 10 – 12MPR
1:00 PM – 2:00 PM Mon. & Wed. Oct. 17 – Nov. 16 $60 10 hrs. 42606 B 10 – 12MPR
1:00 PM – 2:00 PM Mon. & Wed. Nov. 21 – Dec. 14 $48 8 hrs. 42607 B 10 – 12MPR

Tai Chi Experienced
Once you are comfortable with the Tai Chi basics, we suggest you move to this class. Students with experience will work together and continue improving and adding to their Tai Chi moves. Register & pay online.
2:00 PM – 3:00 PM Mon. & Wed. Sept. 12 - Oct. 12 $60 10 hrs. 42608 B 10 – 12MPR
2:00 PM – 3:00 PM Mon. & Wed. Oct. 17 – Nov. 16 $60 10 hrs. 42609 B 10 – 12MPR
2:00 PM – 3:00 PM Mon. & Wed. Nov. 21 – Dec. 14 $48 8 hrs. 42610 B 10 – 12MPR

Southern Culture: Readings from a Distinctive Region
This semester we dig deeper into the culture of our region, and we face troubling aspects of Southern history. We are reading books that address difficult issues and use difficult language. Our discussions surrounding these issues are necessary for helping us understand the South's past, present, and future. Participants will need to acquire their own books. We will read in this order: Absalom, Absalom! by William Faulkner (please read prior to the September 15 class), A Death in the Family by James Agee, A Good Man is Hard to Find by Flannery O'Connor, and In the West Mills by De'Shawn Charles Winslow. Register & pay online.
6:00 pm - 8:00 pm Thurs. Sept. 15, Oct. 13, Nov. 17, Dec. 8 $15 8 hrs. 42612 B 5-Library

Underwater Archeology & Queen Anne’s Revenge
Blackbeard's ship, Queen Anne's Revenge, has a fascinating history. We are fortunate that the ECU Underwater Archeology Lab will welcome us for a tour. Archeologist Kim Kenyon will show us Queen Anne’s Revenge artifacts, and she will show us the techniques used to restore and preserve them. On Tuesday we will gather on the BCCC campus to learn about Blackbeard, his ship, and his enduring legacy in Eastern NC. On Thursday we will travel to the ECU Underwater Archeology Lab. Register & pay online.
10:00 am – 12:00 pm Tues. Nov. 1 $50 2 hrs. 42614 BCCC 8 Auditorium
8:00 am – 1:00 pm Thurs. Nov. 3 5 hrs. ECU Underwater Archeology Lab
**Fall 2022**

### MUSIC

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

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

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**Learn to Play Banjo**
Mike Fox came down from the mountains and brought his old-timey traditional music with him. We are grateful that he will share his banjo playing skills at BCCC. Please join this class to begin enjoying the banjo. Along the way Mike will share fundamental banjo set-up and care, basic musical vocabulary, understanding finger placement charts, resources for banjo players, tuning, and all the foundational skills for making fine Mountain Music. He will teach the Clawhammer style of playing from which students may begin to explore other banjo styles. **Register & pay online.**

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**Learn to Play Mandolin**
We welcome a new teacher and a new instrument to our music offerings. Mark Woodland will teach students all about the mandolin. Holding the mandolin, using the pick, learning notes and keys, and then playing chords are the first skills you will learn. Soon you’ll be playing simple songs and learning how to accompany other instruments. This class will be a fine start to playing sweet Old Time or Blue Grass music. **Register & pay online.**

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<th>End Date</th>
<th>Fee</th>
<th>Hours</th>
<th>CRN</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00 pm - 8:30 pm</td>
<td>Tues.</td>
<td>Oct. 25 – Nov. 29</td>
<td>$65</td>
<td>15 hrs.</td>
<td>42604</td>
<td>B 3-127</td>
<td></td>
</tr>
</tbody>
</table>

### WELDING FOR FUN

**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. We will also focus on welding machines appropriate for home use. By the end of 5 sessions you will have made your own art project to keep. **Register & pay online.**

<table>
<thead>
<tr>
<th>Time</th>
<th>Day</th>
<th>Start Date</th>
<th>End Date</th>
<th>Fee</th>
<th>Hours</th>
<th>CRN</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>5:30 pm - 8:30 pm</td>
<td>Wed.</td>
<td>Sept. 21 – Oct. 19</td>
<td>$165</td>
<td>15 hrs.</td>
<td>42613</td>
<td>B 4-112</td>
<td></td>
</tr>
</tbody>
</table>

### POTTERY

BCCC’s pottery studio is moving to The Marketplace at Olive’s located at 6118 US Highway 264 E., Washington, NC 27889. We have sessions to meet anyone’s time preference. Most of the sessions are designed to accommodate all skill levels, from beginner to advanced. Some sections are reserved for advanced potters only. All the classes will provide many opportunities to learn hand-building pottery, coiled construction techniques, and wheel-thrown pottery. The kiln is ready to fire your pots after colorful glazes are applied. All materials are included. **Register & pay online.**

#### All Level Pottery Classes:

<table>
<thead>
<tr>
<th>Time</th>
<th>Day</th>
<th>Start Date</th>
<th>End Date</th>
<th>Fee</th>
<th>Hours</th>
<th>CRN</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 am - 12:00 pm</td>
<td>Mon.</td>
<td>Sept. 12 - Oct. 3</td>
<td>$105</td>
<td>12 hrs.</td>
<td>42619</td>
<td>Marketplace at Olive’s</td>
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</tr>
<tr>
<td>1:00 pm - 4:00 pm</td>
<td>Mon.</td>
<td>Sept. 12 - Oct. 3</td>
<td>$105</td>
<td>12 hrs.</td>
<td>42620</td>
<td>Marketplace at Olive’s</td>
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<tr>
<td>6:00 pm - 9:00 pm</td>
<td>Mon.</td>
<td>Sept. 12 - Oct. 3</td>
<td>$105</td>
<td>12 hrs.</td>
<td>42621</td>
<td>Marketplace at Olive’s</td>
<td></td>
</tr>
<tr>
<td>1:00 pm - 4:00 pm</td>
<td>Tues.</td>
<td>Sept. 13 - Oct. 4</td>
<td>$105</td>
<td>12 hrs.</td>
<td>42622</td>
<td>Marketplace at Olive’s</td>
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</tr>
<tr>
<td>9:00 am - 12:00 pm</td>
<td>Wed.</td>
<td>Sept. 14 - Oct. 5</td>
<td>$105</td>
<td>12 hrs.</td>
<td>42623</td>
<td>Marketplace at Olive’s</td>
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</tr>
<tr>
<td>1:00 pm - 4:00 pm</td>
<td>Mon.</td>
<td>Oct. 17 - Nov. 7</td>
<td>$105</td>
<td>12 hrs.</td>
<td>42624</td>
<td>Marketplace at Olive’s</td>
<td></td>
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<tr>
<td>6:00 pm - 9:00 pm</td>
<td>Mon.</td>
<td>Oct. 17 - Nov. 7</td>
<td>$105</td>
<td>12 hrs.</td>
<td>42625</td>
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<tr>
<td>1:00 pm - 4:00 pm</td>
<td>Tues.</td>
<td>Oct. 18 - Nov. 8</td>
<td>$105</td>
<td>12 hrs.</td>
<td>42626</td>
<td>Marketplace at Olive’s</td>
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<tr>
<td>9:00 am - 12:00 pm</td>
<td>Wed.</td>
<td>Oct. 19 - Nov. 9</td>
<td>$105</td>
<td>12 hrs.</td>
<td>42627</td>
<td>Marketplace at Olive’s</td>
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</tr>
<tr>
<td>9:00 am - 12:00 pm</td>
<td>Mon.</td>
<td>Nov. 21 - Dec. 12</td>
<td>$105</td>
<td>12 hrs.</td>
<td>42628</td>
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<td>$105</td>
<td>12 hrs.</td>
<td>42629</td>
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<td>Nov. 21 - Dec. 12</td>
<td>$105</td>
<td>12 hrs.</td>
<td>42630</td>
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<td>1:00 pm - 4:00 pm</td>
<td>Tues.</td>
<td>Nov. 22 - Dec. 13</td>
<td>$105</td>
<td>12 hrs.</td>
<td>42631</td>
<td>Marketplace at Olive’s</td>
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<td>Wed.</td>
<td>Nov. 23 - Dec. 14</td>
<td>$105</td>
<td>12 hrs.</td>
<td>42632</td>
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#### Advanced Level Pottery Classes:

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<th>Time</th>
<th>Day</th>
<th>Start Date</th>
<th>End Date</th>
<th>Fee</th>
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<th>CRN</th>
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<tr>
<td>9:00 am - 12:00 pm</td>
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<td>Sept. 13 - Oct. 4</td>
<td>$105</td>
<td>12 hrs.</td>
<td>42634</td>
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<td>9:00 am - 12:00 pm</td>
<td>Tues.</td>
<td>Oct. 18 - Nov. 8</td>
<td>$105</td>
<td>12 hrs.</td>
<td>42635</td>
<td>Marketplace at Olive’s</td>
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<tr>
<td>9:00 am - 12:00 pm</td>
<td>Tues.</td>
<td>Nov. 22 - Dec. 13</td>
<td>$105</td>
<td>12 hrs.</td>
<td>42636</td>
<td>Marketplace at Olive’s</td>
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</tr>
</tbody>
</table>

Heather Summers, pottery instructor, will also offer kid’s pottery classes & family classes. Visit Heather’s website at [www.mudinmotion.com](http://www.mudinmotion.com).

Phone 252.940.6375
Are you a business owner and need training for your employees? BCCC can help! We can offer OSHA 10, Lean Manufacturing, Blueprint Reading, and much more! Please contact our Director of Customized Training & Apprenticeships at 252-940-6311 or email sara.watson@beaufortccc.edu or visit our website at www.beaufortccc.edu/ctp
Many Small Business Center classes will stream live. Call Lentz Stowe at 252-940-6306 or email lentz.stowe@beaufortccc.edu. You can also visit our website at www.beaufortccc.edu/sbc

SMALL BUSINESS CENTER

Mastering Google Business Resources for Greater Business Success
Google offers an abundance of free resources to assist small business owners run, manage and promote their business. This training offers what you need to know and how to get started by maximizing all the free resources for business that Google has to offer. Martin Brossman presents: getting found on Google by your right customers, gaining more business using YouTube, key Google tools to manage photos for your business, using Free Google writing, presenting, and accounting tools to run your business, a number of the Google phone apps you need to know about for your business, getting more business with Google Smart Ads, and tracking and expanding your success with Google Analytics & Google Search.
2:00 pm-5:00 pm  Mon.  Sept. 22  Free  3 hrs.  Columbia Theatre

Increasing Art Sales Through Strategic Marketing
The difference between artists that make more money and those that don’t is not just their artistic talent or skill. Martin Brossman has spent a large part of his adult career studying the difference between well-paid artists and less profitable artists and how that can be improved with real-world results. This training will address just that. What you learn from this class you can start today and will only cost you some time to implement. This class applies marketing basics to successfully reach, convince and close sales to customers. This training will include the following topics: establishing a plan—a quick look at goals and strategies, identifying and knowing your target customers/audience, choosing the right social media channels to reach your customers, using hashtags to extend your reach, examining your website and optimizing to be found online, determining a pricing strategy, creating great content, storytelling that attracts buyers, and creating compelling images and video. Make sure to join us for this engaging journey and prepare to increase your review and enjoy your art business more!
9:00 am-12:00 pm  Mon.  Sept. 23  Free  3 hrs.  Columbia Theatre

Call the Director of Healthcare Programs or our Regional Centers Coordinator to schedule a BLS or Heartsaver class for your health care organization. We can offer the course on-site at your convenience for groups of 3 or more.

HEALTHCARE

Nurse Aide II-Hybrid
Credential: Nurse Aide II, North Carolina Board of Nursing
NAII Hybrid consists of online instruction on Blackboard and meeting weekly in person. Blackboard is the technology platform used for online instruction with Blackboard Ultra or ZOOM used for meeting sessions.
Funding assistance may be available through NC Works. Interested persons must apply to the NC Works office in their home county.
Call the Director of Healthcare Programs or our Regional Centers Coordinator for our Fall schedule.
Clinical hours will be based on the clinic site. Class will be held at Columbia High School.

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.
Washington County Center
P.O. Box 123
Roper, NC 27970

Would you like to be added to our email list to receive course information about upcoming BCCC classes and services in Washington County?
Call 252-940-6245 or email chanta.rickard@beaufortccc.edu.

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.

Call 252-940-6325

English Language Acquisition (ELA)

This class 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.

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.

Call 252-940-6245

BCCC COVERS THE COST OF TRANSPORTATION VOUCHERS FOR GED TESTING AND TRANSPORTATION THROUGH RIVERLIGHT TRANSIT. CALL 252-940-6325 FOR A VOUCHER AND 252-793-4041, EXT. 225 FOR A RIDE.

SMALL BUSINESS CENTER

Free, confidential business counseling is available on site. Call the center to schedule an appointment!
A majority of our classes can be viewed as a live webinar or a live stream of an on-campus SBC workshop. See the workshop lineup for subject matter!

Online Presence and Your Small Business

If you are a current or prospective small business owner, let’s face it, having an online presence is an important piece to your marketing and advertising strategy. If you desire to start your online presence, or wish to expand your current knowledge about establishing an online presence that will be impactful, then this workshop is for you. Your presenter has superior IT, analysis, and development skills along with the knowledge needed to help you improve in this critical area of advertising and marketing.
Holly Harrison is your presenter.
2:00 pm-5:00 pm Thurs. Sept. 15 Free 3 hrs. WCC Roper

Beginning Microsoft Excel (For Current and Prospective Business Owners)

Excel is a very versatile, business oriented, application. Beginners are encouraged to attend and proficient users may attend as well. Lentz Stowe is your presenter. We will cover Excel basics such as

- Creating a worksheet
- Formatting the worksheet
- File management
- Save worksheet
- Printing a worksheet
- Basic formulas and functions

2:00 pm – 4:00 pm Thur. Nov. 17 Free 2 hrs. WCC Roper

Look for this logo for Beaufort Promise classes. These courses are free for students who qualify.
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.
Call the Director of Healthcare Programs or our Regional Centers Coordinator to schedule a BLS class for your health care organization. We can offer the course on-site at your convenience for groups of 3 or more.

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
Call the Director of Healthcare Programs or our Regional Centers Coordinator to schedule a Heartsaver for your organization, workplace, or church. We can offer Heartsaver on-site at your convenience for groups of 3 or more.

Registered Medical Assistant-Hybrid

Credential: Registered Medical Assistant, American Medical Technology
Registered medical assistants perform both administrative/clerical and medical duties in a healthcare facility. Because they can perform a variety of skills, registered medical assistants are valuable to family clinics and specialized clinics, such as cardiology, gastroenterology, and dermatology. RMAI Hybrid consists of online instruction on Blackboard and meeting weekly in person. Part 2 builds on the foundations of Part 1 for additional instructional time to learn medical assisting procedures. The student will learn tasks such as phlebotomy, cleaning and dressing wounds, administering injections, and collecting specimens.
Funding assistance may be available through NC Works. Interested persons must apply to the NC Works office in their home county.

Emergency Medical Technician (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-emergency 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.
You must pre-register for the class so you can get your book ordering information.

Notary Public Education

Credential: Notary Public, NC State Notary Public Section
This 7-hour course is required for persons wanting to apply for commissioning as a Notary Public for the State of North Carolina. Various topics related to the duties of a notary public will be covered. Individuals should review the Notary qualifications list on the Secretary of State's web site located at: http://www.secretary.state.nc.us/notary/ prior to registering for class. Per NC Secretary of State Guidelines, students will have to pass an exam to complete the class requirements. Students will be required to show a state issued photo ID and the North Carolina Notary Public Manual upon entry to the class. This is a requirement from the Secretary of State's office https://www.sosnc.gov/notary/. The North Carolina Notary Public Manual (ISBN: 1560118512) is available in the BCCC Bookstore and should be purchased prior to the starting date of class.

WORKFORCE PROGRAMS

Notary Public Education

Credential: Notary Public, NC State Notary Public Section
This 7-hour course is required for persons wanting to apply for commissioning as a Notary Public for the State of North Carolina. Various topics related to the duties of a notary public will be covered. Individuals should review the Notary qualifications list on the Secretary of State's web site located at: http://www.secretary.state.nc.us/notary/ prior to registering for class. Per NC Secretary of State Guidelines, students will have to pass an exam to complete the class requirements. Students will be required to show a state issued photo ID and the North Carolina Notary Public Manual upon entry to the class. This is a requirement from the Secretary of State's office https://www.sosnc.gov/notary/. The North Carolina Notary Public Manual (ISBN: 1560118512) is available in the BCCC Bookstore and should be purchased prior to the starting date of class.

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.

Seated every Wed. 9:00 am-1:00 pm Aug. 24 -March 8, 2023 $185 390 hrs. 42081 WCC Roper

6:30 pm-9:30 pm Tues. & Thurs. Aug. 11 – Dec. 8 $204.25 288 hrs. 42011 WCC Roper

8:15am – 4:15pm Sat. Dec. 03 $70 7 hrs. 42441 WCC Roper
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.

Call 252-940-6231 for an appointment or online.

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 p.m. - 9:00 p.m. Tues. & Wed./ martes y miércoles Free/Gratis

BCCC COVERS THE COST OF TRANSPORTATION VOUCHERS FOR GED TESTING AND TRANSPORTATION THROUGH HYDE COUNTY TRANSIT. CALL 252-940-6325 FOR A VOUCHER AND 252-926-1637 FOR A RIDE.

MUSIC

Learn to Play Piano

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

3:00 pm - 5:00 pm Tues. Sept. 13 – Oct. 11 $65 10 hrs. 42600 HDAV

SMALL BUSINESS CENTER

Free, confidential business counseling is available on site. Call the center to schedule an appointment!

A majority of our classes can be viewed as a live webinar or a live stream of an on-campus SBC workshop. See the workshop lineup for subject matter!

Using CANVA to Create FREE Marketing Materials

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

2:00 pm-5:00 pm Thurs. Aug 25 Free 3 hrs. HDAV

Look for this logo for Beaufort Promise classes. These courses are free for students who qualify.
HEALTHCARE

Call the Director of Healthcare Programs or our Regional Centers Coordinator to schedule a BLS or Heartsaver class for your health care organization. We can offer the course on-site at your convenience for groups of 3 or more.

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.

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.

Nurse Aide I-Hybrid
Credential: Nurse Aide I, NC Dept of Health Service Regulation
Nurse Aide I, NC Dept of Health Service Regulation Nurse aides provide personal care and basic nursing skills in rehabilitation, long-term care, in-home health, and hospitals. Upon satisfactory completion of the courses, students are eligible to apply for the North Carolina State Certification Examination. Hybrid consists of online instruction on Blackboard and meeting weekly in person.

Notary Public Education
Credential: Notary Public, NC State Notary Public Section
This 7-hour course is required for persons wanting to apply for commissioning as a Notary Public for the State of North Carolina. Various topics related to the duties of a notary public will be covered. Individuals should review the Notary qualifications list on the Secretary of State's web site located at: http://www.secretary.state.nc.us/notary/ prior to registering for class. Per NC Secretary of State Guidelines, students will have to pass an exam to complete the class requirements. Students will be required to show a state issued photo ID and the North Carolina Notary Public Manual upon entry to the class. This is a requirement from the Secretary of State’s office https://www.sosnc.gov/notary/. The North Carolina Notary Public Manual (ISBN: 1560118512) is available in the BCCC Bookstore and should be purchased prior to the starting date of class.

Intermediate and Advanced Welding (MIG & SMAW)
Credential: SMAW; American Welding Society (AWS)
This course covers the intermediate and advanced principles of metal inert gas (MIG) and shielded metal arc (stick) welding processes. Emphasis is placed on puddling, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform MIG and SMAW fillet and groove welds on carbon plates with prescribed electrodes. Course materials include the Modern Welding textbook (ISBN: 9781631266010) available at the BCCC bookstore (prices subject to change). A class welding kit list is available upon demand. Kit costs vary on the distributor and will be needed for the class. Students can also purchase the textbook and equipment list separately (equipment list available by request). Students will have the ability to take the American Welding Society (AWS) exam for MIG and SMAW at the end of class (contact for exam cost).

Fundamentals of Carpentry NEW
Credential: OSHA 10
This course introduces students to the basics of carpentry. This includes the tools and materials of the trade, specifications, codes, blueprint reading, and plans. The skills introduced in this class can be applied to home and commercial projects on an introductory level. Students will have the opportunity at the end of the class to gain their OSHA 10 certification. Register & pay online.

Workforce Programs

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.
Through the Beaufort Promise, BCCC will cover tuition and fees for all the following programs. For further information about any of these programs, including transfer opportunities or our schedule of classes for the Fall 2022 semester, please call 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
- Applied Engineering Technology
- Associate Degree Nursing & Practical Nursing
- University Transfer
- Automotive Systems Technology
- Basic Law Enforcement Training
- Boat Building and Boat Manufacture & Service
- Business Administration
- Community Spanish Interpreter
- Cosmetology and Manicuring Nail Technology
- Criminal Justice Technology
- Early Childhood Education
- Electrical Engineering Technology
- Emergency Medical Science
- Human Services Technology
- Information Technology
- Mechanical Engineering Technology
- Medical Laboratory Technology
- Office Administration & Medical Office Administration
- Teacher Prep
- 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.

If you have any issues applying or registering, please contact Accessibility Services at 252-940-6313 and we will make accommodations. An advance notice of 72 hours may be required for some accommodations.

WANT A DEGREE THAT WORKS WITH YOUR SCHEDULE?
THESE PROGRAMS CAN BE COMPLETED ENTIRELY ONLINE:

<table>
<thead>
<tr>
<th>BUSINESS ADMINISTRATION</th>
<th>HUMAN SERVICES TECHNOLOGY</th>
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</thead>
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<tr>
<td>COMMUNITY SPANISH INTERPRETER</td>
<td>INFORMATION TECHNOLOGY</td>
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<tr>
<td>CRIMINAL JUSTICE TECHNOLOGY</td>
<td>OFFICE ADMINISTRATION</td>
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<td>EARLY CHILDHOOD EDUCATION</td>
<td>MEDICAL OFFICE ADMINISTRATION</td>
</tr>
<tr>
<td>EMERGENCY MEDICAL SCIENCE</td>
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</tr>
</tbody>
</table>

BCCC LIBRARY

The Library: Your Bridge to the Future!

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 books and movies, as well as access to computers, iPads, printing and scanning. A library card gives you power. Visit our new and improved website to make an online request for a card and we will send it to you in the mail! Want to access the millions of databases or resources we have from the comfort of your own home? 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! Check out Flipster Magazines and soon to arrive, Overdrive streaming services. There are so many things to see and do on our website. Visit, www.beaufortccc.edu/librarycard/ to fill out an online library card application or www.beaufortccc.edu/libraryhome/ to browse the library web site. Our Accessibility Services can help accommodate your needs. Please call 252-940-6313.

Need to print something? Patrons can print curbside by emailing their document to print.library@beaufortccc.edu and library staff will bring it outside (fees apply). Call the BCCC Library at 252-940-6282.
The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses which prepare them for specialization in specific human service areas.

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

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

Graduates should qualify for positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions.

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 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.

TEACHER PREP

The associate in arts in teacher preparation and associate in science in teacher preparation paves the way for a larger pipeline of future teachers in North Carolina. Students interested in becoming teachers will save time and money starting their career pathway at BCCC and then transferring to a university of their choice to complete their degree. The goal is to address a critical teacher shortage in the state, particularly in rural counties.
BASIC LAW ENFORCEMENT TRAINING (BLET)

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.

EMERGENCY MEDICAL SCIENCE

Our new online Emergency Medical Science bridging program is open to certified paramedics. Paramedics can also work in hospitals in Emergency Departments and Intensive Care Units. 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.

BOAT MANUFACTURE & SERVICE

The Boat Manufacture & Service program prepares students for employment in the manufacture, repair, and service of boats. Students learn the basics of boat design and the implementation of those designs in various component. Course work includes: reading and interpreting marine blueprints, manuals, and other documents common to the industry, lofting, constructing tooling and mold-making, application of concepts and techniques in composite lamination, repair of various marine finishes, marine woodworking, interior finishing, and marine mechanical, electrical, and plumbing systems. Graduates may find employment with boat/yacht manufacturers, custom boat builders, marinas/service yards, and dealerships.

The BM&S: Marine Services Diploma focuses on services performed at marinas, dealerships, and rigging shops. This includes rigging systems such as electrical, plumbing, and propulsion/engines. Students will also learn various concepts in composites and repair. This diploma can be useful to students pursuing either new boat manufacturing or marine systems install/repair.

The BM&S: Boat Construction Diploma focuses on modern boat manufacturing. The curriculum includes all concepts for a student to build a boat start to finish. Concepts include: woodworking, lofting/reading plans, tooling/mold construction, hand laying fiberglass, closed molding, infusion, cold molded construction, gel coat and paint finishes, and various marine systems. This diploma can be useful to students pursuing either new boat manufacturing or other various marine services.
AGRICULTURAL BUSINESS TECHNOLOGY

This program prepares individuals to manage agricultural businesses and agriculturally related operations within diversified corporations. 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. 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.

HEALTH INFORMATION TECHNOLOGY

The Health Information Technology curriculum provides students with the knowledge and skills to process, analyze, abstract, compile, maintain, manage and report health information. Students will supervise departmental functions; classify, code and index diagnoses and procedures; coordinate information for cost control, quality management, statistics, marketing, and planning; monitor governmental and non-governmental standards; facilitate research; and design system controls to monitor patient information security.

Students will take two semesters of course work online at Beaufort County Community College and two semesters of course work online at Pitt Community College. The Health Information Technology (HIT) program is offered totally online with the exception of the professional practice experiences (PPE – also known as clinical practice), which are made available in the student’s region through a joint effort facilitated by the student and the HIT faculty.

UNIVERSITY TRANSFER

BCCC has several university 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.
**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 BCCC. Students who successfully complete college courses can earn transferable credits that count toward a degree, and best of all, those courses are free! In many cases, students can also earn dual credit—meeting their high school graduation requirements with college courses.

University 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 are offered on our campus, online, broadcast via the Information Highway, and, in some cases, on a high school campus.

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

<table>
<thead>
<tr>
<th>Associate in Arts</th>
<th>Boat Manufacture &amp; Service</th>
<th>Manicuring/Nail Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate in Science</td>
<td>Business Administration</td>
<td>Mechanical Engineering Technology</td>
</tr>
<tr>
<td>Associate Degree Nursing</td>
<td>Cosmetology</td>
<td>Medical Office Administration</td>
</tr>
<tr>
<td>Agribusiness Technology</td>
<td>Criminal Justice Technology</td>
<td>Office Administration</td>
</tr>
<tr>
<td>Applied Engineering Technology</td>
<td>Early Childhood Education</td>
<td>Teacher Transfer</td>
</tr>
<tr>
<td>Automotive Systems Technology</td>
<td>Electrical Engineering Technology</td>
<td>Welding Technology</td>
</tr>
<tr>
<td>• Boat Building</td>
<td>• Human Services Technology</td>
<td>• Information Technology</td>
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</tbody>
</table>

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

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

Additionally, CCP offers Workforce Pathways for courses offered through the Division of Continuing Education. These pathways are designed for eligible high school juniors and seniors to earn industry-recognized credentials while still in high school for free. The registration fee for the pathway courses is waived for eligible juniors and seniors. Students will be responsible for purchasing textbooks and paying local course fees associated with the course, though scholarships may be available. CCP Workforce Pathway courses do not count as a high school credit towards graduation. CCP Workforce Pathways are listed below.

<table>
<thead>
<tr>
<th>Emergency Medical Technician (EMT)</th>
<th>Heating, Ventilation &amp; Air Conditioning (HVAC) Technician</th>
<th>Phlebotomy Technician</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial Driver’s License (CDL) Truck Driving</td>
<td>Nurse Aide I</td>
<td>Pharmacy Technician</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Small Engine Mechanic</td>
</tr>
</tbody>
</table>

**CONTACT THE STUDENT’S HIGH SCHOOL COUNSELOR TO APPLY FOR CAREER & COLLEGE PROMISE.**
Who to Contact for Continuing Education?

For general questions call 252-940-6375 or email continuingeducation@beaufortccc.edu.

Dr. Stacey Gerard, Vice President of Continuing Education 252-940-6241
Loren Cherry, Registration & Records Clerk 252-940-6375
Brenda Bertrand, Registration & Records Specialist 252-940-6299
Kendra Mizell, Registration & Records Coordinator 252-940-6349
Pam Hodges, Class 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
Casey Langley, High School Equivalency Examiner 252-940-6209
Donna Woolard, Transitions Instructor & Advisor 252-940-6230

Business & Industry Services
Cameron Bowen, Coordinator of HRD & Workforce Initiatives 252-940-6307
Dr. 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 & Regional Centers 252-940-6357

Healthcare Programs & First Responder
Jackie Butcher, Director of Healthcare Programs 252-940-6263
Andrew Coccaro, Director of Fire & Emergency Management Training 252-940-6363
Larry Gales, Coordinator of EMS 252-940-6297
Perry Harris, Director of Law Enforcement Training 252-940-6405
Billy Respass, Director of EMS 252-940-6468
Jane Sobotor, American Heart Association Coordinator

Hyde County Davis Center
Chanta Gibbs Rickard, Regional Centers Coordinator 252-940-6231

Washington County Center
Chanta Gibbs Rickard, Regional Centers Coordinator 252-940-6245

Who to Contact for Academic Programs?

Our Associate Degree staff is here to help!

Dr. Lisa Hill, Vice President of Academic Affairs .......................................................... 252-940-6417
Ben Morris, Dean of Business, Technology & Public Services .......................................... 252-940-6374
Dr. Kent Dickerson, Director of Nursing and Allied Health ........................................... 252-940-6425
Samantha Spencer, Dean of Arts and Sciences ................................................................. 252-940-6223
Dr. Shelby Phillips, Director of Admissions ..................................................................... 252-940-6233

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

Family Educational Rights and Privacy Act (FERPA)
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. For more information, please visit this link: www.beaufortccc.edu/about/family-educational-rights-and-privacy-act
Beaufort County Community College is a public, comprehensive community college that provides open-door access to university transfer, workforce development, and life-long learning programs for the people of Beaufort, Hyde, Tyrrell, and Washington Counties.

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

**Accreditation**

Beaufort County Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Questions about the accreditation of Beaufort County Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC’s website (www.sacscoc.org).

**Medical Laboratory Technology Program Accreditation**

The Beaufort County Community College Medical Laboratory Technology Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL, 60018.

**Basic Law Enforcement Training Accreditation**

The Beaufort County Community College Basic Law Enforcement Training Program is accredited by the Criminal Justice Standards Division of the North Carolina Department of Justice, PO Drawer 149, Raleigh, NC 27602.

We release schedules for Spring, Summer and Fall. To join our mailing list to receive a copy of our BCCC Course Schedule, call 252-940-6375 or visit www.beaufortccc.edu/mailsubscription to be added.
To join our email newsletter list for regular updates from the BCCC Continuing Education Division, call 252-940-6375 or visit www.beaufortccc.edu/conedemail and request to be added.

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