COURSE SCHEDULE
SUMMER 2021
Continuing Education Classes • Academic Programs

COVID-19 Response
- The Division of Continuing Education will offer in-person, hybrid, & online classes this summer. Most BCCC classrooms cannot accommodate more than 10-12 students at a time given the constraints of social distancing, so class sizes will be limited.
- All employees & students are required to wear masks at all times inside BCCC buildings.

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COSMETOLOGY  p.12
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Free.
Please take one!

BEAUFORT COUNTY COMMUNITY COLLEGE
COVID-19 Response

- The Division of Continuing Education will offer in-person, hybrid, & online classes this summer. Most BCCC classrooms cannot accommodate more than 10-12 students at a time given the constraints of social distancing, so class sizes will be limited.
- All employees & students are required to wear masks at all times inside BCCC buildings.

REGISTRATION & PAYMENT

IN PERSON

You may register in person at the following location:
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)

The Registration Form can be found on page 4. Print or tear it out, insert payment and mail to:
BCCC Continuing Education
5337 US 264 E
Washington, NC 27889

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

BY MAIL

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

BY PHONE

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

We also offer a Live Chat Support Room for Continuing Education students! Please visit us at www.beaufortccc.edu/ceonline for online customer support.

FOR QUESTIONS RELATED TO CONTINUING EDUCATION REGISTRATION AND RECORDS, PLEASE CALL 252-940-6375 OR EMAIL CONTINUINGEDUCATION@BEAUFORTCCC.EDU
GENERAL INFORMATION

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 https://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. 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 (diplomasender.com/) to access a copy of your transcript. Please call Bobbie Lewis, chief high school equivalency examiner, at 252-940-6209 or bobbie.lewis@beaufortccc.edu 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) 946-6313 or visit https://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 252-940-6425
33460 US Highway 264, Engelhard, NC 27824 Phone 252-940-6231

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

<table>
<thead>
<tr>
<th>Course Section #</th>
<th>Course Title</th>
<th>Date &amp; Time</th>
<th>Fee</th>
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</table>

(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.
Are you eligible for free classes? Look for this logo next to classes for scholarship-eligible or fee-waived classes. These classes may be free for students who qualify. For more information regarding these scholarships, please contact a Continuing Education Registration and Records Clerk at 252-940-6375 or continuingeducation@beaufortccc.edu for details. To complete an online application for these scholarships go to: www.beaufortccc.edu/continuing-education/general-information/financial-assistance

NCWorks career center

Youth Program
Are you ready for a change? Are you ready for a fresh start? If the answer is yes, the Youth Program is ready for YOU! The Youth Program can help out-of-school youth ages 16-24 with educational opportunities, earning a high school equivalency, on-the-job training, work experience, and much more! Call your local NCWorks Career Center for more information. Begin a path to success today!

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!

SCHOLARSHIPS & FINANCIAL ASSISTANCE

Introducing Live Chat Support for Continuing Education students! Please visit us at www.beaufortccc.edu/ceonline for online customer support.

View courses online at beaufortccc.edu and click on Our Programs, Continuing Education. Phone 252.940.6375
Summer 2021

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

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 courses and prices, and get started today! Look for the Ed2Go logo throughout this Course Schedule.

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 enter your payment information.
3. When your course starts, return to our Online Instruction Center and click the Classroom link. Log in with your email and the password you selected during enrollment.

CUSTOMIZED TRAINING/APPRENTICESHIPS

The mission of the Customized Training Program is to help businesses in Beaufort, Hyde, Tyrrell, and Washington Counties maintain their competitive edge through awareness, education, and training. If your company is interested in learning more about these training opportunities or scheduling a class, 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.

- Specialized training offered at NO COST to fit the needs of your industry with flexible scheduling.
- Customized courses can be held at BCCC or at business location.
- Some of our training areas include: Productivity/Lean, Quality, Leadership/Supervisory, Safety, Operator/Mechanical training.

Youth Apprenticeship

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

Apprenticeship Beaufort County

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

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

If you are a business interested in registering as a sponsoring apprenticeship organization, please call 252-940-6311 or visit www.beaufortccc.edu/apprenticeship for more info.

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

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

Basic American Sign Language
This 24-hour class will broaden existing signing skills, develop vocabulary, add conversational competence, and improve grammatical knowledge. The class will employ a total immersion approach that includes classroom conversation, visual language lab activities, and weekly exercises. Expand your interaction with hearing impaired individuals by expanding your linguistic skills and cultural knowledge. The textbook, Talking with Your Hands and Listening with Your Eyes, is available in the BCCC Bookstore and should be purchased prior to the starting date of class.

6:00 pm - 9:00 pm Tues. June 08 – Jul. 27 $70.00 24hrs. 39212 B8 826

Spanish in the Workplace
This 24-hour course will focus on conversational Spanish for the workplace, and will assist the individual in learning how to have basic conversations with clients, the community, family and/or friends. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills for the workplace. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. Textbook will be provided in class.

12:00 pm - 4:00 pm Tues. & Thur. June 08 - June 24 $70 24 hrs. 39217 B8 822

Conversational Italian
This 24-hour course will focus on conversational Italian and will assist the individual in learning how to have basic conversations with clients, the community, family and/or friends. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills for general conversation. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Italian and demonstrate cultural awareness. The textbook, Italian Made Simple: Revised and Updated (ISBN:97807667915397), is available in the BCCC Bookstore and should be purchased prior to the start date of class.

12:00 pm - 4:00 pm Tues. & Thur. Jul. 13 - Jul. 29 $70 24 hrs. 39222 B8 822

LANGUAGES

Basic American Sign Language
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CONVERSATIONAL SPANISH
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12:00 pm - 4:00 pm Tues. & Thur. Jul. 13 - Jul. 29 $70 24 hrs. 39222 B8 822

ENGLISH LANGUAGE ACQUISITION

English Language Acquisition (ELA) Citizenship/ Adquisición del Idioma Inglés: 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.

¿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 Wed. /miercécoles Free/Matrícula: Gratis Seated & Online/Zoom/En linea/Zoom

English Language Acquisition (ELA)/ Adquisición del Idioma Inglés
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. Classes will be offered online or in person to accommodate our students’ needs.

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 ingles. También asistiendo a las clases de ELA, los estudiantes que están buscando hacer ciudadanía en los Estados Unidos estarán preparados para tomar el examen de naturalización.

ELA Class locations
Beaufort County Campus/Online (En linea) Tues. & Thur./martes y jueves 6:00 pm - 9:00 pm
Mon. & Wed./ lunes y miécoles 6:00 pm -9:00 pm
Sat./sábado 9:00 am- 1:00 pm

Hyde County Davis Center Tues. & Wed./ martes y miécoles 6:00 pm - 9:00 pm

Washington County Center Call 252-940-6245

View courses online at beaufortccc.edu and click on Our Programs, Continuing Education.
Beaufort County Community College offers College and Career Readiness classes in Beaufort, Hyde, Washington and Tyrrell Counties. Programs focus on developing academic competencies as well as the fundamental skills necessary for tomorrow's jobs. Adults 18 years and older who lack basic skills can enroll in classes to:

- Acquire the reading, writing and mathematical skills needed to obtain or advance in a job
- Meet requirement for getting into vocational programs
- Study to pass the High School Equivalency test (HSE)
- Gain basic skills for entry level employment
- Learn the skills needed to become a productive member of society and a smarter consumer.
- Visit our website at [www.beaufortccc.edu/ccc](http://www.beaufortccc.edu/ccc) for more information!

The Path to Achieving Your High School Equivalency

1. Register & attend orientation.
2. Take the TABE Assessment & speak to a career counselor.
3. Enroll & attend a HSE or ELA class.
4. Schedule your exam at ged.com or hiset.ets.org
5. Choose a pathway: college & career or job training.

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

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<thead>
<tr>
<th>HSE Class locations/Online:</th>
<th>Mon. - Thur.</th>
<th>Tues. &amp; Thur.</th>
<th>Tues. &amp; Thurs.</th>
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<tr>
<td>Beaufort County Campus</td>
<td>8:30 am - Noon</td>
<td>5:00 pm - 8:00 pm</td>
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<tr>
<td>High School Equivalency Prep</td>
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<td>9:00 am - 3:00 pm</td>
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<tr>
<td>Orientation &amp; Placement Testing (by appointment)</td>
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<td>3:00 pm - 7:00 pm</td>
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<tr>
<td>Hyde County Davis Center 33460 (US Hwy 264, Engelhard)</td>
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<td>High School Equivalency Prep</td>
<td>Mon.-Thur.</td>
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<tr>
<td>Washington County Center (100 NC Hwy 32 N, Roper)</td>
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</table>

Contact us:

Penelope Radcliffe
Director of College & Career Readiness
252.940.6298
penelope.radcliffe@beaufortccc.edu

Sandy Berry
Admissions & Assessment Specialist
252.940.6325
sandy.berry@beaufortccc.edu

Bobbie Lewis
Chief HSE Examiner
252.940.6209
bobbie.lewis@beaufortccc.edu

Donna Woolard
Transitions Instructor & Advisor
252.940.6230
donna.woolard@beaufortccc.edu
Summer 2021

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://www.hiset.ets.org](https://www.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. 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://www.beaufortccc.edu/notarizedpetition](https://www.beaufortccc.edu/notarizedpetition)

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

**Pearson Vue GED**
- May 25 & 26
- June 22 & 23
- July 20 & 21

**ETS HiSET**
- May 24
- June 21
- July 19

Reinforced Instruction for Student Excellence (RISE)

RISE COURSES
This program is designed for adults who need to improve communication (reading, writing, speaking), numeracy, computational, and problem-solving skills necessary to function effectively in society, on a job, or in the family. Some classes are designed to provide basic literacy level instruction, while others are designed to prepare for the high school equivalency test. All classes are designed to provide reading, writing, and math instruction in the context of workforce and career development and preparation. A variety of instructional strategies and approaches provides adult learners with the basic education necessary for achieving success in job training and retraining programs and post-secondary education opportunities and obtaining and retaining productive employment so that these students may fully enjoy the benefits and responsibilities of being citizens. For questions about Transitions English and Math courses, please contact Donna Woolard at 252.940.6230 or donna.woolard@beaufortccc.edu.

**RISE Transitional English**
- 11:30 am - 1:30 pm
  - Tues. & Thur.
- 11:30 am - 1:30 pm
  - Mon. & Wed.

**RISE Transitional Math**
- 8:30 am - 11:30 am
  - Tues. & Thur.
- 9:30 am - 11:30 am
  - Wed.

Look for this logo for scholarship-eligible or fee-waived classes. These classes are free for students who qualify.
HVAC: Heating, Ventilating, and Air Conditioning Level 1

Credential: Core & Level 1 HVAC, NCCER


6:00 pm – 9:00 pm  Mon. & Thur.  Aug. 2 – Nov. 18  $186.25  96 hrs.  38801  B11-15 & 7 701

HVAC: Heating, Ventilating, and Air Conditioning Level 2

Credential: EPA Section 608, ESCO Institute/Level 2 HVAC, NCCER

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

6:00 pm – 9:00 pm  Mon. & Tues.  Aug. 2 – Nov. 15  $186.25  96 hrs.  38801  B11-15 & 7 701

HVAC: Heating, Ventilating, and Air Conditioning Level 3

Credential: Employment Ready (System Diagnostic and Troubleshooting), ESCO Institute/Level 3 HVAC, NCCER

This course will continue building upon the skills learned while taking the HVAC Level 2 class. This course will focus on Fasteners, Hardware and Wiring Terminations, Control Circuit and Motor Troubleshooting, Troubleshooting Cooling, Troubleshooting Heat Pumps, Troubleshooting Gas Heating, Troubleshooting Oil Heating, Troubleshooting Accessories, Zoning, Ductless, and Variable Refrigerant Flow Systems, Commercial Hydronic Systems, Steam Systems, Retail Refrigeration Systems, and Customer Relations. Textbook: NCCER HVAC Level 3 Trainee Guide 5th ed. (ISBN: 978-0-13-518510-0). Available in the BCCC bookstore. At the end of class, students can sit for an Employment Ready exam for System Diagnostics and Troubleshooting (ISBN: 1-930044-15-1). Students will log into www.escotesting.com on the night of testing and pay a $25.00 test fee separate from their registration fee. Test fees are subject to change per ESCO Institute. Register & pay online.

6:00 pm – 9:00 pm  Tues. & Thur.  Aug. 3 – Nov. 18  $186.25  96 hrs.  38802  B7 701

HVAC: System Recovery and Evacuation

Credential: System Recovery and Evacuation ER; ESCO Group

When installing or servicing an air conditioning or refrigeration system, two of the most important tasks performed by technicians are refrigerant recovery and system evacuation. In order to perform these tasks properly, and in a safe manner, technicians need to understand the theory behind them, having a working knowledge of the equipment and tools used, and employ accepted industry best practices. This program walks through each step of both tasks, while covering safety, theory, and application.

Students will need to purchase the ESCO System Recovery and Evacuation study guide (ISBN: 1-930044-64-X) at either www.escogroups.org or the BCCC bookstore. Students will log into www.escotesting.com on the day of testing and pay a $15.00 test fee separate from their registration fee. Test fees are subject to change per ESCO Institute.

8:00 am – 5:00 pm  Sat.  June 19  $76.25  8 hrs.  38992  BCCC 7 701

ALL 3 LEVELS OF HVAC ARE FREE TO QUALIFIED STUDENTS!

Residential Wiring (Parallel to ELC-113AB) Coming in Fall 2021

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

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

6:00 pm – 9:30 pm  Mon.  Aug. 16 – Dec. 14  $181.25  56 hrs.  39481  BCCC2/109
Advanced Manufacturing Institute

Credential: OSHA 10, Occupational Health & Safety Administration; Lean Six Sigma Yellow Belt; Working Smart, Charlotte Workst

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. Portions of this class may be held virtually. All students need access to a computer and Wi-Fi.

Prerequisite: Career Readiness Certificate of bronze or higher. See p. 18 for information about the Career Readiness Certificate prep and testing labs.

8:00 am-5:00 pm  Mon.- Fri.  June 14- June 30  $193.00  96 hrs.  38788  BCCC8/828

OSHA 10

Credential: 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, Walking/Working Surfaces, Hazard Communication, Personal Protective Equipment, Exit Routes and Fire Protection, Electrical Safety, Machine Guarding, Lockout, Powered Industrial Trucks, Industrial Hygiene, Hearing Conservation, and Respirator Protection and leadership skills. Several of these topics are mandatory, while others are elective. The course is taught in two 6-hour sessions. The price for this class includes a $70.00 registration fee and a $8.00 OSHA Card fee.

Classes are available upon request for companies by contacting Sara Watson; Director of Customized Training at (252) 940-6311 or Justin Rose; Director of Industry Training at (252) 940-6262.

Lean Manufacturing / Six Sigma

This is a 2 day, up to 16-hour, course that provides a basic understanding of lean practices. It is designed to show students how to work together in a team effort to improve performance and minimize waste and cut costs in the manufacturing process. The principles of waste elimination and variation control are used in a wide variety of manufacturing settings.

Classes are available upon request by contacting Sara Watson; Director of Customized Training at (252) 940-6311 or Justin Rose; Director of Industry Training at (252) 940-6262.

Supervisory Essentials

BCCC has partnered with Tooling U-SME to provide an online training program for those interested in learning about leadership and supervisory skills, or those already in these key positions and want to learn more. This 25-hour course provides essentials in leadership, managing processes, basics of manufacturing costs and accounting practices, leading teams and much more. This online curriculum is flexible with 24/7 access from any computer so students can work at their own pace. Classes are available upon request by contacting Sara Watson; Director of Customized Training at (252) 940-6311 or Justin Rose; Director of Industry Training at (252) 940-6262.

Quality Assurance

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

ENGINE REPAIR

Small Diesel Engines

Credential: Compact Diesel; Equipment & Engine Training Council (EETC)

This class focuses on the principles of compact diesel engines and the design, construction, service, diagnosis, and repair both mobile and stationary diesel engines. Students will learn about these principles in relation to on- and off-road vehicles including industrial, agricultural, and marine applications. Students will have the ability to test for the Equipment and Engine Training Council (EETC) Compact Diesel exam for a $50.00 exam fee.


6:30 pm–9:30 pm  Mon., Wed. & Online  May 2 – July 26  $186.25  108 hrs.  38357  B 7/701

Power Trains, Hydraulics, and Electrical Systems

Credential: Drivelines, Mechanical Systems, and Electrical; Equipment & Engine Training Council (EETC)

This class focuses on the principles of power trains, hydraulic systems, and electrical systems and how to diagnose and test problem areas. Students will learn the principles of each system and the components included while applying the knowledge through hands-on labs. Knowledge of these systems can be used to diagnose problems, perform preventative maintenance, and repair issues in a variety of off-road vehicles and vehicles.


6:30 pm–9:30 pm  Mon., Wed. & Online  Aug. 2 – Nov 17  $186.25  144 hrs.  38359  B 7/701

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

View courses online at beaufortccc.edu and click on Our Programs, Continuing Education. Phone 252.940.6375
Summer 2021

COSMETOLOGY

Manicure and Nail Technology I
Credential: NC State Board of Cosmetic Arts, Manicuring License
This course covers techniques of nail technology, hand and arm surface manipulation, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, surface manipulation, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, surface manipulations, decorating and artificial applications in a salon setting.
The course materials include the Milady Standard Nail Technology textbook (ISBN: 9781285080475) 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. Register & pay online.
9:00 am – 2:30 pm  Mon.- Thurs.  Aug. 16 – Oct. 12  $186.25  176 hrs.  39328  B11 15/01

Manicure and Nail Technology II
Credential: NC State Board of Cosmetic Arts, Manicuring License
This course covers techniques of nail technology, hand and arm surface manipulation, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, surface manipulation, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, surface manipulations, decorating and artificial applications in a salon setting. Students will need the materials required in part I. Students must complete Manicure and Nail Technology I as a prerequisite. Register & pay online.
9:00 am – 2:30 pm  Mon. – Thurs.  Oct. 13 – Dec. 09  $186.25  176 hrs.  39329  B11 15/01

Natural Hair Specialist
Credential: NC State Board of Cosmetic Arts, Natural Hair Care Specialist License
This course designed to teach how to care for natural hair without the use of chemicals such as perms/relaxers and hair color. The style techniques include braiding, twisting, wrapping, extending and locking natural hair. The coursework also includes teaching the proper health, safety, and sanitation procedures to avoid spreading infections. The students will be able to apply their skills to clients who visit the clinic. After successfully completing the course, the students will be able to sit for the North Carolina State Board of Cosmetic Arts exam to become a licensed Natural Hair Care Specialist.
The course materials include the Milady Standard Natural Hair and Braiding textbook (ISBN: 9781133693680 or 1133693687) 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. Register & pay online.
9:00am – 2:30pm  Mon. – Thurs.  Aug. 16 – Dec. 09  $186.25  352 hrs.  39331  B11 14/03

FORKLIFT

Forklift Training
Credential: 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 sold in the BCCC Bookstore. Register & pay online.
5:00 pm – 9:00 pm  Tues. & Thur.  July 27 & 29  $77.25  8 hrs.  38803  B11 14

Introducing Live Chat support for Continuing Education students!
Please visit us at www.beaufortccc.edu/ceonline for online customer support.

Look for this logo for scholarship-eligible or fee-waived classes. These classes are free for students who qualify.
TRANSPORTATION/CDL

Truck Driving (Hybrid Class)

Credential: Commercial Driver's License, NCDMV

The Truck Driver Training program will train students to drive a Class - A combination vehicle and prepare students for their pre-trip inspection, off road skills test and the road-driving test, which are all components of the NCDMV Commercial Driver License (CDL) exam.

Funding assistance may be available. See page 5 of this course schedule for scholarship information.

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 LEAF 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).

Please visit [https://www.beaufortccc.edu/cdl](https://www.beaufortccc.edu/cdl) for more details about prerequisite requirements.

8:00 am-6:00 pm   Sat & Sun  May 16 – Sept. 18  $234.25  384 hrs.  38798  B7 701
Online, on demand  All days

North Carolina Vehicle Escort Certification and Recertification

Credential: Escort Vehicle Certification, NC Division of Motor Vehicles

This course is required for those who wish to escort large vehicles. Students must be either 21 years of age or be 18 to 21 years of age with a current Class-A license to attend. All students must have a driver’s license that has been valid for at least 12 months.

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

Corequisite: NSC Defensive Driving Course. See p. 17 of this course schedule for DDC-4 course offerings.

8:00 am-5:00 pm  Tues.  July 13   $70  8 hrs. 38799  B8 826

MOTORCYCLE SAFETY

Motorcycle Safety: Basic Rider Course, 2 Wheels

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

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.

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.

Please contact Clay Carter at 252-940-6357 or clay.carter@beaufortccc.edu for more information.

8:00 am–5:30 pm   Sat. & Sun. May 15 & 16 $145 20 hrs. 38437 BCCC 10B-101 & Driving Pad
8:00 am – 5:30 pm   Sat. & Sun. June 19 & 20 $145 20 hrs. 38439 BCCC 10B-101 & Driving Pad
8:00 am – 5:30 pm  Sat. & Sun. Aug 28 &29 $145 20 hrs. 38440 BCCC 10B-101 & Driving Pad

Motorcycle Safety: Basic Rider Course, 3 Wheels

To accommodate those riders who are using 3-wheeled vehicles we have added these sessions. The structure is the same as listed above. In this class however, we focus on operation and safety on a 3-wheeled cycle. Students may use their own bikes during the driving exercises.

8:00 am – 5:30 pm  Sat. & Sun. May 1 &2  $145 20 hrs. 38436 BCCC 10B-101 & Driving Pad
8:00 am – 5:30 pm  Sat. & Sun. June 12 & 13 $145 20 hrs. 38438 BCCC 10B-101 & Driving Pad
8:00 am – 5:30 pm  Sat. & Sun. Aug 28 &29 $145 20 hrs. 38440 BCCC 10B-101 & Driving Pad
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

Summer 2021

**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  No Charge  2 hrs.  TBD

**How to Write a Business Plan**

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

6:00 pm-8:00 pm  Mon.  Aug. 16  No Charge  2 hrs.  TBD

**Marketing and Advertising for Your Business**

Drawing attention to your business is tougher than ever before. Large chain stores, a challenging economy, the Internet, etc. have made the small business venture often times frustrating. BUT you can take matters into your hands and discover what you can do to bring customers to you. In this seminar David Mayo will teach low cost advertising/marketing strategies and methods, creating a marketing plan, scoring greater sales with current customers, and other “tricks” of the trade. MARKETING YOUR BUSINESS is a seminar you will want to be a part of and it is absolutely free!

6:00 pm-8:00 pm  Mon.  Sept. 20  No Charge  2 hrs.  TBD

**Financing Your Business**

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

6:00 pm-8:00 pm  Mon.  Sept. 27  No Charge  2 hrs.  TBD

**Recordkeeping and Taxes for Small Business**

Do you know your product or service upside down and backwards, BUT the numbers just drive you up the wall? Do you really work hard, but always seem to run out of cash at the end of the month? This seminar will help you understand the financial aspects of your business. We’ll talk about tax issues. You’ll become familiar with those financial terms that confuse you but are the road map to your success. Keith Kidwell is your presenter. You will learn… What makes your business thrive and grow? What is a CPA and when and how do you use them? How to understand financial statements. What your banker is looking for? What federal and state reports are required? If I made that much money, where is it?

6:00 pm-8:30 pm  Mon.  Oct. 4  No Charge  2.5 hrs.  TBD

**Storytelling to Strengthen Your Small Business**

You are not selling a product or service, you are providing a solution to someone’s problem. And your goal is to find the people with the problems that you can solve better than anyone else can. The key way to achieve this is to focus your attention on building relationships with your audience. You have to get to know them better, so they can get to know you better. This means telling your audience stories of people to whom they can relate, understanding the psychology of what motivates a person to take action, and staying in constant communication with target communities.

This also means understanding not just what social media platforms to use, but why and how. Storytelling is the best way to clearly demonstrate how you serve your customers, clients, and communities. And you don’t have to be an expert marketer to do it. Rain Bennett teaches how to use simple video marketing tactics to quickly connect with your audience, evoke emotion, and drive them to action in this hands-on interactive storytelling workshop.

IN THIS WORKSHOP, YOU WILL LEARN:

- How to discover and deliver YOUR story, what mistakes to avoid with video storytelling, how to create compelling videos without expensive equipment. Rain Bennett is your presenter. Learn more about Rain here. rainbennett.com

These workshops are sponsored in part by a partnership with the Washington/Beaufort County Chamber of Commerce.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Room</th>
<th>Type</th>
<th>Fee</th>
<th>Contact</th>
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</thead>
<tbody>
<tr>
<td>May 11</td>
<td>9:00 am – 11:30 am</td>
<td>Bldg 8 Auditorium</td>
<td>No Charge</td>
<td>2.5 hrs.</td>
<td>Phone 252.940.6375</td>
</tr>
<tr>
<td>May 11</td>
<td>1:00 pm – 3:30 pm</td>
<td>Bldg 8 Auditorium</td>
<td>No Charge</td>
<td>2.5 hrs.</td>
<td>Phone 252.940.6375</td>
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Look for this logo for scholarship-eligible or fee-waived classes. These classes are free for students who qualify.
SMALL BUSINESS CENTER

Sales & Use Tax 101 Workshop
This workshop will help participants better understand their sales and use tax obligations. Participants will receive a hands-on experience preparing sales and use tax returns in addition to learning about sales and use tax basics, about the most common types of sales and use taxes collected, and how to register an account. Sales and use tax law changes regarding capital improvements and repair, maintenance, and installation services will not be addressed in any depth during this workshop. If you have questions regarding this tax law change, please call our toll free number 1-877-252-3052. DOR personnel will present.
3:00 pm-5:00 pm      Tues.         May 18                   No Charge      2 hrs.       Webinar

How to Protect Intellectual Property
Patents, trademarks, copyrights, and trade secrets are “intellectual property” - referring to products that come from the creative mind. Intellectual property is imagination made real and is an asset just like your home, your car, or your bank account. Like other kinds of property, intellectual property needs protection from theft and misuse.
This informative seminar will provide direction for business owners organizations and individuals, guidelines to help protect what is rightfully yours. There are so many places online for potential customers to find you: Google, your website, social media, and more. Make sure they can find your business and that they like what they see.
Sam Gore is your presenter. You can learn more about him at www.towardsafruitfulministry.com.
3:00 pm-5:00 pm      Tues.         June 22                   No Charge      2 hrs.       Webinar

B2B SERIES

Customer Service and Your Business
Good customer service is often hard to describe but certainly obvious when it is lacking. Customers will shop more frequently, spend more money, and refer a business more often if they experience good customer service.
In this class we will visit the three main points of good customer service, how to train and continue to monitor customer service in your line employees, and the significant impact customer service has on a business bottom line.
Jeanne Eury is your presenter. She is president and ‘idea whisperer’ for the 8 ARMS GROUP. www.8armsgroup.com
12:00 pm – 1:00 pm      Wed.         July 21                   No Charge      1 hr.        King Chicken

Social Media & Your Business
Social media is important to your business. The majority of entrepreneurs understand this, and realize they need to seek knowledge from others so they may increase theirs. That makes sense!
Renae-Symone will share her considerable social media knowledge during this WBC Chamber of Commerce B2B series workshop. Let the transfer of knowledge begin!
Renae-Symone is your presenter. Renae-Symone is the Principle Marketing Director and Instructor for https://www.stepbystep-businessolutions.com/ and is passionate about helping individuals set and reach their entrepreneurial goals.
12:00 pm – 1:00 pm      Wed.         Aug 18                    No Charge      1 hr.        King Chicken

We are happy to partner with the Washington-Beaufort Chamber of Commerce on the B2B Series as well as Storytelling to Strengthen Your Small Business.

PEQUEÑO NEGOCIO
Targeted to Spanish-speaking members of the community.
Dirigido a miembros de la comunidad de habla hispana.

How to Start a Successful Small Business in NC, the American Way (presented in Spanish)
Como iniciar un Pequeño Negocio, con Éxito, en Carolina del Norte; La Forma Americana
Can you do it? What about a business plan? Can you manage “everything”? Can you provide exceptional customer service? Are you legal? Can you SELL the products or services you will provide? What about marketing and creating a marketing plan? Should you incorporate? What are the keys to finance? (Do not be terrified of it). What kind of employees will you need? Do you need an employee or a contractor? How will you get things done? Where is your base of operations? How do I manage the stress of operating a small business? Where do I need to go to get help?
The answers to these questions and more will be discussed. Our goal; highlighting the path for you to create your own and, possibly, jobs for others!! Your presenter is Esteban Guzman.

Se discutirán las respuestas a estas preguntas y más. Nuestro objetivo; destacando el camino para que tú crees el tuyo y, posiblemente, trabajos para otros !!
3:00 pm-5:00 pm      Thur.        June 10                   No Charge      2 hr.       Webinar

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

SOCIAL MEDIA SERIES WITH MARTIN BROSSMAN & JEANNE MUNOZ

Learn how to create, analyze, monitor, and manage the best of social media and discover the web marketing choices that can multiply your results! Attend all five & get a certificate of completion.

Breaking News! What’s New with Instagram & Facebook

Social media platforms are constantly changing and adding features. You as a business owner don’t have time to keep up with the latest information that will give you the best competitive advantage. Join us to learn how to effectively use all the new features that they offer and how to optimize your use.

This class includes:

- Creating an Instagram or Facebook Story that resonates with your audience-new tools and tricks.
- Introducing Instagram Reels-tips for marketing, branding and promoting products.
- Understanding the value of Shops for Facebook and Instagram and how to set one up.
- New keyword searchability on Instagram and how to be found.
- Is your Instagram bio all set for 2021?
- Gotta have ft-video and Live video content
- Optimizing Messenger and Direct Messaging
- Using Auto-responses to Connect with your customers
- Taking advantage of Facebook Rooms and Groups.
- What are Instagram Guides and how can they help my business?

Developed and taught by Martin Brossman and Jeanne Munoz

10:00 am-12:00 pm  Tues.  July 13   No Charge  2 hrs. Webinar

Creating Landing Pages to Drive Business- Your One Page Website

Now more than ever, having a place online to convert sales for your business is imperative. Landing pages are single, stand-alone web pages designed to accomplish one specific task. They are where visitors “land” after clicking on links in emails, tweets, posts, or on other web pages. They are typically created as part of a marketing campaign, often to capture customer information or convert a sale. Some are designed as a simple beginning webpage. Generate new customer leads and sales by creating a landing page for your business!

In this class you will:

- Understand how landing pages generate leads and drive sales
- Learn the components/layouts for a successful landing page
- View examples of various kinds of landing pages and templates for building them
- Examine landing page builder tools for creating landing pages
- Discuss ideas for free offerings of value to use as lead magnets
- Create a landing page together
- Create effective call to actions for your page
- Learn how to optimize a landing page for SEO

You’ll be landing-page savvy after this webinar. Developed and taught by Martin Brossman and Jeanne Munoz

2:00 pm – 4:00 pm   Thur.  July 29   No Charge  2 hrs. Webinar

Buy Now! Ways to Sell Your Products and Services Online and Ramp Up Your Marketing

The pandemic has created new habits in your customers that include being more willing to purchase online. We will cover ways to create an online store and how to offer touch-free purchases for your products. Become shoppable and unstoppable! This integrates on the ground and on the web approaches. This is not just getting back to normal, it’s adapting and succeeding in the new normal.

Developed and taught by Martin Brossman and Jeanne Munoz.

2:00 pm-5:00 pm  Thurs.  Aug. 12   No Charge  3 hrs.  Bldg 8 828

WEB DESIGN

Fundamentals of Web Design

This course introduces World Wide Web Consortium (W3C) standard markup language and services of the Internet. Topics include creating web pages, search engines, FTP, and other related topics. Upon completion, students should be able to deploy a hand-coded website created with mark-up language, and effectively use and understand the function of search engines. The textbook for this class is Web Design with HTML5 & CSSC, Complete (8th) (ISBN: 978-1-305-57817-3) and can be purchased either in the BCCC bookstore.

Online   Online   June 13 – July 24   $75  24 hrs.  38797 Blackboard
INFORMATION TECH

See p.6 for registration directions. Visit www.ed2go.com/beaufortccc/

Introduction to Networking
Introduction to Networking explains computer networking basics in easy to understand terms, using concepts common to everyday, non-computing experience. A brief introduction explains how networks have become so important to businesses and individuals. This course emphasizes networking fundamentals, explaining the software and hardware that makes networking possible.

On completion of the course, you will be capable of performing basic computer networking tasks such as DSL connectivity configuring connections to an Internet Service Provider and creating a private network. Be ready to begin training for CCNA Certification or employment in a computer-networking career.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Duration</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>Online</td>
<td>June 16 – Aug 16</td>
<td>$70</td>
</tr>
<tr>
<td>Online</td>
<td>July 14 – Sep 14</td>
<td>$70</td>
</tr>
<tr>
<td>Online</td>
<td>Aug 18 – Oct 18</td>
<td>$70</td>
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</tbody>
</table>

Computer Skills for the Workplace
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. By the time you finish, you will have learned why employers consider technological literacy so critical to the success of any organization.

<table>
<thead>
<tr>
<th>Course Title</th>
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<tbody>
<tr>
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<td>Online</td>
<td>July 14 – Sep 14</td>
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<tr>
<td>Online</td>
<td>Aug 18 – Oct 18</td>
<td>$70</td>
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</table>

Introduction to Python 3 Programing
Enhance your professional profile by adding Python to your programming skills.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Duration</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>Online</td>
<td>May 12 – June 23</td>
<td>$95</td>
</tr>
<tr>
<td>Online</td>
<td>June 16 – July 28</td>
<td>$70</td>
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</table>

Creating Web Pages
Learn the basics of HTML so you can design, create, and post your very own site on the Web.

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<tr>
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<th>Duration</th>
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<tbody>
<tr>
<td>Online</td>
<td>May 12 – June 23</td>
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<tr>
<td>Online</td>
<td>June 16 – July 28</td>
<td>$70</td>
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</table>

Blogging and Podcasting for Beginners
Learn how to create your very own blog and podcast using the tools that you already have available on your computer.

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<tr>
<th>Course Title</th>
<th>Duration</th>
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<tbody>
<tr>
<td>Online</td>
<td>May 12 – June 23</td>
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<tr>
<td>Online</td>
<td>June 16 – July 28</td>
<td>$70</td>
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</table>

Introduction to Programming
Take your first steps towards a career as a computer programmer as you master the basic programming concepts and get hands-on practice in writing applications containing GUIs, sound, and graphics.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Duration</th>
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<tbody>
<tr>
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<tr>
<td>Online</td>
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<td>$70</td>
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</table>

Introduction to Java Programming
Learn about Java topics with clear, step-by-step instructions developed by an experienced Java programmer.

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<tr>
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<tbody>
<tr>
<td>Online</td>
<td>May 12 – June 23</td>
<td>$70</td>
</tr>
<tr>
<td>Online</td>
<td>June 16 – July 28</td>
<td>$70</td>
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Creating Mobile Apps with HTML5
Learn to use HTML5, CSS3, JavaScript, jQuery, and Web APIs to create cross-platform mobile apps and mashups.

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<tr>
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<th>Fee</th>
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<tbody>
<tr>
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<td>May 12 – June 23</td>
<td>$70</td>
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<tr>
<td>Online</td>
<td>June 16 – July 28</td>
<td>$70</td>
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</tbody>
</table>

DEFENSIVE DRIVING

Defensive Driving-DDC-4
Credential: DDC-4, NC Safety & Health Council
This semester we are offering Defensive Driving via ZOOM. This allows us to give students our interactive Defensive Driving class with a live instructor as we keep everyone safe. Students who desire are welcome to come to the BCCC campus to take this class. We will provide a computer in a safe location and guidance for class participation. Defensive Driving DDC-4 is helpful to those who have received traffic violations, and it satisfies the requirements for Vehicle Escort Certification.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Duration</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Mon.</td>
<td>May 10</td>
<td>$70</td>
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<tr>
<td>Mon.</td>
<td>June 7</td>
<td>$70</td>
</tr>
<tr>
<td>Sat.</td>
<td>June 12</td>
<td>$70</td>
</tr>
<tr>
<td>Sat.</td>
<td>July 10</td>
<td>$70</td>
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<tr>
<td>Mon.</td>
<td>July 19</td>
<td>$70</td>
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<tr>
<td>Sat.</td>
<td>Aug 14</td>
<td>$70</td>
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<tr>
<td>Mon.</td>
<td>Aug 23</td>
<td>$70</td>
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<tr>
<td>Sat.</td>
<td>Sept. 11</td>
<td>$70</td>
</tr>
</tbody>
</table>

View courses online at beaufortccc.edu and click on Our Programs, Continuing Education. Phone 252.940.6375
**Summer 2021**

**HUMAN RESOURCES DEVELOPMENT**

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**

National Career Readiness Certification (NCRC) Testing

**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 WorkKeys assessments listed below. It is strongly recommended that students complete the NCRC Prep Class prior to sitting for the NCRC exam. Students should plan to arrive 15 minutes early. No late arrivals will be allowed in the testing room per ACT Testing Guidelines. Please bring a photo id. Cell phones and other items are not allowed in the testing room. Calculators, formula sheets and scratch paper will be provided for the Applied Math test. Please call to schedule an appointment as only 8 seats are available per testing session. A Division of Continuing Education Scholarship is available for Career Readiness Certificate (NCRC) testing fees for qualifying students. This scholarship is sponsored by the Beaufort County Committee of 100 https://www.beaufortcounty100.com. Please contact Sara Watson at 252-940-6311 or sara.watson@beaufortccc.edu for details. If paying for your assessments with cash, students must bring exact change.

Pricing is as follows:

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

**Tuesday 9:00am Testing:** May 18 – Aug. 03

**Thursday 5:00pm Testing:** May 20 – Aug. 05

National Career Readiness Certification (NCRC) Prep & Employability Skills Lab

**Credential: National Career Readiness Certificate, ACT**

This is a specialized course lab designed to assist individuals with earning their National Career Readiness Certification (NCRC). Students may enroll or join this class at any time, as it is an open enrollment lab. NCRC is a nationally recognized portable credential that measures employability skills in three areas: Workplace Documents, Applied Math, and Graphic Literacy. Many companies either require or give preference to job applicants that have this certification. Fee Waivers are available for qualifying individuals. Individuals wishing to pursue their NCRC will pay a $39 testing fee at the time of testing or apply for scholarship if applicable.

<table>
<thead>
<tr>
<th>Time</th>
<th>Class</th>
<th>Fee</th>
<th>Bldg</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>2:00 pm - 4:30 pm</td>
<td>Tues. &amp; Thurs.</td>
<td>$70/free</td>
<td>B8</td>
<td>823</td>
</tr>
<tr>
<td>5:00 pm - 7:30 pm</td>
<td>Every other Tuesday</td>
<td>May 18 – Aug. 03</td>
<td>$70/free</td>
<td>B8</td>
</tr>
<tr>
<td>(5/18, 6/01, 6/15, 6/29, 7/06, 7/20, and 8/03)</td>
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**HRD: ESSENTIAL SKILLS**

These courses utilize ACT WorkKeys Curriculum to explore various topics relating to Essential Skills for Employment. Students will obtain an ACT WorkKeys Curriculum login upon entering the class and will explore the lessons presented through the online suite. An instructor will be available at all times during the class to assist with students, and upon completion of each course students will receive certificates of completion on the Essential Skills topic covered that day. Fee waivers are available for qualifying individuals.

**Essential Skills: Working in Teams**

This 4-hour course explores Working in Teams, covering topics such as team membership, mission and goals, as well as team types, relationship building, effective communication, conflict management, and problem solving/decision making.

<table>
<thead>
<tr>
<th>Time</th>
<th>Fee</th>
<th>Bldg</th>
<th>Room</th>
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</thead>
<tbody>
<tr>
<td>9:00 am – 1:00 pm</td>
<td>$70/free</td>
<td>B8</td>
<td>823</td>
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</table>

Look for this logo for scholarship-eligible or fee-waived classes. These classes are free for students who qualify.
HRD: ESSENTIAL SKILLS

**Essential Skills: Interpersonal and Business Communication**
This 4-hour course explores Interpersonal and Business Communication, covering topics such as phone and email communication, meeting participation, media navigation, as well as cultural awareness, self-representation, active listening and non-verbal communication.

**9:00 am – 1:00 pm**
**Wed. May 26**
**$70/free**
**4 hrs.**
**39364 B8 823**

**Essential Skills: Work Discipline**
This 4-hour course explores Work Discipline, covering topics such as time management, organization and planning, procrastination and self-management, as well as employer expectations, ethical behavior, and job performance factors.

**9:00 am – 1:00 pm**
**Mon. June 07**
**$70/free**
**4 hrs.**
**39365 B8 823**

**Essential Skills: Customer Service**
This 4-hour course explores Customer Service, covering topics such as phone etiquette, personability, virtual assistance, conflict resolution, as well as how to deal with difficult customers, and achieving service excellence.

**9:00 am – 1:00 pm**
**Wed. June 09**
**$70/free**
**4 hrs.**
**39366 B8 823**

**Essential Skills: Problem Solving and Critical Thinking**
This 4-hour course explores Problem Solving and Critical Thinking, covering topics such as the problem-solving process, negotiating solutions to problems, situational critical thinking, and other problem-solving strategies.

**9:00 am – 1:00 pm**
**Mon. June 21**
**$70/free**
**4 hrs.**
**39367 B8 823**

**Essential Skills: Financial Awareness**
This 4-hour course explores Financial Awareness, covering topics such as online banking, checking and savings account management, household income calculation, budget creation and management, as well as credit management and repair, insurance basics, financial planning, and retirement investment.

**9:00 am – 1:00 pm**
**Wed. June 23**
**$70/free**
**4 hrs.**
**39368 B8 823**

HRD: EMPLOYABILITY SKILLS

**16 Personalities at Work**
This 6-hour course will cover MBTI personality type theory through an introspective questionnaire that indicates differing psychological preferences in how people perceive the world and make decisions. Students will explore their own personality’s strengths and weaknesses in the work environment and examine career options best suited to their personality type. Fee waivers are available for qualifying individuals.

**9:00 am - 4:00 pm**
**Fri. July 09**
**$70.00/free**
**24 hrs.**
**39208 B8 822**

**Basic Computer Skills**
This 24-hour course prepares students to effectively use basic computer functions and applications. Students will learn how to create, edit, and save Microsoft Word documents; how to store, organize, and analyze information in spreadsheets in Excel; how to create and manage calendars, as well as sending emails through Outlook. Upon course completion, students will receive a Microsoft Digital Literacy certificate of completion. Fee waivers are available for qualifying individuals.

**9:00 am – 1:00 pm**
**Mon. & Wed. July 12 – July 28**
**$70.00/free**
**24 hrs.**
**39362 B8 823**

**Basic Computer Skills for ESL Students**
This 24-hour course provides employability skills training for students for whom English is a second language. The class will focus on computer skills relating to basic keyboarding, word processing, and internet skills, as well as social networking, seeking employment, and other governmental and educational resources and services. Fee waivers are available for qualifying individuals.

**4:30 pm – 5:30 pm**
**Mon. & Wed. June 02 – Jul. 28**
**$70/free**
**16 hrs.**
**39301 B3 127**

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

**9:00 am – 1:00 pm**
**Wed. Aug. 04**
**$70/free**
**4 hrs.**
**39361 B8 823**

**WRITING**

See p.6 for registration directions. Visit www.ed2go.com/beaufortccc/

**Writing Essentials**
Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.

- **Online**
  - **Online**
  - **May 12 – June 23**
  - **$70**

- **Online**
  - **Online**
  - **June 16 – July 28**
  - **$70**

**The Keys to Effective Editing**
If you aspire to be an editor, this course will teach you the fundamentals of top-notch editing for both fiction and nonfiction.

- **Online**
  - **Online**
  - **May 12 – June 23**
  - **$95**

- **Online**
  - **Online**
  - **June 16 – July 28**
  - **$95**
Summer 2021

HEALTHCARE

**Nurse Aide I-Hybrid**

_Credential: Nurse Aide I, NC Dept of Health Service Regulation_

Certificate course consisting of theory, lab and clinical experiences, which prepares the student to provide personal care and basic nursing skills. Course content includes, but is not limited to: role of the nurse aide, infection control, communication, and resident’s rights. Clinical learning experiences are obtained in a long-term care facility. Upon satisfactory completion of course, student is eligible to apply for the North Carolina State Certification Examination. Successful completion of state exam is required to be listed on the North Carolina Nurse Aide Registry. Student will be eligible to take the NC competency skills evaluation at Beaufort Community College. Blackboard is the technology platform used for online instruction with Blackboard Ultra or ZOOM used for meeting sessions.

**Prerequisite:** Career Readiness Certificate (CRC, see p.18 for prep & testing labs) of a silver or higher. Other options: College transcript, or a Math and English college course with at least a grade of C. Copies are due at the time of registration.

**Costs:** Nurse Aide I textbook-$19.50 (Available in BCCC Bookstore), *uniform-$120.00, *watch with second hand-$10, *2 step TB skin test-$60, Castle Branch-$65, NC certification exam-$140 (*approx. cost)

**Requirements:**

- Competently perform NCNAR approved skills
- Uniform: white scrub top and navy-blue pants to be worn daily while in lab and clinical. (scrub top and white mid-length lab coat embroidered with BCCC in royal blue) white closed toe/heel shoes
- SS Card and current valid driver license/government form of ID with photo
- Drug screen and background check with CastleBranch must be completed within 30 days of first day of class or student may be dropped from course.

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

<table>
<thead>
<tr>
<th>Time</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Cost</th>
<th>Hours</th>
<th>Course Code</th>
<th>Group Code</th>
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</thead>
<tbody>
<tr>
<td>9:00 am-5:30 pm</td>
<td>Seated</td>
<td>May 18-June 30</td>
<td>$199.25</td>
<td>160 hrs.</td>
<td>38723</td>
<td>BCCC 1212/1218</td>
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<td>Last Week</td>
<td>Mon., Tues, Wed.</td>
<td>June 28-June 30</td>
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**Nurse Aide I Refresher**

_Credential: Nurse Aide I, NC Dept of Health Service Regulation_

Intensive review encompassing theory and skills needed to renew Nurse Aide I license. No clinical is required. Course assists students who have an expired certification within the past three years, currently listed on another state’s registry with an unexpired status and in good standing, having no pending or substantial findings of abuse, neglect, exploitation, or misappropriation of resident of patient property on another State’s registry of nurse aides, and military personnel with medical/corpsman.

Upon completion of the Nurse Aide I Refresher, student may be eligible to take the NC competency skills evaluation at Beaufort Community College.

**Prerequisite:** Expired North Carolina Nurse Aide I within the past 3 years, currently listed on another state’s registry in an unexpired status and in good standing, military personnel with medical/corpsman. Copies are due at the time of registration.

**Costs:** Nurse Aide I textbook-$19.50 (Available in BCCC Bookstore), *watch with second hand-$10,*

**Requirements:**

- Competently perform NCNAR approved skills
- SS Card and current valid driver license/government form of ID with photo

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

<table>
<thead>
<tr>
<th>Time</th>
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<th>Start Date</th>
<th>End Date</th>
<th>Cost</th>
<th>Hours</th>
<th>Course Code</th>
<th>Group Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 am-4:30 pm</td>
<td>Mon., Tues, Wed.</td>
<td>July 12-July 21</td>
<td>$126.25</td>
<td>42 hrs.</td>
<td>38983</td>
<td>B12 1212/1218</td>
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</tr>
<tr>
<td>4:00 pm-8:30 pm</td>
<td>Tues. &amp; Thurs.</td>
<td>July 27-Aug 14</td>
<td>$126.25</td>
<td>42 hrs.</td>
<td>38988</td>
<td>B12 1212/1218</td>
<td></td>
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<tr>
<td>9:00 am-5:00 pm</td>
<td>Every other Saturday</td>
<td>July 31 &amp; Aug 14</td>
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**Registered Medical Assistant Part II-Hybrid**

_Credential: Registered Medical Assistant, American Medical Technology_

Part 2 builds on the foundations of Part 1 for additional instructional time to learn medical assisting procedures. Student will learn many tasks such as: phlebotomy, cleaning and dressing wounds, giving injections, and collecting specimens. Student will complete 160 hours of clinical experience in a medical clinic. Student will earn a Working Smart credential: soft skills for workplace success while enrolled in the program. Blackboard is the technology platform used for online instruction with Blackboard Ultra or ZOOM used for meeting sessions.

**Prerequisite:** Successful completion of Part 1

**Costs:** *uniform-$105.00, *2 step TB skin test-$60, Castle Branch-$85, Immunization update-$100, Rotation Manager-$30*, Certification exam with AMT-$120 (*approx. cost)

**Requirements:**

- Competently perform successful venipunctures in the lab setting
- 160 hours of clinical during hours of operation for clinical facility
- Uniform: pewter gray scrub top and pants to be worn daily while in class, lab and clinical. Top and mid-length lab coat embroidered with BCCC in royal blue. White closed toe/heel shoes
- Background check, drug screen, immunization upload to Castle Branch-$85 and upload Rotation Manager requirements-$30*. Must be completed within 30 days of first day of class.
- Immunizations: MMR, Flu, Varicella, 2 step TB skin test, Tdap, Hep B or Hep B declination/waiver

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

<table>
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<tr>
<th>Time</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Cost</th>
<th>Hours</th>
<th>Course Code</th>
<th>Group Code</th>
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</thead>
<tbody>
<tr>
<td>9:00 am-5:00 pm</td>
<td>Seated</td>
<td>Aug 4-Dec 15</td>
<td>$204.25</td>
<td>384 hrs.</td>
<td>39125</td>
<td>B8 826, B12 1212/1218</td>
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</tbody>
</table>

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

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

Phone 252.940.6375
HEALTHCARE

Pharmacy Technician-Hybrid

Credential: Pharmacy Technician, Pharmacy Technician Certification Board

Course is designed to prepare the student through classroom instruction to enter the pharmacy field as a Pharmacy Technician. Core course concept is basic training in pharmacy and pharmacology. Student will complete 10 hours of shadowing at an assigned pharmacy during pharmacy hours.

Upon satisfactory completion of the course, the student is encouraged to apply for certification with Pharmacy Technician Certification Board Exam. Blackboard is the technology platform used for online instruction with Blackboard Ultra or ZOOM used for meeting sessions.

Prerequisite: Career Readiness Certificate (CRC, see p.18 for prep & testing labs) of a bronze or higher. Other options: College transcript, or a Math and English college course with at least a grade of C. Copies are due at the time of registration along with an official copy of a High School diploma or High School Equivalency.


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

5:30 pm-8:30 pm  Seated every Thurs.  May 20-July 29   $186.25  140 hrs.  39270  B8 826

Medication Aide for Long-Term Care Facility

Credential: Medication Aide, NC Medication Aide Registry

Medication Aide course is designed to ensure individuals who administer medications in a long-term care facility have the basic knowledge and skills to perform their duties. Nursing home medication aides must also be listed on the Nurse Aide I Registry and have no substantiated findings listed on the Health Care Personnel Registry. Course includes: instruction in the key principals of medication administration and infection prevention. The Medication Aide class is interactive and allows for demonstration, guided practice, and integration of safe medication administration. Individuals must pass the clinical skills tasks with 100% competency demonstration.

Following successful completion, the student is eligible to take the written state medication exam.

Prerequisite: Listing on the Nurse Aide I Registry and have no substantiated findings.

Costs: Certification exam -$59 (*approx. cost)

Requirements:

• Attendance for all 24 hours
• 90 or greater on the final written exam
• Nurse Aide License
• High School Diploma, equivalency or transcript
• SS Card and current valid driver license/government form of ID with photo

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

5:30 pm-9:30 pm  Mon.-Fri.  July 26-31   $70  24hrs.  39210  B12 1218
9:00 am-1:00 pm  Sat.  July 31

ARE YOU READY TO STEP UP YOUR HEALTHCARE CAREER? WE OFFER AN ASSOCIATE DEGREE IN MEDICAL LABORATORY TECHNOLOGY. CHECK IT OUT ON P. 37.

AMERICAN HEART ASSOCIATION CPR TRAINER

Have you ever wanted to become a CPR instructor? Beaufort County Community College is now an AHA Training Center and we are allowing instructors to align with us. If you are current AHA instructor and would like to align with us or if you would like to become an instructor you can contact Beaufort County Community College EMS Programs for more information. You can email Jane Sobotor at jane.sobotor@beaufortccc.edu or Billy Respass at billy.respass@beaufortccc.edu for more information.
Community Health Coach

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

**Prerequisite:** High School diploma or High School Equivalency.

**Costs:** Textbook Foundations for Community Health Workers, 2nd Ed. ISBN: 9781119060819
5:30 pm-9:00 pm Mon. & Thur. June 3-Aug 2 $200.00 60 hrs. 39015 B12 1212
5:00 pm-9:00 pm First Night June 3

BLS CPR for Healthcare Provider

**Credential:** BLS CPR for Healthcare Providers, American Heart Association

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

5:00 pm-9:00 pm Wed. May 26 $45 4 hrs. 38713 B8, 826
5:00 pm-9:00 pm Wed. June 9 $45 4 hrs. 38714 B8, 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, Available in the BCCC Bookstore.)
5:00 pm-9:00 pm Wed. June 23 $45 4 hrs. 38716 B8, 826

Phlebotomy for Healthcare Workers

Course will provide theory and lab experiences needed for proper collection of blood and other specimens used for diagnostic testing. Upon completion, you should be able to safely perform procedures necessary for specimen collections on patients in various healthcare settings. No clinical required. This course is for training and refreshing venipuncture skills. ASPT national certification requires a letter from your supervisor attesting that part of your job is procuring blood specimens regularly.

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

**Requirements:** Competently perform successful venipunctures in the lab setting
9:00 am-6:00 pm Fri.- Sat. June 11-18 $71.25 24 hrs. 39140 B12 1218

Mental Health First Aid

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

This 8-hour course in Mental Health First Aid teaches you how to identify, understand and respond to signs of mental illnesses and substance use disorders. The training gives you the skills you need to reach out and provide initial help and support to someone who may be developing a mental health or substance use problem or experiencing a crisis. The textbook, Mental Health First Aid Adult (ISBN: 9780692607480), is available in the BCCC Bookstore and should be purchased prior to the starting date of class. [Register & pay online.]

6:00 pm - 8:00 pm Mon. – Thurs. May 24 – May 27 $70.00 8 hrs. 39299 B8 824
6:00 pm - 8:00 pm Mon. – Thurs. Aug. 02 – Aug. 05 $70.00 8 hrs. 39300 B8 824
HEALTHCARE

See p.6 for registration directions. Visit www.ed2go.com/beaufortccc/

Medical Transcription
Learn how to transcribe the medical reports most often used in healthcare today, and discover how to get started and advance as a medical transcriptionist.

<table>
<thead>
<tr>
<th>Duration</th>
<th>Price</th>
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<tbody>
<tr>
<td>Online May 12 – June 23</td>
<td>$70</td>
</tr>
<tr>
<td>Online June 16 – July 28</td>
<td>$70</td>
</tr>
</tbody>
</table>

Explore a Career as an Administrative Medical Assistant
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 creating to medical billing and coding – to give you an inside-view of the job.

<table>
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<tr>
<th>Duration</th>
<th>Price</th>
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<tr>
<td>Online May 12 – June 23</td>
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<tr>
<td>Online June 16 – July 28</td>
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</table>

Explore a Career as a Clinical Medical Assistant
Learn what it takes to have a successful career as a clinical medical assistant in the exciting and high-demand world of healthcare.

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<th>Duration</th>
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<td>Online May 12 – June 23</td>
<td>$70</td>
</tr>
<tr>
<td>Online June 16 – July 28</td>
<td>$70</td>
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</table>

Become an Optical Assistant
Learn what it takes to become an optical assistant and discover why it's one of today's most popular and fascinating career opportunities.

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<th>Duration</th>
<th>Price</th>
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<td>Online May 12 – June 23</td>
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<tr>
<td>Online June 16 – July 28</td>
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Explore a Career in Medical Writing
Take your first step towards a lucrative and rewarding career as a medical writer.

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<tr>
<td>Online May 12 – June 23</td>
<td>$70</td>
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<td>Online June 16 – July 28</td>
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Introduction to Natural Health and Healing
Learn how to promote wellness, balance, and health in daily life as the various stages of health and illness are explored along with discovering how true health, means wholeness of the mind, body, and spirit.

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<tr>
<td>Online May 12 – June 23</td>
<td>$70</td>
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<td>Online June 16 – July 28</td>
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</table>

Lose Weight and Keep It Off
Discover how to establish a healthy approach to successful weight loss and weight maintenance for a lifetime.

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<th>Price</th>
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<td>Online May 12 – June 23</td>
<td>$70</td>
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<tr>
<td>Online June 16 – July 28</td>
<td>$70</td>
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</table>

VET TECH

See p.6 for registration directions. Visit www.ed2go.com/beaufortccc/

Become a Veterinary Assistant
Learn what a veterinary assistant does in the veterinary office or hospital setting.

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<thead>
<tr>
<th>Duration</th>
<th>Price</th>
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<tbody>
<tr>
<td>Online May 12 – June 23</td>
<td>$70</td>
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<tr>
<td>Online June 16 – July 28</td>
<td>$70</td>
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</table>

Become a Veterinary Assistant II: Canine Reproduction
This online course will teach you to manage the entire canine breeding cycle, from assessing the health of parents to puppy care.

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<th>Duration</th>
<th>Price</th>
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<tbody>
<tr>
<td>Online May 12 – June 23</td>
<td>$70</td>
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<tr>
<td>Online June 16 – July 28</td>
<td>$70</td>
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</table>

Become a Veterinary Assistant III: Practical Skills
Learn the practical skills you'll need to be a valuable veterinary assistant or educated pet owner.

<table>
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<tr>
<th>Duration</th>
<th>Price</th>
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<tbody>
<tr>
<td>Online May 12 – June 23</td>
<td>$70</td>
</tr>
<tr>
<td>Online June 16 – July 28</td>
<td>$70</td>
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</tbody>
</table>

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.

View courses online at beaufortccc.edu and click on Our Programs, Continuing Education. Phone 252.940.6375
Summer 2021

FIRST RESPONDER

Emergency Medical Technician Class (Hybrid)

**Credential: EMT, NC Office of Emergency Medical Services and/or National Registry.**

If you have little or no medical experience, this course will introduce you to prehospital emergency care. Upon completion of this course, you will be able to take the state or national credentialing exam to provide emergency or non-emergent care at the EMT level. The course meets on Monday and Wednesday each week with 2 Saturday sessions. Weekly online course work is required so you must have access to internet.

You must pre-register for the class so you can get your book ordering information!

<table>
<thead>
<tr>
<th>Time</th>
<th>Dates</th>
<th>Cost</th>
<th>Hours</th>
<th>Code</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:30 pm-9:30 pm</td>
<td>Mon. &amp; Wed.</td>
<td>Aug 11 – Dec 13</td>
<td>$204.25</td>
<td>288 hrs.</td>
<td>39381 BCCC 10-31</td>
</tr>
</tbody>
</table>

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!

<table>
<thead>
<tr>
<th>Time</th>
<th>Dates</th>
<th>Cost</th>
<th>Hours</th>
<th>Code</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online &amp; 2 Saturdays</td>
<td>Online</td>
<td>Aug 30 – Nov 14</td>
<td>$186.25</td>
<td>115 hrs.</td>
<td>39382 BCCC 15-02</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Time</th>
<th>Dates</th>
<th>Cost</th>
<th>Hours</th>
<th>Code</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Online</td>
<td>Online</td>
<td>Aug 23 – Nov 7</td>
<td>$185</td>
<td>72 hrs.</td>
<td>39383 Online</td>
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</tbody>
</table>

Changes to Paramedic Certification Class/ A&P Requirement-

**Please read if you anticipate signing up for the 2022 course!**

The North Carolina Office of Emergency Medical Services has changed the prerequisites for the initial paramedic course. All students must have completed BIO-163 or equivalent or BIO 168 & 169 to enter the program. Please contact BCCC EMS Programs Director Billy Respass at 252-940-6468 or billy.respass@beaufortccc.edu to get more information on how this can be completed through Continuing Education. The next class is expected to start June 2022!

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

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CHECK OUT OUR NEW EMERGENCY MEDICAL SCIENCE ASSOCIATE IN APPLIED SCIENCE BRIDGING PROGRAM ON P. 37. GET CREDIT FOR YOUR PARAMEDIC CERTIFICATE & GET YOUR AAS IN EMS ONLINE.

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FIREARMS

Beginners Handgun

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

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<tr>
<th>Time</th>
<th>Dates</th>
<th>Cost</th>
<th>Hours</th>
<th>Code</th>
<th>Location</th>
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<tbody>
<tr>
<td>9:00 am-4:00 pm</td>
<td>Sat.</td>
<td>May 29</td>
<td>$86.25</td>
<td>6 hrs.</td>
<td>39333 BCCC10B 102</td>
</tr>
<tr>
<td>9:00 am-4:00 pm</td>
<td>Sat.</td>
<td>July 24</td>
<td>$86.25</td>
<td>6 hrs.</td>
<td>39335 BCCC 10B 102</td>
</tr>
</tbody>
</table>

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.

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<th>Time</th>
<th>Dates</th>
<th>Cost</th>
<th>Hours</th>
<th>Code</th>
<th>Location</th>
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<tbody>
<tr>
<td>8:00 am-7:00 pm</td>
<td>Sat.</td>
<td>June 26</td>
<td>$76.25</td>
<td>10 hrs.</td>
<td>39334 BCCC10B 102</td>
</tr>
<tr>
<td>8:00 am-7:00 pm</td>
<td>Sat.</td>
<td>Aug 14</td>
<td>$76.25</td>
<td>10 hrs.</td>
<td>39336 BCCC10B 102</td>
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</tbody>
</table>

Look for this logo for scholarship-eligible or fee-waived classes. These classes are free for students who qualify.
FIRE TRAINING

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, please feel free to contact Andrew Coccaro, Fire and Emergency Management Director at (252)940-6363 or andrew.coccaro@beaufortccc.edu. For start dates and locations of these classes, please visit www.beaufortccc.edu/fire-training. To ensure that you don’t miss any training, text BCCCFIRE to 844-326-6817. This text service will alert you to all classes as they are scheduled.

NC Firefighter Certification Block Classes $500 Scholarship Stipends Available!
Credential: Firefighter, NC Office of State Fire Marshall (OSFM)
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. These classes are going to be offered over the next several months at fire departments in our four-county service area. Some courses will also be provided on campus as needed depending on topic and equipment needs. For start dates and locations of these classes, please visit www.beaufortccc.edu/fire-training. Any questions on this or other training, please contact the Director of Fire and EM training Andrew Coccaro at andrew.coccaro@beaufortccc.edu or 252-940-6363. 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.

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.

FIP- 6413 FF Mayday and FF safety (FLSE initiatives)
Credential (this class is needed to complete your NC firefighter certification)
This is the new combined class that covers alarms and communications, sprinklers, and fire life safety preparedness class topics.

<table>
<thead>
<tr>
<th>6:00 pm-10:00 pm</th>
<th>Various Days</th>
<th>TBA</th>
<th>$70/waived</th>
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<tr>
<td>9:00 am-6:00 pm</td>
<td>Sat.</td>
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<td>24 hrs.</td>
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<td>B10B-102</td>
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</table>

FIP- 7001 FF/TR Medical Care (Emergency Medical Care)
Credential (this class is needed to complete your NC firefighter certification)
This is the new combined class that covers emergency medical care for both FF and TR certifications class topics.

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<tr>
<th>6:00 pm-10:00 pm</th>
<th>Various Days</th>
<th>TBA</th>
<th>$70/waived</th>
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<tr>
<td>9:00 am-6:00 pm</td>
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FIP- 3556 HM Ops
Credential (this class is needed to complete your NC firefighter certification)
This is a class.

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<th>6:00 pm-10:00 pm</th>
<th>Various Days</th>
<th>TBA</th>
<th>$70/waived</th>
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<tr>
<td>9:00 am-6:00 pm</td>
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<td>40 hrs.</td>
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<td>B10B-102</td>
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Emergency Management Training
Beaufort County Community College offers many emergency management training opportunities. Many of these classes are based on requests from agencies. For topic ideas and upcoming courses, please visit www.beaufortccc.edu/fire-training. If you have any questions about emergency management training, please contact the Director of Fire and EM training Andrew Coccaro at andrew.coccaro@beaufortccc.edu or 252-940-6363. 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.
Summer 2021

SUBSTITUTE TEACHING

Substitute Effective 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. Textbook, Substitute Teacher Handbook (ISBN: 9780982165782), is available in the BCCC Bookstore.

Prerequisite: High School Diploma or equivalency

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<th>Time</th>
<th>Day(s)</th>
<th>Dates</th>
<th>Fee</th>
<th>Hours</th>
<th>CRN</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00 pm - 9:00 pm</td>
<td>Mon. &amp; Wed.</td>
<td>June 07 – June 30</td>
<td>$70.00</td>
<td>24 hrs.</td>
<td>39214</td>
<td>B3 125</td>
</tr>
<tr>
<td>5:00 pm - 9:00 pm</td>
<td>Tues. &amp; Thurs.</td>
<td>July 13 – July 29</td>
<td>$70.00</td>
<td>24 hrs.</td>
<td>39216</td>
<td>B3 125</td>
</tr>
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</table>

TEACHER & PROF. DEVELOPMENT

See p.6 for registration directions. Visit www.ed2go.com/beaufortccc/

Teaching Students with ADHD
Learn practical strategies for helping children with attention deficit hyperactivity disorder (ADHD) succeed in school.

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<th>Fee</th>
<th>Hours</th>
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<tr>
<td>5:00 pm - 9:00 pm</td>
<td>Tues. &amp; Thurs.</td>
<td>May 20</td>
<td>$50.00</td>
<td>4 hrs.</td>
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Integrating Technology in the Classroom
In this professional development course for teachers, you will learn about technology integration in the classroom and gain the skills needed to use tools like apps, assistive technology, and blogs effectively.

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<th>Hours</th>
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<tbody>
<tr>
<td>5:00 pm - 9:00 pm</td>
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<td>May 20</td>
<td>$50.00</td>
<td>4 hrs.</td>
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SOCIAL SERVICES

Income Maintenance Caseworker 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.

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<tr>
<th>Time</th>
<th>Day(s)</th>
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<th>Fee</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>6:00 pm - 9:00 pm</td>
<td>Tues. &amp; Thurs.</td>
<td>June 01 - July 22</td>
<td>$125.00</td>
<td>48 hrs.</td>
</tr>
</tbody>
</table>

Income Maintenance Caseworker Phase II
This 48-hour course is designed to cover a variety of skills associated with the Income Maintenance Caseworker role to determine service eligibility. Specific focus will include proficiency in the utilization of the NCFAST application. Other topics will include skills in communication, interviewing, time management, data gathering/compiling, and data analysis. This is Phase II of a two-phase program. Students must have taken Phase I to be eligible for this course.

<table>
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<tr>
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<th>Dates</th>
<th>Fee</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00 pm - 9:00 pm</td>
<td>Mon. &amp; Wed.</td>
<td>June 02 – Jul. 28</td>
<td>$130.00</td>
<td>48 hrs.</td>
</tr>
</tbody>
</table>

REAL ESTATE & NOTARY

Real Estate: General Update
This four-hour mandatory course satisfies the continuing education requirements required by the NC Real Estate Commission. The General Update course is developed by the NC Real Estate commission each year. Course materials will be provided for this class. Please bring your pocket identification card to class.

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<tr>
<th>Time</th>
<th>Day(s)</th>
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<th>Fee</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>5:00 pm - 9:00 pm</td>
<td>Thurs.</td>
<td>May 27</td>
<td>$50.00</td>
<td>4 hrs.</td>
</tr>
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</table>

Real Estate Elective: Fair Housing
This elective will satisfy the 4-hours of continuing education required by the NC Real Estate Commission, and covers Fair Housing Law in Real Estate. The textbook, Fair Housing (ISBN: 978147549136), is available in the BCCC Bookstore and should be purchased prior to the starting date of class. Please bring your pocket identification card to class.

<table>
<thead>
<tr>
<th>Time</th>
<th>Day(s)</th>
<th>Dates</th>
<th>Fee</th>
<th>Hours</th>
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<tbody>
<tr>
<td>5:00 pm - 9:00 pm</td>
<td>Thurs.</td>
<td>May 20</td>
<td>$50.00</td>
<td>4 hrs.</td>
</tr>
</tbody>
</table>

Notary Public Education

Credential: Notary Public, NC State Notary Public Section
This 7-hour course is required for persons wanting to apply for Notary public commissions for the State of North Carolina. Various topics related to the duties of a notary public will be covered. Individuals should review the Notary qualifications list on the Secretary of State’s web site located at: http://www.secretary.state.nc.us/notary/ prior to registering for class. Per NC Secretary of State Guidelines, students will have to pass an exam to complete the class requirements. Students will be required to show a state issued photo ID and the Notary Public Guidebook upon entry to the class. This is a requirement from the Secretary of State’s office https://www.sosnc.gov/notary/. The Notary Public Guidebook (ISBN: 97819506101850) is available in the BCCC Bookstore and should be purchased prior to the starting date of class.

<table>
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<tr>
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<th>Day</th>
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<tr>
<td>8:00 am - 4:00 pm</td>
<td>Fri.</td>
<td>May 21</td>
<td>$70.00</td>
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<td>8:00 am - 4:00 pm</td>
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<td>8:00 am - 4:00 pm</td>
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<td>$70.00</td>
<td>7 hrs.</td>
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**TAI CHI**

**Tai Chi 2**
For more experienced Tai Chi students. [Register & pay online.]
- 9:00 am - 10:00 am
- Tues. & Thurs.
- May 25 - June 24
- $45
- 10 hrs.
- 38681
- BCCC 8 801

**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. (Limited to 8 students.) [Register & pay online.]
- 10:00 am - 11:00 am
- Tues. & Thurs.
- May 25 - June 24
- $45
- 10 hrs.
- 38682
- BCCC 8 801

**CRAFTS**

**Learning to Sew**
2020’s hottest fashion accessory is a mask! Learn to sew, and you can make masks to match every outfit in your wardrobe. We have all the supplies and fabric for our first evening’s project, a pillowcase. From there we’ll graduate to masks. Then you will bring your own fabric to make an apron. These projects will teach all the sewing skills that enable you to begin sewing on your own. You’ll be very proud of your accomplishments. (Limited to 6 students.) [Register & pay online.]
- 6:00 pm - 8:30 pm
- Tues.
- May 18 - June 22
- $55
- 15 hrs.
- 39387
- BCCC 8 829

**Sunflower Hollow Quilt 1**
Our favorite quilting instructor, Debby Hodges, will guide students as they sew a complete Sunflower Hollow quilt over 3 different classes. In this class we will complete the first section of the quilt. It contains the house and sunflowers. It’s a beautiful old-fashioned pattern that will fit in any décor. In the Fall semester Debby will lead two more classes to complete the entire quilt. This quilt requires piecing and appliqueing, so some quilting experience is recommended. It will be a joy to resume our quilting classes! (Limited to 6 students.) [Register & pay online.]
- 9:30 am - Noon
- Mon.
- May 17 - June 7
- $45
- 7.5 hrs.
- 39388
- BCCC 8 829

**KIDS IN THE KITCHEN**

**SUMMER ENRICHMENT FOR KIDS & TEENS**

**Kids In The Kitchen**
Aspiring chefs have an opportunity to learn safe kitchen skills while creating delicious food. We will focus on techniques and recipes that can be made at home to the delight of the whole family. Participants will help prepare all the food in our Frances Morgan Roberson Culinary Lab, and we will make enough to serve those good folks who come to drive the students home. All supplies are included, and participants will enjoy exploring new foods and flavors.

**Flower Pot Bread Baking (rising 6th grade through rising 9th grade)**
Charming, delicious, and fun to make. Everyone enjoys baking with Rachel K, and she will lead students to understand baking yeast bread. Then we’ll make bread in flower pots. Students will take their flower pots home to continue making good bread for their families.
- 5:30 pm - 8:30 pm
- Tues.
- June 29
- $45
- 3 hrs
- 39468
- BCCC8 830

**Ice Cream (rising 6th grade through rising 9th grade)**
A hot July night deserves homemade ice cream with Chef Scott Clark. We’ll build a base custard and churn vanilla, chocolate, and strawberry ice creams. Who knows, if good peaches are around, we’ll churn them too. We’ll finish class with an Ice Cream Social.
- 5:30 pm - 8:30 pm
- Tues.
- July 13
- $45
- 3 hrs
- 39469
- BCCC8 830

**Macaroni and Cheese (rising 6th grade through rising 9th grade)**
Not from a box! Chef Joe White is going to teach how to make the best macaroni and cheese for your family. We’ll make at least three variations, so come hungry. Oh, and Joe, what’s for dessert?
- 5:30 pm - 8:30 pm
- Tues.
- July 20
- $45
- 3 hrs
- 39470
- BCCC8 830

**Pizza Night (rising 6th grade through rising 9th grade)**
Why order out when you can make such good pizza at home. And there are so many different ways to make delicious pizza. Chef Chas Inman will teach traditional, French bread, flat bread, and English muffin pizzas; all with delicious toppings. And cheese, lots and lots of cheese.
- 5:30 pm - 8:30 pm
- Tues.
- July 27
- $45
- 3 hrs
- 39471
- BCCC8 830

View courses online at [beaufortccc.edu](http://beaufortccc.edu) and click on Our Programs, Continuing Education.
Summer 2021

SUMMER ENRICHMENT FOR KIDS & TEENS

Drone Camp (rising 6th, 7th, and 8th grades)
Learn to fly a drone! You will be issued a drone kit and learn about the parts of a drone and how to safely handle it. aviation history, and how hot air balloons, fixed wing airplanes and drones fly. And finally, you will fly a drone using a remote controller and learn how to code the drone to fly by itself. We will spend four days on BCCC’s campus, and we’ll also fly inside and, weather permitting, we will also fly outside. On Friday we will take a field trip to Inner Banks Aviation Museum in Washington, NC. There we will experience flying both a Desktop Flight Training Device and a full motion airplane flight simulator. This class is made possible by the Inner Banks Stem Center.

9:00 am- noon  Mon.-Thurs.  July 19-July 22  $90  18 hrs  39427
9:00 am - 3:00 pm  Fri.  July 23  Inner Banks Stem Center

Piano Camp (rising 5th grade to rising 9th grade)
Spend four mornings uncovering musical talent. We have the keyboards for learning simple tunes that will lead to the pleasure of making music. Playing Twinkle Twinkle Little Star gives a feeling of satisfaction and accomplishment. Students may discover a desire to continue musical training after this experience.

10:00 am - 11:30 am  Mon.- Thurs.  June 21 – Jun 24  $55  6 hrs  39428  BCCC8-829

3-D Modeling and Printing (rising 6th grade and up)
3-D Printing has many manufacturing, scientific, and medical applications. In BCCC’s CAD lab, we will set up a design and manufacturing lab complete with two 3-D printers. Then, students will use computers to create three dimensional renderings of an object. They will employ geometric constraints and extrusions to complete the plan. Finally, they will set up and run a 3-D printer to create that object. It sounds so complex, but it is really fun. And students will carry home the object they design and create. All supplies included.

5:30 pm - 8:30 pm  Tues. & Thurs.  July 20 - July 29  $90  12 hrs  39435  BCCC4-104

Decoy Painting (rising 2nd grade to rising 6th grade)
Paint a beautiful duck decoy that you will always be proud to display. Along the way, learn about that duck and how it fits into the environment of Eastern Carolina. The East Carolina Wildfowl Guild guides this painting workshop, and its members will explain the importance of conserving wildlife habitat in our area. All supplies included.

9:00 am - 11:00 am  Tues.  June 29  $15  2 hrs  39436  BCCC8A-100

The Tai Chi Kid (rising 4th grade to rising 8th grade)
Spend four mornings becoming grounded in the basic moves of this ancient martial art. Develop balance, stability, and graceful moves as you experience a pleasant hour of fellowship. On nice days we will practice Tai Chi outside. And why not stick around for Chess Camp?

9:00 am - 10:00 am  Mon.- Thurs.  July 19 - July 22  $30  4 hrs  39446  BCCC3-127

Chess, The Queen’s Gambit (rising 4th grade to rising 8th grade)
Whether you are a brand-new player or just want to improve your game, this camp will serve you. Everyone will leave knowing the popular opening move, The Queen’s Gambit. And everyone will enjoy four days at our chess boards with a great instructor.

10:00 am - noon  Tues.  July 19- July 22  $45  8 hrs  39448  BCCC3-127

Makeup, Hair, and Nails (rising 6th grade to rising 9th grade)
Join Kim Moulden, BCCC’s Lead Instructor of Cosmetology, to get great advice for teen aesthetics. Keep your skin clear and fresh by using proper hygiene. Learn the right makeup skills to enhance your best features. Explore hair styling basics for busy teens, and learn the best way to apply nail polish and keep healthy nails. Each student will receive a lipstick applicator, eye shadow applicator, mascara applicator, makeup sponge, and a hairbrush. We’ve got plenty of supplies for in-class practice, and students may bring their own makeup and hair tools. We are offering this twice to meet your schedule.

9:00 am - noon  Mon. & Wed.  July 19 & July 21  $50  6 hrs  39449  BCCC11-0002
9:00 am - noon  Tues. & Thurs.  July 27 & July 29  $50  6 hrs  39450  BCCC11-0002

Drama Kids; Theatrical Makeup (rising 6th grade and up)
You could be playing a refined lady from 18th Century France, a ship wreck victim, or a monster. Whatever your part, credibility from the audience’s view required appropriate application of makeup. Tania Lilley-Cory will show students how to apply makeup, and we’ll go onstage to see how it looks.

5:30 pm-8:30 pm  Tues.  July 13  $35  3 hrs  39451  BCCC8-828

Drama Kids; Props and Puppetry (rising 6th grade and up)
Learn how to create the stage setting that supports the production. Large backdrops and small props allow the actors to assume character and tell the story. We’ll create props and puppets that are so often seen in modern plays.

5:30 pm - 8:30 pm  Tues.  July 20  $35  3 hrs  39452  BCCC8-828

Drama Kids; Stagecraft (rising 6th grade and up)
There’s an audience out there! How do actors move across the stage, relate to each other, and keep the attention of the paying customers? Take this workshop and you’ll learn how.

5:30 pm - 8:30 pm  Tues.  July 27  $35  3 hrs  39453  BCCC8-801

Every kid gets one free class!
Please contact 252-940-6375, email continuingeducation@beaufortccc.edu, or visit our live customer support room at http://www.beaufortccc.edu/ceonline for details!
The Best You Can Be (rising 6th grade and up)
Girl Scouts, this session will help you earn your Business Etiquette badge. It will help you learn important skills that encourage you to reveal your talents and abilities to others. Learn to best manage your words and actions during job interviews, school presentations, and social activities. Join Lillian Chapman as she leads a lively and interactive evening. From now on you will be your very best self!

6:00 pm - 8:30 pm  Mon.  July 26  $20  2.5 hrs  39454  BCCC8-826

CSI: BoCo (rising 5th grade to 7th grade)
A crime has been committed. The scene is waiting for young detectives to investigate, gather evidence, and record observations. Investigator Wesley Waters of the Beaufort County Sheriff’s Office will lead us as we employ scientific methods of investigation and interrogation. We will test for fingerprints, blood, and other evidence. We will properly manage the crime scene and assemble the evidence for presentation. We will solve this case!

9:00 am - noon  Mon. & Tues.  July 12 & 13  $45  6 hrs  39455  BCCC8-826

Baby Sitting (rising 4th grade and up)
If you are ready to take responsibility for young children, then this camp is for you. Jessica Mann, the leader of BCCC’s Early Childhood Education Program, will share important basics for baby sitters. Learn aspects of care giving, safety concerns, communication with kids and parents, activity ideas, household and food management, and even some business basics. One day of class we will practice First Aid/CPR to give babysitters important emergency skills.

9:00 am - noon  Mon.-Thurs.  July 26 - July 29  $100  12 hrs  39456  BCCC11-25

Google Game Design (rising 3rd grade to rising 6th grade)
This is a very popular class, and this year we are adding new features to challenge young code writers. Enjoy four days of building your own games using Google Computer Science First and Scratch interfaces.

9:00 am - noon  Mon.-Thurs.  July 26 - July 29  $75  12 hrs  39457  BCCC2-114

Kids Can Code (rising 1st grade to rising 3rd grade)
Fortnite started when a coder had a neat and fun idea. The next great game just might be your idea. Young coders will learn how to make things happen on a computer screen in a lively and fun way. Create figures and control their movements, make a background, and even have an avatar.

9:00 am - noon  Mon.-Thurs.  July 19 - July 22  $75  12 hrs  39458  BCCC2-114

Google Fashion Design (rising 3rd grade and up)
That cute outfit you are wearing was probably designed using computer software. Learn how to make computer assisted designs of clothing and other fashion accessories using Google Computer Science First and Scratch interfaces. Young coders will have a virtual fashion show on the final day of class.

9:00 am - noon  Mon.-Thurs.  July 26 - July 29  $75  12 hrs  39459  BCCC2-114

Bicycle Rodeo (bike riders up to 5th grade)
BCCC has a new driving facility that is HUGE! It’s a fine place to ride a bike. So, join the Washington Police Department for this Saturday morning event. You’ll learn bike safety for when you’re riding in town, and you’ll enjoy the fun of riding on our traffic free pad. We will have bikes and helmets to share, but please feel free to bring your own. This event is absolutely free, but registration is required to participate. See you there.

9:00 am - 11:00 am  Sat.  June 5  Free  2 hrs  39464  BCCC Driving Pad

Hunter Safety (12 years old and up)
Thanks to the NC Wildlife Resources Commission and Officer Trent Parrish for offering this course on our campus. We are pleased to help young hunters learn to be safe and responsible. During the day Officer Parrish will explain firearm safety, hunting ethics, conservation and wildlife management, wildlife identification, specialty hunting, and tree stand safety. Completers will be eligible to purchase their first hunting license. Lunch hour is 12:00 PM to 1:00 PM. Students are welcome to bring their favorite grown-up to participate also. While this class is free, registration is required.

9:00 am - 4:00 pm  Mon.  June 21  Free  6 hrs  39465  BCCC8 Auditorium

Boater Safety (12 years old and up)
Officer Trent Parrish of the NC Wildlife Resources Commission returns to guide young boaters to safe and sound operation of watercraft. Take to the water knowing basic boating safety, equipment, rules of the road, weather, and good boating etiquette. The Boating Guide for North Carolina will be Officer Parrish’s text. And completers will have satisfied the safety training requirement for boaters younger than 26. Lunch is 12:00 PM to 1:00 PM. Students are welcome to bring their favorite grown-up to participate. This class is free, but registration is required.

9:00 am - 4:00 pm  Mon.  June 28  Free  6 hrs  39466  BCCC8 Auditorium
Summer 2021

**Washington County Center**

P.O. Box 123, 100 NC Hwy 32 North
Roper, NC 27970

Questions about classes? Call 252-940-6245.
We are open Monday-Thursday from 9 a.m. to 2 p.m.

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**COLLEGE & CAREER READINESS**

**Adult Basic Education and High School Equivalency**

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

The High School Equivalency (HSE) Preparation program offers instruction in all areas relevant to official high school equivalency credential tests. Classes have been aligned to the common core standards adopted by the state of North Carolina. Instruction for College and Career Readiness programs is available at all Beaufort County Community College campuses. HSE prepares students to take either Pearson Vue’s GED or ETS HiSET exams. Scholarships are available for High School Equivalency testing. Please contact the CCR Admissions and Assessment Specialist at 252-940-6325 or sandy.berry@beaufortccc.edu for details.

For information please call 252-940-6325. Free  WCC

**HRD Essential Skills: Financial Awareness**

This 3-hour course explores Financial Awareness, covering topics such as online banking, checking and savings account management, household income calculation, budget creation and management, as well as credit management and repair, insurance basics, financial planning, and retirement investment. Students will obtain an ACT WorkKeys Curriculum login upon entering the class and will explore the lessons presented through the online suite. An instructor will be available at all times during the class to assist with students, and upon completion of each course students will receive certificates of completion on the Essential Skills topic covered that day. Fee waivers are available for qualifying individuals.

9:00 am – 12:00 pm  Sat.  May 22  $70/free  3 hrs. 39371 WCC Computer Lab

**HRD Essential Skills: Customer Service**

This 3-hour course explores Customer Service, covering topics such as phone etiquette, personability, virtual assistance, conflict resolution, as well as how to deal with difficult customers, and achieving service excellence. Students will obtain an ACT WorkKeys Curriculum login upon entering the class and will explore the lessons presented through the online suite. An instructor will be available at all times during the class to assist with students, and upon completion of each course students will receive certificates of completion on the Essential Skills topic covered that day. Fee waivers are available for qualifying individuals.

1:00 pm – 4:00 pm  Sat.  May 22  $70/free  3 hrs. 39372 WCC Computer Lab

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**WORKFORCE PROGRAMS**

**Notary Public Education**

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

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Register & pay online.

8:00 am - 4:00 pm  Sat.  May 22  $70.00  7 hrs. 39193 WCC Auditorium

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**SMALL BUSINESS CENTER**

Please contact the center to arrange free and confidential one-on-one counseling with BCCC’s Small Business Center Director, Lentz Stowe, at the Washington County Center. Business counseling is available on-site the fourth Wednesday of the month from 10:00 am – 4:00 pm. Call 252-940-6306 or email lentz.stowe@beaufortccc.edu. Visit the SBC website to see a full list of classes, including ones offered online:

https://www.beaufortccc.edu/sbc

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

SUMMER ENRICHMENT PROGRAMS FOR KIDS & TEENS

Piano Camp (rising 5th grade to rising 9th grade)
Spend four mornings uncovering musical talent. We have the keyboards for learning simple tunes that will lead to the pleasure of making music. Playing Twinkle Twinkle Little Star gives a feeling of satisfaction and accomplishment. Students may discover a desire to continue musical training after this experience.
10:00 am - 11:30 am Mon.-Thurs. June 14 – June 17 $55 6 hrs 39414 WCC

3-D Modeling and Printing (rising 6th grade and up)
3-D Printing has many manufacturing, scientific, and medical applications. At the Washington County Center, we will set up a design and manufacturing lab complete with two 3-D printers. Then, students will use computers to create three dimensional renderings of an object. They will employ geometric constraints and extrusions to complete the plan. Finally, they will set up and run a 3-D printer to create that object. It sounds so complex, but it is really fun. And students will carry home the object they design and create. All supplies included.
9:00 am - noon Mon.-Thurs. June 21 - June 24 $90 12 hrs 39415 WCC

Drone Camp (rising 6th, 7th, and 8th grades)
Learn to fly a drone! You will be issued a drone kit and learn about the parts of a drone and how to safely handle it. You will learn about aviation history, and how hot air balloons, fixed wing airplanes and drones fly. And finally, you will fly a drone using a Smartphone as the remote controller and learn how to code the drone to fly by itself. We will spend four days at Washington County Middle School, and we'll use their gym for drone flying inside, and weather permitting, we will also fly outside. On Friday we will take a field trip to Inner Banks STEM Center in Washington, NC. There we will experience flying both a Desktop Flight Training Device and a full motion airplane flight simulator, and other cool activities. This class is made possible by the Inner Banks STEM Center.
9:00 am-noon Mon.-Thurs. July 12 - July 15 $90 18 hrs 39416 Washington County Middle School

Google Game Design (rising 3rd grade to rising 5th grade)
Join this class and learn how to program various types of digital games using the Google Computer Science First® and Scratch® interfaces. Moms and Dads, you may not understand this, but your kids do! Game styles include racing, mazes, platform, strategy, and others. Learn how games like Super Mario, Angry Birds, Candy Crush, and Flappy Bird were created. It is fun and interactive.
9:00 am-noon Mon.-Thurs. July 12 - July 15 $70 12 hrs 39417 Washington County Middle School

CSI: Roper (rising 5th to rising 8th grades)
A crime has been committed. The scene is waiting for young detectives to investigate, gather evidence, record observations, and help solve the case. Investigators from the BCCC Police Office will help us. Students will learn the scientific methods of investigation and interrogation. They will test for prints, blood, and other evidence. They will properly manage the crime scene. They will assemble the evidence for presentation. They will bring the perpetrator to justice. And they will have fun in the process.
9:00 am-noon Mon. & Tues. July 12 & 13 $45.00 6hrs 39418 WCC

Every kid gets one free class!
Please contact 252-940-6375, email continuingeducation@beaufortccc.edu, or visit our live customer support room at http://www.beaufortccc.edu/ceonline for details!

PERSONAL ENRICHMENT

Tai Chi
This ancient Chinese exercise art has become a popular pastime for Americans. This class meets twice each week to give you sessions of gentle stretching and breathing. Tai Chi improves strength, flexibility, balance, and bone density, and it maintains muscle mass. Folks who participate often report that they just feel better. Please join Eric Humphries and learn the “8 Essential Pieces of Brocade” which are the foundation of Tai Chi. Register & pay online.
6:00 pm - 7:00 pm Tues. & Thurs. May 25-June 24 $45 10 hrs. 39386 WCC

HEALTHCARE CLASSES

BLS CPR for Healthcare Providers
Credential: BLS CPR for Healthcare Providers, American Heart Association
4:00 pm-8:00 pm Wed. July 21 $45 4 hrs. 38777 WCC

Heartsaver CPR/AED
Credential: Heartsaver CPR/AED, American Heart Association
American Heart Association Heartsaver CPR/AED course is for the general public. The course provides training and skills practice for adult, child, and infant CPR and AED use. Textbook: Heartsaver First Aid CPR AED Student Workbook - ISBN 9781616690175. Available in BCCC Bookstore. Register & pay online.
4:00 pm-8:00 pm Wed. July 14 $45 4 hrs. 38776 WCC
Summer 2021

Hyde County Davis Center
P.O. Box 305 • 33460 US Highway 264
Engelhard, NC 27824

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

COLLEGE & CAREER READINESS

Adult Basic Education and High School Equivalency
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English as a Second Language (ESL)/ Clases de ESL y GED
Quieres aprender ingle’s? BCCC esta’ ofreciendo clases various días y se acomodan a sus necesidades.

HRD Essential Skills: Financial Awareness
This 3-hour course explores Financial Awareness, covering topics such as online banking, checking and savings account management, household income calculation, budget creation and management, as well as credit management and repair, insurance basics, financial planning, and retirement investment. Students will obtain an ACT WorkKeys Curriculum login upon entering the class and will explore the lessons presented through the online suite. An instructor will be available at all times during the class to assist with students, and upon completion of each course students will receive certificates of completion on the Essential Skills topic covered that day. Fee waivers are available for qualifying individuals.

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Register & pay online.

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

HEALTHCARE

BLS CPR for Health Care Providers

Credential: BLS CPR for Health Care Providers, American Heart Association

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

4:00 pm-8:00 pm Wed. June 16 $45 4 hrs. 39022 HDAV

Heartsaver CPR/AED

Credential: Heartsaver CPR/AED, American Heart Association

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

4:00 pm-8:00 pm Wed. June 30 $45 4 hrs. 38775 HDAV

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.

EDUCATION

HYDE COUNTY DAVIS CENTER CLASSES

SUMMER ENRICHMENT PROGRAMS FOR KIDS & TEENS

Drone Camp (rising 6th, 7th, and 8th grades)

Learn to fly a drone! You will be issued a drone kit and learn about the parts of a drone and how to safely handle it. You will learn about aviation history, and how hot air balloons, fixed wing airplanes and drones fly. And finally, you will fly a drone using a Smartphone as the remote controller and learn how to code the drone to fly by itself. We will spend four days at Mattamuskeet School, and we’ll use their gym for drone flying inside, and weather permitting, we will also fly outside. On Friday we will take a field trip to Inner Banks STEM Center in Washington, NC. There we will experience flying both a Desktop Flight Training Device and a full motion airplane flight simulator, and other cool activities. This class is made possible by the Inner Banks Stem Center.

9:00 am-12:00 pm Mon.-Thurs. June 21 - June 25 $90 18 hrs. 39424 Mattamuskeet School
9:00 am to 3:00pm Fri. June 25

3-D Modeling and Printing (rising 6th grade and up)

3-D Printing has many manufacturing, scientific, and medical applications. At the Hyde County Davis Center, we will set up a design and manufacturing lab complete with two 3-D printers. Then, students will use computers to create three dimensional renderings of an object. They will employ geometric constraints and extrusions to complete the plan. Finally, they will set up and run a 3-D printer to create that object. It sounds so complex, but it is really fun. And students will carry home the object they design and create. All supplies included.

9:00 am-12:00 pm Mon.-Thurs. July 12 - July 15 $90 12 hrs. 39425 Inner Banks Stem Center

CSI: Engelhard (rising 5th to rising 8th grades)

A crime has been committed. The scene is waiting for young detectives to investigate, gather evidence, record observations, and help solve the case. Investigators from the BCCC Police Office will help us. Students will learn the scientific methods of investigation and interrogation. They will test for prints, blood, and other evidence. They will properly manage the crime scene. They will assemble the evidence for presentation. They will bring the perpetrator to justice. And they will have fun in the process.

9:00 am-12:00 pm Mon. & Tues. July 19 & 20 $45 6 hrs. 39426 HDAV

TYRRELL COUNTY

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
ASSOCIATE DEGREE PROGRAMS

For further information about any of these programs, including transfer opportunities or our schedule of classes for the Summer 2021 semester, please call: Michele Mayo, Director of Admissions, at 252-940-6233.

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

- Agribusiness Technology
- Associate Degree Nursing & Practical Nursing
- College Transfer
- Automotive Systems Technology
- Basic Law Enforcement Training
- Business Administration
- Community Spanish Interpreter
- Cosmetology and Manicuring Nail Technology
- Criminal Justice Technology
- Early Childhood Education
- Electrical Engineering Technology
- Emergency Medical Science
- General Occupational Technology
- 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.

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.

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).

COVID-19 Response

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

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

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

**BUSINESS ADMINISTRATION**  
**COMMUNITY SPANISH INTERPRETER**  
**CRIMINAL JUSTICE TECHNOLOGY**  
**EARLY CHILDHOOD EDUCATION**  
**EMERGENCY MEDICAL SCIENCE**  

**HUMAN SERVICES TECHNOLOGY**  
**INFORMATION TECHNOLOGY**  
**OFFICE ADMINISTRATION**  
**MEDICAL OFFICE ADMINISTRATION**

**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. Student interested in registering should contact Jessica Mann at 252-940-6368 or Elizabeth Japczyk Schuler at 252-940-6389.

View more programs online at [www.beaufortccc.edu/programs/home](http://www.beaufortccc.edu/programs/home)  
Phone 252.940.6237
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.

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EARLY CHILDHOOD EDUCATION (ECE)

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

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

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

Career Entry: This track is for students who would like to go directly into the early childhood education field as a well-prepared professional. While earning the AAS, students in the track will also earn a ECE Certificate, Infant/Toddler Care Certificate, ECE Administrative Certificate, ECE Diploma, School-Age Certificate and a Special Education Certificate. This track requires completion of 65 credit hours and student teaching.
EMERGENCY MEDICAL SCIENCE

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

AGRIBUSINESS TECHNOLOGY

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

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

MEDICAL LABORATORY TECHNOLOGY

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

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

Graduates may be eligible to take the examination given by the Board of Certification of the American Society for Clinical Pathology. Employment opportunities include laboratories in hospitals, medical offices, industry, and research facilities.
BCCC has several college transfer agreements that guarantee admission to the university. These include:

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

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

**PackTrac with NC State University**
 Guarantees admission into one of the 13 eligible majors with the College of Agricultural and Life Sciences. Students must maintain a cumulative GPA of 3.0 for all transferable college course work. Benefits include guaranteed admission and joint academic advising.

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

**HIGH SCHOOL DUAL ENROLLMENT**

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

College transfer courses transfer to all NC public universities and many private colleges. Students can remain a part of their high school student body and participate in athletics, clubs, and activities with their high school classmates. CCP classes will be offered on our campus, online, broadcast via the Information Highway and, in some cases, on your high school campus.

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

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

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

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

38 View more programs online at www.beaufortccc.edu/programs/home Phone 252.940.6237
**Who to Contact for Continuing Education?**

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

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

**College & Career Readiness**

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

**Business & Industry Services**

- Cameron Bowen, Coordinator of HRD & Workforce Initiatives  
  252-940-6307
- Justin Rose, Director of Industry Training  
  252-940-6262
- Lentz Stowe, Director of Small Business Center  
  252-940-6306
- Sara Watson, Director of Customized Training and Apprenticeships  
  252-940-6311

**Personal Enrichment**

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

**Healthcare Programs & First Responder**

- Jackie Butcher, Director of Healthcare Programs  
  252-940-6263
- 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**

- Karen Carawan, Workforce & Continuing Education Coordinator  
  252-940-6231

**Washington County Center**

- Workforce & Continuing Education Coordinator  
  252-940-6245

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**Who to Contact for Academic Programs?**

Our Associate Degree staff is here to help!

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

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**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](http://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.

An Equal Opportunity/Affirmative Action Institution

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