

# COURSE SCHEDULE SUMMER 2023

Free.  
Please take one!

- Continuing Education Courses
- Academic Programs

Apprenticeships p. 12

Firefighter Training pp. 24-25









Performing Arts p. 31

Summer Enrichment Youth Program pp. 32-35



**BEAUFORT**  
COUNTY COMMUNITY COLLEGE

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## REGISTRATION & PAYMENT

IN PERSON	BY MAIL	BY PHONE	ONLINE
<p>You may register in person at the following location:</p> <p>BCCC Continuing Education, Building 8 5337 US 264 East Washington, NC 27889 Monday - Thursday 8:00am-5:30pm Friday 8:00am-1:00pm (Closed Fri. during summer hours)</p>	<p>The Registration Form can be found on page 4. Print or tear it out, insert payment and mail to the:</p> <p>BCCC Continuing Education 5337 US 264 E Washington, NC 27889</p>	<p>Call 252.940.6375 to register for classes and provide credit card information for payment. MasterCard, Discover and Visa are accepted.</p>	<p>You can now register and pay for some classes online.</p> <p><a href="https://www.beaufortccc.edu/conedregistration">https://www.beaufortccc.edu/conedregistration</a></p>

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

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

## Pre-Registration is Required

Registration is accepted on a first-come, first-serve basis. Please submit your registration by phone, mail, online, or walk-in at minimum one week before the start date of the class. If you wait, the class may be full or canceled due to low enrollment. Registration instructions appear at the bottom of page 2 or can be found at [www.beaufortccc.edu/continuing-education/](http://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](http://www.beaufortccc.edu/bookstore).

## Refunds

The refund policy for Beaufort County Community College was established by the North Carolina Department of Community Colleges. (1) A student who officially withdraws from class(es) prior to the first class meeting is eligible for a 100 percent refund. (2) A student is eligible for a 100 percent refund if a class fails to "make" due to insufficient enrollment. (3) After the respective class begins, a 75 percent refund shall be made upon the written request of the student if the student officially withdraws from the class prior to or on the 10 percent point of the scheduled hours of the class. (4) Registration fees for self-supporting classes are non-refundable once the class begins. More information can be found at [www.beaufortccc.edu/continuing-education/general-information/registration](http://www.beaufortccc.edu/continuing-education/general-information/registration). **Please note that refunds take 30-45 days to process.**

## Transcripts

Students may obtain copies of their continuing education transcript upon written or electronic request to the Continuing Education Registration and Records Office. Transcripts may also be requested by fax at (252) 940-6254. Transcripts will be released to other colleges, agencies, or employers only with written authorization of the student. Instructions and the Transcripts Request Form are available online at <https://www.beaufortccc.edu/conedtranscripts>. Official transcripts are \$2.00. Unofficial transcripts are accessible online through the Self-Service portal at no charge.

If you earned a High School Equivalency (GED or HiSET) in North Carolina, please visit the Diploma Sender portal ([diplomasender.com/](http://diplomasender.com/)) to access a copy of your transcript. Please call the chief high school equivalency examiner at 252-940-6209 for questions regarding the Diploma Sender process and high school equivalency transcript information.

## Children on Campus

Children under age 16 are not allowed in classrooms, labs, shops or other instructional areas, without prior authorization from a college administrator (ie: vice president, dean or director). This procedure also applies to BCCC regional centers operated by the college. The exception is the Summer Enrichment Program for Kids.

## BCCC Online Services

All BCCC Continuing Education students are provided username/password login credentials for access to many important apps and services at the time of registration. BCCC provides each student with a Microsoft 365 license, providing access to many important desktop- and web-based apps and services. In addition to student e-mail and a gigabyte of cloud-based file storage, Microsoft 365 includes many web-based versions of popular Office desktop apps such as Word, Excel, PowerPoint, OneNote, Outlook, OneDrive, 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](http://www.beaufortccc.edu) and click on the 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](mailto: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](mailto:continuingeducation@beaufortccc.edu) or (252) 940-6375.

## Accessibility Services

BCCC is committed to diversity, inclusion and ensuring equal access in all campus programs, activities and events to qualified individuals with disabilities. To request a reasonable accommodation, contact Alex Shreve, Accessibility Coordinator, at (252) 940-6313 or visit [www.beaufortccc.edu/student-life/accessibility-services](http://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  
100 NC Hwy 32 North, Roper, NC 27970  
33460 US Highway 264, Engelhard, NC 27824

Phone 252-940-6375  
Phone 252-940-6245  
Phone 252-940-6231





**Division of Continuing Education**  
 5337 US Hwy 264 East Washington, NC, 27889  
 beaufortccc.edu  
**STUDENT REGISTRATION FORM**

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

**Please Print**

**Legal Last Name:** \_\_\_\_\_ **Legal First:** \_\_\_\_\_ **Middle:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**County of Residence:** \_\_\_\_\_ **Home Number:** \_\_\_\_\_

**Work Number:** \_\_\_\_\_ **Cell/Mobile Number:** \_\_\_\_\_ **Birth Date:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (used for reporting purposes only)

**Ethnicity:** Are you Hispanic or Latino?  Yes, Hispanic/Latino  No, Non Hispanic/Latino

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

**Sex:**  Female  Male

**Race:** For individuals who are Non-Hispanic/Latino: Select one or more of the following race categories:

American Indian/Alaska Native  Black or African American  White  Asian  Hawaiian/Pacific Islander

**Employment:**  R Retired  UN Unemployed (not seeking)  US Unemployed (seeking)

E1 Part-time, 1-10 hrs  E3 Part-time, 21-39 hrs

E2 Part-time, 11-20 hrs  E4 Full-time, 40/more hrs

**Education Level:**  High School Graduate or Highest grade completed: \_\_\_\_\_

AHS Diploma  Associate  Bachelors

One-Year Vocational  High School Equiv. Diploma  Masters or Higher

**Check All That Apply:**  HRD Student

Elementary/Secondary School Employee

Volunteer Fire, Volunteer Rescue \_\_\_\_\_ (agency)

DOC/Division of Adult Corrections \_\_\_\_\_ (agency)

Paid Law Enforcement, Paid Fire/EMS \_\_\_\_\_ (agency)

**Provider Level:**  EMR  EMT  AEMT  Paramedic

**Email Address:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Course Section #	Course Title	Date & Time	Fee

(This block for office use only)

By Phone  In Person  By Mail **Registration Taken By:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Registration Entered By:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Accessibility Services:** BCCC is committed to diversity, inclusion and ensuring equal access in all campus programs, activities and events to qualified individuals with disabilities. To request a reasonable accommodation, contact the Coordinator of Accessibility Services at (252) 940-6313 in room 923 of Building 9. An advance notice of 72 hours may be required for some accommodations.

**Family Educational Rights & Privacy Act (FERPA):** The FERPA (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program

of the U.S. Department of Education. For more information, please visit this link: <http://www.beaufortccc.edu/about/family-educational-rights-and-privacy-act>.

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

After the respective class begins, a 75 percent refund shall be made upon the written request of the student if the student officially withdraws from the class prior to or on the 10 percent point of the scheduled hours of the class. Only class fees can be refunded in this circumstance. BCCC local fees are non-refundable. Registration fees for self-supporting classes are non-refundable once the class begins. Where a student, having paid the required registration fee for a semester, passes away during that semester (prior to or on the last day of examinations of the college the student was attending), all registration fees for that semester may be refunded to the estate of the deceased.



SCHOLARSHIPS & FINANCIAL ASSISTANCE



**Which classes are free?** If you see this logo next to classes, they qualify for scholarships that we will cover the registration fee. Textbooks and uniforms may not be covered. Please contact a Continuing Education Registration & Records Office at 252-940-6375 or [continuingeducation@beaufortccc.edu](mailto:continuingeducation@beaufortccc.edu) for details.

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

FINANCIAL ASSISTANCE OPPORTUNITIES

**NCCCS Finish Line Grants for Continuing Education**

Helps students complete their training when facing unforeseen financial hardships. Awards up to \$1,000 each semester. Grants can be used for course materials, housing, medical needs, dependent care or other financial emergencies. Students must have completed at least 50% of the contact hours in an eligible credentialing program & be in good academic standing.

**GEER II Scholarship**

Provides up to either \$750 per course or the total cost of the course fee(s) if the fee(s) exceeds \$750. The scholarship program helps cover the cost of attendance for eligible, credential aligned programs. Students must be NC residents and enrolling in workforce course leading to a credential.

Other available aid for short-term training and high school equivalency (GED) students includes BCCC Foundation Scholarships, SECU Bridge to Career Scholarships, Golden Leaf Scholarships, Short-Term Workforce Development Scholarships, Beaufort Promise scholarships and a Continuing Education Scholarship supported by the Committee of 100. Our staff can help you figure out which is right for you. Please contact a Continuing Education Registration & Records Office at 252-940-6375 or [continuingeducation@beaufortccc.edu](mailto:continuingeducation@beaufortccc.edu) for details.



Beaufort County – 252-940-0900

Hyde County – 252-312-6859

Tyrrell County – 252-312-6859

Washington County – 252-312-6859

**Next Gen Youth Program**

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

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

**Adult/Dislocated Worker Program**

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

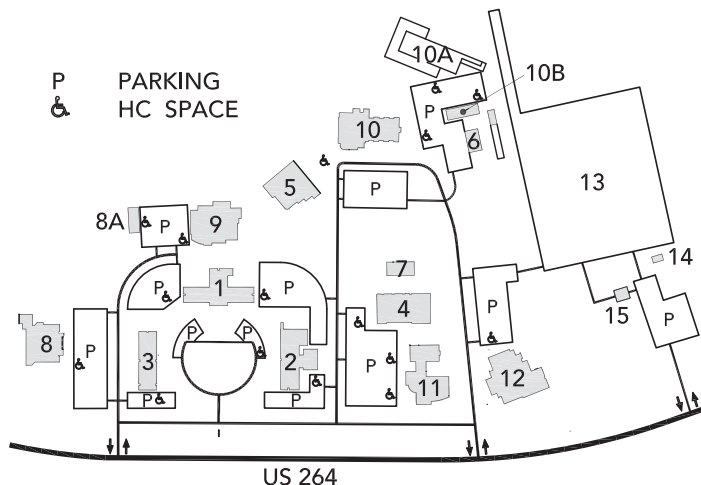
Call your local NCWorks Career Center for more information. Begin a path to success today! Your future begins now!

CAMPUS MAP



BEAUFORT COUNTY COMMUNITY COLLEGE

BLDG NO.	BUILDING NAME
1	A . Graham Elliott Administration Building
2	Delmar Keech Business & Technology Building
3	Arts & Sciences
4	Advanced Manufacturing
5	Library, Early College High School, & Bookstore
6	College Operations
7	Skilled Trades
8	Continuing Education
8A	Agribusiness
9	Student Services
10	Conference Center & Early College High School
10A	B.L.E.T. Firing Range
10B	Law Enforcement Training
11	Cosmetology & Social Sciences
12	Katie Paul Nursing & Allied Health Building
13	Public Services Driving Pad
14	Fire Tower
15	Public Services



## 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](http://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**

## DEFENSIVE DRIVING

### Defensive Driving-DDC-4

**Credential: DDC-4, NC Safety & Health Council**



We are proud of our 4-hour Defensive Driving class, and the District Attorney is too. Defensive Driving DDC-4 is helpful to those who have received traffic violations, and it satisfies the requirements for Vehicle Escort Certification. We have Saturday morning and Monday evening sections to meet your needs.

5:30 pm – 9:30 pm	Mon.	May 1	\$75	4 hrs	43649	B8 829
9:00am-1:00 pm	Sat.	May 20	\$75	4 hrs	43650	B8 829
5:30 pm – 9:30 pm	Mon.	June 12	\$75	4 hrs	43651	B8 829
9:00 am-1:00 pm	Sat.	June 24	\$75	4 hrs	43652	B8 829
9:00 am-1:00 pm	Sat.	Aug. 19	\$75	4 hrs	44872	B8 829



Look for this logo for scholarship-eligible classes. These courses are free or you may qualify to have the fee for this class covered.

**ENGLISH LANGUAGE ACQUISITION**

**English Language Acquisition (ESL)**

**S** This ELA class instructs adults who are limited in English proficiency or whose primary language is not English. The program is designed to help adults improve their English reading, writing, listening, and speaking skills in order to further education or enhance employment opportunities. Classes range from beginning to advanced levels. Instruction to enhance transitioning to high school equivalency. ELA students are provided opportunities to dual-enroll in college, career, or job training opportunities. Scholarships are available to cover registration fees.

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

**ELA Class Locations:**

**BCCC Campus**

**Beginners:**

6:00 pm - 9:00 pm

Mon. & Wed./ lunes y miércoles

Ongoing

Free/Gratis

B 8 827

6:00 pm - 9:00 pm

Tues. & Thurs./martes y jueves

Ongoing

Free/Gratis

B 8 827

**Hyde Davis Center**

Classes will resume in the fall.

Call 252-940-6231.

**Washington County Center**

Call 252-940-6245

**BCCC COVERS THE COST OF TRANSPORTATION VOUCHERS FOR GED TESTING AND TRANSPORTATION THROUGH BEAUFORT AREA TRANSIT SYSTEM (BATS).**

**CALL 252-940-6325 FOR A VOUCHER AND 252-946-5778 FOR A RIDE.**



**TRANSITIONS ENGLISH & MATH**

**Transitions English & Math**

**S** 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.

8:30 am – 12:00 am

Tues. & Thurs.

July 10 - Aug. 14

Free

44934

B8 816



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

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

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

# The Path to Achieving Your High School Equivalency

Register & attend orientation.

Enroll & attend a HSE or ELA class.

Schedule your exam at [ged.com](http://ged.com) or [hiset.ets.org](http://hiset.ets.org)

Choose a pathway: college, career or job training.

Scholarships are available for qualifying students to enroll in BCCC training programs.

Call 252-940-6325 to get started.



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

### **S** HSE Class Locations:

#### **BCCC Campus**

8:30 am - 12:30 pm	Mon.-Thurs.	Free	B 8816
8:30 am - 12:00 pm	Mon.-Thurs.	Free	B 8813
6:00 pm - 9:00 pm	Mon. & Wed.	Free	B 8816
5:00 pm - 8:00 pm	Tues. & Thurs.	Free	B 8813

#### **BCCC Campus Orientation (BY APPOINTMENT: call 252-940-6325 to schedule)**

9:00 am - 12:00 pm	Tues., Wed.	Free	B 8815
5:00 pm - 8:00 pm	Tues., Wed.	Free	B 8815

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

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

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



## High School Equivalency Exam Options

Pearson Vue GED	ETS HiSET
<ul style="list-style-type: none"> <li>• Computer-based test</li> <li>• Four subjects                             <ol style="list-style-type: none"> <li>1. Language Arts</li> <li>2. Science</li> <li>3. Social Studies</li> <li>4. Mathematics</li> </ol> </li> </ul> <p>Create an account at <a href="https://ged.com">https://ged.com</a>                      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!</p>	<ul style="list-style-type: none"> <li>• Paper-based test</li> <li>• Five subjects                             <ol style="list-style-type: none"> <li>1. Reading</li> <li>2. Writing</li> <li>3. Science</li> <li>4. Social Studies</li> <li>5. Mathematics</li> </ol> </li> </ul> <p>Create an account at <a href="https://hiset.ets.org">https://hiset.ets.org</a>                      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!</p>

Sign up online to test with either Pearson Vue's GED Test or ETS HiSET Test. Payments with a prepaid debit or VISA are completed online by the student. Financial Assistance is available for eligible students. Print and save your receipt for your records. Report to Testing Center in BCCC Bldg 8, Room 821/823 15 minutes prior to testing admission. Provide a governmental form of identification. Provide Parent/Guardian notarized petition if between 16-18 years of age. Available at <https://tinyurl.com/notarizedpetition>

## High School Equivalency Testing Dates

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


Pearson Vue GED	ETS HiSET
May 23 & 24 June 20 & 21 July 26 & 26	May 22

**DO YOU NEED YOUR HIGH SCHOOL EQUIVALENCY TRANSCRIPT? PLEASE VISIT [DIPLOMASENDER.COM](https://diplomasender.com) OR CONTACT OUR CHIEF HIGH SCHOOL EQUIVALENCY EXAMINER.**



### Digital Literacy


**Credential: Digital Literacy, Northstar**

 The College and Career Readiness Program offers digital literacy skills and training to improve digital inclusion in North Carolina. Digital literacy education will provide students with the functional digital literacy skills needed to seek, obtain and sustain employment. As a Northstar Digital Literacy provider, students will receive certificates and badges as they are prepared with the technical skills needed for post-secondary employment. Instruction will focus on: computer skills for basic operations and keyboarding, email and internet skills, Windows operating system, and technology-based job searches.


 12:00 p.m.-3:00 pm      Mon. - Thurs.      May 16 - June 29      Free      B8 816

### Digital Literacy II

**Credential: Digital Literacy, Northstar**

 The CCR program's advanced digital literacy course will build upon the learned digital literacy skills to equip adult learners with the skills to use computer-based applications they may encounter in the workplace and postsecondary education. Instruction will focus on: word processing, spreadsheets and spreadsheet software, multimedia presentations and software, and use of internet resources.

**Coming August 2023.**

 Look for this logo for scholarship-eligible classes. These courses are free or you may qualify to have the fee for this class covered.

## HUMAN RESOURCES DEVELOPMENT (HRD)

### Do you qualify for the HRD fee waiver?

A fee waiver is available if you meet one of our four criteria:

- Are unemployed or underemployed
- Have received notification of pending layoff
- Are working and are eligible for the federal earned income tax credit (EIC)
- Are working and earning wages at or below 200% of the federal poverty guidelines

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

### ACT WorkKeys Assessments & National Career Readiness Certification (NCRC)

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

Testing is available to all individuals seeking to earn their National Career Readiness Certification (NCRC) or to complete one of the other ACT WorkKeys assessments listed below. It is strongly recommended that students attend the BCCC Employment Learning Lab to access an online practice assessment and the associated learning modules prior to sitting for the NCRC exam. Students should plan to arrive 15 minutes prior to the scheduled testing time, as no late arrivals will be allowed in the testing room per ACT Testing Guidelines. Please bring photo identification; cell phones and other personal items are not allowed in the testing room. Calculators, formula sheets, and scratch paper will be provided. A scholarship for Career Readiness Certificate (NCRC) testing sponsored by the Beaufort County Committee of 100 and the BCCC Foundation is available for qualifying students. Please contact the Continuing Education Scholarships & Sponsorships Specialist at 252-940-6295. If paying for your assessments with cash, please bring exact change. **To reserve your testing slot, come to the BCCC Employment Learning Lab to fill out scholarship paperwork. Paperwork must be completed prior to reserving your testing time.**

**Assessment Pricing is as follows:**

NCRC: \$39  
 Applied Math | Graphic Literacy | Workplace Documents: \$13  
 Applied Technology: \$15  
 Talent Assessment | Fit Assessment: \$16  
 Workplace Observation | Business Writing: \$22  
 Mon. & Wed. 5:00 pm - 8:00 pm | Testing: May 15 - Aug. 9  
 Sat. 10:00 am - 1:00 pm | Testing: May 20 - June 8

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



**Bronze** – scores at least a level 3 in each of the three core areas and has the necessary foundational skills for 35 percent of the jobs in the WorkKeys database.



**Silver** – scores at least a level 4 in each of the three core areas and has the necessary foundational skills for 65 percent of the jobs in the WorkKeys database.



**Gold** – scores at least a level 5 in each of the three core areas and has the necessary foundational skills for 90 percent of the jobs in the WorkKeys database.



**Platinum** – scores at least a level 6 in each of the three core areas and has the necessary foundational skills for 99 percent of the jobs in the WorkKeys database.

### Request for WorkKeys CRC Test Scores

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

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

This is a specialized lab is designed to assist individuals with NCRC prep and employability skills, including working with students on resumes, interview prep, and posting applications on our College Central Network site (CollegeCentral.com/beaufortccc). ACT Essential Skills curriculum is also available, covering topics such as Working in Teams, Interpersonal and Business Communication, Work Discipline, Customer Service, Problem Solving and Critical Thinking, and Financial Awareness. Students may register or join this class at any time, as it is an open enrollment lab. Fee Waivers are available for qualifying individuals.



3:30 pm – 4:30 pm	Mon & Wed.	May 15- Aug. 9	\$75	B8 823
10:00 am- 1:00 pm	Sat.	Sept. 23 - May 8	\$75	B8 823

**Saturday session is by appointment only.**

### ACT WORKKEYS PROFILING FOR EMPLOYERS!

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

The ACT WorkKeys job profiling service offers a concrete way for businesses to analyze the skills needed for specific jobs and to describe those needs to job applicants. By comparing job profile information with individuals' scores on the WorkKeys assessments, businesses have a tool for making reliable decisions about hiring, training and program development. With ACT WorkKeys Profiling:

Employers can identify skills and skill levels current and prospective employees need in order to be successful on the job.

Individuals can compare their skill levels to those needed for jobs.

Trainers and trainees can make appropriate decisions about jobs, identify strengths, and set training goals.


A job profile can provide streamlined training, reduced turnover, tool for use in hiring and promotion practice, better return on your investment, and an opportunity to grow your business. If you are interested in WorkKeys job profiling at your business, contact the Coordinator of HRD & Workforce Initiatives at 252-940-6307.

Look for this logo for scholarship-eligible classes. These courses are free or you may qualify to have the fee for this class covered.



### Advanced Manufacturing Institute

**Credential: OSHA 10, Occupational Health & Safety Administration**


 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/measurement, industrial blueprint reading and Working Smart training modules (includes training is self-awareness, self-management, work ethic, communication and problem-solving skills.) At the end of the course there will be a meet and greet with local manufacturing companies.

**Prerequisite:** Career Readiness Certificate of bronze or higher. See p. 10 for information about the Career Readiness Certificate prep and testing labs.

5:30 - 9:30 pm	Mon. & Wed.	June 5-26	\$193.25	54hrs.	44642	B8/828
8:00 am - 5:00 pm	Sat.					

### OSHA 10

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

 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.


### 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 Dr. Justin Rose; Director of Industry Training at (252) 940-6262.

## HVAC

### HVAC: Heating, Ventilating, and Air Conditioning Level 1

**Credential: Electrical Theory and Application for HVACR; ESCO Institute**


 This course presents the introductory knowledge and skills needed to maintain and troubleshoot complex heating, air conditioning, and refrigeration systems. The HVAC Level 1 curriculum focuses on Introduction to HVAC, Trade Mathematics, Basic Electricity, Introduction to Heating, Introduction to Cooling, Introduction to Air Distribution Systems, Basic Copper and Plastic Piping Practices, Soldering and Brazing, and Basic Carbon Steel Piping Practices.


The textbook is *Refrigeration and Air Conditioning Technology (9th)* (ISBN: 9780357122273) and is available in the BCCC bookstore. Students will have the opportunity at the end of class to sit for the ESCO Electrical Theory exam. Students who choose to test will pay a \$25.00 test fee separate from their registration fee at the time of testing. Test fees are subject to change per ESCO Institute. Optional textbook (for credential exam), *Electrical Theory and Application for HVACR (ESCO)* available at the BCCC bookstore.

6:00 pm – 9:00 pm	Mon. & Tues.	Aug. 7- Nov. 30	\$186.25	96 hrs.	44684	B 8A
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### HVAC: Heating, Ventilating, and Air Conditioning Level 2

**Credential: EPA Section 608, ESCO Institute**


 This course will continue building upon the skills learned while taking the HVAC Level 1 class. This course will focus on alternating current, compressors, refrigerants and oils, leak detection evacuation recovery and charging, metering devices, heat pumps, basic maintenance, chimneys vents and flues, sheet metal duct systems, fiberglass and fabric duct systems, and commercial airside systems.

 The textbook is *Refrigeration and Air Conditioning Technology (9th)* (ISBN: 9780357122273) and is available in the BCCC bookstore. Students will have the opportunity at the end of class to sit for the EPA Section 608 exam. Students who choose to test will pay a \$25.00 test fee separate from their registration fee at the time of testing.

6:00 pm – 9:00 pm	Mon. & Tues.	Aug. 7-Nov. 27	\$186.25	96 hrs.	44685	B 8A
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### HVAC: Heating, Ventilating, and Air Conditioning Level 3

**Credential: Heat Pumps: Operation, Installation, and Service; ESCO Institute**

 This course will continue building upon the skills learned while taking the HVAC Level 2 class. This course will focus on fasteners, hardware and wiring terminations; troubleshooting control circuits and motors, cooling, heat pumps, gas heating, oil heating, and accessories; zoning, ductless, and variable refrigerant flow systems, commercial hydronic systems, steam systems, retail refrigeration systems, and customer relations.

The textbook is *Refrigeration and Air Conditioning Technology (9th)* (ISBN: 9780357122273) and is available in the BCCC bookstore. Optional textbook (for credential exam), *Heat Pumps: Operation, Installation, and Service (ESCO)* available at the BCCC bookstore. Students will have the opportunity at the end of class to sit for the ESCO Heat Pump exam. Students who choose to test will pay a \$25.00 test fee separate from their registration fee at the time of testing.

6:00 pm – 9:00 pm	Tues. & Thur.	Aug. 1- Nov. 16	\$186.25	96 hrs.	44686	B 8A/B 8 824
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### HVAC Electrical Troubleshooting

This course will include how to read wiring diagrams, sequence of operations, electrical components, and electrical troubleshooting for a variety of HVAC systems. Register & pay online.

8:00 am - 5:00 pm	Sat.	Oct. 21	\$76.25	8 hrs.	44690	B 8A
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## CUSTOMIZED TRAINING/APPRENTICESHIPS

### Apprenticeships

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

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

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

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

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

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

### Customized Training Programs

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

You may qualify if your business is:

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

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



Look for this logo for scholarship-eligible classes. These courses are free or you may qualify to have the fee for this class covered.

Parallel classes are curriculum program classes, meaning they are usually offered as part of an associate degree program. These classes are offered free of tuition & fees as a way to explore the program before applying for admission to the full degree program. Students who later decide to apply for admission will be offered credit for prior learning toward their degree.

### Principles of Financial Accounting (ACC-120)

This fully online course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. The textbook is Cengage's MinTap for Corporate Financial Accounting (ISBN: 978-0-357-70000-6) and is available in the BCCC Bookstore.

Online	Online	May 16 – July 12	\$185	80 hrs.	44716	Online
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### Agricultural Marketing (AGR-214)

This fully online course covers basic marketing principles for agricultural products. Topics include buying, selling, processing, standardizing, grading, storing, and marketing of agricultural commodities. Upon completion, students should be able to construct a marketing plan for an agricultural product. The textbook is Sell What You Sow (ISBN: 978-0-963-28140-1) and is available in the BCCC Bookstore.

Online	Online	May 16 – July 12	\$130	48 hrs.	44717	Online
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### Agronomy (AGR-261)

This course provides a basic introduction to field and forage crops. Topics include forage crops, field crops, seed selection, fertility management, field preparation, harvesting, and storage. Upon completion, students should be able to demonstrate a knowledge of forage and field crop production practices. The textbook is Introductory to Agronomy (ISBN: 978-1-111-31233-6) and is available in the BCCC Bookstore.

10:00 am – 12:00 pm	Mon. – Thurs.	May 16 – July 12	\$185	128 hrs.	44718	B8A 100
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### Hull and Deck Construction

This course provides hands-on instruction on how to build custom hulls and decks. Emphasis is placed on acquiring the skills necessary to build composite fiberglass hulls, plugs, molds, and cold molded wooden vessels. Upon completion, students should be able to construct a hull or deck to boat industry standards.

8:00 am - 12:00 pm	Mon. & Tue.	May 16 – July 11	\$185	128 hrs.	44722	BC Skills Center
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### Web, Programming, and Database Foundation (CTI-110)

This fully online course covers the introduction of the tools and resources available to students in programming, mark-up language and services on the Internet. Topics include standard mark-up language Internet services, creating web pages, using search engines, file transfer programs; and database design and creation with DBMS products. Upon completion students should be able to demonstrate knowledge of programming tools, deploy a web-site with mark-up tools, and create a simple database table. The textbook is Parson's New Perspectives on Computer Concepts 2018, Comprehensive (ISBN: 978-0-357-70000-6) and is available in the BCCC Bookstore.

Online	Online	May 16 – July 12	\$130	48 hrs.	44723	Online
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### CNC Turning: Operator (MAC-178)

This fully online course introduces the operation of a qualified computer numerical controlled (CNC) program on a CNC controlled lathe. Topics include blueprints, tool offsets, speed and feed adjustment, G and M codes, program execution, cutting tools, holding devices and parts inspection. Upon completion, students should be able to safely demonstrate the operation of a CNC lathe. The textbook is CNC Programmer's Guide (ISBN: 978-1-63776-702-3) and is available in the BCCC Bookstore.

Online	Online	May 16 – July 12	\$130	32 hrs.	44724	Online
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### CNC Milling: Operator (MAC-179)

This course introduces the operation of a qualified computer numerical controlled (CNC) program on a CNC controlled milling machine. Topics include blueprints, tool offsets, speed and feed adjustment, G and M codes, program execution, cutting tools, holding devices and parts inspection. Upon completion, students should be able to safely demonstrate the safe operation of a CNC milling machine. The textbook is CNC Programmer's Guide (ISBN: 978-1-63776-702-3) and is available in the BCCC Bookstore.

Online	Online	May 16 – July 12	\$130	32 hrs.	44725	Online
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### CNC Machining Processes (MEC-128)

This course covers programming, setup, and operations of CNC turning, milling, and other CNC machines. Topics include programming formats, control functions, program editing, and part production and inspection. Upon completion, students should be able to manufacture simple parts using CNC machines. The textbook is CNC Programmer's Guide (ISBN: 978-1-63776-702-3) and is available in the BCCC Bookstore.

1:00 pm – 3:00 pm	Mon. – Thurs.	May 16 – July 12	\$185	128 hrs.	44726	B4 104
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### Introduction to Transport Tech (TRN-110)

This course covers workplace safety, hazardous materials, environmental regulations, hand tools, service information, basic concepts, vehicle systems, and common transportation industry terminology. Topics include familiarization with major vehicle systems, proper use of various hand and power tools, material safety data sheets, and personal protective equipment. Upon completion, students should be able to demonstrate appropriate safety procedures, identify and use basic shop tools, and describe government regulations regarding transportation repair facilities. Class includes a 1 hour lunch break. The textbook is Automotive Technology: Principles, Diagnosis, and Service (ISBN: 978-0-136-47814-0) and is available in the BCCC Bookstore.

8:00 am – 3:00 pm	Wed.	May 18 – July 12	\$186.25	80 hrs.	44727	B2 108
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### 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/](http://www.ed2go.com/beaufortccc/) to see a full list of classes and prices, and get started today!

#### How to Get Started:

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

### INFORMATION TECHNOLOGY & COMPUTER APPS

#### Introduction to Networking (Ed2Go)

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

#### Computer Skills for the Workplace (Ed2Go)

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

#### Introduction to PC Security (Ed2Go)

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

#### Introduction to Microsoft Excel 2019/Office 365 (Ed2Go)

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

#### Introduction to Microsoft Word 2019/Office 365 (Ed2Go)

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

#### Microsoft Excel – Pivot Tables (Ed2Go)

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

#### Introduction to QuickBooks Online (Ed2Go)

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

### LANGUAGES

#### Speed Spanish (Ed2Go)

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

#### Spanish for Law Enforcement (Ed2Go)

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

#### Instant Italian (Ed2Go)

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

#### Conversational Japanese (Ed2Go)

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

#### Discover Sign Language (Ed2Go)

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

#### Beginning Conversational French (Ed2Go)

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

### Become a Veterinary Assistant (Ed2Go)

Learn what a veterinary assistant does in the veterinary office or hospital setting. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

### Become a Physical Therapy Aide (Ed2Go)

Prepare for a rewarding career as a valued member of the physical therapy team. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

### Become an Optical Assistant (Ed2Go)

Learn what it takes to become an optical assistant and discover why it's one of today's most popular and fascinating career opportunities. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

### Explore a Career in Medical Writing (Ed2Go)

Take your first step towards a lucrative and rewarding career as a medical writer. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

### Explore a Career as an Administrative Medical Assistant (Ed2Go)

Learn what it takes to have a successful career as an administrative medical assistant. This course explores the job of an administrative medical assistant (AMA) in a doctor's office – from appointment scheduling and chart creation to medical billing and coding – to give you an inside-view of the job.

[Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

### HIPAA Compliance (Ed2Go)

Learn how to comply with the duties, rights, and responsibilities of HIPAA, ARRA & HITECH. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

## TEACHER PROFESSIONAL DEVELOPMENT

### Creating the Inclusive Classroom: Strategies for Success (Ed2Go)

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

### Solving Classroom Discipline Problems (Ed2Go)

Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

### Microsoft PowerPoint 2013 in the Classroom (Ed2Go)

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

### Singapore Math Strategies: Model Drawing for Grades 1-6 (Ed2Go)

In this professional development course for teachers, you'll get the training you need to start teaching model drawing, the powerful Singapore Math strategy that gives word problems a visual context. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

### Merrill Ream Speed Reading (Ed2Go)

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

### Response to Intervention: Reading Strategies That Work (Ed2Go)

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

### Spanish in the Classroom (Ed2Go)

Learn essential Spanish for Teachers so that you can bridge the communication gap with your Spanish-speaking students and parents! By the end of this course, you will be well on your way to becoming a Spanish speaker and effectively communicating with the Spanish-speakers all around you.

[Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

### 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. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

### Teaching Students With ADHD

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

[Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

### Teaching Students with Autism: Strategies for Success

Help your students with high-functioning autism and Asperger's Syndrome unlock their potential in the classroom.

[Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

## CRAFTS

### Introduction to Interior Design (Ed2Go)

Explore a career in interior design as you learn how to transform any room into a beautiful and functional space. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

### Secrets of Better Photography (Ed2Go)

Learn how to take better pictures by understanding your camera and how to use it in a variety of situations. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

### Introduction to Digital Scrapbooking (Ed2Go)

Learn how to make the most of your scrapbooking talents and artistic ideas when you combine digital and traditional scrapbooking techniques. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

### Mastering Digital Photography: Photographing People (Ed2Go)

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

### Drawing for the Absolute Beginner (Ed2Go)

Gain a solid foundation in the basics of drawing to become the artist you've always wanted to be. This course will help you become familiar with paper type, drawing styles, techniques, and basic principles of perspective, layout and design.

[Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

Train for a new career, promotion, or industry certification in today's most in-demand fields. Our Advanced Career Training Programs are designed by a team of professionals from each respective field, who work to provide the student with effective web-based learning experiences. Contact Dr. Justin Rose at [justin.rose@beaufortccc.edu](mailto:justin.rose@beaufortccc.edu) to register.

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

### Certified Administrative Professional



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

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

### Certified Six Sigma Green Belt



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

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

[Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

### Information Security Training



**Credential: Certified Information Systems Security Professional (CISSP), International Information, System Security Certification Consortium (ISC)2, Certified Information Systems Auditor (CISA), Information Systems Audit and Control**

**Association (ISACA)**

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

[Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

### Cisco CCNA Certification Training



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

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

[Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

### Certified Information Security Manager (CISM)



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

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

[Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

### Process Technician

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

[Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

### Chemical Plant Operations

Prepare for an entry-level position in a chemical plant with this online Chemical Plant Operations course.

[Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

### Robotics Technician

This Robotics Technician course provides an intensive overview of the skills needed in the robotics industry.

[Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

### Maintenance Technician

This Maintenance Technician training course allows you to identify the required knowledge and skills that provide a pathway to upskill and validated worker competencies.

[Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

### Tool and Die Maker

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

[Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

### Die Setter

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

[Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

### Quality Inspector

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

[Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

### Activity Director

This course is designed to give you the training and insight into working with the activity programs in nursing homes.

[Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

### Certified Paralegal



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

Train for a career as a paralegal. Learn how to fulfill the standard duties associated with this vital role. After completion, you will be prepared to sit for and pass the Certified Paralegal (CP) exam. Students will receive a voucher for the CP exam.

[Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

### Food & Customer Service Skills Training

This online Food and Customer Service Skills Training course will prepare you for a career in food services, restaurants, and the hospitality industry. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

### Freight Broker/Agent Training

This online course will prepare you to enter the freight/logistics industry and start your own freight broker business or become a freight agent. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)



## Restaurant Management

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

Visit [www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

## Patient Care Technician



**Credential: Certified Patient Care Technician Level 1; American Education Certification Association (AECA)**

Prepare for the Certified Patient Care Technician Level I exam, an industry-recognized credential for patient care technicians, offered by the American Education Certification Association (AECA). Students will receive a voucher for the Certified Patient Care Technician Level 1 exam.

Visit [www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

## Professional Recovery Coach

Learn the dynamics of a strengths-based system for changing addictive behavior through a process of reconnecting to one's joyful identity and working toward helping others overcome and break the cycle of addiction.

Visit [www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

## Certified Professional Medical Auditor



**Credential: AAPC Certified Professional Medical Auditor (CPMA®), American Academy of Professional Coders (AAPC)**

This online training course covers medical record standards and documentation guidelines allowing them to confidentially communicate with providers. This course arms the certified medical auditor with information to assist with improvements in the practice's documentation compliance. Students will receive a voucher for the CPMA® certification exam.

Visit [www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

## Certified Medical Administrative Assistant with Medical Billing and Coding



**Credential: Certified Medical Administrative Assistant (CMAA), National Healthcareer Association (NHA)**

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

## Veterinary Assistant with Horse Care Management

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

Visit [www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

## Veterinary Office Manager

Gain valuable knowledge to start a career on the non-clinical side of the veterinary clinic and prepare for advancing into office management. Visit [www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

## Fundamentals of Supervision and Management (Ed2Go)

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts. Visit [www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

## Leadership (Ed2Go)

Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life. Visit [www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

## Building Teams That Work

What are the secrets to managing successful teams in the workplace? Explore communication techniques and problem-solving skills that will help you get your team on track in no time. Visit [www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

## Managing Remote Teams

This course is your secret weapon to becoming a star manager leading a superstar team in this different, remote, and socially distanced world. Visit [www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

## Mastering Public Speaking (Ed2Go)

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

## Keys to Effective Communication (Ed2Go)

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

## Achieving Success with Difficult People (Ed2Go)

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

## Customer Service Fundamentals (Ed2Go)

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

## MOTORCYCLE SAFETY

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

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

8:00 am – 5:30 pm	Sat. & Sun.	May 20 & 21	\$165	20 hrs.	43661	B15-101 & Driving Pad
8:00 am – 5:30 pm	Sat. & Sun.	June 10 & 11	\$165	20 hrs.	43662	B15-101 & Driving Pad
8:00 am – 5:30 pm	Sat. & Sun.	Sept. 9 & 10	\$165	20 hrs.	44930	B15-101 & Driving Pad

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

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

8:00 am – 5:30 pm	Sat. & Sun.	May 6 & 7	\$99 (w/ support)	20 hrs.	43656	B10B-101 & Driving Pad
8:00 am – 5:30 pm	Sat. & Sun.	Aug. 26 & 27	\$99 (w/ support)	20 hrs.	43658	B10B-101 & Driving Pad

We are grateful to Big Rock Powersports and Twin County Marine for loaning us 4 Can-Am Spyders to use for these classes.



Greenville  
252-353-4959  
New Bern  
252-638-7026



Rocky Mount  
252-977-2191

## 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. Textbooks will be handed out at the class and will not be sold in the BCCC Bookstore. [Register & pay online.](#)

8:00 am - 5:00 pm	Sat.	June 3	\$77.25	8 hrs.	44682	B11 15
5:00 pm - 9:00 pm	Tues. & Thur.	July 25-27	\$77.25	8 hrs.	44683	B11 15



Look for this logo for scholarship-eligible classes. These courses are free or you may qualify to have the fee for this class covered.

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

**Credential: Commercial Driver's License, NC DMV**  
 The Entry Level Driver Training (ELDT) Truck Driver Training program will train students to drive a Class - A combination vehicle and prepare students for their pre-trip inspection, off road skills test and the road-driving test, which are all components of the NCDMV Commercial Driver License (CDL) exam. Funding assistance may be available.

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

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

8:00 am-6:00 pm	Sat. & Sun.	June 18-Oct. 14	\$241.25	384 hrs.	44692	B 11/15
8:00 am-6:00 pm	Sat. & Sun.	Aug. 20-Dec. 16	\$241.25	384 hrs.	44693	B 11/15
Online, on-demand the rest of the week						

### Hazmat

**Credential: CDL HAZMAT Endorsement; NC DMV**

Hazardous materials (H) endorsement applicants must complete the Hazardous materials curriculum, which apply to driver-trainees who intend to operate CMVs used in the transportation of hazardous materials (HM) as defined in § 383.5. Driver-trainees seeking an H endorsement, as defined in § 383.93(c)(4), must complete this curriculum in order to take the State-administered knowledge test for the H endorsement. The textbook is J.J. Keller's Hazmat Endorsement: Entry-Level Driver Training (Student Manual) (ISBN: 978-1-68008-937-0) and is available in the BCCC Bookstore.

Online		June 12 - July 8	\$75	24 hrs.	43470	Online
Online		Sept. 3-Sept. 30	\$75	24 hrs.	44695	Online
Online		Nov. 5-Dec. 2	\$75	24 hrs.	44696	Online

### North Carolina Vehicle Escort Certification and Recertification

**Credential: Escort Vehicle Certification, NC Division of Motor Vehicles**

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

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

**Corequisite:** NSC Defensive Driving Course. See p. 6 of this course schedule for DDC-4 course offerings.

8:00 am-5:00 pm	Fri.	May 5	\$75	8 hrs.	43475	B 8 826
8:00 am-5:00 pm	Fri.	July 21	\$75	8 hrs.	44702	B 8 829



### AUTO BUSINESS

#### Auto Dealer Pre-License

**Credential: Auto Dealer License; NC Division of Motor Vehicles**

The course satisfies the initial continuing education requirement for non-franchised auto dealers to obtain their dealer's license. [Register & pay online.](#) **This class will be offered via Zoom.**

9:00 am - 1:00 pm	Mon.-Wed.	June 12-14	\$75	12 hrs.	44757	Zoom
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#### Auto Dealer License Renewal

**Credential: Auto Dealer License; NC Division of Motor Vehicles**

The annual renewal course satisfies the continuing education requirement for non-franchised auto dealers to retain their dealer's license. [Register & pay online.](#) **This class will be offered via Zoom.**

9:00 am - 12:00 pm	Thur.-Fri.	June 15-16	\$75	6 hrs.	44758	Zoom
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**With the exception of the Pre-License class, students will need to ensure that they have their valid Real Estate Broker number at the first date of class.**

**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. A copy of the student manual will be provided at the beginning of class. [Register & pay online.](#)

1:00 pm – 5:00 pm	Thurs.	May 4	\$55	4 hrs.	43610	B8 822
1:00 pm – 5:00 pm	Thurs.	June 8	\$55	4 hrs.	43611	B8 829

**Real Estate – Broker-in-Charge Update**

This four-hour mandatory course satisfies the continuing education requirements required by the NC Real Estate Commission. The Broker in Charge update course is developed by the NC Real Estate commission each year. A copy of the student manual will be provided at the beginning of class. [Register & pay online.](#)

1:00 pm – 5:00 pm	Thurs.	June 8	\$55	4 hrs.	43607	B8 822
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**Post-Real Estate 301: Broker Relationships and Responsibilities**

One of the three mandatory post-licensing courses that are required to be completed by newly licensed NC provisional brokers within 18 months after licensure. Gain professional skills in sales contract preparation, common procedures, license status, and education issues. Bring your North Carolina Real Estate Manual, 2017 Edition (Blue book). The book is available in the BCCC bookstore. [Register & pay online.](#)

5:30 – 8:30 pm	Mon., Tues. & Thurs.	May 8 – May 30	\$130	30 hrs.	43602	B8 829
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**Post-Real Estate 303: NC Law, Rules, and Legal Concepts**

One of the three mandatory post-licensing courses that are required to be completed by newly licensed NC provisional brokers within 18 months after licensure. Gain professional skills in brokerage compensation issues, disciplinary processes, specialized real estate, property management, and additional NC laws and legal concepts. Bring your North Carolina Real Estate Manual, 2017 Edition (Blue book). The book is available in the BCCC bookstore. [Register & pay online.](#)

5:30 – 8:30 pm	Mon., Tues. & Thurs	June 12 – July 6	\$130	30 hrs.	43604	B8 829
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**Real Estate: Property Management and Managing Risks Elective**

This elective provides an up-to-date introduction to property management and how to comply with NC regulations and avoid liability. This course will satisfy the 4-hours of continuing education required by the NC Real Estate Commission. The book is available in the BCCC bookstore. [Register & pay online.](#)

1:00 – 5:00 pm	Wed.	June 7	\$55	4 hrs.	43613	B8 829
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**Real Estate: Real Estate Finance Elective**

This elective provides an update on real estate reporting requirements including collateralized mortgage obligations, flood insurance, and more. This elective will satisfy the 4-hours of continuing education required by the NC Real Estate Commission. The book is available in the BCCC bookstore. [Register & pay online.](#)

1:00 – 5:00 pm	Tues.	June 6	\$55	4 hrs.	43615	B8 829
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**Real Estate: Fair Housing Elective**

This elective provides an up-to-date look at the Federal Fair Housing Act and what is considered prohibited conduct and offers practical applications to keep you in compliance. This elective will satisfy the 4-hours of continuing education required by the NC Real Estate Commission. The book is available in the BCCC bookstore. [Register & pay online.](#)


1:00 – 5:00 pm	Tues.	May 9	\$55	4hrs.	43617	B8 822
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**Real Estate: Everyday Ethics in Real Estate Elective**

This elective provides up-to-date information on the Code of Ethics and Standards of Practice of the National Association of REALTORS® (NAR). This elective will satisfy the 4-hours of continuing education required by the NC Real Estate Commission. The book is available in the BCCC bookstore. [Register & pay online.](#)

1:00 – 5:00 pm	Sat.	May 20	\$55	4hrs.	43618	B8 829
1:00 – 5:00 pm	Thurs.	June 1	\$55	4hrs.	43619	B8 829




 Look for this logo for scholarship-eligible classes. These courses are free or you may qualify to have the fee for this class covered.

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

### Property Agent Pre-Licensing


**Credential: NC State Property Insurance Agents, NC Department of Insurance**

 This course is designed to prepare you for the N.C. State Property Insurance Agents Examination. There is a 20-hour study requirement by DOI that will be met with the video, quizzes and study recommendations on the video. This program is available 24-hours a day, seven days a week.

Start any time	60 days	Asynchronous	\$200 (Includes nonrefundable materials fee)	20 hrs.	Online
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### Casualty Agent Pre-Licensing


**Credential: NC State Casualty Insurance Agents, NC Department of Insurance**

 This course is designed to prepare you for the N.C. State Casualty Insurance Agents Examination. There is a 20-hour study requirement by DOI that will be met with the video, quizzes and study recommendations on the video. This program is available 24-hours a day, seven days a week.

Start any time	60 days	Asynchronous	\$200 (Includes nonrefundable materials fee)	20 hrs.	Online
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### Property & Casualty Pre-Licensing


**Credential: NC State Property & Casualty Insurance Agents, NC Department of Insurance**

 This course is designed to prepare you for the N.C. State Property & Casualty Insurance Agents Examination. There is a 40-hour study requirement by DOI, 20 hours for Property and 20 hours for Casualty. The study requirements will be met with the video, quizzes and study recommendations on the video. This program is available 24-hours a day, seven days a week.

Start any time	60 days	Asynchronous	\$320 (Includes nonrefundable materials fee)	40 hrs.	Online
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### Property & Casualty Adjusters Pre-Licensing


**Credential: NC State Property and Casualty Adjusters, NC Department of Insurance**

 This course is designed to prepare you for the N.C. State Property and Casualty Adjusters Examination. There is not a pre-licensing study requirement by DOI; however, students studying this adjuster specific course will increase the probability of passing the state exam. The course includes a video, quizzes and study recommendations on the video. This program is available 24-hours a day, seven days a week.

Start any time	60 days	Asynchronous	\$320 (Includes nonrefundable materials fee)	40 hrs.	Online
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### N.C. Life Pre-Licensing


**Credential: NC State Life Insurance Agents, NC Department of Insurance**

 This course is designed to prepare you for the N.C. State Life Insurance Agents Examination. There is a 20-hour study requirement by DOI that will be met with the video, quizzes and study recommendations on the video. This program is available 24-hours a day, seven days a week.

Start any time	60 days	Asynchronous	\$200 (Includes nonrefundable materials fee)	20 hrs.	Online
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### N.C. Health Pre-Licensing


**Credential: NC State Health Insurance Agents, NC Department of Insurance**

 This course is designed to prepare you for the N.C. State Health Insurance Agents Examination. There is a 20-hour study requirement by DOI that will be met with the video, quizzes and study recommendations on the video. This program is available 24-hours a day, seven days a week.

Start any time	60 days	Asynchronous	\$200 (Includes nonrefundable materials fee)	20 hrs.	Online
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### N.C. Life & Health Pre-Licensing


**Credential: NC State Life & Health Insurance Agents, NC Department of Insurance**

 This course is designed to prepare you for the N.C. State Life & Health Insurance Agents Examination. There is a 40-hour study requirement by DOI, 20 hours for Life and 20 hours for Health. The study requirement will be met with the video, quizzes and study recommendations on the video. This program is available 24-hours a day, seven days a week.

Start any time	60 days	Asynchronous	\$320 (Includes nonrefundable materials fee)	40 hrs.	Online
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### Personal Lines Pre-Licensing

**Credential: NC State Personal Lines Insurance Agents, NC Department of Insurance**

 This course is designed to prepare you for the N.C. State Personal Lines Insurance Agents Examination. The minimum recommended study time is 40-hours. The difference between the Property and Casualty and this course is the Commercial section. Personal Lines does not include the Commercial section on the state exam. The study requirements will be met with the video, quizzes, and study recommendations on the video. This program is available 24-hours a day, seven days a week.

Start any time	60 days	Asynchronous	\$320 (Includes nonrefundable materials fee)	40 hrs.	Online
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**SMALL BUSINESS CENTER**


The mission of the Small Business Center Network (SBCN) is to increase the success rate and the number of viable small businesses in North Carolina by providing high quality, readily accessible assistance to prospective and existing small business owners, which will lead to job creation and retention. Contact the 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](http://www.beaufortccc.edu/sbc)**


To learn more or register for Small Business Center classes, scan our QR Code: Register online at [www.beaufortccc.edu/sbc](http://www.beaufortccc.edu/sbc)



**Small Business Center Core Curriculum**


 Students who complete all five classes will receive a certificate of completion. Other classes will be offered during Fall 2023.

**Recordkeeping and Taxes for Small Business**

 This seminar will help you understand the basic financial aspects of your small business. This includes bookkeeping, financial statements, tax responsibilities, profit & loss, borrowing money, deductible expenses, and more. Register Online.


6:00 pm-8:30 pm	Thurs.	May 18	Free	2 hrs.	B8, 828/Online
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**Bookkeeping with QuickBooks for Small Business**

 QuickBooks is the industry leading bookkeeping software. This class teaches you how to not only use QuickBooks, but maximize it in your small business! Explore and understand all the key features of QuickBooks Online. Accurate books sets your business up for success and helps you feel less stress!


6:00 pm - 8:00 pm	Tues.	May 16	Free	2 hrs.	B8, 828/Online
10:00 am – 12:00 pm	Thurs.	May 25	Free	2 hrs.	B8, 828/Online

**Do It Yourself Professional Quality Product Photography Using Your Own Smartphone!**

 When it comes to selling products online or generating interest on social media or your website, presentation matters! The easiest way to improve your product presentation, while at the same time building your brand and image is great product photography! Learn how to do this FOR FREE, using your own smartphone! Be sure to bring your smartphone, this is a hands-on workshop!


6:00 pm – 8:00 pm	Tues.	May 30	Free	2 hrs.	B8, 828
6:00 pm-8:00 pm	Thurs.	June 15	Free	2 hrs.	Belhaven Chamber

**The Small Business Environment in Washington, NC, Featuring Catherine Glover.**

 Whether you're considering starting a business in Washington, or just growing your current business, this class is for you! Understanding where Washington has been, and where it's going can play an important role in your business decisions. See what Washington needs and how this can be a big opportunity for you! Presented by the Executive Director of The Washington-Beaufort County Chamber. Get a free IBISWORLD Industry Report for attending! In-person only.


5:30 pm – 7:30 pm	Tues.	May 23	Free	2 hrs.	Washington Chamber
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**Promote Your Brand: How to Create Your Own Promotional Materials!**

 Canva is a powerful graphic design platform, used to create graphics that can help you to promote your business, non-profit, or brand! Learn how to use Canva, along with Vistaprint to create promotional materials, including t-shirts, Pens, pads, hats, and much more! Canva offers both FREE and paid accounts, learn the difference.

10:00 am – 12:00 pm	Wed.	May 17	Free	2 hrs.	B8, 828
10:00 am – 12:00 pm	Wed.	May 24	Free	2 hrs.	Online

**Are you a subject matter expert in one of the following areas and interested in teaching small business classes or counseling small business owners? Call Jack Dugan at 252-940-6306. Business Law, Human Resources in Small Business, Retail Merchandising, Commercial Real Estate, Product & Food Photography, Website Design, and Certified Public Accountant. Get paid to help small businesses!**


 Look for this logo for scholarship-eligible classes. These courses are free or you may qualify to have the fee for this class covered.



### Video Marketing Series


In-person only

#### Part 1: Intro to Video Marketing

 93% of consumers say that video is helpful when making a purchase. If you're not using video to market your business, then you're missing out. Learn the basics of why you should create videos and how to do it. Commercial photographer and videographer Bob Mackowski has been coaching small business owners on how to add this valuable practice to their marketing and he'll cover the main concepts with you in this class.


5:00 pm – 6:00 pm      Tues.      June 13      Free      1 hrs.      B8,828

#### Part 2: Hands-On Video Marketing for Small Business!

 Let's put fingers to keyboards and make some videos! In this intermediate-level, hands-on class, you'll start by learning why creating videos for marketing is so important and strategies to tell your stories through video. Once you've learned that, it's time to get hands-on and create. We'll make one video from a template and at least one video from scratch, all of which you'll get to keep and use in your marketing immediately. Bring your smartphones!

3:00 pm – 6:00 pm      Tues.      July 18      Free      3 hrs.      B8,828

#### Part 3: Put Yourself in Your Marketing

 Customers do business with people that they know, like, and trust. Learn how to put yourself and your personality out there to get known, be liked, and earn trust. Commercial photographer and marketing expert Bob Mackowski has built his business around this concept and he'll teach about writing styles, vulnerability, photo usage, and more.

5:00 pm – 6:00 pm      Tues.      Aug. 1      Free      1 hrs.      B8,828

## NOTARY

### Notary Public Education

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

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

8:15am – 4:15pm	Wed.	May 20	\$75	7 hrs.	44745	B8 826
8:15am – 4:15pm	Wed.	June 17	\$75	7 hrs.	44753	B8 822

### E-Notary

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

This course is designed for instructional areas related to individuals who want to become commissioned as an electronic notary. Topics include legal, ethical and procedural requirements of the Notary Act set forth in the General Statute 10B Article 2. Upon completion of this course with a passing exam grade of 80%, a person is eligible to make application with the NC Secretary of State office. Individuals must have current notary commission to participate in E-notary training. For more information on e-notary, please visit the Secretary of State's webpage at [https://www.sosnc.gov/divisions/notary/e\\_notary](https://www.sosnc.gov/divisions/notary/e_notary) [Register & pay online.](#)

8:15 am – 11:15 am	Sat.	June 3	\$75	3 hrs.	44751	Online
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## TEACHING

### Substitute Teacher Training

This 24-hour course prepares individuals to substitute teach in the local school system. This course provides information on learning expectations, time management, monitoring student interaction, classroom management, and many other topics related to being a substitute. The textbook, Substitute Teacher Handbook 10th Edition (ISBN: 9780982165782), is available in the BCCC Bookstore.

**Prerequisite:** High School Diploma or equivalency.

8:00 am- 3:00 pm	Mon. - Thurs.	May 8 – May 11	\$75	24 hrs.	43520	B8 829
8:00 am- 3:00 pm	Mon. - Thurs.	Aug. 7 – Aug. 10	\$75	24 hrs.	44941	B8 829

**GOOGLE CERTIFICATIONS**

**Google Ethical Hacking with Python**

**Certification: IT Automation with Python Certificate, Google**  
 This online course introduces students to investigative ethical hacking techniques using the Python programming language. Emphasis is placed on using Python in advanced web attacks, scanning, gaining and maintaining system access, covering tracks, malware delivery, password cracking, keylogging, cryptography, reconnaissance, enumeration, and buffer overflows. Upon completion, students should be able to understand system vulnerabilities and applications of the Python computer programming language to mitigate system vulnerabilities and threats and perform ethical hacking.

6:00 pm- 9:00 pm    Tues. (avail. other times)    May 14 – Sep. 23    \$185    190 hrs.    44902    Online



**Google Project Management**

**Certification: Project Management Certificate, Google**  
 This online course introduces students to the advanced concepts, tools, templates, and artifacts used to manage projects from initiation to completion using Google resources through Agile development. Emphasis is placed on foundational and advanced project management methodology including initiating, planning, and executing projects utilizing quality and risk management techniques, strategic thinking, and project execution procedures as well as the exploration of Agile Project Management and the strategies it uses to drive business value. Upon completion, students should be able to manage and run traditional and agile projects and programs from initiation to completion using a variety of resources and leadership skills to support organizational goals and business processes.

6:00 pm-9:00 pm    Wed. (avail. other times)    May 14 – Sep. 23    \$185    190 hrs.    44904    Online

**Google Data Analytics**

**Certification: Data Analytics Certificate, Google**  
 This course introduces the role of an advanced Google data analyst and how to make data-driven decisions using effective questions, data transformation, analysis processes, visualization, and programming. Emphasis is placed on setting up data toolbox, spreadsheets, database and query basics, visualization basics, effective communication techniques, and data validation; as well as design thinking, data-driven storytelling, dashboards, R programming, job portfolios, and technical expertise. Upon completion, students should be able to review assessments, use formulas and calculations to analyze datasets, create queries, use visualization tools, create a data-driven storyboard, develop dashboards and presentations, create analytical reports, communicate effectively with stakeholders, and showcase technical analytical skills. Scholarship eligible.

6:00 - 9:00 pm    Thur. (avail. other times)    May 14 – Sep. 23    \$185    190 hrs.    44906    Online

**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, contact Ray Harris, Fire & Emergency Management Director at (252)940-6363 or ray.harris@beaufortccc.edu or Chris Boyd, Fire & EM Training Coordinator, at christopher.boyd@beaufortccc.edu. 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.**

**Leadership in Supervision: Creating Environments for Professional Growth**

**Credential: Leadership in Supervision, National Fire Academy (FIP-3517)**  
 This 3-night course presents the supervisor with the basic leadership skills and tools needed to perform effectively in the fire and emergency medical services (EMS) environment. The course includes concepts related to a successful transition to supervisory and leadership roles, including concepts of adaptive leadership; change management; active followership; effective communication, including difficult conversations and advocacy-inquiry-based dialogue; ethics; authority; power; decision-making; and active engagement through development of a personal plan. [Register & pay online.](#) (Emergency Service Exempt)

1900-2200    Tues.- Thurs.    June 6-8    \$70 if not exempt    9 hrs.    44808    Bunyan Fire Dept.

**Leadership in Supervision: Perspectives in Thinking**

**Credential: Leadership in Supervision, National Fire Academy (FIP-3518)**  
 This 3-night course provides the supervisor with the conceptual foundation and framework for success in leadership roles by exploring creative, analytical, political, and critical thinking perspectives. The course addresses skills needed for assessing situations from multiple perspectives, making critical decisions, fostering creativity and innovation, and using persuasion. [Register & pay online.](#) (Emergency Services Exempt)

1900-2200    Tues.- Thurs.    July 18-20    \$70 if not exempt    9 hrs.    44811    Bunyan Fire Dept.

Look for this logo for scholarship-eligible classes. These courses are free or you may qualify to have the fee for this class covered.



### Leadership in Supervision: Frameworks to Success

**Credential: Leadership in Supervision, National Fire Academy (FIP-3519)**  
 This 3-night course provides the supervisor with the knowledge and skills to perform successfully in fire and emergency medical services (EMS) environments. The course addresses professionalism, resilience, emotional intelligence, and situational awareness, as well as managing conflict, delegating mentoring, coaching, empowering, and building collaboration and synergy for professional growth. [Register & pay online.](#) (Emergency Services Exempt)

1900-2200	Tues.-Thurs.	Aug. 15-17	\$70 if not exempt	9 hrs.	44813	Bunyan Fire Dept.
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### Fire Instructor Level I

**Credential: Fire Instructor, NC Office of State Fire Marshal (FIP-3812)**  
 NFPA 1041, 2019 Standard for Fire and Emergency Services Instructor Professional Qualifications, Chapter 4. After successful completion of this course candidates will receive the Fire Instructor I Fire and Rescue Commission IFSAC Certification. [Register & pay online](#) (Emergency Services Exempt)

**Course Material:** IFSTA – Fire and Emergency Services Instructor, 9th Edition

**Pre-requisites:** The candidate must be at least 21 years of age. The candidate must have a high school diploma or equivalent (i.e., GED) TIMS (FIP 7000), Firefighter, Technical Rescuer, HazMat Ops, or FLSE certified for three years. \*\*As of August 2020, the Certification Board requires that candidates MUST meet the prerequisite of being certified for three years in Firefighter, Technical Rescuer, HazMat Ops, or FLSE BEFORE taking Fire Instructor I. If the student takes the class before the 3 years is completed, they must take the Fire Instructor I class AGAIN after the 3-year requirement is satisfied.

0800 – 1700	Mon.-Wed.	July 10-13	\$70 if not exempt	28 hrs.	44815	B15 1501
0800-1200	Thurs.					

### Instructor Indoctrination

**Credential: Instructor Indoctrination, NC Office of State Fire Marshal (Direct Delivery)**  
 This class is designed to teach new instructors the North Carolina Fire/Rescue Certification delivery system and instructor qualification process. Indoctrination class is a requirement before a new instructor can sign up for a Qualification School or a Field-Tested Qualification. The prerequisite for this class is Instructor II certification. [Register & pay online](#) (Emergency Services Exempt)

1800-2200	Thurs.	July 13	\$70 if not exempt	4 hrs.	44816	B15 1501
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### Large Animal Technical Rescue

This course is essential for any emergency services responder, veterinary professional, animal control officer, emergency management agency, equine or livestock owner or industry professional, animal welfare organization, zoo or exotic animal park staff, or anyone with a personal stake and interaction with large animals. Animal emergencies are known for becoming human emergencies, especially if emergency responders or veterinary professionals are unable to respond or unable to affect a rescue due to lack of proper equipment or training. Once an emotional owner, "Good Samaritan", or "social media responder" with little to no training attempt a rescue, they often unintentionally become a victim requiring assistance from emergency services and further compromising the animal even further by delaying its rescue. The class is limited to 40 students. [Register & pay online](#) (Emergency Services Exempt) **Pre-registration is required.**

0800-1700	Fri.-Sun.	June 23-25	\$70 if not exempt	24 hrs.	44817	B15 1501
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See our fire training calendar and other information at [www.beaufortccc.edu/fire-training](http://www.beaufortccc.edu/fire-training)



**IN-SERVICE LAW ENFORCEMENT**

**First Line Supervision**

**S** This 40 hour/credit course will teach the experienced officer the basic concepts of management and employee relations by providing the knowledge and skills required to effectively supervise personnel within a law enforcement agency or detention facility. Topics covered include: • Introduction and Assessments • Leadership Essentials • Effective Supervision, • Effective Communications • Conflict Resolution • Working with Problem Employees • Legal Issues for First Line Supervisors.  
 8:00 am-5:00 pm Mon.-Fri. June 12-16 \$125 (fee waived for LEOs) 40 hrs. 44377 B 10B 102

**Eastern North Carolina Leadership Academy**

**S** BCCC would like to introduce an on-line leadership development opportunity developed in conjunction with MilCo Training Solutions. The Leadership Academy is directed at the development of criminal justice officers, targeting both field operations and agency administration. Each program consists of four separate eight-week on-line courses. There are two separate blocks of courses, which make up the Academy. A student can start with either block of courses and the next block will be offered after the one you are in is completed. This will allow an individual to complete the entire academy.

**Administrative Leadership Courses (ALC)**

- Principles of Effective Supervision
- Change Management Ethical
- Character Driven Organizations
- Executive Leadership

Online Mon. - Sun. May 29-July 23

**Field Leadership Courses (FLC)**

- Leadership for the Front-line leader
- Servant leadership
- Ethical leadership
- Coaching & mentoring, developing team members

\$130 (fee waived for LEOs) 40 hrs. 44397 Online



**FIREARMS**

**Handgun Introduction**

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

6:00 pm-9:00 pm	Wed.	June 14	\$43.50	3 hrs.	43702	B 10B-102
6:00 pm-9:00 pm	Wed.	Aug. 9	\$43.50	3 hrs.	44376	B 10B-102



### Emergency Medical Technician Class (Hybrid) – BCCC Campus

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

18:30-21:30	Mon. & Wed.	Aug. 9 – Dec. 6	\$222.25	288 hrs.	44738	B2-115
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### Emergency Medical Technician Class (Hybrid) – Washington County Center- Roper

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

18:30-21:30	Tues. & Thurs.	Aug. 10 – Dec. 7	\$222.25	288 hrs.	44739	BWCC Auditor.
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### Community Paramedicine (CP-C)

**Credential: Community Paramedic, International Board of Specialty Certification**  
 This course is open to current paramedics with a minimum of 1-year field experience and follows the guidelines established by the International Board of Specialty Certifications as well as guidelines set by NCOEMS when developed. This course is a blended course that has weekly online assignments and will meet two Saturdays for guest lectures and skills review/assessment. Upon completion of this course you should have the base knowledge needed to take and pass the national CP-C exam administered by IBSC. The text for this course is the Community Health Paramedicine by AAOS, ISBN 978-1-284-04096-8. You must have your book on the first day of class!

Online & 1 Saturday (TBD)	Online	Aug. 22 – Nov. 6	\$186.25	115 hrs.	44752	B15-1502
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### Online FP-C/CCP-C Review Course

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

Online	Online	Aug. 21 – Nov. 5	\$185	72 hrs.	44750	Online
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### EMT to Paramedic – Next Course expected to start Fall 2023!

This course follows the guidelines established by the North Carolina Office of Emergency Medical Services as well as CoAEMSP's and consists of online and classroom instruction that will educate the EMT/AEMT to prepare them for the North Carolina or National Registry Paramedic Certification exam. Students will need to have BIO-163 or higher as a pre-requisite as well as an active EMT/AEMT certification. Contact Billy Respass at 252-940-6468 or billy.respass@beaufortccc.edu with questions.

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



See our training calendar and other information at [www.beaufortccc.edu/ems](http://www.beaufortccc.edu/ems)

#### AMERICAN HEART ASSOCIATION CPR TRAINER

BCCC is an AHA Training Center. If you are current AHA instructor and would like to align with us or become an instructor, you can contact Jane Sobotor, AHA Coordinator, at [jane.sobotor@beaufortccc.edu](mailto:jane.sobotor@beaufortccc.edu) for more information. or visit our AHA webpage at [www.beaufortccc.edu/continuing-education/workforce-programs/bccc-aha-tc](http://www.beaufortccc.edu/continuing-education/workforce-programs/bccc-aha-tc)



**Nurse Aide-Hybrid**

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

**Nurse Aide Refresher**

**Costs:** Textbook: NC Nurse Aide I Training Program Student Manual  
 Clinical hours will be based on the clinic site  
 9:00 am-5:30 pm Seated every Tues. May 16-Jun. 13 \$126.25 42 hrs. 44706 B 12,1212

**Phlebotomy-Hybrid**

**Credential: Phlebotomy Technician, American Society of Phlebotomy Technician**  
 Phlebotomy is the skill of drawing blood from patients in hospital and clinical settings. This class can count as Credit for Prior Learning toward an AAS in Medical Laboratory Technology. Hybrid consists of online instruction on Blackboard and meeting weekly in person.  
**Costs:** Textbook: Phlebotomy Handbook ISBN – 9780134720111  
 Clinical hours will be based on the clinic site  
 9:00 am-3:00 pm Seated every Wed. May 17 – Aug. 9 \$204.25 240 hrs. 44218 B 12,1218

**Phlebotomy for Healthcare Worker**


**Credential: Phlebotomy Technician, American Society of Phlebotomy Technician**  
 No clinical is required. Course is for training and refreshing venipuncture skills. Your supervisor will need to attest to procuring blood specimens to earn Phlebotomy certification.  
 Prerequisite: Verification of current certification as a Nurse Aide, Medical Assistant, Registered or Practical Nurse, EMT  
 9:00 am-4:00 pm Mon-Thurs. July 17 – July 20 \$71.25 24 hrs. 44226 B 12,1218

**Registered Medical Assistant-Hybrid**

**Credential: Registered Medical Assistant, American Medical Technology**  
 Registered medical assistants perform both administrative/clerical and medical duties in a healthcare facility. Because they can perform a variety of skills, registered medical assistants are valuable to family clinics and specialized clinics, such as cardiology, gastroenterology, and dermatology. RMAI Hybrid consists of online instruction on Blackboard and meeting weekly in person.  
 Part 2 builds on the foundations of Part 1 for additional instructional time to learn medical assisting procedures. The student will learn tasks such as phlebotomy, cleaning and dressing wounds, administering injections, and collecting specimens.  
 Coming in August 2023



Healthcare courses continued on p. 30.

 Look for this logo for scholarship-eligible classes. These courses are free or you may qualify to have the fee for this class covered.



Healthcare Course Requirements	NAI	NA II	Phlebotomy	EKG Part II	Registered Medical Assistant Part II
High School Diploma or Equivalency	<b>No</b>	Yes	Yes	Yes	Yes
National Career Readiness Certificate <i>Other options: College transcript, or a Math and English college course with at least a grade of C.</i>	Yes Silver	<b>No</b>	Yes Bronze	Yes Bronze	Yes Bronze
NC DHR NAI Registry	<b>No</b>	Yes	<b>No</b>	<b>No</b>	<b>No</b>
AHA BLS CPR Training	<b>No</b>	Yes	Yes	Yes	Yes
Criminal Background Check ( <i>With CastleBranch</i> )	Yes	Yes	Yes	Yes	Yes
Drug Screen (urine) ( <i>With CastleBranch</i> )	Yes	Yes	Yes	Yes	Yes
Vaccination for Flu (yearly)	Yes	Yes	Yes	Yes	Yes
Vaccination for Covid 19	Yes	Yes	Yes	Yes	Yes
Vaccination or positive titer for Hepatitis B (Optional) Waiver	Yes	Yes	Yes	Yes	Yes
Vaccination or positive titer for Varicella	Yes	Yes	Yes	Yes	Yes
Vaccination or positive titer for Measles	Yes	Yes	Yes	Yes	Yes
Vaccination for TDAP (within 10 years)	Yes	Yes	Yes	Yes	Yes
PPD Skin Test ( <i>Baseline Individual TB Risk Assessment including TB symptom evaluation, and either a 2-step TB skin test (given 1-3 weeks apart) or a TB blood test within 12 months of program admission or readmission. If a student has had a positive TB skin test in the past, such as due to TB exposure/infection or receiving the BCG vaccine, documentation of a chest x-ray for the + test will be required along with the Baseline Individual TB Risk Assessment and TB symptom evaluation. • Students are no longer required to get annual TB skin tests unless there is a known exposure or ongoing transmission at a healthcare facility.*</i> )	Yes	Yes	Yes	Yes	Yes
Rotation Manager	<b>No</b>	Yes	Yes	Yes	Yes
Driver's license or government-issued photo ID	Yes	Yes	<b>No</b>	<b>No</b>	<b>No</b>
Social Security Card	Yes	Yes	<b>No</b>	<b>No</b>	<b>No</b>
Uniform	Yes	Yes	Yes	Yes	Yes

\*Waivers must be obtained and cleared by the clinical site for clinical participation.

### Uniform

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

BCCC is embroidered on the scrub top and lab jacket. The font is Helvetica in Royal Blue located on the right side of the scrub top and jacket. No single letter should exceed 1 inch, BCCC should slant downward and not exceed 3 inches.

#### NAI and NAII

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

#### Phlebotomy

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

#### Registered Medical Assistant Part II

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

#### EKG

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

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

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

### Hybrid Classes

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

**EKG Technician/Cardiovascular Monitor Technician-Hybrid**

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

Costs: Textbook-\$120\* Calipers-\$10 \*(approx. cost)

**EKG Tech/CV Monitor Tech-Hybrid**

12:00 pm - 2:00 pm	Tues. & Thurs.	May 25-Jul. 20	\$190	134 hrs.	44710	Online
CPR: 9:00 am-1:00 pm	Mon.	June 5				B 8, 826

**EKG Technician-Clinicals**

Clinical hours will be based on the clinic site:  
 9:00 am-2:30 pm Seated Mon. July 24 & Aug. 7 \$199.25 59 hrs 44711 B 2, 115/8, 826  
 Clinicals July 25 - Aug. 6

**Community Health Worker-Hybrid**

**Credential: Community Health Worker, NCDHHS Community Health Worker**  
 Community Health Worker provides individuals with the knowledge, tools, and resources to work in a variety of healthcare settings under the supervision of licensed health professionals. Community Health Workers will also support community individuals to improve their personal health through licensed churches and community groups. CHWs should possess a set of core skills to effectively meet the demands of their positions. CHWs in NC should be able to demonstrate nine competencies. The NC CHW standardized statewide training will cover each of these core skills as part of the certification process. The NC CHW standardized statewide training will cover each of these core skills as part of the certification process. Upon successful completion of this training, students will be eligible for listing as a NC Certified Community Health Worker.

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

**Costs:** Textbook Foundations for Community Health Workers, 2nd Ed. ISBN: 9781119060819. Textbooks available in the BCCC Bookstore.  
 5:30 pm - 8:00 pm Seated every Mon. May 22 - Aug. 7 \$205 114 hrs. 44237 B12 1218

**Pharmacy Tech Prep Class-Hybrid**

**Credential: Pharmacy Technician, Pharmacy Technician Certification Board**  
 A ten (10) hour PTCB Prep class provides a review of exam content and preparation for the exam. The course is a study guide to assist individuals seeking to earn their certification as Pharmacy Technician. It is not qualified for financial assistance.

6:00 pm-8:30 pm Seated every Mon. June 5- June 26 \$30 10 hrs. 44243 B 8, 826

**BLS CPR for Healthcare 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. [Register & pay online.](#)

Costs: Textbook: Basic Life Support Provider Manual: ISBN 9781616694074. Textbooks available in the BCCC Bookstore.

5:30 pm-9:30 pm	Wed.	June 28	\$45	4 hrs.	44240	B 8, 826
5:30 pm-9:30pm	Wed.	July 19	\$45	4 hrs.	44241	B 8, 826

**Heartsaver CPR/AED**

**Credential: Heartsaver CPR/AED, American Heart Association**  
 American Heart Association Heartsaver CPR/AED course is for the general public. The course provides training and skills practice for adult, child, and infant CPR and AED use. [Register & pay online.](#)

Costs: Textbook: Heartsaver First Aid CPR AED Student Workbook: ISBN 9781616690175. Textbooks available in the BCCC Bookstore.

5:30 pm-9:30pm	Wed.	June 7	\$60	4 hrs.	44239	B 8, 826
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**Call the Director of Healthcare Programs at 252-940-6263 or email [jackie.butcher@beaufortccc.edu](mailto:jackie.butcher@beaufortccc.edu) to schedule a BLS or Heartsaver class for your organization! We can offer the course on-site at your convenience for groups of 3 or more.**

Look for this logo for scholarship-eligible classes. These courses are free or you may qualify to have the fee for this class covered.

BCCC is proud to partner with the new Beaufort Performing Arts Collective to provide art classes and events on our campus. At the end of classes, the public will be invited to see live performances and films.

**Intro to Performing and Visual Arts**

Our first collaboration will be performing arts such as acting, stage management, musical theater, and film making. We invite everyone who has an interest in community theater to join us. Our capstone event will be a performance on June 10. The evening will include a one-act play, a short independent film, and a musical performance. There is something for anyone who likes theater, and we hope you'll join us.

[Register & pay online.](#)

6:00 pm – 8:00 pm      Tues.      April 4 – June 10      \$35      34 hrs.      44826      B8 801



CRAFTS

**Pottery**

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



**All Level Pottery Classes:**

9:00 am – 12:00 pm	Mon.	May 1 - May 22	\$105	12 hrs.	43634	Marketplace at Olives
1:00 pm – 4:00 pm	Mon.	May 1 – May 22	\$105	12 hrs.	43635	Marketplace at Olives
6:00 pm – 9:00 pm	Mon.	May 1 – May 22	\$105	12 hrs.	43636	Marketplace at Olives
1:00 pm – 4:00 pm	Tues.	May 2 – May 23	\$105	12 hrs.	43637	Marketplace at Olives
9:00 am – 12:00 pm	Wed.	May 3 – May 24	\$105	12 hrs.	43638	Marketplace at Olives
6:00 pm – 9:00 pm	Mon.	July 10 – Aug. 14	\$105	15 hrs.	44845	Marketplace at Olives

**Advanced Level Pottery Classes:**

9:00 am – 12:00 pm	Tues.	May 2 - May 23	\$105	12 hrs.	43642	Marketplace at Olives
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**Stained Glass Workshops**


We have three workshops for making Stained Glass this Spring. In each workshop, participants may choose to make either a hummingbird suncatcher or a seasonal votive holder. The colors we share are wonderful in the light. And students will learn beginning stained glass skills to further develop. [Register & pay online.](#)

6:00 pm - 9:00 pm	Thur.	May 11	\$60	3 hrs.	43701	B8 829
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**BEAUFORT COUNTY SUMMER YOUTH ENRICHMENT PROGRAM**

**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, survival and first aid, 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.



[Register online.](#)

9:00 am - 4:00 pm      Mon.      June 19      \$0      6 hrs      44847      B8 801


**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. 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. [Register online.](#)



9:00 am - 4:00 pm      Mon.      June 26      \$0      6 hrs      44848      B8 801

**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 on BCCC's campus, and we'll use the auditorium 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. [Register & pay online.](#)



9:00 am - 12:00 pm      Mon.- Thurs.      June 19 -22      \$110      18 hrs      44850      B10 12  
 9:00 am - 3:00 pm      Fri.      June 23      Inner Banks Stem Center




**Exploring Healthcare (rising 5th to rising 9th)**

 Have you thought about being a nurse? Spend this week learning about all the pathways into the healthcare field. We will have sessions on Pharmacy Tech, Phlebotomy, Nursing Assistant, and three days will be spent in the BCCC Nursing Labs with our instructors. In fact, we encourage students to wear scrub pants and a BCCC t-shirt to best match our current nursing students! On Tuesday, all students will achieve their American Heart Association Heart Saver CPR card. [Register & pay online.](#)


9:00 am - 12:00 pm      Mon.- Thurs.      June 19 - 22      \$110      12 hrs      44849      B12 12

**Manners for Ms. & Mr. (rising 6th, 7th, and 8th grades)**

 Good manners serve to make life more agreeable for everyone. Here is an opportunity to learn the graciousness that helps every situation in life. We will talk about social situations, business etiquette, online behavior, party etiquette, grooming, and appropriate dress. A polite thank you to Shannon Reising of Le Moulin Rouge de Danse for leading this class. During the first three meetings our class will plan a party, and on the last evening each student may invite two guests to join us for dinner. R.s.v.p. [Register & pay online.](#)



6:00 pm - 7:30 pm      Tues. & Thurs.      June 20 - 29      \$100      6 hrs      44851      B8 828

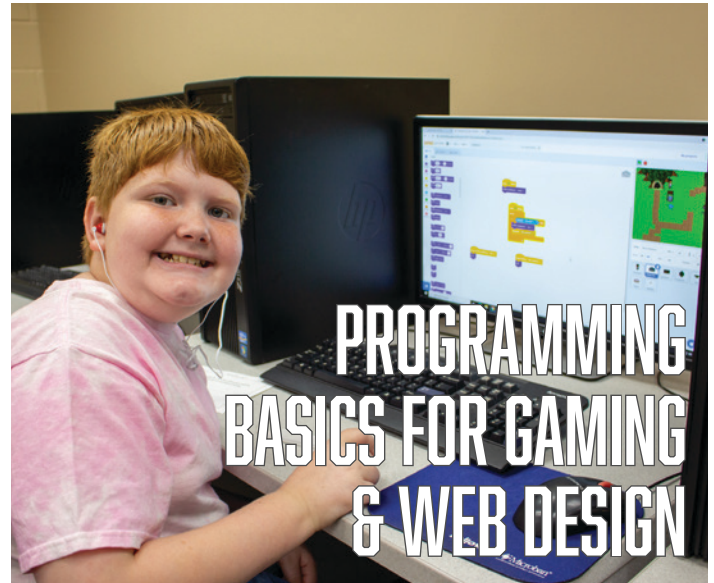
 Look for this logo for scholarship-eligible classes. These courses are free or you may qualify to have the fee for this class covered.

**BEAUFORT COUNTY SUMMER YOUTH ENRICHMENT PROGRAM**

**Dads Do Hair (Dads of all ages, kids of all ages)**

**\$** We hear that there are a lot of dads who need help getting their kids ready for school. If you are a dad who would like to do a better job getting your young'un's hair to behave, then come out for this one evening workshop. And bring your kid! We'll help you understand how to get their hair fixed. You will feel lots more confident when faced with sending a nice-looking kid out the door. All dads receive a wet brush that is perfect for detangling those locks [Register & pay online.](#)

6:00 pm – 8:30 pm      Tues.      June 20      \$30      2.5 hrs.      44853      B8 826



**Baby Sitting (rising 4th grade and up)**

**\$** If you are ready to take responsibility for young children, then this camp is for you. Molly Moore, instructor in 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. Class participants will achieve a Red Cross Heart Saver First Aid/CPR certification. [Register & pay online.](#)

9:00 am - 12:00 pm      Mon. – Thurs.      June 26 - 29      \$110      12 hrs.      44855      B11 25

**Things with Wings (1st grade to rising 4th)**

**\$** Don't you wish you could fly just like birds and butterflies? Come to this camp to learn more about Bluebirds, Butterflies, Bees, and even Chickens! Each day we will learn about a thing with wings, and we'll create a related art or craft project to carry home. We'll also explore the BCCC campus to discover our subjects, and one day we will mount a Bluebird box on the campus. This is learning fun at its best. [Register & pay online.](#)

9:00 am - 12:00 pm      Mon. – Thurs.      June 26 - 29      \$110      12 hrs.      44856      B8 826

**Poetry Slam (rising 6th, 7th, and 8th grades)**

**\$** Poetry is an art form that allows writers to use words to express what they see, feel, and think. Join Alecia Rhoe and learn about different poetry types, well known poets, and understanding how to create a poem from a single word, thought, and topic. Participants will have an opportunity to create different poems while also understanding how voice and body language play a part in expression. The last evening of class we will have a poetry slam. [Register & pay online.](#)

6:00 pm - 8:00 pm      Mon. – Thurs.      June 26 - 29      \$65      8 hrs.      44857      B8 826

**Piano Camp (rising 5th grade to rising 9th grade)**

**\$** Spend four sessions 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. This summer we have two different classes to choose from. [Register & pay online.](#)

5:30 pm – 7:00 pm      Mon. – Thurs.      June 26 – 29      \$65      6 hrs.      44858      B8 829  
 10:00 am - 11:30 am      Mon. – Thurs.      July 10 – 13      \$65      6 hrs.      44859      B8 829

**Tying Flies and Catching Fish (rising 5th grade and above)**

**\$** There is fine fly fishing to be found nearby on the Pamlico River. Young anglers can enjoy the sport and precision of making flies and using them to catch Red Drum, Speckled Trout, and Stripped Bass. Dave Lekson is a seasoned fisherman who enjoys tying his own flies. Please join him for four sessions to learn fly tying basics and produce at least 3 flies. On our last meeting we will go fishing, and Dave will teach fly casting techniques. Who knows, you might catch your supper! All supplies are included. [Register & pay online.](#)

9:30 am – 12:00 pm      Mon. – Thurs..      July 10 – 13      \$90      10 hrs.      44860      B8-826

**Programming Basics for Gaming and Web Design (rising 5th grade and above)**


**\$** Using Massachusetts Institute of Technology open-source programming guides, we will approach the basics of coding for building games. Learn how to be next writer of something big like Fortnite or Minecraft! The coding skills we explore will also help us explore website development. [Register & pay online.](#)

9:00 am - 12:00 pm      Mon. – Thurs.      July 10 - 13      \$95      12 hrs.      44861      B2 112



**BEAUFORT COUNTY SUMMER YOUTH ENRICHMENT PROGRAM**

**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, an 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.

[Register & pay online.](#)

5:30 pm - 8:30 pm      Mon. & Wed.      July 11 & July 13      \$70      6 hrs.      44862      B11 002




**CHESS,  
THE QUEEN'S GAMBIT**




**MAKEUP, HAIR & NAILS**

**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. [Register & pay online.](#)


10:00 am - 12:00 pm      Mon. – Thurs.      July 17 - 20      \$60      8 hrs      44863      B3 127

**Firefighters, Emergency Medical Technicians and CPR (rising 6th grade and up)**

 The leaders of BCCC’s EMS program will introduce you to our ambulance and our EMT Simulation Lab for this training. Our Firefighting instructors will have you in our fire tower and learning to use our fire truck. Students will learn and practice the skills needed to be Firefighters, Emergency Medical Technicians, and Paramedics in the very setting where they would work. On the second day participants will achieve a Heart Saver Red Cross First Aid/CPR certification. [Register & pay online.](#)


9:00 am - 12:00 pm      Mon. – Thurs.      July 24 – 27      \$90      12 hrs.      44864      B15 1501

**All About Art Camp (rising 3th grade to rising 8th grade)**

 This is going to be a busy week. We are happy to have Heather Summers, Savannah Medlin, and Ethan Wolf as our teachers for this very active class. They will be assisted by Maecy Douglas and Melissa Wise Elliott. Students will paint, make pottery, create a bottle cap mosaic, learn pantomime, practice stage combat, make crafts, explore books, and just have a really fine time. Please bring your lunch and your enthusiasm. At the end of the class we will hang our mosaic in a place for all to appreciate. We have two sessions. [Register & pay online.](#)


9:00 am - 3:00 pm      Mon.-Thurs..      July 10 – 13      \$225      24 hrs.      44866      Marketplace at Olives  
9:00 am - 3:00 pm      Mon.-Thurs.      July 17 – 20      \$225      24 hrs.      44867      Marketplace at Olives

**Performing Arts Camp (rising 5th grade and up)**


 Are you interested in learning about the theater and all the many ways one can participate? For two weeks we will explore performing techniques as we prepare to stage a performance. Young actors will learn audition skills, stage presence, acting techniques, vocal projection, showmanship, stage movement, blocking, directions, script reading and analysis, communication skills, teamwork, and puppetry. Golly! Lead by Savannah Medlin and Ethan Wolf, we will be well rehearsed. On Friday evening, August 4, everyone is invited to our play. It’s going to be a star-studded evening! [Register & pay online.](#)

9:00 am - 3:00 pm      Mon.-Thurs.      July 24 – Aug. 3      \$350      50 hrs.      44868      B8 801  
5:00 pm – 9:00 pm      Fri.      Aug. 4

**Stagecraft Camp (rising 5th grade and up)**

 During the second week of our Performing Arts Camp, Heather Summers will gather the most important members of any production. The folks who make it all happen. Join in to learn planning, set design and building, backstage management, stage set and strike, running crew, team building, lights and sound, and final production. Everyone has a place in our Friday night performance. Our whole company will make this a brilliant production. [Register & pay online.](#)

9:00 am - 3:00 pm      Mon.-Thurs.      July 31 – Aug. 3      \$200      24 hrs.      44869      B8 801  
5:00 pm – 9:00 pm      Fri.      Aug. 4

 Look for this logo for scholarship-eligible classes. These courses are free or you may qualify to have the fee for this class covered.



**BEAUFORT CO. NEW CHEFS, NEW FLAVORS**

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.

**Kitchen Camp (rising 4th grade and up)**

**\$** Our first four-day cooking camp includes baking, healthy snack making, and plenty of delicious food for kids. Everyday we will bake one item for all to enjoy and we will make two other dishes for snacking and meal prep. Things like chocolate chip cookies, crudites with homemade ranch dressing, Italian almond cake, fruit and cheese charcuterie board, Anita's favorite apricot dip and ginger snaps, and grilled cheese sandwiches are on the menu. Our last day will be devoted entirely to chocolate! [Register & pay online.](#)  
 9:00 am - 12:00 pm      Mon. – Thurs.      July 24 – 27      \$125      12 hrs.      44865      B8 830

**Bento Boxes (rising 6th grade through rising 9th grade)**

**\$** Bento Boxes make lunch colorful, healthy, and fun. Each student will receive their own Bento Box and a colorful Furoshiki (wrapping cloth) to take home. Then we will fill the box with all the colors and tasty foods that a Japanese student would take to school. Liz Shinohara will teach: tamagoyaki and onigiri will be joined by rabbit shaped apples, cucumber flowers, green beans and sweet sesame dip. Pocky will fill the dessert compartment [Register & pay online.](#)  
 5:30 pm to 8:30 pm      Tues.      June 27      \$55      3 hrs.      44807      B8 830

**Just Desserts (rising 6th grade through rising 9th grade)**

**\$** It's OK to have some dessert with a healthy meal. Just saying... So tonight we will make kid friendly desserts that can easily be made again at home: Peach and Strawberry Trifle, Tay's Chocolate Cream Icebox Cookies, Magic Lemon Baked Pudding, 10 Minute Key Lime Pie, and Cuppa Cuppa Cobbler. Family and friends are invited to join our students for a dessert tasting at the conclusion of class. [Register & pay online.](#)  
 5:30 pm - 8:30 pm      Tues.      July 11      \$50      3 hrs.      44809      B8 830

**Biscuits Both Sweet and Savory (rising 6th grade through rising 9th grade)**

**\$** Learn to make biscuits with Rachel K, Beaufort County's favorite baker. Students will make good old-fashioned biscuits that are wonderful with butter and jam. We will even make some famous cheese biscuits. And for something sweet, we will make flavored scones. As always, there will be plenty to take home and share with the family. [Register & pay online.](#)  
 5:30 pm - 8:30 pm      Tues.      July 18      \$45      3 hrs.      44810      B8 830

**Dog Treats (rising 6th grade through rising 9th grade)**

**\$** We want everyone in your family to eat well. In this class we will produce lots of healthy and delicious treats for Man's Best Friend. Each student will carry home several different kinds of treats for their dog to enjoy. With recipes in hand it will be easy to create many more. At the conclusion of class, student's pups are invited to the lobby of Building 8 to sample their special treats. Oh, and let's make some people treats tonight too. [Register & pay online.](#)  
 5:30 pm - 8:30 pm      Tues.      July 25      \$45      3 hrs.      44812      B8 830





# Washington County Center


P.O. Box 123  
Roper, NC 27970

Would you like to be added to our email list to receive course information about upcoming BCCC classes and services in Washington County?

Call 252-940-6245 or email [chanta.rickard@beaufortccc.edu](mailto:chanta.rickard@beaufortccc.edu).

## COLLEGE & CAREER READINESS


### Adult Basic Education and High School Equivalency

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

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

Call 252-940-6325

### English Language Acquisition (ELA)


 This class is provided to instruct adults who are limited in English proficiency or whose primary language is not English. The program is designed to help adults improve their English reading, writing, listening, and speaking skills in order to further education or enhance employment opportunities. Classes range from beginning to advanced levels. Instruction to enhance transitioning to high school equivalency. **La adquisición del idioma inglés (ELA) son clases en línea diseñadas para adultos que desean aprender las habilidades del idioma inglés necesarias para funcionar de manera efectiva en un ambiente de habla inglés. También asistiendo a las clases de ELA, los estudiantes que están buscando hacer ciudadanía en los Estados Unidos estarán preparados para tomar el examen de naturalización.**

Call 252-940-6245

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


## WORKFORCE PROGRAMS

### Notary Public Education

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


8:15am – 4:15pm	Sat.	July 29	\$75	7 hrs.	44755	WCC Roper
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### Google Ethical Hacking with Python


 **Certification: IT Automation with Python Certificate, Google**  
This online course introduces students to investigative ethical hacking techniques using the Python programming language. Emphasis is placed on using Python in advanced web attacks, scanning, gaining and maintaining system access, covering tracks, malware delivery, password cracking, keylogging, cryptography, reconnaissance, enumeration, and buffer overflows. Upon completion, students should be able to understand system vulnerabilities and applications of the Python computer programming language to mitigate system vulnerabilities and threats and perform ethical hacking.

6:00 pm- 9:00 pm	Tues. (avail. other times)	May 14 – Sep. 23	\$185	190 hrs.	44902	Online
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### Google Project Management

 **Certification: Project Management Certificate, Google**  
This online course introduces students to the advanced concepts, tools, templates, and artifacts used to manage projects from initiation to completion using Google resources through Agile development. Emphasis is placed on foundational and advanced project management methodology including initiating, planning, and executing projects utilizing quality and risk management techniques, strategic thinking, and project execution procedures as well as the exploration of Agile Project Management and the strategies it uses to drive business value. Upon completion, students should be able to manage and run traditional and agile projects and programs from initiation to completion using a variety of resources and leadership skills to support organizational goals and business processes.


6:00 pm-9:00 pm	Wed. (avail. other times)	May 14 – Sep. 23	\$185	190 hrs.	44904	Online
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 Look for this logo for scholarship-eligible classes. These courses are free or you may qualify to have the fee for this class covered.

WORKFORCE PROGRAMS

Google Data Analytics

**Certification: Data Analytics Certificate, Google**


 This course introduces the role of an advanced Google data analyst and how to make data-driven decisions using effective questions, data transformation, analysis processes, visualization, and programming. Emphasis is placed on setting up data toolbox, spreadsheets, database and query basics, visualization basics, effective communication techniques, and data validation; as well as design thinking, data-driven storytelling, dashboards, R programming, job portfolios, and technical expertise. Upon completion, students should be able to review assessments, use formulas and calculations to analyze datasets, create queries, use visualization tools, create a data-driven storyboard, develop dashboards and presentations, create analytical reports, communicate effectively with stakeholders, and showcase technical analytical skills. Scholarship eligible.

6:00 - 9:00 pm      Thur. (avail. other times)      May 14 – Sep. 23      \$185      190 hrs. 44906      Online

HEALTHCARE CLASSES

Registered Medical Assistant II-Hybrid

**Credential: Registered Medical Assistant, American Medical Technology**


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

9:00 am-1:00 pm      Seated every Wed.      April 19 – Sept. 27      \$204.25      390 hrs. 43447      WCC Roper

**Clinical Hours will be based on the clinical site.**

Emergency Medical Technician Class (Hybrid) – Washington County Center- Roper

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

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


18:30-21:30      Tues. & Thurs.      Aug. 10 – Dec. 7      \$222.25      288 hrs. 44739      BWCC Auditor.

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




**BLS CPR for Healthcare Providers**

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

 American Heart Association BLS CPR and AED Training for the healthcare professional. This course provides training to recognize life-threatening emergencies, provide chest compressions with ventilations and use of an AED. Course provides BLS skills practice and testing along with a written exam. Textbook: Basic Life Support Provider Manual - ISBN: 9781616694074. eBook ISBN 13: 978-1-61669-799-0

**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 eBook: ISBN 13 978-0-61669-514-9.

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

SMALL BUSINESS CENTER

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

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 252-940-6306 or visit our website at www.beaufortccc.edu/sbc



We are pleased to partner with Washington County Schools to offer these programs for their students. Parents who are interested in having their Washington County Middle School students enrolled in these programs are advised to call Tamara Wrighton at 252-793-5171.

**Cooking with New Flavors**

Each day we will cook two dishes that add new snacks and good flavors to students' home cooking. We will make a charcuterie board, crudité's with homemade ranch dip, and delicious apricot dip with ginger snaps. The last session will be devoted entirely to chocolate!

8:30 am - 10:00 am Mon. - Thurs. July 10 - 13 6 hrs. 44787 Washington County Middle School

**Carpentry Skills**

Coach James and the students will spend these sessions constructing a bench to grace the WCMS campus. Students will enjoy learning basic carpentry skills, and they will proudly sign the bench for all to see.

8:30 am - 10:00 am Mon. - Thurs. July 10 - 13 6 hrs. 44788 Washington County Middle School

**Drone Camp**

Learn to fly. By the close of the first session, you'll be flying your drone! You will fly your drone using a Smartphone as the remote controller and learn how to code the drone to fly by itself. By the end of this course you will maneuver a drone obstacle course. This class is made possible by the Inner Banks Stem Center.



10:00 am - 12:00 pm Mon. - Thurs. July 10 - 13 8 hrs. 44789 Washington County Middle School

**Baby Sitting**

If you are ready to take responsibility for young children, then this camp is for you. Sharon Cherry, leader of WCS'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. Participants will feel confident caring for young children after this experience.

10:00 am - 12:00 pm Mon. - Thurs. July 10 - 13 8 hrs. 44790 Washington County Middle School

**Exploring Public Safety/CPR**

The leaders of BCCC's EMS Program and Firefighting Technology Program will bring our equipment to Washington County Middle School for this training. Students will learn and practice the skills needed to be Emergency Medical Technicians, Paramedics, and Firefighters in the very setting where they would work. One day of class participants will achieve Red Cross Heart Saver CPR certification.

1:00 pm to 3:00 pm Mon. - Thurs. July 10 - 13 8 hrs. 44791 Washington County Middle School

**Makeup, Hair, and Nails**

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, and 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.

1:00 pm - 3:00 pm Mon. & Tues. July 10 & 11 4 hrs 44792 Washington County Middle School

**CSI: Roper**

A crime has been committed. The scene is waiting for young detectives to investigate, gather evidence, and record observations. Investigator Natalie Voliva of the Beaufort County Community College Police Force will lead us as we employ scientific methods of investigation and interrogation. We will test for finger prints, blood, and other evidence. We will properly manage the crime scene and assemble the evidence for presentation. We will solve this case!

1:00 pm - 3:00 pm Wed. & Thurs. July 12 & 13 4 hrs. 44793 Washington County Middle School





Look for this logo for scholarship-eligible classes. These courses are free or you may qualify to have the fee for this class covered.

HYDE COUNTY SUMMER ENRICHMENT YOUTH PROGRAM



We have joined forces with the Inner Banks Stem Center to serve Hyde County youth. The two classes offered at the IBSC are Boating Camp and Aviation Camp. For each camp transportation from Mattamuskeet School is provided every day. Each class includes a breakfast snack upon arrival and lunch on site. Also, the classes feature special opportunities for field trips, swimming lessons, sailing, and airplane flying.

**Boating Camp (rising 5th, 6th, and 7th grades)**

 Travel to Washington's Inner Banks STEM Center to learn about boats and how they are able to float. Visit a US Coast Guard Base, the NC Estuarium, and the Mariner's Museum. Take swimming lessons in the afternoons. The final week of class we will attend the Little Washington Sailing School on the Pamlico. (No class on July 4.) This is fun learning at its best! [Register & pay online.](#) 


9:30 am - 4:00 pm Mon. - Fri. June 19 - July 7 \$275 77 hrs. 44797 Inner Banks Stem Center

**Aviation Camp (rising 6th, 7th, and 8th grades)**

 Learn about flight aerodynamics as you operate a flight simulator. We will build and fly a hot air balloon, and we will visit Langley NASA Museum and airbase. Take swimming lessons in the afternoon. But best of all, the final activity of class is to fly a real airplane at Washington's Warren Airfield. Top that! [Register & pay online.](#) 



9:30 am - 4:00 pm Mon. - Fri. July 10 - 23 \$150 55 hrs. 44798 Inner Banks Stem Center

**Piano Camp (rising 4th and up)**

 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. [Register & pay online.](#)


10:00 am - 11:30 am Mon. - Thurs. July 17 - 20 \$60 6 hrs. 44799 HDAV

**Drone Camp (rising 6th grade and up)**

 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 the 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. [Register & pay online.](#) 



9:00 am - 12:00 pm Mon. - Thurs. July 17 - 20 \$110 17 hrs. 44800 Mattamuskeet School  
1:00 pm - 3:00 pm Fri. July 21 Inner Banks Stem Center

**Baby Sitting (rising 4th grade and up)**

 If you are ready to take responsibility for young children, then this camp is for you. We 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. Class participants will achieve an American Heart Association CPR certification. [Register & pay online.](#)


9:00 am - 12:00 pm Mon. - Thurs. July 17 - 20 \$110 12 hrs. 44801 HDAV

**Arts and Crafts and Cupcakes (age 5 and up)**

 Four days of fun for all kids. We'll have nature inspired crafts with cool projects to carry home. Everyday has story time, and we'll decorate cupcakes with brightly colored icing. On the last day of class, we will make four kinds of ice cream. Cool and delicious and fun. We are collaborating with Hyde County/BHM Library to produce this class. [Register & pay online.](#) 


10:00 am - 12:00 pm Mon. - Thurs. July 17 - 20 \$75 8 hrs 44802 HDAV

**CSI: Engelhard (rising 5th grade and up)**

 A crime has been committed. The scene is waiting for young detectives to investigate, gather evidence, and record observations. Investigator Natalie Voliva of the BCCC Police Department will lead us as we employ scientific methods of investigation and interrogation. We will test for finger prints, blood, and other evidence. We will properly manage the crime scene and assemble the evidence for presentation. We will solve this case! [Register & pay online.](#)

1:00 pm to 4:00 pm Mon.&Tues. July 17 & 18 \$60 6 hrs 44803 HDAV

**Makeup, Hair, and Nails (rising 6th grade and up)**

 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, and 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. [Register & pay online.](#)

1:00 pm - 4:00 pm Wed. & Thurs. July 19 & 20 \$70 6 hrs 44804 HDAV




# Hyde County Davis Center

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

Would you like to be added to our email list to receive course information about upcoming BCCC classes and services in Hyde County? Call 252-940-6231 or email [chanta.rickard@beaufortccc.edu](mailto:chanta.rickard@beaufortccc.edu).


## COLLEGE & CAREER READINESS

### Adult Basic Education and High School Equivalency

 The Adult Basic Education (ABE) program supports the development of reading comprehension, mathematical reasoning and computation, and language and writing skills at pre-high school levels. This lays the foundation for students seeking a high school equivalency credential. The High School Equivalency (HSE) Preparation program offers instruction in all areas relevant to official HSE credential tests. Classes have been aligned to the common core standards adopted by the state of North Carolina. Instruction for College and Career Readiness programs is available at all BCCC campuses. HSE prepares students to take either Pearson Vue's GED or ETS HiSET exams. Scholarships are available for High School Equivalency testing. Please contact the CCR Admissions and Assessment Specialist at 252-940-6325 or [sandy.berry@beaufortccc.edu](mailto:sandy.berry@beaufortccc.edu) for details.

Call 252-940-6231 for an appointment or online

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

 Quiéres aprender inglés? BCCC está ofreciendo clases various días y se acomodan a sus necesidades. English as a Second Language helps adults who want to learn the language skills necessary to function effectively in an English-speaking environment.

6:00 p.m. - 9:00 p.m.

Tues. & Wed./ martes y miércoles

Free/Gratis

HDAV

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


## HEALTHCARE

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




### BLS CPR for Healthcare Providers

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

 American Heart Association BLS CPR and AED Training for the healthcare professional. This course provides training to recognize life-threatening emergencies, provide chest compressions with ventilations and use of an AED. Course provides BLS skills practice and testing along with a written exam. Textbook: Basic Life Support Provider Manual - ISBN: 9781616694074. eBook ISBN 13: 978-1-61669-799-0

### 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 eBook: ISBN 13 978-0-61669-514-9.


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

### Nurse Aide-Hybrid

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

 Nurse aides provide personal care and basic nursing skills in rehabilitation, long-term care, in-home health, and hospitals. Upon satisfactory completion of the courses, students are eligible to apply for the North Carolina State Certification Examination. Successful completion of the state exam is required to be listed on the North Carolina Nurse Aide I Registry. Students can choose to advance to Nurse Aide II.


 **Costs:** Textbook: *NC Nurse Aide I Training Program Guide Manual*  
3:30 pm - 6:30 pm Seated Tues., Wed. & Thurs. May 16- Aug. 8 \$204.25 160 hrs. 44761 MHS  
Clinical hours to be determined.

 Look for this logo for scholarship-eligible classes. These courses are free or you may qualify to have the fee for this class covered.




## WORKFORCE PROGRAMS


### Notary Public Education

**Credential: Notary Public, NC State Notary Public Section**  
 This 7-hour course is required for persons wanting to apply for commissioning as a Notary Public for the State of North Carolina. Various topics related to the duties of a notary public will be covered. Individuals should review the Notary qualifications list on the Secretary of State's web site located at: <http://www.secretary.state.nc.us/notary/> prior to registering for class. Per NC Secretary of State Guidelines, students will have to pass an exam to complete the class requirements. Students will be required to show a state issued photo ID and the North Carolina Notary Public Manual upon entry to the class. This is a requirement from the Secretary of State's office <https://www.sosnc.gov/notary/>. The North Carolina Notary Public Manual (ISBN: 1560118512) is available in the BCCC Bookstore and should be purchased prior to the starting date of class. **Register & pay online.**  
 8:15 am – 4:15 pm      Wed.      July 15      \$75      7 hrs.      44754      HDAV


### Google Ethical Hacking with Python

**Certification: IT Automation with Python Certificate, Google**  
 This online course introduces students to investigative ethical hacking techniques using the Python programming language. Emphasis is placed on using Python in advanced web attacks, scanning, gaining and maintaining system access, covering tracks, malware delivery, password cracking, keylogging, cryptography, reconnaissance, enumeration, and buffer overflows. Upon completion, students should be able to understand system vulnerabilities and applications of the Python computer programming language to mitigate system vulnerabilities and threats and perform ethical hacking.  
 6:00 pm- 9:00 pm      Tues. (avail. other times)      May 14 – Sep. 23      \$185      190 hrs.      44902      Online

### Google Project Management

**Certification: Project Management Certificate, Google**  
 This online course introduces students to the advanced concepts, tools, templates, and artifacts used to manage projects from initiation to completion using Google resources through Agile development. Emphasis is placed on foundational and advanced project management methodology including initiating, planning, and executing projects utilizing quality and risk management techniques, strategic thinking, and project execution procedures as well as the exploration of Agile Project Management and the strategies it uses to drive business value. Upon completion, students should be able to manage and run traditional and agile projects and programs from initiation to completion using a variety of resources and leadership skills to support organizational goals and business processes. Scholarship eligible.  
 6:00 pm-9:00 pm      Wed. (avail. other times)      May 14 – Sep. 23      \$185      190 hrs.      44904      Online

### Google Data Analytics

**Certification: Data Analytics Certificate, Google**  
 This course introduces the role of an advanced Google data analyst and how to make data-driven decisions using effective questions, data transformation, analysis processes, visualization, and programming. Emphasis is placed on setting up data toolbox, spreadsheets, database and query basics, visualization basics, effective communication techniques, and data validation; as well as design thinking, data-driven storytelling, dashboards, R programming, job portfolios, and technical expertise. Upon completion, students should be able to review assessments, use formulas and calculations to analyze datasets, create queries, use visualization tools, create a data-driven storyboard, develop dashboards and presentations, create analytical reports, communicate effectively with stakeholders, and showcase technical analytical skills. Scholarship eligible.  
 6:00 - 9:00 pm      Thur. (avail. other times)      May 14 – Sep. 23      \$185      190 hrs.      44906      Online

### Industry and Workforce Programs Coming Soon!

Beaufort County Community College offers a variety of industry and workforce-focused programs. If you want to enroll in or teach one of our industry classes, please contact Dr. Justin Rose at [Justin.Rose@Beaufortccc.edu](mailto:Justin.Rose@Beaufortccc.edu) for industry training and Casey Langley at [Casey.Langley@Beaufortccc.edu](mailto:Casey.Langley@Beaufortccc.edu) for workforce initiative programs for more information. Course topics include, but are not limited to:

- Diesel Technician
- Tourism and Hospitality
- Veterinary Assistant
- Technology Certifications
- Trades Skills
- Cosmetology and Manicuring

## SMALL BUSINESS CENTER

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

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



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.

## ASSOCIATE DEGREE PROGRAMS



Through the Beaufort Promise, BCCC will cover tuition and fees for all the following programs for qualifying residents from Beaufort, Hyde, Tyrrell, and Washington Counties. Summer semesters and textbooks are not covered. For further information about any of these programs, including transfer opportunities or our schedule of classes for the Summer/Fall 2023 semesters, please call Admissions at 252-940-6233.

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

- **Agribusiness Technology**
- **Applied Engineering Technology**
- **Associate Degree Nursing & Practical Nursing**
- **University Transfer**
- **Automotive Systems Technology**
- **Boat Building and Boat Manufacture & Service**
- **Business Administration**
- **Community Spanish Interpreter**
- **Cosmetology and Manicuring Nail Technology**
- **Criminal Justice Technology**
- **Early Childhood Education**
- **Electrical Engineering Technology**
- **Emergency Medical Science**
- **Human Services Technology**
- **Information Technology**
- **Mechanical Engineering Technology**
- **Medical Laboratory Technology**
- **Office Administration & Medical Office Administration**
- **Teacher Prep**
- **Welding Technology**

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

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

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

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

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

## BCCC LIBRARY

### Be Empowered by Your Library!

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 dozens of databases and a myriad of resources within or resources we have from the comfort of your own home? Use your library card or your student Blackboard credentials to read eBooks, magazines and newspapers such as, The New York Times, The Wall Street Journal, Consumer Reports, or Sports Illustrated! Check out Hoopla and Overdrive/Libby streaming services. There are so many things to see and do on our website. Visit, [www.beaufortccc.edu/librarycard/](http://www.beaufortccc.edu/librarycard/) to fill out an online library card application or [www.beaufortccc.edu/libraryhome/](http://www.beaufortccc.edu/libraryhome/) to browse the library web site. Our Accessibility Services can help accommodate your needs. Please call 252-940-6313.

Need to print something? Patrons can print curbside by emailing their document to [print.library@beaufortccc.edu](mailto:print.library@beaufortccc.edu) and library staff will bring it outside (fees apply). Call the BCCC Library at 252-940-6282.





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

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

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

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



## MEDICAL LABORATORY TECHNOLOGY



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

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

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



## MECHANICAL ENGINEERING TECHNOLOGY



The Mechanical Engineering Technology program prepares students through the study and application of principles in mathematics, natural sciences, technology, and applied processes based on these subjects.

Graduates can be employed as technical service providers, materials and technologies testing service technicians, process improvement technicians, engineering technicians, industrial and technology managers, or research technicians. The median salary for a mechanical engineering technician in our region is \$54,700.



## EARLY CHILDHOOD EDUCATION



There are three pathways available. All pathways require EDU 119, *Introduction to Early Childhood Education*, through which students earn the NC Early Childhood Credential which qualifies them for employment as a teacher in a N.C. licensed child care center. Students in all three pathways may work in the ECE field while pursuing the Associate in Applied Science (AAS).

**Pathways:**

**B-K Licensure Transfer**

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

**Non-Licensure Transfer**

This pathway 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 will also earn an ECE Certificate, Infant/Toddler Care Certificate, ECE Administrative Certificate, ECE Diploma, and a Special Education Certificate. This pathway requires completion of 71 credit hours and student teaching.

**Career Entry**

This pathway is for students who plan to seek employment in the early childhood education field upon completion of the AAS. While earning the AAS, students will also earn a ECE Certificate, Infant/Toddler Care Certificate, ECE Administrative Certificate, ECE Diploma, School-Age Certificate, and a Special Education Certificate. This pathway 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. Paramedics can also work in hospitals in Emergency Departments and Intensive Care Units. Upon completion of this program, you will earn an Associate in Applied Science Degree in Emergency Medical Science. You must be a licensed paramedic to apply to the program. Applicants who qualify will be given 45 hours of prior credit towards the Associate Degree. All coursework will be offered online.



## BOAT MANUFACTURE & SERVICE



The Boat Manufacture and Service Technology program prepares students for employment in the manufacture, repair, and service of boats. Students learn the basics of boat design and the implementation of those designs in various components. Course work includes: reading and interpreting marine blueprints, manuals, and other documents common to the industry, lofting, constructing tooling and mold-making, application of concepts and techniques in composite lamination, repair of various marine finishes, marine woodworking, interior finishing, and marine mechanical, electrical, and plumbing systems.







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

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



## HEALTH INFORMATION TECHNOLOGY



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

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



## UNIVERSITY TRANSFER

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

### Pirate Promise with East Carolina University

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

### Pathway to Excellence with University of North Carolina Wilmington

Guarantees UNCW admission for students completing an Associate in Arts or Associate in Science degree with a 2.5 GPA or greater. Benefits include guaranteed admission and joint academic advising.

### PackTrac with NC State University

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

### BSIT-Bachelor of Science in Industrial Technology with East Carolina University

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





**Career & College Promise**

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

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

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

- Associate in Arts
- Associate in Science
- Associate Degree Nursing
- Agribusiness Technology
- Applied Engineering Technology
- Automotive Systems Technology
- Boat Manufacture & Service
- 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
- Office Administration
- Teacher Transfer
- Welding Technology

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

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

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

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

**CONTACT THE STUDENT’S HIGH SCHOOL COUNSELOR TO APPLY FOR CAREER & COLLEGE PROMISE.**



# Who to Contact for Continuing Education?

For general questions call 252-940-6375 or email [continuingeducation@beaufortccc.edu](mailto:continuingeducation@beaufortccc.edu).

## Dr. Stacey Gerard

Vice President of Continuing Education  
252-940-6241

## Sandy Berry

Registration & Records Clerk  
252-940-6375

## Loren Cherry

Scholarships & Sponsorship Specialist  
252-940-6295

## Brenda Bertrand

Registration & Records Specialist  
252-940-6299

## Kendra Mizell

Registration & Records Coordinator  
252-940-6349

## Pam Hodges

Class Visitation Clerk  
252-940-6375

## Personal Enrichment

### Clay Carter

Dir. of Personal Enrich. & Reg. Centers  
252-940-6357

## Healthcare

### Jackie Butcher

Director of Healthcare Programs  
252-940-6263

### Candace Griekspoor

Registered Medical Assistant Instructor  
252-940-6411

### Jane Sobotor

American Heart Association Coord.  
[jane.sobotor@beaufortccc.edu](mailto:jane.sobotor@beaufortccc.edu)

## College & Career Readiness

### Penelope Radcliffe

Director of College & Career Readiness  
252-940-6298

### Emily Reames

CCR Data & Program Support Specialist  
252-940-6325

### Casandra Elliott

Chief HSE Examiner  
252-940-6209

## Business & Industry Services

### Casey Langley

Coord. of HRD & Workforce Initiatives  
252-940-6307

### Dr. Justin Rose

Director of Industry Training  
252-940-6262

### Brett Perry

Truck Driving & Ind. Training Instructor  
252-940-6257

### Jack Dugan

Director of Small Business Center  
252-940-6306

### Katelyn Thomas

Small Business Center Prog. Assistant  
252-940-6296

### Sara Watson

Dir. of Cust. Training & Apprenticeships  
252-940-6311

## Hyde County Davis Center

### Chanta Gibbs Rickard

Regional Centers Coordinator  
252-940-6231

## Washington County Center

### Chanta Gibbs Rickard

Regional Centers Coordinator  
252-940-6245

## First Responder

### Ray Harris

Director of Fire & E.M. Training  
252-940-6363

### Chris Boyd

Coordinator of Fire & E.M. Training  
252-940-6363

### Billy Respass

Director of EMS  
252-940-6468

### Larry Gales

Coordinator of EMS  
252-940-6297

### Jack Cote

Paramedic Instructor  
252-940-6371

### Cliff Hales

Director of Law Enforcement Training  
252-940-6405

### Pamela Williams

Law Enforcement Admin. Assistant  
252-940-6228

## Prison Education Programs

### Rosemary Mann

College & Career Readiness Instructor  
[rosemary.mann@beaufortccc.edu](mailto:rosemary.mann@beaufortccc.edu)

### Darwin Woolard

Transitional & Career Studies Instructor  
[darwin.woolard@beaufortccc.edu](mailto:darwin.woolard@beaufortccc.edu)

# Who to Contact for Academic Programs?

*Our Associate Degree staff is here to help!*

Dr. Lisa Hill, Vice President of Academic Affairs ..... 252-940-6417

Ben Morris, Dean of Business, Technology & Public Services..... 252-940-6374

Dr. Kent Dickerson, Director of Nursing and Allied Health..... 252-940-6425

Samantha Spencer, Dean of Arts and Sciences..... 252-940-6223

Dr. Shelby Phillips, Director of Admissions..... 252-940-6233

## Disclaimer

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

## Family Educational Rights and Privacy Act (FERPA)

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

[www.beaufortccc.edu/about/family-educational-rights-and-privacy-act](http://www.beaufortccc.edu/about/family-educational-rights-and-privacy-act)



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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.



**BCCC**  
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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/maillsubscription](http://www.beaufortccc.edu/maillsubscription) 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](http://www.beaufortccc.edu/conedemail) and request to be added.