COURSE SCHEDULE

FALL 2024

• Continuing Education Courses
  Grow Your Technology Skills with Digital Bridge p. 11
  Learn About UAS/Drones pp. 14 - 15
  Learn a New Craft pp. 17 - 19
  New Veterinary Assistant Class p. 29
  Get Trained in Emergency Medicine pp. 30-31
  GROW OR START YOUR SMALL BUSINESS pp. 36-37

• Academic Programs

BEAUFORT COUNTY COMMUNITY COLLEGE
REGISTRATION & PAYMENT

You may register in person at the following location:

BCCC Continuing Education, Building 8
5337 US 264 East
Washington, NC  27889
Monday - Thursday
8:00am-5:30pm
Friday
8:00am-1:00pm
(Closed Fri. during summer hours)

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

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

BCCC Continuing Education
5337 US 264 E
Washington, NC  27889

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

You can now register and pay for some classes online.

https://www.beaufortccc.edu/conedregistration

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

Phone 252.940.6375
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 p. 2 or can be found at https://www.beaufortccc.edu/conedregistration/.

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 enrichment courses offered during the summer months (May 16 - August 14)

Instructional Calendar
Stay informed about important dates and plan your semester effectively by viewing the most updated instructional calendar, which includes state holidays and college closures. You can access this information conveniently on our website at https://www.beaufortccc.edu/calendar..

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-Thursday, 9:00 am-4:00 pm and Friday, 9:00-1:00 pm. You can contact the bookstore at 252-940-6260 or by visiting their website at www.beaufortccc.edu/bookstore.

Refunds
The refund policy for Beaufort County Community College was established by the North Carolina Department of Community Colleges. (1) A student who officially withdraws from class(es) prior to the first class meeting is eligible for a 100 percent refund. (2) A student is eligible for a 100 percent refund if a class fails to “make” due to insufficient enrollment. (3) After the respective class begins, a 75 percent refund shall be made upon the written request of the student if the student officially withdraws from the class prior to or on the 10 percent point of the scheduled hours of the class. (4) Registration fees for self-supporting classes are non-refundable once the class begins. More information can be found at https://www.beaufortccc.edu/conedregistration. 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/conedregistration. Official transcripts are $2.00. Unofficial transcripts are accessible online through the Self-Service portal at no charge.

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 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, 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 questions about the Sponsorship Billing process, please contact the Continuing Education Registration & Records Clerk at continuingeducation@beaufortccc.edu or (252) 940-6375.

Accessibility Services
BCCC is committed to diversity, inclusion and ensuring equal access in all campus programs, activities and events to qualified individuals with disabilities. To request a reasonable accommodation, contact the Accessibility Coordinator at (252) 940-6313 or visit www.beaufortccc.edu/student-life/accessibility-services. An advance notice of 72 hours may be required for some accommodations. If you have any issues navigating this course schedule or registering, please contact Accessibility Services and we will make accommodations.
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
☐ One-Year Vocational
☐ High School Equiv. Diploma
☐ Bachelors
☐ 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 courses 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.
Childcare, Transportation & Emergencies

Childcare Assistance
Available for qualifying Continuing Education students enrolled in a 96+ contact hour course to attain an industry or state-recognized credential and making Satisfactory Academic Progress in the course. This includes College and Career Readiness students. The college can award up to $175 per week, per child. Childcare providers can be licensed or non-licensed, but they must complete a W-9 form to be registered as a BCCC vendor and be eligible for payments. Funds are first come, first serve. Childcare Assistance Application

Transportation Assistance
We are thrilled to offer our Transportation Support program, designed to make your journey smoother. Convenient shuttle services to and from the college through BATS (Beaufort Area Transit Services). They offer reliable and punctual routes to accommodate schedules for qualifying students. Transportation Assistance Application

Finish Line Grant
Complete your academic training in the face of unforeseen financial hardships. If you’re facing financial emergencies through no fault of your own, funds from the Finish Line Grant can be used for: housing, medical needs, dependent care, rent, car repair, internet service, or other financial emergencies. Students enrolled in courses that fulfill 25% of an approved short-term workforce development training program and maintain Satisfactory Academic Progress might be eligible for a Finish Line Grant. Qualifying students may apply for up to $1,000 per semester to help pay for financial emergencies. Finish Line Grant Application

SECU Bridge to Career Pilot Program Scholarship
The SECU Bridge to Career Pilot Program is available to any qualifying student enrolling in the courses leading to an industry recognized credential. To be eligible for this $500 scholarship, apply directly with SECU. This scholarship will pay up front for registration fees and books and materials.

NCWorks Career Center
Beaufort County – 252-940-0900
Hyde County – 252.621.6350
Tyrrell County – 252.621.6350
Washington County – 252.621.6350

Next Gen Youth Program
If you’re ready for a change or a fresh start, 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!

Adult/Dislocated Worker Program
If you are 18+ years of age, a US Citizen, and ready for a change or fresh start, 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

- A. Graham Elliott Administration Building
- Delmar Keech Business & Technology Building
- Arts & Sciences
- Advanced Manufacturing
- Library, Early College High School, & Bookstore
- College Operations
- Skilled Trades
- Continuing Education
- Agribusiness
- Student Services
- Conference Center & Early College High School
- B.L.E.T. Firing Range
- Law Enforcement Training
- Cosmetology & Social Sciences
- Katie Paul Nursing & Allied Health Building
- Public Services Driving Pad
- Fire Tower
- Public Services
- Boat Manufacturing Center

Phone 252.940.6375
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 our Director of Customized Training & Apprenticeships at 252-940-6311 or email sara.watson@beaufortccc.edu. Visit beaufortccc.edu/continuing-education/career-and-college-promise

These pathways are available at participating schools in our four-county service area:

- Emergency Medical Technician (EMT)
- Heating, Ventilation & Air Conditioning (HVAC) Technician
- Commercial Driver’s License (CDL) Truck Driver
- Phlebotomy Technician
- Pharmacy Technician
- Nurse Aide
- Registered Barber
- Natural Haircare Specialist
- Firefighter
- Emergency Medical Responder (coming soon)
- Airplane Pilot (coming soon)
- Unmanned Aerial Vehicle Operator (coming soon)

LANGUAGES

Certain Ed2Go classes categorized as “special topics” are currently offered with waived fees.

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/

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/

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/

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/

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/

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/

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/

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 (ESL)

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. Orientation is required for enrollment.

La adquisición del idioma inglés (ELA) son clases en línea diseñadas para adultos que desean aprender las habilidades del idioma inglés necesarias para funcionar en un ambiente de habla ingles. También asistiendo a las clases de ELA, los estudiantes que están buscando hacer ciudadanía en los Estados Unidos estarán preparados para tomar el examen de naturalización. Es obligatorio asistir a la sesión de información sobre el proceso de inscripción.

ELA Class Locations:

BCCC Campus
Beginners:
6:00 pm - 9:00 pm Mon. & Wed./lunes y miércles Ongoing Free/Gratis B12 1214
9:00 am-2:00 pm Saturday/sábado Ongoing Free/Gratis B12 1214

Advanced:
6:00 pm - 9:00 pm Tues. & Thurs./martes y jueves Ongoing Free/Gratis B12 1214

Hyde Davis Center
Call 252-940-6231

Washington County Center
Call 252-940-6231

Bilingual (Spanish/English) GED Class/Programa para la obtención del Diploma General de Educación (conocido como G.E.D) o Diploma de Equivalencia de Educación Media Superior (conocido como HSE)

This bilingual class is designed for individuals who speak Spanish and are interested in taking the HSE/GED in Spanish. During class you will develop the academic skills to help you compete the GED in Spanish. Orientation is required prior to the first day of class.

6:00 pm-9:00 pm Tues. & Thurs./martes y jueves Ongoing Free/Gratis B8 827

English Language Acquisition (ESL) Orientation/Sesión de Información para la clase de Inglés Como Segundo Lengua

By appointment, call 940-6325 to schedule. This is a requirement to enter ESL classes and HSE/GED for Spanish Speakers.

9:00 am-1:00 pm Aug. 17/Agosto 7
9:00 am-1:00 pm Sept. 14
9:00 am-1:00 pm Oct. 12
9:00 am-1:00 pm Nov. 16

Transitions English & Math

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 pm Tues. & Thurs. 48774 B8 827
12:30 - 3:00 pm Tues. & Thurs. 48775 B8 827
6:00 - 9:00 pm Tues. & Thurs. 48776 First 2 sessions seated Rm 822 then online
Beaufort County Community College offers College and Career Readiness classes in Beaufort, Hyde, Washington and Tyrrell Counties. Programs focus on developing academic competencies as well as the fundamental skills necessary for tomorrow’s jobs. Adults 18 years and older who lack basic skills can enroll in classes to:

• Acquire the reading, writing and mathematical skills needed to obtain or advance in a job
• Meet requirements for getting into vocational programs
• Study to pass the High School Equivalency test (HSE)
• Gain basic skills for entry level employment
• Learn the skills needed to become a productive member of society and a smarter consumer.

Visit our website at www.beaufortccc.edu/ccr for more information!

The Path to Achieving Your High School Equivalency

Register & attend orientation.

Enroll & attend a HSE or ELA class.

Schedule your exam at ged.com or hiset.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.

High School Equivalency (GED) Free Classes

HSE Class Locations:

**BCCC Campus**

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

**Hyde County Davis Center**

9:00 am - 1:00 pm Tues. & Thurs. Free HCDC

**Washington County Center**

Call 252-940-6245

GED Orientation

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

9:00 am - 12:00 pm Tues, Wed. Aug. 6/7, Sept. 10/11, Oct. 8/9, Nov. 5/6 Free B 8 822
5:00 pm - 8:00 pm Tues, Wed. Aug. 6/7, Sept. 10/11, Oct. 8/9, Nov. 5/6 Free B 8 822

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

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

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

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

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

Sign up online to test with either Pearson Vue’s GED Test or ETS HiSET Test. Payments with a prepaid debit or VISA are completed online by the student. Financial Assistance is available for eligible students. Print and save your receipt for your records. Report to Testing Center in BCCC Bldg 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](https://tinyurl.com/notarizedpetition)

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

<table>
<thead>
<tr>
<th>Exam Type</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pearson Vue GED</td>
<td>Aug. 20 &amp; 21</td>
</tr>
<tr>
<td></td>
<td>Sept. 24 &amp; 25</td>
</tr>
<tr>
<td></td>
<td>Oct. 22 &amp; 23</td>
</tr>
<tr>
<td></td>
<td>Nov. 19 &amp; 20</td>
</tr>
<tr>
<td></td>
<td>Dec. 3 &amp; 4</td>
</tr>
<tr>
<td>Pearson Vue Evening</td>
<td>Aug. 8</td>
</tr>
<tr>
<td></td>
<td>Sept. 12</td>
</tr>
<tr>
<td></td>
<td>Oct. 10</td>
</tr>
<tr>
<td></td>
<td>Nov. 7</td>
</tr>
<tr>
<td>ETS HiSET</td>
<td>Aug. 8</td>
</tr>
<tr>
<td></td>
<td>Sept. 12</td>
</tr>
<tr>
<td></td>
<td>Oct. 10</td>
</tr>
<tr>
<td></td>
<td>Nov. 7</td>
</tr>
</tbody>
</table>

DO YOU NEED YOUR HIGH SCHOOL EQUIVALENCY TRANSCRIPT? PLEASE VISIT [DIPLOMA_SENDER.COM](http://DIPLOMA_SENDER.COM) OR CONTACT OUR CHIEF HIGH SCHOOL EQUIVALENCY EXAMINER AT 252-940-6209.

College & Career Readiness Lab
CCR Lab is a resource for College & Career Readiness students to provide testing, tutoring, one-on-one on digital literacy skills, basic troubleshooting and resolving barriers in the classroom.

- 9:00 am - 1:00 pm
- 2:00 - 7:00 pm

**INTEGRATED EDUCATION & TRAINING**

IET Health Care Integrated Education & Training
This program is designed for adults who are enrolled in College & Career Readiness and are interested in health care careers such as: Certified Nurse Aide, BLS CPR, Personal Care Aide. Students will work on vocabulary & math skills related to Health Care careers while earning the HSE.

- 5:00-8:00 pm
- Tues./Thurs.

IET Skilled Trades Manufacturing Integrated Education & Training
This program is specifically designed for adults who are currently enrolled in College and Career Readiness programs and have a keen interest in pursuing careers in skilled trades or manufacturing. It aims to equip participants with integrated vocabulary, essential career skills, and practical workplace knowledge, thereby preparing them not only for successfully obtaining their High School Equivalency (HSE) but also for thriving in the skilled trades and manufacturing sectors.

- 1:00 - 3:00 pm
- Mon. & Wed.

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.

- 1:00 - 3:00 pm
- Tues. & Thurs.

BCCC COVERS THE COST OF TRANSPORTATION VOUCHERS FOR GED TESTING AND TRANSPORTATION THROUGH BEAUFORT AREA TRANSIT SYSTEM (BATS). CALL 252-940-6370 FOR A VOUCHER AND 252-946-5778 FOR A RIDE.
Fall 2024

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: $42
Applied Math | Graphic Literacy | Workplace Documents: $14 Applied Technology: $15 Talent Assessment | Fit Assessment: $16
Workplace Observation $22 | Business Writing: $25
Testing: May 15 – Aug 14 | Monday & Wednesdays 5:00 pm (ARRIVE NLT 4:45)
For access to an online practice assessment and learning modules for the NCRC, come to the BCCC Employment Learning Lab.

5:00 pm – 8:00 pm Mon. & Wed. Aug. 15 – Dec. 31 48173 B8 823

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. Aug. 15 – Dec. 31 48745 B8 823

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

Digital Literacy: Computer Basics

Digital Literacy offers digital literacy skills and training to improve digital inclusion in North Carolina. Digital literacy will provide students with the functional skills needed to seek, obtain and sustain employment. It will also provide skills if you are feeling left behind by technology. 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 or just to increase your knowledge in today's world with the ever changing technology. Instruction will focus on computer skills basic operation, keyboarding, email and internet skills, Windows operating system and technology based job searches. All classes will be held at the Grace Martin Harwell Senior Center in Washington.

9:00 am – 11:00 am Tues. Sept 10 $70 (free w/ waiver) 2 hrs. 48755 Senior Center, Wash.
9:00 am – 11:00 am Tues. Oct. 8 $70 (free w/ waiver) 2 hrs. 48758 Senior Center, Wash.
9:00 am – 11:00 am Tues. Nov. 12 $70 (free w/ waiver) 2 hrs. 48759 Senior Center, Wash.
9:00 am – 11:00 am Tues. Dec. 10 $70 (free w/ waiver) 2 hrs. 48760 Senior Center, Wash.

Look for this logo for scholarship-eligible classes. These courses are free or you may qualify to have the fee for this class covered.
This program aims to close the gap between those who have good internet access and those who don’t. It focuses on making sure everyone can use technology and digital resources equally. By tackling issues like poor internet access, lack of digital skills, and financial challenges, the program aims to help people in these communities take part in the digital world. Through one-on-one support and community involvement, the program helps individuals and communities grow. It creates chances for economic improvement, social inclusion, and personal growth. [www.beaufortccc.edu/beaufortbridge](http://www.beaufortccc.edu/beaufortbridge)

Services BCCC Provides:

**Digital Navigator Services:**
Experience personalized assistance with your technology needs through our appointment-only service to include one-on-one or small group assistance. Digital navigators are experts who help people, businesses, and communities understand and use digital technology. They give advice on things like getting internet access, using devices, staying safe online, and using digital tools and software. By offering this support, digital navigators help others improve their digital skills and succeed in today’s connected world. Book your session today to embark on your digital journey!

Monday - Thursday 9:00am - 4:00 pm by appointment only. Call 940-6325 or email beaufortdigitalbridgeproject@live.beaufortccc.edu to schedule your appointment.

**Digital Literacy Instruction:**
Digital literacy instruction teaches people how to effectively use digital technology and the internet. This includes learning how to use devices like computers, smartphones, and tablets, as well as understanding how to navigate the internet safely and responsibly. It also involves teaching skills such as: using software applications and digital tools, communicating online, creating digital content, protecting against identity theft, and troubleshooting technical issues. The goal of digital literacy instruction is to help individuals become confident and competent in using digital technology in their personal and professional lives.

Tuesdays & Thursdays 1:00 - 3:30 pm. No preregistration is required. Students can register and join the class at any time. All Digital Navigator and Digital Literacy instructional services are FREE to all individuals ages 16+.

---

**ARE YOU EXPLORING CAREER CHOICES?** Join us for a 24-hour online, career exploration course!

**FREE for qualifying students.**

- Explore a Career in Cybersecurity
- Explore a Career as an Administrative Medical Assistant
- Explore a Career as a Pharmacy Technician
- Explore a Career in Nursing
- Explore a Career as a Clinical Medical Assistant
- Become a Veterinary Assistant
- Become a Physical Therapy Aide
- Explore a Career in Medical Writing
- Introduction to Interior Design
- Become an Optical Assistant
- Resume Writing Workshop
- 12 Steps to a Successful Job Search
- Keys to Effective Communication

**You may qualify for classes at NO COST TO YOU, if you are unemployed, underemployed, have received notification of a pending layoff, are working and eligible for the Federal Earned Income Tax Credit (EITC) or are working and earning wages at or below 200% of the federal poverty guidelines.**

[REGISTER AT www.ed2go.com/beaufortccc](http://www.ed2go.com/beaufortccc)
HEATING & AIR

BCCC is introducing the Residential and Apartment Maintenance Technician Academy which is aimed at preparing and expanding the skills of new and current technicians working in residential trades.

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, Installation 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 the credential exam), Electrical Theory, and Application for HVACR (ESCO) available at the BCCC bookstore.

6:00 pm – 9:00 pm Mon. & Thur. July 29 – Nov. 21 $186.25 96 hrs. 47517 B 8A

HVAC: Heating, Ventilating, and Air Conditioning Level 2
Credential: EPA Section 608, ESCO Institute

This course will continue building upon the skills learned while taking the HVAC Level 1 class. This course will focus on alternating current, compressors, refrigerants and oils, leak detection evacuation recovery and charging, metering devices, heat pumps, basic maintenance, chimney 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. July 29 – Nov. 19 $186.25 96 hrs. 47518 B 8A

HVAC: Heating, Ventilating, and Air Conditioning Level 3
Credential: Heat Pumps: Operation, Installation, and Service; ESCO Institute

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

The textbook is Refrigeration and Air Conditioning Technology (9th) (ISBN: 9780357122273) and is available in the BCCC bookstore. Optional textbook (for the 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. July 30 – Nov. 14 $186.25 96 hrs. 47519 B 8A

HVAC: Residential HVAC Design

This course will guide the student through the entire process of planning, designing, and commissioning a residential HVAC system. Topics will include Construction terminology, load calculations, equipment selection, duct design and sizing, and proper HVAC system commissioning techniques.

The textbooks for this class are the ACCA Manual J, ACCA Manual D, and ACCA Duct Calculator and are available in the BCCC bookstore.

8:00 am – 5:00 pm Sat. Oct. 12 $76.25 8 hrs. 47520 B 8A

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

This course presents the introductory knowledge and skills needed to maintain and troubleshoot electrical systems. This course introduces electrical safety, circuits, theory, code, device boxes, hand bending, raceways, conductors, cables, drawings, services, and test equipment.

The textbook is Electrical Wiring Residential (19th) (ISBN: 9781337116213) 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 at the end of class. 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 the credential exam), Electrical Theory, and Application for HVACR (ESCO) available at the BCCC bookstore.

6:00 pm – 10:00 pm Mon & Wed July 29 – Nov. 20 $186.25 128 hrs. 47522 B 8A

Apartment Maintenance Technician
Credential: Certified Apartment Maintenance Technician (CAMT); Apartment Institute for Maintenance Excellence (AIME)

The Certificate for Apartment Maintenance Technicians (CAMT) course will help prepare you for your CAMT credential, providing the opportunity for you to improve your knowledge and skills while boosting your exposure and confidence in residential trades. The class will include a focus on maintenance and repair for electrical, plumbing, heating and ventilation, appliance, and interior and exterior systems. Students that want to pursue the CAMT credential exam after completion of the course would benefit from purchasing the CAMT One Book by the National Apartment Association Education Institute (NAAEI) which is available in the BCCC bookstore. Students pursuing this credential will need to complete one year of apartment or rental housing maintenance experience, CAMT training, and pass the CAMT exam. Students can find further information in the CAMT Skills Standards and Candidate Handbook.

6:00 pm – 9:00 pm Tues. & Thur. July 30 – Nov. 14 $186.25 96 hrs. 47521 B 7

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

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.

NC Edge Customized Training

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,
- Deploying new technology,
- 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 www.beaufortccc.edu/apprenticeship.

Work-based Learning

Work-based learning offers invaluable benefits to BCCC students, bridging the gap between classroom education and practical application. Through our WBL program, students can acquire hands-on experience directly relevant to their chosen fields. This approach not only enhances understanding of theoretical concepts but also equips students with real-world skills, bolstering confidence and employability. By engaging in this dynamic learning model, community college students can:
- Graduate with both a certification and job experience
- Gain career-specific skills for your future job
- Develop a professional network within the industry of your program of study
- Potential to secure job offers and professional references
- Develop job search skills like resume building, interviewing techniques, and networking

Prerequisite Requirements:
Students must have successfully completed a 96+ contact hour continuing education class that leads to attaining an industry or state-recognized credential. Upon successful completion of the class, students may apply to enter a WBL class in the same program of study.

How to Enroll:
Contact our Continuing Education WBL Coordinator, Mr. Casey Langley, at (252) 940-6307 or email casey.langley@beaufortccc.edu. There are no application deadlines. WBL is an open-entry program and can be entered at any time.

General Information:
Required hours are 100+ contact hours and are set by the WBL Coordinator, employer, and student. This is a pass/fail course based on your completion of the necessary documentation and work hours. Visit our website for more information: www.beaufortccc.edu/wbl

Job Placement Requirement:
Students are responsible for securing a job placement that relates to their program of study before the start of the course. If the student needs assistance, they must promptly make that request to their instructor or the WBL Coordinator.

Forklift Training

Credential: Forklift Wallet Card, National Safety Council

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

5:00 pm - 9:00 pm
Tues. & Thurs.
Aug. 20-22
$82.25
8 hrs.
48138
B11 14
Fall 2024

TRANSPORTATION/CDL

Entry Level Driver Training (ELDT) Program CDL Class-A and Hazmat (Hybrid Program)

Credential: Commercial Driver’s License Class-A, 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, of 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. Scholarship eligible.

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

Prerequisites: a Valid Class-C driver’s License, Valid NCDMV Class-A permit, valid DOT medical card, a negative DOT drug screen (within 30 days).

8:00 am-6:00 pm Sat. & Sun. Aug. 4 – Dec. 1 $241.25 384 hrs. 47510 B 11/15 Online, on-demand rest of week
8:00 am-6:00 pm Sat. & Sun. Oct. 20 – Feb. 22 $241.25 384 hrs. 47504 B 11/15 Online, on-demand rest of week

Entry Level Driver Training (ELDT) Program CDL Class-B and Class-A Upgrade for Industry

Credential: Commercial Driver’s License Class-A, NC DMV

This course focuses on students working toward obtaining a Class-B CDL or upgrading from a Class-B to Class-A CDL who are employed in industry and need to complete ELDT for the NCDMV Commercial Driver License (CDL) exam. Students will complete the Class-A curriculum and Hazmat curriculum for successful completion. Funding assistance may be available.

This program is an online hybrid program, which involves weekly-required online assignments apart from weekly on-campus driving in a scheduled range and over-the-road lab. This program is made possible through partnerships with Golden Leaf Foundation, NCDOT, Weyerhaeuser, Allgood’s Garage, and locally-owned insurance groups. Books are available in the BCCC bookstore (book prices are subject to change by the publisher).

Registration prerequisites: a Valid Class-C driver’s License, Valid NCDMV any State Commercial Class-B or Commercial Class-A permit, a valid DOT medical card, and a negative DOT drug screen (within 30 days). Students must provide proof of enrollment in a random drug testing program with their employer per 49 CFR Part 49. Prior experience operating a Commercial Motor Vehicle (CMV) is required.

This is an 8-week intensive class with 8 weeks online, one week of lab work on campus, and one day of testing:

Student lab requirements include:

Class A CDL: Requires a 40 hr. on-campus training behind the wheel (5 days)
Class B CDL: Requires a 32 hr. on-campus training behind the wheel (3 days)
Class B CDL with a passenger – Requires a 32 hr. on-campus training behind the wheel (3 days)

All CDL testing requires a 3hr in-person test on campus (you will have 3 attempts)

8:00 am-5:00 pm Mon. - Fri. Sept. 8 – Nov. 4 $186.25 104 hrs. 47535 B 7 Online, on-demand rest of week
8:00 am-5:00 pm Mon. - Fri. Oct. 20 – Dec. 16 $186.25 104 hrs. 47536 B 7 Online, on-demand rest of week
8:00 am-5:00 pm Mon. - Fri. Dec. 1 – Jan. 27 $186.25 104 hrs. 47537 B 7 Online, on-demand rest of week

North Carolina Vehicle Escort Certification and Recertification

Credential: Escort Vehicle Certification, NC Division of Motor Vehicles

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

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

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

8:00 am-5:00 pm Fri. Aug. 9 $75 8 hrs. 47538 B 8 826
8:00 am-5:00 pm Fri. Oct. 25 $75 8 hrs. 47539 B 8 826

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.

8:00 am-6:00 pm Mon. & Wed. Aug. 12 – Dec. 13 $186.25 210 hrs. 47623 B 7

Fleet Maintenance Technician (Diesel)

Credential: Get Ahead Diesel Certificate, Freightliner

This course will introduce the basic components and systems necessary for a fleet maintenance technician, including the brake system, exhaust system, fuel system, lighting devices, steering mechanism, suspension, frame, tires, wheels and rims, and windshield wipers. An emphasis will be placed on safety and identifying potential problems before they become major repair issues. Upon completion of the course, students will be able to identify heavy truck components and systems and perform basic troubleshooting procedures.

Phone 252.940.6375
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 employee soft skills training (includes training in self-awareness, self-management, work ethic, communication and problem-solving skills.) At the end of the course there will be a meet and greet with local manufacturing companies.

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

<table>
<thead>
<tr>
<th>Time</th>
<th>Days</th>
<th>Start date</th>
<th>End date</th>
<th>Price</th>
<th>Hours</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>5:30 - 9:30 pm</td>
<td>Mon, Wed &amp; Sat.</td>
<td>Sept. 9-Oct. 2</td>
<td>$194.25</td>
<td>54 hrs.</td>
<td>48724</td>
<td>TBA</td>
</tr>
<tr>
<td>8:00 am - 5:00 pm</td>
<td>Sat.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

Substitute Teacher Training

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

Prerequisite: High School Diploma or equivalency.

<table>
<thead>
<tr>
<th>Time</th>
<th>Days</th>
<th>Start date</th>
<th>Price</th>
<th>Hours</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 am- 3:00 pm</td>
<td>Mon.- Thurs.</td>
<td>Oct. 28 – 31</td>
<td>$75</td>
<td>24 hrs.</td>
<td>48763</td>
</tr>
</tbody>
</table>

Industrial Sewing & Upholstery Academy

This 120-hour academy curriculum has been designed in partnership with Diamond N-D Rough Upholstery (221 West Main Street, Washington, NC 27889) to teach the skills necessary to find gainful employment in industrial sewing or furniture repair and upholstery. Students will learn how to operate an industrial sewing machine, how to deconstruct and upholster furniture, where to find resources to start your own business, and local companies seeking employees with the skills learned from the academy. Students will be given a list of materials that they will be responsible for obtaining upon entering the class. Level I is a prerequisite for enrollment in Level II.

<table>
<thead>
<tr>
<th>Level</th>
<th>Time</th>
<th>Days</th>
<th>Start date</th>
<th>End date</th>
<th>Price</th>
<th>Hours</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>5:00 pm – 8:00 pm</td>
<td>Mon. &amp; Wed.</td>
<td>July 24 – Dec. 18</td>
<td>$181.25</td>
<td>120 hrs.</td>
<td>48738</td>
<td>Diamond N-D Rough, Wash</td>
</tr>
<tr>
<td>Level 2</td>
<td>5:00 pm – 8:00 pm</td>
<td>Mon. &amp; Wed.</td>
<td>July 24 – Dec. 18</td>
<td>$181.25</td>
<td>120 hrs.</td>
<td>48739</td>
<td>Diamond N-D Rough, Wash.</td>
</tr>
<tr>
<td>Level 3- Marine Upholstery</td>
<td>5:00 pm – 8:00 pm</td>
<td>Mon. &amp; Wed.</td>
<td>July 24 – Dec 18</td>
<td>$181.25</td>
<td>120 hrs.</td>
<td>48742</td>
<td>Diamond N-D Rough, Wash.</td>
</tr>
</tbody>
</table>
UAS OPERATIONS (DRONES)

For the most up-to-date information about our UAS classes, visit our website at www.beaufortccc.edu/uas

Beaufort County High School Aviation Academy NEW

Join BCCC in partnership with Beaufort County Schools CTE, IBX STEM Center & Dillon's Aviation two exciting aviation training pathways designed to inspire students to pursue careers as professional pilots or drone operators. Students can select a 15-week Private Pilot Course and/or a 14-week UAV Operator course each semester. Each pathway will prepare students for FAA Pilot Certification and provide training opportunities online and in-person. A self-study online ground school component will be accompanied by hands-on training and instruction. Sessions on Saturday during the fall semester at the IBX STEM Center (at Washington-Warren Airport). Thanks to an FAA Workforce Development Grant there is no cost for participation. Reach out to Ben Poulin (ben.poulin@beaufortccc.edu) with questions.

Times TBD Saturday Sept. - Dec. Free 24 hrs. TBD IBX STEM

Commercial UAS Certificate Preparation

Credential: Remote Pilot Certificate (Part 107), Federal Aviation Administration & NCDOT Commercial/Government Operators Permit

This course will prepare students to take the FAA Part 107 exam required of all commercial UAV (drone) operators. Topics covered include FAA regulations, airspace classifications, operating requirements, flight restrictions, aviation weather sources, effects of weather on performance, weight and balance, emergency procedures, crew resource management, radio communications, physiological factors, aeronautical decision-making and judgment, and maintenance and preflight inspection procedures. Instructors will guide students through obtaining their NCDOT permit and registering to take their FAA Part 107 Exam. The FAA examination costs $175 (subject to change) and is not included in the registration fee. Recommended Workbook: 2024 Remote Pilot Prep - ASA Register & pay online.

5:00 pm - 9:00 pm Tues. & Thurs. Oct. 1 - 27 $75 24 hrs. 48821 B8/829
5:00 pm - 9:00 pm Tues. & Thurs. Dec. 3 - 19 $75 24 hrs. 48822 B8/829

Online Commercial UAS Certificate Preparation

Credential: Remote Pilot Certificate (Part 107), Federal Aviation Administration & NCDOT Commercial/Government Operators Permit

The online version of this course will cover the same material as the in-person meeting but will do so in a largely self-paced format. Each week students will review presentations and videos, complete activities, and take practice quizzes. Additionally, each week there will be a required 1-hour live video group session with your instructor that will serve as a guided study session and provide time for review and questions. Students are expected to attend one of two video sessions that will meet in the morning or evening. As with the in-person session the instructor will prepare students to take the FAA Part 107 exam required of all commercial UAV (drone) operators and will guide students through obtaining their NCDOT permit and registering to take their FAA Part 107 Exam. The FAA examination costs $175 (subject to change) and is not included in the registration fee. Recommended Workbook: 2024 Remote Pilot Prep - ASA Register & pay online.

Online Online Sept. 9 - 27 $75 24 hrs. 48823 Online
Online Online Oct. 7 - 25 $75 24 hrs. 48824 Online

Beyond 107 – Level 1 & Level 2: Advanced UAS Operations

Credential: Trusted Operator Level 1 & Trusted Operator Level 2, Association for Unmanned Vehicle Systems International

This course is designed for FAA Part 107 Certified Pilots and revisits and expands on several concepts introduced on the exam. Topics covered include routine operations in accordance with Part 107 that do not require a waiver, flights using aircraft less than 5.5 pounds, regulatory knowledge and compliance, general mission planning protocols, maintenance and inspection programs, and introductions to safety management systems. Additional topics include, operations that require FAA waivers and approvals, UAS operations under FAA Part 119.1 (including crop dusting), and those with elevated risk factors such as flying at night, and those necessitating visual observers or an Air Boss. A focus on Crew Resource Management (CRM) includes developing procedures related to standard operations (SOPs), emergency procedures, maintenance, flight records, pilot proficiency, and reporting. Upon successful completion of coursework, students will sit for an end-of-course knowledge exams and a flight assessment and, if successful, become certified as Level 1 & Level 2 Trusted Operators through AUAVSI. Students who elect the certification option will pay an additional estimated $160 fee. Register & pay online.

Prerequisite: Valid FAA Part 107 Remote Pilot Certificate & NC DOT Operator’s Permit

8:00 am - 5:00 pm Tues. - Thurs. Sept. 24 - 26 $131.25 32 hrs. 48818 B8/826

Look for this logo for scholarship-eligible classes. These courses are free or you may qualify to have the fee for this class covered.
Beyond 107 – Level 3: Hazardous UAS Operations NEW

Credential: Trusted Operator Level 2, Association for Unmanned Vehicle Systems International

Expanding on Beyond 107 – Level 3, this course focuses on operations in safety-critical and complex areas that require a higher levels of risk mitigation. Examples include industrial and chemical facilities, and infrastructure such as wind turbines, powerlines, communication towers, rail, and pipelines. Operations include those from moving vehicles, in confined areas, within close proximity to severe weather, and in remote, harsh, hostile, or testing environments. Upon successful completion of coursework, students will sit for an end-of-course knowledge exam and flight assessment. If successful, students will become certified as Level 3 Trusted Operators through AUVSI. Students who elect the certification option will pay an additional $130 estimated fee. Register & pay online.

Prerequisite: Valid FAA Part 107 Remote Pilot Certificate & NC DOT Operator’s Permit AND AUVSI Level 2 Trusted Operator.

8:00am - 5:00pm Tues. - Thurs. Oct. 22 - 24 $131.25 32 hrs. 48817 B8/826

UAS Pilot Training – The Basics

Credential: The Recreational Unmanned Safety Test (TRUST), Federal Aviation Administration

Students will receive hands-on training and will learn the fundamentals of flight, navigation, safety protocols, and flying techniques. Students will be expected to progress through a series of basic maneuvers that will lead to proficiency in routine flight operations. Students will also be guided through obtaining the FAA TRUST certificate required for all recreational remote pilots. Neither previous piloting experience nor a Part 107 license is required for this course. The dates and times of meetings may change due to weather conditions. Register & pay online.

9:00am – 3:00pm Saturday August 3-24 $76.25 24 hrs. 48820 B8/826

UAS Pilot Training – First Person View (FPV)

Credential: The Recreational Unmanned Safety Test (TRUST), Federal Aviation Administration

Students will be introduced to the exciting world of First-Person Video (FPV) UAS technology with guidance from experienced instructors. FPV drones use onboard cameras that send a live video feed to goggles worn by the pilot. Through demonstrations and practical flight assessments students will learn about equipment, technique, safety procedures, and regulations. Students will also be guided through obtaining the FAA TRUST certificate required for all recreational remote pilots. Neither previous piloting experience nor a Part 107 license is required for this course. No prior FPV experience is required. Register & pay online.

9:00 am – 3:00 pm Sat. Oct. 5-26 $76.25 24 hrs. 48816 B8/826

Aerial Photography & Videography

Credential: The Recreational Unmanned Safety Test (TRUST), Federal Aviation Administration

Students will be introduced to the best practices of aerial photography and videography and can expect to progress through a series of media-focused maneuvers. As part of the class students will plan a media project and gather the requisite stock photos or footage. Using their images or video students will create a product using editing software. Students will also be guided through obtaining the FAA TRUST certificate required for all recreational remote pilots. Neither previous piloting experience nor a Part 107 license is required for this course. Register & pay online.

9:00am - 3:00pm Saturday September 7 - 28 $76.25 24 hrs. 48815 B8/826

Capturing Aerial Imagery for Inspections & Mapping NEW

In this hands-on course students will learn the fundamentals of aerial imagery as it relates to inspections and mapping. Equipment preparation, inspection and care, regulations and safety guidelines, mission planning and flight preparations, photography techniques, manual and autonomous data acquisition, mapping software and tools, and analysis of aerial data will all be covered. This course will help to prepare students to leverage aerial imagery for inspection and mapping tasks effectively for application in a variety of commercial industries. Register & pay online.

8:00 am - 5:00 pm Tues. & Wed. Oct. 1 & Oct. 2 $76.25 16 hrs. 48814 B8/826
UAS OPERATIONS (DRONES)

UAS Operations – Processing Aerial Imagery with Pix4D
Credential: Pix4Dmapper Certification, Pix4DMatic Certification

Students will explore mapping using UAVs and Pix4D software. Topics covered in this course include equipment & software selection, capturing imagery, creating digital maps and 3D models, establishing control points, linear and volumetric measurements, project development and management, and producing deliverables. Students will be able to use provided datasets or their own aerial image sets. Students are highly encouraged to either have a current FAA Part 107 certificate or be enrolled in a relevant training program. This class is taught by Pix4D Certified trainers. Upon successful completion of coursework, students will sit for optional end-of-course knowledge exams and, if successful, earn their Pix4Dmatic and/or Pix4DMapper Certifications. Students who elect the certification option will pay an additional $145 estimated fee per exam prior to testing. Register & pay online.

5:00 pm - 9:00 pm Mon. & Wed. Oct. 7 – Oct. 23 $75 24 hrs. 48812 B8/829

UAV Fabrication & Flight
Credential: The Recreational Unmanned Safety Test (TRUST), Federal Aviation Administration

This course is designed to introduce students to the scientific principles associated with the build and testing phases of small unmanned aerial vehicles (UAV). Upon completion of this course, students will be familiarized with the parts and components that make up UAVs well as have the ability to troubleshoot repairs. Following schematics students will connect all electrical components while developing an understanding of how everything works together to produce aerial vehicles. Students complete the FAA TRUST Certificate and will learn how to register their UAV online through the Federal Aviation Administration (FAA) Drone Zone. Students will utilize computer-based simulators to develop rudimentary flight skills before flying the machine for testing and flight skills training. The college will provide UAVs build kits for use while in class. If students would like to supply their own parts, they are welcome to do so. This course ends with an overview of the current FAA aviation maintenance rules and regulations required for safe and efficient operations. Register & pay online.

5:00 pm - 9:00 pm Tues. & Thurs. Oct. 1 – Nov. 26 $186.25 60 hrs. 48811 B8/826

No class 10/31 & 11/5

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.

9:00 am-1:00 pm Sat. Aug. 17 $75 4 hrs. 48965 B8 829
5:30 pm – 9:30 pm Mon. Aug. 26 $75 4 hrs. 48966 B8 829
9:00 am-1:00 pm Sat. Sept. 14 $75 4 hrs. 48967 B8 829
5:30 pm – 9:30 pm Mon. Sept. 23 $75 4 hrs. 48968 B8 829
9:00 am-1:00 pm Sat. Oct. 19 $75 4 hrs. 48969 B8 829
5:30 pm – 9:30 pm Mon. Oct. 28 $75 4 hrs. 48970 B8 829
9:00 am-1:00 pm Sat. Nov. 16 $75 4 hrs. 48971 B8 829
5:30 pm – 9:30 pm Mon. Nov. 25 $75 4 hrs. 48972 B8 829
9:00 am-1:00 pm Sat. Dec. 14 $75 4 hrs. 48973 B8 829

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. Certain Ed2Go classes categorized as “special topics” are currently offered with waived fees.

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

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

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

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

Introduction to Microsoft Project 2019/Office 365
Discover how to effectively plan and implement projects using the world’s most popular project management software. Visit www.ed2go.com/beaufortccc/

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

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

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/

Intermediate Quickbooks Online (Ed2Go)
Learn to manage the financial aspects of your business using the cloud-based QuickBooks Online software. Visit www.ed2go.com/beaufortccc/

Intermediate Microsoft Word 2019 (Ed2Go)
Use Microsoft Word 2019 more efficiently by mastering its more advanced features. This hands-on course will teach you how to create an index, build a list of figures, design a table of contents, perform a mail merge, and use timesaving shortcuts to develop professional documents. Visit www.ed2go.com/beaufortccc/

Intermediate Microsoft Excel 2019 (Ed2Go)
If you use Microsoft Excel, this intermediate course will bring your Excel skills to the next level. You will learn how to use a number of powerful features in the 2019 version of Excel. Visit www.ed2go.com/beaufortccc/

How to Get Started in Game Development (Ed2Go)
Prepare to start developing your own games. This course provides the fundamentals of game development, tools and techniques for better game design decisions, and ways to position your games for success. Visit www.ed2go.com/beaufortccc/

Introduction to Artificial Intelligence (Ed2Go)
Gain a foundational knowledge of the science behind creating computer systems that can perform tasks typically requiring human intelligence in this introductory artificial intelligence (AI) course. Visit www.ed2go.com/beaufortccc/

Machine Learning (Ed2Go)
The course provides foundational machine learning knowledge that enables you to learn the most popular algorithms used and the different types of machine learning, including supervised, unsupervised, and reinforcement learning. This course also explores the programming languages used to develop machine learning. Visit www.ed2go.com/beaufortccc/

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

Photographing Nature with Your Digital Camera (Ed2Go)
Learn how to use your digital camera to take stunning nature photos, including landscapes, flowers, animals, and even macro shots. Visit www.ed2go.com/beaufortccc/

Photoshop Elements for the Digital Photographer (Ed2Go)
Learn how to use the tools and features of Adobe Photoshop Elements for editing and fixing your digital photos and images. Visit www.ed2go.com/beaufortccc/

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

Introduction to Lightroom Classic CC (Ed2Go)
Save time as you enhance and manage your digital photos. This course will show you how to effectively edit and organize photos using Lightroom Classic CC with hands-on, easy-to-follow exercises that will help you perfect your digital photo collections. Visit www.ed2go.com/beaufortccc/
**Fall 2024**

**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/

**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/

**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/

**Writing for Children (Ed2Go)**
Create stories that touch the hearts of children with the help of a published children’s author. This course provides you with an essential overview of planning, researching, writing, and marketing children's books that engage audiences and sell to publishers.
Visit www.ed2go.com/beaufortccc/

---

**CRAFTS**

**Autumn Wreath Workshops**
This semester we will start with a Fall themed wreath. Then we will hold three sessions to make holiday wreaths. The women from Inspired Door Design have a new way of providing these workshops. Please provide your email address when you call to register. We can send photos of various wreath designs, and you can choose exactly which style to produce in class. Each participant will create a mesh wreath to carry home, along with an instruction sheet for making future projects. All skill levels are welcome. All materials and tools will be provided. Please call to register.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Price</th>
<th>Duration</th>
<th>Code</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept. 24</td>
<td>6:00 pm - 8:00 pm</td>
<td>$65</td>
<td>2 hrs.</td>
<td>49021</td>
<td>B8 826</td>
</tr>
<tr>
<td>Oct. 22</td>
<td>6:00 pm - 8:00 pm</td>
<td>$65</td>
<td>2 hrs.</td>
<td>49022</td>
<td>B8 826</td>
</tr>
<tr>
<td>Nov. 5</td>
<td>6:00 pm - 8:00 pm</td>
<td>$65</td>
<td>2 hrs.</td>
<td>49023</td>
<td>B8 826</td>
</tr>
<tr>
<td>Nov. 19</td>
<td>6:00 pm - 8:00 pm</td>
<td>$65</td>
<td>2 hrs.</td>
<td>49024</td>
<td>B8 826</td>
</tr>
</tbody>
</table>

**Wire Art**
Gently bending wire to create wonderful and often whimsical shapes is a pleasant way to spend time. In this workshop we will bend several gauges of wire to accommodate all hand strengths. Every student will create at least four objects. Wire artist Herb May will help students fashion a spiral wire candle holder to learn the basics. Then he will guide everyone to continue bending wire to make engaging holiday ornaments such as crosses, stars, fish, and Christmas trees. We’ve got lots of wire, and you’ll leave with a new skill and ideas for great presents.
Register & pay online.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Price</th>
<th>Duration</th>
<th>Code</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct. 8</td>
<td>6:00 pm - 9:00 pm</td>
<td>$45</td>
<td>3 hrs.</td>
<td>49027</td>
<td>B8 829</td>
</tr>
</tbody>
</table>

**Crochet Amigurumi NEW**
If you know the basics of crocheting, such as chain, single, double, and ½ double, then this class is for you. Cindy Marks is ready to share her skills in making amigurumi. That is another way of saying plushies! We’ll create whimsical charming animals using crochet hooks. And they make great presents. On our first meeting, we will have all the yarn to create a crab. Just bring your own hook. After that, bring your own yarn to create bees, chickens, pumpkins, octopi, and many other creatures.
Register & pay online.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Price</th>
<th>Duration</th>
<th>Code</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept. 10 – Oct. 15</td>
<td>2:00 pm - 4:30 pm</td>
<td>$50</td>
<td>15 hrs.</td>
<td>49030</td>
<td>B8 828</td>
</tr>
</tbody>
</table>
Pottery

We hold our pottery classes at Mud In Motion, 601 John Small Avenue, Washington, NC 27889. It's a spacious new studio, and everyone is enjoying learning there. These classes accommodate all skill levels, from beginner to advanced. All the classes will provide many opportunities to learn hand building pottery, coiled construction techniques, and wheel thrown pottery. The kiln is ready to fire your pots after colorful glazes are applied. All materials are included.

Register & pay online.

All Level Pottery Classes:

<table>
<thead>
<tr>
<th>Time</th>
<th>Day</th>
<th>Start Date</th>
<th>End Date</th>
<th>Price</th>
<th>Duration</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 am – 12:00 pm</td>
<td>Mon.</td>
<td>Sept. 9 – Oct. 7</td>
<td>$110</td>
<td>12 hrs.</td>
<td>48980</td>
<td>Mud in Motion</td>
</tr>
<tr>
<td>1:00 pm – 4:00 pm</td>
<td>Mon.</td>
<td>Sept. 9 – Oct. 7</td>
<td>$110</td>
<td>12 hrs.</td>
<td>48981</td>
<td>Mud in Motion</td>
</tr>
<tr>
<td>6:00 pm – 9:00 pm</td>
<td>Mon.</td>
<td>Sept. 9 – Oct. 7</td>
<td>$110</td>
<td>12 hrs.</td>
<td>48982</td>
<td>Mud in Motion</td>
</tr>
<tr>
<td>1:00 pm – 4:00 pm</td>
<td>Tues.</td>
<td>Sept. 10 – Oct. 8</td>
<td>$110</td>
<td>12 hrs.</td>
<td>48983</td>
<td>Mud in Motion</td>
</tr>
<tr>
<td>4:30 pm – 7:30 pm</td>
<td>Wed.</td>
<td>Sept. 11 – Oct. 9</td>
<td>$110</td>
<td>12 hrs.</td>
<td>48984</td>
<td>Mud in Motion</td>
</tr>
<tr>
<td>9:00 am – 12:00 pm</td>
<td>Mon.</td>
<td>Oct. 14 – Nov. 4</td>
<td>$110</td>
<td>12 hrs.</td>
<td>48985</td>
<td>Mud in Motion</td>
</tr>
<tr>
<td>1:00 pm – 4:00 pm</td>
<td>Mon.</td>
<td>Oct. 14 – Nov. 4</td>
<td>$110</td>
<td>12 hrs.</td>
<td>48986</td>
<td>Mud in Motion</td>
</tr>
<tr>
<td>6:00 pm – 9:00 pm</td>
<td>Mon.</td>
<td>Oct. 14 – Nov. 4</td>
<td>$110</td>
<td>12 hrs.</td>
<td>48987</td>
<td>Mud in Motion</td>
</tr>
<tr>
<td>1:00 pm – 4:00 pm</td>
<td>Tues.</td>
<td>Oct. 15 – Nov. 5</td>
<td>$110</td>
<td>12 hrs.</td>
<td>48988</td>
<td>Mud in Motion</td>
</tr>
<tr>
<td>4:30 pm – 7:30 pm</td>
<td>Wed.</td>
<td>Oct. 16 – Nov. 6</td>
<td>$110</td>
<td>12 hrs.</td>
<td>48990</td>
<td>Mud in Motion</td>
</tr>
<tr>
<td>9:00 am – 12:00 pm</td>
<td>Mon.</td>
<td>Nov. 18 – Dec. 9</td>
<td>$110</td>
<td>12 hrs.</td>
<td>48991</td>
<td>Mud in Motion</td>
</tr>
<tr>
<td>1:00 pm – 4:00 pm</td>
<td>Mon.</td>
<td>Nov. 18 – Dec. 9</td>
<td>$110</td>
<td>12 hrs.</td>
<td>48992</td>
<td>Mud in Motion</td>
</tr>
<tr>
<td>6:00 pm – 9:00 pm</td>
<td>Mon.</td>
<td>Nov. 18 – Dec. 9</td>
<td>$110</td>
<td>12 hrs.</td>
<td>48993</td>
<td>Mud in Motion</td>
</tr>
<tr>
<td>1:00 pm – 4:00 pm</td>
<td>Tues.</td>
<td>Nov. 19 – Dec. 10</td>
<td>$110</td>
<td>12 hrs.</td>
<td>48994</td>
<td>Mud in Motion</td>
</tr>
<tr>
<td>4:30 pm – 7:30 pm</td>
<td>Wed.</td>
<td>Nov. 20 – Dec. 11</td>
<td>$110</td>
<td>12 hrs.</td>
<td>48995</td>
<td>Mud in Motion</td>
</tr>
</tbody>
</table>

Advanced Level Pottery Classes:

<table>
<thead>
<tr>
<th>Time</th>
<th>Day</th>
<th>Start Date</th>
<th>End Date</th>
<th>Price</th>
<th>Duration</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 am – 12:00 pm</td>
<td>Tues.</td>
<td>Sept. 10 – Oct. 8</td>
<td>$110</td>
<td>12 hrs.</td>
<td>48977</td>
<td>Mud in Motion</td>
</tr>
<tr>
<td>9:00 am – 12:00 pm</td>
<td>Mon.</td>
<td>Oct. 15 – Nov. 5</td>
<td>$110</td>
<td>12 hrs.</td>
<td>48978</td>
<td>Mud in Motion</td>
</tr>
<tr>
<td>9:00 am – 12:00 pm</td>
<td>Tues.</td>
<td>Nov. 19 – Dec. 10</td>
<td>$110</td>
<td>12 hrs.</td>
<td>48979</td>
<td>Mud in Motion</td>
</tr>
</tbody>
</table>

There is something new in our Pottery Studio. In these workshops, students of all levels can make several items that follow a particular theme. Each session lasts three weeks, and participants will have fun working together to make charming decorations.

Pumpkin Luminaries

<table>
<thead>
<tr>
<th>Time</th>
<th>Day</th>
<th>Start Date</th>
<th>End Date</th>
<th>Price</th>
<th>Duration</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 am – 12:00 pm</td>
<td>Wed.</td>
<td>Sept. 11 – Sept. 25</td>
<td>$85</td>
<td>9 hrs.</td>
<td>48996</td>
<td>Mud in Motion</td>
</tr>
</tbody>
</table>

Garden Gnomes

<table>
<thead>
<tr>
<th>Time</th>
<th>Day</th>
<th>Start Date</th>
<th>End Date</th>
<th>Price</th>
<th>Duration</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 am – 12:00 pm</td>
<td>Wed.</td>
<td>Oct. 9 – Oct. 23</td>
<td>$85</td>
<td>9 hrs.</td>
<td>48997</td>
<td>Mud in Motion</td>
</tr>
</tbody>
</table>

Snowman Decor

<table>
<thead>
<tr>
<th>Time</th>
<th>Day</th>
<th>Start Date</th>
<th>End Date</th>
<th>Price</th>
<th>Duration</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 am – 12:00 pm</td>
<td>Wed.</td>
<td>Nov. 6 – Nov. 20</td>
<td>$85</td>
<td>9 hrs.</td>
<td>48998</td>
<td>Mud in Motion</td>
</tr>
</tbody>
</table>

Winter Wind Chimes

<table>
<thead>
<tr>
<th>Time</th>
<th>Day</th>
<th>Start Date</th>
<th>End Date</th>
<th>Price</th>
<th>Duration</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 am – 12:00 pm</td>
<td>Wed.</td>
<td>Dec. 4 – Dec. 18</td>
<td>$85</td>
<td>9 hrs.</td>
<td>48999</td>
<td>Mud in Motion</td>
</tr>
</tbody>
</table>
For Women Stained Glass Workshops NEW

Stained glass artisan, Jessica Kennedy, has put together a fine experience for learning to make suncatchers and other stained glass objects. Each workshop includes all materials needed to cut, polish, wrap, and solder pieces together. Participants will create a stained glass suncatcher along with Jessica, and it will soon grace a window at home. Join this workshop to gain foundational stained glass skills. These workshops take place at Pamlico Rose Institute, 219 E. 3rd Street, Washington, NC. This class features a 50% scholarship for women veterans. Register online or by calling 252-940-6375.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Workshop</th>
<th>Fee</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun. Aug. 18</td>
<td>5:00 pm - 8:00 pm</td>
<td>$100</td>
<td>3 hrs.</td>
<td>48882 Pamlico Rose Institute</td>
</tr>
<tr>
<td>Tues. Aug. 20</td>
<td>4:00 pm - 7:00 pm</td>
<td>$100</td>
<td>3 hrs.</td>
<td>48883 Pamlico Rose Institute</td>
</tr>
<tr>
<td>Tues. Aug. 27</td>
<td>5:30 pm - 8:30 pm</td>
<td>$100</td>
<td>3 hrs.</td>
<td>48884 Pamlico Rose Institute</td>
</tr>
<tr>
<td>Fri. Aug. 30</td>
<td>5:30 pm - 8:30 pm</td>
<td>$100</td>
<td>3 hrs.</td>
<td>48885 Pamlico Rose Institute</td>
</tr>
<tr>
<td>Sun. Sept. 1</td>
<td>4:00 pm - 7:00 pm</td>
<td>$100</td>
<td>3 hrs.</td>
<td>48886 Pamlico Rose Institute</td>
</tr>
<tr>
<td>Tues. Sept. 3</td>
<td>4:00 pm - 7:00 pm</td>
<td>$100</td>
<td>3 hrs.</td>
<td>48887 Pamlico Rose Institute</td>
</tr>
<tr>
<td>Tues. Sept. 10</td>
<td>5:00 pm - 8:00 pm</td>
<td>$100</td>
<td>3 hrs.</td>
<td>48888 Pamlico Rose Institute</td>
</tr>
<tr>
<td>Tues. Sept. 24</td>
<td>5:30 pm - 8:30 pm</td>
<td>$100</td>
<td>3 hrs.</td>
<td>48889 Pamlico Rose Institute</td>
</tr>
<tr>
<td>Fri. Sept. 27</td>
<td>4:00 pm - 7:00 pm</td>
<td>$100</td>
<td>3 hrs.</td>
<td>48890 Pamlico Rose Institute</td>
</tr>
<tr>
<td>Tues. Oct. 1</td>
<td>4:00 pm - 7:00 pm</td>
<td>$100</td>
<td>3 hrs.</td>
<td>48891 Pamlico Rose Institute</td>
</tr>
<tr>
<td>Tues. Oct. 8</td>
<td>5:30 pm - 8:30 pm</td>
<td>$100</td>
<td>3 hrs.</td>
<td>48892 Pamlico Rose Institute</td>
</tr>
<tr>
<td>Tues. Oct. 11</td>
<td>5:30 pm - 8:30 pm</td>
<td>$100</td>
<td>3 hrs.</td>
<td>48893 Pamlico Rose Institute</td>
</tr>
<tr>
<td>Sun. Oct. 13</td>
<td>4:00 pm - 7:00 pm</td>
<td>$100</td>
<td>3 hrs.</td>
<td>48894 Pamlico Rose Institute</td>
</tr>
<tr>
<td>Tues. Oct. 15</td>
<td>4:00 pm - 7:00 pm</td>
<td>$100</td>
<td>3 hrs.</td>
<td>48895 Pamlico Rose Institute</td>
</tr>
<tr>
<td>Tues. Oct. 22</td>
<td>5:00 pm - 8:00 pm</td>
<td>$100</td>
<td>3 hrs.</td>
<td>48896 Pamlico Rose Institute</td>
</tr>
<tr>
<td>Tues. Oct. 29</td>
<td>5:30 pm - 8:30 pm</td>
<td>$100</td>
<td>3 hrs.</td>
<td>48897 Pamlico Rose Institute</td>
</tr>
<tr>
<td>Fri. Nov. 1</td>
<td>5:00 pm - 8:00 pm</td>
<td>$100</td>
<td>3 hrs.</td>
<td>48898 Pamlico Rose Institute</td>
</tr>
<tr>
<td>Sun. Nov. 3</td>
<td>1:00 pm - 4:00 pm</td>
<td>$100</td>
<td>3 hrs.</td>
<td>48900 Pamlico Rose Institute</td>
</tr>
<tr>
<td>Tues. Nov. 5</td>
<td>5:30 pm - 8:30 pm</td>
<td>$100</td>
<td>3 hrs.</td>
<td>48901 Pamlico Rose Institute</td>
</tr>
<tr>
<td>Fri. Nov. 8</td>
<td>5:30 pm - 8:30 pm</td>
<td>$100</td>
<td>3 hrs.</td>
<td>48902 Pamlico Rose Institute</td>
</tr>
<tr>
<td>Sun. Nov. 10</td>
<td>1:00 pm - 4:00 pm</td>
<td>$100</td>
<td>3 hrs.</td>
<td>48903 Pamlico Rose Institute</td>
</tr>
<tr>
<td>Tues. Nov. 12</td>
<td>4:00 pm - 7:00 pm</td>
<td>$100</td>
<td>3 hrs.</td>
<td>48904 Pamlico Rose Institute</td>
</tr>
<tr>
<td>Tues. Nov. 19</td>
<td>5:00 pm - 8:00 pm</td>
<td>$100</td>
<td>3 hrs.</td>
<td>48905 Pamlico Rose Institute</td>
</tr>
<tr>
<td>Sun. Dec. 1</td>
<td>4:00 pm - 7:00 pm</td>
<td>$100</td>
<td>3 hrs.</td>
<td>48906 Pamlico Rose Institute</td>
</tr>
<tr>
<td>Fri. Dec. 6</td>
<td>5:30 pm - 8:30 pm</td>
<td>$100</td>
<td>3 hrs.</td>
<td>48907 Pamlico Rose Institute</td>
</tr>
<tr>
<td>Sun. Dec. 8</td>
<td>1:00 pm - 4:00 pm</td>
<td>$100</td>
<td>3 hrs.</td>
<td>48908 Pamlico Rose Institute</td>
</tr>
<tr>
<td>Tues. Dec. 10</td>
<td>4:00 pm - 7:00 pm</td>
<td>$100</td>
<td>3 hrs.</td>
<td>48909 Pamlico Rose Institute</td>
</tr>
<tr>
<td>Fri. Dec. 13</td>
<td>5:00 pm - 8:00 pm</td>
<td>$100</td>
<td>3 hrs.</td>
<td>48910 Pamlico Rose Institute</td>
</tr>
<tr>
<td>Sun. Dec. 15</td>
<td>5:30 pm - 8:30 pm</td>
<td>$100</td>
<td>3 hrs.</td>
<td>48911 Pamlico Rose Institute</td>
</tr>
<tr>
<td>Tues. Dec. 17</td>
<td>5:30 pm - 8:30 pm</td>
<td>$100</td>
<td>3 hrs.</td>
<td>48912 Pamlico Rose Institute</td>
</tr>
</tbody>
</table>

On-Campus Stained Glass Workshops (Open to All)

We have four workshops for making Stained Glass this semester. There will be lots of Autumn and Holiday patterns to choose from. In each workshop, participants may choose to make either a hummingbird suncatcher or a seasonal item. The colors we share are wonderful in the light. And students will learn beginning stained glass skills to further develop. Register & pay online.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Workshop</th>
<th>Fee</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thur. Sept. 12</td>
<td>6:00 pm - 9:00 pm</td>
<td>$60</td>
<td>3 hrs.</td>
<td>49017 B8 829</td>
</tr>
<tr>
<td>Thur. Oct. 10</td>
<td>6:00 pm - 9:00 pm</td>
<td>$60</td>
<td>3 hrs.</td>
<td>49018 B8 829</td>
</tr>
<tr>
<td>Thur. Nov. 7</td>
<td>6:00 pm - 9:00 pm</td>
<td>$60</td>
<td>3 hrs.</td>
<td>49019 B8 829</td>
</tr>
<tr>
<td>Thur. Dec. 5</td>
<td>6:00 pm - 9:00 pm</td>
<td>$60</td>
<td>3 hrs.</td>
<td>49020 B8 829</td>
</tr>
</tbody>
</table>
BPAC Community Theatre

BCCC and the Beaufort Performing Arts Collective (BPAC) continue to explore theater 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 Fall '24 acting and production class culminates in our second production of Charles Dickens’ “A Christmas Carol.” This performance will incorporate a play with independent film, music, and dancing! On-stage or behind-stage, 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.
 Sept. 10 – Nov. 24
 $20
 36 hrs.
 49034
 B8 801 Auditorium

African Jazz Dance Technique

Thank you Niambi Keyes for returning to Beaufort County and bringing all of your experience and artistic expertise with you! Please join Niambi to learn African story telling using traditional dance styles and jazz movement techniques. This workshop is appropriate for beginners and practiced dancers. It can even be enjoyed from a chair. Learn a new dance vocabulary, move to Afro/Caribbean music, and enjoy an inspiring and energetic morning. Wear loose comfortable clothing, dance attire, or gym attire. Thanks Beaufort County Arts Council for hosting this workshop at the Turnage Theater. Register & pay online.

9:00 pm – 12:00 pm
 Sat.
 Sept. 14
 $50
 3 hrs.
 49035
 Turnage Theater

Shakespearean Acting Workshop

Join Lisa Rathbun, an experienced Shakespearean actor, as she helps youth, educators, theater practitioners, directors, and Shakespeare enthusiasts explore how to bring works of the Bard to life. She will demonstrate techniques for interpreting Shakespearean text in the classroom, in rehearsal, and on the stage. Participants will take to the stage and act, and move, and find their character just as though they are in the Globe! Register & pay online.

9:00 am – 12:00 pm
 Sat.
 Oct. 12
 $50
 3 hrs.
 49036
 B8 Auditorium

Finger Painting is not Just for Kids

Use your fingers, and even your arms, to work with traditional finger paints. And that sentence just doesn’t describe how joyful this workshop will be. Come out in old painting clothes and discover a long-lost side of yourself. Make beautiful paintings, and refine your technique. Then, create a hydrangea painting with acrylics that you’ll be proud to display at home. We will serve a light lunch. Register & pay online.

10:00 am – 2:00 pm
 Sat.
 Nov. 2
 $50
 4 hrs.
 49037
 B8 826

Reading Group: The Great American Novel

Read and discuss the greatest fiction written by Americans over the last 250 years. Your guide will be Dr. Dave Loope, President of Beaufort County Community College. We will learn how fiction can help explain the diverse cultures and equally diverse perspectives that characterize what it means to be American. We will read in this order; The Adventures of Huckleberry Finn by Mark Twain, The Great Gatsby by F. Scott Fitzgerald, The Sun Also Rises by Ernest Hemingway, and March by Geraldine Brooks. Register & pay online.

6:00 pm - 8:00 pm
 Thur.
 Sept. 5, Oct. 3, Nov. 7, Dec. 5
 $15
 8 hrs.
 49011
 BS Library

Phone 252.940.6375
DANCE & MOVEMENT

Line Dancing Beginner
Welcome back Line Dancing! It sure is nice to have our dancing classes back on campus. Everyone who joins has time to enjoy the gentle and moderate exercise. Line Dancing improves memory while you learn the various dances (we'll go through 20 different styles.) And you'll enjoy getting ready for weddings and holiday parties. Please join us for 6 weeks of entertaining line dancing. And don't forget; it's just plain fun! Register & pay online.

<table>
<thead>
<tr>
<th>Time</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Fee</th>
<th>Hours</th>
<th>Class Code</th>
<th>Room Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:30 am - 11:00 am</td>
<td>Mon.</td>
<td>Sept. 9</td>
<td>Oct. 2</td>
<td>$35</td>
<td>9 hrs.</td>
<td>49001</td>
<td>B10 12MPR</td>
</tr>
<tr>
<td>6:00 pm - 7:30 pm</td>
<td>Mon.</td>
<td>Sept. 9</td>
<td>Oct. 2</td>
<td>$35</td>
<td>9 hrs.</td>
<td>49002</td>
<td>B10 12MPR</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Time</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Fee</th>
<th>Hours</th>
<th>Class Code</th>
<th>Room Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:30 am - 11:00 am</td>
<td>Mon.</td>
<td>Oct. 14</td>
<td>Dec. 16</td>
<td>$40</td>
<td>12 hrs.</td>
<td>49003</td>
<td>B10 12MPR</td>
</tr>
<tr>
<td>6:00 pm - 7:30 pm</td>
<td>Mon.</td>
<td>Oct. 14</td>
<td>Dec. 16</td>
<td>$40</td>
<td>12 hrs.</td>
<td>49004</td>
<td>B10 12MPR</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Time</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Fee</th>
<th>Hours</th>
<th>Class Code</th>
<th>Room Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00 pm - 7:30 pm</td>
<td>Tues.</td>
<td>Sept. 10</td>
<td>Oct. 8</td>
<td>$50</td>
<td>9 hrs.</td>
<td>49007</td>
<td>B4 Lobby</td>
</tr>
</tbody>
</table>

Carolina Shag Dancing Intermediate
After mastering the basics in our Carolina Shag class please return to add more steps to your repertoire. More shagging equals more fun. We'll continue to build confidence with the basics and add new moves. Chris Winstead will lead the class, and you will lead everyone to the dance floor at the next party. Register & pay online.

<table>
<thead>
<tr>
<th>Time</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Fee</th>
<th>Hours</th>
<th>Class Code</th>
<th>Room Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00 pm - 7:30 pm</td>
<td>Tues.</td>
<td>Oct. 15</td>
<td>Nov. 26</td>
<td>$50</td>
<td>9 hrs.</td>
<td>49008</td>
<td>B4 Lobby</td>
</tr>
</tbody>
</table>

Pilates
Pilates strengthen the core, improve flexibility, and enhance overall fitness. Join these six session classes to learn the basic principles of Pilates; breath control, concentration, centering, precision, and flow. Using a series of mat exercises, we will target various muscle groups, including abdominals, back, hips, and legs. We will build strength, improve flexibility, posture, balance and overall well-being. Start a journey to better fitness in these classes. They are suitable for all fitness levels. Wear comfortable clothing and bring your own yoga mat. Register & pay online.

<table>
<thead>
<tr>
<th>Time</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Fee</th>
<th>Hours</th>
<th>Class Code</th>
<th>Room Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:00 pm - 1:00 pm</td>
<td>Mon.</td>
<td>Sept. 9</td>
<td>Oct. 14</td>
<td>$60</td>
<td>6 hrs.</td>
<td>49032</td>
<td>B10 MPR</td>
</tr>
<tr>
<td>12:00 pm - 1:00 pm</td>
<td>Mon.</td>
<td>Oct. 21</td>
<td>Dec. 9</td>
<td>$60</td>
<td>6 hrs.</td>
<td>49033</td>
<td>B10 MPR</td>
</tr>
</tbody>
</table>

MUSIC

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

<table>
<thead>
<tr>
<th>Time</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Fee</th>
<th>Hours</th>
<th>Class Code</th>
<th>Room Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00 pm - 8:00 pm</td>
<td>Tues.</td>
<td>Sept. 17</td>
<td>Nov. 5</td>
<td>$75</td>
<td>12 hrs.</td>
<td>49025</td>
<td>B8 829</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Time</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Fee</th>
<th>Hours</th>
<th>Class Code</th>
<th>Room Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00 pm - 8:30 pm</td>
<td>Thur.</td>
<td>Sept. 12</td>
<td>Oct. 17</td>
<td>$75</td>
<td>15 hrs.</td>
<td>49028</td>
<td>B3 127</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Time</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Fee</th>
<th>Hours</th>
<th>Class Code</th>
<th>Room Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00 pm - 8:30 pm</td>
<td>Tues.</td>
<td>Nov. 12</td>
<td>Dec. 17</td>
<td>$75</td>
<td>15 hrs.</td>
<td>49029</td>
<td>B3 127</td>
</tr>
</tbody>
</table>
Cooking involves all the senses. That’s what makes our cooking classes so much fun. Students cook beside our chefs, and they experience the wonderful sensory experience of making delicious food. Recipes can be replicated at home remembering the aromas, textures, sights, sounds, and tastes from the BCCC kitchen. Please join us for an evening of professional instruction and fine dining. To help us include as many cooks as possible, please let us know if you can’t attend. Groceries are expensive! Students who withdraw less than 48 hours before class will not be refunded. Thanks for understanding.

Catch of the Day with Chef Jamie
Chef Jamie Davis of the Hackney in Downtown Washington had an idea: let’s get fresh local fish, cook it and sauce it to make the best of its flavor and make sides from late summer produce to perfectly complement our meal. Our dinner will be beautiful and delicious. Students will have wonderful new techniques to use at home and Anita will make Bill Smith's Atlantic Beach Pie for our dessert. Register & pay online.

Fall Made Pickles, Preserves, and Jam
The holidays are on the way, and CatieJo Black of BGF Produce in Belhaven is willing to help you prepare wonderful presents of home preserves. We will be using the hot water bath canning method to make hot pepper jelly in this class. This method is the way to keep high acid foods shelf stable for wonderful treats later on. Learn safe canning methods and receive recipes and resources for making pickles, preserves, and jams. Your family and friends will appreciate the jam you make and take tonight! Register & pay online.

More & More Homemade Tortillas
It is an honor to have Senora Lucinda Domenech of Angi’s Mexican Kitchen join us for this class. She’s bringing her kids, Angelee and Sergio with her. Together they will teach us how to make tortillas in true Sinaloa style. Then we will use the tortillas to make tinga quesadillas and colache. They will cook a big pot of beans so we can make frijoles refritos. For dessert we will have flan. Register & pay online.

Making Homemade Pasta
Once you cook with Will Aley, you will understand that making your own pasta is not so daunting a task. In fact, it’s a fun activity. And the taste and texture of fresh pasta is so fine. We will share basic pasta recipes, and we will make hand shaped and machine shaped pasta. Then we’ll cook delicious autumn pasta dishes for all to enjoy. Register & pay online.

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

Collards for the Holidays
William Cherry is growing the collards that y’all will cook in his popular class. Join in to learn how to cook the very best collards for your holiday table. We will cure a backbone from Acre Station Meat Farm, and then we’ll cook a big pot of collards and lots of sides. Anita Price will make her delicious banana pudding for our dessert. Here’s the complete menu: Collards with Gently Corned Backbone, Cornmeal Dumplings, Fresh Relish and Hot Pepper Vinegar, Roasted Local Sweet Potatoes, Black Eyed Peas, and Banana Pudding. Register & pay online.

A Taste of Fine Wine
Mary Mellich of Wine and Words will showcase her finest imported wines to complement your holiday entertaining. You will experience delicious wine paired with delicious food. Her pairing advice is always impeccable, and this evening will give you new appreciation for fine imported wines. We are offering two different sections. Register & pay online.

Old Fashioned Hard Candy
Anita Price comes to the kitchen with her recipes to make cinnamon, orange and mint hard candies. Good memories will return when you make these brightly colored and sweetly flavored treats. Hard candy making skills can be used to produce homemade lollipops and molded shapes. You’ll carry home plenty of candy and the skills to make lots more for sweet gifts this year. Register & pay online.

Holiday Party
Anita and Clay like to end the semester with a party. This year, our theme is “An Elegant Pick-up Supper.” We are going to make a buffet that students can replicate at home. All the foods will be finger or fork friendly. Things like our favorite hors d’oeuvre, crab casserole, deviled ham sliders, Vodka pickled veggies, cheese dreams, and maybe a chicken dish. Of course, we have to make a sweet tray. Of course! Please join us to celebrate another fine year in BCCC’s Culinary Lab. Register & pay online.
Fall 2024

OUTDOORS

Boater Safety
Officer Daniel Kennedy of the NC Wildlife Resources Commission returns to guide 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 Kennedy’s text. And completers will have satisfied the safety training requirement for boaters younger than 26. This class is free, but registration is required. Register online.

6:00 pm - 9:00 pm Mon. & Tues. Aug. 21 & 22 Free 6 hrs. 49012 B3 127

Hunter Safety
Hunting season is upon us, so we are offering four sections of this class. Thanks to the NC Wildlife Resources Commission and Officer Daniel Kennedy for offering this course on our campus. We are pleased to help hunters learn to be safe and responsible. During this class Officer Kennedy will explain firearm safety, hunting ethics, conservation and wildlife management, wildlife identification, survival and first aid, specialty hunting, and tree stand safety. Completers will be eligible to purchase their hunting license. While this class is free, registration is required. Register online.

6:00 pm – 9:00 pm Mon. & Tues. Aug. 12 & 13 Free 6 hrs. 49013 B3 127
6:00 pm – 9:00 pm Mon. & Tues. Sept. 23 & 24 Free 6 hrs. 49014 B3 127
6:00 pm – 9:00 pm Mon. & Tues. Oct. 14 & 15 Free 6 hrs. 49015 B3 127
6:00 pm – 9:00 pm Tues. & Wed. Nov. 5 & 6 Free 6 hrs. 49016 B3 127

Learn about Beekeeping
Please join us for an informative session with the Beaufort County Beekeeping Association. The members want to share their love of bees and beekeeping with you. Their enthusiasm will reveal all the pleasure beekeeping can bring. And don’t forget the honey! If you have any interest in beekeeping, then come and listen. You may want to join our Beekeeping class in the Spring. This class is free, but registration is required. Register online.

6:00 pm – 8:00 pm Tues. Oct. 22 Free 2 hrs. 49031 B8 828

Gardening to Wellness NEW
This online class shows how gardening can improve wellness and healthy living. By looking at how COVID-19 has affected our daily lives, Gardening to Wellness explores how nature and gardening can promote health. It also helps build strength and sustainability for individuals, families, and communities who want to keep our planet healthy. Students can complete lessons at their own pace. This course is free to students through Pamlico Rose partnership.

Online Online Aug. 15-Dec 31 Free 5 hrs. 49054 Online

FIREARMS

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

6:00 pm-9:00 pm Wed. Sept.18 $43.50 3 hrs. 48751 B 10B 102
6:00 pm-9:00 pm Wed. Nov.13 $43.50 3 hrs. 48752 B 10B 102

Concealed Carry Handgun (CCH) Training
Class covers laws governing the use of deadly force, concealed carry statute, & other relevant issues. Class covers the fundamentals of gun operation, personal protection with the use of a handgun, gun safety, ammunition, and shooting techniques. A copy of a record check from the Clerk of Court should be provided for registration.

6 pm-10 pm/8 am-2 pm Thurs. & Sat. Oct. 24 & 26 $76.25 10 hrs. 48753 B10B 101
6 pm-10 pm/8 am-2 pm Thurs. & Sat. Dec. 19 & Sat. 21 $76.25 10 hrs. 48754 B10B 101
HRD: Barber Orientation

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

4:00 pm – 5:00 pm  Mon.  Nov. 25  $70/fee waived  1 hr.  48748  238 W. Main St., Wash.
4:00 pm – 5:00 pm  Mon.  Sept. 23  $70/fee waived  1 hr  48749  238 W. Main St., Wash.

Barber Academy

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

This academy is designed to train and prepare students for the profession of barbering. Students will learn the information needed to pass the state licensure exams as well as the most contemporary techniques to ensure your success in school and employment on the job.

They will learn skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Barbering or a related career field.

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

Prerequisite: HRD: Barber Orientation, Bronze Level CRC

Full Time Level 1
8:00 am – 5:00 pm  Mon. – Thurs.  Sept. 30 - Feb. 17  $229.25  688 hrs.  48730  238 W. Main St., Wash.

Level 2
8:00 am – 5:00 pm  Mon. – Thurs.  Sept. 30 - Feb. 17  $199.25  688 hrs.  48731  238 W. Main St., Wash.

Part Time Level 1
5:00 am – 9:00 pm  Mon. – Thurs.  Dec. 2 - July 9  $229.25  688 hrs.  48735  238 W. Main St., Wash.

Level 2
5:00 am – 9:00 pm  Mon. – Thurs.  Dec. 2 - July 9  $199.25  688 hrs.  48736  238 W. Main St., Wash.

Natural Hair Care

Credential: Natural Hair Care, North Carolina Cosmetology State Board

This course is designed to teach how to care for natural hair without the use of chemicals such as perms/relaxers and hair color. The style techniques include braiding, twisting, wrapping, extending and locking natural hair. The course work also includes teaching the proper health, safety and sanitation procedures to avoid spreading infections. The students will be able to apply their skills to clients who visit the clinic. After successfully completing the course, the student will be able to sit for the North Carolina State Board of Cosmetic Arts exam to become a licensed Natural Hair Care Specialist. The course material and class kit are available thru the BCCC bookstore(prices are subject to change). Students will also need to purchase black closed-toe shoes, black scrubs and obtain a photo id from the BCCC campus police prior to class. All books & kits required on the first day of class.

Prerequisite: HRD: Barber Orientation, Bronze Level CRC

1:00 pm - 5:30 pm  Mon. - Tues.  Aug. 19 - Mar. 12  $204.25  330 hrs.  48747  B11 15
1:00 pm - 5:00 pm  Wed.  Aug. 19 - Mar. 12  $204.25  330 hrs.  48747  B11 15

Esthetician Technology

Certification: Esthetician License, NC State Board of Cosmetic Arts

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

The course materials include the Milady Standard Foundations with Standard Esthetics Textbook and a class kit available in the BCCC bookstore. Students will also need to purchase a black closed toe shoes, black scrubs, and obtain a photo id from the BCCC Campus Police prior to class. All books & kits required on the first day of class.

9:00 am - 4:00 pm  Mon.-Wed.  Oct. 8 - Jun. 11  $204.25  600 hrs.  48757  B11 15

VISIT OUR COSMETOLOGY SALON (WWW.BEAUFORTCCC.EDU/SALON) OR BARBERSHOP (WWW.BEAUFORTCCC.EDU/BARBER) FOR AFFORDABLE SERVICES. OPEN TO THE PUBLIC.
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.  Sept. 14 & 15  $175  20 hrs.  46874  B11 27 & Driving Pad
8:00 am – 5:30 pm  Sat. & Sun.  Nov. 16 & 17  $175  20 hrs.  46876  B11 27 & 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 252.940.6375 or email continuingeducation@beaufortccc.edu 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:  

8:00 am – 5:30 pm  Sat. & Sun.  Sept. 14 & 15  $200  20 hrs.  46881  B11 27 & Driving Pad
8:00 am – 5:30 pm  Sat. & Sun.  Nov. 16 & 17  $200  20 hrs.  46883  B11 27 & 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.

Big Rock Greenville
252-353-4959

Big Rock New Bern
252-638-7026

Twin County Rocky Mount
252-977-2191

VETERINARY

Certified Veterinary Assistant -Hybrid NEW

Certification: Certified Veterinary Assistant, NAVTA

The Veterinary Assistant Program is designed to provide students with the foundational knowledge and practical skills required to assist veterinarians and veterinary technicians in clinical settings. This comprehensive program covers essential topics such as animal anatomy and physiology, medical terminology, animal behavior, and veterinary pharmacology. Students will learn to perform administrative and clinical tasks, including record-keeping, patient handling, diagnostic imaging, laboratory procedures, and assisting with surgical and medical procedures. This program will require two semesters to complete. The first semester is 150 hours of online and in person instruction. The second semester is 100 hours and is all clinical work in the field.

6:00 - 9:00 pm  Mon., Wed. & Fri.  Aug. 15 – Dec. 31  $204.25  150 hrs.  48834  B8 826
6:00 - 8:00 pm  Tues. & Thurs.  Oct. 8, Oct. 29, Nov. 21  Lab  B 8, 826

Look for this logo for scholarship-eligible classes. These courses are free or you may qualify to have the fee for this class covered.
Ed2Go Career Exploration courses are fee-waived for individuals who are 1) unemployed, 2) Have received notification of pending layoff, 3) Are working and are eligible for the federal earned income tax credit, and 4) Are working and earning wages at or below two hundred percent (200%) of the federal poverty guidelines.

**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/)

**Certificate in End of Life Care (Ed2Go)**
When you work in end of life care, you must be prepared for the challenges it brings you, your patients, and their families. This course will enhance the knowledge and skills of health care professionals and individuals who work with or care for those experiencing a terminal illness. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

**Certificate in Energy Medicine (Ed2Go)**
Distinguish yourself as a well-rounded healthcare professional with an understanding of Energy Medicine. This course allows you to explore the use of healing energy medicine techniques in health care, including meditation, acupuncture, qigong, sound and music therapy, and gentle hand techniques like Reiki and reflexology. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

**Certificate in Gerontology (Ed2Go)**
Learn to develop the skills to meet the health care needs of an aging population. This course delivers the information you need to work with people over age 65, including assessing and managing pain, understanding common issues in aging, dealing with elder abuse, exploring mental health issues in aging, and understanding the process of dying and death. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

**Certificate in Integrative Behavioral Health (Ed2Go)**
Learn groundbreaking holistic and integrative approaches to treating mental health issues. This course examines how to effectively address the physical, psychological, and spiritual needs of individuals with mental health issues through the use of integrative and evidence-based complementary methods of care. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

**Certificate in Legal & Ethical Issues in Healthcare (Ed2Go)**
Healthcare professionals face legal and ethical dilemmas every day in their professions. This course provides you with a better grasp on crucial issues you’re likely to face involving HIPAA rules, medication errors, social media and healthcare, organ donation, and workplace violence. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

**Explore a Career as a Pharmacy Technician (Ed2Go)**
Take a look at the many job settings and career paths open to you if you become a pharmacy technician. This course will help you master the skills that will prepare you for and entry-level position as a pharmacy tech or clerk, and the steps you can take to become certified. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

**Explore a Career in Medical Coding (Ed2Go)**
Explore a career as a medical coder and gain knowledge to help you work, with confidence, almost anywhere in the medical field from doctors' offices, clinics, hospitals, or even in the comfort of your home. This course teaches use of the CPT manual and ICD-10-CM which will give you a leg up on others who are new to this career. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

**Explore a Career in Medical Transcription (Ed2Go)**
Healthcare documentation specialists used to be called medical transcriptionists, but the field has grown to include voice recognition editing and scribing duties. The expanded possibilities for employment and the upgraded skills are reflected in the new title. In this course, you will learn traditional transcription and the skills needed for voice recognition (VR) editing and scribing. [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/)
# HEALTHCARE

## Nurse Aide-Hybrid
**Credential:** Nurse Aide I, NC Dept of Health Service Regulation
Nurse aides provide personal care and basic nursing skills in rehabilitation, long-term care, in-home health, and hospitals. Upon satisfactory completion of the course, 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 Medication Aide and Nurse Aide II.

**Clinical:** Hours are based on class schedule

*See Course prerequisites and requirements on the healthcare requirement chart

<table>
<thead>
<tr>
<th>Clinical at Long Term Care facility</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 am-5:30 pm Seated every Mon. &amp; Wed.</td>
</tr>
<tr>
<td>9:00 am-5:30 pm Seated every Mon. &amp; Wed.</td>
</tr>
</tbody>
</table>

**Hospital and Long Term Care Clinicals**
These two sections will have additional costs of approximately $60. These additional costs include the Castlebranch immunization tracker and Rotation Manager. Other fees may incur due to updating required Healthcare immunizations. These sections will have a portion of their hours at ECU Health Beaufort Hospital.

<table>
<thead>
<tr>
<th>Clinical at Long Term Care facility</th>
</tr>
</thead>
<tbody>
<tr>
<td>5:30 pm-8:30 pm Seated every Tues. &amp; Fri.</td>
</tr>
<tr>
<td>1:00 pm-6:00 pm Saturdays</td>
</tr>
<tr>
<td>9:00 am-5:00 pm Seated every Tues.</td>
</tr>
</tbody>
</table>

**Medication Aide**

<table>
<thead>
<tr>
<th>Clinical at Long Term Care facility</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 am-5:00 pm Thurs. - Sat.</td>
</tr>
</tbody>
</table>

## Nurse Aide II-Hybrid
**Credential:** Nurse Aide II, NC Dept of Health Service Regulation

**Textbook:** Mosby’s Nursing Assistants Textbook and Workbook ISBN: 9780323655613

**Clinical:** 7:30 am-3:00 pm every Tues. and Thur. Hours may change based on the clinic site.

*See Course prerequisites and requirements on the healthcare requirement chart

<table>
<thead>
<tr>
<th>Clinical at Long Term Care facility</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 am-3:30 pm Seated every Thurs.</td>
</tr>
</tbody>
</table>

## 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.


**Clinical hours:** Monday-Friday 8:00 am-5:00 pm. Hours may change based on the clinic site.

*See Course prerequisites and requirements on the healthcare requirement chart

<table>
<thead>
<tr>
<th>Clinical at Long Term Care facility</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 am-1:00 pm Seated every Fri.</td>
</tr>
</tbody>
</table>

---

Healthcare courses continued on p. 32.

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

<table>
<thead>
<tr>
<th>Requirement</th>
<th>NAI</th>
<th>NA II</th>
<th>Phleb.</th>
<th>EKG</th>
<th>RMA</th>
<th>Cent. Sterile Pros.</th>
<th>Psych Tech Pharm Tech</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School Diploma or Equivalency</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>National Career Readiness Certificate</td>
<td>Yes</td>
<td>Silver</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Other options: College transcript, or a Math and English college course with at least a grade of C.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NC DHSR NAI Registry</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>AHA BLS CPR Training</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Criminal Background Check (With CastleBranch)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Drug Screen (urine) (With CastleBranch)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Vaccination for Flu (yearly)</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Vaccination or positive titer for Hepatitis B (Optional) Waiver</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Vaccination or positive titer for Varicella</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Vaccination or positive titer for Measles</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Vaccination for TDAP (within 10 years)</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>PPD Skin Test (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.</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Rotation Manager</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Driver's license or government-issued photo ID</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Social Security Card</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Uniform</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

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

**Uniform**

Uniform requirements for purchase will be provided through a link in your Blackboard course.

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 & 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**

Hybrid classes meet online and once weekly in person. Blackboard is the technology platform used for online instruction with CLASS Collaborate Ultra.

**Mandatory Healthcare Orientation**

Please register for one of the following orientation dates:

<table>
<thead>
<tr>
<th>Time</th>
<th>Date</th>
<th>Duration</th>
<th>Course Code</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00 am-11:30 am</td>
<td>Wed.</td>
<td>Aug. 14</td>
<td>1.5 hrs.</td>
<td>48688 B 8, Auditorium</td>
</tr>
<tr>
<td>6:00 pm-7:30 pm</td>
<td>Wed.</td>
<td>Aug. 14</td>
<td>1.5 hrs.</td>
<td>48689 B 8, Auditorium</td>
</tr>
</tbody>
</table>
Registered Medical Assistant-Hybrid Part I

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.


Clinical hours are based on the clinic site Monday-Friday 8a-5p

*See Course prerequisites and requirements on the healthcare requirement chart

2:00 pm - 5:00 pm Seat ed every Wed. Nov. 6 - May 29, 2025 $205.25 540 hrs. 48573 B 2, 115

Medical Terminology, Billing and Coding-Online

Credential: Certified Professional Coder (CPC)

Earn a medical billing and coding certification completely online with these three courses designed to prepare students for the CPC exam through AAPC.

Billing


Prerequisite: Medical Terminology

Online Online Sept. 30 - Jan. 20 $185 160 hrs. 48305 Online

Coding


Online Online Aug. 26 - Dec. 16 $185 160 hrs. 46032 Online

Medical Terminology coming January 2025

EKG/Cardiovascular Monitor Technician

Credential: EKG Technician, American Society of Phlebotomy Technicians.

EKG Technicians conduct cardiovascular testing and monitor patients’ heart performance in a variety of healthcare settings. Online course via Blackboard and Blackboard Collaborate. The textbook will be purchased through Amazon on the first day of class. After successful completion of Part I students are eligible for Part II-Clinical.


*Calipers-$10 (*approx. cost)

*See Course prerequisites and requirements on the healthcare requirement chart

12:00 pm - 2:00 pm Tues. & Thurs. Sept. 3 - Nov. 14 $191 126 hrs. 48668 Online

10:00 am-6:00 pm Tues. Sept. 3 B 8, 822/826

EKG Technician-Clinical Part II

9:00 am-3:30 pm Mon. Nov. 18 $194.25 58 hrs. 48669 B 2,115/8,826

Clinical Hours based on clinic site Nov. 19-Dec.16

Community Health Worker-Hybrid

Credential: Community Health Worker, NCDHHS Community Health Worker

Course is designed to prepare individuals to receive State-recognized certification through the North Carolina Community Health Workers Association. The student will learn the role and functions of a Community Health Worker in Public Health, Healthcare, and community settings to address health and socioeconomic factors that improve individual and community health. Topics include individual and community health assessment, community outreach, risk factors and disease complications, chronic health conditions, stress management, healthy lifestyle behaviors, maternal and child health, mental well-being, and more. Upon completion of the program, individuals are encouraged to host a wellness fair for their community.


Prerequisite: High School diploma or High School Equivalency.

1:00 pm - 4:00 pm Seated every Mon. & Wed. Sept. 16 - Dec. 4 $205 105 hrs. 48729 B8 0826

1:00 pm - 5:00 pm Wed. Sept. 18

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 for more information. or visit our AHA webpage at www.beaufortccc.edu/continuing-education/workforce-programs/bccc-aha-tc

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

**Credential:** Pharmacy Technician, Pharmacy Technician Certification Board

Pharmacy technicians work under the guidance of a pharmacist to fill prescriptions and prepare medications for patients. Student will shadow at an assigned pharmacy during pharmacy hours. Students will observe in pharmacies located in Beaufort and Pitt County. 

**Textbook:** Cengage The Pharmacy Technician 4th, with MindTap Ed. 9780357371985

*See Course prerequisites and requirements on the healthcare requirement chart

<table>
<thead>
<tr>
<th>Time</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Hours</th>
<th>Cost</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00 pm-9:00 pm</td>
<td>Seated every Mon.</td>
<td>Sept. 9- Dec. 16</td>
<td>240 hrs.</td>
<td>$205.25</td>
<td>48543</td>
<td>B 8, 826</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Central Sterile Processing Technician -Hybrid

**Credential:** Certification Board for Sterile Processing and Distribution

Course is designed to introduce the primary responsibilities of a central sterile processing technician, including the practical application of learned concepts and procedures. Topics covered include preparation, storage, and distribution of instruments, supplies, and equipment; quality assurance; and inventory management. Upon completion, students should be able to apply the principles of sterilization and disinfection in the workplace, as well as the principles of distribution of instruments, supplies and equipment.

**Textbook:** The Basics of Sterile Processing Textbook 7th edition

**Clinical:** Hours are based on class schedule

*See Course prerequisites and requirements on the healthcare requirement chart

<table>
<thead>
<tr>
<th>Time</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Hours</th>
<th>Cost</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>5:00 pm-7:00 pm</td>
<td>Seated every Tues. &amp; Thur.</td>
<td>Sept. 17 – Dec. 10</td>
<td>260 hrs.</td>
<td>$205.25</td>
<td>48670</td>
<td>B 2, 126A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.]


<table>
<thead>
<tr>
<th>Time</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Hours</th>
<th>Cost</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>5:30 pm-9:30 pm</td>
<td>Wed.</td>
<td>Sept. 18</td>
<td>$46</td>
<td>4 hrs.</td>
<td>48683</td>
<td>B 8, 826</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:30 pm-9:30 pm</td>
<td>Wed.</td>
<td>Oct. 23</td>
<td>$46</td>
<td>4 hrs.</td>
<td>48684</td>
<td>B 8, 826</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:30 pm-9:30 pm</td>
<td>Wed.</td>
<td>Nov. 6</td>
<td>$46</td>
<td>4 hrs.</td>
<td>48685</td>
<td>B 8, 826</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Heartsaver CPR/AED

**Credential:** Heartsaver CPR/AED, American Heart Association

American Heart Association Heartsaver CPR/AED course is for the general public. The course provides training and skills practice for adult, child, and infant CPR and AED use. Heartsaver classes for all K-12 employees (public, private, charter) are fee-waived. [Register & pay online.]

**Textbook:** Heartsaver CPR AED Student Workbook: ISBN 978-1-61669-830-0

<table>
<thead>
<tr>
<th>Time</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Hours</th>
<th>Cost</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>5:30 pm-9:30 pm</td>
<td>Wed.</td>
<td>Oct. 9</td>
<td>$60</td>
<td>4 hrs.</td>
<td>48686</td>
<td>B 8, 826</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 to make sure you meet entry requirements!

<table>
<thead>
<tr>
<th>Time</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Hours</th>
<th>Cost</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:30 pm-9:30 pm</td>
<td>Mon. &amp; Wed.</td>
<td>Aug. 7 – Dec. 9</td>
<td>288 hrs.</td>
<td>$223.25</td>
<td>48173</td>
<td>B 2 115</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 to make sure you meet entry requirements.

<table>
<thead>
<tr>
<th>Time</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Hours</th>
<th>Cost</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:30 pm-9:30 pm</td>
<td>Tues. &amp; Thurs.</td>
<td>Aug. 8 – Dec. 5</td>
<td>288 hrs.</td>
<td>$223.25</td>
<td>48174</td>
<td>BWCC Aud.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Advanced Emergency Medical Technician (Hybrid)

**Credential:** AEMT, NC Office of Emergency Medical Services

The AEMT course covers the National Education standards and will prepare the current EMT to successfully pass the NC certification exam. Skills covered include IV administration, medication administration, advanced airway techniques, along with other AEMT skills set by NCEMS. The course will meet on Tuesday and Thursday each week with weekly online work. There is a clinical requirement and pre-requisites that must be completed to register. If you are interested, please contact BCCC EMS Programs for more details!

<table>
<thead>
<tr>
<th>Time</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Hours</th>
<th>Cost</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00 pm-9:30 pm</td>
<td>Tues. &amp; Thurs.</td>
<td>Aug. 13 – Dec. 10</td>
<td>307 hrs.</td>
<td>$205.25</td>
<td>48808</td>
<td>B 15 1502</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Fall 2024

### EMERGENCY MEDICINE

**EMT to Paramedic (Hybrid/Flip-Flop) Coming February 2025**

**Credential: Paramedic, NC Office of Emergency Medical Services**

We are planning out next EMT to Paramedic course that will start February 2025! This course will run on the flip-flop method that allows you to attend one of the two offerings each week. If you are interested in joining this class, please reach out to Billy Respass at billy.respass@beaufortccc.edu. This class has several pre-requirements that students will need to register.

**Community Health Paramedicine (CP-C)**

**Credential: Community Paramedic, International Board of Specialty Certification**

This course is open to current paramedics and recommended 1-year field experience. This course 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 one Saturday 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 the book and online access code on the first day of class!

### Online & 1 Sat.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Credential</th>
<th>Start-End</th>
<th>Fee</th>
<th>Hours</th>
<th>Code</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMT to Paramedic (Hybrid/Flip-Flop) Coming February 2025</td>
<td>Credential: Paramedic, NC Office of Emergency Medical Services</td>
<td>Aug. 26 – Nov. 10</td>
<td>$186.25</td>
<td>115 hrs.</td>
<td>48175</td>
<td>B15 1502</td>
</tr>
<tr>
<td>Community Health Paramedicine (CP-C)</td>
<td>Credential: Community Paramedic, International Board of Specialty Certification</td>
<td>Aug. 26 – Nov. 10</td>
<td>$185</td>
<td>72 hrs.</td>
<td>48177</td>
<td>Online</td>
</tr>
<tr>
<td>Anatomy and Physiology (Pre-Req for Paramedic Class)</td>
<td></td>
<td>Aug. 26 – Nov. 10</td>
<td>$175</td>
<td>96 hrs.</td>
<td>48832</td>
<td>Online</td>
</tr>
<tr>
<td>EMT Refresher Course</td>
<td></td>
<td>Aug. 19 – Oct. 28</td>
<td>$185</td>
<td>80 hrs.</td>
<td>48170</td>
<td>Online</td>
</tr>
<tr>
<td>Paramedic Refresher Course</td>
<td></td>
<td>Aug. 19 – Nov 25</td>
<td>$185</td>
<td>120 hrs.</td>
<td>48169</td>
<td>Online</td>
</tr>
</tbody>
</table>

---

To receive email updates regarding upcoming classes and events in the EMS Training Program, follow our Facebook page at Beaufort CCC EMS Training Updates or subscribe now at [www.beaufortccc.edu/ems-list](http://www.beaufortccc.edu/ems-list)

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

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

Advanced Cardiac Life Support- Initial
This class is designed for the providers that have never completed ACLS or has let their credential expire greater than 30 days. The participant MUST preregister and complete the pretest or they will not be allowed to take the class. The course will cover the AHA ACLS program and you will learn all aspects of caring for patients in cardiac arrest. This course has a card fee so please bring the card fee of $6.00 to class! This course is fee waived for EMS providers!

8:00 am – 5:00 pm Sat. & Sun. Aug. 17 - 18 $70 16 hrs. 48794 B15 1502

Advanced Cardiac Life Support- Recert
This is a four-hour class that will recert your American Heart Association ACLS certification. This class is designed for the providers that currently have their ACLS certification and it will be expiring or has expired within 30 days of this class offering. The participant MUST complete the pretest, have a current BLS CPR card, and bring both to class or they will not be allowed to take the class. Pre-registration is required due to instructor/student ratios. This course has a card fee so please bring the card fee of $6.00 to class! This course is fee waived for EMS providers!

8:00 am – 12:00 pm Sat. Nov. 23 $70 4 hrs. 48800 B15 1502

Pediatric Advanced Life Support- Initial
This class is designed for the providers that have never completed PALS or has let their credential expire greater than 30 days. The participant MUST preregister and complete the pretest or they will not be allowed to take the class. The course will cover the AHA PALS program and you will learn all aspects of caring for pediatric patients in cardiac arrest. This course has a card fee so please bring the card fee of $6.00 to class! This course is fee waived for EMS providers!

8:00 am – 5:00 pm Sat. & Sun. Sept. 14 - 15 $70 16 hrs. 48797 B15 1502

Pediatric Advanced Life Support- Recert
This is a four-hour class that will recert your American Heart Association ACLS certification. This class is designed for the providers that currently have their ACLS certification and it will be expiring or has expired within 30 days of this class offering. The participant MUST complete the pretest, have a current BLS CPR card, and bring both to class or they will not be allowed to take the class. Pre-registration is required due to instructor/student ratios. This course has a card fee so please bring the card fee of $6.00 to class! This course is fee waived for EMS providers!

1:00 pm – 5:00 pm Sat. Nov. 23 $70 4 hrs. 48801 B15 1502

Pre-Hospital Trauma Life Support- Initial
This course is for new EMT’s or providers that have never had their PHTLS/ITLS certification or have expired. The course follows the NAEMT course guidelines and covers all aspects of caring for trauma patients. This course has a BLS or ALS test depending on what level of certification you hold. Pre-registration is required along with the $18 card fee before class. Providers will need to review the course book prior to class!

8:00 am – 5:00 pm Thurs. & Fri. Sept. 19 - 20 $88 16 hrs. 48807 B15 1502

Pre-Hospital Trauma Life Support- Recert
This course is for current providers that have their PHTLS certification or have expired within the past 30 days. The course follows the NAEMT course guidelines and covers all aspects of caring for trauma patients. This course has a BLS or ALS test depending on what level of certification you hold. Pre-registration is required along with the $13 card fee before class. Providers will need to review the course book prior to class!

8:00 am – 5:00 pm Thurs. Oct. 19 $83 8 hrs. 48799 B15 1502

Field Training Officer (FTO)
This course is designed to cover all aspects and duties of a Field Training Officer. While your agency may have specific duties or requirements, this course will use the Field Training Officer book by AAOS and take you through the course to help you gain valuable knowledge to be a better FTO. This course is designed for all certification levels! This course is 100% online with one online meeting that will take place during the first week of class. This course is fee waived for public safety with the only cost being the $5 technology fee!

Online Online Sept. 16 – Oct. 21 $130 32 hrs. 48798 Online

Income Maintenance Caseworker
This 50-hour course is designed to cover a variety of skills associated with the Income Maintenance Caseworker role to determine service eligibility. Specific focus will include proficiency in the utilization of the NCFAST application. Other topics will include skills in communication, interviewing, time management, data gathering/compiling, and data analysis. This a two-phase program. HRD fee waiver available.

Prerequisite: Pathway to Income Maintenance Caseworker (Phase I)

Phase 1
6:00 pm – 9:00 pm Tues. & Thurs. Aug. 13 – Oct 8 $130 50 hrs. 48785 B8 822.

Phase 2
6:00 pm – 9:00 pm Tues. & Thurs. Oct. 17 – Dec. 17 $130 50 hrs. 48786 B8 822
REAL ESTATE

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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Fee</th>
<th>Hours</th>
<th>Code</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed. Sept. 18</td>
<td>8:00 am – 12:00 pm</td>
<td>$60</td>
<td>4 hrs.</td>
<td>48827</td>
<td>B8 828</td>
</tr>
<tr>
<td>Wed. Nov. 13</td>
<td>8:00 am – 12:00 pm</td>
<td>$60</td>
<td>4 hrs.</td>
<td>48831</td>
<td>B8 828</td>
</tr>
</tbody>
</table>

Real Estate 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 bookstore.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Fee</th>
<th>Hours</th>
<th>Code</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed. Sept. 18</td>
<td>1:00 – 5:00 pm</td>
<td>$60</td>
<td>4 hrs.</td>
<td>48830</td>
<td>B8 828</td>
</tr>
<tr>
<td>Wed. Nov. 13</td>
<td>1:00 – 5:00 pm</td>
<td>$60</td>
<td>4 hrs.</td>
<td>48833</td>
<td>B8 828</td>
</tr>
</tbody>
</table>

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: [https://www.sosnc.gov/notary/](https://www.sosnc.gov/notary/) prior to registering for class. Per NC Secretary of State Guidelines, students will have to pass an exam to complete the class requirements. Students will be required to show a state issued photo ID and their social security card on the first night of class. This is a requirement from the Secretary of State’s office. A textbook, Notary Public Guidebook, is available in the BCCC Bookstore. Books will not be sold in class and should be purchased prior to class.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Fee</th>
<th>Hours</th>
<th>Code</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sat. Sept. 7</td>
<td>8:15 am – 4:15 pm</td>
<td>$75</td>
<td>7 hrs.</td>
<td>48787</td>
<td>B8 829</td>
</tr>
<tr>
<td>Sat. Nov. 9</td>
<td>8:15 am – 4:15 pm</td>
<td>$75</td>
<td>7 hrs.</td>
<td>48787</td>
<td>B8 829</td>
</tr>
</tbody>
</table>

E-Notary
Credential: E-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.

Register & pay online.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Fee</th>
<th>Hours</th>
<th>Code</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sat. Oct. 5</td>
<td>8:15 am – 11:15 pm</td>
<td>$75</td>
<td>3 hrs.</td>
<td>48788</td>
<td>B8 829</td>
</tr>
<tr>
<td>Sat. Dec. 7</td>
<td>8:15 am – 11:15 pm</td>
<td>$75</td>
<td>3 hrs.</td>
<td>48790</td>
<td>B8 829</td>
</tr>
</tbody>
</table>
**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 2019 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/)
Fall 2024

FIRE TRAINING

Fire Service Training
Beaufort CCC 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 Jonathan Patterson, Fire & EM Training Coordinator, at jonathan.patterson@beaufortccc.edu.

Fire Life Safety Educator II Hybrid
Credential: NC Office of State Fire Marshal (FIP-4631)
NFPA 1035, 2015 Standard Fire and Life Safety Educator Professional Qualifications, Chapter 5. After successful completion of this course candidates will receive the Fire & Life Safety Educator II Fire and Rescue Commission IFSAC Certification. Pre-requisite(s) The candidate must be at least 18 years of age. The candidate must have a high school diploma or equivalent (i.e., GED) TIMS (FIP 7000), Fire & Life Safety Educator Level I.
08:00-17:00 Seated Sat. Aug. 24 & 31 Aug.12 $70 if not exempt 36 hrs. 48743

Inner Banks Fire Symposium
The Inner Banks Fire Symposium is a collaboration between BCCC and Boneyard F.O.O.L.S. This lecture series will bring 4 nationally known speakers for two days of great brotherhood and education at the historic Turnage Theater in downtown Washington. Join us in hosting Todd Edwards, Mo Davis, Clyde Gordon, and Steve Robinson. Contact Ray Harris for registration link ray.harris@beaufortccc.edu
08:00-20:00 Sat. & Sun. Nov. 9-10 24 hrs. 48744 Turnage Theater

Tech Rescue Wilderness
Credential: NC TR-Wilderness, NC Office of State Fire Marshal (FIP-6300)
NFPA 1006, 2013 Standard for Technical Rescue Professional Qualifications, Chapters 5 & 16. After successful completion of this course candidates will receive the Technical Rescuer Wilderness Fire and Rescue Commission IFSAC Certification. Pre-requisite(s) The candidate must be at least 18 years of age, the candidate must have a high school diploma or equivalent (i.e., GED), TIMS (FIP 7000), Emergency Medical Care (FIP 7001), Technical Rescuer certified
19:00-22:00 Wed. - Fri. Nov. 7-16 $180 if not exempt 60 hrs. 48740 B151501
08:00-17:00 Nov. 9-10, 16-17

Fire Instructor Level II
Credential: NC Fire Instructor Level I, NC Office of State Fire Marshal (FIP-3812)
This course will present the Instructor I candidate with the knowledge, skills, and ability to satisfy the requirements of NFPA 1041: Standard for Fire and Emergency Services Instructor Professional Qualifications (2019 edition; Chapter 4). This curriculum should be offered consistent with the most current NC Fire and Rescue Commission guidelines; contact the Office of State Fire Marshal (OSFM) for details. Effective date July 1, 2020/NFPA 1041 Standard, 2019 edition
19:00-22:00 Fri. Sept. 13 - 15 $70/$125 if not exempt 24 hrs. 48741 B15 1501
0800-17:00 Sat, Sun

Follow our Facebook page at Beaufort CCC Fire Training Updates or see our fire training calendar and other information at www.beaufortccc.edu/fire-training

Look for this logo for scholarship-eligible classes. These courses are free or you may qualify to have the fee for this class covered.
Follow the NC Law Enforcement Training Facebook page or see our training calendar and other information at [www.beaufortccc.edu/law](http://www.beaufortccc.edu/law)

**Basic Law Enforcement Training**

**Credential: Basic Law Enforcement, NC Dept. of Justice**

Learn the essential skills required for entry level employment as law enforcement officers with state, county, or municipal governments, or with a private enterprise. Areas of study include criminal law, juvenile law, civil process, traffic crash investigations, alcoholic beverage laws, investigative, patrol, custody and court procedures, emergency responses, ethics, and community relations. Students successfully completing a Basic Law Enforcement Training course accredited by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission will receive credit for up to 19 credit hours towards the Associate in Applied Science degree in Criminal Justice Technology.

**Prerequisite requirements:** High School Diploma/Equivalency, 20+ years of age, no major misdemeanors or felony convictions, a passing score on the CASAS reading exam, and a physician's certification of fitness completed by an NC doctor. Sponsorship by a North Carolina Law Enforcement Agency is required to waive the registration fee. Costs of the program include a $186.25 registration fee, textbook bundle $850 (estimated), uniforms $150 (estimated).

The admissions application packet can be picked up from the Continuing Education Registration and Records Office in Building 8. Once completed, it can be returned to Building 8 or 10B. For registration information, please contact the BLET Administrator at 252-940-6405.

<table>
<thead>
<tr>
<th>Time</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Charge</th>
<th>Credits</th>
<th>CRN</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 am–5:00 pm</td>
<td>Mon.-Fri.</td>
<td>Aug 19 – Dec. 13</td>
<td>$186.25</td>
<td>680 hrs.</td>
<td>47485</td>
<td>B10 10-32</td>
</tr>
</tbody>
</table>

Admissions Information Sessions with the BLET Administrator will be held on June 19 & July 17 in Building 10B RM 101 from 6-7 pm.

**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)

**Hands-on Homesteading & Hobby Farm Workshop**

In Person Only Get ready to roll up your sleeves and dive into the rewarding world of homesteading and hobby farming. This hands-on workshop covers everything from setting up the right business foundation to finding your ideal customers and funding sources. Gain practical skills across key areas like goal-setting, market analysis, and financing your agricultural venture. This workshop wraps with a pitch contest for Beaufort, Hyde, Washington, and Tyrrell county residents. A winner will receive $2500 in funds to start or expand their farm business. Lunch is included. [Register online](http://www.beaufortccc.edu/sbc).

<table>
<thead>
<tr>
<th>Time</th>
<th>Days</th>
<th>Start Date</th>
<th>Charge</th>
<th>Credits</th>
<th>CRN</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 am–5:00 pm</td>
<td>Mon.</td>
<td>Sept. 16</td>
<td>Free</td>
<td>8 hrs.</td>
<td>Harbor District Market</td>
</tr>
<tr>
<td>Small Business Core Curriculum</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students who complete a class in each of the small business topics will receive a certificate of completion.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### How to Start an LLC
On Campus Only. Forming a limited liability company (LLC) can be a wise choice for small business owners, entrepreneurs, freelancers, and independent contractors who want to obtain liability protection and certain tax advantages. In this 2-hour introductory class, you'll learn the basics of what an LLC is, why forming an LLC may benefit you, the steps for forming an LLC in North Carolina, and some common questions and concerns. **Topic: Formation. Register online.**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept. 9</td>
<td>5:30 pm–7:30 pm</td>
<td>Mon.</td>
<td>Free</td>
<td>2 hrs.</td>
</tr>
</tbody>
</table>

### How to Start a Non-Profit
On Campus Only. Launching a nonprofit organization can be a rewarding way to make a positive impact, but it requires careful planning and adherence to legal requirements. In this 2-hour introductory class, you'll gain insights into the basics of starting a nonprofit, including understanding the different types of nonprofits, the benefits and responsibilities involved, and the key steps for forming a tax-exempt nonprofit in North Carolina. Common questions and considerations around nonprofit governance, fundraising, and operations will also be covered. **Topic: Formation. Register online.**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept. 12</td>
<td>10:00 am–12:00 pm</td>
<td>Thurs.</td>
<td>Free</td>
<td>2 hrs.</td>
</tr>
</tbody>
</table>

### Opportunity Canvasing for Small Business
On Campus Only. When entrepreneurs develop a solution and then go looking for a problem that it solves, they generally fail. Concentrating first on problem identification, analysis, and validation is critical to success in an entrepreneurial environment. Learn how to utilize the Ice House Opportunity Discovery Canvas to set your business up for success! Jack Dugan shows you how to apply this proven process to your startup or expansion idea. **Topic: Planning. Register online.**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept. 23</td>
<td>5:30 pm–7:30 pm</td>
<td>Mon.</td>
<td>Free</td>
<td>2 hrs.</td>
</tr>
</tbody>
</table>

### Develop a Professional Business Plan in Just One Day
On Campus Only. Do you have a great business idea but don't know how to get started? Join our immersive 1 day workshop leveraging LivePlan to develop and polish your business plan. LivePlan is user-friendly software that will guide you through every section of your plan. Whether launching a new startup or expanding your existing company, this crash course will save you time and provide structure to transform your concept into a solid plan. Bring your laptop if you have one. **Topic: Planning. Register online.**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept. 30</td>
<td>9:00 am–5:00 pm</td>
<td>Mon.</td>
<td>Free</td>
<td>8 hrs.</td>
</tr>
</tbody>
</table>

### Financing Your Small Business
On Campus Only. Jack Dugan will help you discover the most likely financing method for your business type and the fundamentals of business financing. You will also create a draft funding mix for your business, identify contacts for funding your business and assess your financial readiness and the next steps for financing. **Topic: Financing. Register online.**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct. 28</td>
<td>5:30 pm–7:30 pm</td>
<td>Mon.</td>
<td>Free</td>
<td>2 hrs.</td>
</tr>
</tbody>
</table>

### Recordkeeping & Taxes for Small Business
On Campus Only. This seminar will help you understand the financial aspects of your business. You will learn: What makes your business thrive and grow; What is a CPA and when and how you use them; How to understand financial statements and what your banker is looking for; What federal and state reports are required; If I made that much money, where is it? **Topic: Taxes. Register online.**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov. 4</td>
<td>5:30 pm–7:30 pm</td>
<td>Mon.</td>
<td>Free</td>
<td>2 hrs.</td>
</tr>
</tbody>
</table>

### Small Business Marketing with Canva
On Campus Only. Canva is a graphic design platform, used to create social media graphics, logos, presentations, posters, documents and other visual content. This App includes easy to use templates that give small business owners the ability to create custom, free advertising and marketing collateral that has a professional look! We'll show you the Canva basics you need to get you started in designing logos, social media content, promotional fliers, and more! We will also look at how Canva uses AI to help you create your graphics. Canva is free with the option to upgrade to a paid version with additional features. **Topic: Marketing. Register online.**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov. 11</td>
<td>10:00 am–12:00 pm</td>
<td>Mon.</td>
<td>Free</td>
<td>2 hrs.</td>
</tr>
</tbody>
</table>

### Product Photography for Small Business Marketing
On Campus Only. 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 also 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 and one of your products; this is a hands-on workshop! We will have food props on hand for you to use. **Topic: Marketing. Register online.**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov. 13</td>
<td>10:00 am–12:00 pm</td>
<td>Wed.</td>
<td>Free</td>
<td>2 hrs.</td>
</tr>
</tbody>
</table>

Look for this logo for scholarship-eligible classes. These courses are free or you may qualify to have the fee for this class covered.
Business Counseling
Are you thinking of starting a new business or looking to grow an existing one? BCCC Small Business Center offers free and confidential expert small business counseling services! For details, call Jack Dugan at (252) 940-6306.

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

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/

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/

Building Teams That Work (Ed2Go)
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/

Managing Remote Teams (Ed2Go)
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/

Mastering Public Speaking (Ed2Go)
Learn the secrets of effective public speaking and small group communication. Visit 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/

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/

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

Learn to Buy and Sell on eBay (Ed2Go)
Learn from an auction pro how to work from home or earn extra income by buying and selling goods online for top dollar. Visit www.ed2go.com/beaufortccc/

Using Social Media in Business (Ed2Go)
Explore the potential of social media as a tool for business growth, covering popular platforms like Facebook, LinkedIn, Instagram, Google Business Profile, Twitter, and Pinterest. Visit www.ed2go.com/beaufortccc/

Start Your Own Online Business (Ed2Go)
Discover how to harness the power of the internet to build and sustain a profitable business. Learn how to create a product, build a website, engage a customer base, and find new leads online. Visit www.ed2go.com/beaufortccc/

Start Your Own Consulting Practice (Ed2Go)
Find out how you can earn income by sharing your training or knowledge with others. Visit www.ed2go.com/beaufortccc/

Start Your Own Arts and Crafts Business (Ed2Go)
Learn how to start your own arts and crafts business from a professional artist. Visit www.ed2go.com/beaufortccc/

Small Business Marketing on a Shoestring (Ed2Go)
Discover small business marketing strategies that can help you attract attention, woo your target audience, grow your customer base, and expand your profits - all for little or no money. Visit www.ed2go.com/beaufortccc/

Creating a Successful Business Plan (Ed2Go)
Turn your business ideas into a solid plan for financing and long-term success. Visit www.ed2go.com/beaufortccc/

Business Budgeting for Beginners (Ed2Go)
This course will introduce different strategies employed during the budgeting process, the techniques and tools commonly used to make budgeting forecasts, and the components of a basic operating budget. Visit www.ed2go.com/beaufortccc/

Seed & Sow Contest Workshop
On Campus Only. This workshop is required for all Seed & Sow Pitch Contest contestants and is designed to set you up for success in your small business startup or expansion journey. This workshop provides a mix of training in entrepreneurial mindset, business planning, and need to know steps for business formation and growth. After this workshop, to qualify for the Seed & Sow Pitch Contest, each contestant will also be required to complete 3 hours of free small business counseling with our SBD Director before March 14, 2025. Once all of these prerequisites are met, candidates will be eligible to participate in the Seed & Sow Pitch Contest on April 12, 2025. Register online.

9:00 am–4:00 pm  Mon.  Oct. 14  Free  7 hrs.  B8 828
9:00 am–4:00 pm  Sat.  Nov. 9  Free  7 hrs.  B8 828
Digital Literacy: Computer Basics
The Human Resource Development and WorkForce Initiative program offers digital literacy skills and training to improve digital inclusion in North Carolina. Digital literacy will provide students with the functional skills needed to seek, obtain and sustain employment. It will also provide skills if you are feeling left behind by technology. 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 or just to increase your knowledge in today’s world with the ever changing technology. Instruction will focus on computer skills basic operation, keyboarding, email and internet skills, Windows operating system and technology based job searches.

9:00 am – 11:00 am  Thurs  Oct 10  $70 (free w/ waiver)  2 hrs.  48839  Washington Co. Senior Center
9:00 am – 11:00 am  Thurs  Dec 12  $70 (free w/ waiver)  2 hrs.  48842  Washington Co. Senior Center

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-emergency care at the EMT level. The course meets on Monday and Wednesday each week with 2 Saturday sessions. Weekly online course work is required so you must have access to internet. You must pre-register for the class to make sure you meet entry requirements.

6:30 pm-9:30 pm  Tues. & Thurs.  Aug. 8 – Dec. 5  $223.25  288 hrs.  48174  BWCC Aud.

Commercial UAS Certificate Preparation (VIRTUAL)
Credential: Remote Pilot Certificate (Part 107), Federal Aviation Administration & NCDOT Commercial/Government Operators Permit
This course is taught via a live video feed from BCCC’s main campus. This course will prepare students to take the FAA Part 107 exam required of all commercial UAV (drone) operators. Topics covered include FAA regulations, airspace classifications, operating requirements, flight restrictions, aviation weather sources, effects of weather on performance, weight and balance, emergency procedures, crew resource management, radio communications, physiological factors, aeronautical decision-making and judgment, and maintenance and preflight inspection procedures. Instructors will guide students through obtaining their NCDOT permit and registering to take their FAA Part 107 Exam. The FAA examination costs $175 (subject to change) and is not included in the registration fee. Recommended Workbook: 2024 Remote Pilot Prep - ASA. Register & pay online.

5:00 pm - 9:00 pm  Tues. & Thurs.  Dec. 3 - 19  $75  24 hrs.  48822  WCC

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

10:00 am - 12:00 pm  Tues.  Sept. 17 – Nov. 5  $75  12 hrs.  49026  WCC 17

Check out our Ed2Go online course offerings! We offer over 200 courses in just about every category imaginable! Each subject is presented in an easy to understand format and is facilitated by a professional instructor. Assistance with your course is provided using a discussion area monitored by your instructor and fellow students. Access your course anytime 24 hours a day, 7 days a week. Set your own study time and your own pace! Visit www.ed2go.com/beaufortccc/

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

Seed & Sow Pitch Contest
The 2nd Annual Seed & Sow Pitch Contest is back for 2025! This is a small business learning and planning process culminating in a “pitch contest”, where qualifying entrepreneurs compete to win cash awards to help fund their small business startup or expansion idea! Qualifying contestants will be required to complete one of our FREE full day Seed & Sow Workshops and attend three (1-hour) counseling sessions with the BCCC SBC Director. Contestants will complete a basic business plan during this process and are expected to register their business with the NC Secretary of State. Register online for more details. The contest will take place on April 12, 2025 with workshops & counseling beginning in September 2024. Only open to Beaufort, Hyde, Tyrell, and Washington County entrepreneurs. Past contestants are permitted to participate! Register online.

Small Business Core Curriculum
Students who complete a class in each of the small business topics will receive a certificate of completion.

How to Start an LLC
On Campus Only. Forming a limited liability company (LLC) can be a wise choice for small business owners, entrepreneurs, freelancers, and independent contractors who want to obtain liability protection and certain tax advantages. In this 2-hour introductory class, you’ll learn the basics of what an LLC is, why forming an LLC may benefit you, the steps for forming an LLC in North Carolina, and some common questions and concerns. Topic: Formation. Register online.
5:30 pm–7:30 pm Mon. Sept. 9 Free 2 hrs. WCC Auditorium

How to Start a Non-Profit
On Campus Only. Launching a nonprofit organization can be a rewarding way to make a positive impact, but it requires careful planning and adherence to legal requirements. In this 2-hour introductory class, you’ll gain insights into the basics of starting a nonprofit, including understanding the different types of nonprofits, the benefits and responsibilities involved, and the key steps for forming a tax-exempt nonprofit in North Carolina. Common questions and considerations around nonprofit governance, fundraising, and operations will also be covered. Topic: Formation. Register online.
10:00 am–12:00 pm Thurs. Sept. 12 Free 2 hrs. WCC Auditorium

Opportunity Canvassing for Small Business
On Campus Only. When entrepreneurs develop a solution and then go looking for a problem that it solves, they generally fail. Concentrating first on problem identification, analysis, and validation is critical to success in an entrepreneurial environment. Learn how to utilize the Ice House Opportunity Discovery Canvas to set your business up for success! Jack Dugan shows you how to apply this proven process to your startup or expansion idea. Topic: Planning. Register online.
5:30 pm–7:30 pm Mon. Sept. 23 Free 2 hrs. WCC Auditorium

Financing Your Small Business
On Campus Only. Jack Dugan will help you discover the most likely financing method for your business type and the fundamentals of business financing. You will also create a draft funding mix for your business, identify contacts for funding your business and assess your financial readiness and the next steps for financing. Topic: Financing. Register online.
5:30 pm–7:30 pm Mon. Oct. 28 Free 2 hrs. WCC Auditorium

Recordkeeping & Taxes for Small Business
On Campus Only. This seminar will help you understand the financial aspects of your business. You will learn: What makes your business thrive and grow; What is a CPA and when and how you use them; How to understand financial statements and what your banker is looking for; What federal and state reports are required; If I made that much money, where is it? Topic: Taxes. Register online.
5:30 pm–7:30 pm Mon. Nov. 4 Free 2 hrs. WCC Auditorium

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

Business Counseling
Are you thinking of starting a new business or looking to grow an existing one? BCCC Small Business Center offers free and confidential expert small business counseling services! For details, call Jack Dugan at (252) 940-6306.
Digital Literacy: Computer Basics
The Human Resource Development and WorkForce Initiative program offers digital literacy skills and training to improve digital inclusion in North Carolina. Digital literacy will provide students with the functional skills needed to seek, obtain, and sustain employment. It will also provide skills if you are feeling left behind by technology. 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 or just to increase your knowledge in today’s world with the ever-changing technology. Instruction will focus on computer skills basic operation, keyboarding, email, and internet skills, Windows operating system and technology based job searches.

<table>
<thead>
<tr>
<th>Time</th>
<th>Date</th>
<th>Fee</th>
<th>Hrs</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 am – 11:00 am</td>
<td>Thurs. Sept 12</td>
<td>$70 (free w/ waiver)</td>
<td>2 hrs.</td>
<td>Hyde County Senior Center</td>
</tr>
<tr>
<td>9:00 am – 11:00 am</td>
<td>Thurs. Nov 14</td>
<td>$70 (free w/ waiver)</td>
<td>2 hrs.</td>
<td>Hyde County Senior Center</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Time</th>
<th>Date</th>
<th>Fee</th>
<th>Hrs</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 am – 1:00 pm</td>
<td>Tues. &amp; Thurs. Free</td>
<td>HCDC</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

BCCC COVERS THE COST OF TRANSPORTATION VOUCHERS FOR GED TESTING AND TRANSPORTATION THROUGH HYDE COUNTY TRANSIT. CALL 252-940-6370 FOR A VOUCHER AND 252-926-1637 FOR A RIDE.

UAS OPERATIONS/DRONE CLASSES
Commercial UAS Certificate Preparation (VIRTUAL)
Credential: Remote Pilot Certificate (Part 107), Federal Aviation Administration & NCDOT Commercial/Government Operators Permit
This course is taught via a live video feed from BCCC’s main campus. This course will prepare students to take the FAA Part 107 exam required of all commercial UAV (drone) operators. Topics covered include FAA regulations, airspace classifications, operating requirements, flight restrictions, aviation weather sources, effects of weather on performance, weight and balance, emergency procedures, crew resource management, radio communications, physiological factors, aeronautical decision-making and judgment, and maintenance and preflight inspection procedures. Instructors will guide students through obtaining their NCDOT permit and registering to take their FAA Part 107 Exam. The FAA examination costs $175 (subject to change) and is not included in the registration fee. Recommended Workbook: 2024 Remote Pilot Prep - ASA. Register & pay online.

<table>
<thead>
<tr>
<th>Time</th>
<th>Date</th>
<th>Fee</th>
<th>Hrs</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>5:00 pm - 9:00 pm</td>
<td>Tues. &amp; Thurs.</td>
<td>$75</td>
<td>24 hrs.</td>
<td>HCDC</td>
</tr>
</tbody>
</table>

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.

Textbook: NC DHSR textbook is in the BCCC Follett Bookstore

Clinical hours: TO BE ANNOUNCED

*See Course prerequisites and requirements on the healthcare requirement chart

<table>
<thead>
<tr>
<th>Time</th>
<th>Date</th>
<th>Fee</th>
<th>Hrs</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>3:30 pm – 6:30 pm</td>
<td>Aug. 22- Dec. 10</td>
<td>$205.25</td>
<td>164 hrs.</td>
<td>Mattamuskeet HS</td>
</tr>
</tbody>
</table>

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

Seed & Sow Pitch Contest
The 2nd Annual Seed & Sow Pitch Contest is back for 2025! This is a small business learning and planning process culminating in a “pitch contest”, where qualifying entrepreneurs compete to win cash awards to help fund their small business startup or expansion idea! Qualifying contestants will be required to complete one of our FREE full day Seed & Sow Workshops and attend three (1-hour) counseling sessions with the BCCC SBC Director. Contestants will complete a basic business plan during this process and are expected to register their business with the NC Secretary of State. Register online for more details. The contest will take place on April 12, 2025 with workshops & counseling beginning in September 2024. Only open to Beaufort, Hyde, Tyrrell, and Washington County entrepreneurs. Past contestants are permitted to participate! Register online.

Small Business Core Curriculum
Students who complete a class in each of the small business topics will receive a certificate of completion.

How to Start an LLC
On Campus Only. Forming a limited liability company (LLC) can be a wise choice for small business owners, entrepreneurs, freelancers, and independent contractors who want to obtain liability protection and certain tax advantages. In this 2-hour introductory class, you’ll learn the basics of what an LLC is, why forming an LLC may benefit you, the steps for forming an LLC in North Carolina, and some common questions and concerns. **Topic: Formation.** Register online.

How to Start a Non-Profit
On Campus Only. Launching a nonprofit organization can be a rewarding way to make a positive impact, but it requires careful planning and adherence to legal requirements. In this 2-hour introductory class, you’ll gain insights into the basics of starting a nonprofit, including understanding the different types of nonprofits, the benefits and responsibilities involved, and the key steps for forming a tax-exempt nonprofit in North Carolina. Common questions and considerations around nonprofit governance, fundraising, and operations will also be covered. **Topic: Formation.** Register online.

Opportunity Canvassing for Small Business
On Campus Only. When entrepreneurs develop a solution and then go looking for a problem that it solves, they generally fail. Concentrating first on problem identification, analysis, and validation is critical to success in an entrepreneurial environment. Learn how to utilize the Ice House Opportunity Discovery Canvas to set your business up for success! Jack Dugan shows you how to apply this proven process to your startup or expansion idea. **Topic: Planning.** Register online.

Financing Your Small Business
On Campus Only. Jack Dugan will help you discover the most likely financing method for your business type and the fundamentals of business financing. You will also create a draft funding mix for your business, identify contacts for funding your business and assess your financial readiness and the next steps for financing. **Topic: Financing** Register online.

Recordkeeping & Taxes for Small Business
On Campus Only. This seminar will help you understand the financial aspects of your business. You will learn: What makes your business thrive and grow; What is a CPA and when and how you use them; How to understand financial statements and what your banker is looking for; What federal and state reports are required; If I made that much money, where is it? **Topic: Taxes.** Register online.

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)

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](http://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](http://www.beaufortccc.edu/sbc)
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 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
- Associate Degree Nursing & Practical Nursing
- University Transfer
- Automotive Systems Technology
- Boat Manufacture & Service
- Business Administration
- Community Spanish Interpreter
- Cosmetology and Manicuring Nail Technology
- Criminal Justice Technology
- Early Childhood Education
- Electrical Engineering Technology
- Emergency Medical Science
- Human Services Technology
- Information Technology
- Mechanical Engineering Technology
- Medical Laboratory Technology
- Office Administration & Medical Office Administration
- Teacher Prep
- Welding Technology

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

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

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

**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 LESTER LIBRARY**

Be Empowered by Your Library!

Did you know, the BCCC Lester 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 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/ to fill out an online library card application or www.beaufortccc.edu/libraryhome/ to browse the library web site.

Call the BCCC Lester Library at 252-940-6282.
The Human Services Technology program prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses to prepare for specialization in specific human service areas. Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience provides opportunities for application of knowledge and skills learned in the classroom.

Pathways:

Transfer
Graduates of this pathway can transfer to UNC-Wilmington to complete a Bachelor of Social Work either in person or online. This pathway is geared to students who not only need to be career-ready, but plan to continue their education. More courses on this pathway transfer to private and public schools versus the non-transfer pathway. Students will take higher level courses in math, English, and transferable elective courses. Students who continue with their education often pursue undergraduate degrees in social work, criminal justice, sociology, psychology, or family and community service degrees. This pathway requires completion of 66 credit hours and a 160-hour internship.

Non-Transfer
This pathway prepares students to enter the human services field as a trained professional. Courses emphasize development of relevant knowledge, skills, and attitudes in human services. A 160-hour internship provides opportunities for application of knowledge and skills learned in the classroom. This pathway requires completion of 64 credit hours and a 160-hour internship.

Graduates can work in positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies. Graduates who continue their education may select from a variety of transfer programs at senior public and private institutions. The median salary for a human services technician in our region is $37,400.

This program can be completed entirely online, but students must complete a 160-hour internship with an approved agency.

NEW TRANSFER TO UNC-WILMINGTON TO COMPLETE A BACHELOR IN SOCIAL WORK

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.

View more programs online at www.beaufortccc.edu/programs/home
**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.

**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 introduces students to the various aspects of the free enterprise system. Students are provided fundamental knowledge of business functions, processes, and an understanding of business organizations in today’s global economy. Course work includes business concepts such as accounting, business law, economics, management, and marketing. Students will learn to apply these concepts through computer applications, communication, team building, and decision making. Through these skills, students develop a sound business education base for lifelong learning.

BSBA Transfer to ECU
The ECU College of Business will grant BCCC graduates in the transfer pathway 60 hours of credit toward a Bachelor of Science in Business Administration (BSBA) at the university. Through the agreement, ECU provides graduates who complete the transfer pathway guaranteed admission and acceptance of appropriate transfer hours, up to 60 credits from the AAS in Business Administration program with a minimum cumulative GPA of 2.5. Students must have at least a “C” in eight specific classes. These credit hours will include a combination of hours of general education credit, hours of elective credit, or hours of credit toward the major. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry. The median salary for a business manager in our region is $39,300.

This program is offered entirely online!

This program prepares students for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic, computerized workplace. Students develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. This program is ideal for students interested in advancing in their current workplace, learning personal and professional organizational skills, or want an education that can offer entry into a variety of fields such as law, healthcare, business, government, and education. These diplomas and certificates are earned in conjunction with the Associate in Applied Science or individually: Office Administration Diploma, Basic Office Skills Certificate, Software Applications Specialist Certificate, Word Processing Specialist Certificate, and Finance Certificate. Graduates qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle management. The median salary for an office administrator in our region is $40,900.

This program is offered entirely online!
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 these program areas:

- Associate in Arts
- Associate in Science
- Associate Degree in Nursing
- Agribusiness 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
- 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 & sophomores must see their high school counselor or liaison for eligibility requirements. Juniors & 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 & meet the prerequisites of the career pathway.

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

**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 UNC-W 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.
Who to Contact for Continuing Education?

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

Customer Service

Dr. Stacey Gerard  
Vice President of Continuing Education  
252-940-6241  
Michelle Gardner  
Registration & Records Clerk  
252-940-6375  
Sandy Berry  
Scholarships & Sponsorship Specialist  
252-940-6370  
Brenda Bertrand  
Registration & Records Specialist  
252-940-6299  
Kendra Mizell  
Registration & Records Director  
252-940-6349  
Pam Hodges  
Class Visitation Clerk  
pam.hodges@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  
Cassandra Elliott  
Chief High School Equivalency Examiner  
252-940-6209

Personal Enrichment

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

Public Safety

Ray Harris  
Director of Fire & E.M. Training  
252-940-6363  
Jonathan Patterson  
Coordinator of Fire & E.M. Training  
252-940-6363  
Billy Respess  
Director of EMS  
252-940-6468  
Larry Gales  
Coordinator of EMS  
252-940-6297  
Cliff Hales  
Director of Law Enforcement Training  
252-940-6405  
Todd Alligood  
BLET Coordinator  
252-940-6228  
Cathy Fox  
Law Enforcement Admin. Assistant  
252-940-6228

Healthcare

Jackie Butcher  
Director of Healthcare Programs  
252-940-6263  
Jane Sobotor  
American Heart Association Coord.  
Jane.sobotor@beaufortccc.edu

Business & Industry Services

Casey Langley  
Coord. of HRD & Workforce Initiatives  
252-940-6307  
Dr. Justin Rose  
Director of Industry Training  
252-940-6262  
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  
Ben Poulin  
UAS & Industry Training Coordinator  
252-940-6408

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

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

Who to Contact for Academic Programs?

Our associate degree staff is here to help!

Dr. Lisa Hill  
Vice President of Academic Affairs  
252-940-6417  
Ben Morris  
Dean of Business, Tech. & Public Services  
252-940-6374  
Dr. Kent Dickerson  
Director of Nursing & Allied Health  
252-940-6425  
Amanda Stevens  
Dean of Arts and Sciences  
252-940-6223  
Admissions Office  
252-940-6237  
Advising Center  
252-940-6333

Disclaimer

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

Family Educational Rights and Privacy Act (FERPA)

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

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

Accreditation
Beaufort County Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Beaufort County Community College also may offer credentials such as certificates and diplomas at approved degree levels. 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.