WHAT WILL YOU DO WITH FREE COLLEGE?

YOU MAKE A PLAN.
WE MAKE A PROMISE.

THE BEAUFORT PROMISE COVERS TUITION & FEES FOR COLLEGE CREDIT COURSES & 50+ HOUR INITIAL CERTIFICATION COURSES UNTIL MAY 2023!
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WHAT’S THE BEAUFORT PROMISE?

BCCC is FREE through 2023! We will cover tuition & fees through the Spring 2023 semester. The Beaufort Promise program uses a combination of existing & new federal & state programs to pay for college credit courses or 50+ hour initial certification courses through the Division of Continuing Education. If you have wanted to earn a new degree or credential, or finish one up, now is the time! The program is open to all NC residents. Summer 2022 is not covered, and textbooks and uniforms are not included.

Check out www.beaufortccc.edu/beaufort-promise to find out more.

REGISTRATION & PAYMENT

IN PERSON ........................................
BY MAIL ...........................................
BY PHONE ........................................
ONLINE .........................................

You may register in person at the following location:
BCCC
Continuing Education, Building 8
5337 US 264 East
Washington, NC 27889
Monday - Thursday
8:00am-5:00pm
Friday
8:00am-4:00pm
(Closed Fri. during summer hours)

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

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 classes online.
https://www.beaufortccc.edu/conedregistration

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

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

Phone 252.940.6375
GENERAL INFORMATION

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

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

Fees, Books & Supplies
Registration fees for each class do not include the cost of textbooks, supplies, or lab fees. Registration fees are set by the NC General Assembly and are based on the number of contact hours for each course. Continuing Education courses that require the use of technology equipment and/or the Blackboard Learning Management System will also include a $5 technology fee. The BCCC College Bookstore is open Monday, 8:00 am-3:00 pm, Tuesday-Thursday, 9:00 am-3:00 pm, and Friday, 9:00-12:00 pm. You can contact the bookstore at 252-940-6231 or by visiting their website at www.beaufortccc.edu/bookstore.

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

Transcripts
Students may obtain copies of their continuing education transcript upon written or electronic request to the Continuing Education Registration and Records Office. Transcripts may also be requested by fax at (252) 940-6254. Transcripts will be released to other colleges, agencies, or employers only with written authorization of the student. Instructions and the Transcripts Request Form are available online at https://www.beaufortccc.edu/conedtranscripts. Official transcripts are $2.00. Unofficial transcripts are accessible online through the Self-Service portal at no charge. If you earned a High School Equivalency (GED or HISET) in North Carolina, please visit the Diploma Sender portal (diplomasender.com/) to access a copy of your transcript. Please call the chief high school equivalency examiner at 252-940-6209 for questions regarding the Diploma Sender process and high school equivalency transcript information.

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

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

Company/Organization Payment Process (Sponsorship Billing)
Companies and Organizations are invited to utilize the sponsorship billing process when sponsoring employees who are completing BCCC Continuing Education classes. You will not need to send a company/organization check or credit card with your employee at the time of registration. Instead, please submit a signed company/organization letter or memorandum on letterhead to our office via in-person, fax to (252) 940-6245, email to continuingeducation@beaufortccc.edu, or postal mail with the following key items:
•Company/Organization point of contact information (in the event there are questions regarding a student or payment)
•Billing Information (include mailing address and email address)
•State the intent of who and what class(es) your company/organization will be responsible for in the registration process (ie. registration fees, testing, textbooks, etc.)

Once we have received the letter/memorandum and student(s) registration form(s), the student will be registered for the class. Our BCCC Business Office will submit an invoice to your company/organization. If you have any further questions about the Sponsorship Billing process, please contact the Continuing Education Registration & Records Clerk at continuingeducation@beaufortccc.edu or (252) 940-6375.

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

| 5337 Hwy. 264 East, Washington, NC 27889 | Phone 252-940-6375 |
| 100 NC Hwy 32 North, Roper, NC 27970 | Phone 252-940-6425 |
| 33460 US Highway 264, Engelhard, NC 27824 | Phone 252-940-6231 |
STUDENT REGISTRATION FORM

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

Please Print

Legal Last Name:_______________________Legal First:____________________Middle:_________________
Street Address:____________________________City:______________________State:_______Zip:_________
County of Residence:_____________________________Home Number:_______________________________
Work Number:_________________Cell/Mobile Number:____________________Birth Date: _____________
Social Security Number: _________-________-________ (used for reporting purposes only)
Ethnicity: Are you Hispanic or Latino?  □ Yes, Hispanic/Latino  □ No, Non Hispanic/Latino
Hispanic/Latino: Mexican, Puerto Rican, Cuban, Central or South American or other Spanish origin or culture, regardless of race.

Sex:    □ Female    □ Male
Race: For individuals who are Non-Hispanic/Latino: Select one or more of the following race categories:
□ American Indian/Alaska Native  □ Black or African American  □ White  □ Asian  □ Hawaiian/Pacific Islander

Employment: □ Retired  □ UN Unemployed (not seeking) □ US Unemployed (seeking)
□ E1 Part-time, 1–10 hrs  □ E3 Part-time, 21–39 hrs
□ E2 Part-time, 11–20 hrs  □ E4 Full-time, 40/more hrs

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

Check All That Apply: □ HRD Student
□ Volunteer Fire, Volunteer Rescue __________________(agency)
□ DOC/Division of Adult Corrections __________________(agency)
□ Paid Law Enforcement, Paid Fire/EMS __________________(agency)

Email Address:_____________________________________________________________

Student Signature: ______________________________________________________
Date: ____________________________

Course Section #: ____________________________ Date & Time: ____________________________ Fee: ____________

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

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

Refund Policy: A student who officially withdraws from class(es) prior to the first class meeting will be eligible for a 100 percent refund. Also, a student is eligible for a 100 percent refund if an applicable class is canceled due to insufficient enrollment. After the respective class begins, a 75 percent refund shall be made upon the written request of the student if the student officially withdraws from the class prior to or on the 10 percent point of the scheduled hours of the class. Only class fees can be refunded in this circumstance. BCCC local fees are non-refundable. Registration fees for self-supporting classes are non-refundable once the class begins. Where a student, having paid the required registration fee for a semester, passes away during that semester (prior to or on the last day of examinations of the college the student was attending), all registration fees for that semester may be refunded to the estate of the deceased.
**FINANCIAL ASSISTANCE OPPORTUNITIES**

We have a number of local and statewide scholarships available for short-term training and high school equivalency (GED) students including BCCC Foundation Scholarships, SECU Bridge to Career Scholarships, Golden Leaf Scholarships, HEERF II scholarships and the Continuing Education Scholarship supported by the Committee of 100. Our staff can help you figure out which is right for you. Please contact a Continuing Education Registration & Records Clerk at 252-940-6375 or continuingeducation@beaufortccc.edu for details.

**Which classes are free?** If you see crossed out fees or this logo next to classes, they qualify for the **Beaufort Promise**, meaning that we will cover the registration fees. Textbooks and uniforms are not included. For more information regarding this program, please contact a Continuing Education Registration & Records Clerk at 252-940-6375 or continuingeducation@beaufortccc.edu for details. To complete an online application for financial assistance go to: www.beaufortccc.edu/continuing-education/general-information/financial-assistance

**NCWorks career center**

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

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

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

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

**CAMPUS MAP**

**BEAUFORT COUNTY COMMUNITY COLLEGE**

Introducing Live Chat Support for Continuing Education students! Please visit us at www.beaufortccc.edu/ceonline for online customer support.
Spring 2022

**CCP WORKFORCE PATHWAYS FOR HIGH SCHOOL STUDENTS**

**Career & College Promise Workforce Pathways**
Employers in today’s workforce are facing a skills gap; they need trained and qualified workers to fill a variety of positions in the medical, home repair and transportation fields. The Career and College Promise (CCP) Workforce Pathways are designed for eligible high school juniors and seniors to earn industry-recognized credentials while still in high school for FREE! This innovative statewide program has helped high school students work toward college degrees, and now it is open to students who want to go into technical fields. Students will be responsible for purchasing textbooks and paying local course fees associated with the course. CCP Workforce Pathway courses do count for high school credit towards graduation requirements.

- Earn FREE industry-recognized credentials while completing a high school diploma.
- Remain a part of your high school student body and participate in athletics, clubs and activities along with your high school classmates.
- CCP classes will be presented on our campus or on-line.

Interested? Contact your high school counselor. Or visit [beaufortccc.edu/continuing-education/career-and-college-promise](http://beaufortccc.edu/continuing-education/career-and-college-promise)

**These pathways are available at participating schools in our four-county service area:**
- Emergency Medical Technician (EMT)
- Heating, Ventilation & Air Conditioning (HVAC) Technician
- Commercial Driver’s License (CDL) Truck Driving
- Phlebotomy Technician
- Pharmacy Technician
- Nurse Aide
- Small Engine Repair

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**ED2GO ONLINE CLASSES**

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

We have over 300 courses to choose from! All courses run for six weeks, are project-oriented, and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete the course entirely from your home or office. Visit [www.ed2go.com/beaufortccc](http://www.ed2go.com/beaufortccc) to see a full list of classes and prices, and get started today! Look for the Ed2Go logo throughout this Course Schedule.

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

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**CUSTOMIZED TRAINING/APPRENTICESHIPS**

The mission of the Customized Training Program is to help qualifying businesses in Beaufort, Hyde, Tyrrell, and Washington Counties maintain their competitive edge through awareness, education, and training. If your company is interested in learning more about these training opportunities or scheduling a class, please contact Sara Watson, Director of Customized Training and Apprenticeships, at 252-940-6311 or visit our website at [www.beaufortccc.edu/ctp](http://www.beaufortccc.edu/ctp) for more details.

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

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

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

Benefits of an Apprenticeship program include:
- Paid employment during training with progressive wage increases
- Attainment of a BCCC academic credential that provides credit towards an AAS degree
- Industry recognized journeyman credentials at both the state and federal level

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

Look for this logo for Beaufort Promise classes. These courses are free for students who qualify.
ENGLISH LANGUAGE ACQUISITION

English Language Acquisition (ELS) Citizenship/Adquisicion del Idioma Ingles: Clases de Ciudad

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

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

6:00 pm - 9:00 pm  Mon & Wed. /lunes y miércoles  Ongoing  Free/Gratis  B 8 827

English Language Acquisition (ELA)

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

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

ELA Class Locations:

BCCC Campus
6:00 pm - 9:00 pm  Mon. & Wed. /lunes y miércoles  Ongoing  Free/Gratis  B 8 813
9:00 am - 1:00 pm  Sat./sábado  Ongoing  Free/Gratis  B 8 813
6:00 pm - 9:00 pm  Tues. & Thurs./martes y jueves  Ongoing  Free/Gratis  B 8 827

Hyde Davis Center
6:00 pm - 9:00 pm  Tues. & Wed./ martes y miércoles  Ongoing  Free/Gratis  HDC

Washington County Center
5:00 pm - 8:00 pm  Fri. & Sat./ viernes y sábado  Ongoing  Free/Gratis  WCC

Call 252-940-6245
Beaufort County Community College offers College and Career Readiness classes in Beaufort, Hyde, Washington and Tyrrell Counties. Programs focus on developing academic competencies as well as the fundamental skills necessary for tomorrow’s jobs. Adults 18 years and older who lack basic skills can enroll in classes to:

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

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

The Path to Achieving Your High School Equivalency

Register & attend orientation.

Enroll & attend a HSE or ELA class.

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

Choose a pathway: college, career or job training.

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

**Pearson Vue GED**
- Computer-based test
- Four subjects
  1. Language Arts
  2. Science
  3. Social Studies
  4. Mathematics
Create an account at [https://ged.com](https://ged.com)
Pay a testing fee of $20 per test ($80 total)
Retake the test up to two times for free.
Scholarships to cover exam fees are available for qualifying students!

**ETS HiSET**
- Paper-based test
- Five subjects
  1. Reading
  2. Writing
  3. Science
  4. Social Studies
  5. Mathematics
Create an account at [https://hiset.ets.org](https://hiset.ets.org)
Pay a testing fee of $15 per test ($75 total)
Retake the test up to two times for free.
Scholarships to cover exam fees are available for qualifying students!

Sign up online to test with either Pearson Vue's GED Test or ETS HiSET Test. Payments with a prepaid debit or VISA are completed online by the student. Print and save your receipt for your records. Report to Testing Center in BCCC Bldg. 9, Room 927 15 minutes prior to testing admission. Provide a governmental form of identification. Provide Parent/Guardian notarized petition if between sixteen and eighteen years of age. Available at [https://tinyurl.com/notarizedpetition](https://tinyurl.com/notarizedpetition)

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

<table>
<thead>
<tr>
<th><strong>Pearson Vue GED</strong></th>
<th><strong>ETS HiSET</strong></th>
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<tbody>
<tr>
<td>January 25 &amp; 26</td>
<td>February 21</td>
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<td>February 22 &amp; 23</td>
<td>May 23</td>
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<td>March 22 &amp; 23</td>
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<td>April 26 &amp; 27</td>
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<tr>
<td>May 24 &amp; 25</td>
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</tbody>
</table>

All college credit and 50+ hour initial certification courses are free through May 2023. Textbooks and uniforms are not included. Please see [www.beaufortccc.edu/beaufort-promise](http://www.beaufortccc.edu/beaufort-promise) to learn more. This includes vouchers for GED testing and transportation through Beaufort Area Transit System (BATS). Ask Career & College Readiness staff about vouchers.

NEW GED Fast Track Online
Students who complete orientation and score ABE Intermediate/High will have the option to Practice Test and complete online modules for performance growth & GED completion.
- Online sessions are available in Blackboard Monday and Wednesday with live instruction to help students achieve their GED.
- GED Testing is offered on campus seated monthly.

Reinforced Instruction for Student Excellence (RISE)
This program is designed for adults who need to improve communication (reading, writing, speaking), numeracy, computational, and problem-solving skills necessary to function effectively in society, on a job, or in the family. Some classes are designed to provide basic literacy level instruction, while others are designed to prepare for the high school equivalency test. All classes are designed to provide reading, writing, and math instruction in the context of workforce and career development and preparation. For questions about Transitions English and Math courses, please contact Donna Woolard at 252.940.6230 or donna.woolard@beaufortccc.edu.

**RISE Transition English**
- 11:30 am - 1:30 am Mon. & Wed.
- 11:30 am - 1:30 am Tues. & Thurs.
- Jan. 6 – May 5
- Free
- 40805
- B 2 126A

**RISE Transition Math**
- 8:30 am – 11:30 am Tues. & Thurs.
- 9:30 am - 11:30 am Wed.
- Jan. 6 – May 5
- Free
- 40803
- B 2 126A

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

View courses online at [beaufortccc.edu](http://beaufortccc.edu) and click on **Our Programs, Continuing Education**.
HVAC: Heating, Ventilating, and Air Conditioning Level 1
Credential: Electrical Theory and Application for HVAC; ESCO Institute
This course presents the introductory knowledge and skills needed to maintain and troubleshoot complex heating, air conditioning, and refrigeration systems. The HVAC Level 1 curriculum focuses on Introduction to HVAC, Trade Mathematics, Basic Electricity, Introduction to Heating, Introduction to Cooling, Introduction to Air Distribution Systems, Basic Copper and Plastic Piping Practices, Soldering and Brazing, and Basic Carbon Steel Piping Practices.

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

6:00 pm – 9:00 pm Mon. & Thur. Jan. 31 – May 23 $186.25 96 hrs. 40879 B 8A

HVAC: Heating, Ventilating, and Air Conditioning Level 2
Credential: EPA Section 608, ESCO Institute
This course will continue building upon the skills learned while taking the HVAC Level 1 class. This course will focus on alternating current, compressors, refrigerants and oils, leak detection evacuation recovery and charging, metering devices, heat pumps, basic maintenance, chimneys vents and flues, sheet metal duct systems, fiberglass and fabric duct systems, and commercial airside systems.

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

6:00 pm – 9:00 pm Mon. & Tues. Jan 31 – May 24 $186.25 96 hrs. 40881 B 8A

HVAC: Heating, Ventilating, and Air Conditioning Level 3
Credential: Heat Pumps: Operation, Installation, and Service; ESCO Institute
This course will continue building upon the skills learned while taking the HVAC Level 2 class. This course will focus on fasteners, hardware and wiring terminations; troubleshooting control circuits and motors, cooling, heat pumps, gas heating, oil heating, and accessories; zoning, ductless, and variable refrigerant flow systems, commercial hydronic systems, steam systems, retail refrigeration systems, and customer relations.

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

6:00 pm – 9:00 pm Tues. & Thur. Feb. 1 – May 24 $186.25 96 hrs. 40882 B 8A

HVAC: Systems Refrigerant Charging Procedures
This course will demonstrate to students what the correct methods are for charging HVAC systems with refrigerant. Topics will include superheat, subcooling, metering devices, and refrigerant types. EPA 608 Certification is recommended. No book is required.

8:00 am – 5:00 pm Sat. April 9 $71.25 8 hrs. 40883 B 8A Shop

WELDING

**SMAW (Stick) Plate (Parallel to WLD-115AB)**
Certification: SMAW; American Welding Society
This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.

Course materials include the Modern Welding textbook (ISBN: 9781631266010) available at the BCCC bookstore (prices subject to change). A class welding kit list is available upon demand. Kits typically costs around $225 from ARC3 Gases and will be needed for the class. Students can also purchase the textbook and equipment list separately (equipment list available by request).

6:00pm – 8:30pm Tues. & Thurs. Jan. 6 – May 9 $186.25 80 hrs. 40887 BCCC4 107
MANUFACTURING

Advanced Manufacturing Institute

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

This course is designed to help anyone looking for employment in manufacturing to earn credentials, develop knowledge, and skills that are desired in the manufacturing industry. The class will provide OSHA 10 safety training and certification, Yellow Belt training and certification, basic math, industrial blueprint reading and Working Smart training and certification (includes training is self-awareness, self-management, work ethic, communication and problem-solving skills.) At the end of the course there will be a meet and greet with local manufacturing companies.

Prerequisite: Career Readiness Certificate of bronze or higher. See p. 20 for information about the Career Readiness Certificate prep and testing labs.

5:30 pm-9:30 pm  Mon.-Thur. Feb. 7- Mar. 10  96 hrs.  38,788  B 8/828

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

Lean Manufacturing / Six Sigma

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

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

Quality Assurance

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

BCCC IS FREE THROUGH 2023 THE BEAUFORT PROMISE

All college credit and 50+ hour initial certification courses are free through May 2023. Textbooks and uniforms are not included. Please see www.beaufortccc.edu/beaufort-promise to learn more.

FORKLIFT

Forklift Training

Credential: Forklift Wallet Card, National Safety Council

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

5:00 pm - 9:00 pm  Tues. & Thur. Feb. 22 & 24  $77.25  8 hrs.  40877  B11 15

5:00 pm - 9:00 pm  Tues. & Thur. May 3 & 5  $77.25  8 hrs.  40878  B11 15

Look for this logo for Beaufort Promise classes. These courses are free for students who qualify.
Motorcycle Safety: Basic Rider Course, 2 Wheels

On our spacious new driving pad, students will learn the safe driving skills for operating a motorcycle in traffic. Please come and learn the operation of motorcycle controls as you practice riding on our protected range. 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. 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. Apr. 2 & 3 $155  20 hrs.  40994 B 15-101 & Driving Pad
8:00 am – 5:30 pm  Sat. & Sun. May 14 & 15 $155  20 hrs.  40996 B 15-101 & Driving Pad
8:00 am – 5:30 pm  Sat. & Sun. Jun. 11 & 12 $155  20 hrs.  40999 B 15-101 & Driving Pad

Motorcycle Safety: Basic Rider Course, 3 Wheels

The Motorcycle Safety Foundation’s 3-Wheel Basic Rider Course provides the same fundamental safe riding skills as our 2-wheel course. New riders will learn the safe operation of a 3-wheel cycle and prepare for street riding either alone or in a group. Our spacious driving pad is a fine place for hands-on operation of a 3-wheel cycle, and classroom instruction is included as well. We will provide motorcycles and training manuals. You must wear an approved helmet, over-the-ankle footwear, long pants, a long-sleeved shirt or jacket, full-fingered gloves, and protective eye wear at all times while training. Successful completion achieves a skills waiver card for the NCDMV. Class size is limited to ensure personal instruction. We will operate rain or shine. Students may use their own 3-wheel bikes, but please let us know. • The registration fee for this class is not refundable. Please call 252-940-6357 if you need to reschedule. With the support of Can-Am Rider Education Program we are able to offer this class for $49. This offer expires on March 31. After March 31 the Can-Am Rider Education Program will charge $99. To take advantage of this opportunity please visit: https://can-am.brp.com/on-road/us/en/learn-to-ride/registration.html

8:00 am – 5:30 pm  Sat. & Sun. Feb. 19 & 20 $49 (w/ support)  20 hrs.  40992 B 15-101 & Driving Pad
8:00 am – 5:30 pm  Sat. & Sun. Mar. 19 & 20 $49 (w/ support)  20 hrs.  40993 B 15-101 & Driving Pad
8:00 am – 5:30 pm  Sat. & Sun. Apr. 23 & 24 $49 (w/ support)  20 hrs.  40995 B 15-101 & Driving Pad
8:00 am – 5:30 pm  Sat. & Sun. May 21 & 22 $49 (w/ support)  20 hrs.  40997 B 15-101 & Driving Pad
8:00 am – 5:30 pm  Sat. & Sun. Jun. 4 & 5 $49 (w/ support)  20 hrs.  40998 B 15-101 & Driving Pad
8:00 am – 5:30 pm  Sat. & Sun. Jun. 18 & 19 $49 (w/ support)  20 hrs.  41000 B 15-101 & Driving Pad

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

DEFENSIVE DRIVING

Defensive Driving-DDC-4

Credential: DDC-4, NC Safety & Health Council

We are pleased with 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 (p. 13). We have on-campus and Zoom sections to meet your needs.

9:00 am-1:00 pm  Sat.  Jan. 8 $70  4 hrs.  40931 B 8 829
5:30 pm-9:30 pm  Mon.  Jan. 24 $70  4 hrs.  40932 ZOOM
9:00 am-1:00 pm  Sat.  Feb. 5 $70  4 hrs.  40964 B 8 829
5:30 pm-9:30 pm  Mon.  Feb. 21 $70  4 hrs.  40965 ZOOM
5:30 pm-9:30 pm  Sat.  Mar. 5 $70  4 hrs.  40966 B 8 829
9:00 am-1:00 pm  Mon.  Mar. 21 $70  4 hrs.  40968 ZOOM
9:00 am-1:00 pm  Sat.  Apr. 2 $70  4 hrs.  40969 B 8 829
5:30 pm-9:30 pm  Mon.  Apr. 11 $70  4 hrs.  40970 ZOOM
9:00 am-1:00 pm  Sat.  Apr. 30 $70  4 hrs.  40971 B 8 829
5:30 pm-9:30 pm  Mon.  May 16 $70  4 hrs.  40972 ZOOM
9:00 am-1:00 pm  Sat.  May 21 $70  4 hrs.  40973 B 8 829
Truck Driver Training Program for First Time Drivers (Hybrid Program)

**Credential:** Commercial Driver’s License, NCDMV

The Truck Driver Training program will train students to drive a Class - A combination vehicle and prepare students for their pre-trip inspection, off road skills test and the road-driving test, which are all components of the NCDMV Commercial Driver License (CDL) exam. Funding assistance may be available through your local NCWORKS Center (formerly known as Job Link) and through scholarships available with State Employees Credit Union, BCCC Foundation and Golden Leaf.

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

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

- **8:00 am-6:00 pm Sat & Sun** Jan. 30 – May 28 $234.25 384 hrs. 40863 B 11/15
- **8:00 am-6:00 pm Sat & Sun** Mar. 27 – Aug. 06 $234.25 384 hrs. 40864 B 11/15

**Truck Driver Refresher**

**Credential:** Commercial Driver’s License; NC DMV

The Truck Driver Refresher class provides a refresher lab for individuals who carry a valid Class-A CDL to operate a Commercial Motor Vehicle. This 8-week class covers the basics through advanced skills and over-the-road concepts and practices. Upon successful completion, students will receive a certificate of completion that can be presented to employers to show a renewal of skills.

This program is made possible through partnerships with Golden Lead Foundation, NCDOT, Weyerhaeuser, Alligood’s Garage and locally owned insurance groups.

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

- **8:00 am-6:00 pm Sat & Sun** Jan. 30 – May 28 $234.25 144 hrs. 40865 B 11/15
- **8:00 am-6:00 pm Sat & Sun** Mar. 27 – Aug. 06 $234.25 144 hrs. 40866 B 11/15

**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. 12 of this course schedule for DDC-4 course offerings.

- **8:00 am-5:00 pm Thur.** Mar. 31 $70 8 hrs. 40869 B 8 826
- **8:00 am-5:00 pm Thur.** May 12 $70 8 hrs. 40870 B 8 826

**North Carolina Vehicle Safety Inspection**

**Credential:** Vehicle Safety Inspection, NC Division of Motor Vehicles

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

Register & pay online.

- **8:00 am-5:00 pm Sat.** Mar. 26 $70 8 hrs. 40867 B 2 109
- **8:00 am-5:00 pm Sat.** May 14 $70 8 hrs. 40868 B 2 109

**DIESEL TECHNICIAN ACADEMY**

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

**Diesel Technician**

**Credential:** Compact Diesel Engine; EETC

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

Students are required to register in both the classroom and on-the-job training lab with local employers. The textbooks required for this class include the *Diesel Technology* (978-1-64564-685-3) and *Parker Hannifin Industrial Hydraulic Technology* (978-1-55769-056-2). These books can be purchased in the BCCC bookstore.

Register & pay online.

- **8:00 am – 5:00 pm** Mon.-Tues. Feb 7 – May 20 $367.50 384 hrs. 40875 (Class) 40876 (Lab) B7 703
REAL ESTATE

Provisional Broker (Pre-Licensing)

**Credential: NC Real Estate License, NC Real Estate Commission**

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

**Prerequisite:** High School Diploma or equivalency, NCRC of a silver or higher or college degree, subject to a criminal background check.

5:30 pm – 8:30 pm  Mon. & Tues.  Jan. 10 – Apr. 26  $180  87 hrs.  40770  B1 105

General Update

This four-hour mandatory course satisfies one of the continuing education requirements for broker licensure renewal with the North Carolina Real Estate Commission. The General Update course is developed by the NC Real Estate commission annually and course materials will be provided. Please bring your pocket identification card to class. 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 prior to the start date.

5:00 pm – 9:00 pm  Thurs.  Feb. 24  $55  4 hrs.  40816  B1 105

8:00 am – 12:00 pm  Thurs.  Apr. 21  $55  4 hrs.  40822  B1 105

8:00 am – 12:00 pm  Tues.  May 03  $60  4 hrs.  40829  Zoom

Broker-in-Charge Update

This four-hour mandatory course satisfies one of the continuing education requirements for broker-in-charge licensure renewal with the North Carolina Real Estate Commission. The Broker-in-Charge Update course is developed by the NC Real Estate commission annually and course materials will be provided. Please bring your pocket identification card to class. 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 prior to the start date.

5:00 pm – 9:00 pm  Thurs.  Mar. 24  $55  4 hrs.  40817  B1 105

8:00 am – 12:00 pm  Thurs.  May 05  $60  4 hrs.  40842  Zoom

Everyday Ethics in Real Estate (Elective)

This four-hour course satisfies one of the continuing education requirements for licensure renewal with the North Carolina Real Estate Commission. The textbook, Everyday Ethics in Real Estate 2nd Edition, will be provided. Please bring your pocket identification card to class. 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 prior to the start date.

1:00 pm – 5:00 pm  Tues.  May 03  $60  4 hrs.  40839  Zoom

Fair Housing (Elective)

This four-hour course satisfies one of the continuing education requirements for licensure renewal with the North Carolina Real Estate Commission. The textbook, Fair Housing 5th Edition, will be provided. Please bring your pocket identification card to class. 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 prior to the start date.

1:00 pm – 5:00 pm  Thurs.  Apr. 21  $55  4 hrs.  40823  B1 105

1:00 pm – 5:00 pm  Thurs.  May 05  $60  4 hrs.  40846  Zoom

INSURANCE

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

Property Agent Pre-Licensing

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

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

Start any time  60 days  Asynchronous  $200 (Includes nonrefundable materials fee)  20 hrs.  Online

Casualty Agent Pre-Licensing

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

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

Start any time  60 days  Asynchronous  $200 (Includes nonrefundable materials fee)  20 hrs.  Online

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

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

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

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

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

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

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

COSMETOLOGY

Manicure and Nail Technology I & II
Credential: NC State Board of Cosmetic Arts, Manicuring License
This course covers techniques of nail technology, hand and arm surface manipulation, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicure, surface manipulation, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, surface manipulations, decorating and artificial applications in a salon setting. Part I is a prerequisite for enrollment in Part II.
The course materials include the Milady Standard Nail Technology textbook (ISBN: 9781285080475), Milady Foundations textbook (ISBN: 978133709525), and a class kit available in the BCCC bookstore (prices are subject to change). Students will also need to purchase black closed-toed shoes, black scrubs, and obtain a photo ID from BCCC campus police prior to class.
Part I
8:00 am – 4:00 pm Mon. – Thurs. Mar. 08 – May 09 $186.25 176 hrs. 40611 B11 001
Part II
8:00 am – 4:00 pm Mon. – Thurs. May 16 – Jul. 28 $186.25 336 hrs. 40613 B11 003

Natural Hair Care Specialist
Credential: NC State Board of Cosmetic Arts, Natural Hair Care Specialist License
This course designed to teach how to care for natural hair without the use of chemicals such as perms/relaxers and hair color. The style techniques include braiding, twisting, wrapping, extending and locking natural hair. The coursework also includes teaching the proper health, safety, and sanitation procedures to avoid spreading infections. The students will be able to apply their skills to clients who visit the clinic. After successfully completing the course, the students will be able to sit for the North Carolina State Board of Cosmetic Arts exam to become a licensed Natural Hair Care Specialist.
The course materials include the Milady Standard Natural Hair and Braiding textbook (ISBN: 9781133693680 or 1133693687), Milady Foundations textbook (ISBN: 978133709525), 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.
8:00 am - 4:00 pm Mon. – Thurs. May 16 – Jul. 28 $186.25 336 hrs. 40613 B11 003

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

The mission of the Small Business Center Network (SBCN) is to increase the success rate and the number of viable small businesses in North Carolina by providing high quality, readily accessible assistance to prospective and existing small business owners, which will lead to job creation and retention. Contact Lentz Stowe, Director of Small Business Center, at 252-940-6306. Services available through the Small Business Center Network include:

- One-on-one business counseling, which provides an evaluation to determine immediate needs.
- 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

Small Business Center Core Curriculum

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

How to Start a Small Business
David Mayo will answer questions like: Are you ready to start a business? What are the advantages and disadvantages of a new business? Where do I obtain permits and licenses? What tax information is needed and where do I find it? How do I maintain objectivity?
6:00 pm-8:00 pm  Mon.  Jan. 10  Free  2 hrs.  B 8, 828

How to Write a Business Plan
David Mayo will help students with the fundamentals of writing a business plan, the foundation for success when deciding to start a new business or acquire an existing business. It is key when it comes to seeking funds for a business.
6:00 pm-8:00 pm  Mon.  Jan 24  Free  2 hrs.  B 8, 828

Marketing and Advertising for Your Business
Drawing attention to your business is tougher than ever before. In this seminar David Mayo will teach low cost advertising/marketing strategies and methods, creating a marketing plan, scoring greater sales with current customers, and other “tricks” of the trade.
6:00 pm-8:00 pm  Mon.  Feb. 7  Free  2 hrs.  B8, 828

Financing Your Business
You are just about ready to begin. Then you ask yourself; how do I finance my business; who can give me good, solid, reliable advice; are there loans/grants available to assist me; what should I be aware of? David Mayo will help you answer these questions.
6:00 pm-8:00 pm  Mon.  Feb 21  Free  2 hrs.  B 8, 828

Recordkeeping and Taxes for Small Business
This seminar will help you understand the financial aspects of your business. You will learn… What makes your business thrive and grow? What is a CPA and when and how do you use them? How to understand financial statements. What your banker is looking for? What federal and state reports are required? If I made that much money, where is it?
Keith Kidwell is your presenter.
6:00 pm-8:30 pm  Mon.  Mar. 21  Free  2.5 hrs. B 8, 828

Using CANVA to Create Free Marketing Materials
This seminar will walk you through using this simple platform. You will be amazed at the professional quality materials you can create. It is easy and it’s free!
6:00 pm – 8:30 pm   Thur.  Jan. 13  Free  2.5 hr.  B 8, Rm 828

Google My Business!
This is a free tool that allows small business owners (and nonprofits) to promote their business information on Google Search and Maps. With Google My Business, you can connect with your customers, post updates to your business profile, and see how customers are interacting with your business on Google.
2:00 pm – 4:30 pm  Thur.  Feb 17  Free  2.5 hrs.  Washington County Center

¿PUEDES HACERLO? ¿QUÉ PASA CON UN PLAN DE NEGOCIOS? ¿PUEDES GESTIONAR “TODO”?*

How to Start a Successful Small Business in NC, the American Way (presented in Spanish)
¿Puedes hacerlo? ¿Qué pasa con un plan de negocios? ¿Puedes gestionar “todo”? ¿Puede brindar un servicio al cliente excepcional? ¿Eres legal? ¿Puede VENDER los productos o servicios que brindará? ¿Qué pasa con el marketing y la creación de un plan de marketing? ¿Deberías incorporar? ¿Cuáles son las claves de la financiación? (¡No te asustes!).
6:00 pm-8:00 pm  Thur.  Feb 3  Free  2 hrs.  Webinar

Can you do it? What about a business plan? Can you manage “everything”? Can you provide exceptional customer service? Are you legal? Can you SELL the products or services you will provide? What about marketing and creating a marketing plan? Should you incorporate? What are the keys to finance? (Do not be terrified of it!).

Google My Business!
This is a free tool that allows small business owners (and nonprofits) to promote their business information on Google Search and Maps. With Google My Business, you can connect with your customers, post updates to your business profile, and see how customers are interacting with your business on Google.
2:00 pm – 4:30 pm  Thur.  Feb 17  Free  2.5 hrs.  Washington County Center

Look for this logo for Beaufort Promise classes. These courses are free for students who qualify.
SMALL BUSINESS CENTER

TWO-PART SERIES – “STRATEGIC PLANNING FOR YOUR NON-PROFIT OR SMALL BUSINESS”

Overview: Strategic planning is a process in which small businesses and non-profits define their perspective for the future as well as identify their goals and objectives. The process also includes establishing the priority in which those goals should flow.

Part One - Strategic Planning for Your Non-profit or Small Business
Statistics confirm that implementing a strategic plan nearly DOUBLES a business’s chance of success! This workshop is designed to simplify the planning process and provide participants with actionable steps at all stages of strategic plan development.

1:00 pm – 2:30 pm    Thur.  Mar. 3  Free  1.5 hrs.  Webinar

Part Two - Strategic Planning for Your Non-profit or Small Business
This workshop is designed to help nonprofit leaders plan beyond the “document creation process.” Participants will learn to identify and overcome common barriers that stall strategic actions, implement practical strategies to keep the team engaged, and position the organization for on-going success.

3:00 pm – 4:30 pm    Thur.  Mar. 3  Free  1.5 hrs.  Webinar

Money Management-The Prerequisite to Entrepreneurship
Entrepreneurship is being a solution to a problem. However, one of the problems that entrepreneurs have is money management. Learning how to manage personal finances is key to finding growth and scalability in business. Participants will garner the foundation of money management and the ability to apply these same principles to their businesses.

These sessions will equip business owners with the skills to manage personal finances as well as business finances with the guidance of the entrepreneur money management spreadsheet, for tracking. Entrepreneur Money Management leads to growth and scalability.

3:00 pm – 5:00 pm    Tues. & Wed.  Mar 15 & 16  Free  4 hrs.  B 8 828

The 30 Day Online Marketing Makeover
There are so many places online for potential customers to find you: Google, your website, social media, and more. Make sure they can find your business and that they like what they see. Commercial photographer and marketing expert Bob Mackowski will walk you through this high-level overview of the online marketing landscape.

2:30 pm-5:30 pm    Mon.  Apr. 11  Free  3 hrs.  B 8, 828

Content Marketing: What’s Working Now
Just “doing” social media is no longer enough. The free ride is over. To be successful, you need to be all in. We’ll be talking about what’s been successful (and unsuccessful) for everybody in this roundtable-style gathering and then brainstorming creative ideas to move forward. Commercial photographer and marketing expert Bob Mackowski will share the latest research on what works and, perhaps more importantly, what does not.

2:30 pm-5:30 pm    Thur.  Mar. 31  Free  3 hrs.  B 8, 828

QuickBooks for Small Business – Part One
This introductory QuickBooks class, gets new and prospective small business owners started using QuickBooks, focusing on navigating the home page, using QuickBooks lists, and the chart of accounts. Participants work through using QuickBooks to create a company file and practice recording sales and managing expenses. The session provides an overview on how QuickBooks can be used to manage a small business’ finances. Focus is on desktop version.

6:00 pm – 8:30 pm    Thur.  Apr. 7  Free  2.5 hrs.  B 2, 124A

QuickBooks for Small Business – Part Two
Millions of small businesses use QuickBooks for their accounting needs, but only a fraction know how to use all its features. This class will help you build on previous skills from Part One. Focus is on desktop version.

6:00 pm – 8:30 pm  Thur.  Apr. 28  Free  2.5 hrs.  B 2, 124A

THREE-PART SERIES – “WEB PRESENCE FOR YOUR SMALL BUSINESS”

Business Photography for Non-Photographers
You need visuals to represent your business on your website and social media. Make sure that they’re not terrible. Local commercial photographer Bob Mackowski will give you some basic, entry-level tips to use with any camera (yes, even your cell phone). Your business isn’t awful; make sure that your visuals don’t make it look that way.

12:30 pm-1:30 pm    Mon.  Apr. 11  Free  1 hr.  Webinar

Intro to Video Marketing
Ninety-three percent of consumers say that a video is helpful when making a purchase. If you’re not using video to market your business, then you’re missing out. Learn the basics of why you should create videos and how to do it.

2:00 pm-3:00 pm    Mon.  Apr 11  Free  1 hr.  Webinar

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

3:30 pm-4:30 pm    Mon.  Apr 11  Free  1 hr.  Webinar
Spring 2022

SMALL BUSINESS CENTER

The Airbnb Entrepreneurship Academy
Airbnb believes tourism can be a force for good. Anyone who has a passion for hospitality should have the opportunity to participate. As part of Airbnb’s support for a new generation of entrepreneurs, they have partnered with organizations like ours to create the Airbnb Entrepreneurship Academy—a program to encourage inclusive tourism growth and entrepreneurship in communities around the world. For the first time, Beaufort County Community College has partnered with Airbnb and we’re so excited to take this journey with you. Through this course, you’ll engage in an immersive educational program focused on what it takes to be a tourism entrepreneur and how to use platforms like Airbnb to connect to the economic opportunities of tourism. There is a whole world of exciting opportunities to be explored!

ABOUT THE COURSE. Get introduced to Airbnb and the app and how it has revolutionized travel. You’ll learn about how it has created opportunities for tourism entrepreneurship through tech. We will discuss travel trends and how they can inspire ideas for tourism businesses. You will then be introduced to the fundamentals of business entrepreneurship—and the value of your personal story. Lastly, you will have the opportunity to practice the creative skills associated with setting up an Experience or Home on the Airbnb platform.

5:00 pm – 9:00 pm  Mon.   May 2 & 9  Free  8 hrs.  Vernon James Center

Free, confidential business counseling is available on site. Call 252-940-6306 or email lentz.stowe@beaufortccc.edu for details.
A majority of our classes can be viewed as a live webinar or a live stream of an on-campus SBC workshop. Visit the SBC website to see a full list of classes, including ones offered online:  www.beaufortccc.edu/continuing-education/sbc/home

AUTO BUSINESS

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

5:00 pm – 9:00 pm  Mon.-Wed.  Feb. 7-9  $75  12 hrs.  40871  Zoom
5:00 pm – 9:00 pm  Mon.-Wed.  May 9-11  $75  12 hrs.  40872  Zoom

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

9:00 am – 12:00 pm  Thur.-Fri.  Feb. 10-11  $75  6 hrs.  40873  Zoom
9:00 am – 12:00 pm  Thur.-Fri.  May 12-13  $75  6 hrs.  40874  Zoom

WORKFORCE INITIATIVES & PROFESSIONAL DEVELOPMENT

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

Prerequisite: Pathway to Income Maintenance Caseworker (Phase I)
6:00 pm – 9:00 pm  Mon. & Wed.  Mar. 14 – May 11  $130  50 hrs.  40808  B8 822

Industrial Sewing and Upholstery Academy
This 102-hour academy curriculum has been designed in partnership with Diamond N-D Rough Upholstery to teach the skills needed 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.

5:00 pm – 8:00 pm  Mon. & Wed.  Jan. 10 – May 11  $181.25  102 hrs.  40595  Downtown Washington, NC

Look for this logo for Beaufort Promise classes. These courses are free for students who qualify.
Notary Public Education

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

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

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<tr>
<th>Time</th>
<th>Day</th>
<th>Month</th>
<th>Week</th>
<th>Fee</th>
<th>Hours</th>
<th>CRN</th>
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<td></td>
<td>$70</td>
<td>7 hrs.</td>
<td>40761 B8 822</td>
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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.

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<th>Hours</th>
<th>CRN</th>
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<td>$75</td>
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<td>$70</td>
<td>24 hrs.</td>
<td>40801</td>
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Mental Health First Aid

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

This 8-hour course in Mental Health First Aid teaches you how to identify, understand and respond to signs of mental illnesses and substance use disorders. The training gives you the skills you need to reach out and provide initial help and support to someone who may be developing a mental health or substance use problem or experiencing a crisis. **Students are required to provide an email address at the time of registration to receive access to MHFA Connect, where they will be required to complete 2 hours of pre-work.** The class Zoom link will be sent out the Friday prior to the start date.

Fee waivers are available to Elementary/Secondary School Employees, Volunteer Fire/Rescue, DOC/Division of Adult Corrections Employees, Paid Law Enforcement, and Paid Fire/EMS to provide the class for $35 per student.

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<th>CRN</th>
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<tr>
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<td>8 hrs.</td>
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<td>9:00 am – 4:00 pm</td>
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<td>Apr. 04</td>
<td></td>
<td>$35/$105</td>
<td>8 hrs.</td>
<td>40815 Zoom</td>
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**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/

New classes monthly 6-weeks 12 lessons Asynchronous $70 24 hrs.

Using the Internet in the Classroom (Ed2Go)

Discover how you can use the Internet to make teaching easier for you and more relevant to your students. Visit www.ed2go.com/beaufortccc/

New classes monthly 6-weeks 12 lessons Asynchronous $70 24 hrs.

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/

New classes monthly 6-weeks 12 lessons Asynchronous $70 24 hrs.

Mental Health First Aid for K-12 Educators

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

This 8-hour course in Mental Health First Aid teaches you how to identify, understand and respond to signs of mental illnesses and substance use disorders. The training gives you the skills you need to reach out and provide initial help and support to someone who may be developing a mental health or substance use problem or experiencing a crisis. Students are required to provide an email address at the time of registration to receive access to MHFA Connect, where they will be required to complete 2 hours of pre-work. The class Zoom link will be sent out the Friday prior to the start date.

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<td>$35</td>
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<td>9:00 am – 4:00 pm</td>
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<td>Apr. 04</td>
<td></td>
<td>$35</td>
<td>8 hrs.</td>
<td>40815 Zoom</td>
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**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 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)**
Credentialed: National Career Readiness Certificate, ACT
Testing is available to all individuals seeking to earn their National Career Readiness Certification (NCRC) or to complete one of the other WorkKeys assessments listed below. Visit the B.E.L.L. to receive a practice test and online curriculum to prepare for the NCRC exam. Students should plan to arrive 15 minutes early. No late arrivals will be allowed in the testing room per ACT Testing Guidelines. Please bring a photo id. Cell phones and other items are not allowed in the testing room. Calculators, formula sheets and scratch paper will be provided for the Applied Math test. Please call to schedule an appointment as only 8 seats are available per testing session. Students will have their initial NCRC assessment fee covered under the Beaufort Promise through Spring 2023. If paying for your assessments with cash, students must bring exact change.
Assessment Pricing is as follows:
NCRC: $39 (covered under the Beaufort Promise)
Applied Math | Graphic Literacy | Workplace Documents: $13
Applied Technology: $15
Talent Assessment | Fit Assessment: $16
Workplace Observation | Business Writing: $22
**Tuesday Testing at 9:00am: Jan. 11 – May 03**
**Thursday Testing at 5:00pm: Jan. 13 – May 05**
**Select Saturday Testing: dates coming soon!**

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

**ACT WORKKEYS PROFILING FOR EMPLOYERS!**
The must-have Job Profiling Solution for an Empowered, Thriving Workforce
The ACT WorkKeys job profiling service offers a concrete way for businesses to analyze the skills needed for specific jobs and to describe those needs to job applicants. By comparing job profile information with individuals’ scores on the WorkKeys assessments, businesses have a tool for making reliable decisions about hiring, training and program development. With ACT WorkKeys Profiling:
Employers can identify skills and skill levels current and prospective employees need in order to be successful on the job.
Individuals can compare their skill levels to those needed for jobs.
Trainers and trainees can make appropriate decisions about jobs, identify strengths, and set training goals.
A job profile can provide streamlined training, reduced turnover, tool for use in hiring and promotion practice, better return on your investment, and an opportunity to grow your business. If you are interested in WorkKeys job profiling at your business, contact Cameron Bowen at Cameron.bowen@beaufortccc.edu or 252-940-6307.

**BCCC Employment Learning Lab (B.E.L.L.)**
This is a specialized course lab 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.
- Tuesdays: 12:00 pm – 2:00pm
- Thursdays: 2:00 pm-4:30 pm
- Select Saturdays: 9:00 am-12:00 pm dates coming soon!
Classes held in Building 8, Room 823.

Look for this logo for Beaufort Promise classes. These courses are free for students who qualify.
HRD: CAREER EXPLORATION PATHWAYS

Pathway to a Career in Insurance
This 4-hour course covers skills and strategies designed to provide employability skills training and career exploration for a career in Insurance. It is designed to give students a taste of the ins-and-outs of the job, and to encourage all interested to move into our Insurance Pre-Licensing program (see page 14). Fee waivers are available for qualifying individuals.
9:00 am – 1:00 pm  Mon.  Apr. 25  $70  4 hrs.  40813  B8 823

Pathway to a Career in Teaching
This 6-hour course covers skills and strategies designed to provide employability skills training and career exploration for a career in Teaching. It is designed to give students a taste of the ins-and-outs of the job, and to encourage all interested to move into our Teacher Preparation program in curriculum education. Fee waivers are available for qualifying individuals.
5:00 pm – 8:00 pm  Mon. & Tues.  Apr. 25 & 26  $70  6 hrs.  40810  B8 824

Pathway to a Career in Real Estate
This 16-hour course covers skills and strategies designed to provide employability skills training and career exploration for a career in Real Estate. It is designed to give students a taste of the ins-and-outs of the job, and to encourage all interested to move into our Real Estate: Provisional Broker program (see page 14). Fee waivers are available for qualifying individuals.
5:30 pm – 9:30 pm  Wed. & Thurs.  Mar. 09 – 17  $70  16 hrs.  40809  B1 105

Pathway to Income Maintenance Caseworker (NCFAST Phase I)
This 48-hour course covers skills and strategies designed to provide employability skills training and career exploration for the role of Income Maintenance Caseworker with the Division of Social Services agencies. This course is Phase I of a two-phase program. Students must complete and pass this phase before enrolling in Income Maintenance Caseworker (Phase II). Students are required to earn their National Career Readiness Certification (NCRC) as part of the course requirements. See pg. 20 for NCRC course offering info. Fee waivers are available for qualifying individuals.
6:00 pm – 9:00 pm  Tues. & Thurs.  Jan. 18 – Mar. 10  $125  48 hrs.  40802  B8 822
6:00 pm – 9:00 pm  Tues. & Thurs.  Mar. 15 – May 05  $125  48 hrs.  40807  B8 822

BCCC IS FREE THROUGH 2023
The Beaufort Promise
All college credit and 50+ hour initial certification courses are free through May 2023. Textbooks and uniforms are not included. Please see www.beaufortccc.edu/beaufort-promise to learn more.

INFORMATION TECHNOLOGY

Introduction to Networking (Ed2Go)
Introduction to Networking explains computer networking basics in easy to understand terms, using concepts common to everyday, non-computing experience. A brief introduction explains how networks have become so important to businesses and individuals. This course emphasizes networking fundamentals, explaining the software and hardware that makes networking possible.
On completion of the course, you will be capable of performing basic computer networking tasks such as DSL connectivity configuring connections to an Internet Service Provider and creating a private network. Be ready to begin training for CCNA Certification or employment in a computer-networking career. See p. 6 for Ed2Go registration directions.
Visit www.ed2go.com/beaufortccc/
New classes monthly  6-weeks  12 lessons  Asynchronous $70  24 hrs.

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. By the time you finish, you will have learned why employers consider technological literacy so critical to the success of any organization. See p. 6 for Ed2Go registration directions.
Visit www.ed2go.com/beaufortccc/
New classes monthly  6-weeks  12 lessons  Asynchronous $70  24 hrs.

Introduction to PC Security (Ed2Go)
Learn why you're at risk and 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 and network security. You will understand and explore the vulnerability of operating systems, software, and networks. Then, you will get into the minds of hackers and crackers, developing an understanding of the exploits they use to access your computer without your knowledge. You will find out why, where and how viruses, worms, and blended threats are created. You will learn a safe way to handle files and data across the Internet through a virtual private network. By the end of this course you will be able to install and configure a firewall to build an impenetrable moat around your computer or network. See p. 6 for Ed2Go registration directions.
Visit www.ed2go.com/beaufortccc/
New classes monthly  6-weeks  12 lessons  Asynchronous $70  24 hrs.

View courses online at beaufortccc.edu and click on Our Programs, Continuing Education.
Nurse Aide I-Hybrid

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

NAI Hybrid consists of online instruction on Blackboard and meeting weekly in person. This certificate course consists of theory, lab and clinical experiences, which prepares the student to provide personal care and basic nursing skills. Upon satisfactory completion of course, student is eligible to apply for the North Carolina State Certification Examination. Successful completion of state exam is required to be listed on the North Carolina Nurse Aide I Registry. Blackboard is the technology platform used for online instruction with Blackboard Ultra or ZOOM used for meeting sessions.

Prerequisite: Career Readiness Certificate, CRC, of a silver or higher. Other options: College transcript, or a Math and English college course with at least a grade of C. Copy are due at the time of registration.

Costs: Textbook-$19.50*, *watch with second hand-$10, NC certification exam-$140 (*approx. cost)

Requirements:
- Uniform: white scrub top and navy-blue pants to be worn daily while in lab and clinical. (scrub top embroidered with BCCC in royal blue) white closed toe/heel shoes
- SS Card and current valid driver license/government form of ID with photo

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

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<thead>
<tr>
<th>Date</th>
<th>Cost</th>
<th>Hours</th>
<th>Registration</th>
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<td>9:00 am-4:30 pm Seated every Mon. &amp; Tues.</td>
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<td>9:00 am-4:30 pm Seated every Mon. &amp; Tues.</td>
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<td>160 hrs.</td>
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<td>9:00 am-4:30 pm Seated every Mon. &amp; Tues.</td>
<td>$199.25</td>
<td>160 hrs.</td>
<td>40860 B12 1212</td>
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Nurse Aide I Refresher

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

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

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

Costs: Textbook-$19.50*, *watch on second hand-$10, *

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

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

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<th>Cost</th>
<th>Hours</th>
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<tr>
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<td>42 hrs.</td>
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Medication Aide for Long-Term Care Facility

Credential: Registered Medical Assistant, NC Medication Aide Registry

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

Prerequisite: Current NA I license with no substantiated findings and a high school diploma or equivalency

Costs: state exam-$55

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

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<td>40792 B12 1212</td>
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BLS CPR for Healthcare Provider

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

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


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<td>5:00 pm-9:00 pm Wed.</td>
<td>$45</td>
<td>4 hrs.</td>
<td>40729 B8, 829</td>
<td></td>
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<tr>
<td>5:00 pm-9:00 pm Wed.</td>
<td>$45</td>
<td>4 hrs.</td>
<td>40852 B8, 829</td>
<td></td>
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<tr>
<td>5:00 pm-9:00 pm Wed.</td>
<td>$45</td>
<td>4 hrs.</td>
<td>40854 B8, 829</td>
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</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. Register & pay online.

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Cost</th>
<th>Hours</th>
<th>Registration</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>5:00 pm-9:00 pm Wed.</td>
<td>$45</td>
<td>4 hrs.</td>
<td>40858 B8, 829</td>
<td></td>
</tr>
<tr>
<td>5:00 pm-9:00 pm Wed.</td>
<td>$45</td>
<td>4 hrs.</td>
<td>40859 B8, 829</td>
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</table>
PHLEBOTOMY-HYBRID

Credential: Phlebotomy Technician, American Society of Phlebotomy Technician

Course consists of online instruction and meeting weekly in person. Certification program consisting of theory, lab, and clinical experiences, which prepares the student to enter the medical field as a phlebotomist in various settings. Blackboard is the technology platform used for online instruction with Blackboard Ultra or ZOOM used for meeting sessions.

Prerequisite: Career Readiness Certificate, CRC of a bronze or higher. Copy of CRC certificate is due at time of registration along with an official copy of a High School diploma or High School Equivalency. Other options: College transcript, or a Math and English college course with at least a grade of C. Copies are due at the time of registration.

Costs: *uniform-$100.00, *2 step TB skin test-$60, Castle Branch-$85, Immunization update-*$100, Rotation Manager-$30, certification exam-$90-115 (*approx. cost)

Requirements:
- 95 hours of clinical during hours of operation for clinical facility. Clinical hours will be based on clinic site.
- Uniform: navy blue scrub top and pewter gray pants to be worn daily while in class, lab and clinical. Top and mid-length lab coat embroidered with BCCC in royal blue. White closed toe/heel shoes
- Background check, drug screen, immunization upload to Castle Branch $85 and Rotation Manager-$28.
- Must be completed within 30 days of first day of class.
- Immunizations: COVID, MMR, Flu, Varicella, 2 step TB skin test, Tdap, Hep B or Hep B declination/waiver, BLS CPR

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

<table>
<thead>
<tr>
<th>Time</th>
<th>Days</th>
<th>From</th>
<th>To</th>
<th>Cost</th>
<th>Hours</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 am-1:00 pm</td>
<td>Mon.</td>
<td>Jan. 10 - Apr. 25</td>
<td>$204.25</td>
<td>220 hrs.</td>
<td>B12 1218</td>
<td></td>
</tr>
<tr>
<td>9:00 am-2:00 pm</td>
<td>Mon.</td>
<td>Jan. 10</td>
<td>$199.25</td>
<td>190 hrs.</td>
<td>B12, 1212</td>
<td></td>
</tr>
<tr>
<td>4:00 pm-8:00 pm</td>
<td>Wed.</td>
<td>Jan. 12 - May 4</td>
<td>$204.25</td>
<td>220 hrs.</td>
<td>B12 1218</td>
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</tbody>
</table>

NURSE AIDE II

Credential: Nurse Aide II, North Carolina Board of Nursing

Nurse Aide II consists of theory, lab and clinical experiences, which prepares the student to provide complex nursing skills for patients or residents. Upon satisfactory completion of course, student is eligible for listing as a NA II with the North Carolina Board of Nursing.

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


Requirements:
- Uniform: white scrub top and navy-blue pants to be worn daily while in lab and clinical. (scrub top and white mid-length lab coat embroidered with BCCC in royal blue) white closed toe/heel shoes
- SS Card and current valid driver license/government form of ID with photo, Background check, drug screen, immunization upload to Castle Branch $85 and Rotation Manager-$30. Must be completed within 30 days of first day of class.
- Immunizations: COVID, MMR, Flu, Varicella, 2 step TB skin test, Tdap, Hep B or Hep B declination/waiver, BLS CPR

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

<table>
<thead>
<tr>
<th>Time</th>
<th>Days</th>
<th>From</th>
<th>To</th>
<th>Cost</th>
<th>Hours</th>
<th>Code</th>
</tr>
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<tbody>
<tr>
<td>5:30 pm-9:30 pm</td>
<td>Mon., Tues., Wed.</td>
<td>Jan. 10 - Apr. 12</td>
<td>$199.25</td>
<td>190 hrs.</td>
<td>B12, 1212</td>
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<tr>
<td>9:00 am-3:30 pm</td>
<td>Mon., Tues. &amp; Thur.</td>
<td>Jan. 11 - Apr. 28</td>
<td>$199.25</td>
<td>190 hrs.</td>
<td>B12, 1212</td>
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REGISTERED MEDICAL ASSISTANT PART II-HYBRID

Credential: Registered Medical Assistant, American Medical Technology

Part 2 builds on the foundations of Part 1 for additional instructional time to learn medical assisting procedures. Student will learn tasks such as: phlebotomy, cleaning and dressing wounds, administering injections, and collecting specimens. Blackboard is the technology platform used for online instruction with Blackboard Ultra or ZOOM used for meeting sessions.

Prerequisite: Successful completion of Part 1

Costs: *uniform-$100.00, *2 step TB skin test-$60, Castle Branch-$85, Immunization update-*$100, Rotation Manager-$30, Certification exam with AMT-$120 (*approx. cost)

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

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

<table>
<thead>
<tr>
<th>Time</th>
<th>Days</th>
<th>From</th>
<th>To</th>
<th>Cost</th>
<th>Hours</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00 pm-9:30 pm</td>
<td>Mon. &amp; Wed.</td>
<td>Mar. 7-Jul. 25</td>
<td>$204.25</td>
<td>360 hrs.</td>
<td>B8 826</td>
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</table>
Registered Medical Assistant Part I-Hybrid

RMAI Hybrid consists of online instruction on Blackboard and meeting weekly in person. Registered Medical Assistant is a 720-certification course. Instruction prepares students to provide administrative and medical duties in a healthcare facility. Part 1: 360 hours of instructional time to learn administrative and clerical tasks needed for job responsibilities at a healthcare facility. Blackboard is the technology platform used for online instruction with Blackboard Ultra or ZOOM used for meeting sessions. Student must successfully pass Part 1 to register for Part 2.

Prerequisite: Career Readiness Certificate, CRC of a bronze or higher. Copy of CRC certificate is due at time of registration along with an official copy of a High School diploma or High School Equivalency. NCRC details appear on page 20. Other options: College transcript, or a Math and English college course with at least a grade of C. Copies are due at the time of registration.


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

9:00 am-5:00 pm Seated every Thursday Feb. 3-Jul. 14 $185.00 360 hrs. 40787 B10 1031

Pharmacy Technician-Hybrid

Credential: Pharmacy Technician, Pharmacy Technician Certification Board

Pharmacy Tech Hybrid consists of online instruction on Blackboard and meeting weekly in person. Course is designed to prepare the student through classroom instruction to enter the pharmacy field as a Pharmacy Technician. Student will shadow at an assigned pharmacy during pharmacy hours. Blackboard is the technology platform used for online instruction with Blackboard Ultra or ZOOM used for meeting sessions.

Prerequisite: Career Readiness Certificate, CRC of a bronze or higher. Other options: College transcript, or a Math and English college course with at least a grade of C. Copies are due at the time of registration. Copy of CRC certificate is due at time of registration along with an official copy of a High School diploma or High School Equivalency


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

9:00 am-1:00 pm Seated Every Mon. Feb.7 – May 9 $186.25 140 hrs. 40826 B8 826

VETERINARY TECHNICIAN

Become a Veterinary Assistant

Learn what a veterinary assistant does in the veterinary office or hospital setting. See p. 6 for Ed2Go registration directions. Visit www.ed2go.com/beaufortccc/

New classes monthly 6-weeks 12 lessons Asynchronous $70 24 hrs.

Become a Veterinary Assistant II: Canine Reproduction

This online course will teach you to manage the entire canine breeding cycle, from assessing the health of parents to puppy care. See p. 6 for Ed2Go registration directions. Visit www.ed2go.com/beaufortccc/

New classes monthly 6-weeks 12 lessons Asynchronous $70 24 hrs.

Become a Veterinary Assistant III: Practical Skills

Learn the practical skills you'll need to be a valuable veterinary assistant or educated pet owner. See p. 6 for Ed2Go registration directions. Visit www.ed2go.com/beaufortccc/

New classes monthly 6-weeks 12 lessons Asynchronous $70 24 hrs.

Look for this logo for Beaufort Promise classes. These courses are free for students who qualify.
Emergency Medical Technician Class (Hybrid)

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

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

6:30 pm-9:30 pm Mon. & Wed. Jan. 19 – May 16 $204.25 287 hrs. 40828 B 10-31

Community Paramedic (CP-C)

Credential: Community Paramedic, International Board of Specialty Certification

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

Online & 2 Sat. Jan. 24 – Apr. 10 $486.25 115 hrs. 40832 B 15-02

Online FP-C/CCP-C Review Course

Credential: Critical Care Paramedic Certification & Flight Paramedic Certification, International Board of Specialty Certifications

This course covers the material to prep current Paramedics for the FP-C or CCP-C credentialing exam administered through the Board of Specialty Certifications (IBSC). The course also serves as continuing education credit for current credentialed FP-C, CCP-C, and other critical care providers. This course will have one online meeting that will be held via Blackboard Collaborate during the first two weeks of class that has mandatory attendance. The course uses the 2nd Edition Critical Care Transport by AAOS, ISBN 978-1-284-04099-9.

Online Jan. 24 – Apr. 10 $185 72 hrs. 39383 Online

EMT Refresher

This course will cover all of the NCCR topics and accounts for 80 hours towards your recertification. The course will consist of weekly online work that will include quizzes and discussion boards. All assignments must be completed each week and you must complete the course with an 80% average. At the end of the course, you will be required to complete a Technical Scope of Practice in the sim lab at the college. This date will be given to all students during the first week of class. Students can use any of the EMT textbooks for reference.

Online & TSOP Sat. Jan. 10 – Mar. 19 $185 80 hrs. 40831 Online/B 15-02

Paramedic Refresher

This course will cover all of the NCCR topics and accounts for 120 hours towards your recertification. The course will consist of weekly online work that will include quizzes and discussion boards. All assignments must be completed each week and you must complete the course with an 80% average. At the end of the course, you will be required to complete a Technical Scope of Practice in the sim lab at the college. This date will be given to all students during the first week of class. Students can use any paramedic textbook for reference.

Online & TSOP Sat. Jan. 10 – Mar. 19 $185 120 hrs. 40830 Online/B 15-02

AMERICAN HEART ASSOCIATION CPR TRAINER

Have you ever wanted to become a CPR instructor? Beaufort County Community College is now an AHA Training Center and we are allowing instructors to align with us. If you are current AHA instructor and would like to align with us or if you would like to become an instructor you can contact Beaufort County Community College EMS Programs for more information. For more details, please visit our AHA webpage at www.beaufortccc.edu/continuing-education/workforce-programs/bccc-aha-tc
SPECIALTY COURSES!

American Heart Association Courses:

**Pediatric Advance Life Support Initial**
- 8:30 am – 5:00 pm
- Sat. & Sun.
- Mar. 12 & 13
- $75
- 16 hrs.
- 40857
- B 15-02

**Advanced Cardiac Life Support Initial**
- 8:30 am – 5:00 pm
- Sat. & Sun.
- Feb. 12 & 13
- $75
- 16 hrs.
- 40855
- B 15-02

NAEMT Courses:

**Pre-Hospital Trauma Life Support Initial**
- 8:00 am – 5:00 pm
- Sat. & Sun.
- Jan. 15 & 16
- $88
- 16 hrs.
- 40853
- B 15-02

**Pre-Hospital Trauma Life Support Recert**
- 8:00 am – 5:00 pm
- Sat.
- Apr. 9
- $83
- 8 hrs.
- 40843
- B-15 02
- 8:00 am – 5:00 pm
- Sun.
- Apr. 10
- $83
- 8 hrs.
- 40849
- B-15 02

**EMS Vehicle Operator Safety (EVOS) Course**
- Coming soon! More details will be posted and sent out via Constant Contact! To receive email updates regarding upcoming classes and events in the BCCC EMS Training Program, subscribe at [www.tinyurl.com/bcccems](http://www.tinyurl.com/bcccems).

Changes to Paramedic Certification Class/ A&P Requirement- Please read if you anticipate signing up for 2022 course!

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

**CHECK OUT OUR NEW EMERGENCY MEDICAL SCIENCE ASSOCIATE IN APPLIED SCIENCE BRIDGING PROGRAM ON P. 40. GET CREDIT FOR YOUR PARAMEDIC CERTIFICATE & GET YOUR AAS IN EMS ONLINE.**

**VISIT THE BCCC BOOKSTORE**

TO GET YOUR TEXTBOOKS, SPIRIT WEAR, ELECTRONICS, ACCESSORIES AND MORE.


**BCCC IS FREE THROUGH 2023**

All college credit and 50+ hour initial certification courses are free through May 2023. Textbooks and uniforms are not included. Please see [www.beaufortccc.edu/beaufort-promise](http://www.beaufortccc.edu/beaufort-promise) to learn more.
FIRE TRAINING

Fire Service Training
Beaufort County Community College uses NC OSFM qualified fire instructors to teach classes throughout our four-county service area. This training is offered in a flexible and adjustable schedule to meet your department’s needs. Offerings include, but are not limited to, Firefighter, HazMat, Driver/Operator, and other specialty programs approved by the state. These classes can be taught on our campus or at your local department. Classes are also available to be taught at local businesses and industries to meet current safety regulations.

If you have any questions about a class or wish to schedule one, please feel free to contact Andrew Coccaro, Fire and Emergency Management Director at (252)940-6363 or andrew.coccaro@beaufortccc.edu. Visit www.beaufortccc.edu/fire-training. To ensure that you don't miss any training, text BCCCFIRE to 844-326-6817. This text service will alert you to all classes as they are scheduled.

NC Firefighter Certification Block Classes

Credential: Firefighter, NC Office of State Fire Marshall (OSFM)
Beaufort County Community College will be offering all classes needed for certification as a firefighter. These classes cover all of the required topics in firefighting, hazardous materials, and emergency medical care knowledge to become a certified firefighter. Some courses will also be provided on campus as needed depending on topic and equipment needs.

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

Fire Fighter Fireground Ops 6 FIP-3046
 Credential: Firefighter, NC Office of State Fire Marshall (OSFM)
This course includes instructional content for Search and Rescue as well as ropes and knots. This course will present the candidate with the knowledge, skills, and ability to satisfy the requirements of NFPA 1001: Standard for Firefighter Professional Qualifications (2019 edition).

1800-2200 (0900-1700 Sat.) Mon.- Wed. & Sat.  Jan. 3-18  $70 if not exempt  28 hrs.  B15 1501

Fire Fighter Fireground Ops 7 FIP-3047
 Credential: Firefighter, NC Office of State Fire Marshall (OSFM)
This course includes instructional content for water supplies. This course will present the candidate with the knowledge, skills, and ability to satisfy the requirements of NFPA 1001: Standard for Firefighter Professional Qualifications (2019 edition).

1800-2200 (0900-1700 Sat.) Mon.- Wed. & Sat.  Feb. 2-15  $70 if not exempt  24 hrs.  B15 1501

Fire Fighter Fireground Ops 8  FIP-3048
 Credential: Firefighter, NC Office of State Fire Marshall (OSFM)
This course includes instructional content for hose, stream, and appliances. This course will present the candidate with the knowledge, skills, and ability to satisfy the requirements of NFPA 1001: Standard for Firefighter Professional Qualifications (2019 edition).

1800-2200 (0900-1700 Sat.) Mon.- Wed. & Sat.  Feb. 28 - Mar. 15  $70 if not exempt  24 hrs.  B15 1501

Fire Fighter Rescue Ops 1  FIP-3050
 Credential: Firefighter, NC Office of State Fire Marshall (OSFM)
This course includes instructional content for rescue. This course will present the candidate with the knowledge, skills, and ability to satisfy the requirements of NFPA 1001: Standard for Firefighter Professional Qualifications (2019 edition).

1800-2200 (0900-1700 Sat.) Mon.- Wed. & Sat.  Mar. 28 - Apr. 12  $70 if not exempt  28 hrs.  B15 1501

Fire Fighter Fire and Life Safety Initiatives FIP-3051
 Credential: Firefighter, NC Office of State Fire Marshall (OSFM)
This course includes instructional content for fire and detection/suppression systems, and fire and life safety initiatives. This course will present the candidate with the knowledge, skills, and ability to satisfy the requirements of NFPA 1001: Standard for Firefighter Professional Qualifications (2019 edition).

1800-2200 (0900-1700 Sat.) Mon.- Wed. & Sat.  Apr. 27 - May 10  $70 if not exempt  28 hrs.  B15 1501

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

COOKING

A Beef Wellington Celebration
The pleasure of your company is requested as we celebrate with a beautiful and elegant dinner party. Chef Paul Cyr will take the mystery out of Beef Wellington using a recipe adapted for home ease. Tonight, the sides are glorious too, and of course, we need an appropriate appetizer and fine dessert. Here is the menu: Sherried Lobster Bisque, Beef Wellington with Red Wine Bordelaise, Roasted Colorful Carrots, Vegetable Spirals, Anna Potatoes, Pear Frangipane Tart. Register & pay online.
6:00 pm – 9:00 pm  Thur.  Feb. 10  $60  3 hrs.  41170  B 8-830

Making a Soufflé
Soufflé’s are light, airy, and so beautiful to bring to the table. They can make elegant desserts or delicious weeknight suppers. It’s all in the technique. And with just a little practice cooks can master soufflé making. Tonight, Rachel K. will lead our cooking teams to make a savory cheese soufflé and a delicious vanilla bean soufflé with bourbon butter sauce. Can you resist this? Register & pay online.
6:00 pm to 9:00 pm  Thur.  Feb. 17  $40  3 hrs.  41171  B 8-830

Cheese Straws
A good Southern gathering includes Cheese Straws. And that is that. Store-bought is OK, but have you ever had really good home-made Cheese Straws? Nothing like ‘em. Anita Price will lead you to become an accomplished Cheese Straw maker using recipes from some well-known Beaufort County bakers. We’ll use famous old recipes from Kack Hodges (Edmund Harding’s daughter) and Virginia Todd Smith (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.
6:00 pm - 9:00 pm  Tues.  Feb. 22  $35  3 hrs.  41172  B 8-830

Let’s Do Lunch; Sous Vide, Beef Tenderloin
Scott Clark introduces us to the sous vide method of cooking. It is becoming very popular because it is convenient and it almost guarantees perfectly cooked food. We have acquired the equipment for you to use, and Scott will lead you to produce a most elegant lunch: Port Garlic Beef Tenderloin, Duchess Potatoes, Roasted Brussels Sprouts, and Scott’s Famous No-Bake Cheese Cake. Register & pay online.
10:00 am – 1:00 pm  Fri.  Mar. 4  $55  3 hrs.  41182  B 8-830

Cast Iron Cooking
When Joe White cooks, we listen. Everything we cook in this class will be produced in good old cast iron, including dessert. Using cast iron pans gives any Southern cook sentimental feelings. But many new recipes benefit from cooking in these reliable old kitchen friends. Here’s our menu: Dutch Oven Beef and Cabbage Casserole, Cast Iron Skillet Lemon Chicken, Pork Cutlets with Apples, Dutch Oven Potatoes, Cast Iron Skillet Apple Crisp. Register & pay online.
6:00 pm – 9:00 pm  Tues.  Mar. 8  $50  3 hrs.  41174  B 8-830

Making Home-made Pasta
Once you cook with Will Aley, you will understand that making your own pasta is not so daunting a task. In fact, it’s a fun activity. And the taste and texture of fresh pasta is so fine. We will share basic pasta recipes, and we will make hand shaped and machine shaped pasta. Then we’ll cook, and sauce, and eat our delicious creations. Register & pay online.
6:00 pm – 9:00 pm  Tues.  Mar. 15  $40  3 hrs.  41175  B 8-830

Pies and Tarts, Sweet and Savory
Everybody loves a pie. And once you have the knack for making a good crust, then there is no limit to the fillings you can enjoy. Rachel K. Jordan will lead us to make sweet dessert pies and savory pies for brunches or suppers. We’ll enjoy quiche, apple pie, and a coconut cream pie. Every student will make a beautiful apple pie to take home. We’ll have coffee, tea, and cold milk when those pies come out of the oven.
Apple Pie, Quiche Lorraine, Rustic Tomato Crostata, Coconut Cream Pie. Register & pay online.
5:30 pm – 9:30 pm  Tues.  Mar. 22  $45  4 hrs.  41176  B 8-830

Knife Skills for Home Cooks
Chef Stephen Tubaugh will lead our class in basic knife skills. He will teach you which knife is best for various kitchen tasks, and he will guide as you learn to make the proper cuts. Your chef will demonstrate the best ways to use your knives, and you will practice cutting many vegetables to gain good knife control. In addition, all students will butcher a chicken. Sharpening, storage, and maintenance of your knives are important skills we will address. You may use our knives or bring your favorites from home. And with all these diced vegetables around, we will cook up a big batch of ratatouille to enjoy for supper. Register & pay online.
6:00 pm – 9:00 pm  Thur.  Mar. 31  $40  3 hrs.  41177  B 8-830

Welcome back to the Frances Morgan Roberson Culinary Arts Lab. During the pandemic, we took some time to renovate our kitchen. We have new work stations, new cooktops, and terrific new baking ovens. Our chefs are eager to share their skills. Please join us for a busy semester of cooking classes. Class size is limited to ten participants so that everyone receives hands-on instruction as we prepare and eat delicious food.

Let’s Do Lunch: Pimento Cheese
Store bought Pimento Cheese? Really? When you know how delicious and easy it is to make your own, you will wonder why you ever bought that stuff. There are many different techniques used to make this old Southern favorite. We will show you many of them. Students will carry home samples of all our recipes to share with their families. Here’s the menu: Cheese and Jam Appetizer, Pimento Cheese and Okra Pickles (you gotta try these!), Pimento Cheese Sandwiches using Five Different Recipes. Register & pay online.
10:00 am - 1:00 pm  Fri.  Mar. 25  $35  3 hrs.  41178  B 8-830
Making Soft Cheeses
Ricotta, mozzarella, and queso fresco (a kind of cream cheese) are all easily produced in the home kitchen. When they are freshly made they are delicious and useful in so many dishes. We will use whole milk to make big batches of cheeses so students will have plenty to take home and enjoy. And during class we'll make some cheesy and delicious pasta to enjoy on the spot. Register & pay online.
6:00 pm – 9:00 pm  Tues.  Apr. 5   $40 3 hrs.  41179  B 8-830

Wild about Mushrooms
Let's cook with the lesser known mushroom varieties such as: King Trumpet, Maitake, Morels, Chanterelles, Oyster, Cepes and other varieties that Chef Paul Cyr will source. Chef Paul will explain the differences in the varieties, how to clean them, and how to store them. But best of all, here's the menu we'll cook and enjoy: Wild Mushroom Bruschetta, Mushroom Bisque, Savory Mushroom Gallette, Grilled Mushroom Salad, Garlic and Thyme Mushrooms and Grits. Register & pay online.
6:00 pm – 9:00 pm  Tues.  Apr. 12    $50 3 hrs.  41180  B 8-830

Low Country Boil
Cook and savor a summertime feast all in one pot. Then eat this delicious meal with your hands at a paper-covered table. A traditional Low Country Boil is the most elegantly casual meal a Carolinian can enjoy! We will combine shrimp, kielbasa sausage, corn, potatoes, onions and spices as we make this stew, and the timing is everything. Chef Stephen Tubaugh will also include some variations to the traditional Low Country Boil. And we'll have sauces for the shrimp, bread, and dessert. Register & pay online.
6:00 pm – 9:00 pm  Tues.  Apr. 26    $60 3 hrs.  41181  B 8-830

Let's Do Lunch: Hudson Valley Burgers
Scott Clark uses ground duck breasts and bacon from the Hudson Valley Farm to create these delicious burgers. Trust us! You will leave ready to have casual and elegant parties for your friends and family. And the sides are as good as the burgers.
Duck and Bacon Burgers with all the fixings, Citrus Salad, Roasted Potatoes with Truffle Oil, Shortbread Cookie with Homemade Honey Thyme Ice Cream. Register & pay online.
10:00 am - 1:00 pm  Fri.  May 6    $50   3hrs  41173  B 8-830

Pesto!
Please join us for another fine night of pesto making in the Frances Roberson Culinary Lab. Homemade traditional Genovese pesto is so fresh and delicious, and it is really easy to make. We will discuss tips for growing basil, how to make big batches of pesto, and how to enjoy that pesto right away or store it for later use. Class participants will produce and enjoy a pesto feast, and everyone will leave with a container of pesto to enjoy at home. Crostini with fig and blue cheese spread; watermelon tomato and feta salad; fettuccini with fresh pesto, pine nuts, chopped tomatoes, and bacon; tiramisu. Register & pay online.
6:00 pm-9:00 pm  Tues.  May 17  $40 3 hrs.  41183  B 8 830

Strawberries
Strawberries may well be reckoned to be the very best gift of Spring. Katie Black Woolard has a special appreciation for these berries because she's a member of the famous Black Family of strawberry growers. She'll bring her light touch and healthy approach to this class. Roasted Strawberries with Cheddar Cheese, Strawberry and Spinach Salad, Pecan-Crusted Pork Tenderloin with Balsamic Strawberry Sauce, No Churn Strawberry and Banana Ice Cream with Strawberry Dust. Register & pay online.
6:00 pm to 9:00 pm  Tues. May 24  $45 3 hrs.  41184  B 8-830

Tomatoes
Ain't nothin' in the world like a homegrown tomato. Come and celebrate the coming bounty of Summer with Joe White. We'll make recipes both traditional and new: Spicy Tomato Sauce, Silver Palate Tomatoes with Brie and Penne, Nanny's Tomato Pudding, Tomato Pie, Fresh Tomato Salsa, Tomato-Strawberry Granita. Register & pay online.
6:00 pm - 9:00 pm  Tues. May 31  $40 3 hrs.  41185  B 8-830
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 1/8” and 1/16” wire to create at least three 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 ornaments such as crosses, stars, and shamrocks. We’ve got lots of wire, and you’ll leave with a new skill and ideas for fun projects. Register & pay online.

6:00 pm-9:00 pm  Tues. Mar. 15  $35  3 hrs.  41104  B 8-829

STAINED GLASS WORKSHOPS
Sunlight streaming through colored glass makes any room cheerful. We are so pleased to introduce Carol Roop of Captain’s Quarters Stained Glass to our Personal Enrichment students. Carol brings BCCC a wealth of expertise and experience in making stained glass, and we have created a series of four separate workshops for making beautiful objects. Learn the techniques to create stained glass suncatchers, and carry home a beautiful finished piece. Each successive workshop builds additional skills, but all sessions may be taken by any beginner. We will supply all equipment and materials for each workshop. Wear comfortable work clothes and closed toe shoes. Register & pay online.

Valentine Votive
9:00 am – 12:00 pm  Thur. Feb. 10  $55  3 hrs.  41158  B 8-829
6:00 pm – 9:00 pm  Thur. Feb. 10  $55  3 hrs.  41159  B 8-829

Spring Bouquet
9:00 am – 12:00 pm  Thur. Mar. 10  $55  3 hrs.  41160  B 8-829
6:00 pm – 9:00 pm  Thur. Mar. 10  $55  3 hrs.  41161  B 8-829

Hummingbird Suncatcher
9:00 am – 12:00 pm  Thur. Apr. 7  $55  3 hrs.  41162  B 8-829
6:00 pm – 9:00 pm  Thur. Apr. 7  $55  3 hrs.  41163  B 8-829

Succulent Planter
9:00 am – 12:00 pm  Thur. May 12  $55  3 hrs.  41164  B 8-829
6:00 pm – 9:00 pm  Thur. May 12  $55  3 hrs.  41165  B 8-829

Pottery Wednesdays
Major fun predicted for Wheel Thrown Wednesday Pottery sessions at the Turnage Theater. Thanks to Arts of the Pamlico for this collaboration! During these three session classes learn hand-building techniques and try out the pottery wheels. Kiln fire your handiwork and feel very proud. All materials are provided. Register & pay online.

9:00 am – 12:00 pm  Wed. Feb. 2 – Feb. 16  $65  3 hrs.  41166  Turnage Theater
9:00 am – 12:00 pm  Wed. Mar. 2 – Mar. 16  $65  3 hrs.  41167  Turnage Theater
9:00 am – 12:00 pm  Wed. Mar. 30 – Apr. 13  $65  3 hrs.  41168  Turnage Theater
9:00 am – 12:00 pm  Wed. Apr. 27 – May 11  $65  3 hrs.  41169  Turnage Theater
CRAFTS

MASTERPIECE PAINTING WORKSHOPS
Introducing Terry Hardison, who has many years as a public school art teacher and painting instructor. She will be facilitating these workshops to give students foundational painting skills and a love of painting for fun. In each session Terry will employ a follow the leader style of teaching. Students will learn many painting techniques and everyone will complete an 11” X 14” acrylic painting on stretched canvas, to take home and proudly admire. We have all the supplies. No experience is necessary. Just bring your enthusiasm and get ready to paint! Register & pay online.

Where Love Lives (whimsical architecture, line variation)
1:00 pm – 3:30 pm  Tues.   Feb. 1   $35 2.5 hrs.   41084  B 8-826

Mixed Media Hearts (textured paper, triptych color scheme, bold shapes)
1:00 pm – 3:30 pm  Tues.   Feb. 15   $35 2.5 hrs.   41085  B 8-826

March Moon, Crescent Moon (resist technique, deep red backdrop sky)
1:00 pm – 3:30 pm  Tues.   Mar. 1   $35 2.5 hrs.   41086  B 8-826

March Moon, Blue Moon (using complimentary colors to create contrast)
1:00 pm – 3:30 pm  Tues.   Mar. 15   $35 2.5 hrs.   41087  B 8-826

March Moon, Blood Moon (using primary and secondary colors)
1:00 pm – 3:30 pm  Tues.   Mar. 29   $35 2.5 hrs.   41088  B 8-826

Fun Flower for Spring (up close view, creating whimsicality)
1:00 pm – 3:30 pm  Tues.   Apr. 5    $35 2.5 hrs.   41089  B 8-826

MUSIC

Guitar 2
For the student who has some guitar experience. Churchill Hodges will lead you to a better understanding of cords and how to use them as you play more and more songs. As always, numerous styles of playing are up for exploration. Register & pay online.
6:00 pm - 8:30 pm  Thur.  Jan. 20 – Feb. 24   $60   15 hrs.   41101  B 3-127

Piano 2
In Piano 2 we will build on the skills acquired in our Learn to Play Piano class. Five more sessions to learn about reading music and playing music on our keyboards. Those who completed our introductory class are encouraged to join Scott Bradshaw for this class. Register & pay online.
2:00 pm to 4:00 pm  Tues. Jan. 25 – Feb. 22   $60   10 hrs.   41102  B 8-829

Learn to Play the Ukulele
It’s a small stringed instrument that is big fun to play. Bring your ukulele and join Chris Campbell, BCCC Music Instructor, to learn the fun of strumming. Hawaiian shirts are encouraged! Register & pay online.
2:00 pm – 4:00 pm   Thur. Jan. 27 – Feb. 24   $50   10 hrs.   41103  B 8-829

USING TECHNOLOGY

Using Technology: Smartphone Cameras
You have the best camera in your pocket! It’s part of your smartphone. Join Mark Woodland to learn how to get the most out of your smartphone camera. Mark will cover smartphone camera settings; understanding lighting, composition, and controls; tweaking and cropping the shot; and backing up the edit to share with others. He will also cover how to best use the video function. This class is free! Class size is limited, so registration is required. Register online.
9:30 am – noon   Thur. Apr. 14  Free   2.5 hrs.   41105  B 8-826
6:00 pm – 8:30 pm  Thur. Apr. 14  Free   2.5 hrs.   41106  B 8-826

View courses online at beaufortccc.edu and click on Our Programs, Continuing Education. Phone 252.940.6375
Hunter Safety
Thanks to the NC Wildlife Resources Commission and Officer Trent Parrish for offering this course on our campus. We are pleased to help hunters learn to be safe and responsible. During this class Officer Parrish will explain firearm safety, hunting ethics, conservation and wildlife management, wildlife identification, survival and first aid, specialty hunting, and tree stand safety. Completers will be eligible to purchase their hunting license. While this class is free, registration is required. Register online.

Boater Safety
Officer Trent Parrish 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 Parrish’s text. Completers will have satisfied the safety training requirement for boaters younger than 26. This class is free, but registration is required. Register online.

Beekeeping
Honey! That’s the sweet benefit of beekeeping. Also, bees are vital for the pollination of our food crops, whether in the field or in our garden. We’ll address the biology of bees, colony structure and organization, beekeeping equipment, hive health, pest control, hive site selection, honey processing, beekeeping resources, and more. Along the way, you’ll see how satisfying it is to keep a hive of bees. Thanks to the Beaufort County Beekeepers Association for teaching this course on our campus. Participation prepares one for the North Carolina State Beekeepers Association Certification written exam. Registration fee includes a year of membership in both local and state Beekeeping Associations. Register & pay online.

Vegetable Gardening, a Smaller Approach
Home grown vegetables can’t be beat. Billy Ray Askew will lead you to make healthy, productive gardens within a limited amount of space. He’ll provide techniques for growing in raised beds, square foot gardening, straw bale gardening, and using containers. After the lecture, students will construct a bus bin garden of spring greens and herbs to carry home. Register & pay online.

A Coop Full of Chickens
The biddies will soon be at the farm store, and we will help you get ready to brood and manage laying hens. Natalie Voliva and Abbie Barfield are dedicated chicken keepers, and students will leave with all the enthusiasm they share. Learn from their experience about the equipment you’ll need, brooder and coop requirements and structure, healthcare concerns, feed selection, egg collection, favorite breeds, and more. It will not be long before you are enjoying country fresh eggs. Register & pay online.

A Look around Old Washington
Let’s get together on Tuesday and learn about the founding of Washington and all the history that has occurred on the Pamlico shore since then. On Thursday morning we’ll take a walking tour of Washington’s Historic District to explore that history and tell stories about the places, the people, and the architecture that makes us such an entertaining place. Join Ray Midgett and Clay Carter for a lively look at our old town. (Limited to 10 students.) Register & pay online.

Pitcher Plants and Sparrows in Springtime
We had the most pleasant hike in the VOA in September. The wildflowers were glorious! We want to show it to you in the Springtime. On Tuesday we will learn about carnivorous plants that live in Eastern NC. On Thursday morning we will hike the VOA site near Washington that contains beautiful stands of pitcher plants and tiny sundews. Hopefully we will see the threatened Henlow’s sparrow that lives on the site. We will walk on the old VOA roads, so the hiking is very gentle. (Limited to 10 students.) Register & pay online.

Do the Deer Eat It?
Deer have become the #1 garden pest over the last two decades. The most often asked question by gardeners has become, “Do the deer eat it?” So please come and join this discussion of deer resistant plants in Eastern NC. Your experience is important, so please let the class know what works for you. We’ll have lists and slides of deciduous, evergreen, and herbaceous plants that have been found to work in deer infested neighborhoods. While this class is free, registration is required. Register online.

View courses online at beaufortccc.edu and click on Our Programs, Continuing Education. Phone 252.940.6375
**DANCE & TAI CHI**

**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.**

- **9:30 am - 11:00 am** Mon. Jan. 24 – Feb. 28 $30 7.5 hrs. 41069 B 10-12MPR
- **6:00 pm - 7:30 pm** Mon. Jan. 24 – Feb. 28 $30 7.5 hrs. 41070 B 10-12MPR
- **9:30 am - 11:00 am** Mon. Apr. 25 – May 23 $30 7.5 hrs. 41073 B 10-12MPR
- **6:00 pm - 7:30 pm** Mon. Apr. 25 – May 23 $30 7.5 hrs. 41074 B10-12MPR

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

- **9:30 am - 11:00 am** Mon. Mar. 7 – Apr. 11 $35 9 hrs. 41071 B 10-12MPR
- **6:00 pm - 7:30 pm** Mon. Mar. 7 – Apr. 11 $35 9 hrs. 41072 B 10-12MPR

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

- **6:00 pm - 7:30 pm** Tues. Jan. 25 – Mar. 1 $50 9 hrs. 41079 B 4-Lobby
- **6:00 pm - 7:30 pm** Tues. Apr. 26 – May 24 $40 7.5 hrs. 41081 B 4-Lobby

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

- **6:00 pm - 7:30 pm** Tues. Mar. 8 – Apr. 12 $50 9 hrs. 41080 B 4-Lobby

**Tai Chi Beginner**
This ancient Chinese exercise art has become a popular pastime for Americans. This class meets twice each week to give you sessions of gentle stretching and breathing. Tai Chi improves strength, flexibility, balance, and bone density, and it maintains muscle mass. Folks who participate often report that they just feel better. Please join Eric Humphries and learn the “8 Essential Pieces of Brocade” which are the foundation of Tai Chi. **Register & pay online.**

- **10:00 am - 11:00 am** Mon. & Wed. Jan. 24 – Feb. 23 $50 10 hrs. 41189 B 8-801
- **10:00 am - 11:00 am** Mon. & Wed. Mar. 7 – Apr. 6 $50 10 hrs. 41191 B 8-801
- **10:00 am - 11:00 am** Mon. & Wed. Apr. 25 – May 25 $50 10 hrs. 41193 B 8-801

**Tai Chi Experienced**
Once you are comfortable with the Tai Chi basics, we suggest you move to this class. Students with experience will work together and continue improving and adding to their Tai Chi moves. **Register & pay online.**

- **9:00 am - 10:00 am** Mon. & Wed. Jan. 24 – Feb. 23 $50 10 hrs. 41188 B 8-801
- **9:00 am - 10:00 am** Mon. & Wed. Mar. 7 – Apr. 6 $50 10 hrs. 41190 B 8-801
- **9:00 am - 10:00 am** Mon. & Wed. Apr. 25 – May 25 $50 10 hrs. 41192 B 8-801

**FIREARMS**

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

- **9:00 am-4:00 pm** Sat. Jan 29 $86.25 6 hrs. 40818 B 10B 102
- **9:00 am-4:00 pm** Sat. Mar 26 $86.25 6 hrs. 40819 B 10B 102

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

- **8:00 am-7:00 pm** Sat. Feb. 26 $76.25 10 hrs. 40820 B 10B 102
- **8:00 am-7:00 pm** Sat. Apr. 30 $76.25 10 hrs. 40821 B 10B 102
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.

9:30 am-12:30 pm   Tues. & Thurs.   Free  Vernon James Center

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

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

5:00 pm – 8:00 pm  Fri. & Sat./ virnes y sábado Ongoing  Free/Gratis  Vernon James Center

NEW Digital Literacy
This course provides students with introduction to office software applications used in college and workplace settings. Instruction is focused on word processing, spreadsheets, and slideshow applications found in office suite programs such as Microsoft Office and Google Workspace. Upon Completion, students should be able to maneuver through each application, apply the skills and concepts they have learned and recognize and define application-related technology terms.

12:30 pm - 3:30 pm  Tues. & Thur. Vernon James Center

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

8:15 am – 4:15 pm  Sat.  May 7  $70.00  7 hrs.  40759  Vernon James Center

B.E.L.L. at Washington County
This is a specialized course lab 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.

3:00 pm – 7:00 pm  Fri.  May 06  $70/free  Vernon James Center

9:00 am – 3:00 pm  Sat.  May 07  $70/free  Vernon James Center

ALL SPRING 2022 CLASSES WILL TAKE PLACE AT THE VERNON JAMES CENTER AT 207 RESEARCH STATION RD. IN PLYMOUTH, NC DUE TO BUILDING MAINTENANCE AT THE WASHINGTON COUNTY CENTER.

WORKFORCE PROGRAMS

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

8:15 am – 4:15 pm  Sat.  May 7  $70.00  7 hrs.  40759  Vernon James Center

B.E.L.L. at Washington County
This is a specialized course lab 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.

3:00 pm – 7:00 pm  Fri.  May 06  $70/free  Vernon James Center

9:00 am – 3:00 pm  Sat.  May 07  $70/free  Vernon James Center

Look for this logo for Beaufort Promise classes. These courses are free for students who qualify.
SMALL BUSINESS CENTER

The Airbnb Entrepreneurship Academy

Airbnb believes tourism can be a force for good. Anyone who has a passion for hospitality should have the opportunity to participate. As part of Airbnb’s support for a new generation of entrepreneurs, they have partnered with organizations like ours to create the Airbnb Entrepreneurship Academy—a program to encourage inclusive tourism growth and entrepreneurship in communities around the world. For the first time, Beaufort County Community College has partnered with Airbnb and we’re so excited to take this journey with you. Through this course, you’ll engage in an immersive educational program focused on what it takes to be a tourism entrepreneur and how to use platforms like Airbnb to connect to the economic opportunities of tourism. There is a whole world of exciting opportunities to be explored!

ABOUT THE COURSE. Get introduced to Airbnb and the app and how it has revolutionized travel. You’ll learn about how it has created opportunities for tourism entrepreneurship through tech. We will discuss travel trends and how they can inspire ideas for tourism businesses. You will then be introduced to the fundamentals of business entrepreneurship—and the value of your personal story. Lastly, you will have the opportunity to practice the creative skills associated with setting up an Experience or Home on the Airbnb platform.

5:00 pm – 9:00 pm Mon. May 2 & 9 Free 8 hrs. Vernon James Center

Free, confidential business counseling is available on site. Call 252-940-6306 or email lentz.stowe@beaufortccc.edu for details.

A majority of our classes can be viewed as a live webinar or a live stream of an on-campus SBC workshop. Visit the SBC website to see a full list of classes, including ones offered online: www.beaufortccc.edu/continuing-education/sbc/home

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

BCCC IS FREE THROUGH 2023

All college credit and 50+ hour initial certification courses are free through May 2023. Textbooks and uniforms are not included. Please see www.beaufortccc.edu/beaufort-promise to learn more.

HEALTHCARE CLASSES

BLS CPR for Healthcare Providers

Credential: BLS CPR for Healthcare Providers, American Heart Association

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

4:00 pm-8:00 pm Wed. Apr. 27 $45 4 hrs. 40777 Vernon James Center

Heartsaver CPR/AED

Credential: Heartsaver CPR/AED, American Heart Association

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

4:00 pm-8:00 pm Wed. Apr. 6 $45 4 hrs. 40778 Vernon James Center

Registered Medical Assistant Part I-Hybrid

Credential: Registered Medical Assistant, American Medical Technology

RMAI Hybrid consists of online instruction on Blackboard and meeting weekly in person Registered Medical Assistant is a 720-certification course. Instruction prepares students to provide administrative and medical duties in a healthcare facility. Part 1: 360 hours of instructional time to learn administrative and clerical tasks needed for job responsibilities at a healthcare facility. Blackboard is the technology platform used for online instruction with Blackboard Ultra or ZOOM used for meeting sessions. Student must successfully pass Part 1 to register for Part 2.

Prerequisite: Career Readiness Certificate, CRC of a bronze or higher. Copy of CRC certificate is due at time of registration along with an official copy of a High School diploma or High School Equivalency. Other options: College transcript, or a Math and English college course with at least a grade of C. Copies are due at the time of registration.


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

9:00 am-5:00 pm Seated every Wed Jan. 26 -Jul. 27 $185.00 360 hrs. 40862 Vernon James Center

View courses online at beaufortccc.edu and click on Our Programs, Continuing Education. Phone 252.940.6375
COLLEGE & CAREER READINESS

Adult Basic Education and High School Equivalency
The Adult Basic Education (ABE) program supports the development of reading comprehension, mathematical reasoning and computation, and language and writing skills at pre-high school levels. This lays the foundation for students seeking a high school equivalency credential.

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

Phone 252-940-6245 or email chanta.rickard@beaufortccc.edu.

English as a Second Language (ESL)/ Clases de ESL y GED
Quieres aprender inglés? BCCC está ofreciendo clases varios días y se acomodan a sus necesidades.

English as a Second Language helps adults who want to learn the language skills necessary to function effectively in an English-speaking environment.

6:00 pm-9:00 pm  Tues. & Wed.  Free/Gratuito  HDAV

B.E.L.L. at Hyde County
This is a specialized course lab 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.

3:00 pm – 7:00 pm  Fri.  Feb. 25  $70/free  HDAV
9:00 am – 3:00 pm  Sat.  Feb. 26  $70/free  HDAV

SMALL BUSINESS CENTER
Free, confidential business counseling is available on site. Call 252-940-6306 or email lentz.stowe@beaufortccc.edu for details.
A majority of our classes can be viewed as a live webinar or a live stream of an on-campus SBC workshop. Visit the SBC website to see a full list of classes, including ones offered online:
www.beaufortccc.edu/continuing-education/sbc/home

Mastering Google Business Resources for Greater Business Success
2:00 pm – 5:00 pm  Thur.  Mar. 24  Free  Ocracoke Community Center

Increasing Art Sales Through Strategic Marketing
9:00 am – 12:00 pm  Fri.  Mar. 25  Free  Ocracoke Community Center

Look for this logo for Beaufort Promise classes. These courses are free for students who qualify.
HYDE COUNTY DAVIS CENTER CLASSES

HEALTHCARE

BLS CPR for Health Care Providers

Credential: BLS CPR for Health Care Providers, American Heart Association
American Heart Association BLS CPR and AED Training for the healthcare professional. This course provides training to recognize life-threatening emergencies, provide chest compressions with ventilations and use of an AED. Course provides BLS skills practice and testing along with a written exam. Textbook: Basic Life Support Provider Manual - ISBN: 9781616694074. Register & pay online.
4:00 pm-8:00 pm Wed. Mar. 2 $45 4 hrs. 40775 HCDC

Heartsaver CPR/AED

Credential: Heartsaver CPR/AED, American Heart Association
American Heart Association Heartsaver CPR/AED course is for the general public. The course provides training and skills practice for adult, child, and infant CPR and AED use. Textbook: Heartsaver First Aid CPR AED Student Workbook - ISBN 9781616690175. Register & pay online.
4:00 pm-8:00 pm Wed. Mar. 23 $45 4 hrs. 40776 HCDC

CREDENTIALS

Notary Public Education

Credential: Notary Public, NC State Notary Public Section
This 7-hour course is required for persons wanting to apply for commissioning as a Notary Public for the State of North Carolina. Various topics related to the duties of a notary public will be covered. Individuals should review the Notary qualifications list on the Secretary of State’s web site located at: http://www.secretary.state.nc.us/notary/ prior to registering for class. Per NC Secretary of State Guidelines, students will have to pass an exam to complete the class requirements. Students will be required to show a state issued photo ID and the North Carolina Notary Public Manual upon entry to the class. This is a requirement from the Secretary of State’s office https://www.sosnc.gov/notary/. The North Carolina Notary Public Manual (ISBN: 1560118512) is available in the BCCC Bookstore and should be purchased prior to the starting date of class.
8:15 am – 4:15 pm Sat. Feb. 26 $70 7 hrs. 40757 HDAV

Fundamentals of Welding (MIG & SMAW)

Credential: MIG & SMAW; American Welding Society (AWS)
This course introduces the metal inert gas (MIG) and shielded metal arc (stick) welding processes. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform MIG and SMAW fillet and groove welds on carbon plate with prescribed electrodes.
Course materials include the Modern Welding textbook (ISBN: 9781631266010) available at the BCCC bookstore (prices subject to change). A class welding kit list is available upon demand. Kit costs vary on distributor and will be needed for the class. Students can also purchase the textbook and equipment list separately (equipment list available by request). Student will have the ability to take the American Welding Society (AWS) exam for MIG and SMAW at the end of class (contact for exam cost).
6:00 pm – 9:00 pm Tues & Thur. Jan. 25 – Mar. 25 $196.25 57 hrs. 40886 Mattamuskeet HS

TYRRELL COUNTY

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

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

View courses online at beaufortccc.edu and click on Our Programs, Continuing Education.
BCCC offers an array of curriculum programs across multiple disciplines and career tracks to prepare students for transfer to university or to go straight into the workforce. These programs include Certificate, Diploma, and Associate degree options for students interested in one semester, one year, or two year studies. Program areas include:

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

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

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

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

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

The Library: Your Bridge to the Future!
Did you know, the BCCC Library serves faculty and students foremost BUT it is also a full-service public library that anyone is welcome to use? We offer a full selection of popular fiction, non-fiction books and movies, as well as access to computers, iPads, printing and scanning. A library card gives you power. Visit our new and improved website to make an online request for a card and we will send it to you in the mail! Want to access the millions of databases or resources we have from the comfort of your own home? You can visit our webpage and use your library card number to read eBooks, magazines and newspapers such as, The New York Times, The Wall Street Journal, Consumer Reports, or Sports Illustrated! Check out Flipster Magazines and soon to arrive, Overdrive streaming services. There are so many things to see and do on our website. Visit, www.beaufortccc.edu/librarycard/ to fill out an online library card application or www.beaufortccc.edu/libraryhome/ to browse the library web site. Our Accessibility Services can help accommodate your needs. Please call 252-940-6313.

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

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

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

Human Services Technology students range from recent high school graduates to adults seeking new skills or new career options. Students come from a variety of cultural, religious, educational, and socioeconomic backgrounds; they generally share the desire to give of themselves and have a positive impact on their communities. Graduates should qualify for positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions.

MEDICAL LABORATORY TECHNOLOGY

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

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

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

TEACHER PREP

The associate in arts in teacher preparation and associate in science in teacher preparation paves the way for a larger pipeline of future teachers in North Carolina. Students interested in becoming teachers will save time and money starting their career pathway at BCCC and then transferring to a university of their choice to complete their degree. The goal is to address a critical teacher shortage in the state, particularly in rural counties.
Basic Law Enforcement Training (BLET) is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county, or municipal governments, or with private enterprise. This program incorporates State commission-mandated topics and methods of instruction. General subjects include, but are not limited to, criminal, juvenile, civil, traffic, and alcohol beverage laws; investigative, patrol, custody, and court procedures; emergency responses; and ethics and community relations. Students must successfully complete and pass all units of study mandated by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs’ Education and Training Standards Commission to receive a certificate.

Our new online Emergency Medical Science bridging program is open to certified paramedics. 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.

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

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

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

This program prepares individuals to manage agricultural businesses and agriculturally related operations within diversified corporations. Course work includes instruction in agriculture, agricultural specialization, business management, accounting, finance, marketing, planning, human resources management, and other managerial responsibilities. This curriculum is designed to provide the entrepreneurial and technical skills necessary to manage a profitable, environmentally sound, community based small farm or agricultural business. Students will learn the fundamentals of agriculture, focusing on crop production and business. Emphasis is placed on entrepreneurial and field training. Students will also learn the basic principles of our economic system and government policies and programs relating to agriculture. Graduates should qualify for a variety of jobs in agricultural businesses such as equipment, feed, and agricultural supply sales; store management; farm operations; wholesale and retail produce management; nursery operations; and environmental and agricultural education.

HEALTH INFORMATION TECHNOLOGY

The Health Information Technology curriculum provides students with the knowledge and skills to process, analyze, abstract, compile, maintain, manage and report health information. Students will supervise departmental functions; classify, code and index diagnoses and procedures; coordinate information for cost control, quality management, statistics, marketing, and planning; monitor governmental and non-governmental standards; facilitate research; and design system controls to monitor patient information security. Students will take two semesters of course work online at Beaufort County Community College and two semesters of course work online at Pitt Community College. The Health Information Technology (HIT) program is offered totally online with the exception of the professional practice experiences (PPE – also known as clinical practice), which are made available in the student’s region through a joint effort facilitated by the student and the HIT faculty.

UNIVERSITY TRANSFER

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

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

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

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

BSIT-Bachelor of Science in Industrial Technology with East Carolina University
Apply up to 60 hours of NCCCS equivalent coursework into the Bachelor of Science in Industrial Technology (BSIT) Transfer Program at ECU. Students who are admitted into the university are automatically declared into the BSIT if they have or will have a qualifying AAS degree. Guarantees ECU admission for students completing an Associate in Applied Science with a 2.5 GPA or greater. Benefits include joint academic advising, access to ECU libraries, and access to Here’s How ECU Career Services virtual workshop series.
Career & College Promise
Career and College Promise (CCP) offers North Carolina students a jump-start in college or in a career while still in high school. This dual-enrollment program allows eligible high school students to enroll in college classes at BCCC. Students who successfully complete college courses earn transferable credits that count toward a degree, and best of all, those credits are FREE! In many cases, students can also earn dual credit - meeting their high school graduation requirements with college courses. 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 will be offered on our campus, online, broadcast via the Information Highway and, in some cases, on your high school campus. Students can earn credits towards a four-year college degree, technical credential, certificate, or diploma from the following program areas:

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

For University Transfer Pathways, students must be a high school junior or senior, have an unweighted GPA of 2.8 on high school courses, or demonstrate college readiness in English, reading, and mathematics on approved assessments or placement test. For Technical Education Pathways, high school freshmen and sophomores must see their high school counselor or liaison for eligibility requirements. Juniors and Seniors must have an unweighted high school GPA of 2.8, or demonstrate college readiness on approved assessments or have the recommendation of your high school principal, and meet the prerequisites of the career pathway.
**Who to Contact for Continuing Education?**

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

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Dr. Stacey Gerard, Vice President</td>
<td>252-940-6241</td>
</tr>
<tr>
<td>Loren Cherry, Registration &amp; Records Clerk</td>
<td>252-940-6375</td>
</tr>
<tr>
<td>Brenda Bertrand, Registration &amp; Records Clerk</td>
<td>252-940-6299</td>
</tr>
<tr>
<td>Kendra Mizell, Records Specialist</td>
<td>252-940-6349</td>
</tr>
<tr>
<td>Pam Hodges, Visitation Clerk</td>
<td>252-940-6375</td>
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**College & Career Readiness**

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<tr>
<th>Contact</th>
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<tbody>
<tr>
<td>Penelope Radcliffe, Director of College &amp; Career Readiness</td>
<td>252-940-6298</td>
</tr>
<tr>
<td>Sandy Berry, Admissions and Assessment Specialist</td>
<td>252-940-6325</td>
</tr>
<tr>
<td>Chief High School Equivalency Examiner</td>
<td>252-940-6209</td>
</tr>
<tr>
<td>Donna Woolard, Transitions Instructor &amp; Advisor</td>
<td>252-940-6230</td>
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**Business & Industry Services**

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<th>Contact</th>
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<tr>
<td>Cameron Bowen, Coordinator of HRD &amp; Workforce Initiatives</td>
<td>252-940-6307</td>
</tr>
<tr>
<td>Justin Rose, Director of Industry Training</td>
<td>252-940-6262</td>
</tr>
<tr>
<td>Lentz Stowe, Director of Small Business Center</td>
<td>252-940-6306</td>
</tr>
<tr>
<td>Sara Watson, Director of Customized Training and Apprenticeships</td>
<td>252-940-6311</td>
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**Personal Enrichment**

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<th>Contact</th>
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<tr>
<td>Clay Carter, Director of Personal Enrichment &amp; BCCC Regional Centers</td>
<td>252-940-6357</td>
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**Healthcare Programs & First Responder**

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<th>Contact</th>
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<tr>
<td>Jackie Butcher, Director of Healthcare Programs</td>
<td>252-940-6263</td>
</tr>
<tr>
<td>Andrew Coccaro, Director of Fire &amp; Emergency Management Training</td>
<td>252-940-6363</td>
</tr>
<tr>
<td>Larry Gales, Coordinator of EMS</td>
<td>252-940-6297</td>
</tr>
<tr>
<td>Perry Harris, Director of Law Enforcement Training</td>
<td>252-940-6405</td>
</tr>
<tr>
<td>Billy Respass, Director of EMS</td>
<td>252-940-6468</td>
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<tr>
<td>Jane Sobotor, American Heart Association Coordinator</td>
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**Hyde County Davis Center**

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<th>Contact</th>
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<tr>
<td>Chanta Gibbs Rickard, Regional Centers Coordinator</td>
<td>252-940-6231</td>
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**Washington County Center**

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<th>Contact</th>
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<tr>
<td>Chanta Gibbs Rickard, Regional Centers Coordinator</td>
<td>252-940-6245</td>
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**Who to Contact for Academic Programs?**

*Our Associate Degree staff is here to help!*

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<tr>
<th>Contact</th>
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<tbody>
<tr>
<td>Dr. Jay Sullivan, Vice President of Academic Affairs</td>
<td>252-940-6417</td>
</tr>
<tr>
<td>Ben Morris, Dean of Business, Technology &amp; Public Services</td>
<td>252-940-6374</td>
</tr>
<tr>
<td>Dr. Kent Dickerson, Director of Nursing and Allied Health</td>
<td>252-940-6425</td>
</tr>
<tr>
<td>Dr. Lisa Hill, Dean of Arts and Sciences</td>
<td>252-940-6223</td>
</tr>
<tr>
<td>Director of Admissions</td>
<td>252-940-6233</td>
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</tbody>
</table>

**Disclaimer**

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

**Family Educational Rights and Privacy Act (FERPA)**

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

[www.beaufortccc.edu/about/family-educational-rights-and-privacy-act](http://www.beaufortccc.edu/about/family-educational-rights-and-privacy-act)
Beaufort County Community College is a public, comprehensive community college that provides open-door access to university transfer, workforce development, and life-long learning programs for the people of Beaufort, Hyde, Tyrrell, and Washington Counties.

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

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

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

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

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