

COURSE SCHEDULE SPRING 2024

Free.
Please take one!

- Continuing Education Courses
- Academic Programs

High School Equivalency/GED p. 8

Heating & Air p. 12

Commercial Driver's License (CDL) p. 23

Law Enforcement p. 29



Crafts p. 34



BEAUFORT

COUNTY COMMUNITY COLLEGE

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REGISTRATION & PAYMENT

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

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

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

Pre-Registration is Required

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

Who May Register?

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

Fees, Books & Supplies

Registration fees for each class do not include the cost of textbooks, supplies, or lab fees. Registration fees are set by the NC General Assembly and are based on the number of contact hours for each course. Continuing Education courses that require the use of technology equipment and/or the Blackboard Learning Management System will also include a \$5 technology fee.

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

Refunds

The refund policy for Beaufort County Community College was established by the North Carolina Department of Community Colleges. (1) A student who officially withdraws from class(es) prior to the first class meeting is eligible for a 100 percent refund. (2) A student is eligible for a 100 percent refund if a class fails to "make" due to insufficient enrollment. (3) After the respective class begins, a 75 percent refund shall be made upon the written request of the student if the student officially withdraws from the class prior to or on the 10 percent point of the scheduled hours of the class. (4) Registration fees for self-supporting classes are non-refundable once the class begins. More information can be found at 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, and Teams. Also included is a license to install the desktop versions of these apps on up to 5 home devices. BCCC also provides all students with access to the Blackboard learning management system. For more details, please visit www.beaufortccc.edu and click on the EMAIL link or BLACKBOARD link located at the top of the page.

Company/Organization Payment Process (Sponsorship Billing)

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

- Company/Organization point of contact information (in the event there are questions regarding a student or payment)
- Billing Information (include mailing address and email address)
- State the intent of who and what class(es) your company/organization will be responsible for in the registration process (ie. registration fees, testing, textbooks, etc.)

Once we have received the letter/memorandum and student(s) registration form(s), the student will be registered for the class. Our BCCC Business Office will submit an invoice to your company/organization. If you have any 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 the Accessibility Coordinator at (252) 940-6313 or visit www.beaufortccc.edu/student-life/accessibility-services. An advance notice of 72 hours may be required for some accommodations. **If you have any issues navigating this course schedule or registering, please contact Accessibility Services and we will make accommodations.**

5337 Hwy. 264 East, Washington, NC 27889
100 NC Hwy 32 North, Roper, NC 27970
33460 US Highway 264, Engelhard, NC 27824

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



Division of Continuing Education

5337 US Hwy 264 East Washington, NC, 27889

beaufortccc.edu

STUDENT REGISTRATION FORM

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

Please Print

Legal Last Name: _____ Legal First: _____ Middle: _____

Street Address: _____ City: _____ State: _____ Zip: _____

County of Residence: _____ Home Number: _____

Work Number: _____ Cell/Mobile Number: _____ Birth Date: _____

Social Security Number: _____ - _____ - _____ (used for reporting purposes only)

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

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

Sex: ☐ Female ☐ Male

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

☐ American Indian/Alaska Native ☐ Black or African American ☐ White ☐ Asian ☐ Hawaiian/Pacific IslanderEmployment: ☐ R Retired ☐ UN Unemployed (not seeking) ☐ US Unemployed (seeking)☐ E1 Part-time, 1-10 hrs☐ E3 Part-time, 21-39 hrs☐ E2 Part-time, 11-20 hrs☐ E4 Full-time, 40/more hrs

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

Check All That Apply: ☐ HRD Student
☐ Elementary/Secondary School Employee
☐ Volunteer Fire, Volunteer Rescue _____ (agency)
☐ DOC/Division of Adult Corrections _____ (agency)
☐ Paid Law Enforcement, Paid Fire/EMS _____ (agency)
Provider Level: ☐ EMR ☐ EMT ☐ AEMT ☐ Paramedic

Email Address: _____

Student Signature: _____ Date: _____

Course Section #	Course Title	Date & Time	Fee

(This block for office use only)

☐ By Phone ☐ In Person ☐ By Mail Registration Taken By: _____ Date _____
Registration Entered By: _____ Date _____

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

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

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

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

SCHOLARSHIPS & FINANCIAL ASSISTANCE



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

To complete an online application for financial assistance go to:

www.beaufortccc.edu/continuing-education/general-information/financial-assistance

FINANCIAL ASSISTANCE OPPORTUNITIES

We can offer help with transportation and childcare assistance. Ask about these opportunities when you speak with our scholarship staff.

GEER II Scholarship

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

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

NCWorks career center

Beaufort County – 252-940-0900

Hyde County – 252-312-6859

Tyrrell County – 252-312-6859

Washington County – 252-312-6859

Next Gen Youth Program

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

Adult/Dislocated Worker Program

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

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

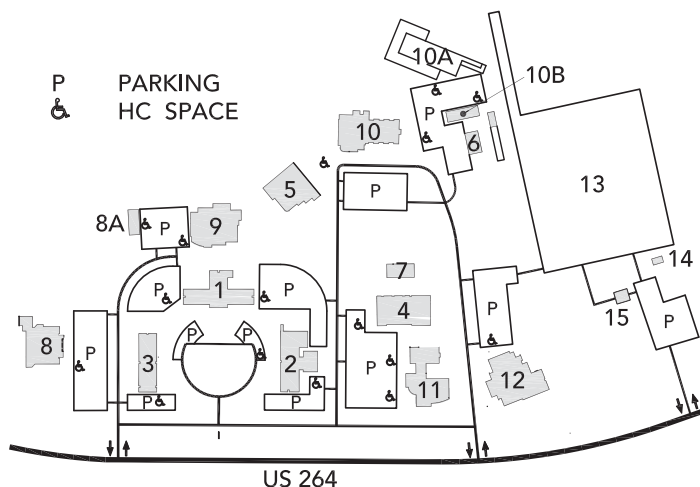
CAMPUS MAP



BEAUFORT

COUNTY COMMUNITY COLLEGE

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



CCP WORKFORCE PATHWAYS FOR HIGH SCHOOL STUDENTS

Career & College Promise Workforce Pathways

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

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

Interested? Contact your high school counselor. Or visit beaufortccc.edu/continuing-education/career-and-college-promise



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**
- **Registered Barber**
- **Natural Haircare Specialist**



DEFENSIVE DRIVING

Defensive Driving-DDC-4



Credential: DDC-4, NC Safety & Health Council


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

9:00 am-1:00 pm	Sat.	Jan. 20	\$75	4 hrs.	46859	B8 829
5:30 pm – 9:30 pm	Mon.	Jan. 29	\$75	4 hrs.	46860	B8 829
9:00 am-1:00 pm	Sat.	Feb. 17	\$75	4 hrs.	46861	B8 829
5:30 pm – 9:30 pm	Mon.	Feb. 26	\$75	4 hrs.	46862	B8 829
9:00 am-1:00 pm	Sat.	March 16	\$75	4 hrs.	46863	B8 829
5:30 pm – 9:30 pm	Mon.	March 25	\$75	4 hrs.	46864	B8 829
9:00 am-1:00 pm	Sat.	April 20	\$75	4 hrs.	46865	B8 829
5:30 pm – 9:30 pm	Mon.	April 29	\$75	4 hrs.	46866	B8 829
9:00 am-1:00 pm	Sat.	May 18	\$75	4 hrs.	46867	B8 829
9:00 am-1:00 pm	Sat.	June 15	\$75	4 hrs.	46868	B8 829
5:30 pm – 9:30 pm	Mon.	June 24	\$75	4 hrs.	46869	B8 829



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

English Language Acquisition (ESL)

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

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

ELA Class Locations:

BCCC Campus

Beginners:

6:00 pm - 9:00 pm

Mon. & Wed./ lunes y miércoles

Ongoing

Free/Gratis

B 8 827

9:00 am-12:00 am

Sat./sábado

Ongoing

Free/Gratis

B 8 827

Advanced:

6:00 pm - 9:00 pm

Tues. & Thurs./martes y jueves

Ongoing

Free/Gratis

B 8 827

Hyde Davis Center

Call 252-940-6231

Washington County Center

Call 252-940-6231

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



INTEGRATED EDUCATION & TRAINING

Health Care Integrated Education & Training

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

5:00 pm-8:00 pm

Tues. & Thurs.

Jan. 9 - May. 9

B8 Rm 816

Boatbuilding & Manufacturing Integrated Education & Training

This program is designed for adults who are enrolled in College and Career Readiness and are interested in a career in Boat building or Manufacturing. Integrated vocabulary, career skills and workplace knowledge will prepare you for your HSE and a career in boat building/manufacturing.

5:00 pm-8:00 pm


Tues. & Thurs.

Jan. 9- May 9

B8 Rm 813

TRANSITIONS ENGLISH & MATH

Transitions English & Math

 This program is designed for adults who need to improve communication (reading, writing, speaking), numeracy, computational, and problem-solving skills necessary to function effectively in society, on a job, or in the family. Some classes are designed to provide basic literacy level instruction, while others are designed to prepare for the high school equivalency test. All classes are designed to provide reading, writing, and math instruction in the context of workforce and career development and preparation.

8:30 am - 12:00 am

Tues. & Thurs.

Jan. 9 - May 9

46146

B 8 Rm 827

6:00 pm-9:00 pm

Online/Tues & Thurs .

Jan. 9 - May 9

46964

Online Blackboard




Struggling with Reading or Math?

We're here to help! Free, one-to-one support from certified tutors. Scan the QR Code above to get started!

Literacy Volunteers of Beaufort County

CAREER & COLLEGE READINESS: HIGH SCHOOL EQUIVALENCY (GED)

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

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

The Path to Achieving Your High School Equivalency

Register & attend orientation.

Enroll & attend a HSE or ELA class.

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

Choose a pathway: college, career or job training.

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

Call 252-940-6325 to get started.



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

 **HSE Class Locations:**

BCCC Campus

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

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

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

Hyde Davis Center Call 252-940-6231

Washington County Center Call 252-940-6245

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

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



High School Equivalency Exam Options

Pearson Vue GED

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

Create an account at <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>

Pay a testing fee of \$15 per test (\$75 total)

Retake the test up to two times for free.

Scholarships to cover exam fees are available for qualifying students!

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

High School Equivalency Testing Dates

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

Pearson Vue GED

January 23, 24
February 20, 21
March 19, 20
April 23, 24
May 21, 22
Evening testing:
February 8
April 11
May 30

ETS HiSET

January 22
March 18
May 20

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



Digital Literacy

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

1:00 pm - 3:30 pm

Mon.-Thurs.

Jan. 22 - Mar. 27

B8 Room 816



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

HUMAN RESOURCES DEVELOPMENT (HRD)

Do you qualify for the HRD fee waiver?

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

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

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

ACT WorkKeys Assessments & National Career Readiness Certification (NCRC)

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

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

Assessment Pricing is as follows:

NCRC: \$42

Applied Math | Graphic Literacy | Workplace Documents: \$14 Applied Technology: \$15 Talent

Assessment | Fit Assessment: \$16

Workplace Observation | Business Writing: \$22

Testing: Jan. 1 – May 15 Monday & Wednesdays 5:00 pm

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



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



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



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



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

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



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

3:30 pm – 4:30 pm

Mon & Wed.

Jan. 1 – May 15

\$75

B8 823



Request for WorkKeys CRC Test Scores

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

INDUSTRIAL SEWING

Industrial Sewing and Upholstery Academy



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

LEVEL 1

5:00 pm – 8:00 pm

Mon. & Wed.

Jan. 8 – May 15

\$186.25

102 hrs.

46664

Diamond N-D Rough, Wash

LEVEL 2

5:00 pm – 8:00 pm

Mon. & Wed.

Jan. 8 – May 15

\$186.25

102 hrs.

46668

Diamond N-D Rough, Wash.

LEVEL 3- Marine Upholstery

5:00 pm – 8:00 pm

Mon. & Wed.

Jan. 8 – May 15

\$186.25

102 hrs.

46674

Diamond N-D Rough, Wash.



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

Advanced Manufacturing Institute



Credential: OSHA 10, Occupational Health & Safety Administration



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

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

5:30 pm - 9:30 pm
8:00 am - 5:00 pm

Mon. & Wed.
Sat.

Jan. 29 - Feb. 21

\$193.25

54 hrs.

46166

TBA

OSHA 10



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

This 12-hour course is designed to provide participants with the basic skills and knowledge necessary to recognize workplace hazards in an industrial, service, or business setting. The program consists of Introduction to OSHA and the OSH Act, Health and Safety Management Systems, OSHA Recordkeeping, Bloodborne Pathogens, Permit Required Confined Spaces, Welding, Hand and Power Tools, Walking/Working Surfaces, Hazard Communication, Personal Protective Equipment, Exit Routes and Fire Protection, Electrical Safety, Machine Guarding, Lockout, Powered Industrial Trucks, Industrial Hygiene, Hearing Conservation, and Respirator Protection and leadership skills. Several of these topics are mandatory, while others are elective. The course is taught in two 6-hour sessions. The price for this class includes a \$70.00 registration fee and a \$8.00 OSHA Card fee.

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

Lean Manufacturing/Six Sigma

This is a 2-day, up to 16-hour, course that provides a basic understanding of lean practices. It is designed to show students how to work together in a team effort to improve performance and minimize waste and cut costs in the manufacturing process. The principles of waste elimination and variation control are used in a wide variety of manufacturing settings. Classes are available upon request by contacting Sara Watson; Director of Customized Training at (252) 940-6311 or Dr. Justin Rose; Director of Industry Training at (252) 940-6262.

INCOME MAINTENANCE WORKER

Income Maintenance Caseworker Phase I



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

6:00 pm - 9:00 pm

Mon. & Wed.

Jan. 8 - March 4

\$125

50 hrs.

46675

B8 829

Income Maintenance Caseworker Phase II



An income maintenance caseworker II determines eligibility, interviews clients, reviews documentation, and completes data entry into NC FAST. Intro to Human Services certificate and/or NC FAST experience are helpful. This is Phase II of a two-phase program.

Prerequisite: Phase I is a prerequisite to Phase II

6:00 pm - 9:00pm

Mon. & Wed.

March 18 - May 15

\$130

50 hrs.

46685

B8 829

THE BEAUFORT PROMISE SCHOLARSHIP GIVES RESIDENTS OF BEAUFORT, HYDE, TYRRELL, & WASHINGTON COUNTIES THE OPPORTUNITY TO EARN AN INDUSTRY-RECOGNIZED CREDENTIAL DEBT-FREE! WHAT ARE YOU WAITING FOR?

RESTAURANT

Certified Kitchen Cook



Credential: Certified Kitchen Cook, American Hotel and Lodging Educational Institute & TIPS Online Certification



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

9:00 am - 4:00 pm
6:00 pm - 10:00 pm

Mon. - Thurs.
Wed.

Feb. 26-March 11

\$376.25

60 hrs.

46709

B8 829

TIPS® On-Premise for Employees Certification Class



Credential: On-Premise for Employees; TIPS®

TIPS is approved by the North Carolina ABC (Alcohol Beverage Control) for Responsible Alcohol Seller/Server Training and proof of training. Businesses are encouraged to have their employees participate in the TIPS approved training program to prevent patron intoxication, sales to minors, and drunk driving. This class is focused on bars, restaurants, taverns, pubs, golf courses or other places where alcohol is consumed by-the-glass in open containers on the premises.

8:00 am - 3:00 pm

Wed.

March 13

\$110

6 hrs.

46774

B8 822

HEATING & AIR

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

HVAC: Heating, Ventilating, and Air Conditioning Level 1



Credential: Electrical Theory and Application for HVACR; ESCO Institute

This course presents the introductory knowledge and skills needed to maintain and troubleshoot complex heating, air conditioning, and refrigeration systems. The HVAC Level 1 curriculum focuses on Introduction to HVAC, Trade Mathematics, Basic Electricity, Introduction to Heating, Introduction to Cooling, 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 the credential exam), *Electrical Theory, and Application for HVACR (ESCO)* available at the BCCC bookstore.

6:00 pm – 9:00 pm Mon. & Thur. Jan. 22 – May 13 \$186.25 96 hrs. 46697 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 2 class. This course will focus on fasteners, hardware, and wiring terminations; troubleshooting control circuits and motors, cooling, heat pumps, gas heating, oil heating, and accessories; zoning, ductless, and variable refrigerant flow systems, commercial hydronic systems, steam systems, retail refrigeration systems, and customer relations.

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

6:00 pm – 9:00 pm Mon. & Tues. Jan. 22 – May 13 \$186.25 96 hrs. 46699 B 8A

HVAC: Heating, Ventilating, and Air Conditioning Level 3



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

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

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

6:00 pm – 9:00 pm Tues. & Thur. Jan. 23 – May 9 \$186.25 96 hrs. 46700 B 8A

Electrical Fundamentals



Credential: Electrical Theory and Application for HVACR; ESCO Institute

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

The textbook is *Electrical Wiring Residential (19th)* (ISBN: 3781337116213) and is available in the BCCC bookstore. Students will have the opportunity to sit for the ESCO Electrical Theory exam at the end of class. Students who choose to test will pay a \$25.00 test fee separate from their registration fee at the time of testing. Test fees are subject to change per ESCO Institute. Optional textbook (for the credential exam), *Electrical Theory, and Application for HVACR (ESCO)* available at the BCCC bookstore.

6:00 pm – 9:00 pm Tues. & Thur. Jan. 23 – May 9 \$186.25 96 hrs. 46701 B2/109

Apartment Maintenance Technician



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

The Certificate for Apartment Maintenance Technicians (CAMT) course will help prepare you for your CAMT credential, providing the opportunity for you to improve your knowledge and skills while boosting your exposure and confidence in residential trades. The class will include a focus on maintenance and repair for electrical, plumbing, heating and ventilation, appliance, and interior and exterior systems.

Students that want to pursue the CAMT credential exam after completion of the course would benefit from purchasing the CAMT One Book by the National Apartment Association Education Institute (NAAEI) which is available in the BCCC bookstore. Students pursuing this credential will need to complete one year of apartment or rental housing maintenance experience, CAMT training, and pass the CAMT exam. Students can find further information in the CAMT Skills Standards and Candidate Handbook.

6:00 pm – 9:00 pm Tues. & Thur. Jan. 23 – May 9 \$186.25 96 hrs. 46705 B7

THE BEAUFORT PROMISE SCHOLARSHIP GIVES RESIDENTS OF BEAUFORT, HYDE, TYRRELL, & WASHINGTON COUNTIES THE OPPORTUNITY TO EARN AN INDUSTRY-RECOGNIZED CREDENTIAL DEBT-FREE! WHAT ARE YOU WAITING FOR?




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

HRD: Barber Orientation

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

Barber Academy

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

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

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

Prerequisite: HRD: Barber Orientation

Full Time Level 1

8:00 am – 5:00 pm	Mon – Fri	Jan. 8 – May 15	224.25	688 hrs.	46754	238 West Main St.
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Level 2

8:00 am – 5:00 pm	Mon – Fri	Jan. 8 – May 15	199.25	688 hrs.	46755	238 West Main St.
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Part Time Level 1

5:00 am – 9:00 pm	Mon – Fri	Sept. 11 – June 3	224.25	688 hrs.	45342	238 West Main St.
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Level 2


5:00 am – 9:00 pm	Mon – Fri	Sept. 11 – June 3	199.25	688 hrs.	45343	238 West Main St.
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NEW LOCATION AT 238 W. MAIN ST.! HAIRCUTS STARTING AT \$5!
VIEW OUR BARBERSHOP SERVICES LIST ON OUR WEBSITE AT
WWW.BEAUFORTCCC.EDU/BARBER

ESTHETICIAN**Esthetician Technology I**

Certification: Esthetician License, NC State Board of Cosmetic Arts

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

The course materials include the *Milady Standard Foundations with Standard Esthetics Textbook* and a class kit available in the BCCC bookstore. Students will also need to purchase a black closed toe shoes, black scrubs, and obtain a photo id from the BCCC Campus Police prior to class.

9:00 am- 3:00 pm	Mon. - Thurs.	Feb. 8 - July 24	\$199.25	600 hrs.	46770	B11 001
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PARALLEL CLASSES

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

PROOF OF HIGH SCHOOL DIPLOMA OR HIGH SCHOOL EQUIVALENCY IS REQUIRED FOR ALL CLASSES.

BOATBUILDING (PARALLEL)

Marine Spray Finishing (BMS-117)


 This course covers the fundamental techniques used in the preparation and application of marine finishes, using modern coatings and spray equipment common to the marine manufacturing and service industry. Emphasis is placed on safety, product data sheets, mixing ratios, proper spray technique, troubleshooting finishes and equipment. Upon completion, students should be able to correctly operate tools to efficiently prepare surfaces, apply fairing compounds, primers and finish coats to industry standards. **Learn about our Boat Manufacture & Repair Diploma program on p. 44.**

8:00 am – 11:00 am Tues. Jan. 5 – May 8 \$186.25 48 hrs. 46677 B16 (Boat Building)



BUSINESS ADMINISTRATION (PARALLEL)


Funding for Entrepreneurs (ETR-240)

 This course provides a focus on the financial issues and needs confronting entrepreneurs attempting to grow their businesses by attracting startup and growth capital. Topics include sources of funding including angel investors, venture capital, IPO's, private placement, banks, suppliers, buyers, partners, and the government. Upon completion, students should be able to demonstrate an understanding of how to effectively finance a business venture. The textbook for this class is *Mindtap for Entrepreneurial Finance* (Cengage access code) and is available in the BCCC bookstore. **Learn about our Business Administration associate degree/university transfer program on p. 45.**

Online On-Demand Jan. 5 – May 8 \$185 48 hrs. 46678 Online

CRIMINAL JUSTICE (PARALLEL)


Juvenile Justice (CJC-113)

 This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition. The textbook for this class is *Juvenile Justice in America, 9th Edition* (ISBN: 9780137911424) and is available in the BCCC bookstore.


Online On-Demand Jan. 5 – May 8 \$185 4 8 hrs. 46679 Online

HUMAN SERVICES (PARALLEL)

Interviewing Techniques (HSE-123)


 This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship. The textbook for this class is *Mindtap Developing Helping Skills* (Cengage access code) and is available in the BCCC bookstore. **Learn about our Human Services Technology associate degree/university transfer program on p.43.**

Online On-Demand Jan. 5 – May 8 \$185 64 hrs. 46682 Online

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


ENGINEERING (PARALLEL)

Introduction to Solid Modeling (DFT-154)

 This course is an introduction to basic three-dimensional solid modeling and design software. Topics include basic design, creation, editing, rendering, and analysis of solid models, and creation of multiview drawings. Upon completion, students should be able to use design techniques to create, edit, render, and generate a multiview drawing. The textbook for this class is *Parametric Modeling with Autodesk Inventor 2024* (ISBN: 9781630575793) and is available in the BCCC bookstore. **Learn about our Mechanical Engineering Technology associate degree program on p. 44.**

8:30 am – 11:00 am Mon. & Wed. Jan. 8 – May 8 \$186.25 80 hrs. 46690 B4/104


Hydraulics/Pneumatics (HYD-110)

 This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting. The textbook for this class is *Fluid Power: Hydraulics and Pneumatics, 4th Edition* (ISBN: 9798888174432) and is available in the BCCC bookstore. **Learn about our Mechanical Engineering Technology associate degree program on p. 44.**

6:00 pm – 8:30 pm Tues. Jan. 9 – May 8 \$185 80 hrs. 46692 B 4/104
Online, on-demand the rest of the week


OFFICE SKILLS (PARALLEL)

Text Entry and Formatting (OST-134)

 This course is designed to provide skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key-timed writings at speeds commensurate with employability. The textbook for this class is a custom textbook (ISBN: 9781307889369) and is available in the BCCC bookstore.

6:00 pm – 8:00 pm Tues. Jan. 9 – May 8 \$185 80 hrs. 46693 B 2/124A
Online, on-demand the rest of the week

Word Processing (OST-136)


 This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word-processing environment. The textbook for this class is *New Perspectives Collection, Microsoft 365 & Office 2021 Comprehensive* (ISBN: 9780357672280) and is available in the BCCC bookstore.

Online On-Demand Jan. 5 – May 8 \$185 64 hrs. 46695 Online




WELDING (PARALLEL)

GTAW Stick Plate (WLD-131AB)

 This course introduces the gas tungsten arc (TIG) welding process. Topics include a correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials. The textbook for this class is *Modern Welding, 12th Edition* (ISBN: 9781635636864) and is available in the BCCC bookstore.

6:00 – 8:00 pm Tues. / Thurs. Jan. 8 – May 8 \$186.25 64 hrs. 46746 B4 110

SMAW Stick Plate (WLD-115AB) (Washington Co.)

 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 plates with prescribed electrodes. The textbook for this class is *Modern Welding, 12th Edition* (ISBN: 9781635636864) and is available in the BCCC bookstore.

5:30 pm – 8:00 pm Mon. & Wed. Jan. 8 – May 8 \$186.25 80 hrs. 46696 Wash. Co. HS

Apprenticeships

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

New Apprenticeship Expansion Funds Available to Eligible Businesses

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

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

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

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

NC Edge Customized Training

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



You may qualify if your business is:

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

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



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

Google Project Management

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

6:00-9:00 pm Tues. (avail. other times) Jan. 8 – May 15 \$185 190 hrs. 46767 Online

Grow with Google



Google Data Analytics

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

6:00 - 9:00 pm Tues. (avail. other times) Jan. 8 – May 15 \$185 190 hrs. 46769 Online

PROFESSIONAL DEVELOPMENT

Effective Workplace Communication

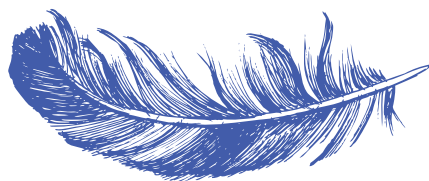
This course teaches professionals to build stronger relationships and navigate complex situations through enhanced interpersonal skills. Learners will explore verbal and nonverbal communication strategies to collaborate better cross-functionally, resolve conflict, provide effective feedback, and lead with emotional intelligence. Participants will gain skills to communicate across differences, actively listen, leverage diversity, and empower teams. Industry professionals will learn to decode body language, make small talk, network successfully, match communication styles, and project confidence during crucial conversations. Upon completing this interactive course, leaders will have the interpersonal toolkit to communicate effectively across every function, department, and level of an organization as well as communicate effectively with customers and clients.

6:00 pm - 9:00 pm Mon. Feb. 5 – March 2 \$75 24 hrs. 46739 B8 Auditorium
 Online, on-demand the rest of the week

Leading Through Communication

This course is designed to equip professionals in manufacturing, trades, medical, and other industries with impactful public speaking and presentation skills. Learners will enhance their ability to inspire teams, persuade stakeholders, and deliver memorable talks that get results. Leaders will gain strategies to motivate and mobilize their organizations through compelling storytelling, impactful visual aids, vocal techniques, and authentic body language. Professionals will leave equipped with the confidence and skills to communicate vision effectively, lead change powerfully, command the room, and amplify their influence.

6:00 pm - 9:00 pm Mon. March 11 – April 6 \$75 24 hrs. 46740 B8 Auditorium
 Online, on-demand the rest of the week



SUBSTITUTE TEACHING

Substitute Teacher Training

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

8:00 am- 3:00 pm Mon. - Thurs. Feb. 5 -Feb. 8 \$75 24 hrs. 46638 B8 826
 8:00 am- 3:00 pm Mon. - Thurs. May 6- May 9 \$75 24 hrs. 46639 B8 826

ED2GO ONLINE CLASSES

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

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

How to Get Started:

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

INFORMATION TECHNOLOGY & COMPUTER APPS

Introduction to Networking (Ed2Go)

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

Computer Skills for the Workplace (Ed2Go)

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

Introduction to PC Security (Ed2Go)

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

Introduction to Microsoft Excel 2019/Office 365 (Ed2Go)

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

Introduction to Microsoft Word 2019/Office 365 (Ed2Go)

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

Microsoft Excel – Pivot Tables (Ed2Go)

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

Introduction to QuickBooks Online (Ed2Go)

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

LANGUAGES

Speed Spanish (Ed2Go)

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

Spanish for Law Enforcement (Ed2Go)

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

Instant Italian (Ed2Go)

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

Conversational Japanese (Ed2Go)

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

Discover Sign Language (Ed2Go)

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

Beginning Conversational French (Ed2Go)

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

Spanish in the Classroom (Ed2Go)

Learn essential Spanish for Teachers so that you can bridge the communication gap with your Spanish-speaking students and parents! By the end of this course, you will be well on your way to becoming a Spanish speaker and effectively communicating with the Spanish-speakers all around you. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

Become a Veterinary Assistant (Ed2Go)

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

Become a Physical Therapy Aide (Ed2Go)

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

Become an Optical Assistant (Ed2Go)

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

Explore a Career in Medical Writing (Ed2Go)

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

Explore a Career as an Administrative Medical Assistant (Ed2Go)

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

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

HIPAA Compliance (Ed2Go)

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

ed2go TEACHER PROFESSIONAL DEVELOPMENT

Creating the Inclusive Classroom: Strategies for Success (Ed2Go)

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

Solving Classroom Discipline Problems (Ed2Go)

Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline.

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

Microsoft PowerPoint 2019 in the Classroom (Ed2Go)

In this course for teachers, you'll learn how to motivate students and enrich lessons by bringing Microsoft PowerPoint 2013 presentations into your classroom.

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

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

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

Merrill Ream Speed Reading (Ed2Go)

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

Response to Intervention: Reading Strategies That Work (Ed2Go)

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

Spanish in the Classroom (Ed2Go)

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

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

Integrating Technology in the Classroom

In this professional development course for teachers, you will learn about technology integration in the classroom and gain the skills needed to use tools like apps, assistive technology, and blogs effectively. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

Teaching Students With ADHD

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

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

Teaching Students with Autism: Strategies for Success

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

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

ed2go CRAFTS

Introduction to Interior Design (Ed2Go)

Explore a career in interior design as you learn how to transform any room into a beautiful and functional space.

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

Secrets of Better Photography (Ed2Go)

Learn how to take better pictures by understanding your camera and how to use it in a variety of situations.

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

Introduction to Digital Scrapbooking (Ed2Go)

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

Mastering Digital Photography: Photographing People (Ed2Go)

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

Drawing for the Absolute Beginner (Ed2Go)

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

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

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

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

Certified Administrative Professional



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

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

Visit <https://careertraining.ed2go.com/beaufortccc/>

Certified Six Sigma Green Belt



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

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

Visit <https://careertraining.ed2go.com/beaufortccc/>

Information Security Training



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

Association (ISACA)

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

Visit <https://careertraining.ed2go.com/beaufortccc/>

Cisco CCNA Certification Training



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

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

Visit <https://careertraining.ed2go.com/beaufortccc/>

Certified Information Security Manager (CISM)



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

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

Visit <https://careertraining.ed2go.com/beaufortccc/>

Process Technician

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

Visit <https://careertraining.ed2go.com/beaufortccc/>

Chemical Plant Operations

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

Visit <https://careertraining.ed2go.com/beaufortccc/>

Robotics Technician

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

Visit <https://careertraining.ed2go.com/beaufortccc/>

Maintenance Technician

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

Visit <https://careertraining.ed2go.com/beaufortccc/>

Tool and Die Maker

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

Visit <https://careertraining.ed2go.com/beaufortccc/>

Die Setter

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

Visit <https://careertraining.ed2go.com/beaufortccc/>

Quality Inspector

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

Visit <https://careertraining.ed2go.com/beaufortccc/>

Activity Director

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

Visit <https://careertraining.ed2go.com/beaufortccc/>

Certified Paralegal



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

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

Visit <https://careertraining.ed2go.com/beaufortccc/>

Food & Customer Service Skills Training

This online Food and Customer Service Skills Training course will prepare you for a career in food services, restaurants, and the hospitality industry.

Visit <https://careertraining.ed2go.com/beaufortccc/>

Freight Broker/Agent Training

This online course will prepare you to enter the freight/logistics industry and start your own freight broker business or become a freight agent.

Visit <https://careertraining.ed2go.com/beaufortccc/>

Restaurant Management

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

Visit <https://careertraining.ed2go.com/beaufortccc/>

Patient Care Technician



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

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

Visit <https://careertraining.ed2go.com/beaufortccc/>

Professional Recovery Coach

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

Visit <https://careertraining.ed2go.com/beaufortccc/>

Certified Professional Medical Auditor



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

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

Visit <https://careertraining.ed2go.com/beaufortccc/>

Certified Medical Administrative Assistant with Medical Billing and Coding



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

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

Visit <https://careertraining.ed2go.com/beaufortccc/>

Veterinary Assistant with Horse Care Management

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

Visit <https://careertraining.ed2go.com/beaufortccc/>

Veterinary Office Manager

Gain valuable knowledge to start a career on the non-clinical side of the veterinary clinic and prepare for advancing into office management.

Visit <https://careertraining.ed2go.com/beaufortccc/>



ed2go BUSINESS & SOFT SKILLS

Fundamentals of Supervision and Management (Ed2Go)

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

Leadership (Ed2Go)

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

Building Teams That Work

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

Managing Remote Teams

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

Mastering Public Speaking (Ed2Go)

Learn the secrets of effective public speaking and small group communication. Visit www.ed2go.com/beaufortccc/

Keys to Effective Communication (Ed2Go)

Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation.

Visit www.ed2go.com/beaufortccc/

Achieving Success with Difficult People (Ed2Go)

Learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors, or relatives.

Visit www.ed2go.com/beaufortccc/

Customer Service Fundamentals (Ed2Go)

Become indispensable to any organization by understanding how to identify and meet customer needs.

Visit www.ed2go.com/beaufortccc/

Skills for Making Great Decisions

Learn how to make excellent everyday decisions from an experienced counselor and life coach. This course will help you discover how to effectively deal with a crisis, how to use your emotions as decision-making tools, and how to work with others to make the most of every opportunity.

Visit www.ed2go.com/beaufortccc/

MOTORCYCLE SAFETY

Motorcycle Safety: Basic Rider Course, 2 Wheels

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

8:00 am – 5:30 pm	Sat. & Sun.	March 16 & 17	\$175	20 hrs.	46870	B15 101 & Driving Pad
8:00 am – 5:30 pm	Sat. & Sun.	April 13 & 14	\$175	20 hrs.	46871	B15 101 & Driving Pad
8:00 am – 5:30 pm	Sat. & Sun.	May 4 & 5	\$175	20 hrs.	46872	B15 101 & Driving Pad
8:00 am – 5:30 pm	Sat. & Sun.	June 8 & 9	\$175	20 hrs.	46873	B15 101 & Driving Pad

Motorcycle Safety: Basic Rider Course, 3 Wheels

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



8:00 am – 5:30 pm	Sat. & Sun.	March 16 & 17	\$99 (with support)	20 hrs.	46877	B11 27 & Driving Pad
8:00 am – 5:30 pm	Sat. & Sun.	April 13 & 14	\$99 (with support)	20 hrs.	46878	B11 27 & Driving Pad
8:00 am – 5:30 pm	Sat. & Sun.	May 4 & 5	\$99 (with support)	20 hrs.	46879	B11 27 & Driving Pad
8:00 am – 5:30 pm	Sat. & Sun.	June 8 & 9	\$99 (with support)	20 hrs.	46880	B11 27 & Driving Pad

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

AUTO BUSINESS

Owning and Operating an Automotive and Marine Detailing Small Business


Credential: Certified Detailer, International Detailing Association (IDA)

 This 16-week course is designed to teach students how to build a small business around automotive and marine detailing. The course is separated into five sections: building a business and finances, external automotive detailing, internal detailing, external marine detailing, internal seating marine detailing, and soft skills. The initial phase of the course will focus on teaching students how to start and structure a business to be successful. You will also learn knowledge and skills that can prepare you to take the IDA Phase I Certified Detailer exams.  Limited spaces available, enroll today and make waves in the world of automotive and marine detailing!

6:00 pm – 9:00 pm	Tues. & Thurs.	Jan. 22 – June 8	\$186.25	96 hrs.	46724	B7
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Auto Dealer Pre-License


Credential: Auto Dealer License; NC Division of Motor Vehicles

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

9:00 am – 12:00 pm	Mon.-Wed.	Feb. 5-7	\$75	12 hrs.	46728	Zoom
5:00 pm – 9:00 pm	Mon.-Wed.	Feb 19 - 21	\$75	12 hrs.	46729	Zoom
5:00 pm – 9:00 pm	Mon.-Wed.	Apr. 15 - 17	\$75	12 hrs.	46730	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. 1 – 2	\$75	6 hrs.	46731	Zoom
5:00 pm – 9:00 pm	Thur.-Fri.	Feb. 22 - 23	\$75	6 hrs.	46732	Zoom
5:00 pm – 9:00 pm	Thur.-Fri.	Apr. 18 - 19	\$75	6 hrs.	46733	Zoom

North Carolina Vehicle Safety Inspection


Credential: Vehicle Safety Inspection, NC Division of Motor Vehicles

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

8:00 am-5:00 pm	Sat.	Mar. 16	\$75	8 hrs.	46735	B 2 108
8:00 am-5:00 pm	Sat.	May 4	\$75	8 hrs.	46736	B 2 108

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

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


 **Credential: Commercial Driver's License Class-A, NC DMV**
The Entry Level Driver Training (ELDT) Truck Driver Training program will train students to drive a Class - A combination vehicle and prepare students for their pre-trip inspection, 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. Scholarship eligible.

This program is an online hybrid program, which involves weekly-required online assignments apart from weekly on-campus driving on the weekends. This course will include an emphasis on log truck driving with the potential to pursue post-course employment with a local logging company. This program is made possible through partnerships with Golden 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. 28 – June 1	\$241.25	384 hrs.	46711	B 11/15
Online, on-demand the rest of the week						
8:00 am-6:00 pm	Sat. & Sun.	May 19 – Sept. 14	\$241.25	384 hrs.	46713	B 11/15
Online, on-demand the rest of the week						

Hazmat

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

Online	April 14 – May 11	\$75	24 hrs.	46714	Online
Online	Aug. 4 – Aug 31	\$75	24 hrs.	46715	Online


HRD Pathways to CDL

 **Credential: CDL Class-A Permit**
This course provides study in areas of knowledge required by Federal Law for individuals who are seeking to obtain their Commercial Learner's Permit. Course will include multiple tests in General Knowledge, Air Brakes, and Combination Vehicle to help prepare individuals to pass the required exams. Upon completion, students will demonstrate knowledge in each subject required for the Commercial Learner's Permit. To obtain a Commercial Learner's Permit you must also: be 18 years old, possess a valid driver license, pass a DOT physical and obtain a medical certificate. For more information about the requirements for a CDL permit and CDL contact NC DMV.

6:00 pm – 9:00 pm	T/W/Th	Jan. 16 – 18	\$70	9 hrs.	46925	8/826
6:00 pm – 9:00 pm	M/T/W	April 29 – May 1	\$70	9 hrs.	46926	8/826

Are you a business that has experienced drivers that need to upgrade to Class-A or need additional CDL training? Do you need to add a Passenger Endorsement to your Class-B or Class-A? Contact Justin.Rose@Beaufortccc.edu to inquire about customizable CDL training courses.

Fleet Maintenance Technician (Diesel) with Class-A CDL License (Optional)


 **Credential: Get Ahead Diesel Certificates, Freightliner; Commercial Driver's License Class-A, NC DMV**
This course will introduce the basic components and systems necessary for a fleet maintenance technician, including the brake system, exhaust system, fuel system, lighting devices, steering mechanism, suspension, frame, tires, wheels and rims, and windshield wipers. An emphasis will be placed on safety and identifying potential problems before they become major repair issues. Upon completion of the course, students will be able to identify heavy truck components and systems and perform basic troubleshooting procedures. Students will have the option to complete the Federal Motor Carrier Safety Administration (FMCSA) Entry Level Driver Training (ELDT) requirements for CDL Class-A with the opportunity to test at the end of the class with a third-party examiner. Employers strongly recommend that technicians obtain their Class-A CDL. Students that choose to pursue the CDL portion of the class will need to bring the prerequisites below during the class.

Class A Optional: Students who want to complete the CDL Class-A lab at the end of class and test to obtain their Class-A CDL must purchase the textbook and provide the prerequisites at registration. 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).

6:00 pm - 9:00 pm/Online	Tue. & Thurs.	Jan. 22 – June 8	\$186.25	256 hrs.	46721	B7
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North Carolina Vehicle Escort Certification and Recertification

 **Credential: Escort Vehicle Certification, NC Division of Motor Vehicles**
This course is required for those who wish to escort large vehicles. Students must be either 21 years of age or be 18 to 21 years of age with a current Class-A license to attend. All students must have a driver's license that has been valid for at least 12 months. North Carolina Department of Transportation requires students to complete the National Safety Council Defensive Driving (DDC4) course as a component of the Escort Vehicle Certification. Contact BCCC for more information about the NSC Defensive Driving courses. This is only required for initial certifications and not for certification renewal. [Register & pay online.](#)

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

8:00 am-5:00 pm	Fri.	Feb. 9	\$75	8 hrs.	46726	B 8 826
8:00 am-5:00 pm	Fri.	May 10	\$75	8 hrs.	46727	B 8 826

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.](#)

8:00 am - 5:00 pm	Sat.	March 2	\$82.25	8 hrs.	46737	B11 15
8:00 am - 5:00 pm	Sat.	May 11	\$82.25	8 hrs.	46738	B11 15

THE BEAUFORT PROMISE SCHOLARSHIP GIVES RESIDENTS OF BEAUFORT, HYDE, TYRRELL, & WASHINGTON COUNTIES THE OPPORTUNITY TO EARN AN INDUSTRY-RECOGNIZED CREDENTIAL DEBT-FREE! WHAT ARE YOU WAITING FOR?

REAL ESTATE

With the exception of the Pre-License class, students will need to ensure that they have their valid Real Estate Broker number at the first date of class.

Real Estate – General Update

This four-hour mandatory course satisfies the continuing education requirements required by the NC Real Estate Commission. The General Update course is developed by the NC Real Estate commission each year. A copy of the student manual will be provided at the beginning of class.

6:00 pm – 10:00 pm	Tues.	Jan. 23	\$60	4 hrs.	46756	B8 828
6:00 pm – 10:00 pm	Tues.	Mar. 19	\$60	4 hrs.	46757	B8 828
8:00 am – 12:00 pm	Mon.	Mar. 25	\$60	4 hrs.	46758	B8 828
8:00 am – 12:00 pm	Mon.	May. 13	\$60	4 hrs.	46759	B8 828

Real Estate Finance Elective

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

6:00 – 10:00 pm	Thurs.	Jan. 25	\$60	4 hrs.	46760	B8 828
6:00 – 10:00 pm	Thurs.	March 21	\$60	4 hrs.	46761	B8 828
1:00 – 5:00 pm	Mon	March 25	\$60	4 hrs.	46762	B8 828
1:00 – 5:00 pm	Mon	May 13	\$60	4 hrs.	46763	B8 828

NOTARY

Notary Public Education

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

This 7-hour course is required for persons wanting to apply for commissioning as a Notary Public for the State of North Carolina. Various This 6-hour course is required for persons wanting to apply for Notary public commissions for the State of North Carolina. Various topics related to the duties of a notary public will be covered. Individuals should review the Notary qualifications list on the Secretary of State's web site located at: <https://www.sosnc.gov/notary/> prior to registering for class. Per NC Secretary of State Guidelines, students will have to pass an exam to complete the class requirements. Students will be required to show a state issued photo ID and their social security card on the first night of class. This is a requirement from the Secretary of State's office. A textbook, Notary Public Guidebook, is available in the BCCC Bookstore. Books will not be sold in class and should be purchased prior to class.

8:15 am – 4:15 pm	Sat.	Jan. 13	\$75	7 hrs.	46750	B8 829
8:15 am – 4:15 pm	Sat.	April 13	\$75	7 hrs.	46752	B8 829

E-Notary


This course is designed for instructional areas related to individuals who want to become commissioned as an electronic notary. Topics include legal, ethical and procedural requirements of the Notary Act set forth in the General Statute 10B Article 2. Upon completion of this course with a passing exam grade of 80%, a person is eligible to make application with the NC Secretary of State office. Individuals must have current notary commission to participate in E-notary training. [Register & pay online.](#)


8:15 am – 11:15 pm	Sat.	Feb. 3	\$75	3 hrs.	46751	B8 829
8:15 am – 11:15 pm	Sat.	May 11	\$75	3 hrs.	46753	B8 829



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

Nurse Aide-Hybrid

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

 **Textbook:** NC DHSR textbook is in the BCCC Follett Bookstore

Clinical: Hours are based on class schedule

*See Course prerequisites and requirements on the healthcare requirement chart

5:30 pm-8:30 pm	Seated every Tues. & Thur.	Jan. 16- May 9	\$205.25	160 hrs.	45900	B 12, 1212
Meets Saturdays Jan. 27, Feb. 24. and Apr. 27 from 9 am-5:30 pm						
9:00 am-5:00 pm	Seated every Mon. & Wed.	Jan. 22- Mar. 13	\$205.25	160 hrs.	45987	B 12, 1212
9:00 am-5:00 pm	Seated every Mon. & Wed.	Mar. 18 - May 13	\$205.25	160 hrs.	45988	B 12, 1212
9:00 am-5:00 pm	Seated every Tues.	Jan. 23 - May 7	\$205.25	160 hrs.	46110	B 12, 1212

Nurse Aide I Refresher

9:00 am-3:30 pm	Seated every Fri.	Feb. 9 – Mar. 22	\$126.25	42 hrs.	46126	B 12 1212
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NA II-Hybrid

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

Clinical: Hours will be based on the clinic site

*See Course prerequisites and requirements on the healthcare requirement chart


9:00 am-5:30 pm	Seated every Thurs.	Feb. 1 - Apr. 25	\$205.25	190 hrs.	45990	B 12, 1218
9:00 am-5:30 pm	Seated every Wed.	Feb. 7-June 12	\$205.25	190 hrs.	46800	B 12, 1218

Phlebotomy-Hybrid

 **Credential:** Phlebotomy Technician, American Society of Phlebotomy Technician

Phlebotomy is the skill of drawing blood from patients in hospital and clinical settings. This class can count as Credit for Prior Learning toward an AAS in Medical Laboratory Technology.

Textbook: Pearson Phlebotomy Handbook 10th Ed. ISBN-13 – 9780134709321 eText: ISBN-13: 9780134720050

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

*See Course prerequisites and requirements on the healthcare requirement chart

9:00 am-1:00 pm	Seated every Mon.	Jan 22 – May 6	\$205.25	240 hrs.	46111	B 2, 126 A
4:00 pm-8:00 pm	Seated every Wed.	Jan 24 – May 8	\$205.25	240 hrs.	46118	B 2, 126 A

Community Health Worker-Hybrid

 **Credential:** Community Health Worker, NCDHHS Community Health Worker

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

Prerequisite: High School diploma or High School Equivalency.

Textbook: ISBN-13 978-0942364101

9:30 am - 12:30 pm	Seated every Mon. and Th.	Feb. 26 – May 16	\$205	96 hrs.	46321	B8 0826
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Registered Medical Assistant-Hybrid Part I

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

Registered Medical Assistants perform both administrative/clerical and medical duties in a healthcare facility. Because they can perform a variety of skills, Registered Medical Assistants are valuable to family clinics and specialized clinics, such as cardiology, gastroenterology, and dermatology. RMAI Hybrid consists of online instruction on Blackboard and meeting weekly in person.

Part 2 builds on the foundations of Part 1 for additional instructional time to learn medical assisting procedures. The student will learn tasks such as phlebotomy, cleaning and dressing wounds, administering injections, and collecting specimens.

Textbook: Pearson Comprehensive Medical Assisting 5th Ed. with My Lab ISBN-13: 9780135730072, SimChart for the Medical Office, 1st Ed. ISBN: 9780323241953, Medical Terminology Made Simple: Easily Learn, Memorize, & Pronounce Medical Terms. ISBN: 9798886087956

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

*See Course prerequisites and requirements on the healthcare requirement chart

9:00 am-12:00 pm	Seated every Tue.	March 5– Sept. 3	\$205.25	390 hrs.	46615	B 2, 115
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Central Sterile Processing Technician -Hybrid

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

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

Textbook: The Basics of Sterile Processing Textbook 7th edition

Clinical: Hours are based on class schedule

*See Course prerequisites and requirements on the healthcare requirement chart

5:00 pm-7:00 pm	Seated every Tues. & Thur.	March 19 - June 4	\$205.25	260 hrs.	46943	B 2, 126A
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Healthcare courses continued on p. 26.

Medical Terminology, Billing and Coding-Online**Credential: Certified Professional Coder (CPC)**

Earn a medical billing and coding certification completely online with these three courses designed to prepare students for the CPC exam through AAPC. The first course offered is Medical Terminology January 15 – May 6 followed by Medical Billing May 6 – August 26 and Medical Coding August 26 - December 16. Only 46030 and 46032 are scholarship eligible.

Textbook: Medical Language for Modern Health Care 5th Ed. 13: 9781264111138

Medical Terminology

Online	Online	Jan.15 – May 6	\$185	144 hrs.	45977	Online
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Billing

Online	Online	May 6 – Aug. 26	\$185	160 hrs.	46030	Online
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Coding

Online	Online	Aug. 26 - Dec.16	\$185	160 hrs.	46032	Online
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EKG Technician/Cardiovascular Monitor Technician-Hybrid Part I**Credential: EKG Technician, American Society of Phlebotomy Technicians.**

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

Textbook: KISS EKG Keeping It Super Simple EKG ISBN-13979-8837719394

* Calipers-\$10 (*approx. cost)

*See Course prerequisites and requirements on the healthcare requirement chart

12:00 pm - 2:00 pm	Tue. & Thurs.	Feb. 13- April 18	\$191	134 hrs.	46039	Online
10:00 am-6:00 pm	Seated	Feb. 13, Tues.				B 8, 826

EKG Technician-Clinical Part II**Credential: EKG Technician, American Society of Phlebotomy Technicians.**

Seated Mon. 9:00 am-3:00 pm	April 22 & May 20	\$199.25	106 hrs.	46054	B 2,115/8,826
Clinical April 23-May 17					

Clinical: Hours will be based on the clinic site

*See Course prerequisites and requirements on the healthcare requirement chart

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

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

Textbook: Mosby's Pharmacy Technician, 6th Ed. 9780323734073 eText: 9780323765145

*See Course prerequisites and requirements on the healthcare requirement chart

6:00 pm-9:00 pm	Seated every Mon.	Jan. 29– May 6	\$205.25	240 hrs.	46128	B 8, 826
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BLS CPR for Healthcare Providers**Credential: BLS CPR for Health Care Providers, American Heart Association**

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

Textbook: Basic Life Support Provider Manual: ISBN 9781616694074

9:00 am-1:00 pm	Tues.	Jan. 23	\$46	4 hrs.	45679	B 8, 826
9:00 am-1:00 pm	Tues.	March 19	\$46	4 hrs.	45680	B 8, 826
5:30 pm-9:30 pm	Tues.	Feb. 20	\$46	4 hrs.	45678	B 8, 826
5:30 pm-9:30 pm	Tues.	Apr. 9	\$46	4 hrs.	45681	B 8, 826

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

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

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

9:00 am-1:00 pm	Tues.	Feb. 6	\$60	4 hrs.	45682	B 8, 826
5:30 pm-9:30 pm	Tues.	March 5	\$60	4 hrs.	45683	B 8, 826

AMERICAN HEART ASSOCIATION CPR TRAINER

BCCC is an AHA Training Center. If you are current AHA instructor and would like to align with us or become an instructor, you can contact Jane Sobotor, AHA Coordinator, at jane.sobotor@beaufortccc.edu for more information. or visit our AHA webpage at

www.beaufortccc.edu/continuing-education/workforce-programs/bccc-aha-tc



**American
Heart
Association®**

life is why™



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

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

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

Uniform

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

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

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

Hybrid Classes

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



Mandatory Healthcare Orientation

When registering for NAI, NAII, Phlebotomy, RMA, CSPT, or EKG class, you will need to register and attend one of the mandatory information sessions listed below. Sessions will be held in the B8 Auditorium.

Tues., Jan. 9 10:00 am-11:30 am 46066
Thurs., Jan. 11 6:30 pm -8:00 pm 46067





Emergency Medical Technician (Hybrid) – Beaufort Co. Campus

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



6:30 pm-9:30 pm Mon. & Wed. Jan. 17 – May 11 \$223.25 288 hrs. 46764 B 2-115

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

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

6:30 pm-9:30 pm Tue. & Thurs. Jan. 18 – May 11 \$223.25 288 hrs. 46765 BWCC Auditor.

**Emergency Medical Responder– Beaufort Co. Campus**

 **Credential:** EMR, NC Office of Emergency Medical Services
 Join our Emergency Medical Responder (EMR) course to become a vital first responder in critical situations. This comprehensive training equips you with the essential skills and knowledge to confidently assess, stabilize, and assist patients in emergencies. Learn to save lives and make a real difference in your community as an EMR! Upon successful completion, you will be allowed to take the NC State Certification exam. Schedule with Saturday classes can be requested by contacting BCCCS EMS Programs.

7:00 pm– 10:00 pm Mon., Thurs. Jan. 8 – April 6 \$187.25 115 hrs. 46771 B 15-1502
 Various hours Select Saturdays

EMT Refresher

This course will cover all of the NCCR topics and accounts for 80 hours needed for 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 and skills assessment in the sim lab on campus. 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 Saturday Online Jan. 15 – March 11 \$186.25 80 hrs. 45292 Online/B 1502

Paramedic Refresher

This course will cover all of the NCCR topics and accounts for 120 hours needed for 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 and skills assessment in the sim lab on campus. This date will be given to all students during the first week of class. Students can use any paramedic textbook for reference.

Online & TSOP Saturday Online Jan. 15 – April 15 \$186.25 120 hrs. 45293 Online/B 1502

See our training calendar and other information at www.beaufortccc.edu/ems

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

Community Health Paramedicine (CP-C)



Credential: Community Paramedic, International Board of Specialty Certification

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

Online & 1 Saturday (4/13) Jan. 29 – April 14 \$186.25 115 hrs. 46766 B 15-1502

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 International Board of Specialty Certifications (IBSC). The course also serves as continuing education credit for current credentialed FP-C, CCP-C, and other critical care providers. The course uses material from the 3rd Edition Critical Care Transport by AAOS. The instructor will hold a mandatory initial web meeting during the first week of class.

Online Online Feb. 5 – April 21 \$185 72 hrs. 46768 Online

EMT to Paramedic – Next course will start January 31st!



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

To receive email updates regarding upcoming classes and events in the EMS Training Program, subscribe now at www.beaufortccc.edu/ems-list

LAW ENFORCEMENT

See our training calendar and other information at www.beaufortccc.edu/law

Basic Law Enforcement Training



Credential: Basic Law Enforcement, NC Dept. of Justice



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

Prerequisite requirements: High School Diploma/Equivalency, 20+ years of age, no major misdemeanors or felony convictions, a passing score on the CASAS reading exam, and a physician's certification of fitness completed by an NC doctor. Sponsorship by a North Carolina Law Enforcement Agency is required to waive the registration fee. Costs of the program include a \$191.25 registration fee, textbook bundle \$650 (estimated), uniforms \$150 (estimated).

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

8:00 am-5:00 pm Mon.-Fri. Jan 8 – May 11 \$191.25 45291 B 10 10-32

Some Saturdays and evenings required

Admissions Information Sessions with the BLET Administrator will be held on Nov. 15 & Dec.13 in B 10B from 6:00-7:00 pm.

ENC Leadership Academy: Change Management



BCCC would like to introduce an on-line leadership development opportunity developed in conjunction with MilCo Training Solutions.

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

Administrative Leadership Courses (ALC)

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

Online Mon. - Sun.

March 4-April 28

Field Leadership Courses (FLC)

- Leadership for the Front-line Leader
- Servant Leadership
- Ethical Leadership
- Coaching, Mentoring & Developing Team Members

\$125 (fee waived for LEOs) 40 hrs. 46012 Online

To receive email updates regarding upcoming classes and events in the BCCC Law Enforcement Training Program, subscribe now at www.beaufortccc.edu/law-list

Fire Service Training

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

If you have any questions about a class or wish to schedule one, contact Ray Harris, Fire & Emergency Management Director at (252)940-6363 or ray.harris@beaufortccc.edu or Jonathan Patterson, Fire & EM Training Coordinator, at jonathan.patterson@beaufortccc.edu.

Inner Banks Fire Academy Information Session

These Q & A sessions are designed to allow students to receive information about the upcoming Inner Banks Fire Academy held annually on the campus of Beaufort CCC. The academy is designed to allow the potential Firefighter/EMT Cadet to finish there NC. Firefighter, EMT, Haz Mat Responder and E.V.D. The cadet must attend one of the two sessions. Emergency Service exempt.

19:00 - 22:00	Mon.	Jan. 8	\$70 if not exempt	3 hrs.	45978	B 15, 1501
19:00 - 22:00	Mon.	Feb. 5	\$70 if not exempt	3 hrs.	45979	B 15, 1501

Inner Banks Fire Academy

Credential: N.C. O.S.F.M (FIP-3030) R. Harris, J. Patterson

The Inner Banks Fire Academy offers individuals who wish to attain the skills necessary for employment as a firefighter. The academy is a rigorous and challenging course of study consisting of 700 plus hours. Students should be in proper physical shape and able to complete the following, climb 4 flights of stairs carrying a pack weighing approximately 40 pounds, and drag 165-pound mannequin 75 feet. The Cadet has to be high school or G.E.D. Graduate and no previous criminal history. (Emergency services exempt)

Academy graduates will receive the following credentials:

- Firefighter
- Emergency Medical Technician Basic - EMT
- HAZMAT Level One Responder- Hazardous material
- Emergency Vehicle Driver (EVD)
- Incident command system (ICS)
- Safety and Survival
- Resume and Interview Skills

18:00 - 22:00	Mon.-Thurs.	March 4-Nov. 8	\$70 if not exempt	432 hrs.	45983	B 15 1501
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N.C. O.S.F.M. Written Test Instructor Qualification School

Credential: N.C. O.S.F.M N.C. O.S.F.M Staff


Q School will begin Monday morning and continue into Wednesday. Qualifications and Certifications Offered at Written Exam Q School. (Emergency Services Exempt)

- Airport Firefighter
- Driver Operator EVD, Pumps, Aerials, & MWS
- Fire and Life Safety Educator, I, II & III
- Fire Officer I & II
- Instructor I & II
- Marine Firefighter
- Rescue Officer
- Fire Arson Certification
- Reciprocity exams

08:00- 17:00	Mon.-Wed.	Feb. 26 - 28	\$70 if not exempt	24 hrs.	45982	B 15 1501
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Inner Banks Extrication Weekend

 The Inner Banks Extrication Weekend allows students to learn from nationally recognized instructors. These training sessions concentrate on the fundamentals necessary to handle complex extrication scenes. Participants with practical information, new skills, and a better understanding of winching, rigging, moving, and lifting in various vehicle extrication scenarios. This session will include rigging, winching, lifting bags, stabilization equipment, etc., to demonstrate and practice these skills. Advanced tactics that are not used on a routine basis, but when needed are invaluable. These tactics include floor pushes, inverted patient removal, tunneling, etc. Emphasis will be placed on scenario-based training. Class limited to 100 students. Lunch provided Sat. and Sun. (Emergency services exempt)

19:00-22:00	Fri.	March 22	\$30 (\$100 if not exempt)	20 hrs.	45984	B 15 1501
08:00-17:00	Sat.-Sun.	March 23-24				

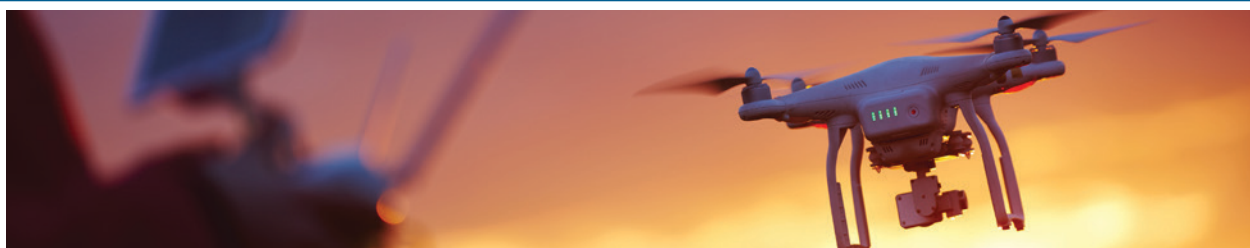
Hazards Material Tech.

Credential: N.C. O.S.F.M. O.S.F.M. Staff

 NFPA 1072, 2017 Standard for Hazardous Materials/ Weapon of Mass Destruction Emergency Response Personnel Professional Qualifications, Chapter 7. After successful completion of this course candidates will receive the Hazardous Materials Technician Fire and Rescue Commission IFSAC Certification. NFPA1072 Hazardous Materials Technician is also eligible for recipients to gain ProBoard accreditation. To gain ProBoard accreditation, applicant must complete the ProBoard application under 'Certifications' on their OSFM 24 profile. The candidate must be at least 18 years of age. The candidate must have a high school diploma or equivalent (i.e., GED) TIMS (FIP 7000) Hazardous Materials Level 1 Responder 2013 Edition/ Hazardous Materials Operations 2017 certified. Successful completion of Chemistry of Hazardous Materials. (Proof must be provided and approved prior to start date) Class limited to 40 students. (Emergency Services Exempt)

08:00-17:00	Mon.- Fri.	April 8-12, 22-26	\$70 if not exempt	106 hrs.	45985	B 15 1501
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See our fire training calendar and other information at www.beaufortccc.edu/fire-training



DRONES

Commercial Drone License Prep

Credential: Remote Pilot Certificate (Part 107), Federal Aviation Administration

 In this class, you'll receive expert guidance on the Federal Aviation Administration's (FAA) Part 107 requirements, rules, and regulations governing commercial drone operations. Our experienced instructors will lead you through a structured curriculum covering airspace regulations, safety procedures, and aeronautical knowledge to ensure you are well-prepared for the Part 107 exam. By the end of this course, you'll be equipped with the knowledge and confidence needed to earn your commercial drone license and pursue various professional opportunities in the rapidly growing drone industry. [Register & pay online.](#)

5:00 pm - 9:00 pm	Tues. & Thurs.	Jan. 2 - 23	\$130	28 hrs.	46936	B8 829
8:00 am - 4:00 pm	Mon.-Thurs.	Jan. 8 - 11	\$130	29 hrs.	46937	B8 828
8:00 am - 4:00 pm	Mon.-Thurs.	Jan. 16 - 19	\$130	29 hrs.	46938	B8 828
5:00 pm - 9:00 pm	Tues. & Thurs.	Feb. 20 - March 19*	\$130	28 hrs.	46939	B8 823
5:00 pm - 9:00 pm	Tues. & Thurs.	April 9 - 30	\$130	28 hrs.	46940	B8 828
5:00 pm - 9:00 pm	Tues. & Thurs.	May 7 - 28	\$130	28 hrs.	46941	B8 828

*no class the week of March 4

Drone Pilot Training

In this hands-on course from start to finish, you will learn the fundamentals of drone flight, including navigation, safety protocols, and flying techniques. Our experienced instructor, Ben Poulin, will guide you through real-world scenarios, allowing you to hone your piloting skills and gain confidence in aerial maneuvers. By the end of this course, you'll be proficient in flying drones for various applications, from photography and videography to surveying and inspection, opening doors to a wide range of career opportunities in this dynamic industry.

A Part 107 License is not required for this course. [Register & pay online.](#)

8:00 am - 2:00 pm*	Sat.	Jan. 20 - Feb. 24	\$130	40 hrs.	46933	B8 828
8:00 am - 2:00 pm*	Sat.	March 9 - April 20	\$130	40 hrs.	46934	B8 828
8:00 am - 2:00 pm*	Sat.	April 27 - June 1	\$130	40 hrs.	46935	B8 828

*(last two Sat. until 4 pm)

XELEVATE

Xelevate's Drone/UAS training center at Washington-Warren "Drone-Smart" Airport in Washington, NC, offers top-notch UAS training and testing services. From immersive courses and certificates to extensive facilities, they provide a safe and comprehensive environment for companies, agencies, and individuals to explore the world of unmanned aerial systems. Join them for hands-on training and access to a vast, secure airspace to take your UAS skills to new heights! Visit <https://www.beaufortccc.edu/continuing-education/workforce-programs/drone-unmanned-aerial-systems-training>



SMALL BUSINESS CENTER

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

- **One-on-one business counseling, which provides an evaluation to determine immediate needs.**
- **Resources to assist with preparation of paperwork necessary to obtain financing for a qualified new business or expansion of an existing business.**
- **Assistance for owners of existing businesses seeking information and direction. To make an online request for counseling complete the online form at www.beaufortccc.edu/sbc**

**Business Counseling**

Are you thinking of starting a new business or looking to grow an existing one? BCCC Small Business Center offers free and confidential expert small business counseling services! For details, call Jack Dugan at (252) 940-6306 or Katelyn Thomas at 940-6296.



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

**Small Business Center Core Curriculum**

Students who complete all five classes will receive a certificate of completion. Required to enter Seed & Sow Startup Contest.

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? [Register online.](#)

6:00 pm - 8:00 pm

Mon.

Jan. 8

Free

2 hrs.

B8, 828 + Online

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. [Register online.](#)

6:00 pm - 8:00 pm

Mon.

Jan. 22

Free

2 hrs.

B8, 828 + Online

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. [Register online.](#)

6:00 pm - 8:00 pm

Mon.

Feb. 5

Free

2 hrs.

B8, 828 + Online

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. [Register online.](#)

6:00 pm - 8:00 pm

Mon.

Feb. 19

Free

2 hrs.

B8, 828 + Online

Recordkeeping & Taxes in 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? [Register online.](#)

6:00 pm - 8:00 pm

Mon.

March 4

Free

2 hrs.

B8, 828 + Online

The Suite Life Workshop for Hair Stylists, Barbers and Beauty Professionals

This workshop will guide licensed professionals in the Barbering, Cosmetology, Esthetician, Nail Technician, and Natural Hair Care industry through the process of starting their own business. Clients will have an opportunity to learn about finding a salon space, legitimizing the business, managing finances, purchasing supplies and products, branding, appointment scheduling, web presence, and tax preparation season. Upon completion, each licensed professional will receive a workshop completion certificate from The Suite Life with 4 CEU's to keep for their records. [Register online.](#)

9:00 am - 1:00 pm

Mon.

Jan. 22

Free


4 hrs.

Online Only




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

YouTube Academy for Small Business Owners: Certificate Program

 On Campus Only. Full day in-person YouTube and video training for small business owners that will receive a certificate of completion at the end of the training. Must stay for entire class to receive certificate. Covers: 1. The Basics of YouTube for Business Owners. 2. How to Shoot Popular YouTube Videos and Shorts. 3. How to Edit a YouTube Video or Short to Get Views. 4. How to gain more business and become "YouTube Famous". [Register online.](#)

9:00 am - 3:00 pm	Thurs.	Feb. 8	Free	6 hrs.	B8, 828
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Content Marketing: What's Working Now for Small Business?

 Just keeping up with your social media isn't enough. The free ride is over! To be successful, you need to be ALL IN. We'll be talking about what works and what doesn't for small businesses in this roundtable-style gathering. Then, we'll brainstorm creative ideas to move us forward! [Register online.](#)

3:00 pm - 6:00 pm	Tues.	Feb. 20	Free	3 hrs.	B8, 828 + Online
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Win Startup Funds!

A small business learning and planning process culminating in a "pitch contest", where qualifying entrepreneurs compete to win cash awards, to help fund their small business startup or expansion idea! Qualifying competitors would be required to complete all SCB Core Workshops, attend five (1-hour) counseling sessions with the BCCC SBC Director, and complete a formal business plan. Register online for more details. The contest will take place April 13, 2024. Coursework & counseling is underway. Only open to Beaufort, Hyde, Tyrell, and Washington County entrepreneurs. Register online at www.beaufortccc.edu/sbc



FIREARMS

Handgun Introduction

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

6:00 pm-9:00 pm	Wed.	Jan. 17	\$43.50	3 hrs.	46016	B 10B-102
6:00 pm-9:00 pm	Wed.	March 27	\$43.50	3 hrs.	46017	B 10B-102
6:00 pm-9:00 pm	Wed.	May 15	\$43.50	3 hrs.	46018	B 10B-102

Concealed Carry Handgun (CCH) Training

Class covers laws governing the use of deadly force, concealed carry statute, & other relevant issues. Class covers the fundamentals of gun operation, personal protection with the use of a handgun, gun safety, ammunition, and shooting techniques. A copy of a record check from the Clerk of Court 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. 17	\$76.25	10 hrs.	46014	B 10B-102
8:00 am-7:00 pm	Sat.	April 20	\$76.25	10 hrs.	46015	B 10B-102

COFFEE CUP CLASSES

We are partnering with The Main Cup at 210 W. Main Street to provide activities in Downtown Washington. We have three offerings this semester, and all are designed to give students an enjoyable experience in cozy surroundings. Every session includes coffee or a soft drink and a baked goodie. Join us please!



Chess, The Queen's Gambit

Whether you are a brand-new player or just want to improve your game, this class will serve you. Everyone will leave knowing the popular opening move, The Queen's Gambit. And everyone will enjoy four days at our chess boards with Anthony Arcangeli, a seasoned chess instructor. [Register & pay online.](#)

6:00 pm - 8:00 pm	Thurs.	Feb. 8 - Feb. 29	\$40	8 hrs.	46884	210 W Main St. Wash.
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The Birth of Motown

Join BCCC Music Instructor Chris Campbell and he describes those incredible days in Detroit when a local sound evolved into a national phenomenon. He will share history, and he will share music. Please feel free to get up and dance! [Register & pay online.](#)

6:00 pm - 8:00 pm	Thurs.	March 14	\$10	2 hrs.	46885	210 W Main St. Wash.
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The Garden and Interior Decoration

If this sounds a little off-beat, well, that's because it is. Clay Carter will lead a discussion of our desire to bring garden and natural themes into our homes. Please bring your favorite example of this practice, and we will have a light-hearted look at some beautiful interiors and objects. We will also talk about good gardening practices for Spring time. [Register & pay online.](#)

6:00 pm - 8:00 pm	Thurs.	March 28	\$10	2 hrs.	46886	210 W Main St. Wash.
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Pottery

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

[Register & pay online.](#)

**All Level Pottery Classes:**

9:00 am – 12:00 pm	Mon.	Jan. 22 – Feb. 12	\$110	12 hrs.	46835	Marketplace at Olives
1:00 pm – 4:00 pm	Mon.	Jan. 22 – Feb. 12	\$110	12 hrs.	46836	Marketplace at Olives
6:00 pm – 9:00 pm	Mon.	Jan. 22 – Feb. 12	\$110	12 hrs.	46837	Marketplace at Olives
1:00 pm – 4:00 pm	Tues.	Jan. 23 – Feb. 13	\$110	12 hrs.	46838	Marketplace at Olives
9:00 am – 12:00 pm	Wed.	Jan. 24 – Feb. 14	\$110	12 hrs.	46839	Marketplace at Olives
4:30 pm – 7:30 pm	Wed.	Jan. 24 – Feb. 14	\$110	12 hrs.	46840	Marketplace at Olives
9:00 am – 12:00 pm	Mon.	Feb. 19 – March 11	\$110	12 hrs.	46841	Marketplace at Olives
1:00 pm – 4:00 pm	Mon.	Feb. 19 – March 11	\$110	12 hrs.	46842	Marketplace at Olives
6:00 pm – 9:00 pm	Mon.	Feb. 19 – March 11	\$110	12 hrs.	46843	Marketplace at Olives
1:00 pm – 4:00 pm	Tues.	Feb. 20 – March 12	\$110	12 hrs.	46844	Marketplace at Olives
9:00 am – 12:00 pm	Wed.	Feb. 21 – March 13	\$110	12 hrs.	46845	Marketplace at Olives
4:30 pm – 7:30 pm	Wed.	Feb. 21 – March 13	\$110	12 hrs.	46846	Marketplace at Olives
9:00 am – 12:00 pm	Mon.	March 18 – April 15	\$110	12 hrs.	46847	Marketplace at Olives
1:00 pm – 4:00 pm	Mon.	March 18 – April 15	\$110	12 hrs.	46848	Marketplace at Olives
6:00 pm – 9:00 pm	Mon.	March 18 – April 15	\$110	12 hrs.	46849	Marketplace at Olives
1:00 pm – 4:00 pm	Tues.	March 19 – April 16	\$110	12 hrs.	46850	Marketplace at Olives
9:00 am – 12:00 pm	Wed.	March 20 – April 17	\$110	12 hrs.	46851	Marketplace at Olives
4:30 pm – 7:30 pm	Wed.	March 20 – April 17	\$110	12 hrs.	46852	Marketplace at Olives
9:00 am – 12:00 pm	Mon.	April 29 – May 20	\$110	12 hrs.	46853	Marketplace at Olives
1:00 pm – 4:00 pm	Mon.	April 29 – May 20	\$110	12 hrs.	46854	Marketplace at Olives
6:00 pm – 9:00 pm	Mon.	April 29 – May 20	\$110	12 hrs.	46855	Marketplace at Olives
1:00 pm – 4:00 pm	Tues.	April 30 – May 21	\$110	12 hrs.	46856	Marketplace at Olives
9:00 am – 12:00 pm	Wed.	May 1 – May 22	\$110	12 hrs.	46857	Marketplace at Olives
4:30 pm – 7:30 pm	Wed.	May 1 – May 22	\$110	12 hrs.	46858	Marketplace at Olives

Advanced Level Pottery Classes:

9:00 am – 12:00 pm	Tues.	Jan. 23 – Feb. 13	\$110	12 hrs.	46831	Marketplace at Olives
9:00 am – 12:00 pm	Tues.	Feb. 20 – March 12	\$110	12 hrs.	46832	Marketplace at Olives
9:00 am – 12:00 pm	Tues.	March 19 – April 16	\$110	12 hrs.	46833	Marketplace at Olives
9:00 am – 12:00 pm	Tues.	April 30 – May 21	\$110	12 hrs.	46834	Marketplace at Olives

Welding for Fun

Have you ever thought about all the cool things you could make if only you knew how to weld? Well, here is your chance to find out how. We have all the supplies you will need, and the safety equipment too. Just join this class and you will learn the basics of Mig (GMAW), Tig (GTAW), and stick (SMAW) welding. We will also focus on welding machines appropriate for home use. By the end of 6 sessions you will have made your own art project to keep. [Register & pay online.](#)

6:00 pm – 8:30 pm	Wed.	Jan. 31 – March 6	\$180	15 hrs.	46888	B4 112
6:00 pm – 8:30 pm	Wed.	March 20 – May 1	\$180	15 hrs.	46889	B4 112

Stained Glass Workshops

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

6:00 pm – 9:00 pm	Thur.	Feb. 8	\$60	3 hrs.	46896	B8 829
6:00 pm – 9:00 pm	Thur.	March 7	\$60	3 hrs.	46897	B8 829
6:00 pm – 9:00 pm	Thur.	March 28	\$60	3 hrs.	46898	B8 829
6:00 pm – 9:00 pm	Thur.	April 25	\$60	3 hrs.	46899	B8 829

Spring Wreath Workshops

Create three different wreaths to grace your door in these workshops provided by Inspired Door Designs. In February we will create an everyday/multi-season wreath. March's workshop features a Bunny design, and in April we will follow a Bee theme. Each participant will create a mesh wreath to carry home, along with an instruction sheet for making future projects. All skill levels are welcome. All materials and tools will be provided. [Register & pay online.](#)

6:00 pm to 9:00 pm	Thurs.	Feb. 22	\$65	3 hrs	46904	B8 826
6:00 pm to 9:00 pm	Tues.	March 19	\$65	3 hrs	46905	B8 826
6:00 pm to 9:00 pm	Thurs.	April 18	\$65	3 hrs	46906	B8 826



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. 22 – Feb. 26	\$35	9 hrs.	46821	B10 12MPR
6:00 pm - 7:30 pm	Mon.	Jan. 22 – Feb. 26	\$35	9 hrs.	46822	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.	March 11 – April 22	\$35	9 hrs.	46823	B10 12MPR
6:00 pm - 7:30 pm	Mon.	March 11 – April 22	\$35	9 hrs.	46824	B10 12MPR
9:30 am - 11:00 am	Mon.	April 29 – May 20	\$25	6 hrs.	46825	B10 12MPR
6:00 pm - 7:30 pm	Mon.	April 29 – May 20	\$25	6 hrs.	46828	B10 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. 23 – Feb. 27	\$50	9 hrs.	46829	B4 Lobby
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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.	March 12 – April 23	\$50	9 hrs.	46830	B4 Lobby
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MUSIC

Learn to Play Guitar

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

6:00 pm - 8:30 pm	Tues.	Feb. 13 – March 12	\$75	15 hrs.	46894	B3 127
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Learn to Play Banjo

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

[Register & pay online.](#)

6:00 pm - 8:30 pm	Thurs.	Feb. 8 – March 14	\$75	15 hrs.	46895	B3-127
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PERFORMING ARTS

Intro to Performing and Visual Arts

BCCC is proud to partner with the new Beaufort Performing Arts Collective to provide art classes and events on our campus. Our first collaboration was a fun and informative success. We will continue to explore theater arts such as acting, directing, stage management, musical theater and film making. We invite everyone who has an interest in community theater to join us. During Spring 2024, BPAC will host a class in our auditorium to train new and returning theater folks. The class is called BPAC Intro to Performing and Visual Arts. We will feature two performances this semester. On Feb 13, BPAC will offer "Letters of Love." On May 24 & 25, we will offer a capstone showcase. They will incorporate a play with independent film, music, and dancing! There is something for anyone who likes theater, and we hope you'll join us.

[Register & pay online.](#)

6:00 pm - 8:00 pm	Tues.	Jan. 16 – May 21	\$20	36 hrs.	46887	B8 801 Auditorium
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Cooking involves all the senses. That's what makes our cooking classes so much fun. Students cook beside our chefs, and they experience the wonderful sensory experience of making delicious food. Recipes can be replicated at home remembering the aromas, textures, sights, sounds, and tastes from the BCCC kitchen. Please join us for an evening of professional instruction and fine dining. To help us include as many cooks as possible, please let us know if you can't attend. Groceries are expensive! Students who withdraw less than 48 hours before class will not be refunded. Thanks for understanding.



More Homemade Tortillas

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

6:00 pm - 9:00 pm	Mon.	Jan. 22	\$50	3 hrs	46907	B8 830
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Valentine's Day with Chef Paul

Practice the menu you can replicate for your sweetheart and others you love on this special day. Cupid will approve of this menu: Tomato, Avocado, and Marinated Shrimp, Steak Diane, Thyme Fondant Potatoes, Zucchini-Carrot Puff Pastry Roses, Raspberry Chocolate Ganache Tart. [Register & pay online.](#)

6:00 pm - 9:00 pm	Thur.	Feb. 8	\$60	3 hrs	46908	B8 830
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Oysters with Chef Stephen

Good salty oysters right from the sound can't be beat. Join Chef Stephen Tubaugh and learn to make traditional oyster stew (both cream based and broth based), the crispiest fried oysters, and elegant Miso Oysters. Anita will make us Quick Key Lime Tarts. [Register & pay online.](#)

6:00 pm - 9:00 pm	Tues.	Feb. 20	\$60	3 hrs	46909	B8 830
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Baking Old Fashioned Favorites

Culinary students have expressed a desire for learning some of the vintage recipes they enjoyed in times gone by. We have looked through community cookbooks to find some tasty vintage baked items, and we've even included an updated savory casserole. We'll make and enjoy Quick Lemon Pudding, Coconut Macaroons, New England Hermit Bars, Savory Croissant Breakfast Casserole, Chocolate Silk Pie, Orange Slice Cake, and Molasses Pudding. It's going to be a busy class, and delicious! [Register & pay online.](#)

6:00 pm - 9:00 pm	Tues.	March 12	\$45	3 hrs	46910	B8 830
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A Good Chop with Chef Jamie

Jamie Davis of The Hackney in Downtown Washington will share skills in our kitchen. Expect delicious food! Our menu is: Bright Tomato Salad, Fennel Rubbed Pork Chops, Cauliflower Puree topped with Herb Salad, Wine Poached Pears with Vanilla Sauce. [Register & pay online.](#)

6:00 pm - 9:00 pm	Mon.	March 18	\$60	3 hrs	46911	B8 830
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A Tapas Party

Join Chef Paul Cyr and BCCC Spanish Instructor Anna Leary to explore the new cuisine of Spanish Tapas with small dishes like: Empanadillas, Albondigas, Tortillas, Croquettes, Piquillo Peppers, Patas, Pinchos, and more. Each team of two will create two dishes to share with the class. We'll make 12 Tapas to enjoy, and Anna will describe her youth in a small town near Madrid. [Register & pay online.](#)

6:00 pm - 9:00 pm	Thur.	March 28	\$60	3 hrs	46912	B8 830
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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 Spring and Summery pasta dishes for all to enjoy. [Register & pay online.](#)

6:00 pm - 9:00 pm	Thur.	April 11	\$50	3 hrs	46913	B8 830
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Salad for Supper

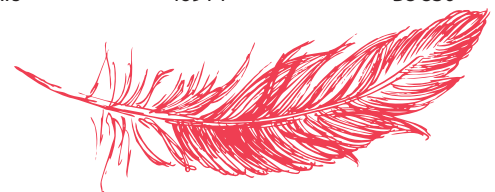
There are those Spring and Summer evenings when you just don't want to turn on your stove. We will create six big salads to satisfy every diner at your table. Some will include meat (don't tell them it's a rotisserie chicken) or shrimp. Others will be vegetarian. All will include lots of refreshing greens and vegetables. [Register & pay online.](#)

6:00 pm - 9:00 pm	Tues.	April 23	\$45	3 hrs	46924	B8 830
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Crabs, Shrimp, & Fish

Summer is the time for fresh local seafood fried to crisp and tender perfection. If anyone knows how to turn out a fried seafood meal, it is Chef Stephen Tubaugh. We'll fry soft shell crabs, shrimp, and in-season fish to start our feast. Expect some of Anita's Overnight Slaw, New Potato Salad, and of course, Bill Smith's Atlantic Beach Pie. What a great end to our cooking semester! [Register & pay online.](#)

6:00 pm to 9:00 pm	Thur.	May 9	\$65	3 hrs	46914	B8 830
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Look for this logo for scholarship-eligible classes. These courses are free or you may qualify to have the fee for this class covered.

Waterfowl Taxidermy

We are proud and pleased to offer this opportunity to learn foundational taxidermy skills. Over the course of eight sessions, students will prepare a flying mount of a duck which they bring to class. The duck should be frozen whole, and we will begin our mount on the second night of class. The first class will be orientation to tools, techniques, licensing, and materials. The next class we will begin skinning, fleshing, washing/drying, mounting, and finishing our projects. Students will proudly display this mount for years to come. **We will furnish all tools and supplies needed for this class. [Register & pay online.](#)**

6:00 pm – 9:00 pm Wed. Jan. 17 – March 6 \$250 24 hrs. 46903 B15 1517

Hunter Safety



Thanks to the NC Wildlife Resources Commission and Officer Daniel Kennedy for offering this course on our campus. We are pleased to help hunters learn to be safe and responsible. During this class Officer Kennedy will explain firearm safety, hunting ethics, conservation and wildlife management, wildlife identification, survival and first aid, specialty hunting, and tree stand safety. Completers will be eligible to purchase their hunting license. While this class is free, registration is required. [Register online.](#)



6:00 pm – 9:00 pm Wed. & Thurs. Jan. 10 & 11 FREE 6 hrs. 46915 B8 801 Auditorium

Beekeeping

Credential: NC State Beekeepers Association Certification

Honey! That's the sweet benefit of beekeeping. Also, bees are vital for the pollination of our food crops, whether in the fields or in our gardens. 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.](#)



9:00 am – 4:00 pm Sat. Feb. 17 – March 2 \$60 18 hrs. 46890 B8 Auditorium

Ornamental Container Gardening

Let's explore all the ways homeowners can create seasonal or sustainable container gardens. In this workshop participants will explore types of containers, planting media (soil), planting techniques, planting styles, watering, and fertilizing. Choosing the right plants for particular sites is important for success. We will discuss appropriate annuals, perennials, and woody plants for containers. Finally, we will create two container gardens so everyone will see and understand the process. [Register & pay online.](#)

6:00 pm – 8:30 pm Thurs. Feb. 29 \$25 2.5 hrs. 46891 B8 Auditorium

Lawnmower and Small Engine Repair

Here is an opportunity to become your own repair person and to fix your own stuff. In this class, students will learn the skills needed to diagnose, repair, and maintain both 2-cycle and 4-cycle engines. These include weed eaters, tillers, chain saws, leaf blowers, and lawn mowers. We use a combination of classroom instruction and hands-on experience. Students are encouraged to bring their own equipment to our shop for tune-up and repair. [Register & pay online.](#)

6:00 pm – 8:30 pm Mon. Feb. 19 - March 25 \$75 15 hrs. 46892 B7 101

Tying Flies and Catching Fish

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

6:00 pm – 8:30 pm Tues. March 19 – April 16 \$75 10 hrs. 46893 B8-829

Test Drive a Drone!

Embark on an exhilarating journey into the world of drone technology with our one-day class, "Test Drive a Drone." This hands-on experience allows participants to pilot drones, guided by our experienced instructor, Ben Poulin. Whether you're a novice or an enthusiast, this course offers a unique chance to explore the art of drone flying and capture stunning aerial moments [Register & pay online.](#)

10:00 am – 6:00 pm Sat. Jan 6. \$75 7 hrs. 46932 B8 828



CULTURE

Southern Culture: Readings from a Distinctive Region

We continue to explore the culture of our region, and this semester we'll read authors who tell great stories with important themes, engaging stories, and great humor. Also, we have a Beaufort County born author. Participants will need to acquire their own books. We will read in this order: Look Homeward Angel by Thomas Wolfe, The Known World by Edward P. Jones, Inside the Wolf by Amy Rowland, and The Second Coming by Walker Percy. [Register & pay online.](#)

6:00 pm - 8:00 pm Thurs. Feb. 1, March 7, April 11, May 2 \$15 8 hrs. 46900 B5 Library



Washington County Center

P.O. Box 123
Roper, NC 27970

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

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

COLLEGE & CAREER READINESS


Adult Basic Education and High School Equivalency

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

The High School Equivalency (HSE) Preparation program offers instruction in all areas relevant to official high school equivalency credential tests. Classes have been aligned to the common core standards adopted by North Carolina. Instruction for CCR 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 HSE testing.

Call 252-940-6325

English Language Acquisition (ELA)

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

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

Call 252-940-6245

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

HEALTHCARE CLASSES

Phlebotomy-Hybrid

 **Credential: Phlebotomy Technician, American Society of Phlebotomy Technician**

Phlebotomy is the skill of drawing blood from patients in hospital and clinical settings. This class can count as Credit for Prior Learning toward an AAS in Medical Laboratory Technology.


Textbook: Pearson Phlebotomy Handbook 10th Ed. ISBN – 9780134709321 eText: ISBN-13: 9780134720050

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

*See Course prerequisites and requirements on the healthcare requirement chart

9:00 am-1:00 pm	Seated every Tues	Jan. 23 – May 7	\$205.25	240 hrs.	46125	BWCC
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Registered Medical Assistant-Hybrid Part I

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

Registered medical assistants perform both administrative/clerical and medical duties in a healthcare facility. Because they can perform a variety of skills, registered medical assistants are valuable to family clinics and specialized clinics, such as cardiology, gastroenterology, and dermatology. RMAI Hybrid consists of online instruction on Blackboard and meeting weekly in person.

Part 2 builds on the foundations of Part 1 for additional instructional time to learn medical assisting procedures. The student will learn tasks such as phlebotomy, cleaning and dressing wounds, administering injections, and collecting specimens.

Textbook: Pearson Comprehensive Medical Assisting 5th Ed. ISBN-13: 9780137727773

SimChart for the Medical Office, 1st Ed. ISBN: 9780323241953

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

*See Course prerequisites and requirements on the healthcare requirement chart

10:00 am-1:00 pm	Seated every Mon.	Feb. 5– Aug. 12	\$205.25	390 hrs.	46626	BWCC
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Emergency Medical Technician (Hybrid)

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


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

You must pre-register for the class to make sure you meet entry requirements.

6:30 pm-9:30 pm	Tues. & Thurs.	Jan. 18 – May 11	\$223.25	288 hrs.	46765	BWCC Auditor.
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Online Substitute Teacher Training

Online classes available Feb. 5-8 and May 6-9. See p. 17 for full description..

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

WASHINGTON COUNTY CLASSES

SMALL BUSINESS CENTER

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

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

The Suite Life Workshop for Hair Stylists, Barbers and Beauty Professionals

This workshop will guide licensed professionals in the Barbering, Cosmetology, Esthetician, Nail Technician, and Natural Hair Care industry through the process of starting their own business. Clients will have an opportunity to learn about finding a salon space, legitimizing the business, managing finances, purchasing supplies and products, branding, appointment scheduling, web presence, and tax preparation season. Upon completion, each licensed professional will receive a workshop completion certificate from The Suite Life with 4 CEU's to keep for their records. [Register online.](#)

9:00 am - 1:00 pm

Mon.

Jan. 22

Free

4 hrs.

WCC Auditorium



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

How to Start a Small Business

David Mayo will help you understand why entrepreneurship is important, how to generate business ideas and assess opportunities. He will also teach you options and methods for new business startups and help you create a list of personal strengths and weaknesses in the context of owning and running your own business. [Register online.](#)

6:00 pm - 8:00 pm

Mon.

Jan. 8

Free

2 hrs.

WCC Auditorium

How to Write a Business Plan

David Mayo will help you create a value proposition, business model and a list of key business questions to address. In addition, he will help you understand the sections that make up a business plan and learn about tools that will aid you in creating your business plan. [Register online.](#)

6:00 pm - 8:00 pm

Mon.

Jan. 22

Free

2 hrs.

WCC Auditorium

How to Finance Your Business

David Mayo will help you discover the most likely financing method for your business type and the fundamentals of business financing. You will also create a draft funding mix for your business, identify contacts for funding your business and assess your financial readiness and the next steps for financing. [Register online.](#)

6:00 pm - 8:00 pm

Mon.

Feb. 5

Free

2 hrs.

WCC Auditorium

Marketing and Advertising for Your Business

David Mayo will help you create a preliminary definition of your business's target customer and a list of research sources. You will also explore methods for pricing, learn appropriate promotional methods for your business, understand the use of marketing's four P's for brand communication and learn to evaluate competitive threats. [Register online.](#)

6:00 pm - 8:00 pm

Mon.

Feb. 19

Free

2 hrs.

WCC Auditorium

Recordkeeping & Taxes in 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 you use them; How to understand financial statements and what your banker is looking for; What federal and state reports are required; If I made that much money, where is it? [Register online.](#)

6:00 pm - 8:00 pm

Mon.

March 4

Free

2 hrs.

WCC Auditorium



Win Startup Funds!

A small business learning and planning process culminating in a "pitch contest", where qualifying entrepreneurs compete to win cash awards, to help fund their small business startup or expansion idea! Qualifying competitors would be required to complete all SCB Core Workshops, attend five (1-hour) counseling sessions with the BCCC SBC Director, and complete a formal business plan. Register online for more details. The contest will take place April 13, 2024. Coursework & counseling is underway. Only open to Beaufort, Hyde, Tyrell, and Washington County entrepreneurs. Register online at www.beaufortccc.edu/sbc



Business Counseling

Are you thinking of starting a new business or looking to grow an existing one? BCCC Small Business Center offers free and confidential expert small business counseling services! For details, call Jack Dugan at (252) 940-6306 or Katelyn Thomas at 940-6296.

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



PERSONAL ENRICHMENT

Learn to Play Piano

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

10:00 am - noon

Tues.

Feb. 6 - March 12

\$75

12 hrs.

46901

WCC 17



Hyde County Davis Center

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

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

HEALTHCARE

Nurse Aide-Hybrid



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

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

Textbook: NC DHSR textbook is in the BCCC Follett Bookstore

Clinical hours: TO BE ANNOUNCED

*See Course prerequisites and requirements on the healthcare requirement chart

3:30 pm -6:30 pm	Seated every Tues.-Thurs.	Jan. 30- April 30	\$205.25	160 hrs.	46129	MHS
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Pharmacy Technician-Hybrid



Credential: Pharmacy Technician, Pharmacy Technician Certification Board

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

*See Course prerequisites and requirements on the healthcare requirement chart

Textbook: Mosby's Pharmacy Technician, 6th Ed. 9780323734073 eText: 9780323765145

6:00 pm-9:00 pm	Seated every Mon.	Jan. 29- May 6	\$205.25	240hrs	46128	HCDC Via Information Highway
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COLLEGE & CAREER READINESS

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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.

Call 252-940-6231 for an appointment or online

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



Quieres aprender ingles? BCCC esta ofreciendo clases various dias 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.

Call 252-940-6245

Online Substitute Teacher Training

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. **See p. 17 for full description.**

Prerequisite: High School Diploma or equivalency.

Online	Mon. - Thurs.	Feb. 5 -Feb. 8	\$75	24 hrs.	46638	B8 826
Online	Mon. - Thurs.	May 6- May 9	\$75	24 hrs.	46639	B8 826

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

TYRRELL COUNTY

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




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

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9:00 am - 1:00 pm

Mon.

Jan. 22

Free

4 hrs.

Hyde Davis Center



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6:00 pm - 8:00 pm

Mon.


Jan. 8

Free

2 hrs.

Hyde Davis Center

How to Write a Business Plan

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Mon.


Jan. 22

Free

2 hrs.

Hyde Davis Center

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6:00 pm - 8:00 pm

Mon.


Feb. 5

Free

2 hrs.

Hyde Davis Center

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6:00 pm - 8:00 pm

Mon.


Feb. 19

Free

2 hrs.

Hyde Davis Center

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6:00 pm - 8:00 pm

Mon.

March 4

Free

2 hrs.

Hyde Davis Center



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



ASSOCIATE DEGREE PROGRAMS



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

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

- **Agribusiness Technology**
- **Associate Degree Nursing & Practical Nursing**
- **University Transfer**
- **Automotive Systems Technology**
- **Boat 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:

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

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

BCCC LIBRARY

Be Empowered by Your Library!

Did you know, the BCCC Library serves faculty and students foremost BUT it is also a full-service public library that anyone is welcome to use? We offer a full selection of popular fiction, non-fiction books and movies, as well as access to computers, iPads, printing and scanning. A library card gives you power. Visit our website to make an online request for a card and we will send it to you in the mail! Want to access the dozens of databases and a myriad of resources within or resources we have from the comfort of your own home? Use your library card or your student Blackboard credentials to read eBooks, magazines and newspapers such as, The New York Times, The Wall Street Journal, Consumer Reports, or Sports Illustrated! Check out Hoopla and Overdrive/Libby streaming services. There are so many things to see and do on our website. Visit, www.beaufortccc.edu/librarycard/ to fill out an online library card application or www.beaufortccc.edu/libraryhome/ to browse the library web site.

Call the BCCC Library at 252-940-6282.





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

Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience provides opportunities for application of knowledge and skills learned in the classroom.

Pathways:

Transfer

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

Non-Transfer

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

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

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

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



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.



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

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

EMERGENCY MEDICAL SCIENCE



Our new online Emergency Medical Science bridging program is open to certified paramedics. Paramedics can also work in hospitals in Emergency Departments and Intensive Care Units. Upon completion of this program, you will earn an Associate in Applied Science Degree in Emergency Medical Science. You must be a licensed paramedic to apply to the program. Applicants who qualify will be given 45 hours of prior credit towards the Associate Degree. All coursework will be offered online.



BOAT MANUFACTURE & SERVICE



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





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

BSBA Transfer to ECU

The ECU College of Business will grant BCCC graduates in the transfer pathway 60 hours of credit toward a Bachelor of Science in Business Administration (BSBA) at the university. Through the agreement, ECU provides graduates who complete the transfer pathway guaranteed admission and acceptance of appropriate transfer hours, up to 60 credits from the AAS in Business Administration program with a minimum cumulative GPA of 2.5. Students must have at least a "C" in eight specific classes. These credit hours will include a combination of hours of general education credit, hours of elective credit, or hours of credit toward the major.

Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry. The median salary for a business manager in our region is \$39,300.

NEW TRANSFER TO ECU TO COMPLETE A BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION



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

PackTrac with NC State University

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

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

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





Career & College Promise

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

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

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

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

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

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

Additionally, CCP offers Workforce Pathways for courses offered through the Division of Continuing Education. These pathways are designed for eligible high school juniors and seniors to earn industry-recognized credentials while still in high school for free. The registration fee for the pathway courses is waived for eligible juniors and seniors. Students will be responsible for purchasing textbooks and paying local course fees associated with the course, though scholarships may be available. CCP Workforce Pathway courses do count as a high school credit towards graduation with approval from the chief academic officer or career and technical education director. CCP Workforce Pathways are listed below.

- | | | |
|---|---|---------------------------|
| • Emergency Medical Technician (EMT) | • Heating, Ventilation & Air Conditioning (HVAC) Technician | • Phlebotomy Technician |
| • Commercial Driver's License (CDL) Truck Driving | • Nurse Aide I | • Pharmacy Technician |
| | | • Registered Barber |
| | | • Natural Hair Specialist |

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

Who to Contact for Continuing Education?

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

Dr. Stacey Gerard

Vice President of Continuing Education
252-940-6241

Sandy Berry

Registration & Records Clerk
252-940-6375

Loren Cherry

Scholarships & Sponsorship Specialist
252-940-6295

Brenda Bertrand

Registration & Records Specialist
252-940-6299

Kendra Mizell

Registration & Records Coordinator
252-940-6349

Pam Hodges

Class Visitation Clerk
pam.hodges@beaufortccc.edu

College & Career Readiness

Penelope Radcliffe

Director of College & Career Readiness
252-940-6298

Emily Reames

CCR Data & Program Support Specialist
252-940-6325

Cassandra Elliott

Chief High School Equivalency Examiner
252-940-6209

First Responder

Ray Harris

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

Jonathan Patterson

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

Billy Respass

Director of EMS
252-940-6468

Larry Gales

Coordinator of EMS
252-940-6297

Cliff Hales

Director of Law Enforcement Training
252-940-6405

Todd Alligood

BLET Coordinator
252-940-6228

Cathy Fox

Law Enforcement Admin. Assistant
252-940-6228

Healthcare

Jackie Butcher

Director of Healthcare Programs
252-940-6263

Jane Sobotor

American Heart Association Coord.
jane.sobotor@beaufortccc.edu

Business & Industry Services

Casey Langley

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

Dr. Justin Rose

Director of Industry Training
252-940-6262

Jack Dugan

Director of Small Business Center
252-940-6306

Katelyn Thomas

Small Business Center Prog. Assistant
252-940-6296

Sara Watson

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

Personal Enrichment

Clay Carter

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

Hyde County Davis Center

Chanta Gibbs Rickard

Regional Centers Coordinator
252-940-6231

Washington County Center

Chanta Gibbs Rickard

Regional Centers Coordinator
252-940-6245

Who to Contact for Academic Programs?

Our associate degree staff is here to help!

Dr. Lisa Hill

Vice President of Academic Affairs
252-940-6417

Ben Morris

Dean of Business, Tech. & Public Services
252-940-6374

Dr. Kent Dickerson

Director of Nursing & Allied Health
252-940-6425

Amanda Stevens

Dean of Arts and Sciences
252-940-6223

Admissions Office

252-940-6237

Advising Center

252-940-6353

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



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Beaufort County Community College is a public, comprehensive community college that provides open-door access to university transfer, workforce development, and life-long learning programs for the people of Beaufort, Hyde, Tyrrell, and Washington Counties.

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

Accreditation

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



Medical Laboratory Technology Program Accreditation

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

Basic Law Enforcement Training Accreditation

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



BCCC
BEAUFORT COUNTY
COMMUNITY COLLEGE

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252-946-6194

100 NC Hwy 32 North, Roper, NC 27970 •
252-940-6425

33460 US Highway 264, Engelhard, NC 27824 •
252-940-6231

www.beaufortccc.edu

We release schedules for Spring, Summer and Fall. To join our mailing list to receive a copy of our BCCC Course Schedule, call 252-940-6375 or visit www.beaufortccc.edu/maillsubscription to be added.

To join our email newsletter list for regular updates from the BCCC Continuing Education Division, call 252-940-6375 or visit www.beaufortccc.edu/conedemail and request to be added.

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