



Washington County Center

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

Questions about classes? [YaShonti Hunt](#) will be happy to help you at 252-940-6245.

COLLEGE & CAREER READINESS

Adult Basic Education and High School Equivalency

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

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

9:00am-1:00pm

Mon, Tues & Wed

Fee: No Charge

WCC

WORKFORCE PROGRAMS

National Career Readiness Certification (NCRC) Prep Classes



Credential: National Career Readiness Certificate, ACT

Do you need to earn your National Career Readiness Certificate? We have developed a specialized class to assist individuals with earning their National Career Readiness Certification. The NCRC is a nationally recognized portable credential that measures employability skills in three areas: Reading for Information, Applied Math, and Locating Information. Many companies either require or give preference to applicants that have a NCRC. **Fee waivers are available for qualifying individuals.** Individuals wishing to pursue their NCCRC will pay a \$39 testing fee at the time of testing. Students may join this open enrollment lab at any time.



6:00pm-9:00pm

Tues

Sept 10-Dec 3

Fee: \$180 or waiver

39 hrs

34631

WCC Comp Lab

Notary Public



Credential: Notary Public, NC State Notary Public Section

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: <http://www.secretary.state.nc.us/notary/> prior to registering for class. Per NC Secretary of State Guidelines, students will have to pass an exam to complete the class requirements. Students will be required to show a state issued photo ID and their social security card in class. This is a requirement from the Secretary of State's office. A textbook, Notary Public Guidebook 2016 Edition, is available in the BCCC Bookstore for \$27. Books will be available in class, and students should make book reservations at the time of registration.

9:00am-4:00pm

Fri

Sept 27

Fee: \$70

6 hrs

34633

WCC

PERSONAL ENRICHMENT

Using Technology: You and Your Computer

Join this class to become more efficient at basic computer operations. Please bring a list of your questions so that we may build your needs into the outline of our class. Also, bring your own laptop or use our computer to improve such skills as understanding and using the keyboard, email management, internet browsing and safety, updates, creating documents, mail merge, and using Microsoft Office. Each session will include specific topics and dedicated time to address the needs of each student.

6:00pm-8:30pm

Thurs

Sept 5-Oct 3

Fee: \$55

12.5 hrs

34638

WCC

Using Technology: iPhone/iPad Workshop

Kisha Norman will provide the basics and you'll have plenty of time for your questions in this newly revamped Apple devices workshop. Bring your own iPhone and/or iPad so you can learn on your device. We will address basic operation, security settings, APPS, upgrades, photo sharing, email, and other skills to help you get the most from your personal technology. Come with your own questions too, because Kisha wants to answer all of them. Limited class size to encourage individual attention.

6:00pm-9:00pm

Tues

Sept 10

Fee: \$20

3 hrs

34636

WCC

Using Technology: Android Workshop

We've expanded this class to include more instruction and more individualized guidance. And we limit the class size to make sure that everyone gets the information they need. Please bring your own Android phone or tablet and enjoy learning the best features for you to employ. Kisha Norman will teach about APPS, security settings, set-up options, photo sharing, email and entertainment features. She will have plenty of time to address your needs, and you will leave feeling more confident with your Android device.

6:00pm-9:00pm

Tues

Sept 24

Fee: \$20

3 hrs

34637

WCC

American Sign Language - Advanced

A 24-hour class to broaden existing signing skills, develop vocabulary, add conversational competence, and improve grammatical knowledge. The class will employ a total immersion approach that includes classroom conversation, visual language lab activities, and weekly exercises. Expand your interaction with hearing impaired individuals by expanding your linguistic skills and cultural knowledge. We use the same textbook as our introductory ASL class: Talking with Your Hands and Listening with Your Eyes, ISBN 075700007X.

6:00pm-9:00pm

Thurs

Sept 5-Oct 24

Fee: \$70

24 hrs

34632

WCC

Event Planning

Spend two evenings becoming a better event planner. Whether you are planning a party, a wedding, or a business meeting this class will improve the experience of your guests. You will learn techniques for scheduling, organizing, booking service providers, and managing an event. Your time will be better spent producing appropriate and pleasurable events. Each session will have time devoted to planning your own special event.

6:00pm-8:30pm Tues Oct 1-Oct 8 Fee: \$25 5 hrs 34634 WCC


Flower Arranging Workshop

Join Jay Wilkins and learn to make flower arrangements for your home. We will have vases, ribbons, and all the supplies needed for students to make and carry home a Thanksgiving themed fresh flower arrangement. Students will practice tying bows for arrangements and wreaths. Then they will learn about appropriate supplies and materials as they create a lovely arrangement. The skills Jay shares will enable students always to have fresh flowers on the table.

6:00pm-9:00pm Tues Nov 12 Fee: \$45 3hrs. 34640 WCC

DRIVING CLASSES


Defensive Driving-DDC-4

 **Credential: DDC-4, NC Safety & Health Council**
Learn to drive defensively for the sake of your family, your friends, and yourself! It's important to get there safely and without incident. You want to recognize hazards, understand your defenses, and act correctly and in time to avoid problems on the highway. Everyone is safer when you drive defensively, and you will avoid costly traffic tickets. We are pleased with our 4 hour Defensive Driving class, and the District Attorney is too. This class will also satisfy the requirement of many businesses which employ drivers. We are offering plenty of sections to meet your needs.

9:00am-1:00pm	Sat	Aug 10	Fee: \$70	4 hrs	34141	WCC Auditorium
9:00am-1:00pm	Sat	Sept 7	Fee: \$70	4 hrs	34643	WCC Auditorium
9:00am-1:00pm	Sat	Oct 5	Fee: \$70	4 hrs	34644	WCC Auditorium
9:00am-1:00pm	Sat	Nov 2	Fee: \$70	4 hrs	34645	WCC Auditorium
9:00am-1:00pm	Sat	Dec 7	Fee: \$70	4 hrs	34646	WCC Auditorium


HEALTHCARE CLASSES

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 in adult, child, and infant CPR and AED use. **Textbook:** Heartsaver First Aid CPR AED Student Workbook - ISBN 9781616690175

4:00pm-8:00pm Wed Oct 2 Fee: \$45 4 hrs 34273 WCC

BLS CPR for Health Care Providers

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


4:00pm-8:00pm Wed Sept 25 Fee: \$45 4 hrs 34272 WCC

SMALL BUSINESS CENTER

Please contact the center to arrange free and confidential one-on-one counseling with BCCC's Small Business Center Director, Lentz Stowe, at the Washington County Center. Business Counseling is Available on-SITE the Fourth Wednesday of the month from 10:00 am - 4:00 pm.

Creating Your Own Company Database & Website –

It's Easier Than You Think & Will Save You Thousands!


 According to www.costowl.com, on average hiring someone to design a database ranges from \$2000 to \$10,000. It also goes on to state, paper spreadsheets and files only work for the smallest of business. When your business becomes too large to maintain paper records in any sort of effective fashion, it's time to hire a database design service.

A database stores and manages all of your company's important information in one place. It can be used to compare sets of data and create customized reports. For example, a database could be used to come up with a list of customers who haven't done business with you in the last six months. That list could be used to create a targeted marketing campaign, enticing former customers to come back.

A database can also be used to: Record and manage customer information; Generate sales lists; track product inventory and sales. Holly Harrison is presenter.

1:00pm-4:00pm Wed Nov 20 Fee: No Charge 3 hrs. WCC

Using CANVA to Create Free Marketing Materials

 Give your business an image advantage by creating amazing and professional looking social media posts, flyers, logos, newsletter, business cards, letterhead, presentations and much more! This seminar will walk you through using this simple platform. You will be amazed at the professional quality materials you can create. It is easy and it's free! You can collaborate with colleagues on the design through the website, by sending them an invitation and adding them to your account. Holly Harrison is presenter.

1:00pm-4:00pm Wed Dec 11 Fee: No Charge 3 hrs. WCC