

COURSE SCHEDULE

SPRING 2017



Continuing Education Classes
Academic Classes

**BEAUFORT COUNTY
COMMUNITY COLLEGE**

Serving Beaufort, Hyde, Tyrrell, & Washington Counties

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Spring 2017

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GENERAL INFORMATION

Spring 2017

REGISTRATION & PAYMENT

There are three ways to register for Continuing Education classes at BCCC:

BY PHONE	BY MAIL	IN-PERSON
Call 252.940.6375 to register for classes and provide credit card information for payment. MasterCard, Discover and Visa are accepted.	Complete the Registration Form on page 29 of this catalog. Insert payment and mail to the address shown on the form. The Registration Form can also be printed from our website at www.beaufortccc.edu and click on <i>Our Programs, Continuing Education</i> .	You may register in person at the following location: Beaufort County Community College Continuing Education, Building 8 5337 US 264 East Washington, NC 27889 Monday through Thursday, 8 am to 5 pm; Friday, 8 am to 4 pm. Note: Monday, May 16 through Thursday, July 29 the college hours will be Mon-Thurs 7:30am-5:30pm and closed on Fridays. Payment can be made with cash, check, money order and credit card. You must pay at the time of registration to complete your enrollment.

Pre-Registration is Required

Registration is accepted on a first-come, first-serve basis. Please submit your registration by phone, mail 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.

Who May Register?

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

Fees, Books & Supplies

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

The BCCC College Bookstore is open Monday through Thursday from 8am to 5pm and Friday from 8am to 4pm. You can contact the bookstore at 252-940-6231 or by visiting their website at www.beaufortccc.edu/bookstore.

Refunds

The refund policy for Beaufort County Community College was established by the North Carolina Department of Community Colleges. (1) A student who officially withdraws from class(es) prior to the first class meeting is eligible for a 100 percent refund. (2) A student is eligible for a 100 percent refund if a class fails to "make" due to insufficient enrollment. (3) After the respective class begins, a 75 percent refund shall be made upon the written request of the student if the student officially withdraws from the class prior to or on the 10 percent point of the scheduled hours of the class. (4) Registration fees for self-supporting classes are non-refundable once the class begins. **Please note that refunds take 30-45 days to process. Refund checks are printed and mailed the second Friday of each month.**

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. 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://sites.google.com/site/conedbccc/transcript-information>. Official transcripts are \$2.00.

The College does not process requests for High School Equivalency transcripts (GED and HiSET). If you earned a High School Equivalency in North Carolina, you can request a copy of your High School Equivalency transcript by following the instructions provided at the North Carolina Community College System Office website. www.beaufortccc.edu/continuing-education/general-information/transcript-information

BCCC Online Services

If you are taking an online or hybrid class through Continuing Education, you will be provided an Outlook and Blackboard account through BCCC. Before students can access Outlook Email and Blackboard, they must determine their username and create a password by visiting the Continuing Education Student Username and Password Information page on the BCCC website.

*Start on the BCCC home page: www.beaufortccc.edu.

*Click on the Distance Learning link.

Accessibility Services

Beaufort County Community College 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) 946-6356 in room 923 of Bldg. 9. An advance notice of 72 hours may be required for some accommodations.

LOCATION INDEX

Location	Abbreviation
Aurora Public Library, Aurora	Aurora PL
Beaufort County Community College, Washington	BCCC
Washington County Center, Roper	WCC
Beaufort County Skills Center, Washington	BCSC
Hyde County Davis Center, Engelhard	HCDC
Ocracoke Community Center, Ocracoke	OCC
Tyrrell Hall, Columbia	TH
Ware Creek Community Center, Blounts Creek	Ware Creek



College & Career Readiness (CCR)

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

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

Learn the skills needed to become a productive member of society and a smarter consumer.

Follow the Path to Achieving your HSE:

Step 1

Attend Orientation

January 9-11
9:00 am – 1:00 pm
5:00 pm – 8:00 pm
February 27-March 1
9:00 am – 1:00 pm
5:00 pm – 8:00 pm
April 3-April 5--
9:00 am – 1:00 pm
5:00 pm – 8:00 pm



Step 2

Select a Career Pathway

CNA-I
Pharmacy Tech
Culinary
Welding



Step 3

Enroll & Attend a
High School Equivalency
or
English Language
Acquisition (ESL) Class



Step 4

Schedule Your Exam

www.ged.com
or
www.hiset.ets.org

Beaufort County
Campus Location
5337 Hwy 264 East
Washington, NC 27889

ABE – B8 Rm 813
Mon – Thurs
8:30 am – 11:30 am

HSE-Prep – B8 Rm 816
Mon- Thurs
8:30 am – 11:30 am

Fast Track – B8 Rm 822
Mon- Thurs
8:30 am – Noon

HSE-Prep – B8 Rm 827
Tues & Thurs
5:00 pm – 8:00 pm

ABE – B8 Rm 816
Mon/Wed
5:30 pm – 8:30 pm

HSE-Prep Lab
Tuesdays
4:00 pm – 8:00 pm

Hyde County
Hyde County Davis Center
33478 US Highway 264
Engelhard, NC 27824

HSE – Prep
Tue/Wed
6:00 pm – 9:00 pm

Tyrrell County
Tyrrell Hall
906 US-64
Columbia, NC 27925

HSE-Prep
Mon/Wed
6:00 pm – 9:00 pm

Washington County
Washington County Center
100 NC Hwy North
Roper, NC 27970

HSE-Prep
Mon/Wed
9:00 am – 2:30 pm

HSE-Prep
Mon/Wed
6:00 pm – 9:00 pm

Earn Your HSE Online!



Need a convenient, cost effective way to earn your HSE from home? Beginning January 2017 you can now enroll in our online HSE class. Students must attend a face-to-face orientation to register and obtain credentials that give them online access. For more information call 252-940-6325.

ALL CCR CLASSES

FREE!

English Language Acquisition (ELA)

English Language Acquisition classes are designed for adults who want to learn the English language skills necessary to function effectively in an English-speaking environment. By attending ELA Classes, students that are seeking citizenship status in the United States will be prepared to take the Naturalization Test.

Beaufort County Campus Location 5337 Hwy 264 East Washington, NC 27889	→	ELA (ESL) B8 – Rm 827 Mon – 8:30 am – 12:00 pm Tues – Thurs 8:30 am – 2:00 pm	↔	ELA B8 Rm 813 Tues/Thurs 5:30 pm – 8:30 pm
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Fast Track

Fast Track classes are designed to reinforce skills at a fast pace in preparation for any high school equivalency examination. The integrated instruction includes all four subjects: math, science, social studies and language arts.

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/Science, Social Studies, Math, Lang. Arts Reasoning.

Retake the test up to two times for free.

ETS HiSET

- Computer or paper-based test
- Five subjects
 1. Reading
 2. Writing
 3. Science
 4. Social Studies
 5. Mathematics

Create an account at <https://www.hiset.ets.org>

Pay a testing fee of \$50.

Retake the test up to two times for free.

- Sign up online to test with either Pearson Vue's GED Test or ETS HiSET Test.
- Payments with a prepaid debit or VISA are completed online by the student.
- Print and save your receipt for your records.
- Report to Testing Center in Bldg. 9, Room 926 15 minutes prior to testing admission.
- Provide a governmental form of identification
- Provide Parent/Guardian notarized petition if between sixteen and eighteen years of age.

High School Equivalency Testing Dates

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

Pearson Vue GED

January 24 & 25
February 7, 8, 21, & 22
March 21 & 22
April 4, 18 and 19

May 9, 10, 23 & 24
June 6, 7, 20 & 21
July 5, 6, 20 & 21

ETS HiSET

January 23 & 30
February 6, 13, 20, & 27
March 20 & 27
April 3, 10 and 24

May 1 & 22
June 5, 19 & 26
July 3, 17 & 24

Contact us:

Heather Collins
Director of College and Career Readiness
Building 8 Room 814B
252.940.6298
heather.collins@beaufortccc.edu

Penelope Radcliffe
Admissions & Assessment Specialist
Building 8, Room 814A
252-940-6325
penelope.radcliffe@beaufortccc.edu

Bobbie Lewis
Chief HSE Examiner
Building 8, Room 819
252.940.6209
bobbie.lewis@beaufortccc.edu

Phlebotomy

This 177 hour course provides classroom and clinical training experiences necessary to prepare students to safely and properly collect and handle blood specimens for diagnostic testing. Course content includes, but is not limited to: bloodborne pathogen precautions and safe handling of biohazardous materials, appropriate communication skills when working with patients, selection of venipuncture sites, maintaining venipuncture equipment, performing successful venipunctures, handling specimens, and clerical duties regarding blood analysis. Students will be required to perform venipunctures on each other under the direct supervision of the instructor. In addition to satisfactory attendance and academic performance, students will not progress to clinical unless they are competent at phlebotomy sticks in the lab setting and they have clear criminal background checks and negative drug tests. The course fee includes a \$180 registration fee, \$13 malpractice insurance fee and \$1.25 accident insurance fee. Additional costs for class: textbook-\$91; phlebotomy kit-\$49.03; three-ring binder notebook (2 inch), and pens/pencils and paper for note-taking-approximately \$10.00. Additional costs for clinical: background check and drug testing fee-\$51.75; current immunizations (cost varies per individual); at least two uniforms-approximately \$35.00 each; 1 white lab coat-\$18-25.00; and white shoes (soft-soled, closed toe)-\$20-35. Funding assistance may be available through the NCWorks Career Center. Interested persons must apply to the NCWorks office in their home county.

9:00am-1:00pm	Mon/Wed	Jan. 9-May 17	Fee: \$194.25	177 hrs	26827	BCCC12 1218
6:00pm-10:00pm	Mon/Wed	Jan. 9-May 17	Fee: \$194.25	177 hrs	26828	BCCC12 1218

Nurse Aide I

The Nurse Aide I course prepares students to provide personal care and basic nursing skills for elderly adults. Emphasis is on the role of the nurse aide; communication; documentation; infection control; safety; resident's rights; common disorders/diseases of body systems, aging changes; personal care and grooming; accurate measurement of vital signs; elimination; nutrition; death and dying. Although strongly encouraged, high school diploma is not required for entry into NA I program. Upon satisfactory completion of course, student is eligible to apply for North Carolina State Certification Examination. Successful completion of state exam required for listing as a Nurse Aide I on the North Carolina Nurse Aide I Registry. A pre-requisite course, Exploring Healthcare Careers, is required before registration in the Nurse Aide I course. The course fee includes a \$180 registration fee, \$13 malpractice fee and \$1.25 accident insurance fee. Additional costs: textbook-\$61.92; TB test-\$15-30.00; watch with second hand-\$5-10.00; white soft-soled, closed-toe shoes-\$20.00 and up; clinical uniform approx. \$35.00 each, dual head stethoscope- approx. \$25.00. Funding assistance may be available through the NCWorks Career Center. Interested persons must apply to the NCWorks office in their home county.

8:00am-2:00pm	Tues/Thurs	Jan. 10-May 11	Fee: \$194.25	186 hrs	26832	BCCC12 1212
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Nursing Assistant II

The Nursing Assistant II course prepares graduates to perform more complex skills for patients or residents regardless of the setting. The course includes class, laboratory and clinical experiences. Upon satisfactory completion of the course and final written/lab competency evaluation, students are eligible to apply for Nurse Aide II listing with the NC Board of Nursing Registry. In all employment settings, the listed Nursing Assistant II will work under the direction and supervision of licensed personnel. The class fee includes a \$180 registration fee, \$13 malpractice fee and \$1.25 accident insurance fee. Additional costs: textbook purchased at BCCC bookstore, TB test-\$15-30, watch with second hand-\$5-10, white soft-soled, closed-toe shoes-\$20 and up, clinical uniform-approx. \$35 each, dual head stethoscope-approx. \$25.

Tues/Thur 6:00pm-10:00pm, every other Sat. 8:30am-4:30pm	Jan. 10-May 13	Fee: \$199.25	186 hrs	26833	BCCC12 1212
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Registered Medical Assistant

The Registered Medical Assistant program is a two-part program for serious students interested in becoming multi-skilled front and back office medical assistants. Registered Medical Assistant I meets 360 hours and Registered Medical Assistant II meets 360 hours. Upon completion of Part I and Part II students will be able to sit for a National Medical Assistant examination through American Medical Technologists (AMT). The class fee includes a \$180 registration fee, \$13 malpractice fee, \$1.25 accident insurance fee and \$5 CPR card fee.

Next class starts August 2017!

BLS CPR/First Aid/AED

Keep your professional credentials up-to-date. These courses are designed for Healthcare Providers that need initial BLS CPR certification or recertification. The class fee includes a \$40 registration fee. Additional costs include a \$5 CPR card (payable upon registration) and \$15.75 textbook that is available at the campus bookstore.

8:00am-Noon	Saturday	Jan. 28	Fee: \$45	4 hrs	26925	BCCC12 1218
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Pharmacy Technician

This comprehensive 76-hour course will prepare students to enter the pharmacy field as a Pharmacy Technician 1. Course content includes medical terminology specific to pharmacy, reading and interpreting prescriptions, and defining drugs by generic and brand names. Students will learn dosage calculations, IV flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control, and billing and reimbursement procedures. While several exam options may be discussed, our course is geared towards the Pharmacy Technician Certification Board's PTCB Exam. The class fee includes a \$180 registration fee. Additional costs include a textbook, workbook, drug calculations book, which should be purchased before the first night of class and a one inch binder/notebook. No books will be sold in class. Funding assistance may be available through the NCWorks Career Center. Interested persons must apply to the NCWorks office in their home county.

6:00pm-10:00pm	– First night only; remaining nights:	
6:00pm-9:00pm	Mon/Wed	Jan. 9-April 5
Fee: \$180	76 hrs	26831 BCCC8 826



Nurse Aide I Refresher

This state-approved course is restricted to individuals with proof of any of the following eligibility requirements:

- expired listing on the NC NAR within the last 3 years

HEALTHCARE PROGRAMS

Spring 2017

- currently listed on the NC Nurse Aide 1 Registry
- hold a NC NAR approved health care credential from any other state
- military personnel with medical/corpsman training

The course content will include review of basic nursing and personal care skills, recognition of mental health and social service needs, cognitively impaired residents, basic restorative services, and resident's rights. The course will consist of 12 classroom hours and 30 Lab hours. There will be no clinical hours for this course. Upon successful completion of this course (required hours of attendance as well as passing exam scores), the school will issue a certificate of completion that will include the school's name, student's name, name of course, ending date of course, and signature of school representative. Students are then eligible to apply for and take the NACES North Carolina Nurse Aide 1 Competency Exam.

8:00am-Noon	Friday	Jan. 27, Feb. 3, 10, 17 & 24	Fee: \$125	42 hrs	26834	BCCC12 1212
8:00am-3:00pm	Saturday	Jan. 28 & Feb. 11				
8:00am-Noon	Saturday	Feb. 25				

Medication Aide

The Medication Aide Course is a 24 hour course that prepares Nurse Aides to administer medications to residents of long-term care facilities. Course content includes instruction on safe administration of medications via oral, topical, sublingual, and other routes. Upon satisfactory completion of this course, students are eligible to apply for and take the North Carolina Medication Aide Certification Exam.

6:00pm-10:00pm	Tues./Thurs.	Jan. 24-Feb. 9	Fee: \$70	24 hrs	27604	BCCC12 1217
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ONLINE CLASSES IN HEALTHCARE PROGRAMS

Certificate in Mediation
Certificate in Brain Health
Certificate in Stress Management
Medical Coding

Certificate in Gerontology
Medical Transcription
Spanish for Medical Professionals
Medical Math

HIPAA Compliance
Become a Physical Therapist Aide
Human Anatomy & Physiology I & II
Certificate in Healing Environments

Medical Terminology: A Word Association Approach

Visit www.ed2go.com/beaufortccc.edu or call 252.940.6262 to register!

HUMAN RESOURCES DEVELOPMENT

Spring 2017

Building Your Employment Toolbox

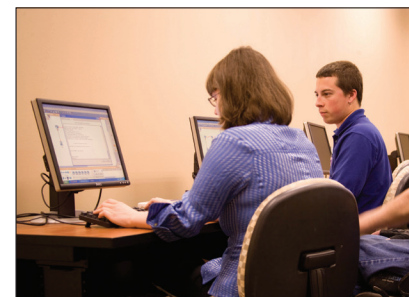
There are many FREE resources available to assist the job seeker in their search for employment. This class will focus on all those resources and show students how to effectively use them to their advantage. Fee waivers for the registration fee and the \$5 technology fee are available for qualifying individuals.

6:30pm-8:30pm	Mon/Wed	Jan. 30-March 8	Fee: \$70	24 hrs	26793	BCCC8 823
8:30am-11:30am	Fridays	Feb. 3-March 24	Fee: \$70	24 hrs	26792	BCCC8 823

Working Smart

Working Smart: Soft Skills for Workplace Success is a five-module, 16-lesson soft-skills curriculum taught over 24 hours. The five modules are: Self Awareness, Self-Management, Work Ethics, Communication Skills, and Problem-Solving Skills. Individuals who complete the training will receive a program certification. Fee waivers for the registration fee and the \$5 technology fee are available for qualifying individuals.

9:00am-Noon	Thursdays	Jan. 26-March 16	Fee: \$70
24 hrs	26804	BCCC8 829	
5:30pm-8:30pm	Mondays	Feb. 6-March 27	Fee: \$70
24 hrs	26802	BCCC8 827	



National Career Readiness Certification (NCRC) Prep Classes

Do you need to earn your National Career Readiness Certificate (NCRC)? We have developed a specialized three-week class to assist individuals with earning their National Career Readiness Certification (NCRC). 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 in Beaufort and surrounding counties either require or give preference to applicants that have a NCRC. The course fee includes a \$125 registration fee and a \$5 technology fee. Fee Waivers are available for qualifying individuals. Individuals wishing to pursue their NCCRC will pay a \$36 testing fee at the time of testing. Students may enroll or join this class at any time. It is an open enrollment lab.

Tuesday/Thursday	Jan. 10-Feb. 28	Fee: \$125	47.5 hrs	26766	BCCC8 823
Tuesday/Thursday	March 2-April 27	Fee: \$180	52.5 hrs	26767	BCCC8 823

Both classes meet Tuesdays/Thursdays 2:00pm-4:30pm, and every other Tuesday 6:00pm-8:30pm

ONLINE CLASSES!

- | | | |
|---|-------------------------------------|-------------------------------|
| • 12 Steps to a Successful Job Search | • Resume Writing Workshop | • Career Success |
| • Listen to your Heart, and Success will Follow | • Computer Skills for the Workplace | • Grammar Refresher |
| • Jump-Start Your Career with LinkedIn | • Keyboarding | • Interpersonal Communication |
| • Skills for Making Great Decisions | | |

Visit www.ed2go.com/beaufortccc.edu or call 252.940.6262 to register!

Emergency Medical Technician Initial Provider (Hybrid)

If you have little or no medical experience, this course will introduce you to emergency prehospital care. Upon completion of this course, you will be credentialed to provide emergency care at the EMT level and be allowed to take the state credentialing exam. The schedule includes online course components along with weeknight and Saturday sessions. The registration fee for this class is \$180. Additional fees include \$5 for a Student ID, \$5 for a Technology Fee, \$13.00 for Malpractice Insurance, \$1.25 for Accident Insurance, and \$5.00 for a CPR card. Funding assistance may be available for qualifying individuals through your local NCWORKS Career Center.

6:30pm-9:30pm Mon. & Wed. Jan. 11-May 10 Fee: \$209.25 203 hrs 26858 BCCC10 28

EMT to Advanced EMT (Intermediate) Initial Provider

This course follows the North Carolina curriculum and bridges the Emergency Medical Technician to Emergency Medical Technician Intermediate (AEMT). Some Saturday sessions and additional scheduled clinical and field experience hours are required. Funding assistance may be available for qualifying individuals through your local NCWORKS Career Center. The registration fee for this class is \$180. Additional required fees include malpractice (\$13) and accident (\$1.25) insurance, technology fee (\$5) and student ID (\$5), totaling \$24.25 for the course and must be paid along with the registration fee.

6:00pm-9:30pm Tuesdays & Thursdays Jan. 10-May 11 Fee: \$204.25 307 hrs 26859 BCCC10 30

EMT to Paramedic (Hybrid)

This course will follow the guidelines established by NCOEMS and will have online and classroom work that will educate the EMT to prepare for the North Carolina credentialing exam. Once successfully completing this course the student will be allowed to register for the North Carolina Paramedic Exam. The registration fee for this class is \$180. Additional required fees include malpractice \$13, student accident insurance \$1.25, technology fee \$5, student ID \$5, totaling \$204.25 for the course and must be paid along with the registration fee. Please note: instruction will be delivered through two classes to meet a total of 1,316 hours of instruction. Students will receive information regarding Part II of the class on the first night of the class. Funding assistance may be available for qualifying individuals through the NCWorks Career Center. Students will be required to submit a letter of affiliation at the time of registration in order for the registration fee to be fee waived.

Call for prerequisite information.

Class starts November 17.

Online Anatomy and Physiology for Paramedics

This course is designed for students preparing to register for a Paramedic course or credentialed providers needing continuing education. The objectives for this course satisfy the National Standard Curriculum and the NCEMS objectives. Upon completion, students should be able to demonstrate a basic understanding of the fundamentals and the principles of anatomy and physiology. The registration fee for this course is \$180. A \$5 technology fee is included in the fee below.

Online All Days Jan. 16-May 7 Fee: \$185 96 hrs 26861 Online

Online Critical Care Review Class

Vidant EastCare and Beaufort County Community College is hosting an online Critical Care Review course that will prepare Paramedics for the FP-C and the CCP-C exam. FP-C and CCP-C are the only Paramedic certifications recognized by Commission on Accreditation of Medical Transport Systems (CAMTS). Vidant EastCare is the only CAMTS accredited transport program in Eastern North Carolina. This course is 72 hours and has been approved by the Board for Critical Care Transport Paramedic Certification (BCCTPC). Paramedics who are already FP-C or CCP-C can use this course for recertification hours. BCCTPC requires 16 hours of approved Critical Care content. The textbook for the course is the AAOS Critical Care Transport, ISBN- 9781449642587. The course fee includes a \$180 registration fee and \$5 technology fee.

Online All Days Jan. 30-April 9 Fee: \$185 72 hrs 26860 Online

Survival Spanish for Emergency Medical Services (EMS)

According to the United States Census Bureau, 10% of North Carolina's population is of Hispanic or Latino descent. With the rising population in North Carolina it is important to Emergency Medical Service (EMS) personnel to have the ability to communicate with each person that they encounter. Instructor Ben Correa will teach EMS personnel basic Spanish phrases that will help them to assess injuries and gain basic background information at the scene. Students will also leave the class with a pocket guide of basic Spanish phrases to keep with them while they are on duty. This course is not eligible to be fee waived.

Call us at 252-940-6297 to schedule a class at your station!

Do you want to receive email updates regarding upcoming classes and events in the BCCC EMS Training Program? Subscribe now at <http://www.tinyurl.com/bcccems>.



BCCC offers additional certification classes monthly, such as Advance Cardiac Life Support (ACLS), Pediatric Advance Life Support (PALS), and Pre-Hospital Trauma Life Support (PHTLS) along with various continuing education credit classes for EMS Professionals. Please check our website at <http://www.beaufortccc.edu> and click on Our Programs, Continuing Education for upcoming offerings or contact Billy Respass, Director of EMS Programs, at billy.respass@beaufortccc.edu or by phone at 252-940-6468 or Larry Gales, Coordinator of EMS Programs, at larry.gales@beaufortccc.edu or by phone at 252.940.6297.

Fire Academy

We will be holding our third Fire Academy starting August 14, 2017. There will be a mandatory meeting on July 31 to get all essential paperwork so we can begin promptly on August 14. Classes will meet on Monday, Tuesday, Thursday and every other Saturday. Class times will be 6pm–10pm weeknights and 8am–5pm on Saturdays. Class size is limited, so register early. For more info, please contact Johnny Williams, Director of Fire Training Programs, at johnny.williams@beaufortccc.edu or by phone at 252-940-6363.



"I joined the academy and there were a few times I thought about throwing in the towel and giving up. But then I realized I had more than just my fire department backing me. My whole community was looking at me and needed for me to perform and be successful. The training was tough at times. I had heard about teamwork before but I had never really experienced teamwork before I joined this academy and was forced to work with other people. The academy was more than just training to me. It was the start of something that is going to be a part of my life forever."

William Equils, Fire Academy Graduate



2nd Annual Public Safety Weekend

BCCC Public Safety Programs (EMS, Fire, Law Enforcement) will hold our 2nd annual Public Safety Weekend on March 3-5, 2017. We are in the process of planning this weekend. If you have a class you would like to see offered please contact Johnny Williams, Director of Fire Training Programs, at (252) 940-6363 or johnny.williams@beaufortccc.edu. We will be providing more information in our monthly newsletter. You can subscribe at

<http://www.tinyurl.com/bcccfiretraining>.



Our Public Safety Training Facility is up and operational. If you would like to schedule a training at the facility please contact Johnny Williams, Director of Fire Training Programs, at (252) 940-6363 or johnny.williams@beaufortccc.edu.

Other courses are being added on a daily basis.

Please check our website at www.beaufortccc.edu and click on *Our Programs, Continuing Education*. Calendar is updated daily to show new classes that are added.

For questions or to request other classes, contact Johnny Williams, Director of Fire Training Programs, at johnny.williams@beaufortccc.edu or by phone at 252-940-6363.

Defensive Driving-DDC-4

Learn to drive defensively for the sake of family, friends, and yourself in this four hour course! 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 new 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	Saturday	January 14	Fee: \$65	4 hrs	26870	BCCC8 829
5:30pm-9:30pm	Monday	January 23	Fee: \$65	4 hrs	26871	BCCC8 829
9:00am-1:00pm	Saturday	February 11	Fee: \$65	4 hrs	26872	BCCC8 829
5:30pm-9:30pm	Monday	February 20	Fee: \$65	4 hrs	26873	BCCC8 829
9:00am-1:00pm	Saturday	March 11	Fee: \$65	4 hrs	26874	BCCC8 829
5:30pm-9:30pm	Monday	March 20	Fee: \$65	4 hrs	26875	BCCC8 829
9:00am-1:00pm	Saturday	April 8	Fee: \$65	4 hrs	26876	BCCC8 829
5:30pm-9:30pm	Monday	April 10	Fee: \$65	4 hrs	26877	BCCC8 829
9:00am-1:00pm	Saturday	May 6	Fee: \$65	4 hrs	26878	BCCC8 829
5:30pm-9:30pm	Monday	May 15	Fee: \$65	4 hrs	26879	BCCC8 829

iPhone®/iPad® Workshop I

Matthew Manning will have more time to provide the basics and you'll have more 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 security features, APPS, upgrades, and basic skills to help you get the most from your personal technology. And come with your own questions too, because Matthew wants to answer all of them. Limited class size to encourage plenty of individual attention.

5:30pm-8:30pm	Tuesday	February 21	Fee: \$20	3 hrs	26884	BCCC2 114
5:30pm-8:30pm	Tuesday	April 25	Fee: \$20	3 hrs	26885	Ware Creek

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. Matthew Manning will teach about APPS, security settings, set-up options, photo sharing, and entertainment features. He will have plenty of time to address your needs, and you will leave feeling more confident with your Android® device.

5:30pm-8:00pm	Tuesday	February 7	Fee: \$20	3 hrs	26882	BCCC2 114
5:30pm-8:30pm	Tuesday	April 11	Fee: \$20	3 hrs	26883	Ware Creek

Line Dancing

Our Line Dancing class is very popular, as it should be. We've added more sections, and we added some time to each session. 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!

10:00am-11:30am	Monday	Jan. 23-Feb. 27	Fee: \$30	9 hrs	26889	BCCC10 Multipurpose
10:00am-11:30am	Monday	March 13-May 1	Fee: \$30	9 hrs	26890	BCCC10 Multipurpose
10:00am-11:30am	Monday	May 15-June 26	Fee: \$30	9 hrs	26891	BCCC10 Multipurpose
5:30pm-7:00pm	Monday	Jan. 23-Feb. 27	Fee: \$30	9 hrs	26892	BCCC10 Multipurpose
5:30pm-7:00pm	Monday	March 13-May 1	Fee: \$30	9 hrs	26893	BCCC10 Multipurpose
5:30pm-7:00pm	Monday	May 15-June 26	Fee: \$30	9 hrs	26894	BCCC10 Multipurpose

Carolina Shag Dancing

Tuesday night is date night at BCCC. The Shag is the favorite couples dance in the Carolinas. Please bring your favorite dance partner and come learn this traditional social activity. You'll enjoy the fellowship in our dancing classroom, and 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.

6:00pm-7:30pm	Tuesday	Jan. 24-Feb. 28	Fee: \$50	9 hrs	26886	BCCC4 102
6:00pm-7:30pm	Tuesday	March 14-May 2	Fee: \$50	9 hrs	26887	BCCC4 102

Carolina Shag Dancing - Intermediate

OK, you've mastered the basics. Now join this class to perfect your shagging and add more steps to your repertoire. More shagging, 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!

6:00pm-7:30pm	Tuesday	May 16-June 27	Fee: \$50	9 hrs	26888	BCCC4 102
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Golf Clinic

Ron Baldwin has revamped his golfing class to serve beginning and novice golfers. We now offer 5 sessions for those who want to learn THE GAME and for those who are working on their swing. We have clubs for you to use and privileges at the Terapin Track Golf Course. Four sessions will be spent playing golf with Ron. Spend these Spring evenings learning to address the ball, proper stance, grip the club, hip rotation, weight shift, target the shot, proper etiquette, and rules.

6:00pm-8:00pm	Thursday	April 6-May 4	Fee: \$50	8 hrs	26901	BCCC4 102
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Yoga

We are pleased to offer this healthful activity on our campus. Sharon Owens is a Kripalu Yoga certified instructor, and she will lead you to practice movement, breathing work, and meditation to become present in the moment and fully alive. The stretching is gentle and the benefits are immeasurable. Students will need to bring their own mat. Other equipment will be supplied.

5:30pm-6:45pm	Thursday	Feb. 2-March 9	Fee: \$36.00	7.5 hrs	26914	BCCC10B 101
5:30pm-6:45pm	Thursday	March 30-May 4	Fee: \$36.00	7.5 hrs	26915	BCCC10B 101
5:30pm-6:45pm	Thursday	May 18-June 22	Fee: \$36.00	7.5 hrs	26917	BCCC10B 101

Tai Chi

Wake up and stretch using this ancient Chinese exercise art. This class meets two mornings each week to give you sessions of gentle stretching. Tai Chi improves strength, flexibility, balance and bone density, and it maintains muscle mass. Folks who participate often report that they just feel better. Please join Eric Humphries and learn the "8 Essential Pieces of Brocade" which constitute Tai Chi.

9:00am-10:00am	Mon. & Wed.	Feb. 6-March 15	Fee: \$45	12 hrs	26880	BCCC10 31
9:00am-10:00am	Mon. & Wed.	April 3-May 15	Fee: \$45	12 hrs	26881	BCCC10 31

Small Engine Repair

Be your own repair person, and enjoy learning to fix your own stuff! In this class, students will gain 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 small lawn mowers. Students will receive classroom instruction and hands-on experience. Students are encouraged to bring their own equipment to our shop for tune-up and repair.

6:00pm-9:00pm	Tues. & Thurs.	Feb. 21-March 16	Fee: \$80
24 hrs	26909	BCCC8A 103	
6:00pm-9:00pm	Tues. & Thurs.	April 11-May 11	Fee: \$80
24 hrs	26910	BCCC8A 103	



Quilting

The Pamlico River Quilters' Guild inspired us to offer this class, and Debby Hodges has made it a great success. This Spring we are expanding the class to 8 sessions to give beginning quilters more experience under Debby's guidance. Learn the basics of cutting, piecing, sewing seams, and quilting. Debby will address fabric choices and color combinations as you produce a wonderful sampler quilt. We will also visit a local quilting shop. So if you have any desire to learn quilting this is a great start. Book and supplies list available upon registration.



6:00pm-9:00pm	Tuesday	Jan. 31-March 21	Fee: \$55
24 hrs	26905	BCCC8 829	

Memory Tree Quilting Workshop

Memory Trees actually involve quilting, embroidery, and applique. They are also very personal projects that encourage quilters to incorporate features of their own lives into a beautiful wall hanging or pillow. Some quilting experience is required, but those who join this workshop will carry home a wonderful project. And they will have the ability to produce Memory Trees for special people they know. Students will learn about the process and then quilt, applique and embroi-

der their Memory Tree in this one day workshop. We are offering two opportunities to take this workshop. All materials are included.

9:00 am-4:00pm	Saturday	March 16	Fee: \$50	6 hrs	26906	BCCC8 829
9:00 am-4:00pm	Saturday	March 18	Fee: \$50	6 hrs	26975	BCCC8 829

Make a Barn Quilt

Quilters who have completed our beginning class will enjoy coming together to design, piece, sew, and quilt. Barn Quilts are charming and homey, and the squares may be customized to include personal features from the quilter's (or gift recipient's) life. At BCCC we've learned that a class full of quilters is lively and charming. If you have some quilting experience this class will be a welcoming place.

6:00pm-9:00pm	Tuesday	April 11-May 9	Fee: \$40	15 hrs	26907	BCCC8 829
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Stage Make-Up Design

Make sure to join this class if you're interested in any aspect of the theater. Spend 5 weeks exploring character analysis, make-up design, and application techniques. Participants will create and execute designs for "old age", 18th Century, Shakespearean, and fantasy characters. Each student will provide his/her own make-up kit, and our instructor, Jeff Phipps, recommends the Ben Nye Cream Base Kit. We'll provide details upon registration. This class is open to students age 16 and older, and we encourage young actors to learn and understand these essential aspects of character development. Thanks to Arts of the Pamlico for encouraging talent and for sharing the Turnage Theater with us.

4:00pm-6:00pm	Tues. & Thurs.	Jan. 31-March 2	Fee: \$50	20 hrs	26960	Turnage Theater
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Learn to Play Guitar

Dust off that guitar that's been sitting around and finally learn to play. You know you want to. Or maybe you want 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's using a flat pic or finger picking. Various types of music such as Folk, Southern Rock, Blues, Contemporary Christian, Rock, and Blue Grass will be addressed. Each class session will contain group and individual instruction.

6:00pm-8:30pm	Monday	Feb. 6-March 13	Fee: \$45	15 hrs	26900	BCCC3 127
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Musical Keyboarding

Consider this class as your introduction to piano and other keyboard instruments. Also, consider yourself lucky to have such a great teacher as Scott Bradshaw! During Musical Keyboarding 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 you to learn on. Just bring your enthusiasm.

6:00pm-8:00pm Tuesdays Feb. 28-March 28 Fee: \$55 10 hrs 26913 BCCC8 826

Organic Gardening

You will enjoy your garden more when you know it's a safe and environmentally friendly place. Our Organic Gardening class will focus on sustainable growing methods for both vegetable and ornamental gardens. Billy Ray Askew, Agriculture Technology Instructor at BCCC, will lead you to a new understanding of soil health and nutrition. Learn about composting, mulching, growing cover crops, managing pests, making square foot gardens, and making hay bale gardens. And Billy Ray will lead the class to start vegetables and ornamentals from seed in our greenhouse. You will finish the class with plants to take home for your own garden. For Spring 2017 we have added two sessions. Judy Keohane of Beaufort County Master Gardeners will lead a workshop on the importance of pollinators in your garden and how to encourage them. Clay Carter will spend an evening focused on vegetative propagation at home and organic rose care.

6:00pm-8:00pm Thursdays Feb. 16-March 30 Fee: \$55 14 hrs 26941 BCCC8A 100

Growing Mushrooms at Home

If you desire to grow mushrooms because they taste so good, or because they are nutritious, or because they have commercial potential then please consider this class. We will investigate mushroom varieties and growing processes. We will share the resources you need to grow your own mushrooms. And together we will prep, inoculate, and seal a log with Shitake spores for each student to take home. All supplies are included in the registration fee.

6:00pm-8:00pm Monday March 13-March 27 Fee: \$60 6 hrs 26919 BCCC8A 100



Beekeeping Basics

Are you interested in keeping bees to facilitate pollination in your own garden or farm? Or are you interested in understanding the importance of bees to our food crops and garden success? Either way, this class will give you a good foundation for beekeeping and a greater appreciation of these vital pollinators. We are fortunate to have Berry Hines Sr., a certified NC Master Beekeeper, and a lifetime keeper of bees to lead this class. In four sessions we will address the biology of bees, hive structure, site selection, beekeeping resources, hive health, pest control, honey extraction, and more. One evening we will visit a beekeeping operation, and students will be allowed to don a bee suit and inspect hives up close. There'll even be good honey to sample!

6:00pm-8:30pm Thursday April 20-May 18 Fee: \$45
12.5 hrs 26908 BCCC8 826

Paul's Letters in a Modern World

Learn about the early days of Christianity by following the travels of the Apostle Paul and reading his letters. This class will explore the times, geography, history, and culture of Paul's world. His directions for moral behavior and spiritual formation will be applied to current times in this thoughtful and insightful class.

10:00am-11:30am Wednesday Feb. 22-March 29 Fee: \$30 9 hrs 26899 BCCC8 828

Great Decisions

Great Decisions is America's largest discussion program on world affairs. Each week, the Great Decisions program highlights a critical foreign policy topic challenging Americans. In Great Decisions discussion groups across the country, participants discuss and debate each issue and complete a national opinion ballot to communicate their views to Congress and the White House. Supported by the Foreign Policy Association for over 50 years, Great Decisions involves citizens in the foreign policy making process. There are countless benefits to participating in a Great Decisions program, here are a few. Great Decisions:

- Informs participants about world affairs.
- Promotes civic participation through the National Opinion Ballot Report, an annual report compiled from Great Decisions participants' views on the eight topics.
- Provides participants an opportunity to exchange views with peers.
- Provides framework for community discussion while encouraging an understanding of alternative views.

The 2017 Great Decisions topics:

The Future of Europe
Trade and Politics
Conflict in the South China Sea
Saudi Arabia in Transition
U.S. Foreign Policy and Petroleum
Latin America's Political Pendulum
Prospects for Afghanistan and Pakistan
Nuclear Security

This class leader is Andrew Cartee, MAEd, who is an experienced and skillful facilitator for Great Decisions. Each week participants will watch a 1-hour documentary on the topic, review and discuss assigned readings, and participate in an instructor led discussion. A briefing book for the series is highly recommended but not required.

6:00pm-8:00pm Tuesdays April 4-May 23 Fee: \$40 16 hrs 26904 BCCC3 125

Unarmed Self-Defense for Women

Basic unarmed self-defense for women. Class will give students basics in unarmed self-defense options and unarmed tactics. Focus on self-awareness and the tools for basic escapes from attackers. Comfortable clothing should be worn for practical exercises. The registration fee includes a \$75 registration fee and \$1.25 accidental insurance fee.

9:00am-4:00pm Saturday April 22 Fee: \$76.25 6 hrs 26757 BCCC10B-101

Concealed Carry Handgun (CCH) Training

Class covers laws governing the use of deadly force, concealed carry statute, & other relevant issues. Class covers the fundamentals of gun operation, personal protection with the use of a handgun, gun safety, ammunition, and shooting techniques. A copy of a record check form the Clerk of Court or handgun purchase permit from the Sheriff's Office should be provided at the time of registration. The registration fee includes a \$75 registration fee and \$1.25 accidental insurance fee.

Thurs. Jan. 12, 6:00-9:00pm; Sat. Jan. 14, 9:00am-4:00pm
 Fee: \$76.25 11 hrs 26752 BCCC10B 101
 Thurs. March 16, 6:00-9:00pm; Sat. March 18, 9:00am-4:00pm
 Fee: \$76.25 11 hrs 26753 BCCC10B 101



Advanced Concealed Carry Handgun

Advanced Concealed Carry Handgun is designed to provide a hands-on instruction to the safe handling and proper orientation for tactical drawing, moving and concealment and cover firing for students. This course is 8 hours long and includes classroom and range time. Students will learn rules for safe gun handling and review concealed carry law. This is not a beginner's class. Students should have a firearm concealment holster and 50 rounds of ammunition. Students should also have proper attire, eye, and ear protection needed for range time. A copy of a valid Concealed Carry Handgun permit should be provided at the time of registration. The course fee includes an \$85 registration fee and \$1.25 accidental insurance fee.

9:00am-5:00pm Saturday February 25 Fee: \$86.25 8 hrs 26756 BCCC10B 101

Beginners Handgun: Semi-Automatics

BCCC offers Beginners Handgun orientation class for semi-automatic handguns. Beginners Handgun is designed to provide a hands-on introduction to the safe handling and proper orientation to one specific pistol action type for students. This course is 6 hours long and includes classroom and range time learning to shoot a specific pistol action type. Students will learn rules for safe gun handling; the particular pistol model parts and operation; ammunition; shooting fundamentals; cleaning the pistol; and continued opportunities for skill development. Students must show proof of ability to legally own a firearm with either a Handgun permit, Concealed Carry Handgun permit or County record check. The registration fee includes a \$85 registration fee and \$1.25 accidental insurance fee.

9:00am-4:00pm Saturday April 18 Fee: \$86.25 6 hrs 26755 BCCC10B 101

Beginners Handgun: Revolvers

BCCC offers Beginners Handgun orientation class for revolver handguns. Beginners Handgun is designed to provide a hands-on introduction to the safe handling and proper orientation to one specific pistol action type for students. This course is 6 hours long and includes classroom and range time learning to shoot a specific pistol action type. Students will learn rules for safe gun handling; the particular pistol model parts and operation; ammunition; shooting fundamentals; cleaning the pistol; and continued opportunities for skill development. Students must show proof of ability to legally own a firearm with either a Handgun permit, Concealed Carry Handgun permit or County record check. The registration fee includes an \$85 registration fee and \$1.25 accidental insurance fee.

9:00am-4:00pm Saturday April 22 Fee: \$86.25 6 hrs 26753 BCCC10B 101



Keep your New Years resolution!
 Dust off your bucket list!
 Hold off the winter blues!



You're invited to join us at the
Arts of the Pamlico's Historic Turnage Theatre
 for adult arts enrichment workshops!



*art history*comedy*camps*dance
 *theatre lighting & sound *costume makeup
 *marketing for creative people * painting*
 *video production *weaving *writing for stage & more!



Workshops posted by December 15
Starts January 2017!



www.artsofthepamlico.org/all-events/school-of-the-arts
 252-946-2504 Historic Turnage Theatre 150 West Main St., Washington, NC

Field Trip Series

These classes combine a little learning, a little travel and fine days enjoying the world around us. Our goal is for you to become better acquainted with the natural and cultural opportunities nearby. Because really, we live in a wonderful place. Please join us as we explore Eastern NC. We use vans for our trips, so class sizes are limited. Please register at least one week before class date.

Birding, Backyard and Beyond

On Tuesday evening Jennifer Lewis will share her expertise on creating a good environment for birds in your own yard. She'll tell us about the species most commonly found in our area and about those rare and wonderful avian visitors which excite the birding community. Appropriate feeders and placement, the best seeds/foods to use, cleaning and maintenance, habitat for encouraging nesting, resources for identifying birds, and other topics are on her list. On Thursday we will travel to Sylvan Heights Bird Park in Scotland Neck, NC. There we will enjoy a guided tour by Lee Peoples, Education Specialist. We will see birds from 5 continents, and many will be in their beautiful breeding plumage. We will learn how Sylvan Heights has become the nation's finest resource for saving endangered bird species. We will walk about 1 mile on easy paths, and the birds are excellent subjects for your photographs. After lunch in Tarboro we will amble home. Participants will pay for their own lunch. All other expenses included.

6:00pm-8:00pm	Tuesday	February 21	Fee: \$50	9 hrs	26951	BCCC8 826
8:00am-3:00pm	Thursday	February 23				

Venus Flytraps!!!

Eastern NC is the only place where Venus Flytraps grow, and they are the most unique plant in the world. We are also home to four other carnivorous species, and all of these grow in the Nature Conservancy's Green Swamp Preserve. On Tuesday BCCC's biology instructor, Chad Smith, will teach us about Venus Flytraps, how they eat insects, why, and their place in popular culture (Feed me Seymour!) He will also describe the other carnivorous plants we may encounter; sundews, pitcher plants, bladderworts, and butterworts. Clay Carter will spend a few minutes on gardening with carnivorous plants. On Thursday the Green Swamp Preserve in Brunswick County is our destination. Our hike will be led by the Nature Conservancy's Zack West. We will see carnivorous plants and many other beautiful and interesting spring bloomers as we learn about the Long Leaf Pine Savannah. With luck we may also see a Red Cockaded Woodpecker. The terrain is flat and the paths are wide and clear, and the hike is about 2 miles total. So we'll be ready for lunch in Wilmington. Participants will pay for their own meal. All other expenses are included.

6:00pm-8:00pm	Tuesday	April 25	Fee: \$55	10 hrs	26952	BCCC8 826
8:00am-5:00pm	Thursday	April 27				

Art in Bloom

Join us for the NCMA's third annual festival of art and flowers. Floral designers from across North Carolina and beyond bring springtime into the museum's West Building by interpreting masterworks from the permanent collection in breathtaking flower displays. We will drive to Raleigh for a morning tour of the displays, and we have lunch reservations for a table at Iris, the museum's restaurant. At 2:00 PM we will enjoy a workshop by European floral designer Francoise Weeks. Her subject is Woodland Design, and she will create a beautiful arrangement as she explains her approach to the subject. Inspired, we will return home to better bring nature's beauty into our homes. Participants will pay for their own meal. All other expenses are included.

8:30am-5:30pm	Thursday	March 30	Fee: \$75	9 hrs	26953	NCMA
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Opera, La Traviata

The Fallen Woman...La Traviata is Verdi's interpretation of Alexander Dumas' *La Dame aux Camelias*. Violetta, a courtesan who lives a life of free love succumbs to the joy of true love. Her past prevents her from a full life with her swain, Alfredo, and she leaves him bewildered and angry. Finally, true love prevails, and Violetta and Alfredo are reunited before she succumbs. The story, the colorful production by the Metropolitan Opera, and Verdi's beautiful music make this excursion class a delight for opera lovers and newcomers alike. On Tuesday we will explore the world of Verdi and his operas. On Saturday we will travel to The Greenville Grand to see the high definition broadcast of *La Traviata*. Price includes class, travel, and ticket to *La Traviata*.

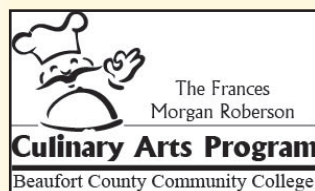
6:00pm-8:00pm	Tuesday	March 7	Fee: \$60	7 hrs	26954	BCCC8 828
11:00am-4:00pm	Saturday	March 11				

Opera, Eugene Onegin

Peter Ilyich Tchaikovsky's opera travels from the Russian countryside to the glittering imperial aristocracy of St. Petersburg. It chronicles the transformation of Tatiana from a sentimental young girl to a complete woman in one of the operatic stage's most convincing character developments. As with his concert works, Tchaikovsky's music travels from tender to grand to melancholic and back again. He used European operatic standards to produce a work that is authentically and definitively Russian. Such was his talent, and this production by the Metropolitan Opera captures all of it. Tuesday's lecture by Jeff Phipps will reveal insights into Tchaikovsky and his times. Saturday's trip to the Greenville Grand for the Met's *Eugene Onegin* will be a delight. Price includes class, travel, and ticket to *Eugene Onegin*.

6:00pm-8:00pm	Tuesday	April 18	Fee: \$60	7 hrs	26955	BCCC8 828
11:00am-4:00pm	Saturday	April 22				

The Chef's Table



Our new Frances Morgan Roberson Culinary Arts Program is up and running! Our career-focused students are learning the best cooking and restaurant kitchen management skills to help secure employment. Now and then we want to share our wonderful kitchen with community members who enjoy cooking at home. We will prepare menus, focus on skills, and explore how food and wine enrich our daily lives. Class sizes are limited, and all materials will be supplied. Please register at least one week before class date.

A French Repast with Paul Cyr

We will learn tips and techniques and prepare a delightful French meal. Come ready to cook and dine with Chef Paul.

Cauliflower Veloute; Frizzled Leeks with Chive Oil
Chicken Forrestiere; Oven Poached Champagne Chicken Breast, Creamy Wild Mushrooms
Carrots Vichy
Potatoes William
Chocolate Terrine with Cream Anglaise

6:00pm-9:00pm	Thursday	February 9	Fee: \$35	3 hrs	26942	BCCC8 830
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Inspired by Herbs with Morten Hoj

Herbs add freshness and flavor to this menu. Chef Morten will guide us to produce a delicious meal that can be replicated for your family and friends.

Heirloom Tomato & Blue Cheese Salad; Fresh Basil Pesto, Chives, and Pecans
Chicken Saltimbocca; Sautéed Chicken Breast, Fresh Sage, Prosciutto, Fresh Mozzarella
Tarragon Roasted Carrots
Fresh Spinach and Baby Portabella Mushrooms; Shallots, Rosemary, Nutmeg
Fresh Fruit Salad; Mint, Lavender, Creamy Raspberry Sauce

Chef Morten and the class will dine together and enjoy this wonderful meal.

6:00pm-9:00pm	Thursday	April 6	Fee: \$35	3 hrs	26943	BCCC8 830
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Yeast Bread Basics with Rachel K.

Yep, that's her. She makes those wonder pastries and breads at her bakery in Downtown Washington. In this class she will share her secrets for making homemade yeast bread. We'll cook loaf bread from a "sweet dough" and make whole wheat bread too. Rachel will include bread making history and science. You'll enjoy the whole process from proofing to rising to baking to eating. We'll have plenty of butter and jam for the finished product!

5:30pm-9:30pm	Tuesday	February 28	Fee: \$30	4 hrs	26944	BCCC8 830
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Pies and Tarts, Sweet and Savory with Rachel K.

Everybody loves a pie. And once you have the knack for making a good crust, then there is no limit to the fillings you can enjoy. Rachel will lead us to make sweet dessert pies and savory pies for brunches or suppers. We'll enjoy quicke, custard pie, banana cream pie and maybe something with fruit. Coffee, tea and cold milk will be just what we need when those pies come out of the oven.

5:30pm-9:30pm	Tuesday	March 28	Fee: \$30	4 hrs	26945	BCCC8 830
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Knife Skills

Chef Paul Cyr or Chef Morten Hoj will lead your class in basic knife skills. They will teach you which knife is best for various kitchen tasks, and they will guide as you learn to make the proper cuts. Your chef will demonstrate the best way to cut-up a chicken, and you will practice cutting many fruits and vegetables to gain good knife control. Sharpening, storage, and maintenance of your knives are important to our chefs. You may use our knives or bring your favorites from home. And with all this food around we will cook up a good snack to reward your perfect slicing and dicing.

6:00pm-9:00pm	Thursday	March 9	Fee: \$25	3 hrs	26946	BCCC8 830
6:00pm-9:00pm	Thursday	April 27	Fee: \$25	3 hrs	26947	BCCC8 830

Lovin' the Grape; Wine Appreciation

Explore the interesting world of wine, including its history, geography, botany, and chemistry. Learn about the many grapes that are used to make wine and the styles of wine that result from their use. Try different combinations of wine and food and learn how to pair and serve wine for a special event. Taste how each region produces wine with particular characteristics and how to identify and describe the styles you like. And learn how to buy wine for the best value and flavor. Each session, held at Wine and Words in Downtown Washington, will include samplings of the wine and food we discuss. You'll finish this class with an enhanced appreciation for good wine!

6:00pm-8:00pm	Thursday	Mar. 16-Mar. 30	Fee: \$70	6 hrs	26950	Wine & Words
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Alternative Communication for the Non-Verbal Student

The purpose of this 24-hour course is to give those with special interests an alternative means to communicate by teaching visual communication. This class will invariably use two forms of American Sign Language (ASL): Conceptually Accurate Signed English, also known as CASE, and Pidgin Sign English, also known as PSE. A textbook is required and can be purchased from the BCCC Bookstore for \$21.75, Talking with Your Hands and Listening with Your Eyes. Books will not be sold in class.

6:00pm-9:00pm	Thursdays	Feb. 2-March 23	Fee: \$70	24 hrs	26815	BCCC8 821
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Notary Public

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 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 for \$27. Books will not be sold in class and should be purchased prior to class.

9:00am-4:00pm	Friday	January 20	Fee: \$70	6 hrs	26794	BCCC8 829
9:00am-4:00pm	Friday	March 17	Fee: \$70	6 hrs	26795	BCCC8 829
9:00am-4:00pm	Friday	May 5	Fee: \$70	6 hrs	26796	BCCC8 829

American Sign Language

This 24-hour course will cover a variety of topics related to American Sign Language including basic history, terminology & how to interpret in different arenas. Students will receive suggested homework each week to review topics covered. At the conclusion of this course students should have the knowledge & ability to have basic conversation with the Deaf Community. A textbook is required and can be purchased from the BCCC Bookstore for \$21.75, Talking with Your Hands and Listening with Your Eyes.

6:00pm-9:00pm	Mondays	Jan. 30-March 20	Fee: \$70	24 hrs	26814	BCCC8 821
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Real Estate Broker Pre-licensing Course

The Real Estate Broker Pre-licensing Course is an introductory level of real estate principles and practices course with heavy emphasis on real estate brokerage law and practice. The primary objectives of this course are (1) to provide students with the basic knowledge and skills necessary to act as a licensed real estate broker in a manner that protects and serves the public interest, and, (2) to prepare students for the real estate license examination. Major topics addressed in this course include basic real property law, property taxation, land use controls, environmental hazards, brokerage relationships and practices, real estate contracts, real estate financing, closing a real estate sale transaction, real estate valuation, fair housing laws, landlord and tenant, property management, federal income taxation of real estate, basic house construction, basic real estate investment, the North Carolina Real Estate License Law and North Carolina Real Estate Commission Rules and Trust Account Guidelines. A textbook will be required for the course and can be purchased from the BCCC Bookstore, Modern Real Estate Practices in North Carolina, 8th Edition. Registration fee: \$180, Book: TBA.

9:00am-4:00pm	Saturdays	Jan. 21-April 29	Fee: \$180	90 hrs	26810	BCCC8 829
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Real Estate General Update and Elective

The Real Estate General Update and Elective course will satisfy the requirements for renewal of your annual real estate license. You may take either occupational extension class or both classes, depending on your individual needs. The registration fee will be the same whether you attend one night or both nights. Elective topic has not been finalized. BCCC will provide the Update book, students will need to purchase the Elective book directly from Dearborn Publishing.

6:00pm-10:00pm	Tues/Thurs	Feb. 7 & Feb. 9	Fee: \$50	8 hrs	26807	BCCC8 824
6:00pm-10:00pm	Tues/Thurs	April 4 & April 6	Fee: \$50	8 hrs	26808	BCCC8 824

Broker in Charge (BIC) Update and Elective

The Real Estate BIC Update and Elective course will satisfy the requirements for renewal of your annual real estate license. You may take either class or both classes, depending on your individual needs. The registration fee will be the same whether you attend one night or both nights. Elective topic has not been finalized. BCCC will provide the Update book, students will need to purchase the Elective book directly from Dearborn Publishing.

6:00pm-10:00pm	Tues/Thurs	March 7/March 9	Fee: \$50	8 hrs	25805	BCCC8 824
6:00pm-10:00pm	Tues/Thurs	May 9/May 11	Fee: \$50	8 hrs	25806	BCCC8 824

Culinary Arts

This will be the introductory course for the program and will include such topics as sanitation, basic kitchen layouts, PPE personal protection equipment, basic knife skills, basic menu planning, measuring and food prep and ServSafe® Certification. Upon completion, students will have the basic skills required for entry-level employment opportunities with the retail food services industry. The course fee includes a \$180 registration fee, a \$1.25 student accident insurance fee and a \$100 course supply fee.

6:00pm-9:00pm	Tues/Thurs	Jan. 10-Jan. 19	Fee: \$281.25	72 hrs	26811	BCCC8 830
9:00am-2:00pm	Tues/Thurs	Jan. 24-March 2				

HVAC: Heating, Ventilating and Air Conditioning Level II

Students in HVAC Level II will continue building upon the skills they learned while taking the Level I class. Students will begin to focus on troubleshooting techniques and HVAC controls. For students interested in continuing their studies, Level III will be offered Summer 2017. If you have no prior HVAC experience or limited experience, a Level I class will be offered Fall 2017. The course fee includes a \$125 registration fee and a \$1.25 student accident insurance fee. Students should bring their textbook from Level I.

6:00pm-9:00pm	Mondays	Jan. 23-May 8	Fee: \$126.25
45 hrs	26826	BCSC	



Introduction to Solidworks

Solidworks is a 3D mechanical CAD (computer-aided design) program that runs on Microsoft Windows. In this class students will learn basic navigation and skills within the program to help them better understand how to produce 3D renderings of parts and 2D drawings. Students will need to purchase the Parametric Modeling with Solidworks 2015 textbook at the BCCC Bookstore for \$49.50 (price subject to change) before the first night of class. Course fee includes a \$70 registration fee and a \$5 technology fee.

6:00pm-9:00pm Mon/Wed Jan. 30-Feb. 22 Fee: \$75 24 hrs 26840 BCCC4 105

Introduction to Conversational Spanish

This 12.5-hour introductory course will prepare students to communicate with Hispanic co-workers, customers, friends, or family. Course content will be basic greetings, vocabulary, and individual phrases students wish translated. This class will also introduce students to basic grammar concepts. At the end of this class, students will be able to greet people, talk about themselves, and understand the basics. Students should bring a small 3-ring binder to class.

6:00pm-8:30pm Thursdays Jan. 26-Feb. 23 Fee: \$30 12.5 hrs 26820 BCCC8 821

Medical Terminology-Online

This course provides the foundation to build your skills in the medical profession by focusing on the language of medicine and emphasizes prefixes, suffixes, and word roots. Learn the medical vocabulary that relates to anatomy, physiology, pathological conditions, diagnostic treatment, and procedures of various body systems. Students learn to pronounce, spell, and define medical terms. Textbook required. Recommended prerequisites include sound keyboarding skills, a basic understanding of and access to word processing software, and basic file management skills. A textbook is required and can be purchased from the BCCC Bookstore, Medical Terminology for Health Professions 8th edition (Bundle with Mindtap 12 months), price TBA. A technology fee of \$5 will be due in addition to the registration fee.

On demand All days Jan. 23-May 8 Fee: \$180 90 hrs 26822 Online

ServSafe®

This class will be the complete ServSafe® program. Food safety and consumer health are among the most pressing concerns for the food service industry. The restaurant and food service industry's preeminent food safety training program, ServSafe®, is recognized and accepted by more federal, state, and local jurisdictions than any other. Effective training means your entire operation will be more efficient, more profitable, and have a better understanding of health department regulations. The ServSafe® certification will insure that two points will not be taken away at your sanitation inspections. Students will be required to have a textbook AND answer sheet to take the course. Students should purchase textbook directly from the National Restaurant Association. No materials will be sold in class.

6:00pm-9:00pm Monday Feb. 27-March 27 Fee: \$70
15 hrs 26812 BCCC8 824



ServSafe® (Review and Test Only)

This class will be a ServSafe® review and test only. Food safety and consumer health are among the most pressing concerns for the food service industry. The restaurant and food service industry's preeminent food safety training program, ServSafe®, is recognized and accepted by more federal, state, and local jurisdictions than any other. Effective training means your entire operation will be more efficient, more profitable, and have a better understanding of health department regulations. The ServSafe® certification will insure that two points will not be taken away at your sanitation inspections. Students will be required to have a textbook and answer sheet to take the course. Students should purchase textbook directly from the National Restaurant Association. No materials will be sold in class.

6pm-9pm Monday February 6 Fee: \$25 3 hrs 26813 BCCC8 824

Lean Six Sigma Yellow Belt Training

Presented by NC State's Industry Expansion Solutions staff, Yellow Belt training is used by many organizations to introduce Lean Six Sigma as a means for preparing project team members, or as part of a larger LSS deployment. This session covers important tools and techniques for process improvement, including the DMAIC problem-solving methodology. By building a common language and a basic understanding of key tools and techniques, the attendee is better prepared to support their organization via Lean Six Sigma improvements. This course requires no special software and minimal math skills. Successful completion of the end of course exam results in the awarding of a North Carolina State University Yellow Belt training certificate. This course provides an excellent introduction to LSS to enable participants to determine if advanced Green Belt/Black Belt training is of value to them and their organizations.

8:00am-5:00pm Thursday April 27 Fee: \$130 8 hrs 26964 BCCC8 829

Substance Abuse Counselor

Are you interested in earning your NC Substance Abuse Counseling Certification? Take your first step with our Substance Abuse Counseling program! This online course taught via Blackboard will take you on an journey learning about screening, intake, orientation, assessment, treatment planning, counseling, case management, crisis intervention, client education, report and record keeping, consultation with other professionals in regard to client treatment and services, and referral to treat addictive disorder or disease and help prevent relapse. This program has been approved by the NCSAPPB board (code 16-100-H-5). There will be some additional requirements to become a Certified Substance Abuse Counselor such as supervision and clinical experience. Students will be responsible for completing this requirement. For more information on the state requirement to become a CSAC, go to www.ncsappb.org. Beverly Cates and Loretta Ebison will be the instructors for this program. The course fee includes a \$180 registration fee and \$5 technology fee. The \$185.00 fee for this program does not include any fees required by the NCSAPPB towards the individual's certification.

Books for the course are available at the BCCC bookstore (book prices subject to change).

Online All days Jan. 23-May 14 Fee: \$185 300 hrs 26776 Online

The Incredible Years (Teacher Classroom Management Training)

In partnership with the Beaufort/Hyde Partnership for Children, BCCC is excited to offer The Incredible Years Teacher class. The course strengthens classroom management, promotes pro-social skills in young children, and reduces incidence of classroom aggression by having teachers learn through open discussion,

real-life vignettes, role playing and learning to create and implement behavior plans. The program dynamics include: building positive relationships with students & parents, proactive planning, using teacher attention, encouragement and praise, motivating students through incentives, increasing frequency of more appropriate behaviors and teaching positive emotional expression and self-regulation to young children. This course is recommended for teachers of children ages 3-8. The costs of textbook/materials will be paid by the Partnership for early educators in Beaufort and Hyde County. Students outside of these counties must pay textbook/materials cost of \$115.90 and can purchase them on the first night of class. To learn more about professional development technical assistance associated with this course or for a complete cost list of required materials, please contact Justin Rose at (252) 940-6262.

6:00-9:00pm Wednesdays Feb. 1-April 5 Fee: \$70 24 hrs 26770 BCCC8 813

Administrative Office Assistant Certificate

This class will teach students the basics to being an administrative office assistant. Within the class students will learn about proper attire and presentation, business English, document preparation and organization, professional communication as well as Microsoft Office applications such as Word, Excel, PowerPoint, and Outlook. Instructor Linda Howard will help students learn how to apply these skills to a professional job and apply them to a professional resume. Students will receive a certificate upon successful completion of the course. The class fee includes a \$180 registration fee and \$5.00 technology fee.

6:00-9:00pm Mon/Tues Jan. 23-May 15 Fee: \$185 90 hrs 26782 BCCC2 125A

Forklift Training

This class will be based on the National Safety Council's (NSC) Forklift Training Program. Students in this class will review an overview of forklift operation, inspection, and safe use of the forklift truck. Students will learn how to inspect the truck, and how to determine lift limitations. Students will also learn how to understand the center of gravity and how that goes along with safe operation to properly lift a load. Students will be responsible for demonstrating proper use by completing an obstacle course along with an inspection. Students 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. The course fee includes a \$70 registration fee and a \$1.25 accident insurance fee.

8:00am-4:30pm	Saturday	January 21	Fee: \$77.25
8 hrs	26816	BCSC	
8:00am-4:30pm	Saturday	March 4	Fee: \$77.25
8 hrs	26817	BCSC	
8:00am-4:30pm	Saturday	May 6	Fee: \$77.25
8 hrs	26818	BCSC	



North Carolina Vehicle Safety Inspection

This course is designed to prepare auto technicians and service personnel as safety inspectors for motor vehicles. Course topics include regulations and test inspection procedures required by the NC DMV - Enforcement Section - for safety inspectors. Upon completion a student should understand the rules, regulations and procedures for safety inspections, be able to inspect a vehicle properly. The class fee includes a \$70 registration fee.

5:00-9:00pm Mon/Tues March 13 & 14 Fee: \$70 8 hrs 26775 BCC2 108

Vehicle Escort Certification & Recertification

This course is required for those who wish to escort large vehicles and have an escort vehicle endorsement added to their driver's license. 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.

8:00am-5:00pm Tuesday April 11 Fee: \$70 8 hrs 26825 BCCC8 829

TIG & MIG Welding (AWS)



In this hands-on class, students will be introduced to Tungsten Inert Gas (TIG) welding and Metal Inert Gas (MIG) welding. Various topics regarding the TIG and MIG welding process will be covered. Welding kits will be provided. However, if students wish to order their own, kits will be discussed in the first day of class. Kits typically costs around \$203. Funding assistance may be available through your local NCWorks Center (formerly known as JobLink). For more information and an eligibility assessment, please contact your local NCWorks Center. The course fee includes a \$125 registration fee and \$1.25 accident insurance fee.

6:00pm-9:00pm	Tuesdays	Jan. 31-May 2	Fee: \$126.25	42 hrs
26799	BCSC			
6:00pm-9:00pm	Thursdays	Feb. 2-May 4	Fee: \$126.25	42 hrs
26800	BCSC			

CDL Truck Driving (Hybrid Class)

The Truck Driver Training program at Beaufort County Community College will train students to drive a Class - A combination vehicle and prepare students for their pre-trip inspection, off road skills test and the driving test which are all components of the NCDMV commercial driver's license (CDL) exam. Funding assistance may be available through your local NCWORKS Center (formerly known as Job Link). There are also scholarships available through State Employees Credit Union, Golden Leaf and the BCCC Foundation. Please click on the Financial Assistance link on our webpage. This program is an online hybrid program which means that there will be online assignments apart from on-campus driving on the weekends. The course fee includes a \$180 registration fee, a \$40 random drug test fee, \$5.00 technology fee and a \$1.25 accident fee. Book fee \$118.00. Textbook prices are subject to change by the publisher.

8am-6pm	Sat., Sun.	Jan. 23-May 14	Fee: \$226.25	384 hrs
26777	BCCC11 115			
Online, on demand	All days			



Auto Dealer License (Initial)

The Initial Dealer's course is required for those who want to become auto dealers. Students will review the Dealer Regulations Manual, Title Man-

ual and FTC Codes. The course fee includes a \$70 registration fee and \$5 technology fee. ***This will be the only Auto Dealer Initial Course of 2017.***
 8:00am-3:00pm Wed. & Thurs. March 8-9 Fee: \$75 12 hrs 26773 BCCC8 822

Auto Dealer License (Refresher)

The annual renewal course satisfies the continuing education requirement for non-franchised auto dealers to retain their dealer's license. The course fee includes a \$70 registration fee and \$5 technology fee. ***This will be the only Auto Dealer Renewal Course of 2016.***

8:00am-3:00pm Friday March 10 Fee: \$75 6 hrs 26774 BCCC8 822

ACT Prep for High School Students

This course is aimed at helping high school students to prepare for the springtime American College Testing assessment (ACT) for college. Within this four week course, students will learn test taking strategies from a Princeton Review certified ACT tutor. The course covers English, Science, Math, and Reading over four weeks which will also include a day of review and a practice test. Although this preparation course is aimed at the ACT, the strategies and review have been shown to also improve scores involved with the Scholastic Assessment Test (SAT). Students must be at least 16 years of age to attend.

9:00am-Noon Saturday Feb. 4-Feb. 25 Fee: \$70 12 hrs 26844 BCCC8 826

Introduction to Computers (Windows 7)

From education, work, and even daily functions, computers are an ever growing presence within the lives of each individual. In this course students will learn basic computer navigation and basic skills that will allow students to open and create documents, work through different programs, and even safely move through the internet. The instructor will also work with students to answer questions that they may have with their own computers. This can benefit both the casual computer user or those learning for employment. The course fee includes a \$70 registration fee and \$5 technology fee.

9:00am-Noon Tuesday Feb. 7-Feb. 28 Fee: \$75 12 hrs 26842 BCCC8 822

Parallel Course Series

Have you ever wanted to experience curriculum courses but aren't sure about enrolling within a full curriculum degree? If so, parallel courses through the Department of Continuing Education are right for you! These courses are great opportunities for individuals within the professional realm to expand their knowledge of the various topics offered. Contact Justin Rose, Director of Occupational Extension, for more information or to enroll.

Entrepreneurship

This course provides an introduction to the principals of entrepreneurship. Topics include self-analysis of entrepreneurship readiness, the role of entrepreneur in economic development, legal problems, organization structure, and source of financing, budgeting, and cash flow. Upon completion, students should have an understanding of the entrepreneurial process and issues faced by entrepreneurs. The course fee includes a \$180 registration fee and \$5 technology fee. The textbook to this course is ***Small Business Management: Launching & Growing Entrepreneurial Ventures*** (ISBN 978 1305 937 680) and can be found within the BCCC bookstore for \$124.25 plus tax (book prices are subject to change by publisher).

Online All days Jan. 5-May 10 Fee: \$185 48 hrs 26778 Online

Business Mathematics

This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent use of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business. The course fee includes a \$180 registration fee and \$5 technology fee. The textbook to this course is ***Contemporary Mathematics for Business and Consumer, Brief Edition*** (ISBN 978 1337 130 110) and can be found within the BCCC bookstore for \$165.75 plus tax (book prices are subject to change by publisher).

10:00am-10:50am Thursday Jan. 5-May 10 Fee: \$185 64 hrs 26779 BCCC2 15
 Online All days

Business Communication

This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place. The course fee includes a \$180 registration fee and \$5 technology fee. The textbook to this course is ***Essentials of Business Communication*** book and mind-tap bundle (ISBN 978 1305 608 825) and can be found within the BCCC bookstore for \$124.25 plus tax (book prices are subject to change by publisher).

Online All days Jan. 5-May 10 Fee: \$185 48 hrs 26780 Online

Residential Wiring

This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical blueprint reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with basic electrical installations. The class fee includes a \$180 registration fee and \$1.25 student accidental insurance fee. The textbooks for this course is ***Residential Wiring*** (\$127.25) and ***NEC 2014 Codes*** and can be purchased at the BCCC Bookstore (book prices subject to change by publisher.)

6:00pm-9:50pm Monday Jan. 5-May 10 Fee: \$181.25 64 hrs 26781 BCCC2109

The Mission of the Small Business Center Network (SBCN) is to increase the success rate and the number of viable small businesses in North Carolina by providing high quality, readily accessible assistance to prospective and existing small business owners, which will lead to job creation and retention. Contact Lentz Stowe, Director of Small Business Center, at 252-940-6306 or visit our web-site at www.beaufortccc.edu and click on *Our Programs, Continuing Education*.



Services available through the Small Business Center Network include:

- One-on-one business counseling, which provides an evaluation to determine immediate needs.
- Custom designed programs 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.ncsbc.net/reg.aspx?mode=counsel¢er=75030&subloc=0

Small Business Center Core Curriculum

How to Start a Small Business

Attend this core competency workshop to answer the following questions: 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?

3:00pm-5:00pm Monday January 23 Fee: No Charge 2 hrs BCCC8 828

How to Write a Business Plan

Starting your own small business is a huge step for anyone. This class will help you with the fundamentals in writing a business plan. A business plan is the foundation for success when making a decision to start a new business or acquire an existing business. Your business plan is key when it comes to seeking funds for your business. Topics discussed include the Executive Summary/Describing your Business/Marketing/Market Research/Analysis and the Financial Plan.

3:00pm-5:00pm Monday February 13 Fee: No Charge 2 hrs BCCC8 828

Advertising & Marketing For Your Small Business

Drawing attention to your business is tougher than ever before! Large chain stores, a challenging economy, the Internet, etc. have made the small business venture often times frustrating. BUT you can take matters into your hands and discover what you can do to bring customers to you. In this seminar, you will learn low cost advertising/marketing strategies and methods, how to create a marketing plan, how to score greater sales with current customers and other "tricks" of the trade. Advertising and Marketing for the Small Business is a seminar you will want to be a part of.

3:00pm-5:00pm Monday March 6 Fee: No Charge 2 hrs BCCC8 828

Financing Your Small Business

Starting your own business is part of the American dream. You've given this thought, you've sought advice, and you are just about ready to begin. Then you ask yourself: How do I finance my business? Is there someone out there who can give me good, solid, reliable advice? Are there loans/grants available to assist me? What should I be aware of? The economy is tough—I don't want to fail—HELP! This workshop will put your mind at ease and provide you with the tools, steps, advice, answers and guidance you may need. By attending, you will gain knowledge and confidence in financing your business.

3:00pm-5:00pm Monday April 3 Fee: No Charge 2 hrs BCCC8 828

Recordkeeping and Taxes for Small Business

Do you know your product or service upside down and backwards, BUT the numbers just drive you up the wall? Do you work really hard, but always seem to run out of cash at the end of the month? This seminar will help you understand the financial aspects of your business. We'll talk about tax issues. You'll become familiar with those financial terms that confuse you, but are the road map to your success. You will learn what makes your business thrive and grow; what a CPA is and when and how to use them; how to understand financial statements; what your banker is looking for; and what federal and state reports are required.

3:00pm-6:00pm Monday May 1 Fee: No Charge 3 hrs BCCC8 828

Introduction to Ed2Go: Accessible Training for Current and Prospective Business Owners and Leaders

Justin Rose, Director of Occupational Extension at Beaufort County Community College, will be presenting on the Education to Go training classes offered through the Department of Continuing Education. These easy to use, online classes are perfect for the budding entrepreneur, small business owner, and growing small business leader to grow both personally and professionally. During this workshop Justin will introduce attendees to Ed2Go, show basic navigation through the site, answer questions, and even register those ready to begin. This is the perfect opportunity for entrepreneurs wanting to expand their knowledge in starting a business, as well as business owners wanting to train their expanding workforce.

3:00pm-5:00pm Thursday January 19 Fee: No Charge 2 hrs BCCC8 828

Manage Your Debt and Credit...Prior to Starting Your Business

Securing funds to start your business requires more than just a solid business plan. Think that your credit score and personal credit history don't matter? Think again. If you understand what lenders are looking for when reviewing a loan application, you can greatly increase your odds of getting approved. Preplanning and proper positioning are crucial and this seminar will show you how to do it. Topics include how your FICO score

is determined, how credit bureaus operate, how to obtain, review and understand your personal credit report, how to significantly increase your credit score in as little as 90 days, techniques to rapidly reduce or eliminate debt and how to deal with inaccurate and derogatory items on your credit file. Greg Frank, owner of the Financial Fitness Center & Superior Credit Care, brings more than 15 years of experience in the debt & credit field to his work. In addition to being a Consumer Advocate specializing in debt & credit issues, Greg is also coauthor of the popular textbook, *Invest in Your Debt*, & a Certified Seminar Leader who teaches in Colleges, Churches and other venues throughout the Southeast.

2:00pm-5:00pm

Thursday

January 26

Fee: No Charge

3 hrs

BCCC8 828

Fundamentals of Google Analytics (For the Current and Prospective Small Business Owner)

Do you know how your web advertising and social media is working? If you don't have information about who, how and why people are coming to your website then you are not tracking how your ads and social media activity is actually doing. Every business owner should know the basics of Google analytics from their website even if they don't manage their own ads and social media. Google Analytics is free and shows how and why people found your website. This is key for attracting more of the right customers. The class includes how to use Google Analytics to know:

- How many people visit my website?
- What country/area my website visitors are coming from?
- Who is sending traffic to my website?
- How to drive the more traffic to my website?
- Which pages on my website are the most popular?
- What type of web and social media content do I need to create to get more customers?

Learning objectives: how to setup basic Google Analytics on a WordPress website and how understand reading Google Analytics.

In this class you will learn the key things you need to pay attention to on Google Analytics and what you need to do with this knowledge to get more business.

2:00pm-5:00pm

Thursday

February 9

Fee: No Charge

3 hrs

BCCC8 828

GOOGLE - Gaining the Advantage of Using Google+ and Google Local

Google Plus not only adds a dynamic social layer to the Google search experience, it also builds authority on the Web that can give a small business an important marketing advantage. This class will outline the best use of Google+ and help you apply the concept of social validation—since Google understands that we now value what others have to say about a product or service more than we value the marketing material in making buying decisions. You will learn about the important features of Google Plus:

- Google Places- the core directory of Google, which has been updated to Google Local and is now integrated with Google+ and Google Pages.
- Google Authorship- which allows you to stand out as an expert in your field by tying all your content together, along with your picture and bio.
- Google Hangouts- which allows for remote meetings as well as the ability to broadcast live over your own Google YouTube station.

We will help you make the most of Google+ by understanding these valuable tips and tools:

- Creating a Google page correctly
- Integrating the right keywords
- Having a quick free web video meeting with Google+
- Scheduling events
- Holding a live broadcast over YouTube using your G+ account
- Growing your circles (community of people and influence)
- How to use Communities and foster useful relationships

Martin Brossman, a success coach, speaker, trainer and author, has been mastering the art of networking in the Triangle since 1982. He has originated numerous successful in-person and on-line networking groups which have facilitated meaningful business connections among members. Martin's computer skills have powered his keen ability to create and teach crucial new Internet communications, such as blogging, podcasting and on-line networking. Martin has offered training since 2006 to Small Business Centers and Chambers of Commerce throughout North Carolina.

6:00pm-9:00pm

Thursday

May 25

Fee: No Charge

3 hrs

BCCC8 828

Starting & Operating a Home-Based Business (How Does a New Business Become a Booming Business?)

Can I make a living by operating a new or existing home-based business? How can a new business hope to survive in a marketplace where selling at cost appears to be the norm? Where do successful businesses find those great employees who have that special something? What enables Fast Food stores to do so well on a street with nothing but other Fast Food stores? If you're serious about succeeding in business, you'll want:

- The success factors already present in your market
- Essentials for the home office
- Those "little things" that get big results in your business
- Effective "Cut To The Chase" employee training
- Advertising that attracts customers without giving away profits
- Generating and controlling cash flow
- Ways to keep employees committed to the success of your business

Tim Dannelly – author of *Selling the American Dream* – believes effective planning, execution and marketing are involved in all successful businesses. Tim believes your new business CAN succeed and even thrive! Now is a great time to start and grow a business! Reserve your seat now and get the greatest return from your new business!

6:00pm-9:00pm

Tuesday

February 21

Fee: No Charge

3 hrs

BCCC8 828

Succession Planning 101

This seminar ensures success of any succession planning effort by providing tips, tools, and examples of world class succession planning.

Learning objectives include:

- Identifying critical positions that will be needed to support business continuity
- Selecting the competencies individuals will need to be successful in positions and to meet identified business challenges
- Developing a pool of talent to step into critical positions
- Reviewing potential position vacancies and capturing the knowledge that individuals possess before departing the agency

In this fast-paced session, Succession Planning 101 provides participants with an understanding of the key concepts and tools for developing an Integrated Succession Management process. Your instructor is Dr. Deb Manzo, NC State University Industry Expansion Solutions Management Systems and Quality Improvement Baldrige Expert & Coach.

2:00pm-5:00pm

Wednesday

March 15

Fee: No Charge

3 hrs

BCCC8 828

Managing People in a Small Business

If you own or manage a small business and you manage other people you have one of the most stressful jobs in the American workplace. First, no one is as committed to the business as you are. You may be working with people of different ages, from different cultures, with family connections they think remove them from responsibility, are stealing from you, or are using the job as a holding pattern until they find something better. Managing people in a small business demands different rules. "Managing People in a Small Business," offers a wide range of practical information that helps small business owners and managers to manage more effectively. In the program you will discover:

- How to find good people
- How personality styles effect our leadership and management styles
- How to "catch people doing things right" and retain good employees
- How to interview for good work ethic
- The only five resources you and your team have
- How to deal with underperforming employees
- How to be a better teacher—which is what great owners/managers really are
- When it is time to be The Boss

"Managing People In a Small Business," focuses on the fact that management is about getting more done through others, profitably.

2:00pm-5:00pm

Tuesday

March 21

Fee: No Charge

3 hrs

BCCC8 828

Fueling Your Small Business in NC (Financing Your Business)

This workshop is designed to put you in the "driver's seat" to create a plan that will help you find money to start or expand a business. Rather than just going for the "best" or most financing you can get, you will learn to identify the financing that is right for your business. This money, known as capital, is a critical part of creating a successful company. Money does not make a good entrepreneur or successful business. It can help a strong entrepreneur with a good business idea be more successful or grow faster. If you've done the hard work of developing a strong business idea, outside money can be critical. Presenter: Staff of NC Rural Center.

3:00pm-5:00pm

Thursday

March 23

Fee: No Charge

2 hrs

BCCC8 828

Student Loan Debt Relief for Entrepreneurs and Business Owners

Whether you currently own a business or are looking to start one, student loan debt can be a crushing burden for both you and your employees. The vast majority of grads and/or their parents are only vaguely aware of the options available to them, but have no specific information on how to choose or apply them effectively. To make matters worse, dealing directly with the government can be an intimidating and daunting challenge. In this presentation you will learn the difference between various student loan repayment plans as well as how to switch plans for your maximum advantage as your circumstances change. Other topics covered include:

- Loan forgiveness
- The advantages of consolidating your government loans to substantially lower your monthly payments
- How to pay off your student loans at an accelerated pace
- How reducing your monthly student loan payments can be incorporated into a comprehensive plan to eliminate other types of debt.

Greg Frank, owner of the Financial Fitness Center & Superior Credit Care, brings more than 15 years of experience in the debt & credit field to his work. In addition to being a consumer advocate specializing in debt & credit issues, Greg is also coauthor of the popular textbook, *Invest in Your Debt*, and a certified seminar leader who teaches in colleges, churches and other venues throughout the southeast.

6:00pm-9:00pm

Thursday

April 6

Fee: No Charge

3 hrs

BCCC8 828

Quick Books 101

An essential seminar geared toward the non-accountant that covers the important steps necessary to properly set up a QuickBooks company data file for your business or non-profit. Learn helpful insights, tips, and valuable advice to help you save time, money, and avoid frustration using QuickBooks for your bookkeeping and reporting. This seminar is taught by an accountant and QuickBooks consultant with over 20 years' experience helping small business owners. Topics include:

- Creating the chart of accounts
- Setting up users
- Understanding the basics of financial statements, opening balances, backing up data files, and more.

A helpful primer for those who wish to use QuickBooks for their business accounting. Individuals who have taken QuickBooks classes or currently use QuickBooks will also benefit from attending.

2:00pm-5:00pm

Wednesday

April 26

Fee: No Charge

3 hrs

BCCC8 822

Understanding the Income Statement & Balance Sheet

Successful entrepreneurs realize the importance of understanding financial statements. This popular seminar helps participants feel at ease when it comes to understanding and preparing their own financial statements. It is also highly suggested for those wishing to set up and use QuickBooks or other software for their bookkeeping and for those developing a business plan. The presenter is an accountant and educator who shares easy to understand explanations and examples. A great foundational seminar to start and keep your business on the right track! A helpful primer for those who wish to use QuickBooks for their business accounting. Individuals who have taken QuickBooks classes or currently use QuickBooks will also benefit from attending.

2:00pm-5:00pm

Thursday

April 27

Fee: No Charge

3 hrs

BCCC8 828



15 Common Mistakes That Will Undermine Any Business

The presenter, Mr. Bob Moore, created this seminar from his experiences of owning his own business and working for medium and large domestic and international corporations. Opening and operating a small business normally involves a great deal of time and a substantial financial investment. During this seminar, you will learn the fifteen most common mistakes made by entrepreneurs and many corporations that ultimately undermine the business. Regardless of whether you are opening or operating a business, regardless of the size of your company, this seminar will prove to be invaluable in helping you form a legal, profitable, and growing business. Make a solid investment in the future survival of your business by planning to attend this informative seminar! Bob is a graduate of Fayetteville State University and attended North Carolina State University. He has been the owner of several small businesses and has been employed in numerous strategic management roles with multi-national corporations. Bob is currently the Director of the Small Business Center at Robeson Community College.

6:00pm-9:00pm

Thursday

May 11

Fee: No Charge

3 hrs

BCCC8 828

HP LIFE Online Entrepreneurship Training

HP Learning Initiative for Entrepreneurs (HP LIFE) is a global program that offers aspiring entrepreneurs and small business-owners valuable business skills. HP LIFE offers participants a path to realizing their business dreams. The NC Small Business Center Network, in partnership with the National Association for Community College Entrepreneurship (NACCE), is pleased to offer this innovative program to NC entrepreneurs and small business owners free of charge! This program is self-paced, making it possible for more aspiring entrepreneurs to participate. All you have to do is register to start. You can read more about this program at <https://www.ncsbc.net/>. Click on the HP Life logo.

On Demand

All Days

Fee: No Charge

20-30 hrs

Online

CREATING SUCCESS FOR SMALL BUSINESS

The NC Community College System's
SMALL BUSINESS CENTER NETWORK

771 assisted in starting
BUSINESSES
IN 2014-15

SMALL BUSINESS CENTERS
have an economic impact in

90% OF
ALL NC COUNTIES
EACH YEAR

#1 in the US in
the number of
BUSINESS
SEMINARS
& PARTICIPANTS

In 2014-15
SMALL BUSINESS CENTERS
helped

CREATE
+ RETAIN
3,673 JOBS



ONLINE SMALL BUSINESS CLASSES!

Fundamentals of Supervision & Management • Mastery of Business Fundamentals

Writing Effective Grant Proposals • Nonprofit Fundraising Essentials

Achieving Success with Difficult People

Understanding the Human Resources Function • Creating a Successful Business Plan

Customer Service Fundamentals • Start a Pet Sitting Business

For more information or to register, go to www.ed2go.com/beaufortccc
or call 252.940.6262!

The Mission of the Customized Training Program (CTP) is to help businesses maintain their competitive edge through awareness, education, and training. If your company is interested in learning more about these training opportunities, or to schedule a class, please contact Sara Watson, Director of the NCWorks Customized Training Program, at 252.940.6311 or visit our website at www.beaufortccc.edu and click on *Our Programs, Continuing Education*.

- Specialized training offered to fit the needs of your industry with flexible scheduling.
- Customized courses can be held at BCCC, Beaufort County Skills Center, or at the business/industry location.
- We provide training for qualifying industries in Beaufort, Hyde, Washington, and Tyrrell Counties.

SOME OF THE CUSTOMIZED TRAINING CLASSES OFFERED...

Reliability/Productivity classes include:

- Introduction to Lean Manufacturing
- Yellow and Green Belt Certification
- Poka Yoke-Mistake Proofing
- 5-S
- Lean Six Sigma
- Value Stream Mapping

Quality classes include:

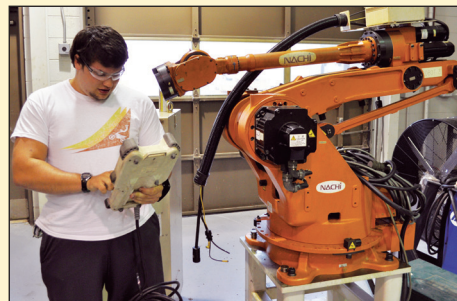
- TS 16949
- NAQ-1
- Commercial Grade Dedication
- ISO 14001 Environmental Management
- Measurement System Analysis
- Kepner Tregoe: Analytical Problem Solving
- Blueprint Reading
- Internal Auditor Training
- Lead Auditor Training
- Process Mapping
- OJT Train-the-Trainer
- FMEA (Failure Mode & Effects Analysis)
- GD&T (Geometric Dimensioning & Tolerancing)
- Math for Measurement
- IPC 610

Leadership/Management classes include:

- Essentials of Leadership
- Managing Complaints
- Resolving Conflicts
- Effective Discipline
- Time Management
- Achieve Global Supervisory/Manager Training
- Essentials of Communication
- Providing Performance Feedback
- Delegating
- Change Management
- Providing Constructive Feedback
- DDI Supervisory/Manager Training
- Business Management
- Leading Across Generations
- DISC Training

Operator/Mechanic Skills Training

- Solidworks and AutoCad
- PLC
- GibbsCAM
- CNC Level I and II
- Welding
- Machining
- Fabrication
- Robotic Welding
- Injection Molding
- Inventor
- Basic Electrical
- Commercial Grade Dedication
- Mechatronics



Safety classes include:

- Site Workplace Assessment
- OSHA 10 & 30 (General Industry & Construction)
- Overhead Crane Training
- Hazwoper Training
- Bloodborne Pathogens
- CSIP (Continuous Safety Improvement)
- Ergonomics
- Confined Space Entry
- Hazardous Materials Training
- Fire Extinguisher Training
- Fall Protection
- Lockout/Tagout
- Supervisor's Role in Safety Compliance
- OSHA Records & Accident Investigation
- Duties & Responsibilities of Safety Committees
- Inspection Checklist

Beaufort County Community College Ed2Go courses are designed to meet individual's needs and interests by enabling learners to take classes in the comfort of their own homes. You can study at a time that is most convenient for you, without the need for attending classes on campus. Each class will consist of two (2) lessons per week for a total of twelve (12) lessons or the equivalent of twenty-four (24) contact hours for 2.4 CEU credits. Certificate of Completions are available upon successful completion of a course. Over 300 courses are available through Ed2Go in a diverse group of categories. Below are several of the featured courses available. You can visit <http://www.ed2go.com/beaufortccc/> for a full list of courses. Remember—we have gift certificates available if you wish to purchase a registration for a friend or family member as a gift! Call 252.940.6375 for more information.

These courses offer excellent opportunities for both personal and professional growth. They are also ideal for those who either own a small business or lead within industry to use as potential professional development training!

ACCOUNTING & FINANCE	BUSINESS	COLLEGE READINESS
Accounting Fundamentals Introduction to Quickbooks 2014 Performing Payroll in Quickbooks 2014 Quickbooks for Contractors 2014 Introduction to Peachtree Acct 2014 Introduction to Crystal Reports Personal Finance Real Estate Investing Stocks, Bonds, & Investing: Oh My! Where does all my money go? Keys to Successful Money Mgmt	Fundamentals of Supervision & Mgmt Administrative Asst Fundamentals Mastery of Business Fundamentals Writing Effective Grant Proposals Nonprofit Fundraising Essentials Achieving Success with Difficult People Understanding the HR Function Creating a Successful Business Plan Customer Service Fundamentals Start a Pet Sitting Business Start Your Own On-line Business	Everyday Math Introduction to Statistics Introduction to Algebra Human Anatomy & Physiology II Introduction to Chemistry Introduction to Biology GED Preparation GRE Preparation –Part I GRE Preparation—Part II GMAT Preparation Prepare for the GED® Math Test
COMPUTER APPLICATIONS (34 classes)	DESIGN & COMPOSITION	HEALTHCARE & MEDICAL
Introduction to Adobe Edge Animator Introduction to Lightroom 5 Introduction to Flash CS5 or CS6 Introduction to Word 2010 or 2013 Introduction to Excel 2010 or 2013 Introduction to Microsoft Project Introduction to Access 2010 or 2013 Introduction to Microsoft Outlook Introduction to Microsoft Publisher What's New in Microsoft Office 2010	Creating Web Pages Designing Effective Websites Introduction to InDesign CS5 or CS6 Introduction to Photoshop CS5 or CS6 Introduction to Digital Scrapbooking Introduction to Illustrator CS5 or CS6 Introduction to Dreamweaver CS5 or CS6 Creating WordPress Websites I & II Introduction to CSS3 & HTML Introduction to Javascript	Medical Math Certificate in Stress Management Certificate in Meditation Certificate in Healing Environments Medical Terminology Medical Coding Become a Physical Therapy Aide HIPAA Compliance Certificate in Gerontology Become a Veterinary Assistant
LANGUAGE & ARTS	LAW & LEGAL	WRITING & PUBLISHING
Writing Essentials Write your Life Story Pleasures of Poetry Writing for ESL Spanish for Medical Professionals Spanish for Law Enforcement Speed Spanish Instant Italian Conversational Japanese Beginning Conversational French	Employment Law Fundamentals Workers Compensation Real Estate Law LSAT Preparation Part I LSAT Preparation Part II Paralegal Certificate Program Explore a Career as a Paralegal	Write and Publish your Nonfiction Book Introduction to Screenwriting The Craft of Magazine Writing Publish and Sell your E-Books Romance Writing A to Z Grant Writing Becoming a Grant Writing Consultant Beginning Writer The Keys to Effective Editing
TEACHING & EDUCATION	TECHNOLOGY	PERSONAL DEVELOPMENT
Spanish in the Classroom Empowering Students with Disabilities Grammar for ESL Response to Intervention (RTI) Teaching Students with ADHD Survival Kit for New Teachers Ready, Set, Read! Teaching Preschool: A Year of Lessons Understanding Adolescents Teaching Writing: Grades K-3 Enhancing Language Dev. In Childhood Homeschool with Success! Learn the Common Core State Standards	Introduction to Microsoft Excel 2013 Introduction to Networking Understanding the Cloud Wireless Networking Introduction to PC Security Comp TIA Security + Certification Prep Achieving Top Search Engine Positions Introduction to PHP and MySQL Creating Mobile Apps with CS5 Marketing your Business on the Internet Blogging & Podcasting for Beginners Introduction to Google Analytics Mac, iPhone and iPad Programming Introduction to XML	Individual Excellence Leadership Discover Digital Photography Mastering your Digital SLR Camera Assisting Aging Parents Marriage & Relationships: Keys to Success Managing Life as a Single Parent Navigating Divorce 12 Steps to a Successful Job Search Intro. to Natural Health & Healing Drawing for the Absolute Beginner Genealogy Basics Introduction to Guitar

Washington County Center

100 NC Hwy 32 North
Roper, NC 27970
Phone 252-741-9090

Business Hours:

Monday, Tuesday & Wednesday, 9:00am–2:00pm

Would you like to teach a class at our Washington County Center? Request a class? Make a suggestion?

*Call us at 252-741-9090 or email
kitty.hedgepeth@beaufortccc.edu*



WASHINGTON COUNTY CENTER CLASSES

Spring 2017

COLLEGE & CAREER READINESS

Adult Basic Education and High School Equivalency

The High School Equivalency program prepares adults to take a test that assesses their academic functioning level in Reasoning through Language Arts, Mathematical Reasoning, Social Studies and Science. The High School Equivalency Test is delivered in the Beaufort County Community College Testing Center located in Building 9 Room 926. The test features: extended response, short answer, multiple choice, fill in the blank, drag-and-drop, drop-down and hot spot. Students performing from non-reader through eighth grade will start at their own level of proficiency and will be allowed to proceed at their own speed until they achieve their goals. Those students performing on the high school level will review high school materials, including mathematics, reading, writing skills, science and social studies, preparing them to take the High School Equivalency (HSE) tests.

9:00am-1:00pm	Mon.-Wed.	WCC 117
6:00pm-9:00pm	Mon. & Wed.	WCC 117

HEALTHCARE CLASSES

BLS CPR/First Aid/AED

Keep your professional credentials up-to-date. These courses are designed for Healthcare Providers that need initial BLS CPR certification or re-certification. The class fee includes a \$40 registration fee. Additional costs include a \$5 CPR card (payable upon registration) and \$15.75 textbook that is available at the campus bookstore.

8:00am-Noon	Saturday	March 25	Fee: \$45	4 hrs	26927	WCC 113
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HUMAN RESOURCES DEVELOPMENT CLASSES

Working Smart

Working Smart: Soft Skills for Workplace Success is a five-module, 16-lesson soft-skills curriculum taught over 24 hours. The five modules are: Self Awareness, Self-Management, Work Ethics, Communication Skills, and Problem-Solving Skills. Individuals who complete the training will receive a program certification. Fee waivers for the registration fee and the \$5 technology fee are available for qualifying individuals.

9:00am-Noon	Tuesdays	Feb. 14-April 4	Fee: \$70	24 hrs	26823	WCC
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PERSONAL ENRICHMENT CLASSES

Defensive Driving-DDC-4

Learn to drive defensively for the sake of family, friends, and yourself in this four hour course! 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 new 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	Saturday	January 28	Fee: \$65	4 hrs	25922	WCC
9:00am-1:00pm	Saturday	February 25	Fee: \$65	4 hrs	25923	WCC
9:00am-1:00pm	Saturday	March 25	Fee: \$65	4 hrs	25928	WCC
9:00am-1:00pm	Saturday	April 29	Fee: \$65	4 hrs	25929	WCC
9:00am-1:00pm	Saturday	May 27	Fee: \$65	4 hrs	25930	WCC

Learn to Knit

As you make a simple project you will also learn how relaxing it is to knit. Begin by learning the basic stitches of knit and purl. Then learn to gather materials, cast-on, cast-off, increase and decrease, and choose appropriate needles. After this class students will be eager to move on to more complex projects. One class session will be a field trip to Yearning for Yarn, a full-service knit shop in Plymouth. Kisha Norman is eager to show you that knitters also enjoy fellowship and good company as they gather and learn. Class size is limited, so please register early.

6:00pm-8:00pm	Tuesday	Feb. 28-April 4	Fee: \$35	12 hrs	26921	WCC
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WORKFORCE PROGRAMS

Conversational Spanish

This 12.5-hour introductory course will prepare students to communicate with Hispanic co-workers, customers, friends, or family. Course

content will be basic greetings, vocabulary, and individual phrases students wish translated. This class will also introduce students to basic grammar concepts. At the end of this class, students will be able to greet people, talk about themselves, and understand the basics. Students should bring a small 3-ring binder to class.

9:00am-11:30am Wednesday Jan. 25-Feb. 22 Fee: \$30 12.5 hrs 26821 WCC

Introduction to Computers (Windows 7)

From education, work, and even daily functions, computers are an ever growing presence within the lives of each individual. In this course students will learn basic computer navigation and basic skills that will allow students to open and create documents, work through different programs, and even safely move through the internet. The instructor will also work with students to answer questions that they may have with their own computers. This can benefit both the casual computer user or those learning for employment. The course fee includes a \$70 registration fee and \$5 technology fee.

9:00am-Noon Thursday Mar. 9-Mar. 30 Fee: \$75 12 hrs 26845 WCC Comp. Lab

Tablets

In this workshop, attendees will learn about basic navigation on both Apple and Android tablets. The instructor will begin with a basic introduction and move into a time to allow for questions from the group.

9:00am-Noon Thursday April 6 Fee: \$25 3 hrs 26848 WCC Comp. Lab

SMALL BUSINESS CENTER CLASSES

Small Business Center Core Curriculum

How to Start a Small Business

Attend this core competency workshop to answer the following questions: 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?

3:00pm-5:00pm Monday May 8 Fee: No Charge 2 hrs WCC

How to Write a Business Plan

Starting your own small business is a huge step for anyone. This class will help you with the fundamentals in writing a business plan. A business plan is the foundation for success when making a decision to start a new business or acquire an existing business. Your business plan is key when it comes to seeking funds for your business. Topics discussed include the Executive Summary/Describing your Business/Marketing/Market Research/Analysis and the Financial Plan.

3:00pm-5:00pm Tuesday May 9 Fee: No Charge 2 hrs WCC

Advertising & Marketing For Your Small Business

Drawing attention to your business is tougher than ever before! Large chain stores, a challenging economy, the Internet, etc. have made the small business venture often times frustrating. BUT you can take matters into your hands and discover what you can do to bring customers to you. In this seminar, you will learn low cost advertising/marketing strategies and methods, how to create a marketing plan, how to score greater sales with current customers and other "tricks" of the trade. Advertising and Marketing for the Small Business is a seminar you will want to be a part of.

3:00pm-5:00pm Monday May 15 Fee: No Charge 2 hrs WCC

Financing Your Small Business

Starting your own business is part of the American dream. You've given this thought, you've sought advice, and you are just about ready to begin. Then you ask yourself: How do I finance my business? Is there someone out there who can give me good, solid, reliable advice? Are there loans/grants available to assist me? What should I be aware of? The economy is tough—I don't want to fail—HELP! This workshop will put your mind at ease and provide you with the tools, steps, advice, answers and guidance you may need. By attending, you will gain knowledge and confidence in financing your business.

3:00pm-5:00pm Tuesday May 16 Fee: No Charge 2 hrs WCC

Recordkeeping and Taxes for Small Business

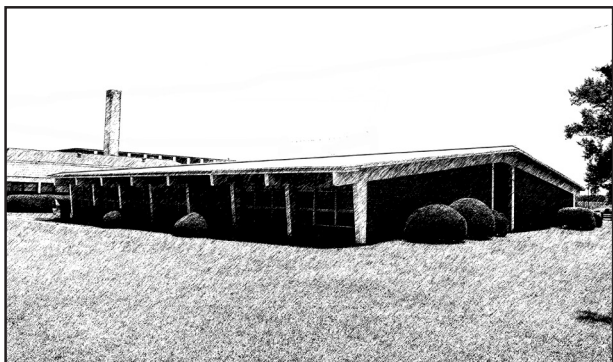
Do you know your product or service upside down and backwards, BUT the numbers just drive you up the wall? Do you work really hard, but always seem to run out of cash at the end of the month? This seminar will help you understand the financial aspects of your business. We'll talk about tax issues. You'll become familiar with those financial terms that confuse you, but are the road map to your success. You will learn what makes your business thrive and grow; what a CPA is and when and how to use them; how to understand financial statements; what your banker is looking for; and what federal and state reports are required.

2:00pm-5:00pm Monday May 22 Fee: No Charge 3 hrs WCC

HP LIFE Online Entrepreneurship Training

HP Learning Initiative for Entrepreneurs (HP LIFE) is a global program that offers aspiring entrepreneurs and small business-owners valuable business skills. HP LIFE offers participants a path to realizing their business dreams. The NC Small Business Center Network, in partnership with the National Association for Community College Entrepreneurship (NACCE), is pleased to offer this innovative program to NC entrepreneurs and small business owners free of charge! This program is self-paced, making it possible for more aspiring entrepreneurs to participate. All you have to do is register to start. You can read more about this program at <https://www.ncsbc.net/>. Click on the HP Life logo.

On Demand All Days Fee: No Charge 20-30 hrs Online



Hyde County Davis Center

33478 US Highway 264

Engelhard, NC 27824

Business Hours:

Monday, Tuesday & Wednesday, 9:00am–2:00pm

Would you like to teach a class at our Hyde County Center?

Request a class? Make a suggestion?

Contact our Hyde County Workforce & Continuing Education Coordinator at the Center.

HYDE COUNTY CENTER CLASSES

Spring 2017

COLLEGE & CAREER READINESS CLASSES

Adult Basic Education and High School Equivalency

Adults with less than a high school education or adults who wish to improve academic achievement may enroll in classes scheduled at a variety of times and places. Students performing from non-reader through eighth grade will start at their own level of proficiency and will be allowed to proceed at their own speed until they achieve their goals. Those students performing on the high school level will review high school materials, including mathematics, reading, writing skills, science and social studies, preparing them to take the High School Equivalency (HSE) tests. For more information regarding Orientation please call Heather Collins at 252-940-6298.

6:00pm-9:00pm Tues/Wed.

PERSONAL ENRICHMENT CLASSES

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. Matthew Manning will teach about APPS, security settings, set-up options, photo sharing, and entertainment features. He will have plenty of time to address your needs, and you will leave feeling more confident with your Android® device.

5:30pm-8:00pm Tuesday March 14 Fee: \$20 3 hrs 26931 HCDC

iPhone®/iPad® Workshop I

Matthew Manning will have more time to provide the basics and you'll have more 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 security features, APPS, upgrades, and basic skills to help you get the most from your personal technology. And come with your own questions too, because Matthew wants to answer all of them. Limited class size to encourage plenty of individual attention.

5:30pm-8:30pm Tuesday March 28 Fee: \$20 3 hrs 26932 HCDC

HEALTHCARE CLASSES

BLS CPR/First Aid/AED

Keep your professional credentials up-to-date. These courses are designed for Healthcare Providers that need initial BLS CPR certification or recertification. The class fee includes a \$40 registration fee. Additional costs include a \$5 CPR card (payable upon registration) and \$15.75 textbook that is available at the campus bookstore.

8:00am-Noon Saturday February 18 Fee: \$45 4 hrs 269266 HCDC

Pharmacy Technician Hybrid

This comprehensive 76-hour course will prepare students to enter the pharmacy field as a Pharmacy Technician 1. Course content includes medical terminology specific to pharmacy, reading and interpreting prescriptions, and defining drugs by generic and brand names. Students will learn dosage calculations, IV flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control, and billing and reimbursement procedures. While several exam options may be discussed, our course is geared towards the Pharmacy Technician Certification Board's PTCE Exam.

The class fee includes a \$180 registration fee and \$5 technology fee. Additional costs include a textbook, workbook, drug calculations book, which should be purchased before the first night of class and a one inch binder/notebook. No books will be sold in class. Funding assistance may be available through the NCWorks Career Center. Interested persons must apply to the NCWorks office in their home county.

Online with seated dates: Jan. 9 – 6:00-10:00pm;

Feb. 6, Feb. 8, March 6, April 24 – 6:00-9:00pm

Fee: \$185 76 hrs 26835 HCDC/Online



HUMAN RESOURCES DEVELOPMENT

Building Your Employment Toolbox

There are many FREE resources available to assist the job seeker in their search for employment. This class will focus on all those resources and

show students how to effectively use them to their advantage. Fee waivers for the registration fee and the \$5 technology fee are available for qualifying individuals.

9:00am-Noon Wednesday Feb. 8-March 29 Fee: \$70
24 hrs 26824 HCDC



WORKFORCE DEVELOPMENT CLASSES

Introduction to Computers (Windows 7)

From education, work, and even daily functions, computers are an ever growing presence within the lives of each individual. In this course students will learn basic computer navigation and basic skills that will allow students to open and create documents, work through different programs, and even safely move through the internet. The instructor will also work with students to answer questions that they may have with their own computers. This can benefit both the casual computer user or those learning for employment. The course fee includes a \$70 registration fee and \$5 technology fee.

6:00pm-8:00pm Thursday Feb. 23-March 30 Fee: \$75 12 hrs 26783 HCDC Comp. Lab

SMALL BUSINESS CENTER CLASSES

HP LIFE Online Entrepreneurship Training

HP Learning Initiative for Entrepreneurs (HP LIFE) is a global program that offers aspiring entrepreneurs and small business-owners valuable business skills. HP LIFE offers participants a path to realizing their business dreams. The NC Small Business Center Network, in partnership with the National Association for Community College Entrepreneurship (NACCE), is pleased to offer this innovative program to NC entrepreneurs and small business owners free of charge! This program is self-paced, making it possible for more aspiring entrepreneurs to participate. All you have to do is register to start. You can read more about this program at <https://www.ncsbc.net/>. Click on the HP Life logo.

On Demand All Days Fee: No Charge 20-30 hrs Online

Quick Books 101

An essential seminar geared toward the non-accountant that covers the important steps necessary to properly set up a QuickBooks company data file for your business or non-profit. Learn helpful insights, tips, and valuable advice to help you save time, money, and avoid frustration using QuickBooks for your bookkeeping and reporting. This seminar is taught by an accountant and QuickBooks consultant with over 20 years' experience helping small business owners. Topics include:

- Creating the chart of accounts
- Setting up users
- Understanding the basics of financial statements, opening balances, backing up data files, and more.

A helpful primer for those who wish to use QuickBooks for their business accounting. Individuals who have taken QuickBooks classes or currently use QuickBooks will also benefit from attending.

2:00pm-5:00pm Thursday May 18 Fee: No Charge 3 hrs HCDC

Understanding the Income Statement & Balance Sheet

Successful entrepreneurs realize the importance of understanding financial statements. This popular seminar helps participants feel at ease when it comes to understanding and preparing their own financial statements. It is also highly suggested for those wishing to set up and use QuickBooks or other software for their bookkeeping and for those developing a business plan. The presenter is an accountant and educator who shares easy to understand explanations and examples. A great foundational seminar to start and keep your business on the right track! A helpful primer for those who wish to use QuickBooks for their business accounting. Individuals who have taken QuickBooks classes or currently use QuickBooks will also benefit from attending.

9:00am-Noon Friday May 19 Fee: No Charge 3 hrs HCDC

Beginning Microsoft Excel (For the Current and Prospective Small Business Owner)

- Introductions and some Excel basics
- Creating a worksheet
- Formatting the worksheet
- Embedded chart
- File management
- Save worksheet
- Printing a worksheet
- Basic formulas and functions
- Q & A period

Excel is a versatile, business oriented, application. Beginners are encouraged to attend and proficient users may attend as well. Come and learn!!

2:00pm-4:00pm Thursday February 16 Fee: No Charge 2 hrs HCDC

FaceBook Basics for Your Small Business (For the Current and Prospective Small Business Owner)

Join us to see how you can leverage Facebook for your Small Business. Facebook is a major resource and if you aren't looking for your target market, then you are missing some valuable customers. We will explore:

- Page Basics (creating & setting up)
- What to add to your page to make it seem more like a website
- What to post, how to post, create interactive posts
- Marketing Resources to enhance your presence on Facebook
- How to get likes and engage your target audience
- See what Groups are and how they can be an effective marketing source
- Much More! Please bring in your own questions too!

2:00pm-5pm Thursday March 30 Fee: No Charge 3 hrs HCDC

Financial Assistance Opportunities

SECU Foundation

PEOPLE HELPING PEOPLE

To be eligible for this \$750 scholarship, a student must:

- be a US Citizen and NC resident.
- be in one of the following target groups:
unemployment insurance claimant, unemployed and underemployed adult, member of the NC National Guard, or a military veteran and/or spouse.
- be enrolled in a training program that is scheduled for 96 hours or more that leads to a state-regulated or industry-recognized credential that is offered through Continuing Education.
- not be a Director, employee or family member of an employee of the State Employees' Credit Union or SECU Foundation.



To be eligible for this \$250.00 scholarship, a student must:

- demonstrate financial need under the Federal TRIO formula.
- reside in a rural county that is tobacco dependent and/or economically distressed.
- be enrolled in a continuing education program that is scheduled for at least 96 hours and leads to a state or national credential.



To be eligible for this up to \$500 scholarship, a student must:

- be in good standing with the Beaufort County Community College Business Office.
- demonstrate financial need.
- be enrolled in a short-term training program that leads to a state-regulated or industry-recognized credential that is offered through Continuing Education.
- There will be up to 5 High School Equivalency Testing Scholarships awarded to College and Career Readiness students each academic year.

NCWorks career center YOUTH PROGRAM

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

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

**NCWorks
career center**

Beaufort County – 252-946-3116
Hyde County – 252-312-6859
Tyrrell County – 252-331-3754
Washington County – 252-312-7357

NCWorks career center 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!

**NCWorks
career center**

Beaufort County – 252-946-3116
Hyde County – 252-312-6859
Tyrrell County – 252-331-3754
Washington County – 252-312-7357

For more information regarding the State Employees Credit Union, Golden Leaf, or BCCC Foundation scholarships, please contact Sara Watson at (252) 940-6311 or sara.watson@beaufortccc.edu, or visit our website: www.beaufortccc.edu/continuing-education/general-information/financial-assistance.

CONTINUING EDUCATION GIFT CERTIFICATES AVAILABLE NOW!



**Give the gift of education!
Provide a family member or friend with the
opportunity to learn a new language, hobby,
or even gain a new career!**

Call us at 252.940.6375

or visit us at

www.beaufortccc.edu/continuing-education/general-information/gift-certificates

to purchase your gift today!





BEAUFORT COUNTY COMMUNITY COLLEGE

Division of Continuing Education
5337 US Hwy 264 E Washington, NC
27889 <http://www.beaufortccc.edu>
STUDENT REGISTRATION FORM

To apply, you must be 18 years of age or older. If you are age 16, or have not yet reached age 18, then you must have a Admission of Minor Form signed by your High School Principal or his/her designated representative in order to be eligible to enroll in Continuing Education courses. This form can be obtained from our office or online at <http://www.beaufortccc.edu/Repository/Forms.htm> under Continuing Education Forms.

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.

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

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

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

Gender: ☐ Female ☐ Male

Education Level: ☐ High School Graduate or Highest grade completed: _____
☐ AHS Diploma ☐ Associate ☐ Bachelors
☐ One-Year Vocational ☐ HSE Diploma (formerly known as GED) ☐ Masters or Higher

Check All That Apply: ☐ HRD Student
☐ Paid Law Enforcement, Paid Fire/EMS _____ (agency)
☐ Probation Officer _____ (agency)
☐ Volunteer Fire, Volunteer Rescue _____ (agency)
☐ DOC/Correctional Employee _____ (agency)

How did you hear about this course? ☐ Flyer ☐ Facebook ☐ Craigslist ☐ Newspaper ☐ Tabloid/Catalog
☐ Other _____

Email Address: _____

Please check any of the programs below if you wish to receive email updates regarding new course offerings:

☐ Small Business Ctr. ☐ Occupational Extension/HRD ☐ Fire ☐ EMS ☐ Law Enforcement ☐ Personal Enrichment
☐ Basic Skills ☐ Ed2Go ☐ Healthcare Programs

Please complete the following if it applies to you: I hereby give permission to Beaufort County Community College and the NC Department of Community Colleges to release my grades to:

☐ NC Department of Insurance Fire/Rescue Commission ☐ NC Office of Emergency Management Services
☐ NC Criminal Justice's Training & Standards Commission ☐ Potential Employer _____
and/or NC Sheriff's Commission ☐ Employer ☐ Other _____

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: _____

Revision Date: 08/08/2016

This section includes a listing of the curriculum classes available for Spring 2017.

For further information about any of these classes, including credit hours, class days and class times, or for information about our schedule of classes for the Spring 2017 semester, please call Michele Mayo, Director of Admissions, at 252-940-6233 or email michele.mayo@beaufortccc.edu.



<u>Course Number</u>	<u>Course Name</u>	<u>Seated/Internet/Hybrid</u>
ACA-111	College Student Success	Online-Late Start
ACA-118	College Study Skills	Hybrid
ACA-122	College Transfer Success	Online, Hybrid
ACC-120	Prin of Financial Accounting	Online, Hybrid
AGR-139	Intro to Sustainable Ag	Seated
AGR-160	Plant Science	Seated
AGR-212	Farm Business Management	Seated
AGR-213	Ag Law & Finance	Seated
AGR-261	Agronomy	Seated
ANS-110	Animal Science	Seated
ART-111	Art Appreciation	Seated, Online, Hybrid, Late start
ART-114	Art History Survey I	Seated
AST-111	Descriptive Astronomy	Online
AST-111A	Descriptive Astronomy Lab	Online
AUT-141	Suspension & Steering Sys	Seated-Evening
AUT-141A	Suspension & Steering Lab	Seated-Evening
AUT-151	Brake Systems	Seated-Evening
AUT-151A	Brakes Systems Lab	Seated-Evening
AUT-183	Engine Performance II	Hybrid
AUT-221	Auto Transmission/Transaxles	Seated
AUT-221A	Auto Transmission/Trans Lab	Seated
BIO-110	Principles of Biology	Seated
BIO-111	General Biology I	Seated
BIO-112	General Biology II	Seated
BIO-155	Nutrition	Online
BIO-161	Intro to Human Biology	Online
BIO-163	Basic Anat & Physiology	Seated, Online
BIO-168	Anatomy and Physiology I	Seated, Hybrid, Online
BIO-169	Anatomy and Physiology II	Seated, Online
BIO-275	Microbiology	Seated
BUS-110	Introduction to Business	Online, Hybrid
BUS-115	Business Law I	Online

BUS-116	Business Law II	Online
BUS-121	Business Math	Hybrid
BUS-139	Entrepreneurship I	Online
BUS-225	Business Finance	Hybrid
BUS-251	Business Psychology	Online, Late Start
BUS-260	Business Communication	Online
BUS-285	Business Management	Hybrid
CHM-115	Concepts in Chemistry	Online
CHM-151	General Chemistry I	Seated
CHM-152	General Chemistry II	Seated, Hybrid
CIS-110	Introduction to Computers	Online, Hybrid
CJC-100	Basic Law Enforc Training	Seated
CJC-112	Criminology	Online, Delayed Start
CJC-121	Law Enforcement	Hybrid
CJC-122	Community Policing	Online
CJC-131	Criminal Law	Online, Delayed Start
CJC-141	Corrections	Online
CJC-213	Substance Abuse	Online
CJC-215	Organization & Administration	Online
CJC-233	Correctional Law	Online
CJC-255	Issues in Criminal Justice	Hybrid
COM-231	Public Speaking	Seated, Online, Evening, Delayed Start
COS-113	Cosmetology Concepts II	Seated
COS-114	Salon II	Seated
COS-117	Cosmetology Concepts IV	Seated
COS-118	Salon IV	Seated
COS-222	Manicure/Nail Technology II	Seated
CSC-151	JAVA Programming	Online
CTI-110	Web, Pgm, & DB Foundation	Online
CTI-120	Hardware/Software Support	Online
CTI-140	Virtualization	Online
CTS-130	Spreadsheet	Online



CTS-289	Systems Support Project	Online
DBA-110	Database Concepts	Online
DBA 221	SQL Server DB Prog II	Online
DFT-151	CAD I	Seated
DFT-154	Intro Solid Modeling	Seated, Evening
DMA-010	Operations With Integers	Seated
DMA-020	Fractions and Decimals	Seated
DMA-030	Propor/Ratio/Rate/Percent	Seated
DMA-040	Express/Lin Equat/Inequal	Seated
DMS-001	Developmental Math Shell 1	Seated, Online
DMS-002	Developmental Math Shell 2	Seated, Online
DMS-003	Developmental Math Shell 3	Seated, Online
DRE-096	Integrated Reading & Writing	Hybrid
DRE-097	Integrated Reading Writing II	Hybrid
DRE-098	Integrated Reading Writing III	Seated
ECO-251	Prin of Microeconomics	Online, Hybrid
EDU-119	Intro to Early Child Educ	Online
EDU-131	Child, Family & Community	Online
EDU-145	Child Development II	Online
EDU-146	Child Guidance	Hybrid
EDU-157	Active Play	Hybrid
EDU-235	School-Age Dev. & Program	Online
EDU-252	Math & Science Activities	Hybrid
EDU-271	Educational Technology	Hybrid
EDU-284	Early Child Capstone Prac	Hybrid
EGR-250	Statics/Strength of Mater	Seated
EGR-285	Design Project	Seated
ELC-113BB	Residential Wiring	Seated, Evening
ELC-128	Introduction to PLC	Seated
ELC-132	Electrical Drawings	Seated
ELC-136	Electrical Machines II	Seated
ELC-231	Electric Power Systems	Seated
ELN-131	Analog Electronics I	Seated, Evening
ELN-233	Microprocessor Systems	Seated
ENG-111	Writing and Inquiry	Seated, Online, Late Start, Evening
ENG-112	Writing/Research in the Disc	Seated, Online, Hybrid
ENG-114	Prof Research & Reporting	Seated, Online



ENG-232	American Literature II	Seated, Online
ENG-241	British Literature I	Online
GEO-111	World Regional Geography	Hybrid
HEA-110	Personal Health/Wellness	Seated, Online, Late Start
HET-114	Power Trains	Seated
HIS-111	World Civilizations I	Online
HIS-112	World Civilizations II	Online
HIS-131	American History I	Seated
HIS-132	American History II	Seated, Online
HSE-123	Interviewing Techniques	Hybrid
HSE-210	Human Services Issues	Hybrid
HSE-220	Case Management	Hybrid
HUM-115	Critical Thinking	Seated, Online
HUM-120	Cultural Studies	Seated
HUM-121	The Nature of America	Online
HUM-122	Southern Culture	Online
HYD-110	Hydraulics/Pneumatics I	Seated
HYD-134	Hyd/Hydrostatic Const	Seated
HYD-210	Advanced Hydraulics	Seated
ISC-112	Industrial Safety	Hybrid
MAC-111	Machining Technology I	Seated
MAC-121	Intro to CNC	Seated
MAT-110	Math Measurement & Literacy	Seated, Online, Hybrid
MAT-121	Algebra/Trigonometry I	Online
MAT-143	Quantitative Literacy	Online, Hybrid
MAT-152	Statistical Methods I	Seated
MAT-171	Precalculus Algebra	Online, Hybrid
MAT-172	Precalculus Trigonometry	Hybrid
MEC-111	Machine Processes I	Evening
MEC-161	Manufacturing Processes I	Seated
MEC-161A	Manufacturing Proc I Lab	Seated
MEC-231	Comp-Aided Manufacturing I	Evening
MKT-120	Principles of Marketing	Online
MLT-110	Intro to MLT	Hybrid
MLT-111	Urinalysis & Body Fluids	Hybrid
MLT-125	Immunochematology I	Hybrid
MLT-283	MLT Practicum I	Seated
MUS-110	Music Appreciation	Online, Hybrid, Late Start



MUS-112	Introduction to Jazz	Hybrid
NET-235	Networking Troubleshooting	Online
NOS-110	Operating Systems	Online
NOS-230	Windows Admin I	Online
NUR-102	Practical Nursing II	Hybrid
NUR-103A	Practical Nursing III	Hybrid
NUR-112	Health-Illness Concepts	Hybrid
NUR-114	Holistic Health Concepts	Hybrid
NUR-213	Complex Health Concepts	Hybrid
OST-130	Comprehensive Keyboarding	Online, Late Start
OST-134	Text Entry & Format	Hybrid
OST-136	Word Processing	Online
OST-137	Office Software Applications	Online
OST-142	Med Terms II-Med Office	Online
OST-149	Medical Legal Issues	Online
OST-153	Office Finance Solutions	Hybrid
OST-164	Text Editing Applications	Online
OST-233	Office Publications Design	Hybrid
OST-243	Med Office Simulation	Hybrid
OST-247	Procedure Coding	Hybrid
OST-248	Diagnostic Coding	Online
OST-286	Professional Development	Hybrid
OST-289	Admin. Office Management	Online
PED-110	Fit and Well for Life	Online
PED-111	Physical Fitness I	Seated, Hybrid, Late Start
PED-117	Weight Training I	Seated
PED-125	Self-Defense: Beginning	Seated
PED-137	Badminton	Seated
PHI-240	Introduction to Ethics	Online, Hybrid
PHY-110	Conceptual Physics	Online
PHY-110A	Conceptual Physics Lab	Online
PHY-133	Physics-Sound & Light	Seated
PME-118	Undercarriage Components	Seated
PME-221	Const. Equip. Servicing	Seated
POL-120	American Government	Online
PSY-118	Interpersonal Psychology	Seated, Online, Late Start



PSY-150	General Psychology	Seated, Online, Hybrid, Late Start
PSY-241	Developmental Psych	Seated, Online, Hybrid
PSY-281	Abnormal Psychology	Seated, Online, Hybrid
REL-110	World Religions	Online, Late Start
REL-212	Intro to New Testament	Hybrid
SAB-110	Substance Abuse	Online
SEC-160	Security Admin I	Online
SOC-210	Introduction to Sociology	Seated, Online, Hybrid
SOC-213	Sociology of the Family	Online
SOC-220	Social Problems	Seated, Online
SPA-111	Elementary Spanish I	Seated
SPA-112	Elementary Spanish II	Seated
SPA-221	Spanish Conversation	Seated
SWK-113	Working with Diversity	Hybrid
TRN-120	Basic Transp Electricity	Seated
TRN-120A	Basic Transp Electrical Lab	Seated
WBL-111	Work-Based Learning I	Seated, On-site
WBL-112	Work-Based Learning I	Seated, On-site
WBL-115	Work-Based Learning Seminar I	Hybrid
WEB-110	Internet/Web Fundamentals	Online
WEB-250	Database Driven	Online
WLD-115B	SMAW (Stick) Plate	Seated, Evening
WLD-116B	SMAW (Stick) Plate/Pipe	Evening
WLD-212	Inert Gas Welding	Seated
WLD-251	Fabrication II	Seated
WLD-262	Inspection & Testing	Seated
WLD-265	Automated Welding	Seated



Who to Contact for Continuing Education?

*Please contact our Continuing Education staff if you have questions, concerns or suggestions!
We're here to help!*

Stacey Gerard, Vice President	252-940-6241
Eva Peartree, Registration and Records Clerk.....	252-940-6375
Kendra Harrison, Records Specialist.....	252-940-6349

College & Career Readiness

Heather Collins, Director of College & Career Readiness	252-940-6298
Penelope Radcliffe, Admissions and Assessment Specialist.....	252-940-6325
Bobbie Lewis, Chief High School Equivalency Examiner.....	252-940-6209

Business & Industry Services

Sara Watson, Director of Customized Training	252-940-6311
Lentz Stowe, Director of Small Business Center	252-940-6306

Personal Enrichment Initiatives

Clay Carter, Director of Personal Enrichment Initiatives	252-940-6357
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Public Safety

Billy Respass, Director of EMS.....	252-940-6468
Larry Gales, Coordinator of EMS.....	252-940-6297
Todd Alligood, Director of Law Enforcement Training.....	252-940-6405
Johnny Williams, Director of Fire Training Programs	252-940-6363

Workforce Programs

Lou Stout, Director of Workforce Initiatives.....	252-940-6307
Justin Rose, Director of Workforce Programs	252-940-6262
Jackie Butcher, Director of Healthcare Programs	252-940-6263

Washington County Center

Kitty Hedgepeth, Workforce & Continuing Education Coordinator	252-741-9090
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Who to Contact for Academic Programs?

*Please contact one of the following if you have questions, concerns or suggestions!
We're here to help!*

Dr. Crystal Ange, Vice President of Academics	252-940-6216
Ben Morris, Dean of Business and Industry	252-940-6374
Erica Caracoglia, Dean of Allied Health and Public Services.....	252-940-6425
Lisa Hill, Dean of Arts and Sciences	252-940-6223
Michele Mayo, Director of Admissions.....	252-940-6233

Disclaimer

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

Family Educational Rights and Privacy Act (FERPA)

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

www.beaufortccc.edu/continuing-education/general-information/family-educational-rights-and-privacy-act

Have a Skill to Share?

If you have a hobby, a professional skill or a language you have mastered, consider sharing it with others.

We're always looking for enthusiastic instructors to lead our Continuing Education classes.

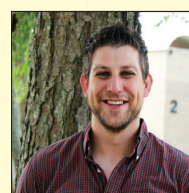
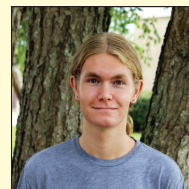
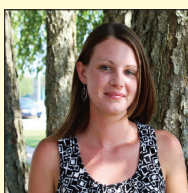
If you have the skills and the desire to teach, we are always seeking part-time instructors in a variety of subject areas for our Beaufort County Main Campus, our Washington County Center in Roper and our Hyde County Davis Center in Englehard.

Please visit our website at www.beaufortccc.edu and click on *Continuing Education* and complete the online interest form!

A Continuing Education staff member will call you to discuss employment opportunities.



Thanks to Your Generous Support,



The Future Is Brighter for These Students... And for Many More!

Thanks to the generosity of foundation donors, this year the BCCC Foundation helped deserving students achieve their education goals by awarding scholarships and grants to 85 of our students.

Approximately 80% of our students need some type of financial assistance to complete their course of study. Your support of the BCCC Foundation makes it possible for us to help meet those needs. The return is dramatic...on average, our graduates can expect to see their salaries increase by 40% upon graduation...and over 95% of those graduates either become employed in North Carolina or are enrolled in further higher education.

Learn more about the work of the BCCC Foundation and how you can help. Visit us in Building 1 at the college or call Foundation Director Serena Sullivan at 252-940-6326 or email serena.sullivan@bccc.edu.



**BEAUFORT COUNTY
COMMUNITY COLLEGE**

FOUNDATION

5337 US Hwy. 264 East, Washington, NC 27889
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BEAUFORT COUNTY COMMUNITY COLLEGE

**US Hwy. 264 East
Washington, NC 27889**



BEAUFORT COUNTY COMMUNITY COLLEGE

**5337 US 264 East • Washington, NC 27889 • Phone 252-940-6375
www.beaufortccc.edu**

Beaufort County Community College is a public comprehensive community college with a commitment to provide accessible and affordable quality education, relevant training and lifelong learning opportunities for the people served by the college.

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.

Beaufort County Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, certificates and diplomas. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404-679-4500 for questions about the accreditation of BCCC.

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