

COURSE SCHEDULE

SPRING 2023

Free.
Please take one!

- Continuing Education Courses
- Academic Programs

Drone Pilot p. 10
Google Certification p. 19
EKG Technician p. 28
Firefighter Training p. 31
Basic Law Enforcement Training p. 33











BEAUFORT

COUNTY COMMUNITY COLLEGE

ALL 50+ HOUR CERTIFICATION COURSES & COLLEGE CREDIT COURSES ARE FREE THROUGH BEAUFORT PROMISE!

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Which classes are free? If you see crossed out fees or this logo next to classes, they qualify for the **Beaufort Promise**, meaning that we will cover the registration fees. The Beaufort Promise program uses a combination federal and state programs and private scholarships to pay for college credit courses or 50+ hour initial certification courses through the Division of Continuing Education.

REGISTRATION & PAYMENT

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

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

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

Pre-Registration is Required

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

Who May Register?

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

Fees, Books & Supplies

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

The BCCC College Bookstore is open Monday, 8:00 am-3:00 pm, Tuesday-Thursday, 9:00 am-3:00 pm, and Friday, 9:00-12:00 pm. You can contact the bookstore at 252-940-6231 or by visiting their website at www.beaufortccc.edu/bookstore.

Refunds

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

Transcripts

Students may obtain copies of their continuing education transcript upon written or electronic request to the Continuing Education Registration and Records Office. Transcripts may also be requested by fax at (252) 940-6254. Transcripts will be released to other colleges, agencies, or employers only with written authorization of the student. Instructions and the Transcripts Request Form are available online at <https://www.beaufortccc.edu/conedtranscripts>. Official transcripts are \$2.00. Unofficial transcripts are accessible online through the Self-Service portal at no charge.

If you earned a High School Equivalency (GED or HiSET) in North Carolina, please visit the Diploma Sender portal (diplomasender.com/) to access a copy of your transcript. Please call the chief high school equivalency examiner at 252-940-6209 for questions regarding the Diploma Sender process and high school equivalency transcript information.

Children on Campus

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

BCCC Online Services

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

Company/Organization Payment Process (Sponsorship Billing)

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

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

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

Accessibility Services

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

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

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



Division of Continuing Education
 5337 US Hwy 264 East Washington, NC, 27889
 beaufortccc.edu
STUDENT REGISTRATION FORM

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

Please Print

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

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

County of Residence: _____ **Home Number:** _____

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

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

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

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

Sex: Female Male

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

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

Employment: R Retired UN Unemployed (not seeking) US Unemployed (seeking)

E1 Part-time, 1-10 hrs E3 Part-time, 21-39 hrs

E2 Part-time, 11-20 hrs E4 Full-time, 40/more hrs

Education Level: High School Graduate or Highest grade completed: _____

AHS Diploma Associate Bachelors

One-Year Vocational High School Equiv. Diploma Masters or Higher

Check All That Apply: HRD Student

Elementary/Secondary School Employee

Volunteer Fire, Volunteer Rescue _____ (agency)

DOC/Division of Adult Corrections _____ (agency)

Paid Law Enforcement, Paid Fire/EMS _____ (agency)

Provider Level: EMR EMT AEMT Paramedic

Email Address: _____

Student Signature: _____ **Date:** _____

Course Section #	Course Title	Date & Time	Fee

(This block for office use only)

By Phone In Person By Mail **Registration Taken By:** _____ **Date** _____

Registration Entered By: _____ **Date** _____

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

Family Educational Rights & Privacy Act (FERPA): The FERPA (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program

of the U.S. Department of Education. For more information, please visit this link: <http://www.beaufortccc.edu/about/family-educational-rights-and-privacy-act>.

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

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

SCHOLARSHIPS & FINANCIAL ASSISTANCE



Which classes are free? If you see crossed out fees or this logo next to classes, they qualify for the **Beaufort Promise**, meaning that we will cover the registration fees. The Beaufort Promise program uses a combination federal and state programs and private scholarships to pay for college credit courses or 50+ hour initial certification courses through the Division of Continuing Education. If you have wanted to earn a new degree or credential, or finish one up, now is the time! Textbooks and uniforms are not included. Please contact a Continuing Education Registration & Records Office at 252-940-6375 or continuingeducation@beaufortccc.edu for details.
To complete an online application for financial assistance go to:
www.beaufortccc.edu/continuing-education/general-information/financial-assistance

FINANCIAL ASSISTANCE OPPORTUNITIES

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



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

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

Next Gen Youth Program

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

Adult/Dislocated Worker Program

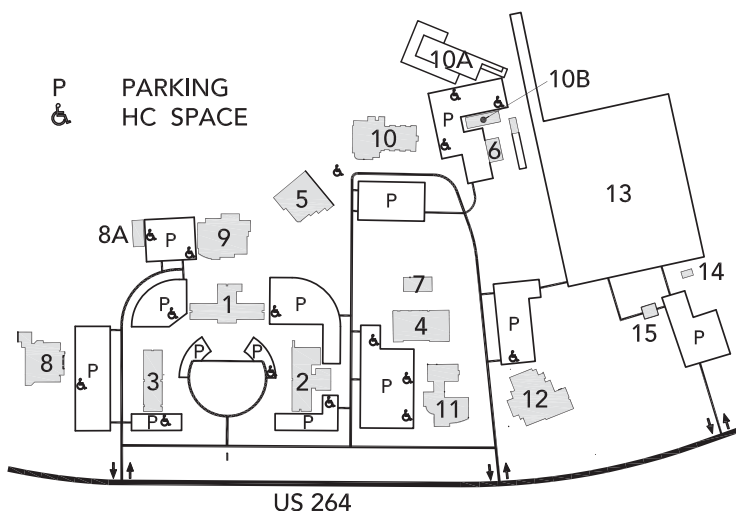
Are you 18+ years of age, a US Citizen, and ready for a change or fresh start? If the answer is yes, the Adult/Dislocated Worker program is looking for you!
Call your local NCWorks Career Center for more information. Begin a path to success today! Your future begins now!

CAMPUS MAP



BEAUFORT
COUNTY COMMUNITY COLLEGE

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



CCP WORKFORCE PATHWAYS FOR HIGH SCHOOL STUDENTS

Career & College Promise Workforce Pathways

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

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

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

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

- **Emergency Medical Technician (EMT)**
- **Heating, Ventilation & Air Conditioning (HVAC) Technician**
- **Commercial Driver's License (CDL) Truck Driving**
- **Phlebotomy Technician**
- **Pharmacy Technician**
- **Nurse Aide**
- **Small Engine Repair**



CUSTOMIZED TRAINING/APPRENTICESHIPS

Apprenticeships

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

*****New Apprenticeship Expansion Funds Available to Eligible Businesses*****

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

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

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



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

Customized Training Programs

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

You may qualify if your business is:

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

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



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

English Language Acquisition (ESL)

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

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

ELA Class Locations:

BCCC Campus

Beginners:

6:00 pm - 9:00 pm
9:00 am - 1:00 pm

Mon. & Wed./ lunes y miércoles
Sat./sábado

Ongoing
Ongoing

Free/Gratis
Free/Gratis

B 8 827
B 8 827

Advanced:

6:00 pm - 9:00 pm

Tues. & Thurs./martes y jueves

Ongoing

Free/Gratis

B 8 827

Hyde Davis Center

6:00 pm - 9:00 pm

Tues. & Wed./martes y miércoles

Ongoing

Free/Gratis

B 8 827

Washington County Center

Call 252-940-6245

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

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



RISE/TRANSITIONS

Reinforced Instruction for Student Excellence (RISE)/Transitions

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

8:30 am – 12:00 am
12:30 pm - 2:30 pm
5:00 pm – 8:00 pm

Mon.-Thurs.
Mon - Thurs.
Tues-Thurs.

Jan. 9-May 4
Jan. 17- March 30
Jan. 10-May 4

Free
Free
Free

B8 816
B8 827
B8 816

CAREER & COLLEGE READINESS: HIGH SCHOOL EQUIVALENCY (GED)

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

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

The Path to Achieving Your High School Equivalency

Register & attend orientation.

Enroll & attend a HSE or ELA class.

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

Choose a pathway: college, career or job training.

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

Call 252-940-6325 to get started.



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

HSE Class Locations:



BCCC Campus

8:30 am - 12:30 pm	Mon.-Thurs.	Free	B 8 816
8:30 am - 12:00 pm	Mon.-Thurs.	Free	B 8 813
5:00 pm - 8:00 pm	Tues. & Thurs.	Free	B 8 816
5:00 pm - 8:00 pm	Tues. & Thurs.	Free	B 8 813
12:00 pm - 3:00 pm	Mon.-Thurs.	Free	B 8 816

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

9:00 am - 12:00 pm	Tues., Wed., Thurs.	Free	B 8 815
5:00 pm - 8:00 pm	Tues., Wed., Thurs.	Free	B 8 815

Hyde Davis Center Call 252-940-6231

Washington County Center Call 252-940-6245

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



High School Equivalency Exam Options

Pearson Vue GED	ETS HiSET
<ul style="list-style-type: none"> • Computer-based test • Four subjects <ol style="list-style-type: none"> 1. Language Arts 2. Science 3. Social Studies 4. Mathematics <p>Create an account at https://ged.com Pay a testing fee of \$20 per test (\$80 total) Retake the test up to two times for free. Scholarships to cover exam fees are available for qualifying students!</p>	<ul style="list-style-type: none"> • Paper-based test • Five subjects <ol style="list-style-type: none"> 1. Reading 2. Writing 3. Science 4. Social Studies 5. Mathematics <p>Create an account at https://hiset.ets.org Pay a testing fee of \$15 per test (\$75 total) Retake the test up to two times for free. Scholarships to cover exam fees are available for qualifying students!</p>

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

High School Equivalency Testing Dates

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


Pearson Vue GED	ETS HiSET
January 24 & 25 February 21 & 22 March 21 & 22 April 25 & 26 May 23 & 24 June 20 & 21	January 23 March 20 May 22

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

NEW FAST TRACK

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


This 100-hour fast track program will assist students in completing their GED this year. This afternoon session can be in conjunction with Digital Literacy to create a stackable credential for your resumé.

	12:30 pm-3:00 pm	Mon. & Wed.	Jan. 17 - March 30	Free	B8 816
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Digital Literacy

Credential: Digital Literacy, Northstar


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

	8:30 am-12:00 pm	Mon. - Thurs.	Jan. 9 - Feb. 28	Free	B8 827
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Digital Literacy II

Credential: Digital Literacy, Northstar

The CCR program's advanced digital literacy course will build upon the learned digital literacy skills to equip adult learners with the skills to use computer-based applications they may encounter in the workplace and postsecondary education. Instruction will focus on: word processing, spreadsheets and spreadsheet software, multimedia presentations and software, and use of internet resources.

	8:30-12:00pm	Mon. - Thurs.	March 1 - April 27	Free	B8 827
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Saturday GED NEW

This Saturday option will allow those working to come to class one day a week for GED practice.

9:00 a.m.- 12:00 p.m.	Sat.	Jan. 21-April 29	Free	B 8 816
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 Look for this logo for Beaufort Promise classes. These courses are free for students who qualify.


HVAC

HVAC technicians work to maintain, replace, and install commercial and residential heating, ventilation, and air conditioning systems. New construction and technological innovation mean that there is high demand for trained technicians in the field who can install new systems and upgrade inefficient old systems. HVAC technicians enjoy a median income of \$22.00 per hour. Companies that employ HVAC technicians include Little's Heating & Air, ENECO, Roberson's Heating & Air, and Nutrien.

HVAC: Heating, Ventilating, and Air Conditioning Level 1

Credential: Electrical Theory and Application for HVACR; ESCO Institute


 This course presents the introductory knowledge and skills needed to maintain and troubleshoot complex heating, air conditioning, and refrigeration systems. The HVAC Level 1 curriculum focuses on Introduction to HVAC, Trade Mathematics, Basic Electricity, Introduction to Heating, Introduction to Cooling, Introduction to Air Distribution Systems, Basic Copper and Plastic Piping Practices, Soldering and Brazing, and Basic Carbon Steel Piping Practices.


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

6:00 pm – 9:00 pm	Mon. & Thur.	Jan. 30 - May 22	\$181-25	96 hrs.	43460	B 8A
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HVAC: Heating, Ventilating, and Air Conditioning Level 2

Credential: EPA Section 608, ESCO Institute


 This course will continue building upon the skills learned while taking the HVAC Level 1 class. This course will focus on alternating current, compressors, refrigerants and oils, leak detection evacuation recovery and charging, metering devices, heat pumps, basic maintenance, chimneys vents and flues, sheet metal duct systems, fiberglass and fabric duct systems, and commercial airside systems.


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

6:00 pm – 9:00 pm	Mon. & Tues.	Jan. 30 - May 16	\$181-25	96 hrs.	43461	B 8A
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HVAC: Heating, Ventilating, and Air Conditioning Level 3

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

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

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


6:00 pm – 9:00 pm	Tues. & Thur.	Jan. 31 - May 18	\$181-25	96 hrs.	43462	B 8A/B 8 824
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DRONE PILOT

Commercial Drone Pilot Training (Part 107)

Credential: FAA Part 107 (UAS)


 This course will prepare students for the FAA Part 107 Knowledge test that is required to become certified to pilot a USA (unmanned aerial system). This course prepares you for the Part 107 Knowledge test with classroom instruction and instructor feedback.

6:00 - 9:00 pm	Mon. & Wed.	Feb. 6-March 1	\$70	24 hrs.	43463	B8 826
6:00 - 9:00 pm	Mon. & Wed.	April 17- May 10	\$70	24 hrs.	43464	B8 824



Advanced Manufacturing Institute

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


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

Prerequisite: Career Readiness Certificate of bronze or higher. See p. 26 for information about the Career Readiness Certificate prep and testing labs.

5:30-9:30 pm	Mon. & Wed.	March 6-27	\$193.25	54hrs.	43225	B8/828
8:00 am-5:00 pm	Sat.					

OSHA 10

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

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

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

Lean Manufacturing/Six Sigma

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


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



RESTAURANT

Certified Kitchen Cook


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

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

9:00am – 4:00pm	Mon-Thurs.	Feb. 27- March 9	\$376.25	56 hrs.	43509	B8 829
6:00pm – 10:00pm	Weds.					

Certified Restaurant Server


Credential: Certified Restaurant Server, American Hotel and Lodging Educational Institute & TIPS Online Certification

 This 56-hour course is designed to train those employed or seeking employment in the food service industry. This course provides training in customer service, how to set up the restaurant and side stations, handling special guest situations, and demonstrating basic kitchen safety and sanitation guidelines. Upon successful completion of this course, students will earn a Certified Restaurant Server certificate from the American Hotel and Lodging Educational Institute and a TIPS Online Certification for alcohol training.


9:00am – 4:00pm	Mon-Thurs.	April 24 - May 4	\$376.25	56 hrs.	43511	B8 829
6:00pm – 10:00pm	Weds.					

TIPS® On-Premise for Employees Certification Class

Credential: On-Premise for Employees; TIPS®

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

8:00 am – 3:00 pm	Mon.	March 13	\$110	6 hrs.	43547	B8 822
8:00 am – 3:00 pm	Mon.	May 8	\$110	6 hrs.	43548	B8 822

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

ED2GO ONLINE CLASSES

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

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

How to Get Started:

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

INFORMATION TECHNOLOGY & COMPUTER APPS

Introduction to Networking (Ed2Go)

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

Computer Skills for the Workplace (Ed2Go)

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

Introduction to PC Security (Ed2Go)

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

Introduction to Microsoft Excel 2019/Office 365 (Ed2Go)

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

Introduction to Microsoft Word 2019/Office 365 (Ed2Go)

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

Microsoft Excel – Pivot Tables (Ed2Go)

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

Introduction to QuickBooks Online (Ed2Go)

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

MEDICAL & VETERINARY

Become a Veterinary Assistant (Ed2Go)

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

Become a Physical Therapy Aide (Ed2Go)

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

Become an Optical Assistant (Ed2Go)

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

Explore a Career in Medical Writing (Ed2Go)

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

Explore a Career as an Administrative Medical Assistant (Ed2Go)

Learn what it takes to have a successful career as an administrative medical assistant. This course explores the job of an administrative medical assistant (AMA) in a doctor's office – from appointment scheduling and chart creation to medical billing and coding – to give you an inside-view of the job. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

HIPAA Compliance (Ed2Go)

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

Speed Spanish (Ed2Go)

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

Spanish for Law Enforcement (Ed2Go)

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

Instant Italian (Ed2Go)

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

Conversational Japanese (Ed2Go)

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

Discover Sign Language (Ed2Go)

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

Beginning Conversational French (Ed2Go)

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

ed2go BUSINESS & SOFT SKILLS

Mastering Public Speaking (Ed2Go)

Learn the secrets of effective public speaking and small group communication. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

Keys to Effective Communication (Ed2Go)

Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

Achieving Success with Difficult People (Ed2Go)

Learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors, or relatives. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

Customer Service Fundamentals (Ed2Go)

Become indispensable to any organization by understanding how to identify and meet customer needs. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

ed2go TEACHER PROFESSIONAL DEVELOPMENT

Creating the Inclusive Classroom: Strategies for Success (Ed2Go)

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

Solving Classroom Discipline Problems (Ed2Go)

Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

Microsoft PowerPoint 2013 in the Classroom (Ed2Go)

In this course for teachers, you'll learn how to motivate students and enrich lessons by bringing Microsoft PowerPoint 2013 presentations into your classroom. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

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

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

Merrill Ream Speed Reading (Ed2Go)

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

Response to Intervention: Reading Strategies That Work (Ed2Go)

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

Spanish in the Classroom (Ed2Go)

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

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

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

Certified Administrative Professional



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

This course provides the information you'll need to know to sit for the Certified Administrative Professional (CAP) exam offered by the International Association of Administrative Professionals (IAAP). Students will receive a voucher for the CAP exam. [Visit careertraining.ed2go.com/beaufortccc](http://careertraining.ed2go.com/beaufortccc)

Certified Six Sigma Green Belt



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

Prepare for Six Sigma Green Belt certification by mastering the contents of the American Society for Quality (ASQ) Six Sigma Green Belt body of knowledge. Exam cost included. Students will receive a voucher for the CSSGB exam. [Visit careertraining.ed2go.com/beaufortccc](http://careertraining.ed2go.com/beaufortccc)

Information Security Training



Credential: Certified Information Systems Security Professional (CISSP), International Information, System Security Certification

Consortium (ISC)2, Certified Information Systems Auditor (CISA), Information Systems Audit and Control Association (ISACA)
Prepare for three globally recognized certifications: ISACA's Certified Information Systems Auditor (CISA) and Certified Information Security Manager (CISM), and (ISC)2's Certified Information Security Professional (CISSP). Students will receive a voucher for the CISSP and CISA exams. [Visit careertraining.ed2go.com/beaufortccc](http://careertraining.ed2go.com/beaufortccc)

Cisco CCNA Certification Training



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

Take the next step in your IT career by preparing for the Cisco CCNA certification exam. You'll master certification-based topics for networking essentials, so you can implement and administer Cisco solutions. Exam voucher included in enrollment. Students will receive a voucher for the CCNA exam. [Visit careertraining.ed2go.com/beaufortccc](http://careertraining.ed2go.com/beaufortccc)

Certified Information Security Manager (CISM)



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

CISM is one of the most valued certifications in the IT security industry. This online course will prepare you to sit for the CISM certification exam, and the exam cost is included. Students will receive a voucher for the CISM exam. [Visit careertraining.ed2go.com/beaufortccc](http://careertraining.ed2go.com/beaufortccc)

Process Technician

This online course provides an intensive overview of the skills needed to become a process technician. You will learn a wide variety of skills, including math, inspection, safety, machining, quality, electrical systems, automation, mechanical systems, motor controls, fluid systems, and joining. [Visit careertraining.ed2go.com/beaufortccc](http://careertraining.ed2go.com/beaufortccc)

Chemical Plant Operations

Prepare for an entry-level position in a chemical plant with this online Chemical Plant Operations course. [Visit careertraining.ed2go.com/beaufortccc/](http://careertraining.ed2go.com/beaufortccc/)

Robotics Technician

This Robotics Technician course provides an intensive overview of the skills needed in the robotics industry. [Visit careertraining.ed2go.com/beaufortccc](http://careertraining.ed2go.com/beaufortccc)

Maintenance Technician

This Maintenance Technician training course allows you to identify the required knowledge and skills that provide a pathway to upskill and validated worker competencies. [Visit careertraining.ed2go.com/beaufortccc](http://careertraining.ed2go.com/beaufortccc)

Tool and Die Maker

This course provides an intensive overview of tool and die making and will teach you about work holding, math, inspection, safety, machining, materials, quality, and grinding. [Visit careertraining.ed2go.com/beaufortccc](http://careertraining.ed2go.com/beaufortccc)

Die Setter

This course provides an intensive overview of die setting. You will learn the math, inspection, safety, materials, quality, and fabrication skills needed to work as a die setter. [Visit careertraining.ed2go.com/beaufortccc](http://careertraining.ed2go.com/beaufortccc)

Quality Inspector

This course provides an intensive overview of the skills necessary for quality assurance and inspection. You will learn math, inspection, safety, materials, quality, and management skills as you prepare to become a quality inspector. [Visit careertraining.ed2go.com/beaufortccc](http://careertraining.ed2go.com/beaufortccc)

Activity Director

This course is designed to give you the training and insight into working with the activity programs in nursing homes. [Visit careertraining.ed2go.com/beaufortccc](http://careertraining.ed2go.com/beaufortccc)

Certified Paralegal



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

Train for a career as a paralegal. Learn how to fulfill the standard duties associated with this vital role. After completion, you will be prepared to sit for and pass the Certified Paralegal (CP) exam. Students will receive a voucher for the CP exam. [Visit careertraining.ed2go.com/beaufortccc](http://www.careertraining.ed2go.com/beaufortccc)

Food and Customer Service Skills Training

This online Food and Customer Service Skills Training course will prepare you for a career in food services, restaurants, and the hospitality industry. [Visit careertraining.ed2go.com/beaufortccc](http://www.careertraining.ed2go.com/beaufortccc)

Freight Broker/Agent Training

This online course will prepare you to enter the freight/logistics industry and start your own freight broker business or become a freight agent. [Visit careertraining.ed2go.com/beaufortccc](http://www.careertraining.ed2go.com/beaufortccc)

Restaurant Management

In-demand restaurant managers can earn over \$50,000 on average. This course teaches the practical skills and theoretical knowledge necessary to execute all elements of a restaurant business. This course provides this foundation by teaching each aspect of the process; from inception through creation to ultimately managing a successful restaurant. [Visit careertraining.ed2go.com/beaufortccc](http://www.careertraining.ed2go.com/beaufortccc)

Patient Care Technician



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

Prepare for the Certified Patient Care Technician Level I exam, an industry-recognized credential for patient care technicians, offered by the American Education Certification Association (AECA). Students will receive a voucher for the Certified Patient Care Technician Level 1 exam. [Visit careertraining.ed2go.com/beaufortccc](http://www.careertraining.ed2go.com/beaufortccc)

Professional Recovery Coach

Learn the dynamics of a strengths-based system for changing addictive behavior through a process of reconnecting to one's joyful identity and working toward helping others overcome and break the cycle of addiction. [Visit careertraining.ed2go.com/beaufortccc](http://www.careertraining.ed2go.com/beaufortccc)

Certified Professional Medical Auditor



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

This online training course covers medical record standards and documentation guidelines allowing them to confidentially communicate with providers. This course arms the certified medical auditor with information to assist with improvements in the practice's documentation compliance. Students will receive a voucher for the CPMA® certification exam. [Visit careertraining.ed2go.com/beaufortccc](http://www.careertraining.ed2go.com/beaufortccc)

Certified Medical Administrative Assistant with Medical Billing and Coding



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

Administrative healthcare workers are in high demand. Whether you're just starting your career or transitioning into a different field, there has never been a better time to become a Certified Medical Administrative Assistant or work in Medical Billing and Coding. Students will receive a voucher for the CMAA national certification exam. [Visit careertraining.ed2go.com/beaufortccc](http://www.careertraining.ed2go.com/beaufortccc)

Veterinary Assistant with Horse Care Management

Veterinary Assistant with Horse Care Management teaches the specialized skills that stables, equestrian centers, and large animal veterinary facilities look for. Together, these courses provide the comprehensive training needed to be a veterinary assistant with an additional focus on horse care techniques. [Visit careertraining.ed2go.com/beaufortccc](http://www.careertraining.ed2go.com/beaufortccc)

Veterinary Office Manager

Gain valuable knowledge to start a career on the non-clinical side of the veterinary clinic and prepare for advancing into office management. [Visit careertraining.ed2go.com/beaufortccc](http://www.careertraining.ed2go.com/beaufortccc)

Introduction to Interior Design (Ed2Go)

Explore a career in interior design as you learn how to transform any room into a beautiful and functional space. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

Secrets of Better Photography (Ed2Go)

Learn how to take better pictures by understanding your camera and how to use it in a variety of situations. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

Introduction to Digital Scrapbooking (Ed2Go)

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

Mastering Digital Photography: Photographing People (Ed2Go)

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

Drawing for the Absolute Beginner (Ed2Go)

Gain a solid foundation in the basics of drawing to become the artist you've always wanted to be. This course will help you become familiar with paper type, drawing styles, techniques, and basic principles of perspective, layout and design. [Visit www.ed2go.com/beaufortccc/](http://www.ed2go.com/beaufortccc/)

MOTORCYCLE SAFETY

Motorcycle Safety: Basic Rider Course, 2 Wheels

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

8:00 am – 5:30 pm	Sat. & Sun.	March 25 & 26	\$165	20 hrs.	43659	B 15-101 & Driving Pad
8:00 am – 5:30 pm	Sat. & Sun.	April 15 & 16	\$165	20 hrs.	43660	B 15-101 & Driving Pad
8:00am – 5:30 pm	Sat. & Sun.	May 20 & 21	\$165	20 hrs.	43661	B 15-101 & Driving Pad
8:00 am – 5:30 pm	Sat. & Sun.	June 10 & 11	\$165	20 hrs.	43662	B 15-101 & Driving Pad

Motorcycle Safety: Basic Rider Course, 3 Wheels

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

8:00 am – 5:30 pm	Sat. & Sun.	March 18 & 19	\$99 (w/ support)	20 hrs.	43653	B 10B-101/Driving Pad
8:00 am – 5:30 pm	Sat. & Sun.	March 25 & 26	\$99 (w/ support)	20 hrs.	43654	B 10B-101/Driving Pad
8:00 am – 5:30 pm	Sat. & Sun.	April 15 & 16	\$99 (w/ support)	20 hrs.	43655	B 10B-101/Driving Pad
8:00 am – 5:30 pm	Sat. & Sun.	May 6 & 7	\$99 (w/ support)	20 hrs.	43656	B 10B-101/Driving Pad
8:00 am – 5:30 pm	Sat. & Sun.	May 20 & 21	\$99 (w/ support)	20 hrs.	43751	B 10B-101/Driving Pad
8:00 am – 5:30 pm	Sat. & Sun.	June 3 & 4	\$99 (w/ support)	20 hrs.	43657	B 10B-101/Driving Pad
8:00 am – 5:30 pm	Sat. & Sun.	June 10 & 11	\$99 (w/ support)	20 hrs.	43658	B 10B-101/Driving Pad

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



Greenville
252-353-4959
New Bern
252-638-7026



Rocky Mount
252-977-2191

DEFENSIVE DRIVING

Defensive Driving-DDC-4

Credential: DDC-4, NC Safety & Health Council




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


9:00 am-1:00 pm	Sat.	Jan. 21	\$75	4 hrs.	43643	B 8 829
5:30 pm – 9:30 pm	Mon.	Jan. 30	\$75	4 hrs.	43644	B 8 829
9:00 am-1:00 pm	Sat.	Feb. 18	\$75	4 hrs.	43645	B 8 829
5:30 pm – 9:30 pm	Mon.	March 13	\$75	4 hrs.	43646	B 8 829
9:00 am-1:00 pm	Sat.	March 18	\$75	4 hrs.	43647	B 8 829
9:00 am-1:00 pm	Sat.	April 22	\$75	4 hrs.	43648	B 8 829
5:30 pm – 9:30 pm	Mon.	May 1	\$75	4 hrs.	43649	B 8 829
9:00 am-1:00 pm	Sat.	May 20	\$75	4 hrs.	43650	B 8 829
5:30pm – 9:30 pm	Mon.	June 12	\$75	4 hrs.	43651	B 8 829
9:00 am-1:00 pm	Sat.	June 24	\$75	4 hrs.	43652	B 8 829



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

ELDT: Truck Driver Training Program for First Time Drivers (Hybrid Program)


 **Credential: Commercial Driver's License, NC DMV**
The Entry Level Driver Training (ELDT) Truck Driver Training program will train students to drive a Class - A combination vehicle and prepare students for their pre-trip inspection, off road skills test and the road-driving test, which are all components of the NCDMV Commercial Driver License (CDL) exam. Funding assistance may be available.

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

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


8:00 am-6:00 pm	Sat. & Sun.	Jan. 29 - May 27	\$234.25	384 hrs.	43496	B 11/15
8:00 am-6:00 pm	Sat. & Sun.	March 26 - May 5	\$234.25	384 hrs.	43502	B 11/15
Online, on-demand the rest of the week						

Hazmat

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

Online		April 17 - May 13	\$75	24 hrs.	43469	Online
Online		June 12 - July 8	\$75	24 hrs.	43470	Online

North Carolina Vehicle Escort Certification and Recertification


 **Credential: Escort Vehicle Certification, NC Division of Motor Vehicles**
This course is required for those who wish to escort large vehicles. Students must be either 21 years of age or be 18 to 21 years of age with a current Class-A license to attend. All students must have a driver's license that has been valid for at least 12 months.

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

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


8:00 am-5:00 pm	Fri.	March 10	\$70	8 hrs.	43474	B 8 826
8:00 am-5:00 pm	Fri.	May 19	\$70	8 hrs.	43475	B 8 826

AUTO BUSINESS**Auto Dealer Pre-License**

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


9:00 am - 1:00 pm	Mon.-Wed.	Jan. 23 - 25	\$75	12 hrs.	43476	Zoom
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Auto Dealer License Renewal

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


9:00 am - 12:00 pm	Thur.-Fri.	Jan. 26 - 27	\$75	6 hrs.	43492	Zoom
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North Carolina Vehicle Safety Inspection

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

8:00 am-5:00 pm	Sat.	April 29	\$70	8 hrs.	43504	B 2 108
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FORKLIFT**Forklift Training**

 **Credential: Forklift Wallet Card, National Safety Council**
This class is based on the National Safety Council's (NSC) Forklift Training Program. Students will learn an overview of forklift operation, inspection, determining lift limitations, and safe use of the forklift truck. They will understand the center of gravity's effects on lift limitations and proper lifting. Students will demonstrate proper use by completing an obstacle course along with an inspection. Textbooks will be handed out at the class and will not be sold in the BCCC Bookstore. [Register & pay online.](#)

8:00 am - 5:00 pm	Sat.	Feb. 25	\$77.25	8 hrs.	43467	B11 15
5:00 pm - 9:00 pm	Tues. & Thur.	April 25 - April 27	\$77.25	8 hrs.	43468	B11 15

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

This 10-week course is required to satisfy the educational requirements for a provisional broker and is designed to prepare you to pass the real estate license examination administered by the NC Real Estate Commission. Topics include basic real estate principles and practices, law and contracts, financing, closing valuation, fair housing, and real estate laws. The course textbook along with the companion math book are available in the campus bookstore.

Prerequisite: Career Readiness Certificate of level silver or higher or High School Equivalency/Diploma. Students will be subject to a criminal background check by the NC Real Estate Commission prior to licensing.

5:00 pm – 8:00 pm	Tues. & Thurs.	Jan. 17 – May 2	\$185	90 hrs.	43601	B8 822
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Real Estate – General Update

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

8:00 am – 12:00 pm	Wed.	March 15	\$55	4 hrs.	43609	B8 822
1:00 pm – 5:00 pm	Thurs.	May 4	\$55	4 hrs.	43610	B8 822
1:00 pm – 5:00 pm	Thurs.	June 8	\$55	4 hrs.	43611	B8 829

Real Estate – Broker in Charge Update

This four-hour mandatory course satisfies the continuing education requirements required by the NC Real Estate Commission. The Broker in Charge update course is developed by the NC Real Estate commission each year. A copy of the student manual will be provided at the beginning of class. [Register & pay online.](#)

8:00 am – 12:00 pm	Wed.	March 29	\$55	4 hrs.	43606	B8 822
1:00 pm – 5:00 pm	Thurs.	June 8	\$55	4 hrs.	43607	B8 822

Post-Real Estate 301: Broker Relationships and Responsibilities

One of the three mandatory post-licensing courses that are required to be completed by newly licensed NC provisional brokers within 18 months after licensure. Gain professional skills in sales contract preparation, common procedures, license status, and education issues. Bring your North Carolina Real Estate Manual, 2017 Edition (Blue book). The book is available in the BCCC bookstore. [Register & pay online.](#)

5:30 – 8:30 pm	Mon., Tues. & Thurs.	May 8 – May 30	\$130	30 hrs.	43602	B8 829
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Post-Real Estate 302: Contracts and Closing

One of the three mandatory post-licensing courses that are required to be completed by newly licensed NC provisional brokers within 18 months after licensure. Gain professional skills in contract law concepts, sales contract procedures, due diligence, closing procedures, contracts for deeds, and more. Bring your North Carolina Real Estate Manual, 2017 Edition (Blue book). The book is available in the BCCC bookstore. [Register & pay online.](#)

5:30 – 8:30 pm	Mon. & Wed.	Feb. 6 – Mar. 8	\$130	30 hrs.	43603	B8 824
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Post-Real Estate 303: NC Law, Rules, and Legal Concepts

One of the three mandatory post-licensing courses that are required to be completed by newly licensed NC provisional brokers within 18 months after licensure. Gain professional skills in brokerage compensation issues, disciplinary processes, specialized real estate, property management, and additional NC laws and legal concepts. Bring your North Carolina Real Estate Manual, 2017 Edition (Blue book). The book is available in the BCCC bookstore. [Register & pay online.](#)

5:30 – 8:30 pm	Mon., Tues. & Thurs	June 12 – July 6	\$130	30 hrs.	43604	B8 829
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Real Estate: Property Management and Managing Risks Elective

This elective provides an up-to-date introduction to property management and how to comply with NC regulations and avoid liability. This course will satisfy the 4-hours of continuing education required by the NC Real Estate Commission. The book is available in the BCCC bookstore. [Register & pay online.](#)

1:00 – 5:00 pm	Wed.	March 22	\$55	4 hrs.	43612	B8 829
1:00 – 5:00 pm	Wed.	June 7	\$55	4 hrs.	43613	B8 829

Real Estate: Real Estate Finance Elective

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

1:00 – 5:00 pm	Thurs.	March 23	\$55	4 hrs.	43614	B8 829
1:00 – 5:00 pm	Tues.	June 6	\$55	4 hrs.	43615	B8 829

Real Estate: Fair Housing Elective

This elective provides an up-to-date look at the Federal Fair Housing Act and what is considered prohibited conduct and offers practical applications to keep you in compliance. This elective will satisfy the 4-hours of continuing education required by the NC Real Estate Commission. The book is available in the BCCC bookstore. [Register & pay online.](#)

1:00 – 5:00 pm	Thurs.	April 27	\$55	4hrs.	43616	B8 824
1:00 – 5:00 pm	Tues.	May 9	\$55	4hrs.	43617	B8 822



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


Real Estate: Everyday Ethics in Real Estate Elective

This elective provides up-to-date information on the Code of Ethics and Standards of Practice of the National Association of REALTORS® (NAR). This elective will satisfy the 4-hours of continuing education required by the NC Real Estate Commission. The book is available in the BCCC bookstore. [Register & pay online.](#)

1:00 – 5:00 pm	Sat.	May 20	\$55	4hrs.	43618	B8 829
1:00 – 5:00 pm	Thurs.	June 1	\$55	4hrs.	43619	B8 829

Notary Public Education

Credential: Notary Public, NC State Notary Public Section

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



8:15 am – 4:15 pm	Sat.	Jan. 14	\$70	7 hrs.	43536	B8 824
8:15 am – 4:15 pm	Sat.	March 11	\$70	7 hrs.	43537	B8 824
8:15 am – 4:15 pm	Sat.	April 1	\$70	7 hrs.	43538	B8 824



GOOGLE CERTIFICATIONS

 **Google Ethical Hacking with Python**



Certification: IT Automation with Python Certificate, Google

  This online course introduces students to investigative ethical hacking techniques using the Python programming language. Emphasis is placed on using Python in advanced web attacks, scanning, gaining and maintaining system access, covering tracks, malware delivery, password cracking, keylogging, cryptography, reconnaissance, enumeration, and buffer overflows. Upon completion, students should be able to understand system vulnerabilities and applications of the Python computer programming language to mitigate system vulnerabilities and threats and perform ethical hacking.

6:00 - 9:00 pm	Tues. (avail. other times)	Jan. 3-May 11	\$185	190 hrs.	43543	Online
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 **Google Project Management**



Certification: Project Management Certificate, Google

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

6:00-9:00 pm	Tues. (avail. other times)	Jan. 3-May 11	\$185	190 hrs.	43540	Online
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 **Google Data Analytics**

Certification: Data Analytics Certificate, Google

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

6:00 - 9:00 pm	Tues. (avail. other times)	Jan. 3-May 25	\$185	190 hrs.	43542	Online
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SMALL BUSINESS CENTER

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

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

Register online at www.beaufortccc.edu/sbc

Small Business Center Core Curriculum



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

How to Start a Small Business

David Mayo will answer questions like: Are you ready to start a business? What are the advantages and disadvantages of a new business? Where do I obtain permits and licenses? What tax information is needed and where do I find it? How do I maintain objectivity?



6:00 pm-8:00 pm Thurs. Jan. 19 Free 2 hrs. B 8,828

How to Write a Business Plan

David Mayo will help students with the fundamentals of writing a business plan, the foundation for success when deciding to start a new business or acquire an existing business. It is key when it comes to seeking funds for a business.



6:00 pm-8:00 pm Mon. Jan. 23 Free 2 hrs. B 8,828

Marketing and Advertising for Your Business

Drawing attention to your business is tougher than ever before. In this seminar David Mayo will teach low cost advertising/marketing strategies and methods, creating a marketing plan, scoring greater sales with current customers, and other "tricks" of the trade.



6:00 pm-8:00 pm Mon. Feb. 6 Free 2 hrs. B 8,828

Financing Your Business

You are just about ready to begin. Then you ask yourself; how do I finance my business; who can give me good, solid, reliable advice; are there loans/grants available to assist me; what should I be aware of? David Mayo will help you answer these questions.



6:00 pm-8:00 pm Mon. Feb. 13 Free 2 hrs. B 8,828

Recordkeeping and Taxes for Small Business

This seminar will help you understand the financial aspects of your business. You will learn... What makes your business thrive and grow? What is a CPA and when and how do you use them? How to understand financial statements. What your banker is looking for? What federal and state reports are required? If I made that much money, where is it?



6:00 pm-8:30 pm TBD TBD Free 2.5 hrs. Webinar

The 30-Day Online Marketing Makeover

There are so many places online for potential customers to find you: Google, your website, social media, and more. Make sure they can find your business and that they like what they see.



Bob Mackowski owns Open Aperture Photography, a commercial photography business based in New Bern. He's also a small business marketing speaker with a specialty in visual marketing. He has a passion for teaching and he speaks to small business owners (and anybody else who will listen) throughout North Carolina.

2:00 pm – 5:00 pm Wed. Feb. 8 Free 3 hrs. B 8,828

Maximizing Google Free Apps & Tools for Greater Business Success

Are you getting the most out of the free Google resources to run, market, and expand your business? Google offers an abundance of free resources for small business owners to run, manage and promote their businesses. This training offers the ones you need to know and how to get started.



2:00 pm-5:00 pm Tues. March 7 Free 3 hrs. B 8,828

How to Start Any Home Business + 250 Home Business Ideas!

Start a new income stream or create your own job! This webinar can be the catalyst for you. LeeAnne Krusemark is your virtual instructor.



6:00 pm – 8:00 pm Wed. March 8 Free 2 hrs. Webinar

Managing the Wealth Generated by Your Small Business

You have been in business a while and you are generating not only income, but wealth. That's outstanding! Or, perhaps you are starting a new business, and you would like to learn more about managing the wealth you already have. Either way, this workshop is for you!



3:00 pm – 4:30 pm Thur. March 9 Free 2 hrs. B 8,828


Register online at www.beaufortccc.edu/sbc



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

THREE-PART SERIES

GRANT PURSUIT READINESS FOR ENTREPRENEURS WITH MICHELE OROS

 This series has been developed by Michele Oros. Michele is a subject matter expert. Come and learn about the reality of pursuing a grant. Attendees of all three parts can receive Certificates of Completion upon request.

Part 1 - Introduction to Grant Writing

9:00 am – 12:00 pm Mon. Feb. 27 Free 3 hrs. B 8, 828


Part 2 - How to Prepare a Funding Application

1:00 pm – 4:00 pm Mon. Feb. 27 Free 3 hrs. B 8, 828

Part 3 - How to Manage & Evaluate an Awarded Grant


9:00 am – 12:00 pm Wed. Feb. 28 Free 3 hrs. B 8, 828

**DIY Food and Product Photography**

 Nobody is going to eat food that looks unappealing or buy a product that looks bad. Learn to take quality photos of whatever you're selling, whether it's a culinary masterpiece or a product that solves all of the world's needs.


2:00 pm-4:00 pm Tues. March 14 Free 2 hrs. B 8, 828

Stone Soup – Gaining more business with a ZERO marketing budget

 Instead of investing what you don't have into growing your business, learn how to best invest what you do have: time and attention. This may be news to you, but you don't need to jump into advertising right away. In this class, you will learn how to redirect your marketing dollars to accelerate the growth of your business. The presenter is Martin Brossman.


6:00 pm-8:00 pm Thurs. March 23 Free 2 hrs. Webinar

Five Ways for Your Small Business to Become Known in the Marketplace

 The Five Ways: Advertising, public relations, cold calling (phone/text/email), social media, and relationship marketing. Identifying your customer. The market opportunities provided by each of the five ways. Determining the cost of time and money. Creating an action plan.

3:00 pm-5:00 pm Tues. March 28 Free 2 hrs. Webinar

Harnessing the Facebook Algorithm

 The average free reach on Facebook is dreadful. It's hopeless, right? Not if you know what you're doing. If you work with the algorithm and give it what it wants, it'll give you what you want: eyes on your content. Commercial photographer Bob Mackowski routinely achieves 5-20x the average Facebook views on his volunteer work and he'll teach you how you can get above average views as well.

6:00 pm-7:00 pm Tues. April 4 Free 2 hrs. B 8, 828

THE ICE HOUSE ENTREPRENEURSHIP PROGRAM

"The power of an entrepreneurial mindset"

Overview: Beaufort County Native, entrepreneur and certified Ice House Entrepreneurship Program curriculum facilitator, Dionne McGee will be your instructor. Ice House is designed to empower learners by exposing them to entrepreneurial thinking while immersing them in entrepreneurial experiences that will enable them to develop creativity and critical thinking, effective problem solving, communication, teamwork and other entrepreneurial skills.

Part One

6:00 pm-7:30 pm Mon. April 3 Free 1.5 hrs. B 8, Rm 828

Part Two

6:00 pm-7:30 pm Mon. April 17 Free 1.5 hrs. B 8, Rm 828

Part Three

6:00 pm-7:30 pm Mon. April 24 Free 1.5 hrs. B 8, Rm 828


Part Four

6:00 pm-7:30 pm Mon. May 1 Free 1.5 hrs. B 8, Rm 828

Register online at www.beaufortccc.edu/sbc

TWO-PART SERIES

GETTING DOWN TO BUSINESS BASICS WITH INSTAGRAM

 These practical sessions require hands-on participation on the participants' computers or cell phones. Participants leave class with a firm understanding of how to use the applications to improve their marketing. Handouts included. Attendees of each part can receive Certificates of Completion upon request.

Part 1 - Introduction to & Creating with Instagram

3:00 pm – 5:00 pm Thurs. April 20 Free 2 hrs. Webinar

Part 2 - Small Business Marketing Strategies Using Instagram

3:00 pm – 5:00 pm Thurs. April 27 Free 2 hrs. Webinar

The BCCC Small Business Center has additional free counseling services for small businesses.

Counselors can assist with the following:


- General business guidance
- Assessing the economic impact of the pandemic
- Strategies for scaling business operations
- Break-even and cash flow analysis
- Marketing plans
- Review of financial obligations
- Communications with creditors
- Loan package preparation
- Business resilience strategies
- Referrals to relevant sources of assistance

Please contact our Small Business Center for detail at 252-940-6306.



THREE-PART SERIES

RESULTS-DRIVEN SOCIAL MEDIA & WEB MARKETING FOR SMALL BUSINESS OWNERS WITH MARTIN BROSSMAN

 This series has been developed by Martin Brossman & Associates after over 15 years of training small and micro businesses in NC on how to market with little or no marketing budget. Attendees of all three parts can receive Certificates of Completion upon request.

Part 1 - Understanding the right online presence for your business success

2:00 pm – 5:00 pm Wed. Jan. 18 Free 3 hrs. B 8, 828

Part 2 - Understanding the different social media platforms

2:00 pm – 5:00 pm Wed. Jan. 25 Free 3 hrs. B 8, 828

Part 3 - Integrating it all and the right use of paid ads online

2:00 pm – 5:00 pm Wed. Feb. 1 Free 3 hrs. B 8, 828

FIREARMS

Handgun Introduction

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

6:00 pm-9:00 pm	Wed.	Jan. 25	\$43.50	3 hrs.	43697	B 10B-102
6:00 pm-9:00 pm	Wed.	March 8	\$43.50	3 hrs.	43702	B 10B-102
6:00 pm-9:00 pm	Wed.	May 10	\$43.50	3 hrs.	43704	B 10B-102

Concealed Carry Handgun (CCH) Training


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

8:00 am-7:00 pm	Sat.	Feb. 18	\$76.25	10 hrs.	43700	B 10B-102
8:00 am-7:00 pm	Sat.	April 15	\$76.25	10 hrs.	43705	B 10B-102

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

Property Agent Pre-Licensing


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

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

Start any time	60 days	Asynchronous	\$200 (Includes nonrefundable materials fee)	20 hrs.	Online
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Casualty Agent Pre-Licensing


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

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

Start any time	60 days	Asynchronous	\$200 (Includes nonrefundable materials fee)	20 hrs.	Online
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Property & Casualty Pre-Licensing


Credential: NC State Property & Casualty Insurance Agents, NC Department of Insurance

 This course is designed to prepare you for the N.C. State Property & Casualty Insurance Agents Examination. There is a 40-hour study requirement by DOI, 20 hours for Property and 20 hours for Casualty. The study requirements will be met with the video, quizzes and study recommendations on the video. This program is available 24-hours a day, seven days a week.

Start any time	60 days	Asynchronous	\$320 (Includes nonrefundable materials fee)	40 hrs.	Online
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Property & Casualty Adjusters Pre-Licensing


Credential: NC State Property and Casualty Adjusters, NC Department of Insurance

 This course is designed to prepare you for the N.C. State Property and Casualty Adjusters Examination. There is not a pre-licensing study requirement by DOI; however, students studying this adjuster specific course will increase the probability of passing the state exam. The course includes a video, quizzes and study recommendations on the video. This program is available 24-hours a day, seven days a week.

Start any time	60 days	Asynchronous	\$320 (Includes nonrefundable materials fee)	40 hrs.	Online
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N.C. Life Pre-Licensing


Credential: NC State Life Insurance Agents, NC Department of Insurance

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

Start any time	60 days	Asynchronous	\$200 (Includes nonrefundable materials fee)	20 hrs.	Online
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N.C. Health Pre-Licensing


Credential: NC State Health Insurance Agents, NC Department of Insurance

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

Start any time	60 days	Asynchronous	\$200 (Includes nonrefundable materials fee)	20 hrs.	Online
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N.C. Life & Health Pre-Licensing


Credential: NC State Life & Health Insurance Agents, NC Department of Insurance

 This course is designed to prepare you for the N.C. State Life & Health Insurance Agents Examination. There is a 40-hour study requirement by DOI, 20 hours for Life and 20 hours for Health. The study requirement will be met with the video, quizzes and study recommendations on the video. This program is available 24-hours a day, seven days a week.

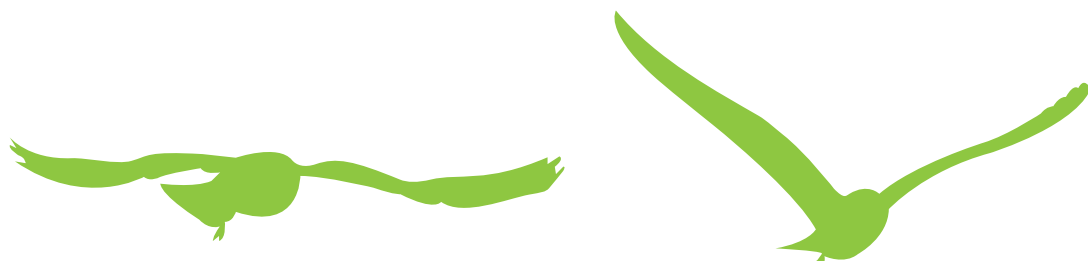
Start any time	60 days	Asynchronous	\$320 (Includes nonrefundable materials fee)	40 hrs.	Online
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Personal Lines Pre-Licensing

Credential: NC State Personal Lines Insurance Agents, NC Department of Insurance

 This course is designed to prepare you for the N.C. State Personal Lines Insurance Agents Examination. The minimum recommended study time is 40-hours. The difference between the Property and Casualty and this course is the Commercial section. Personal Lines does not include the Commercial section on the state exam. The study requirements will be met with the video, quizzes, and study recommendations on the video. This program is available 24-hours a day, seven days a week.

Start any time	60 days	Asynchronous	\$320 (Includes nonrefundable materials fee)	40 hrs.	Online
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Esthetics Technology II NEW

Credential: Esthetician License, NC State Board of Cosmetic Arts,

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

The course materials include the Milady Standard Foundations with Standard Esthetics textbook (ISBN: 9780357263792), and a class kit available in the BCCC bookstore (prices are subject to change). Students will also need to purchase black closed-toed shoes, black scrubs, and obtain a photo ID from BCCC campus police prior to class.

Part II

9:00 am – 3:00 pm
9:00 am – 1:00 pm

Mon. – Weds.
Thurs.

Jan. 09 – May 04

\$199.25

339 hrs. 42446

B 11 001



BCCC & TFB&B BARBER ACADEMY

HRD: Barber Orientation

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



Barber Academy

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

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

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

Prerequisite: HRD: Barber Orientation

Full-Time

8:00 am – 5:00 pm

Mon. – Fri.

April 6- Aug. 8

\$224.25

688 hrs. 43505

Cypress Commons

Part-Time

5:00 pm – 5:00 pm

Mon. – Fri.

April 11 - Dec. 15

\$224.25

688 hrs. 43507

Cypress Commons



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

BARBERSHOP SERVICES PRICE LIST

Appointments & Walk-ins Are Welcome!

Please contact us at tapersacademy2022@gmail.com or (252) 833-0297.

Discounted rates available for all senior citizens age 55 & older, Beaufort County Community College students & employees, and public safety personnel with valid ID.

Prices are subject to change depending on length, thickness or hair and desired style.

Payment methods: Cash, debit or credit card preferred.

Services	Price	Senior Rate/BCCC employees & students/Public Safety personnel
Men's & Women's Haircut & Style	\$5.00	\$4.00
Children's Haircut (12 & under)	\$3.00	N/A
Facials	\$5.00	\$4.00
Edge-Up or Line up	\$3.00	\$2.00
Mustache Trim	\$2.00	\$1.00
Beard Trim	\$4.00	\$3.00
Razor Shave w/ Hot Lather & Steam Towel	\$5.00	\$4.00
Shampoo and Conditioner	\$5.00	\$4.00
Scientific rest facial	\$10.00	\$5.00
Basic Color **requires 24 hr. patch test**	\$25.00	\$10.00
Cap Highlighting	\$25.00	\$10.00
Women's Neck Taper	\$3.00	\$2.00
Eyebrow arching w/ razor	\$3.00	\$2.00

Packages	Price	Senior Rate/BCCC employees & students/Public Safety personnel
Men's haircut & hot lather razor shave	\$8.00	\$6.00
Men's haircut & shampoo & conditioner	\$6.00	\$5.00
Men's haircut and facial	\$6.00	\$5.00
Men's haircut, shampoo and conditioner and facial	\$8.00	\$6.00
Men's haircut, shampoo & conditioner, hot lather shave & facial	\$10.00	\$8.00



Do you qualify for the HRD fee waiver?

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

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

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

ACT WorkKeys Assessments & National Career Readiness Certification (NCRC)

Credential: National Career Readiness Certificate, ACT

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



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



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



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



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

Assessment Pricing is as follows:

NCRC: \$39

Applied Math | Graphic Literacy | Workplace Documents: \$13

Applied Technology: \$15

Talent Assessment | Fit Assessment: \$16

Workplace Observation | Business Writing: \$22

Wednesday 5:00 pm Testing: Jan. 9 - May 8

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

Request for WorkKeys CRC Test Scores

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

ACT WORKKEYS PROFILING FOR EMPLOYERS!

The must-have, job-profiling solution for an empowered, thriving workforce.

The ACT WorkKeys job profiling service offers a concrete way for businesses to analyze the skills needed for specific jobs and to describe those needs to job applicants. By comparing job profile information with individuals' scores on the WorkKeys assessments, businesses have a tool for making reliable decisions about hiring, training and program development. With ACT WorkKeys Profiling:

Employers can identify skills and skill levels current and prospective employees need in order to be successful on the job.

Individuals can compare their skill levels to those needed for jobs.

Trainers and trainees can make appropriate decisions about jobs, identify strengths, and set training goals.

A job profile can provide streamlined training, reduced turnover, tool for use in hiring and promotion practice, better return on your investment, and an opportunity to grow your business. If you are interested in WorkKeys job profiling at your business, contact the Coordinator of HRD & Workforce Initiatives at 252-940-6307.

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



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

3:30 pm – 4:30 pm

Weds. Jan. 23 - May 8

\$70

B8 823




BCCC EMPLOYMENT LEARNING LAB




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

Pathway to Income Maintenance Caseworker (NCFAS Phase I)

 This 48-hour course covers skills and strategies designed to provide employability skills training and career exploration for the role of Income Maintenance Caseworker with the Division of Social Services agencies. This course is Phase I of a two-phase program. Students must complete and pass this phase before enrolling in Income Maintenance Caseworker (Phase II). Students are required to earn their National Career Readiness Certification (NCRC) as part of the course requirements. Fee waivers are available for qualifying individuals.

6:00 pm – 9:00 pm Tues. & Thurs. March 13 – May 8 \$125 48 hrs. 43513 B8 822


Income Maintenance Caseworker (NCFAS Phase II)

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

Prerequisite: Pathway to Income Maintenance Caseworker (Phase I)


6:00 pm – 9:00 pm Mon. & Wed. March 13 – May 08 \$130 50 hrs. 43526 B8 822


HRD: Resume & Interview Workshop

 This 6-hour course covers skills and strategies designed to help with resume creation and interview skills to help individuals put their best foot forward. Students will discover how to clearly represent their skills, abilities, and accomplishments, as well as the best practices for navigating interviews. Fee waivers are available for qualifying individuals.

6:00 pm – 9:00 pm Tues. & Thurs. May 16 & 18 \$70 6 hrs. 43515 B8 822

**INDUSTRIAL SEWING****Industrial Sewing and Upholstery Academy**

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

 **LEVEL 1**
5:00 pm – 8:00 pm Mon. & Weds. Jan. 23 - May 22 \$181.25 102 hrs. 43517 Diamond N-D Rough, Wash.

LEVEL 2
5:00 pm – 8:00 pm Mon. & Weds. Jan. 23 - May 22 \$181.25 102 hrs. 43518 Diamond N-D Rough, Wash.


TEACHING**Substitute Teacher Training**

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


Prerequisite: High School Diploma or equivalency.

8:00 am- 3:00 pm Mon. - Thurs. Feb. 20 - Feb. 23 \$70 24 hrs. 43519 B8 829
8:00 am- 3:00 pm Mon. - Thurs. May 8 - May 11 \$70 24 hrs. 43520 B8 829

Mental Health First Aid for K-12 Educators

 **Credential: Mental Health First Aid Certification, National Council for Behavioral Health**
This 8-hour course in Mental Health First Aid is available for groups of 5 or more individuals and teaches how to identify, understand and respond to signs of mental illnesses and substance use disorders. The training teaches the skills required to reach out and provide initial assistance and support to someone who may be developing a mental health or substance use problem or experiencing a crisis. Please contact Casey Langley at casey.langley@beaufortccc.edu for more information.

Nurse Aide-Hybrid

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

NA I-Hybrid

9:00 am-5:00 pm	Seated every Tues.	Jan. 17 – May 9	\$204.25	43465	B12 1212/1218
6:00 pm-9:30 pm	Seated every Tues. & Thurs.	Jan. 31- May 11	\$204.25	43439	B12 1212
9:00 am-5:00 pm	Sat.	Feb. 25, March 25 & April 29			

Costs: Textbook-\$19.50* NC certification exam-\$140 (*approx. cost)


NA II-Hybrid

9:00 am-1:00 pm	Seated every Tues. & Thurs.	Jan. 24- April 25	\$204.25	43361	B 12, 1212
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Costs: Textbook: Mosby's Nursing Assistants ISBN: 978323655606 -\$95* (*approximate cost)

Clinical hours will be based on clinic site

Phlebotomy-Hybrid


 **Credential: Phlebotomy Technician, American Society of Phlebotomy Technician**
Phlebotomy is the skill of drawing blood from patients in hospital and clinical settings. This class can count as Credit for Prior Learning towards an AAS in Medical Laboratory Technology. Hybrid consists of online instruction on Blackboard and meeting weekly in person.


 **Costs:** Textbook: Phlebotomy Handbook ISBN – 9780134720111-\$140 (*approx. cost)

 **Requirements:** 95 hours of clinical during hours of operation for clinical facility. Clinical hours will be based on the clinic site

9:00 am-1:00 pm	Seated every Mon.	Jan. 23 – May 1	\$204.25	43388	B 12, 1218
4:00 pm - 8:00 pm	Seated every Wed.	Jan. 25 – May 3	\$204.25	43394	B 12, 1218

Registered Medical Assistant-Hybrid

 **Credential: Registered Medical Assistant, American Medical Technology**
Registered medical assistants perform both administrative/clerical and medical duties in a healthcare facility. Because they can perform a variety of skills, registered medical assistants are valuable to family clinics and specialized clinics, such as cardiology, gastroenterology, and dermatology. RMAI Hybrid consists of online instruction on Blackboard and meeting weekly in person. Part 2 builds on the foundations of Part 1 for additional instructional time to learn medical assisting procedures. The student will learn tasks such as phlebotomy, cleaning and dressing wounds, administering injections, and collecting specimens.

 **Costs:** Textbook-Bundle: Pearson's Comprehensive Medical Assisting Plus MyLab Medical Assisting with Pearson eText -- Access Card Package ISBN: 9780137849451

RMA I-Hybrid


9:00 am-1:00 pm	Seated every Thurs.	Feb. 2 – Aug. 3	\$185	43454	B 2, 115
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RMA II-Hybrid

1:00 pm-5:00 pm	Seated every Thurs.	Mar. 27 – Sept. 11	\$204.25	43442	B 2, 115
9:00 am-1:00 pm	Seated every Tues.	May 2 – Oct. 17	\$204.25	43452	B 2, 115

EKG Technician/Cardiovascular Monitor Technician-Hybrid

 **Credential: EKG Technician, American Society of Phlebotomy Technician**
EKG Technicians conduct cardiovascular testing and monitor patients' heart performance in a variety of healthcare settings. Online course via Blackboard and Blackboard Collaborate. Textbook will be purchased through Amazon on the first day of class.

 **Costs:** Textbook-\$80* Calipers-\$10 (*approx. cost)

EKG Tech/CV Monitor Tech-Hybrid


12:00 pm - 2:00 pm	Tues. & Thurs.	Feb. 2 - Apr. 13	\$190	43398	Online
CPR: 9:00 am-1:00 pm	Wed.	Feb. 15			B 8, 826

EKG Tech-Clinicals

9:00 am-2:30 pm	Seated Fri.	April 14	\$194.25	43399	B2, 115
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Clinical hours will be based on the clinical site. April 17-May 5

Community Health Worker-Hybrid


 **Credential: Community Health Worker, NCDHHS Community Health Worker**
Community Health Worker provides individuals with the knowledge, tools, and resources to work in a variety of health care settings under the supervision of licensed health professionals. Community Health Workers will also support community individuals to improve their personal health through churches and community groups. CHWs should possess a set of core skills to effectively meet the demands of their positions. CHWs in NC should be able to demonstrate nine competencies. The NC CHW standardized statewide training will cover each of these core skills as part of the certification process. The NC CHW standardized statewide training will cover each of these core skills as part of the certification process. Upon successful completion of this training, students will be listed as a NC Certified Community Health Worker. Hybrid consists of online instruction on Blackboard and meeting weekly in person.

Prerequisite: High School diploma or High School Equivalency.

Costs: Textbook Foundations for Community Health Workers, 2nd Ed. ISBN: 9781119060819

5:30 pm - 8:00 pm	Seated every Mon	Jan. 23 – Apr. 24	\$205	43400	B12 1218
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Healthcare courses continued on p. 30.

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

Healthcare Course Requirements	NAI	NA II	Phlebotomy	EKG Part II	Registered Medical Assistant Part II
High School Diploma or Equivalency	No	Yes	Yes	Yes	Yes
National Career Readiness Certificate <i>Other options: College transcript, or a Math and English college course with at least a grade of C.</i>	Yes Silver	No	Yes Bronze	Yes Bronze	Yes Bronze
NC DHSR NAI Registry	No	Yes	No	No	No
AHA BLS CPR Training	No	Yes	Yes	Yes	Yes
Criminal Background Check (<i>With CastleBranch</i>)	Yes	Yes	Yes	Yes	Yes
Drug Screen (urine) (<i>With CastleBranch</i>)	Yes	Yes	Yes	Yes	Yes
Vaccination for Flu (yearly)	Yes	Yes	Yes	Yes	Yes
Vaccination for Covid 19	Yes	Yes	Yes	Yes	Yes
Vaccination or positive titer for Hepatitis B (Optional) Waiver	Yes	Yes	Yes	Yes	Yes
Vaccination or positive titer for Varicella	Yes	Yes	Yes	Yes	Yes
Vaccination or positive titer for Measles	Yes	Yes	Yes	Yes	Yes
Vaccination for TDAP (within 10 years)	Yes	Yes	Yes	Yes	Yes
PPD Skin Test (<i>Two Step testing-2nd dose is given 1-2 weeks after the 1st dose</i>) *	Yes	Yes	Yes	Yes	Yes
Rotation Manager	No	Yes	Yes	Yes	Yes
Driver's license or government-issued photo ID	Yes	Yes	No	No	Yes
Social Security Card	Yes	Yes	No	No	Yes
Uniform	Yes	Yes	Yes	Yes	Yes

*Two Step TST: Tests results documented in mm induration (If a student has documentation of a TST (1 or 2-step) within 12 months, but more than 90 days, before the program start date, students must have a one-step TST done within 90 days of the program start date. Waivers must be obtained and cleared by the clinical site for clinical participation.

Uniform

(may be purchased anywhere professional scrubs/uniforms are sold)

BCCC is embroidered on the scrub top and lab jacket. The font is Helvetica in Royal Blue located on the right side of the scrub top and jacket. No single letter should exceed 1 inch, BCCC should slant downward and not exceed 3 inches.

NAI and NAII

- white scrub top and navy-blue pants to be worn daily while in lab and clinical. White mid-length coat (scrub top and lab coat embroidered with BCCC in royal blue) white closed toe/heel shoes
- watch with second hand, blood pressure cuff and stethoscope
- BCCC student ID badge

Phlebotomy

- navy blue scrub top and pewter grey pants to be worn daily while in lab and clinical. White mid-length lab coat (scrub top and lab coat embroidered with BCCC in royal blue) white closed toe/heel shoes
- BCCC student ID badge

Registered Medical Assistant Part II

- pewter grey scrub top and pants to be worn daily while in lab and clinical. White mid-length lab coat (scrub top and lab coat embroidered with BCCC in royal blue) white closed toe/heel shoes
- BCCC student ID badge

EKG

- navy blue scrub top and pants to be worn daily while in lab and clinical. White mid-length lab coat (scrub top and lab coat embroidered with BCCC in royal blue) grey or black closed toe/heel shoes
- BCCC student ID badge

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


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


Hybrid Classes

Blackboard is the technology platform used for online instruction with Blackboard Ultra or ZOOM used for meeting sessions.

Pharmacy Technician-Hybrid

Credential: Pharmacy Technician, Pharmacy Technician Certification Board

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

 **Costs:** Textbook- The Pharmacy Technician: A Comprehensive Approach, 4th + MindTap, 2 terms Printed Access Card ISBN: 9780323734073-\$275*, Certification exam fee-\$129* (*approximate cost)

Pharmacy Technician-Hybrid

9:00 am-1:00 pm	Seated every Mon.	Jan. 23 – May 8	\$191.25	43401	B 8, 826
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Pharmacy Tech Prep Class

10 hour PTCB Prep class provides a review of exam content and preparation for the exam. The course is a study guide to assist individuals seeking to earn their certification as Pharmacy Technician. **It is not qualified for financial assistance.**

7:00 pm-9:00 pm	Seated every Mon.	Feb. 20 – Mar. 27	\$30	43402	BLDG 8, 826
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BLS CPR for Healthcare Provider

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


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

Textbook: Basic Life Support Provider Manual: ISBN 9781616694074-\$35*(*approximate cost)

5:00 pm - 9:00 pm	Tues.	Feb. 7	\$45	43403	B 8, 826
5:00 pm - 9:00 pm	Tues.	March 21	\$45	43404	B 8, 826
5:00 pm - 9:00 pm	Tues.	April 18	\$45	43405	B 8, 826
5:30 pm - 9:30 pm	Wed.	Feb. 15	\$45	43406	B 8, 826
5:30 pm - 9:30 pm	Wed.	March 15	\$45	43407	B 8, 826
5:30 pm - 9:30 pm	Wed.	April 19	\$45	43408	B 8, 826

Heartsaver CPR/AED

Credential: Heartsaver CPR/AED, American Heart Association

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

Textbook: Heartsaver First Aid CPR AED Student Workbook: ISBN 9781616690175--\$35*(*approximate cost)


5:00 pm-1:00 pm	Tues.	Feb. 21	\$60	43409	B 8, 826
5:30 pm-9:30 pm	Wed.	March 29	\$60	43410	B 8, 826

Spanish for the Healthcare Professional

The course is intended for healthcare professionals to communicate and interact with Spanish-speaking patients and their loved ones. The course will provide a basic knowledge of Spanish words and medical phrases to assist in the inclusion of patients in their care.

4:00 pm -7:00 pm	Tues. & Thurs.	Feb. 7- March 2	\$70	43741	12, 1218
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 Look for this logo for Beaufort Promise classes. These courses are free for students who qualify.


Fire Service Training

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

If you have any questions about a class or wish to schedule one, contact Ray Harris, Fire and Emergency Management Director at (252)940-6363 or ray.harris@beaufortccc.edu. To ensure that you don't miss any training, text BCCCFIRE to 844-326-6817. This text service will alert you to all classes as they are scheduled.

Firefighter Rookie School


 This program was developed to serve as a platform for the minimum basic skills that have been internationally recognized. This program can be designed and scheduled, by the Authority Having Jurisdiction, to meet the ISO Recruit Training requirements. Departments are still required to provide complete training records to include class topics, participants and hours of instruction completed. The confirmation of completion will not be used for the verification of training hours. The following academic components make up the Volunteer Firefighter Program

 The Volunteer Firefighter curriculum includes practical skills development. Completion of the practical skills is demonstrated by completion of the enclosed Skill Task Book. Skill achievement is validated by a signature of a NC Instructor, a Training Officer, or a Fire Chief. Students who meet all combined objectives receive a Confirmation of Completion – Volunteer Firefighter from the Authority Having Jurisdiction.

NOTE: This program is simply a means to get volunteer members training in basic firefighter skills as quickly and skillfully as possible. This program DOES NOT, in any way, give credit towards the Firefighter I and II certification program.


1800-2200	Jan. 9-26	Mon. -Thurs.	\$70 if not exempt	4 hrs.	43735	B15 1501
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Inner Banks Fire Academy Information Night

 This information night is for anyone with questions or wishing to attend the upcoming Inner Banks Fire Academy at BCCC. Instructions for sign up will be given. Anyone with interest in the academy is encouraged to attend.

19:00-22:00	Jan. 10					Location TBD
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Fire Officer Level II Hybrid FIP-3719 Performance Standard


 NFPA 1021, 2020 Standard for Fire Officer Professional Qualifications, Chapter 5. After successful completion of this course candidates will receive the Fire Officer II Fire and Rescue Commission IFSAC Certification.

 **Pre-requisite(s):** The candidate must be at least 23 years of age the candidate must have a high school diploma or equivalent (i.e., GED) TIMS (FIP 7000), Firefighter I & II certified for five years, Fire Officer I certified, Instructor I certified

Feb. 1 – March 6	seated dates to TBD.				43742	Online
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Right Seat Ready


Credential: Local

 The fire service often puts firefighters and officers in the position to make fire ground decisions with little to no training to be an officer. "Our goal is to prepare the present and future leaders of the fire service today." This course will cover topics from the time the call is received to placing apparatus and equipment back in service, with a tabletop exercise to follow. Whether you are a new leader or a seasoned leader looking to improve, this course is for you

08:00-17:00	Sat, Sun.	March 3 & 4		16 hrs.	42664	Location TBD
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Extraction Weekend


Credential: Local

 This will be a hands-on weekend with instruction brought to the students by Premier Extraction. Instruction on complex motor vehicle extraction and construction collapse will be offered. The Extrication School gives students the opportunity to learn from nationally recognized instructors and take one of several rare training sessions. These training sessions concentrate on the fundamentals necessary to handle complex extrication scenes. Class is limited to 50 students.

1900-2200	Fri.	March 31				
0900-1700	Sat.-Sun.	April 1 - 2			43749	B15

Inner Banks Fire Academy FIP-3030

Credential: NC Firefighter Certification, OSFM

 This academy includes instructional content to certify the candidate as a NC Certified Firefighter and NC EMT. This course will present the candidate with the knowledge, skills, and ability to satisfy the requirements of NFPA 1001: Standard for Firefighter Professional Qualifications (2019 edition). NC OEMS EMT instruction will be Monday-Thursday with Saturdays as needed and will contain over 500 hours of instruction.

1800-2200	Mon. -Thurs.	March 20-TBD	\$125 if not exempt	500 hrs.		B15
	Saturdays as needed					

To register for our Fire & EM classes, please contact our Registration & Records office at 252-940-6375 or email continuingeducation@beaufortccc.edu.

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

Emergency Medical Technician Class (Hybrid) – BCCC Campus

Credential: EMT, NC Office of Emergency Medical Services and/or National Registry
 If you have little or no medical experience, this course will introduce you to prehospital emergency care. Upon completion of this course, you will be able to take the state or national credentialing exam to provide emergency or non-emergent care at the EMT level. The course meets on Monday and Wednesday each week with 2 Saturday sessions. Weekly online course work is required so you must have access to internet. Pre-registration is required and this course will have 3 Saturday classes that will be determined once the class starts!

6:30 pm-9:30 pm	Mon. & Wed.	Jan. 18 – May 13	\$222.25	288 hrs.	43419	B 2-115
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Emergency Medical Technician (Hybrid) – Washington County Center- Roper

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

6:30 pm-9:30 pm	Tues. & Thurs.	Jan. 19 – May 13	\$222.25	288 hrs.	43420	BWCC - Auditorium
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Advanced EMT Class (Hybrid)- BCCC Campus

Credential: Advanced EMT, NC Office of EMS and/or National Registry
 This course is will cover all of the National EMS Education standards and prepare the student to be a competent, passionate, and caring advance life support provider. Material will be covered online as well as in the classroom where students will learn/perform advanced skills within the AEMT scope of practice. Potential students must have an active EMT credential, hold a HS diploma/GED, and complete the CRC test and score a minimum of a silver. If you have a college degree, some of these may be waived, so please contact BCCC EMS Programs with any questions.

6:00 pm – 9:30 pm	Tues. & Thurs.	Jan. 26 – May 13	\$204.25	306 hrs.	43524	TBD
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Community Paramedicine (CP-C)

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

Online & 1 Saturday (TBD)	Online	Feb. 6 – Apr. 23	\$185	115 hrs.	43421	B 15-1501
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Online FP-C/CCP-C Review Course

Credential: Critical Care Paramedic Certification & Flight Paramedic Certification, International Board of Specialty Certifications
 This course covers the material to prep current Paramedics for the FP-C or CCP-C credentialing exam administered through the Board of Specialty Certifications (IBSC). The course also serves as continuing education credit for current credentialed FP-C, CCP-C, and other critical care providers. The course uses the 2nd Edition Critical Care Transport by AAOS, ISBN 978-1-284-04099-9.

Online	Online	Jan. 30 – Apr. 16	\$185	72 hrs.	43424	Online
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Paramedic Refresher

This 120-hour course will cover all of the required topics and technical scope of practice for recertification. The course consists of 110 hours online, 5 hours of hands on skill review, and 5-hour TSOP/Skills testing that is mandatory. The course will have weekly assignments that are due each week and the platform for the online instruction is Blackboard. If you are lacking hours for your recertification, this is your chance to get all of them at one time!


Online	Online	Jan. 23 – Apr. 17	\$186.25	120 hrs.	43512	B15 Sim Lab
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Advanced EMT Refresher

This 100-hour course will cover all of the required topics and technical scope of practice for recertification. The course consists of 88 hours online, 6 hours of hands on skills training and 6-hour TSOP/Skills testing that is mandatory. The course will have weekly assignments that are due each week and the platform for the online instruction is Blackboard. If you are lacking hours for your recertification, this is your chance to get all of them at one time!

Online	Online	Feb. 25 – May 13	\$186.25	100 hrs.	43459	B 15 Sim Lab
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American Heart Association
AMERICAN HEART ASSOCIATION CPR TRAINER

life is why™

BCCC is an AHA Training Center. If you are current AHA instructor and would like to align with us or become an instructor, you can contact Jane Sobotor, AHA Coordinator, at jane.sobotor@beaufortccc.edu for more information. or visit our AHA webpage at www.beaufortccc.edu/continuing-education/workforce-programs/bccc-aha-tc

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

EMT Refresher

This 80-hour course will cover all of the required topics and technical scope of practice for recertification. The course consists of 76 hours online and 4 hours of skills and TSOP that is mandatory at the end of the course. The course will have weekly assignments that are due each week and the platform for the online instruction is Blackboard. If you are lacking hours for your recertification, this is your chance to get all of them at one time!

Online	Online	Jan. 17 – Mar 21	\$186.25	80 hrs.	43458	B15 Sim Lab
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EMT to Paramedic

BCCC EMS Programs is looking at starting the next EMT to Paramedic Spring 2023, official start date TBD. Students will need BIO-163 or higher for the class so get this completed. Please contact BCCC EMS Programs for more information on other requirements and potential scholarship opportunities.

ACLS Recert

This is a four-hour class that will recert your American Heart Association ACLS certification. This class is designed for the providers that currently have their ACLS certification and it will be expiring or has expired within 30 days of this class offering. The participant MUST complete the pretest and bring it to class or they will not be allowed to take the class. Pre-registration is required due to instructor/student ratios. Bring card fee of \$6.00 to class!

8:00 am – 12:00 pm	Mon.	March 13	\$70	4 hrs.	43429	B 15-1502
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PALS Recert

This is a four-hour class that will recert your American Heart Association PALS certification. This class is designed for the providers that currently have their PALS certification and it will be expiring or has expired within 30 days of this class offering. The participant MUST complete the pretest and bring it to class or they will not be allowed to take the class. Pre-registration is required due to instructor/student ratios. Bring card fee of \$6.00 to class!

1:00 pm – 5:00 pm	Mon.	March 13	\$70	4 hrs.	43430	B 15-1502
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To receive email updates regarding upcoming classes and events in the BCCC EMS Training Program, subscribe now at <http://www.tinyurl.com/bcccemms>.


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

BASIC LAW ENFORCEMENT TRAINING (BLET)

Basic Law Enforcement Training

Credential: Basic Law Enforcement, NC Dept. of Justice

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

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

The admissions application packet can be picked up from the Continuing Education Registration and Records Office in Building 8. Once completed, it can be returned to Building 8 or 10B. For registration information, please contact the BLET Administrator at 252-940-6228.

8:00 am-5:00 pm	Mon.-Fri.	Jan. 17 - May 3	\$191.25	43348	B 10B
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Some Saturdays and evenings required

Admissions Information Sessions with the BLET Administrator will be held on Nov. 29 and Dec. 15 in Building 10B from 6-7 pm.



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

COOKING

Cooking involves all the senses. That's what makes our cooking classes so much fun. Students cook beside our chefs, and they experience the wonderful sensory experience of making delicious food. Recipes can be replicated at home remembering the aromas, textures, sights, sounds, and tastes from the BCCC kitchen. Please join us for an evening of engaging instruction and fine dining.

For this semester, we asked many of our chefs to create a menu inspired by a favorite cookbook. We will have the cookbooks in class to peruse as we dine on our creations.

To help us include as many cooks as possible, please let us know if you can't attend. Groceries are expensive! Students who withdraw less than 48 hours before class will not be refunded. Thanks for understanding.

Japanese Home Cooking

Liz Shinohara brings her experience as a resident of Japan and her many years of making homey Japanese dishes for her family. Learn to make these dishes: Donburi, Oyakodon, Miso Soup, Honey Glazed Sweet Potato, Quick Pickled Vegetables with Ginger, Green Beans in Sesame Sauce, and the best Sticky Rice. [Register & pay online.](#)

6:00 pm-9:00 pm	Tues.	Feb. 7	\$45	3 hrs.	43683	B 8 830
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Paul Cyr and Jacques Pepin

From Jacques Pepin Celebrates: Onion Soup Gratinee', Stuffed Salmon en Croute, Fresh Vegetables and Potatoes, Espresso Chocolate Souffle' with Crème Anglaise. [Register & pay online.](#)

6:00 pm-9:00 pm	Thurs.	Feb. 16	\$60	3 hrs.	43684	B 8 830
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Yeast Bread Basics

It is always fun to get some coffee and a loaf of bread at Rachel K's Bakery. Tonight, Rachel K will share her methods for making homemade yeast bread. We'll bake loaf bread from a "sweet dough" and make whole wheat bread too. Rachel will include bread making history and science. We'll enjoy the whole process from proofing to rising to baking and eating fresh bread and butter. And, we will make Cinnamon Rolls too. Students will have plenty to take home to their families. [Register & pay online.](#)

5:30 pm-9:30 pm	Tues.	Feb. 21	\$45	3 hrs.	43685	B 8 830
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Will Aley and Samin Nostrat

Will Aley really enjoyed learning from Salt, Fat Acid Heat, Samin Nostrat's ground breaking cookbook. Learn how these essential components of good food can be balanced to delicious effect: SFAH Charcuterie Board, Thai Blue Iced Tea, Eggs and Vegetables, Ceviche, Crispy Golden Rice, Meat and Veggies Balls, Salted Caramel Cupcakes. [Register & pay online.](#)

6:00 pm-9:00 pm	Thurs.	Feb. 23	\$55	3 hrs.	43686	B 8 830
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A Fine Italian Meal

Paul Cyr brings his vast and varied experience to our kitchen. Make and enjoy this fine Italian menu: Cheese Tortellini with Vodka Sauce, Veal Saltimbocca, Risotto, Sautéed Broccoli Rape, Italian Almond Cake with Raspberry Coulee. [Register & pay online.](#)

6:00 pm-9:00 pm	Thurs.	March 16	\$60	3 hrs.	43687	B 8 830
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Stephen Tubaugh and Bill Neal

Stephen enjoyed working with Bill Neal at Farrington Village and he promises a fine repast from Biscuits, Cornbread, & Sweet Potato Pie: Fried Oyster Appetizer, Tay's Crab Claw Casserole, Quick Shrimp and Garlic Sauté, Company Cornbread, Green Salad, and Sweet Potato Pie. [Register & pay online.](#)

6:00 pm-9:00 pm	Tues.	March 28	\$60	3 hrs.	43688	B 8 830
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Anita Price and Ina Garten

Anita likes these recipes from Ina's Back to Basics, and they sure sound good; Parmesan & Thyme Crackers with Cheeses, Mustard Roasted Flounder, Orange Pecan Wild Rice, TCHC Cucumbers, Fresh Raspberry Gratin. [Register & pay online.](#)

6:00 pm-9:00 pm	Tues.	April 4	\$45	3 hrs.	43689	B 8 830
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Rachel K and Deb Perelman

Let's make Tomato Scallion Shortcakes with Whipped Goat Cheese from Deb Perelman's The Smitten Kitchen. We will make a tasty sweet shortcake too. [Register & pay online.](#)

6:00 pm-9:00 pm	Tues.	April 18	\$35	3 hrs.	43690	B 8 830
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Jamie Davis and Allison Roman

Welcome to Jamie Davis of The Hackney in Downtown Washington. We are pleased and grateful to have his skills in our kitchen. Expect delicious food! Jamie likes the cooking style of Allison Roman's Dining In: Bright Tomato Salad, Fennel Rubbed Pork Chops, Cauliflower Puree topped with Herb Salad, Wine Poached Pears with Vanilla Sauce. [Register & pay online.](#)

6:00 pm-9:00 pm	Mon.	May 15	\$50	3 hrs.	43691	B 8 830
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Bennett Carpenter and Deborah Madison

Everything in Bennett's Vegetarian Mediterranean class was delicious, and so beautifully presented. They chose Deborah Madison's cookbook, The New Vegetarian Cooking for Everyone. We'll have another wonderful vegetarian night: Fig and Goat Cheese Appetizer, Springtime Asparagus Soup, Green Herb Tart (Torta d'Erbe), Pasta Primavera with Green Garlic Pesto, Strawberry Pavlova. [Register & pay online.](#)

6:00 pm-9:00 pm	Tues.	May 16	\$45	3 hrs.	43692	B 8 830
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Line Dancing Beginner

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

9:30 am - 11:00 am	Mon.	Jan. 23 – Feb. 27	\$35	9 hrs.	43663	B 10-12MPR
6:00 pm - 7:30 pm	Mon.	Jan. 23 – Feb. 27	\$35	9 hrs.	43664	B 10-12MPR

Line Dancing Intermediate

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

9:30 am - 11:00 am	Mon.	March 13 – April 24	\$35	9 hrs.	43665	B 10-12MPR
6:00 pm - 7:30 pm	Mon.	March 13 – April 24	\$35	9 hrs.	43666	B 10-12MPR
9:30 am - 11:00 am	Mon.	May 1 – June 12	\$35	9 hrs.	43667	B 10-12MPR
6:00 pm - 7:30 pm	Mon.	May 1 – June 12	\$35	9 hrs.	43668	B 10-12MPR

Carolina Shag Dancing Beginner

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

6:00 pm - 7:30 pm	Tues.	Jan. 24 – Feb. 28	\$50	9 hrs.	43669	B 4-Lobby
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Carolina Shag Dancing Intermediate

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

6:00 pm - 7:30 pm	Tues.	March 14 – April 25	\$50	9 hrs.	43670	BCCC 4-Lobby
6:00 pm - 7:30 pm	Tues.	May 1 – June 13	\$50	9 hrs.	43671	BCCC 4-Lobby

OUTDOORS

Boater Safety

 Officer Trent Parrish of the NC Wildlife Resources Commission returns to guide boaters to safe and sound operation of watercraft. Take to the water knowing basic boating safety, equipment, rules of the road, weather, and good boating etiquette. The Boating Guide for North Carolina will be Officer Parrish's text. Completers will have satisfied the safety training requirement for boaters younger than 26. This class is free, but registration is required. [Register online.](#)

6:00 pm - 9:00 pm	Mon. & Tues.	April 17 & 18	Free	6 hrs.	43707	B 8 Auditorium
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Beekeeping

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

9:00 am - 4:00 pm	Sat.	Feb. 18 – March 4	\$50	18 hrs.	43706	B 8 Auditorium
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Perennial Gardening

Herbaceous perennials may be used to provide color and texture in every season. There are so many good choices available now. Let's explore as many plants for each season as time permits. We will also discuss proper methods for siting perennials in your garden. Clay Carter will explore ways to share perennials through at-home propagation. We will go into our BCCC greenhouse to sew seeds and make cuttings for your spring garden. You never know what you'll have to plant for wonderful color and interest this year. [Register & pay online.](#)

6:00 pm - 9:00 pm	Thurs.	March 9	\$30	3 hrs.	43715	B 8 Auditorium & Greenhouse
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Tying Flies and Catching Fish

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

6:00 pm - 8:30 pm	Tues.	March. 21 – April 25	\$75	12.5 hrs.	43728	B8-826
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CRAFTS

Stained Glass Workshops

We have three workshops for making Stained Glass this Spring. In each workshop, participants may choose to make either a hummingbird suncatcher or a seasonal votive holder. The colors we share are wonderful in the light. And students will learn beginning stained glass skills to further develop. [Register & pay online.](#)

6:00 pm - 9:00 pm	Thurs.	March 9	\$60	3 hrs.	43710	B 8 829
6:00 pm - 9:00 pm	Thurs.	April 20	\$60	3 hrs.	43703	B 8 829
6:00 pm - 9:00 pm	Thurs.	May 11	\$60	3 hrs.	43701	B 8 829

Wire Art

Gently bending wire to create wonderful and often whimsical shapes is a pleasant way to spend time. In this workshop we will bend 1/8" and 1/16" wire to create at least three objects. Wire artist Herb May will help students fashion a spiral wire candle holder to learn the basics. Then he will guide everyone to continue bending wire to make ornaments such as crosses, stars, fish, and Christmas trees. We've got lots of wire, and you'll leave with a new skill and ideas for great presents. [Register & pay online.](#)

6:00 pm - 9:00 pm	Thurs.	March 30	\$40	3 hrs.	43708	B 8-829
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Woven Cane Chair Seats

Reid Brodie will teach the seven steps to weave a cane chair seat. Reid is an expert at this old-fashioned skill, so bring your busted chair to the often-requested class. We will have the cane and supplies to complete one standard dining room chair. Are you interested in other types of woven seat chairs and repairs? Give us a call at 252-940-6357. [Register & pay online.](#)

6:00 pm - 7:30 pm	Mon.	Feb. 6 - March 27	\$75	12 hrs.	43719	B 8-829
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Learning to Sew

BCCC's sewing lab welcomes Shayla Cobb as our new instructor. She's accomplished at sewing, and we hope you'll join us. We have all the supplies and fabric for our first evening's project, a pillowcase. Then you will bring your own fabric to make an apron. These projects will teach all the sewing skills that enable you to begin sewing on your own. You'll be very proud of your accomplishments. [Register & pay online.](#)

6:00 pm - 8:30 pm	Tues.	Feb. 28 - April 4	\$60	15 hrs.	43712	B 8-829
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Basic Alterations

Shayla Cobb will take sewing basics to the next level by teaching you to make your own alterations. Bring your own apparel and learn the skills of taking-in, letting-out, hems for pants and dresses, sewing on buttons, making darts, and more. [Register & pay online.](#)

6:00 pm - 8:30 pm	Tues.	April 18 - May 16	\$55	12.5 hrs.	43714	B 8-829
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POTTERY

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



Heather Summers, our pottery instructor, will also offer kid's pottery classes and family classes. Visit Heather's website at www.mudinmotion.com. For more information please contact Clay Carter at BCCC; clay.carter@beaufortccc.edu or 252-940-6357.

All Level Pottery Classes:


9:00 am - 12:00 pm	Mon.	Jan. 9 - Feb. 6	\$105	12 hrs.	43620	Marketplace at Olives
1:00 pm - 4:00 pm	Mon.	Jan. 9 - Feb. 6	\$105	12 hrs.	43621	Marketplace at Olives
6:00 pm - 9:00 pm	Mon.	Jan. 9 - Feb. 6	\$105	12 hrs.	43622	Marketplace at Olives
1:00 pm - 4:00 pm	Tues.	Jan. 10 - Feb. 7	\$105	12 hrs.	43678	Marketplace at Olives
9:00 am - 12:00 pm	Wed.	Jan. 11 - Feb. 8	\$105	12 hrs.	43623	Marketplace at Olives
9:00 am - 12:00 pm	Mon.	Feb. 20 - March 13	\$105	12 hrs.	43624	Marketplace at Olives
1:00 pm - 4:00 pm	Mon.	Feb. 20 - March 13	\$105	12 hrs.	43625	Marketplace at Olives
6:00 pm - 9:00 pm	Mon.	Feb. 20 - March 13	\$105	12 hrs.	43626	Marketplace at Olives
1:00 pm - 4:00 pm	Tues.	Feb. 21 - March 14	\$105	12 hrs.	43627	Marketplace at Olives
9:00 am - 12:00 pm	Wed.	Feb. 22 - March 15	\$105	12 hrs.	43628	Marketplace at Olives
9:00 am - 12:00 pm	Mon.	March 27 - April 24	\$105	12 hrs.	43629	Marketplace at Olives
1:00 pm - 4:00 pm	Mon.	March 27 - April 24	\$105	12 hrs.	43630	Marketplace at Olives
6:00 pm - 9:00 pm	Mon.	March 27 - April 24	\$105	12 hrs.	43631	Marketplace at Olives
1:00 pm - 4:00 pm	Tues.	March 28 - April 25	\$105	12 hrs.	43632	Marketplace at Olives
9:00 am - 12:00 pm	Wed.	March 29 - April 26	\$105	12 hrs.	43633	Marketplace at Olives
9:00 am - 12:00 pm	Mon.	May 1 - May 22	\$105	12 hrs.	43634	Marketplace at Olives
1:00 pm - 4:00 pm	Mon.	May 1 - May 22	\$105	12 hrs.	43635	Marketplace at Olives
6:00 pm - 9:00 pm	Mon.	May 1 - May 22	\$105	12 hrs.	43636	Marketplace at Olives
1:00 pm - 4:00 pm	Tues.	May 2 - May 23	\$105	12 hrs.	43637	Marketplace at Olives
9:00 am - 12:00 pm	Wed.	May 3 - May 24	\$105	12 hrs.	43638	Marketplace at Olives

Advanced Level Pottery Classes:

9:00 am - 12:00 pm	Tues.	Jan. 10 - Feb. 7	\$105	12 hrs.	43639	Marketplace at Olives
9:00 am - 12:00 pm	Tues.	Feb. 21 - March 14	\$105	12 hrs.	43640	Marketplace at Olives
9:00 am - 12:00 pm	Tues.	March 28 - April 25	\$105	12 hrs.	43641	Marketplace at Olives
9:00 am - 12:00 pm	Tues.	May 2 - May 23	\$105	12 hrs.	43642	Marketplace at Olives

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


Plant Science (AGR-160)

 This course introduces the basic principles of botany that pertain to agricultural production. Emphasis is placed on the anatomy and physiology of flowering plants. Upon completion, students should be able to identify and explain plant systems.

10:00 am – 12:00 pm Tues. & Thurs. Jan. 5 - May 8 \$185 64 hrs. 43480 B 8A

SMAW (Stick) Plate (WLD-115)


 **Credential: SMAW Plate Welding; American Welding Society**

 This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.

1:00 pm – 3:30 pm Wed. & Thurs. Jan. 5 - May 8 \$186.25 80 hrs. 43487 4/112


GMAW (MIG) FCAW/Plate (WLD-121)

 **Credential: GMAW Plate Welding; American Welding Society**

 This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.


6:00 pm – 9:30 pm Tues & Thurs. Jan. 5 - May 8 \$186.25 112 hrs. 43488 4/112

Introduction to Solid Modeling (DFT-154)

 This course is an introduction to basic three-dimensional solid modeling and design software. Topics include basic design, creation, editing, rendering and analysis of solid models, and creation of multiview drawings. Upon completion, students should be able to use design techniques to create, edit, render and generate a multiview drawing.


8:30 am – 11:00 am Mon. & Wed. Jan. 9 - May 8 \$185 80 hrs. 43489 B 4/104

Advanced Multi-Axis Machining (MAC-234)

 This course includes multi-axis machining using machining centers with multi-axis capabilities. Emphasis is placed on the generation of machining center input with a CAM system and setup of pallet changer and rotary system for multi-axis machining fixtures. Upon completion, students should be able to convert CAD to output for multi-axis machining centers, including tooling, setup, and debugging processes.


12:00 pm – 2:30 pm Mon. & Wed. Jan. 9 - May 8 \$186.25 80 hrs. 43490 B 4/112

Text Entry & Formatting (OST-134)

 This course is designed to provide skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability.


6:00 pm – 8:00 pm Tues. Jan. 10 - May 8 \$185 64 hrs. 43482 2/125A & Online

Residential Wiring (ELC-113)

 This course introduces the care/usage of tools and materials used in residential electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical print 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 residential electrical installations.


6:00 pm – 9:30 pm Mon. Jan. 9 - May 8 \$186.25 56 hrs. 43485 B 2/109

Residential Wiring (ELC-113)

 This course introduces the care/usage of tools and materials used in residential electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical print 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 residential electrical installations.


6:00 pm – 9:30 pm Wed. Jan. 11 - May 8 \$186.25 56 hrs. 43486 B 2/109

Critical Incident Management (CJC-170)

 This course prepares the student to specialize in the direct response, operations, and management of critical incidents. Emphasis is placed upon the theoretical and applied models to understand and manage disasters, terrorism, and school/work place violence. Upon completion, the student should be able to identify and discuss managerial techniques legal issues, and response procedures to critical incidents.

10:00 am – 11:30 am Tues. Jan. 10 - May 8 \$130 48hrs 43484 B2/114 & Online

Engine Repair and Lab (AUT-116/AUT-116A)

 This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

6:00 pm – 10:00 pm Mon. & Tues. Jan. 9 - May 8 \$186.25 128 hrs. 43481 B 2/108



Washington County Center


P.O. Box 123
Roper, NC 27970

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

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

COLLEGE & CAREER READINESS


Adult Basic Education and High School Equivalency

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

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

Call 252-940-6325

English Language Acquisition (ELA)

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

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

Call 252-940-6245

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

WORKFORCE PROGRAMS

Notary Public Education

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

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

8:15 am – 4:15 pm

Sat.

Feb. 11

\$70

7 hrs.

43546


BWCC



SMALL BUSINESS CENTER


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


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

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


HEALTHCARE CLASSES


Registered Medical Assistant II-Hybrid**Credential: Registered Medical Assistant, American Medical Technology**

 Registered medical assistants perform both administrative/clerical and medical duties in a healthcare facility. Because they can perform a variety of skills, registered medical assistants are valuable to family clinics and specialized clinics, such as cardiology, gastroenterology, and dermatology. RMA I Hybrid consists of online instruction on Blackboard and meeting weekly in person. Part 2 builds on the foundations of Part 1 for additional instructional time to learn medical assisting procedures. The student will learn tasks such as phlebotomy, cleaning and dressing wounds, administering injections, and collecting specimens.

 9:00 am-1:00 pm Seated every Wed. April 19 – Sept. 28 \$204.25 43447 WCC Roper
Clinical Hours will be based on the clinical site.


Emergency Medical Technician (Hybrid)**Credential: EMT, NC Office of Emergency Medical Services and/or National Registry**

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


 6:30 pm-9:30 pm Tues. & Thurs. Jan. 19 – May 13 \$222.25 288 hrs. 43420 BWCC - Auditorium

Call the Director of Healthcare Programs or our Regional Centers Coordinator to schedule a BLS or Heartsaver class for your health care organization. We can offer the course on-site at your convenience for groups of 3 or more.

**BLS CPR for Healthcare Providers****Credential: BLS CPR for Healthcare Providers, American Heart Association**

 American Heart Association BLS CPR and AED Training for the healthcare professional. This course provides training to recognize life-threatening emergencies, provide chest compressions with ventilations and use of an AED. Course provides BLS skills practice and testing along with a written exam. Textbook: Basic Life Support Provider Manual - ISBN: 9781616694074. eBook ISBN 13: 978-1-61669-799-0

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

 American Heart Association Heartsaver CPR/AED course is for the general public. The course provides training and skills practice for adult, child, and infant CPR and AED use. Textbook: Heartsaver First Aid CPR AED Student Workbook - ISBN 9781616690175 eBook: ISBN 13 978-0-61669-514-9.

Call the Director of Healthcare Programs or our Regional Centers Coordinator to schedule a Heartsaver for your organization, workplace, or church. We can offer Heartsaver on-site at your convenience for groups of 3 or more.



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

TYRRELL COUNTY

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

Call the Director of Healthcare Programs or our Regional Centers Coordinator to schedule a BLS or Heartsaver class for your health care organization. We can offer the course on-site at your convenience for groups of 3 or more.






Hyde County Davis Center

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

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


COLLEGE & CAREER READINESS

Adult Basic Education and High School Equivalency

 The Adult Basic Education (ABE) program supports the development of reading comprehension, mathematical reasoning and computation, and language and writing skills at pre-high school levels. This lays the foundation for students seeking a high school equivalency credential. The High School Equivalency (HSE) Preparation program offers instruction in all areas relevant to official HSE credential tests. Classes have been aligned to the common core standards adopted by the state of North Carolina. Instruction for College and Career Readiness programs is available at all BCCC campuses. HSE prepares students to take either Pearson Vue's GED or ETS HiSET exams. Scholarships are available for High School Equivalency testing. Please contact the CCR Admissions and Assessment Specialist at 252-940-6325 or sandy.berry@beaufortccc.edu for details.

Call 252-940-6231 for an appointment or online

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

 Quiéres aprender inglés? BCCC está ofreciendo clases various días y se acomodan a sus necesidades. English as a Second Language helps adults who want to learn the language skills necessary to function effectively in an English-speaking environment.

6:00 p.m. - 9:00 p.m.

Tues. & Wed./ martes y miércoles


Free/Gratis

HDAV

WORKFORCE PROGRAMS

Notary Public Education

Credential: Notary Public, NC State Notary Public Section

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

8:15 am - 4:15 pm

Sat. Feb. 04

\$70


7 hrs.


43545

HDAV

Intermediate and Advanced Welding (MIG & SMAW)

Credential: SMAW; American Welding Society (AWS)

 This course covers the intermediate and advanced principles of metal inert gas (MIG) and shielded metal arc (stick) welding processes. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform MIG and SMAW fillet and groove welds on carbon plates with prescribed electrodes.

 Course materials include the Modern Welding textbook (ISBN: 9781631266010) available at the BCCC bookstore (prices subject to change). A class welding kit list is available upon demand. Kit costs vary on the distributor and will be needed for the class. Students can also purchase the textbook and equipment list separately (equipment list available by request). Students will have the ability to take the American Welding Society (AWS) exam for MIG and SMAW at the end of class (contact for exam cost).

6:00 pm - 9:00 pm

Tues. & Thurs.

Jan. 24 - March 24 \$186.25


57 hrs.

43529

Mattamuskeet HS

Fundamentals of Welding (MIG & SMAW)

Credential: MIG & SMAW; American Welding Society (AWS)

 This course introduces the metal inert gas (MIG) and shielded metal arc (stick) welding processes. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform MIG and SMAW fillet and groove welds on carbon plate with prescribed electrodes. Course materials include the Modern Welding textbook (ISBN: 9781631266010) available at the BCCC bookstore (prices subject to change). A class welding kit list is available upon demand. Kit costs vary on distributor and will be needed for the class. Students can also purchase the textbook and equipment list separately (equipment list available by request). Student will have the ability to take the American Welding Society (AWS) exam for MIG and SMAW at the end of class (contact for exam cost). An optional testing day will be available at BCCC on Friday, March 24 from 9a - 12p.

6:00 pm - 9:00 pm

Tues & Thur.

Jan. 24 - Mar. 24 \$181.25

57 hrs.

43529

Mattamuskeet HS

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


HEALTHCARE

Call the Director of Healthcare Programs or our Regional Centers Coordinator to schedule a BLS or Heartsaver class for your health care organization. We can offer the course on-site at your convenience for groups of 3 or more.




BLS CPR for Healthcare Providers

Credential: BLS CPR for Healthcare Providers, American Heart Association

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Heartsaver CPR/AED

Credential: Heartsaver CPR/AED, American Heart Association


 American Heart Association Heartsaver CPR/AED course is for the general public. The course provides training and skills practice for adult, child, and infant CPR and AED use. Textbook: Heartsaver First Aid CPR AED Student Workbook - ISBN 9781616690175 eBook: ISBN 13 978-0-61669-514-9.

Call the Director of Healthcare Programs or our Regional Centers Coordinator to schedule a Heartsaver for your organization, workplace, or church. We can offer Heartsaver on-site at your convenience for groups of 3 or more.

Nurse Aide I-Hybrid

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

Nurse Aide I, NC Dept of Health Service Regulation Nurse aides provide personal care and basic nursing skills in rehabilitation, long-term care, in-home health, and hospitals. Upon satisfactory completion of the courses, students are eligible to apply for the North Carolina State Certification Examination. Hybrid consists of online instruction on Blackboard and meeting weekly in person.


 **Costs:** Textbook-\$19.50*NC certification exam-\$140 (*approx. cost)

Funding assistance may be available through NC Works. Interested persons must apply to the NC Works office in their home county.
3:30 pm-6:30 pm Seated every Tues- Thurs. Jan. 24 -April 27 \$199.25 43425 Mattamuskeet HS

Pharmacy Technician-Hybrid

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

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

 **Costs:** Textbook- The Pharmacy Technician: A Comprehensive Approach, 4th + MindTap, 2 terms Printed Access Card ISBN: 9780323734073-\$275*, Certification exam fee-\$129* (*approximate cost)

9:00 am-1:00 pm Seated every Mon. Jan. 23 – May 8 \$191.25 43553 HDAV
Seated every other Monday from 3:00 pm-5:00 pm for lab



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

SMALL BUSINESS CENTER

Free, confidential business counseling is available on site. Call the center to schedule an appointment!
A majority of our classes can be viewed as a live webinar or a live stream of an on-campus SBC workshop. See the workshop lineup for subject matter!



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

ASSOCIATE DEGREE PROGRAMS



Through the Beaufort Promise, BCCC will cover tuition and fees for all the following programs. For further information about any of these programs, including transfer opportunities or our schedule of classes for the **Spring 2023** semester, please call Admissions at 252-940-6233.

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

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

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

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

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

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

HUMAN SERVICES TECHNOLOGY
INFORMATION TECHNOLOGY
OFFICE ADMINISTRATION
MEDICAL OFFICE ADMINISTRATION

BCCC LIBRARY

Be Empowered by Your Library!

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

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





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

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

Human Services Technology students range from recent high school graduates to adults seeking new skills or new career options. Students come from a variety of cultural, religious, educational, and socioeconomic backgrounds; they generally share the desire to give of themselves and have a positive impact on their communities.

Graduates should qualify for positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions.



MEDICAL LABORATORY TECHNOLOGY



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

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

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



MECHANICAL ENGINEERING TECHNOLOGY



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

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



There are three pathways available. All pathways require EDU 119, *Introduction to Early Childhood Education*, through which students earn the NC Early Childhood Credential which qualifies them for employment as a teacher in a N.C. licensed child care center. Students in all three pathways may work in the ECE field while pursuing the Associate in Applied Science (AAS).

Pathways:

B-K Licensure Transfer

This pathway is for students who plan to transfer to a university upon completion of the AAS in pursuit of a bachelor's degree with Birth-Kindergarten (B-K) teaching license. While earning the AAS, students will also earn an ECE Certificate, Infant/Toddler Care Certificate, ECE Diploma, and a Special Education Certificate. This pathway requires completion of 71 credit hours and student teaching.

Non-Licensure Transfer

This pathway is for students who plan to transfer to a university upon completion of the ECE AAS in pursuit of a bachelor's degree in ECE/Child Development or related field and do not desire a teaching license. While earning the AAS, students will also earn an ECE Certificate, Infant/Toddler Care Certificate, ECE Administrative Certificate, ECE Diploma, and a Special Education Certificate. This pathway requires completion of 71 credit hours and student teaching.

Career Entry

This pathway is for students who plan to seek employment in the early childhood education field upon completion of the AAS. While earning the AAS, students will also earn a ECE Certificate, Infant/Toddler Care Certificate, ECE Administrative Certificate, ECE Diploma, School-Age Certificate, and a Special Education Certificate. This pathway requires completion of 65 credit hours and student teaching.

EMERGENCY MEDICAL SCIENCE



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



BOAT MANUFACTURE & SERVICE



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





This program prepares individuals to manage agricultural businesses and agriculturally related operations within diversified corporations. Course work includes instruction in agriculture, agricultural specialization, business management, accounting, finance, marketing, planning, human resources management, and other managerial responsibilities.

This curriculum is designed to provide the entrepreneurial and technical skills necessary to manage a profitable, environmentally sound, community based small farm or agricultural business. Students will learn the fundamentals of agriculture, focusing on crop production and business. Emphasis is placed on entrepreneurial and field training. Students will also learn the basic principles of our economic system and government policies and programs relating to agriculture. Graduates should qualify for a variety of jobs in agricultural businesses such as equipment, feed, and agricultural supply sales; store management; farm operations; wholesale and retail produce management; nursery operations; and environmental and agricultural education.



HEALTH INFORMATION TECHNOLOGY



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



UNIVERSITY TRANSFER

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

Pirate Promise with East Carolina University

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

Pathway to Excellence with University of North Carolina Wilmington

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

PackTrac with NC State University

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

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

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





Career & College Promise

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

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

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

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

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

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

Additionally, CCP offers Workforce Pathways for courses offered through the Division of Continuing Education. These pathways are designed for eligible high school juniors and seniors to earn industry-recognized credentials while still in high school for free. The registration fee for the pathway courses is waived for eligible juniors and seniors. Students will be responsible for purchasing textbooks and paying local course fees associated with the course, though scholarships may be available. CCP Workforce Pathway courses do not count as a high school credit towards graduation. CCP Workforce Pathways are listed below.

- Emergency Medical Technician (EMT)
- Commercial Driver’s License (CDL) Truck Driving
- Heating, Ventilation & Air Conditioning (HVAC) Technician
- Nurse Aide I
- Phlebotomy Technician
- Pharmacy Technician
- Small Engine Mechanic

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

Who to Contact for Continuing Education?

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

Dr. Stacey Gerard, Vice President of Continuing Education	252-940-6241
Registration & Records Clerk	252-940-6375
Loren Cherry, Scholarships & Sponsorships Specialist	
Brenda Bertrand, Registration & Records Specialist	252-940-6299
Kendra Mizell, Registration & Records Coordinator	252-940-6349
Pam Hodges, Class Visitation Clerk	252-940-6375

College & Career Readiness

Penelope Radcliffe, Director of College & Career Readiness	252-940-6298
Sandy Berry, Admissions and Assessment Specialist	252-940-6325
High School Equivalency Examiner	252-940-6209

Business & Industry Services

Casey Langley, Coordinator of HRD & Workforce Initiatives	252-940-6307
Dr. Justin Rose, Director of Industry Training	252-940-6262
Brett Perry, Truck Driving & Industry Training Instructor	252-940-6257
Director of Small Business Center	252-940-6306
Sara Watson, Director of Customized Training & Apprenticeships	252-940-6311

Personal Enrichment

Clay Carter, Director of Personal Enrichment & Regional Centers	252-940-6357
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Healthcare Programs & First Responder

Jackie Butcher, Director of Healthcare Programs	252-940-6263
Candace Griekspoor, Registered Medical Assistant Instructor	252-940-6411
Ray Harris, Director of Fire & Emergency Management Training	252-940-6363
Billy Respass, Director of EMS	252-940-6468
Larry Gales, Coordinator of EMS	252-940-6297
Jack Cote, Paramedic Instructor	252-940-6371
Director of Law Enforcement Training	252-940-6405
Jane Sobotor, American Heart Association Coordinator	

Hyde County Davis Center

Chanta Gibbs Rickard, Regional Centers Coordinator	252-940-6231
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Washington County Center

Chanta Gibbs Rickard, Regional Centers Coordinator	252-940-6245
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Prison Education Programs

Rosemary Mann, College & Career Readiness Instructor	rosemary.mann@beaufortccc.edu
Darwin Woolard, Transitional & Career Studies Instructor	darwin.woolard@beaufortccc.edu

Who to Contact for Academic Programs?

Our Associate Degree staff is here to help!

Dr. Lisa Hill, Vice President of Academic Affairs	252-940-6417
Ben Morris, Dean of Business, Technology & Public Services.....	252-940-6374
Dr. Kent Dickerson, Director of Nursing and Allied Health.....	252-940-6425
Samantha Spencer, Dean of Arts and Sciences.....	252-940-6223
Dr. Shelby Phillips, 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/about/family-educational-rights-and-privacy-act



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

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

Accreditation

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



Medical Laboratory Technology Program Accreditation

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

Basic Law Enforcement Training Accreditation

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



BCCC
BEAUFORT COUNTY
COMMUNITY COLLEGE

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33460 US Highway 264, Engelhard, NC 27824 •
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www.beaufortccc.edu

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

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