COURSE SCHEDULE
SUMMER 2018
You Belong Here!

Continuing Education Classes
Academic Classes

Beaufort County Community College
TABLE OF CONTENTS

GENERAL INFORMATION
Contact Information............................................. 39
Registration & Payment........................................ 3
Scholarship Opportunities & Funding Assistance ....... 30, 31
Continuing Education Registration Form ................ 28
Summer Enrichment Registration Form ................. 32

BCCC MAIN CAMP ........................................... 4-20, 33-38

COLLEGE & CAREER READINESS
Purpose of College & Career Readiness.................. 4
High School Equivalency Path.............................. 4
College & Career Readiness Orientation ................. 4
Adult Basic Education & High School Equivalency .... 4
English Language Acquisition............................. 5
High School Equivalency Exam Options ................. 5
High School Equivalency Exam Test Dates............. 5
Contact Us......................................................... 5

HEALTHCARE PROGRAMS
Pharmacy Technician.............................................. 6
American Heart Association Healthcare Providers BLS CPR........ 6
Registered Medical Assistant............................. 6
Nurse Aide I .......................................................... 6
Nurse Aide II Refresher ........................................ 6
Nurse Aide II Refresher ........................................ 6
Heartsaver CPR/AED/First Aid............................ 7

EMERGENCY MEDICAL SERVICES
Emergency Medical Technician Initial Provider (Hybrid).... 7
EMT to Paramedic (Hybrid)................................... 7
Online Anatomy for Physiology for Paramedics .......... 7
Online Critical Care Review Class.......................... 7

FIRE TRAINING
Fire Academy ...................................................... 8

PUBLIC SAFETY
Small Unmanned Aerial Systems for Public Safety Officers . 8

PERSONAL ENRICHMENT
The Chef’s Table (Culinary): A Mediterranean Meal .... 11
The Chef’s Table (Culinary): A Summer Seafood Supper .... 11
The Chef’s Table (Culinary): Stuffed Stuff and Good Salad ...... 11
The Chef’s Table (Culinary): A Taste of Summer Wine ....... 11
The Chef’s Table (Culinary): Let’s Do Lunch; Pimento Cheese .... 11
The Chef’s Table (Culinary): Whoopee Pies ................ 11
The Chef’s Table (Culinary): Return of the Redneck Pest.... 11
Summer Enrichment Classes for Kids: 4-H Little Chefs Camp .. 12
Summer Enrichment Classes for Kids: Painting Fun ........ 12
Summer Enrichment Classes for Kids: Decoy Painting .... 12
Summer Enrichment Classes for Kids: Follow Me to the Farm ... 12
Summer Enrichment Classes for Kids: Theater Magic ...... 12
Summer Enrichment Classes for Kids: Cake Decorating .... 12
Summer Enrichment Classes for Kids: Chess Camp .......... 12
Summer Enrichment Classes for Kids: Thinking About Water Quality ...... 12
Summer Enrichment Classes for Kids: 3-D Modeling and Printing .... 12
Summer Enrichment Classes for Kids: 4-H STEM Camp .. 12
Summer Enrichment Classes for Kids: Woodworking Projects .... 12
Summer Enrichment Classes for Kids: Google Science First® Game Design .... 13
Summer Enrichment Classes for Kids: Makeup, Hair and Nails 101 ..... 13
Summer Enrichment Classes for Kids: Beginner Tennis .... 13
Summer Enrichment Classes for Kids: Wet Felting Craft Day .... 13
Summer Enrichment Classes for Kids: Ck! BoCo ............. 13
Summer Enrichment Classes for Kids: Wait Staff Training ...... 13
Summer Enrichment Classes for Families: Beginner Tennis for Families .... 13
Summer Enrichment Classes for Kids: Family Cookie Night .... 13
Summer Enrichment Classes for Kids: Painting Fun for Families .... 13
Defensive Driving DDC-C ................................... 14
Summer Tune-Up and Small Engine Repair .............. 14
Line Dancing-Intermediate .................................. 14
Carolina Shag Dancing ....................................... 14
Quilting Project .................................................. 14
Concealed Carry Handgun Training ...................... 14
Beginners Handgun ........................................... 14

WORKFORCE PROGRAMS
National Career Readiness Certification (NCRC) Prep Classes .... 15
Notary Public....................................................... 15
American Sign Language .................................... 15
Substitute Teacher Training ................................ 15
Real Estate Pre-License ...................................... 15
Writing a Dynamic Resume ................................ 16

Working Smart ..................................................... 16
Income Maintenance Caseworker NFAST (Phase 1) .......... 16
Income Maintenance Caseworker NFAST (Phase 2) .... 16
Vehicle Escort Certification and Recertification ........ 16
MIG and Tig Welding ......................................... 16
HVAC Academy: Heating, Ventilating and Air Conditioning Level 1 .... 16
HVAC Academy: Heating, Ventilating and Air Conditioning Level 2 .... 16
HVAC Academy: Heating, Ventilating and Air Conditioning Level 3 .... 17
HVAC Academy: Universal 410-A Certification ........ 17
Forklift Training ................................................ 17
CDL Truck Driving - Hybrid ................................... 17
Done Pilot Training ............................................. 17
Customer Service Essentials ................................ 17
Soft Skills to Pay the Bills .................................... 18
Zone Traffic Safety (Flagger Certification) .................. 18
Electrical Safety in the Workplace ....................... 18

SMALL BUSINESS CENTER
Core Curriculum: How to Start a Small Business ........ 19
Core Curriculum: How to Write a Business Plan .......... 19
SCAMS CERTS .................................................. 19
How to Start a Drone Business ............................ 19
Federal Contracting 101 ...................................... 20
Creating Your Own Company Database and Website ...... 20
Manage Your Debt & Credit Prior to Starting Your Business .... 20
HP LIFE Online Entrepreneurship Training .......... 20

WASHINGTON COUNTY CENTER .............. 21-23
Adult Basic Education & High School Equivalency .... 21
American Heart Association Healthcare Providers BLS CPR .... 21
American Heart Association Heartsaver CPR/AED/First Aid .... 21
Summer Enrichment Classes for Kids: Learn to Play Piano .... 21
Summer Enrichment Classes for Kids: Chocolate Creations .... 21
Summer Enrichment Classes for Kids: Theater Magic .... 21
Summer Enrichment Classes for Kids: Sewing Apparel for Teens .... 21
Summer Enrichment Classes for Kids: Cake Decorating .... 21
Summer Enrichment Classes for Kids: Decoy Painting .... 21
Summer Enrichment Classes for Kids: Whoopee Pies .... 22
Summer Enrichment Classes for Kids: Google Science First® Game Design .... 22
Defensive Driving DDC-C ................................... 22
Phone/Pad Workshop ........................................... 22
Android Workshop ............................................. 22
Pimento Cheese ................................................... 22
Concealed Carry Handgun Training ...................... 22
National Career Readiness Certification (NCRC) Prep Classes .... 23
Substitute Teacher Training ................................ 23
Microsoft Excel Basics for Current and Prospective Business Owners .... 23
HP LIFE Online Entrepreneurship Training .......... 23

HYDE COUNTY DAVIS CENTER ................. 24-26
English as a Second Language (ESL) ...................... 24
Adult Basic Education & High School Equivalency .... 24
American Heart Association Healthcare Providers BLS CPR .... 24
American Heart Association Heartsaver CPR/AED/First Aid .... 24
Summer Enrichment Classes for Kids: Chocolate Creations .... 24
Summer Enrichment Classes for Kids: Theater Magic .... 24
Summer Enrichment Classes for Kids: Sewing Apparel for Teens .... 24
Summer Enrichment Classes for Kids: Cupcake Decorating .... 25
Summer Enrichment Classes for Kids: Google Science First® Game Design .... 25
Pimento Cheese ................................................... 25
Concealed Carry Handgun Training ...................... 25
Substitute Teacher Training ................................ 25
Fundamentals of Grant Writing ............................ 25
HP LIFE Online Entrepreneurship Training .......... 25
Core Curriculum: Recordkeeping and Taxes for Small Business .... 26
Core Curriculum: How to Start a Small Business .... 26
Core Curriculum: How to Write a Business Plan .......... 26
Core Curriculum: Advertising & Marketing For Small Business .... 26
Core Curriculum: Financing Your Small Business .... 26

NCWORKS CUSTOMIZED TRAINING ........ 27

ONLINE CLASSES/ED2GO ................................ 28

ACADEMIC CLASSES
Academic Classes SUMMER 2018 ...................... 33-34
Academic Classes FALL 2018 ......................... 35-38

View courses online at www.beaufortccc.edu and click on Our Programs, Continuing Education.
Phone 252.940.6375
REGISTRATION & PAYMENT

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

<table>
<thead>
<tr>
<th>BY PHONE</th>
<th>BY MAIL</th>
<th>IN-PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call 252.940.6375 to register for classes and provide credit card information for payment. MasterCard, Discover and Visa are accepted.</td>
<td>Complete the Registration Form on page 31 of this catalog. Insert payment and mail to the address shown on the form. The Registration Form can also be printed from our website at <a href="http://www.beaufortccc.edu">www.beaufortccc.edu</a> and click on Our Programs, Continuing Education, General Information.</td>
<td>You may register in person at the following location: Beaufort County Community College Continuing Education, Building 8 5337 US 264 East Washington, NC 27889 Monday through Thursday 7:30 am to 5:45 pm Payment can be made with cash, check, money order and credit card. You must pay at the time of registration to complete your enrollment.</td>
</tr>
</tbody>
</table>

Pre-Registration is Required
Registration is accepted on a first-come, first-serve basis. Please submit your registration by phone, mail or walk-in at minimum one week before the start date of the class. If you wait, the class may be full or canceled due to low enrollment.

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

Fees, Books & Supplies
Registration fees for each class do not include the cost of textbooks, supplies, or lab fees. Registration fees are set by the NC General Assembly and are based on the number of contact hours for each course. Continuing Education courses that require the use of technology equipment and/or the Blackboard Learning Management System will also include a $5 technology fee. The BCCC College Bookstore is open Monday through Thursday, 8am–1pm and 2pm–5pm; Friday, 8am–1pm and 2pm–4pm. You can contact the bookstore at 252-940-6231 or by visiting their website at www.beaufortccc.edu/bookstore.

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

Transcripts
Students may obtain copies of their continuing education transcript upon written or electronic request to the Continuing Education Registration and Records Office. Transcripts may also be requested by fax. Transcripts will be released to other colleges, agencies, or employers only with written authorization of the student. Instructions and the Transcripts Request Form are available online at http://tinyurl.com/condunofftranscript. Official transcripts are $2.00. Unofficial transcripts are accessible online 24/7 at no charge. Instructions are available at http://tinyurl.com/condunofftranscript. If you earned a High School Equivalency in North Carolina, please call Bobbie Lewis, chief high school equivalency examiner, at 252-940-6209 for transcript request 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
If you are taking an online or hybrid class through Continuing Education, you will be provided an Outlook and Blackboard account through BCCC. Before students can access Outlook Email and Blackboard, they must determine their username and create a password by visiting the Continuing Education Student Username and Password Information page on the BCCC website.

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

Accessibility Services
Beaufort County Community College is committed to diversity, inclusion and ensuring equal access in all campus programs, activities and events to qualified individuals with disabilities. To request a reasonable accommodation, contact Kimberly Jackson, BCCC Counseling, at (252) 946-6252 in room 925 of Bldg. 9. An advance notice of 72 hours may be required for some accommodations.
Beaufort County Community College offers College and Career Readiness classes in Beaufort, Hyde, Washington and Tyrrell counties. Programs focus on developing academic competencies as well as the fundamental skills necessary for tomorrow’s jobs. Adults 18 years and older who lack basic skills can enroll in classes to:

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

Call 252-940-6325 for an appointment.

### HSE Prep Lab
In BCCC Building 8, Room 816
- Tuesdays from 4-8 pm

### Schedule Your Exam
- [www.ged.com](http://www.ged.com)
- [www.hiset.ets.org](http://www.hiset.ets.org)

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

### ALL CCR CLASSES FREE!
English Language Acquisition (ELA)

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

Beaufort County Campus Location
5337 Hwy 264 East
Washington, NC 27889
Mon – Thurs
8:30 am – 12:00 pm
Tues/Thurs
6:00 pm – 9:00 pm

Hyde County
Davis Center
33478 US Highway 264
Engelhard, NC 27824
Tuesday
6:00 pm – 9:00 pm

Belhaven Public Library
333 East Main Street
Belhaven, NC 27810
Tues/Thurs
4:00 pm – 5:30 pm

Ocracoke School
120 Schoolhouse Rd.
Ocracoke, NC 27960
Monday
4:00 pm – 6:00 pm
Wednesday
4:00 pm – 6:00 pm

High School Equivalency Exam Options

Pearson Vue GED
• Computer-based test
• Four subjects
  1. Language Arts
  2. Science
  3. Social Studies
  4. Mathematics
Create an account at https://ged.com
Retake the test up to two times for free.

ETS HiSET
• Computer or paper-based test
• Five subjects
  1. Reading
  2. Writing
  3. Science
  4. Social Studies
  5. Mathematics
Create an account at https://www.hiset.ets.org
Pay a testing fee of $50.
Retake the test up to two times for free.

High School Equivalency Testing Dates

Beaufort County Community College Department of College and Career Readiness offers the following dates for your exam for your convenience. Please remember to visit http://ged.com or https://www.hiset.ets.org to schedule your exam.

Pearson Vue GED
May 8, 9, 30, 31
June 12, 13, 26, 27
July 17, 18
August 21, 23, 28, 29

ETS HiSET
May 7, 29
June 11, 25
July 16
August 20, 27

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

Sandy Berry
Admissions & Assessment Specialist
Building 8, Room 814A
252.940.6325
sandy.berry@beaufortccc.edu

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

View courses online at www.beaufortccc.edu and click on Our Programs, Continuing Education.
HEALTHCARE PROGRAMS

Pharmacy Technician
A 96-hour course designed to prepare the student through classroom instruction to enter the pharmacy field as a Pharmacy Technician I. Core course concept is basic training in pharmacy and pharmacology. Student will complete 10 hours of shadowing at an assigned pharmacy. Upon satisfactory completion of the course, students are encouraged to apply for certification with Pharmacy Technician Certification Board Exam.

Prerequisite: Career Readiness Certificate of a bronze or higher. Copy of certificate is due at time of registration along with an official high school transcript.

Costs: Total registration - $194.25 ($180-registration fee, $13-malpractice insurance fee, $1.25-accident insurance fee) Textbook-$197.22, exam fee-$129

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

American Heart Association Healthcare Provider BLS CPR
This class teaches CPR skills to use with victims, use of an automated external defibrillator and relief of foreign-body airway obstruction. It is intended for participants who provide health care to patients.

This course is designed for certification or recertification.

Costs: Total registration-$45.00 ($40-registration fee, $5-card fee) $17.88 Textbook $45

Registered Medical Assistant-Part 1
RMA is a 720-hour course is divided into two sections. Each section has fee requirements, such as registration and classroom fees. The RMA program prepares students through classroom instruction to enter the medical field in various settings. Core course concepts are administrative and clinical skills. Students cannot progress to Part 2 until successfully completing Part 1.

Part 1 Fees: Registration Fee: $180.00. $5 technology fee.
Part 2 Fees: Registration Fee: $180.00. $13 malpractice insurance fee, $1.25 accident insurance. $5 CPR certification card. Other requirements include burgundy scrub top and pants uniform which are to be worn daily while in class, lab and clinical. Approximate costs: uniforms embroidered with BCCC $45, whitelab coat embroidered with BCCC $35, white closed toe/heel shoes $25, background check, drug screen, immunization upload to Castle Branch $85. Castle Branch login required after registering for course and must be completed within 30 days; go to www.castlebranch.com.

Prerequisite: Career Readiness Certificate of a bronze or higher and High School diploma or High School Equivalency.

Copy of certificate is due at time of registration along with an official copy of a High School diploma or High School Equivalency. Requirements: Textbook-$300 (approximate)

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

Nurse Aide I
A 160-hour course prepares the student to provide personal care and basic nursing skills. Course content includes but is not limited to: role of the nurse aide, infection control, communication, and resident's rights. Upon satisfactory completion of course, student is eligible to apply for North Carolina State Certification Examination. Successful completion of state exam is required to be listed on the North Carolina Nurse Aide I Registry.

Prerequisite: Career Readiness Certificate of a silver or higher

Costs: Total registration-$194.25 ($180-registration fee, $13-malpractice insurance fee, $1.25-accident insurance fee)


Requirements:
Uniform: white scrub top and navy blue pants to be worn daily while in lab and clinical. (scrub top and white mid-length lab coat embroidered with BCCC in royal blue) white closed toe/heel shoes, SS Card and current valid driver license/government form of ID with photo. Background check, drug screen, immunization upload to Castle Branch $65. Must be completed within 30 days of first day of class. https://portal.castlebranch.com/BR50

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

Nurse Aide I Refresher
Intensive review encompassing theory and skills needed renew to Nurse Aide I license. No clinical is required. This course is for the following individuals: individuals listed on the North Carolina Nurse Aide I Registry but let their registry lapse within past 3 years, current or prior listing as Nurse Aide in another state and wish to become listed on the NC NA I Registry, military personnel with medical/corpsman training.

Prerequisite: Expired North Carolina Nurse Aide I within the past 3 years

Costs: Total registration-$126.25 ($125-registration fee & $1.25-accident insurance fee) Textbook-$27.49, NC certification exam-$101

Requirements:
Due at time of registration is a copy of current NC Aide certificate, SS Card and current valid driver license/government form of ID with photo

Views online at www.beaufortccc.edu and click on Our Programs, Continuing Education. Phone 252.940.6375
HEALTHCARE PROGRAMS

Nurse Aide II Refresher
Intense review course approved by NCBON which utilizes the Nurse Aide II skills competency training. It includes skill competencies to provide complex nursing skills for patients or residents. This course renews individuals whose registry has expired within the past 24 months. No clinical required.

Prerequisite: North Carolina Nurse Aide II license
Costs: Registration-$126.25 ($125-registration, $1.25-accident insurance fee)
Textbook-$8.01, NAII Registry Application-$24 (Student will have 30 days after the class is completed to submit and pay application fees to NCBON)
Requirements: NC Aide license, SS Card and current valid driver license.

5:00pm-9:00pm    Tues & Thur
9:00am-6:00pm    Every other Sat    May 29-June 26  
Fee: $126.25    42 hrs    31164  
BCCC12 1212 & 1218

Heartseaver CPR/AED/First Aid
Heartseaver CPR/AED/First Aid course is for anyone with limited or no medical training who needs a course completion card in first aid, CPR and AED use to meet job, regulatory or other requirements. Students learn skills such as how to treat bleeding, sprains, broken bones, shock, and other first aid emergencies. This course also teaches adult, child, and infant CPR and AED use. These courses can also be taken by anyone who wants to be prepared for an emergency in any setting. Prior to class, students must obtain the Heartseaver First Aid CPR AED book available in the BCCC bookstore. Participants will need to dress comfortably, as you may be down on the floor working with CPR manikins.

Costs: Total registration-$60.00 ($40-registration fee, $20-card fee)  
$18.68-textbook  
9:00am-1:00pm    Saturday    June 23  
Fee: $60    4 hrs    30763  
BCCC12 1218

EMERGENCY MEDICAL SERVICES

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

6:30pm-9:30pm    Mon. & Wed.  
228 hrs    31284  
Aug. 15-Dec. 5  
Fee: $209.25  
BCCC10 28

EMT to Paramedic (Hybrid)
This course will follow the guidelines established by NCOEMS and will have online and classroom work that will educate the EMT to prepare for the North Carolina credentialing exam. Once successfully completing this course the student will be allowed to register for the North Carolina Paramedic Exam. The registration fee for this class is $180. Additional required fees include malpractice $13, student accident insurance $1.25, technology fee $5, student ID $5, totaling $204.25 for the course and must be paid along with the registration fee. Please note: instruction will be delivered through two classes that will be on a “flip-flop” schedule to meet the state minimum of 1,000 hours of instruction that include clinical and lab time. Students will be required to attend one afternoon and night each week. Students will be required to submit a letter of affiliation at the time of registration in order for the registration fee to be waived. Call 252-940-6468 to schedule a meeting to discuss course requirements. Next class starts Fall 2018!

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

Online All Days    June 18-Sept. 16  
Fee: $185  
84 hrs  
31290  
Online

Online Critical Care Review Class
Vidant EastCare and Beaufort County Community College are hosting an online Critical Care Review course that will prepare Paramedics for the FP-C and the CCP-C exam. FP-C and CCP-C are the only Paramedic certifications recognized by Commission on Accreditation of Medical Transport Systems (CAMTS). Vidant EastCare is the only CAMTS accredited transport program in Eastern North Carolina. This course is 72 hours and has been approved by the Board for Critical Care Transport Paramedic Certification (BCCTPC). Paramedics who are already FP-C or CCP-C can use this course for recertification hours. BCCTPC requires 16 hours of approved Critical Care content. The textbook for the course is the AAOS Critical Care Transport, ISBN- 978-1-284-04099-9. The course fee includes a $180 registration fee and $5 technology fee.

Online All Days    June 4-Aug. 12  
Fee: $185  
72 hrs  
31293  
Online

BCCC offers additional certification classes monthly, such as Advance Cardiac Life Support (ACLS), Pediatric Advance Life Support (PALS), and Pre-Hospital Trauma Life Support (PHTLS) along with various continuing education credit classes for EMS Professionals. Please check our website at http://www.beaufortccc.edu and click on Our Programs, Continuing Education for upcoming offerings or contact Billy Respess, Director of EMS Programs, at billy.respess@beaufortccc.edu or by phone at 252-940-6468 or Larry Gales, Coordinator of EMS Programs, at larry.gales@beaufortccc.edu or by phone at 252.940.6297. To receive email updates regarding upcoming classes and events in the BCCC EMS Training Program, subscribe now at http://www.tinyurl.com/bccems.
Fire Academy

We will be holding our 4th Fire Academy starting on August 14. There will be a mandatory orientation meeting on July 31 at 7 pm in Building 8-829 to get all essential paperwork so that we will be able to start on August 15. Classes will be on Monday, Tuesday, Thursday, and every other Saturday. Class times are from 6pm – 10pm during the week and 8am – 5pm on Saturday. Class size is limited to 20 so register early. For more information or to start the registration process please contact Johnny Williams, Director of Fire and Emergency Management Training, at (252)940-6363 or johnny.williams@beaufortccc.edu. http://www.tinyurl.com/bcccfiretraining.

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

Small Unmanned Aerial Systems for Public Safety Officers

This course covers information for public safety officers concerning launch, flight, and recovery of small unmanned aerial systems when used for government operations. Fee waived for affiliated Fire, EMS, and Law Enforcement public safety officers.

8:00am-5:00pm Wed/Thurs July 19 & 20 Fee: $70 16 hrs 31417 BCCC8 Audit.
Looking for Some Fun?

Find It In Our Personal Enrichment Classes!

Whether you’re 21 or 81, this can be you, with something new to spark up your life! Our personal enrichment classes help you learn some new skills, then enjoy them with a class of new friends with similar interests!

Classes include subjects from line or shag dancing to concealed carry handgun training. To make it easy for you, our personal enrichment classes are scheduled at convenient times. Best of all, you’ll learn something new, and you’ll always have fun!

To learn more, check through the listing of great personal enrichment classes we’re offering this summer. For more information about any class, call 252-940-6375 or visit our website at beaufortccc.edu and click on the Continuing Education link.
If you want to learn to prepare appetizing dishes and then enjoy them with the class, our new Culinary Arts Personal Enrichment classes will be perfect for you. Students receive hands-on training from practicing chefs and experienced restaurant owners, who teach their secrets and techniques in our classroom. You’ll love the class and love tasting the results!

We also offer a professional Culinary Arts Program that will lead to high-demand jobs in the restaurant industry.

Whether for personal fun or to pursue a new career, call us to enroll in classes today!
A Mediterranean Meal
Welcome Chef Carlos Adorno to our culinary lab. He has many years of cooking and restaurant experience. We will explore the Mediterranean approach to cooking in this class with fresh, delicious flavors and quick techniques for summer meals. Students will help prepare and enjoy:

- Roasted feta and honey with homemade pita chips
- Greek lemon oregano lamb chops
- Risotto
- Greek salad
- Cashew honey rolls

6:00pm-9:00pm    Thursday    May 24    Fee: $45    3 hrs    31321    BCCC8 830

A Summer Seafood Supper
Good fresh seafood fried just right makes for a fine supper in Eastern NC. Stephen Tubaugh knows exactly how to make fish and shrimp that are tender and crisp and delicious. He will teach students how to fry seafood in cast iron skillets in our kitchen so they may serve good meals at home. Then we’ll all sit down to a summer feast:

- Fried flounder and shrimp
- Homemade cocktail sauce and tartar sauce
- Stephen's best slaw
- Stewed potatoes
- Bill Smith's Atlantic Beach Pie

6:00pm-9:00pm    Thursday    May 31    Fee: $45    3 hrs    31323    BCCC8 830

Stuffed Stuff and Good Salad
Our good friend Chef Joe White knows all the ins and outs of serving a good meal in fine style. Tonight we will enjoy a veggie filled good old summer supper. It is always a pleasure to cook and dine with Joe. And this class menu includes:

- BLT Bow Tie Pasta Salad
- Summer Garden Slaw
- Baked Honey Tomatoes
- Mushroom Stuffed Pork Tenderloin
- Stuffed Eggplant
- Elegant Icebox Cookie Parfaits

6:00pm-9:00pm    Tuesday    June 5    Fee: $40    3 hrs    31324    BCCC8 830

A Taste of Summer Wine
"Summer afternoon—summer afternoon; to me those have always been the two most beautiful words in the English language." Henry James was likely having a glass of wine when he said that, don't you think? Mary Mehlich, proprietor of Wine and Words in Downtown Washington, wants you to know about the variety of delicious and refreshing wines to enhance summer meals and outings. Please join her for an exploration of wines fit for summer, and learn how to pair them with your summer suppers. We will taste wines that make for beautiful summer afternoons.

6:00pm-8:30pm    Tuesday    June 12    Fee: $25    2.5 hrs    31325    Wine & Words

Let’s Do Lunch; Pimento Cheese
Store bought pimento cheese. Really? When you know how easy it is to make your own, you will wonder why you ever bought that stuff. And homemade pimento cheese is always so delicious. There are many different techniques and recipes used to make this old Southern favorite, and we will explore many of them. The class will make several variations of pimento cheese, and students will carry home samples for their families to enjoy. We will also make two tasty appetizers using pimento cheese. Your elegant parties and casual lunches can always include homemade pimento cheese. Here's a sample of what we'll make;

- Cheese and jam appetizer
- Pimento cheese sandwiches using four different recipes
- Quick tomato soup

10:00am-1:00pm    Thursday    June 14    Fee: $30    3 hrs.    31326    BCCC8 830

Whoopie Pies
Whoopie Pies are favorite treats in New England, and Anita Price knows how to make them. They are as fun to make as they are to eat. Learn to make the cakes and the creamy sweet filling. Whoopie Pies will make your summer picnics a hit!

6:00pm-9:00pm    Thursday    June 21    Fee: $25    3 hrs    31327    BCCC8 830

Return of the Redneck Pesto
We had so much fun making pesto last year that we want to do it again. Genovese pesto via Philadelphia arrived in Beaufort County and took on a life of its own. Join Clay Carter and Anita Price to learn how to make this delicious summer dish with locally grown basil. We will discuss tips for growing basil, how to make big batches of pesto, and how to enjoy that pesto right away or store it for later use. Class participants will produce and enjoy a pesto feast, and everyone will leave with a container of pesto to enjoy at home. Here’s our menu:

- Crostini with fig and blue cheese spread
- Watermelon, tomato and feta salad
- Fettuccini with fresh pesto, pine nuts, chopped tomatoes, and bacon (that’s the redneck part!)
- Tiramisu

6:00pm-8:00pm    Tuesday    June 26    Fee: $40    2 hrs    31328    BCCC8 830
4-H Little Chefs Camp (Rising 1st and 2nd graders)
Erin Massie of Beaufort County 4-H is our instructor for this fun and engaging class. With her guidance, Chefs will plan, measure, and cook healthy meals and snacks. Fun and easy recipes will be prepared using safe and appropriate kitchen skills. Little Chefs will also learn to set the table and practice good manners.

8:30am-noon Tues, Wed, Thurs June 26-28 Fee: $40.00 10 hrs 31344 Beaufort Co. Ext. Office

Painting Fun (grades 1 to 5)
Exercise creativity as you apply bright acrylic paints to stretch canvases. Feel pride in the picture you make, and carry the skill of painting home to enjoy anytime. We provide all the supplies in this art class. Students are advised to wear appropriate clothes for painting. Kathy Barthel at the Happy Canvas located in Racquet Club of Washington teaches these classes. Several sections are offered.

9:30am-10:30am Tues & Thurs June 19-28 Fee: $55.00 4 hrs 31353 Racquet Club of Wash.
9:30am-10:30am Tues & Thurs July 10-19 Fee: $55.00 4 hrs 31354 Racquet Club of Wash.
9:30am-10:30am Tues & Thurs July 24-Aug. 2 Fee: $55.00 4 hrs 31355 Racquet Club of Wash.

Decoy Painting (Ages 7-12)
Paint a beautiful duck decoy that you will always be proud to display. Along the way, learn about that duck and how it fits in to the environment of Eastern Carolina. The East Carolina Wildfowl Guild will guide this painting workshop, and its members will explain the importance of conserving wildfowl in our area. Enjoy a creative activity and learn about our native ducks and geese.

9:00am-noon Wednesday June 27 Fee: $15.00 3 hrs 31343 BCCC8 8A-101

Follow Me to the Farm (Rising 3rd to 6th grade)
Enjoy being outside and digging in the dirt. Then bring the produce from the garden inside to cook and enjoy. It is a Farm to Table experience that will expose students to growing and harvesting fresh foods. We will also prepare them in delicious and healthy ways. Raised in a Barn Farm is hosting this class that provides fresh air, exercise, hands-on farm experience, and good eating. What a fine way to spend summer days, and we are offering it twice! Scholarships may be available to certain students.

1:00pm-4:00pm Mon-Thurs June 18-19 Fee: $40.00 12 hrs 31339 BCCC8 Auditorium
1:00pm-4:00pm Mon-Thurs July 23-26 Fee: $65.00 12 hrs 31346 Raised in a Barn Farm
1:00pm-4:00pm Mon-Thurs July 9-12 Fee: $65.00 12 hrs 31349 Raised in a Barn Farm

Theater Magic (rising grades 5 to 8)
This class is held on the stage so that budding thespians can experience the joy and fun of performing. Spend four days learning about acting, improv, and stage movement. Learn technical skills that support the production of a play. Practice storytelling. Spend time producing props, puppets, and stage makeup. In the last session, we will have a performance. You will be a star! All supplies included.

1:00pm-4:00pm Mon-Thurs June 18-21 Fee: $50.00 12 hrs 31338 BCCC8 Auditorium

Cake Decorating (10 and up)
Beautifully decorated cakes, cookies, and cupcakes are always more delicious. Maria Dickinson will show you how to work with colorful icing to make delightfully decorated baked goods. Practice creativity and precision and make treats to carry home to your family. A supply list is available upon registration. Parents please provide an email address so we may send it to you.

9:00am-noon Mon & Tues June 18-19 Fee: $30.00 6 hrs 31339 BCCC8 830

Chess Camp (rising 6th – 8th grades)
All skill levels are welcome in this class. Learn the fun of chess as a beginner, or join in to improve your game. This traditional pastime involves strategy, concentration, and planning. And it is fun! Research shows that playing chess improves critical thinking and academic performance. We will study the fundamentals of competitive chess, and we will play plenty of games.

9:00am-noon Mon-Thurs June 25-28 Fee: $50.00 12 hrs 31340 BCCC8 828

Thinking About Water Quality (rising 6th – 8th grades)
We are surrounded by water. The quality of the water affects our health and happiness. Participants will join BCCC Biology Instructor Chad Smith to learn how to gauge water quality using various scientific tests and techniques. On day one we will explore the hows and whys of water quality and establish a basic understanding of water chemistry. On day two, we will visit several locations in Goose Creek State Park to properly collect and test water samples. On day three, we will build a spreadsheet to help us assess our findings. Students will leave the class with an understanding of proper collecting procedures, scientific testing, data collection and analysis. All supplies are included.

9:00am-noon Mon-Thurs June 25-28 Fee: $50.00 12 hrs 31342 BCCC9 929

3-D Modeling and Printing (rising 7th – 12th grades)
3-D printing is the future of manufacturing, and it has many scientific and medical applications as well. Students will use computer software to create three-dimensional renderings of an object, and then they will employ geometric constraints and extrusions to modify the rendering. Finally, they will set-up and run a 3-D printer to create the object. It sounds complex, but it really is fun when Matthew Lincoln, BCCC Mechatronics Instructor, leads the way. All supplies are included, and participants will carry home the object they create.

5:30pm-8:00pm Tues & Thurs June 19-28 Fee: $50.00 10 hrs 31344 BCCC4 104

4-H STEM Camp (ages 11-13)
BCCC appreciates the support of Erin Massie and the Beaufort County 4-H in the production of this Science, Technology, Engineering, and Mathematics Camp. Participants will learn about rocket propulsion, wind tunnels, trebuchets, airplanes, cooking chemistry, and many other subjects. Students who complete this class will look forward to Physics in school.

1:00pm-noon Mon-Thurs July 9-12 Fee: $50.00 12 hrs 31345 BCCC8 829

Woodworking Projects (ages 10-13)
Measure twice, cut once. Woodworking requires thoughtful planning, creative thinking, attention to process, and safe execution. Then there is the part
SUMMER ENRICHMENT CLASSES for kids

about making cool things. Please join Ken Adams at Washington High School's woodworking shop to enjoy making a Washer Game, a Display Shelf, and a Custom Stepping Stool. Students will enjoy these projects long after class is over, and they will have good woodworking skills to practice at home. All supplies are included.

Google Science First® Game Design (Ages 8-13)
Join this class and learn how to program various types of digital games using the Google Computer Science First® and Scratch® interfaces. Moms and Dads, you may not understand this, but your kids do! Game styles include racing, mazes, platform, strategy, and others. Learn how games like Super Mario, Angry Birds, Candy Crush, and Flappy Bird were created. It is fun and interactive. Students, please have an active Gmail account when you come to class, and bring your address and password with you.

Makeup, Hair, and Nails 101 (rising 6th to 8th grade)
Join Instructors from BCCC's Cosmetology Department to get the best advice for teen esthetics. Keep your skin clear and fresh by using proper hygiene. Learn the right makeup skills to enhance your best features. Explore hair styling basics for busy teens. Also, we will learn nail maintenance and reveal the best ways to apply nail polish. Each student will receive a lipstick applicator, an eye shadow applicator, mascara applicator, makeup sponge, and hairbrush. Look your best and keep your skin, hair, and nails clean and healthy.

Beginner Tennis (ages 6 and up)
Tennis is vigorous, exciting, and fun. Please join Doug Barthel, proprietor and tennis pro at The Racquet Club of Washington, and take up this game for a lifetime. Learn all the basic strokes of tennis: forehands, backhands, volleys, overheads, and serves. Learn positioning and movement on the court. We have rackets or bring your own. Just wear comfortable clothes and soft-soled shoes please. And be ready to play! No class week of July 4th.

Wet Felting Craft Day (rising 5th to 7th grade)
OK, you are going to get wet as you knead the wool to make a colorful natural “painting.” So wear appropriate clothing, and come prepared to enjoy the creative process that is as old as any other art form. Students will use wool to plan and produce a beautiful felted fabric scene mounted on a branch. The scene can displayed on a wall and will give pleasure for years. Please bring two towels to class for the felting process. We will provide all other supplies.

CSI: BoCo (rising 5th to 7th grade)
A crime has been committed. The scene is waiting for young detectives to investigate, gather evidence, record observations, and help solve the case. Investigator Jim Martin of the Beaufort County Sheriff’s Department will help us. Students will learn the scientific methods of investigation and interrogation. They will test for prints, blood, and other evidence. They will properly manage the crime scene. They will assemble the evidence for presentation. They will bring the perpetrator to justice. And they will have fun in the process.

Wait Staff Training (ages 16 to 18)
A good waitperson makes good tips. So this class is helpful if you are thinking of a career in the restaurant business, or if you want to make extra money as you study for a different degree. Stephen Tubbaugh has trained many waiters as a restaurant proprietor, and he is eager to share his expertise. He will spend two nights guiding you to provide polished, friendly, and appropriate service. For the third class we will use BCCC’s Culinary Lab to cook and serve a meal in proper restaurant style. And we’ll enjoy dining together.

Family Classes
Families may now enjoy our Summer Enrichment Program. Adults and young students can learn together. In these classes, each school age participant is encouraged to bring a favorite adult. Adults must also register and pay.

Beginner Tennis for Families (12 years and older)
Tennis is vigorous, exciting, and fun. Please join Doug Barthel, proprietor and tennis pro at The Racquet Club of Washington, and take up this game for a lifetime. Learn all the basic strokes of tennis: forehands, backhands, volleys, overheads, and serves. Learn positioning and movement on the court. We have rackets or bring your own. Just wear comfortable clothes and soft-soled shoes please. And be ready to play! No class week of July 4th.

Family Cookie Night (rising 1st to 4th grade)
We will have plenty of milk to enjoy with the delicious cookies you will bake. Rachel Midgett of Rachel K's Bakery in Downtown Washington will share her best cookie recipes and teach you how to bake them. Sugar Cookies with lots of sprinkles, Chocolate Chip Cookies, and Oatmeal Cookies are all on the menu. We'll bake enough for you to take plenty home for a treat tomorrow!

Painting Fun for Families (grades 1 to 5)
Exercise creativity as you apply bright acrylic paints to stretch canvases. Feel pride in the picture you make, and carry the skill of painting home to enjoy anytime. We provide all the supplies in this art class. Students are advised to wear appropriate clothes for painting. Kathy Barthel at the Happy Canvas located in the Racquet Club of Washington teaches these classes. Several sections are offered.
PERSONAL ENRICHMENT

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

9:00am-1:00pm Saturday May 12 Fee: $70 4 hrs 30130 BCCC8 829
5:30pm-9:30pm Monday May 14 Fee: $70 4 hrs 30304 BCCC8 829
9:00am-1:00pm Saturday June 16 Fee: $70 4 hrs 31307 BCCC8 829
5:30pm-9:30pm Monday June 25 Fee: $70 4 hrs 31308 BCCC8 829
9:00am-1:00pm Saturday July 14 Fee: $70 4 hrs 31309 BCCC8 829
5:30pm-9:30pm Monday July 30 Fee: $70 4 hrs 31311 BCCC8 829
9:00am-1:00pm Saturday August 18 Fee: $70 4 hrs 31312 BCCC8 829
5:30pm-9:30pm Monday August 27 Fee: $70 4 hrs 31313 BCCC8 829

Summer Tune-up and Small Engine Repair
You will have an easier summer in the lawn and garden with smoothly running equipment. We are offering a 6-week session of our Small Engine Repair class specifically to help folks keep their lawn equipment in good shape. Students should bring lawn mowers, weed eaters, tillers, leaf blowers, chain saws and other gas-powered equipment to repair and tune. William Cherry will teach how to diagnose, repair, and maintain your 2-cycle and 4-cycle engines.

6:00pm-9:00pm Tuesdays May 22-June 28 Fee: $65 18 hrs 31314 BCCC7-101

Line Dancing - Intermediate
We continue our line dancing exercises with new dances and slightly more complex arrangements. We will build upon all the steps that we learned in our first sessions to give students more dances and more fun.

10:00am-11:30am Mondays May 7-June 18 Fee: $30 9 hrs 30141 BCCC10 Multipurpose
6:00pm-7:30pm Mondays May 7-June 18 Fee: $30 9 hrs 30142 BCCC10 Multipurpose

Carolina Shag Dancing
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.

6:00pm-7:30pm Tuesdays May 8-June 19 Fee: $50 9 hrs 30147 BCCC4 102

Quilting Project
Foundation piecing is the skill we address in this 3 evening quilting class. And students will produce a quilt in the Stained Glass Pattern out of Clay Carter’s old shirts. The quilt will hang in the Continuing Education Building at BCCC so everyone can see what a great quilting program we have. Students will have plenty of time to create projects of their own out of all the fabric on hand, or they may bring their own. (We have lots of Clay’s shirts, but that’s another story!) Beginning and experienced quilters are encouraged to join this lively and creative class.

6:00pm-9:00pm Tuesdays May 22-June 5 Fee: $20 9 hrs 31315 BCCC8 829

FIREARMS TRAINING CLASSES

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. Students must show proof of ability to legally own a firearm, handgun permit or county record check at the time of registration. The registration fee includes a $75 registration fee and $1.25 accidental insurance fee.

8:00am-5:00pm Saturday May 19 Fee: $76.25 9 hrs 31246 BCCC10B 101

Beginners Handgun
BCCC offers Beginners pistol orientation class for handguns.
Beginners Pistol is designed to provide a hands-on introduction to the safe handling and proper orientation for students. This course is six 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. The registration fee includes a $85 registration fee and $1.25 accidental insurance fee.

9:00am-4:00pm Saturday June 23 Fee: $86.25 6 hrs 31242 BCCC10B 101

Phone 252.940.6375
**Workforce Programs**

**Medical Office Specialist**

**Welding**

**CDL Truck Driving**

**Culinary Arts**

**Medical Office Specialist**

**Welding**

**CDL Truck Driving**

**Culinary Arts**

**Medical Office Specialist**

---

### National Career Readiness Certification (NCRC) Prep Classes

Do you need to earn your National Career Readiness Certificate (NCRC)? We have developed a specialized three-week class to assist individuals with earning their National Career Readiness Certification (NCRC). The NCRC is a nationally recognized portable credential that measures employability skills in three areas: Graphic Literacy, Applied Math, and Workplace Documents. Many companies in Beaufort and surrounding counties either require or give preference to applicants that have a NCRC. The course fee includes a $180 registration fee. **Fee waivers are available for qualifying individuals.** Individuals wishing to pursue their NCRC will pay a $39 testing fee at the time of testing. Students may enroll or join this class at any time. It is an open enrollment lab. The CRC is a prerequisite for all continuing education healthcare certification programs.

- **2:00pm-4:30pm** Tues/Thurs
- **6:00pm-8:30pm** Every other Tues May 17-Aug. 14

**Fee:** $180  
75 hrs  
31379  
BCCC8 823

### Notary Public

This six-hour course is required for persons wanting to apply for notary public commissions for the State of North Carolina. Various topics related to the duties of a notary public will be covered. Individuals should review the Notary qualifications list on the Secretary of State's web site located at: http://www.secretary.state.nc.us/notary/ prior to registering for class. Per NC Secretary of State Guidelines, students will have to pass an exam to complete the class requirements. Students will be required to show a state issued photo ID and their social security card on the first night of class. This is a requirement from the Secretary of State's office. A textbook, Notary Public Guidebook, is available in the BCCC Bookstore for $27. Books will not be sold in class and should be purchased prior to class.

- **9:00am-4:00pm** Friday  
  Aug. 3  

**Fee:** $70  
6 hrs  
31258  
BCCC8 829

### American Sign Language

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

- **6:00pm-9:00pm** Mon & Thurs  
  May 21-June 18  

**Fee:** $70  
24 hrs  
31329  
BCCC8 824

### Substitute Teacher Training

This 24-hour course prepares individuals to substitute teach in the local county 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. Textbooks are available from the BCCC Bookstore for $21.88 and will not be sold in class.

- **8:30am-3:00pm** Mon-Thurs  
  May 21-May 24  

**Fee:** $70  
24 hrs  
31253  
BCCC8 829

- **5:00pm-9:00pm** Tues-Thurs  
  May 22-June 7  

**Fee:** $70  
24 hrs  
31254  
BCCC8 828

- **8:30am-3:00pm** Mon-Thurs  
  June 18-June 21  

**Fee:** $70  
24 hrs  
31255  
BCCC8 828

- **8:30am-3:00pm** Mon-Thurs  
  July 23-July 26  

**Fee:** $70  
24 hrs  
31261  
BCCC8 829

### Real Estate Pre-License

This five-week, 75-hour 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 instructor is Diana Lambeth. The registration fee for this course is $180. The textbook is available in the BCCC Bookstore for $51.51 (book prices subject to change.)

- **8:30am-5:00pm** Tues & Thurs  
  Aug. 21-Sept. 20  

**Fee:** $180  
75 hrs  
31120  
BCCC8 824

---

View courses online at [www.beaufortccc.edu](http://www.beaufortccc.edu) and click on *Our Programs, Continuing Education.*  
Phone 252.940.6375
WORKFORCE PROGRAMS

Summer 2018

Writing a Dynamic Resume
Want to write a dynamic resume? Need a cover letter and not sure how to get started? Improve your resume by using marketing and branding techniques that will enhance your chance of getting a job interview in a competitive job market. Learn to use key words to get your resume noticed. Fee waiver for the registration fee is available for qualifying individuals.

<table>
<thead>
<tr>
<th>Time</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Fee</th>
<th>Duration</th>
<th>Course Code</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00am-1:00pm</td>
<td>Mon &amp; Wed</td>
<td>June 25 &amp; 27</td>
<td></td>
<td>$70</td>
<td>8 hrs</td>
<td>31262</td>
<td>BCCC8 823</td>
</tr>
<tr>
<td>9:00am-1:00pm</td>
<td>Mon &amp; Wed</td>
<td>Aug. 6 &amp; 8</td>
<td></td>
<td>$70</td>
<td>8 hrs</td>
<td>31268</td>
<td>BCCC8 823</td>
</tr>
</tbody>
</table>

Working Smart
Working Smart is a five-module curriculum taught over 24 hours. The five modules are: Self Awareness, Self-Management, Work Ethics, Communication Skills, and Problem-Solving Skills. This class prepares prospective job seekers for employment and equips individuals currently in the workforce seeking new opportunities. Individuals who complete the training with receive a program certification. Fee waiver for the registration fee is available for qualifying individuals.

<table>
<thead>
<tr>
<th>Time</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Fee</th>
<th>Duration</th>
<th>Course Code</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00am-1:00pm</td>
<td>Mon &amp; Wed</td>
<td>June 4-20</td>
<td></td>
<td>$70</td>
<td>24 hrs</td>
<td>31256</td>
<td>BCCC8 822</td>
</tr>
<tr>
<td>9:00am-1:00pm</td>
<td>Mon &amp; Wed</td>
<td>July 9-26</td>
<td></td>
<td>$70</td>
<td>24 hrs</td>
<td>31257</td>
<td>BCCC8 822</td>
</tr>
</tbody>
</table>

Income Maintenance Caseworker NCFAST (Phase 1)
This 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 1 of a two-phase program. Students MUST complete and pass this phase before enrolling in Income Maintenance Caseworker Phase 2. Students are required to earn their National Career Readiness Certification (NCRC) as part of the course requirements. Fee waivers for the $120 registration fee are available for qualifying individuals. On the last night of class, students may be required to pay a $39 NCRC testing fee, in the event their grant has expired.

<table>
<thead>
<tr>
<th>Time</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Fee</th>
<th>Duration</th>
<th>Course Code</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00pm-9:00pm</td>
<td>Tues &amp; Thurs</td>
<td>May 17-July 17</td>
<td></td>
<td>$120</td>
<td>48 hrs</td>
<td>31251</td>
<td>BCCC8 822</td>
</tr>
</tbody>
</table>

Income Maintenance Caseworker NCFAST (Phase 2)
This course is designed to cover a variety of skills associated with the Income Maintenance Caseworker role to determine service eligibility. Specific focus will include proficiency in the utilization of the NCFAST application. Other topics will include skills in communication, interviewing, time management, data gathering/compiling, and data analysis. This is Phase 2 of a two-phase program. Students must have taken Phase 1: Introduction to Human Services to be eligible for this course. In addition to the $180 registration fee, a $5 technology fee also applies to this class.

<table>
<thead>
<tr>
<th>Time</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Fee</th>
<th>Duration</th>
<th>Course Code</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00pm-9:00pm</td>
<td>Mon &amp; Wed</td>
<td>July 9-26</td>
<td></td>
<td>$185</td>
<td>60 hrs</td>
<td>31259</td>
<td>BCCC8 822</td>
</tr>
</tbody>
</table>

Vehicle Escort Certification & Recertification
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.

<table>
<thead>
<tr>
<th>Time</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Fee</th>
<th>Duration</th>
<th>Course Code</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00am-5:00pm</td>
<td>Tuesday</td>
<td>July 31</td>
<td></td>
<td>$70</td>
<td>8 hrs</td>
<td>31238</td>
<td>BCCC8 829</td>
</tr>
</tbody>
</table>

MIG and Tig Welding (To Meet Industry Standards)
This course introduces inert gas-shielded welding methods (MIG/TIG). Topics include correct selection of consumable and non-consumable electrodes, equipment setup, safety, and welding techniques. Upon completion, students should be able to perform inert gas welding in flat, horizontal, and overhead positions. Funding assistance may be available through your local NCWorks Center (formerly known as Job-Link). For more information and an eligibility assessment, please contact your local NCWorks Center. The course fee includes a $180.00 registration fee and $1.25 accident insurance fee. A welding kit list is available upon demand. Kits typically cost around $225 from ARC3 Gases and will be needed within the class. Kit lists are available at the front desk of building 8 (kit prices are subject to change by supplier). Students will need to purchase the Modern Welding ISBN: 9781631266010 textbook for class.

<table>
<thead>
<tr>
<th>Time</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Fee</th>
<th>Duration</th>
<th>Course Code</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00pm-9:00pm</td>
<td>Mon. &amp; Wed</td>
<td>Aug. 20-Nov. 5</td>
<td></td>
<td>$181.25</td>
<td>66 hrs</td>
<td>31270</td>
<td>BCCC7 Welding Shop</td>
</tr>
</tbody>
</table>

HVAC Academy

HVAC: Heating, Ventilating, and Air Conditioning Level 1
This class will provide both classroom instruction and practical skills that will allow a student to enter the workforce as an installer or technician. The curriculum includes both classroom instruction and hands-on lab time focused on an introduction to electrical systems and components involved in HVAC systems. The course fee includes a $180.00 registration fee and a $1.25 student accident insurance fee. The textbook is Modern Refrigeration and Air Conditioning ISBN 978-1631263545 and is available in the BCCC bookstore. The course fee includes a $180.00 registration fee, $5.00 technology fee, and a $1.25 accident insurance fee. Students will have the opportunity at the end of class to sit for the EPA Section 608 exam. Students will log into www.escotesting.com on the night of testing and pay a $25.00 test fee separate from their registration fee. Testing fees are subject to change per ESCO Institute.

<table>
<thead>
<tr>
<th>Time</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Fee</th>
<th>Duration</th>
<th>Course Code</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00pm-9:00pm</td>
<td>Mon &amp; Wed</td>
<td>Aug. 2-Nov. 5</td>
<td></td>
<td>$186.25</td>
<td>96 hrs</td>
<td>31211</td>
<td>BCCC 7 701</td>
</tr>
</tbody>
</table>

HVAC: Heating, Ventilating, and Air Conditioning Level 2
This course will continue building upon the skills learned while taking the Level 1 class. Students will begin to focus on troubleshooting techniques and HVAC controls. Students who have no prior HVAC experience, or limited experience, are recommended to begin in the Level 1 class. The course fee includes a $180.00 registration fee, a $5 technology fee and a $1.25 student accident insurance fee. The textbook is Modern Refrigeration and Air Conditioning ISBN 978-1631263545 and is available in the BCCC bookstore. Students will have the opportunity at the end of class to sit for the Universal R-410A exam. Students will log into www.escotesting.com on the night of testing and pay a $25.00 test fee separate from their registration fee. Students who wish to test will need to purchase the R-410 Universal Safety Manual ISBN: 1-930044-12-7 prior to class. Testing fees are subject to change per ESCO Institute.

<table>
<thead>
<tr>
<th>Time</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Fee</th>
<th>Duration</th>
<th>Course Code</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00pm-9:00pm</td>
<td>Mon &amp; Tues</td>
<td>Aug. 6-Nov. 27</td>
<td></td>
<td>$186.25</td>
<td>96 hrs</td>
<td>31212</td>
<td>BCCC 7 701</td>
</tr>
</tbody>
</table>
**HVAC: Heating, Ventilating, and Air Conditioning Level 3**

This course will continue building upon the skills learned while taking the Level 1 and Level 2 classes. Students will begin to focus on troubleshooting techniques and HVAC controls centered on refrigeration and ductwork. Students who have no prior HVAC experience, or limited experience, are recommended to begin in the Level 1 class. The course fee includes a $180.00 registration fee, a $5 technology fee and a $1.25 student accident insurance fee. The textbook is *Modern Refrigeration and Air Conditioning* (ISBN 978-1631263545) and is available in the BCCC bookstore. Students will have the opportunity at the end of class to sit for an Employment Ready exam for System Diagnostics and Troubleshooting. Students will log into [www.escotesting.com](http://www.escotesting.com) on the night of testing and pay the $25.00 test fee separate from their registration fee. Testing fees are subject to change per ESCO Institute. Students who wish to test will need to purchase Systems and Troubleshooting Procedures (ISBN: 1-930044-15-1) prior to class.

<table>
<thead>
<tr>
<th>Time</th>
<th>Day</th>
<th>Date</th>
<th>Fee</th>
<th>Hours</th>
<th>Code</th>
<th>Scope</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00pm-9:00pm</td>
<td>Mon. &amp; Thurs.</td>
<td>Aug. 2-Nov. 29</td>
<td>$186.25</td>
<td>96 hrs</td>
<td>31237</td>
<td>BCCC 8 829</td>
</tr>
</tbody>
</table>

**HVAC: Universal 410-A Certification**

This 8-hour, one day class will provide necessary knowledge to safely service systems containing R410-A and R407-C, the R-22 phase-out, appropriate refrigerant and oil applications, service techniques, and safe handling of R410-A. The course fee includes a $70.00 registration fee and a $5.00 technology fee. Students will have the opportunity at the end of class to sit for the Universal 410-A Certification exam. Students will log into [www.escotesting.com](http://www.escotesting.com) on the day of testing and pay the $25.00 test fee. Students will need to purchase the *R-410 Universal Safety Manual* (ISBN: 1-930044-12-7) prior to class. Testing fees are subject to change per ESCO Institute.

<table>
<thead>
<tr>
<th>Time</th>
<th>Day</th>
<th>Date</th>
<th>Fee</th>
<th>Hours</th>
<th>Code</th>
<th>Scope</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00am-5:00pm</td>
<td>Friday</td>
<td>May 18</td>
<td>$75</td>
<td>8 hrs</td>
<td>31210</td>
<td>BCCC 7 701</td>
</tr>
</tbody>
</table>

**Forklift Training**

This class will be based on the National Safety Council’s (NSC) Forklift Training Program. Students in this class will review an overview of forklift operation, inspection, and safe use of the forklift truck. Students will learn how to inspect the truck, and how to determine lift limitations. Students will also learn how to understand the center of gravity and how that goes along with safe operation to properly lift a load. Students will be responsible for demonstrating proper use by completing an obstacle course along with an inspection. Students will be required to purchase a textbook which comes with a certificate and wallet card from NSC for $6. Textbooks will be handed out at the class and will not be sold in the BCCC Bookstore. The course fee includes a $70 registration fee, a $6 NSC wallet card fee and a $1.25 accident insurance fee.

<table>
<thead>
<tr>
<th>Time</th>
<th>Day</th>
<th>Date</th>
<th>Fee</th>
<th>Hours</th>
<th>Code</th>
<th>Scope</th>
</tr>
</thead>
<tbody>
<tr>
<td>5:00pm-9:00pm</td>
<td>Mon/Tues</td>
<td>July 23-24</td>
<td>$77.25</td>
<td>8 hrs</td>
<td>31269</td>
<td>BCCC 7 701</td>
</tr>
</tbody>
</table>

**CDL Truck Driving (Hybrid Class)**

The Truck Driver Training program at Beaufort County Community College will train students to drive a Class A combination vehicle and prepare students for their pre-trip inspection, off road skills test and the driving test which are all components of the NCDMV commercial driver’s license (CDL) exam.

**Prerequisites:**
- Valid NCDMV Class-A Permit
- Valid DOT Medical Card
- Negative DOT Drug Screen (within 30 days of test date).

The course fee includes a $180 registration fee, a $45 drug testing fee, a $5 technology fee and a $1.25 accidental insurance fee. Additional costs include a $118 book fee (book prices are subject to change).

This program is an online hybrid program which involves weekly required online assignments apart from weekly on-campus driving on the weekends. This course will include an emphasis on log truck driving with the potential to pursue post-course employment with a local logging company. This program is made possible through partnerships with Golden Lead Foundation, NCDOT, Weyerhaeuser, Alligood's Garage and locally owned insurance groups. Funding assistance may be available through your local NCWORKS Center (formerly known as Job Link) and through scholarships available with State Employees Credit Union, BCCC Foundation and Golden Leaf. **Registration begins May 1.**

<table>
<thead>
<tr>
<th>Time</th>
<th>Day</th>
<th>Date</th>
<th>Fee</th>
<th>Hours</th>
<th>Code</th>
<th>Scope</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00am-6:00pm</td>
<td>Sat, Sun</td>
<td>June 24-Oct. 31</td>
<td>$231.25</td>
<td>384 hrs</td>
<td>31241</td>
<td>BCCC 7 701</td>
</tr>
</tbody>
</table>

**Drone Pilot Training**

This course covers airman's knowledge required to obtain a part 107 Remote Pilot's License. This credential is beneficial for both commercial and government organizations who use unmanned aerial systems. Instruction includes aerial charts, flight restrictions, flight dynamics, weather, and other factors concerning piloting unmanned aerial systems.

<table>
<thead>
<tr>
<th>Time</th>
<th>Day</th>
<th>Date</th>
<th>Fee</th>
<th>Hours</th>
<th>Code</th>
<th>Scope</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00am-5:00pm</td>
<td>Saturdays</td>
<td>June 16 &amp; 23</td>
<td>$70</td>
<td>16 hrs</td>
<td>31239</td>
<td>BCCC 8 Audit.</td>
</tr>
</tbody>
</table>

**Customer Service Essentials**

It is estimated that 69% of lost customers don't return because of bad service. This four-hour class will give your employees the skills they need to not just satisfy customers, but to keep them returning to your business again and again. This customer service training program covers:

- **Attitude of Service Excellence**
- **Linking to Your Organization's Vision**
- **Product/Service Knowledge**
- **Identifying Customer Needs**
- **Successful Communication**
- **Tone of Voice and Positive Word Choice**
- **Office Safety and Etiquette**
- **Time Management**
- **Service Recovery**

To create a culture of excellent customer service you need everyone within your organization on board. With “Customer Service Essentials”, you'll reenergize your entire staff with essential customer service skills.

<table>
<thead>
<tr>
<th>Time</th>
<th>Day</th>
<th>Date</th>
<th>Fee</th>
<th>Hours</th>
<th>Code</th>
<th>Scope</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00am-Noon</td>
<td>Thursday</td>
<td>June 28</td>
<td>$70</td>
<td>4 hrs</td>
<td>31264</td>
<td>BCCC 8 829</td>
</tr>
</tbody>
</table>
WORKFORCE PROGRAMS

Soft Skills to Pay the Bills
Are you a business owner unhappy with your employee’s lack of professionalism or performance? Are you a job seeker and are having problems finding a job or keeping a job? While experience and education are all important factors in employees, there is a third factor that has become more sought out than ever...“SOFT SKILLS.”
This one-day course will help you learn and/or improve these crucial skills in the workforce. The “Soft Skills to Paying the Bills” program will cover:

- Diversity Training
- Networking
- Verbal and Written Communication (email, phone, text, social media)
- Listening and Non-Verbal Communication
- Customer Service
- How to Handle Conflict and Stress
- Workplace Teams and Ethics
- Problem Solving and Critical Thinking
- How to Handle Praise, Criticism and Feedback
- Go A.P.E.! – Attitude, Professionalism, Enthusiasm

8:00am-5:00pm Thursday June 21 Fee: $70 8 hrs 31263  BCCC8 829

Work Zone Traffic Safety (Flagger Certification)
One of the most dangerous environments around is one which you enter every day – your vehicle. Whether you drive on the job or just to and from work, motor vehicle safety is an important part of your workplace safety. The safety of workers in a work site is just as important as the safety of the public traveling through the work zone. The best protection for both is good work zone traffic control.
A minimum of 15 students is needed for this class.

9:00am-Noon Tuesday July 17 Fee: $55 3 hrs 31265  BCCC8 828

Electrical Safety in the Workplace
This training will cover electrical safety in the workplace, specifically as it pertains to:

- Hazards of Electricity
- Isolating Circuits
- Testing Circuits
- Work on Energized Equipment
- Portable Electrical Tools
- Electrical PPE
- Work Area Safety
- Electrical Systems
- Hazard Recognition

A minimum of 15 students is needed for this class.

10:00am-Noon Tuesday July 10 Fee: $55 2 hrs 31266  BCCC8 828

ONLINE CLASSES!

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

Visit www.ed2go.com/beaufortccc.edu or call 252.940.6307 to register!

Have a Skill to Share?
If you have a hobby, a professional skill or a language you have mastered, consider sharing it with others. We’re always looking for enthusiastic instructors to lead our Continuing Education classes.
If you have the skills and the desire to teach, we are always seeking part-time instructors in a variety of subject areas for our Beaufort County Main Campus, our Washington County Center in Roper and our Hyde County Davis Center in Engelhard.
Please visit our website at www.beaufortccc.edu and click on Continuing Education and complete the online interest form!
A Continuing Education staff member will call you to discuss employment opportunities.
The Mission of the Small Business Center Network (SBCN) is to increase the success rate and the number of viable small businesses in North Carolina by providing high quality, readily accessible assistance to prospective and existing small business owners, which will lead to job creation and retention. Contact Lentz Stowe, Director of Small Business Center, at 252-940-6306 or visit our website at www.beaufortccc.edu and click on Our Programs, Continuing Education.

Services available through the Small Business Center Network include:

- One-on-one business counseling, which provides an evaluation to determine immediate needs.
- Custom designed programs to assist with preparation of paperwork necessary to obtain financing for a qualified new business or expansion of an existing business.
- Assistance for owners of existing businesses seeking information and direction. To make an online request for counseling complete the online form at www.ncsbc.net/reg.aspx?mode=counsel&center=75030&subloc=0

Small Business Center Core Curriculum

How to Start a Small Business
Attend this core competency workshop to answer the following questions: Are you ready to start a business? What are the advantages and disadvantages of a new business? Where do I obtain permits and licenses? What tax information is needed and where do I find it? How do I maintain objectivity? Brian Cooke will be your presenter.

6:00pm-8:00pm Monday Aug. 6 Fee: No Charge 2 hrs

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

6:00pm-8:00pm Monday Aug. 20 Fee: No Charge 2 hrs

SCAMBUSTERS
$16 billion was lost to scams in the U.S. in 2016.
Over 15 million people lost money to scammers in 2016.

Scams are a very real and an extremely large problem in the U.S... and the problem is continuing to grow. Many people think:

- I will not be affected by scams; scams are not my problem.
- Scammers are easy to spot.
- I cannot protect myself anyway so there is no reason to concern myself with scams.
- There is no point in reporting scams.

All four of the above statements are false.

SCAMBUSTERS is a game designed to introduce groups to the variety and danger of scams to which they will likely be exposed.

Participants learn to thoughtfully differentiate between legitimate and fraudulent offerings. The game, developed by the Better Business Bureau Educational Foundation of Eastern NC, deals in a fun manner with the serious subject of being scammed and the subsequent consequences.

Steve Fromme of the Eastern NC Better Business Bureau is your presenter.

2:00pm-4:00pm Monday June 4 Fee: No Charge 2 hrs

How to Start a Drone Business
The objective of this three (3) hour workshop is to present participants with the required information that anyone who wants to enter into the drone services industry needs to know. Participants will learn about setting up a successful and legal (regulatory: Federal and State) drone business, what it takes to obtain a FAA-Part 107 ‘Commercial Drone Pilot’ license, the different types of drone equipment available, and the various market ‘verticals’ that are profitable. The worldwide market for drones is estimated to top $127 Billion USD within the next two to three years. How much of that market share will you be ready to share in?

Probyn ‘Probe’ Thompson is President and CEO of Air Probe LLC and will be conducting the seminar. Probyn has over thirty years of demonstrated expertise in planning and executing operations globally for both military and private sector business operations. Probyn retired from active duty US Air Force as a Lieutenant Colonel after completing over twenty-three years as a fixed wing combat aviator, Attaché, Weapon School / Instructor Pilot, and Air Liaison Officer (ALO) to the US Army. Probyn trained and deployed to Afghanistan as a private contractor to manage flight operations as a UAV Detachment and Mission Commander supporting US military combat ground operations. He then returned to work in the UAS industry for a UAV manufacturer for four years before founding Air Probe LLC, d.b.a. Air Probe UAV.

1:00pm-4:00pm Thursday July 12 Fee: No Charge 3 hrs

Federal Contracting 101
Attend this seminar to find out if your small business can make money through government contracting. This seminar will demystify government procurement so you can make an informed decision on whether to enter this important market. This training is an introduction to doing business with the federal government. Training will include:

- levels of federal purchasing;
- how the federal government buys products;
- construction and engineering and non-personal services;
SMALL BUSINESS CENTER

Summer 2018

• marketing a business to the federal government;
• socio-economic small business programs;
• registering as a federal contractor;
• locating, identifying and responding to federal business opportunities
• resources available to assist federal contractors in North Carolina

Greg Sabin, from the North Carolina Military Business Center, is your presenter.

3:00pm-4:30pm Tuesday July 24 Fee: No Charge 1.5 hrs BCCC 828
Creating Your Own Company Database and Website...It’s Easier than You Think, and Will Save Money!
According to www.costowl.com, on average, hiring someone to design a database ranges from $2000 to $10,000. It also goes on to state, “Paper spreadsheets and files only work for the smallest of business. When your business becomes too large to maintain paper records in any sort of effective fashion, it’s time to hire a database design service.”
A database stores and manages all of your company’s important information in one place. It can be used to compare sets of data and create customized reports. For example, a database could be used to come up with a list of customers who have not done business with you in the last six months. That list could be used to create a targeted marketing campaign, enticing former customers to come back.
A database can also be used to:
• Record and manage customer information
• Generate sales lists
• Track product inventory and sales

Holly Harrison is your presenter.
6:00pm-9:00pm Thursday Aug. 9 Fee: No Charge 3 hrs BCCC 828
Manage Your Debt & Credit Prior to Starting Your Business
Securing funds to start your business requires more than just a solid business plan. Think that your credit score and personal credit history don’t matter? Think again. If you understand what lenders are looking for when reviewing a loan application, you can greatly increase your odds of getting approved.
Preplanning and proper positioning are crucial and this seminar will show you how to do it. Topics include:
• How your FICO score is determined
• How credit bureaus operate
• How to obtain, review and understand your personal credit report
• How to significantly increase your credit score in as little as ninety days
• Techniques to rapidly reduce or eliminate debt
• How to deal with inaccurate or derogatory information in your credit file

Greg Frank is your presenter.
3:00pm-6:00pm Tuesday Aug. 14 Fee: No Charge 3 hrs BCCC 828
HP LIFE Online Entrepreneurship Training
HP Learning Initiative for Entrepreneurs (HP LIFE) is a global program that offers aspiring entrepreneurs and small business-owners valuable business skills. HP LIFE offers participants a path to realizing their business dreams. The NC Small Business Center Network, in partnership with the National Association for Community College Entrepreneurship (NACCE), is pleased to offer this innovative program to NC entrepreneurs and small business owners free of charge!
This program is self-paced, making it possible for more aspiring entrepreneurs to participate. All you have to do is register to start.

Would you like to be added to our mailing list to receive a copy of our BCCC Course Schedule mailed to your home as it is released? We release schedules for Spring, Summer and Fall. Just call 252-940-6375 to add your name to our mailing list, or subscribe by visiting http://tinyurl.com/bccc-courseschedule.

Would you like to be added to our email newsletter list for regular updates from the BCCC Continuing Education Division? Call us at 252-940-6375 and request to be added, or subscribe by visiting http://tinyurl.com/bccc-email.

ONLINE SMALL BUSINESS CLASSES!

- Fundamentals of Supervision & Management
- Mastery of Business Fundamentals
- Writing Effective Grant Proposals
- Nonprofit Fundraising Essentials
- Achieving Success with Difficult People
- Understanding the Human Resources Function
- Creating a Successful Business Plan
- Customer Service Fundamentals
- Start a Pet Sitting Business

For more information or to register, go to www.ed2go.com/beaufortccc or call 252.940.6307!
WASHINGTON COUNTY CENTER CLASSES

COLLEGE & CAREER READINESS

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

9:00am-1:00pm Mon- Wed

WASHINGTON COUNTY CENTER CLASSES Summer 2018

HEALTHCARE CLASSES

American Heart Association Healthcare Provider BLS CPR
This class teaches CPR skills to use with victims, use of an automated external defibrillator and relief of foreign-body airway obstruction. It is intended for participants who provide health care to patients. This course is designed for certification or recertification.
Costs: Total registration-$45.00 ($40-registration fee, $5-card fee)
Additional costs: CPR card $5.00 due at time of registration. Course textbook available at BCCC bookstore at $17.88.

4:00pm-8:00pm Wednesday June 13 Fee: $45 4 hrs 30850 WCC

American Heart Association Heartsaver CPR/AED/First Aid
Heartsaver CPR/AED/First Aid course is for anyone with limited or no medical training who needs a course completion card in first aid, CPR and AED use to meet job, regulatory or other requirements. Students learn skills such as how to treat bleeding, sprains, broken bones, shock, and other first aid emergencies. This course also teaches adult, child, and infant CPR and AED use. These courses can also be taken by anyone who wants to be prepared for an emergency in any setting. Prior to class, students must obtain the Heartsaver First Aid CPR AED book available in the BCCC bookstore. Participants will need to dress comfortably, as you may be down on the floor working with CPR manikins.

Costs: Total registration-$60.00
$40-registration fee
$20-card fee
Additional cost: textbook $18.68; available in the BCCC Bookstore.

4:00pm-8:00pm Wednesday June 27 Fee: $60 4 hrs 30780 WCC

SUMMER ENRICHMENT CLASSES for Kids
Elementary thru Middle School

Learn to Play Piano (grades 4 to 7)
Kids will enjoy discovering the pleasure of playing the piano. Over four days students will develop the ability to play simple tunes on our electronic piano keyboards. By Thursday Scott Bradshaw will have introduced basic musical notation and the ability to read and play music. This is a fine opportunity to discover the desire for further musical training.

10:00am-11:00am Mon-Thurs June 18-21 Fee: $35.00 4 hrs 31371 WCC

Chocolate Creations for Kids (grades 3 to 6)
Learn to make delicious dipped chocolate treats for the whole family. We will make chocolate covered pretzel rods, peanut clusters, Oreo Truffles, and other goodies. Each student will go home with that evening’s dessert!

9:00am-Noon Tuesday June 26 Fee: $20.00 3 hrs 31372 WCC

Theater Magic (rising grades 5 to 8)
This class is held on the stage so that budding thespians can experience the joy and fun of performing. Spend four days learning about acting, improv, and stage movement. Learn technical skills that support the production of a play. Practice storytelling. Spend time producing props, puppets, and stage makeup. In the last session, we will have a performance. You will be a star! All supplies included.

1:00pm-4:00pm Mon-Thurs July 9-12 Fee: $50.00 12 hrs 31373 WCC Auditorium

Sewing Apparel for Teens (grades 6 and up)
Students in this class will make custom pajama pants out of fabric they like. We will cover basic sewing techniques such as measuring, cutting,
hand stitching, machine stitching, and finishing. Students will have a project to carry home and the skills to continue sewing simple patterns. A supply list is available upon registration. Parents, please provide an email address so we can send it. Students should bring their own lunch for each day of class.

Cake Decorating (ages 10 and up)
Beautifully decorated cakes, cookies, and cupcakes are always more delicious. Maria Dickinson will show you how to work with colorful icing to make delightfully decorated baked goods. Practice creativity and precision and make treats to carry home to your family. A supply list is available upon registration. Parents please provide an email address so we may send it to you.

Decoy Painting (ages 7 to 12)
Paint a beautiful duck decal that you will always be proud to display. Along the way, learn about that duck and how it fits in to the environment of Eastern Carolina. The East Carolina Wildfowl Guild will guide this painting workshop, and its members will explain the importance of conserving wildfowl in our area. Enjoy a creative activity and learn about our native ducks and geese.

Whoopie Pies for Kids (ages 7 to 12)
Whoopie Pies are favorite treats in New England, and Anita Price knows how to make them. They are as fun to make as they are to eat. Learn to make the cakes and the creamy sweet filling. Whoopie Pies will make your summer picnics a hit!

Google Science First® Game Design (ages 8 to 13)
Join this class and learn how to program various types of digital games using the Google Computer Science First® and Scratch® interfaces. Moms and Dads, you may not understand this, but your kids do! Game styles include racing, mazes, platform, strategy, and others. Learn how games like Super Mario, Angry Birds, Candy Crush, and Flappy Bird were created. It is fun and interactive. Students, please have an active Gmail account when you come to class, and bring your address and password with you.

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

Pimento Cheese
Store bought pimento cheese. Really? When you know how easy it is to make your own, you will wonder why you ever bought that stuff. And homemade pimento cheese is always so delicious. There are many different techniques and recipes used to make this old Southern favorite, and we will explore many of them. The class will make several variations of pimento cheese, and students will carry home samples for their families to enjoy. We will also make two tasty appetizers using pimento cheese. Your elegant parties and casual lunches can always include homemade pimento cheese. Here’s a sample of what we’ll make:

• Cheese and jam appetizer
• Pimento cheese sandwiches using four different recipes
• Quick tomato soup

Concealed Carry Handgun (CCH) Training
We are offering a one-day Concealed Carry class on the BCCC campus. 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. Students must show proof of ability to legally own a firearm. Handgun permit or County record check
WORKFORCE PROGRAMS

National Career Readiness Certification (NCRC) Prep Classes
Do you need to earn your National Career Readiness Certificate? We have developed a specialized class to assist individuals with earning their National Career Readiness Certification. The NCRC is a nationally recognized portable credential that measures employability skills in three areas: Reading for Information, Applied Math, and Locating Information. Many companies either require or give preference to applicants that have a NCRC. The course fee includes a $180 registration fee. **Fee Waiver is available for qualifying individuals.** Individuals wishing to pursue their NCRC will pay a $39 testing fee at the time of testing. Students may join this open enrollment lab at any time.

<table>
<thead>
<tr>
<th>Time</th>
<th>Days</th>
<th>Start Date</th>
<th>Fee</th>
<th>Hours</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00pm-9:00pm</td>
<td>Tuesday</td>
<td>May 22-July 31</td>
<td>$180 or waiver</td>
<td>33 hrs</td>
<td>WCC</td>
</tr>
</tbody>
</table>

Substitute Teacher Training
This 24-hour course prepares individuals to substitute teach in the local county 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. Textbooks are available from the BCCC Bookstore for $21.88 and will not be sold in class.

<table>
<thead>
<tr>
<th>Time</th>
<th>Days</th>
<th>Start Date</th>
<th>Fee</th>
<th>Hours</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00am-3:30pm</td>
<td>Mon-Thurs</td>
<td>June 25-28</td>
<td>$70</td>
<td>24 hrs</td>
<td>WCC</td>
</tr>
</tbody>
</table>

SMALL BUSINESS CENTER CLASSES

Microsoft Excel Basics for Current and Prospective Business Owners
Excel is a versatile, business oriented, application. Beginners are encouraged to attend and proficient users may attend as well. Come and learn!!

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

Lentz Stowe, BCCC Small Business Center Director, will be your presenter.

<table>
<thead>
<tr>
<th>Time</th>
<th>Days</th>
<th>Start Date</th>
<th>Fee</th>
<th>Hours</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:30pm-4:00pm</td>
<td>Thursday</td>
<td>June 14</td>
<td>No Charge</td>
<td>2.5 hrs</td>
<td>WCC</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Mode</th>
<th>Start Date</th>
<th>Hours</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>On Demand</td>
<td>All Days</td>
<td>20-30 hrs</td>
<td>Online</td>
</tr>
</tbody>
</table>

Instructors Needed
If you have a teaching or other professional skill you have mastered, consider sharing it with others. We’re always looking for enthusiastic instructors to lead our classes at BCCC.

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

A Sampling of Current Instructor Positions
- Instructor–Information Technology
- Conversational Spanish Instructor–Continuing Education (Part-time)
- Culinary Arts Instructor–Continuing Education
- ServSafe® Instructor & Proctor–Continuing Education (Part-time)
- Phlebotomy Instructor–Continuing Education (Part-time)
- Adjunct Instructor–Spanish
- HVAC Instructor–Continuing Education (Part-time)
- Instructor–College and Career Readiness Day
- Instructor (two positions)–Continuing Education–Hyde Correctional Institution
- Clinical Instructor–Practical Nursing (Part-time)
- Adjunct Instructor - English
- Clerical Instructor, Registered Medical Assistant–Continuing Education
- Instructor – Electrical Engineering and Electronics Engineering (Part-time)
- Fire Training Instructor–Continuing Education (Part-time)
- Emergency Medical Services (EMS) Instructor–Continuing Education
- Nurse Aide I/II Instructor–Hyde County Davis Center (Part-time)
- Clinical Instructor–Associate Degree Nursing (Part-time)

For information or to apply for any open positions, go to [www.beaufortccc.edu](http://www.beaufortccc.edu) and click on Jobs at BCCC.
HYDE COUNTY CENTER CLASSES

COLLEGE & CAREER READINESS CLASSES

English as a Second Language (ESL)  
Clases de ESL y GED  
English as a Second Language is designed for adults who want to learn the English language skills necessary to function effectively in an English-speaking environment.  
Quiere usted aprender inglés o recibir su diploma de escuela secundaria? BCCC está ofreciendo clases todos los días y se acomodan a sus necesidades.  
6:00pm-9:00pm  Tuesdays  No Charge  HCDC

Adult Basic Education and High School Equivalency  
Adults with less than a high school education or adults who wish to improve academic achievement may enroll in classes scheduled at a variety of times and places. Students performing from non-reader through eighth grade will start at their own level of proficiency and will be allowed to proceed at their own speed until they achieve their goals. Those students performing on the high school level will review high school materials, including mathematics, reading, writing skills, science and social studies, preparing them to take the High School Equivalency (HSE) tests. For more information regarding Orientation please call Heather Collins at 252-940-6298.  
6:00pm-9:00pm  Tues./Thurs.  No Charge  HCDC

HEALTHCARE CLASSES

American Heart Association Healthcare Provider BLS CPR  
This class teaches CPR skills to use with victims, use of an automated external defibrillator and relief of foreign-body airway obstruction. It is intended for participants who provide health care to patients. This course is designed for certification or recertification.  
Total registration costs - $45.00 ($40-registration fee, $5-card fee). Course textbook available at BCCC bookstore at $17.88.  
4:00pm-8:00pm  Wedsnesday  May 30  Fee: $45  4 hrs  30788  HCDC

American Heart Association Heartsaver First Aid, CPR, AED  
Heartsaver CPR/AED/First Aid course is for anyone with limited or no medical training who needs a course completion card in first aid, CPR and AED use to meet job, regulatory or other requirements. Students learn skills such as how to treat bleeding, sprains, broken bones, shock, and other first aid emergencies. This course also teaches adult, child, and infant CPR and AED use. These courses can also be taken by anyone who wants to be prepared for an emergency in any setting. Prior to class, students must obtain the Heartsaver First Aid CPR AED book available in the BCCC bookstore. Participants will need to dress comfortably, as you may be down on the floor working with CPR manikins.  
Total registration costs: $60.00 ($40-registration fee, $20-card fee). Course textbook available at BCCC bookstore at $18.68.  
4:00pm-8:00pm  Wednesday  June 6  Fee: $60  4 hrs  30778  HCDC

SUMMER ENRICHMENT CLASSES for Kids  
Elementary thru Middle School

Chocolate Creations for Kids (grades 3 to 6)  
Learn to make delicious dipped chocolate treats for the whole family. We will make chocolate covered pretzel rods, peanut clusters, Oreo Truffles, and other goodies. Each student will go home with that evening’s dessert!  
9:00am-Noon  Monday  June 25  Fee: $20.00  3 hrs  31384  HCDC

Theater Magic (rising grades 5 to 8)  
Budding thespians can experience the joy and fun of performing. Spend two days learning about acting, improv, and stage movement. Learn technical skills that support the production of a play. Practice storytelling. Spend time producing props, puppets, and stage makeup. In the last session, we will have a performance. You will be a star! All supplies included. Students should bring their lunch for each day of class.  
9:00am-3:30pm  Mon & Tues  July 30-31  Fee: $50.00  12 hrs  31386  HCDC

Sewing Apparel for Teens (grades 6 and up)  
Students in this class will make custom pajama pants out of fabric they like. We will cover basic sewing techniques such as measuring, cutting, hand stitching, machine stitching, and finishing. Students will have a project to carry home and the skills to continue sewing simple patterns. A supply list is available upon registration. Parents, please provide an email address so we can send it. Students should bring their own lunch for each day of class.  
9:00am-2:30pm  Mon & Tues  June 4-5  Fee: $45.00  10 hrs  31381  HCDC
**HYDE COUNTY CENTER CLASSES**  
**Summer 2018**

**Cupcake Decorating for Kids (ages 7-10)**  
Learn to make delicious dipped chocolate treats for the whole family. We will make chocolate covered pretzel rods, peanut clusters, Oreo Truffles, and other goodies. Each student will go home with that evening’s dessert!  
9:00am-Noon  
Tuesday  
June 26  
Fee: $20.00  
3 hrs  
31385  
HCDC

**Google Science First® Game Design (ages 8 to 13)**  
Join this class and learn how to program various types of digital games using the Google Computer Science First® and Scratch® interfaces. Moms and Dads, you may not understand this, but your kids do! Game styles include racing, mazes, platform, strategy, and others. Learn how games like Super Mario, Angry Birds, Candy Crush, and Flappy Bird were created. It is fun and interactive. Students, please have an active Gmail account when you come to class, and bring your address and password with you.  
9:00am-Noon  
Mon-Thurs  
June 18-21  
Fee: $60.00  
12 hrs  
31383  
HCDC

**Pimento Cheese**  
Store bought pimento cheese. Really? When you know how easy it is to make your own, you will wonder why you ever bought that stuff. And homemade pimento cheese is always so delicious. There are many different techniques and recipes used to make this old Southern favorite, and we will explore many of them. The class will make several variations of pimento cheese, and students will carry home samples for their families to enjoy. We will also make two tasty appetizers using pimento cheese. Your elegant parties and casual lunches can always include homemade pimento cheese. Here’s a sample of what we’ll make:  
- Cheese and jam appetizer  
- Pimento cheese sandwiches using four different recipes  
- Quick tomato soup  
6:00pm-9:00pm  
Thursday  
July 26  
Fee: $30  
3 hrs  
31380  
HCDC

**Concealed Carry Handgun (CCH) Training**  
We are offering a one-day Concealed Carry class on the BCCC campus. 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. Students must show proof of ability to legally own a firearm. Handgun permit or County record check  
8:00am-5:00pm  
Saturday  
May 19  
Fee: $76.25  
9 hrs  
31246  
BCCC 10B 101

**PERSONAL ENRICHMENT CLASSES**

**Substitute Teacher Training**  
This 24-hour course prepares individuals to substitute teach in the local county 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. Textbooks are available from the BCCC Bookstore for $21.88 and will not be sold in class.  
9:00am-3:30pm  
Mon-Thurs  
June 11-14  
Fee: $70  
24 hrs  
31260  
HCDC

**Fundamentals of Grant Writing**  
Grants are awarded to implement sound, practical ideas that meet needs, solve problems, or improve conditions for groups of individuals or a community. Successful entrepreneurs in non-profit or for-profit sectors are able to identify problems, propose Feasible solutions, and convince funders to invest in their ideas. In this three-hour workshop, Michele Oros will provide hands-on experience researching and writing needs assessments; designing projects with concrete, measurable objectives; and creating justifiable budgets. Ms. Oros has previously taught for BCCC’s SBC. This workshop is designed for grant seekers who are ready to begin putting their ideas into words.  
2:00pm-5:00pm  
Tuesday  
June 19  
Fee: No Charge  
3 hrs  
HCDC

**HP LIFE Online Entrepreneurship Training**  
HP Learning Initiative for Entrepreneurs (HP LIFE) is a global program that offers aspiring entrepreneurs and small business-owners valuable business skills. HP LIFE offers participants a path to realizing their business dreams. The NC Small Business Center Network, in partnership with the National Association for Community College Entrepreneurship (NACCE), is pleased to offer this innovative program to NC entrepreneurs and small business owners free of charge! This program is self-paced, making it possible for more aspiring entrepreneurs to participate. All you have to do is register to start. You can read more about this program at [https://www.ncsbc.net/](https://www.ncsbc.net/). Click on the HP Life logo.  
On Demand  
All Days  
Fee: No Charge  
20-30 hrs  
Online

**WORKFORCE DEVELOPMENT CLASSES**

**Small Business Center Classes**

**SMALL BUSINESS CENTER CLASSES**

**PUBLIC SAFETY**

Courses are being added on a daily basis. Please check our website at [www.beaufortccc.edu](http://www.beaufortccc.edu) and click on “Our Programs, Continuing Education.” Our calendar is updated daily to show new classes that are added. For questions or to request other classes, contact: Billy Respess for EMS at (252)940-6468,  
Johnny Williams for Fire/Emergency Management at (252)940-6363 or  
Todd Alligood for Law Enforcement at (252) 940-6405.
Small Business Center Core Curriculum

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

2:00pm-5:00pm  Monday  May 21  Fee: No Charge  3 hrs  HCDC, Engelhard

How to Start a Small Business
Attend this core competency workshop to answer the following questions: Are you ready to start a business? What are the advantages and disadvantages of a new business? Where do I obtain permits and licenses? What tax information is needed and where do I find it? How do I maintain objectivity? Brian Cooke is your presenter.

3:00pm-5:00pm  Monday  June 4  Fee: No Charge  2 hrs  HCDC, Engelhard

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

5:30pm-7:30pm  Monday  June 4  Fee: No Charge  2 hrs  HCDC, Engelhard

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

3:00pm-5:00pm  Monday  June 11  Fee: No Charge  2 hrs  HCDC, Engelhard

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

5:30pm-7:30pm  Monday  June 11  Fee: No Charge  2 hrs  HCDC, Engelhard

Have a Skill to Share?
If you have a hobby, a professional skill or a language you have mastered, consider sharing it with others. We’re always looking for enthusiastic instructors to lead our Continuing Education classes.

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

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

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

CONTINUING EDUCATION GIFT CERTIFICATES AVAILABLE NOW!

Give the gift of education!
Provide a family member or friend with the opportunity to learn a new language, hobby, or even gain a new career!
Call us at 252.940.6375
or visit us at www.beaufortccc.edu/continuing-education/general-information/gift-certificates
to purchase your gift today!
The Mission of the Customized Training Program (CTP) is to help businesses maintain their competitive edge through awareness, education, and training. If your company is interested in learning more about these training opportunities, or to schedule a class, please contact Sara Watson, Director of the NCWorks Customized Training Program, at 252.940.6311 or visit our website at www.beaufortccc.edu and click on Our Programs, Continuing Education.

- Specialized training offered at no cost to fit the needs of your industry with flexible scheduling.
- Customized courses can be held at BCCC or at the business/industry location.
- We provide training for qualifying industries in Beaufort, Hyde, Washington, and Tyrrell Counties.

### SOME OF THE CUSTOMIZED TRAINING CLASSES OFFERED...

#### Reliability/Productivity classes include:
- Introduction to Lean Manufacturing
- Yellow and Green Belt Certification
- Poka Yoke-Mistake Proofing
- 5-S
- Lean Six Sigma
- Value Stream Mapping

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

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

#### Operator/Mechanic Skills Training
- Solidworks and AutoCad
- PLC
- GibbsCAM
- CNC Level I and II
- Welding
- Machining
- Fabrication
- Robotic Welding
- Injection Molding
- Inventor
- Basic Electrical
- Commercial Grade Dedication
- Mechatronics

#### Safety classes include:
- Site Workplace Assessment
- OSHA 10 & 30 (General Industry & Construction)
- Overhead Crane Training
- Hazwoper Training
- Bloodborne Pathogens
- CSIP (Continuous Safety Improvement)
- Ergonomics
- Confined Space Entry
- Hazardous Materials Training
- Fire Extinguisher Training
- Fall Protection
- Lockout/Tagout
- Supervisor’s Role in Safety Compliance
- OSHA Records & Accident Investigation
- Duties & Responsibilities of Safety Committees
- Inspection Checklist
### ONLINE CLASSES/Ed2Go

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

Remember—we have gift certificates available if you wish to purchase a registration for a friend or family member as a gift! Call 252-940-6307 for more information.

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

### ACCOUNTING & FINANCE
- Accounting Fundamentals
- Introduction to Quickbooks 2014
- Performing Payroll in Quickbooks 2014
- Quickbooks for Contractors 2014
- Introduction to Peachtree Acct 2014
- Introduction to Crystal Reports
- Personal Finance
- Real Estate Investing
- Stocks, Bonds, & Investing: Oh My!
- Where does all my money go?
- Keys to Successful Money Mgmt

### BUSINESS
- Fundamentals of Supervision & Mgmt
- Administrative Asst Fundamentals
- Mastery of Business Fundamentals
- Writing Effective Grant Proposals
- Nonprofit Fundraising Essentials
- Achieving Success with Difficult People
- Understanding the HR Function
- Creating a Successful Business Plan
- Customer Service Fundamentals
- Start a Pet Sitting Business
- Start Your Own On-line Business

### COLLEGE READINESS
- Everyday Math
- Introduction to Statistics
- Introduction to Algebra
- Human Anatomy & Physiology II
- Introduction to Chemistry
- Introduction to Biology
- GED Preparation
- GRE Preparation – Part I
- GRE Preparation – Part II
- GMAT Preparation
- Prepare for the GED® Math Test

### COMPUTER APPLICATIONS (84 classes)
- Introduction to Adobe Edge Animator
- Introduction to Lightroom 5
- Introduction to Flash CS5 or CS6
- Introduction to Word 2010 or 2013
- Introduction to Excel 2010 or 2013
- Introduction to Microsoft Project
- Introduction to Access 2010 or 2013
- Introduction to Microsoft Outlook
- Introduction to Microsoft Publisher
- What’s New in Microsoft Office 2010

### DESIGN & COMPOSITION
- Creating Web Pages
- Designing Effective Websites
- Introduction to InDesign CS5 or CS6
- Introduction to Photoshop CS5 or CS6
- Introduction to Digital Scrapbooking
- Introduction to Illustrator CS5 or CS6
- Introduction to Dreamweaver CS5 or CS6
- Creating WordPress Websites I & II
- Introduction to CSS3 & HTML
- Introduction to Javascript

### LANGUAGES & ARTS
- Writing Essentials
- Write your Life Story
- Pleasures of Poetry
- Writing for ESL
- Spanish for Medical Professionals
- Spanish for Law Enforcement
- Speed Spanish
- Instant Italian
- Conversational Japanese
- Beginning Conversational French

### LAW & LEGAL
- Employment Law Fundamentals
- Workers Compensation
- Real Estate Law
- LSAT Preparation Part I
- LSAT Preparation Part II
- Paralegal Certificate Program
- Explore a Career as a Paralegal

### MEDICAL
- Medical Math
- Certificate in Stress Management
- Certificate in Meditation
- Certificate in Healing Environments
- Medical Terminology
- Medical Coding
- Become a Physical Therapy Aide
- HIPAA Compliance
- Certificate in Gerontology
- Become a Veterinary Assistant

### TECHNICAL & SKILLS
- Introduction to Microsoft Excel 2013
- Introduction to Networking
- Understanding the Cloud
- Wireless Networking
- Introduction to PC Security
- Comp TIA Security + Certification Prep
- Achieving Top Search Engine Positions
- Introduction to PHP and MySQL
- Creating Mobile Apps with CS5
- Achieving Top Search Engine Positions
- Introduction to Dreamweaver CS5 or CS6
- Creating WordPress Websites I & II
- Introduction to CSS3 & HTML
- Introduction to Javascript

### PERSONAL DEVELOPMENT
- Individual Excellence
- Leadership
- Discover Digital Photography
- Mastering your Digital SLR Camera
- Assisting Aging Parents
- Marriage & Relationships: Keys to Success
- Managing Life as a Single Parent
- Navigating Divorce
- 12 Steps to a Successful Job Search
- Intro. to Natural Health & Healing
- Drawing for the Absolute Beginner
- Genealogy Basics
- Introduction to Guitar
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.

**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 Gender: ☐ F ☐ M

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

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

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

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

US Unemployed (seeking)

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

Check All That Apply:

- HRD Student
- Volunteer Fire, Volunteer Rescue ___________________________ (agency)
- DOC/Division of Adult Corrections ___________________________ (agency)
- Paid Law Enforcement, Paid Fire/EMS ___________________________ (agency)

Provider Level: ☐ EMR ☐ EMT ☐ AEMT ☐ Paramedic

Email Address: ________________________________________________________________

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

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

Student Signature: ___________________________ Date: _____________

<table>
<thead>
<tr>
<th>Course Section #</th>
<th>Course Title</th>
<th>Date &amp; Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(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) 940-6356 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: [www.beaufortccc.edu/continuing-education/general-information/family-educational-rights-and-privacy-act](http://www.beaufortccc.edu/continuing-education/general-information/family-educational-rights-and-privacy-act).
Financial Assistance Opportunities

**Beaufort County Community College Foundation**

To be eligible for this up to $500 scholarship, a student must:
- be in good standing with the Beaufort County Community College Business Office.
- demonstrate financial need.
- be enrolled in a short-term training program that leads to a state-regulated or industry-recognized credential that is offered through Continuing Education.
- There will be up to 10 High School Equivalency Testing Scholarships awarded to College and Career Readiness students each academic year.

To complete an online application, go to the website on the facing page.

**Golden LEAF Foundation**

To be eligible for this $250.00 scholarship, a student must:
- demonstrate financial need under the Federal TRIO formula.
- reside in a rural county that is tobacco dependent and/or economically distressed.
- be enrolled in a continuing education program that is scheduled for at least 96 hours and leads to a state or national credential.

To complete an online application, go to the website on the facing page.

**Scholarship Program**

To be eligible for this scholarship, a student must:
- be in good standing with the Beaufort County Community College Business Office.
- demonstrate financial need.
- be enrolled in a Culinary Arts Workforce Program offered by BCCC Continuing Education.
- One scholarship offered each semester.

To complete an online application, go to the website on the facing page.

**Darragh Foundation Scholarship**

To be eligible for this scholarship, a student must:
- be in good standing with the Beaufort County Community College.
- demonstrate financial need.
- be enrolled in a short-term Continuing Education program that leads to an industry-recognized credential.
- This scholarship can be used for high school equivalency testing.

To complete an online application, go to the website on the facing page.
### Gene and Ellen Schwartz Scholarship

To be eligible for this scholarship, a student must:

- be in good standing with the Beaufort County Community College Business Office.
- demonstrate financial need.
- be enrolled in a short-term training program that leads to a state-regulated or industry-recognized credential that is offered through Continuing Education.
- One scholarship per academic year.

To complete an online application, go to the website below.

### The Reid Sasnett Endowment Scholarship

To be eligible for this scholarship, a student must:

- be in good standing with the Beaufort County Community College Business Office.
- demonstrate financial need.
- be enrolled in an agricultural, fire & rescue or emergency medical services training program that leads to a state-regulated or industry-recognized credential that is offered through BCCC.
- Established in honor of Reid Sasnett, who was a student at Pungo Christian Academy.

To complete an online application, go to the website below.

### Financial Assistance Opportunities

<table>
<thead>
<tr>
<th>Scholarship</th>
<th>Description</th>
</tr>
</thead>
</table>
| Gene and Ellen Schwartz Scholarship | To be eligible for this scholarship, a student must:  
- be in good standing with the Beaufort County Community College Business Office.  
- demonstrate financial need.  
- be enrolled in a short-term training program that leads to a state-regulated or industry-recognized credential that is offered through Continuing Education.  
- One scholarship per academic year.  
To complete an online application, go to the website below. |
| The Reid Sasnett Endowment Scholarship | To be eligible for this scholarship, a student must:  
- be in good standing with the Beaufort County Community College Business Office.  
- demonstrate financial need.  
- be enrolled in an agricultural, fire & rescue or emergency medical services training program that leads to a state-regulated or industry-recognized credential that is offered through BCCC.  
- Established in honor of Reid Sasnett, who was a student at Pungo Christian Academy.  
To complete an online application, go to the website below. |

### ncWorks Career Centers

<table>
<thead>
<tr>
<th>County</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beaufort</td>
<td>252-946-3116</td>
</tr>
<tr>
<td>Hyde</td>
<td>252-312-6859</td>
</tr>
<tr>
<td>Tyrrell</td>
<td>252-312-6859</td>
</tr>
<tr>
<td>Washington</td>
<td>252-312-7357</td>
</tr>
</tbody>
</table>

For more information regarding any of these scholarships, please contact Sara Watson at (252) 940-6311 or sara.watson@beaufortccc.edu.

To complete an online application for these scholarships go to:  
www.beaufortccc.edu/continuing-education/general-information/financial-assistance
**SUMMER ENRICHMENT CLASSES for Kids REGISTRATION FORM**

**Mail-In Registration**
Complete the registration form below and insert your payment.

Mail to:
Beaufort County Community College
Continuing Education Registrar
5337 US 264 East
Washington, NC  27889.

Cash, money orders, and checks are accepted.

**Walk-in Registration**
Complete the registration form below and bring it, along with your payment to:
Beaufort County Community College
Building 8
5337 US 264 East
Washington, NC 27889.

Our registration window is open Monday through Friday from 8am to 5pm.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Gender</th>
<th>Address</th>
<th>Highest Grade Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone:</th>
<th>Age:</th>
<th>Date of Birth:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Parent/Guardian Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone:</th>
<th>Home</th>
<th>Cell</th>
<th>Work</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Mail-In Registration**

Ethnicity: Is student Hispanic or Latino?  Yes, Hispanic/Latino  No, Non Hispanic/Latino

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

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

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

**BCCC Spirit Wear T-shirts in kids’ sizes will be available for purchase in the Campus Bookstore.**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Date &amp; Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Amount Due for Classes</th>
<th>$</th>
</tr>
</thead>
</table>

Payment Method:  CASH  CHECK  CREDIT CARD

Did this student qualify for free or reduced lunch through the public schools in the 2016-2017 school year?  Yes  No

Following registration, parents will be sent a parental consent form, including pickup information and emergency medical contact information, which will need to be signed. We will send these forms to you via mail or email.

Parent Signature:  Date:
### ACADEMIC CLASSES

**SUMMER 2018**

This section includes a listing of the curriculum classes available for **SUMMER 2018 and FALL 2018**.

For further information about any of these classes, including credit hours, class days and class times, or for information about our schedule of classes for the **Summer 2018** semester or **Fall 2018** semester, please call:

*Michele Mayo, Director of Admissions at 252-940-6233*

or email *michele.mayo@beaufortccc.edu.*

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Seated/Net/Hybrid</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACA-122</td>
<td>College Transfer Success</td>
<td>NET</td>
</tr>
<tr>
<td>AST-111</td>
<td>Descriptive Astronomy</td>
<td>NET</td>
</tr>
<tr>
<td>AST-111A</td>
<td>Descriptive Astronomy Lab</td>
<td>NET</td>
</tr>
<tr>
<td>BIO-111</td>
<td>General Biology I</td>
<td>NET</td>
</tr>
<tr>
<td>BIO-112</td>
<td>General Biology II</td>
<td>NET</td>
</tr>
<tr>
<td>BIO-155</td>
<td>Nutrition</td>
<td>NET</td>
</tr>
<tr>
<td>BIO-168</td>
<td>Anatomy and Physiology I</td>
<td>NET</td>
</tr>
<tr>
<td>BIO-169</td>
<td>Anatomy and Physiology II</td>
<td>NET</td>
</tr>
<tr>
<td>BUS-110</td>
<td>Introduction to Business</td>
<td>NET</td>
</tr>
<tr>
<td>BUS-115</td>
<td>Business Law I</td>
<td>NET</td>
</tr>
<tr>
<td>BUS-137</td>
<td>Principles of Management</td>
<td>NET</td>
</tr>
<tr>
<td>CHM-131</td>
<td>Introduction to Chemistry</td>
<td>NET</td>
</tr>
<tr>
<td>CHM-131A</td>
<td>Intro to Chemistry Lab</td>
<td>NET</td>
</tr>
<tr>
<td>CHM-152</td>
<td>General Chemistry II</td>
<td>NET</td>
</tr>
<tr>
<td>CIS-110</td>
<td>Introduction to Computers</td>
<td>NET</td>
</tr>
<tr>
<td>CJC-111</td>
<td>Introduction to Criminal Justice</td>
<td>NET</td>
</tr>
<tr>
<td>CJC-121</td>
<td>Law Enforcement Operations</td>
<td>NET</td>
</tr>
<tr>
<td>CJC-141</td>
<td>Corrections</td>
<td>NET</td>
</tr>
<tr>
<td>COM-231</td>
<td>Public Speaking</td>
<td>NET</td>
</tr>
<tr>
<td>ELN-133</td>
<td>Digital Electronics</td>
<td>SEATED</td>
</tr>
<tr>
<td>ENG-111</td>
<td>Writing and Inquiry</td>
<td>NET and HYBRID (Net/Seated)</td>
</tr>
<tr>
<td>ENG-112</td>
<td>Writing/Research in the Disc</td>
<td>NET and HYBRID (Net/Seated)</td>
</tr>
<tr>
<td>HEA-110</td>
<td>Personal Health/Wellness</td>
<td>NET and HYBRID (Net/Seated)</td>
</tr>
<tr>
<td>HIS-131</td>
<td>American History I</td>
<td>NET</td>
</tr>
<tr>
<td>HIS-132</td>
<td>American History II</td>
<td>NET</td>
</tr>
<tr>
<td>HUM-115</td>
<td>Critical Thinking</td>
<td>NET</td>
</tr>
<tr>
<td>HUM-180</td>
<td>Internat Cultural Explor</td>
<td>NET</td>
</tr>
</tbody>
</table>
### Academic Classes

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Seated/Net/Hybrid</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT-143</td>
<td>Quantitative Literacy</td>
<td>NET</td>
</tr>
<tr>
<td>MAT-152</td>
<td>Statistical Methods I</td>
<td>NET</td>
</tr>
<tr>
<td>MAT-171</td>
<td>Precalculus Algebra</td>
<td>NET</td>
</tr>
<tr>
<td>MEC-128</td>
<td>CNC Machining Processes</td>
<td>SEATED</td>
</tr>
<tr>
<td>MEC-145</td>
<td>Mfg Materials I</td>
<td>SEATED</td>
</tr>
<tr>
<td>MLT-140</td>
<td>Intro to Microbiology</td>
<td>HYBRID (Net/Seated)</td>
</tr>
<tr>
<td>MUS-110</td>
<td>Music Appreciation</td>
<td>NET</td>
</tr>
<tr>
<td>MUS-112</td>
<td>Introduction to Jazz</td>
<td>NET</td>
</tr>
<tr>
<td>NUR-103BB</td>
<td>Practical Nursing III</td>
<td>SEATED/HOSP</td>
</tr>
<tr>
<td>NUR-211</td>
<td>Health Care Concepts</td>
<td>SEATED/ HOSP</td>
</tr>
<tr>
<td>PCI-162</td>
<td>Instrumentation Controls</td>
<td>HYBRID (Net/Seated)</td>
</tr>
<tr>
<td>PED-110</td>
<td>Fit and Well for Life</td>
<td>NET</td>
</tr>
<tr>
<td>PSY-150</td>
<td>General Psychology</td>
<td>NET</td>
</tr>
<tr>
<td>PSY-241</td>
<td>Developmental Psych</td>
<td>NET</td>
</tr>
<tr>
<td>SOC-210</td>
<td>Introduction to Sociology</td>
<td>NET</td>
</tr>
<tr>
<td>SPA-111</td>
<td>Elementary Spanish I</td>
<td>SEATED</td>
</tr>
<tr>
<td>SPA-112</td>
<td>Elementary Spanish II</td>
<td>SEATED</td>
</tr>
<tr>
<td>TRN-110</td>
<td>Intro to Transport Tech</td>
<td>SEATED</td>
</tr>
<tr>
<td>TRN-140</td>
<td>Transp Climate Control</td>
<td>SEATED</td>
</tr>
<tr>
<td>TRN-140A</td>
<td>Transp Climate Cont Lab</td>
<td>SEATED</td>
</tr>
<tr>
<td>WLD-110</td>
<td>Cutting Processes</td>
<td>SEATED</td>
</tr>
<tr>
<td>WLD-132</td>
<td>GTAW (TIG) Plate/ Pipe</td>
<td>SEATED</td>
</tr>
</tbody>
</table>

**View courses online at [www.beaufortccc.edu](http://www.beaufortccc.edu) and click on Our Programs, Curriculum Programs.**
# Academic Classes

**Fall 2018**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Seated/Net/Hybrid</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACA-111</td>
<td>College Student Success</td>
<td>SEATED</td>
</tr>
<tr>
<td>ACA-122</td>
<td>College Transfer Success</td>
<td>SEATED, NET and HYBRID (Net/Seated)</td>
</tr>
<tr>
<td>ACC-120</td>
<td>Principles of Financial Acct</td>
<td>NET and HYBRID (Net/Seated)</td>
</tr>
<tr>
<td>AGR-111</td>
<td>Basic Farm Maintenance</td>
<td>SEATED</td>
</tr>
<tr>
<td>AGR-139</td>
<td>Intro to Sustainable Ag</td>
<td>HYBRID (Net/Seated)</td>
</tr>
<tr>
<td>AGR-140</td>
<td>Agricultural Chemicals</td>
<td>HYBRID (Net/Seated)</td>
</tr>
<tr>
<td>AGR-150</td>
<td>Ag-O-Metrics</td>
<td>HYBRID (Net/Seated)</td>
</tr>
<tr>
<td>AGR-170</td>
<td>Soil Science</td>
<td>SEATED</td>
</tr>
<tr>
<td>AGR-214</td>
<td>Agricultural Marketing</td>
<td>SEATED</td>
</tr>
<tr>
<td>ART-111</td>
<td>Art Appreciation</td>
<td>SEATED and NET</td>
</tr>
<tr>
<td>AST-111</td>
<td>Descriptive Astronomy</td>
<td>NET</td>
</tr>
<tr>
<td>AST-111A</td>
<td>Descriptive Astronomy Lab</td>
<td>NET</td>
</tr>
<tr>
<td>AUT-116</td>
<td>Engine Repair</td>
<td>SEATED</td>
</tr>
<tr>
<td>AUT-116A</td>
<td>Engine Repair Lab</td>
<td>SEATED</td>
</tr>
<tr>
<td>AUT-141</td>
<td>Suspension &amp; Steering Sys</td>
<td>SEATED</td>
</tr>
<tr>
<td>AUT-141A</td>
<td>Suspension &amp; Steering Lab</td>
<td>SEATED</td>
</tr>
<tr>
<td>AUT-151</td>
<td>Brake Systems</td>
<td>SEATED</td>
</tr>
<tr>
<td>AUT-151A</td>
<td>Brake Systems Lab</td>
<td>SEATED</td>
</tr>
<tr>
<td>AUT-181</td>
<td>Engine Performance 1</td>
<td>SEATED</td>
</tr>
<tr>
<td>AUT-181A</td>
<td>Engine Performance 1 Lab</td>
<td>SEATED</td>
</tr>
<tr>
<td>AUT-183</td>
<td>Engine Performance 2</td>
<td>SEATED</td>
</tr>
<tr>
<td>BIO-110</td>
<td>Principles of Biology</td>
<td>NET</td>
</tr>
<tr>
<td>BIO-111</td>
<td>General Biology I</td>
<td>SEATED and NET</td>
</tr>
<tr>
<td>BIO-112</td>
<td>General Biology II</td>
<td>SEATED</td>
</tr>
<tr>
<td>BIO-155</td>
<td>Nutrition</td>
<td>NET</td>
</tr>
<tr>
<td>BIO-163</td>
<td>Basic Anatomy &amp; Physiology</td>
<td>SEATED</td>
</tr>
<tr>
<td>BIO-168</td>
<td>Anatomy and Physiology I</td>
<td>SEATED and HYBRID (Net/Seated)</td>
</tr>
<tr>
<td>BIO-169</td>
<td>Anatomy and Physiology II</td>
<td>SEATED and HYBRID (Net/Seated)</td>
</tr>
<tr>
<td>BPR-111</td>
<td>Print Reading</td>
<td>SEATED</td>
</tr>
<tr>
<td>BUS-110</td>
<td>Introduction to Business</td>
<td>NET and HYBRID (Net/Seated)</td>
</tr>
<tr>
<td>BUS-115</td>
<td>Business Law I</td>
<td>NET and HYBRID (Net/Seated)</td>
</tr>
<tr>
<td>BUS-121</td>
<td>Business Math</td>
<td>NET</td>
</tr>
<tr>
<td>BUS-137</td>
<td>Principles of Management</td>
<td>NET</td>
</tr>
<tr>
<td>BUS-147</td>
<td>Business Insurance</td>
<td>HYBRID (Net/Seated)</td>
</tr>
<tr>
<td>BUS-153</td>
<td>Human Resource Management</td>
<td>NET</td>
</tr>
<tr>
<td>BUS-251</td>
<td>Business Psychology</td>
<td>NET</td>
</tr>
<tr>
<td>BUS-260</td>
<td>Business Communication</td>
<td>HYBRID (Net/Seated)</td>
</tr>
<tr>
<td>CHM-130</td>
<td>Gen, Org, &amp; Biochemistry</td>
<td>SEATED</td>
</tr>
<tr>
<td>CHM-130A</td>
<td>Gen, Org, &amp; Biochemistry Lab</td>
<td>SEATED</td>
</tr>
<tr>
<td>CHM-151</td>
<td>General Chemistry I</td>
<td>SEATED and HYBRID (Net/Seated)</td>
</tr>
<tr>
<td>CIS-110</td>
<td>Introduction to Computers</td>
<td>NET and HYBRID (Net/Seated)</td>
</tr>
<tr>
<td>CJC-100</td>
<td>Basic Law Enforcement Training</td>
<td>SEATED</td>
</tr>
<tr>
<td>CJC-111</td>
<td>Introduction to Criminal Justice</td>
<td>HYBRID (Net/Seated)</td>
</tr>
<tr>
<td>CJC-113</td>
<td>Juvenile Justice</td>
<td>NET</td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Name</td>
<td>Seated/Net/Hybrid</td>
</tr>
<tr>
<td>---------------</td>
<td>-----------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>CJC-131</td>
<td>Criminal Law</td>
<td>NET</td>
</tr>
<tr>
<td>CJC-132</td>
<td>Court Procedure &amp; Evidence</td>
<td>NET</td>
</tr>
<tr>
<td>CJC-212</td>
<td>Ethics &amp; Community Relations</td>
<td>NET</td>
</tr>
<tr>
<td>CJC-221</td>
<td>Investigative Principles</td>
<td>HYBRID (Net/Seated)</td>
</tr>
<tr>
<td>CJC-223</td>
<td>Organized Crime</td>
<td>NET</td>
</tr>
<tr>
<td>CJC-231</td>
<td>Constitutional Law</td>
<td>NET</td>
</tr>
<tr>
<td>COM-231</td>
<td>Public Speaking</td>
<td>SEATED and NET</td>
</tr>
<tr>
<td>COS-111</td>
<td>Cosmetology Concepts I</td>
<td>SEATED</td>
</tr>
<tr>
<td>COS-112</td>
<td>Salon I</td>
<td>SEATED</td>
</tr>
<tr>
<td>COS-112AB</td>
<td>Salon I</td>
<td>SEATED</td>
</tr>
<tr>
<td>COS-115</td>
<td>Cosmetology Concepts III</td>
<td>SEATED</td>
</tr>
<tr>
<td>COS-116</td>
<td>Salon III</td>
<td>SEATED</td>
</tr>
<tr>
<td>COS-117</td>
<td>Cosmetology Concepts IV</td>
<td>SEATED</td>
</tr>
<tr>
<td>COS-118</td>
<td>Salon IV</td>
<td>SEATED</td>
</tr>
<tr>
<td>COS-224</td>
<td>Trichology &amp; Chemistry</td>
<td>SEATED</td>
</tr>
<tr>
<td>COS-240</td>
<td>Contemporary Design</td>
<td>SEATED</td>
</tr>
<tr>
<td>CSC-143</td>
<td>Object-Oriented Prog</td>
<td>NET</td>
</tr>
<tr>
<td>CTS-115</td>
<td>Info Sys Business Concepts</td>
<td>NET</td>
</tr>
<tr>
<td>CTS-120</td>
<td>Hardware/Software Support</td>
<td>NET</td>
</tr>
<tr>
<td>CTS-285</td>
<td>Systems Analysis &amp; Design</td>
<td>NET</td>
</tr>
<tr>
<td>CTS-289</td>
<td>System Support Project</td>
<td>NET</td>
</tr>
<tr>
<td>DBA-120</td>
<td>Database Programming I</td>
<td>NET</td>
</tr>
<tr>
<td>DFT-151</td>
<td>CAD I</td>
<td>SEATED</td>
</tr>
<tr>
<td>DMA-010</td>
<td>Operations with Integers</td>
<td>SEATED</td>
</tr>
<tr>
<td>DMA-020</td>
<td>Fractions and Decimals</td>
<td>SEATED</td>
</tr>
<tr>
<td>DMA-030</td>
<td>Proper/Ratio/Rate/Percent</td>
<td>SEATED</td>
</tr>
<tr>
<td>DMA-040</td>
<td>Express/Lin Equal/Inequal</td>
<td>SEATED</td>
</tr>
<tr>
<td>DMS</td>
<td>Developmental Math</td>
<td>SEATED and NET</td>
</tr>
<tr>
<td>DRE-096</td>
<td>Integrated Reading and Writing I</td>
<td>SEATED</td>
</tr>
<tr>
<td>DRE-097</td>
<td>Integrated Reading and Writing II</td>
<td>SEATED</td>
</tr>
<tr>
<td>DRE-098</td>
<td>Integrated Reading and Writing III</td>
<td>SEATED</td>
</tr>
<tr>
<td>ECO-251</td>
<td>Principles of Microeconomics</td>
<td>NET</td>
</tr>
<tr>
<td>ECO-252</td>
<td>Principles of Macroeconomics</td>
<td>NET</td>
</tr>
<tr>
<td>EDU-119</td>
<td>Intro to Early Childhood Education</td>
<td>NET</td>
</tr>
<tr>
<td>EDU-144</td>
<td>Child Development I</td>
<td>NET</td>
</tr>
<tr>
<td>EDU-151</td>
<td>Creative Activities</td>
<td>HYBRID (Net/Seated)</td>
</tr>
<tr>
<td>EDU-184</td>
<td>Early Childhood Intro Practicum</td>
<td>SEATED</td>
</tr>
<tr>
<td>EDU-221</td>
<td>Children With Exceptionalities</td>
<td>NET</td>
</tr>
<tr>
<td>EDU-234</td>
<td>Infants, Toddlers &amp; Twos</td>
<td>NET</td>
</tr>
<tr>
<td>EDU-252</td>
<td>Math &amp; Science Activities</td>
<td>HYBRID (Net/Seated)</td>
</tr>
<tr>
<td>EDU-280</td>
<td>Language &amp; Literacy Exp</td>
<td>NET</td>
</tr>
<tr>
<td>ELC-113AB</td>
<td>Residential Wiring I</td>
<td>SEATED</td>
</tr>
<tr>
<td>ELC-113BB</td>
<td>Residential Wiring I</td>
<td>SEATED</td>
</tr>
<tr>
<td>ELC-114</td>
<td>Commercial Wiring II</td>
<td>HYBRID (Net/Seated)</td>
</tr>
<tr>
<td>ELC-131</td>
<td>Circuit Analysis I</td>
<td>SEATED</td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Name</td>
<td>Seated/Net/Hybrid</td>
</tr>
<tr>
<td>---------------</td>
<td>-------------------------------------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>ELC-131A</td>
<td>Circuit Analysis I Lab</td>
<td>SEATED</td>
</tr>
<tr>
<td>ELC-135</td>
<td>Electrical Machines I</td>
<td>SEATED</td>
</tr>
<tr>
<td>ELC-192</td>
<td>Selected Topics in Electrical</td>
<td>SEATED</td>
</tr>
<tr>
<td>ENG-111</td>
<td>Writing and Inquiry</td>
<td>SEATED and NET</td>
</tr>
<tr>
<td>ENG-112</td>
<td>Writing &amp; Research in the Disciplines</td>
<td>NET</td>
</tr>
<tr>
<td>ENG-114</td>
<td>Professional Research and Reporting</td>
<td>NET</td>
</tr>
<tr>
<td>ENG-232</td>
<td>American Literature II</td>
<td>SEATED and NET</td>
</tr>
<tr>
<td>HEA-110</td>
<td>Personal Health/Wellness</td>
<td>NET</td>
</tr>
<tr>
<td>HIS-111</td>
<td>World Civilizations I</td>
<td>SEATED and NET</td>
</tr>
<tr>
<td>HIS-112</td>
<td>World Civilizations II</td>
<td>NET</td>
</tr>
<tr>
<td>HIS-131</td>
<td>American History I</td>
<td>SEATED and NET</td>
</tr>
<tr>
<td>HIS-132</td>
<td>American History II</td>
<td>SEATED and NET</td>
</tr>
<tr>
<td>HSE-110</td>
<td>Introduction to Human Services</td>
<td>HYBRID (Net/Seated)</td>
</tr>
<tr>
<td>HSE-112</td>
<td>Group Process I</td>
<td>HYBRID (Net/Seated)</td>
</tr>
<tr>
<td>HSE-125</td>
<td>Counseling</td>
<td>HYBRID (Net/Seated)</td>
</tr>
<tr>
<td>HSE-225</td>
<td>Crisis Intervention</td>
<td>NET</td>
</tr>
<tr>
<td>HSE-240</td>
<td>Issues in Client Services</td>
<td>HYBRID (Net/Seated)</td>
</tr>
<tr>
<td>HUM-115</td>
<td>Critical Thinking</td>
<td>NET</td>
</tr>
<tr>
<td>HUM-122</td>
<td>Southern Culture</td>
<td>NET</td>
</tr>
<tr>
<td>HYD-110</td>
<td>Hydraulics/Pneumatics I</td>
<td>SEATED</td>
</tr>
<tr>
<td>MAT-110</td>
<td>Math Measurement &amp; Literacy</td>
<td>NET and HYBRID (Net/Seated)</td>
</tr>
<tr>
<td>MAT-122</td>
<td>Algebra / Trigonometry II</td>
<td>SEATED</td>
</tr>
<tr>
<td>MAT-143</td>
<td>Quantitative Literacy</td>
<td>NET</td>
</tr>
<tr>
<td>MAT-152</td>
<td>Statistical Methods I</td>
<td>HYBRID (Net/Seated)</td>
</tr>
<tr>
<td>MAT-171</td>
<td>Precalculus Algebra</td>
<td>SEATED, NET and HYBRID (Net/Seated)</td>
</tr>
<tr>
<td>MAT-172</td>
<td>Precalculus Trigonometry</td>
<td>HYBRID (Net/Seated)</td>
</tr>
<tr>
<td>MAT-263</td>
<td>Brief Calculus</td>
<td>HYBRID (Net/Seated)</td>
</tr>
<tr>
<td>MAT-271</td>
<td>Calculus I</td>
<td>HYBRID (Net/Seated)</td>
</tr>
<tr>
<td>MEC-161</td>
<td>Manufacturing Processes I</td>
<td>SEATED</td>
</tr>
<tr>
<td>MEC-161A</td>
<td>Manufacturing Processes I Lab</td>
<td>SEATED</td>
</tr>
<tr>
<td>MEC-231</td>
<td>Comp-Aided Manufact I</td>
<td>SEATED</td>
</tr>
<tr>
<td>MEC-261</td>
<td>Manufacturing Processes II</td>
<td>SEATED</td>
</tr>
<tr>
<td>MKT-220</td>
<td>Advertising and Sales Promotion</td>
<td>HYBRID (Net/Seated)</td>
</tr>
<tr>
<td>MLT-110</td>
<td>Intro to Medical Laboratory Technology</td>
<td>HYBRID (Net/Seated)</td>
</tr>
<tr>
<td>MLT-120</td>
<td>Hematology/Hemostasis I</td>
<td>HYBRID (Net/Seated)</td>
</tr>
<tr>
<td>MLT-130</td>
<td>Clinical Chemistry I</td>
<td>HYBRID (Net/Seated)</td>
</tr>
<tr>
<td>MLT-240</td>
<td>Special Clinical Microbiology</td>
<td>HYBRID (Net/Seated)</td>
</tr>
<tr>
<td>MLT-271</td>
<td>MLT Practicum III</td>
<td>HYBRID (Net/HOSP)</td>
</tr>
<tr>
<td>MUS-110</td>
<td>Music Appreciation</td>
<td>NET and HYBRID (Net/Seated)</td>
</tr>
<tr>
<td>MUS-112</td>
<td>Introduction to Jazz</td>
<td>NET and HYBRID (Net/Seated)</td>
</tr>
<tr>
<td>NET-125</td>
<td>Intro to Networks</td>
<td>NET</td>
</tr>
<tr>
<td>NOS-120</td>
<td>Linux/UNIX Single User</td>
<td>NET</td>
</tr>
<tr>
<td>NUR-101</td>
<td>Practical Nursing I</td>
<td>SEATED/HOSP</td>
</tr>
<tr>
<td>NUR-111</td>
<td>Intro to Health Concepts</td>
<td>SEATED/HOSP</td>
</tr>
<tr>
<td>NUR-113</td>
<td>Family Health Concepts</td>
<td>SEATED/HOSP</td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Name</td>
<td>Seated/Net/Hybrid</td>
</tr>
<tr>
<td>---------------</td>
<td>-------------------------------------------------</td>
<td>----------------------------</td>
</tr>
<tr>
<td>NUR-212</td>
<td>Health Systems Concepts</td>
<td>SEATED/HOSP</td>
</tr>
<tr>
<td>OST-130</td>
<td>Comprehensive Keyboarding</td>
<td>HYBRID (Net/Seated)</td>
</tr>
<tr>
<td>OST-135</td>
<td>Adv Text Entry &amp; Format</td>
<td>NET</td>
</tr>
<tr>
<td>OST-137</td>
<td>Office Applications I</td>
<td>NET</td>
</tr>
<tr>
<td>OST-138</td>
<td>Office Applications II</td>
<td>NET</td>
</tr>
<tr>
<td>OST-141</td>
<td>Medical Office Terms I</td>
<td>NET and HYBRID (Net/Seated)</td>
</tr>
<tr>
<td>OST-148</td>
<td>Medical Insurance &amp; Billing</td>
<td>NET</td>
</tr>
<tr>
<td>OST-149</td>
<td>Medical Legal Issues</td>
<td>NET</td>
</tr>
<tr>
<td>OST-184</td>
<td>Records Management</td>
<td>NET</td>
</tr>
<tr>
<td>OST-236</td>
<td>Advanced Word Processing</td>
<td>NET and HYBRID (Net/Seated)</td>
</tr>
<tr>
<td>OST-244</td>
<td>Medical Document Processing</td>
<td>NET and HYBRID (Net/Seated)</td>
</tr>
<tr>
<td>OST-247</td>
<td>Procedure Coding</td>
<td>NET and HYBRID (Net/Seated)</td>
</tr>
<tr>
<td>PED-110</td>
<td>Fit and Well for Life</td>
<td>NET</td>
</tr>
<tr>
<td>PED-111</td>
<td>Physical Fitness I</td>
<td>HYBRID (Net/Seated)</td>
</tr>
<tr>
<td>PED-125</td>
<td>Self-Defense – Beginning</td>
<td>SEATED</td>
</tr>
<tr>
<td>PED-143</td>
<td>Volleyball - Beginning</td>
<td>SEATED</td>
</tr>
<tr>
<td>PED-219</td>
<td>Disc Golf</td>
<td>SEATED</td>
</tr>
<tr>
<td>PHI-240</td>
<td>Introduction to Ethics</td>
<td>SEATED and NET</td>
</tr>
<tr>
<td>PHY-110</td>
<td>Conceptual Physics</td>
<td>NET</td>
</tr>
<tr>
<td>PHY-110A</td>
<td>Conceptual Physics Lab</td>
<td>NET</td>
</tr>
<tr>
<td>PHY-131</td>
<td>Physics-Mechanics</td>
<td>NET</td>
</tr>
<tr>
<td>POL-120</td>
<td>American Government</td>
<td>NET</td>
</tr>
<tr>
<td>PSY-118</td>
<td>Interpersonal Psychology</td>
<td>NET</td>
</tr>
<tr>
<td>PSY-150</td>
<td>General Psychology</td>
<td>SEATED and NET</td>
</tr>
<tr>
<td>PSY-241</td>
<td>Developmental Psychology</td>
<td>NET and HYBRID (Net/Seated)</td>
</tr>
<tr>
<td>PSY-281</td>
<td>Abnormal Psychology</td>
<td>NET and HYBRID (Net/Seated)</td>
</tr>
<tr>
<td>REL-110</td>
<td>World Religions</td>
<td>NET</td>
</tr>
<tr>
<td>REL-211</td>
<td>Introduction to Old Testament</td>
<td>SEATED</td>
</tr>
<tr>
<td>SOC-210</td>
<td>Introduction to Sociology</td>
<td>SEATED, NET and HYBRID (Net/Seated)</td>
</tr>
<tr>
<td>SOC-213</td>
<td>Sociology of the Family</td>
<td>NET</td>
</tr>
<tr>
<td>SOC-220</td>
<td>Social Problems</td>
<td>NET and HYBRID (Net/Seated)</td>
</tr>
<tr>
<td>SPA-111</td>
<td>Elementary Spanish I</td>
<td>SEATED and NET</td>
</tr>
<tr>
<td>SPA-112</td>
<td>Elementary Spanish II</td>
<td>SEATED</td>
</tr>
<tr>
<td>SPA-211</td>
<td>Intermediate Spanish I</td>
<td>SEATED</td>
</tr>
<tr>
<td>WBL-111</td>
<td>Work-Based Learning I</td>
<td>SITE</td>
</tr>
<tr>
<td>WBL-115</td>
<td>Work-Based Learning Seminar I</td>
<td>HYBRID (Net/Seated)</td>
</tr>
<tr>
<td>WEB-115</td>
<td>Web Markup and Scripting</td>
<td>NET</td>
</tr>
<tr>
<td>WLD-115AB</td>
<td>SMAW (Stick) Plate</td>
<td>SEATED</td>
</tr>
<tr>
<td>WLD-121</td>
<td>GMAW (MIG) FCAW/Plate</td>
<td>SEATED</td>
</tr>
<tr>
<td>WLD-131AB</td>
<td>GTAW (TIG) Plate</td>
<td>SEATED</td>
</tr>
<tr>
<td>WLD-141</td>
<td>Symbols &amp; Specifications</td>
<td>SEATED</td>
</tr>
<tr>
<td>WLD-151</td>
<td>Fabrication I</td>
<td>SEATED</td>
</tr>
<tr>
<td>WLD-212</td>
<td>Inert Gas Welding</td>
<td>SEATED</td>
</tr>
</tbody>
</table>
Who to Contact for Continuing Education?

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

Stacey Gerard, Vice President 252-940-6241
Brenda Bertrand, Registration and Records Clerk 252-940-6375
Kendra Harrison, Records Specialist 252-940-6349

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

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

Personal Enrichment Initiatives
Clay Carter, Director of Personal Enrichment & BCCC Centers 252-940-6357

Public Safety
Billy Respass, Director of EMS 252-940-6468
Larry Gales, Coordinator of EMS 252-940-6297
Perry Harris, Director of Law Enforcement Training 252-940-6405
Johnny Williams, Director of Fire and Emergency Management Training 252-940-6363

Workforce Programs
Penelope Radcliffe, Director of HRD & Workforce Initiatives 252-940-6307
Justin Rose, Director of Industry Training 252-940-6262
Jackie Butcher, Director of Healthcare Programs 252-940-6263

Hyde County Davis Center
Karen Carawan, Workforce & Continuing Education Coordinator 252-940-6231

Washington County Center
Yashonti Hunt, Workforce & Continuing Education Coordinator 252-741-9090

Who to Contact for Academic Programs?

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

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

Would you like to be added to our mailing list to receive a copy of our BCCC Course Schedule mailed to your home as it is released? We release schedules for Spring, Summer and Fall. Just call 252-940-6375 to add your name to our mailing list, or subscribe by visiting http://tinyurl.com/bccc-courseschedule.

Would you like to be added to our email newsletter list for regular updates from the BCCC Continuing Education Division? Call us at 252-940-6375 and request to be added, or subscribe by visiting http://tinyurl.com/bccc-email.
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