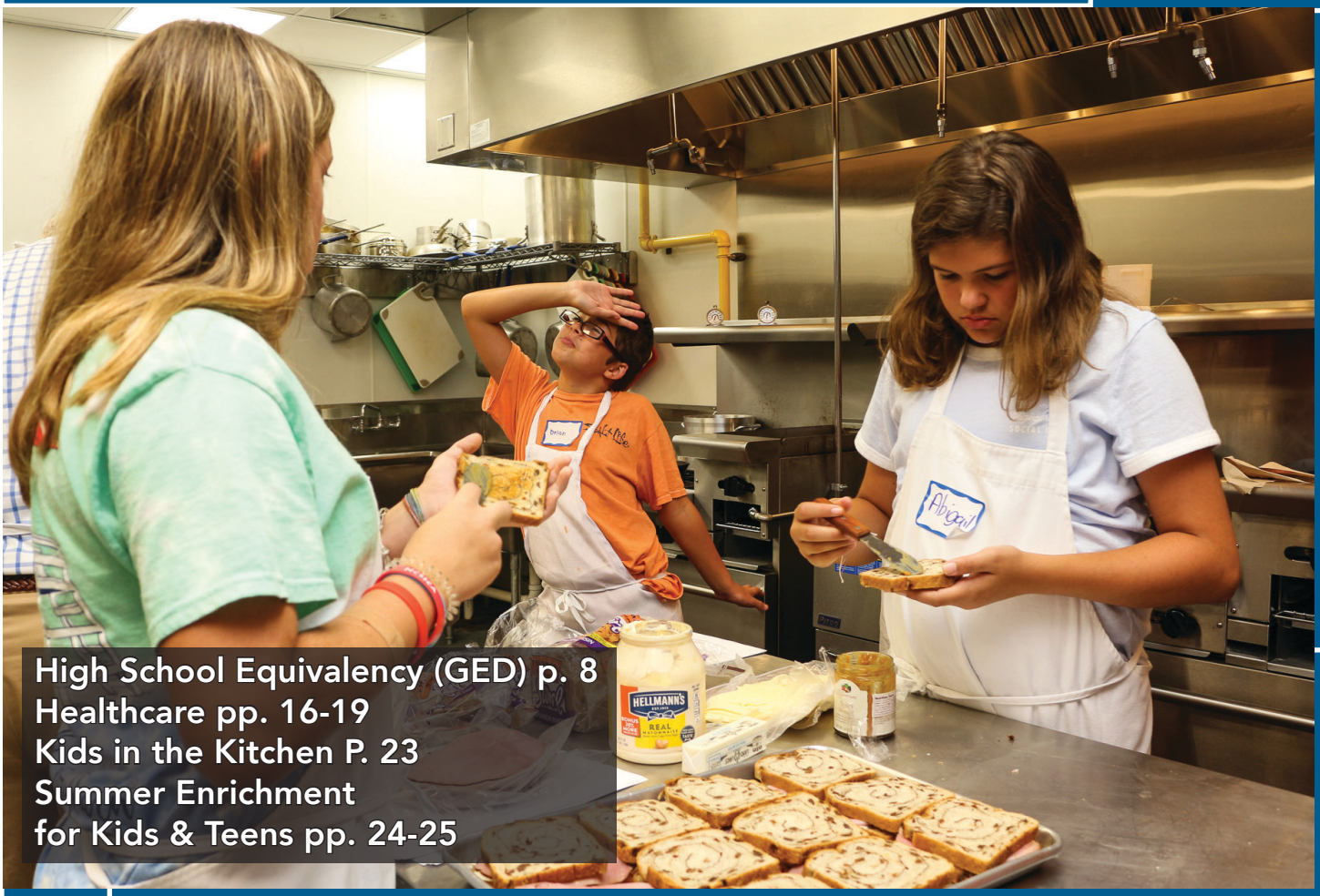
COURSE SCHEDULE

Free.
Please take one!

SUMMER 2020

Continuing Education Classes • Academic Progams



High School Equivalency (GED) p. 8
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Summer Enrichment
for Kids & Teens pp. 24-25

BEAUFORT COUNTY
COMMUNITY COLLEGE

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COVID-19 Response

We are planning to resume our courses as soon as we can safely do so. Our Continuing Education Registration & Records Office is accepting and processing student registrations for summer courses. Once we get the approval to resume face-to-face instruction, the Registration & Records Office will call students and collect payment information for all registrations.

REGISTRATION & PAYMENT

IN PERSON

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 - Thursday
8:00am-5:00pm
Friday
8:00am-4:00pm

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

BY MAIL

The Registration Form can be found on page 4. Print or tear it out, insert payment and mail to the address shown on the form.

BY PHONE

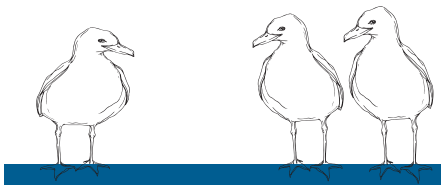
Call 252.940.6375 to register for classes and provide credit card information for payment. MasterCard, Discover and Visa are accepted.

ONLINE

You can now register and pay for classes online.

https://www.beaufortccc.edu/conedregistration

We have instructions and a video on this page to help you through this new process.



GENERAL INFORMATION

Pre-Registration is Required

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

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.**

Transcripts

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

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

Children on Campus

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

BCCC Online Services

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.

Company/Organization Payment Process (Sponsorship Billing)

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

•Company/Organization point of contact information (in the event there are questions regarding a student or payment)

•Billing Information (include mailing address and email address)

•State the intent of who and what class(es) your company/organization will be responsible for in the registration process (i.e. registration fees, testing, textbooks, etc.)

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

Accessibility Services

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. **If you have any issues navigating this course schedule or registering, please contact Accessibility Services and we will make accommodations.**

5337 Hwy. 264 East, Washington, NC 27889 — Phone 252-940-6375
100 NC Hwy 32 North, Roper, NC 27970 — Phone 252-940-6425
33460 US Highway 264, Engelhard, NC 27824 — Phone 252-940-6231

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

STUDENT REGISTRATION FORM

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

Please Print

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

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

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

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

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

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

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

Sex: ☐ Female ☐ Male

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

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

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

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

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

Email Address: _____

Student Signature:_____ **Date:** _____

Course Section #	Course Title	Date & Time	Fee

(This block for office use only)

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

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

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

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

SCHOLARSHIPS & FINANCIAL ASSISTANCE

Beaufort County Community College Foundation

We have a number of local scholarships available for short-term training and high school equivalency (GED) students. Our staff can help you figure out which one is right for you.

Look for this logo next to classes for scholarship-eligible or fee-waived classes. These classes may be free for students who qualify. For more information regarding 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

NCWorks career center

Beaufort County – 252-940-0900
Hyde County – 252-312-6859
Tyrrell County – 252-312-6859
Washington County – 252-337-4128

Youth Program

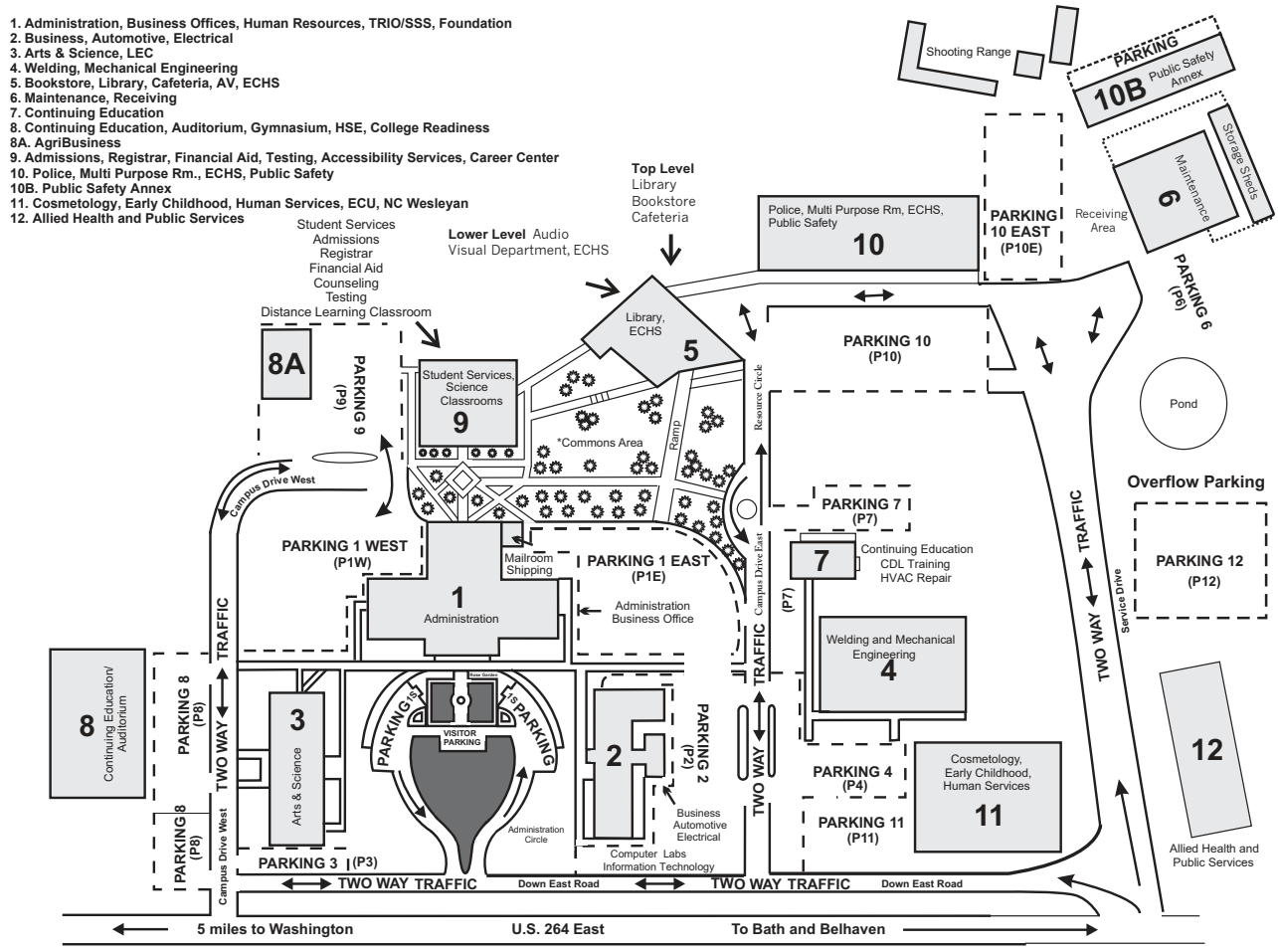
Are you ready for a change? Are you ready for a fresh start? If the answer is yes, the Youth Program is ready for YOU! The Youth Program can help out-of-school youth ages 16-24 with educational opportunities, earning a high school equivalency, on-the-job training, work experience, and much more!

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

Adult/Dislocated Worker Program

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

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



Beaufort County Community College

CCP WORKFORCE PATHWAYS FOR HIGH SCHOOL STUDENTS

Career & College Promise Workforce Pathways

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

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

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

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

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

CUSTOMIZED TRAINING/INTERNSHIPS

The mission of the Customized Training Program (CTP) is to help businesses in Beaufort, Hyde, Tyrrell, and Washington Counties 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 Customized Training & Apprenticeships, at 252.940.6311.

• 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.

Youth Apprenticeship

Geared toward 11th and 12th grade students, the pre-apprenticeship program teaches basic technical and job-readiness skills for a designated occupation leading to possible entry into a registered apprenticeship program. The pre-apprenticeship program involves classroom instruction and work-site visits, job-shadowing, or on-the-job training.

Apprenticeship Beaufort County

This combination of on-the-job training and classroom instruction prepares participants for careers with local industry partners. Upon successful completion of the apprenticeship program, the Apprentice qualifies for industry recognized "journeyman" certificate in a skilled trade and an academic credential from BCCC. Apprentices have opportunities to begin professional careers in a variety of advanced manufacturing fields including Injection Molding Technician, Production Process Technician, Welding Technician, and Maintenance Technician.

Benefits of an Apprenticeship program include:

- Paid employment during training with progressive wage increases
- Obtainment of a BCCC academic credential that provides credit towards an AAS degree
- Industry recognized journeyman certificate at both the state and Department of Labor.
- If you are a business interested in registering as a sponsoring apprenticeship organization, please call 252-940-6311

or visit https://tinyurl.com/bcccapprenticeships for more info.

WASTEWATER

Wastewater: Understanding Pump Station and Treatment Plant Float Control Systems

Credential: Wastewater CEU Credits

In this class we will discuss the makeup of pump float control systems. We will look at the components that make up the control systems starters, transformers, relays, alternators ect and we will create a small mach control system on the desktop. We will look at trouble shooting and the vulnerabilities of conventional control systems. We will discuss protection and safe guards to monitor control systems to be notified of problems. This class would interest plant or pump station maintenance mechanics, operators, or others seeking wastewater CEU credits.

8:00 am–3:00 pm	Wed.	May 20	Fee:$70	6 hrs.	36743	BCCC7 703

SMALL ENGINE REPAIR

Power Trains, Hydraulics, and Electrical Systems (Hybrid Class)

Credential: Equipment & Engine Training Council (EETC); Drivelines, Mechanical Systems, & Electrical Systems

This class focuses on the principles of power trains, hydraulic systems, and electrical systems and how to diagnose and test problem areas. Students will learn the principles of each system and the components included while applying the knowledge through hands-on labs. Knowledge of these systems can be used to diagnose problems, perform preventative maintenance, and repair issues in a variety of off-road vehicles and vehicles.

Contact Justin Rose at Justin.Rose@Beaufortccc.edu for textbook information.

Students will have the opportunity to test for the Equipment & Engine Training Council (EETC) Drivelines, Mechanical Systems, and Electrical exams in addition to the class. Each EETC exam will separately cost $50.00. Retesting fees are separate.

6:30pm – 9:30pm	Mon. & Wed.	Aug. 10–Dec. 5	Fee: $186.25	147 hrs	36719	BCCC7 703
Online, on demand	All days					
8:00a – 3:00p	Sat.	Dec. 5				

MANUFACTURING

OSHA 10

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

This 10 hour course is designed to provide participants with the basic skills and knowledge necessary to recognize workplace hazards in an industrial, service, or business setting. The program consists of Introduction to OSHA and the OSH Act, Health and Safety Management Systems, OSHA Recordkeeping, Bloodborne Pathogens, Permit Required Confined Spaces, Welding, Hand and Power Tools, Walking/Working Surfaces, Hazard Communication, Personal Protective Equipment, Exit Routes and Fire Protection, Electrical Safety, Machine Guarding, Lockout, Powered Industrial Trucks, Industrial Hygiene, Hearing Conservation, and Respirator Protection and leadership skills. Several of these topics are mandatory, while others are elective. The course is taught in two 5 hour sessions. The price for this class includes a $70.00 registration fee and a $8.00 OSHA Card fee.

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

Lean Manufacturing / Six Sigma

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

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

Advanced Manufacturing Institute Qualify for a $500 Scholarship through SECU

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

This course is designed to help anyone looking for employment in manufacturing to earn credentials, develop knowledge, and skills that are desired in the manufacturing industry. The class will provide OSHA 1 O safety training and certification, Yellow Belt training and certification, basic math, industrial blueprint reading, problem-solving and Working Smart training and certification (includes training is self-awareness, self-management, work ethic, communication and problem-solving skills.) At the end of the course there will be a meet and greet with local manufacturing companies. .

Prerequisite: Career Readiness Certificate of bronze or higher.

8:00 am-5:00 pm	Mon.-Fri.	TBA	Fee: $193.00	96 hrs.	35044	TBA

Forklift Training

Credential: Forklift Wallet Card, National Safety Council

This class is 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 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 sold in the BCCC Bookstore.

5:00 pm-9:00 pm	Tues. & Thur.	June 16 &18	Fee: $77.25	8 hrs.	36679	BCCC11 26
5:00 pm-9:00 pm	Tues. & Thur.	Oct. 27 & 29	Fee: $77.25	8 hrs.	36720	BCCC11 26

HIGH SCHOOL EQUIVALENCY (GED)

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

- Acquire the reading, writing and mathematical skills needed to obtain or advance in a job.
- Meet 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.

The Path to Achieving Your High School Equivalency

1. Register & attend orientation. (Tues. 4-8 pm in Bld. 8, Rm 815)
2. Take the TABE Assesment & speak to a career counselor.
3. Enroll & attend a HSE or ELA class.
4. Schedule your exam at ged.com or hiset.ets.org
5. Choose a pathway: college & career or job training.

HSE Class locations:

Aurora (Hazel W. Guilford Memorial Library)	Call 252-6325 for info	
Beaufort County Campus	Mon. - Thur.	8:30 am-12:00 pm
HSE Prep	Tue. & Thur.	5:00 pm- 8:00 pm
Orientation & Placement Testing	Tue.	3:00 pm- 8:00 pm
Hyde County Davis Center		
HSE Prep	Call 252-940-6231 for info	
Washington County Center (100 NC Hwy 32 N, Roper)		
HSE Prep	Mon. - Wed.	9:00 am- 1:00 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*
Pay a testing fee of $20 per test ($80 total)
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 $15 per test ($75 total)
Retake the test up to two times for free.

Contact us:

Penelope Radcliffe
Director of College and Career Readiness
252.940.6298
penelope.radcliffe@beaufortccc.edu

Sandy Berry
Admissions & Assessment Specialist
252.940.6325
sandy.berry@beaufortccc.edu

Bobbie Lewis
Chief HSE Examiner
252.940.6209
bobbie.lewis@beaufortccc.edu

HIGH SCHOOL EQUIVALENCY (GED)

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

High School Equivalency Testing Dates

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

Pearson Vue GED	ETS HiSET
June 9/10, 23/24	June 8
July 14/15, 28/29	July 13
Aug. 4/5	Aug. 3

ENGLISH LANGUAGE ACQUISITION

English Language Aquisition(ELA) Citizenship

What does it mean to become a citizen of the United States? What benefits and rights are enjoyed by citizens? What are the responsibilities of citizenship? These questions, and many others, will be answered in this preparatory course of how to take the U.S. Citizenship Test. This course will prepare you to take each section of the U.S. Citizenship Test and it will cover topics such as Civics, the U.S. Government, History, Geography, Reading, and Writing. It will also cover tips on how to study for the test and how to most effectively prepare yourself for the test.

5:00 pm-8:00 pm Wed. Fee: Free BCCC 8-827

Adquisición del Idioma Inglés: Clases de Ciudadania

¿Qué significa convertirse en un ciudadano de los Estados Unidos? ¿Qué beneficios y derechos disfrutan los ciudadanos? ¿Cuáles son las responsabilidades de la ciudadanía? Estas preguntas, y muchas otras, serán respondidas en este curso preparatorio sobre cómo tomar el Examen de Ciudadanía de los Estados Unidos. Este curso lo preparará para tomar cada sección de la Prueba de Ciudadanía de los Estados Unidos y abarcará temas tales como cívica, gobierno de los Estados Unidos, historia, geografía, lectura, escritura y habilidades de entrevista. También cubrirá consejos sobre cómo estudiar para el examen y cómo prepararse más efectivamente para el examen.

5:00 pm-8:00 pm miercécoles Matrícula: Gratis BCCC 8-827

Call 940-6325 for more information.
Your **future** is waiting!

English Language Acquisition (ELA)

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

Adquisición del Idioma Inglés

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

ELA Class locations

Beaufort County Campus	Tues & Thurs.	6:00 pm-8:30 pm
Hyde County Davis Center	Tues. & Wed.	6:00 pm-9:00 pm

HVAC

HVAC: Heating, Ventilating, and Air Conditioning Level 1

Credential: Core & Level 1 HVAC, NCCER

This course covers the NCCER Core and HVAC Level 1 curriculums. The NCCER Core Curriculum focuses on Basic Safety, Introduction to Construction Math, Introduction to Hand Tools, Introduction to Power Tools, Construction Drawings, Basic Rigging, Basic Communication Skills, Basic Employability Skills, and Materials Handling. The HVAC Level 1 curriculum focuses on Introduction to HVAC, Trade Mathematics, Basic Electricity, Introduction to Heating, Introduction to Cooling, Introduction to Air Distribution Systems, Basic Copper and Plastic Piping Practices, Soldering and Brazing, and Basic Carbon Steel Piping Practices.

The textbooks include the NCCER Core Curriculum Trainee Guide 5th ed. (ISBN: 978-0-13-413098-9) and the NCCER HVAC Level 1 Trainee Guide 5th ed. (ISBN: 978-0-13-518509-4) and is available in the BCCC bookstore and Amazon.com.

6:00 pm-9:00 pm	Mon & Thurs	Aug. 3–Nov. 23	Fee: $186.25	96 hrs.	36716	BCCC 11-14 & 7-703

HVAC: Heating, Ventilating, and Air Conditioning Level 2

Credential: EPA Section 608, ESCO Institute/Level 2 HVAC, NCCER

This course will continue building upon the skills learned while taking the HVAC Level 1 class. This course will focus on Alternating Current, Compressors, Refrigerants and Oils, Leak Detection Evacuation Recovery and Charging, Metering Devices, Heat Pumps, Basic Maintenance, Chimneys Vents and Flues, Sheet Metal Duct Systems, Fiberglass and Fabric Duct Systems, Commercial Airside Systems, Air quality Equipment, and Introduction to Hydronic Systems. The textbooks include the NCCER HVAC Level 2 Trainee Guide 5th ed. (ISBN: 978-0-13-518512-4) and is available in the BCCC bookstore and Amazon.com. 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. Test fees are subject to change per ESCO Institute.

6:00 pm-9:00 pm	Mon & Tues	Aug. 3–Nov. 23	Fee: $186.25	96 hrs.	36717	BCCC 11-15 & 7 703

HVAC: Heating, Ventilating, and Air Conditioning Level 3

Credential: Level 3 HVAC, NCCER

This course will continue building upon the skills learned while taking the HVAC Level 2 class. This course will focus on Fasteners, Hardware and Wiring Terminations, Control Circuit and Motor Troubleshooting, Troubleshooting Cooling, Troubleshooting Heat Pumps, Troubleshooting Gas Heating, Troubleshooting Oil Heating, Troubleshooting Accessories, Zoning, Ductless, and Variable Refrigerant Flow Systems, Commercial Hydronic Systems, Steam Systems, Retail Refrigeration Systems, and Customer Relations. The textbooks include the NCCER HVAC Level 3 Trainee Guide 5th ed. (ISBN: 978-0-13-518-510-0) and is available in the BCCC bookstore and Amazon.com. At the end of class, students can sit for an Employment Ready exam for System Diagnostics and Troubleshooting (ISBN: 1-930044-15-1). Students will log into www.escotesting.com on the night of testing and pay a $25.00 test fee separate from their registration fee. Test fees are subject to change per ESCO Institute.

6:00 pm-9:00 pm	Tues & Thurs	Aug. 4 – Nov. 19	Fee: $186.25	96 hrs.	36718	BCCC 7 703

HVAC: Brazing, Vacuum Pump, and Refrigerant Charging Techniques

This class will show students proper torch safety, use, and brazing techniques. Students will learn how to maintain their vacuum pumps and how to evacuate a system properly. Students will also learn proper refrigerant charging techniques. This will be an involved class where students will be active and expected to perform these tasks themselves.

8:00 am-5:00 pm	Sat	July 18	Fee: $71.25	8 hrs.	36746	BCCC 7-703

$500 scholarship through SECU is available for a credential in Advanced Manufacturing Institute, CDL, or HVAC (levels 1,2, or 3).

Look for this logo for scholarship-eligible or fee-waived classes. These classes may be free for students who qualify.

TRANSPORTATION/CDL

Truck Driving (Hybrid Class)

Credential: Commercial Driver's License

The Truck Driver Training program will train students to drive a Class - A combination vehicle and prepare students for their pre-trip inspection, off road skills test and the road-driving test, which are all components of the NCDMV Commercial Driver License (CDL) exam.

Funding assistance may be available through your local NCWORKS Center (formerly known as Job Link) and through scholarships available with State Employees Credit Union, BCCC Foundation and Golden Leaf.

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

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

8:00 am-6:00 pm Online, on demand	Sat. & Sun. All days	May 17 – Sep. 26	Fee: $234.25	384 hrs.	36712	BCCC7 703
8:00 am-6:00 pm Online, on demand	Sat. & Sun. All days	Aug. 16 – Dec. 19	Fee: $234.25	384 hrs.	36715	BCCC7 703

North Carolina Vehicle Escort Certification and Recertification

Credential: Escort Vehicle Certification, NC Division of Motor Vehicles

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

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

Corequisite: NSC Defensive Driving Course (see p. 14 for course offerings)

8:00 am-5:00 pm	Tue.	July 28	Fee: $70	8 hrs.	36678	BCCC8 829

North Carolina Vehicle Safety Inspection

Credential: Vehicle Safety Inspection, NC Division of Motor Vehicles

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

8:00 am-5:00 pm	Sat.	May 16	Fee: $70	8 hrs.	36851	BCCC2 108

COMPUTERS

HRD: Computers in the Workplace

Credential: Microsoft Digital Literacy, Microsoft

This course prepares students to effectively use the computer in the workplace. Students will learn how to create, edit, and save MS Word documents. Microsoft Excel covers how to store, organize, and analyze information in spreadsheets. Outlook, email and navigating the Internet will prepare students on how to create and manage and send emails and calendars. Fee waivers for the registration fee are available for qualifying individuals.

9:00 am–2:00 pm 9:00am – 1:00pm	Mon-Thurs Mon	June 1- June 4 June 8	Fee: $70/Free	24 hrs.	36733	BCCC 8 823

Cybersecurity Awareness Training

Cybersecurity is the means of protecting data, networks, programs and other information from unauthorized or unintended access, destruction, or change. It is important for individuals to learn how to protect their information. In this workshop, instructor Holly Harrison will empower students to quickly recognize scams commonly used by cybercriminals who try to gain access to personal information.

8:00 am–5:00 pm	Wed.	June 3	Fee: $75	8 hrs.	36709	BCCC8 822

Microsoft Excel for Business

Gain a working knowledge of the skills you will need in Microsoft Excel to succeed in today's job market. This class will cover an introduction to Microsoft Excel 2019 and how it can be applied in the workplace.

8:00 am–5:00 pm	Wed.	June 17	Fee: $75	8 hrs.	36711	BCCC8 822

Excel for Your Business, Church, or Organization (Intermediate)

This course will build on the introductory Microsoft Excel course an expand the student's knowledge of how to represent their data in workbooks for the purpose of tracking and analyzing income, expenditure, inventories, and more. Students will apply these skills in creating and editing Microsoft Excel worksheets and templates.

10:00 am-1:00 pm	Tues.	June 9-July 28	Fee: $75	24 hrs.	36747	Ware Creek Rosenwald School & Community Center

ed2go

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

SMALL BUSINESS CENTER

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

- One-on-one business counseling, which provides an evaluation to determine immediate needs.
- 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

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

How to Start a Small Business

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

6:00 pm-8:00 pm	Mon.	Aug. 3	Fee: No Charge	2 hrs.	BCCC 828

How to Write a Business Plan

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

6:00 pm-8:00 pm	Mon.	Aug. 17	Fee: No Charge	2 hrs.	BCCC 828

Marketing and Advertising for Your 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 David Mayo will teach low cost advertising/marketing strategies and methods, creating a marketing plan, scoring greater sales with current customers, and other "tricks" of the trade. MARKETING YOUR BUSINESS is a seminar you will want to be a part of and it is absolutely free!

6:00 pm-8:00 pm	Mon.	Aug. 31	Fee: No Charge	2 hrs.	BCCC 828

Financing Your Business

Starting your own business is part of the American dream. You've given this thought and sought advice. You are just about ready to begin. Then you ask yourself; how do I finance my business; who can give me good, solid, reliable advice; are there loans/grants available to assist me?; what should I be aware of? The economy can be tough, so consider taking this course.

6:00 pm-8:00 pm	Mon.	Sept. 21	Fee: No Charge	2 hrs.	BCCC 828

Recordkeeping and Taxes for Small Business

Do you know your product or service upside down and backwards, BUT the numbers just drive you up the wall? Do you really work 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. Keith Kidwell is your presenter. You will learn… What makes your business thrive and grow? What is a CPA and when and how do you use them? How to understand financial statements. What your banker is looking for? What federal and state reports are required? If I made that much money, where is it?

6:00 pm-9:00 pm	Mon.	Sept. 28	Fee: No Charge	3 hrs.	BCCC 828

Facebook Shops & Facebook Marketplace For Entrepreneurs

If you want to be successful, you can't sit back and wait for customers to come to you – reach out to them. So where are they? Facebook. Facebook is the largest social network in the world, with more than 1.1 billion people logging in daily to spend an average of 58.5 minutes on the platform. That's insane. If you sell products online and you don't have a Facebook shop, you're missing a huge opportunity. Let Nick Hawks show you just how easy it is to "Sell to the World" for free. What is Facebook Marketplace? Marketplace is an easy, convenient way to market your small business and sell in your local area. Customers can look through your listings or search for items near them to find great things to buy.Why should I use Facebook Shops & Marketplace? You can list items for free and find new customers directly within Facebook. You don't have to download another app or set up a new account. Reach thousands of people in your local community and increase your sales. Nick Hawks is your presenter.

1:00 pm-4:00 pm	Thur.	May 21	Fee: No Charge	3 hrs.	BCCC 828

Visual Merchandising & Staging Concepts

All types of retail stores benefit from effective visual merchandising. Whether you're creating a 3D in-store display to showcase the latest trends or using signage to highlight your services top features, these methods of visual merchandising can catch a customer's eye, inform them of a new product, and ultimately, increase sales. Understanding the importance of design in your environment to maximize quality customer experience and brand identity is the key to success. Discover the science behind the design, as well as staging techniques to captivate customers. Your presenter, Elizabeth Glisson, is the managing partner of The Social Owl in Washington, NC. The Social Owl offers, coaching, training, marketing services, resources, humor and encouragement to entrepreneurs and independent businesses.

2:00 pm-5:00 pm	Tue.	June 9	Fee: No Charge	3 hrs.	BCCC 828

SMALL BUSINESS CENTER

Three-Part, QuickBooks Desktop Summer Series –

Cynthia King, Business Administration Professor at BCCC and prior entrepreneur.

Introduction to QuickBooks Desktop – Part One

QuickBooks is the gold standard software for the small business owner. Our QuickBooks expert will give you a complete introduction to the QuickBooks Desktop product including: getting started, setting up a company file, understanding lists and items, adding vendors, customers, and workers, chart of accounts, connecting a bank account, using forms to record sales and managing expenses and invoicing. You will have a basic understanding of the QuickBooks desktop program!

3:00 pm-5:00 pm	Mon.	July 13	Fee: No Charge	2 hrs.	BCCC 2, Rm 124A

Introduction to QuickBooks Desktop – Part Two

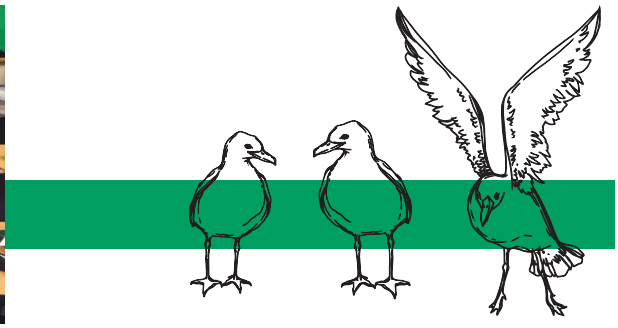
Building on the prior day's work, our QuickBooks expert will give you a complete introduction to the QuickBooks Desktop product including: getting started, setting up a company file, understanding lists and items, adding vendors, customers, and workers, chart of accounts, connecting a bank account, using forms to record sales and managing expenses and invoicing. You will have a basic understanding of the QuickBooks desktop program!

3:00 pm-5:00 pm	Tue.	July 14	Fee: No Charge	2 hrs.	BCCC 2, Rm 124A

Introduction to QuickBooks Desktop – Part Three

Building on the prior two classes, our QuickBooks expert will give you a complete introduction to the QuickBooks Desktop product including: getting started, setting up a company file, understanding lists and items, adding vendors, customers, and workers, chart of accounts, connecting a bank account, using forms to record sales and managing expenses and invoicing. You will have a basic understanding of the QuickBooks desktop program!

3:00 pm-5:00 pm	Wed.	July 15	Fee: No Charge	2 hrs.	BCCC 2, Rm 124A



Two-part Time Management Series – With Dionne McGee -

Dionne McGee, is a true empowerment speaker. Today, Dionne is recognized as a powerful motivational speaker, coach, consultant and now—author. She has had the good fortune to travel the country to inspire thousands to chase after their dreams and goals and not settle for the status quo. "We must be fulfilled; otherwise what's the point of being here? We should live life to the fullest, not just exist. Our voices must be heard in order for us to leave a legacy.

Time Management for Current and Prospective Entrepreneurs – Part I

We all need more of it… time! Think you could grow your business or start that business you have always wanted to begin if you had more time? Learn proven time management techniques as well as leading edge skills to be more efficient with the valuable resource of your time. Your presenter and Beaufort County product, Dionne McGee, is a true empowerment speaker. As a small business owner, seasoned executive, certified Project Manager, Scrum Master, and Six Sigma (Practitioner), and author, Dionne has a wealth of experience to help guide you to the next level. Dynamic, energetic, and inspiring, she quickly prepares her audiences to push boundaries, fight fear, and embrace excellence.

3:00 pm-5:00 pm	Mon.	June 15	Fee: No Charge	2 hrs.	BCCC 828

Time Management for Current and Prospective Entrepreneurs – Part II

Building on the concepts of time management from part one, you will dive deeper for proven time management skills and techniques. Also, come to this class with questions and your own personal case study regarding your time management hurdles. Your presenter, Dionne McGee, is a true empowerment speaker. As a small business owner, seasoned executive, certified Project Manager, Scrum Master, and Six Sigma (Practitioner), and author, Dionne has a wealth of experience to help guide you to the next level. Dynamic, energetic, and inspiring, she quickly prepares her audiences to push boundaries, fight fear, and embrace excellence.

10:00 am-12:00 pm	Tue.	June 16	Fee: No Charge	2 hrs.	BCCC 828

Choosing the Correct Marketing Strategy for Your Small Business

You probably didn't start your business to spend time worrying about your marketing. So much to do, so little time! This workshop will address the needs and relationship of everything that affects your reputation, your 'face' to your community, and your business and profit growth including customer service, PR, sales, advertising, and legal. "Idea whisperer' Jeanne Eury is a southerner and a born storyteller with loads of creativity and a dedication and enthusiasm for marketing. She is President of 8 Arms Group, a Digital, Social, and Traditional Marketing firm.

2:00 pm-5:00 pm	Tue.	June 23	Fee: No Charge	3 hrs.	BCCC 828

Look for this logo for scholarship-eligible or fee-waived classes. These classes may be free for students who qualify.

REAL ESTATE & NOTARY

Pre-License Real Estate

Credential: NC Real Estate Licence, NC Real Estate Commission

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

Prerequisite: High School Diploma, subject to criminal background check, Career Readiness Certificate of a silver or higher

Coming Fall 2020

Notary Public

Credential: Notary Public, NC State Notary Public Section

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

Prerequisite: High School Diploma, subject to criminal background check

9:00 am-4:00 pm	Fri.	June 5	Fee: $70	6 hrs.	36634	BCCC8 829

E-Notary

Credential: E-Notary, NC State Notary Public Section

All students must have a current state or federal issued picture ID upon arrival for class. This course is designed for instructional areas related to individuals who want to become commissioned as an electronic notary. Topics include legal, ethical and procedural requirements of the Notary Act set forth in the general Statute 10B Article 2. Upon completion of this course with a passing exam grade of 80% or higher, a person is eligible to make application with the NC Secretary of State office. Handbook available in the library. https://www.sosnc.gov/notary/

Prerequisite: Must be licensed Notary Public, must provide Notary number.

9:00 am-12:00 pm	Fri.	July 10	Fee: $70	3hrs.	36663	BCCC8 829

DEFENSIVE DRIVING

Defensive Driving-DDC-4

Credential: DDC-4, NC Safety & Health Council

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

9:00 am-1:00 pm	Sat.	May 16	Fee: $70	4 hrs.	35486	BCCC8 829
5:30 pm-9:30 pm	Mon.	June 1	Fee: $70	4 hrs.	35487	BCCC8 829
9:00 am-1:00 pm	Sat.	June 6	Fee: $70	4 hrs.	35488	BCCC8 829
9:00 am-1:00 pm	Sat.	June 27	Fee: $70	4 hrs.	35581	BCCC8 829
5:30 pm-9:30 pm	Mon.	July 13	Fee: $70	4 hrs.	36779	BCCC8 829
9:00 am-1:00 pm	Sat.	July 18	Fee: $70	4 hrs.	36780	BCCC8 829
9:00 am-1:00 pm	Sat.	Aug. 8	Fee: $70	4 hrs.	36781	BCCC8 829
5:30 pm-9:30 pm	Mon.	Aug. 17	Fee: $70	4 hrs.	36783	BCCC8 829
9:00am-1:00 pm	Sat.	Aug. 29	Fee: $70	4 hrs.	36784	BCCC8 829

Clases de Manejo Defensivo en Espanol

Credential: DDC-4, NC Safety & Health Council

BCCC ahora ofrece Clases de Manejo Defensivo en Espanol. Aprenda a conducir a la defensiva por el bien de su familia, amigos y usted mismo en este curso de cuatro horas. Es importante llegar a su destino en una manera segura y sin incidentes. Esta clase lo ayudara a reconocer los peligros, comprender sus defensas y como evitar problemas en la carretera. Todos estan mas seguros cuando conduces a la defensiva, y tambien evitaras recibir multas de transito. Esta clase debe satisfacer los requistitos establecidos por un tribunal de justicia o empresas que emplean conductores.

9:00 am-1:00 pm	Sat.	June 6	Fee: $70	4 hrs.	35489	BCCC8 828
9:00 am-1:00 pm	Sat.	Aug. 8	Fee: $70	4 hrs.	36782	BCCC8 828

MOVE FORWARD AT WORK

National Career Readiness Certification (NCRC) Testing

Credential: National Career Readiness Certificate, ACT

NCRC/Workkeys Testing is available to all individuals seeking to earn their NCRC. It is strongly recommended that students complete the NCRC Prep Class prior to sitting for the NCRC exam. Students should plan to arrive 15 minutes early. No late arrivals will be allowed in the testing room per ACT Testing Guidelines. Please bring a photo id. Cell phones and other items are not allowed in the testing room. Calculators, formula sheets and scratch paper will be provided for the Applied Math test. If paying for your assessments with cash, students must bring exact change. **A Division of Continuing Education Scholarship available for Career Readiness Certificate (NCRC) testing and has been sponsored by the Beaufort County Committee of 100. Please contact Sara Watson at 252-940-6311.**

Pricing is as follows: NCRC: $39 Talent: $16 Applied Math: $39 Fit: $16 Graphic Literacy: $13 Workplace Observation: $22 Workplace Documents: $13 Business Writing: $22 Applied Technology: $15

Tuesday 9:00 am Testing Dates: 6/9, 6/23, 7/7, 7/21, 8/4

Thursday 5:00 pm Testing: 6/11, 6/25, 7/9, 7/23, 8/6

National Career Readiness Certification (NCRC) Prep Classes

Credential: National Career Readiness Certificate, ACT

This is a specialized course lab designed to assist individuals with earning their National Career Readiness Certification (NCRC). Students may enroll or join this class at any time. It is an open enrollment lab. NCRC is a nationally recognized portable credential that measures employability skills in three areas: Reading for Workplace Documents, Applied Math, and Graphic Literacy. Many companies either require or give preference to job applicants that have a NCRC. Fee Waivers for the registration fee are available for qualifying individuals. Individuals wishing to pursue their NCCRC will pay a $39 testing fee at the time of testing. Students seeking to earn their NCRC are strongly recommended to participate in the NCRC Prep Class prior to sitting for the NCRC test.

2:00 pm-4:30 pm	Tues. & Thur.	May 19 – July 30	Free/Fee: $75	BCCC 8 823
5:00 pm-7:30 pm	Tues.	May 19, June 2, June 16, June 30, July 14, July 28		BCCC 8 823

Request for WorkKeys CRC Test Scores

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

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

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

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

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

SUBSTITUTE TEACHING

Substitute Teacher Training

This 24-hour course prepares individuals to substitute teach in the local school system. This course provides information on learning expectations, time management, monitoring student interaction, classroom management, and many other topics related to being a substitute. Textbooks are available in the BCCC bookstore. Books will not be sold in class.

Prerequisite: High School Diploma, subject to criminal background check

5:00 pm-9:00 pm	Mon., Tue., & Thur.	June 1 -June 11	Fee: $70.00	24 hrs.	36664	BCCC8 828

SOCIAL SERVICES

HRD: Pathway to Counseling/Human Services: Case Management

This course will provide more in-depth skills training in case management and human services. The program will highlight case management skills used in Counseling and Human Service careers. This course provides employability skills training for unemployed and underemployed adults looking to possibly start a career in Counseling/Human Services.

6:00 pm-9:00 pm	Mon. & Wed.	May 18- Jun 15	Fee: $70/Free	24 hrs.	36739	BCCC 8 823

HRD: Income Maintenance Caseworker (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 are available for qualifying individuals.

6:00 pm-9:00 pm	Tues. & Thur.	May 19 – Jul 14	Fee: $125/free	48 hrs.	36360	BCCC8 822

HRD: Pathway Workplace Ethics

This course will provide more in-depth skills training in case management and human services. The program will highlight workplace ethics used in Counseling and Human Service careers. This course provides employability skills training for unemployed and underemployed adults. The curriculum framework is based on four post-employment service strategies -- transition, retention, advancement, and re-employment. Transition involves being ready to work (school-to-work, school-to-school, and/or balancing work and family). Retention involves keeping a job and staying employed (work ethics).

6:00 pm-9:00 pm	Mon. & Wed.	July 6- July 29	Fee: $70/Free	24 hrs.	36741	BCCC 8 823

Are you **ready** for a **new career?** Our Human Resources Development (HRD) classes will let you start getting introductory courses, **at no cost** to qualifying individuals**,** so that you can see if a **new career is a good fit for you.**

HEALTHCARE

Mental Health First Aid

Credential: Mental Health First Aid Certification, National Council For Behavioral Health

This 8-hour course in Mental Health First Aid teaches you how to identify, understand and respond to signs of mental illnesses and substance use disorders. The training gives you the skills you need to reach out and provide initial help and support to someone who may be developing a mental health or substance use problem or experiencing a crisis. A textbook, Mental Health First Aid USA, is available in the BCCC Bookstore. Books will not be sold in class and should be purchased prior to class.

1:00 pm-5:00 pm	Mon. & Tue.	June 1-June 2	Fee: $70	8 hrs.	36348	BCCC 8 822
5:00 pm-9:00 pm	Mon. & Tue.	June 15-June 16	Fee: $70	8 hrs.	36352	BCCC 8 828
1:00pm-5:00pm	Mon. & Tue.	June 29-June 30	Fee: $70	8 hrs.	36350	BCCC 8 822
5:00pm-9:00pm	Mon. & Tue.	July 13-July 14	Fee: $70	8 hrs.	36355	BCCC 8 828

Medical Billing and Coding – Terminology, Anatomy & Physiology

In this combination class, students will learn the basics of medical terminology and anatomy & physiology in the setting of billing and coding. Twelve hours of instruction will be devoted to each of the two sections. The medical terminology portion will look at how medical terms are formed and their definitions; as well as common medical abbreviations. The basics of anatomy & physiology will include studying the notable organs within each of the body systems and the roles they play. This class will serve as a prerequisite to the Intro/Advanced Medical Coding and Billing class.

Textbooks required - Medical Terminology: A Living Language (6th Edition); Student Workbook for Essentials of Anatomy and Physiology 8th Edition which can be purchased from the campus bookstore.

Prerequisites: High school diploma or equivalency

6:00 pm-9:00 pm	Tues. & Thurs.	June 2-June 25	Fee: $70	24 hrs.	36621	B3 115

Look for this logo for scholarship-eligible or fee-waived classes. These classes may be free for students who qualify.

HEALTHCARE

Phlebotomy for Healthcare Workers

Course will provide theory and lab experiences needed for proper collection of blood and other specimens used for diagnostic testing. Upon completion, you should be able to safely perform procedures necessary for specimen collections on patients in various healthcare settings. No clinical required.

Prerequisite: Verification of current certification as a Nurse Aide, Medical Assistant, Registered or Practical Nurse, EMT

Requirements: Competently perform 20 successful venipunctures in the lab setting

9:00am-3:30pm	Thur. & Fri.	June 4-June 12	Fee: $71.25	24 hrs.	36116	BCCC12 1218

Nurse Aide I

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

This certificate course consists of theory, lab and clinical experiences, which 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: Textbook-$19.50, *uniform-$120.00, *watch with second hand-$10, *dual head stethoscope-$20, *blood pressure cuff-$20, *2 step TB skin test-$60, Castle Branch-$65, NC certification exam-$120 (*approx. cost)

Requirements:

- Competently perform NCNAR approved skills
- 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
- Drug screen and background check with CastleBranch must be completed within 30 days of first day of class or student may be dropped from course.

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

9:00 am-4:00 pm	Tues., Wed., Thur.	June 2-July 29	Fee: $194.25	160 hrs.	36100	BCCC12 1212

Nurse Aide I Refresher

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

Refresher course involves reviewing theory and hands on skills practice needed to renew North Carolina Nurse Aide I license. No clinical required. Upon satisfactory completion of course, student is eligible to apply for North Carolina State Certification Examination.

Prerequisite: Verification of previous North Carolina Nurse Aide I in the past three (3) years.

Requirements:

- Competently perform NCNAR approved skills
- Two matching government issued ID cards (SS Card and current valid driver license/government form of ID with photo)

9:00am-5:30pm	Mon.	June 22-July 20	Fee: $126.25	42 hrs.	36115	BCCC12 1212

Community Health Coach

Course is designed to empower individuals to serve as an advocate within their community such as: church, professional, social, civic and business organizations. The Community Health Coach will learn to identify health and medical issues and to guide at risk individuals to seek health services. Individuals will learn to identify potential health concerns and to encourage results through healthy changes. Instructional topics include: risk factors and disease complications; nutrition and cardiovascular disease; tobacco use; nutrition; community outreach; physical activity and stress management. Upon completion of program individuals are encouraged to host a wellness fair for their community.

Prerequisite: High School diploma or High School Equivalency.

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

5:30 pm-9:00 pm	Mon. & Thur.	June 1-July 30	Fee: $180.00	60 hrs.	36126	BCCC12 1218
First night	**June 1**	**5:00 pm-9:00 pm**				

HEALTHCARE

Pharmacy Technician-Hybrid

Credential: Pharmacy Technician, Pharmacy Technician Certification Board

Course is 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 during pharmacy hours. Seated times will be announced in class. MANDATORY attendance required the first night of class. Every Tuesday is seated for Working Smart.

Upon satisfactory completion of the course, the student is encouraged to apply for certification with Pharmacy Technician Certification Board Exam. Student will earn a Working Smart credential: soft skills for workplace success while enrolled in the program.

Prerequisite: Career Readiness Certificate of a bronze or higher. Copy of certificate is due at time of registration along with an official copy of a High School diploma or High School Equivalency.

Costs: Textbook-Pharmacy Technician Principles and Practice ISBN: 9780323443562, Math Calculations for Pharmacy Technicians-9780323430883 Workbook and Lab Manual ISBN: 9780323443579, exam fee-$129 (*approximate cost)

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

6:00 pm-9:30 pm	Mon.	June 1-Aug 10	Fee: $194.25	140 hrs.	36458	BCCC 8826
6:00 pm-9:30 pm	Every other Wed. (First Jun 3)					
6:00 pm-9:30 pm	Tues.	June 2-July 14	Working Smart			

BLS CPR for Healthcare Provider

Credential: BLS CPR for Healthcare Providers, American Heart Association

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

Textbook: Basic Life Support Provider Manual - ISBN 9781616694074

5:30 pm-9:30 pm	Wed.	June 24	Fee: $45	4 hrs.	36075	BCCC 8, 826
9:00 am-1:00 pm	Sat.	July 18	Fee: $45	4 hrs.	36077	BCCC 8, 826

Heartsaver CPR/AED

Credential: Heartsaver CPR/AED, American Heart Association

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

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

9:00 am-1:00 pm	Sat.	June 27	Fee: $45	4 hrs.	36078	BCCC 8, 826
5:30 pm-9:30 pm	Wed.	July 22	Fee: $45	4 hrs.	36079	BCCC 8, 826

Medical Billing and Coding

This course prepares an individual for entry level healthcare billing and coding positions. Course topics can include but are not limited to the roles and responsibilities of this position, managed health care, life cycle of an insurance claim, legal and regulatory considerations, coding regulations, reimbursement issues, claim instructions, medical terminology, filing commercial claims, insurance plans, Medicare, Medicaid, Tricare, and Workers' Compensation. Upon completion, students should also be able to utilize MS Windows and the Internet to effectively retrieve billing-related information and updates. Upon completion students will be prepared to sit for the American Academy of Professional Coders (AAPC) exam, Certified Professional Coder (CPC) Exam or the National Health careers Association (NHA) Certified Billing and Coding Specialist Exam (CBCS).

Textbooks required: Exam Book Bundle 2020 (CPT, HCPCS, ICD-10-CM) which can be purchased from the campus bookstore.

Prerequisites: High school diploma or equivalency, Medical Billing and Coding Terminology, Anatomy & Physiology

Coming Fall 2020

HEALTHCARE

Medication Aide for Long-Term Care Facility

Credential: Medication Aide, NC Mediation Aide Registry

24 hour course provides training for a current Nurse Aide to become a qualified Medication Aide. Core course concept is safe medication administration via the oral, topical and instillation routes to residents of long-term nursing facilities. For listing on the North Carolina Medication Aide Registry student must successfully complete the state competency exam.

Prerequisite: Current NA I license with no substantiated findings, High School diploma or High School Equivalency

Costs: Total registration-$70, Textbook-$14.14, state exam-$55

Requirements:

· Attendance for all 24 hours
· 90 or greater on the final written exam
· Current NC Aide certificate, SS Card and current signed government form of ID with photo

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

September 2020 Dates To Be Announced in Fall 2020 catalog

Registered Medical Assistant Part I-Hybrid

Credential: Registered Medical Assistant, American Medical Technologists

Registered Medical Assistant is a 720 course that prepares individuals to provide administrative and medical duties in a clinic. The course divided into two parts. Part 1 consists of 360 hours of instructional time to learn administrative, clerical and clinical skills.

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

Coming August 2020 Dates To Be Announced in Fall 2020 catalog

Registered Medical Assistant Part 2-Hybrid

Credential: Registered Medical Assistant, American Medical Technologists

Part 2 builds on the foundations of Part 1 for additional instructional time to learn medical assisting procedures. Student will learn many tasks such as: phlebotomy, cleaning and dressing wounds, giving injections, and collecting specimens. Student will complete 160 hours of clinical experience in a medical clinic.

Prerequisite: Successful completion of Part 1

March 2021 Dates To Be Announced

Respecting Choices: First Steps & Last Steps Advance Care Planning Facilitator Certification

Respecting Choices focuses on skills needed for advance care planning discussions. Learning occurs through small groups, role playing, storytelling and self-reflection to develop skills needed to assist adults with serious illnesses or frailties with making treatment decisions. After completion of First Steps and Last Steps, participants should have basic knowledge to facilitate discussions on Advance Care Planning. The program is for anyone interested in promoting Advance Care Planning or End-Of-Life Care.

Step one: October 1, 2020 Step two: October 22, 2020

To register click on the link: https://www.easternahec.net/continuing-education/#events-list

FIRST RESPONDER

Fire Service Training

Beaufort County Community College uses NC OSFM qualified fire instructors to teach classes throughout our four-county service area. As well we offer Emergency Management training classes with instructors from all over the state so that you receive the best possible. This training is offered in a flexible and adjustable schedule to meet your department's needs. Offerings include, but are not limited to, Firefighter, HazMat, Driver/Operator, and other specialty programs approved by the state. These classes can be taught on our campus or at your local department. Classes are also available to be taught at local business and industries to meet current safety regulations. If you have any questions about a class or wish to schedule one, please feel free to contact Andrew Coccaro, Fire and Emergency Management Director at (252)940-6363 or andrew.coccaro@beaufortccc.edu.

To receive our monthly newsletter with the latest on upcoming classes, please visit http://tinyurl.com/bcccfire-em to subscribe.

FIRST RESPONDER

Emergency Medical Technician Evening Class(Hybrid)

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

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

6:30 pm-9:30 pm	Mon. & Wed.	Aug.12–Dec. 9	Fee: $204.25	274 hrs.	36686	BCCC 10-28

Community Paramedicine (CP-C)

Credential: Community Paramedic, International Board of Specialty Certification

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

Online & 2 Saturdays	Online	Aug. 24–Nov. 8	Fee: $185	109 hrs.	36692	BCCC10-31

Online FP-C/CCP-C Review Course

Credential: Critical Care Paramedic Certification & Flight Paramedic Certification, International Board of Specialty Certifications

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

Online	Online	Aug. 31–Nov. 15	Fee: $185	72 hrs.	36695	Online

Online Anatomy and Physiology for Paramedics

This course provides a basic study of the structure and function of the human body. The curriculum for Anatomy and Physiology meets the North Carolina Office of Emergency Medical Services Anatomy & Physiology requirement for initial paramedic courses. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of A&P. This course is 100% online and students are required to preregister prior to the start date. This course uses the Anatomy and Physiology for Health Professions 3rd Edition with the Navigate 2 Advantage Access Code; ISBN 9781284151978.

Online	Online	Aug. 31–Dec. 6	Fee: $185	96 hrs.	36700	Online

EMT to Paramedic

This course follows the guidelines established by the North Carolina Office of Emergency Medical Services and consists of online and classroom instruction that will educate the EMT to prepare for the North Carolina Paramedic Certification exam. Students will be required to attend one day of classroom instruction each week as well as some Saturday classes on the BCCC Campus. Interested students are asked to schedule an appointment with the BCCC EMS Programs Director to review pre-requisites along with cost and course expectations prior to registering.

The next class is expected to start February 2021!

To receive email updates regarding upcoming classes and events in the BCCC EMS Training Program, subscribe now at *http://www.tinyurl.com/bcccems.*

FIREARMS

Concealed Carry Handgun (CCH) Training

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

8:00 am-7:00 pm	Sat.	May 23	Fee: $76.25	10 hrs.	36145	BCCC10B 102
8:00 am-7:00 pm	Sat.	July 18	Fee: $76.25	10 hrs.	36146	BCCC10B 102

CRAFTS

Quilting for Others

We all agree that quilters are nice, caring, and giving. In these four sessions we will use donated fabric to produce three quilts in the simple Ocracoke Cracker pattern. Two of the finished quilts will be sent to Ocracoke to help families who are reestablishing households devastated by the hurricane. One quilt will be donated to Bright Futures to support Beaufort County school children. Participants will find time to work on their own projects. And everyone will admire the finished quilts and the wonderful purposes they serve.

6:00 pm-8:30 pm	Thurs.	May 21 – June 11	Fee: $20	10 hrs.	36810	BCCC8 829

DANCING

Line Dancing Intermediate

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

9:30 am-11:00 am	Mon.	May 18 – Jun 29	Fee: $35	9 hrs.	35601	BCCC10 12
6:00 pm-7:30 pm	Mon.	May 18 – Jun 29	Fee: $35	9 hrs.	35602	BCCC10 12

Carolina Shag Dancing Intermediate

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

6:00 pm-7:30 pm	Tues.	May 19 – Jun 30	Fee: $50	9 hrs.	35607	BCCC4 102

TAI CHI

Tai Chi

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

9:00 pm-10:00 am	Tues. & Thur.	May 19 – June 18	Fee: $40	10 hrs.	36808	BCCC10-31
6:00 pm-7:00 pm	Tues. & Thur.	May 19 – June 18	Fee: $40	10 hrs.	36809	BCCC10-31

LANGUAGES

New! American Sign Language

New online course in American Sign Language! This course is a beginner version of the fundamental elements of American Sign Language within a cultural context. Emphasis is placed on basic vocabulary, grammar, expressive practice to develop everyday conversational skills in ASL. Students of ASL can expect to acquire many insights, not only universal aspects common to all languages, but also specific information that is sound in studying ASL and learning about its community of users.

5:30 pm – 7:30 pm	Tues. & Thur.	May 19–June 25	Fee: $75	24 hrs.	36878	Online/Zoom

MOTORCYCLE SAFETY

Motorcycle Safety: Basic Rider Course

We are pleased to offer this new service to area motorcycle riders. And this class will show off our brand-new driving pad. More importantly, students will learn the safe driving skills for operating a motorcycle in traffic. Please come and learn the operation of motorcycle controls as you practice riding on our protected range. Here are some details:

- We will provide motorcycles, helmets, and training manuals.
- You must wear an approved helmet, over-the-ankle footwear, long pants, a long-sleeved shirt or jacket, full-fingered gloves, and protective eye wear at all times while training.
- Successful completion achieves a skills waiver card for the NCDMV
- Class size is limited to insure personal instruction.
- We will operate rain or shine.
- A mandatory FREE e-course provided by the NC Motorcycle Safety Foundation must be completed before the start of class. The class coordinator will contact students with e-learning login information 2 weeks prior to class. (Those who desire help with online learning may receive assistance. Please ask.)
- A copy of the e-course Certificate of Completion must be presented to the instructor on the first day of class. Participation without this certificate is not allowed, and refunds are not given for lack of completion.
- Please contact Clay Carter at 252-940-6357 or clay.carter@beaufortccc.edu for more information.

8:00 am – 7:00 pm	Sat. & Sun.	May 16 & 17	Fee: $145	20 hrs.	35617	BCCC Driving Pad

RESTAURANT

ServSafe®

Credential: ServSafe® Manager, National Restaurant Association

This course covers the complete ServSafe® program. Food safety and consumer health are among the most pressing concerns for the food service industry. The restaurant and food service industry's preeminent food safety training program, ServSafe®, is recognized and accepted by more federal, state, and local jurisdictions than any other. Effective training means your entire operation will be more efficient, more profitable, and have a better understanding of health department regulations. The ServSafe® certification will insure that two points will not be taken away at your sanitation inspections. Students will be required to have a textbook AND Online Voucher to take the course. Book and voucher available in the campus bookstore or can be purchased from Servsafe website https://www.servsafe.com/access/SS/Catalog/ProductDetail/ESV7. No materials will be sold in class.

5:00 pm-9:00 pm	Tue. & Thur.	June 2–June 9	Fee: $70	12 hrs.	36624	BCCC 8 829/824

ServSafe® Review & Test

Credential: ServSafe® Manager, National Restaurant Association

This course covers the complete ServSafe® program. Food safety and consumer health are among the most pressing concerns for the food service industry. The restaurant and food service industry's preeminent food safety training program, ServSafe®, is recognized and accepted by more federal, state, and local jurisdictions than any other. Effective training means your entire operation will be more efficient, more profitable, and have a better understanding of health department regulations. The ServSafe® certification will insure that two points will not be taken away at your sanitation inspections. Students will be required to have a textbook AND Online Voucher to take the course. Book and voucher available in the campus bookstore or can be purchased from Servsafe website https://www.servsafe.com/access/SS/Catalog/ProductDetail/ESV7. No materials will be sold in class.

6:00 pm-9:00 pm	Thur.	June 11	Fee: $25	3 hrs.	36660	BCCC 8 829

The Frances Morgan Roberson Culinary Arts Lab is a fine community resource! Those who have participated in our Personal Enrichment Culinary classes have experienced great instruction, delicious food, and fun camaraderie. Our classes are limited to 10 participants so that everyone can learn new skills, help prepare our meals, and enjoy our food. All materials are supplied.

COOKING

We will spend the month of June reorganizing our kitchen. We also have some new equipment to install. We will see you in Fall Semester for more great cooking classes. Till then, please join us and enjoy these two classes:

Strawberries

Strawberries may well be reckoned to be the very best gift of Spring. Katie Black has a special appreciation for these berries because she's a member of the famous Black Family of strawberry growers. She'll bring her light touch and healthy approach to this class. Roasted Strawberries with Cheddar Cheese, Strawberry and Spinach Salad, Pecan-Crusted Pork Tenderloin with Balsamic Strawberry Sauce, No Churn Strawberry and Banana Ice Cream with Strawberry Dust.

6:00 pm to 9:00 pm	Tues.	May 19	Fee: $40	3 hrs.	35640	BCCC 8-830

Tomatoes

Ain't nothin' in the world like a homegrown tomato. Come and celebrate the coming bounty of Summer with Joe White. We'll make recipes both traditional and new: Spicy Tomato Sauce, Silver Palate Tomatoes Brie and Penne, Nanny's Tomato Pudding, Tomato Pie, Fresh Tomato Salsa, Tomato-Strawberry Granita.

6:00 pm to 9:00 pm	Tues.	June 2	Fee: $40	3 hrs.	35641	BCCC 8-830

ed2go

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

Look for this logo for scholarship-eligible or fee-waived classes. These classes may be free for students who qualify.

KIDS IN THE KITCHEN

Rising 6th through rising 9th grades.
Aspiring chefs have an opportunity to learn safe kitchen skills while creating delicious food. We will focus on techniques and recipes that can be made at home to the delight of the whole family. Participants will help prepare all the food in our Frances Morgan Roberson Culinary Lab, and we will make enough to serve those good folks who come to drive the students home. All supplies are included, and students will enjoy exploring new foods and flavors.

Cooking with Honey (rising 6th through rising 9th grades)

Chef Stephen Tubaugh is a great cook, and he is a beekeeper. We will learn about bees and the important role they play as pollinators. Then we will cook a fine menu, and every dish will include honey. This is going to be a sweet class!

5:30 pm - 8:30 pm	Tues.	June 30	Fee: $40	3 hrs.	36825	BCCC8 830

Ice Cream (rising 6th through rising 9th grades)

That's right, we are going to enjoy homemade ice cream with Chef Scott Clark. We'll build a base custard and churn vanilla, chocolate, and strawberry ice creams. Who knows, if good peaches are around we'll churn them too.

5:30 pm - 8:30 pm	Tues.	July 7	Fee: $40	3 hrs.	36826	BCCC8 830

Macaroni and Cheese (rising 6th through rising 9th grades)

Not from a box! Chef Joe White is going to teach how to make the best macaroni and cheese for your family. We'll make at least three variations, so come hungry.

5:30 pm - 8:30 pm	Tues.	July 14	Fee: $40	3 hrs.	36827	BCCC8 830

Flower Pot Bread Baking (rising 6th through rising 9th grades)

Charming, delicious, and easy to make. Everyone enjoys baking with Rachel K, and she will lead students to understand baking yeast bread. Then we'll make bread in flower pots. Students will take their flower pots home to continue making good bread for their families.

5:30 pm - 8:30 pm	Tues.	July 21	Fee: $40	3 hrs.	36828	BCCC8 830

Pizza Night (rising 6th through rising 9th grades)

Why order out when you can make such good pizza at home. And there are so many different ways to make delicious pizza. Chef Chas Inman will teach traditional, French bread, flat bread, and English muffin pizzas; all with delicious toppings. Oh, and lots of cheese!

5:30 pm - 8:30 pm	Tues.	July 28	Fee: $40	3 hrs.	36829	BCCC8 830

Cupcakes and Cookies (ages 10 and up)

We are offering this very fun class twice. Students will learn baking and decorating skills to enjoy at home. On day one we will bake lots of cookies and cupcakes from scratch. The next two days we will decorate them using colorful icing. Each student receives piping tips, bags, and couplers to take home and continue using their new skills. We'll all enjoy the tasty and beautiful baked goods too!

9:00 am-noon	Mon.-Wed.	July 6-8	Fee: $50	9 hrs.	36843	BCCC8 830
9:00 am-noon	Mon.-Wed.	July 27-29	Fee: $50	9 hrs.	36824	BCCC8 830

Scholarships are available for all youth enrichment classes.
Call Clay Carter at 252-940-6357.

SUMMER ENRICHMENT FOR KIDS & TEENS

Google Game Design (ages 8 to 13)

We've added new features to this popular class that will challenge the creative abilities of young coders. Enjoy 4 days of building your own games using Google Computer Science First and Scratch interfaces. We have two sessions to suit your schedule.

9:00 am-noon	Mon.-Thur.	July 6-9	Fee: $65	12 hrs.	36811	BCCC2 127A
9:00 am-noon	Mon.-Thur.	July 20-23	Fee: $65	12 hrs.	36812	BCCC2 127A

Google Fashion Design (ages 8 to 13)

That cute outfit you are wearing was probably designed using computer software. Learn how to make computer assisted designs of clothing and other fashion accessories using Google Computer Science First and Scratch interfaces. Young coders will have a virtual fashion show on the final day of class.

9:00 am-noon	Mon-Thur.	July 6-9	Fee: $65	12 hrs.	36813	BCCC2 124A

Kids Can Code (ages 6 to 8)

Fortnite started when a coder had a neat and fun idea. The next great game just might be your idea. Young coders will learn how to make things happen on a computer screen in a lively and fun way. Create figures and control their movements, make a background, and even have an avatar.

9:00 am-noon	Mon.-Thur.	July 13-16	Fee: $65	12 hrs.	36814	BCCC2 124A

3-D Modeling and Printing (rising 7th to 12th grades)

3-D printing has many manufacturing, scientific, and medical applications. In Josh Kelly's design lab students will use computers to create three dimensional renderings of an object. They will employ geometric constraints and extrusions to modify the rendering, and then they will set up and run a 3-D printer to create that object. We have three new printers to enjoy watching as cool creations are formed. All supplies are included, and students will carry home the object they create.

5:30 pm - 8:00 pm	Tues. & Thur.	July 21-30	Fee: $55	10 hrs.	36816	BCCC4 102

Welding is for Girls (rising 7th to 12th grades)

Yes, that's exactly what we said. Girls make excellent welders, and here's their chance to explore this craft in a class just for them. In these four sessions girls will learn the basics of MIG, TIG, and stick welding. And they will create something very neat to take home. They'll be proud of their project and prouder of their new skills.

12:30 pm - 3:30 pm	Mon.-Tues.	July 6-14	Fee: $95	12 hrs.	36817	BCCC4 104

STEAM Ahead Camp (1st -3rd grades)

We've got four days of adventures at BCCC. A nature day (build a terrarium), a music day (learn a piano tune), a craft day (make colorful jewelry for someone you love), and a cooking day (think gooey treats). And every day we'll find time to explore our campus in neat playful ways.

9:00 am-noon	Mon.-Thurs.	July 13-16	Fee: $100	12 hrs.	36818	BCCC8 826

CSI:BoCo (rising 5th to 7th grades)

A crime has been committed. The scene is waiting for young detectives to investigate, gather evidence, and record observations. Investigator Wesley Waters of the Beaufort County Sheriff's Office will lead us as we employ scientific methods of investigation and interrogation. We will test for finger prints, blood, and other evidence. We will properly manage the crime scene and assemble the evidence for presentation. We will solve this case!

9:00 am-noon	Mon.-Tues.	July 6 & 7	Fee: $40	6 hrs.	36819	BCCC8 826

Look for this logo for scholarship-eligible or fee-waived classes. These classes may be free for students who qualify.

SUMMER ENRICHMENT FOR KIDS & TEENS

Scholarships are available for all youth enrichment classes.
Call Clay Carter at 252-940-6357.

Learn to Play Piano (rising 3rd to 6th grades)

Spend four evenings uncovering musical talent. We have the keyboards for learning simple tunes that will lead to the pleasure of making music. Playing Twinkle Twinkle Little Star gives a feeling of satisfaction and accomplishment. Students may discover a desire to continue musical training after this experience.

6:00 pm - 7:30 pm	Tues. & Thur.	July 7-16	Fee: $45	6 hrs.	36820	BCCC8 829

Decoy Painting (ages 7 to 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 into the environment of Eastern Carolina. The East Carolina Wildfowl Guild guide this painting workshop, and its members will explain the importance of conserving wildfowl in our area.

9:00 am-11:00 am	Tues.	June 30	Fee: $15	2 hrs.	36821	BCCC8A 101

Makeup, Hair, and Nails (rising 6th to 8th grades)

Join Kim Moulden, BCCC's Lead Instructor of Cosmetology, to get great advice for teen aesthetics. 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, and, learn the best ways to apply nail polish and maintain healthy nails. 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.

9:00 am-noon	Mon. & Wed.	Jul 13 & 15	Fee: $40	6 hrs.	36822	BCCC11 2

Baby Sitting (ages 11 and up)

If you are ready to take responsibility for young children, then this camp is for you. Jessica Mann, the leader of BCCC's Early Childhood Education Program, will share important basics for baby sitters. Learn aspects of care giving, safety concerns, communication with kids and parents, activity ideas, household and food management, and even some business basics. One day of class we will practice First Aid/CPR to give babysitters important emergency skills.

9:00 am-noon	Mon.-Thur.	July 27 - 30	Fee: $100	12 hrs.	36823	BCCC11 25

The Best You Can Be (ages 13 to 17)

Girl Scouts, this session will help you earn your Business Etiquette badge. It will help you learn important skills that allow you to show others all of your talents and abilities. Learn to best manage your words and actions during job interviews, school presentations, and social activities. Join Lillian Chapman as she leads a lively interactive evening, and you will leave being your very best self.

6:00 pm - 8:30 pm	Mon.	July 27	Fee: $20	2.5 hrs.	36845	BCCC8 828

Drama Kids; Theatrical Makeup (rising 6th to 9th grades)

You could be playing a refined lady from 18th century France, a ship wreak victim, or a monster. Whatever your part, credibility from the audience's view requires appropriate application of makeup. Tania Lilley-Corey will show students how to apply makeup, and then we'll go onstage to see how it looks.

5:30 pm - 8:30 pm	Mon.	July 6	Fee: $30	3 hrs.	36846	BCCC8 827

Drama Kids; Props and Puppetry (rising 6th to 9th grades)

Learn how to create the stage setting that supports the production. Large backdrops and small props allow actors to assume character and tell the story. We'll create props and puppets that are so often seen in modern plays.

5:30 pm - 8:30 pm	Mon.	July 13	Fee: $30	3 hrs.	36847	BCCC8 827

Drama Kids; Stagecraft (rising 6th to 9th grades)

There's an audience out there! How do actors move across the stage, relate to each other, and keep the attention of the paying customers? Take this class and you'll learn how.

5:30 pm - 8:30 pm	Mon.	July 27	Fee: $30	3 hrs.	36848	BCCC8 827

Washington County Center

P.O. Box 123, 100 NC Hwy 32 North
Roper, NC 27970
Questions about classes? YaShonti Hunt will be happy to help you at 252-940-6245.

COLLEGE & CAREER READINESS

Adult Basic Education and High School Equivalency

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

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

9:00 am-1:00 pm	Mon.-Wed.		Fee: No Charge	WCC

WORKFORCE PROGRAMS

National Career Readiness Certification (NCRC) Prep Classes

Credential: National Career Readiness Certification, ACT

This is a specialized course lab designed to assist individuals with earning their National Career Readiness Certification (NCRC). Students may enroll or join this class at any time. It is an open enrollment lab. NCRC is a nationally recognized portable credential that measures employability skills in three areas: Reading for Workplace Documents, Applied Math, and Graphic Literacy. Many companies either require or give preference to job applicants that have a NCRC. Fee Waivers for the registration fee are available for qualifying individuals. Individuals wishing to pursue their NCCRC will pay a $39 testing fee at the time of testing. Students seeking to earn their NCRC are strongly recommended to participate in the NCRC Prep Class prior to sitting for the NCRC test.

9:00 am-12:00 pm	Tues.	May 19–July 28	Fee: $75/Free		36671	WCC

Notary Public

Credential: Notary Public, NC State Notary Public Section

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

9:00 am-4:00 pm	Sat.	May 23	Fee: $70	6 hrs.	36632	WCC

DRIVING CLASSES

Defensive Driving-DDC-4

Credential: DDC-4, NC Safety & Health Council

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

9:00 am-1:00 pm	Sat.	May 30	Fee: $70	4 hrs.	35100	WCC Auditorium
9:00 am-1:00 pm	Sat.	June 27	Fee: $70	4 hrs.	35101	WCC Auditorium
9:00 am-1:00 pm	Sat.	July 25	Fee: $70	4 hrs.	36785	WCC Auditorium
9:00 am-1:00 pm	Sat.	Aug. 22	Fee: $70	4 hrs.	36786	WCC Auditorium

SMALL BUSINESS CENTER

PLEASE CONTACT THE CENTER TO ARRANGE FREE AND CONFIDENTIAL ONE-ON-ONE COUNSELING WITH BCCC'S SMALL BUSINESS CENTER DIRECTOR, LENTZ STOWE, AT THE WASHINGTON COUNTY CENTER. BUSINESS COUNSELING IS AVAILABLE ON-SITE THE FOURTH WEDNESDAY OF THE MONTH FROM 10:00 AM – 4:00 PM.

Look for this logo for scholarship-eligible or fee-waived classes. These classes may be free for students who qualify.

WASHINGTON COUNTY CENTER CLASSES

SUMMER ENRICHMENT FOR KIDS & TEENS

We are grateful to Washington County Middle School for sharing their facility for our Summer Enrichment classes. Lunch will be available to students at the end of class. Scholarships are available. Please call Yashonti Hunt at 252-940-6245

Google 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 bring your own headphones.

9:00 am-12:00 pm Mon.-Thur. July 27-July 30 Fee: $65 12 hrs. 36792 Washington County Middle School

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 while you decorate cupcakes and cookies. All supplies are included, and participants will carry home piping bags, tips, and couplers as well as delicious treats for their families.

9:00 am-12:00 pm Mon. & Tues. July 20 & 21 Fee: $35 6 hrs. 36793 Washington County Middle School

Painting for Fun (5th – 8th grades)

Exercise creativity as you apply bright acrylic paints to stretch canvases. Feel pride in the painting you carry home along with the skill of painting for fun. Learn the basics of perspective, scale, and the proper application of paint. And enjoy the colors! We provide all the supplies in this art class. Please wear appropriate clothes for painting.

9:30 am-12:00 pm Mon. & Tues. July 13 & 14 Fee: $60 5 hrs. 36794 Washington County Middle School

CSI: Roper (5th – 8th grades)

A crime has been committed. The scene is waiting for young detectives to investigate, gather evidence, record observations, and help solve the case. Investigators from the BCCC Police Office 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.

9:30 am-12:00 pm Wed. & Thur. July 15 & 16 Fee: $40 5 hrs. 36795 Washington County Middle School

HEALTHCARE CLASSES

BLS CPR for Healthcare Providers

Credential: BLS CPR for Healthcare Providers, American Heart Association

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

4:00 pm-8:00 pm Wed. June 24 Fee: $45 4 hrs. 36080 WCC

Heartsaver CPR/AED

Credential: Heartsaver CPR/AED, American Heart Association

American Heart Association Heartsaver CPR/AED course is for the general public. The course provides training and skills practice in adult, child, and infant CPR and AED use. **Textbook:** *Heartsaver First Aid CPR AED Student Workbook* - ISBN 9781616690175

4:00 pm-8:00 pm Wed. July 8 Fee: $45 4 hrs. 36094 WCC

ed2go

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

TYRRELL COUNTY CLASSES

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

Hyde County Davis Center

P.O. Box 305 • 33460 US Highway 264
Engelhard, NC 27824
Questions about classes? Karen Carawan will be happy to help you at 252-940-6231.

SMALL BUSINESS CENTER

Contact the center to arrange free & confidential one-on-one counseling with BCCC's Small Business Center Director, Lentz Stowe, at the Hyde County Davis Center. Counseling is available on-site the second Wednesday of the month from 10:00 am – 4:00 pm.

Small Business Center Core Curriculum

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

How to Start a Small Business

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

3:00 pm-5:00 pm	Mon.	May 11	Fee: No Charge	2 hrs.	HCDC

How to Write a Business Plan

Starting a small business is a huge step for anyone. David Mayo will help students with the fundamentals of writing a business plan (key to seeking funding), the foundation for success when making a decision to start a new business or acquire an existing business.

5:30 pm-7:30 pm	Mon.	May 11	Fee: No Charge	2 hrs.	HCDC

Marketing and Advertising for Your 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 David Mayo will teach low cost advertising/marketing strategies and methods, creating a marketing plan, scoring greater sales with current customers, and other "tricks" of the trade.

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

Financing Your Business

Starting your own business is part of the American dream. You've given this thought and sought advice. You are just about ready to begin. Then you ask yourself; how do I finance my business; who can give me good, solid, reliable advice; are there loans/grants available to assist me?; what should I be aware of? David Mayo will help you answer these questions.

5:30 pm-7:30 pm	Mon.	May 18	Fee: No Charge	2 hrs.	HCDC

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 really work 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 and confusing financial terms that are the road map to your success. Keith Kidwell is your presenter. You will learn… What makes your business thrive and grow? What is a CPA and when and how do you use them? How to understand financial statements. What your banker is looking for? What federal and state reports are required? If I made that much money, where is it?

2:00 pm-5:00 pm	Mon.	June 1	Fee: No Charge	3 hrs	HCDC

COLLEGE & CAREER READINESS

Adult Basic Education and High School Equivalency

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

For info call 252 940-6231	Fee: No Charge	HCDC

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

Quieres aprender ingle's? BCCC esta' ofreciendo clases various dias y se acomodan a sus necesidades.
English as a Second Language helps adults who want to learn the language skills necessary to function effectively in an English-speaking environment.

6:00 pm-9:00 pm	Tue. & Wed.	Fee: No Charge/Gratis	HCDC

National Career Readiness Certification (NCRC) Prep Classes

Credential: National Career Readiness Certification, ACT

This is a specialized course lab designed to assist individuals with earning their National Career Readiness Certification (NCRC). Students may enroll or join this class at any time. It is an open enrollment lab. NCRC is a nationally recognized portable credential that measures employability skills in three areas: Reading for Workplace Documents, Applied Math, and Graphic Literacy. Many companies either require or give preference to job applicants that have a NCRC. Fee Waivers for the registration fee are available for qualifying individuals. Individuals wishing to pursue their NCCRC will pay a $39 testing fee at the time of testing. Students seeking to earn their NCRC are strongly recommended to participate in the NCRC Prep Class prior to sitting for the NCRC test.

9:00 am-12:00 pm	Tue.	May 19 – July 27	Fee: $75/Free	36670	HCDC

HYDE COUNTY DAVIS CENTER CLASSES

HEALTHCARE & WORKFORCE CLASSES

BLS CPR for Health Care Providers

Credential: BLS CPR for Healthcare Providers, American Heart Association

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

4:00 pm-8:00 pm	Wed.	June 10	Fee: $45	4 hrs.	36084	HCDC

Notary Public

Credential: Notary Public, NC State Notary Public Section

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

9:00 am-4:00 pm	Sat.	June 20	Fee: $70	6 hrs.	36662	HCDC

Heartsaver CPR/AED

Credential: Heartsaver CPR/AED, American Heart Association

American Heart Association Heartsaver CPR/AED course is for the general public. The course provides training and skills practice in adult, child, and infant CPR and AED use. **Textbook:** Heartsaver First Aid CPR AED Student Workbook (ISBN 9781616690175)

4:00 pm-8:00 pm	Wed	Aug. 5	Fee: $45	4 hrs.	36083	HCDC

SUMMER ENRICHMENT FOR KIDS & TEENS

Scholarships are available. Please call Karen Carawan at 252-940-6231.

Google Game Design (rising 5th – 8th grades)

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 bring your own headphones.

9:00 am-12:00 pm	Mon.-Thur.	July 6-July 9	Fee: $65	12 hrs.	36802	HCDC

CSI: Engelhard (rising 5th – 8th grades)

A crime has been committed. The scene is waiting for young detectives to investigate, gather evidence, record observations, and help solve the case. Investigators from the BCCC Police Office 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.

9:00 am-12:00 pm	Mon. & Tues.	July 20 & 21	Fee: $40	6 hrs.	36801	HCDC

Melted Crayon Art Project (rising 3rd grade to 5th grade)

Enjoy a morning spent with Deanna Marshall and create a colorful canvas with melted crayons. Kids will learn a new art skill and their project will look great at home. All supplies included.

9:00 am-12:00 pm	Wed.	July 15	Fee: $25	3 hrs.	36806	HCDC

Sewing Apparel for Teens (rising 6th grade and up)

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. Please call 252-940-6231 for the list. Students should bring their own lunch for each day of class.

9:00 am-2:30 pm	Tues. & Wed.	June 2-3	Fee: $45	10 hrs.	36805	HCDC

Makeup, Hair, and Nails (rising 6th grade to 9th grade)

Join us 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. In addition, 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.

9:00 am-noon	Mon. & Wed.	June 29 & July 1	Fee: $40	6 hrs.	36800	HCDC

STEAM Ahead Camp (rising 3rd grade to 5th grade)

Summer can be busy and fun. We've got science projects and art projects and fun projects for younger learners. Join Dale Berry for two days of activities, and bring home some neat creations.

9:00am-noon	Mon.-Tues.	June 29-30	Fee: $40	6 hrs.	36803	HCDC

STEAM Ahead Camp (rising grades 6th and up)

Two full days for middle school learners to experience the magic and fun of Abby Anderson's science and art projects. She's always got neat activities to enjoy. Ready, set, get busy! Oh, and bring your own lunch each day.

9:00 am-3:30 pm	Wed.-Thur.	June 10-11	Fee: $75	12 hrs.	36804	HCDC

Reinforced Instruction for Student Excellence (RISE)

RISE COURSES

This program is designed for adults who need to improve communication (reading, writing, speaking), numeracy, computational, and problem-solving skills necessary to function effectively in society, on a job, or in the family. Some classes are designed to provide basic literacy level instruction, while others are designed to prepare for the high school equivalency test or Adult High School diploma. All classes are designed to provide reading, writing, and math instruction in the context of workforce and career development and preparation. A variety of instructional strategies and approaches provides adult learners with the basic education necessary for achieving success in job training and retraining programs and post-secondary education opportunities and obtaining and retaining productive employment so that these students may fully enjoy the benefits and responsibilities of being citizens.

RISE Transitional English

8:30 am-11:30 am 5:00 pm -8:00 pm 12:00 pm-2:00 pm	Tue. Tue. Thur.	May 19-June 30	Fee: Free	36740
8:30 am-11:30 am 5:00 pm -8:00 pm 12:00 pm-2:00 pm	Tue. Tue. Thur.	July 7-Aug. 18	Fee: Free	36742

RISE Transitional Math

8:30 am-11:30 am 5:00 pm -8:00 pm 12:00 pm-2:00 pm	Tue. Tue. Thur.	May 19-June 30	Fee: Free	36744
8:30 am-11:30 am 5:00 pm -8:00 pm 12:00 pm-2:00 pm	Tue. Tue. Thur.	July 7-Aug. 18	Fee: Free	36745

Visit the Cosmetology Salon for Reduced-Price Hair & Nail Services
Hours: Tuesday-Thursday 9:30 am-12:30 pm Call 252-940-6464 to schedule an appointment.
Questions? Call Kim Moulden 252-940-6469.

BCCC LIBRARY

The Library Can Power You!

Did you know, the BCCC Library serves faculty and students foremost BUT it is also a full-service public library that anyone is welcome to use. We offer a full selection of popular fiction, non-fiction and movies as well as access to computers, iPads, printing and scanning. A library card gives you power. Not able to come to campus to get your free library card? You can make an online request for a card and we will send it to you in the mail! Not able to come to campus to access the millions of databases we have? You can visit our webpage and use your library card number to read ebooks, magazines and newspapers such as, The New York Times, The Wall Street Journal, Consumer Reports, or Sports Illustrated! There are so many things to see and do on our website. Visit, www.beaufortccc.edu/librarycard/ to fill out an online library card application or www.beaufortccc.edu/libraryhome/ to browse the library web site.

BCCC Library Community Voices Series

The "Community Voices Series" is a program sponsored by the BCCC Library featuring community talents from a wide range of academic and leisure interests. In its second year, the series has featured local photographers, writers and artists to discuss their work and hold Q & A's with the audience. As a part of the series, the library hosts a yearly "trash or treasure" fair where local jewelers, antique dealers and estate planning locals, come in and appraise items for participants. In 2019, 150 people attended this event. More recently, Community Voices hosted a BBQ where participants had the opportunity to sample traditionally prepared, and gas prepared, BBQ and ask our two pit bosses questions about technique and methods.

The 2020-2021 program will focus on the local environment and we hope you will visit the webpage and stay current with the events planned for that program.

ASSOCIATE DEGREE PROGRAMS

For further information about any of these programs, including transfer opportunities or our schedule of classes for the Summer & Fall 2020 semester, please call: Michele Mayo, Director of Admissions, at 252-940-6233.

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

- **Agribusiness Technology**
- **Associate Degree Nursing & Practical Nursing**
- **College Transfer**
- **Automotive Systems Technology**
- **Basic Law Enforcement Training**
- **Business Administration**
- **Community Spanish Interpreter**
- **Cosmetology and Manicuring Nail Technology**
- **Criminal Justice Technology**
- **Early Childhood Education**
- **Electrical Engineering Technology & Electronics Engineering Technology**
- **General Occupational Technology**
- **Human Services Technology**
- **Information Technology**
- **Mechanical Engineering Technology**
- **Medical Lab Technology**
- **Office Administration & Medical Office Administration**
- **Welding Technology**

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

EARLY CHILDHOOD EDUCATION (ECE)

Choose one of the three tracks listed below. All three require EDU 119, *Introduction to Early Childhood Education,* through which students can earn the NC Early Childhood Credential with qualifies them for employment as a teacher in a N.C.-licensed child care center. Therefore students in all three tracks may work in the ECE field while pursuing their Associate in Applied Science (AAS).

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

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

Career Entry: This track is for students who would like to go directly into the early childhood education field as a well-prepared professional. While earning the AAS, students in the track will also earn a ECE Certificate, Infant/Todler Care Certificate, ECE Administrative Certificate, ECE Diploma, School-Age Certificate and a Special Education Certificate. This track requires completion of 65 credit hours and student teaching.

BASIC LAW ENFORCEMENT TRAINING (BLET)

Basic Law Enforcement Training (BLET) is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county, or municipal governments, or with private enterprise.

This program incorporates State commission-mandated topics and methods of instruction. General subjects include, but are not limited to, criminal, juvenile, civil, traffic, and alcohol beverage laws; investigative, patrol, custody, and court procedures; emergency responses; and ethics and community relations.

Students must successfully complete and pass all units of study mandated by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission to receive a certificate.

The college holds informational session to be held in Building 10B, Room 101, from 6:00 pm-7:00 pm leading up to the start of an academy to help students fill out the required admissions packet. The dates for these sessions are: **May 20, June 24 and July 29.** ·

EMERGENCY MEDICAL SCIENCE

Beaufort County Community College is pursuing an Online Emergency Medical Science Bridging Program for Fall 2020. Upon completion of this program, you will earn an Associate in Applied Science Degree in Emergency Medical Science. You must be a credentialed NC paramedic to apply to the program. Applicants who qualify will be given 45 hours of prior credit towards the Associate Degree. All coursework will be offered online. If you would like more information or have any questions please contact the Admissions Office at 252-940-6237.

AGRIBUSINESS TECHNOLOGY

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

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

MEDICAL LABORATORY TECHNOLOGY

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

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

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

UNIVERSITY TRANSFER

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

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

Pathway to Excellence with University of North Carolina Wilmington
Guarantees UNCW admission for students completing an Associate in Arts or Associate in Science degree with a 2.5 GPA or greater. Benefits include guaranteed admission and joint academic advising.

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

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

HIGH SCHOOL DUAL ENROLLMENT

Career & College Promise

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

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

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

- **Agribusiness Technology**
- **Associate in Arts**
- **Associate in Science**
- **Associate Degree Nursing**
- **Automotive Systems Technology**
- **Business Administration**
- **Cosmetology**
- **Criminal Justice Technology**
- **Early Childhood Education**
- **Electrical Engineering Technology**
- **Electronics Engineering Technology**
- **Human Services Technology**
- **Information Technology**
- **Manicuring/Nail Technology**
- **Mechanical Engineering Technology**
- **Medical Office Administration**
- **Nurse Aide**
- **Office Administration**
- **Welding Technology**

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

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

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
Anita Purser, Registration	252-940-6375
Brenda Bertrand, Registration and Records Clerk	252-940-6299
Kendra Harrison, Records Specialist	252-940-6349
Pam Hodges, Visitation Clerk	252-940-6375

College & Career Readiness

Penelope Radcliffe, Director of College & Career Readiness	252-940-6298
Sandy Berry, Admissions and Assessment Specialist	252-940-6325
Bobbie Lewis, Chief High School Equivalency Examiner	252-940-6209
Tameka Tyner, Transitions Instructor & Advisor	252-940-6230

Business & Industry Services

Kisha Norman, Coordinator of HRD & Workforce Initiatives	252-940-6307
Justin Rose, Director of Industry Training	252-940-6262
Lentz Stowe, Director of Small Business Center	252-940-6306
Sara Watson, Director of Customized Training and Apprenticeships	252-940-6311

Personal Enrichment

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

Healthcare Programs & First Responder

Jackie Butcher, Director of Healthcare Programs	252-940-6263
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
Andrew Coccaro, Director of Fire & Emergency Management Training	252-940-6363

Hyde County Davis Center

Karen Carawan, Workforce & Continuing Education Coordinator	252-940-6231

Washington County Center

Yashonti Hunt, Workforce & Continuing Education Coordinator	252-940-6245

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. Jay Sullivan, Vice President of Academic Affairs	252-940-6417
Ben Morris, Dean of Business, Technology & Public Services	252-940-6374
Kent Dickerson, Director of Nursing and Allied Health	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 or visit www.beaufortccc.edu/mailsubscription to add your name to our mailing list.

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 or visit www.beaufortccc.edu/conedemail and request to be added.

BEAUFORT COUNTY
COMMUNITY COLLEGE
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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

BCCC
BEAUFORT COUNTY COMMUNITY COLLEGE

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100 NC Hwy 32 North, Roper, NC 27970 • 252-940-6425
33460 US Highway 264, Engelhard, NC 27824 • 252-940-6231
www.beaufortccc.edu

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

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

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

An Equal Opportunity/Affirmative Action Institution

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