



# 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.

## 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.

5:30pm-8:30pm	Mon	Fee: No Charge	HCDC
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### Clases de ESL y GED

#### English as a Second Language (ESL)

Quieres aprender inglés? 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.

6:00pm-9:00 pm	Tues & Thurs	No Charge	HCDC
3:00pm-8:00pm	Mon-Thurs	No Charge	Ocracoke School

## WORKFORCE PROGRAMS

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

#### Credential: National Career Readiness Certificate, ACT

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

5:30pm-7:30pm	Mon & Wed	Aug 19-Dec 4	Fee: \$180 or waiver	58 hrs	34628	HCDC
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### Automotive AC Basics

A one-day class to get technicians familiar with basic auto air conditioning maintenance and repair. Safety, environmental concerns, Federal law, and ac machine operation will be taught. Students will learn how to pursue certification on their own using online resources.

9:00am-4:00pm	Fri	Sept 20	Fee: \$60	6 hrs.	34627	Williford Auto Parts
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### Notary Public

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

This 6-hour course is required for persons wanting to apply for notary public commissions for the State of North Carolina. Various topics related to the duties of a notary public will be covered. Individuals should review the Notary qualifications list on the Secretary of State's web site located at: <http://www.secretary.state.nc.us/notary/> prior to registering for class. Per NC Secretary of State Guidelines, students will have to pass an exam to complete the class requirements. Students will be required to show a state issued photo ID and their social security card in class. This is a requirement from the Secretary of State's office. A textbook, Notary Public Guidebook 2016 Edition, is available in the BCCC Bookstore for \$27. Books will available at the start of class, and students should make book reservations at the time of registration.


9:00am-4:00 pm	Fri	Nov 15	Fee: \$70	6 hrs.	34629	HCDC
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## PUBLIC SAFETY


Courses are being added on a daily basis. Please check our website at [www.beaufortccc.edu](http://www.beaufortccc.edu) and click on "Our Programs, Continuing Education." For questions or to request other classes, contact: Billy Respass for EMS at (252)940-6468, Johnny Williams for Fire/Emergency Management at (252)940-6363 or Perry Harris for Law Enforcement at (252) 940-6405.

HEALTHCARE 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  
 4:00pm-8:00pm      Thurs      Nov 7      Fee: \$45      4 hrs      34274      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)  
 4:00pm-8:00pm      Thurs      Oct 10      Fee: \$45      4 hrs      34275      HCDC

**Nurse Aide I**

 **Credential:** Nurse Aide I, NC Dept of Health Service Regulation  
 This 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:** \*uniform-\$105.00, \*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:** Uniform: white scrub top and navy-blue pants to be worn daily while in lab and clinical. (scrub top and white mid-length lab coat embroidered with BCCC in royal blue) white closed toe/heel shoes, SS Card and current valid driver license/government form of ID with photo, Background check, drug screen with Castle Branch \$65. Must be completed within 30 days of first day of class.  
 Funding assistance may be available through NC Works. Interested persons must apply to the NC Works office in their home county.  
 4:00 pm-8:00 pm      Mon, Tues, Wed      Aug 19-Dec 9      Fee: \$194.25      160 hrs.      34301      HCDC

PERSONAL ENRICHMENT

**Creative Writing**

Discover the pleasure of writing a good sentence. Learn skills and techniques for creative writing, journal keeping, and capturing great memories. Sandy Carawan will share her skills and experience so that you can become a better writer. The class will meet on alternate Mondays.  
 5:30pm-7:30pm      Mon      Sept 9-Nov 4      Fee: \$40      10hrs.      34630      HCDC

**Flower Arranging Workshop**


Join Jay Wilkins and learn to make flower arrangements for your home. We will have vases, ribbons, and all the supplies needed for students to make and carry home a Thanksgiving themed fresh flower arrangement. Students will practice tying bows for arrangements and wreaths. Then they will learn about appropriate supplies and materials as they create a lovely arrangement. The skills Jay shares will enable students always to have fresh flowers on the table.  
 6:00pm-9:00pm      Tues      Nov 19      Fee: \$45      3hrs.      34641      HCDC

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 Hyde County Davis Center. Business Counseling is Available on-SITE the Second Wednesday of the month from 10:00 am – 4:00 pm.

**Creating Your Own Company Database & Website –**

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

 According to www.costowl.com, on average hiring someone to design a database ranges from \$2000 to \$10,000. It also goes on to state, paper spreadsheets and files only work for the smallest of business. When your business becomes too large to maintain paper records in any sort of effective fashion, it's time to hire a database design service.  
 A database stores and manages all of your company's important information in one place. It can be used to compare sets of data and create customized reports. For example, a database could be used to come up with a list of customers who haven't done business with you in the last six months. That list could be used to create a targeted marketing campaign, enticing former customers to come back.  
 A database can also be used to: Record and manage customer information; Generate sales lists; track product inventory and sales. Holly Harrison is presenter.  
 1:00pm-4:00pm      Wed      Oct 16      Fee: No Charge      3 hrs.      HCDC

**Using CANVA to Create FREE Marketing Materials**

 Give your business an image advantage by creating amazing and professional looking social media posts, flyers, logos, newsletter, business cards, letterhead, presentations and much more! This seminar will walk you through using this simple platform. You will be amazed at the professional quality materials you can create. It is easy and it's free! You can collaborate with colleagues on the design through the website, by sending them an invitation and adding them to your account. Holly Harrison is presenter.  
 1:00pm-4:00pm      Wed      Oct 30      Fee: No Charge      3 hrs.      HCDC