

# 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

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.

### 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?

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

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

3:00pm-5:00pm	Mon	May 18	Fee: No Charge	2 hrs	HCDC
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#### 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. The economy can be tough, so consider taking this course.

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

2:00pm-5:00pm	Mon	June 1	Fee: No Charge	3 hrs	HCDC
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## 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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### Classes de ESL y GED


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

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


6:00pm-9:00pm	Tue & Wed		Fee: No Charge/Gratis		HCDC
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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      Jan 30      Fee: \$45      4 hrs      34968      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      Wed      Apr 8      Fee: \$45      4 hrs      34969      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-\$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 & background check with CastleBranch must be completed within 30 days of 1st day of class or student may be dropped. Funding assistance may be available through NC Works. Interested persons must apply to the NC Works office in their home county.  
 4:00pm-8:00pm      Mon, Tues, Wed      Jan 21-May 12      Fee: \$ 194.25      160 hrs.      35180      HCDC

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. The course fee includes a \$70 registration fee and a \$5 technology fee. **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      Feb 10-May 6      Fee: \$180 or waiver      46 hrs      35655      HCDC

**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      Feb 21      Fee: \$60      6hrs.      34627      Williford Auto Parts

**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.  
**Register & pay online.**  
 9:00am-4:00 pm      Fri      Apr 24      Fee: \$70      6 hrs.      35661      HCDC

**MIG, SMAW, & TIG Welding for Employment**

This hands-on class will introduce students to the Metal Inert Gas (MIG), Arc (SMAW), and Tungsten Inert Gas (TIG) welding techniques. Various topics regarding these processes will be taught to prepare students to weld at industry standards. Funding assistance may be available through your local NCWorks Center (formerly known as Job-Link). For more information and an eligibility assessment, please contact your local NCWorks Center.  
 The course fee includes a \$125.00 registration fee and \$1.25 accident insurance fee. A welding kit list is available upon demand. Kits typically costs around \$225 from ARC3 Gases and will be needed for the class. Kit lists are available at Hyde County Davis Center. We are grateful to Hyde County Schools for helping us provide this class.  
 5:30pm - 9:00pm      Tue      Jan 21 - Mar 24      Fee: \$126.25      35 hrs      35564      Mattamuskeet HS