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REGISTRATION INFORMATION

Continuing Education students must complete registration and payment at least 72 hours (3 days) prior to the start of class unless stated otherwise. Should the College be closed 72 hours prior to the start of class, registration will be taken the first day the College is reopened. Registration forms are available in the Economic & Workforce Development Department and online at www.brunswickcc.edu under the Continuing Education tab. Please make checks payable to BCC.

Mail
Brunswick Community College, Continuing Education Registration, PO Box 30, Supply, NC 28462

Fax
Fax completed registration form with your VISA/MC/Discover account information.
(910) 755-7411 - 24 hours daily. This is a secure fax.

Walk-In
Economic and Workforce Development/Continuing Education, Building A, 50 College Rd, Bolivia, NC 28422 or Leland Center for Economic and Workforce Development, 2050 Enterprise Drive, Leland, NC 28451 or South Brunswick Islands Center, 9400 Ocean Hwy West, Calabash, NC 28467 Brunswick Educational Transition Center (BETC), 104 Ocean Hwy East, Supply, NC 28462
Monday through Thursday, 8:00 a.m. - 5:00 p.m., Friday, 8:00AM - 3:00PM, except holidays

WHO MAY REGISTER
Any adult, 18 years of age or older, may register for a course. Individuals 16 to 17 years old may register upon recommendation of the chief administrative school officer and parent/guardian.

REGISTRATION FEES
A registration fee is charged for most Continuing Education courses. The North Carolina State Board of Community Colleges is responsible for our fee structure for Occupation Extension courses.

1 – 24 hours $ 70.00
25 – 50 hours $125.00
51 + hours $180.00

Occupational Extension Courses Repeat Policy
North Carolina legislation states that community colleges may permit a student to repeat an occupational extension course within a five-year period if the repetition of that course is required by the certificate or licensing program in which the student is enrolled. Students (including senior citizens) who take an occupational extension course more than twice within a five-year period must pay the full cost of the course.

REFUND POLICY
Refunds are allowed under the following circumstances:

1. A student who officially withdraws, in writing, from an occupational extension class prior to the first class meeting or if a class is cancelled shall be eligible for a 100% refund.
2. After class begins, 75% shall be refunded at the request of the student if the student officially withdraws, in writing, from the class prior to or at the 10% point of the scheduled hours of the class. Note: This rule is applicable regardless of the number of times the class meets or the number of hours the class is scheduled to meet.
3. For contact hour classes, students must withdraw, in writing, within 10 calendar days.
4. Appropriate local refund policies will be established for self-supporting classes.
5. If a student, having paid the required registration fee for a semester, dies during that semester (prior to or on the last day of examinations of the course the student was attending), all registration fees for that semester will be refunded to the estate of the deceased.
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ECONOMIC AND WORKFORCE DEVELOPMENT Mission Statement

The mission of Brunswick Community College is to provide opportunities for individuals to be successful through accessible, high quality programs and services that meet the educational, cultural and workforce development needs of the community.

Any opinions, findings, conclusions, or recommendations expressed in this publication are those of Brunswick Community College and do not necessarily reflect the views and policies of the Rural Economic Development Center. *There are limited number of courses available that lead to a degree or certificate. **Course fees subject to change based on the General Assembly. Please call for more information, 910.755.7378.
CAREER READINESS CERTIFICATION

The Career Readiness Certification (CRC) is a nationally recognized assessment-based credential that benefits both employers and career seekers as a uniform measurement of key workplace skills. Participants are encouraged to sign up for the computerized KeyTrain assessments prior to sitting for the CRC proctored examination. Registration fee is $30.

01/06/14 9-1 M
01/21/14 5-9 T
03/10/14 9-1 M
03/31/14 5-9 M
05/05/14 5-9 M

COMMUNITY SERVICE PROGRAMS

Arts & Crafts

Advanced Cake Decorating
Continue to build the skills you learned in Basic Cake Decorating Classes. Instructor Mary Norwood will introduce the skills needed to create wedding and other elaborate cakes. This series will highlight string work, garlands and new borders; lattice and lace net piping, and culminate into a rolled-fondant wedding cake. At the end of the class, you will have learned how to create a professional looking multi-tiered custom cake. Registration fee is $75.

01/29/14-03/12/14 6-8:30 W

Beginning Cake Decorating
If cake decorating is something you have always wanted to learn, this class will give you all the fundamentals necessary to create any special occasion cake, from whimsical to beautiful in no time. Learn the consistencies of butter cream icing, transfer patterns, star fill-in techniques and shell borders, writing techniques and figure piping characters, drop flowers, sweet peas, leaves, vines, bows, and beautiful roses. Class will culminate with the opportunity for you to put all the elements learned together to create your own cake to take home. A list of tools and supplies will be provided by the instructor in the first class. Registration fee is $65.

01/28/14-03/11/14 6-8:30 T

Cupcake Surprises
Delicious cupcakes are the rage for desserts and snacks! Learn to bake, frost, decorate and fill cupcakes for parties, the holidays and just everyday enjoyment. You will receive recipes and ideas for all your cupcake needs. Registration is $ 65.

03/25/14-05/06/14 6-8:30 T

Wreaths for all Seasons
This eight week course will offer step by step instructions on making a beautiful wreath that can be seasonal or for every day. Learn the fundamentals of bow making, choosing the right materials for your wreath, how to interchange a wreath to have a new look with just a few steps and more. With your own unique ideas and a wide variety of materials available in the market today you can create a great looking wreath you will be proud to display or even give away. Registration fee $75.

02/04/14-03/25/14 5:30-8 T

Cosmetology CE Credit Courses

Alpha Hydroxy, Beta Hydroxy & Jessner’s Peels
This hands-on class covers the North Carolina Cosmetics Arts Board Safety and Sanitation regulations. Students will learn how to perform a complete Skin Analysis. The following tools will be used, Woods Lamp, Fitzpatrick, Glogau, and Rubin Skin Typing Charts, PH meter. You will learn how to fill out all forms necessary for performing this treatment which will include Health/History, Contraindication, Consent, Pre and Post Peel form, You will learn which peel is suitable for your client based on Skin Type. This is a GIVE and RECEIVE class therefore you will give and receive a peel suitable for your Skin Type. Registration fee is $70.

04/20/14 9-6 Su
Incorporating Microdermabrasion with Chemical Peels
You must have Certification in Microdermabrasion to attend this class. Students will learn North Carolina Cosmetic Arts Board Safety and Sanitation. This treatment requires a complete Skin and Analysis which you will learn. We will be using Fitzpatrick, Glogau and Rubin Skin Typing. You will learn how to fill out all forms which pertain to this treatment. This is a GIVE and RECEIVE class therefore you will be giving and receiving a treatment. This is a great treatment for Hyperpigmentation and Acne. Registration fee is $70.

05/04/14 9-6 Su

Microdermabrasion Certification (Hand-ON)
In North Carolina you are required to have a Certificate of Completion to perform Microdermabrasion. The class will include learning the North Carolina State Safety and Sanitation regulations. Students will learn if their client is suitable for this treatment. You will learn the procedure for Microdermabrasion. This is a GIVE and RECEIVE class therefore you will give and receive a Microdermabrasion. Registration fee is $70.

02/23/14 9-6 Su

Waxing Class (Hands-On)
This class covers Basic Waxing with Advanced techniques. Students will learn the different types of wax used for different areas of the body. You will learn Brow Shaping based on your clients face shape. We will cover contraindications for this treatment. We will also go over treatments for facial waxing, legs, under arm, back and bikini. You will give and receive a treatment. Let your body hair grow if you are attending this class. You will receive a waxing service in class. Registration fee is $70.

06/01/14 9-6 Su

Fitness Programs & Certifications

ACE Health Coach Certification
This online class will determine if candidates meet established competency levels to practice as safe and effective health coaches. The ACE Health Coach exam assesses the core competencies required of a coach working to help individuals to adopt structured behavioral-change programs that focus on lifestyle and weight management through physical activity, nutrition and education. It is important to note that the ACE Health Coach certification is the only NCCA-accredited certification program in the health coaching profession. Registration fee is $374 (includes National Exam).

01/27/14-04/28/14 ONLINE

American Red Cross Lifeguard Training
This course will provide entry-level lifeguard participants with the knowledge and skills to prevent, recognize and respond to aquatic emergencies and to provide care for breathing and cardiac emergencies, injuries and sudden illnesses until emergency medical services (EMS) personnel take over. This program is offered in a blended learning (online learning with instructor-led skill session) format and students completing all requirements will receive certification in Lifeguarding, First Aid and CPR/AED. Registration is fee $245.

02/03/14-03/24/14 3-8 M
Group Fitness Instructor Certification
This new group exercise course combines nine weeks of intense training and testing to help you safely and effectively lead a group exercise class. Topics covered include music, choreography, safety, as well as cardiovascular, muscular, and flexibility health. Practical labs will expand skill development for functional training, circuit, boot camp, dance, step, kick boxing, as well as other popular methods. Yoga and Pilates will be introduced so you can incorporate this knowledge into sections of your traditional class formats. Students who successfully complete the class, pass the exams and complete the 30 hour internship will receive their national certification. Training, testing and internship are included in the course fee. A valid CPR/AED card must be presented to get the certification issued. This course is recommended for 3 college credits by the American Council on Education. Registration fee is $679.

03/01/14-05/03/14 9-2 S

NASM Personal Trainer Course
This course provides students with the necessary skills they will need to become a certified personal trainer. Upon completion of the course, students will be prepared to take the NASM National certification exam. Students will gain knowledge on human anatomy, basic nutrition, kinesiology and exercise physiology and will learn to design their own customized exercise program. Students will be required to have attended a 6-hour American Heart Association CPR and AED certification before completion of this course. Registration fee is $182.50. National Exam fee is $450 plus book $100.

01/11/14-06/07/14 5:30-9:30 TW
8:30-4:30 S

Funeral Director CE Courses
Staying in Harmony with OSHA
This 5-hour continuing education program will teach attendees about the current OSHA regulations for funeral homes and help prepare them for the coming changes as OSHA transitions to compliance with the Global Harmony System. This course will allow you to earn your required continuing education hours while staying up to date with current issues in OSHA compliance. Attendees will learn what OSHA expects from them and what the new transition to compliance with the United Nations Global Harmony System means for the funeral industry. Registration fee is $70.

04/04/14 8:30-3 F

Lecture Series
Begin the Conversation: The importance of Advance Care Planning
At any time, an individual may become unable to communicate his/her health care choices as a result of an injury or serious illness. Having a plan makes it easier to ensure that wishes are honored. This free program, sponsored by Lower Cape Fear Hospice & LifeCare Center, provides guidance on how to identify and communicate health care wishes, and how to begin the process of advance care planning. Participants will gain a greater awareness of the issues as well as resources and encouragement in identifying possible health care choices, talking about decisions with loved ones and doctors, and putting plans in writing to be ready if needed. NC “Living Will” and “Healthcare Power of Attorney” forms will be provided. FREE!

04/03/14 1-2:30 Th

Coping with Advanced Illness
Helping loved ones cope with an advanced illness is one of life’s challenges. Knowledge and awareness of supporting resources can make a huge difference in the quality of life for those whose lives are drawing to an end. This free program, sponsored by the Lower Cape Fear Hospice & LifeCareCenter, will teach participants about the aspects of a strong hospice program. FREE!

05/01/14 1-2:30 Th
Estate Planning
Estate Planning encompasses a broad range of legal planning issues, such as the use of a will versus a revocable living trust; the use of rights of survivorship; prenuptial property agreements; and the preparation of Medicaid Asset Protection Trusts and Special Needs Trusts. Long-term care planning and asset preservation are often of major concern. FREE!

03/05/14 3:30-5:30 W

Getting Paid to Talk: Making Money with your Voice
This exciting class will cover all the basics including how to prepare a demo, be successful and earn great income in this exciting field. You will have an opportunity to ask questions and hear examples of demos recorded by professional voice actors and record a commercial script under the direction of our voice coach's producer! Registration fee is $35.

03/27/14 6:30-9 Th

Introduction to Medicare
This free course offers the chance for you to get to know Medicare in simple terms, allowing you to make the most of your Medicare coverage. This class will survey services provided by Medicare including benefits, supplemental insurance, and preventive services. You will also learn about Medicare's coverage of long-term care, prescription drugs and more. A variety of helpful resource materials about Medicare and related will be available. FREE!

02/13/14 1:30-3:30 Th
03/20/14 1:30-3:30 Th

Paying for Nursing Home Costs
In addition to planning for the possibility of long-term illness, it is important to plan for present and future care needs, as well as for preservation and distribution of assets. You’ll want to coordinate care and maximize quality of life. A Life Care Plan should protect assets, coordinate public and private resources to pay for long-term care and preserve family wealth for future generations. FREE!

04/02/14 3:30-5:30 W

Personal Enrichment Courses

Bonsai Living Art
Each student will learn the history behind the art of Bonsai, along with the different shapes, styles, pottery, fertilization, wiring and creating multi-scenes. Students will train, wire and shape juniper bonsai tree over a 4 week course. Students will also learn advanced techniques including carving, tanuki, air-layering and lime sulfur application called Jin. Students will also learn long term care and longevity of Bonsai’s, preventative disease control, pesticides and fungicides. Registration fee is $50 + $25 supplies.

02/06/14-02/27/14 5:30-8:30 Th
04/03/14-04/24/14 5:30-8:30 Th

Genealogy: Find your family history
The internet has changed the way we research our family trees. Learn to use the tools offered on the web to find your ancestors and unlock your family history. Participants will gain the knowledge and skills required to begin compiling a family tree, as well as learn about the new tools available to help accelerate their work. Basic computer skills are required for this course. Registration fee is $65.

02/05/14-03/12/14 6-8 W

Hiking the Coastal Plain
Hiking the Coastal Plain is a course designed to introduce students to the varied hiking locations in Southeastern, North Carolina. Locations will be within urban, suburban, and rural areas. The hikes themselves will take in a variety of terrain, ecosystems. Viewing opportunities of flora and fauna unique to this region will be a focus. The hiking will be presented in a way to be welcoming to all abilities and interests. Registration fee is $65.

01/24/14-02/28/14 9-12 F
How to Play the Guitar: Level 1
Want to learn to play the guitar? Here’s your chance. Learning method uses a time honored way to get students playing fast in a fun group setting. Course instructs playing of major and relative minor keys in the first position. Additional instruction includes reading music tablature and basic music concepts. Students should have an acoustic guitar, picks, capo, and a clamp on digital tuner. This course gets you started on the road to guitar mastery in a social, fun environment. Whether you like country, rock, R & B, folk, gospel jazz, blues or contemporary genres this course gets you started on an invaluable journey towards mastery. Guitar is required. Registration fee is $65.
01/30/14-03/20/14 6-8 Th

How to Play the Guitar: Level 2
Guitar instruction designed to take students with basic skills to the next level. Students receive instruction in playing past the 1st position using bar chords. Advanced techniques include advanced music theory, bass runs, double stops, accents sweep picking, finger picking, hammer-on’s and pull-offs. Instruction is done in a fun social setting playing using different music genres for instructional and practice purposes. Registration fee is $65.
03/27/14-05/15/14 6-8 Th

Introduction to Bluegrass Jamming
Playing with other musicians can be a daunting task for the uninitiated. This course will give you the tools and confidence to play with other musicians in large or small groups. The class will cover Bluegrass repertoire, common chords and keys, capo use, transposition, and musical communication. Registration fee is $65.
03/26/14-05/14/14 6-8 W

Kayaking 101
This course provides students with the basics of flat water kayaking. Emphasis is placed on learning the parts of a kayak, proper stroke technique, boat handling skills, packing a kayak for day and overnight excursions, and proper boat safety. Registration fee is $125.
03/15/14-04/26/14 9-12 S

Outdoor Cooking
Learning how to cook outdoors using a variety of methods is a fun, useful skill. This six week course is designed to introduce the participant to different fuel sources to be used in an outdoor environment. In addition, the course will focus on how to cook a variety of different foods. Registration fee is $65. Supplies not included.
01/25/14-03/01/14 9-12 S

Introduction to Birding
This course provides an introduction to birding in Southeastern, North Carolina. Emphasis will be placed on identifying common species, anatomy, flight, migration, breeding, and habitats. The class will meet at various outdoor locations to observe various bird populations. Registration fee is $50.
03/07/14-04/11/14 9-12 F
Advanced Digital Photography
This class is taught by a working photographer. This gives students a real world perspective as they are guided in their investigations and development of Art imagery. Continuing on after Basic Digital Photography this class will continue to learn how to be in control of the camera. Class will include a hands-on approach to learning camera features along with lighting modifiers, exterior lighting and learning how to read a light meter. Also, posing and perspective will be covered in depth for landscape and portraiture with models. Students must have a basic knowledge of camera settings and be able to set camera quickly or have taken Basic Digital Photography. Students must also bring their own DSLR Camera and owner's manual to each class. Registration fee is $125.

02/20/14-05/08/14 6-8 Th

Digital Photography DSLA
(Digital Single Lens Reflex)
In this class you will explore camera features with a hands-on approach. The class will introduce the basics in operating a digital camera, including basic camera settings, photography concepts and terms, reading the manual, basic lighting concepts. You will also learn how to understand perspective and use of Adobe photo-shop as a creative tool. Students must bring their own camera and owner's manual to each class. Registration fee is $125.

02/04/14-04/22/14 6-8 T

Poetry is Easy
This course is designed to show just how easy poetry can be. Learn how to turn a thought into verse and the difference between free verse and structured. Haiku, Limerick and iambic metered will be discussed. This course will showcase the fun of writing. Registration fee is $60.

02/18/14-03/25/14 6-8 T

Wilderness Survival
This course provides an essential overview of how to survive in wilderness settings. Emphasis is placed on shelter building, locating and purifying water, fire building, identifying wild edibles, trapping, cleaning, and cooking wild game, and basic first aide. Registration Fee is $65.

02/01/14-03-08/14 9-12 S

Sewing
Sew it Yourself
Come sew with us in a relaxed casual environment. This class is designed to help you grow your sewing talent. Beginning students will make fun projects using basic sewing skills. While in this class you will be using computer sewing machines, serge's, and an embroider machine. You will learn to read patterns, how to choose the correct fabrics for projects, how to use different sewing notions, install zippers, make buttonholes, measure yourself correctly, basic alteration skills, and the difference between interfacings, stabilizers and battings. After completing the beginner projects students are encouraged to choose projects on their own. Registration fee is $80.

02/03/14-03/24/14 1-4 M
02/03/14-03/24/14 5:30-8:30 M
03/31/14-05/19/14 1-4 M
03/31/14-05/19/14 5:30-8:30 M

Computer Classes
Analysis in Everyday Life
This course is designed for both the beginning and advanced PC user. Focuses on the fact that any endeavor undertaken requires some analytical thinking. For the Beginner it will show that analysis is common. For the advanced, it will lay the framework for analysis before undertaking the coding HTML or any other function. Registration fee is $75.

01/29/14-03/19/14 6-8 W

www.brunswickcc.edu • 910.755.7378
Computer Basics
Technology is changing at a rapid rate, and it is becoming more and more difficult to keep up with even basic changes in the way we communicate and learn. This course is designed for older beginner and novice computer users, who wish to increase their proficiency with modern technology. This course will cover basic computer layout and function, email, search engines, browsing the web and more. Registration fee is $75.
02/11/14-04/01/14 6-8:30 T

Computer Use Skills
This course is designed to provide employability skills training for adults who are unemployed, underemployed, or facing a career transition. The curriculum framework and the content of the instructional materials should focus on the following topics: assessing the individual’s technology literacy, developing a moderate comfort level of basic computer-use skills, using technology to implement job search strategies, researching career and occupational information, compiling employment-related documents (resume, cover letters, applications and electronic employment portfolios), accessing governmental and educational resources, understanding the impact of social networking on employment, and emphasizing the role of technology in the workplace. Registration fee is $130. HRD free waiver is available for those who qualify.
1/28/14-03/20/14 6-9 TTh
2/11/14-04/03/14 9-12 TTh
3/24/14-05/14/14 9-12 MW

Keyboarding 101
This course is designed to develop basic keyboarding skills. Emphasis is placed on mastery of the keyboard. Upon completion, students should be able to demonstrate basic proficiency in keyboarding. Registration fee is $130.
02/04/14-03/27/14 6-9 TTh

Microsoft Access
This course will introduce the student to the Microsoft Access database software packet. A database is an organized collection of records. Program content covers creating MS Access tables, working with MS Access tables, sorting, filtering, and creating relationships, queries, forms and reports in a database. Student will have the opportunity to work on special projects during the class. A USB flash drive is required for this class. Registration fee is $130.
01/07/14-04/22/14 6-9 T

Microsoft Office
Integrated programs which combine functions usually found in stand-alone software, word processing, databases, spreadsheets, graphics, communications, module integrations, personnel systems, internet applications and other miscellaneous functions are covered in this course. Registration fee is $130.
03/24/14-05/14/14 1-4 MW

Microsoft Office Specialist: Word
This class will prepare you to take and successful complete the CERTIPORT Microsoft Office Specialist: Word course. This course is for those individuals seeking to validate their skills and advance their careers. The credential enables individuals to tap the full features and functionality of the Microsoft Office 2013 system, resulting in increased academic and job performance, individual differentiation and personal confidence. Each student that successfully completes this class will receive a FREE voucher that will give them the opportunity to take the exam for Certification. Must have memory stick/flash drive. Must have email address and working knowledge of MS Word. Registration fee is $185.
02/03/14-05/28/14 6-9 MW
Networking Technology
This course is designed to introduce the student to networking technology applications including the OSI model, network topologies, IP addressing, IPX addressing, subnet masks, routing theory, switching terminology, router configuration and switch configuration. Topics include the basic functions of the seven layers of the OSI model, different classes of IP addressing and sub netting router setup, routing protocol setup, VLANs, and switching technology. WAN technologies and network design theory will also be covered. Registration fee is $197.50.

01/06/14-12/11/14  6-9   MTh

Personal Computers and YOU
This course is designed to introduce computers and computer terms. You will develop a comfortable level of basic computer knowledge including skills related to the internet, email, Microsoft Word, Excel, PowerPoint and Access. Registration fee $70.

02/06/14-03/27/14  6-8:30   Th

Quickbooks for Beginners
This class is designed for beginners with little to no knowledge of Quickbooks. Participants will learn how to set-up a company, navigate through the program, use lists, pay bills, invoice customers, reconcile bank accounts, account for credit cards, and pay employees. Students should have basic computer skills. Bring a USB Memory Stick to first class. Registration fee is $75.

01/06/14-01/29/14  6-9   MW

QuickBooks Certification Prep Class
This course will prepare you to take the QuickBooks® Certified user exam. This exam prep course is what you need to successfully master QuickBooks to prepare you for the next level, which is the exam. The exam validates your knowledge of the QuickBooks software. After successfully passing the exam you will earn the QuickBooks Certified User designation. The credential is ideal to add to your resume or to gain instant credibility as a bookkeeper, office manager or business owner. Student must have a working knowledge of QuickBooks to take this course. Bring a USB Memory Stick to the first class. Registration fee is $185.

02/03/14-04/21/14  6-9   MW

Understanding Personal Computers for Beginners
This is a beginner course for those with no computer experience. You will learn the parts of the computer and how they are used. For those of you that have never turned on a computer, this class is for you. Registration fee is $130.

01/14/14-03/06/14  5:30-8:30   TTh
05/12/14-07/07/14  9-12   MW

Culinary Arts Program

Culinary Food Art ~ Just the Basics Career Opportunities
This course is designed to give the student additional work experience in a firsthand quality run establishment. This will be done by rotating through various work stations. A weekly log book will be generated and reviewed to track the students’ progress. The instructor will do a skill assessment based on the written project at the end of the semester. Registration fee is $182.50 and includes insurance.

04/21/14-07/09/14  6-10   MW
Introduction to Culinary Food ~ Just the Basics
This course will teach the basic fundamentals of cooking techniques. The student will understand the methods of basic sauces, stocks, coulis and soup preparation. The student will also learn to apply the appropriate cooking methods for specific cuts of meat, fish, poultry and game. Vegetable and starch cookery will also be included. Specialty cuisines will also be explored, which will include nutritional, vegetarian, vegan and live foods. Registration fee is $182.50 and includes insurance. $211.50 for uniform and kits.

01/28/14-05/15/14 6-10 TTh

Intermediate Culinary Art ~ Just the Basics Part II
Students will participate in four workstations: Roast—Grill, Sauté, Entremetier (middle station) and Garde Manger—Pantry. Students will learn classical and modern cooking techniques, recipe development, importance of consistency and clean work methods. Upon successful completion of this course, the student will be able to apply modern techniques in the preparation and presentation of food using sauté and grill techniques. Students will gain an understanding of the entremetier, garde manger and food storage stations. Proper lock-down and clean up procedure will be taught. Preparation and presentation of salads, cold meats, sandwiches as well as plate presentation will also be taught. Registration fee is $182.50 and includes insurance. $211.50 for uniform and kits.

01/22/14-04/09/14 6-10 MW

Introduction to Culinary Food: Just Desserts
This course will teach students all the necessary procedures and principles in the art of creating and producing many variations of beginning pastries. Upon successful completion of the course, the student will be able to use measuring equipment and understand equivalents and conversions; understand and know proper usage of baking and pastry terminology; properly use hand tools and machinery; regulate and use an oven properly; understand health, safety and sanitation of work areas; make pies, puddings, pastries, cakes and tort. Registration fee is $70.

02/01/14-03/22/14 9-12 S

DEFENSIVE DRIVING
The Defensive Driving program is made available through Brunswick Community College and the National Safety and Health Council to train motorists in the principles of defensive driving. Brunswick Community College offers three programs [4 Hour Defensive Driving (Green School), 8 Hour Attitudinal Dynamics of Driving (Red School) and StreetSafe] that may minimize or prevent points on your driver's license and insurance. These one day courses will enable you become more confident and safe on the highway. For a complete listing of Defensive Driving course dates, please visit: http://www.brunswickcc.edu/continuing-education/defensive-driving
To register, please call (910) 755-8084

MOTORCYCLE RIDER EDUCATION

Basic Rider Course
The Basic Rider Course (BRC) curriculum, developed by the Motorcycle Safety Foundation, is for those with little or no riding experience. The 22-hour class is held on Friday night (6-10 p.m.) and on Saturday and Sunday (8 a.m.-6 p.m.) on Main Campus. You must be able to ride a bicycle. Preregistration is required and is available on a first-come, first-served basis. Registration fee $150 plus insurance fee $ 7.00. Class is self-supporting; no fee waivers. Participants must attend all sessions fully to receive credit. Classes are held 6pm - 10pm on Fridays and 8am - 6pm on Saturdays and Sundays.

February 14, 15, 16 February/March 28, 1, 2
April 25, 26, 27 May 9, 10, 11
May 23, 24, 25
**Foreign Language**

**Basic Way to Learn Elementary Spanish**

Are you thinking about learning Spanish? This course is designed for those who have never taken Spanish. A non-grammar-based class designed to help in the use of limited amounts of everyday Spanish. Spanish speakers have a passion for life that is contagious. You will have fun and learn a bit about Spanish culture too. Registration fee is $70.

03/18/14-04/10/14 1-4 TTh

**Beginning French for Language, Travel & Culture**

This condensed beginning course will teach you conversational French used in travel and everyday situations. Group reading and helpful handouts will quicken the process and provide hands-on experience as taught by a native French speaker. Registration fee is $125.

02/04/14-04/22/14 5:30-8 T

**Spanish for the Workplace**

This course is designed to facilitate oral communication and career-specific vocabulary. It helps adults with limited Spanish proficiency to achieve their desired level of competency. Spanish courses can be customized for any organization, industry or business. Registration fee is $125.

02/10/14-04/07/14 6-9 MW

**Healthcare Courses**

**EKG Tech**

You will learn basic anatomy, physiology, and electrophysiology of the heart. You will be introduced to the EKG, components of the EKG and be able to safely obtain an EKG. You will also learn to recognize normal and abnormal EKG’s and begin basic EKG interpretation. Registration fee is $135.

03/28/14-05/09/14 8-4:30 F
Electonic Health Records
With the mandated transition to Electronic Medical Records (EHR), this course will provide the learner with a thorough understanding of EHR, which will be continuously reinforced by actual EHR experiences. The medical record is an important element in contributing to high quality care, (the primary means of communication among the health care team and, facilitates continuity of care and communication among the professionals involved in the care of the patient. The patient’s medical record establishes your credibility as a health care provider. You are creating a record that other professionals will read. Students will be eligible to take national certification exam. Hands on use with actual EHR software: to transform theoretical concepts into practical understanding. By using a combination of textbook and software, an educated clinician will be created that understands and is comfortable with computerized health records. TOPICS COVERED: entering clinical notes data, creating and using lists and forms, ordering tests, handling multiple diagnoses, graphing lab results, creating flow charts, creating and using anatomical drawings, privacy and security with EHR, using EHR with Coding and Reimbursement. Registration fee is $125.

01/31/13-03/07/13  8-4:30  F

Introduction to Addictions Counseling
Introduction to Addictions Counseling is the first of three courses that will lead to the Substance Abuse Counseling’s certification (CSAC). The course is designed to provide participants with the skills necessary to counsel clients in the recovery process. Topics and skills include assessment, treatment planning, individual and group counseling, case management, crisis intervention, client education, and community resources. The Substance Abuse Counselor Certificate Program is designed to help individuals acquire the skills and certification necessary to counsel those who suffer from the effects of substance abuse. Student must bring a copy of a photo id, social security card and their High School Diploma or GED® to register for this class. Registration fee is $180.

01/21/14-05/08/14  6-9  TTh

Treatment of Addictions
Treatment of Addictions is the second course that will lead to the Substance Abuse Counseling’s certification. This course provides theory and skills acquisition by utilizing intervention strategies designed to obtain therapeutic information, support recovery, and prevent relapse. Upon completion, students should be able to establish communication with clients, recognize disorders, obtain information for counseling, and terminate the counseling process. Registration fee is $180.

01/22/14-05/12/14  6-9  MW

Career Focus/Nurse Aide I Orientation Class
This course combines lecture and laboratory with a clinical experience at a designated health care facility. Upon completion of this course the student will be eligible to take the North Carolina State Nurse Aide I exam. All prospective students must pick up the Health History/Immunization packet when registering for HRD Career Focus class. State approved course and 8 hour healthcare orientation is required. Registration fee is $210.

01/14/14-04/22/14  8-4:30  TTh
01/15/14-03/28/14  8-4:30  MWF
01/21/14-05/08/14  5-9  TTh
02/11/14-05/08/14  8-4:30  TTh

Nurse Aide I Refresher
This course prepares the student to take the NC state certification exam. Course will include lecture, lab, and skills validation. The student must show proof of completion of a Nurse Aide program prior to registering for this course. Registration fee is $135.

01/31/14-02/21/14  8-4:30  F
Medical Terminology for Healthcare Providers for Coding & Billing
This is a combined course. Segment A: Legal Aspects is designed to develop knowledge to become legally safe in day-to-day practices. Lectures, demonstrations, and class participation are the principal methods of instruction. This course includes rules and regulations related to health care information and the patient within the health care setting. Students will gain a greater understanding of safe documentation, HIPPA, release of information, negligence, malpractice, depositions, and trials. Segment B: Medical Terminology is designed to introduce the student to the study of the structure of medical words and terms. Emphasis is placed on spelling and defining commonly used prefixes, suffixes, root words, their combining forms and body organization. Program content covers the basic human anatomy and physiology for all systems, elements of medical terms a names of major disease, including terms used in physical exams, operative procedures and diagnosis. Registration fee is $180.

02/11/14-05/08/14 5-9 TTh

Legal Ethics of Healthcare for Coding & Billing
This is a 16 hour course designed to provide a legal framework in preparation for Coding and Billing. Students will receive HIPPA certification. Registration fee is $70.

04/07/14-04-16/14 5-9 MW
Medical Office Assistant Part II:
Clinical Medical Assist/EKG Technician
Course content will include: Medical terminology; Anatomy, Physiology, and Pathophysiology; Pharmacology; Medical Records; Phone Triage; Patient Appointments; Office Lab Testing; Ordering supplies/Inventory; Preparing and assisting Health Care providers with patient examinations. At the completion of the three courses, students will be able to take any of the following National Certification Exams: Clinical Medical Assistant, Administrative Medical Assistant, Phlebotomy, EKG Technician, and Computerized documentation. Students will have clinical rotations at physician/Nurse Practitioner offices. At the completion of the course students will be able to take four National Certification exams. All students who apply must be (CNA I) certified nursing assistants I. Registration fee is $245.

Medical Office Assistant Part III:
Administrative Medical Assistant
Course content will include: Medical terminology; Anatomy, Physiology, and Pathophysiology; Pharmacology; Medical Records; Phone Triage; Patient Appointments; Office Lab Testing; Ordering supplies/Inventory; Preparing and assisting Health Care providers with patient examinations. At the completion of the three courses, students will be able to take any of the following National Certification Exams: Clinical Medical Assistant, Administrative Medical Assistant, Phlebotomy, EKG Technician, and Computerized documentation. Students will have clinical rotations at physician/Nurse Practitioner offices. At the completion of the course students will be able to take four National Certification exams. All students who apply must be (CNA I) certified nursing assistants I. Registration fee is $245.

Pharmacy Technician
This is a 104 hour course which will provide the student with basic knowledge and skills required to work as a Pharmacy technician in a pharmacy. Course topics covered include: drug classification; drug distribution; anatomy and physiology as related to disease with an emphasis on drug therapy; and laws and regulations basic to pharmacy practice. This course is designed to prepare the student with the information necessary to successfully pass the National Pharmacy Technician Certification Board Exam (PTCE). Registration fee is $210.

02/04/14-05/01/14 5-9 TTh

Green Programs

Biofuel
This course will focus the “how” and “why” of renewable energy in relation to solar, wind, and biofuel power sources. The main focus will be safety procedures, biofuel basics, including standard feedstocks and new or second and third generation feedstocks. An in depth look at industry standards, ASTM certification and National Biodiesel Board’s (NBB) guidelines will be addressed. Hands on training of ethanol, and biodiesel production will be provided with experiential analysis of biofuel content and meeting ASTM D4806 and D6751 specifications. Upon completion students will have the opportunity to obtain the Safety training as well as NCCER credentials after passing exams with a 70% or higher. Registration fee is $180.

02/03/14-04/16/14 4-6 M 4-7 W

To learn more:
www.brunswickcc.edu/continuing-education/green-information-amp-training-center/
**Human Resources Development**

Fee waivers are available for most courses in this section.

**Career Focus HIT**  
*Prerequisite for Healthcare Billing & Coding*  
This course provides employability and success skills training for individuals seeking to enroll in the Healthcare Billing & Coding curriculum. You will receive an overview of success skills and complete assessments to measure your assets and limitations. Fee waiver is available for those who qualify. Registration fee is $70.

- 01/14/14-01/23/14 5-9 TTh
- 02/18/14-02/27/14 1-5 TTh
- 03/18/14-03/27/14 9-1 TTh
- 04/15/14-04/24/14 5-9 TTh

**Career Focus/ Nurse Aide I Orientation**  
*Prerequisite for Nurse Aide I*  
This course serves as an orientation for the NA1 program. Participants will meet with a Nursing Instructor to discuss the career opportunities associated with Healthcare as well as the qualifications and expectations for entry into the program. Additionally, students will sit through a KeyTrain assessment to determine their readiness for successfully completing the NA1 program. Fee waivers are available for those who qualify. Registration fee is $70.

- 1/15/14-01/16/14 5-9 WTh
- 1/29/14-01/30/14 5-9 WTh

**Communications @ Work**  
This course is designed to assist you with understanding the complexities associated with effective communication in the workplace. The ability to communicate effectively with bosses, supervisors, employees, and co-workers will enhance your ability to gain employment, maintain your current position, and succeed throughout your career. Registration fee is $70.

- 2/10/14-02/19/14 6-9 MW
- 4/14/14-04/23/14 6-9 MW
- 4/29/14-05/08/14 6-9 TTh

**Career Readiness Certification & Employment**  
This course provides employability skills training and assessments to measure basic workplace skills in Reading for Information, Applied Mathematics, and Locating Information. Students are also introduced to concepts that enhance functional (transferable) skills. Students taking this course are assessed to receive the NC Career Readiness Certification. Registration fee is $160.

- 03/24/14-05/14/14 6-9 MW

**Career Transitions Lab**  
The Career Transitions Lab is an open enrollment lab that should be used in conjunction with any HRD courses to provide individuals with additional instruction, CRC exam preparation, resume creation, and career search strategies. An instructor will be available to assist all participants as well as presenting weekly topics pertaining to employability skills. Fee waivers are available for those who qualify. Registration fee is $185.

- 01/06/14-05/08/14 4-8 LAB MTTh

**Employment Readiness**  
This class will prepare you for school, career selection, career preparation, and essential employment skills. Topics covered will include: learning and study skills, personal & career goal setting, intro to personal ethics, effective communication skills, career assessments (KeyTrain, Meyers-Briggs, Holland Interest). Fee waiver is available for those who qualify. Registration fee is $70.

- 02/25/14-03/13/14 5-9 TTh
Money Matters
This course is designed to provide you with the information needed to make informed personal financial decisions. You will be introduced to economic concepts and innovative ways of thinking. You will also receive viable information and sound techniques on how to improve and increase spending power without spending a fortune. There is a fee waiver available for those who qualify. Registration fee is $70.

1/27/14-02/05/14  6-9  MW
3/17/14-03/26/14  6-9  MW
5/5/14-05/14/14  9-12  MW

Fire/Rescue
Fire Service Training is delivered directly to individual fire departments. Training held in local fire departments allows personnel to utilize equipment they will actually use in controlling fires. Fire Service classes include:

- Equipment
- Rescue Practices
- Rope Practices
- Salvage and Overhaul Practices
- The Company Officer
- Ventilation Continuing Education
- Arson and Unlawful Burning
- Fire Apparatus Practices
- Fire Fighting Practices
- Forcible Entry
- Hazardous Materials
- Ladder Practices
- Portable Fire Extinguishers
- Protective Breathing

Annual Fire Academy
Brunswick Community College’s Fire/Rescue Academy includes six programs of credentialing through the NC OSFM, NC OEMS and FEMA (National Incident Management System). Certification programs cover fire/rescue knowledge & skills, incident command, physical agility, character, integrity, teamwork and professionalism. Students successfully completing all the academy courses should be prepared for entry level opportunities in local volunteer, part-time, pay-per-call and many paid fire departments. Additionally, BCC offers these courses upon request in local fire departments. Contact the fire/rescue coordinator for information on additional classes. For more information, please call 910.754.8245 ext 1012.

Notary
Notaries play an important role in preventing fraud and provide a means of validating records of certain actions and agreements. They verify the identity of individuals executing documents that transfer valuable property or establish important legal rights of obligations. You must purchase the most current edition Notary book prior to coming to class. Photo ID required. Registration fee is $70.

1/21/14-01/22/14  5:30-9  TW
2/18/14-02/19/14  5:30-9  TW
4/15/14-04/16/14  5:30-9  TW
6/17/14  8:30-4:30  T

Public Service Programs
Emergency Medical Services
Courses are designed to meet the needs of local EMS agencies, healthcare providers, and the public with emphasis on emergency patient care in traditional pre-hospital and nontraditional environments. Emergency Medical Science (EMS) courses are also designed to assist individuals desiring employment or retraining in health institutions or related fields. Classes include: EMT Basic, EMT Intermediate, EMT Paramedic, EMT Continuing Education. To learn more, please call 910.754.8245 ext. 1022

January - EMT Basic Class
February - EMT Intermediate Class
Ongoing - CPR Classes
Law Enforcement In-Service
In-Service Law Enforcement Training offers courses designed to enhance the performance, and maintain the certifications of certified law enforcement officers by providing quality training, mandated by the NC Sheriff’s Commission and/or the NC Criminal Justice Training and Standards Division of the NC Department of Justice (DOJ). While most law enforcement classes are restricted to sworn personnel, other emergency personnel may attend specific non-restricted law enforcement courses. Additionally, other personnel/staff from law enforcement agencies, may be able to enroll in some of the classes, but may incur a cost for the training. Training is free and is offered to all NC officers who are governed by either the NC Criminal Justice Training and Standards Commission under DOJ, or the NC Sheriff’s Standards Commission. As well, should you or your department have any specific training needs, or interests, or for more information, please feel free to contact the In-Service Training Coordinator, Donna Waters Massingale, at 910.755.7388 or send an email concerning such to massingaled@brunswickcc.edu.

All training is offered to all active officers statewide, not just specific to Brunswick County, NC.

REAL ESTATE

Real Estate Provisional Broker
This course is designed to meet the educational requirements for a provisional broker as prescribed 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. Registration fee is $180.

1/21/14-03/11/14 8:30-12:30 MTTh
4/7/14-05/29/14 6-10 MTTh
6/9/14-07/29/14 6-10 MTTh

Relationships & Responsibilities
This course is the first of three courses designed to assist the provisional broker to meet the 90-hour post-licensing educational requirement set by the North Carolina Real Estate Commission. This course consists of high-level advanced instruction covering Agency relationships and duties to principals and third parties, working with sellers and buyers. This course also includes issues confronted when agents leave/change firms with the resulting licenses and education concerns. Registration fee is $125.

03/12/14-04/9/14 8:30-3:30 W

Special Topics
This course is the third of three courses designed to assist the provisional broker to meet the 90-hour post-licensing educational requirements set forth by the North Carolina Real Estate Commission. This course consists of high-level advanced instruction covering special topics. It includes land use controls, miscellaneous law issues, sale of undeveloped land and other special topics. Registration fee is $125.

07/9/14-08/6/14 8:30-3:30 W

SMALL BUSINESS CENTER

Engaging Potential Clients in 2014
Small business owners learn how to use the latest advertising methods available. Key points include how to build a marketing plan for specific business needs. FREE!

01/30/14 1-4 Th
Exploring Entrepreneurship Part 1
These seminars utilize the NC REAL (Rural Entrepreneurship Through Action Learning) curriculum to examine and learn more about entrepreneurship through interaction, assessments, and activities. Participants will identify opportunities, organize enterprises to seize opportunities and assume risks to examine entrepreneurship. Goal setting will be a part of this curriculum. What is REAL Entrepreneurship-REAL is a program that helps interested individuals grow through hands-on entrepreneurship education. REAL prepares participants to be active, self-sufficient and productive citizens. Gaining the knowledge and confidence from learning to run a business allows entrepreneurs to contribute to community and economic development. Topics covered include: Business Simulation, Marketing Operations, and Financials. Participants do not have to attend all sessions. FREE!

02/12/14-02/19/14  1-4  MW

Exploring Entrepreneurship Part 2
These seminars continue from part 1 to utilize the NC REAL (Rural Entrepreneurship Through Action Learning) curriculum to examine and learn more about entrepreneurship through interaction, assessments, and activities. Participants will identify opportunities, organize enterprises to seize opportunities and assume risks to examine entrepreneurship. Goal setting will be a part of this curriculum. What is REAL Entrepreneurship-REAL is a program that helps interested individuals grow through hands-on entrepreneurship education. REAL prepares participants to be active, self-sufficient and productive citizens. Gaining the knowledge and confidence from learning to run a business allows entrepreneurs to contribute to community and economic development. Topics covered include: Business Simulation, Marketing Operations, and Financials. Participants do not have to attend all sessions. FREE!

02/04/14  1-4  T

Exploring Entrepreneurship Part 3
These seminars utilize the NC REAL (Rural Entrepreneurship Through Action Learning) curriculum to examine and learn more about entrepreneurship through interaction, assessments, and activities. Participants will identify opportunities, organize enterprises to seize opportunities and assume risks to examine entrepreneurship. Goal setting will be a part of this curriculum. What is REAL Entrepreneurship-REAL is a program that helps interested individuals grow through hands-on entrepreneurship education. REAL prepares participants to be active, self-sufficient and productive citizens. Gaining the knowledge and confidence from learning to run a business allows entrepreneurs to contribute to community and economic development. Topics covered include: Business Simulation, Marketing Operations, and Financials. Participants do not have to attend all sessions. However, those who attend all three parts and complete the business plan presentations will be awarded a certificate of completion. FREE!

02/24/14-03/03/14  1-4  MW
Main Campus  

**CHOICES 2014**

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**WORKFORCE DEVELOPMENT**

**Blue Print Reading**

The student will learn to interpret and read blueprints. Information on the basic principles of the blueprint; lines, views, dimensioning procedures and notes will be covered. Registration fee is $180.

01/28/14-04/03/14  6-10  TTh

**Computer Repair A+**

This course covers the basic hardware of a personal computer, including installation, operations, and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers. This course prepares student for the COMP TIA A+ Certification. HRD Employability Skills embedded in this program. Registration fee is $182.50.

01/25/14-07/19/14  9-5  S

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**The Best Small Businesses to Start Right Now!**

What would be the best small business for you to start right now? Would it be a service business, retail, manufacturing or direct marketing? “The Best Small Business to Start Right Now,” presented on February 26, 2014, from 6 p.m. to 9 p.m. and sponsored by BCC’s Small Business Center can help you answer those questions. The program will focus on three areas: How to create a business idea that fits you. “Hot” businesses that will grow in coming years. The program will list over 30 types of businesses with growth potential. 5 easy-to-use steps to starting a business. If you think the time is right for you to start a business—you’re right! This program will help you get started in the right way. The program presenter will be Mike Collins, president of The Perfect Workday Company. Collins is one of the most frequently featured business seminar presenters in the Southeastern United States. He is the author of four books and hundreds of business articles in publications such as Newsweek, American Banker, BUSINESS: North Carolina and Triangle Business Journal. FREE!

02/26/14  6-9  W

**Introduction To QuickBooks for Small Business**

Participants will begin using QuickBooks accounting software as soon as they arrive. By the end of the session, they will have a business checking account and budget ready to use. See how you, the business owner or prospective business owner, can minimize your daily accounting tasks and maximize financial control of your business. FREE!

03/19/14  6-9  W

**Social Media Integration for the Small Business Owner**

Business Owners learn how to work social media into your busy days. FREE!

03/25/14  6-9  T

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**Carpentry I**

Students will be introduced to light construction building trades. Safety, tools, carpentry, building codes and inspections, and energy efficiency will be covered. This course is designed to provide the student with the skills necessary to become employed in the construction industry. Program includes employability skills training. Students will have the opportunity to obtain the 10 hour OSHA Card as well as NCCER credentials after passing exams with a 70% or higher. Course work includes lecture, handouts, and hands-on experience/Field Trips. Registration fee is $202.50.

01/18/14-12/13/14  9-4:30  S
Heating and Air Condition (HVAC) I
The purpose of this course is to prepare students to make a successful start toward becoming craftsman in the HVAC field. The course will familiarize the student with mechanical codes. Students will have the opportunity to obtain the CFC Certification and the ten hour OSHA pocket card upon successful completion of the required exams. This is a National Center for Construction Education and Research (NCCER) class. Registration fee is $202.50.

01/06/14-05/21/14  6-10  MTW

Heating and Air Condition (HVAC) II
This course is a continuation of Heating and Air Conditioning I. It is designed to provide the student with advanced skills in the subject matter. The course will venture into a more in-depth study of the Heating and Air Condition industry. The course will better familiarize the student with mechanical codes. Pre-registration required for class. This is a National Center for Construction Education and Research (NCCER) class. Class limited to 12 students. Registration fee is $202.50.

01/14/14-05/22/14  6-10  TTH

Precinct Certification Program
This course will cover all aspects of precinct management, polling place duties, standards of conduct, and North Carolina election laws. This class will use the Precinct Election Official Certification Program so that upon completion, individuals will have the skills to work as precinct officials or election poll workers. Registration fee is $75.

02/18/14-03/18/14  6-9  T

Welding I
The purpose of this course is to prepare students to make a successful start toward becoming craftsman in the welding trade. Students learn to use gases and/or welding processes and to braze and solder metal parts according to diagrams, blueprints, or written specifications. Students will have the opportunity to receive the ten hour OSHA pocket card upon successful completion of the required exam. This is a National Center for Construction Education and Research (NCCER) class. Class is limited to 12 students. Registration fee is $202.50.

01/06/14-05/21/14  6-10  MWTh
Future Chefs of Brunswick

If you long to create inspiring cuisine using classical techniques, then Brunswick Community College is the right place for you. Creative entrees, artisan breads, charcuterie, French pastries—this is just the beginning of what students are learning in the Culinary Arts Program.

Brunswick Community College’s Culinary Arts program prepares future working cooks and chef assistants in providing courses for students desiring personal enrichment, and enhancing the skills and professional qualifications of chefs and cooks currently employed in the industry. The program provides students with intensive professional and practical experience and a hands-on approach to the daily operation of a professional kitchen.

With focus on cooking skills development, problem solving, and challenging students to critically evaluate the strengths and weaknesses of culinary operations and identify entrepreneurial approaches to operations, BCC is cooking up some of the best culinary staff in Brunswick County.

Employment in the food service area is growing and will continue to grow in Brunswick County. Some career possibilities include positions in restaurants, clubs, bakeries, hotels and institutions. There are many different kinds of kitchen organization and, as a result, position titles vary.
A member of our team can customize training to focus on your area of specific work skill needs. Your employees will receive quality training from qualified instructors at a minimal cost to you. On site training will eliminate the costs of travel and reduce employees’ time away from work. The training can occur at times that are most convenient to you and your employees, with minimal employee down time.

The Customized Training Program supports the economic development efforts of the state of North Carolina by providing education and training opportunities for eligible businesses and industries.

The Customized Training Programs recognizes the importance of a well trained workforce in the state of North Carolina. The goal of the Customized Training Program is to foster and support three key aspects of your company’s well-being:

- Job Growth
- Technology Investment
- Productivity Enhancement

“Brunswick Community College and Economic and Workforce Development, and specifically the Customized Training Program, is an exceptional partner in TRITECHFORENSICS’ journey to obtain ISO 9001 Certification. This training and certification will enhance our ability to gain more business in the EU.”

Eric A. Barton, Vice President
TRITECHFORENSICS

“Brunswick Community College is the ‘one-stop-shop’ for our Training needs. The College, and specifically the Customized Training Program, has been extremely responsive to ADM while delivering exceptional quality training. ADM will continue to partner with Brunswick Community College for our training needs.”

Perry Sellers, Director
Safety/Security/Personnel, Food Additives Division
Archer Daniels Midland Company (ADM)

Eligible Businesses & Industry

- Manufacturing, Technology Intensive
- Regional/National Warehousing & Distribution Centers
- Customer Support Centers, Air Courier Services
- National Headquarters
- Civil Service Employees

George Yu
Customized Training Program Coordinator
910.755.7339 • yug@brunswickcc.edu

www.brunswickcc.edu • 910.755.7378

24
CAREER READINESS CERTIFICATION

The Career Readiness Certification (CRC) is a nationally recognized assessment-based credential that benefits both employers and career seekers as a uniform measurement of key workplace skills. Participants are encouraged to sign up for the computerized KeyTrain assessments prior to sitting for the CRC proctored examination. Registration fee is $30.

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COMMUNITY SERVICE PROGRAMS

Cooking Classes

Introduction Cake Decorating
If cake decorating is something you always wanted to learn, this class will give you all the fundamentals necessary to create any special occasion cake, from whimsical to beautiful in no time. Learn the consistencies of butter cream icing, transfer patterns, star fill-in techniques and shell borders, writing techniques and figure piping characters, drop flowers, sweet peas, leaves, vines, bows, and beautiful roses. Class will culminate with the opportunity for you to put all the elements learned together to create your own cake to take home. A list of tools and supplies will be provided by the instructor in the first class. Registration fee is $75.

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Fitness Programs Certifications

Basic Flow Yoga
This practice uses movement and breath together to produce a “flow” of postures that lead naturally from one to the next. The level and style will remain consistent, but you will move through a different series of poses each time you attend. Our level 1 classes explore asana (poses) including standing, seated, twists, and inversions building on the fundamentals of sun salutations. Poses and sequences are practiced with alignment in mind offering practitioners the opportunity to gain confidence, strength, and flexibility. The finer details of basic are further emphasized and presented in a more challenging way and with more variations so that students gain comfort and learn appropriate modifications for their personal practice. Registration fee is $50.

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Lecture Series

Annuities Myths and Misconceptions
Come Demystify the world of annuity investing. This 3 week course covers fixed, indexed, variable, and immediate annuities, as well as income and investment strategies. Registration fee is $25.

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The importance of Advance Care Planning
At any time, an individual may become unable to communicate his/her health care choices as a result of an injury or serious illness. Having a plan makes it easier to ensure that wishes are honored. This free program, sponsored by Lower Cape Fear Hospice & LifeCare Center, provides guidance on how to identify and communicate health care wishes, and how to begin the process of advance care planning. Participants will gain a greater awareness of the issues as well as resources and encouragement in identifying possible health care choices, talking about decisions with loved ones and doctors, and putting plans in writing to be ready if needed. NC “Living Will” and “Healthcare Power of Attorney” forms will be provided. FREE!

02/11/14 1-2:30 T

Coping with Advanced Illness
Helping loved ones cope with an advanced illness is one of life’s challenges. Knowledge and awareness of supporting resources can make a huge difference in the quality of life for those whose lives are drawing to an end. This free program, sponsored by the Lower Cape Fear Hospice & LifeCare Center, will teach participants about the aspects of a strong hospice program. FREE!

05/08/14 1-2:30 Th

Estate Planning
Estate Planning encompasses a broad range of legal planning issues, such as the use of a will versus a revocable living trust; the use of rights of survivorship; prenuptial property agreements; and the preparation of Medicaid Asset Protection Trusts and Special Needs Trusts. Long-term care planning and asset preservation are often of major concern. FREE!

04/17/14 3:30-5:30 Th

Financial Decision Making

This course will cover investment planning, portfolio balancing, minimizing risk, maintaining adequate liquidity, income generation, utilizing annuities, estate planning techniques, income tax reduction, and covering long term care risk. Registration fee is $25.

01/09/14-02/06/14 2-4 Th

Introduction to Medicare
This free course offers the chance for you to get to know Medicare in simple terms, allowing you to make the most of your Medicare coverage. This class will survey services provided by Medicare including benefits, supplemental insurance, and preventive services. You will also learn about Medicare’s coverage of long-term care, prescription drugs and more. A variety of helpful resource materials about Medicare and related will be available. FREE!

03/06/14 1:30-3:30 Th

Paying for Nursing Home Costs
In addition to planning for the possibility of long-term illness, it is important to plan for present and future care needs, as well as for preservation and distribution of assets. You’ll want to coordinate care and maximize quality of life. A Life Care Plan should protect assets, coordinate public and private resources to pay for long-term care and preserve family wealth for future generations. FREE!

03/20/14 3:30-5:30 Th

Painting
Basics of Painting
This class will teach you how to use light, shadow, and color that can turn a painting from ordinary into extraordinary. Using a limited palette of 5 colors, you will learn how to design and create luminosity by layering color. Appropriate for all levels, come join the fun. Registration fee is $85.

02/04/14-03/25/14 9-2 T
04/01/14-05/20/14 9-2 T
Bonsai Living Art
Each student will learn the history behind the art of Bonsai, along with the different shapes, styles, pottery, fertilization, wiring and creating multi-scenes. Students will train, wire and shape juniper bonsai tree over a 4 week course. Students will also learn advanced techniques including carving, tanuki, air-layering and lime sulfur application called Jin. Students will also learn long term care and longevity of Bonsai’s, preventative disease control, pesticides and fungicides. Registration fee is $50 + $25 supplies.
02/04/14-02/25/14 1-4 T

Hello Hollywood
Instructor with thirty years of experience in the Motion Picture industry takes you inside for a revealing look at how films are made. Instruction includes how to gain entry level positions, set etiquette, the difference between stage and film acting, and all departments of feature film production. Lots of valuable information offered for those wanting to get their feet in the door. Course includes viewing films and discussions of what constitutes a good film. Registration fee is $125.
02/11/14-04/29/14 6-9 T

Sewing
Sew it Yourself
Come sew with us in a relaxed casual environment designed to help you grow your sewing talent. Beginning students will make fun projects using basic sewing skills. While in this class you will be using computer sewing machines, serge’s, and an embroidery machine. You will learn to read patterns, how to choose the correct fabrics, use different sewing notions, install zippers, make buttonholes, measure yourself correctly, basic alteration skills, and the difference between interfacings, stabilizers and battings. After completing the beginner projects students are encouraged to choose projects on their own. Registration fee is $80.
02/04/14-03/25/14 1-4 T
04/01/14-05/20/14 1-4 T
**Computer Classes**

Computer Use Skills  
This course is designed to provide employability skills training for adults who are unemployed, underemployed, or facing a career transition. The curriculum framework and the content of the instructional materials should focus on the following topics: assessing the individual’s technology literacy, developing a moderate comfort level of basic computer-use skills, using technology to implement job search strategies, researching career and occupational information, compiling employment-related documents (resume, cover letters, applications and electronic employment portfolios), accessing governmental and educational resources, understanding the impact of social networking on employment, and emphasizing the role of technology in the workplace. Registration fee is $130. HRD Waiver available for those that qualify.

- 01/13/14-03/10/14  6-9  MW
- 03/11/14-05/01/14  9-12  TTh

Understanding Personal Computers for Beginners  
This is a beginner course for those with no computer experience. You will learn the parts of the computer and how they are used. For those of you that have never turned on a computer, this class is for you. Registration fee is $130.

- 02/03/14-03/31/14  9-12  MW

Microsoft Office  
Integrated programs which combine functions usually found in stand-alone software, word processing, databases, spreadsheets, graphics, communications, module integrations, personnel systems, internet applications and other miscellaneous functions are covered in this course. Registration fee is $130.

- 01/13/14-03/10/14  1-4  MW
- 04/08/14-05/29/14  6-9  TTh

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**Foreign Language**

Basic Way to Learn Elementary Spanish  
Are you thinking about learning Spanish? This course is designed for those who have never taken Spanish. A non-grammar-based class designed to help in the use of limited amounts of everyday Spanish. Spanish speakers have a passion for life that is contagious. You will have fun and learn a bit about Spanish culture too. Registration fee is $70.

04/22/14-05/15/14  6-9  TTh

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**Green Programs**

Solar Installer  
This training prepares the individual to install and operate an actual array on a roof, site selection, electrical calculations and terms, contracting, permitting, and licensing requirements. The training prepares the individual to sit for both the NABCEP PV & Solar Thermal Entry Level Exams. To receive the Solar Installer Certificate the individual must complete the employability skills training certificate. Registration fee is $202.50.

01/14/14-05/03/14  6-10  TWTH  9-4:30  S

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Guitar Lessons  
Guitar Lessons • Pages 8 & 27

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28
HEALTHCARE COURSES

Introduction to Addictions Counseling
Introduction to Addictions Counseling is the first of three courses that will lead to the Substance Abuse Counseling’s certification (CSAC). The course is designed to provide participants with the skills necessary to counsel clients in the recovery process. Topics and skills include assessment, treatment planning, individual and group counseling, case management, crisis intervention, client education, and community resources. The Substance Abuse Counselor Certificate Program is designed to help individuals acquire the skills and certification necessary to counsel those who suffer from the effects of substance abuse. Student must bring a copy of a photo id, social security card and their High School Diploma or GED® to register for this class. Registration fee is $180.

01/21/14-05/08/14 9-12 TTh

Career Focus/Nurse Aide I Orientation
This course combines lecture and laboratory with a clinical experience at a designated health care facility. Upon completion of this course the student will be eligible to take the North Carolina State Nurse Aide I exam. All prospective students must pick up the Health History/Immunization packet when registering for Career Focus/NAI Orientation class. State approved course. Registration fee is $210.

02/24/14-05/27/14 8-4:30 TTH

HUMAN RESOURCES DEVELOPMENT

Fee waivers are available for most courses in this section.

Skills for the Workplace
This Course is designed to assist students with acquiring the skills that today’s employers have specifically requested in order to be considered for employment with their companies/organizations. Students will be introduced to career goal setting, money, and time management, effective communication, self-presentation, diversity in the job, dealing with adversity. Registration fee is $125.

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Career Readiness Certification & Employment
This course provides employability skills training and assessments to measure basic workplace skills in Reading for Information, Applied Mathematics, and Locating Information. Students are also introduced to concepts that enhance functional (transferable) skills. Students taking this course are assessed to receive the NC Career Readiness Certification. Registration fee is $160.

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Career Transitions Lab
The Career Transitions Lab is an open enrollment lab that should be used in conjunction with any HRD courses to provide individuals with additional instruction, CRC exam preparation, resume creation, and career search strategies. An instructor will be available to assist all participants as well as presenting weekly topics pertaining to employability skills. Fee waivers are available for those who qualify. Registration fee is $185.

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Communications @ Work
This course is designed to assist you with understanding the complexities associated with effective communication in the workplace. The ability to communicate effectively with bosses, supervisors, employees, and co-workers will enhance your ability to gain employment, maintain your current position, and succeed throughout your career. Registration fee is $70.

01/14/14-01/23/14  6-9  TTh
03/18/14-03/27/14  9-12  TTh

Employment Readiness
This class will prepare you for school, career selection, career preparation, and essential employment skills. Topics covered will include; learning and study skills, personal & career goal setting, intro to personal ethics, effective communication skills, career assessments (KeyTrain, Meyers-Briggs, Holland Interest). Fee waiver is available for those who qualify. Registration fee is $70.

01/07/14-01/23/14  5-9  TTh
03/24/14-04/09/14  9-1  MW

Money Matters
This course is designed to provide you with the information needed to make informed personal financial decisions. You will be introduced to economic concepts and innovative ways of thinking. You will also receive viable information and sound techniques on how to improve and increase spending power without spending a fortune. There is a fee waiver available for those who qualify. Registration fee is $70.

02/25/14-03/06/14  6-9  TTh
04/15/14-04/24/14  9-12  TTh

Pathways to Employment
This course is designed to assist students with acquiring the skills that today’s employers have specifically requested in order to be considered for employment with their companies/organizations. Students will be introduced to career goal setting, money and time management, effective communication, self-presentation, diversity in the job, and dealing with adversity. Registration fee is $180.

01/14/14-03/13/14  9-12  TTh
03/11/14-05/08/14  6-9  TTh

Notary
Notaries play an important role in preventing fraud and provide a means of validating records of certain actions and agreements. They verify the identity of individuals executing documents that transfer valuable property or establish important legal rights of obligations. You must purchase the most current edition Notary book prior to coming to class. Photo ID Required. Registration fee is $70.

03/19/14  8:30-4:30  W

Real Estate
Post License Courses
RE Broker Contract & Closing
This course is the second of three courses designed to assist the provisional broker to meet the 90-hour post-licensing educational requirements set forth by the North Carolina Real Estate Commission. This course consists of high-level advanced instruction covering contracts and closing. This course will also discuss license status and education issues. Registration fee is $125.

01/29/14-02/26/14  8:30-4:30  W
Creating A Winning Business Plan
Whether you have a service business, retail, manufacturing or direct marketing you need a plan. In fact, if you try to borrow money for a business the first question asked by the lender will be, “Do you have a business Plan?” “Creating a Winning Business Plan,” a program presented on April 8, 2014, from 9:00 a.m. to 12 noon and sponsored by BCC’s Small Business Center will help you get started with creating a business plan that fits your business. The program will focus on: How to easily create a simple business plan, How to create a full-length plan that can guide your business, Which parts of the plan must be done in specific ways, Which parts of the plan bankers focus on, How to create the important marketing segment of the plan, What the plan must look like. If you think the time is right for you to start a business—you’re right! The key is to create a winning business plan. This program will help you get started in the right way. The program presenter will be Mike Collins, president of The Perfect Workday Company. Collins is one of the most frequently featured business seminar presenters in the Southeastern United States. He is the author of four books and hundreds of business articles in publications such as Newsweek, American Banker, BUSINESS: North Carolina and Triangle Business Journal. FREE!

FREE! 4/8/14 9-12 T

Creative Marketing to Boost Your Small Business
Does your marketing plan need some life breathed into it? Do you want to attract customers in innovative, cost-effective ways? Would you like to actually enjoy marketing your business? If so, this informative, dynamic seminar is for you. Get the scoop on creative marketing strategies that make you and your business stand out and prosper in a competitive economy. FREE!

FREE! 5/8/14 1-4 Th
Engaging Potential Clients in 2014
Small business owners learn how to use the latest advertising methods available. Key points include how to build a marketing plan for specific business needs. FREE!

1/16/14 6-9 Th

Introduction To QuickBooks for Small Business
Participants will begin using QuickBooks accounting software as soon as they arrive. By the end of the session, they will have a business checking account and budget ready to use. See how you, can minimize your daily accounting tasks and maximize financial control of your business. FREE!

3/18/14 6-9 T

Marketing ROI (Return On Investment) for Small Businesses
Realizing revenue with your best marketing. Business Owners can learn how to build a marketing plan for their specific business needs. Bring a lunch for this informative session! FREE!

3/4/14 10-4 T

Social Media Integration for the Small Business Owner
Learn how to work social media into your busy days. FREE!

2/6/14 6-9 Th

The ABC’s of Small Business Cash Flow Management
According to the SBA, over 80% of small businesses do not manage their cash flow on a daily, weekly, or monthly basis! Within a small business - cash and managing cash - is king. Cash flow is the pulse of your company, and managing it effectively often means the difference between success and failure. In this seminar, the “ABC’s” of managing cash flow will be discussed. Making use of readily available software programs, when to use and not to use an accounting or bookkeeping service, and the pros and cons of doing it yourself when managing the company finances. FREE!

2/18/14 9-12 T

Turn Your Passions into a Livelihood and Create the Small Business of Your Dreams
Tired of nine to five work world? Laid off? Looking for opportunities? Create them for yourself with the help of this exciting workshop geared for those at the exploration or start-up phase of a new business. Learn strategies for success, low-cost or free resources available for small business development, the qualities of successful entrepreneurs, and more for your and business (ad)venture. FREE!

5/8/14 6-9 Th

15 Common Mistakes That Will Undermine Any Business
Bob Moore, created this seminar from his experiences of owning his own business and working for medium and large domestic and international corporations. Opening and operating a small business normally involves a great deal of time and a substantial financial investment. During this seminar, you will learn the fifteen most common mistakes made by entrepreneurs that ultimately undermine the business. Regardless of whether you are opening or operating a business, regardless of the size of your company, this seminar will prove to be invaluable in helping you form a legal, profitable, and growing business. Make a solid investment in the future survival of your business by planning to attend this informative seminar! FREE!

4/3/14 6-9 Th

WORKFORCE DEVELOPMENT

Industrial and Facilities Maintenance
This course is designed to teach students the basic fundamental concepts of equipment maintenance related to typical industrial and facilities settings. Students will learn how to maintain, troubleshoot and repair a variety of industrial machinery by understanding the failure systems and the appropriate maintenance and repair procedures and doing facility energy audits. Students will have the opportunity to obtain NCCER credentials after passing exam with 70% or higher. Registration fee is $202.50.

02/04/14-06/28/14 6-10 T/W/Th
9-4:30 S
Zumba Gold
It's been scientifically proven that Zumba is very healthy.
Zumba for seniors as well, is a great way to stay fit and active. Zumba gives you a full body workout to the rhythm of Latin American music. The easy to learn dance steps are also easy for seniors. Zumba strengthens and loosens the muscles of seniors as do the Zumba Toning Sticks. Zumba movements are for all ages and are not at all difficult. So get out that chair and keep your body fit and healthy. Registration fee is $50.

01/29/14-03/19/14 9:30-10:30 W
01/29/14-03/19/14 5:30-6:30 W
03/26/14-05/14/14 9:30-10:30 W
03/26/14-05/14/14 5:30-6:30 W

30-20-10
This class is designed for everyone. Get fit and have fun with 30 minutes of cardio, 20 minutes of strength training and 10 minutes of stretching. An all-inclusive workout that will keep your metabolism elevated throughout the day and get you ready for a great day. Bring a set of weights and a stretch band and mat. Registration fee is $50.

01/29/14-03/19/14 8-9 W
03/26/14-05/14/14 8-9 W

Tai Chi/Qi Gong
Tai Chi is an ancient Chinese form of “moving meditation” and relaxation. It’s movements achieve harmony and balance between the mind and body. The movements are designed to help you feel relaxed, yet alive and energized. Qigong is also known as “Energy Exercise”. The practice of Qigong is done in place and relates more toward internal energy and health. This class focuses on the fundamentals of Tai Chi and Qi Gong. Registration fee is $50.

01/29/14-03/19/14 1-2 W
03/26/14-05/14/14 1-2 W

Lecture Series
Begin the Conversation: The importance of Advance Care Planning
As a result of an injury or serious illness an individual may become unable to communicate his/her health care choices. Having a plan makes it easier to ensure their wishes are honored. This free program, sponsored by Lower Cape Fear Hospice & LifeCareCenter, provides guidance on how to identify and communicate health care wishes begin the process of advance care planning. NC “Living Will” and “Healthcare Power of Attorney” forms will be provided. FREE!

03/13/14 1:2:30 Th
Plan your Travel to Italy
This class, taught by Joan Leotta, will focus on the details of sights you may not know and basic information on travel that will give you the tools to personalize your vacation in La Bella Italia. We will begin with an overview of Italy by province to introduce you to the lesser known sights and help you decide where to go. Information on Italian art, life, food, shopping and more will aid you in deciding what to see and how and when to best enjoy it. This essential information will help you design your own trip whether it is through the choice of a tour or tour company or by helping you construct and budget your own travel plan. Sessions will include details such as airport transfers, arranging special events such as concert tickets or cooking demos, renting an auto, using trains, renting a villa or apartment, finding great hotels etc. The last portion of the program will include lessons in Italian language. Joan is an award winning Italian-American travel writer, has lived, studied and traveled extensively in Italy. Registration fee is $50.00.

02/17/14-02/26/14 2-4  MW

Introduction to Medicare
This free course offers the chance for you to get to know Medicare in simple terms allowing you to make the most out of your Medicare coverage. The class will survey services provided by Medicare including benefits, supplemental insurance, and preventive services. You will also learn about Medicare’s coverage of long-term care, prescription drugs and more. A variety of helpful resource materials about Medicare and related topics will be available. FREE!

04/10/14 1:30-3:30  Th
05/08/14 1:30-3:30  Th

Personal Enrichment

Bonsai Living Art
Each student will learn the history behind the art of Bonsai, along with the different shapes, styles, pottery, fertilization, wiring and creating multisences. Students will train, wire and shape juniper bonsai tree over a 4 week course. Students will also learn advanced techniques including carving, tanuki, air-layering and lime sulfur application called Jin. Students will also learn long term care and longevity of Bonsai’s, preventative disease control, pesticides and fungicides. Registration fee is $50 + $25 supplies.

03/4/14-03/25/14  1-4  T
Introduction to Photography
This course is designed for students with an interest in pursuing Photography. Students receive an introduction to film and digital photography and camera operations. Lighting, composition, exposure and the fundamentals of traditional photographic concepts will all be covered. Weekly creative and technical assignments are given to support topics covered in class. An Introduction to PhotoshOp is covered to further enhance their portfolio. Students will learn how to see the world through the camera and to develop a language of photography as an image-making medium. Students are expected to have access to a 35mm or digital camera. Requirements include: keeping a notebook/portfolio of prints and finished work and participating in weekly critiques. Registration fee is $125.

01/28/14-04/15/14 5:30-8:30 T

Microsoft Office
Integrated programs which combine functions usually found in stand-alone software, word processing, databases, spreadsheets, graphics, communications, module integrations, personnel systems, internet applications and other miscellaneous functions are covered in this course. Registration fee is $130.

01/13/14-03/5/14 6-9 MW

Understanding Personal Computers for Beginners
This is a beginner course for those with no computer experience. You will learn the parts of the computer and how they are used. For those of you that have never turned on a computer, this class is for you. Registration fee is $130.

01/14/14-03/6/14 5:30-8:30 TTh
03/18/14-05/8/14 5:30-8:30 TTh
05/12/14-07/7/14 9-12 MW

Computer Classes

Computer Use Skills
This course is designed to provide employability skills training for adults who are unemployed, underemployed, or facing a career transition. The curriculum framework and the content of the instructional materials should focus on the following topics: assessing the individual’s technology literacy, developing a moderate comfort level of basic computer-use skills, using technology to implement job search strategies, researching career and occupational information, compiling employment-related documents (resume, cover letters, applications and electronic employment portfolios), accessing governmental and educational resources, understanding the impact of social networking on employment, and emphasizing the role of technology in the workplace. HRD Fee waiver available to those who qualify. Registration fee is $130.

02/24/14-04/16/14 9-12 MW

Understanding Portable Technology
This course is designed to explain new technologies and how it affects our everyday lives. Classes will cover subjects like iPads, Droids, Tablets, Laptops, Netbooks, IP TV, IP Phones, ID Theft, Virus, how to protect yourself on the internet and more. Students may bring portable devices to class. Registration fee is $70.

02/4/14-03/25/14 6-9 T

Foreign Language

Basic Way to Learn Elementary Spanish
Are you thinking about learning Spanish? This course is designed for those who have never taken Spanish. A non-grammar-based class designed to help in the use of limited amounts of everyday Spanish. Spanish speakers have a passion for life that is contagious. You will have fun and learn a bit about Spanish culture too. Registration fee is $70.

02/11/14-03/6/14 1-4 TTh
South Brunswick Islands Center  
CHOICES 2014

**HOSPITALITY**

**Bartending: The Right Mix**  
This 30-hour class is a fun and useful way to learn some of the required skills and recipes used by all professional bartenders. You will learn the bartender’s laws of NC/SC. This class consists of classroom learning and hands-on instruction, which will be in a “real” bar. Pre-registration is required. Class limited to 15 students. Registration fee is $130.

02/20/14-04/24/14 6-9 Th

**Special Event Coordinator - Coming Soon**  
This course is designed to instruct students in the planning and coordination of special events, meetings, and conventions. Topics will include event and meeting design and objectives, program planning, food and beverage catering, and vendors and other resources and organizations available to assist with coordination of major events. This course will also provide information for students interested in starting their own small business in planning special events such as weddings, conferences, or other events.

Call 910.755.7404 to learn more.

**HUMAN RESOURCES DEVELOPMENT**

**Career Readiness Certification & Employment**  
This course provides employability skills training and assessments to measure basic workplace skills in Reading for Information, Applied Mathematics, and Locating Information. Students are also introduced to concepts that enhance functional (transferable) skills. Students taking this course are assessed to receive the NC Career Readiness Certification. Registration fee is $160.

01/28/14-03/20/14 12-3 TTh

**Employment Readiness**  
This class will prepare you for school, career selection, career preparation, and essential employment skills. Topics covered will include; learning and study skills, personal & career goal setting, intro to personal ethics, effective communication skills, career assessments (KeyTrain, Meyers-Briggs, Holland Interest). Fee waiver is available for those who qualify. Registration fee is $70.

01/27/14-02/12/14 9-1 MW  
04/28/14-05/14/14 1-5 MW

**Pathways to Employment**  
This course is designed to assist students with acquiring the skills that today’s employers have specifically requested in order to be considered for employment with their companies/organizations. Students will be introduced to career goal setting, money and time management, effective communication, self-presentation, diversity in the job, and dealing with adversity. Registration fee is $180.

03/3/14-04/30/14 6-9 MW

**NOTARY**

Notaries play an important role in preventing fraud and provide a means of validating records of certain actions and agreements. They verify the identity of individuals executing documents that transfer valuable property or establish important legal rights of obligations. You must purchase the most current edition Notary book prior to coming to class. Photo ID required. Registration fee is $70.

07/18/14 8:30-4:30 F
REAL ESTATE

Relationships & Responsibilities
This course is the first of three courses designed to assist the provisional broker to meet the 90-hour post-licensing educational requirement set by the North Carolina Real Estate Commission. This course consists of high-level advanced instruction covering Agency relationships and duties to principals and third parties, working with sellers and buyers. This course also includes issues confronted when agents leave/ change firms with the resulting licenses and education concerns. Registration fee is $125.

TBD

Special Topics
This course is the third of three courses designed to assist the provisional broker to meet the 90-hour post-licensing educational requirements set forth by the North Carolina Real Estate Commission. This course consists of high-level advanced instruction covering special topics. It includes land use controls, miscellaneous law issues, sale of undeveloped land and other special topics. Registration fee is $125.

04/25/14-05/23/14  8:30-3:30  F

SMALL BUSINESS CENTER

Engaging Potential Clients in 2014
Small business owners learn how to use the latest advertising methods available. Key points include how to build a marketing plan for specific business needs. FREE!

01/22/14  11-2  W

Alternative Financing For Your Small Business
DID YOU KNOW: Most startups and those in business less than two years can only gain access to capital to start or grow through business through the US Small Business Administration and their affiliated resource partners! Unfortunately, it’s true!! This course, offered by the US Small Business Administration, will provide information about the current US lending environment and issues shaping lending practices of the banking community. This seminar discusses how to successfully obtain a commercial credit loan and how to approach your lender regarding an SBA loan guaranty. Discussion points include personal and professional credit; the business plan; managing cash flow; business accounting; collateral requirements; the commercial loan process; and a discussion of small business lending programs available with the U.S. Small Business Administration. SBA guaranty loans provide clients with access to capital when collateral is an issue, or fixed term financing is not available by your lender. SBA programs can also save you money through their commercial real estate loan program. There is also a key topic on “alternative lenders and brokers” who may assist you in gaining access to capital when your bank does not and the SBA cannot. FREE!

03/01/14  6-9  Th

04/3/14  11-2  Th

Veteran Entrepreneurship Programs by the SBA
Veteran business succeed at a far higher rate than those started by non-veteran entrepreneurs. The SBA has been tasked with providing our nation’s veterans (and their current spouses and widows) with detailed program information on the availability of special benefits they may be eligible for when starting or growing their small business. Military veterans with an honorable discharge can receive startup lending assistance with the Patriot Express loan program. For veterans seeking to purchase and occupy commercial real estate property, the SBA 504 program also has unique veterans benefit provisions. Interested in doing business with the federal government? SBA contracting programs provide small business set aside program opportunities. Take advantage of your veteran (or spousal) benefits to work by considering an SBA program that might be right for you if you are seeking to become a small business owner. FREE!

04/25/14-05/23/14  8:30-3:30  F
Social Media Integration for the Small Business Owner
Business Owners learn how to work social media into your busy days. FREE!

04/23/14  1-4  Th

Marketing ROI (Return On Investment) for Small Businesses
Realizing revenue with your best marketing. Business Owners can learn how to build a marketing plan for their specific business needs. Bring a lunch for this informative session! FREE!

05/1/14  10-4  Th

plus 50

Brunswick Community College joined a 2-year initiative called the Plus 50 Encore College Completion Program, which involves 100 colleges reaching 10,000 plus 50 students. The program is led by the American Association of Community Colleges.

Thousand of Plus 50 adults are heading back to community colleges to gain additional training, learn new skills, and complete their degrees or certificates in healthcare, education, and social services fields.

Brunswick Community College offers support and flexibility plus 50 adults need to reach their goals, from diverse courses of study and accommodating class schedules to help with financial aid.

To learn more, call 910.755.8083.

www.brunswickcc.edu • 910.755.7404
**Career Readiness Certification**

The Career Readiness Certification (CRC) is a nationally recognized assessment-based credential that benefits both employers and career seekers as a uniform measurement of key workplace skills. Participants are encouraged to sign up for the computerized KeyTrain assessments prior to sitting for the CRC proctored examination. Registration fee is $30.

02/10/14-02/10/14 9-1  M
04/9/14-04/9/14 9-1  W

**Human Resources Development**

**Career Readiness Certification & Employment**

This course provides employability skills training and assessments to measure basic workplace skills in Reading for Information, Applied Mathematics, and Locating Information. Students are also introduced to concepts that enhance functional (transferable) skills. Students taking this course are assessed to receive the NC Career Readiness Certification. Registration fee is $160.

02/25/14-04/17/14 9-12  TTh

**Employment Readiness**

This class will prepare you for school, career selection, career preparation, and essential employment skills. Topics covered will include: learning and study skills, personal & career goal setting, intro to personal ethics, effective communication skills, career assessments (KeyTrain, Meyers-Briggs, Holland Interest). Fee waiver is available for those who qualify. Registration fee is $70.

04/22/14-05/8/14 9-1  TTh

**Pathways to Employment**

This course is designed to assist students with acquiring the skills that today’s employers have specifically requested in order to be considered for employment with their companies/organizations. Students will be introduced to career goal setting, money, time management, effective communication, self-presentation, diversity in the job, and dealing with adversity. Registration fee is $180.

02/24/14-04/23/14 12-3  MW

**Green Programs**

**Creating a Sustainable Backyard Habitat**

This course is designed for commercial growers, nurseriesmen, ground crews, and groundskeepers for golf courses, institutions and resorts. Training will be provided in the proper method of landscape design, plant selection, installation, cultivation and maintenance. Special emphasis will be placed on agriculture, turf management and horticultural applications. Registration fee is $125.

02/03/14-03/14/14 9-1  MF
04/04/14-05/16/14 9-1  MF

** Horticulture Technology**

Contact Dean Bennett to learn more.

910.755.7443 • bennettd@brunswickcc.edu

www.brunswickcc.edu • 910.755.8561
COMMUNITY SERVICE PROGRAMS

Drawing

Fundamentals and Drawing
This course will familiarize the student with theory and practice, to increase the understanding and usage of language in creating art. Each of the elements of design will be presented and studied. Drawing is by nature a large part of the design process. Drawing teaches the student powers of observation and increases hand/eye coordination needed to create. Registration fee is $85.

02/11/14-03/25/14 9-2  T

Fitness Programs and Certifications

Zumba Gold Chair
Zumba Gold Chair Class is designed for participants that are “new” to exercise, have a limited range of motion/mobility but desire a more “aerobic” workout. The music is the same as used in the fitness routines... but the “routine” is geared to be done in a chair! A VERY fun way to begin exercising! Registration fee is $50.

02/18/14-04/08/14 10:30-11:30 T

Zumba Gold
It’s been scientifically proven that Zumba is very healthy. Zumba for seniors as well, is a great way to stay fit and active. Zumba gives you a full body workout to the rhythm of Latin American music. The easy to learn dance steps are also easy for seniors. Zumba strengthens and loosens the muscles of seniors as do the Zumba Toning Sticks. Zumba movements are for all ages and are not at all difficult. So get out that chair and keep your body fit and healthy. Registration fee is $50.

02/18/14-04/08/14 9-10 T

Foreign Language

French for “Travelor”
This class is for beginner or intermediate students who are interested in tuning up their French conversational skills. Practical conversations, idioms, and every day expressions will be tailored to the groups’ interests including travel, dining, and French culture. A bientot! Registration fee is $70.

02/04/14-03/25/14 1:30-4 T

Spanish for the Workplace
This course is designed to facilitate oral communication and career-specific vocabulary. It helps adults with limited Spanish proficiency to achieve their desired level of competency. Spanish courses can be customized for any organization, industry or business. Registration fee is $70.

04/14/14-06/09/14 1-4 M

History

Legends and Stories of the Cape Fear
This course will cover the history of Southeastern NC from its earliest colonization at Charles Town through its extraordinary Revolutionary War experience. Though the entire colony of North Carolina was a dynamic place during the colonial and Revolutionary War periods, the Cape Fear region was especially a hotbed of revolutionary activity. Also, The antebellum South, and the Cape Fear region’s participation in Southern politics as well as the Civil War will be explored, leading up to the falls of Fort Anderson and Fort Fisher. It was only a very short time after Fort Fisher fell that Robert E. Lee was forced to surrender at Appomattox Courthouse. In this course, the personalities of the Revolutionary War and the Civil War from the Cape Fear region will be particularly explored, showing how the Cape Fear region, including Brunswick County, was integral to early America and the Confederacy, and how some of the Cape Fear’s sons and daughters truly decided the course for America. Registration fee is $50.

03/05/14- 04/02/14 1-3 W

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40
Time Gone by in Brunswick County
Brunswick County has a very long and diverse history. This course will explore the geography and the first Europeans to come to it, starting with a settlement on the Town Creek. We will explore the trades, travel, and life of these settlers and European colonists into its being incorporated into the British Empire. Slavery was a huge part of this lifestyle, and we will also examine the Belvedere Plantation owned by Benjamin Smith, and the importance of Brunswick County in the Revolutionary War. We will also study the government of Brunswick County after the Revolution, through the Antebellum period, into the Civil War. As this county held many important roads, we will also look at travel along them and their importance in the Civil War to the war’s end, as well as how Reconstruction affected the area. Registration fee is $50

03/05/14–04/02/14 4-6 W

Personal Enrichment

Advanced Silver Smithing
Prerequisite: Introduction to Silver Smithing. After a short review of tools and metal working methods students will explore ring making, stone setting and hollow form. All three skills start with the same process. Each student will plan a project or two making special pieces for themselves or gifts. Silver is the desired metal in this class but some projects can be made from less expensive metals such as copper or nu gold. Tools and solder are provided. Some copper will be available for practice. Registration fee is $75.

02/06/14 - 3/27/14 5:30-8 Th

Basketry
Beginners and experienced basket makers can have fun making their own useful and beautiful baskets under the direction of an expert instructor. Stimulate your creative abilities while enjoying time away from the hustle and bustle of everyday life. Registration fee is $65.

02/19/14 –04/9/14 1-4 W

Introduction to Silver Smithing
Join us in a unique class where you will not only learn how to cut, file, solder, form and finish metal but you will complete at least one project and have a nice piece of jewelry that you made yourself. Students work in silver, brass or copper or all three. Proper use of tools, terms and safety will be the main focus. Make something new or recycle something you already have. Basic soldering techniques will be taught. All tools and copper provided for first class project. Other materials are optional and can be purchased as needed according to the project selected by each student. This is an amazing skill and much easier than you think. Registration fee is $75.

03/25/14 - 05/6/14 5:30-8 T

Bonsai Living Art
Each student will learn the history behind the art of Bonsai, along with the different shapes, styles, pottery, fertilization, wiring and creating multi-scenes. Students will train, wire and shape juniper bonsai tree. Students will also learn advanced techniques including carving, tanuki, air-layering and lime sulfur application called Jin. and ong term care and longevity of Bonsai’s, preventative disease control, pesticides and fungicides. Registration fee is $50 + $25 in supplies.

04/01/14–04/22/14 1-4 T
05/06/14–5/27/14 1-4 T

Coming Soon
Special Event Coordinator Class

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Travel

Travel in Italy/Conversational Italian
This class taught by Mark Smith, will focus on the basics of travel in Italy. The majority of information in this class will be about the less-traveled, out-of-the-way corners of Tuscany, Umbria, and Venice. The program includes lessons in Italian, and you will receive simple, easy-to-use language guides to help conversations. Students will learn about train travel, hotels, best places to visit when planning an itinerary, and interesting destinations in Italy. You will learn how to order at a restaurant, understand road and directional signs, how to greet and meet the people of Italy and general information about words to avoid. Registration fee is $65.00

Southport • Brunswick Senior Resource Center
February 24, 25, 26, 27 from 3:30 pm - 6:00 pm.

Sailing and Boat Safety
This course will introduce you to the fundamentals of sailing, boat safety, boat systems, rules of the road, basic coastal navigation and weather. The course requires two text books: Sailing Fundamental, Revised and Updated by Gary Jobson—ISBN D-684-84994-1 and Cruising Fundamentals—ISBN D-87742-334-2 by Harry Munns. Both textbooks are official books of the American Sailing Association. Registration fee is $75.00

02/11/14–04/24/14  6-8  T

Small Engine Repair I
Students will explore basic engine operation principles, ignition systems, fuel systems, compression systems, and small engine maintenance and repair. This course will consist of classroom lessons, lab activities, and structured work time to allow students to use and apply the skills and concepts learned in the class.

TBD
Please call 910.755.7378 to learn more.
Learn without leaving the comfort of your home! Visit www.ed2go.com/brunswick for course titles, descriptions, requirements, demonstrations, and additional information. Here, you can find out if your course requires any prerequisite, software or textbook. Find the title of the course and follow the instructions to enroll and pay for your course. When your course starts, return to our Online Instruction Center and click the “My Classroom” link. To begin your studies, simply log in with your email address and password you selected during enrollment. These courses award 2.4 CEUs unless otherwise noted. (Check with your certifying agency to see if courses meet its guidelines.) You have eight weeks to complete all the lessons. You may access your lessons at any time—day or night, weekends, and holidays.

Lessons are released on Wednesdays and Fridays and run for six weeks beginning on the following dates:
January 15 • February 19 • March 19 • April 16 • May 21

NOTE: All coursework is completed over the Internet. Unless otherwise noted, courses have a $70 registration fee plus a $5 technology fee.

To register, contact Lori Summerlin at (910) 755-7408 or summerlinl@brunswickcc.edu

BCC is excited to announce

AlphaSprout, a new on-demand e-learning portal, featuring more than 300 online courses with prices starting at $75.00. The most exciting offerings prepare learners for key business and technical certifications.

These online courses are available anytime; anywhere you can access the Internet. All you need is a computer and an email address. Courses prepare learners for key business and technical certifications, Course topics include:


These highly interactive courses are designed for adult-learners and utilize audio, video, graphics and simulations to teach. Sign up for a class today to increase your knowledge and job opportunities.

Prices start at only $75 for classes covering the latest in-demand topics. To learn more, contact Lori Summerlin at 910.755.7408 or summerlinl@brunswickcc.edu.

Moodle Programs

Intro to Aquaculture
This online course is a comprehensive introduction to commercial aquaculture, or the farming and husbandry of aquatic organisms, including fish, mollusks, and crustaceans. The course will include the fundamentals of fish and shellfish culture, including discussions of the various types of culture systems (ponds, raceways, recirculating systems, etc.), water quality management, nutrition and feeds, diseases, genetics and breeding, harvesting and transport, economics and business, sustainability, and regulatory issues.

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Intro to Aquaculture continued from page 43: Culture techniques for species of commercial importance are incorporated into the course, including catfish, tilapia, trout, yellow perch, hybrid striped bass, marine shrimp, freshwater shrimp, oysters, clams, mussels, and other species. The course is structured in 16 weekly modules requiring approximately 5 hours each. The course is self-paced, and may be accessed any time 24 hours a day, 7 days a week. The instructor is available via questions posted on the course wiki or by email. Registration fee is $180.

01/27/14-04/28/14 ONLINE

Advanced Aquaculture Part I
This online course provides advanced information designed for more in-depth knowledge about particular topics in aquaculture, including aquaculture facilities design and construction, fish nutrition, fish genetics and breeding, and diseases/parasites of fish/shellfish. The course is designed to follow our continuing education course called “Introductory Aquaculture”, but is open to anybody with a good introductory background in aquaculture. It may be taken in series starting with Intro to Aquaculture, then Advanced Aquaculture, Part 1, and finally Advanced Aquaculture, Part 2. Advanced Aquaculture, Parts 1 and 2 may be taken simultaneously. Both of these courses may also be taken simultaneously with “Introductory Aquaculture”. The course is set up in 16 weekly modules, requiring approximately 5 hours each week. The course is self-paced, and may be accessed any time 24 hours a day, 7 days a week. The instructor is available via questions posted on the course questions forum or by email. Registration fee is $180.

01/27/14-04/28/14 ONLINE

Effective Business Writing
Don’t let small gaps in your business writing skills prevent you from reaching your full potential! If you communicate with others in writing, you need this course to help you identify and eliminate problem areas. By the end of this course, you’ll know the secret to developing powerful written documents that immediately draw readers in and keep them motivated to continue until your very last, well-chosen word. Registration fee is $75.

02/19/14-04/2/14 Online

Microsoft Office Specialist: Excel
This class will prepare you to take and successful complete the CERTIPORT Microsoft Office Specialist: Excel course. This course is for those individuals seeking to validate their skills and advance their careers. The credential enables individuals to tap the full features and functionality of the Microsoft Office 2010 system, resulting in increased academic and job performance, individual differentiation and personal confidence. Each student that successfully completes this class will receive a FREE voucher that will give them the opportunity to take the exam for Certification. Must have memory stick/ flash drive. Must have email address and working knowledge of MS Excel. Registration fee is $185.

01/27/14-05/21/14 ONLINE
Adult High School Diploma

The Adult High School Program (AHS) is designed to allow students the opportunity to complete a high school credential that mirrors a public school credential. The program is accredited by the Southern Association of Colleges and Schools. This diploma is the same as those offered through public school systems.

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Basic Skills PLUS

Basic Skills Plus enables students to co-enroll in HRD and Nurse Aide 1 while completing their High School Diploma Equivalency. Students experience learning communities, integrated teaching, contextualized instruction, and collaborative partnerships in the community. This accelerated program will allow students to earn their CPR certification, CRC certification, High School Equivalency, and Nurse Aide 1 certification in less than one year with minimal tuition/fees.

English as a Second Language

This class will quickly improve the adult learner’s ability to speak, read, listen, and write the English language. Any adult student who does not speak English as their native language can enroll with no fees or tuition costs. Students will have the opportunity to use CASAS listening assessments, Rosetta Stone, All-Star, Milestones Reading Library, video streaming, and other online tools. The program is designed to move adult learners through the six levels of ESL instruction through small-group instruction and ongoing assessment.

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Adult Basic Education (ABE)

BCC’s ABE program is designed to improve students reading, communication, problem solving, computation, and writing skills. Instruction includes practical, real-life content that will prepare adults for employment, family finances, parenting, and contemporary society.

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High School Diploma Equivalency (GED®)

This program prepares adults to take the General Education Development Test (GED®) through the Pearson Vue Test Center located at BCC. The test battery assesses academics in the following areas: Reading and Writing, Social Studies, Science, and Mathematics. Once a student has passed all four sections of the GED® test battery, he/she is awarded the high school equivalency diploma. There is no charge for classroom instruction to prepare for these tests. However, there is a fee for taking the test. Pearson Vue Test Center charges $30 per test.

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Brunswick Interagency Program

Over 25 years of enabling adults with Developmental Disabilities to fully participate in their communities. BIP provides Compensatory Education classes in Language Arts, Math, Health, Social Studies, Community Living, and Vocational Education. Instruction includes independent living skills and utilizes the BIP’s apartment complex. For more information about the Brunswick Interagency Program please call (910) 755-7394.

www.brunswickcc.edu • 910.755.8084
2014 Curriculum Registration
Seated, Online, and Hybrid Courses Available

Spring Classes:
Wednesday, January 8 to Wednesday, May 7, 2014

Supply Registration:
Tuesday, January 7
8 am – 6 pm

Leland Registration:
Tuesday, January 7
9 am – 11:30 am

Late Registration Add/Drop Period
Supply Campus:
Wednesday, January 8 • 8 am – 5 pm
Thursday, January 9 • 8 am – 5 pm
Friday, January 10 • 8 am - 12 pm

BRUNSWICK COMMUNITY COLLEGE
www.brunswickcc.edu
910.755.7320
admissions@brunswickcc.edu
Our Programs of Study

College Transfer

Associate in Arts
Pre-Major in:
- Accounting, Business Administration, Economics, Finance, and Marketing
- Criminal Justice
- Economics
- Elementary Education
- Nursing

Associate in Science
Pre-Major in:
- Biology/Biology Education

Associate in Fine Arts

Nursing & Allied Health

- Associate Degree in Nursing
- Nursing Assistant
- Practical Nursing
- Phlebotomy

Professional & Technical

- Accounting
- Aquaculture Technology
- Associate in General Education
- Basic Law Enforcement Training
- Biotechnology
- Business Administration
- Small Business Entrepreneur
- Computer Information Technology
- Computer Programming
- Cosmetology
- Cosmetology Instructor
- Early Childhood Education
- Early Childhood Education/Administration
- Early Childhood Education/Special Education Option
- Electronics Engineering Technology
- Esthetics Instructor
- Esthetics Technology
- General Occupation Technology
- Health and Fitness Science
- Health Information Technology
- Healthcare Business Informatics
- Horticulture Technology
- Infant and Toddler Care
- Manicuring Instructor
- Manicuring/Nail Technology
- Office Administration
- Turfgrass Management Technology
- Welding Technology
YOUR FUTURE AWAITS

Register for Classes this Spring at BCC!

Tuesday, January 7
8 AM – 6 PM • Main Campus
9 AM - 11:30 AM • Leland Center

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