

**SPRING 2025**

# **PATHWAYS**

Your guide to Continuing Education,  
Economic & Workforce Development

## **HEALTH SCIENCES**

**Training & Credentials**

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AVAILABLE!**

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**MACHINING  
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# **BRUNSWICK COMMUNITY COLLEGE**

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# ENROLL

# Today!



## Career Programs

### Professional & Technical

- Accounting & Finance
- Athletic Training
- Basic Law Enforcement Training
- Business Administration
- Cosmetology
- Cosmetology Instructor
- Criminal Justice Technology
- Early Childhood Education
- Health & Fitness Science
- Health Information Tech
- Health Promotions
- Health & Wellness Management
- Horticulture Tech
- IT - Computer Programming & Development

- IT - Digital Marketing
- IT - Information Systems
- IT - Simulation & Gaming
- IT - Web Developer
- Landscape Construction
- Landscape Design
- Landscape & Garden Management
- Public Health
- Public Safety Administration
- Small Business Entrepreneur
- Turfgrass Management Tech
- Welding Technology

## Arts & Sciences

### Professional & Technical

### Associate in Arts

- Business Administration
- Teacher Preparation

### Associate in Engineering

### Associate in Science

- Computer Science
- Teacher Preparation

### Health Sciences

- Associate Degree Nursing
- Emergency Medical Science
- Practical Nursing

## CONTACT US TODAY!

910-755-7320 | [onestop@brunswickcc.edu](mailto:onestop@brunswickcc.edu)

**BRUNSWICK**  
COMMUNITY COLLEGE

# Earn your license and the sky's the limit!



Join our **Nail Manicurist**  
course starting **2/24/25**.

*Learn more on page 7.*

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For full course listing on the BCC website, use this QR CODE.

## MISSION STATEMENT

Brunswick Community College provides opportunities for individuals to be successful through **accessible, high quality, student-centered** programs and services that meet the educational, cultural and workforce needs of a diverse community.

## LOCATIONS

**Leland Center for Economic and Workforce Development (IECL)**  
2045 Enterprise Drive, Leland, NC 28451

**Main Campus (MC)**  
50 College Road, Bolivia, NC 28422

**Southport Center (SPC)**  
701 N Lord Street, Southport, NC 28461

**Brunswick Education Trades Certification Center (BETCC)**  
104 Ocean Hwy. E, Supply, NC 28462

## INDUSTRY-RECOGNIZED CREDENTIALS



Brunswick Community College does not discriminate on the basis of race, religion, color, national origin, gender, gender expression, age, political affiliation, genetic information, sexual orientation, or disability

Brunswick Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Brunswick Community College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Brunswick Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

# REGISTRATION INFORMATION

## **PAYMENT IS DUE AT TIME OF REGISTRATION.**

Continuing Education students must submit registration form and payment at least 3 days prior to the start of class unless stated otherwise. Registration forms are available in the Continuing Education, Workforce Development Department and online at [www.brunswickcc.edu](http://www.brunswickcc.edu). Please make checks payable to Brunswick Community College (BCC). If your check is dishonored or returned for any reason, we will electronically debit your account for the amount of the check plus a processing fee of \$25.00.

## **A WORD ABOUT WAITING...DON'T WAIT. REGISTER EARLY.**

Have you ever signed up for a class only to find it canceled for lack of enrollment? Here are two ways to help keep your selected class on the schedule. Register early - do it today! Each class has a minimum enrollment requirement. Once that number is reached, the class is a go. If you find a class you like, encourage a friend to join you. Sometimes two or three people can make the difference between a Go or Cancel. So, the word about waiting is DON'T! Register NOW!

### MAIL

Brunswick Community College, Continuing Education Registration,  
50 College Road, Bolivia, NC 28422

### ONLINE

See page 5 for online registration information.

## **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
- 25 - 50 hours** \$125
- 51 + hours** \$180

## **REFUND POLICY**

Refunds are allowed under the following circumstances:

- A student who officially withdraws, in writing, from an occupational extension class prior to the first class meeting or if a class is canceled shall be eligible for a 100% refund.
- 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.
- For contact hour classes, students must withdraw, in writing, within 10 calendar days.
- Self-Supporting classes will refund 75% to the student with an official withdraw from the class prior to the start date. No refunds will be issued after the start date of class.
- 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.



# **Dolphin ALERT!**

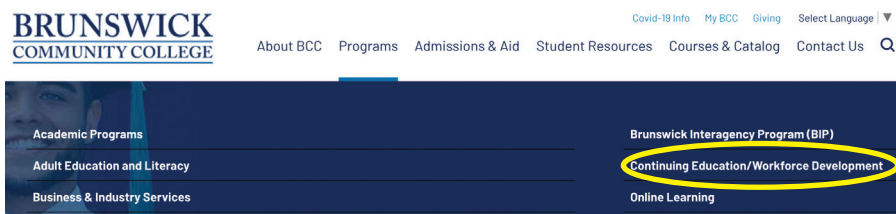
To receive Dolphin ALERTS via text from  
Brunswick Community College,  
**Text #main to (910)202-4330.**



# ONLINE REGISTRATION INSTRUCTIONS

## FOLLOW THE STEPS BELOW TO COMPLETE YOUR REGISTRATION AND PAYMENT. (HEALTH COURSES REQUIRE IN-PERSON REGISTRATION)

1. Visit **www.brunswickcc.edu**
2. Click **Programs** on the top menu
3. Select and click on **Continuing Education/Workforce Development** from the list



4. Scroll Down and Click on **Register Online**.

Register Online →

5. Select **Course Search**.
6. Type a keyword in the **Search field** (ex. Motorcycle)
7. Select the course you would like to add.
8. Verify the Course Information is correct (i.e. Date, Location), then select **Register Now**.
9. Enter information in the **About You** section, then select **Next**. The \* indicates required fields.
10. Enter information in the **Address** section then select **Next**. The \* indicates required fields.
11. Pay for Classes
  1. Review registration cart.
  2. Enter payment information.
  3. Check the box accepting the refund policy.
  4. Click **Register**.
12. Upon successful completion, you will receive a confirmation email.

If you need additional assistance, please contact **910-755-7320**.

To register, **visit [brunswickcc.edu](http://www.brunswickcc.edu)**  
or use this QR code



# WORKFORCE DEVELOPMENT

## AUTOMOTIVE

### AUTOMOTIVE TECHNOLOGY

This course provides foundational knowledge of vehicle maintenance and repair leading to employment. Topics will include tire repair, brake repair, engine maintenance, electrical systems, suspension, steering, alignment, transmission maintenance, manual drive train, and heating/air conditioning. Completers are guaranteed an interview.

| COURSE | START DATE | END DATE | TIME      | DAY(S) | COST     | LOCATION |
|--------|------------|----------|-----------|--------|----------|----------|
| 49838  | 1/28/2025  | 5/8/2025 | 5:30-9:30 | T,TH   | \$207.50 | COAST    |

### MARINE ENGINE REPAIR I

This course covers two and four cycle engines that are used for marine vessel propulsion. Emphasis is on design, cooling systems, lubrication systems, and air in-take systems. Upon completion, students should be able to test, troubleshoot, diagnose, and repair marine engine systems.

| COURSE | START DATE | END DATE | TIME      | DAY(S) | COST     | LOCATION |
|--------|------------|----------|-----------|--------|----------|----------|
| 49652  | 1/6/2025   | 5/7/2025 | 5:30-9:30 | M,W    | \$207.50 | MC       |

### MARINE ENGINE REPAIR II

This course is a continuation of Level I and provides students with advanced skills in marine engine repair. Topics include sensors and signals, disassembly of the powerhead, rebuilding of the powerhead, engine control management, fuel injection, diagnostic testing, and support systems.

| COURSE | START DATE | END DATE | TIME      | DAY(S) | COST     | LOCATION |
|--------|------------|----------|-----------|--------|----------|----------|
| 49714  | 1/7/2025   | 5/8/2025 | 5:30-9:30 | T,TH   | \$207.50 | MC       |

### VEHICLE OBD INSPECTION

This course is designed to meet training requirements (initial and/or renewal) for On Board Diagnostics (OBD) Emission Inspection Program administered by NC Division of Motor Vehicles, License and Theft Bureau. Safety certification is required before your OBD will be awarded. Safety class should be taken before OBD class. Topics include DMV OBD regulations, inspection procedures, and proper use of diagnostic equipment.

| COURSE | START DATE | END DATE   | TIME | DAY(S) | COST | LOCATION |
|--------|------------|------------|------|--------|------|----------|
| 48610  | 12/10/2024 | 12/12/2024 | 6-10 | T,TH   | \$75 | MC       |

### VEHICLE SAFETY INSPECTION

This course is designed to meet the training requirements (initial and renewal) for the Auto Safety Inspection Program, administered by the NC Division of Motor Vehicles. It includes an overview of regulations, inspection procedures, and the proper use of diagnostic equipment. This course should be taken before the OBD Inspection course.

| COURSE | START DATE | END DATE  | TIME | DAY(S) | COST | LOCATION |
|--------|------------|-----------|------|--------|------|----------|
| 48607  | 12/3/2024  | 12/5/2024 | 6-10 | T,TH   | \$75 | MC       |

## AVIATION

### AVIATION GROUND SCHOOL

This course covers aerodynamics, navigation, weather, communications, federal regulations, flight physiology, flight planning, and more. These learning objectives will prepare students to sit for the Federal Aviation Administration's Private Pilot Knowledge Examination (PPKE).

| COURSE | START DATE | END DATE  | TIME | DAY(S) | COST  | LOCATION |
|--------|------------|-----------|------|--------|-------|----------|
| 49841  | 2/4/2025   | 4/24/2025 | 6-9  | T,TH   | \$180 | IECL     |

## ESTHETICS

### ESTHETICS I

Students will focus on learning foundational skills needed for a successful career in esthetics. Topics include safety and sanitation practices, facials, hair removal, microdermabrasion, makeup application and chemical peels. Students will learn customer service and receive hands on training in a simulated salon environment under the direct supervision of a licensed instructor. Additional cost for books, kits, and uniforms.

| COURSE | START DATE | END DATE  | TIME   | DAY(S) | COST     | LOCATION |
|--------|------------|-----------|--------|--------|----------|----------|
| 49741  | 1/10/2025  | 6/14/2025 | 8-4:30 | F,S    | \$182.50 | MC       |

### ESTHETICS II

Prerequisite: Esthetics Part I. Topics include advanced treatments as well as salon business and employment skills. Students will perform services and receive training in a simulated salon environment under the direction of a licensed instructor. Upon successful completion of this course the students are eligible to sit for NC state board licensure exams. Additional cost for licensure fees.

| COURSE | START DATE | END DATE  | TIME   | DAY(S)   | COST     | LOCATION |
|--------|------------|-----------|--------|----------|----------|----------|
| 49839  | 2/3/2025   | 5/14/2025 | 9-3:30 | M,T,W,TH | \$182.50 | MC       |

### MESSAGE I

This first part of the massage therapy course is designed to establish a solid professional foundation for a career as a massage therapist through class work and practical hands-on training. Topics include anatomy & physiology, pathology, kinesiology, and Swedish massage. Additional costs for books and uniforms.

| COURSE | START DATE | END DATE  | TIME   | DAY(S)   | COST  | LOCATION |
|--------|------------|-----------|--------|----------|-------|----------|
| 49842  | 1/6/2025   | 3/28/2025 | 9-3:30 | M,T,W,TH | \$250 | MC       |

### COSMETOLOGY III

Prerequisite: Cosmetology I and Cosmetology II.

| COURSE | START DATE | END DATE  | TIME | DAY(S) | COST     | LOCATION |
|--------|------------|-----------|------|--------|----------|----------|
| 49840  | 12/5/2024  | 4/24/2025 | 8-4  | TH,F,S | \$182.50 | MC       |

**NAIL MANICURIST**

This one semester course, offered in English or Spanish, will focus on developing manicuring and pedicuring skills. Students will learn through traditional lecture and hands-on clinical training. Topics include safety and sanitation, artificial nail enhancements, nail art, and customer service. Students learn the latest procedures in a simulated salon environment and gain experience providing clients with a complete range of manicuring and pedicuring services. This course prepares students to sit for the NC state board licensure exams. Additional costs for kit, books, and uniform.

| COURSE | START DATE | END DATE  | TIME | DAY(S)   | COST     | LOCATION |
|--------|------------|-----------|------|----------|----------|----------|
| 49848  | 2/24/2025  | 6/25/2025 | 5-10 | M,T,W,TH | \$182.50 | MC       |

**COMPUTER COURSES****AUTOCAD PREP IN SPANISH**

This course provides instruction that focuses on basic computer applications that prepare students to navigate computer aided design effectively. This is a pre-requisite for AutoCAD I.

| COURSE | START DATE | END DATE  | TIME | DAY(S) | COST | LOCATION |
|--------|------------|-----------|------|--------|------|----------|
| 49795  | 1/11/2025  | 2/15/2025 | 8-12 | S      | \$75 | MC       |

**AUTOCAD I SPANISH**

Pre requisite AutoCAD Prep. This course introduces the student to basic drawing and techniques for drafting and technical drawing. This course will cover creating simple drawings, organizing your drawings with layers, drawing organization, and much more.

| COURSE | START DATE | END DATE  | TIME | DAY(S) | COST  | LOCATION |
|--------|------------|-----------|------|--------|-------|----------|
| 49796  | 2/22/2025  | 5/17/2025 | 8-12 | S      | \$130 | MC       |

**COMPUTER BASICS**

This beginner's course is tailored for students with little to no prior computer experience. Participants will gain a foundational understanding of essential computer terminology, empowering them to navigate the digital world with confidence. Students will learn email fundamentals, word processing skills, document management, and safe internet browsing.

| COURSE | START DATE | END DATE  | TIME | DAY(S) | COST | LOCATION |
|--------|------------|-----------|------|--------|------|----------|
| 49802  | 1/7/2025   | 2/13/2025 | 5-7  | T,TH   | \$75 | MC       |

**MICROSOFT OFFICE: WORD AND EXCEL**

This course will provide instruction that focuses on the creation, formatting, and organizing several professional documents (MS Word). The course will also provide a number of time-saving functions with MS Excel, including basic formulas, custom charts, and graphs.

| COURSE | START DATE | END DATE  | TIME | DAY(S) | COST  | LOCATION |
|--------|------------|-----------|------|--------|-------|----------|
| 49801  | 3/3/2025   | 5/13/2025 |      |        | \$180 | ONLINE   |

**CULINARY COURSES****CULINARY: BARTENDING**

This course will prepare students to mix, pour, and serve cocktails through lecture and hands-on experience. Instruction will include bar setup, basic hospitality, and North Carolina's Alcohol and Law Enforcement (ALE) consumption laws.

| COURSE | START DATE | END DATE  | TIME      | DAY(S) | COST     | LOCATION |
|--------|------------|-----------|-----------|--------|----------|----------|
| 49799  | 1/14/2025  | 2/11/2025 | 5:30-9:30 | T,TH   | \$127.50 | MC       |
| 49800  | 4/1/2025   | 5/1/2025  | 5:30-9:30 | T,TH   | \$127.50 | MC       |

**CULINARY: EDGE**

This course provides students with a comprehensive experience focusing on safety, sanitation, nutrition principles, equipment usage, knife skills, measuring and recipe conversion. Students will experience a combination of lecture and project-based learning that prepares students to be successful in the food service industry (Culinary Arts Prep Cook). Successful students will earn industry recognized credentials.

| COURSE | START DATE | END DATE  | TIME | DAY(S) | COST     | LOCATION |
|--------|------------|-----------|------|--------|----------|----------|
| 49681  | 1/7/2025   | 5/15/2025 | 9-1  | T,TH   | \$432.50 | MC       |

**CULINARY FOUNDATIONS**

This introductory course provides students with a comprehensive experience focusing on safety, sanitation, nutrition principles, equipment usage, knife skills, measuring and recipe conversion. Students will experience a combination of lecture and project-based learning that prepares students to be successful in the food service industry. (Culinary Arts Prep Cook). Successful students will earn industry recognized credentials.

| COURSE | START DATE | END DATE  | TIME | DAY(S) | COST     | LOCATION |
|--------|------------|-----------|------|--------|----------|----------|
| 49680  | 1/6/2025   | 5/14/2025 | 9-1  | M,W    | \$432.50 | MC       |

**CULINARY: BAKING AND PASTRIES**

This course will provide students with the necessary skills to bake in a commercial establishment. The Instructor will cover baking techniques, weights and measurements, terminology and calculations. Students will utilize these skills and gain experience baking pies, breads and cakes.

| COURSE | START DATE | END DATE  | TIME | DAY(S) | COST     | LOCATION |
|--------|------------|-----------|------|--------|----------|----------|
| 49677  | 1/6/2025   | 5/14/2025 | 2-6  | M,W    | \$432.50 | MC       |

**CULINARY: HEARTY WINTER DINNER**

Learn how to make cider braised, herb chicken with wild rice and mushrooms. The delicious cider adds a perfect balance of sweetness in contrast with the savory garlic and herbs. You will also get a roll recipe wonderful for cleaning up the plate and getting the last bit of the delicious sauce.

| COURSE | START DATE | END DATE   | TIME      | DAY(S) | COST    | LOCATION |
|--------|------------|------------|-----------|--------|---------|----------|
| 47742  | 12/13/2024 | 12/13/2024 | 5:30-8:30 | F      | \$97.50 | MC       |

**CULINARY: BANH MI**

Let your taste buds go on a culinary adventure with rich pork belly, quick pickled vegetables, sliced cucumber, fresh cilantro, and a decadent smear of pate on a crusty baguette- a flavor combination so good that you have to taste to believe!

| COURSE | START DATE | END DATE  | TIME      | DAY(S) | COST    | LOCATION |
|--------|------------|-----------|-----------|--------|---------|----------|
| 49815  | 1/17/2025  | 1/17/2025 | 5:30-8:30 | F      | \$97.50 | MC       |

## Workforce Development

### CULINARY: CHOCOLATE LOVERS

Brownies, cookies, pie, oh my! What better way to celebrate the month of love than with rich, decadent chocolate recipes to make you swoon!

| COURSE | START DATE | END DATE | TIME      | DAY(S) | COST    | LOCATION |
|--------|------------|----------|-----------|--------|---------|----------|
| 49755  | 2/21/25    | 2/21/25  | 5:30-8:30 | F      | \$97.50 | MC       |

### CULINARY: SPAGHETTI & MEATBALLS

Hands-on instruction for creating classic Italian meatballs, using every ingredient to its highest potential! You will be pairing with a traditional homemade tomato sauce to complete this 'squisito' comfort meal.

| COURSE | START DATE | END DATE  | TIME      | DAY(S) | COST    | LOCATION |
|--------|------------|-----------|-----------|--------|---------|----------|
| 49817  | 3/21/2025  | 3/21/2025 | 5:30-8:30 | F      | \$97.50 | MC       |

### CULINARY: CLASSIC SALADS

Spend an evening tossing together classic salads- including Caesar, Cobb, and Wedge- along with their companion dressings!

| COURSE | START DATE | END DATE  | TIME      | DAY(S) | COST    | LOCATION |
|--------|------------|-----------|-----------|--------|---------|----------|
| 49814  | 4/25/2025  | 4/25/2025 | 5:30-8:30 | F      | \$97.50 | MC       |

### CULINARY: FRIED GREEN TOMATO & PIMENTO CHEESE BLTS

As summer approaches and tomatoes begin to emerge, take advantage of those green tomatoes, and fry them up, add bacon, and top with pimento cheese for a true southern classic! You'll have a hard time letting your tomatoes ripen once you've tried them fried up for this sandwich.

| COURSE | START DATE | END DATE  | TIME      | DAY(S) | COST    | LOCATION |
|--------|------------|-----------|-----------|--------|---------|----------|
| 49818  | 5/16/2025  | 5/16/2025 | 5:30-8:30 | F      | \$97.50 | MC       |

### CULINARY: CAKE DECORATING

Learn the basics of cake decorating; In this class we will go over different types of buttercream, how to cut and fill a layer cake, crumb and final coat with buttercream, and piping borders.

| COURSE | START DATE | END DATE  | TIME      | DAY(S) | COST    | LOCATION |
|--------|------------|-----------|-----------|--------|---------|----------|
| 49753  | 1/10/2025  | 1/10/2025 | 5:30-8:30 | F      | \$97.50 | MC       |

### CULINARY: FOCACCIA AND CRACKERS

Learn how to make your own focaccia bread with assorted toppings. We will also prepare cheddar cheese crackers, reminiscent of your favorite childhood snack.

| COURSE | START DATE | END DATE  | TIME      | DAY(S) | COST    | LOCATION |
|--------|------------|-----------|-----------|--------|---------|----------|
| 49754  | 2/14/2025  | 2/14/2025 | 5:30-8:30 | F      | \$97.50 | MC       |

### CULINARY: CHEESECAKE AND FRUIT COMPOTES

Tackle the decadent NY style cheesecake in this class while we learn how to make fruit compotes and whipped cream to top off your cheesecake.

| COURSE | START DATE | END DATE  | TIME      | DAY(S) | COST    | LOCATION |
|--------|------------|-----------|-----------|--------|---------|----------|
| 49756  | 3/14/2025  | 3/14/2025 | 5:30-8:30 | F      | \$97.50 | MC       |

### CULINARY: PEANUT BRITTLE, TOFFEE, AND OTHER CANDIES

This unique hands-on experience will help students prepare delicious sugar candies, including peanut brittle and toffee. Instruction will include the process of cooking sugar, melting chocolate, and the proper methods for dipping candy.

| COURSE | START DATE | END DATE  | TIME      | DAY(S) | COST    | LOCATION |
|--------|------------|-----------|-----------|--------|---------|----------|
| 49757  | 4/11/2025  | 4/11/2025 | 5:30-8:30 | F      | \$97.50 | MC       |

### CULINARY: ANGEL FOOD CAKE

Learn how to make the perfect meringue for angel food cake. We will also make a mascarpone whipped cream and fruit curd to pair with it.

| COURSE | START DATE | END DATE | TIME      | DAY(S) | COST    | LOCATION |
|--------|------------|----------|-----------|--------|---------|----------|
| 49819  | 5/9/2025   | 5/9/2025 | 5:30-8:30 | F      | \$97.50 | MC       |

## EDUCATION

### EFFECTIVE TEACHER TRAINING

Upon completion, students will have an enhanced understanding of classroom management and the role of substitute teachers among students.

| COURSE | START DATE | END DATE  | TIME | DAY(S) | COST | LOCATION |
|--------|------------|-----------|------|--------|------|----------|
| 49649  | 1/27/2025  | 2/17/2025 |      |        | \$70 | ONLINE   |
| 49650  | 3/10/2025  | 3/31/2025 |      |        | \$70 | ONLINE   |
| 49651  | 4/14/2025  | 4/14/2025 |      |        | \$70 | ONLINE   |

## HEALTHCARE COURSES

### HEALTH CARE CAREER FOCUS

This 7-hour course serves as a pre-requisite for Nurse Aide I, Clinical Medical Assistant, Cardiovascular Monitor Tech, Pharmacy Tech, and Phlebotomy Tech. Course topics include employment readiness, resources at Brunswick CC, study skills, and assessment of math, recognition of healthcare measurements, and reading comprehension. Course will address uniform, textbook requirements and fees associated with clinical requirements and certifications.

| COURSE | START DATE | END DATE  | TIME   | DAY(S) | COST | LOCATION |
|--------|------------|-----------|--------|--------|------|----------|
| 47426  | 12/6/2024  | 12/6/2024 | 8-3:30 | F      | \$70 | MC       |
| 49684  | 1/10/2025  | 1/10/2025 | 8-3:30 | F      | \$70 | MC       |
| 49685  | 1/21/2025  | 1/27/2025 |        |        | \$70 | ONLINE   |
| 49686  | 2/25/2025  | 3/3/2025  |        |        | \$70 | ONLINE   |
| 49687  | 3/15/2025  | 3/15/2025 | 8-3:30 | F      | \$70 | MC       |
| 49688  | 3/25/2025  | 3/31/2025 |        |        | \$70 | ONLINE   |
| 49689  | 4/8/2025   | 4/14/2025 |        |        | \$70 | ONLINE   |
| 49690  | 4/26/2025  | 4/26/2025 | 8-3:30 | S      | \$70 | MC       |
| 49691  | 5/9/2025   | 5/9/2025  | 8-3:30 | F      | \$70 | MC       |



**CLINICAL MEDICAL ASSISTANT**

This accelerated course includes anatomy, physiology, medical terminology, fundamentals of pharmacology, EKG, and front office skills. Instructional materials, project-based activities, and lecture will prepare students to sit for the National Certification (Clinical Medical Assistant).

| COURSE | START DATE | END DATE  | TIME   | DAY(S) | COST  | LOCATION |
|--------|------------|-----------|--------|--------|-------|----------|
| 49682  | 1/23/2025  | 5/14/2025 | 8-3:30 | T,W,TH | \$251 | IECL     |

**INTRO TO CADC**

96-hour online class is the first of a three-part series that will prepare you for a certification as a Certified Alcohol and Drug Counselor.

| COURSE | START DATE | END DATE  | TIME | DAY(S) | COST  | LOCATION |
|--------|------------|-----------|------|--------|-------|----------|
| 49739  | 1/6/2025   | 4/25/2025 |      |        | \$180 | ONLINE   |

**TREATMENT OF ADDICTION**

Prerequisite: Intro to CADC. This 96-hour class is the second in the three-part series that leads to the Substance Abuse Counseling certification. It includes counseling individuals and dysfunctional families, group counseling, recovery and relapse, ethics, legal issues, and confidentiality.

| COURSE | START DATE | END DATE  | TIME | DAY(S) | COST  | LOCATION |
|--------|------------|-----------|------|--------|-------|----------|
| 49740  | 1/6/2025   | 4/25/2025 |      |        | \$180 | ONLINE   |

**NURSE AIDE I**

This 192 hr. course consists of classroom lecture, lab skills and a 40 hour clinical experience. The course prepares students to work in skilled nursing facilities, home health, hospice, physician offices, and hospitals. In addition, this course serves as the prerequisite for the Nursing Program. Upon completion, students are eligible to obtain North Carolina's Nursing Assistant Certification.

| COURSE | START DATE | END DATE  | TIME                | DAY(S)      | COST  | LOCATION |
|--------|------------|-----------|---------------------|-------------|-------|----------|
| 49672  | 2/4/2025   | 4/24/2024 | 8-4:30              | T,TH        | \$215 | MC       |
| 49674  | 1/22/2025  | 4/14/2025 | 8-4:30              | M,W         | \$215 | MC       |
| 49675  | 1/27/2025  | 4/16/2025 | 8-4:30              | M,W         | \$215 | IECL     |
| 49683  | 1/28/2025  | 5/10/2025 | 5:30-9:30<br>8-4:30 | T,W,TH<br>S | \$215 | MC       |

**NURSE AIDE I REFRESHER**

This 48-hour course includes traditional lecture and lab skills that prepare students for North Carolina's NAI exam. The pre-requisite for this course is Nurse Aide I. This class cannot serve as a replacement for Nurse Aide I.

| COURSE | START DATE | END DATE | TIME   | DAY(S) | COST  | LOCATION |
|--------|------------|----------|--------|--------|-------|----------|
| 49632  | 4/4/2025   | 5/3/2025 | 9-3:30 | F,S    | \$150 | MC       |

**PHARMACY TECHNICIAN**

This 204-hour course covers federal laws/regulations, conversions/calculations, dosage, administration, anatomy and physiology, medical terminology, and customer service skills necessary in pharmacies. It prepares students for the National Pharmacy Tech Certification Board Exam.

| COURSE | START DATE | END DATE  | TIME | DAY(S) | COST  | LOCATION |
|--------|------------|-----------|------|--------|-------|----------|
| 49671  | 1/16/2025  | 5/13/2025 | 5-9  | T,W,TH | \$215 | MC       |

**PHLEBOTOMY**

This 216-hour course provides lecture, lab, and clinical experience for collection of blood and other specimens associated with diagnostic testing. Completion allows students to perform specimen collection procedures on patients. Upon completion, students may seek national certification.

| COURSE | START DATE | END DATE  | TIME   | DAY(S) | COST  | LOCATION |
|--------|------------|-----------|--------|--------|-------|----------|
| 49666  | 1/21/2025  | 4/22/2025 | 8-4:30 | T,TH   | \$215 | MC       |

**LANGUAGE**

**SPANISH FOR BEGINNERS**

This entry level course will introduce students to Spanish grammar, phonetics, and culture. This course is designed to improve workplace morale, teamwork, and prepare individuals for work related travel. This course will meet the prerequisite requirements for Conversational Spanish I.

| COURSE | START DATE | END DATE  | TIME | DAY(S) | COST  | LOCATION |
|--------|------------|-----------|------|--------|-------|----------|
| 49845  | 1/13/2025  | 3/10/2025 | 6-9  | M,W    | \$125 | BETCC    |

**CONVERSATIONAL SPANISH**

This course is designed for individuals who have a basic understanding of Spanish and would like to communicate better in this language. This course emphasizes the proper vocalization needed to successfully converse in Spanish.

| COURSE | START DATE | END DATE  | TIME | DAY(S) | COST  | LOCATION |
|--------|------------|-----------|------|--------|-------|----------|
| 49846  | 3/24/2025  | 5/14/2025 | 6-9  | M,W    | \$125 | BETCC    |

**METALWORKING**

**MACHINING TECHNOLOGY**

This course introduces students to the growing field of manufacturing and machining. Content includes machine shop safety, precision measuring, job planning, computer numerically controlled (CNC) lathe operation, drilling techniques, milling operation, surface grinding job layout machine maintenance, and teamwork. This course leads to a variety of industry recognized credentials through the National Institute of Metalworking Skills. The students' project evaluation is conducted by quality inspectors at local manufacturing firms.

| COURSE | START DATE | END DATE  | TIME      | DAY(S)   | COST     | LOCATION |
|--------|------------|-----------|-----------|----------|----------|----------|
| 49648  | 1/6/2025   | 5/8/2025  | 8-10      | M,T,W,TH | \$207.50 | MC       |
| 49633  | 1/13/2025  | 5/14/2025 | 5:30-9:30 | M,W      | \$207.50 | MC       |

**WELDING I**

This course prepares students to become craftsman in the welding trade. Students will learn to braze and solder metal parts according to diagrams, blueprints, or written specifications. Students will have the opportunity to receive National Center for Construction Education and Research (NCCER) pocket card as well as OSHA 10-hour pocket card upon successful completion of required exams. Book required.

| COURSE | START DATE | END DATE | TIME | DAY(S) | COST  | LOCATION |
|--------|------------|----------|------|--------|-------|----------|
| 49711  | 1/6/2025   | 5/7/2025 | 6-10 | M,W    | \$240 | MC       |

# Workforce Development

## WELDING II

This course will begin where Welding I ended. You will receive more in-depth instruction in welding metal with oxyacetylene equipment, using tools to shape and cut metals; braze welding with oxyacetylene equipment, interpreting blueprints, welding metals with shielded metal arc equipment, and understanding welding tests and codes. This is a National Center for Construction Education and Research (NCCER) class.

| COURSE | START DATE | END DATE | TIME | DAY(S) | COST  | LOCATION |
|--------|------------|----------|------|--------|-------|----------|
| 49712  | 1/7/2025   | 5/9/2025 | 6-10 | T,TH   | \$240 | MC       |

## NOTARY

### NOTARY

Notaries play an important role in preventing fraud and validating records, actions, and agreements. They verify the identity of individuals executing documents. This course requires the latest edition of the NC Notary text prior to class and a copy of their driver's license when registering.

| COURSE | START DATE | END DATE  | TIME | DAY(S) | COST | LOCATION |
|--------|------------|-----------|------|--------|------|----------|
| 48673  | 12/3/2024  | 12/3/2024 | 9-5  | T      | \$70 | MC       |
| 49611  | 1/14/2025  | 1/14/2025 | 9-5  | T      | \$70 | MC       |
| 49612  | 2/11/2025  | 2/11/2025 | 9-5  | T      | \$70 | MC       |
| 49613  | 3/11/2025  | 3/11/2025 | 9-5  | T      | \$70 | MC       |
| 49614  | 4/15/2025  | 4/15/2025 | 9-5  | T      | \$70 | MC       |
| 49615  | 5/13/2025  | 5/13/2025 | 9-5  | T      | \$70 | MC       |
| 49616  | 6/17/2025  | 6/17/2025 | 9-5  | T      | \$70 | MC       |
| 49617  | 7/15/2025  | 7/15/2025 | 9-5  | T      | \$70 | MC       |
| 49618  | 8/12/2025  | 8/12/2025 | 9-5  | T      | \$70 | MC       |

## TRADES

### ELECTRICAL I RESIDENTIAL

This course prepares students for an entry-level light construction and basic residential electrical installations. Topics include static electricity, OHMs law, DC circuits, alternating & direct currents, indicators, transformers, capacitors, electronic, safety, green building practices, blueprint reading, and regulatory NEC requirements for residential facilities. The skills acquired prepares the student for immediate employment in the electrical field. Student will also have the opportunity to obtain a 10-hour OSHA safety card, NCCER and Greenlee certifications.

| COURSE | START DATE | END DATE  | TIME       | DAY(S) | COST     | LOCATION |
|--------|------------|-----------|------------|--------|----------|----------|
| 49827  | 1/6/2025   | 5/7/2025  | 6-10       | M,W,F  | \$242.50 | IECL     |
| 49826  | 1/13/2025  | 5/13/2025 | 8:30-12:30 | M,T,W  | \$242.50 | IECL     |

### ELECTRICAL I RESIDENTIAL SPANISH

This course prepares students for an entry-level light construction and basic residential electrical installations. Topics include static electricity, OHMs law, DC circuits, alternating & direct currents, indicators, transformers, capacitors, electronic, safety, green building practices, blueprint reading, and regulatory NEC requirements for residential facilities. The skills acquired prepares the student for immediate employment in the electrical field. Student will also have the opportunity to obtain a 10-hour OSHA safety card, NCCER and Greenlee certifications.

| COURSE | START DATE | END DATE  | TIME | DAY(S) | COST     | LOCATION |
|--------|------------|-----------|------|--------|----------|----------|
| 49825  | 3/31/2025  | 7/30/2025 | 6-10 | M,T,W  | \$242.50 | IECL     |

### ELECTRICAL II COMMERCIAL

Prerequisite: Electrical Tech I. This course teaches load calculations, conductor selection calculations, practical lighting applications, hazardous locations, overcurrent protection, distribution equipment, transformers, commercial electrical services, motor calculations, voice, data, & video, motor controls. Students will also have the opportunity to obtain NCCER & Green Lee certifications.

| COURSE | START DATE | END DATE  | TIME | DAY(S) | COST     | LOCATION |
|--------|------------|-----------|------|--------|----------|----------|
| 49831  | 1/7/2025   | 4/16/2025 | 6-10 | T,W,TH | \$232.50 | IECL     |

### ELECTRICAL IV INDUSTRIAL

Prerequisite: Electrical III. This course covers load calculations, feeders and services, healthcare facilities, standby and emergency systems, basic electronic theory, fire alarm systems, specialty transformers, advanced controls, HVAC controls, heat tracing, freeze protection, motor operation and maintenance, medium-voltage terminations/splices, special locations, fundamentals of crew leadership, and PLC Alan Bradley and Siemens systems.

| COURSE | START DATE | END DATE  | TIME | DAY(S) | COST     | LOCATION |
|--------|------------|-----------|------|--------|----------|----------|
| 49832  | 1/6/2025   | 4/21/2025 | 6-10 | M,W,F  | \$232.50 | IECL     |

### ELECTRICAL LICENSE PREP

This course prepares students who are interested in passing the electrical license contractor exam. The course provides lecture, exercises, and real-world examples that facilitate the use of electrical code.

| COURSE | START DATE | END DATE  | TIME   | DAY(S) | COST | LOCATION |
|--------|------------|-----------|--------|--------|------|----------|
| 49694  | 3/8/2025   | 3/22/2024 | 8-4:30 | S      | \$70 | MC       |

### ELECTRICAL LICENSE RENEWAL

This course provides important updates that are related to changes found in the national electrical code, as well as amendments to North Carolina's code. Successful completion of this course will meet the requirements mandated by the North Carolina Board of Electrical Contractors.

| COURSE | START DATE | END DATE   | TIME   | DAY(S) | COST | LOCATION |
|--------|------------|------------|--------|--------|------|----------|
| 48560  | 12/14/2024 | 12/14/2024 | 8-4:30 | S      | \$70 | MC       |
| 49692  | 1/25/2025  | 1/25/2025  | 8-4:30 | S      | \$70 | MC       |
| 49693  | 2/22/2025  | 2/22/2025  | 8-4:30 | S      | \$70 | MC       |
| 49695  | 4/26/2025  | 4/26/2025  | 8-4:30 | S      | \$70 | MC       |
| 49696  | 5/17/2025  | 5/17/2025  | 8-4:30 | S      | \$70 | MC       |
| 49700  | 6/28/2025  | 6/28/2025  | 8-4:30 | S      | \$70 | MC       |
| 49701  | 7/26/2025  | 7/26/2025  | 8-4:30 | S      | \$70 | MC       |
| 49702  | 8/23/2025  | 8/23/2025  | 8-4:30 | S      | \$70 | MC       |

### ELECTRICAL LINEMAN

This 10-week, 400-hour course will prepare students for employment in the electrical utility industry. This course leads to the following industry recognized credentials: 3M, Greenlee, OSHA, Flagger, CPR/First Aid, Pole Top & Bucket Rescue, Forklift Safety, and Competent Person Trenching. Project-based learning, climbing, equipment usage, teamwork, physical conditioning, electrical theory and line repair are core components of this course. Content aligns with the outcomes defined by the Carolina Energy Workers Consortium. This is a pre-apprenticeship class.

| COURSE | START DATE | END DATE  | TIME   | DAY(S)     | COST     | LOCATION |
|--------|------------|-----------|--------|------------|----------|----------|
| 49834  | 1/13/2025  | 3/24/2025 | 8-4:30 | M,T,W,TH,F | \$277.50 | MC       |
| 49833  | 5/5/2025   | 7/15/2025 | 8-4:30 | M,T,W,TH,F | \$277.50 | MC       |

**HVAC I**

This course is a continuation of Heating and Air Conditioning I. It will provide the student with advanced skills in the subject matter. You will have the opportunity to obtain your CFC Certification. It will familiarize the student with mechanical codes. Pre-registration required. Book required.

| COURSE | START DATE | END DATE | TIME      | DAY(S)   | COST  | LOCATION |
|--------|------------|----------|-----------|----------|-------|----------|
| 49623  | 1/6/2025   | 5/8/2025 | 12-2      | M,T,W,TH | \$275 | MC       |
| 49837  | 1/6/2025   | 5/7/2025 | 5:30-9:30 | M,T,W    | \$275 | MC       |

**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 Conditioning industry. You will have the opportunity to obtain your CFC Certification. The course will better familiarize the student with mechanical codes. Pre-registration required for class. Book required.

| COURSE | START DATE | END DATE | TIME      | DAY(S)   | COST  | LOCATION |
|--------|------------|----------|-----------|----------|-------|----------|
| 49629  | 1/6/2025   | 5/8/2025 | 8-10      | M,T,W,TH | \$240 | MC       |
| 49630  | 1/7/2025   | 5/8/2025 | 5:30-9:30 | T,TH     | \$240 | MC       |

**PLUMBING I**

This course prepares students for entry level employment through instruction and project-based learning. Course content includes the safe use of industry tools, personal protective equipment, plumbing system installation, maintenance, repair soldering, print reading, career options, and the installation of appliances, fixtures, and faucets. This course includes industry recognized credentials for completers.

| COURSE | START DATE | END DATE | TIME      | DAY(S) | COST  | LOCATION |
|--------|------------|----------|-----------|--------|-------|----------|
| 49713  | 1/27/2025  | 5/7/2025 | 5:30-6:30 | M,W    | \$250 | MC       |

**WORKFORCE DEVELOPMENT**

**BLUEPRINT READING SPANISH**

This course introduces the basic principles of blueprint reading. Topics include line types, orthographic projections, dimensioning methods, and notes for residential and commercial construction. Upon completion, students will interpret blueprints and visualize the features of a part.

| COURSE | START DATE | END DATE | TIME   | DAY(S) | COST  | LOCATION |
|--------|------------|----------|--------|--------|-------|----------|
| 49797  | 2/1/2025   | 3/8/2025 | 8-4:30 | S      | \$125 | IECL     |

**CONSTRUCTION PROJECT MANAGEMENT**

This course will prepare students for management positions in the construction field. Topics include the negotiation of cost estimates, budgets, planning, and timelines. Upon completion, students will understand project management methodologies, cost control, and software. Students will have the opportunity to earn a project management credential through the National Center for Construction Education & Research.

| COURSE | START DATE | END DATE | TIME | DAY(S) | COST  | LOCATION |
|--------|------------|----------|------|--------|-------|----------|
| 49812  | 1/14/2025  | 5/1/2025 | 6-9  | T,TH   | \$210 | BDTC     |

**CONSTRUCTION PROJECT MANAGEMENT SPANISH**

This course will prepare students for management positions in the construction field. Topics include the negotiation of cost estimates, budgets, planning, and timelines. Upon completion, students will understand project management methodologies, cost control, and software. Students will have the opportunity to earn a project management credential through the National Center for Construction Education & Research.

| COURSE | START DATE | END DATE  | TIME   | DAY(S) | COST  | LOCATION |
|--------|------------|-----------|--------|--------|-------|----------|
| 49798  | 2/1/2025   | 4/26/2025 | 8-4:30 | S      | \$210 | IECL     |

**NEW!**

**INDUSTRIAL MAINTENANCE TECH I**

This course is for individuals interested in working as a maintenance technician. It introduces electrical and mechanical systems fundamentals used in industrial facilities. Emphasis is on electrical fundamentals, motor controls operations, mechanical systems fundamentals, construction and instrument drawing, hand bending, and problem resolution. Certifications: OSHA 10 pocket card, NCCER, Festo 3M and GreenLee.

| COURSE | START DATE | END DATE  | TIME | DAY(S) | COST     | LOCATION |
|--------|------------|-----------|------|--------|----------|----------|
| 49813  | 1/27/2025  | 5/12/2025 | 10-6 | M,W,F  | \$232.50 | IECL     |

**SOLAR PV INSTALLER**

This course provides instruction on the fundamentals of Solar Photovoltaic systems. Students will learn design criteria, installation, safety issues, and maintenance of photovoltaic systems, construction skills, and applied math skills. Upon completion, students will have the knowledge base for an entry-level position with a dealer/installer Solar Photovoltaic industry. NCCER Certification. Prerequisite Electrical 1 & 2.

| COURSE | START DATE | END DATE  | TIME   | DAY(S) | COST     | LOCATION |
|--------|------------|-----------|--------|--------|----------|----------|
| 49847  | 1/25/2025  | 4/12/2025 | 8-4:30 | S      | \$232.50 | IECL     |

**LEAD SAFETY REMOVAL - INITIAL**

This course will prepare students and organizations to meet the EPA's Lead Renovation, Repair and Painting Rule (RRP Rule 40CFR 745225). The learning objectives are based on the safe renovation, repair, and disturbance of lead-based paint in homes and facilities built before 1978. This course includes skills assessment and the required certification for lead safety removal.

| COURSE | START DATE | END DATE   | TIME   | DAY(S) | COST  | LOCATION |
|--------|------------|------------|--------|--------|-------|----------|
| 48592  | 12/19/2024 | 12/19/2024 | 8-5:30 | TH     | \$100 | IECL     |
| 49703  | 2/21/2025  | 2/21/2025  | 7:30-5 | F      | \$100 | IECL     |
| 49704  | 6/20/2025  | 6/20/2025  | 7:30-5 | F      | \$100 | IECL     |
| 49707  | 12/12/2025 | 12/12/2025 | 7:30-5 | F      | \$100 | IECL     |

**LEAD SAFETY REMOVAL- REFRESHER**

This is a 4-hour class for Certified Renovators who wish to maintain their certification as a ctive prior to the expiration date of their original certification (5 yers in NC). Submit a copy of the unexpired certificate at the time of registration.

| COURSE | START DATE | END DATE  | TIME       | DAY(S) | COST | LOCATION |
|--------|------------|-----------|------------|--------|------|----------|
| 49709  | 4/25/2025  | 4/25/2025 | 7:30-12:30 | F      | \$95 | IECL     |

# PUBLIC SAFETY TRAINING



Each semester, Brunswick Community College provides comprehensive, hands-on emergency training for the citizens of Brunswick County. Listed below are of some of the courses offered. Please call **(910) 755-7387** or visit **Brunswickcc.edu** for a full course listing of our training calendar using the QR Codes below.



BCC Public Safety



Public Safety Calendar

## EMERGENCY MEDICAL SERVICES TRAINING

### EMERGENCY MEDICAL TECHNICIAN (EMT) INITIAL COURSE

If your ideal career involves an ever-changing, action-packed workday in service to others, you may want to consider training as an Emergency Medical Technician. Learn everything you need to earn your EMT credential during this semester-long program. From there, you can get to work with the option of continuing to train for your Advanced EMT credential. The initial EMT Course is a one semester long and meets for 4-hour classes during the week and on some weekends. This is a promising career with great pay, dedicated professionals, and purpose.

| COURSE | START DATE | END DATE | TIME        | DAY(S)             | COST     | LOCATION |
|--------|------------|----------|-------------|--------------------|----------|----------|
| TBD    | 1/13/2025  | 5/1/2025 | 6-10<br>9-5 | M,T,W,TH,F<br>S,SU | \$267.50 | MC       |

### ADVANCED EMT (AEMT) INITIAL

Are you a current, or soon to be, Advanced EMT and ready to expand your knowledge and advance to a higher paying position in EMS? If so, join us in our AEMT-to-Paramedic course to be held at BCC Main Campus. This course meets Thursday from 6:00 - 10:00 pm, and one Saturday per month from 9:00 AM - 5:00 PM. Additionally, there is weekly online coursework. Training takes place at BCC's main campus in Bolivia, NC. This program consists of two didactic and two clinical sections. Paramedicine is a promising career with great pay, dedicated professionals, and purpose. Paramedics are now working in emergency departments and clinics, in addition to the ambulance.

| COURSE | START DATE | END DATE   | TIME        | DAY(S) | COST     | LOCATION |
|--------|------------|------------|-------------|--------|----------|----------|
| TBD    | 2/27/2025  | 12/18/2025 | 6-10<br>9-5 | M,W,S  | \$337.50 | MC       |

## IN-SERVICE LAW ENFORCEMENT TRAINING

### BEING PREPARED FOR THE DAY

A 24-hour class designed to help officers understand the dynamics of officer-involved shootings and prepare for the aftermath. The course addresses the psychological, professional, and personal impacts of such incidents, featuring insights from over sixty individuals involved in or affected by deadly force situations, including officers, investigators, spouses, and legal experts. *Scan Public Safety Calendar for dates and times.*

### DETENTION OFFICER CERTIFICATION COURSE

The Commission mandated 174-hour course takes approximately 5 weeks to complete and concludes with a comprehensive written exam. Upon successful completion of the course, the new detention officer will be eligible to be certified as a detention officer in North Carolina. *Scan Public Safety Calendar for dates and times.*

### SUPERVISING A CRITICAL INCIDENT

*This 8-hour class is for the supervisor or those who one day aspire to be a supervisor, who want to better understand the dynamics of a deadly force shooting and to prepare themselves for their response to such an incident. Scan Public Safety Calendar for dates and times.*

### DECISION MAKING SIMULATIONS

The most intense, immersive, and realistic simulation solutions so police (and all first responders) can prepare for the unexpected. Meticulously crafted scenarios for maximum realism, with complex and extensive branching options so they can unfold entirely based on the user's decisions. This approach encourages maximum learning, cognitive load, and skill-building. *Scan Public Safety Calendar for dates and times.*

## FIREFIGHTING COURSES

### FIRE FIGHTER I & II (2019 EDITION)

Follows NFPA 1001, 2019 Standard for Fire Fighter Professional Qualifications. This program consists of 12 core classes, with a minimum of 428 hours of instruction; and 4 corequisite classes with a minimum of 80 hours of instruction. After successful completion of these courses' candidates will receive the Firefighter Fire and Rescue Commission IFSAC Certification. *Scan Public Safety Calendar for dates and times.*

### FIRE INSTRUCTOR

NFPA 1041, 2019 Standard for Fire and Emergency Services instructor professional qualifications. *Scan Public Safety Calendar for dates and times.*

### FIRE OFFICER

NFPA 1021, 2020 Standard for Fire Officer professional qualifications. *Scan Public Safety Calendar for dates and times.*

### FIRE LIFE SAFETY EDUCATOR (FLSE)

NFPA 1035, 2015 Standard Fire and Life Safety Educator professional qualifications. *Scan Public Safety Calendar for dates and times.*



# IT'S NEVER TOO LATE TO FINISH HIGH SCHOOL!

## GEARWAY TO EMPLOYMENT AND ACADEMIC READINESS (GEAR)

Please call **910-755-7358** to learn more about earning your GED or high school diploma.

**NOTE:** Students 16 or 17 years of age must have signed school and parental releases on file at BCC before attending orientation.

### STUDENT ORIENTATION

Students may choose to attend AM (9-12) or PM (5-8) session.

|          | START DATE | END DATE  | TIME | DAY(S) | LOCATION |
|----------|------------|-----------|------|--------|----------|
| JANUARY  | 1/7/2025   | 1/9/2025  | AM   | T,W,TH | LELAND   |
|          | 1/14/2025  | 1/16/2025 | AM   | T,W,TH | MAIN     |
|          | 1/21/2025  | 1/23/2025 | PM   | T,W,TH | MAIN     |
| FEBRUARY | 2/4/2025   | 2/6/2025  | AM   | T,W,TH | LELAND   |
|          | 2/11/2025  | 2/13/2025 | AM   | T,W,TH | MAIN     |
|          | 2/18/2025  | 2/20/2025 | PM   | T,W,TH | MAIN     |
| MARCH    | 3/4/2025   | 3/6/2025  | AM   | T,W,TH | LELAND   |
|          | 3/11/2025  | 3/13/2025 | AM   | T,W,TH | MAIN     |
|          | 3/18/2025  | 3/20/2025 | PM   | T,W,TH | MAIN     |
| APRIL    | 4/1/2025   | 4/3/2025  | AM   | T,W,TH | LELAND   |
|          | 4/8/2025   | 4/10/2025 | AM   | T,W,TH | MAIN     |
| MAY      | 5/13/2025  | 5/15/2025 | PM   | T,W,TH | MAIN     |
|          | 5/27/2025  | 5/29/2025 | AM   | T,W,TH | MAIN     |

## Arts

# ARTS



To Register for Arts and Cultural Heritage Courses at Southport Center visit [Brunswickcc.edu](http://Brunswickcc.edu) or use this QR Code.



## EMERGENCY SERVICES TRAINING

COMPREHENSIVE, HANDS-ON EMERGENCY TRAINING



# SMALL BUSINESS CENTER

Contact Director April Scott at **910-755-7306**.

## ENTREPRENEURSHIP ACADEMY

### AM I ENTREPRENEURIAL MATERIAL? - PART 1

There are lots of pros and cons to being an entrepreneur. This session will help you think through all the different angles you should consider when deciding whether business ownership is right for you. You will use self-assessment tools and get valuable information on what it really takes to be an entrepreneur. Learn about resources available that will be invaluable to you as you begin the journey to business ownership.

| START DATE | TIME | DAY(S) | COST | LOCATION |
|------------|------|--------|------|----------|
| 1/8/2025   | 5-7  | W      | FREE | ONLINE   |

### HOW TO START A BUSINESS - PART 2

Understand the basics of starting a business in this webinar that takes you from idea to opportunity. Learn key strategies for start-up, financing and marketing as well as important information about legal issues, licensing, zoning, operations and more. Realize the importance of a self-assessment and how to evaluate the feasibility of your idea. Discover the resources to help you start and successfully operate your business.

| START DATE | TIME | DAY(S) | COST | LOCATION |
|------------|------|--------|------|----------|
| 1/15/2025  | 5-7  | W      | FREE | ONLINE   |

### WRITING A BUSINESS PLAN THAT WORKS - PART 3

Learn to recognize the various sections of a business plan and what makes them work. Sample business plans will be available to study and further understand what makes a good plan. Participants will have an opportunity to use several business plan evaluation tools.

| START DATE | TIME | DAY(S) | COST | LOCATION |
|------------|------|--------|------|----------|
| 1/22/2025  | 5-7  | W      | FREE | ONLINE   |

### FINANCING YOUR SMALL BUSINESS - PART 4

Financing continues to be a challenge for many small business owners. Get to the heart of business financing in this seminar that answers your questions. Explore the pros and cons of the different types of funding sources and how to choose the right one for your needs.

| START DATE | TIME | DAY(S) | COST | LOCATION |
|------------|------|--------|------|----------|
| 1/29/2025  | 5-7  | W      | FREE | ONLINE   |

### BUSINESS TAXES 101 - PART 5

Gain a solid understanding of taxes required for small business owners and develop the best tax strategy for your business. Become familiar with the latest tax forms and procedures for both state and federal taxes. Discover how everyday business decisions can have tax implications that can affect your bottom line. This seminar is important for both new and experienced business owners.

| START DATE | TIME | DAY(S) | COST | LOCATION |
|------------|------|--------|------|----------|
| 2/5/2025   | 5-7  | W      | FREE | ONLINE   |

### BOOKKEEPING MADE EASY - PART 6

Get answers to basic bookkeeping questions. New and prospective business owners will learn about accrual and cash basis accounting, expenses and revenues, manual and software bookkeeping options, outsourcing, and what your business actually needs when it comes to bookkeeping.

| START DATE | TIME | DAY(S) | COST | LOCATION |
|------------|------|--------|------|----------|
| 2/12/2025  | 5-7  | W      | FREE | ONLINE   |

### MARKETING FOR SUCCESS - PART 7

Learn the value of a marketing plan, including the importance of market analysis in projecting sales. Market research for a sample business will demonstrate the connection between a marketing plan and a cash flow statement. Identify market tools and prepare a marketing plan for a sample business.

| START DATE | TIME | DAY(S) | COST | LOCATION |
|------------|------|--------|------|----------|
| 2/19/2025  | 5-7  | W      | FREE | ONLINE   |

## QUICKBOOKS WORKSHOP FOR SMALL BUSINESS SERIES (IN-PERSON):

### QUICKBOOKS - ONLINE SET UP AND BANK FEEDS - PART 1

Save yourself hours of time online by using Smart AI Features. No more shoebox receipts for your accountant. Link online banking to QuickBooks online for real time data sync. Use Receipt Capture to keep track of receipts online. Set rules in your bank feed to eliminate repetitive entries. Set up mobile phone apps. Add and match items in the bank feed.

| START DATE | TIME    | DAY(S) | COST | LOCATION   |
|------------|---------|--------|------|------------|
| 1/9/2025   | 12-1:30 | TH     | FREE | MAIN H-119 |

### QUICKBOOKS - COLLECTING YOUR MONEY AND PAYING YOUR BILLS - PART 2

Learn how to set up customers. Create estimates & invoices. Send invoices directly out of QuickBooks. Advanced payment features such as automatic & recurring payments. Set up vendors, set up 1099 tracking & e-file. Track expenses and bills. Learn how to apply bill payments. Learn basic reports: who owes you money and what you owe your vendors - two of the most important pieces to your cash flow puzzle.

| START DATE | TIME    | DAY(S) | COST | LOCATION   |
|------------|---------|--------|------|------------|
| 1/16/2025  | 12-1:30 | TH     | FREE | MAIN H-119 |

### QUICKBOOKS - USING REPORTS TO MAKE BETTER BUSINESS DECISIONS - PART 3

Learn the importance of verifying the accuracy of your numbers by reconciling statements. Customize recurring reports that show your business profitability. Learn the basic reports needed for your business banker & tax preparer. Use your QuickBooks to make real-life decisions.

| START DATE | TIME    | DAY(S) | COST | LOCATION   |
|------------|---------|--------|------|------------|
| 1/30/2025  | 12-1:30 | TH     | FREE | MAIN H-119 |

## FEDERAL CONTRACTING SERIES

### FEDERAL CONTRACTING FUNDAMENTALS - PART 1

This training explores the fundamentals on doing business with the federal government. Topics include: levels of federal purchasing; how the federal government buys products, construction and engineering and non-personal services; registering as a federal contractor; locating, identifying and responding to federal business opportunities; and resources available to assist federal contractors in North Carolina.

| START DATE | TIME | DAY(S) | COST | LOCATION |
|------------|------|--------|------|----------|
| 1/15/2025  | 12-1 | W      | FREE | ONLINE   |

### NAVIGATING FEDERAL SMALL BUSINESS CERTIFICATIONS: AN IN-DEPTH ANALYSIS - PART 2

This session offers a deep dive into various certifications such as 8(a), HUBZone, SDVOSB/VOSB and Women-Owned, covering eligibility, application processes, and strategies for leveraging these certifications to expand business opportunities.

| START DATE | TIME | DAY(S) | COST | LOCATION |
|------------|------|--------|------|----------|
| 1/22/2025  | 12-1 | W      | FREE | ONLINE   |

### EFFECTIVELY PRESENTING YOUR SMALL BUSINESS TO THE FEDERAL GOVERNMENT - PART 3

This training focuses on real world tips, tricks, tools and lessons learned on how to effectively market a business to federal customers. It also focuses on techniques to market a business to federal prime contractors, in anticipation of teaming on current and future opportunities.

| START DATE | TIME | DAY(S) | COST | LOCATION |
|------------|------|--------|------|----------|
| 1/29/2025  | 12-1 | W      | FREE | ONLINE   |

## CANVA WEBSITE CREATIONS SERIES

### CANVA: DESIGN BASICS - PART 1

Audience: beginner to intermediate. Canva is a powerful, free design tool that you can use to create professional graphics, short videos, and print materials. Learn how to set up and use Canva, how to create eye-catching images, and how to use other powerful features of this fantastic and user-friendly tool. This hybrid session consists of instruction and hands-on experience. No software or graphic design knowledge is needed.

| START DATE | TIME   | DAY(S) | COST | LOCATION |
|------------|--------|--------|------|----------|
| 2/11/2025  | 3-4:30 | T      | FREE | ONLINE   |

### CANVA: DESIGN BASICS - PART 2

Audience: beginner to intermediate. Canva is a powerful, free design tool that you can use to create professional graphics, short videos, and print materials. Learn how to set up and use Canva, how to create eye-catching images, and how to use other powerful features of this fantastic and user-friendly tool. This hybrid session consists of instruction and hands-on experience. No software or graphic design knowledge is needed.

| START DATE | TIME   | DAY(S) | COST | LOCATION |
|------------|--------|--------|------|----------|
| 2/18/2025  | 3-4:30 | T      | FREE | ONLINE   |

### CANVA: ADVANCED DESIGN SKILLS - PART 1

Audience: intermediate to advanced. In this training, digital marketing expert Melanie Diehl takes a deeper dive into the advanced capabilities of Canva. The session includes hands-on design time and screen-sharing for feedback. PRE-REQUISITES: Canva account and working knowledge of Canva. Having a Canva Pro (paid subscription) account is highly recommended.

| START DATE | TIME   | DAY(S) | COST | LOCATION |
|------------|--------|--------|------|----------|
| 4/10/2025  | 5:30-7 | TH     | FREE | ONLINE   |

### CANVA: ADVANCED DESIGN SKILLS - PART 2

Audience: intermediate to advanced. In this training, digital marketing expert Melanie Diehl takes a deeper dive into the advanced capabilities of Canva. The session includes hands-on design time and screen-sharing for feedback. PRE-REQUISITES: Canva account and working knowledge of Canva. Having a Canva Pro (paid subscription) account is highly recommended.

| START DATE | TIME   | DAY(S) | COST | LOCATION |
|------------|--------|--------|------|----------|
| 4/17/2025  | 5:30-7 | TH     | FREE | ONLINE   |

## WIX WEBSITE CREATION SERIES

### DESIGN A WIX WEBSITE FOR YOUR BUSINESS FOR BEGINNERS - PART 1

In this course we will explore the WIX platform and review website fundamentals. Next, we will cover some do's and don'ts of website development and how website maintenance and hosting works. Finally participants will set up their WIX accounts and create a practice WIX Website using the WIX ADI Editor.

| START DATE | TIME | DAY(S) | COST | LOCATION |
|------------|------|--------|------|----------|
| 3/4/2025   | 5-7  | T      | FREE | ONLINE   |

### DESIGN A WIX WEBSITE FOR YOUR BUSINESS FOR BEGINNERS - PART 2

Use a practice website to learn how to conduct several tasks and functions within WIX ADI Editor. Students will learn how to streamline content creation and how to make the site easily navigable for their customers. Upon completion, students will be ready to create their own website using WIX ADI. Students will be provided with access to sample logo, pictures, a video, and content to add to the website. They will also be provided with the WIX online resources and help desk for when they create their websites.

| START DATE | TIME | DAY(S) | COST | LOCATION |
|------------|------|--------|------|----------|
| 3/18/2025  | 5-7  | T      | FREE | ONLINE   |

### DESIGN A WIX WEBSITE FOR YOUR BUSINESS FOR BEGINNERS - PART 3

Students will learn Seo and how to create Keywords that help their customers find them. Participants will learn how to set up a Google My Business account and how social media accounts drive business to your website. We will measure website visits and where they came from. We will cover website maintenance, and how to streamline it. Students will utilize a sample template or their business website in WIX to setup SEO.

| START DATE | TIME | DAY(S) | COST | LOCATION |
|------------|------|--------|------|----------|
| 3/25/2025  | 5-7  | T      | FREE | ONLINE   |

## Small Business Center

### DESIGN A WIX WEBSITE FOR YOUR BUSINESS FOR BEGINNERS – PART 4

We will cover Website Maintenance, and how they can streamline it. Students will utilize a sample template or their business website in WIX. In this webinar, students can watch the instructor walk through it on her screen and then do it on their own computers. All attendees will be sent resources on how to set up their Google My Business Account and How to Add SEO on WIX.

| START DATE | TIME | DAY(S) | COST | LOCATION |
|------------|------|--------|------|----------|
| 4/1/2025   | 5-7  | T      | FREE | ONLINE   |

## BUSINESS SKILLS FOR SMALL BUSINESS & ARTISTS WORKSHOP

### HANDS-ON VIDEO MARKETING

Let's put fingers to phones and make some videos! In this intermediate-level, hands-on class, you'll start by learning why creating videos for marketing is so important and strategies to tell your stories through video. Once you've learned that, it's time to get hands-on and create. We'll create an About video designed for your website that you can immediately put into your marketing.

| START DATE | TIME | DAY(S) | COST | LOCATION |
|------------|------|--------|------|----------|
| 4/15/2025  | 5-8  | T      | FREE | ONLINE   |

### CAPTURING ARTISTRY: A GUIDE TO PHOTOGRAPHING YOUR OWN ARTWORK

Overcoming the challenges of photographing artwork can be daunting. This class, designed for artists photographing their work, will address your concerns. Commercial photographer Bob Mackowski works through these situations every day, and he'll teach you to work through them.

| START DATE | TIME | DAY(S) | COST | LOCATION      |
|------------|------|--------|------|---------------|
| 4/16/2025  | 9-10 | W      | FREE | SOUTHPORT 103 |

### HARNESSING THE FACEBOOK ALGORITHM

If you work with the Facebook algorithm and give it what it wants, it'll give you what you want: eyes on your content. Commercial photographer Bob Mackowski can achieve 5-20x the average Facebook views and he'll teach you how you can get above-average views as well.

| START DATE | TIME        | DAY(S) | COST | LOCATION      |
|------------|-------------|--------|------|---------------|
| 4/16/2025  | 10:30-11:30 | W      | FREE | SOUTHPORT 103 |

### PUT YOURSELF IN YOUR MARKETING

Learn how to put yourself and your personality out there to get known, be liked, and earn trust. Commercial photographer and marketing expert Bob Mackowski has built his business around this concept and he'll teach about writing styles, vulnerability, photo usage, and more.

| START DATE | TIME | DAY(S) | COST | LOCATION      |
|------------|------|--------|------|---------------|
| 4/16/2025  | 12-1 | W      | FREE | SOUTHPORT 103 |

## REGULAR PROGRAMMING (IN DATE ORDER):

### HOW TO START A SMALL BUSINESS...THE RIGHT WAY!

During this presentation, Bob Moore, entrepreneur and former business technical advisor, will show you how to determine what licenses and permits you need, how to satisfy the IRS requirements, what records you need to keep, how to satisfy the NC Department of Revenue requirements, the legal structures available to you in this great state and much more!

| START DATE | TIME | DAY(S) | COST | LOCATION |
|------------|------|--------|------|----------|
| 1/7/2025   | 11-1 | T      | FREE | ONLINE   |

### GOOGLE TOOLS FOR BUSINESS

In this session, we discuss several of the free and low-cost Google products for work and how they can help you in marketing your business. We'll discuss using Google Alerts, Google Trends, and YouTube for social media and email marketing, Google Docs and Google Drive (including some great tips and shortcuts), and additional resources including mobile apps, Google Keep and Workspace, and Google Business Profile.

| START DATE | TIME    | DAY(S) | COST | LOCATION |
|------------|---------|--------|------|----------|
| 1/14/2025  | 12-1:30 | T      | FREE | ONLINE   |
| 3/6/2025   | 12-1:30 | TH     | FREE | ONLINE   |

### HOME BASED BUSINESS SUCCESS

Do you want to start a home-based business? What do you need to do to make it successful? Discover tips and tactics to make every moment count and learn what it takes to have a thriving home-based operation. From office setup to daily schedules, this seminar will give you the tools needed to run efficiently and most importantly, enjoy what you are doing.

| START DATE | TIME | DAY(S) | COST | LOCATION |
|------------|------|--------|------|----------|
| 1/16/2025  | 11-1 | TH     | FREE | ONLINE   |

### HOW TO INCREASE YOUR CREDIT SCORE TO OVER 740 POINTS; PREPARE FOR A BANK BUSINESS LOAN

One way to expand your market is to sell products online. Should I set up my own store or sell on one of the popular platforms like Amazon or Etsy? We will discuss several options for you and at the end of this session, you will be able to: 1) Determine if you need to sell online? 2) Have an understanding of your online store options. 3) Set up your online store and 4) Develop an online store marketing plan.

| START DATE | TIME | DAY(S) | COST | LOCATION |
|------------|------|--------|------|----------|
| 1/21/2025  | 11-1 | T      | FREE | ONLINE   |

### CANVA: 10 BEST HIDDEN FEATURES YOU MUST TRY TO BELIEVE

Discover how these powerful tools can streamline your design process, enhance your visuals, and save you valuable time. Whether you're a seasoned designer or just starting out, this webinar will provide you with the knowledge and skills to unlock Canva's full potential.

| START DATE | TIME   | DAY(S) | COST | LOCATION |
|------------|--------|--------|------|----------|
| 1/23/2025  | 3-4:30 | TH     | FREE | ONLINE   |
| 3/20/2025  | 3-4:30 | TH     | FREE | ONLINE   |

### SELLING ONLINE - BUILDING AN ECOMMERCE BUSINESS

One way to expand your market is to sell products online. Should I set up my own store or sell on one of the popular platforms like Amazon or Etsy? We will discuss several options for you and at the end of this session, you will be able to: 1) Determine if you need to sell online? 2) Have an understanding of your online store options. 3) Set up your online store and 4) Develop an online store marketing plan.

| START DATE | TIME | DAY(S) | COST | LOCATION |
|------------|------|--------|------|----------|
| 1/30/2025  | 11-1 | TH     | FREE | ONLINE   |



## 15 COMMON MISTAKES THAT WILL UNDERMINE ANY BUSINESS

Presenter Bob Moore created this seminar from his experiences of owning his own businesses and working for medium and large domestic and international corporations. During this seminar, you will learn the fifteen most common mistakes made by entrepreneurs and many corporations that ultimately undermine the business.

| START DATE | TIME | DAY(S) | COST | LOCATION |
|------------|------|--------|------|----------|
| 2/4/2025   | 11-1 | T      | FREE | ONLINE   |

## FUNDAMENTALS OF STARTING A CONSULTING OR COACHING BUSINESS - PART 1

Convert your knowledge and expertise into a coaching or consulting business to help others succeed. Participants will learn how to identify their niche audience, communicate their value, package their services, how to create value-added services and pricing strategies.

| START DATE | TIME | DAY(S) | COST | LOCATION |
|------------|------|--------|------|----------|
| 2/6/2025   | 11-1 | TH     | FREE | ONLINE   |

## FUNDAMENTALS OF STARTING A CONSULTING OR COACHING BUSINESS - PART 2

This course will focus on how to market your coaching or consulting business, establish your authority online, create a simple lead magnet using Canva, and market your business utilizing email and social media.

| START DATE | TIME | DAY(S) | COST | LOCATION |
|------------|------|--------|------|----------|
| 2/13/2025  | 11-1 | TH     | FREE | ONLINE   |

## 25 BUSINESS IDEAS & ADDITIONAL REVENUE STREAMS FOR 2025

Discover 25 promising business ideas for 2025 that shine even in challenging times. Whether you're an aspiring entrepreneur or a business owner seeking new revenues, this course is for you. We'll explore fresh opportunities, established industries, and the thriving Freelance Economy.

| START DATE | TIME | DAY(S) | COST | LOCATION |
|------------|------|--------|------|----------|
| 2/19/2025  | 11-1 | W      | FREE | ONLINE   |

## DIGITAL MARKETING STRATEGIES

In this seminar we will discuss several digital marketing tools you can use to make an impact with your business today. Learn how creative AI and other online tactics are allowing us to promote ourselves and our businesses in ways we haven't used before. We will learn how to set up systems to automate our marketing message and attract others in a quicker, easier, less costly manner.

| START DATE | TIME | DAY(S) | COST | LOCATION |
|------------|------|--------|------|----------|
| 2/20/2025  | 11-1 | TH     | FREE | ONLINE   |

## CANVA GRAPHICS GALORE

Canva Graphics Galore is a comprehensive webinar that will explore the vast possibilities of creating stunning visuals with Canva. Learn how to utilize templates, design carousels, create videos, and effectively apply brand kits to maintain consistency, and more! Whether you're a marketer, entrepreneur, or simply looking to enhance your visual communication skills, this webinar will provide you with valuable insights and practical tips.

| START DATE | TIME   | DAY(S) | COST | LOCATION |
|------------|--------|--------|------|----------|
| 2/20/2025  | 3-4:30 | TH     | FREE | ONLINE   |
| 3/27/2025  | 3-4:30 | TH     | FREE | ONLINE   |

## WHY SUCCESSFUL BUSINESS ARE SUCCESSFUL

This webinar is designed for the individual thinking of opening a new business as well as existing entrepreneurs who seek the inside secrets of how to make their business better. Opening and operating a small business involves a huge investment of time, talent and resources. Insure the success of your business and your personal success by planning to attend this informative and enlightening seminar.

| START DATE | TIME | DAY(S) | COST | LOCATION |
|------------|------|--------|------|----------|
| 2/25/2025  | 11-1 | T      | FREE | ONLINE   |

## FINDING TRAFFIC FOR YOUR BUSINESS ONLINE WITH PAID ADS

In this seminar, participants will learn about different options to advertise your business using online resources. These options are often easier and much less expensive than traditional advertising. We will discuss social media advertising through major platforms such as Facebook and Instagram, as well as Google Ads and other options.

| START DATE | TIME | DAY(S) | COST | LOCATION |
|------------|------|--------|------|----------|
| 2/27/2025  | 11-1 | TH     | FREE | ONLINE   |

## GET YOUR LOCAL BUSINESS ON GOOGLE SEARCH & MAPS

Showing up when customers are searching online is more important than ever. Ensure customers can find accurate, updated information about your local business on Google Search and Google Maps, no matter which device they use. In this workshop, you will learn how to create and manage a Google Business Profile from start to finish.

| START DATE | TIME    | DAY(S) | COST | LOCATION |
|------------|---------|--------|------|----------|
| 3/12/2025  | 12-1:30 | W      | FREE | ONLINE   |

## HOW TO START A SMALL BUSINESS IN N.C.

Are You Ready to Start a Business in N.C.? This course will teach you the step-by-step process of starting your small business successfully.

| START DATE | TIME   | DAY(S) | COST | LOCATION |
|------------|--------|--------|------|----------|
| 3/13/2025  | 5:30-7 | TH     | FREE | ONLINE   |

## BASIC INFORMATION ON PERMITTING & GUIDELINES FOR RESTAURANTS & FOOD TRUCKS

Are you thinking about cooking and selling food in a restaurant or via a mobile food unit? If you are, then you should attend this fact-filled seminar. Here you will learn the NC rules governing food establishments, the permitting process, and special guidelines for a mobile food unit.

| START DATE | TIME    | DAY(S) | COST | LOCATION   |
|------------|---------|--------|------|------------|
| 3/19/2025  | 12-1:30 | W      | FREE | LELAND 204 |
| 5/14/2025  | 3-4:30  | W      | FREE | MAIN       |

## SALES & NETWORKING 101 FOR INTROVERTS

This course shares proven, research-backed, and fun strategies to help shy or introverted business owners thrive on sales calls, connect with potential customers, and navigate networking situations. You'll not only build your toolbox to ease social anxiety but also get a chance to practice these techniques in a supportive environment with our friendly instructor. Elevate your business game with us!

| START DATE | TIME | DAY(S) | COST | LOCATION |
|------------|------|--------|------|----------|
| 4/8/2025   | 11-1 | T      | FREE | ONLINE   |

## Small Business Center

### HR 101 - START BUILDING A COMPANY FOCUSED ON PEOPLE

Gain understanding of how the human resources function supports and enhances the value of the organization to employees and managers while protecting the interests of the business. Participants will gain an awareness of the function's value and will feel more comfortable asking questions of and interacting with the human resources function on a regular basis in their organization.

| START DATE | TIME   | DAY(S) | COST | LOCATION |
|------------|--------|--------|------|----------|
| 4/22/2025  | 5-6:30 | T      | FREE | ONLINE   |

### HOW TO WRITE A BUSINESS PLAN

It's more than the old cliché: A failure to plan is a plan to fail. In fact, a wealth of data now exists on the difference a written business plan makes, especially for small or growing companies. When done right, business plans have enormous payoffs. Let us show you how!

| START DATE | TIME    | DAY(S) | COST | LOCATION |
|------------|---------|--------|------|----------|
| 4/23/2025  | 12-1:30 | W      | FREE | ONLINE   |

### HOW TO TEST A BUSINESS IDEA

In this course, aspiring small business owners will learn how to assess the feasibility of their business ideas. Participants will explore each section of a business plan, identifying benefits and red flags. Additionally, the course covers strategies for efficient and cost-effective business launch and growth, including creating a minimal viable product and practical customer validation techniques.

| START DATE | TIME | DAY(S) | COST | LOCATION |
|------------|------|--------|------|----------|
| 4/24/2025  | 11-1 | TH     | FREE | ONLINE   |

### EMPLOYEE RETENTION

Demonstrate your company's commitment to employees' growth and development, because that's what makes them stay. In this seminar you will learn about the steps that can be taken to find and keep good employees for your business.

| START DATE | TIME   | DAY(S) | COST | LOCATION |
|------------|--------|--------|------|----------|
| 4/29/2025  | 5-6:30 | T      | FREE | ONLINE   |

### SUCCESSFUL SALES ON AMAZON

In this fast paced class you'll learn How the secrets of Amazon's Search Algorithm, how to register & choose the account that fits your business goals, and list items on Amazon to maximize your profitability. You'll learn how to ship your items or let Amazon ship them for you with "Fulfillment by Amazon" (FBA) shipping services. Learn how to make the most money with every sale.

| START DATE | TIME   | DAY(S) | COST | LOCATION |
|------------|--------|--------|------|----------|
| 4/30/2025  | 5:30-7 | W      | FREE | ONLINE   |

### HOW TO USE LINKEDIN TO GROW YOUR SMALL BUSINESS

In this seminar, you will learn how to create a compelling "Online Presence" that will attract customers to you. You will learn important things to do on LinkedIn so that you can be found. We will discuss how to position yourself as an expert and how to increase your visibility on LinkedIn.

| START DATE | TIME    | DAY(S) | COST | LOCATION |
|------------|---------|--------|------|----------|
| 5/6/2025   | 12-1:30 | T      | FREE | ONLINE   |

### TEAM BUILDING

Enhance teamwork through trust-building and collaborative culture. Strengthen feedback skills, problem-solving and decision making abilities for cohesive success.

| START DATE | TIME   | DAY(S) | COST | LOCATION |
|------------|--------|--------|------|----------|
| 5/6/2025   | 5-6:30 | T      | FREE | ONLINE   |

### WEBSITE 101 FOR SMALL BUSINESS

A functional website is essential for small businesses to thrive. This course offers a comprehensive dive into the fundamentals of website development and management, comparing DIY platforms like WIX, Shopify, Etsy, etc., and tips to consider when hiring a website designer. We will highlight resources and apps to create websites affordably with any skill level.

| START DATE | TIME | DAY(S) | COST | LOCATION |
|------------|------|--------|------|----------|
| 5/7/2025   | 11-1 | W      | FREE | ONLINE   |

### HOW TO FIND YOUR CUSTOMERS USING SOCIAL MEDIA

This fast-paced class teaches you where and how to find your customers. You will learn how to get a free Online Reputation report. Learn which SEO keywords your competitors are using. We will compare the current methods of social media marketing. Learn how to find, motivate, and keep consumers coming to your business. Discover free market research tools that will give you information about your industry and customers.

| START DATE | TIME    | DAY(S) | COST | LOCATION |
|------------|---------|--------|------|----------|
| 5/13/2025  | 12-1:30 | T      | FREE | ONLINE   |

## Clases de Inglés Gratis (ESL Free Classes)

5-9 PM en Bolivia

### Programa para Adultos en Español

- Manicurista Tecnico en Uñas
- GED Equivalente de High School - Gratis
- Asistente Administrativo
- Computación Básica - Gratis
- Quickbooks
- Cocina (Conceptos básicos, intermedios, y avanzados. Pastelería y Repostería)
- AutoCAD
- Electricidad (Residencial, Comercial, e Industrial)
- OSHA - Seguridad industrial
- Construcción - Carpintería
- Cosmetología
- Lectura de planos
- Gestión de Proyectos de Construcción

Déjanos ayudarte planificar tu futuro.



Para obtener una cita favor llamar al **910-755-8561**. Hay oportunidades de becas. ¡Pregunta si Calificas!

## BASIC RIDER COURSE SM (BRC)



This Basic Rider Course SM is a 22-hour course and is aimed at beginning riders of all ages. It is also a great course to reintroduce yourself to riding if you are re-entering motorcycle riding after not riding for a few years. The course consists of classroom and range/riding time. Practical riding skills are developed in a controlled, off-street environment. The course is mandatory for motorcyclists under the age of 18 in the state of NC. Also, participants under the age of 18 must have a release form from both their school and their parent/legal guardian in order to take this course. Participants must attend all sessions fully to get credit for the class. Graduates of the course will receive a waiver card for the NCDMV. This waiver card provides an NCDMV endorsement on your license without having to take the NCDMV riding test. You will still have to pass the NCDMV written exam and vision exam in order to get your full endorsement. Graduates will also receive a completion card. This card could potentially qualify you for discounts on your insurance.



To register, visit [brunswickcc.edu](https://www.brunswickcc.edu)  
or use this QR code

| COURSE | START DATE | END DATE  | TIME | DAY(S) | COST  | LOCATION |
|--------|------------|-----------|------|--------|-------|----------|
| 49597  | 1/11/2025  | 1/12/2025 | 8-6  | S, SU  | \$157 | MAIN     |
| 49598  | 1/18/2025  | 1/19/2025 | 8-6  | S, SU  | \$157 | MAIN     |
| 49599  | 1/25/2025  | 1/26/2025 | 8-6  | S, SU  | \$157 | MAIN     |
| 49600  | 2/15/2025  | 2/16/2025 | 8-6  | S, SU  | \$157 | MAIN     |
| 49601  | 2/22/2025  | 2/23/2025 | 8-6  | S, SU  | \$157 | MAIN     |
| 49602  | 3/15/2025  | 3/16/2025 | 8-6  | S, SU  | \$157 | MAIN     |
| 49603  | 3/22/2025  | 3/23/2025 | 8-6  | S, SU  | \$157 | MAIN     |
| 49604  | 4/5/2025   | 4/6/2025  | 8-6  | S, SU  | \$157 | MAIN     |
| 49605  | 4/26/2025  | 4/27/2025 | 8-6  | S, SU  | \$157 | MAIN     |
| 49606  | 5/10/2025  | 5/11/2025 | 8-6  | S, SU  | \$157 | MAIN     |

## DEFENSIVE DRIVING

The Defensive Driving program is made available through BCC and the National Safety and Health Council to train motorists in the principles of defensive driving. Brunswick Community College offers program (4-Hour Defensive Driving (Green School), 8-Hour Attitudinal Dynamics of Driving (Red School)) that may minimize or prevent points on your driver's license and insurance. Registration must be done on Campus, and payment is cash only. Citation and Driver's License must be presented when registering.

### 4-HOUR DEFENSIVE DRIVING

| COURSE | START DATE | END DATE  | TIME | DAY(S) | COST | LOCATION |
|--------|------------|-----------|------|--------|------|----------|
| 49716  | 1/7/2025   | 1/7/2025  | 6-10 | T      | \$60 | MAIN     |
| 49717  | 1/11/2025  | 1/11/2025 | 8-12 | S      | \$60 | MAIN     |
| 49718  | 1/14/2025  | 1/14/2025 | 6-10 | T      | \$60 | MAIN     |
| 49719  | 1/25/2025  | 1/25/2025 | 8-12 | S      | \$60 | MAIN     |
| 49720  | 2/4/2025   | 2/4/2025  | 6-10 | T      | \$60 | MAIN     |
| 49721  | 2/11/2025  | 2/11/2025 | 6-10 | T      | \$60 | MAIN     |
| 49722  | 2/15/2025  | 2/15/2025 | 8-12 | S      | \$60 | MAIN     |
| 49723  | 2/22/2025  | 2/22/2025 | 8-12 | S      | \$60 | MAIN     |
| 49724  | 3/4/2025   | 3/4/2025  | 6-10 | T      | \$60 | MAIN     |
| 49725  | 3/11/2025  | 3/11/2025 | 6-10 | T      | \$60 | MAIN     |
| 49727  | 3/15/2025  | 3/15/2025 | 8-12 | S      | \$60 | MAIN     |
| 49728  | 3/22/2025  | 3/22/2025 | 8-12 | S      | \$60 | MAIN     |
| 49729  | 4/8/2025   | 4/8/2025  | 6-10 | T      | \$60 | MAIN     |
| 49730  | 4/15/2025  | 4/15/2025 | 6-10 | T      | \$60 | MAIN     |
| 49731  | 4/19/2025  | 4/19/2025 | 8-12 | S      | \$60 | MAIN     |
| 49732  | 5/6/2025   | 5/6/2025  | 6-10 | T      | \$60 | MAIN     |
| 49733  | 5/13/2025  | 5/13/2025 | 6-10 | T      | \$60 | MAIN     |

### 8-HOUR DEFENSIVE DRIVING

| COURSE | START DATE | END DATE  | TIME | DAY(S) | COST  | LOCATION |
|--------|------------|-----------|------|--------|-------|----------|
| 49803  | 1/11/2025  | 1/11/2025 | 8-5  | S      | \$110 | IECL     |
| 49804  | 1/25/2025  | 1/25/2025 | 8-5  | S      | \$110 | MAIN     |
| 49805  | 2/8/2025   | 2/8/2025  | 8-5  | S      | \$110 | IECL     |
| 49806  | 2/22/2025  | 2/22/2025 | 8-5  | S      | \$110 | MAIN     |
| 49807  | 3/8/2025   | 3/8/2025  | 8-5  | S      | \$110 | IECL     |
| 49738  | 3/29/2025  | 3/29/2025 | 8-5  | S      | \$110 | MAIN     |
| 49808  | 4/5/2025   | 4/5/2025  | 8-5  | S      | \$110 | IECL     |
| 49809  | 4/26/2025  | 4/26/2025 | 8-5  | S      | \$110 | MAIN     |
| 49810  | 5/3/2025   | 5/3/2025  | 8-5  | S      | \$110 | IECL     |
| 49811  | 5/24/2025  | 5/24/2025 | 8-5  | S      | \$110 | MAIN     |

# HVAC TRAINING & CREDENTIALS

Register now! Classes start  
**1/6/25 & 1/7/25.**

*Learn more on page 11.*

**SCHOLARSHIPS AVAILABLE!**

