

Coastal Carolina Community College

CONTINUING EDUCATION SCHEDULE OF CLASSES



Exciting New Programs!

Outboard Motor Servicing

(see page 19)



Mobile Food Truck

(see page 16)



February – May 2018 • www.coastalcarolina.edu • 910.938.6294

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HUMAN RESOURCES DEVELOPMENT (HRD)

These classes, which normally cost between \$70–\$180, are FREE TO THOSE WHO QUALIFY! Registration fees are waived for unemployed and underemployed adults. Please call 910.938.6309 for more information and to register.

Computer Literacy for Today's Workplace

Students will learn essential computer concepts and processes. The class will focus on improving keyboarding abilities and increasing the students' comfort level with computers. Class projects will include NCWorks registration and navigation and preparation skills for job applications. No prior computer experience is necessary. **FREE to those who qualify.** 30-32 hours. **\$125 (Ins. \$1.00)**

- 1) **Jan 8 – Jan 19**
M – F • 9:00am – 12:30pm • CE 200D
- 2) **Feb 26 – Mar 9**
M – F • 9:00am – 12:00pm • CE 200D
- 3) **Apr 30 – May 11**
M – F • 9:00am – 12:00pm • CE 200D

Using Technology in your Job Search

This course is designed to teach you how to market yourself in a tough economy using the most popular and up-to-date office programs. Learn to use technology to locate employment opportunities, complete online applications, and use the internet for effective networking in the current job market. **FREE to those who qualify.** 36 – 40 hours. **\$125 (Ins. \$1.00)**

- 1) **Jan 22 – Feb 2**
M – F • 9:00am – 1:00pm • CE 200D
- 2) **Mar 12 – Mar 23**
M – F • 9:00am – 1:00pm • CE 200D
- 3) **May 14 – May 25**
M – F • 9:00am – 1:00pm • CE 200D

Hunting and Landing a Job

Learn the latest techniques in organizing your job search, writing an impressive resume, and interviewing effectively and confidently. **FREE to those who qualify.** 40 hours. **\$125 (Ins. \$1.00)**

- 1) **Feb 5 – Feb 16**
M – F • 9:00am – 1:00pm • CE 200D
- 2) **Apr 9 – Apr 20**
M – F • 9:00am – 1:00pm • CE 200D

Getting a Job in Today's Economy (Online)

Learn the latest techniques in organizing your job search, writing your resume, and interviewing flawlessly (basic Windows knowledge and a working computer required). **FREE to those who qualify.** 40 hours. **\$125 (Ins. \$1.00)**

Please call 910.938.6309 to place your name on an interest list.

Charting Your Course to Success

This class is designed for those who have been out of the workforce and those looking for a career change. Emphasis will focus on transferable skills, networking, and skills assessment while exploring career possibilities. Students will set goals and establish a career plan. **FREE to those who qualify.** 15 hours. **\$70 (Ins. \$1.00)**

- 1) **Feb 20 – Feb 23**
T – F • 9:00am – 12:00pm • CE 200D

Employability Lab

Need help with your resume or interview skills? Need guidance in determining your next career move, training, and financial assistance options? The Employability Lab is available on a walk-in basis. The Lab is located at the NCWorks Career Center Onslow (formally the Employment Security Commission Office) in the Food Lion Shopping Center on Western Blvd. **FREE to those who qualify.** Cost based on hours of attendance.

- 1) **Lab Hours:**
MTW • 9:00am – 1:00pm

CALL 910.938.6309 for FINANCIAL ASSISTANCE

EARN A SCHOLARSHIP FOR A CONTINUING EDUCATION CLASS UP TO \$180!

**COMPLETE 80 HOURS OF HRD CLASSES
SEE PAGE 3 FOR MORE HRD CLASSES**

Take Control of Your Money

This course is focused on simple budgeting skills and tools to assist you in taking control of your personal finances. Students will develop a working budget to enable them to make positive decisions with their money. **FREE to those who qualify.** 16 hours. **\$70 (Ins. \$1.00)**

1) **May 29 – Jun 1**

T – F • 9:00am – 12:00pm • CE 200D

Introduction to the Direct Care Workforce

This course will help students determine if direct care work (ex: Home Health Aide, Nursing Assistant, etc.) is the right career choice. Students will learn about work settings,

education, and career ladders. **FREE to those who qualify.** 16 hours. **\$70 (Ins. \$1.00)**

Please call 910.938.6309 to place your name on an interest list.

Success by Choice

This course is designed to teach soft skills for the business environment. It introduces key success factors for accomplishing business goals, building self-confidence, acquiring good communication and listening skills, using sound judgment to problem-solve, and wisely using social media. Students will learn how to tap the power of their emotional intelligence and use the lessons of their past to shape their futures. **FREE to those who qualify.** 16 hours. **\$70 (Ins. \$1.00)**

1) **Apr 23 – Apr 27**

M – F • 9:00am – 12:00pm • CE 200D

The Art of Networking Using Social Media

This course will educate students in the new networking opportunities afforded by social media. Students will learn the use and benefits of various digital communication platforms such as LinkedIn, Facebook, and Twitter in connecting to employment opportunities. The class will discuss security pros and cons. **FREE to those who qualify.** 15 hours. **\$70 (Ins. \$1.00)**

1) **Mar 26 – Mar 29**

M – TH • 9:00am – 1:00pm • CE 200D

Some of the above classes are also offered on base at Tarawa Terrace. To register, please call 910.938.6309.

COMPUTER TRAINING

Computers for the Absolute Beginner

Designed for the “true beginner,” this class is the first step on the road to computer confidence. 24 hours. **\$70 (Ins. \$1.00)**

1) **Mar 1 – Apr 26**

TH • 6:00pm – 9:00pm • R 121

2) **Apr 16 – Jun 11**

M • 6:00pm – 9:00pm • BT 203

Computer Basics II

Expand on basic PC knowledge learned in Computers for the Absolute Beginner. 24 hours. **\$70 (Ins. \$1.00)**

1) **Jan 18 – Mar 8**

Th • 6:00pm – 9:00pm • CE 204

PC Security and Maintenance Tips

Learn basic computer repair and security techniques, such as backing up critical files and folders, protecting privacy and personal information, and much more. 16 and 24 hours. **\$70 (Ins. \$1.00)**

1) **Mar 3 – Mar 24**

SA • 9:00am – 1:00pm • R 122

2) **Apr 23 – Jun 18**

M • 5:30pm – 8:30pm • R 122

Basic Computers with Windows 10

This course will introduce the various features, tools, and options available in the Windows 10 operating system. 24 hours. **\$70 (Ins. \$1.00)**

1) **May 1 – Jun 19**

T • 6:00pm – 9:00pm • R 121

Introduction to Windows 10 and OneDrive (NEW)

This class will teach students how to navigate the new Windows 10 environment, use tips, tricks and shortcuts, and learn how to store and

share files using OneDrive. 24 hours. **\$70 (Ins. \$1.00)**

1) **Feb 27 – Apr 24**

T • 6:00pm – 9:00pm • R 121

Windows 10: Transitioning from Windows 7 (NEW)

This course is for end-users who are switching from using Windows 7 to 10 and want a foundational understanding of how to operate within the Windows 10 environment. 20 hours. **\$70 (Ins. \$1.00)**

1) **Feb 5 – Feb 9**

M – F • 8:00am – 12:00pm • R 122

2) **Mar 5 – Mar 9**

M – F • 8:00am – 12:00pm • R 122

3) **Apr 30 – May 4**

M – F • 8:30am – 12:30pm • R 122

Create Flyers, Brochures, and Newsletters using Adobe InDesign CC (NEW)

Adobe InDesign CC is the industry standard for producing brochures, flyers, ads, catalogs, books, and newsletters. Learn to set up documents, work with text frames, use InDesign’s typography controls, import, embed, and link graphics, as well as create new images. 24 hours. **\$70 (Ins. \$1.00)**

1) **Jan 22 – Mar 12**

M • 6:00pm – 9:00pm • BT 208

Introduction to Quickbooks Desktop Pro 2017 (NEW)

Learn the basics of Quickbooks 2017 to manage your customers, vendors, and employee accounting needs. 24 hours. **\$70 (Ins. \$1.00)**

1) **Jan 24 – Mar 14**

W • 6:00pm – 9:00pm • BT 203

2) **May 9 – Jun 27**

W • 6:00pm – 9:00pm • BT 203

Project Management Training Program

This course provides standardized principles of project management concepts and solutions, derived from the 6th Edition PMBOK Guide. Although this course is not specifically designed for PMP exam preparation, this course is recognized by the Project Management Institute (PMI) to meet the 35-hour project management education requirement for those seeking to take the PMP exam. Required textbook: 6th Edition PMBOK Guide. 50 hours. **\$125 (Ins. \$1.00)**

1) **Jan 23 – Mar 20**

TTH • 6:00pm – 9:00pm • BT 208

Microsoft Office

**Getting Started with Office 365 (NEW)

This course is designed to help users gain familiarity with Office 365. 24 hours. **** (MOS: A) Please see key on page 4. \$70 (Ins. \$1.00)**

1) **Jan 29 – Mar 19**

M • 6:00pm – 9:00pm • R 121

**Microsoft Office (2013 & 2016) Boot Camp Level I (NEW)

Students will learn what’s new in the MS Office 2013 or 2016 environments, including Microsoft Word, Excel, Access, and PowerPoint. 20 hours. **** (MOS: A) Please see key on page 4. \$70 (Ins. \$1.00)**

1) **Jan 8 – Jan 12 (Office 2013)**

M – F • 8:30am – 12:30pm
MCB Camp Lejeune Bldg 524, Room 201

2) **Apr 9 – Apr 13 (Office 2013)**

M – F • 8:30am – 12:30pm
MCB Camp Lejeune Bldg 524, Room 201

****Microsoft Office (2013 & 2016) Intermediate**

Build on your basic knowledge of Microsoft Office 2013. This course will also help students prepare for the core or expert levels of Microsoft Office (MOS) Specialist exams. 20 and 24 hours. **** (MOS: A) Please see key on this page. \$70 (Ins. \$1.00)**

- 1) **Feb 5 – Feb 9 (Office 2013)**
M – F • 8:30am – 12:30pm
MCB Camp Lejeune Bldg 524, Room 201
- 2) **Apr 23 – Jun 18 (Office 2016)**
M – F • 6:00pm – 9:00pm • BT 206

Microsoft Project 2013 Basic and Intermediate Training Course

Microsoft Project is a highly acclaimed time/task management tool. This software provides the core tools that project managers, business managers, and planners need to manage schedules and resources independently. In this introductory course, students will learn the basics of Microsoft Project 2013. 30 hours. **\$125 (Ins. \$1.00)**

- 1) **Jan 29 – Feb 2**
M – F • 8:00am – 3:00pm • CE 204

****Database Fundamentals using Microsoft Access 2013**

This Access 2013 course provides the first step in learning how to use this powerful database program. The objective is to provide participants with a basic understanding of designing tables, entering data, and building queries to manipulate data. 12 hours. **** (MOS: A) Please see key on this page. \$70 (Ins. \$1.00)**

- 1) **Apr 24 – Apr 26**
T – TH • 8:30am – 12:30pm • CE 204

****Design and Create InfoPath Forms (NEW)**

Learn the skills necessary to create InfoPath forms, import and export form data, customize form layout, manage views, secure, and distribute forms, and manage controls. 12 hours. **\$70 (Ins. \$1.00)**

- 1) **Apr 17 – Apr 19**
T – TH • 8:30am – 12:30pm • CE 204

****Spreadsheet Fundamentals using Microsoft Excel 2016 (NEW)**

This course is designed for students who desire to gain skills necessary to create, edit, format and print basic worksheets. Learn concepts in worksheet navigating, formatting, and entering formulas. 16 hours. **** (MOS: E) Please see key on this page. \$70 (Ins. \$1.00)**

- 1) **Jan 27 – Feb 17**
SA • 9:00am – 1:00pm • R 121

****Microsoft Excel (2013) Dashboards, Formulas, VLOOKUP and PivotTables (NEW!)**

This 12-hr Microsoft Excel 2013 course is designed to help students learn and use the most needed, important, and essential

advanced Excel features/functions to work effectively and efficiently in a business environment. Students will learn not only those individual Excel functions, but also learn how to combine functions together logically to create nested formulas to solve complex problems. 12 hours. **** (MOS: E) Please see key on this page. \$70 (Ins. \$1.00)**

- 1) **Feb 27 – Mar 1**
TWTH • 8:30am – 12:30pm
MCB Camp Lejeune Bldg 524, Room 201

****MS Access 2013 Database Performance Tips and Techniques**

This class is designed to show users specific database performance tips and techniques that can be used to improve the speed and efficiency of Microsoft Office Access 2013 applications. 12 hours. **** (MOS: A) Please see key on this page. \$70 (Ins. \$1.00)**

- 1) **Feb 13 – Feb 15**
TWTH • 8:30am – 12:30pm
MCB Camp Lejeune Bldg 524, Room 201

****MS Access Queries, Reports, and Macros (NEW)**

This course expands the user's knowledge of Access and targets the more specialized and advanced capabilities of this powerful database program. **** (MOS: A) Please see key on this page. 12 hours. \$70 (Ins. \$1.00)**

- 1) **Jan 30 – Feb 1**
TWTH • 8:30am – 12:30pm
MCB Camp Lejeune Bldg 524, Room 201
- 2) **May 22 – May 24**
TWTH • 8:30am – 12:30pm • CE 204

****MS Access 2013 Database Design to Delivery**

In this class, students will learn what's new in the Access 2013 environment. Students will learn about the main parts of the application screen, and how to create tables, forms, and queries. **** (MOS: A) Please see key on this page. 20 hours. \$70 (Ins. \$1.00)**

- 1) **Mar 19 – Mar 23**
M – F • 8:30am – 12:30pm • CE 204

****MS Excel 2013 Introduction-Intermediate**

Build on your basic knowledge of Microsoft Office 2013. This course will also help students prepare for the core or expert levels of Microsoft Office (MOS) Specialist exams. **** (MOS: W-E-A-P) Please see key on this page. 20 hours. \$70 (Ins. \$1.00)**

- 1) **Jan 22 – Jan 26**
M – F • 8:30am – 12:30pm
MCB Camp Lejeune Bldg 524, Room 201
- 2) **May 7 – May 11**
M – F • 8:30am – 12:30pm
MCB Camp Lejeune Bldg 524, Room 201

****MS Excel 2013 Advanced Analysis Tools (NEW)**

Learn about Dashboarding concepts, Pivot Charts and Tables, KPI's, Goal Seek and Solver add-ins and how to incorporate them in PivotTable. Also Power View will be covered. 24 hours. **** (MOS: E) Please see key on this page. \$70 (Ins. \$1.00)**

- 1) **Jan 17 – Mar 7**
W • 6:00pm – 9:00pm • CE 204

****MS PowerPoint 2013 Intermediate - Advanced**

This course allows the user to advance their skills in Microsoft PowerPoint to create interactive multimedia presentations containing text, art, animation, audio, and video elements. PowerPoint makes it easy to organize, illustrate, and deliver your ideas professionally. This class will help prepare for the MOS exam for PowerPoint. 12 hours. **** (MOS: P) Please see key on this page. \$70 (Ins. \$1.00)**

- 1) **May 1 – May 3**
TWTH • 8:30am – 12:30pm
MCB Camp Lejeune Bldg 524, Room 201

****Customize PowerPoint Presentations with Advanced Add-ins (NEW)**

Advanced topics include inserting audio, adding live webpages, and custom charts, and importing and exporting other office applications into PowerPoint. Students will also learn how to finalize and deliver a finished professional and engaging presentation. 12 hours. **** (MOS: P) Please see key on this page. \$70 (Ins. \$1.00)**

- 1) **Feb 13 – Feb 15**
TTh • 8:30am – 12:30pm • CE 204

****MS Outlook 2013 Intermediate-Advanced**

At the end of this training class, students should have sound practical knowledge and have more confidence in using Microsoft's advanced features. 12 hours. **** (MOS: A) Please see key on this page. \$70 (Ins. \$1.00)**

- 1) **Mar 13 – Mar 15**
TWTH • 8:30am – 12:30pm
MCB Camp Lejeune Bldg 524, Room 201

**** Microsoft Office Specialist (MOS) Exam Key Code**

Looking for a class to help you pass a MOS exam? Microsoft classes marked with an asterisk and key code will help you prepare for your certification exams.

Word W
Excel E
Access A
PowerPoint..... P

EXAM FEE - \$96

IT Certification Training

COMPTIA A+ Certification Certification Exam (220-901) Prep Course (Hybrid)

Our COMPTIA A+ Certification Exam Prep (Hybrid) course combines both instructor-led and online learning to help students build on their existing user-level knowledge and experience personal computers (PCs). This 220-901 course will cover PC hardware and peripherals, mobile device, networking, and troubleshooting hardware and network connectivity issues. CompTIA A+ is compliant with ISO 17024 standards and is approved by the U.S. DOD to meet directive 8570.01-M. requirements. **Prerequisites:** *To ensure success students should have basic computer skills, be able to complete tasks in a Windows environment, and be able to search for, browse, and access information on the Internet.* 60 hours. **\$180 (Ins. \$1.00)** (plus LabSim PC Pro materials approx. **\$125 bundled w/ discount**)

- 1) **Jan 23 – Mar 29**
TTH • 6:00pm – 9:00pm • S 116 & Online

COMPTIA Security+ Certification Prep Course (HYBRID)

With the demand for information security professionals increasing, many individuals and IT pros (at various stages in their career) are seeking InfoSec certs. The course covers a broad review of information security, including network attacks, PKI, intrusion detection, cryptography, and disaster recovery. 50 hours. **\$125 (Ins. \$1.00)**

- 1) **Jan 22 – Mar 19**
MW • 6:00pm – 9:00pm • BT 206 & Online
2) **Apr 30 – Jun 27**
MW • 6:00pm – 9:00pm • CE 204

COMPTIA Network+ Certification Prep Course (Hybrid)

This course is intended for students who wish to increase their knowledge and understanding of networking concepts for a career in network support or administration or to prepare for the Network+ certification N10-006 exam. 96 hours. **\$180** (plus LabSim materials approx. **\$117**) (Ins. **\$1.00**)

- 1) **Apr 24 – Aug 9**
TTH • 5:30pm – 8:30pm • S 116 & Online

Cisco ICND1 100-105 Routing and Switching Certification Exam Prep Course

The ICND1: Interconnecting Cisco Network Devices Part 1 training course is the first step into Cisco networking. The goal of this course is to provide students with the essential skills needed to successfully master the CCENT exam topics of Network Fundamentals, LAN Switching Fundamentals, Routing Fundamentals, Infrastructure Services and Infrastructure Maintenance. This course is preparation for the Cisco Certified Entry

Networking Technician (CCENT) exam. Students pursuing their CCNA Routing and Switching certification should attend both ICND1 and ICND2 courses. Course Prerequisite: Any student taking this course should have basic knowledge of networking, computer hardware and software basics, router and switching knowledge from work experience or other courses. 60 hours. **\$180 (Ins. \$1.00)**

- 1) **Feb 12 – Apr 25**
MW • 6:00pm – 9:00pm • S 116

Microsoft Technology Associate (MTA): Security Fundamentals Exam (98-367) Prep Course (NEW)

The Microsoft Security Fundamentals Exam (98-367) validates introductory security knowledge and skills and can be used to enter the workforce, or prepare students for Microsoft Technology Associate Exam 98-367. The MTA Security Fundamentals certification is a pathway for future certifications and career opportunities. 30 hours. **\$125 (Ins. \$1.00)**

Please call 910.938.6294 to place your name on an interest list

Microsoft Technology Associate (MTA): Networking Fundamentals Exam (98-366) Prep Course (NEW)

This MTA Training course helps you prepare for Microsoft Technology Associate Exam 98-366, and build an understanding of these topics: Network Infrastructures, Network Hardware, and Protocols and Services. The Microsoft Technology Associate (MTA) is Microsoft's newest suite of technology certification exams that validate fundamental knowledge needed to begin building a career using Microsoft technologies. After completing this course, students will be able to understand network infrastructures, hardware, protocols, and services. 30 hours. **\$125 (Ins. \$1.00)**

- 1) **Jan 22 – Mar 26**
M • 5:30pm – 8:30pm • R 122

Microsoft Technology Associate (MTA): Windows Server Administration Fundamentals Exam (98-365) Prep Course (NEW)

This MTA Certification course is designed to provide students with fundamental knowledge of server administration concepts. It serves as a stepping stone to the Microsoft Certified Technology Specialist exams. Students are expected to have some hands-on experience with Windows Server, Windows-based networking, Active Directory, Account Management, and System Recovery Tools and Concepts. 30 hours. **\$125 (Ins. \$1.00)**

- 1) **Feb 8 – Apr 19**
TH • 6:00pm – 9:00pm • R 122

Web Design, Multimedia, and Digital Photography

SharePoint 2013 Power Users and Site Administrators Course (NEW)

This course is designed for SharePoint site owners, content authors, and content editors, as well as administrators who have the responsibility to manage and customize SharePoint sites. Students will learn how to secure sites, lists, libraries, set group and permission levels, and set workflow management. **Course Prerequisite:** Attendees should have experience using a web browser as well as hands-on experience with SharePoint 2007 or 2010 from an end-user perspective. Experience with MS Office (any version) is a plus, but not required. 24 hours. **\$70 (Ins. \$1.00)**

- 1) **Jan 22 – Jan 26**
M – TH • 8:00am – 1:00pm • CE 204
F • 8:00am – 12:00pm
2) **Mar 19 – Mar 23**
M – TH • 8:00am – 1:00pm
F • 8:00am – 12:00pm
MCB Camp Lejeune Bldg 524, Room 201
3) **May 14 – May 18**
M – TH • 8:00am – 1:00pm
F • 8:00am – 12:00pm
MCB Camp Lejeune Bldg 524, Room 201

SharePoint 2013 Tools: InfoPath, MS Visio, Project and Designer (NEW)

This class is for users who want to learn how to create workflows using MS Visio and SharePoint Designer. Also, this course will include how to create InfoPath forms and how to sync MS Project with SharePoint 2013. 12 hours. **\$70 (Ins. \$1.00)**

- 1) **Feb 27 – Mar 1**
TWTW • 8:30am – 12:30pm • CE 204

SharePoint 2013 Advanced (Part II) Practicum Course (NEW)

This course follows up on knowledge learned in the SharePoint 2013 Power Users/Site Managers course. Students will design, develop and implement either their organizational site(s) or a site collection built from instructor-provided materials. Students are encouraged to bring relevant organizational files and information to facilitate building their sites. The goal of class is to leave with the design and infrastructure of their site/site collection in place. 24 hours. **\$70 (Ins. \$1.00)**

- 1) **Mar 12 – Mar 16**
M – TH • 8:00am – 1:00pm • CE 204
F • 8:00am – 12:00pm • CE 204

Digital Photography Operations I

This introduction – intermediate level digital photography course will help guide students to a higher understanding of how digital cameras work and demonstrate how to take advantage of new digital camera capabilities. This fun, yet

challenging, class is designed to give students confidence with their camera. Learn to control resolution, exposure, shutter speed, depth of field, ISO, creative modes and operational settings. Bring your camera and its manual to class. 24 hours. **\$70 (Ins. \$1.00)**

1) Apr 17 – Jun 5

T • 6:00pm – 9:00pm • CE 102

Digital Photography Operations II

This class is designed to advance your ability to accurately control critical camera parameters.

Prerequisite: Basic Photography class or equivalent experience, moderate computer skills. Recommended camera: Digital SLR. Students are asked to bring their camera, its manual, and 5 to 10 examples of their work to the first class. 24 hours. **\$70 (Ins. \$1.00)**

1) Jan 22 – Mar 12

M • 6:00pm – 9:00pm • CE 105

Digital Photography Concepts I

This class includes more hands on practice and fun projects designed to teach students how to take dramatically better pictures. The students will learn specific and actionable techniques/tips to improve their photos immediately.

Content will include composition, light, color, creating depth in images, and scenic photos. Photography experience is suggested while no specific type of camera is necessary. 24 hours. **\$70 (Ins. \$1.00)**

1) Jan 18 – Mar 8

Th • 6:00pm – 9:00pm • CE 105

iPhone Essentials (NEW)

This course is designed for iPhone owners. Students will learn how to use, communicate, customize, protect, and troubleshoot their iPhone. Students are required to bring their iPhone to class. 24 hours. **\$70 (Ins. \$1.00)**

1) Jan 30 – Mar 20

T • 6:00pm – 9:00pm • BT 206

Adobe Photoshop Creative Cloud for Photographers

This course will help students understand and apply basic Photoshop techniques, provide a thorough introduction to retouching images, and an understand the importance of image size, format, and use of RAW files. 24 hours. **\$70 (Ins. \$1.00)**

1) May 3 – Jun 21

TH • 6:00pm – 9:00pm • BT 208

Adobe Acrobat Professional DC 2015: Working with Forms & PDF's (NEW)

This course will provide Acrobat users the skills they need to work efficiently with the components of Adobe Acrobat software and learn the functionality of the Portable Document Format (PDF). 20 hours. **\$70 (Ins. \$1.00)**

1) Mar 5 – Mar 9

M – F • 8:30am – 12:30pm • CE 204

BUSINESS AND OFFICE SKILLS COURSES

Today's Teller - Developing Basic Skills

Topics will include the role of the teller, check handling, transaction processing, cash balancing and handling, bank services, bank security and providing quality customer service. 24 hours. **\$70 (Ins. \$1.00)**

1) Feb 7 – Mar 28

W • 6:00pm – 9:00pm • TBD

Notary Public

This course is designed to provide certification as required by NC Secretary of State. After passing our course, students will be required to purchase a notary stamp and pay a \$50 state fee. The textbook is required before the first class meeting. **Students must show a current state or federal photo ID with signature at first class meeting.** 7 hours. **\$70 (Ins. \$1.00)**

1) Jan 8 / Jan 10

MW • 12:30pm – 4:00pm • CE 201

2) Jan 22 / Jan 24

MW • 5:30pm – 9:00pm • CE 105

3) Feb 5 / Feb 7

MW • 12:30pm – 4:00pm • CE 201

4) Feb 19 / Feb 21

MW • 5:30pm – 9:00pm • CE 105

5) Mar 5 / Mar 7

MW • 12:30pm – 4:00pm • CE 201

6) Mar 19 / Mar 21

MW • 5:30pm – 9:00pm • CE 105

7) Apr 9 / Apr 11

MW • 12:30pm – 4:00pm • CE 201

8) Apr 23 / Apr 25

MW • 5:30pm – 9:00pm • CE 105

9) May 7 / May 9

MW • 12:30pm – 4:00pm • CE 201

10) May 21 / May 23

MW • 5:30pm – 9:00pm • CE 105

eNotary Certification

This course is designed to provide Licensed Public Notaries with the information, training, and procedures to become an approved NC eNotary. All course material and topics will be taught as per the NC Secretary of State Office. To be eligible to take this course students must be a current licensed Notary Public. The required training manual is available at the College Bookstore for an additional fee of \$7.00. 3.5 hours. **\$70 (Ins. \$1.00)**

1) Apr 18 – Apr 18

W • 1:00pm – 4:30pm • TBD

Bookkeeping Essentials

This course provides an applied/practical approach to the operation of a computerized general ledger system. Material covered will include accounts receivable, inventory management, sales invoicing, accounts payable, Quickbook training, and cash management. By the end of this course, you will be familiar with the application of basic accounting principles and knowledgeable in maintaining manual and computerized record methods. 50 hours. **\$125 (Ins. \$1.00)**

1) Feb 1 – Mar 29

TTH • 6:00pm – 9:00pm • TBD

Certified Bookkeeper (AIPB)

Become a Certified Bookkeeper! Increase your earning potential, enhance your professional standing and gain a competitive edge. The Certified Bookkeeper (CB) credential is recognized nationally and is offered in partnership with American Institute of Professional Bookkeepers (AIPB). The course includes six workbooks, specifically designed to prepare you for the certification exam. This 60-hour course is designed to prepare experienced

bookkeepers to take the (CB) certification test. Registration fees will include tuition, insurance, and student materials. Cost of materials is **\$200** which will be due at registration. 60 hours **\$180 (Ins. \$1.00)**.

Please call 910.938.6294 to place your name on an interest list.

Introduction to Data Analytics (NEW)

This is an introductory course that has been designed from the beginning learner's perspective. The class is tailored for working professionals who seek a career shift into the field of data analytics or for anyone who would like to know more about what data analytics is about. Students will learn and be continuously challenged to use essential skills, tools, methodologies, and techniques required to lay a strong foundation in a career in Data Analytics. 48 hours. **\$125 (Ins. \$1.00)**

1) Jan 8 – Mar 4

M – SU • Online

Lean Six Sigma Training

Lean Six Sigma Yellow Belt

This course is designed to introduce students to Lean Six Sigma concepts, methodology, terminology, and tools. Course includes lecture and team exercises involved in a lean simulation and a Six Sigma case study. Students successfully completing class earn yellow belt certification. 23 hours. **\$70 (Ins. \$1.00)**

1) Jan 29 – Jan 31

MT • 8:00am – 5:00pm • CE 105

W • 8:00am – 4:00pm • CE 105

2) Feb 19 – Feb 21

MT • 8:00am – 5:00pm • CE 105

W • 8:00am – 4:00pm • CE 105

- 3) **Mar 12 – Mar 14**
 MT • 8:00am – 5:00pm • CE 107
 W • 8:00am – 4:00pm • CE 107
- 4) **Apr 16 – Apr 18**
 MT • 8:00am – 5:00pm • CE 202
 W • 8:00am – 4:00pm • CE 202
- 5) **May 14 – May 16**
 MT • 8:00am – 5:00pm • TBD
 W • 8:00am – 4:00pm • TBD

Lean Six Sigma Green Belt

Learn essential skills needed to lead successful Continuous Process Improvement (CPI) projects using the DMAIC method (Define, Measure, Analyze, Improve, and Control). Topics include process analysis, value stream mapping, analysis of variance, group dynamics, decision-making skills, Lean, Theory of Constraints, and Six Sigma. Upon successful completion of the 8-day class and achieving a passing grade on

the exam, a course completion certificate is issued along with a permanent record of this training being entered on the student's Coastal transcript (earning Green Belt certification requires completion of a Green Belt project which is not part of this class). 64 hours. **\$180 (Ins. \$1.00)**

- 1) **Jan 29 – Feb 8**
 M – TH • 8:00am – 5:00pm • CE 202
- 2) **Mar 12 – Mar 22**
 M – TH • 8:00am – 5:00pm • CE 202

HEALTH RELATED COURSES

Nurse Aide I

IMPRESSIVE FACTS: Our 2017 NAI students have an 96% pass rate on the National Nurse Aide Assessment Program (NNAAP) Skills exam through first semester. The state pass rate average is 71%.

Learn how to provide personal care and perform basic nursing skills. Students will complete class, laboratory and clinical learning experiences. Upon satisfactory completion of NA I training, graduates are eligible to take the National Nurse Aide Assessment Program (NNAAP) exam (exam fee: **\$101**). Upon achieving a passing grade on the exam, graduates will be listed as an NA I by the Division of Health Service Regulation (DHSR). **Immunization record required.** Must be at least 17 years of age to register. *TABE reading test score of 8.0 required (See TABE information on this page). 150.5 hours. * Students must come in to take the TABE Test (see this page for more information). *Orientation will be held during the first scheduled class and attendance is mandatory. Background check and immunization tracker are required (approximately \$60). Clinicals are required and will be discussed at orientation. CPR included and will be held on a Saturday. **\$180 (Ins. \$17)** Total due at registration: **\$197** See Registration Information above.**

- 1) **Mar 5 – May 1**
 M – TH • 8:30am – 1:00pm • R 123
- 2) **May 14 – Aug 2**
 MTTH • 4:00pm – 8:30pm • H 126
- 3) **May 21 – Jul 18**
 M – TH • 8:30am – 1:00pm • R 123

Nurse Aide I Hybrid

The Nurse Aide I Hybrid is delivered partially online. Students will have on-campus labs every Friday. There will be six clinical days totaling 36 hours. **Requirements:** Must be at least 17 years of age to register. *TABE reading test score of 8.0 required (See TABE Information on this page). **Immunization record required.** Background check and medical document tracker required (approximately \$60). Upon satisfactory completion of the NA I Hybrid, graduates will be eligible to take the National Nurse Aide Assessment Program Exam (exam cost **\$101**). Upon achieving a passing grade on both the written and skills exam, students will be listed as an NA I on the North Carolina Registry.

167 hours. Course Fee **\$180**, Insurance **\$17**. Total due at registration: **\$197**

- 1) **Jan 12 – Apr 20**
 F • 8:30am – 2:30pm • R 123 & Online

Orientation will be held during the first scheduled class and attendance is mandatory. Students must attend class EVERY FRIDAY and clinicals on specified dates.

Nurse Aide I Refresher

This course reviews the knowledge and skills in basic nursing care to prepare students to take the NC State Nurse Aide I exam. **Prerequisite:** Applicants must have completed an approved NA training course of at least 75 hours; be currently registered as NA I in another state; have an expired NA I registry listing in the last 4 years; or have status as a Hospital Corpsman (or similar military training in any branch). After successful completion of the class the student will sign up to take the state exam. After passing the North Carolina State skills and written/oral competency evaluation, the graduate is listed as a Nurse Aide I on the NC Registry. 40 hours.

\$125 (Ins. \$1.00)

- 1) **Jan 22 – Feb 21**
 MW • 4:00pm – 8:00pm • H 126
- 2) **Feb 14 – Mar 1**
 MWTH • 8:30am – 1:30pm • R 123

Nurse Aide II

Learn to perform more complex skills for patients and residents. After successful completion of the course, the student is eligible to test for placement on the North Carolina Nurse Aide II Registry. **Requirements:** Copy of H.S. diploma or equivalent, current CPR card (AHA BLS for Healthcare Providers), and proof of listing as an NA I on the NC Registry must be presented at time of registration. Background check, drug screen, and immunization tracker required (approximately **\$112**). 176 hours.

Course Fee **\$180**, Insurance **\$17**. Total due at registration: **\$197**

- 1) **Jan 8 – Apr 25**
 MW • 3:30pm – 9:30pm • R 123
Orientation will be held on the first day of class and attendance is mandatory.
- 2) **May 16 – Jul 30**
 MWTH • 4:00pm – 9:00pm • R 123
Orientation will be held on the first day of class and attendance is mandatory.

Nurse Aide II (Hybrid)

The NA II Hybrid class is delivered partially online. **Requirements:** Copy of H.S. diploma or equivalent, current CPR Card (AHA BLS for Healthcare Providers), and proof of listing as an NA I on the NC Registry must be presented at time of registration. Background check, drug screen, immunization tracker required (approximately **\$112**). 179 hours. Course Fee **\$180**, Insurance **\$17**. Total due at registration: **\$197**

- 1) **Jan 9 – Mar 27**
 T • 1:30pm – 5:30pm • R 123 and Online
 MWTH • 7:00am – 3:30pm • Clinicals

Orientation will be held on the first day of class and attendance is mandatory. Clinicals on 10 specified days of the course.

Medication Aide

Prepare to pass the state Medication Aide competency exam and become listed on the NC Medication Aide Registry. Medication Aides are qualified to administer medication in long term care facilities. **Requirements:** H.S. diploma or equivalent required. *TABE test required (Reading: 10.0) (See TABE Information on this page). Current listing on the N.C. Nurse Aide I registry required. 24 hours. **\$70 (Ins. \$1.00)**

- 1) **Jan 17 – Feb 12**
 MW • 5:00pm – 8:00pm • TBD
- 2) **May 7 – May 16**
 MTW • 9:00am – 1:00pm • TBD

*TABE Test Information

Test of Adult Basic Education (TABE) placement testing is a free reading and math assessment available in the Academic Studies Center, Kenneth B. Hurst Continuing Education Building, Room 200. Picture ID is required to test. No appointment is needed. Testing is free of charge. Call 910.938.6294 for more information.

**Center TABE testing hours are:
 Monday – Wednesday, 7:30am – 7pm**

Cardiovascular Technician/Monitor

IMPRESSIVE FACTS: Our EKG Technician students have a 100% pass rate on the national certification exam.

This 70-hour program prepares students to become certified EKG technicians/monitor techs. The course will cover anatomy and physiology of the heart, principles of EKG, and recognition of multiple cardiac dysrhythmias. Students will learn cardiac terminology and medical disease processes. The medical and legal aspects of patient contact will be covered. Skills include operating EKG equipment, running EKG's, mounting strips, and the reading and interpreting of cardiac tracings. **Requirements:** H.S. diploma or equivalent required to take the National exam. *TABE test required (Reading: 9.0 / Math: 9.0) (See TABE information on page 7). A CPR class is included in the fee and will be held on a Saturday. 70 hours **\$180 (Ins. \$1.00)**

- 1) **Jan 16 – Mar 29**
TTH • 3:00pm – 6:00pm • TBD

Central Sterile Processing (NEW)

This 96-hour class will introduce students to the primary responsibilities of a central sterile technician. The central sterile processing technician plays an essential role in patient safety and infection control. The course will include practical application of concepts and procedures. **Prerequisite:** Copy of H.S. diploma or equivalent and the *TABE test required. (See TABE information on page 7) (Reading: 12.0 and Math: 9.0). Following successful completion of the class the student will be eligible to take the Sterile Processing Technician National exam through NCCA, **\$125**(estimated cost). 96 hours. **\$180 (Ins. \$1.00)**

- 1) **Jan 9 – May 3**
TTH • 5:00pm – 8:00pm • H 226

Pharmacy Technician Certification Prep

Prepare to take a National Pharmacy Technician Certification exam in this class taught by a NC Pharmacist. National exam fees (through a required outside test agency) are generally less than **\$150**. *TABE placement testing required (See TABE information on page 7) (reading 10.0 and math 8.0) 156 hours. **\$180 (Ins. \$1.00)**

- DAY**
1) **Jan 22 – Mar 15**
M – F • 8:00am – 12:00pm • R 104
2) **Apr 16 – Jul 18**
MWF • 8:00am – 12:00pm • R 104
NIGHT
1) **Jan 22 – Apr 26**
MWTH • 5:00pm – 9:00pm • R 104
2) **Apr 16 – Jul 19**
MWTH • 5:00pm – 9:00pm • R 104

Pharmacy Technician Certification Prep (Online)

This course, taught by a NC Pharmacist, prepares students to take a National Pharmacy Technician Certification exam. National exam

fees (optional) are generally less than **\$150**. 153 hours. **\$180 (Ins. \$1.00)**

- 1) **Jan 22 – May 25**
M – SU • Online
2) **Mar 12 – Aug 25**
M – SU • Online • *Prepay by Feb 26*
3) **May 21 – Oct 27**
M – SU • Online • *Prepay by May 7*

Phlebotomy Training

Learn to draw blood specimens from patients for the purpose of testing and analysis. Practice procedures and patient care in a college lab prior to clinical experiences. TABE testing required (reading 12.9 and math 8.0), see page 7. Background check, drug screen, and immunization tracker within 30 days of clinicals are required (approximately **\$112**). Successful course completion qualifies you to take the national certification exam (H.S. diploma or equivalent required for national exam). Prepayment required (limited seats available, so don't delay!). 235 hours. Insurance: **\$17**, Course fee: **\$180**. Total due at registration: **\$197**

- 1) **Overall Class Dates:**
Mar 26 – Jun 22
Class/Lab (6 weeks) Required:
Mar 26 - May 10
M – TH • 4:00pm – 8:00pm • H 232
Clinicals (6 weeks) Required:
May 14 - Jun 22
M – F • daytime hours • Clinical Sites
Workforce Skills Required:
May 14 - Jun 8
M – SU • Online
Registration Deadline
Monday, March, 5, 2018.

Phlebotomy Certification Prep (Online) (NEW)

This course will prepare students for a National exam to become a Certified Phlebotomist. **Requirements:** Completion of 1 year, full time acceptable work experience as a phlebotomy technician OR successful completion of RN, LPN OR other acceptable accredited allied health professional/occupational education which includes phlebotomy training with a minimum performance of 100 successful unaided blood collections including venipunctures and skin punctures OR completion of an approved Phlebotomy program. **Note:** This course does NOT offer hands on training. 50 hours. **\$125 (Ins. \$1.00)**

- 1) **Mar 12 – May 26**
M – SU • Online

Exploring Health Care Careers

Fully explore potential health care careers, projected earnings, job duties and responsibilities. We will also cover training options, admissions requirements, costs, and financial assistance. **FREE to those who qualify.** 32 hours. **\$125 (Ins. \$1.00)**

Please call 910.938.6294 to place your name on an interest list.

Massage Therapy

Massage Therapy (MT I & MT II)

This 750 hour Massage Therapy Program is designed to provide students with the essential skills to become a licensed massage therapist in North Carolina. The Massage Therapy Program focuses on anatomy, physiology, and muscle movement while providing a strong foundation and the technical skills required to perform basic therapeutic massage. *TABE placement testing required (See TABE information on page 7) (reading 10.0). MT I 300 hours, MT II 450 hours. MT II requires an additional 13.5 hours per week for clinic. Course Fee **\$180**, Insurance **\$17**. Total due at registration: **\$197 (For MT I)**

MT I

- 1) **Morning • Jan 9 – May 22**
M – TH • 8:00am – 12:00pm • R 102a/103
Attend Orientation December 12, 2017
1pm – 3pm R 102a
2) **Evening • Mar 12 – Jul 26**
M – TH • 5:30pm – 9:30pm • R 102a/103
Attend Orientation February 20, 2018
5pm – 7pm R 102a

MT II

- 1) **Morning • May 23 – Oct 16**
M – TH • 8:00am – 12:00pm • R 102a/103

NASM Certified Personal Trainer

Prepare for the National Academy of Sports Medicine certification exam. Learn concepts and structures of anatomy, principles of human movement science, exercise technique, training instruction, and program design. AHA CPR/AED training included. H.S. diploma or equivalent or *TABE placement testing required (See TABE information on page 7) (reading 12.0 and math 8.0). 176 hours. Course Fee **\$180 (Ins. \$1.00)** (additional NASM Exam Fee **\$399**)

- 1) **Jan 16 – May 30**
MTW • 6:00pm – 9:00pm • S 107 A/B
2) **Jan 16 – May 31**
TTH • 8:00am – 12:00pm • S 107 A/B

Senior Fitness Specialist (SFS)

This course is designed to increase the professional credentials of certified personal trainers and prepare students for the NASM certification test. The course may also be used for re-certification credits. CEU's are currently recognized by NASM, NSCA, or ACE. 20 hours. **\$70 (Ins. \$1.00)** Certification fee of **\$125** collected first day of class (**non-refundable**) **Must provide proof of certification at time of registration.**

Please call 910.938.6294 to place your name on an interest list.

Youth Exercise Specialist (YES)

This course is designed to increase the professional credentials of certified personal trainers and prepare students to take the NASM certification test. The course may also be used for re-certification credits. CEU's are currently recognized by NASM, NSCA, or ACE. 20 hours. **\$70 (Ins. \$1.00)** Certification fee of **\$125**

collected first day of class (**non-refundable**).
Must provide proof of certification at time of registration.

Please call 910.938.6294 to place your name on an interest list.

Medical Office Classes

Medical Terminology

This course is the foundation for most medical office courses. Learn and master medical terminology by moving step-by-step through more than 1000 prefixes, root words and suffixes grouped by body systems. This course is a prerequisite for Certified Medical Administrative Assistant, Electronic Health Records, Medical Coding Specialist and Medical Billing Specialist programs. 96 hours. **\$180 (Ins. \$1.00)**

1) **Feb 7 – Mar 28**

M – SU • Online

Prepay by Feb 1

2) **May 23 – Jul 6**

M – SU • Online

Prepay by May 7

2) **Jun 5 – Aug 2**

TWTH • 8:00am – 12:00pm • TBD

Prepay by Mar 31

Medical Coding Specialist Program

IMPRESSIVE FACTS: One hundred percent of the 2016 and 2017 on campus Medical Specialist students passed the national board the first time.

Students in this class will learn the skills to work in this profession and prepare for the American Academy of Professional Coders national Certified Professional Coders examination. The class includes modules of Basic Medical Coding, Medical Insurance, Advanced Medical Coding, and National Certification Preparation. **Prerequisite:** Medical Terminology within four years or pass free, Medical Terminology Assessment with 80% and also attain a *TABE reading test score of 10.0 required (See TABE information on page 7). H.S. diploma or equivalent required. **Additional AAPC exam and membership fee \$480.** 302 hours. **\$180 (Ins. \$1.00)**

1) **Jan 8 – May 22**

M – TH • 8:00am – 12:00pm • CE 201

All attend orientation December 7, 2017, 5pm–7pm in CE201 or Online

2) **Jan 10 – May 22**

M – SU • Online

Prepay by Dec 7

All attend orientation December 7, 2017, 5pm–7pm in CE201 or Online

3) **May 14 – Nov 8**

M – TH • 6:00pm – 9:00pm • CE 201

Prepay by May 4

All attend orientation April 23, 2018,

5pm–7pm in CE201 or Online

Medical Coders Apprenticeship (NEW)

Completion of this class allows new coders to remove apprentice status from their AAPC credential. We will use Practicode® materials and the Coding Navigator will provide examples and helpful tips to help solve cases. Prerequisite CPC-A. Required materials: Current Coding Manuals; CPT, ICD-10CM, and AAPC Practicode modules 1,2,3 with the assessment. Modules and assessment may be purchased one unit at time. 96 hours. **\$180 (Ins. \$1.00).** **This course counts as CEU for AAPC Coders.**

1) **Jan 10 – May 25**

M – SU • Online

Prepay by Jan 5

Medical Billing Specialist Hybrid

This program will cover an introduction to coding manuals. It will present a study of healthcare claims and billing collections procedures, various types of insurance carriers, medical necessity, insurance denials and the appeals process. Upon successful completion, the student will be prepared for the AAPC – Certified Professional Biller (CPB) national examination. **Prerequisite:** Medical Terminology and Medical Coding Specialist or an AA in Medical Office Administration. Strong computer skills are most beneficial. *TABE placement testing required (See TABE information on page 7) (reading 10.0). 302 hours. **Additional AAPC exam and membership fee \$480 (estimate).** **\$180 (Ins. \$1.00)** **This course count as CEU for AAPC Coders.** **Class meets on campus every other week and remaining hours are completed online.**

1) **Jan 29 – Jun 25**

MTTH • 6:00pm – 9:00pm • CE 201

Prepay by Jan 19

Risk Adjustment Medical Coder (NEW)

The student will learn principles of risk adjustment and accurate diagnosis coding. In addition, there will be discussion of predictive modeling, financial impact of risk adjustment coding, documentation challenges, official diagnosis coding guidelines, and diagnosis coding ICD-10-CM. This course is recommended for anyone who is currently working as a medical coder in risk adjustment or wants to learn risk adjustment coding. This course prepares students to take the national Certified Risk Adjustment Coder (CRC) certification exam. **Prerequisite:** Certified Professional Coder (CPC) or Certified Coding Specialist (CCS). This course counts as CEU for AAPC Coders. Additional AAPC exam and membership fee **\$480** (estimate). 302 hours. **\$180 (Ins. \$1.00)**

1) **Jan 29 – Jun 25**

M – SU • Online

Prepay by Jan 31

Certified Electronic Health Records Specialist (CEHRS) Online

This course covers the basic functions of the Electronic Health Record (EHR) as well as best practices for transitioning from the paper-based record to an EHR. Additionally, it covers HIPAA, ARRA, and Meaningful Use. Successful completion of this course prepares students for National Healthcare Association's nationally recognized CEHRS exam. Exam fee **(\$105)** is not included in cost of the course. **Prerequisite:** Medical Terminology within four years, or pass free, Medical Terminology assessment with 80% and H.S. diploma or equivalent required. Strong computer skills are essential. 98 hours. **\$180 (Ins. \$1.00)**

1) **Jan 17 – Apr 18**

M – SU • Online

Prepay by Jan 8

Certified Medical Administrative Assistant (CMAA) Seated and Online (NEW)

Prepare for a national certification as a Certified Medical Administrative Assistant (CMAA). This class is designed to give students an opportunity to learn the skills and earn the certification to work in a physician's office. Topics include medical terminology, communication skills, administrative duties, office and financial procedures. *TABE Reading score of 10.0 (See TABE information on page 7). 134 & 138 hours. **\$180 (Ins. \$1.00).** **Additional fee for certification exam \$115 paid to NHA.**

1) **Jan 10 – May 10**

MW • 8:30am – 12:30pm • TBD

2) **Jan 23 – May 11**

TWTH • 6:00pm – 9:00pm • TBD

3) **Jan 22 – Apr 20**

M – Sun • Online

Certified Dietary Manager Program

This course is approved by the Association of Nutrition and Foodservice Professionals (ANFP). Students will gain knowledge in foodservice, business operations, management, supply and equipment maintenance, sanitation and safety. The program consists of classroom discussion, practical application, case studies and hands-on clinical experience. The training and education is comprised of 120 lecture hours and 50 lab hours for a total of 176 hours. Additionally, students are expected to complete 100 clinical hours at an approved facility staffed by a Registered Dietician (RD) and/or Certified Dietary Manager (CDM) prior to the completion of the course. **Prerequisite:** high school diploma or equivalent and TABE score (reading 10.0, math 8.0) (See TABE information on page 7) **\$180 (Ins. \$1.00)**


Please call 910.938.6294 to place your name on an interest list.

Substance Abuse for Counselors Series

This is a series of entry-level courses approved through the NC Substance Abuse Professional Practice Board (NCSAPPB) as training hours for certification or renewal as a NC Substance Abuse Counselor. This series is held January through December and is available in either classroom or online format. Classroom and online classes may be taken simultaneously, but must be taken in the prescribed order. To obtain additional information about state certification, contact: NCSAPPB P.O. Box 10126 • Raleigh, NC 27605 • 919.832.0975

Substance Abuse Series (Virtual Attendance Option)

Counseling Skills Series; Parts I-III

This training prepares the student to assume the clinical and administrative duties of a substance abuse treatment paraprofessional in keeping with ethical standards of care and supervision requirements as established by NC and federal authorities. Students will gain knowledge in the areas of substance abuse assessment and screening, intervention strategies, counseling theories and techniques, record keeping, relapse response, community-based treatment and intervention methods, pharmacology of illicit drugs, abnormal psychology, family issues, and models of addiction. The series is presented in three 5-week courses. Students choosing to attend virtually must have a webcam and microphone to participate. 24 hours each. **\$70 (Ins. \$1.00)** 

Part I

1) Feb 6 – Mar 8
TTH • 6:30pm – 9:00pm • TBD

Part II

1) Mar 27 – May 3
TTH • 6:30pm – 9:00pm • TBD

Part III

1) May 22 – Jun 21
TTH • 6:30pm – 9:00pm • TBD

Substance Abuse Annual Classes: Ethics, HIV/AIDS, and Nicotine Dependence

As part of the required course work established by the NCSAPPB, students can attend one or all three of these courses. Students will have to attend all six hours of each module in order to receive credit for the 6-hour module through NCSAPPB and be awarded certificates for specific modules. These courses are also recognized for recertification hours for certified counselors. 6 hours each. **\$70 (Ins. \$1.00) per class.**

Ethics

1) Dec 1 – Dec 1, 2018
SA • 8:30am – 3:30pm • TBD

HIV/AIDS

1) Dec 8 – Dec 8, 2018
SA • 8:30am – 3:30pm • TBD


Nicotine Dependence

1) Dec 15 – Dec 15, 2018
SA • 8:30am – 3:30pm • TBD

Online Substance Abuse Classes


Understanding Addiction (Online)

This course provides comprehensive coverage and the latest information on a full spectrum of

substance use disorders and the compounds commonly abused. Topics include abuse and addiction to alcohol, the active agent in marijuana, THC, and its effects on neural development. It also covers topics including abuse of anabolic steroids, inhalants, and many forms of infectious disease associated with substance abuse. **Prerequisite:** high school graduate or equivalent. 50 hours. **\$125 (Ins. \$1.00)** 


1) Feb 1 – Apr 30
Th – M • Online

Counseling and Psychotherapy (Online)

This course provides an overview of a variety of theories and techniques, concepts and practices of the contemporary therapy, ethical and professional issues in counseling practice. It will also assist in development of counselor styles and approaches to assist them in providing assistance to those they serve. **Prerequisite:** high school graduate or equivalent. 50 hours. **\$125 (Ins. \$1.00)** 

1) Feb 1 – Apr 30
Th – M • Online

Theory and Practice of Group Counseling (Online)

This course provides an overview of the basic elements of group process, addresses some ethical and professional issues specifically relating to group work, and presents an overview of the key concepts, theories, and techniques of eleven approaches that are applicable to group therapy. **Prerequisite:** high school graduate or equivalent. 50 hours. **\$125 (Ins. \$1.00)** 

1) Feb 1 – Apr 30
Th – M • Online

PUBLIC SAFETY TRAINING

Law Enforcement

Contact Paul Buchanan at 910.938.6368 or e-mail buchananp@coastalcarolina.edu for information.


Fire and Rescue

Certification for emergency services personnel and recertification training are currently available. Contact Marcus Allen, Ed Duffield or Greg Palmer at 910-938-6823 or by e-mail to firerescue@coastalcarolina.edu.

EMS/EMD/Telecommunicators

For EMT or Paramedic Information please contact Jody Bullock at 910.938.6810 or bullockj@coastalcarolina.edu.

Emergency Telecommunicator Course

These courses are offered through the National Academy of Emergency Dispatch, by an academy approved instructor. Completion of these courses leads to national certification. This course is designed to focus on developing the essential knowledge and skills required to function as an Emergency Telecommunicator. **\$70 (Ins. \$1.00)** 

1) Feb 12 – Feb 15
M – TH • 8:00am – 7:00pm • CE 103

Emergency Medical Dispatch

These courses are offered through the National Academy of Emergency Dispatch, by an academy approved instructor. Completion of these courses leads to national certification and North Carolina Emergency Medical Dispatcher credential. This course is designed to prepare the student to perform the functions

of an Emergency Medical Dispatcher (EMD) using the Medical Priority Dispatch System. Through lecture, demonstration, and hands-on practice, this class will cover all the aspects of the job of EMD. Upon successful completion of this class, the student will be qualified to test for credentialing as an Emergency Medical Dispatcher. Total cost of this course is **\$296.00**. Books are provided the first day of class.

1) Jan 29 – Jan 31
MTW • 8:00am – 5:00pm • CE 103

Emergency Medical Technician

Successful completion of course allows students to take the North Carolina EMT or National certification exam. **Prerequisites:** Students must bring proof of: H.S. diploma or equivalent AND a TABE reading score 11.0 or higher. See page 7 for TABE details. 228 hours. **\$180 (Ins. \$17.00)** Textbook Approx \$200. *Effective July 1, the EMT course will include 24 hours of required clinical time that will be offered at various*

scheduled times. Note: Clinical sites require the student to pass a criminal background check and perform a drug screen prior to attending clinical site (estimated cost of \$100.). Select vaccinations are also required before attending clinical sites. Call or see website for details www.coastalcarolina.edu/con-ed/public-safety/ems/emt

DAY

- 1) **Jan 16 – Mar 5**
M – F • 7:30am – 4:30pm • MS 121
- 2) **Feb 22 – Apr 13**
M – F • 7:30am – 4:30pm • MS 121
- 3) **Apr 11 – May 31**
M – F • 7:30am – 4:30pm • MS 121
- 4) **May 29 – Jul 17**
M – F • 7:30am – 4:30pm • MS 121

NIGHT

- 1) **Jan 8 – May 18**
MWF • 6:00pm – 10:00pm • MS 121
SA • 8:00am – 5:00pm • MS 121
- 2) **May 7 – Sep 7**
MWF • 6:00pm – 10:00pm • MS 121
SA • 8:00am – 5:00pm • MS 121

Paramedic Module I

Contact Jody Bullock at 910.938.6810 or e-mail bullockj@coastalcarolina.edu for information.

Online material required.

- 1) **Jan 23 – May 17**
Varies two nights a week.

Basic Life Support for Healthcare Providers (AHA)

Intended for participants who provide health care. Taught in accordance with AHA guidelines, this class provides training in CPR skills for all ages using AEDs and teaches how to relieve foreign-body airway obstructions. 8 hours. **\$70 (Ins. \$1.00)**

- 1) **Jan 20 – Jan 20**
SA • 8:00am – 5:00pm • MS 121
Prepay by Jan 5
- 2) **Feb 17 – Feb 17**
SA • 8:00am – 5:00pm • MS 121
Prepay by Feb 2
- 3) **Mar 17 – Mar 17**
SA • 8:00am – 5:00pm • MS 120
Prepay by Mar 2
- 4) **Apr 7 – Apr 7**
SA • 8:00am – 5:00pm • MS 121
Prepay by Mar 1

- 5) **Apr 28 – Apr 28**
SA • 8:00am – 5:00pm • MS 120
Prepay by Apr 20
- 6) **May 19 – May 19**
SA • 8:00am – 5:00pm • MS 120
Prepay by May 11

EMT-B to EMT Transition

Approved through the North Carolina Office of EMS to meet the transition requirements, this course offers all providers who completed their initial course prior to January of 2014, an approved transition course needed by December 31st, 2018 to maintain their credential. 24 hours. **\$70 (Ins. \$1.00)**

- 1) **Apr 2 – Apr 29**
M – SU • Online

Continuing Education

For more information on below ConEd courses please contact the Coordinator at bullockj@coastalcarolina.edu. 3 hours. **\$70 (Ins. \$1.00)**

- 1) **Preparatory**
SA • 9:00am – 12:00pm • BT 101
- 2) **Pediatric Emergencies**
SA • 9:00am – 12:00pm • BT 101

The American Heart Association strongly promotes knowledge and proficiency in all AHA courses and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the AHA. Any fees charged for such a course, except for a portion of fees needed for AHA course materials, do not represent income to the AHA.

SMALL BUSINESS CENTER SEMINARS

Many Small Business Center seminars are co-sponsored with the Jacksonville-Onslow Chamber of Commerce.
For registration, call 910.938.6322/6389

There are two options for contacting the Small Business Center for FREE one-on-one Small Business Counseling or to register for seminars.

To register online:

- Go to www.ncsbc.net
- Select "Contact Your Local SBC"
- On the map, select on "Onslow County"
- Select "Online Request for Counseling" or select the seminar of your choice.

To register by phone:

- Call the Small Business Center at 910-938-6322 or 910-938-6389

Dynamite Marketing on a Firecracker Budget

Let "Dynamite Marketing on a Firecracker Budget," help you create a low-cost marketing plan for your business. Learn inexpensive, easy-to-use ideas for growing your business, 50 ways to grab new customers, how to reinforce relationships with current customers and pique the interest of customers you don't even know about. 3 hours. **FREE**

- 1) **Jan 9 – Jan 9**
T • 6:00pm – 9:00pm • S 104 B/C

The Business of Self-Publishing

This course is designed to help small business owners who write for profit or who are looking for an additional income stream within their business area of expertise, to understand and navigate the complex world of book publishing and marketing. 2.5 hours. **FREE**

- 1) **Jan 10 – Jan 10**
W • 6:00pm – 8:30pm • S 104 B/C

How to Find Merchandise to Sell Online

The most asked question Nick Hawks gets as an eCommerce guru is "where do you get the stuff you sell online?" In this fast-paced class you will learn the secrets to sourcing merchandise to sell online in many different ways. Learn about wholesalers, drop shippers, foreign sources, and liquidators. 3 hours. **FREE**

- 1) **Jan 11 – Jan 11**
Th • 6:00pm – 9:00pm • S 104 B/C

How to Start a Boutique

In this course you will learn important principles and practical step-by-step techniques for opening a boutique. You will learn what boutique owners do, how to develop your skills to succeed as a boutique owner, how to open

and run a boutique, and how to market your boutique and get customers. 2 hours. **FREE**

- 1) **Jan 16 – Jan 16**
T • 6:00pm – 8:00pm • S 104 B/C

Introduction to Business Finance

Attend this practical overview of topics related to starting and managing finances of a small business including managing cash flow, income statements and balance sheets. 2 hours. **FREE**

- 1) **Jan 17 – Jan 17**
W • 12:00pm – 2:00pm • S 104 B/C

Small Business Roundtable

Participants will learn best practices and share secrets of success to effectively operate their small businesses. 1.5 – 2 hours. **FREE**

- 1) **Jan 17 – Jan 17**
W • 6:00pm – 8:00pm • S 104 B/C
- 2) **Feb 2 – Feb 2**
F • 8:30am – 10:00am • S 117
- 3) **Feb 21 – Feb 21**
W • 6:00pm – 8:00pm • S 104 B/C
- 4) **Mar 2 – Mar 2**
F • 8:30am – 10:00am • S 104 B/C
- 5) **Mar 21 – Mar 21**
W • 6:00pm – 8:00pm • S 104 B/C
- 5) **Mar 21 – Mar 21**
W • 6:00pm – 8:00pm • S 104 B/C

- 6) **Apr 13 – Apr 13**
F • 8:30am – 10:00am • S 104 B/C
- 7) **Apr 18 – Apr 18**
W • 6:00pm – 8:00pm • S 104 B/C
- 8) **May 4 – May 4**
F • 8:30am – 10:00pm • S 104 B/C
- 9) **May 16 – May 16**
W • 6:00pm – 8:00pm • S 104 B/C

Carolina Small Business Development Fund 1/2 Day Loan Prep

Work directly with members of the Small Business Development Fund to learn exactly what you need to get prepared to obtain a business loan from them. 5.5 hours. **FREE**

- 1) **Jan 18 – Jan 18**
Th • 11:30pm – 3:00pm • S 104 B/C
- 2) **Mar 22 – Mar 22**
Th • 1:00pm – 6:30pm • S 104 B/C

Introduction to QuickBooks Pro for Small Businesses

Be introduced to the basic features in QuickBooks and experience some hands-on practice. You'll learn about the types of information you need to monitor in your business, and you'll see how to enter that information and track it in QuickBooks. 3 hours. **FREE**

- 1) **Jan 18 – Jan 18**
Th • 6:00pm – 9:00pm • BT 202
- 2) **May 1 – May 1**
T • 6:00pm – 9:00pm • BT 203

Intermediate QuickBooks Pro for Small Businesses

This seminar builds on information provided in the Introduction to QuickBooks. You'll learn about the more advanced features of QuickBooks including analyzing financial data, setting up inventory, tracking and paying sales tax, doing payroll with QuickBooks, estimating and progress invoicing, tracking time, customizing forms, and writing QuickBooks letters. 3 hours. **FREE**

- 1) **Jan 31 – Jan 31**
W • 6:00pm – 9:00pm • BT 202
- 2) **May 15 – May 15**
T • 6:00pm – 9:00pm • BT 203

How to Start a Small Business

Are you thinking about starting your own business? Not sure what steps to take or which ones to take first? This seminar is designed to provide basic information to individuals who are thinking about starting a business. **This class is open to all active duty military, veterans, and their immediate family members only.** 6.5 hours. **FREE**

- 1) **Jan 23 – Jan 23**
T • 9:00am – 4:30pm • MCAS
- 2) **Jan 30 – Jan 30**
T • 9:00am – 4:30pm • MCB
- 3) **Feb 13 – Feb 13**
T • 9:00am – 4:30pm • MCAS
- 4) **Feb 20 – Feb 20**
T • 9:00am – 4:30pm • MCB

- 5) **Mar 20 – Mar 20**
T • 9:00am – 4:30pm • MCAS
- 6) **Mar 27 – Mar 27**
T • 9:00am – 4:30pm • MCB
- 7) **Apr 17 – Apr 17**
T • 9:00am – 4:30pm • MCAS
- 8) **Apr 24 – Apr 24**
T • 9:00am – 4:30pm • MCB
- 9) **May 15 – May 15**
T • 9:00am – 4:30pm • MCB
- 10) **May 22 – May 22**
T • 9:00am – 4:30pm • MCAS

One Page Marketing Plan for Small Business Owners

Create a marketing plan that is clear, focused, results-driven and relevant. In this class you will learn a simple way to create a one-page marketing plan and a marketing map to follow that includes the web, social marketing and traditional marketing. Often the simplest plans are easiest to stay focused on and to get clear team involvement with. 3 hours. **FREE**

- 1) **Jan 23 – Jan 23**
T • 6:00pm – 9:00pm • S 104 B/C

Introduction to SBA & Its Small Business Resources

Attend this seminar to learn about SBA products, programs, and partnerships available to help your small business. This presentation will provide information about SBA lending programs, qualifying for lending assistance, natural disaster preparation and lending, and an overview of SBA-managed procurement programs to help market your business to the federal government. 2 hours. **FREE**

- 1) **Jan 24 – Jan 24**
W • 3:00pm – 5:00pm • S 104 B/C
- 2) **May 17 – May 17**
TH • 3:00pm – 5:00pm • S 104 B/C

Facebook Business Pages for Beginners

This seminar is aimed at small business owners interested in creating a Facebook business page. Topics include why a Facebook business is important versus using a personal Facebook profile for your business, how your business page works, and all the settings to get your page up and running by the end of the seminar. 3 hours. **FREE**

- 1) **Jan 24 – Jan 24**
W • 6:00pm – 9:00pm • BT 202

Mobile App Development for Small Business Owners

Find out how a mobile app can usher your business into the future and position you for success. Why? Time spent on websites and blogs are decreasing while people are spending more time on mobile apps on smartphones. Also, you can build a mobile app or app business and sell it for a profit. If you are interested in learning how to build apps for free and without learning code, then plan to attend this class. 3 hours. **FREE**

- 1) **Jan 25 – Jan 25**
TH • 6:00pm – 9:00pm • S 104 B/C

Business Networking for Artist and Crafters Session

In this session, participants will learn best practices and share secrets of success for effectively operating their arts and crafts businesses. Topics for each monthly session are carefully selected to enable participants to gain knowledge and experience. 2.5 hours. **FREE**

- 1) **Jan 30 – Jan 30**
T • 6:30pm – 9:00pm • S 104 B/C
- 2) **Feb 27 – Feb 27**
T • 6:30pm – 9:00pm • S 104 B/C
- 3) **Mar 27 – Mar 27**
T • 6:30pm – 9:00pm • S 104 B/C
- 4) **Apr 24 – Apr 24**
T • 6:30pm – 9:00pm • S 104 B/C
- 5) **May 29 – May 29**
T • 6:30pm – 9:00pm • S 104 B/C

Under One Umbrella; Starting Both a For Profit and Nonprofit Business

Want to start both a non-profit and for-profit business but do not know how to get started? This seminar will teach the important steps to establishing both organizations legally and how to operate them independently. 3 hours. **FREE**

- 1) **Feb 1 – Feb 1**
TH • 6:00pm – 9:00pm • S 104 B/C

REAL Entrepreneurship

Participants in this popular course on starting a small business will examine in detail the development of a business idea, market analysis, and the components of a business plan. A complete, written business plan is the goal for graduates of this course. Students will gain knowledge from hands-on activities and guest speakers who are successful business owners. 3 hours. **\$70 (Ins. \$1.00)**

- 1) **Feb 5 – Mar 26**
M • 6:00pm – 9:00pm • S 104 A/B

Guerilla Marketing for Networking Events, Trade Shows & Expos

Trade shows, expos and networking events can be excellent ways to attract business! Learn how to determine your networking and show mission, to integrate networking with your ongoing marketing, to create the most effective type of booth and exhibit, when and when not to offer a prize, to turn trade show contacts into sales, to follow-up after the event and to work an event if you are not exhibiting. 3 hours. **FREE**

- 1) **Feb 6 – Feb 6**
T • 6:00pm – 9:00pm • S 104 B/C

Creating Sizzle in a Dull Economy

This course has two themes (a) develop a business plan to capitalize on the marketing opportunities in your area and your industry (b) focus on developing other revenue streams

from existing product and service lines. 2 hours. **FREE**

1) Feb 7 – Feb 7

W • 3:00pm – 5:00pm • S 104 B/C

Fundraising 101 for Nonprofits

In this 3-hour session attendees will learn about the fundamentals of fundraising for nonprofit organizations including what to have in place before you begin fundraising, the importance of developing a fundraising committee, and creating a defined fundraising process. 3 hours. **FREE**

1) Feb 8 – Feb 8

TH • 6:00pm – 9:00pm • S 104 B/C

Small Businesses Video Marketing-Improve your Customer Reach

Video gets consumed on social media more than any other type of post. If you want your business to be seen, video is the way to make it happen. Local photographer Bob Mackowski will tell you why you need to get in on this and how to make social media videos, no video camera required. 1 hour. **FREE**

1) Feb 13 – Feb 13

T • 6:00pm – 7:00pm • S 104 B/C

2) May 17 – May 17

TH • 6:00pm – 7:00pm • S 104 B/C

Boots to Business

This class will provide participants with an introduction to business ownership and guide them through the start-up process. **This is a special program offered by the Small Business Administration and the Department of Defense in cooperation with Marine Corps Base Camp Lejeune and Marine Corps Air Station New River for active duty military, veterans, and their immediate family members only. 16 hours. FREE**

1) Feb 14 – Feb 15

WTH • 8:30am – 5:30pm • S 104 A/B

2) Mar 7 – Mar 8

WTH • 8:30am – 5:30pm • S 104 A/B

3) May 2 – May 3

WTH • 8:30am – 5:30pm • S 104 A/B

Facebook Business Pages Intermediate

This seminar is aimed at small business owners who have an existing Facebook business page. Topics covered will include how to increase engagement, both organically and through paid methods, create graphics, add video (to include Facebook Live) and explain why video has become so important. 3 hours. **FREE**

1) Feb 15 – Feb 15

TH • 6:00pm – 9:00pm • BT 203

How to Become a Local Celebrity Business Owner

In this workshop, you will learn a simple way to setup your Google My Business listing, share a press release about your business and use social proof to turn your existing customers

into your biggest brand ambassadors. Get the inside scoop on how to get local press to call clients to be interviewed on television and in the newspaper. 2 hours. **FREE**

1) Feb 20 – Feb 20

T • 6:00pm – 8:00pm • S 104 B/C

Businesses Model Canvas

Document your new or existing business using a visual chart with elements describing your product's value proposition, customers, relationships, channels, infrastructure and finances. **FREE**

1) Feb 21 – Feb 21

W • 12:00pm – 2:00pm • S 104 B/C

2) May 10 – May 10

TH • 6:00pm – 9:00pm • S 104 B/C

Instagram for Small Business Owners

This seminar will cover a tour around Instagram for those who are unfamiliar with how to navigate the site. For those with experience, information will be provided about new features of the platform. Conversion from a person Instagram account to a business account will be explained which will allow you to gain access to account analytics, contact options, and running Instagram ads. Attendees should bring their own mobile device (phone or tablet) with the Instagram app installed. 3 hours. **FREE**

1) Feb 22 – Feb 22

TH • 6:00pm – 9:00pm • BT 202

2) Mar 22 – Mar 22

Th • 6:00pm – 9:00pm • BT 202

How to Start a Small Business

Understand the basics of starting a business in this seminar 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 business idea. Discover the resources available to help you start and successfully operate your business. 3 hours. **FREE**

1) Feb 22 – Feb 22

Th • 6:00pm – 9:00pm • S 104 B/C

2) Mar 8 – Mar 8

Th • 6:00pm – 9:00pm • S 104 B/C

Jacksonville Onslow Nonprofit Resource Forum

In this session facilitated by United Way of Onslow County leadership, individuals interested in starting a nonprofit, current nonprofit board members, Executive Directors, and community members interested in becoming board members can learn best practices and skills needed to successfully operate their nonprofit. 2 hours. **FREE**

1) Feb 26 – Feb 26

M • 9:30pm – 11:30pm • S 104 B/C

2) Mar 26 – Mar 26

M • 9:30pm – 11:30pm • S 104 B/C

3) Apr 23 – Apr 23

M • 9:30pm – 11:30pm • S 104 B/C

50 Home Based Businesses for Start Up Entrepreneurs

This course is designed to provide start up entrepreneurs with the flexibility they seek in career options by exploring the availability of a home-based small business career. Topics will include developing the key processes for a home-based business such as, the startup requirements, the business plan, the marketing plan, the financial plan, and how to obtain alternative lending for your home-based small business. 2 hours. **FREE**

1) Feb 28 – Feb 28

W • 3:00pm – 5:00pm • S 104 B/C

2) May 16 – May 16

W • 3:00pm – 5:00pm • S 104 B/C

Small Business Taxes

To successfully operate your business, you need to understand federal and state tax reporting requirements. This 3-hour seminar will cover applying for a Federal Identification Number (FEIN); forms of business organization; choosing a paid tax preparer; keeping good business records; accounting methods; bookkeeping systems; and understanding the Form 1040 Schedule C. 3 hours. **FREE**

1) Feb 28 – Feb 28

W • 6:00pm – 9:00pm • S 104 B/C

The Best Small Business to Start Right Now

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. 3 hours. **FREE**

1) Mar 1 – Mar 1

TH • 6:00pm – 9:00pm • S 104 B/C

Grant Writing Fundamentals

Seeking and securing funding for a nonprofit organization is vital for sustainability. This seminar is designed to help participants identify potential funding opportunities and to discuss the basic skills needed to write effective proposals. 3 hours. **FREE**

1) Mar 13 – Mar 13

T • 6:00pm – 9:00pm • S 104 B/C

The 123's of Small Business Cash Flow Management

In this seminar, learn the trends and processes of cash flow management; when to use an accounting or bookkeeping service; the pros and cons of doing the books yourself; and how to position your company for strategic profit through good cash flow management. 2 hours. **FREE**

1) Mar 14 – Mar 14

W • 3:00pm – 5:00pm • S 104 B/C

Be Free From Debt's Hold; Prepare for a Bank Business Loan

In this 3-hour seminar, you will learn a simple yet effective method to start the process of making yourself debt free! Bring a list of your debts with balances and monthly payments and learn how to develop your own debt elimination

plan that can be implemented immediately into your lifestyle. You will learn how to control debt, instead of allowing debt to control you! Before you apply for a business loan, make that next large purchase or accept a new credit card, take the time to attend this life-changing seminar. 3 hours. **FREE**

1) **Mar 14 – Mar 14**

W • 6:00pm – 9:00pm • S 104 B/C

Copyright and Your Small Business

What is copyright and, more importantly, how does it affect your small business? Learn what you can and can't do with something that you didn't create. This includes photography, graphic design, music, video, and more. Don't get sued; get educated. 1 hour. **FREE**

1) **Mar 15 – Mar 15**

TH • 6:00pm – 7:00pm • S 104 B/C

How to Process Payroll for Small Businesses

This is an area of a business that, if not done properly, can reap harsh consequences. Implementing the best systems assures one's success. Learn the components of the Payroll Cycle within small business activities. 3 hours. **FREE**

1) **Mar 20 – Mar 20**

T • 6:00pm – 9:00pm • S 104 B/C

Developing a Business Plan

Learn how to develop a business plan that brings together the goals, plans, strategies and resources of your business, helping you to minimize risk and save yourself from significant financial and professional losses. 2 hours. **FREE**

1) **Mar 21 – Mar 21**

W • 12:00pm – 2:00pm • S 104 B/C

337 Ways to Market for Greater Profits in Your Business

The key to any successful business is a successful marketing program that gets measurable results and keeps marketing costs low. This seminar is a "must see" for those small businesses seeking to gain maximum exposure of their product or service within their community and be able to better measure the effectiveness of their marketing efforts through a step-by-step formula. 2 hours. **FREE**

1) **Mar 28 – Mar 28**

W • 3:00pm – 5:00pm • S 104 B/C

Marketing Your Business Using Free Online Directories

You can get ready with these 3 information-packed hours of valuable tips and strategies for making the most of online directories such as Google Local that enable businesses to be found when shoppers are searching from their desktop or mobile devices. 3 hours. **FREE**

1) **Mar 28 – Mar 28**

W • 6:00pm – 9:00pm • S 104 B/C

How to Create World Class Branding for Your Small Business

Learn the basics of online reputation management and how to utilize digital media to build networks, increase credibility, generate income and reach your business goals by creating an effective personal brand. 2 hours. **FREE**

1) **Apr 10 – Apr 10**

T • 6:00pm – 8:00pm • S 104 B/C

Understanding and Controlling Cash Flow

This seminar will give you the tools and knowledge to understand budgeting and to learn how to practice good cash flow management in order to keep your small business running at a healthy pace. 3 hours. **FREE**

1) **Apr 11 – Apr 11**

W • 6:00pm – 9:00pm • S 104 B/C

Developing Personal and Commercial Credit for Your Business Success

The course focuses on how to build good personal credit AND establishing commercial credit for your company. Commercial credit is key for those companies needing short term credit for their cash flow management. 2 hours. **FREE**

1) **Apr 11 – Apr 11**

W • 3:00pm – 5:00pm • S 104 B/C

ABCs of Starting a Small Business

Learn how to find out about licenses, should you incorporate, how to hire good people, how to create low-cost advertising, how to do a quick business plan, where the money will come from and much more. 3 hours. **FREE**

1) **Apr 12 – Apr 12**

TH • 6:00pm – 9:00pm • S 104 B/C

Twitter for Small Business Owners

Information will be provided on how to set up a Twitter Handle, how to engage in the world of Twitter with Tweets and all the settings to get your account up and running by the end of the seminar. Learn how to add graphics and links to your Tweets and the use of effective hashtags. Attendees should bring a mobile device (phone or tablet) with the Twitter app installed in order to experience the full functionality of Twitter. 3 hours. **FREE**

1) **Apr 19 – Apr 19**

TH • 6:00pm – 9:00pm • S 104 B/C

Introduction to the Better Business Bureau and Scams Affecting Small Businesses

From phony invoices for unordered products to fake online advertising, scammers go to great lengths to duplicate letterhead and create phony websites in efforts to scam small business owners. Often, it's a matter of identifying suspicious activity, asking the right questions and doing your research. 2 hours. **FREE**

1) **Apr 25 – Apr 25**

W • 6:00pm – 8:00pm • S 104 B/C

ABCs of Managing Your Small Business

This course is geared for the startup, or those small businesses still seeking the basics of how to start, market, manage, and grow their small business. 2 hours. **FREE**

1) **Apr 25 – Apr 25**

W • 3:00pm – 5:00pm • S 104 B/C

Beyond the Business Plan

This seminar will provide you with project management insight, via experienced entrepreneurs, that will enable you to focus on the necessary steps that will propel your business toward success. This workshop is designed for established business owners. 3 hours. **FREE**

1) **Apr 26 – Apr 26**

TH • 6:00pm – 9:00pm • S 104 B/C

SnapChat for Small Business Owners

In this class, you will learn the fundamentals of SnapChat, how you can use it for your business and how to use SnapChat's On-Demand Geo-Filters to make your business part of your customer's special moments. 3 hours. **FREE**

1) **May 3 – May 3**

TH • 6:00pm – 9:00pm • S 104 B/C

Creating a Winning Business Plan

The seminar will focus on: how to create a simple full-length business 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, and what the plan must look like. 3 hours. **FREE**

1) **May 8 – May 8**

T • 6:00pm – 9:00pm • S 104 B/C

So You Think You Want to Start a Business

This seminar has been created for those individuals who are thinking about starting and operating their own business. During this seminar, attendees will honestly assess "themselves" in order to discover their strengths and weaknesses; wherefrom, they can make a better informed decision on moving forward at this point in time. 3 hours. **FREE**

1) **May 9 – May 9**

W • 6:00pm – 9:00pm • S 104 B/C

How Data Breaches Affect Small Businesses and Ways to Protect Sensitive Information

Come learn about the ways a data breach affects a company and the importance of protecting sensitive information. 2 hours. **FREE**

1) **May 18 – May 18**

F • 12:00pm – 2:00pm • S 104 B/C

How Small Businesses Can Get Found on Google

Learn how to get your business on the Map with Google. See the tools and tips that will help you manage this free resource that can help your business grow. 3 hours. **FREE**

- 1) **May 22 – May 22**
T • 6:00pm – 9:00pm • S 104 B/C

SBA Alternative Capital Programs For Every Small Business


Meet with an SBA Area Manager to discuss how to successfully obtain a commercial credit loan and how to approach your lender regarding applying for an SBA loan guaranty. 2 hours. **FREE**

- 1) **May 23 – May 23**
W • 3:00pm – 5:00pm • S 104 B/C

Industry Training Center


OSHA 30-Hr. Construction

This course is designed for individuals who need an overview of OSHA standards and their application to the construction industry. The course includes a written exam. A certificate of completion is awarded through OSHA to all

students who complete the course. **Attendance for all class hours is required.** 30 hours. **\$125 (Ins. \$1.00)**, OSHA Card: **\$8** Total due at registration: **\$134** 

- 1) **Feb 26 – Mar 1**
M – TH • 8:00am – 4:30pm • S 104 A

40-Hr. Hazardous Waste Operator Training

This course is designed to meet the requirements of 29 CFR 1910.120 and is for employees who have the responsibility to respond to actual or potential releases of hazardous materials or hazardous waste. A certificate of completion will be issued upon completion of the course. **Attendance for all class hours is required.** 40 hours. **\$125 (Ins. \$1.00)** 

- 1) **Mar 5 – Mar 9**
M – F • 8:00am – 5:00pm • S 104 A

Powered Industrial Trucks (Forklift)

This course is designed to meet the regulatory standard and provide training for current and new operators of forklifts. The course includes an operator evaluation. **Attendance for all**

class hours is required. 6 hours. **\$70 (Ins. \$1.00)**

- 1) **Mar 2 – Mar 2**
M – F • 8:00am – 3:00pm • S 104 A

Construction Quality Management for Contractors


This course is required by both the Army Corps of Engineers (COE) and the Naval Facilities Engineering Command (NAVFAC) for contractors doing business aboard military installations. The CQM program covers the following topics: what is CQM, contractor and government responsibilities, quality management planning, the contractor's QC plan, the government's QA plan, the pre-construction meeting, the coordination and mutual understanding meeting, submittals, the three phases of control, testing, documentation, and certification by the QC Manager that all procedures were done in accordance with the P&S. Upon successful completion of this class, a QC certificate of completion is awarded. Re-certification is required every five years.

Attendance for all class hours is required. 9 hours. **\$250 (Ins. \$1.00)**

- 1) **Feb 22 – Feb 22**
TH • 7:30pm – 5:00pm • S 104 B/C
2) **Apr 19 – Mar 19**
TH • 7:30pm – 5:00pm • S 104 B/C


SPECIALTY JOB TRAINING

American Sign Language - Beginning

Gain ASL skills to introduce yourself, form questions, exchange information, and describe your surroundings, family and the community where you live. Basic laws affecting the deaf community and an introduction to the profession of interpreting and deaf education will be presented. 42 hours. **\$125 (Ins. \$1.00)** 

- 1) **Apr 9 – May 31**
MTH • 6:00pm – 9:00pm • TBD
Prepay by Mar 29


American Sign Language - Intermediate

This class is a continuation of the beginning level class and will cover more vocabulary and more situational signing experiences. Conversational phrases will be utilized throughout the class. This is an outstanding class to determine if you would like to pursue a career in sign language. 42 hours. **\$125 (Ins. \$1.00)** 

- 1) **Jan 8 – Mar 1**
MTH • 6:00pm – 9:00pm • TBD
Prepay by Jan 4


Public Speaking (NEW)

Want to get rid of those butterflies in your stomach, reduce the shaky hands, calm the racing heart, or just think more clearly, then

this course is for you! Step by step, learn to eliminate or reduce presentation nervousness. Students will study the principles of public speaking, and examine speeches through interactive practice, specifically by design and delivering basic arguments, delivering informative presentations and complex arguments persuasively, and speaking confidently with appropriate rate, projection, movement, and vocal variety. 21 hours. **\$70 (Ins. \$1.00)** 

Please call 910.938.6294 to place your name on an interest list.


ServSafe

ServSafe is a nationally-accredited course that provides those that work in a food service organization rules for safe food handling, storage, temperatures, self-inspections and other food-service related topics. Students must have current edition of textbook with an exam answer sheet. 14 hours. **\$70 (Ins. \$1.00)** 

- 1) **Feb 3 / Feb 10**
SA • 8:00am – 4:00pm • TBD
2) **Mar 3 / Mar 10**
SA • 8:00am – 4:00pm • TBD
3) **Apr 14 / Apr 21**
SA • 8:00am – 4:00pm • TBD


Professional Event Planner Hybrid

Learn planning and coordination of special events to include meetings, conventions, bar

mitzvahs, anniversaries, engagements, reunions or other occasions of interest. Social networking computer skills are beneficial. This hybrid course is made up of 48 classroom hours and 48 online hours. 96 hours. **\$180 (Ins. \$1.00)** 

Please call 910.938.6294 to place your name on an interest list.

SHRM Essentials (virtual attendance option)

The SHRM Essentials is an introductory course offering a comprehensive overview of human resource roles and responsibilities. It gives participants critical knowledge to help reduce potentially costly lawsuits and improves their ability to handle challenging HR issues. Students choosing to attend the course virtually must have a webcam and microphone to participate. 24 hours. **\$70 (Ins. \$1.00)** **Book cost of \$260 to be paid at time of registration.** 

- 1) **Feb 6 – Mar 27**
T • 6:00pm – 9:00pm • TBD
Prepay by Jan 24

SHRM-CP and SHRM-SCP Prep

This new SHRM certification is designed to ensure that your qualifications meet the ongoing demands of global business and prepare you to drive organizational success. This certification is 100% focused on the competencies and knowledge all HR professionals need to

succeed as part of today's business community. 39 hours. **\$125 (Ins. \$1.00) Non-refundable materials cost of \$560 to be paid at time of registration.** 📖

1) Apr 12 – Jul 19

TH • 6:00pm – 9:00pm • TBD

Prepay by Mar 22

Certified Custodial Technician

The Custodial Technician Certification Program is for entry-level environmental services/ custodial staff positions in various commercial settings. Upon completion of the program, students are skilled professional custodians and will receive national certification from the Cleaning Management Institute. Students must be at least 17 years of age to register. *TABE reading and math test score of 8.0 required (See TABE information on page 7). 120 hours **\$180 (Ins. \$1.00) Non-refundable materials cost of \$375 to be paid at time of registration.** 📖

1) Jan 22 – Jun 14

MTH • 5:30pm – 8:30pm • ISS Training

Prepay by Jan 8

Bartending/Mixology (NEW)

This course is designed for individuals that want to learn the art and science behind properly mixing drinks and tips on becoming proficient as a bartender. Instruction will include mixing traditional and exotic drinks, ServSafe Alcohol, TIPS training, and select training from NC Alcohol Law Enforcement (NC ALE) personnel on the responsibilities of serving alcohol within the state. A materials list will be provided at the time of registration. 50 hours **\$125 (Ins. \$1.00)** 📖 **Coming April 2018.**

Please call 910.938.6294 to place your name on an interest list.

Foreign Languages

Beginner Level

Module I

Module I courses offer an introduction to the language and provide basic conversation, reading, and listening skills that serve as a foundation for future language learning. 174 hours. **\$180 (\$1.00, if applicable).** 📖

1) Jan 8 – Feb 16

***Arabic Beginner Module I**

M – F • 8:00am – 3:00pm • TBD

Prepay by Dec 13

***Russian Beginner I Module I**

M – F • 8:00am – 3:00pm • R 118

Prepay by Dec 13

2) Feb 19 – Mar 29

***Arabic Beginner Module I**

M – F • 8:00am – 3:00pm • TBD

Prepay by Feb 1

***French Beginner Module I**

M – F • 8:00am – 3:00pm • CE 107

Prepay by Feb 1

***Russian Beginner I Module I**

M – F • 8:00am – 3:00pm • R 118

Prepay by Feb 1

3) May 21 – Jun 29

*French Beginner Module I

M – F • 8:00am – 3:00pm • CE 107

Prepay by May 7

4) Apr 9 – May 17

***French Beginner Module I**

M – F • 8:00am – 3:00pm • CE 102

Prepay by Mar 21

***Russian Beginner I Module I**

M – F • 8:00am – 3:00pm • R 118

Prepay by Mar 21

Module II

Module II courses continue to build on the foundation laid in Module I courses. Focus is on improving conversation, reading, and listening skills. Students should have reading and listening proficiencies at the 0+/1 level or have previously attended the Module I class. 174 hours. **\$180 (\$1.00, if applicable).** 📖

1) Jan 8 – Feb 16

***French Beginner Module II (HYBRID)**

M – F • 8:00am – 3:00pm • TBD

Prepay by Dec 13

Introductory French-Online

In an engaging and interactive format students will be introduced to the French language and Francophone culture. Students must have a webcam and microphone. 48 hours. **\$125 (Ins. \$1.00)** 📖

1) Jan 8 – Mar 3

M – SU • Online

Evening Arabic Sound & Script

Come and enjoyably learn, and practice Arabic pronunciation and writing. 48 hours. **\$125 (\$1.00, if applicable).** 📖

1) Jan 9 – Mar 29

***Arabic Sound & Script**

TTH • 5:00pm – 7:00pm • CE 203

Prepay by Dec 13

2) Apr 3 – Jun 21

***Arabic Sound & Script**

TTH • 5:00pm – 7:00pm • CE 105

Prepay by Dec 13

Spanish Refresher

Maintain or improve Spanish reading, listening, and conversation skills using authentic materials. Military students should be at the 1+/1+ level. Civilian students can take the placement test. Call 910-938-6755 for information. 174 hours. **\$180 (\$1.00, if applicable).** 📖

1) Jan 8 – Feb 16

M – F • 8:00am – 3:00pm • CE 107

Prepay by Dec 13

Feb 19 – Mar 29

M – F • 8:00am – 3:00pm • CE 102

Prepay by Feb 1

Apr 9 – May 17

M – F • 8:00am – 3:00pm • CE 107

Prepay by Mar 21

Cooking Classes and Culinary Courses (NEW in 2017!)

Coastal is proud to announce the opening of a 6,400 sq. ft. commercial culinary facility, complete with bakeshop, dining room, and state of the art kitchens. In addition to the Hospitality Management program, a variety of innovative food classes are offered so join in, register, and expand your food horizons.

Cake Decorating Basics (NEW)

This cake decorating basics course is the perfect place to start decorating, step-by-step to experience the excitement of successfully decorating your first cake. You'll understand how to bake a great cake, see how to make and color icing and learn the best way to apply icing to a cake. Students will learn how to decorate cakes and cupcakes with various flowers, rosettes, leaves, shells, and borders. Students will leave class feeling confident about making fantastic and impressive cakes. 18 hours. **\$70 (Ins. \$1.00)**

1) Jan 22 – Mar 5

M • 5:30pm – 8:30pm • Culinary

Prepay by Jan 15

Mobile Food Unit (NEW)

A well-designed food truck kitchen is a must in order for the mobile kitchen to be efficient and safe. Seasoned food truck owner and Baker Patrick Berteaux will teach students careful planning to save money and time during the building phase and increase profitability in the long run. 39 hours. **\$125 (Ins. \$1.00)**

1) Feb 5 – Mar 21

MW • 6:00pm – 9:00pm • TBD

Prepay by Jan 29

Wine & Cheese Pairing (NEW)

Crafting the perfect wine and cheese pairing is an essential skill every professional server and wine aficionado needs. In this class, we introduce wine and cheese pairings that range from the solidly traditional to the whimsically offbeat. We will discuss what makes each so special, and taste a number of the most exciting unexpected, and delicious combinations you may have never imagined! Il vino è buono! 8 hours. **\$70 (Ins. \$1.00)**

1) Feb 7 – Mar 7

W • 6:00pm – 8:00pm • Culinary

Prepay by Jan 31

Chowders & Chilis

In this course Culinary Professionals and Hobbyists will discover vast combinations of Chowders and Chilis that can be created by combining various base ingredients, thickening applications, and endless ingredient possibilities. Additionally, various cooking techniques will be implemented to achieve flavor packed, and beautifully presented products. Students can expect to prepare red and white

chilis, jambalaya, milk-based chowders, bisques and broth based soups. Creativity in ingredient combinations will be strongly encouraged to produce unique combinations of classic recipes. 12 hours. **\$70 (Ins. \$1.00)**

1) Feb 8 – Mar 1

TH • 6:00pm – 8:00pm • Culinary
Prepay by Jan 31

Cake Decorating- Advanced (NEW)

Attention Culinary Professionals and amateur bakers! Do you want to rev up your cake decorating skills and techniques to take your cakes from pretty to amazing? In this hands-on course the Cake Girl, bakery owner and cake decorating expert, will demonstrate and teach you new skills and ideas to add pizzazz to your decadent creations. This advanced cake decorating course takes off where Cake Decorating Basics ended. Students will learn advanced skills such as; fondant sculpting, chocolate and pastillage artwork, painting and airbrushing. Additionally, there will be an introduction to sculpted cakes! Students will leave class cake confident! Prerequisite: Cake Decorating Basics 18 hours. **\$70 (Ins. \$1.00)**

1) Mar 12 – Apr 23

M • 6:00pm – 9:00pm • Culinary
Prepay by Mar 1

Fresh Pasta and Italian Sauces

Back by popular demand...One of the College's Chef's will instruct this hands-on course in Coastal's new restaurant style kitchen. Students

will learn skills and techniques to make delicious homemade pasta. Homemade pasta is so much more flavorful than dried pasta, especially when paired with a delectable sauce from various regions of Italy. Yes, students will also learn the origin of and how to prepare these molto delizioso alfredo, bolognese, marinara, and pesto sauces using fresh, in-season, ingredients. And the best part is savoring each freshly-made dish. Buon appetito! 12 hours. **\$70 (Ins. \$1.00)**

1) Apr 10 – May 1

T • 6:00pm – 9:00pm • Culinary
Prepay by Mar 26

French Bakery Basics (NEW)

Baker Patrick Berteaux welcomes you to the French Bakery course where he will demonstrate and share the skills to make various artisan style French breads such as tartine, fougasse, flat breads, baguettes and croissants. Through hands-on application, students will produce high quality breads and even learn how to make mouthwatering macaroons! 12 hours. **\$70 (Ins. \$1.00)**

1) Apr 11 – May 2

W • 6:00pm – 9:00pm • Culinary
Prepay by Mar 29

Haute Mediterranean Cuisine (NEW)

Culinary Professionals and Hobbyists greatly benefit from learning techniques to create

regional haute restaurant style creations that honors the vast cultures represented on the Mediterranean Sea. Coastal's Chef Marcinda will demonstrate and teach students to explore and prepare historic and modern Mediterranean dishes which are flavorfully created and uniquely presented. Menu will be based on vegetables and seafood in season. Formalization of cookery and presentation of sauces and classic dishes is the framework of this course. 12 hours. **\$70 (Ins. \$1.00)**

1) May 10 – May 31

T • 6:00pm – 9:00pm • Culinary
Prepay by May 1

Teacher Renewal Credit Courses

Teaching Smarter with Smartboards

In this class, you'll discover how to create outstanding presentations with SMART Board and SMART Notebook technology. You'll explore the basics of using these tools and discover how to create your own SMART board lessons blending text, videos and graphics. You'll also go beyond the bells and whistles and look at specific ways to use SMART technology to broaden your content and make your lessons accessible to all students. **\$70 (Ins. \$1.00)**

1) Offered Monthly

ONLINE - www.ed2go.com/cccc2go

TRADES AND TECHNICAL COURSES

Facilities Maintenance Technician

Facilities maintenance is a career with a wide range of opportunities and career advancement possibilities. Students completing all five classes (in any order) will be awarded the **Facilities Technician Certificate of Achievement**. This series is comprised of the following courses: *Introduction to Industrial Maintenance, Electrical Wiring Fundamentals, Plumbing Fundamentals, EPA Refrigeration Certification, and Basic Welding and Cutting*. Optional, but associated courses include: *Blueprint Reading, Construction Estimation, Ceramic Tile Installation, Drywall and Sheetrock Repair, and Basic Masonry*.

Introduction to Industrial Maintenance

This course provides basic techniques and skills instruction in the general mechanical, electrical, plumbing, welding, and preventive maintenance areas. This course also includes the 30-hour OSHA Construction Industry Outreach Training

program. 120 hours. **\$180 (Ins. \$1.00)** (OSHA Card \$8) Total Cost: **\$189**

Please call 910.938.6294 to place your name on an interest list.

Electrical Wiring Fundamentals

This course provides an overview of electrical wiring techniques and is suitable for students with no prior knowledge of electrical theory or installation. Emphasis will be placed on the design and installation of residential electrical systems. 72 hours. **\$180 (Ins. \$1.00)**

1) Jan 22 – Apr 19

MTH • 6:00pm – 9:00pm • T 122

Plumbing Fundamentals

Learn plumbing fundamentals and skills as applied to the home building trade. Course topics will include the proper use of tools and equipment, workplace safety, and related topics. 36 hours. **\$180 (Ins. \$1.00)** Total Cost: **\$181**

1) Apr 9 – May 16

MW • 6:00pm – 9:00pm • T 122

EPA Refrigeration Certification

EPA regulations require that anyone who handles refrigerants must obtain certification.

This class provides the training and testing required for certification. A test processing fee of **\$40** is payable to the NC Board of Refrigeration. (This does NOT certify automotive technicians). 14 hours. **\$70 (Ins. \$1.00)**

1) Feb 6 – Mar 6

T • 6:00pm – 9:00pm • S 106

Lead Renovation, Repair & Painting

This course follows the prescribed methods for training and the certification requirements under the EPA's Lead-RRP rule that requires firms or anyone that performs renovation, repair, and painting projects that disturb lead-based paint in homes, and other facilities built before 1978. 8 hours. **\$70 (Ins. \$1.00)**

1) Feb 2 – Feb 2

F • 7:30am – 4:30pm • TBD

2) Mar 16 – Mar 16

F • 7:30am – 4:30pm • TBD

3) Apr 13 – Apr 13

F • 7:30am – 4:30pm • TBD

4) May 4 – May 4

F • 7:30am – 4:30pm • TBD

Welding

Welding & Cutting Basic

This class introduces the principles and techniques of shielded metal arc welding (SMAW) known as (stick welding). Emphasis is placed on padding, fillets, and groove welding in various positions on 3/16" to 3/4" carbon steel. This course also introduces oxy-fuel, plasma arc, and air carbon arc cutting processes. Tools required. 96 hours. **\$180 (Ins. \$1.00)**

1) Jan 16 – Mar 28

MTW • 6:00pm – 9:00pm • T 118 / T 120

Welding, Pipe fitting Basic & Pipe Cutting

This course is designed for welders who want to bring their welding skills to the next level. This class provides instruction on how to properly prepare, cut, and fit pipe sections together per blue prints, take-offs, and job specifications. Welding positions include 1G, 2G, 5G, and 6G using SMAW process with an introduction to GTAW for root and hot passes according to AWS Standards. Students will learn pipe welding fundamentals which include proper fit-up, joint preparation, tacking, and electrode selection in vertical uphill welding. Students will have the opportunity to gain their AWS Welding Certification in SMAW of Carbon Steel for E6010 (Vertical Uphill) followed by E7018 (Vertical Uphill) pipe applications. Tools required. 120 hours. **\$180 (Ins. \$1.00)**

1) Jan 11 – Apr 28

TH • 6:00pm – 9:00pm • T 118 / T 120
SA • 7:30am – 12:30pm • T 118 / T 120

Basic MIG Welding

This course introduces Metal Inert Gas (MIG) and flux core arc welding processes. Topics include equipment set-up, and fillet and groove welds with emphasis on application of gas metal arc welding (GMAW), and flux-cored arc welding (FCAW) electrodes on carbon steel plate. Prerequisites: Basic Welding or permission of the instructor. 48 hours. **\$125 (Ins. \$1.00)**

1) Apr 9 – May 14

MTW • 6:00pm – 9:00pm • T 118 / T 120

General Contractor Classes

Blueprint Reading

Are you interested in becoming a general contractor? Are you having difficulty reading and understanding the plans and drawings provided by designers, builders, and architects? This course will cover such information as symbols, abbreviations, and conventions. You will learn to effectively interpret, translate, and produce a basic material take-off for construction projects. 42 hours. **\$125 (Ins. \$1.00)**

Please call 910.938.6294 to place your name on an interest list.

Construction Estimation

Learn to develop accurate estimates for work in the residential and commercial construction fields, or prepare for the NC General Contractors Exam. Basic calculation, blueprint reading, material lists, and contract specifications will be covered. Calculator required for class. 42 hours. **\$125 (Ins. \$1.00)**

1) Feb 12 – Mar 28

MW • 6:00pm – 9:00pm • TBD

General Contractor Exam Prep

Prepare for the general contractors exam. This course places emphasis on the residential builder, and also explains pertinent information relating to the building trades for both commercial and residential general contractors. North Carolina Residential and Building Code required. 66 hours. **\$180 (Ins. \$1.00)**

1) Apr 10 – Jun 21

TTH • 6:00pm – 9:00pm • TBD

Code Qualification

Individuals seeking to become certified as Building, Fire, Electrical, Mechanical and Plumbing Code Enforcement Officials to perform inspections for city, county or state agencies are required to complete code courses as prescribed by the NC Code Officials Qualification Board. Code qualification certificates are issued by the Board in Building, Electrical, Fire Prevention, Mechanical, and Plumbing. Each category is further subdivided into one of three levels: Level I, II, and III. Code books are required for all classes. For required textbooks and more information, visit www.ncdoi.com "Engineering and Codes" >> "Code Officials Qualification" section

Building Standard Inspection

40 & 48 hours. **\$125 (Ins. \$1.00)**

Level I • Jan 19 – Jan 28

F • 5:00pm – 10:00pm
SASU • 7:30am – 6:00pm • CE 102

Level II • Apr 27 – May 6

F • 5:30pm – 9:30pm
SASU • 8:00am – 5:00pm • CE 102

Level III • Sep 7 – Sep 16, 2018

F • 5:30pm – 9:30pm
SASU • 8:00am – 5:00pm • CE 102

Law and Administration

This course provides instruction for those who desire to become a NC Code Enforcement Official. This course is applicable to all levels of NC Standards Code certifications for each trade. Applicants who desire to become a Code Enforcement Official are required to successfully complete this course. 16 hours. **\$70 (Ins. \$1.00)**

Total Cost: \$71.00

1) Mar 3 – Mar 4

SASU • 7:30pm – 4:30pm • TBD

Electrical Contractor Continuing Education

The State Board of Electrical Contractors has approved the Electrical Inspection courses listed below for continuing education credit. Each course is approved for 24 hours of credit.

Electrical Standard Inspection

30 & 40 hours. **\$125 (Ins. \$1.00)**

Level I • Feb 9 – Feb 18

F • 5:30pm – 9:30pm
SASU • 8:00am – 5:00pm • CE 102

Level II • Jun 9 – Jun 17

SASU • 8:00am – 4:30pm • CE 102

Level III • Oct 13 – Oct 21, 2018

SASU • 8:00am – 4:30pm • CE 102

Fire Prevention Standard Inspection

24-36 hours. **\$125 (Ins. \$1.00)**

Level I • Jan 6 – Jan 14

SASU • 7:30am – 5:30pm • CE 102

Level II • Jul 7 – Jul 15

SASU • 8:00am – 5:00pm • CE 102

Level III • Oct 26 – Oct 28, 2018

F • 5:00pm – 10:00pm
SASU • 7:30am – 6:00pm • CE 102

Mechanical Standard Inspection

16-32 hours. (Ins. \$1.00)

Level I • Mar 10 – Mar 18 (\$125)

SASU • 8:00am – 5:00pm • CE 102

Level II • Aug 3 – Aug 5 (\$70)

F • 5:00pm – 10:00pm
SASU • 7:30am – 6:00pm • CE 102

Level III • Nov 3 – Nov 4, 2018 (\$70)

SASU • 8:00am – 5:00pm • CE 102

Plumbing Standard Inspection

16-32 hours. (Ins. \$1.00)

Level I • Apr 14 – Apr 22 (\$125)

SASU • 8:00am – 5:00pm • CE 102

Level II • Aug 24 – Aug 26 (\$70)

F • 5:00pm – 10:00pm
SASU • 7:30am – 6:00pm • CE 102

Level III • Dec 1 – Dec 2, 2018 (\$70)

SASU • 8:00am – 5:00pm • CE 102

Environmental Science

Wastewater Treatment Plant Operator I & II

This course follows prescribed training to meet certification requirements of the North Carolina Water Pollution Control System Operators Certification Commission. Graduates of this course will be eligible to take the state exam for Grades I and II. 72 hours. **\$180 (Ins. \$1.00)**

1) Jan 9 – Mar 29

TTH • 6:00pm – 9:00pm • TBD

Maintenance and Repair

NC Auto Safety Inspection

This course prepares auto technicians and service personnel as safety inspectors for motor vehicles. The state examination will be given. 8 hours. **\$70 (Ins. \$1.00)**

- 1) **Jan 9 / Jan 11**
TTH • 6:00pm – 10:00pm • T 104 / T 110
- 2) **Feb 6 / Feb 8**
TTH • 6:00pm – 10:00pm • T 104 / T 110
- 3) **Mar 6 / Mar 8**
TTH • 6:00pm – 10:00pm • T 104 / T 110
- 4) **Apr 10 / Apr 12**
TTH • 6:00pm – 10:00pm • T 104 / T 110
- 5) **May 8 / May 10**
TTH • 6:00pm – 10:00pm • T 104 / T 110

NC OBD Emission Control

Auto technicians and service personnel will be prepared as On-Board Diagnostics (OBD) emission inspectors for motor vehicles (does not include Auto Safety). 8 hours. **\$70 (Ins. \$1.00)**

- 1) **Jan 16 / Jan 18**
TTH • 6:00pm – 10:00pm • T 104 / T 110
- 2) **Feb 13 / Feb 15**
TTH • 6:00pm – 10:00pm • T 104 / T 110
- 3) **Mar 13 / Mar 15**
TTH • 6:00pm – 10:00pm • T 104 / T 110
- 4) **Apr 17 / Apr 19**
TTH • 6:00pm – 10:00pm • T 104 / T 110

Small Engine Maintenance and Repair

Learn to troubleshoot, service, repair and rebuild various types of small engines. The basic operating theory of two and four-cycle engines, ignition systems, and fuel systems will be discussed. Textbook required. 84 hours. **\$180 (Ins. \$1.00)**

- 1) **Jan 9 – Apr 19**
TTH • 6:00pm – 9:00pm • S 111

Outboard Motor Servicing

This class is designed for the student who wants detailed information on ignition and carburetion systems, rebuild procedures, lower units, and tilt and trims. 84 hours. **\$180 (Ins. \$1.00)**

- 1) **Jan 17 – Apr 30**
MW • 6:00pm – 9:00pm • S 111

Transportation

Commercial Drivers License (CDL) Test Preparation

Prepare for the written test required for a commercial drivers license. This course does not include any on-road driving. Students should obtain a commercial drivers manual from DMV or http://www.ncdot.gov/download/dmv/handbooks_CDLMannual.pdf prior to class. 48 hours. **\$125 (Ins. \$1.00)**

Please call 910.938.6294 to place your name on an interest list.

Veterinary Office Assistant

Becoming a Veterinary Office Assistant is a rewarding career in a growing field. As a Veterinary Office Assistant you can work with animals and be part of a professional veterinary staff, nature center, wildlife center, or animal sanctuary. The program includes the individual courses of Small Animal Care and Management, Veterinary Assisting, Wildlife Rehabilitation, Administrative Assistant Training, and QuickBooks (for the next QuickBooks class, please see page 3). The class, *Reptile Care and Management*, is optional but recommended.

Administrative Assistant Training

Learn to master the essentials of managerial and staff support. You will be trained to understand information and records management, communications technology, travel and meeting coordination, space planning, and office equipment in addition to Microsoft Office Professional. 90 hours. **\$180 (Ins. \$1.00)**

- 1) **Jan 9 – Apr 26**
TTH • 6:00pm – 9:00pm • TBD

Small Animal Care and Management

Prepare for an entry-level position as a professional animal care technician. Course topics will include basic small animal anatomy, animal safety, handling/controlling small animals, parasite recognition, animal first aid,

and skin disorders. 42 hours.

\$125 (Ins. \$1.00)

- 1) **Jan 10 – Apr 18**
W • 6:00pm – 9:00pm • R TBD

Veterinary Assisting

Learn how to interact with animals and their owners, obtain animal health histories and records, understand veterinary medical terminology, recognize the major breeds of various animals, assist the veterinarian with caring for animals, assist with surgical and treatment procedures, recognize signs and symptoms of illness and disease, and perform administrative duties in the veterinarian office. 144 hours. **\$180 (Ins. \$1.00)**

- 1) **Jan 16 – May 10**
TWTH • 6:00pm – 9:00pm • R 112

Wildlife Rehabilitation

Prepare for both entry and advanced-level intern positions in nature centers, wildlife centers, and animal sanctuaries. This course is also designed to meet the requirement for training needed to apply for the NC State Wildlife (small mammal) Permit, as well as the requirement for the Federal Migratory Bird Rehabilitation Permit. *All classes after first week will be located at Possumwood Acres in Hubert.* 120 hours.

\$180 (Ins. \$1.00)

- 1) **Jan 17 – Jun 13**
MW • 1:00pm – 4:00pm • TBD / Possumwood Acres

Reptile Care and Management

The class is designed to provide knowledge for keeping, breeding, and rehabilitating indigenous and exotic reptiles, crocodylians and amphibians. The focus will be on species specific natural history and behavior; nutritional needs and food preparation; health and safety practices; handling and restraints for healthy and injured reptiles; caging and husbandry; physical exam and diagnosing; rescue, capture, and transport; and basic injury care of reptiles. 42 hours. **\$125 (Ins. \$1.00)**

- 1) **Jan 22 – Apr 30**
M • 6:00pm – 9:00pm • R 112

ED2GO ONLINE COURSES

Visit www.ed2go.com/cccc2go

- Basic Computer Literacy
- Computer Applications
- Accounting
- Database Management and Programming
- Digital Photography and Digital Video
- Web Graphics and Multimedia
- PC Troubleshooting, Networking, and Security
- Business Administration
- Courses for Teaching Professionals
- Child Care
- Starting Your Own Business

Call 910.938.6294 for online class information or visit www.ed2go.com/cccc2go

Benefits of Online Classes

- Six Weeks Long (only twelve lessons)
- No Trips to Campus Necessary (save gas costs)
- Affordable (\$70, Ins. \$1)
- No Book Charges
- User Friendly
- Extensive Course Listing
- Professional Instructors
- Individual Tutoring
- Free Technical Assistance

ACADEMIC SKILLS IMPROVEMENT

The College and Career Readiness (CCR) program provides instructional opportunities for improvement of foundational academic skills and enhancement of workforce skills. CCR also offers two options for adults to earn a high school credential, the High School Equivalency Credential diploma and the Adult High School diploma. Classes and labs are provided at no cost both on and off campus. Skill assessments are required for registration and are provided during Orientation for Personal Educational Needs (OPEN). Students can sign up for OPEN on campus Monday–Wednesday from 7:30am–7:00pm in the Academic Studies Center, located in the Kenneth B. Hurst Continuing Education Building, Room 200. For more information, please call 910.938.6259 or email BasicSkills@coastalcarolina.edu.

Orientation for Personal Educational Needs (OPEN)

This orientation provides an overview of College and Career Readiness options as well as educational counseling. The orientation is required of all new students. Students may register in the Academic Studies Center in the Continuing Education Building, Room 200.

Adult High School (AHS)

This free program is available to students who need six or less credits, based on current NC graduation requirements, to earn a high school diploma. This program is offered on-campus only, with daytime and evening availability.

College and Career Readiness

This free program provides foundational instruction in reading, writing, and math, as well as science and social studies, in the context of career exploration, workplace literacy, and post-secondary training. Our courses make up a dynamic outreach program, with a variety of traditional, non-traditional, and innovative curricula to promote academic achievement and the development of skills needed for success in the work world.

Coastal Campus

Varied • Day or Evening

Swansboro Middle

TTH • 6:00pm – 9:00pm

Richlands Senior Center

TTH • 6:00pm – 9:00pm

High School Equivalency Credential Testing

Coastal offers two options to earn your High School Equivalency Credential. The options are the General Educational Development (GED) Credential or the High School Equivalency Test (HiSET) Credential. The GED test is offered as a computer-based test (CBT) only. The HiSET test has a CBT option and a paper-based testing (PBT) option. The cost to take the GED is **\$80.00** for the full battery or **\$20.00** for each of the four testable areas. The cost to take the HiSET is **\$50.00** for the full battery or **\$10.00** for each of the five testable areas. GED testing is offered Monday, Tuesday, Thursday, and Friday the first and fourth week of each month and Monday and Friday during the second and third weeks of each month. The HiSET PBT is offered on Tuesday and Wednesday the second week of each month and the HiSET CBT is offered on Tuesday and Wednesday the third week of each month. To register for the GED, visit ged.com; to register for the HiSET, visit hiset.ets.org.

For more information, call 910-938-6259. Coastal Carolina Community College is a certified High School Equivalency Credential Test Center.

English Language Acquisition (ELA)

FREE classes for English language learners who desire to speak, read, and write the

English language. Conversational English is emphasized through vocabulary, spelling, and reading development. Citizenship instruction is also available in these classes. Classes are offered Monday–Thursday with day and evening availability.

Academic Studies Center (ASC)

The ASC is located on campus in the K. B. Hurst Continuing Education Building, Room 200. Free tutoring and instructional resources are available for skills improvement. No appointment is necessary. The ASC is open year round. Assessment testing is required.

ASC Hours:

M – TH • 7:30am – 9:00pm

F • 7:30am – 5:00pm

Learning Labs at Camp Lejeune and MCAS

Free tutoring and instructional resources are available for academic skills improvement and for High School Equivalency Credential Test, ASVAB, and NCDAP test preparation. Assessment testing is required.

Camp Lejeune (Bldg 825, Rm 214)

Center Hours:

M – TH • 1000 – 1400 & 1600 – 2000

MCAS (AS 213, Rm 201 & 204) Center Hours:

MW • 1600 – 2000

TTH • 1000 – 1400

PERSONAL ENRICHMENT

Fee exemptions do not apply for classes in the Personal Enrichment section.

About Boating Safety

This class provides knowledge needed to earn a boat license or safety certification required in North Carolina when operating a vessel with more than 10hp on North Carolina waters. Topics include boating safety, boating laws, safe navigation, fishing, water-skiing and river boating. (Textbook included at no additional cost) 8 hours. **\$30 (Ins. \$1.00)**

1) Apr 28 – Apr 28

SA • 8:00am – 5:00pm • TBD

Boating Skills & Seamanship

This class provides knowledge for the safe handling of boats in all conditions. Boating language, aids to navigation, navigation publications, rules of the road, are all covered during this class. Note: Any one born on or after January 01, 1988 operating a vessel with more than 10hp on the waters of North Carolina is required to complete a boating safety course. (Textbook included at no additional cost) 24 hours. **\$50 (Ins. \$1.00)**

1) Apr 9 – May 17

MTH • 6:00pm – 8:00pm • TBD

Acrylic Painting

Join the fun while the basics of Acrylic Painting are discussed, demonstrated, and practiced. A supply list (about **\$50**) will be explained at the first class 24 hours. **\$35 (Ins. \$1.00)**

1) Jan 16 – March 6

T • 6:00pm – 9:00pm • CE 105

Prepay by Jan 12

Upholstery Basics

Discover the joys of upholstery and bring new life to your worn-out furniture. With a few basic tools, an eye for color, and some ingenuity, you can customize your home with fabrics and

textures that reflect your unique personality. An experienced interior designer will teach students the necessary skills and techniques to upholster or re-upholster basic furniture pieces through demonstration and hands-on application. Students will select and complete basic upholstery project(s) in class. Sewing skills are not necessary. 24 hours. **\$39 (Ins. \$1.00)**

1) **Apr 28 – Jun 9**
S • 9:00am – 1:00pm • TBD

Quilting Heritage & Fabrication

Are you a quilting enthusiast or curious about quilting, come let our experienced quilter and shop owner, teach you hand and machine-quilting skills. She will briefly discuss quilting trends and heritage to stimulate your creative ideas into a customized quilt for you to cherish or give as a gift. Students will discover how to identify their project(s), select materials, perform

intricate hand stitching, provide machine management, and apply borders, batting, binding, and finishing. Upon course completion students will have the skills to craft customized quilts and a basic understanding how to market their quilts. 24 hours. **\$70 (Ins. \$1.00)**

1) **Jan 17 – March 7**
W • 6:00pm – 9:00pm • TBD

Clip & Save

This fun money-saving course will show students the benefits of couponing strategies; where to find coupons, apps, types of coupons, grocery store tips, when to shop and more. Students will leave with the knowledge, tools, and confidence to shop and save up to 50% off their purchases. 12 hours. **\$19 (Ins. \$1.00)**

1) **Feb 3 – Mar 3**
SA • 9:00am – 12:00pm • TBD

Jewelry Design & Fabrication

Interested in learning how to design and make unique jewelry for yourself, as gifts or possibly for profit? In this class, students will learn how to fabricate and market their goods. Instruction will include basic to more advanced bead and wire work techniques and exposure to different patterns, jump rings, French wire transitions, Danish clusters and knotted necklaces. Additionally, students will learn how to display and sell jewelry online or in person at trunk shows and craft fairs. A supply list will be provided upon registration. 24 hours **\$70 (Ins. \$1.00)**

1) **Jun 21 – Jul 23**
MTH • 6:00pm – 9:00pm • TBD
Prepay by Feb 1

DEFENSIVE DRIVING

No fee exemptions for classes in the Defensive Driving section.

"If for any reason a student cannot successfully complete this class, he or she will need to register again at their own expense."

Defensive Driving 4-Hour

This 4-hour course is offered in conjunction with the District Attorney's Office in Onslow, Duplin, or Sampson Counties. Anyone receiving a moving traffic citation that did not result in an accident may be eligible to take the course. Upon successful completion of the course, a moving violation may be submitted to DMV as a non-moving violation. The course is also open to the public for self-improvement. Call **910.938.6294 for dates and times**. 4 hours. **\$50 (Ins. \$1.00)**

Defensive Driving 8-Hour

This course is offered once monthly on Saturdays only. It is an 8-hour defensive driving course offered for repeat offenders, or for excessive speed offenders. For traffic offenders, permission must be obtained from the District Attorney's Office in Onslow, Duplin, or Sampson Counties in order to attend. The course is also open to the public for self-improvement. Call **910.938.6294 for dates and times**. 8 hours. **\$100 (Ins. \$1.00)**

Alive @ 25

This course is designed to teach defensive driving techniques to students ages 16 to 25 with a traffic citation. For traffic offenders, permission must be obtained from the District Attorney's Office in Onslow, Duplin, or Sampson Counties in order to attend. This course is also open to the public for self-improvement. Call **910.938.6294 for dates and times**. 4 hours. **\$50 (Ins. \$1.00)**

Motorcycle Safety

MSF Basic eCourse

The Motorcycle Safety Foundation Basic eCourse is a highly interactive online program that provides riders of all skill levels with the basics of motorcycling. With integrated graphics, photos and video to help better illustrate lessons, the **\$19.99** program allows you to control the pace of your learning. A discounted **\$5.00** (a \$14.99 savings) coupon is available from the College. The Basic eCourse can help you determine whether motorcycling is actually a good personal fit. **The eCourse is a required component of the Basic Rider Course, and must be completed as an introductory stand-alone program before enrolling in a hands-on course.**

Motorcycle Safety Basic Rider Course (BRC)

The BRC is designed for beginning riders of all ages. Graduates will receive an MSF completion card that may qualify them for an insurance discount and a NCDMV waiver card for the riding skill portion of their NCDMV test. **Prerequisites:** be at least 16 years of age, be able to ride a bicycle, completion of a waiver form; if under age 18, a parent must be present at the first class to sign waiver. **Requirements:** must have completed the BSF Basic eCourse. Must attend all classes, ride all exercises, wear protective gear at all times (helmet, long sleeve shirt, long trousers, full finger gloves, over-the-ankle footwear, and eye protection), and pass written exam and riding skill evaluation. For additional information call 910.938.6294. No refunds and no exemptions. Class offered nearly every weekend. 18 hours. **\$150. (Ins. \$1.00)**
SA • 7:00am – 5:00pm • T 104 & T Lot 11
SU • 7:00am – 5:00pm • T 104 & T Lot 11



DISABILITY ACCOMMODATIONS

If you have a disability and wish to request some accommodation, contact the Admissions Office at 938.6394 and ask for the Request for Accommodation Form. If accommodation is not requested sufficiently in advance to provide the college adequate time to meet your needs, we cannot guarantee the availability of a reasonable accommodation when you need it.

Basic Riders Course 2 (BRC2)

The BRC 2 is a full day of riding on a controlled course to allow you to practice new skills or refine existing skills and fine tune the mental skills needed for survival in traffic. Graduates will receive an MSF completion card that may qualify them for an insurance discount and an NCDMV waiver card for the riding skill portion of their NCDMV test. **Prerequisites:** Must have a drivers license with a learners permit or motorcycle endorsement, provide street legal, two-wheeled, single-track motorcycle (loaners accepted with written authority to operate), complete a waiver form, and pass the safety inspection at the start of the class.

Requirements: must have completed the BSF Basic *eCourse*. Must attend all classes, ride all exercises, wear protective gear at all times (helmet, long sleeve shirt, long trousers, full finger gloves, over-the-ankle footwear, and eye protection), and pass written exam and riding skill evaluation. No refunds and no exemptions. **Call 910.938.6294 for dates and times.** 9 hours. \$75 (Ins. \$1.00)

Motorcycle Safety Advanced (Sport Bike) Rider Course (ARC)

The ARC may be taken by riders using any type of two-wheel, single-track motorcycle. It is a 1-day course consisting of approximately 3.5 hours of classroom activities and 5.5 hours of riding. Graduates will receive an MSF completion card that may qualify them for an insurance discount. **Prerequisites:** Must have a drivers license with a motorcycle endorsement (no learners permits allowed), provide street legal, two-wheeled, single-track, motorcycle (loaners accepted with written authority to operate), complete a waiver form, and pass the safety inspection at the start of the class.

Requirements: attend all classes, ride all exercises, wear protective gear at all times (helmet, long sleeve shirt, long trousers, full finger gloves, over-the-ankle footwear, and eye protection), and take written exam (no riding skill evaluation required). No refunds and no exemptions. **Call 910.938.6294 for dates and times.** 9 hours. \$75 (Ins. \$1.00)

For a current calendar of Motorcycle Training courses, visit www.coastalcarolina.edu/con-ed/motorcycle-training.

IMPORTANT CONTINUING EDUCATION CLASS INFORMATION

Visit our office in the Kenneth B. Hurst Continuing Education Building, give us a call at 910.938.6294, or send an e-mail to ConEd@coastalcarolina.edu if you have any questions. Announcements concerning dates, times, location of classes, and registration information are available in the Continuing Education (CE) office, in this schedule, and on our website (www.coastalcarolina.edu).

Registration: To register for a class, students must complete a registration form and pay for the class. Students can register in person at the Kenneth B. Hurst Continuing Education (CE) Building, or by e-mail or fax after printing the registration form from our website, www.coastalcarolina.edu. From our homepage, www.coastalcarolina.edu, select Continuing Education at the top right. Then, select the Registration Form link on the left. Print the form, complete both pages, then submit them via fax (910.347.6174) or e-mail (ConEd@coastalcarolina.edu). After submitting the forms, please call 910.938.6294 to complete payment over the phone, before close-of-business on that day.

Registration Deadlines: Students should register as early as possible, as many of our classes fill up quickly. In most cases, if openings still exist, students may register until the first day of class.


Minor Eligibility: Effective June 1, 2016, individuals aged 16 and 17 can enroll in courses offered through Continuing Education. A Minor Application Form is required for individuals aged 16 and 17 enrolling in the College and Career Readiness Program for high school completion. Visit the Continuing Education office, call 910.938.6259, e-mail BasicSkills@coastalcarolina.edu, or visit www.coastalcarolina.edu (select Continuing Education, Basic Skills Program) to obtain further information about this form.

Enrollment Fees: Course fees will be collected at the Kenneth B. Hurst Continuing Education Building registration window. Cash, check (payable to "Coastal Carolina Community College" or "CCCC"), money order, MasterCard, Visa, American Express, and Discover are accepted. Credit card payments can also be made by phone (see "Registration", above). Course fees are based on the number of class hours: 1–24 hours: \$70; 25–50 hours: \$125; 51+ hours: \$180. (Exceptions include Small Business Center seminars and self-support classes, for which fees vary.)

Check Policy: Make checks or money orders payable to "Coastal Carolina Community College" or "CCCC". Postdated checks are not accepted. There is a \$25.00 fee for returned checks. Thank you for including your driver's license number or student ID number on checks.

Credit Card Policy: Credit card payments can only be accepted from the person whose name appears on the card.

Student Accident Insurance Fee: A non-refundable student accident insurance fee of \$1.00 will be charged when applicable.

Textbooks: A book icon next to the course description  indicates that a textbook is (or multiple textbooks are) required for the class and may be purchased at the College Store. If you have any questions about textbooks, please call the College Store at 910.938.6295, or visit them in the Student Center Building. Please note that the College Store has a 10-day return policy. It is strongly recommended that students not purchase textbooks prior to 10 days before the class start date, as textbooks may change from previous classes. Textbooks are not returnable if shrink wrap is broken or disks are used or missing. All returned merchandise must be unaltered and in its original packaging.

Credit (Continuing Education Units): The Continuing Education Unit (CEU) is used as the basic unit of measurement for an individual's participation in Continuing Education non-credit classes, courses, and programs. CEUs will be awarded to individuals who successfully complete a learning activity in occupational or academic program areas. A CEU is a unit whereby ten (10) contact hours equal one (1) CEU credit. To be eligible for CEUs, a student must attend 75% of the course. Certificates of program completion that document course participation are available. CEUs do not apply toward college degree requirements.

Cancellation of Courses: Continuing Education non-credit classes are subject to cancellation if enrollment is insufficient. Registered students will be notified by phone if classes are canceled.

Inclement Weather Policy: Should it become necessary to close the College because of inclement weather (storms, ice, snow, etc.), local radio and television stations will be notified. Students should stay tuned to local stations, telephone the College at 910.455.1221, or consult Coastal's website, www.coastalcarolina.edu, for information relating to closings.

Refund Policy: A refund of registration fees shall not be made except under the following circumstances: (1) A student who officially withdraws (in writing) from an extension class(es) prior to the first class meeting shall be eligible for a 100 percent refund. Also, a student is eligible for a 100 percent refund if an applicable class fails to "make" due to insufficient enrollment. (2) After the respective class begins, a 75 percent refund shall be made upon the request of the student if the student officially withdraws (in writing) from the class prior to or on the 10 percent 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) A 100 percent refund shall be made if the student officially withdraws (in writing) from a contact hour class or an online class prior to the first day of class or if the college cancels the class. A 75 percent refund shall be made if the student officially withdraws from a contact hour class or an online class on or before the 10th calendar day from the first scheduled date of the class. (4) A student who officially withdraws (in writing) from a self-support class (Personal Enrichment, Motorcycle, Defensive Driving, etc.) prior to the first class meeting shall be eligible for a 100 percent refund. Also, a student is eligible for a 100 percent refund if an applicable class is canceled by the College. (5) For applicable classes, none of the insurance fee is refundable once the class has started whether the student attended the first day of class or not.

Coastal Carolina Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, diplomas, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Coastal Carolina Community College. NOTE: The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

CURRICULUM INFORMATION

Admissions Office Hours: Monday – Thursday, 8:00am – 7:30pm • Friday, 8:00am – 5:00pm

Admissions 910.938.6332 or 910.938.6394 • **Financial Aid** 910.938.6332 • **Veterans Programs** 910.938.6250

Online Technical Assistance 910.938.6123

Admissions Policy: Coastal Carolina Community College maintains an open door admissions policy for all applicants. The College serves all students regardless of race, creed, sex, national origin, age, or physical handicap. Selective placement of individual students in the different programs of study within the College is determined by the Admissions Office, within the guidelines established by the State Board of Community Colleges and the North Carolina Community College System for each program of study and course offered.

Admissions Process

1. Complete an application for admission. Visit www.coastalcarolina.edu for an admissions application – click on Applying Online. Your application will be submitted electronically. In order to take advantage of early registration opportunities, new students should begin the admissions process as soon as possible.
2. Submit official high school transcript (or GED®/Adult High School) and all transcripts from any schools attended after high school.
3. Take any required placement tests.
4. Meet with an academic counselor to plan your program of study and assist in scheduling your classes.

Spring II Session: March 6 – May 8

Summer Session: May 16 – August 3 • Summer I Session: May 16 – June 22

Registration for Spring II Session will take place until March 5. Registration for Summer Session will begin April 23.

Monday – Thursday between 8:30am and 7:30pm • Friday between 8:30a.m. and 5:00p.m.

Holidays during this sessions are: Good Friday, March 30; Memorial Day, May 28

To see a complete listing of curriculum classes, visit www.coastalcarolina.edu.

CURRICULUM PROGRAMS OF STUDY

Coastal Carolina Community College awards associate degrees in arts, science, engineering, art, theatre, and music for students who plan to transfer to a four-year college or university after completing a full two-year program of study. Associate degrees in applied science are for students who plan to enter the workforce upon graduation. Coastal offers the following programs of study:

College to University Programs — Lead to the completion of a four year degree from a College or University

- Associate in Arts
- Associate in Science
- Associate in Engineering
- Associate in Fine Arts in Music
- Associate in Fine Arts in Theatre
- Associate in Fine Arts in Visual Arts

College to Career Programs — Lead to the completion of an Associate in Applied Science Degree, Diploma, or Certificate

Business Technology

- Accounting
- Business Administration Entrepreneurship
- Financial Services
- Medical Office Administration
- Office Administration
- Paralegal Technology

Construction Technology

- Air Conditioning, Heating & Refrigeration Technology *
- Electrical Systems Technology *

Engineering Technology

- Architectural Technology *
- Electronics Engineering Technology *

Health Sciences

- Dental Sciences:
 - Dental Assisting *
 - Dental Hygiene *
- Emergency Medical Science *
- Health and Fitness Science
- Medical Laboratory Technology *
- Nursing:
 - Associate Degree (Registered Nurse) *
 - Practical Nurse (Licensed Practical Nurse) *
- Surgical Technology *

Industrial Technology

- Welding Technology *

Public Service Technology

- Cosmetology *
- Culinary Arts *
- Early Childhood Education
- Hospitality Management *
- Manicuring/Nail Technology *

Transportation Systems Technology

- Automotive Systems Technology *
- Collision Repair and Refinishing Technology *
- Diesel/Heavy Equipment Technology *

Public Safety Technology

- Basic Law Enforcement Training (*must be 21 years old*) *
- Criminal Justice Technology
- Criminal Justice Technology- Forensic Science
- Emergency Management
- Fire Protection Technology

Computer Technology

- Information Technology-Information Systems
- Information Technology-Computer Programming
- Information Technology-Network Management
- Information Technology-Web Administration & Design

New degree and certificate programs are being added all the time. Visit us online at www.coastalcarolina.edu for an updated list of program offerings.

**Limited enrollment programs have additional admission requirements and deadlines.*