

# Coastal Carolina Community College

CONTINUING EDUCATION SCHEDULE OF CLASSES



*Check out these exciting programs!*

## **FIRE ACADEMY**

See Page 13



## **CARDIOVASCULAR TECHNICIAN/MONITOR**

See Page 9



## **PHARMACY TECHNICIAN**

See Page 9



## **EMERGENCY MEDICAL SCIENCE PROGRAM**

See Page 12 – 13



*June – September 2017* • [www.coastalcarolina.edu](http://www.coastalcarolina.edu) • 910.938.6294

Human Resources Development (HRD) .2	Substance Abuse	Electrical Contractor Continuing Education..... 18
Computer Training..... 3	Fundamental Series ..... 12	Environmental Science..... 18
Microsoft Office..... 3	Online Substance Abuse Classes ..... 12	Disability Accommodations..... 18
IT Certification Training ..... 4	Public Safety Training..... 12	Maintenance and Repair ..... 19
Web Design, Multimedia, and Digital Photography ..... 5	Small Business Center Seminars..... 14	Transportation ..... 19
Business and Office Skills Courses..... 6	Industry Training Center..... 14	Veterinary Office Assistant ..... 19
Lean Six Sigma Training ..... 8	Specialty Job Training ..... 15	Ed2go Online Courses ..... 19
Health Related Courses ..... 8	Cooking Classes and Culinary Courses (NEW in 2017!)..... 16	Academic Skills Improvement ..... 20
*TABE Test Information..... 8	Teacher Renewal Credit Courses ..... 17	Personal Enrichment..... 21
Massage Therapy..... 10	Trades and Technical Courses..... 17	Defensive Driving ..... 22
Medical Office Classes..... 11	Facilities Maintenance Technician..... 17	Motorcycle Safety..... 22
Certified Dietary Manager Program..... 12	Welding..... 17	Important Continuing Education Class Information..... 23
Substance Abuse for Counselors Series ..... 12	General Contractor Classes ..... 18	Curriculum Information ..... 24
	Code Qualification ..... 18	

## 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 hours. **\$125 (Ins. \$1.00)**

- 1) **Jun 19 – Jun 30**  
M – F • 9:00am – 12:00pm • CE 200D
- 2) **Aug 21 – Sep 1**  
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.** 40 hours. **\$125 (Ins. \$1.00)**

- 1) **Jul 17 – Jul 28**  
M – F • 9:00am – 1:00pm • CE 200D
- 2) **Sep 11 – Sep 22**  
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.** 36-40 hours. **\$125 (Ins. \$1.00)**

- 1) **Jun 5 – Jun 16**  
M – F • 9:00am – 1:00pm • CE 200D
- 2) **Aug 7 – Aug 18**  
M – F • 9:00am – 1:00pm • CE 200D
- 3) **Sep 25 – Oct 6**  
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) **Jul 31 – Aug 4**  
M – 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

### 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

**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**

decisions with their money. **FREE to those who qualify.** 16 hours. **\$70 (Ins. \$1.00)**

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

## 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.** 15 hours. **\$70 (Ins. \$1.00)**

1) Jul 10 – Jul 14

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) Sep 5 – Sep 8

M – F • 9:00am – 12:45pm • 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. 16 & 24 hours. **\$70 (Ins. \$1.00)**

1) Jun 20 – Aug 15

T • 6:00pm – 9:00pm • R 121

2) Jul 29 – Aug 19

S • 9:00am – 1:00pm • CE 204

### PC Basics for Today's Worker

Expand on basic PC knowledge learned in Computers for the Absolute Beginner. 20 hours. **\$70 (Ins. \$1.00)**

1) Sep 25 – Sep 29

M – F • 8:30am – 12:30pm • CE 204

### What's New in Windows 10 (NEW)

This course will introduce various features, tools, and options available in the Windows 10 operating system. 16, 20 hours. **\$70 (Ins. \$1.00)**

1) Jun 17 – Jul 8

S • 9:00am – 1:00pm • R 122

2) Sep 9 – Sep 30

S • 9:00am – 1:00pm • R 122

3) Sep 11 – Sep 15

M – F • 8:00am – 12:00pm • R 122

### Adobe Acrobat Professional DC: Working with Forms and PDF's

This class shows students how to create PDF's from a variety of sources, to include Microsoft and Adobe Application. You will also learn how to enhance, edit and use electronic signatures. 20 hours. **\$70 (Ins. \$1.00)**

1) Jul 31 – Aug 4

M – F • 8:30am – 12:30pm • CE 204

### Introduction to Quickbooks 2015

Learn the basics of Quickbooks 2015 to manage your customers, vendors, and employee accounting needs. 24 hours. **\$70 (Ins. \$1.00)**

1) Jul 12 – Aug 30

W • 6:00pm – 9:00pm • BT 203

### Basic PC Repair and Security (NEW)

This course covers the basic concepts of trouble shooting, solving common computer errors and upgrading computer systems. You'll also learn vulnerabilities that your operating system may face and learn the minds of hackers to prevent exploitation, viruses and threats. 16 hours. **\$70 (Ins. \$1.00)**

1) Jun 3 – Jun 24

S • 9:00am – 1:00pm • S 116

### Project Management Training Program

This course provides standardized principles of project management concepts and solutions, derived from the 5th Edition PMBOK Guide. Students will learn project management tools and techniques such as project charter, scope statement, work breakdown structure, cost estimation, earned value management, and scheduling methodologies. We will also utilize Microsoft Project to generate Gantt charts and network diagrams. 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: 5th Edition PMBOK Guide 50 hours. **\$125 (Ins. \$1.00)**

Please call 910.938.6294 to place your name on an interest list

### Microsoft Office

#### \*\*Microsoft Office 2010 Boot Camp Level I

In this Microsoft Office 2010 Boot Camp class, students will learn three (3) of the four main business applications of Microsoft Office 2010. Applications included in this course are Microsoft Excel, Word, and PowerPoint. Students will learn about the main parts of the application screen, and how to perform basic application tasks. *This course will also prepare those students seeking the core level of the Microsoft Office Specialist (MOS) Exams.* 24 hours. **\$70 (Ins. \$1.00)**

1) June 12 – June 16

M – Th • 8:00am – 1:00pm

F • 8:00am – 12:00pm

Camp Geiger Bldg. G644, Room 114

1) July 17 – July 21

M – F • 8:00am – 1:00pm

Camp Geiger Bldg. G644, Room 114

#### \*\*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 or 24 hours. **\$70 (Ins. \$1.00)**

1) Jun 19 – Jun 23 (Office 2013)

M – F • 8:30am – 12:30pm • CE 204

2) Jul 18 – Sep 5 (Office 2016)

T • 6:00pm – 9:00pm • BT 206

3) Jul 24 – Jul 28 (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. **\$70 (Ins. \$1.00)**

- 1) **May 8 – May 12 (Office 2013)**  
M – F • 8:30am – 12:30pm • CE 204
- 2) **Sep 25 – Sep 29 (Office 2013)**  
M – F • 8:30am – 12:30pm  
MCB Camp Lejeune Bldg 524, Room 201

### Microsoft Office 2013 Advanced Topics

Take your understanding and knowledge of Microsoft Office 2013 to the next level. This class will add to your professional skill set and it makes you more attractive to potential employers. This capstone course will also help prepare those students seeking the core or expert level of the MOS exam. 20 hours. **\$70 (Ins. \$1.00)**

- 1) **Jun 5 – Jun 9**  
M – F • 8:30am – 12:30pm  
MCB Camp Lejeune Bldg 524, Room 201

### (NEW) Microsoft Word 2013 Advanced Topics

In this capstone Microsoft Word 2013 Advanced course, students will be able to demonstrate the use of advanced and specialized features within Microsoft Word 2013. Students will learn how to use the new design tab, open and edit PDF's in Word, document review and collaboration, saving new documents to SkyDrive or SharePoint. Other advanced features include mail merge, macros, document versioning and proofing tools. Prerequisite: Students must have an understanding of MS Word 2013 basic and intermediate level. Class is designed to help students prepare for the MOS exam. 20 hours **\$70 (Ins. \$1.00)**

- 1) **Aug 15 – Aug 17**  
TWTH • 8:30am – 12:30pm  
MCB Camp Lejeune Bldg 524, Room 201

### 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) **Aug 14 – Aug 18**  
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. **\$70 (Ins. \$1.00)**

- 1) **Aug 22 – Aug 24**  
TWTH • 8:30am – 12:30pm  
MCB Camp Lejeune Bldg 524, Room 201

### Spreadsheet Fundamentals using Microsoft Excel 2013

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. 12. **\$70 (Ins. \$1.00)**

- 1) **Jun 13 – Jun 15**  
TWTH • 8:30am – 12:30pm • CE 204
- 2) **Sep 16 – Oct 7**  
S • 9:00am – 1:00pm • 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. 12 hours. **\$70 (Ins. \$1.00)**

- 1) **May 23 – May 25**  
TWTH • 8:30am – 12:30pm  
MCB Camp Lejeune Bldg 524, Room 201

### Microsoft Excel 2013 Formulas, Dashboard and PivotTables (NEW)

Learn how to transform data into Information using advanced techniques for Formulas, Pivot tables and dashboards in Microsoft Excel. This course will show participants how to use the spreadsheet application to produce what are deemed to be advanced spreadsheet outputs. Upon completion of this course, participants shall be able to use formulas and functions such as those associated with logical, statistical or mathematical operations, use available analysis tools and create amazing interactive Excel dashboards. Prerequisite: Students must have an understanding of MS Excel 2013 basic and intermediate level. 20 hours. **\$70 (Ins. \$1.00).**

- 1) **Sep 18 – Sep 22**  
M – F • 8:30am – 12:30pm  
MCB Camp Lejeune Bldg 524, Room 201

### \*\*MS Excel 2013 Introduction - Intermediate

Prepare to take the Microsoft Office Specialist Core exam for the Excel application. 20 hours. **\$70 (Ins. \$1.00)**

- 1) **Jul 10 – Jul 14**  
M – F • 8:30am – 12:30pm • R 122

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

Learn Dashboarding concepts, Pivot Charts and Tables, understand KPI's, Goal Seek and Solver Add-ins and how to incorporate them in PivotTable. Also Power View will be covered. 12 hours. **\$70 (Ins. \$1.00)**

- 1) **Aug 8 – Aug 10**  
TWTH • 8:30am – 12:30pm  
MCB Camp Lejeune Bldg 524, Room 201

### \*\*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. 20 hours. **\$70 (Ins. \$1.00)**

- 1) **Jun 26 – Jun 30 (Office 2013)**  
M – F • 8:30am – 12:30pm • CE 204

### IT Certification Training

#### COMPTIA A+ Certification Prep Course (Hybrid)

This course offers realistic learning experiences and labs to prepare students for the CompTIA A+ Essentials exam (220-901) and CompTIA A+ Practical Application exam (220-902). 105 hours. **\$180 (Ins. \$1.00)** (plus LabSim PC Pro materials approx. **\$125 bundled w/ discount**)

- 1) **Aug 15 – Dec 14**  
TTH • 6:00pm – 9:00pm • S 116 & Online

#### 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. **\$102 (Ins. \$1.00)**)

- 1) **Aug 21 – Dec 13**  
MW • 5:30pm – 8:30pm • S 116 & Online

#### COMPTIA Security+ Certification Prep Course Online (NEW)

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

### \*\* 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**

network attacks, PKI, intrusion detection, cryptography, and disaster recovery. Upon completion of this course students should be prepared to complete the CompTIA Security+ SY0-401 certification exam. Also, government employees working in the Information Technology and Computer Security fields, are now expected to complete the Security+ exam in order to stay compliant with established cybersecurity policies. 50 hours. **\$125 (Ins. \$1.00)** 📄

*Coming this FALL!!! Please call 910.938.6294 to place your name on an interest list*

### Certified Information Systems Security Professional (CISSP) Certification Prep Course

This course will prepare students for one of the preeminent information security certifications in business today. Major topics covered include: Risk Management and Business Continuity Plans, Security Architecture, Network and Wireless Security, Cryptography, and Legal Compliance. This course will help prepare students for the challenging certification test. 50 hours. **\$125 (Ins. \$1.00)**. 📄

1) Jul 10 – Sep 6

MW • 6:00pm – 9:00pm • CE 204

### Systems Security Certified Practitioner (SSCP) Certification Exam Prep Course (NEW)

Whether you are looking to advance your current position in the information security field, expand upon your existing information technology skills, or launch a new career in either of these areas, you should seriously consider the Systems Security Certified Practitioner (SSCP) certification. The SSCP certification is open to all candidates with at least one year's experience, making it an ideal starting point for a new career in information security. The broad spectrum of topics included in the SSCP Common Body of Knowledge (CBK) ensure its relevancy across all disciplines in the field of information security. Successful candidates are competent in the seven SSCP domains.

*Coming this FALL!!! Please call 910.938.6294 to place your name on an interest list*

### Cisco ICND1 100-105 (CCENT) Certification Exam Prep Course

This course is the first step into Cisco networking. The goal of this course is to provide students with essential skills needed to successfully master the CCENT exam topic: Network Fundamentals, LAN Switching Fundamentals, Routing Fundamentals, Infrastructure Services and Infrastructure Maintenance. This course prepares you for the Cisco Certified Entry Networking Technician (CCENT) exam. Students pursuing CCNA Routing and Switching certification should attend ICND1 and ICND 2 courses. 48 hours. **\$125 (Ins. \$1.00)**

1) Jun 12 – Aug 2

MW • 6:00pm – 9:00pm • R 122

### Cisco ICND2 200-105 (CCENT) Certification Exam Prep Course

This course will provide students with the knowledge and skills needed to install, configure, operate, and troubleshoot a small enterprise network. Also, the course will help students understand the latest shifts in technologies as follows: provide a familiarization of Quality of Service (QoS) elements and their applicability, how virtualized and cloud services will interact and impact enterprise networks, an overview of network programmability and the related controller types and tools that are available to support software defined network architectures. This course provides preparation for the ICND2 200-105 exam. Students pursuing their CCNA Routing and Switching certification should attend both ICND1 and ICND2 courses. 60 hours. **\$180 (Ins. \$1.00)**

1) Oct 4 – Dec 13

MW • 6:00pm – 9:00pm • R 122

### Microsoft Technology Associate (MTA): Network Fundamentals Exam (98-366) Prep Course

The certification course is designed to provide students with fundamental knowledge of server administration concepts. It also 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) Jun 20 – Aug 29

T • 5:30pm – 8:30pm • R 122

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

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. This course is designed to provide students with an explanation and understanding of fundamental security concepts. MTA is a new certification program that Microsoft has created specifically for students entering the IT industry for the first time. It provides foundational knowledge needed to build and secure Microsoft Windows Servers, Windows-based network operating systems, Active Directory, Account Management, and System Recovery Tools. 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): Windows Server Administration Fundamentals Exam (98-365) Prep (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) Nov 2 – Dec 7

TTH • 6:00pm – 9:00pm • R 122

### MCSA: Installing & Configuring Windows 10 Exam (70-698) Prep Course (NEW)

This course is geared toward IT professionals who have interest in learning to configure, manage, and maintain a Windows 10 enterprise system and prepare for the exam. 60 hours. **\$180 (Ins. \$1.00)** 📄

1) Jun 12 – Aug 16

MW • 6:00pm – 9:00pm • S 116

### PMP Certification Prep 1 Course - Ed2Go

This course will demystify the PMBOK Guide, including relationships between inputs, tools and techniques, and outputs. This course is a good choice for those looking for project management experience, those aspiring to obtain a PMI credential, and existing PMI credential holders looking for PMI's continuing education PDU's. 24 hours. **\$100 (Ins. \$1.00)** 📄

Available Dates:

- 1) May 17 – Jul 17 • Online
- 2) Jun 14 – Aug 14 • Online

### PMP Certification Prep 2 Course - Ed2Go

Prepare to take the Project Management Institute's PMP certification exam. This course is the second module of our 2-part certification preparation series. 24 hours. **\$100 (Ins. \$1.00)** 📄

Available Dates:

- 1) May 17 – Jul 17 • Online
- 2) Jun 14 – Aug 14 • Online

[See page 19 for more information on Ed2Go.](#)

### Web Design, Multimedia, and Digital Photography

### Introduction to SharePoint 2013 for the End-User

As a result of the Basic End-User training course, users will be able to navigate and contribute to a SharePoint 2013 site, manage site content, lists, libraries and optimize MS Office integration capabilities of SharePoint

2013. Users will understand content approval, content, and site permissions. (Textbooks included at no additional cost) 20 hours. **\$70 (Ins. \$1.00)**

**1) Aug 21 – Aug 25**

M - F • 8:30am – 12:30pm • CE 204

### 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) May 15 – May 19**

M – TH • 8:00am – 1:00pm

F • 8:00am – 12:00pm

MCB Camp Lejeune Bldg 524, Room 201

**2) Jul 13 – Aug 31**

TH • 6:00am – 9:00pm • CE 204

**3) Jul 17 – Jul 21**

M – TH • 8:00am – 1:00pm

F • 8:00am – 12:00pm

MCB Camp Lejeune Bldg 524, Room 201

**4) Sep 18 – Sep 22**

M – TH • 8:00am – 1:00pm • CE 204

F • 8:00am – 12:00pm

### Design Fundamentals using SharePoint Designer 2013 (NEW)

This course will provide students with basic skills to get started in SharePoint Designer 2013. The course is designed for Microsoft SharePoint 2013 site owners and administrators who want to integrate data sources, customize content types, and automate common tasks using workflows. 20 hours. **\$70 (Ins. \$1.00)**

**1) Aug 7 – Aug 11**

M – F • 8:00am – 12:30pm • CE 204

### Social Media Tools, Tips and Features (NEW)

This course is all about interaction on various social media platforms to survive in this age of digital communication. It also expands knowledge of how to use social media as a resource. 24 hours. **\$70 (Ins. \$1.00)**

**1) Jun 22 – Aug 10**

TH • 6:00pm – 9:00pm • R 121

### Fundamentals of Google Docs and Google Drive (NEW)

Improve your skills in using Google Docs and Google Drive. You will learn concepts and improve your application of your current Google Apps account. 24 hours. **\$70 (Ins. \$1.00)**

**1) Jun 22 – Aug 10**

TH • 6:00pm – 9:00pm • R 122

### 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)**

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

### 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)**

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

### 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 a range of subjects including: composition, light, color, creating depth in your images, and scenic photos. Photography experience is suggested while no specific type of camera is necessary. 24 hours. **\$70 (Ins. \$1.00)**

**1) Aug 7 – Oct 2**

M • 6:00pm – 9:00pm • CE 105

### Fixing Digital Images using Adobe Photoshop (Ps) and Light Room (Lr)

This course provides student with the concepts and skills to apply basic “fixes” to digital camera images. The course covers identification of common digital image issues and the application of techniques to correct them. Learn how to easily apply basic “fixes” to images using Adobe CC Light room and Photoshop CC. 24 hours. **\$70 (Ins. \$1.00)**

**1) May 4 – Jun 22**

TH • 6:00pm – 9:00pm • BT 208

**2) Aug 24 – Oct 12**

TH • 6:00pm – 9:00pm • BT 208

### 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 understanding of image sizes, formats, and use of RAW files. 24 hours. **\$70 (Ins. \$1.00)**

**1) Jul 10 – Aug 28**

M • 6:00pm – 9:00pm • BT 208

## 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)**

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

### 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. Call 910.938.6295 for bookstore hours. **Students must show a current state or federal photo ID with signature at first class meeting.** 7 hours. **\$70 (Ins. \$1.00)**

**1) Jun 5 / Jun 7**

MW • 12:30pm – 4:00pm • CE 105

**2) Jun 19 / Jun 21**

MW • 5:30pm – 9:00pm • CE 201

**3) Jul 10 / Jul 12**

MW • 12:30pm – 4:00pm • CE 105

**4) Jul 24 / Jul 26**

MW • 5:30pm – 9:00pm • CE 201

**5) Aug 7 / Aug 9**

MW • 12:30pm – 4:00pm • CE 105

**6) Aug 21 / Aug 23**

MW • 5:30pm – 9:00pm • CE 201

**7) Sep 11 / Sep 13**

MW • 12:30pm – 4:00pm • CE 105

**8) Sep 25 / Sep 27**

MW • 5:30pm – 9:00pm • CE 201

## COASTAL CAROLINA COMMUNITY COLLEGE

# Massage Therapy Program

Begin a new career in 9 months!

## WAGES

**Entry Level** - \$22,272 / \$10.71

**Average** - \$34,885 / \$16.77

**Experienced** - \$56,175 / \$27.01

**Average North Carolina** - \$37,810 / \$18.17

Source: <http://accessnc.commerce.state.nc.us>, <https://coastalcarolina.emsicareercoach.com>

## EMPLOYMENT OUTLOOK

All wage and employment outlooks are for a 100 mile radius of Coastal Carolina Community College.

Massage Therapy opportunities have grown by 7 percent over the last 2 years and are expected to grow by 16 percent over the next 10 years.

*Morning and Evening Programs  
start 2 - 3 times a year.*

**FOR MORE INFORMATION,  
CALL 910.938.6143**



*Coastal Carolina Community College*  
Division of Continuing Education

444 Western Boulevard | Jacksonville, NC 28546  
910.938.6294 | [coastalcarolina.edu](http://coastalcarolina.edu)



## eNotary Certification

This course is designed to provide Licensed Public Notary's 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) **May 23 / May 23**  
T • 1:00pm – 4:30pm • CE 204
- 2) **Sep 6 / Sep 6**  
T • 1:00pm – 4:30pm • CE 204

## 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, 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 records methods. Course materials and training will involve some QuickBooks training. 50 hours **\$125 (Ins. \$1.00)**.

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

## 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 are **\$200** which will be due at registration. 60 hours **\$180 (Ins. \$1.00)**.

- 1) **Sep 7 / Nov 16**  
TTH • 6:00pm – 9:00pm • CE 204

## 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 work includes lecture and team exercises involved in a lean simulation and a Six Sigma case study. 24 hours. **\$70 (Ins. \$1.00)**

- 1) **May 15 – May 17**  
MTW • 8:00am – 5:00pm • CE203

- 2) **May 22 – May 24**  
MTW • 8:00am – 5:00pm • CE203
- 3) **June 13 – Jun 15**  
MTW • 8:00am – 5:00pm • TBD
- 4) **Aug 1 – Aug 3**  
TWTW • 8:00am – 5:00pm • 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, and decision-making skills. Lean, Theory of Constraints, and Six Sigma. Upon successful completion of the two-week 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. Prerequisite: Yellow Belt or instructor approval. 64 hours. **\$180 (Ins. \$1.00)**

- 1) **Jul 10 / Jul 20**  
M – TH • 8:00am – 5:00pm • TBD
- 1) **Aug 14 / Aug 24**  
M – TH • 8:00am – 5:00pm • TBD

## HEALTH RELATED COURSES

### Nurse Aide I

**IMPRESSIVE FACTS:** Our 2016 NA I students have an 85% pass rate on the National Nurse Aide Assessment Program (NNAAP) Skills exam. The state pass rate average is 67%.

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. *Background check, and medical document tracker are required (approximately \$60)* 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. **\$180 (Ins. \$17)** Total due at registration: **\$197** See Registration Information below.\*

- 1) **Aug 15 – Oct 5**  
M – TH • 8:30am – 1:00pm • R 123
- 2) **Aug 15 – Nov 30**  
TWTW • 4:00pm – 8:30pm • H 126

\* Students must come in to take the TABE Test (see this page for more information). Orientation will be held on 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.*

### 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 will be 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. 159.5 hours. Course Fee **\$180**, Insurance **\$17**. Total due at registration: **\$197**

- 1) **Aug 18 – Nov 17**  
F • 8:30am – 2:30pm • R 123 & Online

*Students must attend class EVERY FRIDAY & 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). Upon passing the North Carolina State skills and written/oral competency evaluation, the

### \*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**



graduate is listed as a Nurse Aide I on the NC Registry. 40 hours. **\$125 (Ins. \$1.00)**

**1) Sep 6 – Oct 9**

MW • 4:00pm – 8:00pm • H 126

## 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 will be required (approximately **\$97**). 167.5 hours. Course Fee **\$180**, Insurance **\$17**. Total due at registration: **\$197**

**1) Aug 21 – Dec 6**

MWTH • 4:30pm – 8:00pm • 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, and immunization tracker will be required (approximately **\$97**). 179 hours. Course Fee **\$180**, Insurance **\$17**. Total due at registration: **\$197**

**1) Aug 22 – Nov 7**

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.*

## 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) May 8 – Jun 5**

MW • 5:00pm – 8:00pm • R 118

## 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 this page). A CPR class is included in the fee and will be held on a Saturday. 70 hours **\$180 (Ins. \$1.00)**

**1) Aug 31 – Nov 9**

TWTH • 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. Topics will include preparation, storage, distribution of instruments, supplies and equipment, quality assurance and inventory management. **Prerequisite:** Copy of H.S. diploma or equivalent and the \*TABE test required. (See TABE information on this page) (Reading: 12.0 and Math: 12.0). Following successful completion of the class the student will be eligible to take the Sterile Processing Technician National exam though NCCA, \$125 (estimated cost). 96 hours. **\$180 (Ins. \$1.00)**

**1) Aug 17 – Dec 12**

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 8) (reading 10.0 and math 8.0) 108 hours. **\$180 (Ins. \$1.00)**

**1) Aug 7 – Dec 13**

MW • 5:30pm – 8:30pm • R 104

**2) Aug 14 – Nov 6**

MWF • 8:00am – 11:00am • R 104

**3) Aug 14 – Nov 6**

MWF • 1:00pm – 4:00pm • 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**. 108 hours. **\$180 (Ins. \$1.00)**

**1) Jun 12 – Oct 21**

M – SU • Online • *Prepay by June 5*

**2) Aug 7 – Dec 16**

M – SU • Online • *Prepay by Aug 1*

## Phlebotomy Training

**IMPRESSIVE FACTS:** Coastal's students opting to test have a 92.5% pass rate in 2016 on the national ASCP exam.

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 8. Background check, drug screen, and immunization tracker within 30 days of clinicals are required (approximately **\$100**). 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:**

**Jun 26 – Sep 14**

**Class/Lab (6 weeks) Required:**

Jun 26 – Aug 3

M – TH • 4:00pm – 8:00pm • H 232

**Clinicals (6 weeks) Required:**

Aug 7 – Sep 14

M – F • 4 – 5 daytime hours • Clinical Sites

**Workforce Skills Required:**

Aug 7 – Sep 1

M – SU • Online

**Registration Deadline**

**Monday, May 25, 2016.**

**2) Overall Class Dates:**

**Sep 18 – Dec 12**

**Class/Lab (6 weeks) Required:**

Sep 18 – Oct 26

M – TH • 4:00pm – 8:00pm • H 232

**Clinicals (6 weeks) Required:**

Oct 30 – Dec 12

M – F • 4 – 5 daytime hours • Clinical Sites

**Workforce Skills Required:**

Oct 30 – Nov 22

M – SU • Online

**Registration Deadline**

**Friday, September 1, 2017.**

## 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) Jun 5 – Aug 12**

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)**

**1) Jun 5 – Jun 15**

M – TH • 9:00am – 1:00pm • CE 202


## Direct Care Worker Basics

This course will include skills development in home management and personal care tasks using limited assistance and CPR certification. Topics covered will include infection control, personal care, safety, professionalism, home management, effective communication, and job-keeping skills. **FREE to those who qualify.** 60 hours. **\$180 (Ins. \$1.00)**

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

## Massage Therapy

### Massage Therapy (MT I & MT II)

The 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. Upon completing MT I and MT II and having acquired the necessary state licensure, students will be able to work in hospitals, clinics, chiropractor and doctor offices, and various sports activities, as well as establish their own private practice. \*TABE placement testing required (See TABE information on page 8) (reading 10.0). MT I 280 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)**  *Must register by the Orientation date.*

#### MT I

##### 1) Morning • May 22 – Sep 27

M – TH • 8:00pm – 12:00pm • R 102

Prepay by April 18

Attend Orientation April 18, 2017 1pm – 3pm  
R 102

##### 2) Evening • Aug 1 – Dec 14

M – TH • 5:30pm – 9:30pm • R 102

Prepay by June 28

Attend Orientation June 28, 2017 5pm – 7pm  
R 102

#### MT II

##### 1) Morning • Oct 2 – Feb 28

M – TH • 8:00am – 12:00pm • R 103

## Hot & Cold Stones Swedish Massage

The application of heat and the alternation of heat and cold through the use of stones can increase the effectiveness of massage. This 6-hour course will allow the student the opportunity to explore the use of stones and Swedish massage strokes. The history and philosophical use of stones will be the basis of the course. How to clean and take care of supplies as well as proper body mechanics are included in the “hands-on” course. Students are required to bring a set of 24 massage stones, a single fitted sheet and towels. 6 hours **\$70 (Ins. \$1.00)**

##### 1) Jun 17 – Jun 17

S • 9:00am – 4:00pm • R103

Prepay by June 1

## Introduction to Reflexology

This class covers many areas which are vital for the therapist to know and master when implementing foot reflexology; to include the history of reflexology, contraindications, zones and structural alignment. This class includes lecture, practical demonstration, and hands-on practice. 6 hrs **\$70 (Ins. \$1.00)**

##### 1) Jul 15 – Jul 15

S • 9:00am – 4:00pm • R103

Prepay by July 5

## Ethics & Research Literacy for Massage Therapist


Ethics: The intimate nature of the Massage Therapy profession necessitates the need for a strong code of professional ethics. This course will provide participants with the tools to conduct themselves within the parameters of the NCBMBT professional code of ethics. This course meets NC State Licensure requirements. Research Literacy: Research is an important part of the massage profession. This course provides an introduction on how to read, comprehend and apply research information to a massage therapy practice. Instructor will demonstrate how to look up, review and explain research to clients to help address specific client needs. Students will utilize these new skills to research literature as part of the course. 6 hours. **\$70 (Ins. \$1.00)**

##### 1) Aug 12 – Aug 12

S • 9:00am – 4:00pm • R103

Prepay by Aug 2

## 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 8) (reading 12.0 and math 8.0). 176 hours. Course Fee **\$180 (Ins. \$1.00)** (additional NASM Exam Fee **\$399**) 

##### 1) Aug 7 – Dec 6

MTW • 6:00pm – 9:00pm • S 107 A/B

##### 2) Aug 1 – Dec 7

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 expand their opportunity for NEW senior fitness business. It introduces easy-to-use, scientifically-proven, and clinically-systematic approaches in program design to prepare the student 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 1st day of class (**non-refundable**) **Must provide proof of certification at time of registration.**

##### 1) Jun 2 – Jun 23

F • 9:00am – 2:00pm • S 107 A/B

##### 2) Jul 10 – Jul 25

MTW • 6:00pm – 9:00pm • S 107 A/B

##### 3) Jul 11 – Jul 27

TTH • 8:00am – 12:00pm • S 107 A/B

## Youth Exercise Specialist (YES)

This course is designed to increase the professional credentials of certified personal trainers and expand their opportunity for NEW youth fitness business. It introduces easy-to-use, scientifically-proven and clinically-systematic approaches in program design to prepare the student 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 1st 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.

## Weight Loss Specialist (WLS)

Grow your business by reducing waist lines!

This course is designed to increase the professional credentials of certified personal trainers and expand the opportunity for clients. It introduces up-to-date, proven, and healthy approaches based upon the Optimum Performance Training™ (OPT™) model. Instruction adds skillsets to your professional portfolio. The course may also be used to obtain re-certification credits. (NASM, NSCA or ACE) 20 hours **\$71 (ins. \$1.00)** Certification fee of **\$125** collected 1st day of class (**non-refundable**) **Must provide proof of certification at time of registration.**

##### 1) Jun 12 – Jun 27

MTW • 6:00pm – 9:00pm • S 107 A/B

##### 2) Jun 13 – Jun 29

TTH • 8:00am – 12:00pm • S 107 A/B

## Ophthalmic Assistant Program

**IMPRESSIVE FACTS:** Out of the 17 OA graduates, 16 passed the JCAHPO Certified Ophthalmic Assistant exam the first time and 14 are employed!

The Ophthalmic Assistant (OA) program is a 2-part program based on the standards outlined by the International Council of Ophthalmology and by Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO). It is designed for staff currently working with an Ophthalmologist/Optomestrist and for people seeking to start a career as an OA. Upon successful completion, students will have the knowledge and skills necessary to take the JCAHPO national certification exam and work in the Ophthalmology/Optomestrist field. \*TABE placement testing required (See TABE information on page 8) (reading 10.0 and math 8.5). H.S. diploma or equivalent required. 401 and 417 hours. Course Fee **\$180**, Insurance **\$17.00**. Total due at registration: **\$197.00**.

Additional fee for certification exam \$300 payable to JCAHPO. 📄

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

## Medical Office Classes

### Medical Terminology Campus, Online and Hybrid (NEW)

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 Electronic Health Records, Medical Coding Specialist and Medical Billing Specialist programs. 96 hours. **\$180 (Ins. \$1.00)** 📄

- 1) Jun 7 – Jul 25**  
M – SU • Online  
Prepay by May 30
- 2) Jul 10 – Aug 10**  
M – F • 8:00am – 12:00pm • CE 201  
Prepay by June 30
- 3) Oct 2 – Dec 11**  
M – TH • 2:00pm – 5:00pm • CE 201  
Prepay by Sep 25
- 4) Oct 18 – Dec 6**  
M – SU • Online  
Prepay by Oct 9

### Medical Coding Specialist Program

**IMPRESSIVE FACTS:** Summer 2016 100% of the on campus Medical Specialist students passed the national board the first time.

Medical Coding Specialists are a vital part of today's healthcare system. 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, which is given on campus. 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 8). H.S. diploma or equivalent required. *Additional \$380(estimate) AAPC exam fee not included.* 284 hours. **\$180 (Ins. \$1.00)** 📄

- 1) Aug 2 – Dec 11**  
M – SU • Online  
Prepay by July 21
- 2) Aug 14 – Dec 12**  
M – F • 8:00am – 12:00pm • CE 201  
All attend orientation June 29, 2017,  
5pm–7pm in CE201 or Online

### Medical Coding Exam Prep Boot Camp

This course is designed to serve as a tool in your preparation for the Certified Professional Coder examination offered by the American Academy of Professional Coders (AAPC).

This course focuses on test strategies with an emphasis on advanced coding and guidelines by accurately applying CPT, ICD-10-CM and HCPCS manuals. The majority of this course will be the practical usage of codes in a wide variety of scenarios. Students must have sound knowledge of basic coding procedures. **Prerequisite:** Medical Coding Specialist Program or AA in Medical Office Administration. AAPC "CPC" exam is scheduled for Friday June 30 or Saturday July 1, 2017. *Additional \$380(estimate) AAPC exam fee not included.* 50 hours. **\$125 (Ins. \$1.00)** 📄

- 1) Jun 5 – Jun 22**  
M – TH • 2:00pm – 5:00pm • CE 201  
F • 8:00am – 2:00pm • CE 201

### Risk Adjustment Medical Coder (NEW)

This course focuses on the principles of risk adjustment and accurate diagnosis coding. Predictive modeling, financial impact of risk adjustment coding, documentation challenges, official diagnosis coding guidelines, and diagnosis coding in ICD-10-CM will be taught. Students will be prepared to take the national Certified Risk Adjustment Coder (CRC) certification exam and potentially work as a CRC. **Prerequisite:** Medical Terminology within 4 years or pass free Medical Terminology Assessment with 80% and be a Medical Coding Specialist and also attain a \*TABE reading test score of 10.0 required (See TABE information on page 8). H.S. diploma or equivalent required. This course also counts as Continuing Education credit for AAPC Coders. 150 hours.

- \$180 (Ins. \$1.00)** 📄
- 1) Aug 16 – Nov 15**  
M – SU • Online  
Prepay by Aug 8

### Medical Coders Apprenticeship (NEW)

Completion of this class allows new coders to remove apprentice status from their AAPC credential. Call to add your name to the interest list if you would like to see a course offered on how to successfully "crack the code" at an accelerated rate in the many cases of Practicode®. We will use Practicode® materials and the Coding Navigator will provide examples and helpful tips to help solve cases. This course may be offered online, on campus or as a hybrid course. Please indicate the method of instruction you prefer. **Prerequisite:** CPC-A. Required materials: Current Coding Manuals; CPT, ICD-10CM, HCPCS, and AAPC Practicode modules 1,2,3 with the assessment. Modules and assessment may be purchased one unit at time.

### Medical Billing Specialist Hybrid (NEW)

This program will cover an introduction to coding manuals. It will present an in-depth study of healthcare claims and billing collections procedures, various types of insurance carriers, medical necessity, insurance denials and the appeals process. The course provides the most

up-to-date information to ensure the correct procedure for billing insurance claims for physician services. Upon successful completion, the student will be prepared for the American Academy of Professional Coders – 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 8) (reading 10.0). 180 hours. *Additional \$300(estimate) AAPC exam fee not included.*

- \$180 (Ins. \$1.00)** 📄
- 1) Aug 1 – Dec 11**  
MTTH • 6:00pm – 9:00pm • CE201 Hybrid

### Certified Electronic Health Records Specialist (CEHRS) HYBRID

Electronic Health Records Specialists serve an important role, which is why most employers require a certification. 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 regulatory compliance standards (HIPAA, ARRA, and Meaningful Use) that govern the EHR. 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. \*TABE reading test score of 10.0 required (See TABE information on page 8). Strong computer skills are essential. This hybrid course is made up of classroom hours and online hours. 98 hours.

- \$180 (Ins. \$1.00)** 📄
- 1) Sep 18 – Dec 4**  
MW • 5:30pm – 9:30pm • CE 201  
Prepay by Sep 6

### 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 test required (Reading: 10.0) (See TABE information on page 8). 152 hours. **\$180 (Ins. \$1.00)**. *Additional fee for certification exam \$115 paid to NHA.* 📄

- 1) Jul 17 – Oct 28**  
M – SU • Online  
Weekly web meetings
- 2) Aug 2 – Nov 16**  
MW • 9:00am – 1:00pm • TBD

## 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 course also provides concentrations on the use of technology, and the implementation of basic nutritional concepts needed in the clinical environment. 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. Upon completion of the course students will have the experience, knowledge and insight to enter this profession and be academically prepared for the ANFP national certification test. **Prerequisite:** high school diploma or equivalent and TABE score (reading 10.0, math 8.0) **\$180 (Ins. \$1.00)**

- 1) **Aug 1 – Feb 28**  
W • 8:00am – 12:00pm • TBD

## 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 Fundamental Series

### Substance Abuse for Counselors Fundamental Series, Part C

This course introduces the 12 core function skills needed in clinical areas, counseling ethics, family issues, and clinical supervision. **Prerequisite:** Fundamental Series A. 24 hours. **\$70 (Ins. \$1.00)**

- 1) **May 20 – Jun 17**  
SA • 9:00am – 2:00pm • TBD
- 2) **May 23 – Jun 22**  
TTH • 6:30pm – 9:00pm • TBD

### Substance Abuse for Counselors Advanced Series, Part A

This course provides knowledge and practical application of DSM-IV diagnostic criteria, discussion of addiction as it relates to family issues including methods of intervention and treatment, and knowledge of pharmacology as related to addiction therapies. 24 hours. **\$70 (Ins. \$1.00)**

- 1) **Jul 8 – Aug 5**  
SA • 9:00am – 2:00pm • CE 201
- 2) **Jul 11 – Aug 10**  
TTH • 6:30pm – 9:00pm • CE 203

### Substance Abuse for Counselors Advanced Series, Part B

This course offers instruction on basic clinical record keeping, fundamental client education topics, and an introduction to individual and group counseling skills. 24 hours. **\$70 (Ins. \$1.00)**

- 1) **Aug 26 – Sep 23**  
SA • 9:00am – 2:00pm • TBD
- 2) **Aug 29 – Sep 28**  
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 the specific module. These courses are also recognized for recertification hours for certified counselors. 6 hours each. **\$70 (Ins. \$1.00) per class.**

**Next Class Fall 2017. Call 910.938.6294 to put your name on an interest list.**

## Online Substance Abuse Classes

### Understanding Addiction (Online)

This course starts by investigating various addiction models and contributions that each offers to understanding addictions.

**Prerequisite:** high school graduate or equivalent. 50 hours. **\$125 (Ins. \$1.00)**

- 1) **Aug 1 – Oct 31**  
M – SU • Online

### Counseling and Psychotherapy (Online)

This 50-hour self-paced online class will prepare the student to assume the clinical and administrative duties of a substance abuse treatment professional in keeping with ethical standards of care and supervision requirements established by North Carolina and federal authorities. **Prerequisite:** high school graduate or equivalent. 50 hours. **\$125 (Ins. \$1.00)**

- 1) **Aug 1 – Oct 31**  
M – SU • Online

### Theory and Practice of Group Counseling (Online)

This 50-hour self-paced online class will prepare the students to assume the clinical and administrative duties of substance abuse treatment paraprofessionals in keeping with the ethical standards of care and supervision requirements as established by North Carolina and federal authorities. **Prerequisite:** high school graduate or equivalent. 50 hours. **\$125 (Ins. \$1.00)**

- 1) **Aug 1 – Oct 31**  
M – SU • Online

## PUBLIC SAFETY TRAINING

### Law Enforcement

Contact Paul Buchanan at 910.938.6368 or e-mail [buchananp@coastalcarolina.edu](mailto:buchananp@coastalcarolina.edu) for information.

### Fire and Rescue

Certification for emergency services personnel and recertification training are currently available. Contact Marcus Allen or Ed Duffield

at 910-938-6823 or by e-mail to [firerescue@coastalcarolina.edu](mailto:firerescue@coastalcarolina.edu).

### EMS/EMD/Telecommunicators

This is a 40-hour course that covers all aspects of the work of the 911 telecommunicator. Topics include communications technology, caller management, legal aspects, stress management, and call classification for fire, medical and law enforcement calls. An additional fee of **\$50** is required for course

books and national certification fee. 40 hours. **\$125 (Ins. \$1.00)**

- 1) **Jun 12 – Jun 16 • Telecommunicator**  
M – F • 8:00am – 5:00pm • CE 103/104

### 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 the following: H.S. diploma or equivalent AND a TABE reading score 11.0

or higher. See page 8 for TABE details. 228 hours. **\$180 (Ins. \$17.00) Textbook Approx \$200** EMT Refresher students must attend 80 designated of the 228 hours. 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](http://www.coastalcarolina.edu/con-ed/public-safety/ems/emt).*

#### DAY (also Refresher)

- 1) **Jun 12 – Jul 14**  
M – F • 7:30am – 4:30pm • MS 121
- 2) **Jul 19 – Aug 21**  
M – F • 7:30am – 4:30pm • MS 121
- 3) **Aug 24 – Sep 27**  
M – F • 7:30am – 4:30pm • MS 121

#### NIGHT (also Refresher)

- 1) **Jul 6 – Dec 9**  
TTH • 6:00pm – 10:00pm • MS 121  
SA • 8:00am – 5:00pm • MS 121
- 2) **Jul 24 – Oct 31**  
MTTH • 6:00pm – 10:00pm • MS 121  
SA • 8:00am – 5:00pm • MS 121
- 3) **Aug 28 – Dec 16**  
MWF • 6:00pm – 10:00pm • MS 121  
SA • 8:00am – 5:00pm • MS 121

### Anatomy and Physiology for the Healthcare Provider Online

This class provides the basic study of structure and function of the human body. Topics include basic study of body systems as well as introduction to homeostasis, cells, tissues, nutrition, acid base balance and electrolytes.

This course is a co-requisite for EMT-Paramedic. 96 hours. **\$180 (Ins. \$1.00)**

- 1) **Jul 10 – Oct 2**  
M - Su • Online

### 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) **Jun 17 – Jun 17**  
SA • 8:00am – 5:00pm • MS 120  
*Prepay by Jun 9*
- 2) **Jul 8 – Jul 8**  
SA • 8:00am – 5:00pm • MS 120  
*Prepay by Jun 30*
- 3) **Jul 22 – Jul 22**  
SA • 8:00am – 5:00pm • MS 120  
*Prepay by Jul 14*
- 4) **Aug 19 – Aug 19**  
SA • 8:00am – 5:00pm • MS 120  
*Prepay by Aug 4*
- 5) **Sep 16 – Sep 16**  
SA • 8:00am – 5:00pm • MS 120  
*Prepay by Sep 1*
- 6) **Sep 30 – Sep 30**  
SA • 8:00am – 5:00pm • MS 120  
*Prepay by Sep 22*

### Basic Life Support Instructor

Intended for participants who have already been certified in BLS. All registrations must be approved by EMS Coordinator or Director. 8 hours. **\$70 (Ins. \$1.00)**

- 1) **Jul 7 – Jul 7**  
F • 8:00am – 5:00pm • MS 120  
*Prepay by Jul 3*

### Advanced Cardiac Life Support Instructor

Intended for participants who have already been certified in ACLS. All registrations must be approved by EMS Coordinator or Director. 8 hours. **\$70 (Ins. \$1.00)**

- 1) **Jul 8 – Jul 8**  
SA • 8:00am – 5:00pm • MS 120  
*Prepay by Jul 3*

### Pediatric Advanced Life Support Instructor

Intended for participants who have already been certified in PALS. All registrations must be approved by EMS Coordinator or Director. 8 hours. **\$70 (Ins. \$1.00)**

- 1) **Jul 9 – Jul 9**  
SU • 8:00am – 5:00pm • MS 120  
*Prepay by Jul 3*

### Online Continuing Education

For more information on below ConEd courses please contact the Coordinator at [mccarsonm@coastalcarolina.edu](mailto:mccarsonm@coastalcarolina.edu).

- 1) **Jul 3 – Jul 31 • Stroke & Life Span Development**  
M – SU • Online
- 2) **Aug 1 – Aug 31 • Seizures and Syncope**  
M – SU • Online
- 3) **Sep 4 – Sep 29 • Pharmacology Review**  
M – SU • Online

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.

## 18-Month Evening Paramedic Program

Campus classes Mon and Wed 18:00 – 22:00 (will also include online material)

Prerequisites: Possess a North Carolina EMT-Basic credential; High School or High School Equivalency Credential diploma; – Required 9.1 math and 11.0 reading TABE test score; Completion of Anatomy and Physiology (A&P) for Healthcare Providers (may be taken as a corequisite of Module I). Next Paramedic Program begins August 2017.

For more information, contact Jody Bullock, Director of EMS, at 910-938-6810 or [bullockj@coastalcarolina.edu](mailto:bullockj@coastalcarolina.edu)



## Coastal Carolina Fire Academy Coming in January 2018

This six month program will meet three evenings per week and two weekend days per month. Applications will open on May 1, 2017.

Email [firerescue@coastalcarolina.edu](mailto:firerescue@coastalcarolina.edu) for more information or an application.  
[www.coastalcarolina.edu/con-ed/public-safety/fire-service/fire-academy/](http://www.coastalcarolina.edu/con-ed/public-safety/fire-service/fire-academy/)



## 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](http://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

### Business Networking for Artists & Crafters

In these sessions, participants will learn best practices and share secrets of success for effectively operating their arts and crafts businesses. 2.5 hours. **FREE**

- 1) **Jun 27 – Jun 27**  
T • 6:30pm – 9:00pm • S 104A/B
- 2) **Jul 25 – Jul 25**  
T • 6:30pm – 9:00pm • S 104A/B
- 3) **Aug 29 – Aug 29**  
T • 6:30pm – 9:00pm • S 104A/B
- 4) **Sep 26 – Sep 26**  
T • 6:30pm – 9:00pm • S 104A/B

### 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) **Jun 2 – Jun 2**  
F • 8:30am – 10:00am • S 104 A/B
- 2) **Jun 14 – Jun 14**  
W • 6:00pm – 8:00pm • S 104 A/B
- 3) **Jul 7 – Jul 7**  
F • 8:30am – 10:00am • S 104 A/B
- 4) **Jul 19 – Jul 19**  
W • 6:00pm – 8:00pm • S 104 A/B
- 5) **Aug 4 – Aug 4**  
F • 8:30am – 10:00am • S 104 A/B
- 6) **Aug 16 – Aug 16**  
W • 6:00pm – 8:00pm • S 104 A/B
- 7) **Sep 8 – Sep 8**  
F • 8:30am – 10:00am • S 104 A/B
- 8) **Sep 20 – Sep 20**  
W • 6:00pm – 8:00pm • S 104 A/B

### 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) **Jun 14 – Jun 15**  
WTH • 8:30am – 5:30pm • S 104 A/B
- 2) **Aug 2 – Aug 3**  
WTH • 8:30am – 5:30pm • S 104 A/B
- 3) **Sep 6 – Sep 7**  
WTH • 8:30am – 5:30pm • S 104 A/B

### IRS Small Business Workshop

This online course summarizes IRS resources for small business owners using the following media: On the web at IRS.gov, tax publications, videos, and social media. It provides specific information for the Record Keeping and Understanding Gross Business Receipts issues. This is a self-paced course that is delivered via an electronic file that describes and links to various IRS resources. 3 hours. **FREE**

- 1) **Jul 1 – Dec 31**  
M – SU • Online

### HP LIFE Online Entrepreneurship Training

HP LIFE is a global OL learning program that offers entrepreneurs and small business owners valuable business skills. It offers participants a path to realizing their business dreams. The NC Small Business Center Network along with the NACCE, is pleased to offer this program. It is self-paced, making it possible for busy aspiring entrepreneurs to participate. It includes hands-on activities along with downloadable materials to help you start and grow your business. For more information and to register visit [www.ncsbc.net](http://www.ncsbc.net). Click on the HP LIFE block in the bottom right section of the homepage. 5 hours. **FREE**

- 1) **Jul 1 – Dec 31**  
M – SU • Online

### Identifying & Avoiding Threats

This seminar will prove to be invaluable in helping you identify and avoid threats to your business. 3 hours. **FREE**

- 1) **Sep 7 – Sep 7**  
TH • 6:00pm – 9:00pm • S 104 A/B

### 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. 24 hours. **\$70 (Ins. \$1.00)**

- 1) **Sep 11 – Oct 30**  
M • 6:00pm – 9:00pm • S 104 A/B

### How to Write a Business Plan

This seminar teaches you important components of a business plan and helps you lay the foundation for a winning plan. 3 hours. **FREE**

- 1) **Sep 12 – Sep 12**  
T • 2:00pm – 5:00pm • S 104 A/B

### Starting a Nonprofit Business

Attend this seminar to learn how to start a nonprofit business. Topics of discussion include: basics of a nonprofit business; issues to consider before starting; key steps in forming a nonprofit; forms and documents to file; what takes place at the first board meeting; whether or not an attorney is needed. 3 hours. **FREE**

- 1) **Sep 13 – Sep 13**  
W • 6:00pm – 9:00pm • S 104 A/B

### How to Increase Your Credit Score to Over 740 Points; Prepare for a Bank Business Loan

Learn how to read a credit report, how to raise your score, and the importance of maintaining good credit. 3 hours. **FREE**

- 1) **Sep 21 – Sep 21**  
TH • 6:00pm – 9:00pm • S 104 A/B

### Market your Business

Explore the components of an effective marketing plan in this comprehensive seminar. 3 hours. **FREE**

- 1) **Sep 28 – Sep 28**  
TH • 2:00pm – 5:00pm • S 104 A/B

## 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) **Jun 19 – Jun 22**  
M – TH • 8:00am – 4:30pm • S 104 C
- 2) **Aug 14 – Aug 17**  
M – TH • 8:00am – 4:30pm • S 104 C

## 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) **Aug 21 – Aug 25**  
M – F • 8:00am – 5:00pm • S 104 C

## 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) **Jun 23 – Jun 23**  
F • 8:00am – 3:00pm • S 104 C  
2) **Aug 18 – Aug 18**  
F • 8:00am – 3:00pm • S 104 C

## 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) **Jun 22 – Jun 22**  
TH • 7:30am – 5:00pm • S 104 A/B  
*No fee exemptions for Construction Quality Management for Contractors Class*  
2) **Aug 24 – Aug 24**  
TH • 7:30am – 5:00pm • S 104 A/B  
*No fee exemptions for Construction Quality Management for Contractors Class*

## 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. 40 hours. **\$125 (Ins. \$1.00)**

- 1) **Aug 15 – Oct 5**  
TTH • 9:00am – 11:30am • TBD  
*Prepay by Aug 8*

### 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) **Jul 24 – Sep 21**  
MTH • 6:30pm – 9:30pm • TBD  
*Prepay by Jul 17*

### American Sign Language - Advanced

This course is designed to have the learner demonstrate a comprehension of advanced language techniques. This course also includes a deeper look at grammatically correct ASL in contrast to conversational signing. **Prerequisite:** Intermediate Sign Language. 48 hours. **\$125 (Ins. \$1.00)**

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

### 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; design and deliver basic arguments, deliver informative presentations and complex arguments persuasively, and speak confidently with appropriate rate, projection, movement, and vocal variety. 21 hours. **\$70 (Ins. \$1.00)**

- 1) **Jun 7 – Jul 26**  
W • 5:30pm – 8:30pm • TBD  
*Prepay by Jun 1*

### Foreign Language

"Beginner" or "Introductory" language classes will introduce students to the basics of grammar through speaking, reading and listening activities. Amount of materials to be covered will vary depending on course length and the language difficulty category. 96 hours. **\$180 (Ins. \$1.00) if applicable.** **\$125 (Ins. \$1.00)**

- 1) **Jul 10 / Aug 18 Arabic Refresher**  
M-F • 8:00am – 3:00pm • TBD  
2) **Aug 28 / Oct 6 French Acquisition II**  
M-F • 8:00am – 3:00pm • TBD

### Attention Attorneys and Paralegals

Call to place your name on the interest list if you would attend Continuing Education training and/or a North Carolina Certificated Paralegal Examination Preparation Course.

*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 the necessary skills 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) **Jul 15 / Jul 22**  
MT • 8:00am – 4:00pm • CE 202  
2) **Sep 2 / Sep 9**  
S • 8:00am – 4:00pm • TBD  
3) **Dec 2 / Dec 9**  
SA • 8:00am – 4:00pm • TBD

### Certified Floral Designer (NEW)

This course starts with an introduction to the floral industry history, tools, and techniques. It will cover topics on flower attributes; color symbolic meanings and purposes; proper handling and storage of various flowers and foliage; hydration methods; cutting techniques and arrangements for various occasions through demonstration and practical applications; how to create basic bouquets, elaborate floral sprays, corsages and boutonnieres; and how to add a unique personal touch to advanced designs. Students will also be introduced to marketing and business concepts. So bloom into a new career as a Floral Designer with the nationally recognized CDF certification from American Institute of Floral Designers (AIFD). CDF Application and membership additional cost \$124 paid to AIFD. 125 hours **\$180 (Ins. \$1.00)**

*Course starting Fall 2017!*

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

### 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)** 📖

**1) May 18 / Aug 3**

TWTH • 6:00am – 9:00pm • CE 102

## SHRM Essentials

The SHRM Essentials of HR Management Certificate Program 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. This course is ideal for those who are just starting out in the human resources profession or those who are looking for an effective way to boost their employee management skills. 24 hours.

**\$70 (Ins. \$1.00) Book cost of \$260 to be paid at time of registration.** 📖

**1) Aug 1 – Sep 19**

T • 6:00pm – 9:00pm • TBD

*Prepay by Jul 21*

**2) Oct 10 – Nov 28**

T • 6:00pm – 9:00pm • TBD

*Prepay by Sep 22*

## SHRM-CP and SHRM-SCP Prep

THE NEW CREDENTIAL FOR HR PROFESSIONALS. 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. This certification is relevant worldwide, and gives professionals the recognition and flexibility to use their knowledge, skills and competencies anywhere their career takes them. 39 hours. **\$125 (Ins. \$1.00) Non-refundable materials cost of \$560 to be paid at time of registration.** 📖

**1) Aug 24 – Nov 16**

TH • 6:00pm – 9:00pm • TBD

*Prepay by Aug 4*

## 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. Other course topics will cover: the characteristics of liquors and other beverages, labels, proper measuring techniques, inventory and supply management and "first-hand" tricks of the trade from an experienced instructor. A materials list will be provided at the time of registration. 50 hours **\$125 (Ins. \$1.00)** 📖

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

## 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.

### Baking and Dessert Basics (NEW)

To be successful in the art of baking, it is important to have a basic understanding of how baking ingredients function and how they react with each other. During this course Chef Mark will deliver basic baking instruction in Coastal's well equipped, professional style bakery to help the students gain the knowledge to produce high quality breads and desserts such as; pastries: quick breads, cakes, cookies, and tasty desserts. Confectionary treats and yeasty bread aromas and flavors are just some of the benefits; as students will eat and take home their class projects to share with family and friends. Yum! 48 hours. **\$125 (Ins. \$17.00)**

**1) Jun 5 – Aug 1**

MT • 5:30pm – 8:30pm • Culinary

*Prepay by May 22*

### Food Blogger

Food Bloggers express passion for food, review products, service and useful information such as critiques and recipes. Food Bloggers have varied skill sets and can be found working for magazines, newspapers, restaurants, social media sites, self-employed or be considered a food blog hobbyist. This course led by a certified chef, will teach students the components of a successful food blog such as; a well-designed webpage with stunning food photos, descriptive writing for critiques and desirable recipes. 24 hours. **\$70 (Ins. \$1.00)** 📖

**1) Jun 6 – Jun 29**

TTH • 6:00pm – 9:00pm • TBD

### Monetize the Blog

This class is a continuation of the Basic Food Blogger class and teaches students how to modify and market websites and blogs to increase visibility and productivity through Search Engine Optimization, social media, such as Twitter, Facebook, Pinterest etc.; effectively network; brand products; and utilize proper advertising platforms. Food bloggers will learn how to utilize public relations companies and partner with online vendors to earn money as a Food Blogger. 24 hours. **\$70 (Ins. \$1.00)**

**1) Jul 11 – Aug 3**

TTH • 6:00pm – 9:00pm • TBD

### Wine Appreciation (NEW)

Increase your Wine IQ by spending six enjoyable Wednesday evenings with like-minded wine fanciers! Chef Mark will be the

sommelier to educate participants on how to get the most out of wine and share interesting information on tasting techniques, discuss grape varieties from different regions, and put your taste buds to work to appreciating different notes in pre-selected sparkling, white and red wines. Il vino è buono! 12 hours. **\$70 (Ins. \$1.00)**

**1) Jul 12 – Aug 16**

W • 6:00pm – 8:00pm • Culinary

*Prepay by Jun 30*

### Fresh Pasta and Italian Sauces (NEW)

Chef Mark Dowling 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 sauces; alfredo, bolognese, marinara, and pesto using fresh in-season ingredients. And the best part is savoring each freshly-made dish. Buon appetito! 12 hours. **\$70 (Ins. \$17.00)**

**1) Sep 6 – Sep 27**

W • 5:30pm – 8:30pm • Culinary

*Prepay by Aug 28*

### Garde Manger

Garde Manger is the art of cold food preparation. Chef Mark will instruct this course which provides hands-on recipe production in classic vegetable and fruit preparation, cold sauces, vinaigrettes, coulis, salsas, dairy-based sauces, and coating sauces for poached and roasted fish and meats. Students also will receive instruction on how to cure, brine, or smoke meats, seafood and cheese and prepare and serve a variety of sausages, pate, terrine, and galantine. Students will produce a portfolio as part of the learning objectives. Student to provide own full length white apron, hairnet and hat, safety shoes, and personal knives. Supply list will be provided at the time of registration. 96 hours. **\$180 (Ins. \$17.00)**

**1) Jun 13 – Aug 10**

TWTH • 9:00am – 1:00pm • TBD

### Mobile Kitchen & Food Truck Basics (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. In this course students will develop multiple fields of expertise necessary to operate their own mobile kitchen and complete various tasks in preparation to building their very own dream Mobile Kitchen Food Truck!

**1) Jun 12 – Aug 9**

MW • 6:00pm – 9:00pm • TBD

*Prepay by June 1*



## Teacher Renewal Credit Courses

### Webpage Tips and Tricks for Teachers ONLINE

This class is designed (using Schools-in-Sites) for teachers from all subject areas and all grade levels to provide tips and tricks to make the designed webpages good public relation tools and effective ways to deliver personalized instruction to students of all ability levels. 24 hours. **\$70 (Ins. \$1.00)**

1) Jun 19 – Aug 14  
Online

### 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. By the time you're done with this course, you'll be an expert at using new high tech tools to plan SMART board lessons that provide engaging, thought-provoking, and easy-to-update material for today's media-savvy learners. **\$70 (Ins. \$1.00)**

1) Offered Monthly

ONLINE - [www.ed2go.com/cccc2go](http://www.ed2go.com/cccc2go)

See page 19 for more information on Ed2Go.

## TRADES AND TECHNICAL COURSES

### Drywall and Sheetrock Repair

This class will instruct novice/intermediate level workers and maintenance personnel on the proper repair methods for drywall/sheetrock. Multiple repair methods for walls and ceilings will be covered to include the application of spray texture. 36 hours. **\$125 (Ins. \$1.00)**

1) Jul 11 – Aug 17  
TTH • 6:00pm – 9:00pm • T 122

### Basic Masonry

Basic masonry topics include job site organization; work layout; tool safety and use; the basic difference between using brick or block; building code specifications for masonry walls, footings, and foundations required for the support of masonry units; basic introduction to concrete requirements; formulations of mortar; OSHA and skin safety; and use of a masonry mortar mixer. 36 hours. **\$125 (Ins. \$1.00)**

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

### 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**

1) Aug 17 – Dec 14  
TH • 6:00pm – 10:00pm • T 122  
SA • 8:00am – 12:00pm • T 122

### 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. 96 hours. **\$180 (Ins. \$1.00)**

1) Aug 14 – Dec 6  
MW • 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. 72 hours. **\$180 (Ins. \$1.00)** Total Cost: **\$181**

1) Sep 12 – Dec 5  
TTH • 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) Sep 12 – Oct 9  
M • 6:00pm – 9:00pm • S 106

### 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) Aug 14 – Oct 30  
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. 126 hours. **\$180 (Ins. \$1.00)**

1) Aug 10 – Dec 9  
TH • 6:00pm – 9:00pm • T 118 / T 120  
SA • 8:00am – 1:00pm • T 118 / T 120

#### Welding Certification

This session is designed to provide individuals with the opportunity to test for welding certification(s) per AWS specifications. 12 hours. **\$70 (Ins. \$1.00)**

1) Jul 31 – Aug 3  
M – TH • 6:00pm – 9:00pm • T 118 / T 120

### Introduction to AutoCAD

Learn basic AutoCAD techniques. Topics include 2D commands, system hardware and software. 50 hours. **\$125 (Ins. \$1.00)**

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

## General Contractor Classes

### AutoDesk Revit Introduction

This course is designed to introduce students to AutoDesk Revit architecture and schematic design through construction documentation. This course will cover the fundamentals of Building Information Modeling (BIM) from preliminary design through construction documentation. 24 hours. **\$70 (Ins. \$1.00)**

1) Jun 26 – Jun 28  
MTW • 8:00am – 5:00pm • T 101

### 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)**

1) Sep 11 – Oct 25  
MW • 6:00pm – 9:00pm • TBD

### 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) Aug 14 – Sep 25  
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) May 2 – Jul 18  
TTH • 6:00pm – 9:00pm • CA 120  
2) Sep 26 – Dec 12  
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](http://www.ncdoi.com) "Engineering and Codes" >> "Code Officials Qualification" section

Call the college at 910-938-6294 for the current Code Qualification Classes course schedule.

### Law and Administration

All applicants who desire to become a NC Code Enforcement official are required to successfully complete the Board's standard course in Law and Administration. This course is applicable to all levels of certification and provides an overview of federal, state, and local government. 16 hours. **\$70 (Ins. \$1.00)**

1) May 6 – May 7  
SASU • 8:00am – 5:00pm • TBD

### Building Standard Inspection

40 hours. (Ins. \$1.00)  
Level II • Jun 2 – Jun 11 (\$125)  
F • 5:30pm – 9:30pm  
SASU • 8:00am – 5:00pm • TBD  
Level III • Sep 8 – Sep 17 (\$125)  
F • 5:30pm – 9:30pm  
SASU • 8:00am – 5:00pm • 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 hours. (Ins. \$1.00)  
Level II • Jun 17 – Jun 25 (\$125)  
SASU • 8:00am – 4:30pm • CE 102

### Fire Prevention Standard Inspection

32 hours. (Ins. \$1.00)  
Level II • Jul 8 – Jul 16 (\$125)  
SASU • 8:00am – 5:00pm • CE 102

### Mechanical Standard Inspection

24 hours. (Ins. \$1.00)  
Level II • Aug 4 – Aug 6 (\$71)  
F • 5:00pm – 10:00pm  
SASU • 7:30am – 6:00pm • CE 102

### Plumbing Standard Inspection

Level I • May 6 – May 14 (\$125)  
SASU • 8:00am – 5:00pm • CE 102  
Level II • Aug 18 – Aug 19 (\$71)  
F • 5:00pm – 10:00pm  
SASU • 7:30am – 6:00pm • CE 102

## Environmental Science

### Horticulture

The curriculum consists of identifying and selecting plant materials; propagating, planting, and growing planting materials in appropriate places and in the correct manner; properly maintaining plant materials; and managing the nursery and greenhouse. 42 hours. **\$125 (Ins. \$1.00)**

1) Aug 14 – Nov 20  
M • 6:00pm – 9:00pm • TBD

### 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)**

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

### Vertical Construction Series

The vertical construction series provides a progressive construct that introduces the principles and techniques of different construction trades. The class is designed to introduce the novice student to different vertical construction modalities. This class will



## 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.

cover basic construction, electrical, plumbing, masonry, blue print reading, construction cost estimation, building codes, and OSHA terminology. Through hands-on applications students will learn the electrical, plumbing, masonry, blue print reading, and construction cost estimation basic fundamentals. The class covers the common applications of these trades and stresses good safety practices. Students will also receive 30 hours in OSHA training. 264 hours. **\$180 (Ins. \$1.00) OSHA card fee \$8.00.**

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

## 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) **Jun 6 / Jun 8**  
TTH • 6:00pm – 10:00pm • T 104 / T 110
- 2) **Jul 11 / Jul 13**  
TTH • 6:00pm – 10:00pm • T 104 / T 110
- 3) **Aug 8 / Aug 10**  
TTH • 6:00pm – 10:00pm • T 104 / T 110
- 4) **Sep 12 / Sep 14**  
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) **Jun 13 / Jun 15**  
TTH • 6:00pm – 10:00pm • T 104 / T 110
- 2) **Jul 18 / Jul 20**  
TTH • 6:00pm – 10:00pm • T 104 / T 110
- 3) **Aug 15 / Aug 17**  
TTH • 6:00pm – 10:00pm • T 104 / T 110
- 4) **Sep 19 / Sep 21**  
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) **Aug 22 – Nov 28**  
TTH • 6:00pm – 9:00pm • S 111

### Marine Engine & Outboard Motor Repair

This class is designed for the student who wants a lot of information in a short amount of time. Ignition systems, carburetion systems, rebuild procedures, lower units, and tilt and trims will be covered in detail. 84 hours. **\$180 (Ins. \$1.00)**

- 1) **Sep 6 – Dec 13**  
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\\_CDLmanual.pdf](http://www.ncdot.gov/download/dmv/handbooks_CDLmanual.pdf) prior to class. 48 hours. **\$125 (Ins. \$1.00)**

- 1) **Aug 8 – Sep 28**  
TTH • 6:00pm – 9:00pm • TBD

## 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) **Aug 8 – Nov 28**  
TTH • 6:00pm – 9:00pm • CE 204

### 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) **Aug 16 – Nov 15**  
W • 6:00pm – 9:00pm • R 106

### 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) **Aug 15 – Dec 7**  
TWTW • 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) **Jul 10 – Nov 29**  
MW • 6:00pm – 9:00pm • T 103 / Possumwood Acres

## ED2GO ONLINE COURSES

Visit [www.ed2go.com/cccc2go](http://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](http://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

## Reptile Care and Management

The class is designed to provide knowledge for keeping, breeding, and rehabilitating indigenous and exotic reptiles, crocodilians

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) Aug 14 – Oct 2**  
MW • 6:00pm – 9:00pm • R 112

## ACADEMIC SKILLS IMPROVEMENT

The Basic Skills Program (BSP) provides instructional opportunities for improvement of basic academic skills and enhancement of workforce skills. The BSP 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 OPEN (Orientation for Personal Educational Needs OPEN) or on campus Monday–Wednesday 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 all Basic Skills Program 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.

### Basic Skills and High School Equivalency Preparatory Classes

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 the 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 Diploma. The options are the General Educational Development (GED) Diploma or the High School Equivalency Test (HiSET) Diploma. 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 instruction 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 [www.GEDcomputer.com/clicks](http://www.GEDcomputer.com/clicks); to register for the HiSET, visit [www.hiset.ets.org](http://www.hiset.ets.org)

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

## High School Equivalency Credential Testing

Coastal offers two testing options to earn a High School Equivalency Diploma. The testing options are GED® and HiSet. The GED® Test is computer based only. The HiSet is offered as both a computer based and paper based test. The GED® Test is \$80.00 for the full battery of four subject area tests. The HiSet is \$50.00 for the full battery of five subject area tests. Tests may be paid for and taken individually.

High School Equivalency testing is available daily in the Continuing Education building, room 205. The schedule follows:

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Week 1	GED	GED		GED	GED
Week 2	GED	HiSet (PBT)	HiSet (PBT)	GED	GED
Week 3	GED	HiSet (CBT)	HiSet (CBT)	GED	GED
Week 4	GED	GED		GED	GED

Pre-registration is required before testing. To pre-register for the GED®, visit [www.GED.com](http://www.GED.com); to pre-register for the HiSet, visit [www.hiset.ets.org](http://www.hiset.ets.org).

Coastal Carolina Community College is an official High School Equivalency testing center.

For more information, call 910-938-6259.

## 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.

### Ragsdale Bldg, Room 114 A

M – TH • 9:00am – 12:00pm

M – TH • 6:00 – 9:00pm

## 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 COMPASS 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

No fee exemptions 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) Jul 8 – Jul 8

SA • 8:00am – 5:00pm • CE 105

#### 2) Aug 5 – Aug 5

SA • 8:00am – 5:00pm • CE 105

### 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) Sep 11 – Oct 19

MTH • 6:00pm – 9:00pm • TBD

### Acrylic Painting

A supply list (about **\$50**) will be explained at the first class 24 hours. **\$35 (Ins. \$1.00)**

#### 1) Aug 8 – Sep 26

T • 6:00pm – 9:00pm • R 101

### Eco-Art Drawing on Nature

Expeditionary artistry is used to illustrate the beauty of nature and is a way to document natural science, marine life, military events, plus much more. This course will include a discussion with information on the history and trends of expeditionary art. Students will create and practice with pen, pencil brush, and various methods and materials to bring out their creative potential as a way to respond to nature's beauty and power. This class will be a field guide into the world of Eco-Art. Students will receive a brief introduction on how to market their goods. 21 hours. **\$70 (Ins. \$1.00)**

#### 1) Sep 9 – Oct 21

S • 9:00am – 12:00pm • TBD

### Color Drawing

This course is an extension of Drawing I. Instead of black and white pencils, colored pencils are used. 24 hours. **\$35 (Ins. \$1.00)**

#### 1) Aug 1 – Aug 24

TTH • 9:00pm – 12:00pm • TBD

### Sewing Skills - Multi Level

Students will need to bring their own portable sewing machine to class. Project supply list will be furnished at first class. 24 hours. **\$39 (Ins. \$1.00)**

#### 1) Jul 15 – Aug 19

SA • 9:00am – 1:00pm • TBD

#### 2) Sep 16 – Oct 28

SA • 9:00am – 1:00pm • TBD

### Machine Quilting

This class will instruct you on how to create a quilt by machine and get the professional advice of an instructor. Students will need to bring a portable sewing machine to class. Project supply list will be available at first class. 18 hours. **\$25 (Ins. \$1.00)**

#### 1) Sep 6 – Oct 11

W • 6:00pm – 9:00pm • TBD

### Upholstery Basics

If you would like to give a room a new look, you can be guided how to select an item to reupholster yourself to create a customized piece of furniture. A seasoned interior designer will teach students the necessary skills and techniques to upholster or reupholster 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. **\$39 (Ins. \$1.00)**

#### 1) Jun 12 – Jul 13

MTH • 6:00pm – 9:00pm • TBD

*Prepay by June 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 • S 111 & T Lot 11  
SU • 7:00am – 5:00pm • S 111 & T Lot 11

### 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 one-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)**

## 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](mailto: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](http://www.coastalcarolina.edu)).

**Registration:** To register for a class, students should 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](http://www.coastalcarolina.edu). From our homepage, [www.coastalcarolina.edu](http://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](mailto: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 Basic Skills Program for high school completion. Visit the Continuing Education office, call 910.938.6294, e-mail [ConEd@coastalcarolina.edu](mailto:ConEd@coastalcarolina.edu), or visit [www.coastalcarolina.edu](http://www.coastalcarolina.edu) (select Continuing Education, Registration and Fees, and Minor Applicant Form) to obtain this form.

**Enrollment Fees:** Course fees will be collected at the Kenneth B. Hurst Continuing Education Building. 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](http://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](http://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.

**Summer II Session: July 5 – August 8 • Fall Session: August 16 – December 15**

**Fall I Session: August 16 – October 13**

Registration for Summer II Session will take place April 18 – July 3. Registration for Fall Session will take place April 18 – August 10. Monday – Thursday between 8:30am and 7:30pm • Friday between 8:30a.m. and 5:00p.m.

**Holidays during this sessions are:** Independence Day Holiday, July 4; Labor Day Holiday, September 4; June 26 – 30 is the curriculum student Summer Break.

**To see a complete listing of curriculum classes, visit [www.coastalcarolina.edu](http://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 20 years old*) \*
- Criminal Justice Technology
- Criminal Justice Technology- Latent Evidence
- Emergency Management
- Fire Protection Technology

#### Computer Technology

- Computer Programming
- Computer Information Technology
- Networking Technology
- Web Technologies

New degree and certificate programs are being added all the time. Visit us online at [www.coastalcarolina.edu](http://www.coastalcarolina.edu) for an updated list of program offerings. *\*Limited enrollment programs have additional admission requirements and deadlines.*