

# **Continuing Education**

## **Instructors**

## **Information**

## **Packet**

**Coastal Carolina Community College  
444 Western Boulevard  
Jacksonville, NC 28546**

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**NOTE: This information packet supplements the Faculty and Staff Handbook.**



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## DIVISION OF CONTINUING EDUCATION

### **Overview**

The Continuing Education Division at Coastal Carolina Community College plays an active role in the continuing education of the citizens of Onslow County. The Continuing Education Division provides courses that upgrade the occupational skills and knowledge of individuals at all levels of labor and management, offers services to small businesses, and develops programs to meet the training needs of new and expanding industries. Programs are also provided to meet literacy needs, basic skill improvement, and high school equivalency certification. Additionally, a broad range of courses is offered enabling individuals to improve home and community life and develop or improve leisure time activities or practical skills. The division is divided into five primary areas of focus: Basic Skills, Human Resource Development, Occupational Extension, Small Business, and Community Service.

*Eligibility* To enroll in courses offered in the continuing education program, a student should be eighteen (18) years of age or older. However, sixteen (16) and seventeen (17) year olds can be served upon completion of the minor applicant form.

The College reserves the right to refuse admission to any student whose enrollment or continued presence is considered a risk for campus safety or disruption of the educational process. Prior disciplinary records may be considered when students seek admission to the College.

*Credit* The Continuing Education Unit (CEU) is used as the basic unit of measurement for an individual's participation in continuing education noncredit 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 of credit whereby ten (10) contact hours equal one (1) CEU credit.

*Registration* Courses begin at various times during the traditional sixteen (16) week semester. Pre-registration is required for all classes. Students may pre-register by telephone at (910) 938-6294 or in person at the Kenneth B. Hurst Continuing Education Building. Prepayment is encouraged for all continuing education courses.

Announcements concerning dates, times, locations of classes, and registration information are available in the continuing education office, on the website, [www.coastalcarolina.edu](http://www.coastalcarolina.edu), and in a schedule that is mailed several times each year.

*Fees* Continuing education fees are determined by the North Carolina General Assembly as follows: occupational courses - determined by class hours; community service fees vary; adult basic education, adult high school and GED have no cost. Senior citizens, 65 years of age and older, may enroll in any course free of a registration charge except for self-support courses. There is no registration fee for job-related courses for local law enforcement, fire, and rescue personnel. Coastal answers the community's job training needs by providing entry-level training, retraining, and upgrading for improving job performance. This includes noncredit courses, workshops, apprenticeship programs, teacher renewal classes, foreign language training, and various courses related to training in vocational or professional areas. The occupational extension program offers standard, existing courses or develops courses designed especially for businesses, organizations,

agencies, or industries. Coastal Carolina Community College is an innovative and comprehensive college that advances the lifelong educational development of students consistent with their needs, interests, and abilities while strengthening the economic, social, and cultural life of its diverse population.

*Business Related* The College provides programs and services specifically designed to meet the training and re-training needs of business, industry, military, and other area organizations. The formation of dynamic partnerships with community organizations and business is often a critical component in meeting these needs. Individual career goals for the general adult population are also met through continuing education offerings. The College's variety of courses offered through continuing education can provide participants with the necessary tools to build and enhance their skills and competencies in a variety of areas. Students, who need skills and knowledge to enter a new field, enhance skills in a current field to become certified, or want to build professional development skills to be more effective in the workplace and at home, should consider one or more of our programs.

*Computer Continuing Education* at Coastal Carolina Community College offers dynamic comprehensive computer programs for its partners. Coastal recognizes the important role computers and technology play in business and creating a competitive advantage. Using state-of-the-art facilities, excellent instructors, and convenient times and locations, the College can help students sharpen technology skills.

*Education Related* Our teacher education courses enable teachers to renew their current certificate. In addition, instruction is available for paraprofessionals so they may continue their classroom careers. Teacher renewal credits are offered in partnership with Onslow County Schools. The College offers a wide range of classes to include managing student discipline, teaching students with learning differences, self-esteem for young learners, and various computer technology classes. The teacher education program has a variety of innovative and effective courses that will give teachers the tools to maximize student learning. These courses are offered during the day, night, Saturdays, and online for the convenience of students.

*Health* Courses are scheduled to help fill employment needs of health agencies in the community. Nursing assistant, phlebotomy, and pharmacy technician training leading to state and/or national certifications are offered.

Successful students will be eligible for jobs in nursing homes, hospitals, pharmacies, laboratories, doctors' offices, and other related agencies. National certifications will also allow transient members of our community to depart with portable occupational skills. Online and traditional seated classes are offered in a wide array of medical office subjects, some of which also lead to certification. A series of classes, beginner and advanced, are provided for persons interested in substance abuse training. For food service personnel, dietary manager certification training is available.

*Emergency Medical and Telecommunications* Emergency services courses are designed to meet both the pre-service and in-service training needs of the emergency medical community. Courses are scheduled to fulfill the needs of rescue squads, fire departments, and EMS agencies. Basic telecommunications and emergency medical dispatch are also regularly scheduled.

*Fire Service and Technical Rescue Training* Full-time and volunteer firefighters are provided with the opportunity to gain technical knowledge and skills needed for the

effective performance of their duties. With flammable and explosive materials being stored and transported, it is necessary to keep abreast of the latest techniques for controlling hazardous conditions. In addition to classroom theory, the firefighter has the opportunity to apply firefighting techniques during specially designed field exercises. Training sessions may be held on the College campus or at local fire departments where in-service classes are provided at convenient locations throughout the county. A variety of rescue programs are provided so fire service personnel are trained in the most current and safe extrication methods.

*Law Enforcement Training* The College is dedicated to meeting all professional law enforcement training needs. We assist agencies in building quality-conscious organizations by offering NC Criminal Justice and Sheriff's Education and Training Standards Commission mandated in-service classes.

Additionally, numerous law enforcement classes are available to improve the quality and effectiveness of criminal justice services. Classes are usually held on the main campus but may be held at alternative locations to meet departmental needs.

*Vocational Technical Training* Vocational technical training is offered in a wide variety of areas such as building construction, veterinary, cosmetic art, aviation and maintenance, environmental science, maintenance and repair, transportation, and computer aided design and drafting. Many of these programs are pre-certification classes. Theory is augmented with multiple hours of hands-on training to assist students in obtaining increased confidence, knowledge, and proficiency in these topics.

### **Basic Skills Program**

The Basic Skills Program provides educational opportunities for adults through five literacy components. Classes and labs are provided at no cost both on and off campus to assist adults in their efforts to improve basic skills, earn a high school credential, and improve job skills.

*Adult Basic Education (ABE)* The Adult Basic Education program is designed to provide basic skills training in reading, writing, and mathematics for adults whose educational achievement is less than ninth grade. The ABE curriculum is comprehensive, utilizing adult-oriented materials and instruction to meet the needs of the individual. Classes are scheduled on the main campus and at many community locations to meet the basic educational needs of the citizens of Onslow County. All books and materials are provided free of charge.

*Adult High School Diploma Program (AHS)* The Adult High School Diploma program is designed for adults to complete the necessary requirements to obtain an adult high school diploma. The program is administered by the Continuing Education Division at Coastal Carolina Community College with the approval and cooperation of the Onslow County Board of Education. An adult may earn a North Carolina Adult High School Diploma by completing twenty (20) units, fourteen (14) required and six (6) elective, and by passing the North Carolina Competency Test in mathematics and reading. Minors (ages 16 or 17) may enroll with a completed "Petition for the Admission of a Minor Applicant." Students may earn credits upon completion of classes in English, reading, and math offered at the main campus. Other courses are offered through independent study in the Academic Studies Center.

*Compensatory Education Program (CED)* The compensatory education program offers classes for mentally handicapped adults in math, community living skills, reading, health,

social science, consumer education, and vocational education. The program is designed to assist students to gain independence and self-sufficiency.

To be eligible for the program, students must be at least eighteen (18) years of age and provide documentation of developmental disability.

*English as a Second Language (ESL)* English as a Second Language is a course designed for foreign students who want to learn to speak, write, and communicate fluently in the English language. Conversational English is emphasized, as well as vocabulary, spelling, and reading development. Classes are offered each semester during the day and evening based on demand. Citizenship instruction is also available.

*General Educational Development Program (GED)* The General Educational Development Program is designed for the adult who has not completed high school and would like to obtain a North Carolina High School Equivalency Diploma. An individual must achieve the necessary scores on the General Educational Development test to achieve the high school equivalency certificate which is accepted by more than 90% of colleges and universities and by many employers.

The GED consists of five (5) parts which measure a person's ability to use correct English in written expression, read and comprehend material in social studies, science and literature, and solve problems in mathematics. Students may prepare to take the GED test by attending GED classes in reading, English, and mathematics or by studying on an individual basis in the Academic Studies Center. Classes are offered day and evening and books are provided for student use. A distance learning course, GED Takeout, is also offered which includes text, video, and online instruction. Coastal Carolina Community College is an official GED testing center. The GED test is given once per month or at the end of each session if a student is enrolled in GED classes. There is a \$7.50 test fee.

### **Center for Business and Industry Development**

*Small Business Center (SBC)* The Small Business Center provides educational opportunities and support to prospective and existing small businesses. Services include small business seminars and courses, free one-on-one counseling, information and referral, a resource library, and business plan assistance. The SBC's REAL Entrepreneurship program examines the development of a business idea, market analysis, and the components of a business plan. Students gain knowledge from hands-on activities and guest speakers who are successful business owners.

*Military Business Center (MBC)* The North Carolina Military Business Center (NCMBC) is a collaborative effort between North Carolina business and industry and the North Carolina Community College System. The mission of the MBC is to leverage the presence of the military in North Carolina to promote economic development and quality of life. Business services include providing hands-on assistance for completing required registrations; finding federal opportunities; developing proposals; and invoicing federal projects. MBC staff can also assist with business-to-business mentoring; provide intelligence on current short-term and long-term military business opportunities (both prime and subcontract); identify potential North Carolina based business partners and sub-contractors; and conduct business client intake, screening, and referral to the Small Business Center, Procurement Technical Assistance Center (PTAC), and other providers to help prepare for competition.

*Industry Training Center (ITC)* The Industry Training Center supports the needs of industries in Onslow County. In cooperation with the North Carolina Community College System (NCCCS), the ITC will design a customized training curriculum tailored to meet individual company needs under the New and Expanding Industry Training (NEIT) program. Industries that qualify for this free training include manufacturing companies, technology intensive customer service or data processing centers, air courier services, and warehousing or distribution centers that hire 12 or more new employees. NEIT projects must meet criteria set by the state and be approved through the NCCCS. The ITC also offers customized training to local existing industries under the Focused Industrial Training (FIT) program. Training may be conducted at the company's site by College faculty, third-party contracted resources, or by subject matter experts within the company.

This low-cost training is designed to help industries become more productive and competitive. Additionally, the ITC can request special funding from the NCCCS for Customized Industry Training (CIT) to augment the services of NEIT and FIT programs. CIT was created to enhance the skills of workers employed by businesses that are making an appreciable capital investment and deploying a new technology.

### **Human Services**

A variety of programs and services are available through the Human Services Department. The offices are located in rooms 108 and 109 of the Kenneth B. Hurst Continuing Education Building. Financial Assistance is available for students who qualify. These funds may assist with tuition, books, tools, supplies, and childcare. To inquire, please contact the Human Services Department or call (910) 938-6309.

The Human Resources Development (HRD) program is designed to educate and train individuals who are unemployed and underemployed. It provides training, counseling, and assistance with placement in either employment or additional educational training. The classes are free of charge to individuals who qualify, and classes are offered during the day and evening. The Career Center, which is located in room 108 of the Kenneth B. Hurst Continuing Education Building, is available to help students with a wide range of career development needs. Career exploration and counseling is available to those undecided about a career path. Assessments are available to assist in determining interests, abilities, values, and work-related personality, with results interpreted and matched to occupations. Students may review detailed information on occupations, to include outlook for employment, salary, work tasks, and required training/education, to help evaluate the occupation as a possible career choice. Job search assistance is available individually and in group settings on a variety of topics. Job placement assistance is provided through the eCampusrecruiter online job search and application program, Internet job search websites, and at job fairs conducted in Jacksonville and aboard Marine Corps Base Camp Lejeune. Resources available in the Career Center include computers, software programs, access to the Internet, and printed and electronic reference materials. Hours are Monday through Friday, 9:00 a.m. - 5:00 p.m., and other hours by appointment.

### **Community Service Programs (CSP)**

The community service classes reflect the needs and interests of the citizens of Onslow County. These classes provide new avenues for personal development, skills training,

cultural enrichment, and lifelong learning. Course offerings may include arts and crafts, sewing, dance, and wellness. Many classes are held off campus to allow for convenience. The College reserves the right to refuse admission to any student whose enrollment or continued presence is considered a risk for campus safety or disruption of the educational process. Prior disciplinary records may be considered when students seek admission to the College.

## **PAYROLL PROCEDURES AND PART-TIME CONTRACTS**

1. Part-time Continuing Education instructor contracts are offered on a course-by-course basis.
2. The contract should be signed by the instructor prior to the beginning of class. The contract will then be signed by the Vice President for Institutional Effectiveness and Continuing Education and a copy returned to the part-time instructor.
3. The part-time hourly rate of pay for a course is established by Coastal guidelines and appropriate instructional qualifications to teach the course. Advanced college degrees do not automatically guarantee higher rates of pay.
4. Part-time Continuing Education instructors are generally paid the month after the end date of the course, provided the contract has been signed and returned to the Continuing Education Office and all course paperwork has been completed. If the course ends by the twelfth of the month, the instructor may be paid in the same month provided that all paperwork is completed.
5. Payday is always the last working day of the month. If the last day of the month is a Saturday or Sunday, the last working day of the month is the Friday before. If you do not participate in direct deposit, paychecks are mailed from the Accounting Office the day before payday so instructors will receive them in the mail on payday.
6. If an instructor changes his/her address, he/she should notify the Continuing Education Office so the address can be updated in the computer. If it is not updated, the paycheck and end of year tax forms will be mailed to the wrong address.

## INSTRUCTOR TEXTBOOKS

Instructors should assist the immediate supervisor in selecting appropriate textbooks for a course, if needed. A copy of the textbook, instructor manual and other possible resources will be requested from the book company by the supervisor. These materials will be loaned to the instructor and should be returned to the immediate supervisor at the end of the course.

## SUPPLIES AND MATERIALS

The instructor should work with the immediate supervisor to plan for securing or purchasing of supplies. Special materials that are not available at the College may be purchased through a purchase order by the program supervisor or instructor. **Instructors cannot be reimbursed for supplies and materials purchased prior to obtaining a purchase order.** Instructional supplies will be furnished by Coastal Carolina Community College.

Student supplies are the responsibility of the student. The instructor should always give students options as to where to buy the supplies and may never sell supplies to students during class time.

## MINIMUM CLASS SIZE

The minimum number of students necessary to register a class is 8. This means that an instructor is not authorized to register a class unless a minimum of 8 students are physically present at the first class session and application forms are completed and registration fee is paid unless specifically authorized by the appropriate Director, Coordinator, or supervisor.

## COURSE DATES AND TIMES

Instructors are to meet with their class on the dates and times as set forth in their contract. Instructors must obtain **prior** approval from their program supervisor to alter any portion of the established schedule.

## COURSE LOCATION

Classes are to be held in the location designated on the instructor's contract. If the instructor wishes to change the location of a class (e.g. field trip), permission must be obtained from the program supervisor **prior** to the first class meeting. The change should be listed on the course syllabus and outline.

## COURSE HOURS AND BREAKS

Instructors are expected to begin and end classes on time and offer instruction for the full time specified on their contracts. Breaks consisting of ten minutes per hour should be scheduled. **Break times cannot be accumulated and taken at the end of a class.** Early dismissal of class may result in students not receiving credit for attendance, the instructor receiving a deduction of hours from their contract, and Coastal receiving an audit exception on FTE hours. This is a very damaging report that can have serious academic and financial repercussions for the college.

## **CLASS VISITATION/ACCOUNTABILITY**

Class visitation by the program supervisor, evening coordinator, weekend coordinator, Vice President for Institutional Effectiveness and Continuing Education and other Coastal personnel may be made when considered necessary. An on-site verification form may be completed at the time of the visit, including instructor signature and number of students present. Also, the North Carolina Community College System auditors conduct visits to a random sample of Continuing Education courses.

The Continuing Education instructor should communicate and furnish information to the auditors and other Coastal personnel as requested. A copy of the course syllabus and class roster should be available in the classroom at each class meeting for review by the auditor.

## **CONTINUING EDUCATION REFUND POLICY**

Refund requests and withdrawals must be made **in writing** by the student. Official request for refund forms are available at the Continuing Education office from 7:30 a.m. until 8:00 p.m., Monday through Thursday, and 7:30 a.m. until 5:00 p.m. on Friday.

Registration Fee Refunds - A refund 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 prior to the first day of class of the academic semester or term or if the college cancels the class. A 75 percent refund shall be made if the student officially withdraws from a contact hour class on or before the tenth calendar day of the class.
- (4) There are no refunds for Extra Fun or Motorcycle classes unless the College has to cancel the class.
- (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.

Requests for refunds will be processed by the Accounting Office as rapidly as possible but due to circumstances, the process could take up to two to three weeks.

## **OCCUPATIONAL COURSE REPEAT POLICY**

Students who take an occupational extension course more than twice within a five-year period shall pay their cost for the course based on the amount of funds generated by a student membership hour for occupational extension multiplied by the number of actual hours the class is to be taught. This does not apply to fire, rescue, or law enforcement training courses taken by fire rescue, or law enforcement personnel. Students may repeat occupational extension courses more than once if the repetitions are required for certification, licensure, or

recertification. The colleges shall submit annual reports to the State Board of Community Colleges naming the students and the certification, licensure, or recertification requirements that necessitated the repetition.

### **ATTENDANCE**

Coastal Carolina Community College is committed to the principle that class attendance is an essential part of its educational programs. While urging regular class attendance, the college at the same time desires to allow students an opportunity to develop a sense of personal responsibility toward their studies. For occupational extension courses, a student must maintain regular attendance (a minimum of 75% of scheduled hours) in the course. Some occupational courses may have a more restrictive attendance policy due to certification requirements. It is the responsibility of the student to understand and to abide by the announced attendance policy. Each student is accountable for any work missed because of class absence. Those students who incur absences in excess of the attendance policy will be dropped from the course with a grade of W. For other Continuing Education courses, regular attendance is encouraged.

### **EVALUATION OF STUDENTS**

Each instructor has the full responsibility of evaluating the achievements of the students. During the first week of classes, students will be informed of the course objectives and requirements, methods of evaluation and final grade determination. Instructors will include this information on the course syllabus.

Tests and examinations serve to help instructors evaluate the results of instruction, evaluate the work of the student, evaluate the curriculum, and serve as instruments for learning. Teachers must make and interpret tests and examinations in the light of the purpose of giving them.

Coastal encourages the policy of frequent and varied evaluation throughout the course. All evaluations are based on the seven point numerical system or pass/fail system as deemed appropriate in the specific course.

### **GRADING SYSTEM**

Official grades are issued for each student at the end of each course. Students enrolled in Continuing Education programs will be graded by one of the following letter-grade systems.

P = Pass	A = 93-100
F = Fail	B = 85-92
*I = Incomplete	C = 77-84
W = Withdrawal	D = 70-76
	F = Below 70
	I = Incomplete
	W = Withdrawal

\* an Incomplete (I) will be awarded when special circumstances (as approved by the program coordinator/director) allow the student to attend the next session of the same class to complete the course.

### **CONTINUING EDUCATION UNIT**

The Continuing Education Unit (CEU) is used as the basic unit of measurement for an individual's participation in Continuing Education noncredit classes, courses and programs. CEUs will be awarded -- ten (10) contact hours equal one (1) CEU -- to individuals who successfully complete a learning activity in an occupational program area.

## COURSE CERTIFICATES

The chart below contains the guidelines for awarding end-of-course grades, certificates and CEUs. When CEUs are awarded, a formal evaluation of student performance must be made by the instructor and becomes a part of the class file. Computer generated certificates will be mailed to the student when a course ends. An exception on type of grade and issuance of certificates may be made when a course is designed to meet a special need.

<u>Program</u>	<u>Grades</u>	<u>Certificate</u>	<u>CEU</u>
Occupational Extension	Numerical Grade or Pass/Fail	Yes	Yes
Community Service	Pass or Withdraw	No	No
Self-support	Pass or Withdraw	Varies	Varies
Basic Skills	Pass, Repeat or Withdraw	No	No
Adult High School	Numerical Grade	Yes(Diploma)	No
GED	Numerical Grade	Yes (GED)	No
HRD	Pass or Withdraw	Yes	Yes

## TRANSCRIPTS

Continuing Education transcripts, indicating the educational progress of all students, are maintained in the Registrar's Office. Copies of transcripts will be sent upon written request by the student to the Registrar's Office.

## STUDENT EVALUATION OF INSTRUCTION

All Continuing Education courses should be evaluated at the final class session. Prior to the last class session, please make arrangements to pick up a packet of evaluation forms. *At the last class session*, please use the following procedure to administer evaluations:

1. Ask one of your students to assist you with the evaluation process. His/her job will be to distribute forms to the class while you leave the classroom. It is important for you to physically leave the classroom to allow the students complete freedom to answer questions in a candid manner. Sometimes the mere presence of an instructor can influence the way students respond to the questions.
2. Students should be told that their responses will be confidential and that they are encouraged to complete both the front and back of the form.  
After the assisting student has handed out the evaluations, he/she should allow approximately 15 minutes for students to complete the form. Each student should fill in course instructor and date at bottom left corner in the appropriate blanks. When all students have finished completing the form, the assisting student should collect all forms and place them in a manila envelope. The envelope should be sealed prior to your returning to the classroom.
3. The sealed envelope along with your graded roster should be delivered to the Continuing Education office as soon as possible. Shortly after dropping off your paperwork, you will receive a summarized report of the evaluation responses.

One of the most valuable uses of a course evaluation is to help you, the instructor, improve your skills. By following these basic guidelines, you can help all of us serve our students better.

## **REPORTING PROCEDURE CHECKLIST**

Instructors are responsible to verify that the number of students in class equals the number of students on the printed attendance roster.

### **First class meeting:**

**Paperwork:** It is essential that the instructor verify that all students have properly registered and have paid for class by verifying the students on your computer generated attendance roster against students in class. If a student is not on your roster, they need to complete a class registration form and money sheet and pay the fee. The class attendance roster should reflect all students attending class.

- **Minor applicant forms** must be completed and approved on any minors (students age 16 or 17) before they may be allowed to enroll and attend any Continuing Education class.

### **Within 24 Hours of First Class meeting:**

- If you collected money in class, money sheet(s), fees collected, and registration forms must be turned into the Continuing Education Office within 24 hours of first class meeting. This 24 hour rule also applies when companies are to be billed. Instructors must sign money sheets.

### **10% Date as Noted on Your Contract**

Turn in:

- Class roster signed (yellow copy). Please list names **alphabetically** on this attendance sheet.
- Any additional money sheets from students who enroll after the first session also must be turned in within 24 hours of collection to the Continuing Education Office (for immediate placement in the gray “holding” cabinet for processing).

### **End of Course (Within 24 Hours of Last Class Meeting)**

Turn in:

- Class roster (white copy). **Grades need to be recorded in grade column.**
- Student evaluation forms.
- All AV equipment returned. Please ensure you sign all equipment back in. This equipment is very expensive, can be checked out to hundreds of instructors, and requires strict accountability.
- All materials/texts returned.

## SAMPLE OUTLINE



**Coastal Carolina Community College  
Division of Continuing Education**

### Course Outline

<b>Course Title:</b>	<b>EMERGENCY MEDICAL TECHNICIAN BASIC INITIAL</b>
<b>Course Number:</b>	EMS 3044
<b>Total Class Hours:</b>	156 didactic/lab 16 clinical/Internship 172 total hours
<b>Description:</b>	This course will follow the guidelines established by the NC Office of EMS. The curriculum for the EMT educational program shall be the 1994 release of the United States Department of Transportation (US DOT) National Highway Traffic Safety Administration (NHTSA) EMT-Basic Course: National Standard Curriculum and the Supplemental Airways Modules for EMT-Basic; NSC.
<b>Objectives:</b>	This course will cover the objectives of the 1994 Release of the United States Department of Transportation (US DOT) National Highway Traffic Safety Administration (NHTSA) EMT-Basic Course: National Standard Curriculum and the 2002 Supplemental Airway Modules for 1994 EMT-Basic: NSC.
<b>Pre-Requisites:</b>	High School Diploma or, GED, or TABE test for reading comprehension score of 9.0 or higher
<b>Text:</b>	Brady: Prehospital Emergency Care AHA: BLS for Health Care Providers
<b>Evaluation Procedures:</b>	The student must pass: All 8 module written examinations with a 80% (Note module 4 is broken up into 2 examinations) A final comprehensive written examination with a 80% All module skills with a score of satisfactory All Scope-of-practice evaluations with a score of satisfactory Must receive satisfactory evaluations in both the clinical and field internship
<b>Attendance:</b>	The student may miss no more than of didactic/lab time and must complete all 16 hours of clinical/internship
<b>Other (materials, activities, etc.):</b>	This class is a pass or fail course. No letter grade will be assigned All evaluations carry the same weight and all evaluations must be passed.

Outlines must be approved by Coordinators and Directors before a class begins and should be given to students at the first class meeting.

## SAMPLE SYLLABUS

**HUMAN RESOURCES DEVELOPMENT PROGRAM  
COASTAL CAROLINA COMMUNITY COLLEGE**

*Introduction to  
Health Occupations*

### **COURSE SYLLABUS**

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#### **I. COURSE DESCRIPTION**

**This course focuses on health related occupations such as surgical technology, nursing (CAN, LPN, RN), dental technology, phlebotomy, medical lab technician, and EMS. Students will receive first hand knowledge of these occupations, be exposed to different curricula as it relates to health occupations, and be advised of necessary criteria that must be met for entry-level employment in these areas.**

#### **II. COURSE HOURS: 15**

#### **III. TARGET POPULATION:**

Unemployed and underemployed adult citizens of Onslow County

#### **IV. TEACHING METHODS:**

**Lecture and demonstration materials, presentations by experiences health professionals, hands-on experience using a personal computer under instructor supervision.**

#### **V. COURSE GOALS:**

1. Define health related occupations such as surgical technology, nursing (CNA, LPN, RN), dental technology, phlebotomy, medical lab technician, and EMS.
2. Explain specific criteria necessary to enter into health related occupations as an entry-level employee.
3. To gain first hand knowledge related to health occupations.

#### **VI. COURSE OBJECTIVES:**

##### Problem Solving

Students will learn to apply problem-solving skills to workplace scenarios.

##### Communication

Students will learn effective communication skills and proper technology as relates to health occupations.

##### Employability

Students will be equipped with information useful in seeking an entry-level position within the health related field.

##### Assessment

A general assessment of the students' assets and limitations in the area of reading and math will be administered. Also, each student will complete an end of course assessment.

### Positive Self-Concept

Through activities in the class, the student will be able to develop and maintain a positive view of their self-worth and strive for continuous self-improvement.

### Technology Awareness

Students will be made aware of the impact and the importance of information technology to their job search endeavors.

## **VII. MINIMUM REQUIREMENTS FOR COMPLETION:**

### **Regular attendance – ATTENDANCE IS MANDATORY!**

In the event of an emergency and you are unable to attend class, please call the Human Resources Development representative at (910) 450-1678. Special circumstances requiring absence from class should be discussed with the class instructor.

## **VIII. GRADING SCALE:**

This is a pass/fail course based upon class attendance and class participation.

## **INTRODUCTION TO HEALTH OCCUPATIONS COURSE OUTLINE**

### **SESSION 1 (3 Hours)**

- ❑ Introduction and administrative paperwork
- ❑ Choosing a career in healthcare
- ❑ General job skills, training and education needed
  
- ❑ Nursing Assistant/Home health aide
  - ❑ Required education
  - ❑ Educational programs
  - ❑ Required credentials
- ❑ Physical Therapy
  - ❑ Required education
  - ❑ Educational programs
  - ❑ Required credentials

### **SESSION 2 (3 Hours)**

- ❑ Practical Nursing (LPN)
  - ❑ Required education
  - ❑ Educational programs
  - ❑ Required credentials
- ❑ Associate degree in Nursing (RN)
  - ❑ Required education
  - ❑ Educational programs
- ❑ Required credentials
  
- ❑ Discover / Career exploration

### **SESSION 3 (3 Hours)**

- ❑ Emergency Medical Science (EMS)
  - ❑ Required education
    - ❑ Educational programs
  - ❑ Required credentials
- ❑ Medical Office Technology/Medical Records
  - ❑ Required education
    - ❑ Educational programs
  - ❑ Required credentials
- ❑ Dental Assistant
  - ❑ Required education
  - ❑ Educational programs
- ❑ Required credentials
- ❑ Dental Hygiene
  - ❑ Required education
  - ❑ Educational programs
- ❑ Required credentials

#### **SESSION 4 (3 Hours)**

- ❑ Central Sterile Processing
  - ❑ Required education
  - ❑ Educational programs
- ❑ Required credentials
- ❑ Surgical Office Technology
  - ❑ Required education
  - ❑ Educational programs
- ❑ Required credentials
- ❑ Medical Laboratory Technology
  - ❑ Required education
  - ❑ Educational programs
- ❑ Required credentials
- ❑ Phlebotomist
  - ❑ Required education
  - ❑ Educational programs
- ❑ Required credentials

#### **SESSION 5 (3 Hours)**

- ❑ Nutrition/Dietary Departments
  - ❑ Required education
  - ❑ Educational programs
- ❑ Required credentials
- ❑ Occupational Therapy
  - ❑ Required education
  - ❑ Educational programs
- ❑ Required credentials
- ❑ Conclusion
  - ❑ Other careers associated with health care
  - ❑ Discussion of future education and employment opportunities
- ❑ Class evaluation

# SAMPLE CLASS ROSTER



Coastal Carolina Community College  
Class Roster

Section ID 4251

Class # NUR-3241-06

Course Title <b>Nurse Aide II</b>	<i>Continuing Education Office Use Only</i>
Course Prefix/Suffix <b>NUR-3241</b>	Section Number
Beginning Date 3/5/08	DataTel ID#
Reporting Date	Total Class Hours
Ending Date 5/22/08	Total Students Enrolled
Location <b>Online &amp; H 126</b>	Total Membership Hours
	Completion Date 1 <sup>st</sup> Level
	Completion Date 2 <sup>nd</sup> Level

M	Tu	W	Th	F	Sa	Su	Start				End			
		<b>X</b>					1	5	0	0	1	9	0	0
<b>X</b>			<b>X</b>	<b>X</b>			0	7	0	0	1	2	0	0

*Use 24 hour clock. P.M. hours are from 1200 to 2400*

Student Name and Phone Number	Grade	Dates of Class/Attendance												
		3/5	3/8	3/12										
1. Name of Student Phone #	A or other	E	✓	Λ										
2.														
3.														
4.														
5.														
6.														

This two part form serves as the official class record indicating all students registered for the class and shows the attendance for the duration of the class and final grades. Also, your signature at the 10% point of the class and again at the end of the class verifies that this is a true and accurate record of class attendance and grades.

All of the information that you must enter on the form can be found on your contract and the student application forms. Attendance codes at the bottom of the page are to be used. Indicate with an E (enter) for the date student entered class. Indicate absences with an A. If the student is in attendance indicate with a "checkmark" or X. When a student withdraws from the class indicate with a W in the date block that they withdrew.

10% Date: Turn in the yellow copy signed, with social security number at the 10% date of the class. Show the date that each student entered the class and any days absent using the codes at the bottom of the form. Keep the white copy to continue recording class attendance and final grades.

End of Course: At the end of the class, enter the final grades for each student in the appropriate column. Again, be sure your signature appears on the form. Return white copy and any other class materials to the Continuing Education Office within 24 hours after last scheduled meeting.

17.														
18.														
19.														
20.														

Signature of Instructor \_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Instructor's Social Security Number

<b>Attendance Codes:</b> E=Date Student Entered Class A=Absent ✓ or x = Present	<b>Grade Codes:</b> P=Pass F=Fail I=Incomplete W=Withdraw S=Satisfactory AU=Audit	A=Excellent B=Above Average C=Average D=Below Average F=Failing NG=No Grade NA=Never Attended
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# SAMPLE MONEY SHEET

**COASTAL CAROLINA COMMUNITY COLLEGE  
DIVISION OF CONTINUING EDUCATION MONEY SHEET**  
444 Western Boulevard, Jacksonville, NC 28546  
(910)938-6294

<u>EMT-Basic</u>	<u>MS 121</u>	<u>7:30-4:30</u>	<u>M-F</u>	<u>1/5/09-5/9/09</u>
Course Name	Location	Meeting Times	Meeting Days	Begin/End Date
Instructor Name	5939		152	CEDOE
Instructor Name	Course Section	Contract	Total Class Hours	AR Code

STUDENT NAME (please print)	SSN	STUDENT SIGNATURE	METHOD OF PMT PAYING AGENCY (CK, CASH, CC, BILL TO)	CHARGES		TOTAL PAID
				TUITION	OTHER	
1. Tracie James	123-45-6789	Student Signature	CK # 123	65.00	0	65.00
2. Lorraine Fritter	012-34-5678	Student Signature	Cash	65.00	0	65.00
3.						
4.						
5.						

**Money Sheets are generally completed at the Continuing Education Office window.**

8.						
9.						
10.						
<b>TOTALS</b>				130.00		130.00

REC'D FROM: Instructor Sign Here  
Instructor

\$ 130.00  
Amount

REC'D BY: \_\_\_\_\_  
Accounting Office

CE USE ONLY	
CE Workup Date / Initials	Director/Coordinator & Extension



# SAMPLE REGISTRATION FORM



**COASTAL CAROLINA COMMUNITY COLLEGE**  
 Division of Continuing Education  
 444 Western Boulevard  
 Jacksonville, NC 28546  
 (910) 938-6294

This form is completed at the Continuing Education Office window.

## REGISTRATION FORM

*This form must be received within 24 hours of the start of the course. Fax to (910) 347-6174.  
 Call (910) 938-6294 to confirm transmission received by Continuing Education Office.*

### Student Information

\*Students age 16 and 17 must complete a minor applicant form to attend class. Occupational students age 65 or over are exempt from tuition upon proof of age.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*All fields are required for complete registration (PLEASE PRINT)

SSN: 123-45-6789  
(Full SSN is required for enrollment)

Name: Carr Mary E  
Last First M. Initial

Email Address: carrm@coastalcarolina.edu

Mailing Address: 123 Western Blvd.

Jacksonville NC 28546  
City State Zip

Home Phone: 910-234-6789

Work Phone: 910-455-1221

Date of Birth: 9/3/81

Sex: (check one)  Male  Female

Race: (check one)  
 White  Black  Indian  
 Hispanic  Asian  Other

If Military, indicate unit:  
 Active  Reservist  Retired  Dependent

ID Verification for Motorcycle Voucher

Date Last Attended School: 2008

Name of High School: Jacksonville

City Jacksonville State NC

Highest Grade Completed:

- |  |  |
|--|--|
| <input type="checkbox"/> Some HS           | <input type="checkbox"/> 1 Year Vocational           |
| <input type="checkbox"/> HS Graduate       | <input checked="" type="checkbox"/> Associate Degree |
| <input type="checkbox"/> GED Diploma       | <input type="checkbox"/> Bachelor's Degree           |
| <input type="checkbox"/> Adult High School | <input type="checkbox"/> Master's Degree             |

Single Parent: No  Yes

Limited English Speaking: No  Yes

Occupation: Data Tech

Employer: CCCC

Employment: (check one)

- Retired
- Unemployed – Not Seeking Employment
- Unemployed – Seeking Employment
- Employed 1 – 10 hours per week
- Employed 11 – 20 hours per week
- Employed 21 – 39 hours per week
- Employed 40 hours or more per week

Citizenship: (check one)  
 U.S.  Naturalized  
 Eligible Alien  Non Eligible Alien

### Course Information

Class Title	EMT-Basic	Class Days	M-F
Beginning/Ending Date	1/5/09-5/9/09	Instructor	
Class Times	7:30-4:30	Location	MS 121

### Payment/Billing Information

Amount of Payment: \$ 65.00 Receipt Number                     

Form of Payment:  Check # \_\_\_\_\_  Cash  Credit Card  Other  Billed to Third Party

If your registration is to be paid by a third party, please complete the billing information below.

Organization Billed:	
Billing Address:	
Contact Person:	
Phone Number:	

**\*Please see back of form**      **Ensure Receipt Number is filled in.**



**COASTAL CAROLINA COMMUNITY COLLEGE**  
 Division of Continuing Education  
 444 Western Boulevard  
 Jacksonville, NC 28546  
 (910) 938-6294

**PLEASE NOTE**

Paid seats in class will be held for 30 minutes after the start of the first class. The instructor should direct all students that are more than 30 minutes late for class to the Continuing Education Building Office to reschedule. Stand-by students must be present at the start of the first class. Situations will arise where a stand-by student will not be able to attend the class because the scheduled student arrived within the 30 minute guideline. Priority of selection for stand-by students will be: 1) students that have already scheduled and paid for a section of the class scheduled to start at a later date; 2) students with a scheduled training date closest to the present date; 3) unpaid/unscheduled students based on their arrival time in class.

Please initial here that you have read and understand the above information. \_\_\_\_\_  
Initials Date

**REFUND POLICY**

Registration Fee Refunds. A refund 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 prior to the first day of class of the academic semester or term or if the college cancels the class. A 75 percent refund shall be made if the student officially withdraws from a contact hour class on or before the tenth calendar day of the class.  
 (4) 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.  
*Requests for refunds will be processed by the Accounting Office as rapidly as possible but due to circumstances, the process could take up to 3-4 weeks.*

Please initial here that you have read and understand the Refund Policy. \_\_\_\_\_  
Initials Date

**ACKNOWLEDGEMENT OF HEALTH/ACCIDENT INSURANCE**

**Accident Insurance: \$2.00      Liability Insurance: \$16.00**

Required for:  
 Construction Classes    Masonry Classes    Outboard Motor Classes    Plumbing Classes    Welding Classes  
 Electrical Classes      Motorcoach Classes    Paramedic Classes      Small Engine Classes  
 Intraoral Radiography    Nurse Aide Classes    Phlebotomy Classes      Veterinary Classes

*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.*

- I have health/accident insurance coverage and do not desire to purchase student accident insurance.
- I desire to purchase the student accident insurance available from the College.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Office Use Only**

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**Please ensure signature and date.**

## STUDENT PARKING PERMIT

Student Parking Permit	
Class Name:	<u>EMT Basic</u>
Class Location:	<u>MS 121</u>
Class Begins:	<u>1/5/09</u>
Class Ends:	<u>5/9/09</u>
Students Name:	<u>Tracie James</u>
The College Security Office is located in the Student Center. You can call Security at 938-6290.	
Please read the instructions below.	



**This parking permit must be displayed in the front window of your vehicle on your dashboard. Please fold it in half so that this portion is displayed.**

Parking spaces on the campus shall be designated in the following manner:

"E" spaces = Employees; "S" spaces = Students; Cosmetology Parking; Handicapped Parking; Loading Zone; and Visitor Parking

Those aligned **spaces designated for a particular purpose are to be used exclusively for the purpose so designated**. It shall be deemed a violation of this rule for any vehicle to be found occupying a space which it is not authorized to occupy, whether the vehicle is attended or unattended by a driver or a passenger.

No parking is authorized on lawns, landscaped areas, sidewalks, or other areas not set aside for parking.

Please be advised that effective at the beginning in 2009, improperly parked vehicles may be disabled by the use of a tire boot. In the unfortunate event that a boot is applied to your vehicle, please do not attempt to drive it since damage may occur. Written instructions will be left on the windshield with procedures to follow in order to have the boot removed. It is hoped that this notice will be sufficient to prevent us from having to excessively use a deterrent of this magnitude.

### Open Parking after 1:30 p.m.

With the exception of spaces designed for visitors and the handicapped, ALL parking spaces will be open on a first-come, first-serve basis after 1:30 p.m. each week-day. In most cases, this will allow employees to return to a designated area after lunch. In addition, this will enable night students to park closer to the buildings and consequently, be closer to their cars after class at night.

### Parking Tickets

The practice of primarily issuing warning tickets to students, visitors, and patrons for the first two (2) weeks of every semester will be continued. Note, however, that an employee should not presume that he or she will NOT be cited during this period, particularly if the violation is flagrant. It is my hope that employees will lead by example and be a part of the solution.

### Traffic Flow

Please be mindful of the stop signs and newly striped directional arrows in the parking lots. In some cases, the direction of travel has been adjusted to address safety concerns or to improve the overall flow of traffic.

## MINOR APPLICATION FORM

To enroll in courses offered in continuing education, a student should be eighteen (18) years of age or older. Individuals ages 16 and 17, can be served if a minor applicant form is provided **before** class. In the case that the minor has completed high school or the GED, a copy of the transcript must be provided.

Coastal Carolina Community College  
Division of Continuing Education  
*Minor Applicant Form*



This permits \_\_\_\_\_ to enroll in the Coastal Carolina Community College,  
Division of Continuing Education course entitled \_\_\_\_\_ to be held from \_\_\_\_\_  
to \_\_\_\_\_.

\_\_\_\_\_  
Signature of Principal of High School

**-OR-**

\_\_\_\_\_  
Signature of Superintendent

This form must be signed by *either* the High School Principal or the Superintendent of Onslow County Schools.





## CONTINUING EDUCATION ON-SITE VERIFICATION

The Accountability Plan for Continuing Education requires the immediate supervisor and the Vice President for Institutional Effectiveness and Continuing Education (or designated representative) to randomly visit classes. The instructor should sign the on-site verification when a visit is made.

### CONTINUING EDUCATION ON-SITE VERIFICATION

Date: \_\_\_\_\_ Section Number: \_\_\_\_\_ Location: \_\_\_\_\_

Class Title: \_\_\_\_\_ Semester: \_\_\_\_\_

Course Prefix & Number: \_\_\_\_\_ Instructor: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Number of Students Present: \_\_\_\_\_ Coordinator: \_\_\_\_\_

Visited By: \_\_\_\_\_  Level I Visit  Level II Visit

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# COURSE EVALUATION



## Coastal Carolina Community College Continuing Education

Thank you for enrolling in a Coastal Continuing Education course. Your ideas about our class are very important.  
Please take a few moments to complete the following evaluation.  
You may use pen or pencil to ☒ the appropriate box.

### 1 The Instructor

	<i>Excellent</i>	<i>Above Average</i>	<i>Average</i>	<i>Below Average</i>	<i>Needs Improvement</i>
Clearly stated course objectives and what was expected of the students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated command / knowledge of the subject matter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presented material in an organized and clear manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Used a variety of teaching methods; lecture, group activity, exercises, visual aids, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effectively communicated at a level appropriate for the class.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensured that the students understood the course material.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Invited students to ask questions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Answered questions in a clear and concise manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was prepared for class.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Made good use of class time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was approachable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 2 Course content

	<i>Excellent</i>	<i>Above Average</i>	<i>Average</i>	<i>Below Average</i>	<i>Needs Improvement</i>
Textbooks/training manuals were useful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training aides, media and technology enhanced the learning experience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An appropriate amount of content was presented in this course.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Course topics were dealt with in sufficient depth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The amount of work required in this course was appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 3 Services

	<i>Excellent</i>	<i>Above Average</i>	<i>Average</i>	<i>Below Average</i>	<i>Needs Improvement</i>
Registration procedures were customer friendly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Classroom facilities were appropriate for instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 4 Overall Satisfaction

	<i>Very satisfied</i>	<i>Satisfied</i>	<i>Dissatisfied</i>	<i>Very Dissatisfied</i>
Your overall satisfaction with this course.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 5 Student Outcomes

	<i>Yes</i>	<i>No</i>	<i>N/A</i>
The training enhanced my job skills or better prepared me for a job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Continued on reverse**

**6 How did you learn about the current class you are taking?  
(select one)**

*The "On Course" schedule booklet*

*www.coastalcarolina.edu*

*A mailed flyer or brochure*

*Word of mouth*

*An email sent to you or to a military unit*

*Other\**

*\*Please specify*

**7 Kindly share your comments and suggestions with us.**

**8 Course:**

**Instructor:**

**Date:**

**Section Number OFFICIAL USE ONLY**

CLASS EVALUATION INFORMATION SHEET

**CLASS EVALUATION INFORMATION SHEET**

SECTION NUMBER: 5939

INSTRUCTOR: I.M. Teacher

COURSE TITLE: EMT

COURSE DATES: January 5, 2009 – May 9, 2009

DIRECTOR: M.D. Rescue

**\*This form must accompany student evaluations for proper cataloging of satisfaction responses.**

# SAMPLE INSTRUCTOR CONTRACT

Coastal Carolina Community College

PART TIME CONTRACT

Instructor ID	Print Date: 12/03/08 02:38PM
Instructor Name	Contract: CJC-3941-01-2008CE3-12.50
Instructor Address	Contract Type: PTHOURLY
Jacksonville, NC 28540	Course Section: 7935
Phone: 910-455-4000	Load Period: FA2008

Course Section:  
CJC-3941-01 DETENTION OFFICER CERT TRNG 162.00 Contact Hours  
Dates: 10/20/08-11/14/08 Census Date: 10/21/08 Location: Coastal Carolina Main  
Meeting Dates Building Inst Days Times  
10/20/08 11/14/08 CE 102 CLAS MTWTHF 08:00AM 12:00PM  
10/20/08 11/14/08 CE 102 CLAS MTWTHF 01:00PM 05:00PM

Assignment:  
10/20/08-11/14/08 CLASS FA2008 \$17.50/hour x 20.00 = 350.00  
Position:  
PT31304FAC 11-310-97-513010-31304

Hours	Mth	Amount
20.00	DEC	=\$ 350.00

Total Payroll Amount: \$350.00

This is to confirm that you have agreed to Instruct the class as described above. The following conditions are agreed upon by this contract. The commitment on the part of Coastal Carolina Community College is based on sufficient students for a class. Personnel employed under this agreement do not have an expectancy of re-employment at Coastal Carolina Community College. Final payment for the instructional services cannot be processed until all records are completed and returned. Instructors may be required to handle books for students when appropriate. Any exception to this contract must have the approval of the Director and the Vice President for Continuing Education.

\_\_\_\_\_  
Instructor Signature Date

\_\_\_\_\_  
Vice President for Continuing Education Date