

# *Coastal Carolina Community College*

CONTINUING EDUCATION SCHEDULE OF CLASSES



## *New Course Starting in May 2018!*

### **Truck Driver Training**

Register NOW! Space is limited.

*See page 18*



*April – July 2018* • [www.coastalcarolina.edu](http://www.coastalcarolina.edu) • 910.938.6294

# Animal Welfare Hotline



Report animals experiencing physical harm under the care of an individual, pet shop, kennel or animal shelter to the North Carolina Attorney General's Animal Welfare Hotline.



**Call 855-290-6913**

P.O. Box 629, Attention:  
Animal Welfare, Raleigh, NC 27602

**[www.ncdoj.gov](http://www.ncdoj.gov)**



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## HUMAN RESOURCES DEVELOPMENT (HRD)

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

### Computer Literacy for Today's Workplace

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

- 1) **Apr 30 – May 11**  
M – F • 9:00am – 12:00pm • CE 200D
- 2) **Jun 18 – Jun 29**  
M – F • 9:00am – 12:00pm • CE 200D

### Using Technology in your Job Search

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

- 1) **May 14 – May 25**  
M – F • 9:00am – 1:00pm • CE 200D
- 2) **Jul 9 – Jul 20**  
M – F • 9:00am – 1:00pm • CE 200D

### Hunting and Landing a Job

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

- 1) **Apr 9 – Apr 20**  
M – F • 9:00am – 1:00pm • CE 200D
- 2) **Jun 4 – Jun 15**  
M – F • 9:00am – 1:00pm • CE 200D
- 3) **Jul 23 – Aug 3**  
M – F • 9:00am – 1:00pm • CE 200D

### Exploring Health Care Careers

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

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

### 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)**

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

### 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.

# Coastal Carolina Community College



## CONTINUING EDUCATION SCHEDULE OF CLASSES

Published three times a year in March, July, and November

**Coastal Carolina Community College**  
444 Western Boulevard • Jacksonville, NC 28546 • 910.455.1221

Issue 1 - Vol. 18/19

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

- 1) **May 29 – Jun 1**  
T – F • 9:00am – 12:00pm • CE 200D

## Career Pathways: Direct Care Worker

This course will include skills development in home management and personal care tasks using limited assistance. Topics covered will include infection control, personal care, safety,

professionalism, home management, effective communication, job-keeping skills, and CPR training. **FREE to those who qualify.** 60 hours.

**\$180 (Ins. \$1.00)**

- 1) **Mar 14 – May 2**  
MW • 9:00am – 1:00pm • CE 203

## Success by Choice

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

- 1) **Apr 23 – Apr 27**  
M – F • 9:00am – 12:00pm • CE 200D

## The Art of Networking Using Social Media

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

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

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

## COMPUTER TRAINING

### Computers for the Absolute Beginner

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

- 1) **Apr 16 – Jun 1**  
M • 6:00pm – 9:00pm • BT 203

### PC Security and Maintenance Tips

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

- 1) **Apr 23 – Jun 18**  
M • 5:30pm – 8:30pm • R 122

### Basic Computer using Windows 10

Windows 10 is Microsoft's latest operating system. It is App, Touch Screen and Cloud (OneDrive) oriented. You can use it with a mouse and keyboard or through the touch screen. Created for cloud computing and mobility, Microsoft Windows has many new features and functions that make this system easy to navigate once you learn how. This workshop is designed for those who have recently purchased a new computer or plan to in the near future. This class will teach you how to navigate the new windows environment, use Microsoft Edge, and understand how Cortana can help you locate files and features you have used in the past. Tips, tricks and shortcuts will also be provided. 24 hours. **\$70 (Ins. \$1.00)**

- 1) **May 1 – Jun 19**  
T • 6:00pm – 9:00pm • R 121

### What's New in Windows 10

Have you upgraded to Windows 10 or are considering the move or you use Windows 7 or 8 and are curious what's new in Windows 10,

this course is for you. Learn to perform many of the common tasks within the Windows 10 environment. Gain confidence and explore new features. Class textbook included in course fee. Textbooks distributed in first course meeting. This class will teach you how to navigate the new Windows environment, use Microsoft Edge, and understand how Cortana can help you locate files and features you have used in the past. Tips, tricks and shortcuts will also be provided. 16 hrs. **\$70 (Ins. \$1.00)**

- 1) **May 5 – May 26**  
SA • 9:00am – 1:00pm • R 122

### Windows 10: Transitioning from Windows 7 (NEW)

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

- 1) **Apr 30 – May 4**  
M – F • 8:30am – 12:30pm • R 122  
2) **Jun 18 – Jun 22**  
M – F • 8:30am – 12:30pm • R 122

### Introduction to Quickbooks Desktop Pro 2017

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

- 1) **May 9 – Jun 27**  
W • 6:00pm – 9:00pm • BT 203

## Microsoft Office

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

Students will learn what's new in the MS Office 2013 or 2016 environments, including Microsoft

Word, Excel, Access, and PowerPoint. 20 hours. **\*\* (MOS: A) Please see key on page 5. \$70 (Ins. \$1.00)**

- 1) **Apr 9 – Apr 13 (Office 2013)**  
M – F • 8:30am – 12:30pm  
MCB Camp Lejeune Bldg 524, Room 201  
2) **Jun 25 – Jun 29 (Office 2013)**  
M – F • 8:30am – 12:30pm • CE 204

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

Build on your basic knowledge of Microsoft Office 2013. This course will also help students prepare for the core or expert levels of Microsoft Office (MOS) Specialist exams. 20 and 24 hours. **\*\* (MOS: A) Please see key on page 5. \$70 (Ins. \$1.00)**

- 1) **Apr 23 – Jun 18 (Office 2016)**  
M • 6:00pm – 9:00pm • BT 206

### Microsoft Project 2013 Basic and Intermediate Training Course

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

- 1) **Jun 11 – Jun 15**  
M – F • 8:00am – 3:00pm • CE 204

### \*\*Database Fundamentals using Microsoft Access 2013

This Access 2013 course provides the first step in learning how to use this powerful database program. The objective is to provide participants with a basic understanding of designing tables, entering data, and building queries to

manipulate data. 12 hours. **\*\* (MOS: A) Please see key on this page. \$70 (Ins. \$1.00)**

1) Apr 24 – Apr 26

T – TH • 8:30am – 12:30pm • CE 204

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

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

1) Apr 17 – Apr 19

T – TH • 8:30am – 12:30pm • CE 204

### **\*\*Microsoft PowerPoint 2013 Intermediate-Advance**

In this Microsoft PowerPoint 2013 Intermediate – Advanced level class, students will learn clipart, tables, charts, smart art and working with animation and transitions. Advanced topics include, inserting audio, video, adding bookmarks, action buttons, as well as how to import and export other office applications into PowerPoint. Students will also learn the steps needed to finalize and deliver a finished professional presentation. *This class will help prepare the student to take the Microsoft Office Specialist Exam (MOS) for the PowerPoint application.* 12 hours. **\*\* (MOS: P) Please see key on this page. \$70 (Ins. \$1.00)**

1) May 1 – May 3

TWTH • 8:00am – 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 hours. **\*\* (MOS: E) Please see key on this page. \$70 (Ins. \$1.00)**

1) Jun 26 – Jun 28

TWTH • 8:30am – 12:30pm

MCB Camp Lejeune Bldg 524, Room 201

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

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

1) May 22 – May 24

TWTH • 8:30am – 12:30pm • CE 204

### **Microsoft Access Subforms and Data Manipulation (NEW)**

This Microsoft Access 2013 course will help students create advanced tables, understand complex relationships between databases, use advanced queries, create effective sub forms, and to deploy page locking when multiple users access information and learn tips for setting defaults for multi-user systems. 20 hours. **\$70 (Ins. \$1.00)**

1) Jun 4 – Jun 8

M – F • 8:30am – 12:30pm

MCB Camp Lejeune Bldg 524, Room 201

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

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

1) May 7 – May 11

M – F • 8:30am – 12:30pm

MCB Camp Lejeune Bldg 524, Room 201

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

Learn about Dashboarding concepts, Pivot Charts and Tables, KPI's, Goal Seek and Solver Add-ins and how to incorporate them in PivotTable. Also Power View will be covered. 20 hours. **\*\* (MOS: E) Please see key on this page. \$70 (Ins. \$1.00)**

1) Jun 11 – Jun 15

M – F • 8:30am – 12:30pm

MCB Camp Lejeune Bldg 524, Room 201

## **IT Certification Training**

### **COMPTIA A+ Certification Exam (220-902) Prep Course (HYBRID)**

This COMPTIA A+ 220-902 course will build on your existing user-level knowledge and experience with PC software and operating systems. In this course, you will acquire essential skills to install, configure, optimize, troubleshoot, upgrade, secure, and perform preventive maintenance on PC and digital device operating systems. Whether you work or plan to work in a mobile or corporate environment, or in an environment with limited customer interaction and an emphasis on application, operating system, and security-related activities, this course provides the background knowledge and skills to be a successful A+ technician. It can also help you prepare to take the CompTIA A+ certification examination, 2016 objectives (exam number 220-902), and become a CompTIA A+ Certified Professional 60 hours. **\$180 (Ins. \$1.00)**

1) Apr 17 – Jun 21

TTH • 6:00pm – 9:00pm • S 116 & Online

### **COMPTIA Security+ Certification Prep Course Hybrid (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 network attacks, PKI, intrusion detection, cryptography, and disaster recovery. 50 hours. Textbook required for this course. **\$125 (Ins. \$1.00)**

1) Apr 30 – Jun 27

MW • 6:00pm – 9:00pm • CE 204

### **COMPTIA Network+ Certification Prep Course (Hybrid)**

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

1) Apr 24 – Aug 9

TTH • 5:30pm – 8:30pm • R 122 & Online

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

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

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

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

This MTA Training course helps you prepare for Microsoft Technology Associate Exam 98-366, and build an understanding of Network Infrastructures, Network Hardware, and Protocols and Services. The Microsoft Technology Associate (MTA) is Microsoft's newest suite of technology certification exams that validate fundamental knowledge needed to begin building a career using Microsoft technologies. After completing this course, students will be able to understand network

### **\*\* 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**



infrastructures, hardware, protocols, and services. 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)** 📖

Please call 910.938.6294 to place your name on an interest list

### Web Design, Multimedia, and Digital Photography

### SharePoint 2013 Power Users and Site Administrators Course (NEW)

This course is designed for SharePoint site owners, content authors, and content editors, as well as administrators who have

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

- 1) **May 14 – May 18**  
M – TH • 8:00am – 1:00pm  
F • 8:00am – 12:00pm  
MCB Camp Lejeune Bldg 524, Room 201

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

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

- 1) **Jun 18 – Jun 22**  
M – TH • 8:00am – 1:00pm • CE 204  
F • 8:00am – 12:00pm • CE 204

### Digital Photography Operations I

This introduction – intermediate level digital photography course will help guide students to a higher understanding of how digital cameras work and demonstrate how to take advantage of new digital camera capabilities. This fun, yet challenging, class is designed to give students confidence with their camera. Learn to control resolution, exposure, shutter speed, depth of field, ISO, creative modes and operational settings. Bring your camera and its manual to class. 24 hours. **\$70 (Ins. \$1.00)**

- 1) **Apr 17 – Jun 5**  
T • 6:00pm – 9:00pm • CE 102

### 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 explain the importance of image size, format, and use of RAW files. 24 hours. **\$70 (Ins. \$1.00)**

- 1) **Apr 3 – Jun 21**  
TH • 6:00pm – 9:00pm • BT 208

### Fixing Digital Images using Lr and Ps Software

This course provides students with the concepts and skills to do basic “fixes” to digital camera images. This is a class for photographers. 24 hours. **\$70 (Ins. \$1.00)**

- 1) **Apr 16 – Jun 11**  
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)** 📖

- 1) **May 30 – Jul 25**  
W • 6:00pm – 9:00pm • TBD

### Notary Public

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

- 1) **Apr 9 / Apr 11**  
MW • 12:30pm – 4:00pm • CE 201  
2) **Apr 23 / Apr 25**  
MW • 5:30pm – 9:00pm • CE 105  
3) **May 7 / May 9**  
MW • 12:30pm – 4:00pm • CE 201  
4) **May 21 / May 23**  
MW • 5:30pm – 9:00pm • CE 105

- 5) **Jun 4 / Jun 6**  
MW • 12:30pm – 4:00pm • CE 201  
6) **Jun 18 / Jun 20**  
MW • 5:30pm – 9:00pm • CE 105  
7) **Jul 9 / Jul 11**  
MW • 12:30pm – 4:00pm • CE 201  
8) **Jul 23 / Jul 25**  
MW • 5:30pm – 9:00pm • CE 105

### eNotary Certification

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

- 1) **Apr 18 – Apr 18**  
W • 1:00pm – 4:30pm • TBD  
2) **Jun 13 – Jun 13**  
W • 1:00pm – 4:30pm • TBD

### Bookkeeping Essentials

This course provides an applied/practical approach to the operation of a computerized general ledger system. Material covered

will include accounts receivable, inventory management, sales invoicing, accounts payable, Quickbook training, and cash management. By the end of this course, you will be familiar with the application of basic accounting principles and knowledgeable in maintaining manual and computerized record methods. 50 hours **\$125 (Ins. \$1.00)**.

- 1) **Jun 25 – Aug 27**  
MW • 6:00pm – 9:00pm • BT 202

### Lean Six Sigma Training

#### Lean Six Sigma Yellow Belt

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

- 1) **Apr 16 – Apr 18**  
MT • 8:00am – 5:00pm • CE 202  
W • 8:00am – 4:00pm • CE 202  
2) **May 14 – May 16**  
MT • 8:00am – 5:00pm • CE 203  
W • 8:00am – 4:00pm • TBD

### 3) Jun 5 – Jun 7

MT • 8:00am – 5:00pm • TBD  
W • 8:00am – 4:00pm • TBD

## Lean Six Sigma Green Belt

Learn essential skills needed to lead successful Continuous Process Improvement (CPI) projects

using the DMAIC method (Define, Measure, Analyze, Improve, and Control). Topics include process analysis, value stream mapping, analysis of variance, group dynamics, decision-making skills, Lean, Theory of Constraints, and Six Sigma. Upon successful completion of the 8-day class and achieving a passing grade on the exam, a course completion certificate is

issued along with a permanent record of this training being entered on the student's Coastal transcript (earning Green Belt certification requires completion of a Green Belt project which is not part of this class). 64 hours. **\$181 (Ins. \$1.00)**

### 1) Jun 11 – Jun 21

M – TH • 8:00am – 5:00pm • CE 203

## HEALTH RELATED COURSES

### Nurse Aide I

**IMPRESSIVE FACTS:** Our 2017 NA I students have an 92% pass rate on the National Nurse Aide Assessment Program (NNAAP) Skills exam. The state pass rate average is 73%.

Learn how to provide personal care and perform basic nursing skills. Students will complete class, laboratory and clinical learning experiences. Upon satisfactory completion of NA I training, graduates are eligible to take the National Nurse Aide Assessment Program (NNAAP) exam (exam fee: **\$101**). Upon achieving a passing grade on the exam, graduates will be listed as an NA I by the Division of Health Service Regulation (DHSR). **Immunization record required.** Must be at least 17 years of age to register. \*TABE reading test score of 8.0 required (See TABE information on page 9). 150.5 hours. \* Students must come in to take the TABE Test (see page 9 for more information). *Orientation will be held during the first scheduled class and attendance is mandatory. Background check and immunization tracker are required (approximately \$60). Clinicals are required and will be discussed at orientation. CPR included and will be held on a Saturday. \$180 (Ins. \$17)* Total due at registration: **\$197** See **Registration Information above.\***

#### 1) May 14 – Aug 2

MTTH • 4:00pm – 8:30pm • H 126

#### 2) May 21 – Jul 18

M – TH • 8:30am – 1:00pm • R 123

### Nurse Aide I Hybrid

The Nurse Aide I Hybrid is delivered partially online. Students will have on-campus labs **every Friday**. There will be six clinical days totaling 36 hours. **Requirements:** Must be at least 17 years of age to register. \*TABE reading test score of 8.0 required (See TABE Information on page 9). **Immunization record required.** Background check and medical document tracker required (approximately \$60). Upon satisfactory completion of the NA I Hybrid, graduates will be eligible to take the National Nurse Aide Assessment Program Exam (exam cost **\$101**). Upon achieving a passing grade on both the written and skills exam, students will be listed as an NA I on the North Carolina Registry. 167 hours. Course Fee **\$180**, Insurance **\$17**. Total due at registration: **\$197**

#### 1) Classes start in August!

*Orientation will be held during the first scheduled class and attendance is mandatory. Students must attend class*

*EVERY FRIDAY and clinicals on specified dates.*

### Nurse Aide I Refresher

This course reviews the knowledge and skills in basic nursing care to prepare students to take the NC State Nurse Aide I exam. **Prerequisite:** Applicants must have completed an approved NA training course of at least 75 hours; be currently registered as NA I in another state; have an expired NA I registry listing in the last 4 years; or have status as a Hospital Corpsman (or similar military training in any branch). After successful completion of the class the student will sign up to take the state exam. After passing the North Carolina State skills and written/oral competency evaluation, the graduate is listed as a Nurse Aide I on the NC Registry. 40 hours. **\$125 (Ins. \$1.00)**

#### 1) Jul 9 – Jul 24

MTTH • 8:30am – 1:30pm • R 123

### Nurse Aide II

Learn to perform more complex skills for patients and residents. After successful completion of the course, the student is eligible to test for placement on the North Carolina Nurse Aide II Registry. **Requirements:** Copy of H.S. diploma or equivalent, current CPR card (AHA BLS for Healthcare Providers), and proof of listing as an NA I on the NC Registry must be presented at time of registration. Background check, drug screen, and immunization tracker required (approximately **\$112**). 176 hours. Course Fee **\$180**, Insurance **\$17**. Total due at registration: **\$197**

#### 1) May 16 – Jul 30

MWTH • 4:00pm – 9:00pm • R 123

*Orientation will be held on the first day of class and attendance is mandatory.*

### Nurse Aide II (Hybrid)

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

#### 1) May 8 – Jul 31

T • 1:30pm – 5:30pm • R 123 and Online  
MWTH • 7:00am – 3:30pm • Clinicals

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

### Medication Aide

Prepare to pass the state Medication Aide competency exam and become listed on the NC Medication Aide Registry. Medication Aides are qualified to administer medication in long term care facilities. **Requirements:** H.S. diploma or equivalent required. \*TABE test required (Reading: 10.0) (See TABE Information on page 9). Current listing on the N.C. Nurse Aide I registry required. 24 hours. **\$70 (Ins. \$1.00)**

#### 1) May 7 – May 16

MTW • 9:00am – 1:00pm • TBD

### Cardiovascular Technician/Monitor

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

This 70-hour program prepares students to become certified EKG technicians/monitor techs. The course will cover anatomy and physiology of the heart, principles of EKG, and recognition of multiple cardiac dysrhythmias. Students will learn cardiac terminology and medical disease processes. The medical and legal aspects of patient contact will be covered. Skills include operating EKG equipment, running EKG's, mounting strips, and the reading and interpreting of cardiac tracings. **Requirements:** H.S. diploma or equivalent required to take the National exam. \*TABE test required (Reading: 9.0 / Math: 9.0) (See TABE information on page 9). A CPR class is included in the fee and will be held on a Saturday. 70 hours **\$180 (Ins. \$1.00)**

**Classes starting in September 2018!**

### Central Sterile Processing (NEW)

This 96-hour class will introduce students to the primary responsibilities of a central sterile technician. The central sterile processing technician plays an essential role in patient safety and infection control. The course will include practical application of concepts and procedures. **Prerequisite:** Copy of H.S. diploma or equivalent and the \*TABE test required. (See TABE information on page 9) (Reading: 12.0 and Math: 9.0). Following successful completion of the class the student will be eligible to take the Sterile Processing Technician National

exam though NCCA, **\$125** (estimated cost). 96 hours. **\$180 (Ins. \$1.00)**

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

## 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 9) (reading 10.0 and math 8.0) 156 hours. **\$180 (Ins. \$1.00)**

### 1) Apr 16 – Jul 18

MWF • 8:00am – 12:00pm • R 104

### 1) Jul 20 – Oct 19

MWF • 8:00am – 12:00pm • R 104

### 2) Jul 23 – Oct 24

MWTH • 5:00pm – 9:00pm • R 104

## Pharmacy Technician Certification Prep (Online)

This course, taught by a NC Pharmacist, prepares students to take a National Pharmacy Technician Certification exam. National exam fees (optional) are generally less than **\$150**. 154 hours. **\$180 (Ins. \$1.00)**

### 1) Jul 9 – Dec 15

M – SU • Online • Prepay by Jun 25

## Phlebotomy Training

Learn to draw blood specimens from patients for the purpose of testing and analysis. Practice procedures and patient care in a college lab prior to clinical experiences. TABE testing required (reading 12.9 and math 8.0), see page 9. Background check, drug screen, and immunization tracker within 30 days of clinicals are required (approximately **\$112**). Successful course completion qualifies you to take the national certification exam (H.S. diploma or equivalent required for national exam).

Prepayment required (limited seats available, so don't delay!). 235 hours. Insurance: **\$17**, Course fee: **\$180**. Total due at registration: **\$197**

### 1) Overall Class Dates:

Jun 25 – Sep 14

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

Jun 25 - Aug 2

M – TH • 4:00pm – 8:00pm • H 232

**Clinicals (6 weeks) Required:**

Aug 6 - Sep 14

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

**Workforce Skills Required:**

Aug 6 - Aug 31

M – SU • Online

**Registration Deadline**

**Monday, June 4, 2018.**

## Phlebotomy Certification Prep (Online) (NEW)

This course will prepare students for a National exam to become a Certified Phlebotomist.

**Requirements:** Completion of 1 year, full time acceptable work experience as a phlebotomy technician OR successful completion of

RN, LPN OR other acceptable accredited allied health professional/occupational education which includes phlebotomy training with a minimum performance of 100 successful unaided blood collections including venipunctures and skin punctures OR completion of an approved Phlebotomy program. **Note:** This course does NOT offer hands on training. 50 hours. **\$125 (Ins. \$1.00)**

### 1) May 21 – Oct 27

M – SU • Online

### 2) Jun 11 – Aug 25

M – SU • Online

## Career Pathways: Direct Care Worker

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

### 1) Mar 14 – May 2

MW • 9:00am – 1:00pm • CE 203

## Massage Therapy

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

This 750-hour Massage Therapy Program is designed to provide students with the essential skills to become a licensed massage therapist in North Carolina. The Massage Therapy Program focuses on anatomy, physiology, and muscle movement while providing a strong foundation and the technical skills required to perform basic therapeutic massage. \*TABE placement testing required (See TABE information on page 9) (reading 10.0). MT I 300 hours, MT II 450 hours. MT II requires an additional 13.5 hours per week for clinic. Course Fee **\$180**, Insurance **\$17**. Total due at registration: **\$197 (For MT I)**

#### MT II

### 1) Evening • Jul 30 – Dec 13

M – TH • 5:30pm – 9:30pm • R 102a/103

## 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, cautions, meridians, zones and structural alignment. This class includes lecture, practical demonstration, and hands-on practice. 12 hrs. **\$70 (Ins. \$1.00).**

### 1) Apr 21 – Apr 27

SA/SU • 9:00am – 4:00pm • R 102a/103

## Hot Stone Massage

The application of heat and the alternation of heat and cold through the use of stones can increase the effectiveness of the massage. This course will allow the student the opportunity to explore the use of stones with their Swedish massage strokes. The history and philosophical use of stones will be the basis of the course.

How to clean and care for the supplies, proper body mechanics and energy balancing techniques will also be included in this "hands-on" course. Students are required to bring a set of 24 massage stones, single fitted sheet and towels. 12 hrs. **\$70 (Ins. \$1.00).**

### 1) Jul 14 – Jul 14

SA • 9:00am – 4:00pm • R 102a/103

Prepay by July 13

## Chronic Neck Pain

Treating neck pain and cervical injuries requires assessment, palpation skills and an understanding of treatments for the various stages of inflammation. The students will learn hands-on techniques for neck muscles (SCM, Levator Scapulae, Scalenes, Sub-Occipitals, Trapezius) associated structures, endangerment areas and contraindications. Hands-on techniques learned in this class can easily be incorporated to enhance any massage session. 8 hours. **\$169 (Ins. \$1.00).**

### 1) Jun 23 – Jun 23

SA • 9:00am – 6:00pm • TBD

## Introduction to Craniosacral

If you've always been interested in experiencing craniosacral work and connecting with the body/mind on a "deeper level", this is the class for you! Craniosacral is a "non-invasive/subtle therapy" which can be added to any session. A simple technique which is primarily based on intention, soft hands and an open heart, it has been successful in addressing a variety of conditions including injuries, chronic fatigue, fibromyalgia, depression, anxiety, chronic and acute pain, ADHD, headaches, etc. In this class we will look at the basic anatomy of the craniosacral system; bones, central nervous system, cerebrospinal fluid and dura. We will cover a 10-step protocol which will be performed through the clothing. No experience necessary. 8 hours. **\$169 (Ins. \$1.00).**

### 1) Jun 24 – Jun 24

SU • 9:00am – 6:00pm • TBD

## Reiki I

This course introduces Usui Reiki for the use of self-care and client treatments. By completion of the course students will know the origin and history of Reiki, indications for treatment and basic treatment applications. Also, students will be able to plan Reiki sessions that target specific client needs. Purchase of the IRC Reiki manual is required at an additional cost of \$15. 12 hours. **\$70 (Ins. \$1.00).**

### 1) May 5 – May 6

SA/SU • 9:00am – 4:00pm • R 102a/103

## NASM Certified Personal Trainer

Prepare for the National Academy of Sports Medicine certification exam. Learn concepts and structures of anatomy, principles of human movement science, exercise technique, training instruction, and program design. AHA CPR/AED training included. H.S. diploma or equivalent or \*TABE placement testing required (See TABE information on this page) (reading 12.0 and



math 8.0). 170 hours. Course Fee **\$180 (Ins. \$1.00)** (additional NASM Exam Fee **\$399**) 📖

**1) Aug 2 – Dec 13**

TTH • 8:00am – 12:00pm • S 107 A/B

**2) Aug 6 – Dec 12**

MTW • 6:00pm – 9:00pm • S 107 A/B

### Senior Fitness Specialist (SFS)

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

**1) Jul 10 – Jul 31**

TTH • 9:00am – 12:00pm • S 107 A/B

### Youth Exercise Specialist (YES)

This course is designed to increase the professional credentials of certified personal trainers and prepare students to take the NASM certification test. The course may also be used for re-certification credits. CEU's are currently recognized by NASM, NSCA, or ACE. 20 hours. **\$70 (Ins. \$1.00)** Certification fee of **\$125** collected 1st day of class (**non-refundable**). **NASM, NSCA, ACE candidates only.**

**1) Jun 5 – Jun 28**

TTH • 9:00am – 11:30am • S 107 A/B

## Medical Office Classes

### Medical Terminology

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

**1) May 23 – Jul 6**

M – SU • Online

Prepay by May 7

**2) Jun 5 – Aug 2**

TWTH • 8:00am – 12:00pm • CE 201

Prepay by May 27

### Medical Coding Specialist Program

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

Students in this class will learn the skills to work in this profession and prepare for the American Academy of Professional Coders national Certified Professional Coders examination. The class includes modules of Basic Medical Coding, Medical Insurance, Advanced Medical Coding, and National Certification Preparation. **Prerequisite:** Medical Terminology within

four years or pass free Medical Terminology Assessment with 80% and also attain a \*TABE reading test score of 10.0 required (See TABE information on this page). H.S. diploma or equivalent required. *Additional AAPC exam and membership fee \$480.* 302 hours. **\$180 (Ins. \$1.00)** 📖

**1) May 14 – Nov 8**

M – TH • 6:00pm – 9:00pm • CE 201

Prepay by May 4

All attend orientation April 23, 2018,

5pm–7pm in CE201 or Online

**2) Aug 6 – Dec 11**

M – TH • 8:00am – 12:00pm • CE 201

Prepay by Jul 26

All attend orientation July 19, 2018,

5pm–7pm in CE201 or Online

**3) Aug 8 – Dec 11**

Online

Prepay by Jul 26

All attend orientation July 19, 2018,

5pm–7pm in CE201 or Online

### Medical Coders Apprenticeship (NEW)

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

**1) Jul 12 – Nov 14**

M – SU • Online

Prepay by Jul 2

### Medical Coding Exam Prep Boot Camp

This course is designed to serve as a tool in your preparation for the CPC (Physician-based) certification examination offered by the American Academy of Professional Coders (AAPC). This preparation will review advanced coding and guidelines manifested through accurate use of the 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. Prerequisite: Medical Coding Specialist Program or Anatomy, Physiology, Medical Terminology and Basic Medical Coding. Students need to be proficient in coding. AAPC "CPC" exam is scheduled for Saturday July 18. *Additional AAPC exam and membership fee \$480* (estimate) paid to AAPC. 50 hours. **\$125 (Ins. \$1.00)** 📖

**1) Jun 4 – Jun 21**

M – TH • 1:00pm – 5:00pm • CE 201

F • 8:00am – 2:00pm • CE 201

Prepay by May 21

### Medical Billing Specialist Hybrid

This program will cover an introduction to coding manuals. It will present a study of healthcare claims and billing collections procedures, various types of insurance carriers, medical necessity, insurance denials and the appeals process. Upon successful completion, the student will be prepared to work as a Medical Billing Specialist and to take the AAPC – Certified Professional Biller (CPB) national examination. **Prerequisite:** Medical Terminology and Medical Coding Specialist or hold AAPC, CPC, or AHIMA CCS credential. Students need to be proficient in coding. Strong computer skills are most beneficial. \*TABE placement testing required (See TABE information on page 9) (reading 10.0). 180 hours. *Additional AAPC exam and membership fee \$480* (estimate) paid to AAPC. **\$180 (Ins. \$1.00)** **This course count as CEU for AAPC Coders. Class meets on campus every other week and remaining hours are completed online.** 📖

**1) Aug 1 – Dec 11**

M – TH • 6:00pm – 9:00pm • CE 103

### Risk Adjustment Medical Coder

In this course, Medical Coding Professionals will learn the principles of risk adjustment and accurate diagnosis coding. A highly experienced coding instructor will teach students predictive modeling; the financial impact of risk adjustment coding, documentation challenges, official diagnosis coding guidelines, and diagnosis coding ICD-10-CM. This course is recommended for anyone who is currently working as a medical coder in risk adjustment or wants to learn risk adjustment coding. This course prepares students to take the American Association of Professional Coders (AAPC) national Certified Risk Adjustment Coder (CRC) certification exam. Prerequisite: Certified Professional Coder (CPC) or Certified Coding Specialist (CCS). This course counts as CEU for AAPC Coders. Additional cost for AAPC exam and membership fee \$480 (paid to AAPC). 150 hours. \$180 (Ins. \$1.00) 📖

**1) Aug 8 – Nov 7**

Online

Prepay by Jul 26

### \*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**

## Certified Electronic Health Records Specialist (CEHRS) Online

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

- 1) **Jul 11 – Oct 10**  
M – SU • Online  
Prepay by Jul 2

## Certified Medical Administrative Assistant (CMAA) Seated Online

Prepare for a national certification as a Certified Medical Administrative Assistant (CMAA). This class is designed to give students an opportunity to learn the skills and earn the certification to work in a physician's office. Topics include medical terminology, communication skills, administrative duties, office and financial procedures. \*TABE Reading score of 10.0 (See TABE information on this page) 150 hours. **\$180 (Ins. \$1.00)**. *Additional fee for certification exam \$115 paid to NHA.*

- 1) **Aug 1 – Dec 13**  
MW • 8:30am – 12:30pm • TBD
- 2) **Sep 7 – Dec 13**  
F – F • Online

## Substance Abuse Series (Seated-Web Assisted)

### Counseling Skills Series; Parts I-III (Virtual attendance option)

This training prepares the student to assume the clinical and administrative duties of a substance

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

#### Part II

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

#### Part III

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

#### Part IV

- 1) **Jul 10 – Aug 9**  
TTH • 6:30pm – 9:00pm • CE 107

### 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 modules. These courses are also recognized for recertification hours for certified counselors. 6 hours each. **\$70 (Ins. \$1.00) per class.**

#### Ethics

- 1) **Dec 1 – Dec 1**  
SA • 8:30am – 3:30pm • TBD

#### HIV/AIDS

- 1) **Dec 8 – Dec 8**  
SA • 8:30am – 3:30pm • TBD

#### Nicotine Dependence

- 1) **Dec 15 – Dec 15**  
SA • 8:30am – 3:30pm • TBD

## Online Substance Abuse Classes

### Understanding Addiction (Online)

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

- 1) **Jun 1 – Aug 17**  
F – F • Online

### Counseling and Psychotherapy (Online)

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

- 1) **Jun 1 – Aug 17**  
F – F • Online

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

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

- 1) **Jun 1 – Aug 17**  
F – F • Online

## PUBLIC SAFETY TRAINING

### Law Enforcement

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

### Fire and Rescue

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

### EMS/EMD/Telecommunicators

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

### Emergency Medical Technician

Successful completion of course allows students to take the North Carolina EMT or National certification exam. **Prerequisites:** Students must bring proof of: H.S. diploma or equivalent AND a TABE reading score 11.0 or higher. See page 9 for TABE details. 228 hours. **\$180 (Ins. \$17.00)** Textbook Approx \$200. *Effective July 1,*

*the EMT course will include 24 hours of required clinical time that will be offered at various scheduled times. Note: Clinical sites require the student to pass a criminal background check and perform a drug screen prior to attending clinical site (estimated cost of \$112.). 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

- 1) **Apr 16 – Jun 6**  
M – F • 7:30am – 4:30pm • MS 121

## 2) May 29 – Jul 17

M – F • 7:30am – 4:30pm • MS 121

### NIGHT

## 1) May 7 – Sep 7

MWF • 6:00pm – 10:00pm • MS 121

SA • 8:00am – 5:00pm • MS 121

## 2) Jul 3 – Jan 25

TTH • 6:00pm – 10:00pm • MS 121

SA • 8:00am – 5:00pm • MS 121

## Paramedic

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

## 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) Apr 7 – Apr 7

SA • 8:00am – 5:00pm • MS 121

Prepay by Mar 1

### 2) Apr 28 – Apr 28

SA • 8:00am – 5:00pm • MS 120

Prepay by Apr 20

### 3) May 19 – May 19

SA • 8:00am – 5:00pm • MS 120

Prepay by May 11

## EMT-B to EMT Transition

Approved through the North Carolina Office of EMS to meet transition requirements, this course offers all providers who completed their initial course prior to January of 2014, an approved transition course needed by

December 31st, 2018 to maintain their credential. 4 hours. **\$70 (Ins. \$1.00)** 📄

### 1) Apr 2 – Apr 29

M – SU • Online

## Online Continuing Education

For more information on below ConEd courses please contact the Coordinator at bullockj@coastalcarolina.edu.

### 1) Basic Airway

Apr 2 – Apr 30

M – SU • Online

### 2) Advanced Airway

May 1 – May 29

M – SU • Online

### 3) Basic Patient Assessment

Jun 4 – Jun 30

M – SU • Online

### 4) Documentation & Communication

Jul 2 – Jul 29

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.

## 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

## How to Create World Class Branding for Your Small Business

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

**FREE**

### 1) Apr 10 – Apr 10

T • 6:00pm – 8:00pm • S 104 B/C

## Understanding and Controlling Cash Flow

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

### 1) Apr 11 – Apr 11

W • 6:00pm – 9:00pm • S 104 B/C

## Developing Personal and Commercial Credit for Your Business Success

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

### 1) Apr 11 – Apr 11

W • 3:00pm – 5:00pm • S 104 B/C

## ABCs of Starting a Small Business

Learn about license requirements, whether to incorporate, how to hire effective employees, create low-cost advertising, do a quick business plan, find financing and more. 3 hours. **FREE**

### 1) Apr 12 – Apr 12

TH • 6:00pm – 9:00pm • S 104 B/C

## Small Business Roundtable

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

### 1) Apr 13 – Apr 13

F • 8:30am – 10:00am • S 104 B/C

### 2) Apr 18 – Apr 18

W • 6:00pm – 8:00pm • S 104 B/C

### 3) May 4 – May 4

F • 8:30am – 10:00am • S 104 B/C

### 4) May 16 – May 16

W • 6:00pm – 8:00pm • S 104 B/C

### 5) Jun 1 – Jun 1

F • 8:30am – 10:00am • S 104 B/C

### 6) Jun 20 – Jun 20

W • 6:00pm – 8:00pm • S 104 B/C

### 7) Jul 6 – Jul 6

F • 8:30am – 10:00am • S 104 B/C

### 8) Jul 18 – Jul 18

W • 6:00pm – 8:00pm • S 104 B/C

## How to Start a Small Business

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

### 1) Apr 17 – Apr 17

T • 9:00am – 4:30pm • MCAS

### 2) Apr 24 – Apr 24

T • 9:00am – 4:30pm • MCB

### 3) May 15 – May 15

T • 9:00am – 4:30pm • MCB

### 4) May 22 – May 22

T • 9:00am – 4:30pm • MCAS

### 5) Jun 26 – Jun 26

T • 9:00am – 4:30pm • MCAS

### 6) Jul 17 – Jul 17

T • 9:00am – 4:30pm • MCAS

### 7) Jul 24 – Jul 24

T • 9:00am – 4:30pm • MCB

## Twitter for Small Business Owners

Information will be provided on setting up a Twitter Handle, and engaging in the world of Twitter with Tweets and all the settings to get your account up and running by the end of

the seminar. Learn how to add graphics and links to your Tweets and the use of effective hashtags. Attendees should bring a mobile device (phone or tablet) with the Twitter app installed in order to experience the full functionality of Twitter. 3 hours. **FREE**

**1) Apr 19 – Apr 19**

TH • 6:00pm – 9:00pm • S 104 B/C

## Jacksonville Onslow Nonprofit Resource Forum

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

**1) Apr 23 – Apr 23**

M • 9:30am – 11:30am • S 104 B/C

**2) Jun 25 – Jun 25**

M • 9:30am – 11:30am • S 104 B/C

## Business Networking for Artist and Crafters Session

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

**1) Apr 24 – Apr 24**

T • 6:30pm – 9:00pm • S 104 B/C

**2) May 29 – May 29**

T • 6:30pm – 9:00pm • S 104 B/C

**3) Jun 26 – Jun 26**

T • 6:30pm – 9:00pm • S 104 B/C

**4) Jul 31 – Jul 31**

T • 6:30pm – 9:00pm • S 104 B/C

## Introduction to the Better Business Bureau and Scams Affecting Small Businesses

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

**1) Apr 25 – Apr 25**

W • 6:00pm – 8:00pm • S 104 B/C

## ABCs of Managing Your Small Business

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

**1) Apr 25 – Apr 25**

W • 3:00pm – 5:00pm • S 104 B/C

## Beyond the Business Plan

This seminar will provide you with project management insight, via experienced

entrepreneurs, that will enable you to focus on the necessary steps that will propel your business toward success. This workshop is designed for established business owners. 3 hours. **FREE**

**1) Apr 26 – Apr 26**

TH • 6:00pm – 9:00pm • S 104 B/C

## Introduction to QuickBooks Pro for Small Businesses

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

**2) May 1 – May 1**

T • 6:00pm – 9:00pm • BT 203

## 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) May 2 – May 3**

WTH • 8:30am – 5:30pm • S 104 A/B

**2) Jun 6 – Jun 7**

WTH • 8:30am – 5:30pm • S 104 A/B

## SnapChat for Small Business Owners

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

**1) May 3 – May 3**

TH • 6:00pm – 9:00pm • S 104 B/C

## Creating a Winning Business Plan

The seminar will focus on: how to create a simple full-length business plan that can guide your business, which parts of the plan must be done in specific ways; which parts of the plan bankers focus on, how to create the important marketing segment of the plan, and what the plan must look like. 3 hours. **FREE**

**1) May 8 – May 8**

T • 6:00pm – 9:00pm • S 104 B/C

## So You Think You Want to Start a Business

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

**1) May 9 – May 9**

W • 6:00pm – 9:00pm • S 104 B/C

## Businesses Model Canvas

Document your new or existing business using a visual chart with elements describing your product's value proposition, customers, relationships, channels, infrastructure and finances. 3 hours. **FREE**

**1) May 10 – May 10**

TH • 6:00pm – 9:00pm • S 104 B/C

## Intermediate QuickBooks Pro for Small Businesses

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

**1) May 15 – May 15**

T • 6:00pm – 9:00pm • BT 203

## 50 Home Based Businesses for Start Up Entrepreneurs

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

**1) May 16 – May 16**

W • 3:00pm – 5:00pm • S 104 B/C

## Introduction to SBA & Its Small Business Resources

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

**1) May 17 – May 17**

TH • 3:00pm – 5:00pm • S 104 B/C

## Small Businesses Video Marketing-Improve your Customer Reach

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

**1) May 17 – May 17**

TH • 6:00pm – 7:00pm • S 104 B/C



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

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

1) **May 18 – May 18**  
F • 12:00pm – 2:00pm • S 104 B/C

## How Small Businesses Can Get Found on Google

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

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

## SBA Alternative Capital Programs For Every Small Business

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

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

## Basics of Bookkeeping

Accurate business records are needed to monitor the health of your business. This workshop is designed to help small business owners in the start-up and early phases of their business learn the basics of sound record keeping. 3 hours. **FREE**

1) **Jun 5 – Jun 5**  
T • 6:00pm – 9:00pm • S 104 B/C

## How to Write a Business Plan

Learn how to prepare a business plan that will help raise money and also help you manage your business.. 3 hours. **FREE**

1) **Jun 7 – Jun 7**  
TH • 6:00pm – 9:00pm • S 104 B/C

## Identifying & Avoiding Threats to Your Business

This seminar will reveal many common threats small businesses face, assist entrepreneurs in learning how to determine if possible threats currently exist or if they could exist in the near future and most importantly, how to avoid these threats. Insure the success and sustainability of your business by gaining the information presented in this seminar. 3 hours. **FREE**

1) **Jun 12 – Jun 12**  
T • 6:00pm – 9:00pm • S 104 B/C

## Managing People in a Small Business

Your skills as a business owner will determine the answer and this seminar will focus on ways to make the reality of employees more profitable and less of a cost center. In this seminar, we will cover how to find and retain good employees,

how to handle underperforming employees, being a better teacher and learning when it is time to be The Boss. 3 hours. **FREE**

1) **Jun 13 – Jun 13**  
W • 6:00pm – 9:00pm • S 104 B/C

## How to Start an Etsy Business

Attend this class to learn how to sell your art work, jewelry, crafts, and vintage items in this easy fast paced class! 3 hours. **FREE**

1) **Jun 19 – Jun 19**  
T • 6:00pm – 9:00pm • S 104 B/C

## Facebook Business Pages for Beginners

This seminar is aimed at business owners or potential business owners interested in creating a Facebook Business page. We'll cover why a Facebook business page is important vs. using a personal Facebook profile for your business, how your business page works, and all the settings to get your page up and running by the end of seminar. 3 hours. **FREE**

1) **Jun 21 – Jun 21**  
TH • 6:00pm – 9:00pm • BT 203

## The 123's of Small Business Cash Flow Management

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

1) **Jun 27 – Jun 27**  
W • 3:00pm – 5:00pm • S 104 B/C

## IRS Small Business Workshop

This online course summarizes IRS resources for small business owners using the following media: (1) On the web at IRS.gov, (2) Tax Publications, (3) Videos and (4) Social Media. It also provides specific resource information for the Recordkeeping 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 Learning Initiative for Entrepreneurs (HP Life) is a global online learning program that offers aspiring entrepreneurs and small business owners valuable business skills. It offers participants a path to realizing their business dreams. We are pleased to offer this innovative program to NC entrepreneurs and small business owners free of charge! This program 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. The program can be

accessed 24 hours a day, 7 days a week. For more information and to register, visit the NC Small Business Center Network website at [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

## Quickbooks Part I for Small Business Owners

This seminar is an introduction to QuickBooks. Its main objective is to introduce you to the basic features in QuickBooks and give you an opportunity for hands-on practice. You'll learn about the types of information you need to track in your business, and you'll see how to enter that information and track it in QuickBooks. Learn about all that QuickBooks offers, the most common tasks, and where to find information about more advanced features. 3 hours. **FREE**

1) **Jul 10 – Jul 10**  
T • 6:00pm – 9:00pm • BT 203

## Facebook Business Pages Intermediate

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

1) **Jul 11 – Jul 11**  
W • 6:00pm – 9:00pm • BT 203

## How to Start a Small Business

Understand the basics of starting a business in this seminar that takes you from idea to opportunity. Learn key strategies for start-up, financing and marketing as well as important information about legal issues, licensing, zoning, operations and more. Realize the importance of a self-assessment and how to evaluate the feasibility of your business idea. Discover the resources available to help you start and successfully operate your business. 3 hours. **FREE**

1) **Jul 19 – Jul 19**  
TH • 6:00pm – 9:00pm • S 104 B/C

## Quickbooks Part II for Small Business Owners

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

1) **Jul 24 – Jul 24**  
T • 6:00pm – 9:00pm • BT 203

## SBA Socio-Economic Contracting Programs for Small Business

This seminar will provide information and steps necessary to enroll in SBA 8a and HUBZone programs for minorities, women, disabled veterans, and economically disadvantaged (net worth LESS than \$250k), or in low-income geographic areas (HUBZone). Learn about contracting opportunities with the General Services Administration (GSA) and Defense Logistics Agency (DLA) and hear a number of North Carolina-based small business contracting success stories. 2 hours. **FREE**

### 1) Jul 25 – Jul 25

W • 3:00pm – 5:00pm • S 104 B/C

## Selling from Your eBay Website

This hands-on course is a fantastic way to provide a step-by-step approach to those individuals who are ready to become eBay Store owners. You will learn how to start, brand, and optimize your eBay store website. Understand how to market your eBay store more effectively with email newsletters, traffic reports, and the markdown manager sales tool. Learn how to use the "Quick Store Tune-up" feature and "Manage My Store" page to customize your eBay Store, plus learn tips for search engine optimization (SEO) that will bring even more internet shoppers to your eBay Store via Google, Yahoo, and Bing search engines! 3 hours. **FREE**

### 1) Jul 26 – Jul 26

TH • 6:00pm – 9:00pm • S 104 B/C

## Industry Training Center

### OSHA 30-Hr. Construction

This course is designed for individuals who need an overview of OSHA standards and their application to the construction industry. The course includes a written exam. A certificate of completion is awarded through OSHA to all students who complete the course. **Attendance for all class hours is required.** 30 hours. **\$125 (Ins. \$1.00)**, OSHA Card: **\$8** Total due at registration: **\$134**

#### 1) Jun 11 – Jun 14

M – TH • 8:00am – 4:30pm • S 104 A

### 40-Hr. Hazardous Waste Operator Training

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

#### 1) Jun 18 – Jun 22

M – F • 8:00am – 5:00pm • S 104 A

### Powered Industrial Trucks (Forklift)

This course is designed to meet the regulatory standard and provide training for current and

new operators of forklifts. The course includes an operator evaluation. **Attendance for all class hours is required.** 6 hours. **\$70 (Ins. \$1.00)**

#### 1) Jun 15 – Jun 15

F • 8:00am – 3:00pm • S 104 A

### Construction Quality Management for Contractors

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

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

#### 1) Apr 19 – Apr 19

TH • 7:30pm – 5:00pm • S 104 B/C

#### 2) Jun 21 – Jun 21

TH • 7:30pm – 5:00pm • S 104 B/C

## SPECIALTY JOB TRAINING

### American Sign Language - Beginning

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

#### 1) Apr 9 – May 31

MTH • 6:00pm – 9:00pm • TBD  
Prepay by Mar 29

### Beginner Level

#### Module I

Module I courses offer an introduction to the language and provide basic conversation, reading, and listening skills that serve as a foundation for future language learning. See below for class dates for Beginner French, Russian and Arabic classes. 174 hours. **\$180 (\$1.00, if applicable)**

#### 1) Apr 9 – May 17

##### \*French Beginner Module I

M – F • 8:00am – 3:00pm • CE 102  
Prepay by Mar 21

##### \*Russian Beginner I Module I

M – F • 8:00am – 3:00pm • R 118  
Prepay by Mar 21

#### 2) May 21 – Jun 29

##### \*French Beginner Module I

M – F • 8:00am – 3:00pm • CE 107  
Prepay by May 7

### Evening Arabic Sound & Script

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

#### 1) Apr 17 – Jul 12

TTH • 5:00pm – 7:00pm • CE 105  
Prepay by Apr 9

#### 2) Jul 17 – Oct 4

TTH • 5:00pm – 7:00pm • CE 203  
Prepay by Jul 10

### Spanish Refresher

Maintain or improve Spanish reading, listening, and conversation skills using authentic materials. Military students should be at the 1+/1+ level. Civilian students will need to take the ODA to qualify. Call 910-938-6755 for details. 174 hours. **\$180 (\$1.00, if applicable)**

#### 1) Apr 9 – May 17

M – F • 8:00am – 3:00pm • CE 107  
Prepay by Mar 21

#### 2) May 21 – Jun 29

M – F • 8:00am – 3:00pm • CE 107  
Prepay by May 7

### ServSafe

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

#### 1) Apr 14 / Apr 21

SA • 8:00am – 4:00pm • TBD

#### 2) Jun 2 / Jun 9


SA • 8:00am – 4:00pm • TBD

#### 3) Jul 7 / Jul 14

SA • 8:00am – 4:00pm • TBD


### Professional Event Planner Hybrid

Learn planning and coordination of special events to include meetings, conventions, bar mitzvahs, anniversaries, engagements, reunions or other occasions of interest. Social networking

computer skills are beneficial. This hybrid course is made up of 48 classroom hours and 48 online hours. 96 hours. **\$180 (Ins. \$1.00)** 

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


## SHRM Essentials (Distant Education)

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

### 1) Aug 7 – Sep 25

T • 6:00pm – 9:00pm • Online Class  
Prepay by Jul 6


## SHRM-CP and SHRM-SCP Prep

This new SHRM certification is designed to ensure that your qualifications meet the ongoing demands of global business and prepare you to drive organizational success. This certification is 100% focused on the competencies and knowledge all HR professionals need to succeed as part of today's business community. 39 hours. **\$125 (Ins. \$1.00) Non-refundable materials cost of \$560 to be paid at time of registration.** 

### 1) Apr 12 – Jul 19

TH • 6:00pm – 9:00pm • TBD  
Prepay by Mar 22

## Certified Custodial Technician

The Custodial Technician Certification Program is for entry-level environmental services/custodial staff positions in various commercial settings. Upon completion of the program, students are skilled professional custodians and will receive national certification from the Cleaning Management Institute. Students must be at least 17 years of age to register.\*TABE reading and math test score of 8.0 required (See TABE information on page 9). 120 hours **\$180 (Ins. \$1.00) Non-refundable materials cost of \$375 to be paid at time of registration.** 

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

## Bartending/Mixology (NEW)

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

### 1) Jun 5 – Aug 16

TTH • 6:00pm – 8:30pm • TBD

## Cooking Classes and Culinary Courses (NEW in 2017!)

### French Bakery Basics (NEW)

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

#### 1) Apr 11 – May 2

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

#### 2) Sep 5 – Sep 26

W • 6:00pm – 9:00pm • Culinary  
Prepay by Aug 27

### Summer Pies & Tarts (NEW)

Culinary professionals and hobbyists won't want to miss how to create the flakiest pie crust to show off the summer bounty of seasonal fruits and berries! One of Coastal's Chefs will demonstrate and teach students the secret to make mouthwatering pies and tarts. Through demonstration and hands-on application, students will practice new recipes and improve on the classics, such as apple with streusel topping, blueberry with a lattice top, and lemon meringue pies, and create delightful berry tarts. 15 hours. **\$70 (ins. \$1.00)**

#### 1) Jun 7 – Jun 21

THF • 9:00am – 12:00pm • Culinary

### Cake Decorating Basics (NEW)

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

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

### Fresh Pasta and Italian Sauces

Back by popular demand...One of the College's Chef's will instruct this hands-on course in Coastal's new restaurant style kitchen. Students will learn skills and techniques to make delicious homemade pasta. Homemade pasta is so much more flavorful than dried pasta, especially when paired with delectable sauces 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) Apr 10 – May 1

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

### Aspiring Chef's Training (NEW)

Attention foodies and culinary hobbyists this class is designed just for you! Students of different skill levels are welcome to learn techniques to be a more efficient cook for personal or professional reasons. Work side by side Coastal's Chefs as they share and demonstrate foundational techniques to improve your cooking skills. Students will learn several culinary skills to be more proficient in the kitchen such as kitchen navigation and sanitation, knife skills, cooking methods, and basic sauce preparation. Before you know it, you will be on your way to chefdom. Who knows, you may discover that a career as professional chef may be in your future, or you may just discover the love of cooking to wow your family and friends. 18 hours. **\$70 (Ins. \$1.00)**

#### 1) May 17 – Jun 1

THF • 9:00am – 12:00pm • Culinary  
Prepay by May 10

### Haute Mediterranean Cuisine (NEW)

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

#### 1) May 10 – May 31

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

### Mobile Food Unit (NEW)

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

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

### Wine & More (NEW)

Culinary professionals and hobbyists will focus on the creative art of pairing food and wine together. Coastal's Chef Marcinda will instruct students on regional and varietal wine styles and how different foods affect a wine's flavor. Additionally, students will identify and taste different wine and food combinations to gain wine and food pairing principles, cuisines and their flavor components, food trends in homes

and restaurants, pairings for special events and wine selection as well as tapas party selections. Il vino è buono! 8 hours. \$70 (Ins. \$1.00)

**1) Jul 11 – Aug 1**

W • 6:00pm – 8:00pm • Culinary  
Prepay by Jul 2

### Sculpted & Tiered Cakes (NEW)

Attention culinary professionals and skilled cake decorators! So you think you're skilled at decorating cakes? Interested in learning to construct a cake that is in a league of its own? It takes more than fancy frosting to make a cake a work of art. In this hands-on course the Cake Girl, bakery owner and cake decorating expert, will demonstrate and teach cake carving and sculpting techniques to help you do just that! Students will also be taught how to build a variety of tiered cakes from simple two-tiered to

seven-tiered wedding cakes. This course builds on Cake Decorating Basics and Advanced Basics. So if you're looking to add value to your cake decorating business or simply want to wow your family and friends with new creative cakes, sign up today. Students will leave class with the knowledge and skills needed to make amazing and delicious works of art! Prerequisite: Cake Decorating Basics and Cake Decorating Advanced. 42 hours. **\$125 (Ins \$1.00)**

**1) May 7 – Jun 26**

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

## Teacher Renewal Credit Courses

### Teaching Smarter with Smartboards

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

**1) Offered Monthly**

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

## TRADES AND TECHNICAL COURSES

### Facilities Maintenance Technician

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

### Introduction to Industrial Maintenance

This course provides basic techniques and skills instruction in the general mechanical, electrical, plumbing, welding, and preventive maintenance areas. This course also includes the 30-hour OSHA Construction Industry Outreach Training program. 120 hours. **\$180 (Ins. \$1.00)** (OSHA Card \$8) Total Cost: **\$189**

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

### Electrical Wiring Fundamentals

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

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

### Plumbing Fundamentals

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

**1) Apr 9 – May 16**

MW • 6:00pm – 9:00pm • T 122

### EPA Refrigeration Certification

EPA regulations require that anyone who handles refrigerants must obtain certification. This class provides the training and testing required for certification. A test processing fee of **\$40** is payable to the NC Board of Refrigeration. (This does NOT certify automotive technicians). 14 hours. **\$70 (Ins. \$1.00)**

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

### Lead Renovation, Repair & Painting

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

**1) Apr 13 – Apr 13**

F • 7:30am – 4:30pm • TBD

**2) May 4 – May 4**

F • 7:30am – 4:30pm • TBD

**3) Jun 1 – Jun 1**

F • 7:30am – 4:30pm • TBD

### Welding

#### Welding & Cutting Basic

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

**1) May 15 – Jul 11**

MTW • 6:00pm – 9:00pm • T 118

#### Welding, Pipe fitting Basic & Pipe Cutting

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

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

#### Basic MIG Welding

This course introduces Metal Inert Gas (MIG) and flux core arc welding processes. Topics include equipment set-up, and fillet and grooves welds with emphasis on application of gas metal



arc welding (GMAW), and flux-cored arc welding (FCAW) electrodes on carbon steel plate.

Prerequisites: Basic Welding or permission of the instructor. 48 hours. **\$125 (Ins. \$1.00)**

**1) Apr 9 – May 14**

MTW • 6:00pm – 9:00pm • T 118 / T 120

## General Contractor Classes

### Blueprint Reading

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

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

### General Contractor Exam Prep

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

**1) Apr 10 – Jun 21**

TTH • 6:00pm – 9:00pm • TBD

## Code Qualification

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

### Building Standard Inspection

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

**Level II • Apr 27 – May 6**

F • 5:30pm – 9:30pm

SASU • 8:00am – 5:00pm • CE 102

**Level III • Sep 7 – Sep 16, 2018**

F • 5:30pm – 9:30pm

SASU • 8:00am – 5:00pm • CE 102

## Electrical Contractor Continuing Education

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

### Electrical Standard Inspection

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

**Level II • Jun 9 – Jun 17**

SASU • 8:00am – 4:30pm • CE 102

**Level III • Oct 13 – Oct 21, 2018**

SASU • 8:00am – 4:30pm • CE 102

### Fire Prevention Standard Inspection

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

**Level II • Jul 7 – Jul 15**

SASU • 8:00am – 5:00pm • CE 102

**Level III • Oct 26 – Oct 28, 2018**

F • 5:00pm – 10:00pm

SASU • 7:30am – 6:00pm • CE 102

### Mechanical Standard Inspection

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

**Level II • Aug 3 – Aug 5 (\$70)**

F • 5:00pm – 10:00pm

SASU • 7:30am – 6:00pm • CE 102

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

SASU • 8:00am – 5:00pm • CE 102

### Plumbing Standard Inspection

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

**Level I • Apr 14 – Apr 22 (\$125)**

SASU • 8:00am – 5:00pm • CE 102

**Level II • Aug 24 – Aug 26 (\$70)**

F • 5:00pm – 10:00pm

SASU • 7:30am – 6:00pm • CE 102

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

SASU • 8:00am – 5:00pm • CE 102

## Environmental Science

### Wastewater Treatment Plant Operator I & II

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

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) Apr 10 / Apr 12**

TTH • 6:00pm – 10:00pm • T 104 / T 110

**2) May 8 / May 10**

TTH • 6:00pm – 10:00pm • T 104 / T 110

**3) Jun 5 / Jun 7**

TTH • 6:00pm – 10:00pm • T 104 / T 110

**4) Jul 10 / Jul 12**

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) Apr 17 / Apr 19**

TTH • 6:00pm – 10:00pm • T 104 / T 110

**2) May 15 / May 17**

TTH • 6:00pm – 10:00pm • T 104 / T 110

**3) Jun 12 / Jun 14**

TTH • 6:00pm – 10:00pm • T 104 / T 110

**4) Jul 17 / Jul 19**

TTH • 6:00pm – 10:00pm • T 104 / T 110

## Small Engine Maintenance and Repair

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

**1) Aug 14 – Nov 15**

TTH • 6:00pm – 9:00pm • S 111

## Outboard Motor Servicing

This course is designed to teach the student the knowledge and skills to perform basic preventative and corrective servicing on 4-stroke outboard motors. Upon completion of this course the student may qualify for an entry level position within the marine service industry performing the maintenance and servicing on outboards motors. 84 hours. **\$180 (Ins. \$1.00)**

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

## Introduction to Ammunition-Reloading (NEW)

This course will provide the academic, knowledge, science and techniques of metallic cartridge reloading and ballistics. Students will learn and apply the fundamentals of cartridge reloading for rifles and handguns through classroom and lab exercises. Topics will include; equipment components, the basics of ballistics, techniques and safety concerns. 24 hours. **\$70 (Ins. \$1.00)** (student supply list provided at registration).

**1) Apr 10 – May 3**

TTH • 6:00pm – 9:00pm • TBD

## Introduction to Gunsmithing (NEW)

This course will provide students the familiarization with the basics of firearms maintenance, repairs, and Gunsmithing tools. Additional, topics will include the various types

of firearms, an history of firearms, and other topics pertaining to Gunsmithing. Textbook required for this course, 50 hours **\$125 (Ins. \$1.00)**. (student supply list and additional cost will be provided at time of registration).

1) **May 15 – Jul 17**

TTH • 6:00pm – 9:00pm • TBD

### Truck Driver Training (CDL) (NEW)

Begin a new and exciting career! This 8-week program offers professional training in all areas required to succeed in the transportation industry. Course content is delivered via classroom and practical application methods. Gain hands on expertise and experience for; vehicle inspection, logbooks, trip planning, rules and regulations that pertain to industry standards. Students will get driving OJT by completing actual day/night driving and practice labs, all focused on the successful preparation and completion of NCDOT CDL licensing. **\$180 (Ins. \$1.00)** (Pre-registration requirements, textbook, and additional supplies information available).

1) **May 7 – Jun 29**

M – F • 12:00pm – 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 4). 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) **Classes starting in August**

### 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 7 – Nov 6**

T • 6:00pm – 9:00pm • R TBD

### Veterinary Assisting

Learn how to interact with animals and their owners, obtain animal health histories and records, understand veterinary medical terminology, recognize the major breeds of various animals, assist the veterinarian with

care 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 7 – Dec 4**

TWTH • 6:00pm – 9:00pm • R 112

### Wildlife Rehabilitation

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

**\$180 (Ins. \$1.00)**

1) **Jul 9 – Nov 28**

MW • 6:00pm – 9:00pm • TBD /  
Possumwood Acres

### Reptile Care and Management

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

1) **Aug 6 – Nov 19**

M • 6:00pm – 9:00pm • R 112

## COLLEGE AND CAREER READINESS (CCR)

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

### Orientation for Personal Educational Needs (OPEN)

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

### Adult High School (AHS)

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

### College and Career Readiness

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

#### Coastal Campus

Varied • Day or Evening

#### Swansboro Middle

TTH • 6:00pm – 9:00pm

#### Richlands Senior Center

TTH • 6:00pm – 9:00pm

### High School Equivalency Credential Testing

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

third weeks of each month. The HiSET PBT is offered on Tuesday and Wednesday the second week of each month and the HiSET CBT is offered on Tuesday and Wednesday the third week of each month. To register for the GED, visit [ged.com](http://ged.com); to register for the HiSET, visit [hiset.ets.org](http://hiset.ets.org).

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

## English Language Acquisition (ELA)

FREE classes are available for English language learners who desire to speak, read,

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

## Academic Studies Center (ASC)

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

### ASC Hours:

M – TH • 7:30am – 9:00pm  
F • 7:30am – 5:00pm

## Learning Labs at Camp Lejeune and MCAS

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

### Camp Lejeune (Bldg 825, Rm 214)

#### Center Hours:

M – TH • 1000 – 1400 & 1600 – 2000

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

MW • 1600 – 2000

TTH • 1000 – 1400

## PERSONAL ENRICHMENT

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

### About Boating Safety

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

#### 1) Apr 28 – Apr 28

SA • 8:00am – 5:00pm • TBD

#### 2) Jun 2 – Jun 23

SA • 8:00am – 5:00pm • TBD

### Boating Skills & Seamanship

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

#### 1) Apr 9 – May 17

MTH • 6:00pm – 8:00pm • TBD

### Painting *En Plein Aire*

Attention artists and painting enthusiasts, join Jacksonville's very own talented master artist, Jim Phillips as he demonstrates and guides students to capture the light of the day and setting sun shadows to create incredible distance and depth within their painting. This class will help artists to evoke more meaning and emotion into their paintings. This class is designed for painters with experience. Students will meet at the College for the first meeting then at predetermined sites in the community to create several unique paintings. Additionally, students will learn various set-ups for outdoor painting. Students need to bring a portable easel, light weight chair, and an umbrella. A painting supply list will be provided upon registration. 24 hours. **\$70 (Ins. \$1.00)**

#### 1) Apr 10 – May 29

T • 5:00pm – 8:00pm • TBD

Prepay by Mar 29

### Upholstery Basics

Discover the joys of upholstery and bring new life to your worn-out furniture. With a few basic tools, an eye for color, and some ingenuity, you can customize your home with fabrics and textures that reflect your unique personality. An experienced interior designer will teach students the necessary skills and techniques to upholster

or re-upholster basic furniture pieces through demonstration and hands-on application. Students will select and complete basic upholstery project(s) in class. Sewing skills are not necessary. 18 hours. **\$39 (Ins. \$1.00)**

#### 1) Apr 28 – Jun 9

S • 9:00am – 12:00pm • TBD

### Window Treatment - Basics (NEW)

You don't have to blow your budget to bring beautiful window treatments into your home. Whether you are sewing draperies for your home, or wish to start a drapery-sewing business; using the proper techniques can mean the difference in success or failure. An experienced interior designer/seamstress will teach students basic skills and techniques to assemble simple scarf valances, construct straight seamed panels, waterfall valances and other easy to make draperies through demonstration and hands-on application. Students will create their own, impressive window treatments with a designer's eye to achieve a customized style to enhance their decor. 24 hours. **\$70 (Ins. \$1.00)**

#### 1) Jun 18 – Jul 16

MTH • 6:00pm – 9:00pm • CE 202

## 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

## Jewelry Design & Fabrication

Interested in learning how to design and make unique jewelry for yourself, as gifts, or possibly for profit? In this class, students will learn how to fabricate and market their goods. Instruction

will include basic to more advanced bead and wire-work techniques and exposure to different patterns, jump rings, French wire transitions, Danish clusters and knotted necklaces. Additionally, students will learn how to display and sell jewelry online or in person at trunk

shows and craft fairs. A supply list will be provided upon registration. 24 hours **\$70 (Ins. \$1.00)**

1) Jun 21 – Jul 23  
MTH • 6:00pm – 9:00pm • TBD  
Prepay by Jun 18

## DEFENSIVE DRIVING

No fee exemptions for classes in the Defensive Driving section.

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

### Defensive Driving 4-Hour

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

### Defensive Driving 8-Hour

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

### Alive @ 25

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

## Motorcycle Safety

### MSF Basic eCourse

The Motorcycle Safety Foundation Basic eCourse is a highly interactive online program that provides riders of all skill levels with the basics of motorcycling. With integrated graphics,

photos and video to help better illustrate lessons, the **\$19.99** program allows you to control the pace of your learning. A discounted **\$5.00** (a \$14.99 savings) coupon is available from the College. The Basic eCourse can help you determine whether motorcycling is actually a good personal fit. **The eCourse is a required component of the Basic Rider Course, and must be completed as an introductory stand-alone program before enrolling in a hands-on course.**

### Motorcycle Safety Basic Rider Course (BRC)

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

### Basic Riders Course 2 (BRC2)

The BRC 2 is a full day of riding on a controlled course to allow you to practice new skills or refine existing skills and fine tune the mental skills needed for survival in traffic. Graduates will receive an MSF completion card that may qualify them for an insurance discount and an NCDMV waiver card for the riding skill portion of their NCDMV test. **Prerequisites:** Must

have a drivers license with a learners permit or motorcycle endorsement, provide street legal, two-wheeled, single-track motorcycle (loaners accepted with written authority to operate), complete a waiver form, and pass the safety inspection at the start of the class. **Requirements:** must have completed the BSF Basic eCourse. Must attend all classes, ride all exercises, wear protective gear at all times (helmet, long sleeve shirt, long trousers, full finger gloves, over-the-ankle footwear, and eye protection), and pass written exam and riding skill evaluation. No refunds and no exemptions. **Call 910.938.6294 for dates and times.** 9 hours. **\$75 (Ins. \$1.00)**

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

The ARC may be taken by riders using any type of two-wheel, single-track motorcycle. It is a 1-day course consisting of approximately 3.5 hours of classroom activities and 5.5 hours of riding. Graduates will receive an MSF completion card that may qualify them for an insurance discount. **Prerequisites:** Must have a drivers license with a motorcycle endorsement (no learners permits allowed), provide street legal, two-wheeled, single-track, motorcycle (loaners accepted with written authority to operate), complete a waiver form, and pass the safety inspection at the start of the class. **Requirements:** attend all classes, ride all exercises, wear protective gear at all times (helmet, long sleeve shirt, long trousers, full finger gloves, over-the-ankle footwear, and eye protection), and take written exam (no riding skill evaluation required). No refunds and no exemptions. **Call 910.938.6294 for dates and times.** 9 hours. **\$75 (Ins. \$1.00)**

For a current calendar of Motorcycle Training courses, visit [www.coastalcarolina.edu/con-ed/motorcycle-training](http://www.coastalcarolina.edu/con-ed/motorcycle-training).



## 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.



## 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 must complete a registration form and pay for the class. Students can register in person at the Kenneth B. Hurst Continuing Education (CE) Building, or by e-mail or fax after printing the registration form from our website, [www.coastalcarolina.edu](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 CCR Program for high school completion. Visit the Continuing Education office, call 910.938.6259, e-mail [collegeandcareereadiness@coastalcarolina.edu](mailto:collegeandcareereadiness@coastalcarolina.edu), or visit [www.coastalcarolina.edu](http://www.coastalcarolina.edu) (select Continuing Education, CCR Program) to obtain further information about this form.

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

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

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

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

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

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

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

**Inclement Weather Policy:** Should it become necessary to close the College because of inclement weather (storms, ice, snow, etc.), local radio and television stations will be notified. Students should stay tuned to local stations, telephone the College at 910.455.1221, or consult Coastal's website, [www.coastalcarolina.edu](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 Session: May 16 – August 6\*

*\*Summer semester is scheduled to end on August 3, but may be extended to August 6 if weather days are required.*

**Summer I Session: May 16 – June 22 • Summer II Session: July 2 – August 3**

Registration for Summer Session will take place until May 15. Registration for Summer II Session will take place until June 29.

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

**Holidays during this sessions are:** Memorial Day, May 28; Independence Day, July 4; April 2 – 6 is Spring Break; June 25 – 29 is Summer Break (*Curriculum classes only*)

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 21 years old*) \*
- Criminal Justice Technology
- Criminal Justice Technology- Forensic Science
- Emergency Management
- Fire Protection Technology

#### Computer Technology

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

New degree and certificate programs are being added all the time. Visit us online at [www.coastalcarolina.edu](http://www.coastalcarolina.edu) for an updated list of program offerings.

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

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## Coastal Carolina Community College

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