

Coastal Carolina Community College

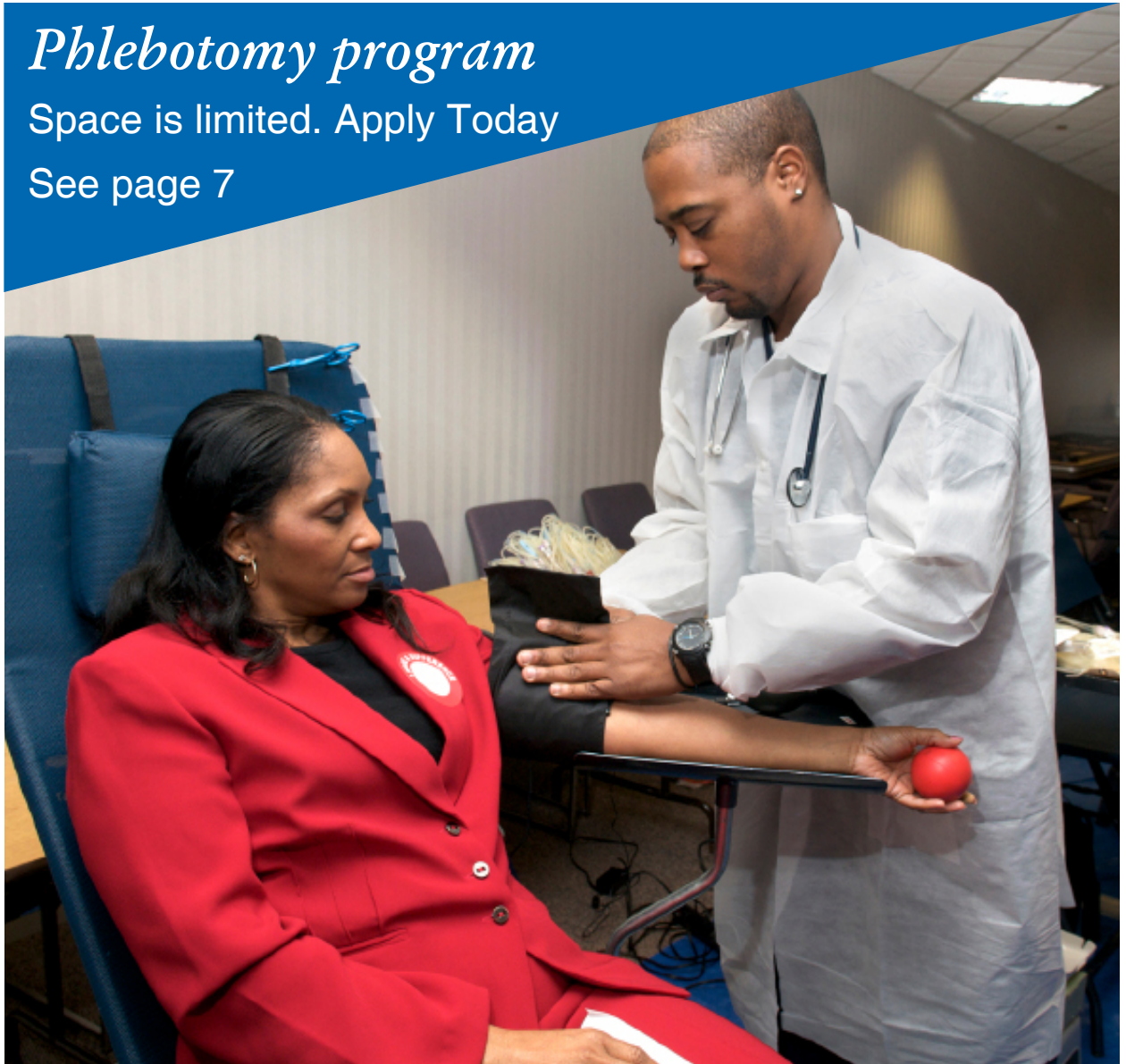


CONTINUING EDUCATION SCHEDULE OF CLASSES

Phlebotomy program

Space is limited. Apply Today

See page 7



February 2019 – May 2019 • www.coastalcarolina.edu • 910.938.6294

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HUMAN RESOURCES DEVELOPMENT (HRD)

These classes, which normally cost between \$70–\$180, are FREE TO THOSE WHO QUALIFY! Registration fees are waived for unemployed and underemployed adults. Please call 910.938.6309 for more information and to register. Complete 80 hours of free HRD classes and earn a Continuing Education Scholarship good toward most CE classes.

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) Mar 4 – Mar 15

M – F • 9:00am – 12:00pm • CE 200D

Using Technology in your Job Search

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

1) Apr 29 – May 10

M – F • 9:00am – 1:00pm • CE 200D

Packaging Your Skills for Success

An effective resume is the first key to getting the job you want. Learn how to package your skills and experiences to get you through the door to an interview. This course will review various resume styles and offer hints and tips for presenting your individual experiences. Each student will create an effective resume as part of the course. Students will need a basic familiarity with computers for this class. (If not computer literate, students should consider

CALL 910.938.6309 for FINANCIAL ASSISTANCE

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

COMPLETE 80 HOURS OF HRD CLASSES
SEE PAGE 4 FOR MORE HRD CLASSES

Coastal Carolina Community College



CONTINUING EDUCATION SCHEDULE OF CLASSES

Published two times a year

For a Map of Coastal's Campus please Visit our website at- <https://www.coastalcarolina.edu/>

Coastal Carolina Community College

444 Western Boulevard • Jacksonville, NC 28546 • 910.455.1221

Issue 3 - Vol. 18/19

Using Technology in Your Job Search as a prerequisite.) 20 hours. **FREE to those who qualify. \$70 (Ins. \$1.00)**

1) Apr 1 – Apr 5

M – F • 9:00am – 1:00pm • CE 200D

Putting Your Best Foot Forward

What makes a successful interview? Learn the tips and techniques of successful interviewing and maximize your chances of getting a job. Designed to build your confidence, students will learn how to dress to impress and discover the answers employers are looking for when asking common interview questions. This class will

focus on face-to-face interviews, but will also discuss phone and webcam interviews. Come discover how to make the most of your interview and really impress a potential employer. **FREE to those who qualify.** 20 hours. **\$70 (Ins. \$1.00)**

1) Feb 4 – Feb 8

M – F • 9:00am – 1:00pm • CE 200D

2) Apr 8 – Apr 12

M – F • 9:00am – 1:00pm • CE 200D

Team Building for the Work Place

Being able to function effectively as a team member is a necessary skill for success in the workplace and throughout life. In order for a team to accomplish its goals, it is important for the team members to understand the roles they play. This course focuses on understanding what you bring to a team and how to use this knowledge to create team success. **FREE to those who qualify.** 15 hours. **\$70 (Ins. \$1.00)**

1) **May 13 – May 17**

M – F • 9:00am – 12:00pm • CE 200D

Charting Your Course to Success

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

1) **Mar 25 – Mar 29**

M – F • 9:00am – 12:00pm • CE 200D

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)**

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

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)**

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

Success by Choice

This course is designed to teach soft skills for the business environment. It introduces key success factors for accomplishing business goals, building self-confidence, acquiring good communication and listening skills, using sound judgment to problem-solve, and wisely using social media. **FREE to those who qualify.** 16 hours. **\$70 (Ins. \$1.00)**

1) **Feb 11 – Feb 15**

M – F • 9:00am – 12:00pm • CE 200D

Conflict Resolution in the Workplace

Learning to manage conflict is a necessary skill for the workplace and all aspects of life. Different methods can be used to resolve different types of conflict. In this course, you will learn how to combine conflict management techniques with good communication skills to facilitate effective conflict management. **FREE**

to those who qualify. 15 hours. **\$70 (Ins. \$1.00)**

1) **Mar 18 – Mar 22**

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.** 16 hours. **\$70 (Ins. \$1.00)**

1) **Feb 19 – Feb 22**

T – F • 9:00am – 1:00pm • CE 200D

2) **May 20 – May 24**

T – F • 9:00am – 12:00pm • CE 200D

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

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 location is to be determined.

FREE to those who qualify. Cost based on hours of attendance. 1) Lab Hours: MTW • 9:00am – 1:00pm

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) **Feb 5 – Mar 26**

T • 6:00pm – 9:00pm • R 121

2) **Apr 22 – Jun 17**

M • 6:00pm – 9:00pm • BT 203

Basic Computer Skills for Today's Office Worker

This course is designed to provide the fundamental computer competencies you need to survive and prosper in today's fast-changing workplace. You will learn how to implement the powers of Microsoft Office software to work faster and more efficiently. We'll focus on practical applications for software most common to the workplace. When you finish this course, you will have learned why employers consider technological literacy so critical to the success of any organization. 20 hours. **\$70 (Ins. \$1.00)**

1) **Feb 11 – Feb 15**

M – F • 8:30am – 12:30pm • S 116

Basic PC Repair

Your computer locks up and/or is acting weird. The keyboard or mouse does not work. The computer displays a disk error or non-system disk message. If you have ever faced these types of day-to-day computer dilemmas, then this course is for you. This course covers the basic concepts of troubleshooting, solving common computer errors, and upgrading computer systems. 20 hours. **\$70 (Ins. \$1.00)**

1) **Mar 30 – Apr 27**

SA • 9:00am – 1:00pm • CE 204

Basic Computer with 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. 20 hours. **\$70 (Ins. \$1.00)**

1) **Apr 22 – Apr 26**

M – F • 8:30am – 12:30pm • R 122

Introduction to Quickbooks Desktop Pro 2019 (NEW)

Learn the basics of Quickbooks 2019 to manage your customers, vendors, and employee accounting needs. 24 hours. **\$70 (Ins. \$1.00)**

1) **Apr 24 – Jun 12**

W • 6:00pm – 9:00pm • BT 203

****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**

Microsoft Office

Introduction to Office 365

This course is designed to help users get started with Office 365. The course will introduce Office 365 and many of its benefits. It will help them understand how cloud computing will benefit them and their business. By the end of this course, participants will be able to: navigate within Office 365; work within **Outlook Web App**; use **Microsoft Teams, Online Sharing**; work with **Sites to manage Document Libraries**; work with **Office Online**. Fee: **\$70 (plus \$1) per student.**

- 1) **February 4 – February 8, 2019**
M- Th • 7:30 am – 12:30 pm • CE 204

Enhance Presentations by Leveraging Microsoft Tools (NEW) (PowerPoint)

This course is designed for students wishing to gain advanced level skills or individuals whose job responsibilities include preparing executive-level presentations. 24 hours. **\$70 (Ins. \$1.00)**

- 1) **Mar 25 – Mar 29**
M – F • 8:30am – 12:30pm • S 116
2) **May 20 – May 24**
M – TH • 8:00am – 1:00pm • CE 204
F • 8:00am – 12:00pm • CE 204

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

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

- 1) **Feb 4 – Feb 8**
M – F • 8:30am – 12:30pm • CE 204
1) **Feb 19 – Feb 22**
T – F • 8:00 am – 3:00 pm
MCB Camp Lejeune bldg. H-1
2) **May 13 – May 17**
M – F • 8:30am – 12:30pm • CE 204

****MS Excel (2013 & 2016) Tips, Tricks, and Shortcuts**

This MS Excel class will provide students with valuable time-saving tips, tricks, and shortcuts that will help you get the most from Excel. This quick-paced class will touch on most of the popular Excel features and how to use them efficiently. **This course is intended for students who want to pass the Microsoft Office Specialist Excel Certification Exam.**

**** (MOS: E) Please see key on this page.** 16 & 20 hours. **\$70 (Ins. \$1.00)**

- 1) **Feb 23 – Mar 16 (Office 2016)**
SA • 9:00am – 1:00pm • R 121
2) **Mar 4 – Mar 8 (Office 2013)**
M – F • 8:30am – 12:30pm • CE 204

****Microsoft Excel Specialist Certificate Training Course (NEW)**

Develop the Excel skills required to earn Specialist certification. This course offers in-depth training covering Excel 2016's fundamental data manipulation, analysis, and presentation features, and beyond. **This course will help prepare students to successfully take the Excel 2016 77-727 Microsoft Office Specialists certification exams. Please see key on this page.** 24 hours. **\$70 (Ins. \$1.00)**

- 1) **Feb 4 – Apr 1**
M • 6:00pm – 9:00pm • R 121
2) **Apr 2 – May 21**
T • 6:00pm – 9:00pm • BT 206

****Microsoft Excel 2013 Dashboards, Formulas, VLOOKUP and PivotTables**

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

- 1) **Apr 22 – Apr 26**
M – F • 8:30am – 12:30pm • CE 204

****Excel 2016 Spreadsheet Fundamentals**

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) **May 4 – May 25**
SA • 9:00am – 1:00pm • R 121

*****Microsoft Word 2013 Templates, Mail Merge, and Macros (NEW)**

Students should be able to create, manage, and distribute professional documents and be able to customize the Word 2013 environment to meet specific needs to enhance productivity. Prerequisites: Students should be familiar with the keyboard and have basic computer skills. Some familiarity with MS Word Introduction and Intermediate topics would be beneficial. **Please see key on this page.** 12 hours. **\$70 (Ins. \$1.00)**

- 1) **Mar 19 – Mar 21**
T – TH • 8:30am – 12:30pm • S 116

****Microsoft Office 2013 Advanced Topics**

Take your understanding and knowledge of Microsoft Office 2013 to the next level. This class will add to your professional skill set and make you more attractive to potential employers. This capstone course will also help prepare those students seeking the core or expert level of the MOS exam. **** (MOS: W,E,A,P) Please see key on this page.** 20 hours. **\$70 (Ins. \$1.00)**

- 1) **Apr 1 – Apr 5**
M – F • 8:30am – 12:30pm • CE 204

****Microsoft Office 2013 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: W,E,A,P) Please see key on this page.** **\$70 (Ins. \$1.00)**

- 1) **Feb 25 – Mar 1**
M – F • 8:30am – 12:30pm • S 116

****MS Access 2013 Database Design and Build Course**

This Microsoft Access 2013 course shows the user how to **design and build** an Access database with queries, create and refine reports, modify forms, and secure the Access database and change startup options. **Students will gain skills they need should they desire to take the Microsoft Office Specialist (MOAS) Exam.** **** (MOS: A) Please see key on this page.** 20 hours. **\$70 (Ins. \$1.00)**

- 1) **May 6 – May 10**
M – F • 8:30am – 12:30pm • CE 204

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

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

- 1) **Feb 12 – Feb 14**
TWTH • 8:30am – 12:30pm • R 122

****MS Access 2013 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.** 20 hours. **\$70 (Ins. \$1.00)**

- 1) **Mar 25 – Mar 29**
M – F • 8:30am – 12:30pm • CE 204

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 personal computer (PC) software and operating systems. In this course, you will acquire the essential skills and information you will need 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 you will require to be a successful A+ technician. It can also assist you if you are preparing to take the CompTIA A+ certification examination, 2016 objectives (exam number 220-902), in order to become a CompTIA A+ Certified Professional 60 hours. **\$180 (Ins. \$1.00)** 📖

1) Apr 23 – Jun 27

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

CompTIA Network+ Certification Exam Prep Course

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 N10-007 exam. 96 hours. **\$180** (plus LabSim materials approx. **TBA**) (Ins. **\$1.00**). 📖

1) Feb 5 – May 23

TTH • 5:30pm – 8:30pm • BT 208 & Online

CompTIA Security+ Certification Prep Course

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

1) Apr 8 – Jun 5

MW • 6:00pm – 9:00pm • CE 204 & Online

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

The ICND1: Interconnecting Cisco Network Devices Part 1 training course is the first step into Cisco networking. The goal of this course is to provide students with the essential skills needed to successfully master the CCENT exam topics: Network Fundamentals, LAN Switching Fundamentals, Routing Fundamentals, Infrastructure Services, and Infrastructure Maintenance. This course is preparation for the Cisco Certified Entry Networking Technician (CCENT) exam. Students pursuing their CCNA Routing and Switching certification should attend both ICND1

and ICND2 courses. Course Prerequisite: Any student taking this course should have basic knowledge of networking, computer hardware and software basics, router, and switching knowledge from work experience or other courses. 60 hours. **\$180 (Ins. \$1.00)**. 📖

1) Feb 11 – Apr 22

MW • 6:00pm – 9:00pm • S 116

2) May 13 – Jul 22

MW • 6:00pm – 9:00pm • S 116

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

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

Please call 910.938.6294 to place your name on an interest list

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

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

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 Course (NEW)

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

Please call 910.938.6294 to place your name on an interest list

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

This course is geared toward IT professionals who have interest in learning to configure,

manage, and maintain a Windows 10 enterprise system and prepare for the exam. 60 hours. **\$180 (Ins. \$1.00)**

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

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 work-flow 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) Feb 19 – Feb 22

T – F • 8:00 am – 3:00 pm
MCAS New River bldg. AS 212 room 110

2) Feb 25 – Mar 1

M – F • 8:00 am – 1:00 pm CE 204

3) Mar 11 – Mar 15

M – TH • 8:00am – 1:00pm • CE 204
F • 8:00am – 12:00pm • CE 204

4) Mar 18 – Mar 22

M – F • 8:00 am – 1:00 pm CE 204

5) Apr 1 – Apr 5

M – F • 8:00 am – 1:00 pm CE 204

6) Apr 29 – May 3

M – TH • 8:00am – 1:00pm • CE 204
F • 8:00am – 12:00pm • CE 204

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

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

1) Feb 26 – Feb 28

TTH • 8:30am – 12:30pm • CE 204

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

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

1) Feb 11 – Feb 15

M – TH • 8:00am – 1:00pm • CE 204
F • 8:00am – 12:00pm • CE 204

Create Forms using Adobe Acrobat Pro and LiveCycle Designer (NEW)

In this course designed for forms managers and designers, data and record managers, and document specialists, you will learn how to create PDF forms from existing documents; create fillable PDF forms which can be printed and submitted electronically using Adobe Acrobat and LiveCycle Designer; create dynamic user input fields; and create reusable content to streamline workflow. After completion of this course, you will be able to create interactive forms to reduce data collection and processing errors and enhance the user experience. The course first introduces the basics of form design. 20 hours. **\$70 (Ins. \$1.00)**

1) **Apr 8 – Apr 12**
M – F • 8:30am – 12:30pm • CE 204

Commercial Drone License Exam Prep (NEW)

The course will provide the student with the information they will need to successfully pass both the Federal and North Carolina's drone knowledge tests. When you pass the knowledge tests you can apply for a commercial drone license (FAA) and operators permit (NC). These tests cover a wide range of aeronautical topics, acronyms, rules, map reading, weather reports, crew management, and scenario-based situations. This class is designed for people without pilot training. The class does not include any flight time with a drone. Prerequisites: Recommend students can read, write, and understand the English language and be proficient in basic math skills. 24 hours. **\$70 (Ins. \$1.00)**

1) **Apr 23 – May 16**
TTH • 6:00pm – 9:00pm • R 121 & Online

Digital Photography Concepts I

This course will help you better understand how to take higher impact photographs. The student will learn specific and actionable techniques / tips to improve their images. Photographic concepts covered in this course will include basic camera settings, composition, using focus, colors, light and its many aspects, using motion, and student requested modules. Class includes fun and creative homework assignments and in class evaluations of each student's homework results. Some photography experience is beneficial but no specific type of camera is necessary. Students are asked to bring their camera and its manual to class. 24 hours. **\$70 (Ins. \$1.00)**

1) **Apr 1 – May 20**
M • 6:00pm – 9:00pm • R 102

BUSINESS AND OFFICE SKILLS COURSES

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) **Feb 11 / Feb 13**
MW • 12:30pm – 4:00pm • CE 105
- 2) **Feb 25 / Feb 27**
MW • 5:30pm – 9:00pm • CE 105
- 3) **Mar 11 / Mar 13**
MW • 12:30pm – 4:00pm • CE 105
- 4) **Mar 25 / Mar 27**
MW • 5:30pm – 9:00pm • CE 105
- 5) **Apr 8 / Apr 10**
MW • 12:30pm – 4:00pm • CE 105
- 6) **Apr 22 / Apr 24**
MW • 5:30pm – 9:00pm • CE 105
- 7) **May 6 / May 8**
MW • 12:30pm – 4:00pm • CE 105
- 8) **May 20 / May 22**
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 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 hours. **\$70 (Ins. \$1.00)**

- 1) **Feb 20 – Feb 20**
W • 1:00pm – 4:00pm • CE 105
- 2) **Apr 17 – Apr 17**
W • 1:00pm – 4:00pm • CE 105

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 records. 50 hours **\$125 (Ins. \$1.00)**

- 1) **Mar 5 – Apr 30**
TTH • 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. 16 hours. **\$70 (Ins. \$1.00)**

- 1) **Apr 1 / Apr 3**
MW • 8:00am – 5:00pm • CE 203

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. Students will not earn Green Belt certification. 64 hours. **\$180 (Ins. \$1.00)**

- 1) **Feb 25 – Mar 7**
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: **\$120**). 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. 150.5 hours. * Students must come in to take the TABE Test (see bottom of page for more information) **Orientation will be held during the first scheduled class and attendance is mandatory.** *Background check and immunization tracker are required*

(approximately \$60). *Clinicals are required and will be discussed at orientation. CPR included and will be held on a Saturday.* **\$180 (Ins. \$17)** Total due at registration: **\$197** **See Registration Information above.***

- 1) **Mar 6 – May 2**
M – TH • 8:30am – 1:00pm • R 123
- 2) **May 13– Aug 1**
MTTH • 4:00pm – 8:30pm • H 126
- 3) **May 20 – Jul 17**
M – TH • 8:30am – 1:00pm • R 123

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) Feb 18 – Mar 5

MTTH • 8:30am – 1:30pm • R 123

2) Apr 1 – May 1

MW • 3:30pm – 8:30pm • H 126

Nurse Aide II

Learn to perform more complex skills for patients and residents. After successful completion of the course, the student is eligible to test for placement on the North Carolina Nurse Aide II Registry. **Requirements:** Copy of H.S. Diploma or equivalent, current CPR card (AHA BLS for Healthcare Providers), and proof of listing as an NA I on the NC Registry must be presented at time of registration. Background check, drug screen, and immunization tracker required (approximately **\$125**). 176 hours. Course Fee **\$180**, Insurance **\$17**. Total due at registration: **\$197** 📖

1) May 15 – Aug 1

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 **\$125**). 172 hours. Course Fee **\$180**, Insurance **\$17**. Total due at registration: **\$197** 📖

1) May 7 – Jul 30

T • 1:30pm – 5:30pm • R 123 and Online

MWTH • 7:00am – 3:30pm • Clinicals

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

Clinicals on 10 specified days of the course.

Medication Aide

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

1) Mar 11 – Mar 27

MW • 4:00pm – 8:00pm • R 118

2) May 7 – May 16

TWTH • 8:30am – 12:30pm • CE 102

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 this page) (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

IMPRESSIVE FACTS: Our Pharmacy Technician students have a 75% pass rate on the PTCB exam. The national average is 58%. Train to be a Pharmacy Technician in this class taught by an NC Pharmacist. Students will be prepared to take the PTCB National Certification Exam upon completion of the course. National exam fees (paid to PTCB) are generally less \$150. *TABE placement testing is required for seated courses (see TABE information on this page) 10.0 Reading, 8.0 Math. \$180 (Ins. \$1.00) 📖

1) Apr 1 – May 30

M – TH • 8:30am – 1:00pm • R 122

Pharmacy Technician Certification Prep (Online)

IMPRESSIVE FACTS: Our Pharmacy Technician students have a 75% pass rate on the PTCB exam. The national average is 58%. Train to be a Pharmacy Technician in this class taught by an NC Pharmacist. Students will be prepared to take the PTCB National Certification Exam upon completion of the course. National exam fees (paid to PTCB) are generally less \$150. *TABE placement testing is required for seated courses (see TABE information on this page) 10.0 Reading, 8.0 Math. 198 hours. **\$180 (Ins. \$1.00)** 📖

1) Mar 25 – Jun 1

M – SU • Online

Phlebotomy Training

During 6 weeks of classroom/lab training followed by 6 weeks of clinical experience, students will learn to draw blood specimens from patients for the purpose of testing and analysis. Successful course completion qualifies you to take the national certification exam (H.S. Diploma or equivalent required to test). Mandatory orientation is held approx. 3 weeks prior to start date where additional requirements and costs will be detailed (i.e. background check, drug screen, and immunization tracker approx. \$125). Workforce Skills and online homework are included in this course. Be sure to register early, as space is limited! **Prerequisites: 1) TABE testing required (reading: 12.9 and math 8.0 - on page 7), 2) Recent Hepatitis B Surface Antibody blood test results (within past 3 months) required to enroll.** 257 hours. **Course fee: \$197** (\$180 + \$17 insurance). 📖

1) Overall Class Dates:

Apr 1 – Jun 21

Class/Lab (6 weeks) Required:

Apr 1 - May 9

M – TH • 4:00pm – 8:00pm • H 232

Clinicals (6 weeks) Required:

May 13 - Jun 21

M – F • 4 – 5 daytime hours (varied) •

Clinical Sites

Registration Deadline

Monday, March 11, 2018.

Phlebotomy Certification Prep

This course is for individuals desiring Phlebotomy certification who already have venipuncture experience (from work or previous Phlebotomy training). Course prepares students for the written national certification exam and **DOES NOT** include hands-on training in drawing blood. Please visit www.ascp.org (or other certifying agency) to determine if you meet the work and / or training experience required to take the exam. This course meets 2 nights a week for 6 weeks and includes online homework. 48 hours. **Course fee: \$126** (\$125 + \$1 insurance). 📖

1) Apr 1 – May 8

MW • 4:00pm – 8:00pm • H 232

*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**

Massage Therapy

Massage Therapy (MT I & MT II)

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

MT I

1) Morning • May 6 – Sep 17

M – TH • 8:00am – 12:00pm • R 102A

MT II

1) Morning • Mar 26 – Aug 12

M – TH • 8:00am – 12:00pm • R 102A

1) Evening • May 15 – Oct 2

M – TH • 5:30pm – 9:30pm • R 103

Reflexology for the Feet

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. Required materials: 1 foot basin, 12 hand towels, clean pair of white socks, colored pencils, and markers. 12 hours. **\$70 (Ins. \$1.00)**.

1) Mar 9 – Mar 10

SASU • 9:00am – 4:00pm • R 103

Prepay by Mar 7

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. Required materials: 10 hand towels, a complete set of massage sheets and lubricant. You may bring your own stones. 6 hours. **\$70 (Ins. \$1.00)**.

1) Feb 16 – Feb 16

SA • 9:00am – 4:00pm • R 103

Prepay by Feb 14

NASM Certified Personal Trainer

Prepare for the National Academy of Sports Medicine certification exam. Learn concepts and structures of anatomy, principles of human movement science, exercise technique, training instruction, and program design. AHA CPR/AED training included. H.S. Diploma or equivalent or *TABE placement testing required (See TABE information on page 7) (reading 12.0 and math

8.0). 156 hours. Course Fee **\$180 (Ins. \$1.00)** (additional NASM Exam Fee **\$399**)

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

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**.

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

Youth Exercise Specialist (YES)

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

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

Medical Office Classes

Medical Terminology

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

\$180 (Ins. \$1.00)

1) Feb 6 – Mar 27

M – SU • Online

Prepay by Feb 1

Medical Coding Specialist Program

IMPRESSIVE FACTS: 100% 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 page 7). H.S. Diploma or equivalent required. *Additional AAPC exam and*

membership fee \$480. 302 hours. **\$180 (Ins. \$1.00)**

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

Medical Billing Specialist Online

This course has been designed to meet the health care industry's growing need for professionals with medical billing skills. The class includes a review of the medical coding manuals, thorough instruction in all aspects of medical insurance including, plan options, payer requirements, state and federal regulations, abstracting of source documents, accurate completion of claims, and coding of diagnoses and procedures/services in preparation for the nationally recognized American Academy of Professional Coders (AAPC) Certified Professional Biller (CPB) examination.

Prerequisite: Certified Professional Coder (CPC) or Certified Coding Specialist (CCS).

This course counts as CEUs for AAPC Coders. Additional cost for AAPC exam and membership fee \$480 (paid to AAPC). 180 hours. \$180 (Ins. \$1.00)

1) Jan 23 – May 9

M – SU • Online

Prepay by Jan 15

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 CEUs for AAPC Coders. Additional cost for AAPC exam and membership fee \$480 (paid to AAPC). 150 hours. \$180 (Ins. \$1.00)

1) Feb 6 – May 13

Online

Prepay by Jan 31

Certified Medical Administrative Assistant (CMAA) Seated and Online

Prepare for national certification as a Certified Medical Administrative Assistant (CMAA). This class is designed to give students an opportunity to learn the skills and earn certification to work in a physician's office. Topics include medical terminology, communication skills, administrative duties, and office and financial procedures. *TABE Reading score of 10.0 (See TABE information on page 7) 140 & 150 hours. **\$180 (Ins. \$1.00)**. *Additional fee for certification exam \$115 paid to NHA.*


1) Mar 1 – May 31

F – F • Online

Substance Abuse Series (Seated-Web Assisted)

Counseling Skills Series (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 I

1) **Feb 5 – Mar 14**
TTH • 6:00pm – 8:00pm • CE 107

Part II


1) **Apr 2 – May 9**
TTH • 6:00pm – 8:00pm • CE 107

Part III

1) **May 21 – Jun 27**
TTH • 6:00pm – 8:00pm • CE 107

Online Substance Abuse Classes

Counseling and Psychotherapy (Online)

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

1) **May 6 – Aug 9**
M – 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 courses for fire and rescue personnel are offered year-round. In addition, Coastal offers a six-month fire academy twice each year. The application period for the Coastal Carolina Fire Academy, Class X will be open May 1 – 30, 2019. Contact Andrew Tator at 910-938-6823 or firerescue@coastalcarolina.edu for information.

EMT/ Paramedic /EMD/ Telecommunicators

For Emergency Medical Dispatch or Emergency Telecommunicator information please contact Beth Himes at 910.938.6127 or himesb@coastalcarolina.edu.

Emergency Medical Technician- Initial

Successful completion of course allows students to take the North Carolina EMT or National certification exam. **Prerequisites:** Students must bring proof of H.S. Diploma or equivalent AND a TABE reading score 11.0 or higher. See page 7 for TABE details. 228 hours. **\$180 (Ins. \$17.00)**  Textbook Approx \$200. The EMT course will include 24 hours of required clinical time 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 \$125.). Select vaccinations are also required before attending clinical sites. Call or see website for details www.coastalcarolina.edu/con-ed/public-safety/ems/emt

Daytime

1) **Feb 15 – Apr 5**
M – F • 7:30am – 4:30pm • MS 121

2) **Mar 27 – May 20**
M – F • 7:30am – 4:30pm • MS 121


3) **May 9 – Jul 2**
M – F • 7:30am – 4:30pm • MS 121

NIGHT

1) **May 6 – Sep 6**
MWF • 6:00pm – 10:00pm • MS 121

SA • 8:00am – 5:00pm • MS 121

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) **Feb 23 – Feb 23**
SA • 8:00am – 5:00pm • MS 120

2) **Mar 9 – Mar 9**
SA • 8:00am – 5:00pm • MS 120


3) **Mar 30 – Mar 30**
SA • 8:00am – 5:00pm • MS 120

4) **Apr 27 – Apr 27**
SA • 8:00am – 5:00pm • MS 120

5) **May 11 – May 11**
SA • 8:00am – 5:00pm • MS 120

6) **May 25 – May 25**
SA • 8:00am – 5:00pm • MS 120

Heartcode BLS Skills

This is a 3-hour **skills only** session of the American Heart Association Heartcode BLS Healthcare Provider ONLINE course. Registrants **MUST** complete the online portion and provide a copy of the completion certificate upon registration and to the instructor on the day of class to take this course. **\$15 (Ins. \$1.00)** 

1) **Mar 30 – Mar 30**
SAT • 2:00pm – 5:00pm • MS 120

Online Continuing Education

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

1) **Bleeding Burns**
Feb 1 – Feb 15
M – SU • Online

2) **Traumas**
Mar 1 – Mar 15
M – SU • Online

Mar 16 – Mar 31
M – SU • Online

3) **Infants and Children**
Apr 1 – Apr 15
M – SU • Online

Apr 15 – Apr 30
M – SU • Online

4) **EMS OPS**
May 1 – May 15
M – SU • Online

May 15 – May 30
M – SU • Online

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 for training and counseling:

-Go to www.ncsbc.net

For Training

- Select Training -> Center-> Coastal Carolina Community College-> Search-> Register

For Counseling:

- Select "Counseling" -> Find by College->

Coastal Carolina Community College -> Online Request for Counseling (blue icon)

To register by phone:

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

Small Business Success Stories

Join us for a fun and informative evening where you will learn from someone who has been there and done that! In our Small Business Success Stories Series, learn what drove successful entrepreneurs into business, the lessons they have learned along the way, their secrets for success, advice they would give others, and what is coming next for the featured owner and their business. At the end, there will be time for questions and answers. So mark your calendar for this great monthly event! 2 hours. **FREE**

1) Feb 5

T • 6:00pm – 8:00pm • S 104 B/C

Feat: Dan Spangler of A Dog's Dream

2) Mar 5

T • 6:00pm – 8:00pm • S 104 B/C

Feat: Jim Fuhs of Fusion Marketing

3) Apr 2

T • 6:00pm – 8:00pm • S 104 B/C

Feat: Eli Patino of Sweet Spot in Emerald Isle

4) May 7

T • 6:00pm – 8:00pm • S 104 B/C

Feat: Brian Feil of M&B Metal Works

Quickbooks Desktop Version for Small Business Owners

This seminar is an introduction to the QuickBooks desktop version. 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) Feb 6

W • 6:00pm – 9:00pm • BT 202

The 123's of Cash Flow

According to the SBA, nearly 70% of small businesses suffer a cash flow "crisis" during their annual business cycle. Cash flow is the pulse of your business. Managing cash flow

effectively means the difference between success and failure. Come learn the steps to take to manage your cash flow in this informative seminar. 2 hours. **FREE**

1) Feb 7

Th • 9:00am – 11:00am • S 104 B/C

337 Ways to Market for Greater Profits

Half of your marketing plan is not working and costing you money. Do you know which half that is? Every business has a marketing expense – either by direct labor purchasing services, or resources. The key to any successful business is a successful marketing program that gets measurable results and keeps marketing costs low. Learn how to maximize that marketing investment and improve your strategic visibility by generating leads, closing sales opportunities, increasing customer transactions and purchasing, utilizing strategic pricing techniques, and dramatically improving bottom line profits. **FREE**

1) Feb 7

W • 6:00pm – 8:00pm • S 104 B/C

How to Conduct Business Research to Start and Grow Your Business

Market research is an important ongoing process for every small business or potential new business. Come discover the variety of market research tools that will give you critical information about your industry and customers. 3 hours. **FREE**

1) Feb 11

M • 6:00pm – 9:00pm • S 104 B/C

How Small Business Owners Can Use Canva for Marketing Success

In this seminar you will learn the basics of designing flyers, brochures, and business cards which will be noticed by your customers using the free online tool, Canva. Gain hands on experience uploading your business logo and images and leave with marketing collateral ready to print in this 3-hour seminar. 3 hours. **FREE**

1) Feb 12

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) Feb 13 – Feb 14

WTH • 8:30am – 5:30pm • S 104 B/C

2) Mar 6 – Mar 7

WTH • 8:30am – 5:30pm • S 104 B/C

3) Apr 3 – Apr 4

WTH • 8:30am – 5:30pm • S 104 B/C

4) May 1 – May 2

WTH • 8:30am – 5:30pm • S 104 B/C

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 resources available to help you start and successfully operate your business. 3 hours. **FREE**

1) Feb 13

W • 6:00pm – 9:00pm • S 104 B/C

2) May 8

W • 6:00pm – 9:00pm • S 104 B/C

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

Learn how to read a credit report, raise your score, and the importance of maintaining good credit. You will learn legal tricks credit bureaus do not reveal on how to raise your score simply by the way you use your credit cards, treat inquiries, make payments, and carry balances. 3 hours. **FREE**

1) Feb 14

TH • 6:00pm – 9:00pm • 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) Feb 19

T • 9:00am – 4:30pm • MCAS

2) Feb 26

T • 9:00am – 4:30pm • MCB

3) Mar 19

T • 9:00am – 4:30pm • MCAS

4) Mar 26

T • 9:00am – 4:30pm • MCB

5) Apr 23

T • 9:00am – 4:30pm • MCB

6) Apr 30

T • 9:00am – 4:30pm • MCAS

7) May 14

T • 9:00am – 4:30pm • MCAS

8) May 21

T • 9:00am – 4:30pm • MCB

Small Business Roundtable

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

- 1) **Feb 20**
W • 6:00pm – 8:00pm • S 104 B/C
- 2) **Mar 20**
W • 6:00pm – 8:00pm • S 104 B/C
- 3) **Apr 17**
W • 6:00pm – 8:00pm • S 104 B/C
- 4) **May 15**
W • 6:00pm – 8:00pm • S 104 B/C

How to Build a Low Cost Website You Can Easily Manage!

Come learn how to build a website you can manage yourself that attracts the right customers and allows for maximum expansion over time as you grow. This is a results-driven class with over 4 years experience producing results. 3 hours. **FREE**

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

Business Networking for Artist and Crafters Session

Calling all artists & crafters! Want to turn your passion into a real business, or build upon the existing business you already have, while networking with other creative and passionate people? Come learn best practices and secrets of success for effectively operating an arts and crafts business. Topics for each monthly session are selected to enable participants to gain knowledge and experience. Come learn about things like trends in marketing; showcasing art and craft products; best practices for networking; increasing sales; pricing products; exhibiting in arts and crafts shows and festivals; website marketing and so much more. Mark your calendar for this session and come learn in a collaborative environment! Come early for networking which begins at 6:30 pm and stay for instruction that begins at 7:00 pm. 2 hours. **FREE**

- 1) **Feb 26**
T • 7:00pm – 9:00pm • S 104 A/B
- 2) **Mar 26**
T • 7:00pm – 9:00pm • S 104 B/C
- 3) **Apr 30**
T • 7:00pm – 9:00pm • S 104 B/C
- 4) **May 28**
T • 7:00pm – 9:00pm • S 104 B/C

Marketing Your Business

Gain insights to understand and reach your customer, analyze your industry and business environment, and differentiate between branding, advertising, and grassroots marketing techniques. Explore the components of an effective marketing plan in this comprehensive seminar. 3 hours. **FREE**

- 1) **Feb 27**
W • 6:00pm – 9:00pm • S 104 B/C

Small Farming Business Basics 101

Calling all farmers! In this course, farmers will learn the importance of having an agribusiness plan, explore Agri-Biz marketing tactics and techniques, and get an introduction to budget, cost accounting, and other important financial issues that face all small farming businesses. 3 hours. **FREE**

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

How to Calculate Your Product or Service's Break-Even Point and Be Profitable

Do you really know how much money you can or will make when you sell your product or service? Knowing how to calculate your break-even point is an essential skill all small business owners and potential small business owners must have. Come learn the difference between fixed and variable costs and how small changes in pricing affect your overall bottom line. 3 hours. **FREE**

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

How to Start a Nonprofit

There is a great deal of misunderstanding on how to start a non-profit organization. This seminar will provide a brief overview of the non-profit sector and will cover the essential steps to successfully form a non-profit organization in North Carolina. 3 hours. **FREE**

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

How to Find Merchandise to Sell Online

Taught by an industry expert, take this fast-paced online seminar, to learn the secrets to sourcing merchandise from many different sources to sell online or in your storefront. Learn about wholesalers, drop shippers, foreign sources, and liquidators. This seminar is a "must-attend" for anyone who buys and resells merchandise and wants to be able to buy like the pros do at great prices. 3 hours. **FREE**

- 1) **Mar 14**
TH • 6:00pm – 9:00pm • Online

The ABC's & XYZ's of Starting and Growing Your Own Small Business

This course is geared for the true startup, or those small businesses still building on the basics of how to start, market, manage, and grow their small business. Discussion elements include organically building a business plan; building goals and assessing the business plan results; creating buzz in the marketing plan; determining which legal structure is right for you; leveraging capital as an investment strategy in YOU; and developing customer outreach initiatives with win-win customer metrics that synergize sales and marketing success. 2 hours. **FREE**

- 1) **Mar 21**
TH • 9:00am – 11:00am • S 104 B/C

Quickbooks Online Version for Small Business Owners

This seminar is an introduction to the QuickBooks online version. 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) **Mar 27**
W • 6:00pm – 9:00pm • BT 202

Social Media for Business

Earn Your Social Media for Business Certification from the Small Business Center in this NEW 4-Part Series!

How to Use Facebook for Business Success

Come to this hands-on session as the first part of our new Social Media for Business Certificate program and learn about ways to use Facebook to build your business. In this session, we will cover Facebook ads, creating graphics, Facebook Live Videos, and Insights. Participants should have a working knowledge of the basics of Facebook and Facebook business pages. Attendance at one of our Introduction to Facebook Business Pages seminars is strongly recommended prior to attending. Participants who attend all four sessions on 3/30/19 will earn their Social Media for Business Certification issued by Coastal's Small Business Center. 1.5 hours. **FREE**

- 1) **Mar 30**
SA • 9:00am – 10:30am • BT 202

How to Use Instagram for Business Success

Come to this hands-on session as the second part of our new Social Media for Business Certificate program and learn about ways to use Instagram to build your business. Gain access to account analytics, your contact options, and how to run Instagram ads. Attendees should bring a mobile device (phone or tablet) with the Instagram app installed. Participants who attend all four sessions on 3/30/19 will earn their Social Media for Business Certification issued by Coastal's Small Business Center. 1.5 hours. **FREE**

- 1) **Mar 30**
SA • 10:45am – 12:15pm • BT 202

How to Use Twitter for Business Success

Come to this hands-on session as the third part of our new Social Media for Business Certificate program and learn about ways to use Twitter to build your business. Find out how to engage in the world of Twitter with Tweets, how to add graphics and links to your Tweets, and the use of effective hashtags to get the most out of your Twitter account. Attendees should bring a mobile device (phone or tablet) with the Twitter app installed. Participants who attend all four sessions on 3/30/19 will earn their Social Media for Business Certification issued by Coastal's Small Business Center. 1.5 hours. **FREE**

1) Mar 30

SA • 12:45am – 2:15pm • BT 202

How to Use Google for Business Success

Come to this hands-on session as the fourth part of our new Social Media for Business Certificate program and learn about ways to use Google to build your business. Learn how to get your business on the Map with Google. Learn about other Google products, such as Google Search, Google Ad Words, and Google Analytics. Participants who attend all four sessions on 3/30/19 will earn their Social Media for Business Certification issued by Coastal's Small Business Center. 1.5 hours. **FREE**

1) Mar 30

SA • 2:30pm – 4:00pm • BT 202

7 Steps for Small Business Success In Any Economy

A must attend for any new or existing small business owner! In this workshop explore behaviors of successful people and organizations which thrive in any economic situation by learning and following the 7 Steps for Small Business Success. 3 hours. **FREE**

1) Apr 9

T • 6:00pm – 9:00pm • S 104 B/C

Delete-Delegate-Defer-Do

Today, people are overwhelmed by what they need to do for their business and how to go about doing it. Technology can make most owners feel like they must do everything. In this 90-minute workshop, participants will learn to use a powerful, yet simple, worksheet to help them combat this stress by "deleting, delegating, deferring, or doing" everyday business tasks. Come learn how to work less in your business and more on your business for ultimate business success. 1.5 hours. **FREE**

1) Apr 10

W • 6:00pm – 7:30pm • S 104 B/C

You Have the Skills! Put Them to Work! Attend 50 Home Based Businesses for Start Up Entrepreneurs!

This course, offered by the US Small Business Administration, is designed to provide startup entrepreneurs with the flexibility they seek in

career options by exploring the availability of a home-based small business career. Topics covered will include developing the key processes for a home-based business such as; the startup requirements; the skills plan; the business plan; the marketing plan; the financial plan; and how to obtain alternative lending for getting your own home-based small business up and running. 2 hours. **FREE**

1) Apr 11

TH • 10:00pm – 12:00pm • S 104 B/C

Veteran Entrepreneurship Lunch and Learn

Are you a veteran entrepreneur or military spouse seeking capital to start or grow your business? Join us for a lunch and learn seminar on access to capital and opportunities to expand your business in your community. We will also share resources and programs available for veteran and military spouse-owned small businesses that will help you succeed. Free to attend and lunch is provided courtesy of the Carolina Small Business Development Fund. 2.5 hours. **FREE**

1) Apr 17

W • 11:30am – 2:00pm • S 104 A/B/C

How to Research the Market and Find Your Customers

Market research isn't just for start-ups; it's an important ongoing process for every small business. Developing a focused and effective marketing plan requires up-to-date market analysis. Discover the variety of market research tools that will give you critical information about your industry and customers. Get the data you need to test the feasibility of a new business, product or service, and find the competition and potential customers interested in your proposed product or service. This seminar is designed for new and established business owners. 2 hours. **FREE**

1) Apr 24

W • 6:00pm – 8:00pm • S 104 B/C

The Name of the Game is Credit. How to Make Personal and Business Credit Work for You

Today, a good-to-excellent personal credit score is a MUST for every small business. This course focuses on how to build good personal credit AND how to establish commercial business to business working capital credit for your company. Learn about the factors of credit scoring; how to overcome negative credit issues; the hidden costs of bad credit; how to minimize the risk of identity theft; how to rebuild

negative credit reports; and how to engage creditors successfully. 2 hours. **FREE**

1) Apr 25

TH • 3:00pm – 5:00pm • S 104 B/C

Grant Writing Fundamentals

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

1) Apr 25

TH • 6:00pm – 9:00pm • S 104 B/C

How to Invest in Yourself and Your Small Business Through the US Small Business Administration

Small business lending does not always occur through a bank. Learn from an SBA Area Director to discover how to successfully obtain a commercial credit loan and how to approach an alternative lender when applying for an SBA loan guaranty. This key topic on "alternative lenders and brokers" provides you access to capital when your bank does not. Discussion points include personal and professional credit; the business plan; managing cash flow; business accounting; collateral requirements; the commercial loan process; and a discussion of small business lending programs available with the U.S. Small Business Administration. 2 hours. **FREE**

1) May 9

TH • 10:00am – 12:00pm • S 104 B/C

Creating a Winning Business Plan

Whether you have a service business, retail, manufacturing or direct marketing you need a plan. In fact, if you try to borrow money for a business the first question asked by the lender will be, "Do you have a 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 16

TH • 6:00pm – 9:00pm • S 104 B/C

Developing Your Ideal Client Profile

Not all customers within the marketplace are ideal clients for every business. Can you tell the difference between the ones you are looking for and the ones you aren't? Join us for this



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.

engaging 90-minute workshop which provides tools necessary to identify who to reach with your marketing efforts, and then how to build better campaigns targeting the customers you really want to serve. 1.5 hours. **FREE**

1) May 22

W • 6:00pm – 7:30pm • S 104 B/C

Hiring Championship Performers for your Small Business

Do you know the risks and challenges of hiring in today's work environment? Come to this engaging seminar to learn the 7 steps for building a winning team. Learn what to do and what not to do before, during, and after the selection of your next championship employee. 3 hours. **FREE**

1) May 23

TH • 6:00pm – 9:00pm • S 104 B/C

Business Development Opportunities Through the US Small Business Administrators Contracting Programs of 8a and HUBZone

THE FEDERAL GOVERNMENT IS BUYING! Last year, SBA 8a and HUBZone programs developed over \$435M in federal government contracting revenues in North Carolina alone. That makes SBA one of the largest prime contractors within the federal government! This seminar will provide information and steps necessary to enroll in the SBA Socio-Economic programs known as 8a and HUBZone. Discover contracting opportunities with the General Services Administration (GSA) and Defense Logistics Agency (DLA) and hear a number of North Carolina-based small business success stories in contracting. 2 hours. **FREE**

1) May 29

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. 2 hours. **FREE**

1) May 30

TH • 6:00pm – 8:00pm • 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**

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

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) Feb 4 – Feb 8

M – F • 8:00am – 5:00pm • S 104 A

Powered Industrial Trucks (Forklift)

This course is designed to meet the regulatory standard and provide training for current and new operators of forklifts. The course includes an operator evaluation. **Attendance for all class hours is required.** 6 hours. **\$70 (Ins. \$1.00)**

1) Mar 8

F • 8:00am – 3:00pm • S 104 A

2) May 24

F • 8:00am – 3:00pm • S 104 A

Construction Quality Management for Contractors

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

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

1) Feb 7


TH • 7:30pm – 5:00pm • S 104 B/C

2) Apr 11

TH • 7:30pm – 5:00pm • S 104 B/C

SPECIALTY JOB TRAINING

American Sign Language - Intermediate

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

1) Mar 11 – May 13


MTH • 6:00pm – 8:30pm • CE 202

Foreign Languages

Daytime

Beginner Level French & Arabic

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 and Arabic classes. 174 & 180 hours. **\$180 (\$1.00, if applicable)**. 

1) Feb 18 – Mar 29

***Arabic Beginner Module I**

M – F • 8:00am – 3:00pm • CE 102


Prepay by Feb 4

2) Feb 18 – Mar 29

***French Beginner Module I**

M – F • 8:00am – 3:00pm • TBD

Prepay by Feb 4

be at the 1+/1+ level. Civilian students can take the placement test. Call 910-938-6755 for information. 174 hours. **\$180 (\$1.00, if applicable)**. 

1) Feb 18 – Mar 29

M – F • 8:00am – 3:00pm • CE 202

Evening

Russian Beginner

Learn the Cyrillic alphabet, basic pronunciation, simple greetings and phrases in this fun class. 48 hours. **\$125 (Ins. \$1.00)**

1) Jan 2 – Mar 25

M – W • 5:30pm – 7:30pm • CE 202

Spanish Refresher

Maintain or improve Spanish reading, listening, and conversation skills using authentic materials. Military students should

Online

French Sustainment

This course will be an online training module intended to assist in sustaining language skills previously acquired during classroom trainings French Beginner Module 1 and French Beginner Module 2 or with instructor approval. 24 hours. **\$70 (Ins. \$1.00)**

1) **Feb 5 – Mar 5**
M – SU • Online

NEW Spanish Beginner Module I and II

Be introduced to the Spanish alphabet basic pronunciation and simple greetings and common phrases in this introductory class. 48 hours. **\$125 (Ins. \$1.00)**

1) **Apr 2 – May 27**
M – SU • Online

Cooking Classes and Culinary Courses

All of the CE Culinary courses and cooking classes are designed to satisfy specialized training for all Culinarians.

Aspiring Chef Training

Attention Foodies and Culinary Hobbyist 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 a professional chef may be in your future, or you may just discover the love cooking to wow your family and friends. 13 hours. **\$70 (Ins. \$1.00)**

1) **Mar 5 – Mar 26**
T • 5:30pm – 9:30pm • Culinary
Prepay by Feb 28

Cake Decorating Basics

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

1) **Feb 4 – Mar 11**
M • 6:00pm – 9:00pm • Culinary
Prepay by Jan 28

Cake Decorating Advanced

Now that you have the basic techniques down why not whip your cake decorating skills into high gear! The Cake Girl will demonstrate professional cake decorating tips and techniques such as sculpting, airbrushing, painting, pastillage making, and chocolate art! **Prerequisite:** Cake Decorating Basics or experience. 18 hours. **\$70 (Ins. \$1.00)**

1) **Mar 18 – May 6**
M • 6:00pm – 9:00pm • Culinary
Prepay by Mar 11

East MEATS West

The basis of this class is the fusion of meat dishes from the Eastern and Western cultures to create blended cuisine. Students will learn and implement proper meat cookery applications, and multiple seasoning techniques to construct delectable complex entrees. 13 hours. **\$70 (Ins. \$1.00)**

1) **Mar 14 – Apr 4**
TH • 6:00pm – 9:00pm • Culinary
Prepay by Mar 4

Extraordinary Cakes

If you appreciate out of this world, extraordinary cakes, then this class is for you. Baker Katya will show you how to bake different styles of cake such as Italian Love Cake, Shalotka, Angel Cake, Devils Cake, Zebra Cake and even cakes with dietary considerations (gluten free, dairy free, etc.). 16 hours. **\$70 (Ins. \$1.00)**

1) **Mar 1 – Mar 29**
F • 6:00pm – 9:00pm • Culinary
Prepay by Feb 22

Caribbean Cuisine

Taste your way through the Caribbean Isles as you set out on a culinary expedition via the varietal spices native to the Caribbean. Caribbean cuisine is bold, flavorful, spicy, hot, fresh, and truly representative of world cuisine that stands on its own. The chef will demonstrate and lead students to create familiar and exotic dishes prepared with Caribbean spices. 13 hours. **\$70 (Ins. \$1.00)**

1) **Feb 14 – Mar 7**
TH • 5:30pm – 9:30pm • Culinary
Prepay by Feb 4

Energy Bars & Smoothies

Busy people need nutrition! In this class, students will create a variety of energy bars and tasty smoothies to maintain healthy eating on the go. Additionally, students will create easy and healthy menu options for today's active family. 10 hours. **\$70 (Ins. \$1.00)**

1) **Feb 12 – Feb 26**
T • 5:30pm – 9:30pm • Culinary
Prepay by Feb 5

Body & Brain Foods

Protect your body and brain by identifying and preparing the proper foods to sustain a healthy life. The chef and students will examine recipes and prepare menus that are body and brain friendly. Meal prep will focus on implementing

super foods, antioxidants, and anti-allergy sensitive ingredients. 13 hours. **\$70 (Ins. \$1.00)**

1) **Mar 4 – Mar 25**
M • 5:30pm – 9:30pm • Culinary
Prepay by Feb 25

Cosmetology Courses

All of the CE Cosmetology courses are designed to satisfy renewal requirements of the North Carolina Board of Cosmetic Arts for NC Licensed Cosmetologists and Cosmetology Instructors.

NC cosmetologists must show license at the time of registration to get CE credits.

Manicurist/Nail Technologist (NEW)

In the Manicurist/Nail Technology program, students will learn about safety and sanitation, the anatomy of hands and feet, the chemistry of nail care products and nail polish, manicure techniques, pedicure techniques, and hand manipulation. Students will learn how to make artificial nails, sculpt nails, and apply tips. Upon successful completion of program, prospective nail technicians will be prepared to pass a state licensing exam consisting of both written and skill assessments. 332 hours. **\$180 (Ins. \$17.00)**

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

Soft Curl For Textured Hair (NEW)

This course addresses concerns to reform hair textures. Many have spent a lot of time, money, and energy trying to control extremely curly hair. With 30 plus years of experience, the instructor will discuss and demonstrate basic and advanced techniques for perming textured hair. This class will include hands-on application and introduction to some great haircare products. Prerequisite: Licensed Cosmetologist. 8 hours. **\$70 (Ins. \$1.00)**

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

Natural Beauty- Skin (NEW)

The secrets to a healthier, younger complexion are in this course! It is designed for individuals who are interested in skincare applications for clients or themselves. Did you know that your skin is the largest organ of your body? The instructor will deliver lectures and demonstrations on identifying skin disorders, basic remedies for mentioned skin disorders, basic routine cleansing, and skin preparation as the foundation for great make-up application. In this course, students will dig deeper into skin structure, restoration, and growth. A review of how nutrition plays a significant role in natural glowing skin is also provided. Students will discuss and sample skincare products and how they impact the skin. Attend this class as a

refresher course or the beginning of a new you. 8 hours. **\$180 (Ins. \$17.00)**

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

Natural Beauty- Makeup (NEW)

It's often said "Use What You Got!" This course is perfect if you want a good foundation for make-up application. The instructor will teach makeup color theory and application, contouring, shading, and tools of the trade to enhance natural beauty and disguise unwanted features. You will also be able to help clients identify their color palate. Here you will also learn about infection control as it is a must if you deal with the public. So come and have fun while you learn through hands-on application. 8 hours. **\$70 (Ins. \$1.00)**

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

Natural Beauty- Nails (NEW)

This basic nail care course offers fundamental techniques for healthy nails. This course will provide knowledge on nail structure and common disorders. You will discuss, demonstrate, and complete a step-by-step procedure for a basic manicure. This course includes practical application. Some basic supplies are provided. Participants will need to bring basic manicuring tools. This course counts as CE renewal credits for nail technicians, manicurists and cosmetologists. **\$70 (Ins. \$1.00)**

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

Barber School Coming 2019!

In Barber School, students learn about safety and sanitation of the hair and scalp; anatomy of the face, head, and neck; hair cutting, shaving, styling, permanent waves, and coloring techniques and application. Students will also receive an introduction to business development. Upon successful completion of 1532 hours of training of theory and hands-on application, prospective barbers will be prepared to pass a state licensing exam consisting of both written and skill assessments.

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

Human Resources

Professional Event Planner

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 (Distance 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.

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

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.

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

Service

ServSafe

ServSafe is a nationally-accredited course that provides those that work in a food service organization rules for safe food handling,

storage, temperatures, self-inspections and other food-service related topics. Students must have current edition of textbook with an exam answer sheet. 14 hours. **\$70 (Ins. \$1.00)**

1) **Feb 2 / Feb 9**

SA • 8:00am – 4:00pm • CE 105

2) **Mar 23 / Mar 30**

SA • 8:00am – 4:00pm • CE 105

3) **May 4 / May 11**

SA • 8:00am – 4:00pm • CE 105

Bartending/Mixology

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

1) **Mar 4 – Mar 24**

MW • 6:00pm – 8:30pm • M-2

Prepay by Feb 25

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 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

Office 365 for Education - Part I (NEW)

This course is designed for students wishing to gain advanced level skills or individuals whose job responsibilities include preparing executive-level presentations. 24 hours. **\$70 (Ins. \$1.00)**

1) **Apr 29 – Jun 10**

M • 5:00pm – 7:00pm • BT 208 & Online

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. 64 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. **\$125 (Ins. \$1.00)** Total Cost: **\$126**
1) Mar 4 – Apr 11

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)**

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

Welding

Basic Welding & Cutting

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

1) Jan 7 – Mar 20

MTW • 6:00pm – 9:00pm • T 118 & 120

Pipe Fitting Welding

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. Prerequisites: Basic Welding or permission of the instructor. 121 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 groove welds with emphasis on application of gas metal arc welding (GMAW), and flux-cored arc welding (FCAW) electrodes on carbon steel plate. Prerequisites: Basic Welding or permission of the instructor. 48 hours. **\$125 (Ins. \$1.00)**

1) Apr 1 – Apr 25

M – TH • 6:00pm – 9:00pm • T 118 & 120

General Contractor Classes

Blueprint Reading

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

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

Construction Estimation

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

1) Mar 12 – Apr 25

TTH • 6:00pm – 9:00pm • TBD

General Contractor Exam Prep

Prepare for the general contractors exam. This course places emphasis on the residential builder, and also explains pertinent information relating to the building trades for both commercial and residential general contractors.

North Carolina Residential and Building Code required. 66 hours. **\$180 (Ins. \$1.00)**

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

Code Qualification

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

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

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

Level I • Feb 8 – Feb 17

F • 5:30pm – 9:30pm

SASU • 8:00am – 5:00pm • CE 102

Fire Prevention Standard Inspection

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

Level III • Jan 5 – Jan 13

SASU • 7:30am – 5:30pm • CE 102

Mechanical Standard Inspection

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

Level I • Mar 9 – Mar 17

SASU • 8:00am – 5:00pm • CE 102

Plumbing Standard Inspection

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

Level I • Apr 13 – Apr 21

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) **Feb 5 / Feb 7**
TTH • 6:00pm – 10:00pm • T 104 / T 110
- 2) **Mar 5 / Mar 7**
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) **Feb 12 / Feb 14**
TTH • 6:00pm – 10:00pm • T 104 / T 110
- 2) **Mar 12 / Mar 14**
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)**

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

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 maintenance and service on outboards motors. 96 hours. **\$180 (Ins. \$1.00)**

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

Truck Driving (CDL)

CDL Permit Preparation Course (CPP) (NEW)

This 3-hour CDL Permit Prep course is designed to help prepare students for the NC DMV Class A Permit test. Possessing a NC DMV permit is a prerequisite to enroll in Coastal's Truck Driver Training Course. Classroom instruction and practical application are arranged to increase students' general knowledge of the NCDMV Driver's manual, give specific recommendations on what test

areas and topics to study, and provide helpful hints to increase confidence and reduce test anxiety. **Students needs to bring a NCDMV CDL Handbook with them to class. (Free at local Licensing Office, or download from the NCDMV website).** 3 hours **\$45 (Ins. \$1.00)**

- 1) **Mar 15 – Mar 15**
F • 9:00am – 12:00pm • IS 104
- 2) **May 24 – May 24**
F • 9:00am – 12:00pm • IS 104

Truck Driver Training (CDL)

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 delivered via classroom and practical application methods. Gain hands-on expertise and experience with vehicle inspections, logbooks, trip planning, and 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 successful preparation for and completion of NCDOT CDL licensing. **[\$180 (Ins. \$1.00), \$175 (Lab Fee)]**. (Pre-registration requirements: Proof of DOT physical/drug screening, CDL Class A Permit, Valid NC Driver's License, textbook, and additional supplies). 312 hours.

- 1) **Mar 25 – May 17**
M – F • 9:00am – 6:00pm • IS 104
And select Saturdays

Refresher Training for Truck Drivers (NEW)

Interested in returning to the CMV workforce? This course is perfect for you! Training is divided into classroom and practical application sessions designed to ensure you're prepared to get back onto the highways in a timely and cost-effective manner. Course content focuses on OTR driving, backing technique skills, pre-trip inspections, an HOS refresher, and FMSCA CMV operation updates. Additional topics include distracted driving/texting, emergency maneuvers, and accident procedures. Pre-Requisites: Current Class-A CDL with no restriction for air-brakes and a valid DOT medical card. Disqualifiers include conviction in the past 2 years for either DUI, careless and reckless driving, a hit and run, or refusal to take a chemical test. Supply/equipment list provided at registration. 64 hours. **\$180 (Ins. \$1.00) registration (Lab Fee: \$175)**.

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

Powerline Technician

Powerline Technician I & II

This 16-week program prepares individuals with the necessary skills for employment in various electrical utility industries. Course topics will focus on the fundamentals of line construction to include overhead and underground line work, vehicle set-up and operation, transformer wiring and configuration, meter applications, and safe work practices. Student safety and teamwork will be emphasized throughout the course,

along with other rules and regulations applicable to the industry. *Pre-requisites: 18 years of age, weight restrictions are limited to 275 lbs., DOT physical and drug test, DMV driving history, Valid NC Driver License, (Must be provided at time at registration).* **Module 1 - 280 hours. \$180 (Ins. \$1.00). Module 2 - 276 hours. \$180 (Ins. \$1.00). Must complete a separate registration for each module.**

To fulfill program requirements, students must complete both Powerline Technician I and II Modules.

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

Veterinary Office Assistant

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

Administrative Assistant Training

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

- 1) **Jan 8 – Apr 18**
TTH • 6:00pm – 9:00pm • TBD

Small Animal Care and Management

Prepare for an entry-level position as a professional animal care technician. Course topics will include basic small animal anatomy, animal safety, handling/controlling small animals, parasite recognition, animal first aid, and skin disorders. 42 hours. **\$125 (Ins. \$1.00)**

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

Veterinary Assisting


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

- 1) **Jan 15 – May 1**
TWTW • 6:00pm – 9:00pm • R 112

Wildlife Rehabilitation

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

Possumwood Acres in Hubert. 120 hours.

\$180 (Ins. \$1.00) 

1) **Jan 7 – May 29**

MW • 1:00pm – 4:00pm • R 104 /
Possumwood Acres

Reptile Care and Management

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

amphibians. The focus will be on species-specific natural history and behavior; nutritional needs and food preparation; health and safety practices; handling and restraints for healthy and injured reptiles; caging and husbandry; physical exam and diagnosing; rescue, capture, and transport; and basic injury care of reptiles. 42 hours. **\$125 (Ins. \$1.00)**

1) **Jan 28 – Apr 29**

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 Test 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–Thursday from 7:30am-9:00pm and Friday from 7:30am-5:00pm 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 Collegeandcareerreadiness@coastalcarolina.edu.

Orientation for Personal Educational Needs (OPEN)

This orientation provides an overview of all College and 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 (please see text box above).

Adult High School (AHS)

This free program is available to students who need seven or fewer 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 School

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

For more information, call 910-938-6259.

Coastal Carolina Community College is a certified High School Equivalency Credential Test Center.

English Language Acquisition (ELA)

FREE classes 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 the 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)**

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

Boating Skills & Seamanship

This class provides knowledge for the safe handling of boats in all conditions. Boating language, aids to navigation, navigation

publications, and rules of the road are all covered during this class. Note: Anyone 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)**

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

Acrylic Painting

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

1) Jan 16 – March 6

W • 5:30pm – 8:30pm • R 101
Prepay by Jan 11

Upholstery Basics

Discover the joys of upholstery and bring new life to your worn-out furniture. With a few basic tools, an eye for color, and some ingenuity, you can customize your home with fabrics and textures that reflect your unique personality. An experienced interior designer will teach students the necessary skills and techniques to upholster or re-upholster basic furniture pieces through demonstration and hands-on application. Students will select and complete basic upholstery project(s) in class. Sewing skills are not necessary. 24 hours. **\$39 (Ins. \$1.00)**

1) Apr 27 – Jun 15

SA • 9:00am – 1:00pm • TBD

Sewing Skills - Multi Level

Students will need to bring their own portable sewing machine to class. Project supply list will

be furnished at first class. 24 hours. **\$39 (Ins. \$1.00)**

1) Mar 9 – Apr 13

SA • 9:00am – 1:00pm • TBD

Quilting, Machine

Want to learn the basics of machine quilting? Now is the time to enroll and complete an Americana quilt. Then choose other projects you want to do and get the professional advice of an experienced instructor. Students will need to bring a portable sewing machine to class. Project supply list will be available at first class. 15 hours. **\$70 (Ins. \$1.00)**

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

Quilting Heritage & Fabrication

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

binding, and finishing. Upon course completion students will have the skills to craft customized quilts and a basic understanding of how to market their quilts. 24 hours. **\$70 (Ins. \$1.00)**

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

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 between success or failure. An experienced interior designer/seamstress will teach students basic skills and techniques to assemble simple scarf valances and 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)**

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

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

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)**

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."

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

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)**

3-Wheel Basic Rider Course (3W-BRC) NEW

The Motorcycle Safety Foundation's 3-Wheel Basic Riders Course (BRC) is designed with the new motorcycle rider in mind and for those who desire to learn how to safely ride and enjoy the experience of riding a 3-wheel motorcycle (two wheels in the front). This new course consists of two days of instruction: 4 hours of formal classroom instruction and 14 hours of actual rider training and instruction on a closed range. Practical riding skills are developed and taught by specially trained nationally-certified RiderCoaches in a safe and controlled off-street environment. In North Carolina the 3WBRC course is mandatory for riders under the age of 18 that desire to ride a 3-wheeled motorcycle.

A release from the participant's school and their parent/legal guardian is required in order to attend this course. **Prerequisite:** Riders must be at least 16 years of age, complete and sign a waiver form (first class) if under 18; a parent must be present at the first class to sign the waiver form. Students do not need to possess

a driver's license to take the course. Students are required to use the 3-Wheel motorcycles provided by the College; no exceptions. **Course Completion Requirements:** Riders 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), pass the written exam, and the riding skills evaluation. **No refunds; no exceptions:**

SA – 7:00am - 5:00pm TBD & N11
SU – 7:00am - 5:00pm TBD & N11

\$200.00 - *\$75.00 (Limited special price offer, restrictions apply go to: <https://can-am.brp.com/spyder/learntride.html> for details).

Prerequisites to attend the course are required.

An additional insurance fee of \$1.00 is due at registration

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

ED2GO ONLINE COURSES

Visit www.ed2go.com/cccc2go

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

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

Benefits of Online Classes

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

IMPORTANT CONTINUING EDUCATION CLASS INFORMATION

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

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

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


Minor Eligibility: Effective June 1, 2016, individuals aged 16 and 17 can enroll in courses offered through Continuing Education. A Minor Application Form is required for individuals aged 16 and 17 enrolling in the CCR Program for high school completion. Visit the Continuing Education office, call 910.938.6259, e-mail collegeandcareerreadiness@coastalcarolina.edu, or visit 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, television stations and all social media outlets will be notified. Students should stay tuned to local stations, telephone the College at 910.455.1221, or consult Coastal's website, www.coastalcarolina.edu, for information relating to closings.

Refund Policy: A refund of registration fees shall not be made except under the following circumstances: (1) A student who officially withdraws (in writing) from an extension class(es) prior to the first class meeting shall be eligible for a 100 percent refund. Also, a student is eligible for a 100 percent refund if an applicable class fails to "make" due to insufficient enrollment. (2) After the respective class begins, a 75 percent refund shall be made upon the request of the student if the student officially withdraws (in writing) from the class prior to or on the 10 percent point of the scheduled hours of the class. Note: This rule is applicable regardless of the number of times the class meets or the number of hours the class is scheduled to meet. (3) A 100 percent refund shall be made if the student officially withdraws (in writing) from a contact hour class or an online class prior to the first day of class or if the college cancels the class. A 75 percent refund shall be made if the student officially withdraws from a contact hour class or an online class on or before the 10th calendar day from the first scheduled date of the class. (4) A student who officially withdraws (in writing) from a self-support class (Personal Enrichment, Motorcycle, Defensive Driving, etc.) prior to the first class meeting shall be eligible for a 100 percent refund. Also, a student is eligible for a 100 percent refund if an applicable class is canceled by the College. (5) For applicable classes, none of the insurance fee is refundable once the class has started whether the student attended the first day of class or not.

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

CURRICULUM INFORMATION

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

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

Online Technical Assistance 910.938.6123

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

Admissions Process

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

Spring Semester 2019 • January 7 – May 9*

Fall Semester 2019: August 15 – December 17 • Fall I Session: August 15 – October 15

Registration for Spring Session will begin November 13. Monday – Thursday between 8:30am and 7:30pm • Friday between 8:30a.m. and 5:00p.m.

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

CURRICULUM PROGRAMS OF STUDY

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

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

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

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

Business Technology

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

Construction Technology

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

Engineering Technology

- Architectural Technology *
- Electronics Engineering Technology *

Health Sciences

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

Industrial Technology

- Welding Technology *

Public Service Technology

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

Transportation Systems Technology

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

Public Safety Technology

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

Computer Technology

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

Curriculum Program Key
* - Limited Enrollment

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

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