Coastal Carolina Community College

CONTINUING EDUCATION SCHEDULE OF CLASSES

Fire Academy
Space is limited.
See page 8

Apply
May 1 – May 30

April 2019 – July 2019 • www.coastalcarolina.edu • 910.938.6294
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.

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) Jun 3 – Jun 14
M – F  •  9:00am – 12:00pm • CE 200D

Using Technology in Your Job Search

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.

Coastal Carolina Community College
Published two times a year
For a Map of Coastal’s Campus please Visit our website at: https://www.coastal.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

2) Jul 8 – Jul 12
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) Apr 8 – Apr 12
M – F  •  9:00am – 1:00pm • CE 200D

2) Jul 15 – Jul 19
M – F  •  9:00am – 1:00pm • CE 200D

Human Resources Development (HRD)
Computer Training
Microsoft Office
IT Certification Training
Web Design, Multimedia, and Digital Photography
Business and Office Skills Courses
Lean Six Sigma Training
Medical Office Classes
Massage Therapy
*TABE Test Information
Substance Abuse Series (Seated-Web Assisted)
Online Substance Abuse Classes
Public Safety Training
Small Business Center Seminars
Social Media for Business
Industry Training Center
Foreign Languages
Specialty Job Training
Cooking Classes and Culinary Courses
Cosmetology Courses
Human Resources
Service
Teacher Renewal Credit Courses
Trades and Technical Courses
Facilities Maintenance Technician
Welding
General Contractor Classes
Code Qualification
Electrical Contractor Continuing Education
Environmental Science
Maintenance and Repair
Veterinary Office Assistant
Truck Driving (CDL)
Powerline Technician
College And Career Readiness (CCR)
Personal Enrichment
Defensive Driving
Motorcycle Safety
Ed2go Online Courses
Important Continuing Education Class Information
Curriculum Information
Curriculum Programs of Study

CALL 910.938.6309 for FINANCIAL ASSISTANCE
EARN A SCHOLARSHIP FOR A CONTINUING EDUCATION CLASS UP TO $180!
COMPLETE 80 HOURS OF HRD CLASSES
SEE PAGE 3 FOR MORE HRD CLASSES

Coastal Carolina Community College
CONTINUING EDUCATION SCHEDULE OF CLASSES

Issue 3 - Vol. 18/19
Computers for the Absolute Beginner

Designed for the "true beginner," this class is the first step on the road to computer confidence. 24 hours. $70 (Ins. $1.00)
1) Apr 22 – Jun 12
   M – F • 9:00am – 12:00pm • 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

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) Jul 22 – Jul 26
   M – F • 9:30am – 1:00pm • 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) Jun 17 – Jun 21
   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) May 20 – May 24
   M – F • 9:00am – 12:00pm • CE 200D

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. 12 hours. $70 (Ins. $1.00)
1) May 28 – May 31
   T – F • 9:00am – 12:00pm • CE 200D
2) Jul 29 – Aug 1
   M – TH • 9:00am – 12:00pm • 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) Jun 24 – Jun 28
   M – F • 9:00am – 12:00pm • CE 200D

Employability Lab

Need help with your resume or interview skills? Need guidance in Determining your next career move, training, and financial assistance options?

The Employability Lab is available on a walk-in basis. The Lab location is to be determined.

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

Microsoft Office

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) Apr 2 – May 21
   T • 6:00pm – 9:00pm • BT 206

**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.

EXAM FEE - $96

**Microsoft Excel Specialist (MOS) Exam Key Code

Please see key on this page. 20 hours. $70 (Ins. $1.00)
1) May 13 – May 17
   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) May 20 – May 24
   M – TH • 8:00am – 1:00pm • CE 204
   F • 8:00am – 12:00pm • CE 204

**Microsoft Access Specialist (MOS) Exam Key Code

Please see key on this page. 20 hours. $70 (Ins. $1.00)
1) May 13 – May 17
   M – F • 8:30am – 12:30pm • CE 204

**Microsoft Word Specialist (MOS) Exam Key Code

Please see key on this page. 20 hours. $70 (Ins. $1.00)
1) May 13 – May 17
   M – F • 8:30am – 12:30pm • CE 204
**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
2) May 20 – May 24,
   M – F  •  8:00am – 1:00pm  •  S 116

**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 page 3. $70 (Ins. $1.00)**

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

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

Learn Dashboarding concepts, Pivot Charts and Tables, KPI’s, Goal Seek and Solver Add-ins and how to incorporate them in PivotTable. Also Power View will be covered. 20 hours. **(MOS: E) Please see key on page 3. $70 (Ins. $1.00)**

1) Jun 10 – Jun 14
   M – F  •  8:30am – 12:30pm  •  S 116

**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 page 3. 20 hours. $70 (Ins. $1.00)

1) Jun 24 – Jun 28
   M – F  •  8:30am – 12:30pm  •  S 116

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

Students will learn what’s new in the MS Office 2013 environment, including Microsoft Word, Excel, Access, and PowerPoint. 20 hours. **(MOS: W,E,A,P) Please see key on this page. $30 (Ins. $1.00)**

1) Jun 24 – Jun 28
   M – F  •  8:30am – 12:30pm  •  CE 204

Microsoft Project 2013 Basic and Intermediate Training Course

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

1) Jun 10 – Jun 14
   M – F  •  8:00am – 3:00pm  •  CE 204

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

This Microsoft Access 2013 course shows 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 page 3. 20 hours. $70 (Ins. $1.00)**

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

MS Access Advanced: Sub forms and Multisystem (NEW)

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

1) Jun 3 – Jun 7
   M – F  •  8:30am – 12:30pm  •  CE 204

**Microsoft Project 2013 Basic and Intermediate Training Course**

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

1) Apr 23 – Jun 27
   TTH • 6:00pm – 9:00pm  •  S 116 & 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) 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 (HYBRID) (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) Apr 1 – Apr 5
M – TH: 8:00am – 1:00pm • CE 204
F: 8:00am – 12:00pm • CE 204
2) Apr 29 – May 3
M – TH: 8:00am – 1:00pm • CE 204
F: 8:00am – 12:00pm • CE 204
3) Jun 17 – Jun 21
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
TH: 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 or federal photo ID with signature at class meeting. Students must show 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) Apr 8 / Apr 10
MW: 12:30pm – 4:00pm • CE 105
2) Apr 22 / Apr 24
MW: 5:30pm – 9:00pm • CE 105
3) May 6 / May 8
MW: 12:30pm – 4:00pm • CE 105
4) May 20 / May 22
MW: 5:30pm – 9:00pm • CE 105
5) Jun 3 / Jun 5
MW: 12:30pm – 4:00pm • CE 105
6) Jun 17 / Jun 19
MW: 5:30pm – 9:00pm • CE 105
7) Jul 15 / Jul 17
MW: 12:30pm – 4:00pm • CE 105
8) Jul 29 / Jul 31
MW: 5:30pm – 9:00pm • CE 107

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) Apr 17 – Apr 17
W: 1:00pm – 4:00pm • CE 105
2) Jun 12 – Jun 12
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)

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

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
2) Jul 15 / Jul 17
MW  •  8:00am – 5:00pm  •  CE 203

IASSC Green Belt Exam Prep (NEW)
Prepare to earn international Green Belt certification by receiving 8 hours of asynchronous, online, Green Belt instruction each week over the course of 4 months in this exceptionally economically-priced course. This class covers the body of knowledge included in the International Association of Six Sigma Certification (IASSC) Green Belt exam. Successful completion of class will be reflected permanently on a student transcript. Additionally any student who chooses to separately pay IASSC and passes their $295 Green Belt exam will earn internationally-recognized Green Belt certification and boost their employability across all fields. Students will need to purchase a book, workbook, and software to complete all facets of class.

Mastery of course material will enable students to be highly productive members of Green Belt continuous process improvement (CPI) projects using the DMAIC method (Define, Measure, Analyze, Improve, and Control) method. 128 hours.  $180 (Ins. $1.00)
1) Apr 29 – Aug 17
Online

ONLINE COURSE FEES:

Registration fee -  $180.00
Textbook fee -  $113.00
Software fee -  $75.00
Student insurance -  $1.00
Coastal Subtotal -  $379.00
IASSC exam -  $295.00
Grand Total -  $664.00

* $295.00 Green Belt exam fee is paid separately to IASSC.
* Note: There is tax on the software, book unless the US Government is paying.

HEALTH RELATED COURSES

Nurse Aide I
IMPRESSIVE FACTS: Our 2018 NAI students have an 96% pass rate on the National Nurse Aide Assessment Program (NNAAP) Skills exam. The state pass rate average is 76.
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 $120). Clinicals are required and will be discussed at orientation. CPR included and will be held on a Saturday.  $180 (Ins. $17)
Total due at registration: $197 (See Registration Information above)*
1) May 7 – May 16
MTTH  •  8:00am – 5:00pm  •  CE 203
2) Jul 8 – Jul 23
MTTH  •  3:30pm – 8:30pm  •  H 126

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) Apr 1 – May 1
MW  •  3:30pm – 8:30pm  •  H 126
2) Jul 8 – Jul 23
MTTH  •  8:30am – 1:30pm  •  R 123

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

1) May 15 – Aug 1
MTTH  •  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) 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)

**Morning**

M – TH  •  7:30pm – 11:30pm  •  H 232

**Clinical Sites**

**Registration Deadline**

Monday, March 11, 2018.

2) **Overall Class Dates:**

   Jul 8 – Sep 27

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

   Jul 8 - Aug 15

   M – TH  •  4:00pm – 8:00pm  •  H 232

   **Clinical (6 weeks) Required:**

   Aug 19 - Sep 27

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

   **Clinical Sites**

   **Registration Deadline**

   Monday, June 17, 2019.

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 some courses (see *TABE* information on this page) 10.0 Reading, 8.0 Math. 202.5 & 198 hours. $180 (Ins. $1.00)

**Seated Classes**

1) Apr 22 – Jun 20

   M – TH  •  8:30am – 1:00pm  •  R 122

2) Jun 3 – Aug 1

   M – TH  •  8:30am – 1:00pm  •  R 122

**Online Classes**

1) Jun 3 – Aug 17

   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) T A B E testing required (reading: 12.9 and math 8.0 - on page 7), 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) •

   **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). A minimum of 210 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

   2) **Evening** • May 15 – Oct 2

      M – TH  •  5:30pm – 9:30pm  •  R 103

   **N A S M 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). 170 hours. Course Fee $180 (Ins. $1.00) (additional NASM Exam Fee $399)

   1) Jul 15 – Dec 11

      MW  •  6:00pm – 10:00pm  •  S 107

   2) Jul 23 – Dec 19

      TTH  •  8:00am – 12:00pm  •  S 107

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, roots, 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) Jun 10 – Jul 25

      M – TH  •  8:30am – 12:30pm  •  CE 201

      Prepay by May 31

   2) Jun 12 – Aug 1

      M – SU •  Online

      Prepay by May 31

   **T A B E 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

Coastal Carolina Community College | Division of Continuing Education | Call 910.938.6294 for More Information | 7
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 (See TABE information on page 7). H.S. Diploma or equivalent required. Additional AAPC exam and membership fee $480. 302 & 311 hours. $180 (Ins. $1.00).

1) May 6 – Aug 9
   M – TH • 8:30am – 12:30pm • CE 201
   Prepay by Jul 31
2) Aug 7 – Dec 11
   M – SU • Online
   Prepay by Aug 1

Medical Coders Apprenticeship

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

1) Jul 10 – Nov 27
   M – SU • Online
   Prepay by Jul 1

Medical Coding Exam Prep Boot Camp

This course is designed to serve as a tool in your preparation for the CPC (Physician-based) certification examination offered by the American Academy of Professional Coders (AAPC). This preparation will review advanced coding and guidelines manifested through accurate use of the CPT, ICD-10-CM and HCPCS manuals. The majority of this course will be the practical usage of codes in a wide variety of scenarios. Prerequisite: Medical Coding Specialist Program or Anatomy, Physiology, Medical Terminology and Basic Medical Coding. Students need to be proficient in coding.AAPC “CPC” exam is scheduled for Saturday July 18. Additional AAPC exam and membership fee $480 (estimate) paid to AAPC. 96 hours. $180 (Ins. $1.00).

1) Jun 4 – Jun 21
   M – F • 2:00pm – 5:00pm • CE 201
   Prepay by May 28

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.

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

Online Substance Abuse Classes

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 modalities of addiction. The series is presented in three 5-week courses. Students choosing to attend virtually must have a webcam and microphone to participate. 24 hours each. $70 (Ins. $1.00).

Part II
1) 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

Substance Abuse Series (Seated-Web Assisted)

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 910.938.8127 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) May 9 – Jul 2
   M – F • 7:30am – 4:30pm • MS 121
2) Jun 24 – Aug 13
   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 healthcare. Taught in accordance with AHA guidelines, this class provides training in CPR skills for all ages using AEDs and teaches how to relieve foreign-body airway obstructions. 8 hours. $70 (Ins. $1.00)

1) Apr 27 – Apr 27
SA • 8:00am – 5:00pm • MS 120
2) May 11 – May 11
SA • 8:00am – 5:00pm • MS 120
3) May 25 – May 25
SA • 8:00am – 5:00pm • MS 120
4) Jun 29 – Jun 29
SA • 8:00am – 5:00pm • MS 120
5) Jul 13 – Jul 13
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) Jul 27 – Jul 27
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) Infants and Children
Apr 1 – Apr 15
M – SU • Online
Apr 15 – Apr 30
M – SU • Online

2) EMS OPS
May 1 – May 15
M – SU • Online
May 15 – May 30
M – SU • Online

3) Cardiovascular and VAD
Jun 1 – Jun 15
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) Apr 2
T • 6:00pm – 8:00pm • S 104 B/C
Feat: Eli Patino of Sweet Spot in Emerald Isle

2) May 7
T • 6:00pm – 8:00pm • S 104 B/C
Feat: Brian Feil of M&B Metal Works

3) Jun 4
T • 6:00pm – 8:00pm • S 104 B/C

4) Jul 9
T • 6:00pm – 8:00pm • S 104 B/C
Feat: Brian Vinciguerras of Cracked It! Escape Games LLC

Bots 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) Apr 3 – Apr 4
WTH • 8:30am – 5:30pm • 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

Coastal Carolina Community College | Division of Continuing Education | Call 910.938.6294 for More Information | 9
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

Small Business Roundtable

Participants will learn best practices and share secrets of success to effectively operate their small businesses. 2 hours. FREE
1) Apr 14
W • 6:00pm – 8:00pm • S 104 B/C
2) May 15
W • 6:00pm – 8:00pm • S 104 B/C
3) Jun 19
W • 6:00pm – 8:00pm • S 117
4) Jul 17
W • 6:00pm – 8:00pm • S 104 B/C

How to Start a Small Business

Are you thinking about starting your own business? Not sure what steps to take or which ones to take first? This seminar is designed to provide basic information to individuals who are thinking about starting a business. This class is open to all active duty military, veterans, and their immediate family members only.
6.5 hours. FREE
1) Apr 23
T • 9:00am – 4:30pm • MCB
2) Apr 30
T • 9:00am – 4:30pm • MCAS
3) May 14
T • 9:00am – 4:30pm • MCAS
4) May 21
T • 9:00am – 4:30pm • MCB
5) Jun 11
T • 9:00am – 4:30pm • MCAS
6) Jun 18
T • 9:00am – 4:30pm • MCB
7) Jul 16
T • 9:00am – 4:30pm • MCAS
8) Jul 23
T • 9:00am – 4:30pm • MCB

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

Business Networking for Artists 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) Apr 30
T • 7:00pm – 9:00pm • S 104 B/C
2) May 28
T • 7:00pm – 9:00pm • S 104 B/C
3) Jun 25
T • 7:00pm – 9:00pm • S 104 A/B
4) Jul 30
T • 7:00pm – 9:00pm • S 104 B/C

How Small Business Owners Can Use Canva for Marketing Success

Business Owners: Don’t spend thousands on a graphic designer when you don’t have to! Save your marketing dollars for where you can get the biggest return on investment. 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 seminar. 3 hours. FREE
1) May 2
TH • 6:00pm – 9:00pm • BT 202

How to Start a 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) May 8
W • 6:00pm – 9:00pm • S 104 B/C
2) Jul 10
W • 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

Nonprofit Executive Roundtable: Thrive! Not Just Survive Change!

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. 2.5 hours. FREE
1) May 15
W • 11:00am – 1:30pm • 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 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

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

Email Marketing for Your Small Business: The Power of the Inbox
Email marketing is and continues to be one of the most effective forms of digital marketing for a small business/organization. In this session, we’ll reveal the latest best practices, industry trends and techniques to maximize success using this powerful digital tool. You will learn the benefits of email marketing, how to design, create, send and track your email’s success. 2 hours. FREE
1) Jun 18
T • 6:00pm – 8:00pm • 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. 2 hours. FREE
1) Jun 6
TH • 6:00pm – 8:00pm • 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. 2 hours. FREE
1) Jun 12
W • 10:00am – 12:00pm • S 104 B/C

CLAIM YOUR MARK! The ABC’S of TMs and SMs in North Carolina
Did you know that if you don’t legally claim your mark (whether it’s a trademark or service mark), you’re on your own trying to enforce it? This class offers an overview of State trademark and service mark registration, how that differs from registration at the federal level, and distinguishing that from patents and copyrights. This training also covers applicable North Carolina criminal laws, the harm caused by counterfeit goods, and counterfeit enforcement initiatives. 1 hour. FREE
1) Jun 13
TH • 6:00pm – 7:00pm • S 104 B/C

Email Marketing for Your Small Business: The Power of the Inbox
Email marketing is and continues to be one of the most effective forms of digital marketing for a small business/organization. In this session, we’ll reveal the latest best practices, industry trends and techniques to maximize success using this powerful digital tool. You will learn the benefits of email marketing, how to design, create, send and track your email’s success. 2 hours. FREE
1) Jun 18
T • 6:00pm – 8:00pm • S 104 B/C

Be Free from Debt’s Hold; Retire Early, Start a Small Business
Are you starting to think about how you will retire? Have you ever thought of being your own boss and starting a small business? Now is the time to learn how to “Be Free From Debt’s Hold,…..” How would you like to pay off all your consumer debt, credit cards, car payments, and loans? How would you like to know the exact month and year you could be out of debt, legally and without a tax liability? In this three-hour seminar, you will learn a simple yet effective method to start the process of making yourself debt free! You will also learn about the shams and “quick fixes” that should be avoided and how to properly and legally deal with creditors. Bring a list of your debts with balances and monthly payments and learn how to develop your own debt elimination plan that can be implemented immediately into your lifestyle. 3 hours. FREE
1) Jun 20
TH • 6:00pm – 9:00pm • S 104 B/C

Small Business Disaster Recovery & Resiliency Workshop
Our community has already faced disaster more than its share of times. The best time to plan for disaster is always before disaster strikes! Join us for a discussion on developing strategies to help your business, or potential business, become more resilient when the next disaster occurs. This workshop will: Help business owner determine the probability of the next natural disaster while utilizing a score card to scale their business resiliency practices. Teach best practices and provide resources that will guide businesses through planning, execution, and post disaster strategies. 3 hours. FREE
1) Jun 26
W • 9:00am – 12:00pm • S 104 B/C

VETERAN ENTREPRENEURSHIP PROGRAMS BY THE SBA
Veterans: Come learn about your opportunities through the SBA! Veterans have specific SBA lending programs to gain working capital for startup, expansions and acquisitions, to purchase and occupy commercial real estate property. SBA also provides special benefits programs for service disabled veterans seeking contracting and sole-source opportunities with the federal government. 2 hours. FREE
1) Jun 27
W • 3:00pm – 5:00pm • S 104 B/C

The 123’s of Small Business Cash Flow Management
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) Jul 10
W • 10:00am – 12:00pm • 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
How Business Owners can use Adobe Spark to Grow their Small Business

Included in the Adobe Spark integrated suite of storytelling applications are three design apps: Spark Page, Spark Post, and Spark Video which allow business owners to create, edit and share their business content from any device. Come learn how you can leverage the capability of this tool to grow your small business. 3 hours. FREE
1) Jul 11
TH • 6:00pm – 9:00pm • S 104 B/C

How to use Quickbooks-Desktop Version Part I for Small Business Owners

This seminar is an introduction to QuickBooks. Its main objective is to introduce you to the basic features in QuickBooks and give you an opportunity for hands-on practice. You’ll learn about the types of information you need to track in your business, and you’ll see how to enter that information and track it in QuickBooks. Learn about all that QuickBooks offers, the most common tasks, and where to find information about more advanced features. 3 hours. FREE
1) Jul 16
T • 6:00pm – 9:00pm • BT 203

WHERE’S THE MONEY? State Rules on Raising Capital to Finance your Small Business

Have you heard of Reg A-plus? Did you know you can raise up to $50 million using this option -as long as you follow the rules? What about crowd funding? Cryptocurrency? The Secretary of State’s Office will provide insight into capital-raising rules it administers and enforces. 1 hour. FREE
1) Jul 18
T • 6:00pm – 7:00pm • S 104 B/C

How to use Quickbooks-Desktop Version Part II for Small Business Owners

This seminar builds on information provided in the Introduction to QuickBooks. You’ll learn about the more advanced features of QuickBooks including: analyzing financial data, setting up inventory, tracking and paying sales tax, doing payroll with QuickBooks, estimating and progress invoicing, tracking time, customizing forms, and writing QuickBooks letters. 3 hours. FREE
1) Jul 23
T • 6:00pm – 9:00pm • BT 203

How to Find Your Customers

Market research isn’t just for startups; 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, and find the competition and potential customers interested in your proposed product or service. 3 hours. FREE
1) Jul 24
W • 6:00pm – 9:00pm • S 117

LinkedIn Strategies for your Small Business

If you’re on LinkedIn and you have no idea what you’re supposed to do next, you’re probably not taking advantage of everything it has to offer and you are losing business opportunities! Join us to learn success strategies for effective prospecting and business development, as well as ways to take your profile from good to great while protecting your personal and professional brand. 2 hours. FREE
1) Jul 25
TH • 6:00pm – 8:00pm • S 104 B/C

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 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) Jul 27
SA • 9:00am – 10:30am • 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) Jul 27
SA • 12:45am – 2:15pm • BT 202

How to Use Instagram for Business

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. Find out how to engage your audience, offer and you are losing business opportunities! Join us to learn success strategies for effective prospecting and business development, as well as ways to take your profile from good to great while protecting your personal and professional brand. 2 hours. FREE
1) Jul 25
TH • 6:00pm – 8:00pm • S 104 B/C

How to Use Instagram for Business

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. Find out how to engage your audience, offer and you are losing business opportunities! Join us to learn success strategies for effective prospecting and business development, as well as ways to take your profile from good to great while protecting your personal and professional brand. 2 hours. FREE
1) Jul 25
TH • 6:00pm – 8:00pm • S 104 B/C

How to Use Twitter for Business

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) Jul 27
SA • 12:45am – 2:15pm • BT 202

Doing Business in Onslow County-
Secrets to Success in the Local Market

Come learn about doing business in Onslow County from a Legends of Onslow Award Recipient and three time Chamber of Commerce Ambassador of the Month. In this fast paced session learn about the secrets of success to doing business in Onslow County, resources that exist, and potential partners you can reach out to when you need support. 2 hours. FREE
1) Jul 31
W • 9:00am – 11:00am • S 104 B/C
2) Jul 31
W • 6:00pm – 8:00pm • S 104 B/C

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.

Coastal Carolina Community College | Division of Continuing Education | Call 910.938.6294 for More Information | 12
Industry Training Center

OSHA 30-Hr. Construction
This course is designed for individuals who need an overview of OSHA standards and their application to the construction industry. The course includes a written exam. A certificate of completion is awarded through OSHA to all students who complete the course. 

Attendance for all class hours is required. 30 hours. $125 (Ins. $1.00). OSHA Card: $8 Total due at registration: $134
1) Apr 8 – Apr 11
   M – TH • 8:00am – 4:30pm • S 104 A
2) May 24
   F • 8:00am – 3:00pm • S 104 A

30-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). OSHA Card: $8 Total due at registration: $134
1) Apr 8 – Apr 11
   M – TH • 8:00am – 4:30pm • S 104 A
2) May 24
   F • 8:00am – 3:00pm • S 104 A

SPECIALTY JOB TRAINING

ASL Beginning
Gain ASL skills to introduce yourself, form questions, exchange information, and describe your surroundings, family and the community where you live. Basic laws affecting the deaf community and an introduction to the profession of interpreting and deaf education will be presented. 42 hours. $125 (Ins. $1.00)
1) May 6 – Jun 19
   MW • 9:00am – 12:00pm • TBD
   Prepay by May 1

ASL Enhanced (NEW)
This bridging ASL language immersion course will help students to preserve and foster ASL skills to sustain concepts covered in the Beginning ASL class. Students will continue to practice receptive signing styles and techniques, strengthen ASL skill sets, and interface with Deaf leaders to gain confidence to communicate with the deaf community. 
Prerequisite: ASL Beginning. 24 hours. $70 (Ins. $1.00)
1) Jun 6 – Aug 1
   TH • 6:00pm – 9:00pm • TBD
   Prepay by May 31

Foreign Languages

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. 168 & 174 hours. $180 ($1.00, if applicable)
1) Apr 1 — May 10
   *Arabic Beginner Module I
   M • F • 8:00am – 3:00pm • CE 202
   Prepay by Mar 29
2) Apr 1 — May 10
   *French Beginner Module I
   M • F • 8:00am – 3:00pm • CE 102
   Prepay by Mar 29
3) May 13 – Jun 21
   *Arabic Beginner Module I
   M • F • 8:00am – 3:00pm • CE 202
   Prepay by May 3
4) Jun 24 – Aug 9
   *French Beginner Module I
   M • F • 8:00am – 3:00pm • CE 102
   Prepay by Jun 14

Spanish Refresher
Maintain or improve Spanish reading, listening, and conversation skills using authentic materials. Military students should be at the 1+/1+ level. Civilian students can take the placement test. Call 910-938-6755 for information. 168 & 174 hours. $180 ($1.00, if applicable)
1) May 13 – Jun 21
   M • F • 8:00am – 3:00pm • CE 102
2) Jun 24 – Aug 9
   M • F • 8:00am – 3:00pm • CE 102

EGGstravaganza
Eggs are a perfect source of protein and so versatile. In this class the instructor will demonstrate how to make, perfect hard-boiled eggs, and use them in egg salad, deviled, pickled, Scotch and Hindoo egg recipes. Additionally, students will learn how to create perfect omelets, frittatas, stratas, and soufflés! 13 hours. $70 (Ins. $1.00)
1) Apr 5 – May 3
   F • 6:00pm – 9:00pm • Culinary
   Prepay by Mar 25

Appetizers and Wine
Students will create impressive delicious appetizers to pair with hand selected wines. This class will focus on finger tip fare and satisfying sips that complement each other. 13 hours. $70 (Ins. $1.00)
1) May 8 – May 29
   F • 6:00pm – 9:00pm • Culinary
   Prepay by May 1

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

Facilities Engineering Command (NAVFAC) for contractors doing business aboard military installations. The QM program covers the following topics: what is QM, 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.

Construction Quality Management for Contractors
This course is required by both the Army Corps of Engineers (COE) and the Naval Corps of Engineers (COE) and the Naval Facilities Engineering Command (NAVFAC) for contractors doing business aboard military installations. The QM program covers the following topics: what is QM, 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.

Prepay by May 31
2) May 23
   TH • 7:30pm – 5:00pm • S 104 B/C
3) Jun 20
   TH • 7:30pm – 5:00pm • S 104 B/C

Coastal Carolina Community College | Division of Continuing Education | Call 910.938.6294 for More Information | 13
Cool Foods for Hot Days
Students will learn that cold foods go beyond salads. Students will use various food prep techniques and combine seasonal ingredients to create cool colorful appetizer satisfying plates. 13 hours. $70 (Ins. $1.00)
1) May 10 – May 31
T • 6:00pm – 9:00pm • Culinary
Prepay by May 30

Desserts for Summertime
Culinary students will learn how to create desserts that are cool summertime treats using in-season fruits, gelatos, shortcakes, and no-bake refrigerated desserts. These treats will keep you and the kitchen cool during hot, hazy summer days! 13 hours. $70 (Ins. $1.00)
1) Jul 9 – Jul 30
W • 6:00pm – 9:00pm • Culinary
Prepay by Jul 1

Fresh Pasta Creations
Chef Marcinda will create pastas using classic and complex doughs and pair these with international sauces from around the world. Students will get hands-on practice in making noodles from scratch sure to inspire any pasta creation. 13 hours. $70 (Ins. $1.00)
1) Apr 2 – Apr 23
T • 6:00pm – 9:00pm • Culinary
Prepay by Mar 25

Italian Bakery Basics
Culinary students need to hone their baking skills, and why not start with Italian favorites such as focaccia, filone, ciabatta, appetizers, and cookies. Join Baker Katya as she demonstrates basic Italian bakery recipes. 16 hours. $70 (Ins. $1.00)
1) Apr 3 – May 1
W • 6:00pm – 9:00pm • Culinary
Prepay by Mar 25

Italian Bread Basket
Culinary students will rise to the occasion as Baker Katya demonstrates how to produce Italian breads from different regions of Italy; such as Focaccia, Ciabatta, Cornetto, La Ciambella, giant pagnotta, and much more. 13 hours. $70 (Ins. $1.00)
1) Jun 3 – Jun 19
MW • 6:00pm – 9:00pm • Culinary
Prepay by May 28

May Flours
Baker Katya will demonstrate how to use different types of flour. Students will use all-purpose, bread, pastry, whole wheat, gluten-free flours along with coconut and almond to create delicious breads and other recipes. 13 hours. $70 (Ins. $1.00)
1) May 10 – May 31
F • 6:00pm – 9:00pm • Culinary
Prepay by May 1

Spring Inspired Meals
Learn different ways to use all the fresh produce springing up. Bakery Katya will demonstrate how to use nature’s bounty to create flavorful meals with the freshest ingredients for breakfast, lunch, and dinner entrées. 13 hours. $70 (Ins. $1.00)
1) May 7 – May 28
T • 6:00pm – 9:00pm • Culinary
Prepay by May 1

Summer Time A.B.C.’s Appetizers, Beverages, Cocktails
In this class students will learn how to prepare easy and impressive appetizers, beverages, and cocktails (mocktails) to create pleasing combinations fit for any summer soirée. 13 hours. $70 (Ins. $1.00)
1) Jun 6 – Jun 27
Th • 6:00pm – 9:00pm • Culinary
Prepay by May 30

Summer Pies & Tarts
Watch Baker Katya demonstrate how to create the flakiest pie crust to show off the summer bounty of seasonal fruits and berries. 13 hours. $70 (Ins. $1.00)
1) Jul 11 – Aug 1
Th • 6:00pm – 9:00pm • Culinary
Prepay by Jul 1

Sushi & Sashimi Basics
This class is for the culinarian who wishes to expand his/her culinary horizon with sushi and fresh fish dishes. Students will create impressive sushi, sashimi, and Japanese appetizers. 13 hours. $70 (Ins. $1.00)
1) Apr 11 – May 2
Th • 6:00pm – 9:00pm • Culinary
Prepay by Apr 2

Wine & More
The Culinarian will prepare a new dish each class that complements the preselected wine and pairings; enhancing the flavor of the entrée and wine! 13 hours. $70 (Ins. $1.00)
1) Jul 10 – Jul 31
W • 6:00pm – 9:00pm • Culinary
Prepay by May 30

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.
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. 8 hours. $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, graduates 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.

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) May 4 / May 11  
SA  •  8:00am – 4:00pm  •  CE 105
2) Jul 6 / Jul 13  
SA  •  8:00am – 4:00pm  •  CE 105

Human Resources

Human Resources

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

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. 24 hours. $70 (Ins. $1.00)
1) Offered Monthly
ONLINE - www.ed2go.com/cccc2go

Office 365 for Education - Part I (NEW)
Take your knowledge of the Office 365 to the next level! In the course, participants will learn best practices and tips on how to become more innovative with the Office 365 cloud-based tools (regardless of the device used) such as Microsoft Teams, OneDrive, Forms, Delve, Sway, OneNote, Stream, Flow, and Skype. Microsoft Teams is the key communication tool used to bring all of the content, apps and conversation together. With MS Forms, you can create survey and quizzes. Sway is the app used to create interactive web-based lessons, assignments and projects right from the tablet, phone or browser. $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 (Ins. $1.00)
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
Please call 910.938.6294 to place your name on an interest list.

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

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 blueprints, 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 uphilled 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. 117 hours. $180 (Ins. $1.00)
1) Jun 3 – Aug 8
M – TH • 6:00pm – 9:00pm • T 118 & 120

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

Welding, TIG
This course introduces the basic principles, methods, and practices for gas tungsten arc welding (GTAW). The course is designed to prepare the student for entry level occupations within the welding, manufacturing, and construction industry. This course introduces the student to tungsten inert gas (TIG) welding techniques. Topics include equipment set-up and performing welds in all positions for GTAW on carbon steel plate. Upon successful completion of the course, students will have the knowledge to safely employ GTAW equipment, conduct weld tests, interpret blueprints and codes, and have the knowledge to sit for various industry specific welding certifications. Prerequisites: Successfully completed a basic welding class or permission of instructor. Such as oxy-fuel gas cutting (OFHC), shielded metal arc welding (SMAW), and gas metal arc welding (GMAW). 48 hours. $125 (Ins. $1.00)
1) May 13 – May 31
M – TH • 6:00pm – 10:00pm • T 118 & 120

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

General Contractor Exam Prep
Prepare for the general contractors exam. This course places emphasis on the residential builder, and also explains pertinent information relating to the building trades for both commercial and residential general contractors. North Carolina Residential and Building Code required. 66 hours. $180 (Ins. $1.00)
1) Apr 30 – Jul 16
TH • 6:00pm – 9:00pm • CA 103

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.

General Contractor Classes

Electrical Standard Inspection
30 hours. $125 (Ins. $1.00)
Level II • Jun 8 – Jun 16
SASU • 8:00am – 4:30pm • CE 102
Fire Prevention Standard Inspection

32 hours. $125 (Ins. $1.00)
Level II • Jul 6 – Jul 14
SASU • 8:00am – 5:00pm • CE 102

Building Standard Inspection

40 hours. $125 (Ins. $1.00)
Level II • Apr 26 – May 5
F • 5:30pm – 9:30pm • CE 102
SASU • 8:00am – 5:00pm • CE 102

Plumbing Standard Inspection

32 hours. ($125) (Ins. $1.00)
Level I • Apr 6 – Apr 14
SASU • 8:00am – 5:00pm • CE 102

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. $190 (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. 96 hours. $180 (Ins. $1.00)

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

Wastewater Treatment Plant Operator I & II

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

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

Maintenance and Repair

NC Auto Safety Inspection

This course prepares auto technicians and service personnel as safety inspectors for motor vehicles. The state examination will be given. 8 hours. $70 (Ins. $1.00)
1) Apr 2 / Apr 4
TTH • 6:00pm – 10:00pm • T 104 / T 110
2) May 7 / May 9
TTH • 6:00pm – 10:00pm • T 104 / T 110
3) Jun 4 / Jun 6
TTH • 6:00pm – 10:00pm • T 104 / T 110
4) Jul 9 / Jul 11
TTH • 6:00pm – 10:00pm • T 104 / T 110

NC OBD Emission Control

Auto technicians and service personnel will be prepared as On-Board Diagnostics (OBD) emission inspectors for motor vehicles (does not include Auto Safety). 8 hours. $70 (Ins. $1.00)
1) Apr 9 / Apr 11
TTH • 6:00pm – 10:00pm • T 104 / T 110
2) May 14 / May 16
TTH • 6:00pm – 10:00pm • T 104 / T 110
3) Jun 11 / Jun 13
TTH • 6:00pm – 10:00pm • T 104 / T 110
4) Jul 16 / Jul 18
TTH • 6:00pm – 10:00pm • T 104 / T 110

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.

CDL Permit Preparation Course

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) 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 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. [S180 (Ins. $1.00), S175 (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) Jun 3 – Jul 26
M – F • 12:00pm – 9:00pm
Select Saturdays Only

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 of registration). Module I 280 hours, $180 (Ins. $1.00). Module II 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)
Please call 910.938.6294 to place your name on an interest list.

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)

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 veterinary office. 144 hours. $180 (Ins. $1.00)
Please call 910.938.6294 to place your name on an interest list.

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. 126 hours.
$180 (Ins. $1.00)
1) Jul 22 – Dec 18
MW • 1:00pm – 4:00pm • R 112 / Possumwood Acres

Reptile Care and Management
The class is designed to provide knowledge for keeping, breeding, and rehabilitating indigenous and exotic reptiles, crocodilians and amphibians. The focus will be on species-specific natural history and behavior; nutritional needs and food preparation; health and safety practices; handling and restraints for healthy and injured reptiles; caging and husbandry; physical exam and diagnosing; rescue, capture, and transport, and basic injury care of reptiles. 42 hours. $125 (Ins. $1.00)
1) Aug 5 – Nov 18
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 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 Lejune and MCAS
Free tutoring and instructional resources are available for academic skills improvement and for High School Equivalency Credential Test, ASVAB, and NCAP test preparation. Assessment testing is required.
Camp Lejune (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
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)
Please call 910.938.6294 to place your name on an interest list.

Upholstery Intermediate
The Upholstery Intermediate class will demonstrate the steps to upholster or re-upholster one complex piece of furniture. An experienced interior designer will teach students the necessary skills and techniques to upholster or re-upholster a selected piece of furniture through demonstration and hands-on application. Sewing skills are not necessary. Prerequisites: Upholstery Basics or practical experience. 24 hours. $70 (Ins. $1.00)
1) Jun 20 – Jul 18
MTH • 6:00pm – 9:00pm • CE 201

Sewing Skills - Multi Level
Students will need to bring their own portable sewing machine to class. Project supply list will be furnished at first class. 24 hours. $39 (Ins. $1.00)
1) Jul 22 – Aug 15
MTH • 6:00pm – 9:00pm • CE 105

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-selling 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/learntoride.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/ccccc2go
- 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

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

Call 910.938.6294 for online class information or visit www.ed2go.com/ccccc2go
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.

Fall Semester 2019: August 15 – December 17 • Fall I Session: August 15 – October 15
Registration for Spring Session will begins November 13. Monday – Thursday between 8:30am and 7:30pm • Friday between 8:30am and 5:00pm.

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 General Education Nursing
- 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 and Finance
- Business Administration Entrepreneurship Concentration
- 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*

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

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.