Medical Coding Specialist

and

Medical Billing Specialist

Space is limited, Apply Today
See page 8
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. No prior computer experience is necessary. **FREE to those who qualify.** 24 hours $70 (Ins. $1.00) & 30 hours $125 (Ins. $1.00)
1) Aug 5 – Aug 16
   M – F  9:00am – 12:00pm  •  CE 200D
2) Aug 5 – Aug 15
   M – TH  5:30pm – 8:30pm  •  CE 200D

Using Technology in your Job Search
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.** 24 hours $70 (Ins. $1.00) & 30 hours $125 (Ins. $1.00)
1) Sep 9 – Sep 20
   M – F  9:00am – 12:00pm  •  CE 200D
   M – F  5:30pm – 8:30pm  •  CE 200D

Packaging Your Skills for Success
An effective resume is the first key to getting the job you want. Learn how to package your skills and experiences to get you through the door to an interview. Each student will create an effective resume as part of the course. Students will need a basic familiarity with computers for this class. 15 & 20 hours. **FREE to those who qualify.** $70 (Ins. $1.00)
1) Sep 23 – Sep 27
   M – F  9:00am – 1:00pm  •  CE 200D
   M – F  5:30pm – 8:30pm  •  CE 200D

Small Business Center Seminars
1) Sep 23 – Sep 27

Side Hustle Saturday
1) Oct 7 – Oct 11

Industry Training Center
12

Foreign Languages
13

Specialty Job Training
13

Cooking Classes and Culinary Courses
13

Cosmetology Courses
14

Human Resources
14

Service
15

Teacher Renewal Credit Courses
15

Trades and Technical Courses
15

Facilities Maintenance Technician
15

Welding
16

General Contractor Classes
16

Code Qualification
16

Electrical Contractor Continuing Education
16

Environmental Science
17

Maintenance and Repair
17

Veterinary Office Assistant
17

Truck Driving (CDL)
17

Powerline Technician
17

College And Career Readiness (CCR)
18

Personal Enrichment
18

Defensive Driving
19

Motorcycle Safety
19

Important Continuing Education Class Information
20

Ed2go Online Courses
20

Curriculum Information
21

Curriculum Programs of Study
21

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

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
Published two times a year
For a Map of Coastal’s Campus please Visit our website at- https://www.coastalcarolina.edu/
Coastal Carolina Community College
444 Western Boulevard  •  Jacksonville, NC 28546  •  910.455.1221
Issue 3 - Vol. 18/19

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. **FREE to those who qualify.** 15 & 20 hours. $70 (Ins. $1.00)
1) Oct 7 – Oct 11
   M – F  9:00am – 1:00pm  •  CE 200D
   M – F  5:30pm – 8:30pm  •  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. 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) Nov 4 – Nov 8
   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) Aug 15 – Aug 23
M – F • 9:00am – 12:00pm • CE 200D
1) Aug 15 – Aug 23
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) Oct 15 – Oct 18
T – F • 9:00am – 12:00pm • CE 200D

Career Pathways: Direct Care Worker
This course will include skills development in home management and personal care tasks using limited assistance. Topics covered will include infection control, personal care, safety, professionalism, home management, effective communication, job-keeping skills, and CPR training. FREE to those who qualify. 60 hours. $180 (Ins. $1.00)
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) Oct 21 – Oct 25
M – F • 5:30pm – 8:30pm • CE 200D
2) Nov 18 – Nov 22
M – F • 9:00am – 12:00pm • CE 200D

Conflict Resolution in the Workplace
Learning to manage conflict is a necessary skill for the workplace and all aspects of life. Different methods can be used to resolve different types of conflict. In this course, you will learn how to combine conflict management techniques with good communication skills to facilitate effective conflict management. FREE to those who qualify. 15 hours. $70 (Ins. $1.00)
1) Oct 21 – Oct 25
M – F • 9:00am – 12:00pm • CE 200D

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) Oct 22 – Dec 10
T • 6:00pm – 9:00pm • R 121

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. 24 & 20 hours. $70 (Ins. $1.00)
1) Aug 1 – Sep 19
TH • 6:00pm – 9:00pm • R 121
2) Sep 9 – Sep 13
M – F • 8:30am – 12:30pm • CE 204

Computers Basic II
This course is designed to expand on basic PC knowledge beyond what you’ve learned in the Computers for the Absolute Beginner course. During this course, students will learn the differences between the various Windows Operating Systems that are currently in use, understand basic routine PC maintenance tips, how to use the Internet and the Web Browser, and how to send Email and Instant messages. Also, gain more in-depth information on file and folder structure, software installation, customizing the look of the computer as well as protecting the computer from viruses, malware, etc. 24 hours. $70 (Ins. $1.00)
1) Oct 21 – Dec 16
M • 6:00pm – 9:00pm • BT 206

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) Aug 7 – Sep 25
W • 6:00pm – 9:00pm • BT 203
2) Oct 16 – Dec 11
W • 6:00pm – 9:00pm • BT 203

IPhone Essentials (NEW)
This course is designed for iPhone owners. Students will learn how to use, communicate, customize, protect, and troubleshoot their iPhone. Students are required to bring their iPhone to class. 24 hours. $70 (Ins. $1.00)
1) Oct 12 – Nov 16
SA • 9:00am – 1:00pm • CE 204

Microsoft Office
**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. 24 hours. $70 (Ins. $1.00).
1) Sep 23 – Sep 27
M – TH • 8:00am – 1:00pm • CE 204
F • 8:00am – 12:00pm • CE 204

**Microsoft Office Specialist (MOS) Exam Key Code
Looking for a class to help you pass a MOS exam? Microsoft classes marked with an asterisk and key code will help you prepare for your certification exams.

Word .................W
Excel .................E
Access ...............A
PowerPoint ..........P

EXAM FEE - $100
**MS Excel 2016 Tips, Tricks, and Shortcuts**

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

**(MOS: E) Please see key on page 4. 20 hours. $70 (Ins. $1.00)
1) Aug 17 – Sep 14
SA  •  9:00am – 1:00pm  •  R 121

Microsoft Excel and Access 2013 Integration

This course can take you from the simple to the complex, greatly increase your productivity and propel you to the next level. Link multiple spreadsheets (worksheets) to automatically update data in other spreadsheets and use Excel as a database. Also, learn how to work more effectively in Access. **(MOS: EA) Please see key on page 4. 20 hours. $70 (Ins. $1.00)
1) Aug 19 – Aug 23
M – F  •  8:30am – 12:30pm  •  S 116

**Microsoft Excel 2016 Advanced Formulas, Dashboards, VLOOKUP and PivotTables**

This course goes beyond the basics of Excel 2016 and delves into the advanced features such as using formulas, creating dashboards to visually display data at a glance, retrieve data using VLOOKUP and utilize PivotTables. It 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. **(MOS: E) Please see key on page 4. This course will also help prepare students for the Microsoft Office Specialist (MOS) Exam for Excel. 24 hours. $70 (Ins. $1.00)
1) Oct 1 – Nov 19
T  •  6:00pm – 9:00pm  •  BT 206

**Spreadsheet Fundamentals using Microsoft Excel 2016 App**

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. 16 hours. **(MOS: E) Please see key on page 4. $70 (Ins. $1.00)
1) Nov 2 – Dec 7
SA  •  9:00am – 1:00pm  •  R 121

**MS Word, Excel and PowerPoint**

Learn how to use these 3 common MS applications to be more efficient in the workplace. Students will learn how to create documents in MS Word, work with spreadsheets and formulas using MS Excel, and prepare presentations with MS PowerPoint. Class is designed to help students prepare for MOS exam. **(MOS: E) Please see key on page 4. 20 hours. $70 (Ins. $1.00)
1) Aug 5 – Aug 9
M – F  •  8:30am – 12:30pm  •  S 116

**Microsoft PowerPoint 2013 Intermediate-Advance**

In this Microsoft PowerPoint 2013 Intermediate – Advanced level class, students will learn clipart, tables, charts, smart art and working with animation and transitions. Advanced topics include, inserting audio, video, adding bookmarks, action buttons, as well as how to import and export other office applications into PowerPoint. Students will also learn the steps needed to finalize and deliver a finished professional presentation. **This course will help prepare the student to take the Microsoft Office Specialist Exam (MOS) for the PowerPoint application. 12 hours. **(MOS: P) Please see key on page 4. $70 (Ins. $1.00)
1) Sep 24 – Sep 26
T – TH  •  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 page 4. $70 (Ins. $1.00)
1) Sep 9 – Sep 13
M – F  •  8:30am – 12:30pm  •  S 116

Microsoft Project 2013 Basic and Intermediate Training Course

Microsoft Project is a highly acclaimed time/task management tool. This software provides the core tools that project managers, business managers, and planners need to manage schedules and resources independently. In this introductory course, students will learn the basics of Microsoft Project 2013. 30 hours. $125 (Ins. $1.00)
1) Aug 26 – Aug 30
M – F  •  8:00am – 3:00pm  •  CE 204

**MS Access 2013 Database Design to Delivery**

In this Microsoft Access 2013 Introduction-Intermediate class, students will learn about the main parts of the database application screen, how to create tables, forms, queries and reports in the Access 2013 database environment. This class is designed to help students prepare for the Microsoft Office Specialist (MOS) Exam. **(MOS: A) Please see key on page 4. 20 hours. $70 (Ins. $1.00)
1) Oct 21 – Oct 25
M – F  •  8:30am – 12:30pm  •  CE 204

**Microsoft Office 2013 Integration**

This course will build your existing user-level knowledge and experience with personal computer (PC) software and operating systems. Acquire the essential skills needed to install, configure, optimize, troubleshoot, upgrade, secure, and perform preventive maintenance on PC and digital device operating systems (OS). Students will explore various operating systems including Windows, MAC and Linux. Also, students will work with Microsoft command line tools and explore security and troubleshooting objectives for desktop, mobile and wireless systems as well as operational procedures. **This course is designed to prepare students for the CompTIA A+ 220-1002 certification exam. 60 hours. $180 (Ins. $1.00)
1) Oct 1 – Dec 10
TH  •  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) Oct 7 – Dec 11
MW  •  6:00pm – 9:00pm  •  CE 204

Cisco Certified Network Technician (CCENT) 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 knowledge from work experience or other courses. 20 hours. $70 (Ins. $1.00)
1) Feb 26 – Mar 8
MW  •  6:00pm – 9:00pm  •  S 116 & Online

Microsoft Technology Associate (MTA): Security Fundamentals Exam (98-365) Prep Course (NEW)

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

Microsoft Technology Associate (MTA): Windows Server Administration Fundamentals Exam (98-365) Prep Course (HYBRID) (NEW)

**Please call 910.938.6294 to place your name on an interest list for the three classes above.**
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) Aug 12 – Aug 16
   M – TH • 8:00am – 1:00pm • CE 204
   F • 8:00am – 12:00pm • CE 204
2) Sep 9 / Sep 11
   MW • 12:30pm – 4:00pm • CE 105
3) Sep 23 / Sep 25
   MW • 5:30pm – 9:00pm • CE 105
4) Oct 7 / Oct 9
   MW • 12:30pm – 4:00pm • CE 105
5) Oct 21 / Oct 23
   MW • 5:30pm – 9:00pm • CE 105
6) Nov 4 / Nov 6
   MW • 12:30pm – 4:00pm • CE 105
7) Nov 18 / Nov 20
   MW • 5:30pm – 9:00pm • CE 105

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)
Please call 910.938.6294 to place your name on an interest list
Camtasia, Captivate, and SnagIt (NEW)
This course provides students with everything they need to use the recording options to record a movie clip, screen capture or edit a movie clip using powerful editing tools such as Camtasia, Captivate, and Snagit. Learn how to create movie clips into effective eLearning objects. 24 hours. $70 (Ins. $1.00)
1) Aug 5 – Sep 30
   M • 6:00pm – 9:00pm • BT 208
**Design and Create InfoPath Forms**
Learn the skills necessary to create InfoPath forms, import and export form data, customize form layout, manage views, secure, and distribute forms, and manage controls. 12 hours. $70 (Ins. $1.00)
1) Sep 17 – Sep 19
   T – TH • 8:30am – 12:30pm • CE 204
Digital Photography Operations I
This introduction – intermediate level digital photography course will help guide students to a higher understanding of how digital cameras work and demonstrate how to take advantage of new digital camera capabilities. This fun, yet challenging, class is designed to give students confidence with their camera. Learn to control resolution, exposure, shutter speed, depth of field, ISO, creative modes and operational settings. Bring your camera and its manual to class. 24 hours. $70 (Ins. $1.00)
1) Oct 7 – Dec 9
   M • 6:00pm – 9:00pm • R 107
Adobe Photoshop CS: Masks, Layers, and More
This class will cover intermediate Photoshop CC skills. It will focus on enhancing images by editing selective portions of images. The goal is to create realistic results. The student will be encouraged to apply the content to their images during class. Instructional content will include the use of specialized masks, layers, selection techniques, and other tools to enhance accuracy of adjustments. Prerequisites: Successful completion of Fixing Digital Images course or students with basic Photoshop CC skills. 24 hours. $70 (Ins. $1.00)
1) Sep 26 – Nov 14
   TH • 6:00pm – 9:00pm • BT 208

BUSINESS AND OFFICE SKILLS COURSES

Notary Public
This course is designed to provide certification as required by NC Secretary of State. After passing our course, students will be required to purchase a notary stamp and pay a $50 state fee. The textbook is required before the first class meeting. **Students must show a current state or federal photo ID with signature at first class meeting.** 7 hours. $70 (Ins. $1.00)
1) Aug 12 / Aug 14
   MW • 12:30pm – 4:00pm • CE 105
2) Aug 26 / Aug 28
   MW • 5:30pm – 9:00pm • CE 105
3) Sep 9 / Sep 11
   MW • 12:30pm – 4:00pm • CE 105
4) Sep 23 / Sep 25
   MW • 5:30pm – 9:00pm • CE 105
5) Oct 7 / Oct 9
   MW • 12:30pm – 4:00pm • CE 105
6) Oct 21 / Oct 23
   MW • 5:30pm – 9:00pm • CE 105
7) Nov 4 / Nov 6
   MW • 12:30pm – 4:00pm • CE 105
8) Nov 18 / Nov 20
   MW • 5:30pm – 9:00pm • CE 105

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) Aug 21 – Aug 21
   W • 1:00pm – 4:00pm • CE 105
1) Oct 16 – Oct 16
   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 about 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 introduces students to Lean Six Sigma concepts, methodology, terminology, and tools through 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) Oct 21 / Oct 23
   MW • 8:00am – 5:00pm • CE 203
Lean Six Sigma Green Belt

Learn skills to lead Continuous Process Improvement (CPI) projects using the DMAIC method (Define, Measure, Analyze, Improve, and Control). Topics include process analysis, value stream mapping, analysis of variance, group dynamics, decision-making skills, Lean, Theory of Constraints, and Six Sigma. Upon successful completion of the 8-day class and achieving a passing grade on the exam, a course completion certificate is issued. Students will not earn Green Belt certification. 64 hours. $180 (Ins. $1.00) ♻️

1) Sep 16 – Sep 26
   M – TH • 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, 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. 132 hours. $180 (Ins. $1.00) ♻️

### 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 Tabe Information on page 7) **Orientation will be held during the first scheduled class and attendance is mandatory. Background check, drug screen and immunization tracker are required (approximately $125). Clinicals are required and will be discussed at orientation. CPR included and will be held on a Saturday. $180 (Ins. $177) Total due at registration: $197 ♻️ See Registration Information above.*

1) Aug 14 – Oct 1
   M – TH • 8:30am – 1:00pm • R 123
2) Aug 15 – Dec 5
   TTH • 4:00pm – 8:30pm • H 126
3) Oct 10 – Dec 5
   M – TH • 8:30am – 1:00pm • R 123

#### Nurse Aide I Hybrid

The Nurse Aide I Hybrid is delivered partially online. Students will have on-campus labs every Friday. There will be six clinical days totaling 36 hours. **Requirements:** Must be at least 17 years of age to register. *TABE reading test score of 8.0 required (See Tabe Information on page 7). Immunization record required. Background check, drug screen and immunization tracker required (approximately $125). Upon satisfactory completion of the NA I Hybrid, graduates will be eligible to take the National Nurse Aide Assessment Program Exam (exam cost $120). Upon achieving a passing grade on both the written and skills exam, students will be listed as an NA I on the North Carolina Registry. 167 hours. Course Fee $180, Insurance $17. Total due at registration: $197 ♻️

1) Aug 23 – Nov 15
   F • 8:30am – 2:30pm • R 123 & Online Clinical MTW • 7:30am – 1:30pm

   **Orientation will be held during the first scheduled class and attendance is mandatory. Students must attend class EVERY FRIDAY and clinicals on specified dates.**

#### Nurse Aide I Refresher

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

1) Sep 16 – Oct 21
   MW • 3:00pm – 7:00pm • H 126

#### Nurse Aide II

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

1) Nov 18 – Mar 28
   M – SU • Online

#### Online Green Belt Exam Prep Class

- Study to affordably Earn Green Belt Certification
- Complete Coastal’s 128-hour online Green Belt exam Prep Class
- Pass IASSC Green Belt exam

**Costs**

- 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

*Note: There is tax on the software and book unless the US Government is paying.*

#### 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) Sep 3 – Nov 19
   T • 1:30pm – 5:30pm • R 123 and Online MTH • 7:00am – 3:30pm • Clinicals

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

#### Medication Aide

Prepare to pass the state Medication Aide competency exam and become listed on the NC Medication Aide Registry. Medication Aides are qualified to administer medication in long term care facilities. **Requirements:** H.S. Diploma or equivalent required. *Tabe test required (Reading: 10.0) (See Tabe Information on page 7). Current listing on the N.C. Nurse Aide I registry required. 24 hours. $70 (Ins. $1.00) ♻️

1) Aug 26 – Sep 23
   MW • 4:00pm – 7:00pm • R 118
2) Nov 5 – Nov 19
   TTH • 3:00pm – 8:00pm • TBD
Central Sterile Processing (NEW)
This 96-hour class will introduce students to the primary responsibilities of a central sterile technician. The central sterile processing technician plays an essential role in patient safety and infection control. The course will include practical application of concepts and procedures. Prerequisite: Copy of H.S. Diploma or equivalent and the "TABE test required. (See TABE information on this page) (Reading: 12.0 and Math: 9.0). Following successful completion of the class the student will be eligible to take the Sterile Processing Technician National exam though NCCA. $125 (estimated cost). 96 hours. $180 (Ins. $1.00)
Please call 910.938.6294 to place your name on an interest list.

Pharmacy Technician Certification Prep
Train to be a Pharmacy Technician in this class taught by an NC Pharmacist. Students will be prepared to take the PTCE National Certification Exam. National exam fees (paid to PTCE) are generally less $150. *TABE placement testing is required for seated courses (see TABE information on this page) 10.0 Reading, 8.0 Math. 157.5, 198 & 202.5 hours. $180 (Ins. $1.00)
Seated Classes
1) Aug 26 – Oct 24
   M – TH • 8:30am – 1:00pm • R 122
2) Oct 28 – Dec 18
   M – F • 8:30am – 1:00pm • R 122
Hybrid Classes
1) Aug 27 – Dec 17
   TTH • 5:00pm – 8:30pm • TBD & Online
Online Classes
1) Aug 19 – Nov 2
   M • SU • Online

Phlebotomy Certification Prep
This course is for individuals desiring Phlebotomy certification who already have venipuncture experience (from work or previous Phlebotomy training). Course prepares students for the written/Precision test exam and DOES NOT include hands-on training in drawing blood. Please visit www.ascp.org (or other certifying agency) to determine if you meet the work or training experience required to take the exam. This course meets 2 nights a week for 6 weeks and includes online homework. 48 hours. Course fee $126 ($125 + $1 insurance).
1) Sep 23 – Oct 30
   M – TH • 4:00pm – 8:00pm • H 232
2) Jan 6 – Feb 12
   MW • 4:00pm – 8:00pm • H 232

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 this page) (Reading: 10.0), MT I 300 hours, MT II 450 hours. MT II requires an additional 13.5 hours per week for clinic. Course Fee $180, Insurance $17. Total due at registration: $197 (For MT I)
1) MT I Day - Aug 26 – Jan 16, 2020
   M – TH • 8:00am – 12:00pm • T 104
2) MT I Night - Oct 7 – Mar 2
   M – TH • 5:30pm – 9:30pm • T 104
3) MT II Day - Sep 18 – Feb 19
   M – TH • 8:00am – 12:00pm • T 104
4) MT II Night - Nov 6 – Apr 14
   M – TH • 5:30pm – 9:30pm • T 104
5) MT II Day - Oct 14 – Mar 16
   M – TH • 8:00am – 12:00pm • T 101

NASM Certified Personal Trainer
Prepare for the National Academy of Sports Medicine certification exam. Learn concepts and structures of anatomy, principles of human movement science, exercise technique, training instruction, and program design. AHA CPR/AED training included. H.S. Diploma or equivalent or "TABE placement testing required (See TABE information on this page) (reading 12.0 and math 8.0). 170 hours. Course Fee $180 (Ins. $1.00) (additional NASM Exam Fee $399)
Please call 910.938.6294 to place your name on an interest list.

NASM Certified Personal Trainer (Stackable Credentials)
Train to expand and build upon their expertise in order to gain a larger client pool. NASM offers these two courses to help trainers in this regard, Senior Fitness Specialist (SFS) and Youth Exercise Specialist (YES). Not only can these increase the trainer’s credentials, but these courses can also be used to acquire required re-certification credits. CEU’s are currently recognized by NASM, NSCA, or ACE. Each course is 20 hours in length, cost $70 (Ins. $1.00) and have a 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.

Cardiovascular Technician/Monitor
IMPRESSIVE FACTS: Our EKG Technician students have a 100% pass rate on the national certification exam.
This 70-hour program prepares students to become certified EKG technicians/monitor techs. The course will cover anatomy and physiology of the heart, principles of EKG, and recognition of multiple cardiac dysrhythmias. Students will learn cardiac terminology and medical disease processes. The medical and legal aspects of patient contact will be covered. Skills include operating EKG equipment, running EKG’s, mounting strips, and the reading and interpreting of cardiac tracings. Requirements: H.S. Diploma or equivalent required to take the national exam. *TABE test required (Reading: 12.0 / Math: 10.0) (See TABE information on this page). A CPR class is included in the fee and will be held on a Saturday. 80 hours $180 (Ins. $1.00)
1) Aug 19 – Nov 13
   MW • 4:00pm – 7:00pm • TBD

Medical Office Classes
Medical Terminology
This course is the foundation for most medical office courses. Learn and master medical terminology by moving step-by-step through more than 1000 prefixes, root words and suffixes grouped by body systems. This course is a prerequisite for Medical Coding Specialist, and Medical Billing Specialist programs. 96 hours. $180 (Ins. $1.00)
1) Sep 11 – Nov 6
   M – SU • Online
   Prepay by Sep 3

*TABE Test Information
Test of Adult Basic Education (TABE) placement testing is a free reading and math assessment available in the Academic Studies Center, Kenneth B. Hurst Continuing Education Building, Room 200. Picture ID is required to test. No appointment is needed. Testing is free of charge. Call 910.938.6294 for more information.
Center TABE testing hours are:
Monday – Wednesday, 7:30am – 7pm
Medical Coding Specialist Program

IMPRESSIVE FACTS: 100% of the 2016 and 2017 on campus Medical Coding Specialist students passed the national board the first time.

Students in this class will learn the skills to work in this profession and prepare for the American Academy of Professional Coders national Certified Professional Coders examination. The class includes modules of Basic Medical Coding, Medical Insurance, Advanced Medical Coding, and National Certification Preparation. **Prerequisite:** Medical Terminology within four years or pass free Medical Terminology Assessment with 80% and also attain a *TABE* reading test score of 10.0 required (See Tabe information on page 7). H.S. Diploma or equivalent required. Additional AAPC exam and membership fee $480. 302 hours. $180 (Ins. $1.00)

1) Aug 5 – Dec 13  
M – TH • 8:30am – 12:30pm • CE 201  
Prepay by Jul 31  
Attend required Orientation July 17, 2019  
5-7pm in CE 201
2) Aug 7 – Dec 11  
M – SU • Online  
Prepay by Aug 1  
Attend required Orientation July 17, 2019  
5-7pm in CE 201 or Online

Medical Billing Specialist Hybrid  
This program will cover an introduction to coding manuals. It will present an in-depth study of healthcare claims and billing collections procedures, various types of insurance carriers, medical necessity, insurance denials and the appeals process. The course provides the most up-to-date information to ensure the correct procedure for billing insurance claims for physician services. Upon successful completion, the student will be prepared for the American Academy of Professional Coders – Certified Professional Biller (CPB) national examination. **Prerequisite:** Medical Terminology and Medical Coding Specialist or an AA in Medical Office Administration. Strong computer skills are most beneficial. 180 hours. Additional AAPC exam and membership fee $480 (estimate) paid to AAPC. $180 (Ins. $1.00)

1) Aug 22 – Dec 12  
TH • 6:00pm – 9:00pm • TBD & Online

Certified Medical Administrative Assistant (CMAA) 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) 150 hours. $180 (Ins. $1.00). Additional fee for certification exam $115 paid to NHA.

1) Aug 5 – Nov 16  
M – SU • Online

Substance Abuse Series (Seated-Web Assisted)

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

Part V  
1) Sep 3 – Oct 10  
TTH • 6:00pm – 8:00pm • CE 107

Part VI  
1) Oct 29 – Dec 10  
TTH • 6:00pm – 8:00pm • CE 107

Online Substance Abuse Classes

Theory and Practice of Group Counseling (Online)  
This course provides an overview of the basic elements of group process, addresses some ethical and professional issues specifically relating to group work, and presents an overview of the key concepts, theories, and techniques of 11 approaches that are applicable to group therapy. **Prerequisite:** high school graduate or equivalent. 50 hours. $125 (Ins. $1.00)

1) Aug 26 – Dec 13  
M – F • Online

PUBLIC SAFETY TRAINING

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

Fire and Rescue  
Certification courses for fire and rescue personnel are offered year-round. In addition, Coastal offers a six-month fire academy twice each year. The application period for the Coastal Carolina Fire Academy, Class XI will be open November. In addition, Coastal offers a six-month, evening and weekend fire academy, twice each year. 1-26, 2019. Contact Jim Rardin at 910-938-6228 or email firerescue@coastalcarolina.edu for information.

EMT/ Paramedic /EMD/ Telecommunicators/  
For Emergency Medical Dispatch or Emergency Telecommunicator information please contact Beth Himes at 910.938.6127 or himesb@coastalcarolina.edu.

Emergency Medical Dispatch  
This course is designed to prepare the student to perform the functions of an Emergency Medical Dispatcher (EMD) using the Medical Priority Dispatch System. Through lecture, demonstration, and hands-on practice, this class will cover all the aspects of the job of EMD. Upon successful completion of this class, the student will be qualified to test for credentialing as an Emergency Medical Dispatcher. Completion of these courses leads to national certification and North Carolina Emergency Medical Dispatcher credential. **Must have high school diploma or equivalency** or Tabe score of 10 or higher. AHA BLS Provider is highly recommended. 24 hours. **Registration Fee:** $70 (Ins. $1.00). **Book and Certification Fee:** $225. Total due at Registration: $296.

1) Oct 28 – Oct 30  
MTW • 8:00am – 5:00pm • CE 103

Emergency Telecommunicator Course  
This course is designed to focus on developing the essential knowledge and skills required to function as an Emergency Telecommunicator. The course will include lecture with practical application, as well as visiting an actual Public Safety Telecommunications Center. Completion of these courses leads to national certification. **Must be 18 years old and have high school diploma or equivalency,** 40 hours. **Registration Fee:** $125 (Ins. $1.00).

1) Oct 21 – Oct 24  
M – TH • 8:00am – 7:00pm • OCEOC

Paramedic  
Scheduled to begin March 2020. Please call 910.938.6294 to place your name on an interest list.
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 OR a TABE reading score 11.0 or higher or turn 17 years old by the end date of the course AND a TABE reading comprehension score of 11. 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. Call or see website for details www.coastalcarolina.edu/con-ed/public-safety/ems/emt.

**Basic Life Support for Healthcare Providers (AHA)**

Intended for participants who provide health care. Taught in accordance with AHA guidelines, this class provides training in CPR skills for all ages using AEDs and teaches how to relieve foreign-body airway obstructions. 8 hours. $70 (Ins. $1.00).

1) Aug 31 – Aug 31
SA • 8:00am – 5:00pm • MS 120

2) Sep 14 – Sep 14
SA • 8:00am – 5:00pm • MS 120

3) Sep 18 – Sep 18
SA • 8:00am – 5:00pm • MS 120

4) Oct 26 – Oct 26
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) Sep 28 – Sep 28
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) Seizures, Syncope and Special Challenges
Aug 1 – Aug 15
M – SU • Online

Aug 16 – Aug 30
M – SU • Online

2) Pharmacology
Sep 1 – Sep 15
M – SU • Online

Sep 16 – Sep 30
M – SU • Online

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) Aug 6
T • 6:00pm – 8:00pm • S 104 B/C
Feat: Bennie Wooten of Comfort and Beauty LLC: HVAC, Lawn Care, and Pressure Washing

2) Sep 3
T • 6:00pm – 8:00pm • S 104 B/C
Feat: Eli Patino of Sweet Spot in Emerald Isle

**Boots to Business**

This class will provide participants with an introduction to business ownership and guide them through the start-up process. **This is a special program offered by the Small Business Administration and the Department of Defense in cooperation with Marine Corps Base Camp Lejeune and Marine Corps Air Station New River for active duty military, veterans, and their immediate family members only. 16 hours.**

1) Aug 7 – Aug 8
WTH • 8:30am – 5:30pm • S 104 B/C

2) Sep 18 – Sep 19
WTH • 8:30am – 5:30pm • S 104 B/C

3) Oct 16 – Oct 17
WTH • 8:30am – 5:30pm • S 104 A/B

4) Nov 6 – Nov 7
WTH • 8:30am – 5:30pm • S 104 A/B

**Optimize Your Team**

This fun and interactive lunch and learn will help small business owners learn how to get more buy-in on projects, how to get their team to take inspired action and anticipate what to do next, how to get team members to be more productive when the owner is not around, and the truth about why team members do not execute as effectively as they can. Lunch will be provided courtesy of Lashea Cavers of Synergy Innovative Solutions, LLC. 2.5 hours. **FREE**

1) Aug 7
W • 11:30am – 2:00pm • S 104 A/B/C

How to Use Facebook Live for Real Results For Your Business!

In this action-packed session, learn how to use Facebook live to expand your business brand awareness and messaging. Cisco has stated that video will be 80% of content by 2020. We will get you on the right track as we will talk about equipment, technique, and the tools to help you go live quickly and easily. We will also cover how to repurpose your Facebook Live Videos and how you can use Facebook Live during events and in groups. Participants should bring their smartphones with the Facebook App pre-loaded to the session. 3 hours. **FREE**

1) Aug 7
W • 6:00pm – 9:00pm • S 104 B/C
How to Increase Your Credit Score to Over 740 Points

Now more than ever, having good credit is important in being able to obtain a loan for your business or personally. Come learn the legal tricks credit bureaus do not reveal on how to raise your score by simply the way you use your credit cards, treat inquiries, make payments, and carry balances. This seminar will also include information about the importance of maintaining good credit and the positive financial consequences it produces. Using several methods, your credit score could increase by 50-100 points or more within 60 days. 3 hours. FREE

1) Aug 8
TH  •  6:00pm – 9:00pm  •  S 104 B/C

How to Start a Small Business

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

1) Aug 13
T  •  9:00am – 4:30pm  •  MCAS
2) Aug 20
T  •  9:00am – 4:30pm  •  MCB
3) Sep 17
T  •  9:00am – 4:30pm  •  MCAS
4) Sep 24
T  •  9:00am – 4:30pm  •  MCB
5) Oct 22
T  •  9:00am – 4:30pm  •  MCAS
6) Oct 29
T  •  9:00am – 4:30pm  •  MCB
7) Nov 12
T  •  9:00am – 4:30pm  •  MCAS
8) Nov 19
T  •  9:00am – 4:30pm  •  MCB

How to Write a Business Plan

A business plan can be the most important tool for a small business owner. This seminar teaches you the important components of a business plan and helps you lay the foundation for a winning plan. Find out how marketing, operations, and finance are interrelated. Discover how a business plan is used by potential lenders, the dos and don’ts of writing a plan, and steps for making the process easy. This seminar is designed for new and established business owners. 3 hours. FREE

1) Aug 13
T  •  6:00pm – 9:00pm  •  S 104 B/C

How to Finance Your Business

If you are seeking capital to start or expand your business, this seminar will provide you with an insider’s view of how best to prepare when seeking a business loan or finding ways to self-finance your business. Learn the tips on the key ingredients for a successful loan package, and even more importantly, mistakes to avoid when working with a lender, will be discussed. Work hand in hand with experienced business minds that can help you navigate through the world of start-up and small business lending. 3 hours. FREE

1) Aug 14
W  •  6:00pm – 9:00pm  •  S 104 B/C

Small Business Roundtable: Bookkeeping for Business Made Simple

Expand seminar title to: Small Business Roundtable: Bookkeeping for Business Made Simple. Change description to: This session is ideal for any small business owner or potential business owner who wants to learn the basics of sound record keeping, as well as tips for making the record keeping process painless. We will end with a roundtable discussion about techniques that have worked and not worked in your current small business. 2 hours. FREE

1) Aug 21
W  •  6:00pm – 8:00pm  •  S 104 A

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

This course, offered by the US SBA, 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) Aug 22
TH  •  3:00pm – 5:00pm  •  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) Sep 5
TH  •  6:00pm – 8:00pm  •  S 104 A

How to Plan and Execute a Successful Business Event in Onslow County

So you want to plan a ribbon cutting, fundraiser, open house, or any other kind of business event in Onslow County, but where do you even get started? Come to this session to learn from a Legends of Onslow Award Recipient and three time Chamber of Commerce Ambassador of the Month the steps you need to pull off an amazing event your company can be proud of! Learn about how to plan your event, theme options, space, food, and entertainment resources available, and how to get the word out so people will show up. 2 hours. FREE

1) Aug 29
TH  •  9:00am – 11:00am  •  S 104 A/B/C
2) Aug 29
TH  •  6:00pm – 8:00pm  •  S 104 A/B/C

Day-to-Day People Management for Small Business Owners

This session will help small business owners learn how to discover good people through interviewing techniques which seek to find employees with a solid work ethic and then how to motivate those employees to excel. Learn how to deal with underperforming employees and how to act when it is time to “Be the Boss”. 3 hours. FREE

1) Sep 5
TH  •  6:00pm – 9:00pm  •  S 104 A

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

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

1) Sep 10
T  •  10:00am – 12:00pm  •  S 104 B/C

Interpretation of Financial Statements for Beginners

Come learn how to read the following primary financial statements: Income/Profit/Loss Statement, Balance Sheet, and Cash Flow Statements in this session designed for the novice, layman, or beginner. Discover some basic key financial ratios that can give you a sense of your company’s liquidity, return on investment, and how to best manage cash flows to avoid financial “crunch” situations in this very informative session taught by a successful local small business owner. 2 hours. FREE

1) Sep 12
TH  •  6:00pm – 8:00pm  •  S 104 B/C
The Basics of Selling on Ebay
A great seminar for the "beginner", small business owner, or the entrepreneur wanting to make eBay a primary business tool. During this fast-paced session, learn best practices to use when setting up an account, listing items for sale, taking payments, and shipping. Topics will include eBay appraisals and research, registering on eBay and starting a seller's account, choosing formats and categories, writing descriptions that sell, submitting photos, feedback, starting up and using a PayPal account, shipping tips and pricing philosophies that will make you an eBay Top Rated Seller! 3 hours. FREE
1) Sep 17
T • 6:00pm – 9:00pm • Online

Small Business Roundtable: So You Want to Be Successful in the Food and Beverage Industry
This session is ideal for anyone who currently owns, or wants to start, a food and beverage business. In this seminar learn ways to budget, cut costs, and maintain a profit through managing food, beverage, and labor costs. We will explore controllable and non-controllable issues which arise in this industry, as well as obtain the roundtable perspective from current food and beverage business owners in attendance sharing their own experiences owning a related business. 2 hours. FREE
1) Sep 18
W • 6:00pm – 8:00pm • S 104 A

Side Hustle Saturday
Want to learn how to turn your passion or hobby into a real business? Join us for Side Hustle Saturday! This session is limited to the first 90 students who register for the event. Bring your own bag lunch to enjoy with your fellow entrepreneurs. Those who attend all six sessions will receive an Introduction to Entrepreneurship Certificate of Participation.

What You Need to Do to Get Your Business Established the Right Way!
1 hour. FREE
1) Sep 21 SA • 9:00am – 10:00am • S 104 A/B/C

Figure Out if Customers Will Buy Your Product or Service: Learn How to Conduct Market Research
1 hour. FREE
1) Sep 21 SA • 10:15am – 11:15am • S 104 A/B/C

Ways to Let People Know You’re Ready for Sales by Marketing the Right Way!
1 hour. FREE
1) Sep 21 SA • 11:30am – 12:30pm • S 104 A/B/C

What Makes Your Business Stand Out From the Crowd? Developing Your Value Proposition
1 hour. FREE
1) Sep 21 SA • 1:00pm – 2:00pm • S 104 A/B/C

Will I Make Money? Calculating Your Break Even Point
1 hour. FREE
1) Sep 21 SA • 2:15pm – 3:15pm • S 104 A/B/C

What Kinds of Businesses are there? Understanding Different Legal Structures
1 hour. FREE
1) Sep 21 SA • 3:30pm – 4:30pm • S 104 A/B/C

Facebook Business Page Fundamentals Part I & II
This workshop is aimed at small business owners who have a Facebook page. We’ll cover how to increase engagement both essentially and through paid methods, creating graphics, sources of photos for graphics, video (to include Facebook Live) and why video has become so important. By the end of this two part workshop, each business page owner will have a campaign and content management plan to help continue to grow their online presence. 3 hours. FREE
1) Part I: Sep 23
M • 6:00pm – 9:00pm • BT 203
2) Part II: Sep 30
M • 6:00pm – 9:00pm • BT 203

Create a Thriving Business in a Gig Economy
Part-time freelance jobs are out there. Learn how to use them to supplement your business startup plus how and where to hire freelancers to work for your business. Your instructor has been on both sides of the gig economy and he will teach you how to thrive on either end of the system. 1 hour. FREE
1) Sep 25
W • 6:00pm – 7:00pm • S 104 A

The 4 P’s
This event will help you create or find the right product, at the right price and place, during the perfect time. Whether it’s tangible goods or an intangible services, your decisions on product, price, place, and promotion will impact your profit. Come learn how delivering relevant product information to consumers on a particular product, at the right price and place, during the perfect time. Whether it’s tangible goods or an intangible services, your decisions on product, price, place, and promotion will impact your profit. Come learn how delivering relevant product information to consumers on a particular product/service will convert potential clients into actual clients. 2 hours. FREE
1) Oct 2
W • 6:00pm – 8:00pm • S 104 A

Basics of Bookkeeping
Accurate business records are needed to monitor the health of your business. This workshop is designed to help both small business owners in the start-up and early phases of their business learn the basics of sound record keeping, as well as existing business owners who want to learn best practices and tips for making the record keeping process painless. 3 hours. FREE
1) Oct 3
TH • 6:00pm – 9:00pm • S 104 B/C

Real Estate Investing 101 Part I: Flipping Houses to Make Money!
All those flipping TV shows make it look so easy, but have you ever wondered if you could do it like the pros do right here in North Carolina? If you want to start a business and make money by flipping houses, attend this seminar and learn how to identify properties to determine if it is feasible to purchase, rehab, and resell houses in your economic market. 2 hours. FREE
1) Oct 7
M • 11:00am – 1:00pm • S 104 B/C

Real Estate Investing 101 Part II: Flipping Houses to Make Money!
Join us for a more in-depth look at creating a small business through real estate investment. In this follow on session, walk through examples which will demonstrate if a property is feasible to purchase and learn industry terminology that will help you identify the specifics of property inventory you can purchase for your business. Due to the nature of content, it is highly recommend you attend Real Estate Investing 101 Part I prior to attending this session. 2 hours. FREE
1) Oct 8
T • 11:00am – 1:00pm • S 104 B/C

Things to Consider When Starting a Salon or Barber Shop Business
Join us for this session to obtain step by step information about starting your own Barber Shop or Salon/Spa. Training includes: minimum cost of shop furniture, tools, shelving, and materials needed to start, as well as tips for success, insights, benefits, and strategies to help plan a business opening. Come learn what skills and funds you need to start the business, how to find potential long term customers, and how to create many profit centers (revenue generators) for your new business. 3 hours. FREE
1) Oct 9
W • 6:00pm – 9:00pm • S 104 B/C

Coastal Carolina Community College | Division of Continuing Education | Call 910.938.6294 for More Information | 11
Creating Sizzle With Your Customers-They are Waiting for it!
If your business is stagnating, or not growing the way you think it should be, it DOES NOT have to be that way. This seminar discusses developing a business plan to capitalize on your existing marketing channel opportunities in your area and your industry and focuses on development of other revenue streams from existing product and service lines. Come learn how to enhance marketing and outreach effectiveness, lower operational costs, how to incentivize your customers to dramatically grow your business word of mouth marketing opportunities, make use of low cost or no cost technologies to market to customers and prospects, and successfully build your brand equity. Learn about SBA case studies of real-world area small businesses success stories that reinvented their business model. 2 hours. **FREE**

1) Oct 10
TH • 3:00pm – 5:00pm • S 104 A

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

1) Oct 15
T • 6:00pm – 9:00pm • S 104 B/C

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

1) Oct 16
W • 6:00pm – 8:00pm • S 104 A
2) Nov 20
W • 6:00pm – 8:00pm • S 104 A

Building Small Business at the Speed of Relationships
In this workshop, attendees will learn the purpose, benefits, principles, and fundamentals of relationship marketing to increase sales, improve close rates, reduce the cost of customer acquisition, grown customer retention rates, and best practices to convert customers into active sales advocates. 3 hours. **FREE**

1) Oct 17
TH • 6:00pm – 9:00pm • S 104 B/C

Top 10 HR Issues for Small Businesses
This seminar will cover current HR issues that are affecting employers, legal changes that may influence businesses, and some common HR mistakes. During the seminar, we will discuss each issue and how that issue affects business, how to navigate through issues, and where to find additional assistance if needed. 2 hours. **FREE**

1) Oct 23
W • 6:00pm – 8:00pm • S 104 A

The ABC’s of Business Registration including DBAs
This workshop outlines the basics of incorporating a business and reviews different business structures (sole proprietorship, corporation, or LLC) and the state regulatory requirements. Also included is an explanation of the role and requirements of the Assumed Names Registry. The class is presented by the Secretary of State’s Office and emphasizes the regulatory requirements, business and consumer benefits of the requirements, as well as the tools available to help comply. 1 hour. **FREE**

1) Oct 24
TH • 6:00pm – 7:00pm • S 104 B/C

Financing Your Business
Learn how to successfully leverage capital wisely for business startups, business expansion, refinancing of business debt, lines of credit, business acquisition, contracting, building, commercial real estate, and much more! 3 hours. **FREE**

1) Oct 30
W • 6:00pm – 9:00pm • S 104 B/C

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) Nov 6
W • 6:00pm – 7:00pm • S 104 B/C

Starting a Small Business on a Limited Budget
This seminar proves you can still start a business on a limited budget. Come learn how to find a business that fits you, where to find resources to get started including easy ways to obtain a little bit of money, how to plan your small business like a big business, how to prepare a simple business plan, and the five resources everyone has to work with. 3 hours. **FREE**

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

How Small Business Owners Can Manage Employee Preference
During this session participants will learn when and how to provide both positive and negative employee feedback, best practices for corrective action, as well as the importance of evaluations, common rater biases, and when employee evaluations should be completed. 2 hours. **FREE**

1) Nov 12
T • 6:00pm – 8:00pm • 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, or 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) Nov 13
W • 10:00am – 12:00pm • S 104 B/C

Know the Lifetime Value of a Customer
Explore the importance of understanding PROFIT VS. PROFITABILITY and learn about CONVERTING CUSTOMERS INTO YOUR SALES FORCE- why you should do it and how to go about making your clients raving advocates for your business. Develop a PLAN OF ACTION to put all this information to work for you as soon as you get back to your office. 3 hours. **FREE**

1) Nov 14
TH • 6:00pm – 9:00pm • S 104 B/C

Small Business Roundtable: Collections Challenges and Strategies
This session is ideal for anyone who currently owns or wants to own their own small business who may need to bill customers for products and services. In this session we will discuss the elements of a good billing strategy, how to call and what to say to clients who do not pay on time, and what you legal steps might be when clients do not pay. We will end the session with a roundtable discussion about techniques which have worked and not worked in your current small business. 2 hours. **FREE**

1) Nov 20
W • 6:00pm – 8:00pm • S 104 A

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) Nov 4 – Nov 7
M – TH • 8:00am – 4:30pm • S 104 C

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

1) Nov 8
F • 8:00am – 3:00pm • S 104 A
Construction Quality Management for Contractors

This course is required by both the Army Corps of Engineers (COE) and the Naval Facilities Engineering Command (NAVFAC) for contractors doing business aboard military installations. The COM program covers the following topics: what is COM, contractor and government responsibilities, quality management planning, the contractor’s QC plan, the government’s QA plan, the pre-construction meeting, the coordination and mutual understanding meeting, submittals, the three phases of control, testing, documentation, and certification by the QC Manager that all procedures were done in accordance with the P&S. Upon successful completion of this class, a QC certificate of completion is awarded. Re-certification is required every five years. Attendance for all class hours is required. 9 hours. $275 (Ins. $1.00). No fee exemptions

**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) Aug 5 – Sep 30
   MTH • 6:00pm – 8:30pm • CE 202
   Prepay by Jul 29
2) Oct 1 – Nov 14
   TTH • 9:30am – 12:30pm • CE 107
   Prepay by Sep 23

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

1) Aug 6 – Sep 19
   TTH • 9:30am – 12:30pm • CE 107
   Prepay by Jul 29
2) Oct 14 – Dec 12
   MTH • 6:00pm – 8:30pm • CE 102
   Prepay by Sep 23

**ASL Advanced (NEW)**
This course is designed to have the learner demonstrate a comprehension of advanced language techniques. This course also includes a deeper look at grammatically correct ASL in contrast to conversational signing. Prerequisite: Intermediate Sign Language. 50 hours. $125 (Ins. $1.00).

1) Oct 1 – Dec 12
   TTH • 6:00pm – 8:30pm • CE 202
   Prepay by CE 202

**Foreign Languages**

**Daytime**

**Beginner Level Spanish, 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. 48, 174 & 170 hours. $180 ($1.00, if applicable).

1) Aug 6 – Aug 29
   *Spanish Beginner Module I and 2
   TWH • 9:00am – 1:00pm • TBD
2) Sep 3 – Sep 26
   *Spanish Beginner Module I and 2
   TWH • 9:00am – 1:00pm • TBD
3) Oct 1 – Oct 24
   *Spanish Beginner Module I and 2
   TWH • 9:00am – 1:00pm • TBD
4) Nov 5 – Dec 5
   *Spanish Beginner Module 3 and 4
   TWH • 9:00am – 1:00pm • TBD
5) Oct 7 – Nov 15
   *French Beginner Module I
   M – F • 8:00am – 3:00pm • TBD
6) Nov 18 – Dec 20
   *French Beginner Module I
   M – F • 8:00am – 3:00pm • TBD

**Beginner Spanish or French** Maintain or improve Spanish or Arabic 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) Aug 19 – Sep 27
   *Spanish Refresher
   M – F • 8:00am – 3:00pm • TBD
2) Aug 19 – Sep 27
   *Arabic Refresher
   M – F • 8:00am – 3:00pm • TBD

**Online**

**Beginner Spanish or French** Be introduced to either the Spanish or French alphabet, basic pronunciation, simple greetings, and common phrases in these introductory classes. 48 hours. $125 (Ins. $1.00).

1) Jul 8 – Sep 1
   *French Beginner Module 1 and 2
   M – SU • Online
2) Jul 8 – Sep 1
   *Spanish Beginner Module 1 and 2
   M – SU • Online
3) Sep 3 – Oct 27
   *French Beginner Module 1 and 2
   M – SU • Online
4) Sep 3 – Oct 27
   *Spanish Beginner Module 1 and 2
   M – SU • Online
5) Oct 28 – Dec 22
   *French Beginner Module 3 and 4
   M – SU • Online

**French and Spanish Sustainment Modules**
These courses will be an online training module intended to assist in sustaining language skills previously acquired during classroom trainings or with instructor approval. 48 hours. $125 (Ins. $1.00).

1) Jul 30 – Sep 23, Spanish Mod 3 and 4
   M – SU • Online
2) Jul 30 – Sep 23, French Mod I and II
   M – SU • Online

**SPECIALTY JOB TRAINING**

**Cooking Classes and Culinary Courses**

All of the CE Culinary courses and cooking classes are designed to satisfy specialized training for all Culinarians. The first day of each culinary class starts at 5:30pm and ends at 9:30pm, unless otherwise stated.

**Chocolate Creations**
Perfect your dessert craft with chocolate, and you can’t go wrong. Baker Katya will demonstrate the tips and techniques to produce decadent chocolate creations such as European style truffles, molded chocolates, chocolate dipped fruits, and more! 13 hours. $70 (Ins. $1.00).

1) Aug 7 – Aug 28
   W • 5:30pm – 9:30pm • Culinary
   Prepay by Jul 30

**Italian Bakery Basics**
Culinarians 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 and lead students to create basic Italian bakery recipes. 13 hours. $70 (Ins. $1.00).

1) Aug 5 – Aug 26
   TH • 6:00pm – 9:00pm • Culinary
   Prepay by Jul 30

**East MEATS West**
The basis of this class is the fusion of meat dishes from the Eastern and Western cultures to create blended cuisine. Students will learn and implement proper meat cookery applications, and multiple seasoning techniques to construct delectable complex entrees. 16 hours. $70 (Ins. $1.00).

1) Aug 29 – Sep 26
   TH • 6:00pm – 9:00pm • Culinary
   Prepay by Aug 19
German Specialty Treats

Baker Katya will teach and demonstrate the sweeter side of Oktoberfest with traditional Bavarian baked goods such as Black Forest cake, ‘Kuchen’ a yeast batter cake, ‘Speckkuchen’ bacon cookies, ‘Gebrannte Mandeln’ burnt sugar almonds, and Viennese Apple Strudel just to name a few decadent treats. Students will create their own German specialty treat in time to celebrate Oktoberfest! Ser Guif 13 hours. $70 (Ins. $1.00)

1) Sep 4 – Sep 25
W • 6:00pm – 9:00pm • Culinary Prepay by Aug 26

Extraordinary Cakes

Culinarians will create a masterpiece of a cake that is full of flavor and incredibly different. This is not a cake decorating class. Students will make cakes from scratch and learn how to turn a box cake into something spectacular. 13 hours. $70 (Ins. $1.00)

1) Sep 7 – Sep 28
SA • 9:30am – 12:30pm • Culinary Prepay by Aug 26

Gingerbread Creations

Have you ever wanted to design and make a gingerbread house or other creation made out of gingerbread? Join Baker Katya as she demonstrates how to construct and decorate an enchanted gingerbread creation such as a chalet, church with stained glass windows, or a classically-designed gingerbread house. Display your gingerbread creation in your bakery or at home just in time to deck the halls with the smell and joy of the holidays. Prerequisite: Basic kitchen navigation skills and experience baking various items. 13 hours. $70 (Ins. $1.00)

1) Oct 2 – Oct 23
W • 6:00pm – 9:00pm • Culinary Prepay by Sep 26

October FEAST!

Not able to make it to Munich to celebrate Oktoberfest? Then join the Coastal Chefs to create an authentic Bavarian feast. Vicariously experience the Bavarian culture through a culinarian exploration and creation of authentic German foods and beverages. Students will learn how to make pretzels, German beer & cheese soup, Schweinemäcchen steaks, Albtibernarine (Grilled Pork Chops in a Dark Beer Marinade), Käse Spätzle Mit Sauerkraut (Sauerkraut Cheese Spätzle), apple strudel, tangy mustards, Westphalian breads, pickles and sauerkraut. Enjoy pairings of German style brews and Riesling wines. Lederhosen not required. 13 hours. $70 (Ins. $1.00)

1) Oct 3 – Oct 24
TH • 6:00pm – 9:00pm • Culinary Prepay by Sep 23

Cookies Galore!

Whether you like your cookies sweet or salty, chewy or crunchy, frills-free or laden with extra sweets, learn to create cookie recipes sure to cater to every taste bud. Baker Katya will teach you how to ramp up your cookie repertoire with a variety of baking methods, and traditional to unusual ingredients. Students will also learn how to create a new recipe from a foundational recipe. Your imagination is your only limitation to develop a signature cookie recipe sure to be tasty and appealing to the senses. 13 hours. $70 (Ins. $1.00)

1) Oct 4 – Oct 25
F • 6:00pm – 9:00pm • Culinary Prepay by Sep 26

Worldly White Wines

Do you love the basic white wines but want to try other white wines? In this class, Chef Marcinda will guide your taste buds through an array of old-world white wines to experience uncommon and obscure varietals from various regions. Through tastings, students will develop an appreciation of the different types of white wines and learn the criteria by which wines are evaluated. - Il Vino è Buono! 10.5 hours. $70 (Ins. $1.00)

1) Oct 23 – Nov 13
W • 6:00pm – 9:00pm • Culinary Prepay by October 15

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.

Soft Curl For Textured Hair (NEW)

This course addresses concerns to reform hair textures. The instructor will discuss and demonstrate basic and advanced techniques for perming textured hair. This class will include hands-on application and an introduction to some great haircare products. Prerequisite: Licensed Cosmetologist. 8 hours. $70 (Ins. $1.00)

Natural Beauty- Skin (NEW)

The secrets to a healthier, younger complexion are in this course! It is designed for individuals who are interested in skincare applications for clients or themselves. The instructor will deliver lectures and demonstrations on identifying skin disorders, basic remedies for mentioned skin disorders, basic routine cleansing, and skin preparation as the foundation for great make-up application. Attend this class as a refresher course or the beginning of a new you. 8 hours. $70 (Ins. $1.00)

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. So come and have fun while you learn through hands-on application. 8 hours. $70 (Ins. $1.00)

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. 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)

Manicurist/Nail Technologist (NEW)

In the Manicurist/Nail Technology program, students will learn about safety and sanitation, the anatomy of hands and feet, the chemistry of nail care products and nail polish, manicure techniques, pedicure techniques, and hand manipulation. Students will learn how to make artificial nails, sculpt nails, apply tips and explore nail art. Upon successful completion of the program, prospective nail technicians will be prepared to pass a state licensing exam consisting of both written and skill assessments. Additional fees for supplies and state licensure exam estimate $800. 332 hours. $180 (Ins. $17.00)

Human Resources

Professional Event Planner

Learn planning and coordination of special events to include meetings, conventions, bar mitzvahs, anniversaries, engagements, reunions, or other occasions of interest. Social networking computer skills are beneficial. This hybrid course is made up of 48 classroom hours and 48 online hours. 96 hours. $180 (Ins. $1.00)

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

Physically Disabled

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.
SHRM Essentials (Distance Education)
The SHRM Essentials is an introductory course offering a comprehensive overview of human resource roles and responsibilities. It gives participants critical knowledge to help reduce potentially costly lawsuits and improves their ability to handle challenging HR issues. Students choosing to attend the course virtually must have a webcam and microphone to participate. 24 hours. $70 (Ins. $1.00) Book cost of $260 to be paid at time of registration. (Fall 2019)

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

SHRM-CP and SHRM-SCP Prep (Distance Education)
This new SHRM certification is designed to ensure that your qualifications meet the ongoing demands of global business and prepare you to drive organizational success. This certification is 100% focused on the competencies and knowledge all HR professionals need to succeed as part of today’s business community. 42 hours. $125 (Ins. $1.00) Non-refundable materials cost of $560 to be paid at time of registration. (Summer 2019)

1) Sep 9 – Dec 9
   M • 6:00pm – 9:00pm • Virtual
   Prepay by Aug 12

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) Aug 17 / Aug 24
   SA • 8:00am – 4:00pm • CE 105
2) Oct 5 / Oct 12
   SA • 8:00am – 4:00pm • CE 105

Bartending/Mixology
This course is designed for individuals that want to learn the art and science behind properly mixing drinks and tips on becoming proficient as a bartender. Instruction will include mixing traditional and exotic drinks, ServSafe Alcohol, TIPS training, and select training from NC Alcohol Law Enforcement (NC ALE) personnel on the responsibilities of serving alcohol within the state. A materials list will be provided at the time of registration. 40 hours $125 (Ins. $1.00)

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

Teacher Renewal Credit Courses

Teaching Smarter with Smartboards
In this class, you’ll discover how to create outstanding presentations with SMART Board and SMART Notebook technology. You’ll explore the basics of using these tools and discover how to create your own SMART board lessons blending text, videos, and graphics. You’ll also go beyond bells and whistles and look at specific ways to use SMART technology to broaden your content and make your lessons accessible to all students. 24 hours. $70 (Ins. $1.00)

1) Oct 10 – Nov 21
   TH • 5:00pm – 7:00pm • CE 204 & Online

Office 365 for Education - Part I (NEW)
Take your knowledge of Office 365 to the next level! In the course, teachers 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, Delve, Sway, OneNote, Stream, Flow, and Skype. MS Teams is the key communication tool used to bring all of the content, apps and conversation together. With MS Forms, you can create surveys and quizzes. Sway is the app used to create interactive web-based lessons, assignments and projects right from the tablet, phone or browse. This class is approved for Digital Learning renewal credit. 24 hours. $70 (Ins. $1.00)

1) Aug 5 – Aug 9
   M – F • 9:00am – 1:00pm • CE 204

Office 365 for Education - Part II
In this course, participants will expand their knowledge of various Office 365 web apps, which includes Outlook, Word, Excel, PowerPoint and SharePoint. Teachers will learn how to create an organized and productive academic atmosphere for students. Prerequisites: Before attending this course, students must have a basic understanding of Microsoft Office and Microsoft Windows Operating systems. 24 hours. $70 (Ins. $1.00)

1) Sep 6 – Sep 6
   M – F • 9:00am – 1:00pm • CE 204

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

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

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

Electrical Wiring Fundamentals
This course provides an overview of electrical wiring techniques and is suitable for students with no prior knowledge of electrical theory or installation. Emphasis will be placed on the design and installation of residential electrical systems. 54 hours. $180 (Ins. $1.00)

1) Sep 18 – Nov 20
   MW • 6:00pm – 9:00pm • M-2/T 122

Plumbing Fundamentals
Learn plumbing fundamentals and skills as applied to the home building trade. Course topics will include the proper use of tools and equipment, workplace safety, and related topics. 36 hours. $125 (Ins. $1.00) Total Cost: $126

1) Aug 5 – Sep 16
   MW • 6:00pm – 9:00pm • M 002 & T 123

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

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

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

1) Sep 6 – Sep 6
   F • 7:30am – 4:30pm • M-2
Welding

Basic Welding & Cutting
This course 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. 111 hours. $180 (Ins. $1.00)

Pipe Fitting & Welding
This course is designed for welders who want to bring their welding skills to the next level. This class provides instruction on how to properly prepare, cut, and fit pipe sections together per blue prints, take-offs, and job specifications. Welding positions include 1G, 2G, 5G, and 6G using SMAW process with an introduction to GTAW for root and hot passes according to AWS Standards. Students will learn pipe welding fundamentals which include proper fit-up, joint preparation, lapping, and electrode selection in vertical fillet 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. 111 hours. $180 (Ins. $1.00)

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

MIG II Welding
This course provides intermediate principles and practices for gas metal arc welding (GMAW). The course is designed to prepare the student for intermediate-level occupations within the welding, manufacturing, fabrication, and construction industries. This course develops the student’s flux-cored arc welding (FCAW), GMAW, and GMA spray transfer techniques. Topics include equipment troubleshooting, performing welds in all positions using FCAW, GMAW, GMAW-S, and basic fabrication techniques. Additionally, this course introduces welding diverse materials, including carbon steel, aluminum, and stainless steel. Upon successful completion of the course, students will have the knowledge to safely employ FCAW, GMAW, GMAW-S equipment, conduct weld tests, interpret blue prints and codes, fabricate using structural steel materials, and have the knowledge to sit for a wide range of industry-specific weld certifications.

Prerequisites: Successfully completed a basic MIG welding class, such as Gas Metal Arc Welding (GMAW) -- MIG permission of instructor or comparable work experience. 81 hours. $180 (Ins. $1.00)

1) Aug 26 – Oct 10
M – TH  •  8:00pm – 9:00pm  •  T 118 & 120

Welding, TIG
This course introduces the student to tungsten inert gas (TIG) welding techniques, principles, methods and practices for gas tungsten arc welding (GTAW). The course prepares the student for entry-level occupations within the welding, manufacturing and construction industries. 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 such as oxy-fuel gas cutting (OFC), shielded metal arc welding (SMAW), and gas metal arc welding (GMAW) or permission of instructor. 48 hours. $125 (Ins. $1.00)

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

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. 33 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. 36 hours. $125 (Ins. $1.00)

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

Code Qualification
Individuals seeking to become certified as Building, Fire, Electrical, Mechanical and Plumbing Code Enforcement officials to perform inspections for city, county, or state agencies are required to complete code courses as prescribed by the NC Code Officials Qualification Board. Code qualification certificates are issued by the Board in Building, Electrical, Fire Prevention, Mechanical, and Plumbing. Each category is further subdivided into: 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.

General Contractor Classes

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

Electrical Standard Inspection $125 (Ins. $1.00)
Level III  •  Oct 12 – Oct 20
SASU  •  8:00am – 4:30pm  •  CE 102

Fire Prevention Standard Inspection $70 (Ins. $1.00)
Level III  •  Oct 25 – Oct 27
F  •  5:00pm – 10:00pm  •  CE 102
SASU  •  7:30am – 6:00pm  •  CE 102

Mechanical Standard Inspection $70 (Ins. $1.00)
Level III  •  Nov 2 – Nov 3
SASU  •  8:00am – 5:00pm  •  CE 102

Plumbing Standard Inspection $70 (Ins. $1.00)
Level III  •  Aug 23 – Aug 25
F  •  5:00pm – 8:00pm  •  CE 102
SASU  •  7:30am – 6:00pm  •  CE 102

Building Standard Inspection $125 (Ins. $1.00)
Level III  •  Sep 6 – Sep 15
F  •  5:30pm – 9:30pm  •  CE 102
SASU  •  8:00am – 5:00pm  •  CE 102

Visit www.coastalcarolina.edu for details
Environmental Science

Wastewater Treatment Plant Operator I & II
This course follows prescribed training to meet certification requirements of the North Carolina Water Pollution Control System Operators Certification Commission. Graduates of this course will be eligible to take the state exam for Grades I and II. 72 hours. $180 (Ins. $1.00).
Please call 910.938.6294 to place your name on an interest list.

Maintenance and Repair

NC Auto Safety Inspection
This course prepares auto technicians and service personnel as safety inspectors for motor vehicles. The state examination will be given. 8 hours. $70 (Ins. $1.00).
1) Aug 6 / Aug 8
   TTH - 6:00pm – 10:00pm • T 104 / T 110
2) Sep 3 / Sep 5
   TTH - 6:00pm – 10:00pm • T 104 / T 110
3) Oct 1 / Oct 3
   TTH - 6:00pm – 10:00pm • T 104 / T 110
4) Nov 5 / Nov 7
   TTH - 6:00pm – 10:00pm • T 104 / T 110

NC OBD Emission Control
Auto technicians and service personnel will be prepared as On-Board Diagnostics (OBD) emission inspectors for motor vehicles (does not include Auto Safety). 8 hours. $70 (Ins. $1.00).
1) Aug 13 / Aug 15
   TTH - 6:00pm – 10:00pm • T 104 / T 110
2) Sep 10 / Sep 12
   TTH - 6:00pm – 10:00pm • T 104 / T 110
3) Oct 8 / Oct 10
   TTH - 6:00pm – 10:00pm • T 104 / T 110
4) Nov 12 / Nov 14
   TTH - 6:00pm – 10:00pm • T 104 / T 110

Small Engine Maintenance and Repair
Learn to troubleshoot, service, repair, and rebuild various types of small engines. The basic operating theory of two and four-cycle engines, ignition systems, and fuel systems will be discussed. Textbook required. 84 hours. $180 (Ins. $1.00).
Please call 910.938.6294 to place your name on an interest list.

Outboard Motor Servicing
This course is designed to teach the student the knowledge and skills to perform basic preventative and corrective servicing on 4-stroke outboard motors. Upon completion of this course the student may qualify for an entry level position within the marine service industry performing maintenance and service on outboards motors. 84 hours. $180 (Ins. $1.00).
Please call 910.938.6294 to place your name on an interest list.

Truck Driving (CDL)

CDL Permit Preparation Course (CPP)
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 need 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) Aug 2 – Aug 4
   F • 9:00am – 12:00pm • 1233 Lejeune Blvd
2) Oct 11 – Oct 11
   F • 9:00am – 12:00pm • 1233 Lejeune Blvd

Truck Driver Training (CDL)
Begin a new and exciting career! This 8-week program offers professional training in all areas required to succeed in the transportation industry. Course content delivered via classroom and practical application methods. Gain hands-on expertise and experience with vehicle inspections, logbooks, trip planning, and rules and regulations that pertain to industry standards. Students will get driving OJT by completing actual day/night driving and practice labs, all focused on successful preparation for and completion of NCDOT CDL licensing. $180 (Ins. $1.00). (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) Aug 12 – Oct 4
   M – F • 9:00am – 6:00pm
   1233 Lejeune Blvd
2) Oct 21 – Dec 13
   M – F • 9:00am – 6:00pm • 1233 Lejeune Blvd

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 2 - 268 hours.

Wildlife Rehabilitation
Becoming a Veterinary Office Assistant is a rewarding career in a growing field. As a Veterinary Office Assistant you can work with animals, be part of a professional veterinary staff, nature center, wildlife center, or animal sanctuary. This program is comprised of these courses: Small Animal Care and Management, Veterinary Assisting, Wildlife Rehabilitation, and Administrative Assistant. Reptile Care and Management is optional but highly recommended.

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

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

Veterinary Office 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).
1) Aug 6 – Nov 21
   TWTH • 6:00pm – 9:00pm • R 112
Small Animal Care and Management

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

1) Aug 7 – Nov 6
   W • 6:00pm – 9:00pm • TBD

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, customer service, office equipment, and exposure to Microsoft Office Professional. 48 hours. $125 (Ins. $1.00)

1) Aug 6 – Sep 26
   TTH • 6:00pm – 9:00pm • CE 204

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 Lejeune and MCAS

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

Camp Lejeune (Bldg 825, Rm 214)
   Center Hours:
   M – TH • 1000 – 1400 & 1600 – 2000

MCAS (AS 213, Rm 201 & 204) Center Hours:
   MW • 1600 – 2000
   TTH • 1000 – 1400

PERSONAL ENRICHMENT

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

About Boating Safety

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

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 for the two above classes.
Illustrate lessons, the $19.99 program allows graphics, photos, and video to help better the basics of motorcycling. With integrated eCourse is a highly interactive online program to teach students the necessary skills and techniques to upholster or re-upholster basic furniture pieces through demonstration and hands-on application. Students will learn to control the pace of your learning. A discounted $5.00 (a $14.99 savings) coupon is available from the College. The eCourse is a required component of the Basic Rider Course, and must be completed 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. **Call 910.938.6294 for dates and times. 9 hours. $100 (Ins. $1.00)**

**3-Wheel Basic Rider Course (3W-BRC)**
The Motorcycle Safety Foundation's 3-Wheel Basic Riders Course (BRC) is designed 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 course consists of two days of instruction consisting of classroom and practical application on a closed range. All instruction is provided by specially trained nationally-certified MSF Rider Coaches. In North Carolina the 3WBR 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, successfully complete all written and practical application evaluations, use all protective gear (helmet, long sleeve shirt, long trousers, full finger gloves, over-the-ankle footwear, and eye protection). **No refunds; no exceptions.**

**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)**

**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 eCourse is a required component of the Basic Rider Course, and must be completed before enrolling in a hands-on course.

**Upholstery Basics**
This Upholstery Basic course will introduce the steps to upholster or re-upholster one to two pieces of furniture. An experienced interior designer will teach students the necessary skills and techniques to upholster or re-upholster basic furniture pieces through demonstration and hands-on application. Students will learn how to select the proper fabric and notions to create a customized piece of furniture and complete basic upholstery project(s) in class.

**Upholstery Intermediate**
The Upholstery Intermediate class will demonstrate the steps to upholster or re-upholster one complex pieces 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.

**Sewing Skills - Multi Level**
Students will need to bring their own portable sewing machine to class. A supply list will be furnished at first class. **$39 (Ins. $1.00)**

**DEVELOPMENT**
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.”

Coastal Carolina Community College  |  Division of Continuing Education  |  Call 910.938.6294 for More Information  |  19
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.

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.

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 (in writing) 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.

ED2GO ONLINE COURSES

Visit www.ed2go.com/cccc2go
- Basic Computer Literacy
- Computer Applications
- Accounting
- Database Management and Programming
- Digital Photography and Digital Video
- Web Graphics and Multimedia
- PC Troubleshooting, Networking, and Security
- Business Administration
- Courses for Teaching Professionals
- Child Care
- Starting Your Own Business

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

Benefits of Online Classes
- Six Weeks Long (only twelve lessons)
- No Trips to Campus Necessary (save gas costs)
- Affordable ($70, Ins. $1)
- No Book Charges
- User Friendly
- Extensive Course Listing
- Professional Instructors
- Individual Tutoring
- Free Technical Assistance
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 begin November 13. Monday – Thursday between 8:30am and 7:30pm • Friday between 8:30a.m. and 5:00p.m.

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

CURRICULUM PROGRAMS OF STUDY

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

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

- Associate in Arts
- Associate in Science
- Associate in 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 *

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

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.