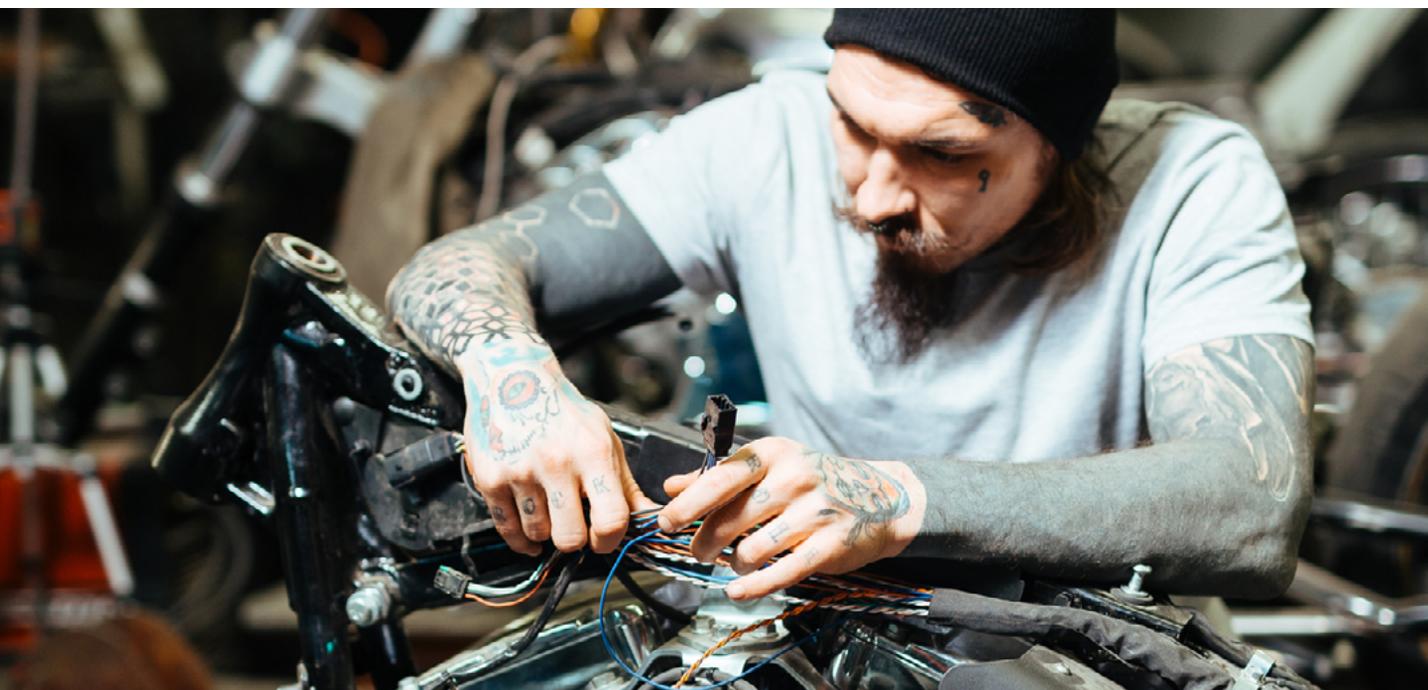


COASTAL CAROLINA

COMMUNITY COLLEGE
CONTINUING EDUCATION SCHEDULE OF CLASSES



Motorcycle Engine Repair | Gunsmithing | Page 15



Important Continuing Education Information

For updated information between publications, visit our office in the Kenneth B. Hurst Continuing Education (CE) Building, give us a call at 910.938.6294, or visit our website, www.coastalcarolina.edu. Please send an e-mail to coned@coastalcarolina.edu if you have any questions.

REGISTRATION: To register, complete a registration form (one per class) and pay the registration fee. Students can register in person at the front office in the (CE) Building, by e-mail or by fax. From our homepage, www.coastalcarolina.edu, select Continuing Education. There you will find a link for the Registration Form. Print and complete both pages and submit them via fax (910.347.6174) or e-mail (ConEd@coastalcarolina.edu). After submitting the form(s), please call 910.938.6294 to complete payment over the phone, before close-of-business on the same day. Students should register as early as possible, as many of our classes fill up quickly.

MINOR ELIGIBILITY: A Minor Application Form is required for individuals aged 16 and 17 enrolling in the College and Career Readiness (CCR) Program for high school completion. Visit the CCR office in Room 208 of the CE Building, 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.

REGISTRATION FEES: Course fees are set by the state and 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.) Course fees may be paid in person at the front office in the CE Building. Accepted payment methods include cash, check (payable to “Coastal Carolina Community College” or “CCCC”), money order, or credit/debit card (MasterCard, Visa, American Express, and Discover are accepted). Credit card payments may also be made by phone after the registration form(s) have been received in the office. Textbooks are not included in the registration fee (see below).

ADDITIONAL FEES: The following fees are in addition to the registration fee and are collected at the time of enrollment: A Supply Fee of \$5 is included for applicable classes over 96 hours. An OSHA Card Fee of \$8 is included for applicable classes. A non-refundable Student Accident Insurance Fee of \$1.00 is included when applicable. A Liability Insurance Fee of \$16 is included for students who will be providing services to the public (health-related courses, Massage Therapy, Manicurist, etc.).

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.

TEXTBOOKS: A book icon  next to the course description indicates that a textbook(s) is/are required for the class and may be purchased at the College Store. Please call the College Store at 910.938.6295, or visit them in the Student Center for textbook costs and information. 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 CE non-credit classes, courses, and programs. CEUs will be awarded to individuals who successfully complete a course in an occupational or academic program area. 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. Students will be mailed a Certificate of Completion indicating the number of CEUs earned. ***CEUs do not apply toward college degree requirements.***

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.

CANCELLATION OF COURSES: Continuing Education classes must have sufficient enrollment in order to run. Early registration for classes helps to guard against cancellation. In the event that a course is cancelled due to low enrollment, inclement weather, etc, registered students will be notified by phone and/or email if classes are canceled.

REFUND POLICY: (1) A student who officially withdraws (in writing) from a class(es) prior to the first class meeting shall be eligible for a 100 percent refund. (2) A student who officially withdraws (in writing) after an occupational extension class has already begun shall be eligible for a 75 percent refund provided that the withdrawal is prior to or on the 10 percent date of the scheduled hours of the class. Note: This rule is applicable regardless of the number of times the class meets. (3) In the case of a contact-hour or online class, a 75 percent refund shall be made if the student officially withdraws (in writing) 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. (5) A student is eligible for a 100 percent refund if an applicable class is canceled by the College. (6) 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.

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HUMAN RESOURCES DEVELOPMENT (HRD)

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

Computer Literacy for Today's Workplace

Students will learn essential computer concepts and processes. The class will focus on improving keyboarding abilities and increasing the students' comfort level with computers. No prior computer experience is necessary. 30 hours. **Cost \$126**

FREE to those who qualify.

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

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. **Cost \$71**

FREE to those who qualify.

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

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. 15 & 20 hours.

Cost \$71

FREE to those who qualify.

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

CALL 910.938.6309 for FINANCIAL ASSISTANCE

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

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

Coastal Carolina Community College



CONTINUING EDUCATION SCHEDULE OF CLASSES

Published two times a year

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

444 Western Boulevard • Jacksonville, NC 28546 • 910.455.1221

Issue 3 - Vol. 18/19

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. 15 hours. **Cost \$71**

FREE to those who qualify.

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

Charting Your Course to Success

This class is designed for those who have been out of the workforce and those looking for a career change. Emphasis will focus on transferable skills, networking, and skills assessment while exploring career possibilities. Students will set goals and establish a career plan. 15 hours. **Cost \$71**

FREE to those who qualify.

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

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. 12 hours. **Cost \$71**
FREE to those who qualify.

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

Career Pathways: Direct Care Worker

This course will include skills development in home management and personal care tasks using limited assistance. Topics covered will include infection control, personal care, safety, professionalism, home management, effective communication, job-keeping skills, and CPR training. 60 hours. **Cost \$181**
FREE to those who qualify.

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. 15 hours. **Cost \$71**
FREE to those who qualify.

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

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. 15 hours. **Cost \$71**
FREE to those who qualify.

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

The Art of Networking Using Social Media

This course will educate students in the new networking opportunities afforded by social media. Students will learn the use and benefits

of various digital communication platforms such as LinkedIn, Facebook, and Twitter in connecting to employment opportunities. The class will discuss security pros and cons. 15 hours. **Cost \$71**
FREE to those who qualify.

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

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

Employability Lab

Need help with your resume or interview skills? Need guidance in determining your next career move, training, and financial assistance options? The Employability Lab is available on a walk-in basis. The Lab is located at the NCWorks Career Center Onslow (formally the Employment Security Commission Office) in the Food Lion Shopping Center on Western Blvd. **Cost based on hours of attendance.**
FREE to those who qualify.
Currently closed. Re-opening TBD.

COLLEGE AND CAREER READINESS (CCR)

The College and Career Readiness (CCR) program is committed to providing opportunities for adults to improve their academic and workplace readiness skills. Through innovative, contextualized instruction and student supports, students can meet their education and career goals. Classes and labs are provided at no cost. Minors (16-17 years old) are required to complete a minor application form prior to approval to the program. To enroll in CCR, obtain a minor application form, or register for placement testing, contact the Academic Studies Center at 910.938.6259.

The Academic Studies Center is open for testing by appointment only. CCR is located in the Kenneth B. Hurst Continuing Education Building, Room 200. For more information, please call 910.938.6259 or email collegeandcareerreadiness@coastalcarolina.edu

Adult High School (AHS)

The Adult High School (AHS) Program provides an opportunity for students to complete the AHS credits currently required by the State of North Carolina. Adult High School classes are offered in a lab setting, through distance learning, and seated classes. Students complete one (1) credit at a time.

Enrollment Requirements

- Complete a transcript request or provide an official sealed copy of high school transcripts. AHS Coordinator will contact you to schedule an appointment to review transcript.
- Students cannot need more than seven (7) credits to graduate based on current Onslow County School standards.

High School Equivalency Preparation

Adult Basic Education (ABE) and Adult Secondary Education (ASE) classes are offered to assist students in building the skills necessary to pass one of the High School Equivalency exams. Coastal offers two High School Equivalency (HSE) examinations, the Pearson VUE GED and the ETS HiSET exam. Upon

successfully completing one of these exams, students receive a North Carolina Equivalency diploma.

Enrollment Requirements

- Complete TABE placement testing and intake paperwork in the Academic Studies Center.
- Attend an advising appointment and register for classes.

Career and Life Skills

Career and Life Skills, an Adult Basic Education Class, is designed for adult students who have an intellectual disability or those who need continued support in functional academics. It is ideal for students who want a higher level of independence by focusing on academic, vocational, and daily living skills to achieve their goals. Classes are taught from the following content standards using contextualized teaching practices: Work Readiness, Reading, Writing, Math, Technology and Life Skills.

Enrollment Requirements

- Complete TABE placement testing and intake paperwork in the Academic Studies Center.
- Attend an advising appointment and register for classes.

English Language Acquisition (ELA)

ELA is a course designed for English Language learners who desire to speak, read and write the English language in order to get a job or go to college. Students develop college and career readiness skills, including technology, civics and workplace skills through reading, writing, listening and speaking experiences.

Enrollment Requirements:

- Complete TABE placement testing and intake paperwork in the Academic Studies Center.
- Attend an advising appointment and register for classes.

High School Equivalency Testing

Coastal offers two options for earning a high school equivalency: GED and HiSET. The GED is computer-based test and the HiSET is available as a computer or paper-based test. To register for:

GED - sign up at GED.com

HiSET - sign up at hiset.ets.org.

Individual pricing and testing appointment times are listed on each website.

COMPUTER TRAINING

Computers for the Absolute Beginner

Designed for the "true beginner," this class is the first step on the road to computer confidence. 24 hours. **Cost \$71**

1) Oct 13 - Dec 1

T • 6:00pm – 10:00pm • R 121

Basic Computers with Windows 10

Windows 10 is App, Touch Screen and Cloud (OneDrive) oriented. You can use it with a mouse and keyboard or through a touch screen. Created for cloud computing and mobility, Windows 10 has many new features/functions that make this system easy to navigate once you learn how. This course is designed for those who have recently purchased a new computer or plan to in the near future. You will learn how to navigate the new windows environment, use Microsoft Edge, and understand how Cortana can help locate files and features you have used in the past. Tips, tricks and shortcuts will also be provided. 24 hours. **Cost \$71**

1) Oct 20 - Dec 8

T • 6:00pm – 9:00pm • BT 206

1) Oct 31 - Dec 12

S • 6:00am – 1:00pm • R 121

Introduction to Quickbooks Desktop Pro 2019

The goal of this class is to give students an understanding of how to navigate and use the tools and information they will need if they plan to use this business accounting software. As a student, screenshots and step-by-step instructions will be provided to teach you how to use the program. 24 hours. **Cost \$71**

1) Oct 21 - Dec 16

W • 6:00pm – 9:00pm • BT 203

iPhone Essentials

This course is designed for iPhone owners. Students will learn how to use the touch screen and communicate with Siri, Apple's digital assistant. Basic tips to help you customize, protect, and troubleshoot iPhones are covered. Students are required to bring their iPhone to class. 24 hours. **Cost \$71**

1) Oct 9 - Nov 20

F • 1:00pm – 4:00pm • 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.

WordW
ExcelE
AccessA
PowerPoint.....P

**EXAM FEE
\$100**

Microsoft Office

MS Access Advanced Form Design, Validation, and Switchboards (NEW)

In this capstone level MS Access course you will expand your knowledge of relational database design, structure existing data, share data across applications, add controls to forms, create database switchboards, and use advanced database management techniques. This course is designed for students wishing to gain advanced-level skills or individuals whose job responsibilities include constructing relational databases, creating switchboards, or integrating Access with other programs. 24 hours. **Cost \$71**

1) Dec 14 - Dec 18

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

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

This course goes beyond the basics of Excel 2016 into advanced features such as using formulas, creating dashboards to visually display data at a glance, retrieve data using VLOOKUP and using PivotTables. It will show students how to use the spreadsheet application to produce advanced spreadsheet outputs. Upon completion of this course, students 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. 24 hours **Cost \$71**

This class will help students prepare for the Microsoft Office Specialist (MOS) Certification Exam for Excel. **(MOS: E) Please see key this page.

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

MS Excel, PowerPoint, Access, and OneNote

At the end of this training class, students will feel more confident using Microsoft Excel, Access, PowerPoint, and OneNote. This course covers basic elements of database design, use of Excel functions and formulas, creating engaging PowerPoint presentations and developing digital note-taking skills using OneNote. 24 hours. **Cost \$71**

1) Nov 2 - Nov 6

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

**MS Excel 2016 Tips, Tricks, and Shortcuts

This class is not for beginning Excel users but recommended for students who have had formal training in Excel. This class will provide valuable time-saving tips, tricks, and shortcuts that will help you get the most from Excel. This quick-paced course will touch on most of the

popular Excel features and how to use them efficiently. Although this class is being taught using MS Excel 2016, the majority of topics will be applicable to MS Excel 2013. 20 hours **Cost \$71**

This class will help students prepare for the Microsoft Office Specialist (MOS) Certification Exam for Excel. **(MOS: E) Please see key on page this page.

1) Oct 10 - Nov 14

S • 9:00am – 1:00pm • CE 204

**MS Excel 2016 Introduction - Intermediate

This Introduction to Intermediate Excel 2016 course begins by explaining the basics of efficiently working with the Excel workbook. Students will continue and gain concepts in worksheet navigation, formatting, and entering formulas. Emphasis is placed on charting, working with page/print layouts, intermediate functions and formulas, creating data ranges, and working with Excel tables. 20 hours **Cost \$71**

This class will help prepare the student to take the Microsoft Office Specialist Core Exam (MOS) for the Excel application.

1) Nov 16 - Nov 20

M – F • 8:30am – 12:30pm • S 116

**MS Excel 2016 Intermediate-Advanced

Students will learn how to create and use pivot tables, manipulate and analyze worksheet data, utilize data tools, automate tasks, collaborate with others, and create and manage macros. 20 hours. **Cost \$71**

This class will help students prepare for the Microsoft Office Specialist (MOS) Certification Exam for Excel. **(MOS: E) Please see key on this page.

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

**MS Excel and Access 2016

This Excel and Access 2016 class begins by explaining the basics of efficiently working with Excel spreadsheets. Students will also gain concepts in worksheet navigation, formatting, and entering formulas. The Access portion of the course is designed for students who wish to learn how to create a database from the ground up, and implement Access objects like forms, queries and reports. Students will learn proper database design, as well as correct data types, proper indexing, and the importance of primary keys. Students will learn how to add, delete, filter, sort and query the data to retrieve data and print a report. Lastly, students will learn how to import Excel data into an Access database to generate reports and queries. **Students will also gain skills they need should they desire to take the Microsoft Office Specialist (MOS) Certification exams.** 24 hours. **Cost \$71**

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

MS Excel and Outlook 2016 (NEW)

This course will start with basic skills in creating spreadsheets and formatting cells, rows, and columns. Also covered are entering data into a spreadsheet, using formulas/functions, and creating charts and diagrams. Additionally, students will learn how to create and use pivot tables and pivot charts. In the MS Outlook portion of the course students will learn how to use the email client to check, sort, and organize emails, set and delegate tasks, schedule meetings/appointments, add contacts, connect to social media, and much more. 24 hours. **Cost \$71**

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

MS Access 2016 Database Design to Security(NEW)

In this Introduction-Intermediate course, students will learn what's new in the Access 2016 environment. Main parts of the of the application screen, how to create tables, forms, and queries will be covered. 24 hours. **Cost \$71**

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

**Create Animated Infographics using Microsoft PowerPoint

With MS PowerPoint you can easily create a visually stunning and convincing infographic. Learn how to use infographics to graphically represent information quickly and clearly. In this course students will learn how to select the right elements for your infographic, including how to import Illustraror graphics. Also learn how to design and create your own scalable shapes and custom graphics within PowerPoint, work with PowerPoint icons, and add and format text boxes and charts. 12 hours. **Cost \$71**

1) Oct 6 - Oct 8

TWTH • 8:30am – 12:30pm • CE 204

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

Relieve your audience of the boredom of sitting through slides that are walls of words by learning how to enhance your presentations. Develop more focused slides that communicate your message more effectively and powerfully. Save time, money, and energy using the tips, tricks, and procedures using the optimal ways of presenting data and reporting information presented in this class. You will learn strategies and tactics for developing infographics, charts, graphs, and dashboards demonstrating that a picture is indeed worth a thousand words. 12 hours. **Cost \$71**

1) Oct 27 - Oct 29

TWTH • 8:30am – 12:30pm • S 116

**MS Office 2016 Boot Camp - Level I

This course builds upon skills you may have acquired using a previous version of Microsoft Office. Discover how to efficiently use the Microsoft Office Suite 2016 applications. Applications covered in this course include

Microsoft 2016 Word, Excel, Outlook, PowerPoint, and Access. 24 hours. **Cost \$71**

This class will help students prepare for the Microsoft Office Specialist (MOS) Certification Exam. *(MOS: WEAP) Please see key on page 5.**

1) Sep 28 - Oct 2

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

**MS Office 2016 Level II

As a follow-up to MS Office Boot Camp - Level I, this intermediate Office 2016 class helps students become proficient in the intermediate topics of Office 2016. Students will learn concepts like screenshots in Word, spark-line in Excel, quick fields in Access, and new animations in PowerPoint. 24 hours. **Cost \$71**

1) Nov 30 - Dec 4

M – Th • 8:00am – 13:00pm • CE 204
F • 8:00am – 12:00pm • CE 204

**MS Office 2016 Level III

This advanced course is designed to provide students hands-on experience using various Office applications (e.g. Word, Excel, Access, PowerPoint, Outlook). In addition, the class will show you how to use Office 2016 to best organize content, manage documents, plan projects, and collaborate with employees and clients more effectively and efficiently. 24 hours. **Cost \$71**

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

MS Office 365 Boot Camp - Level I (ONLINE)

This course is designed to help users get started with the collaborative cloud-based Office 365 environment. Learn to navigate and identify the components of the Office 365 environment, create, edit, or share and collaborate documents with team members using Word Online, Excel Online, PowerPoint Online and Outlook. By the end of this course, participants will be able to navigate within Office 365; work within Outlook Web App; and use the enhanced features of all the Office Apps, including Word, Excel, Outlook and PowerPoint. 24 hours. **Cost \$71**

1) Oct 6 - Dec 1

TTH • 6:00pm - 7:30pm • Online

IT Certification Training

COMPTIA A+ Certification Exam (220-1001) Prep Course-HYBRID - Part I

Our CompTIA A+ Certification Prep (hybrid) course combines both instructor-led and online learning to help students build on their existing user-level knowledge and experience with personal computers (PCs). This 220-1001 course will cover mobile devices, networking, hardware, virtualization, cloud computing, and hardware/network troubleshooting. CompTIA A+ is compliant with ISO 17024 standards and is approved by Department of Defense Information Security to meet Directive 8140.01 requirements. **Requirements:** Students

must have basic computer user skills and be interested in obtaining a job as an entry-level IT technician. 60 hours. **Cost \$181**

This course is designed to prepare students for the CompTIA A+ 220-1001 certification exam.

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

COMPTIA A+ Certification Exam (220-1002) Prep Course-HYBRID - Part II

This course will build on 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 Windows, MAC and Linux. Students will also explore Microsoft command line tools and security and troubleshooting objectives for desktop, mobile, and wireless systems as well as operational procedures.

Requirements: This course is for users who have basic computer user skills and who are interested in obtaining a job as an entry-level IT technician. 60 hours. **Cost \$181**

This course is designed to prepare students for the CompTIA A+ 220-1002 certification exam.

1) Oct 6 - Dec 17

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

CompTIA Security + Certification Exam (SY0-501) Prep Course

Security threats are occurring with more frequency and the demand for Information Security professionals is increasing. One of the more popular security certifications is the vendor-neutral CompTIA Security+ certification. **Government employees working in the Information Technology and Computer Security fields are expected to complete the Security+ exam in order to stay compliant with the DoD 8140.01 policy.** This training will help you understand the field of network security and how it relates to other areas of information technology while preparing you to pass the current CompTIA Security+ exam. This course covers a broad review of information security, including network attacks, PKI, intrusion detection, cryptography, and disaster recovery. 50 hours. **Cost \$126**

1) Oct 13 - Dec 15

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

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

This MTA Training course helps you prepare for the Microsoft Technology Associate (MTA) Networking Fundamentals Exam 98-366 and build an understanding of these topics: Network Infrastructures, Network Hardware, and Protocols & Services. The MTA is Microsoft's newest suite of technology certification exams that validate functional knowledge needed to begin building a career using Microsoft technologies. Students will learn how communication and information transfers are enabled by networking technologies such as Internet, intranet, extranet, local area networks (LAN), wide area networks (WAN), wireless networking, network topologies, and access methods. Also, the course will help students build foundational knowledge in various networking concepts, including the OSI model, IP addressing, and Internet Protocols. 30 hours.

Cost \$126

1) Oct 19 - Nov 23

MW • 6:00pm – 9:00pm • S 116

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

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

Please call **910.938.6294** to place your name on an interest list for the two classes above.

Web Design, Multimedia, and Digital Photography

SharePoint 2013 Power Users and Site Administrators Course

This course is designed for SharePoint users who have experience with SharePoint 2007 or 2010 and are assigned to perform as

site administrators, site managers, or have extended skill sets. As a result of this training, users will be able to create and manage a SharePoint site, create and manage site content, lists, and libraries, and optimize the MS Office integration capabilities of SharePoint 2013. Users will manage content approval, site security, governance, metadata, and social networking capabilities. **Requirements: Working knowledge of computers, MS Office, Internet Explorer, and MS SharePoint 2007/2010/2013.** 24 hours. **Cost \$71**

This class will help students prepare for the SharePoint Certification Exam (77-419).

1) Oct 19 - Oct 23

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

2) Dec 7 - Dec 11

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

SharePoint for the End-User

This course is designed to help students learn the basics of SharePoint 2013 for the end-user. Students will learn the fundamentals of accessing a SharePoint site, understand navigation structure, import Excel lists, use the calendar, tasks, libraries, wikis, blogs, discussion boards, surveys, web parts, and meeting and document workspaces. Students will initiate an approval workflow and collect feedback workflow. Textbook included. 20 hours. **Cost \$71**

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

Commercial Drone License Exam Prep

The course will provide the student with the information they will need to successfully pass both the Federal and North Carolina's drone knowledge tests. When you pass the knowledge tests you can apply for a commercial drone license (FAA) and operators permit (NC).

These tests cover a wide range of aeronautical topics, acronyms, rules, map reading, weather reports, crew management, and scenario-based situations. This class is designed for people without pilot training. The class does not include any flight time with a drone. **Requirements:**

Recommend students can read, write, and understand the English language and be proficient in basic math skills. 24 hours. **Cost \$71**

1) Oct 15 - Dec 10

TH • 6:00pm – 9:00pm • BT 206

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. **Cost \$71**

1) Oct 19 - Dec 7

M • 6:00pm – 9:00pm • CE 102

Digital Photography Concepts II

This advanced digital photography course is designed to show students how to take amazing images by honing their visualization skills, managing light, unleashing creativity, enhancing emotional impact, and generally improving their craft. This class has been recently revised to include a blend of lectures, short videos, discussion groups, hands-on skills practice, and image critiques. Students will learn to blend compositional guidelines with an artistic approach to build stunning images. Students are expected to bring their camera to class.

Requirements: Moderate computer skills and completion of Digital Photography Concepts I. 24 hours. **Cost \$71**

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

Fixing Digital Images with Adobe Photoshop (Ps) and Lightroom (Lr)

This course covers identification of common digital image issues and provides students with the concepts and skills needed to apply basic "fixes" using Adobe CC Lightroom and Photoshop CC. 24 hours. **Cost \$71**

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

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.** 8 hours. **Cost \$71**

Students must show a current state or federal photo ID with signature at first class meeting.

1) Sep 28 / 30

MW • 5:30pm – 9:30pm • CE 105

2) Oct 12 / 14

MW • 12:30pm – 4:30pm • CE 105

3) Oct 26 / 28

MW • 5:30pm – 9:30pm • CE 105

4) Nov 16 / 18

MW • 12:30pm – 4:30pm • CE 105

5) Nov 30 / Dec 2

MW • 5:30pm – 9:30pm • CE 105

6) Dec 14 / 16

MW • 12:30pm – 4:30pm • CE 105

eNotary Certification

This course is designed to provide licensed public notaries with the information, training, and procedures to become an approved NC eNotary. All course material and topics will be taught per the NC Secretary of State Office. To be eligible to take this course students must be a current licensed Notary Public. 3 hours.

Cost \$71

1) Nov 4

W • 1:00pm – 4:00pm • CE 105

Lean Six Sigma Training

Lean Six Sigma Yellow Belt

This foundational course introduces and integrates Lean and Six Sigma principles and tools that lead to effective process improvement. Students practice through a Lean simulation and use the Six Sigma methodology to analyze and improve a problematic case study. Successful completion of the course earns students Lean Six Sigma Yellow Belt certification. 16 hours.

Cost \$71

3) Dec 7 / 8

MW • 8:00am – 5:00pm • CE 105

Lean Six Sigma Green Belt

Learn 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 course and achieving a passing grade on the exam, a course completion certificate is issued. Students do not earn Green Belt certification. 64 hours.

Cost \$181 📖

1) **Dec 7 - Dec 17**

M – TH • 8:00am – 5:00pm • CE 202

IASSC Green Belt Exam Prep

Prepare to earn international Green Belt certification by receiving online Green Belt instruction each week over the course of 4 months in this exceptional, 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). 132 hours.

Cost \$186 📖

1) **Jan 18, 2021 - May 16, 2021**

M Su • Online

Online Green Belt Exam Prep Class

- Study to affordably Earn Green Belt Certification
- Complete Coastal's 132-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
Supply fee	\$5.00
Student insurance	\$1.00
Coastal Subtotal	\$374.00
IASSC exam**	\$295.00
Grand Total	\$669.00

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

**\$295.00 Green Belt exam fee is paid separately to IASSC.

NEW! Six Sigma Black Belt

COMING JAN - JUL, 2021

See webpage for details!

HEALTH RELATED COURSES

2019 NNAAP Pass Rates

Coastal's Pass Rates	North Carolina Pass Rates
Written Exam 97%	Written Exam 95%
Skills Exam 89%	Skills Exam 74%

Orientation for NA I and NA II will be held during the first scheduled class and attendance is mandatory.

Background check, drug screen and immunization tracker are required (approx. \$112). Clinicals are required and will be discussed at orientation.

Nurse Aide I

Learn how to provide personal care and perform basic nursing skills. Students will complete class, laboratory, and clinical learning experiences. A blended CPR course will be offered. Students will complete an online portion (Cost \$28.50) and the skills session will be completed on campus. CPR is required to attend clinical. 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). **Requirements: Immunization record.** Must be at least 17 years of age to register. CASAS

reading test score of 239 required **or** high school diploma or equivalent. (See CASAS Information page 19). [Background check, drug screen and immunization tracker required (approximately \$112)]. 162 hours. **Cost \$202**

1) **Oct 8 - Dec 3**

M – TH • 8:30am – 1:30pm • 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 6 clinical days totaling 36 hours. **Requirements:** Immunization record. Must be at least 17 years of age to register. *CASAS reading test score of 239 required **or** high school diploma or equivalent (See CASAS Information on page 19). [Background check, drug screen and immunization tracker required (approximately \$112)]. 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. 166 hours. **Cost \$202** 📖

Next class coming Spring 2021!

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. **Requirements:** Applicants must have completed an approved NA training course of at least 75 hours **-OR-** be currently registered as NA I in another state **-OR-** have an expired NA I registry listing within the last 4 years (any State)

-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.

Cost \$126 📖

1) **Oct 14 - Nov 9**

W • 3:00pm - 8:00pm • R 123

Nurse Aide II

Learn to perform more complex skills for patients and residents. After successful completion of the course, the student is eligible to test for placement on the North Carolina Nurse Aide II Registry. **Requirements:** Copy of H.S. Diploma or equivalent, current CPR card (AHA BLS for Healthcare Providers), and proof of listing as an NA I on the NC Registry must be presented at time of registration. Background check, drug screen, and immunization tracker required (approximately \$112). 175 hours. **Cost \$202** 📖

Next class coming Spring 2021!

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. **Cost \$202** 📖

Next class coming Spring 2021!

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. *CASAS test required (Reading: 239) (See CASAS Information on this page) Current listing on the N.C. Nurse Aide I Registry required. 24 hours. **Cost \$71** 📖

1) Oct 12 - Oct 21

M – TH • 9:00am – 1:00pm • CE 102

Cardiovascular Technician/Monitor

This 80-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. A blended CPR course will be offered. Students will complete an online portion (Cost \$28.50) and the skills session will be completed on campus. **Requirements:** *CASAS test required (Reading: 254 or proof of college courses (transcript) in lieu of CASAS test) (See CASAS information on page 19) H.S. diploma or equivalent required to take the national exam. 80 hours. **Cost \$181** 📖

Next class coming Spring 2021!

Central Sterile Processing

This 96-hour online 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. **Requirements:** Copy of H.S. diploma or equivalent and the *CASAS test required (Reading: 249) or college transcript in lieu of CASAS test. (See CASAS information on page 19) 96 hours. **Cost \$186** 📖

Following successful completion of the class the student will be eligible to take the Sterile Processing Technician National exam through NCCA. \$125 (estimated cost) .

Next class coming Spring 2021!

Pharmacy Technician

Train to be a Pharmacy Technician in this class taught by an NC Pharmacist. National exam fees (paid to PTCB) are generally less \$150. *CASAS placement testing is required for seated courses (Reading: 4.0/536) and local math test score of 75 or higher also required or proof of college courses (See CASAS Information on page 19). **Cost \$186** 📖

Upon completion of this course, students will be prepared to take the PTCB National Certification Exam.

Daytime Classes (202 hours)

1) Oct 12 - Dec 16

M – TH • 8:30am – 1:00pm • R 122

Evening Classes (210 hours)

1) Oct 6 - Jan 28

TWTH • 5:00pm – 8:00pm • R 122

Online Classes (198 hours)

1) Sep 28 - Dec 19

M – SU • Online

Phlebotomy Training

During this 12-week course, students learn to draw blood specimens from patients for the purpose of testing and analysis. Six weeks of evening classroom/lab training are followed by six weeks of daytime clinical experience. Also includes online homework. **Requirements:** CASAS testing (Reading: 254) (See CASAS Information on page 19) 256 hours. **Cost \$202** 📖

Mandatory orientation is held approx. 3 weeks prior to start date where additional requirements and costs will be detailed (i.e. background check, drug screen, and immunization tracker approx. \$112)

Successful course completion qualifies you to take the national certification exam. (H.S. Diploma or equivalent required to test)

1) Overall Class Dates:

Sep 21 - Dec 17

Class/Lab (6 weeks) Required:

Sep 21 - Oct 29

M – TH • 4:00pm – 8:00pm • H 232

Clinicals (6 weeks) Required:

Nov 2 - Dec 17

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

Phlebotomy Certification Prep

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

1) Sep 21 - Oct 28

MW • 4:00pm – 8:00pm • H 232

NASM Certified Personal Trainer Hybrid

Prepare for the National Academy of Sports Medicine certification exam online. Learn concepts and structures of anatomy, principles of human movement science, exercise technique, training instruction, and program design. **Requirements:** H.S. Diploma or equivalent or *CASAS placement testing required (Reading 576 and Math 537) (See CASAS information on page 19). Must have access to a computer and internet. 120 hours. **Cost \$186**

AHA CPR/AED training included in class.

Additional NASM Exam Fee \$399. Exam will be conducted in class.

1) Sep 21 - Dec 18

M-Su • Online and CE 107

NASM Certified Personal Trainer (Stackable Credentials)

Trainers need to expand and build upon their expertise in order to gain a larger client pool. NASM offers these two courses, Senior Fitness Specialist (SFS) and Youth Exercise Specialist (YES), to help trainers in this regard, 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, **Costs \$71**, and has 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.

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. **Requirements:** CASAS test required (Reading: 244) (See CASAS information on page 19). 96 hours. **Cost \$186** 📖

1) Oct 1 - Nov 20

M-Su • Online

Medical Coding Specialist Program

IMPRESSIVE FACTS: Of the 2019 on-campus Medical Coding Specialist students, 100% 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. **Requirements:** Medical Terminology within four years or pass free Medical Terminology Assessment with 80%. H.S. Diploma or equivalent required. 302 hours. **Cost \$186** 📖

Additional AAPC exam and membership fee **\$480.**

Next class coming January 2021! Required orientation is Wednesday, December 9 from 5:00pm - 7:00pm.

Medical Billing Specialist Hybrid

This program will cover a brief 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.
Requirements: Medical Terminology and Medical Coding Specialist or an AA in Medical Office Administration. Strong computer skills are most beneficial. 180 hours. **Cost \$186** 📖
Additional AAPC exam and membership fee \$480 (estimate) paid to AAPC.

Next class coming August 2021!

Medical Coder Apprenticeship

Do you want to remove your apprentice status? Need to refresh or hone your coding skills? The Medical Coder's Apprentice course blends the benefit of having a coding navigator/facilitator with the American Academy of Professional Coders (AAPC) Practicode tool. Practicode is a web-based training program allowing new medical coders to gain real-world work experience. It is designed to teach and test medical coding proficiency concentrating on the top ten hiring medical specialties. The program is comprised of 3 training modules, each containing 200 real redacted medical cases for practice. The student must complete a timed 20-question assessment at the end of each module, passing with a proficiency of 70% or higher. Successfully completing the program

fulfills one year of medical coding experience required for the removal of your credential's apprentice designation.

Requirements: AAPC CPC-A, or any nationally recognized coding credential. Strong computer skills. Students must have reliable internet service and working computer with audio/visual capabilities. Class meets on campus the first two days, then online. 280 hours **Cost \$186** 📖

Next class coming July 2021.

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. **Requirements:** *CASAS Reading score of 576 (See CASAS information on page 19) **OR** proof of HS or equivalent. 150 hours. **Cost \$186** 📖
Additional fee for certification exam \$115 paid to NHA

Next class coming Spring 2021!

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 program focuses on anatomy, physiology, and muscle movement while providing a strong foundation in the technical skills required to perform basic therapeutic massage. **Requirements:** *CASAS placement testing required (See CASAS information on page 19). (Reading 576 and proof of high school or equivalent). MT I 300 hours, MT II 450 hours. MT II requires an additional 13.5 hours per week for clinic. **Cost \$202 (MT I), \$186 (MT II)**

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

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, a six-month fire academy is offered twice each year. The application period for the Coastal Carolina Fire Academy Class XIII will open in November, 2020. Contact Jim Rardin at **910-938-6228** or email firerescue@coastalcarolina.edu for information.

EMT/ Paramedic /EMD/ Telecommunicators/

For Emergency Medical Technician, Emergency Medical Dispatch or Emergency Telecommunicator information please contact Beth Himes at **910.938.6127** or himesb@coastalcarolina.edu. For Paramedic please contact Wendi Tabor at **910.938.6758** or taborw@coastalcarolina.edu.

Emergency Medical Technician-Initial

Successful completion of course allows students to take the North Carolina or National EMT certification exam. **Requirements:** Proof of H.S. Diploma or equivalent **OR** a take a reading placement test scoring at the 11th grade level **OR** turn 17 years old by the end of the course **AND** take a reading placement test scoring at the 11th grade level **AND** effective January 1, 2021 a valid/current Driver's License or permit

For testing information, contact Beth Himes at himesb@coastalcarolina.edu. 264 hours. **Cost \$202**

Textbook Approx \$250. The EMT course will include a driving component and 48 hours of required clinical time offered at various scheduled times. *Note: Clinical sites require a criminal background check (drug screen prior to attending (estimated cost of \$112.)).* Vaccinations are also required before attending clinical. Call or see website for details www.coastalcarolina.edu/con-ed/public-safety/ems/emt

Registration MUST be complete prior to the first day of class.

Daytime

- 1) **Sep 24 - Nov 19**
M – F • 7:30am – 4:30pm • MS 121
- 2) **Nov 3 - Jan 14**
M – F • 7:30am – 4:30pm • MS 121

Evening

- 1) **Jan 1 - May 25, 2021**
MWF • 6:00pm – 10:00pm • MS 121
SA • 8:00am – 5:00pm • MS 121

EMT Initial - Corpsman to EMT

Successful completion of course allows students to take the North Carolina or National EMT certification exam. **Requirements:** Proof of H.S. Diploma or equivalent **OR** a take a reading placement test scoring at the 11th grade level, Joint Services Transcript showing EMT training, Proof of current ARC or AHA CPR certification, Letter of Verification of 10 patient assessments within 3 months of the course start date from the students command. Beginning January 1, 2021 a valid/current Driver's License or permit

or provide verification of having completed an emergency vehicle operators course (CEVO, EVD,VFIS). For more information, contact Beth Himes at himesb@coastalcarolina.edu. 80 hours. **Cost: \$181.00 (unless fee waived).** *Textbook Approx \$200. The course will be online with mandatory 2-3 days onsite for skills/sop and driving.* www.coastalcarolina.edu/con-ed/public-safety/ems/emt

Registration MUST be complete prior to the first day of class.

- 1) **Oct 19 - Dec 5**
M-Su • Online

Emergency Medical Dispatch

This course is designed to prepare students 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.

Requirements: HS Diploma (or equivalency) **OR** take a reading placement test scoring at a 10th grade level. For testing information, contact Beth Himes at himesb@coastalcarolina.edu. 24 hours. **Cost \$71.** 📖

Student must create a profile with Priority Dispatch, register, and pay the associated fee at least two weeks prior to the start of class.

Upon successful completion of this class, the student will be qualified to test for credentialing as an Emergency Medical Dispatcher. Please contact Beth Himes at 910-938-6127 for future dates.

Emergency Telecommunicator

This course is designed to focus on developing the essential knowledge and skills required to function as an Emergency Telecommunicator. The course includes lecture with practical application as well as visiting an actual Public Safety Telecommunications Center. **Requirements:** Must be 18 years old and have H.S. diploma or equivalency. 40 hours. **Registration Fee: \$126**

Completion of these courses leads to national certification. Contact Beth Himes at 910-938-6127 for future dates.

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 how to relieve foreign-body airway obstructions. 8 hours. **Cost \$71**

- 1) **Sep 26**
SA • 8:00am – 5:00pm • MS 120
- 2) **Oct 24**
SA • 8:00am – 5:00pm • MS 120
- 3) **Dec 5**
SA • 8:00am – 5:00pm • MS 120

Heartcode BLS Skills

This is a 3-hour **skills only** session of the AHA 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 first day of class to take this course. 3 hours **Cost \$15**

- 1) **Sep 26**
SA • 2:00pm – 5:00pm • MS 120

EMT Online Continuing Education

For more information on below ConEd courses please contact the coordinator at himesb@coastalcarolina.edu. **3 hours**

- 1) **Medical/Behavioral II**
Dec 1 - Dec 15
M – SU • Online
Dec 16 - Dec 31
M – SU • Online

EMT In-Service

For more information please contact the coordinator at himesb@coastalcarolina.edu. **24 hours**

The American Heart Association strongly promotes knowledge and proficiency in all AHA courses and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the AHA. Any fees charged for such a course, except for a portion of fees needed for AHA course materials, do not represent income to the AHA.

SPECIALTY JOB TRAINING

Languages

ASL Beginning

Gain ASL skills to introduce yourself, ask 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. **Cost \$126**

Next class coming January 2021.

ASL Intermediate

This class is a continuation of the beginning level class and will cover more vocabulary and 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. **Requirement: ASL Beginner.** 42 hours. **Cost \$126**

- 1) **Oct 1 - Nov 17**
TTH • 6:00pm – 9:00pm • TBD

ASL Advanced

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. **Requirement: Intermediate Sign Language.** 42 hours. **Cost \$126**

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

Beginner Foreign Language (Arabic, French, Russian)

These courses offer an introduction to the language and provide basic conversation, reading, and listening skills that serve as a foundation for future language learning. Offering both daytime and evening courses. **Please call 910.938.6294** for registration information.

Advanced Foreign Language (Arabic, Spanish)

Advanced courses in Spanish and Arabic. Classes include reading, listening, and conversation activities to help maintain or improve previously acquired language skills. Military students should be at the 2/2 level or higher, on the ILR scale. Civilian students can take a placement test for course admittance. **Please call 910.938.6294 for schedule and registration information.** 152-160 hours. **Cost \$186**

Online Beginner Foreign Language (French, Spanish)

Beginner courses are intended for complete beginners and include a variety of introductory topics including: alphabet, basic pronunciation, simple greetings, and common phrases. The online courses include weekly assignments that can be completed at your own pace throughout the week. There are no scheduled class meetings but you receive weekly feedback from your instructor. All content is built into the class so there are no additional textbook fees. 48 hours (6 hrs a week for 4 weeks). **Cost \$126**

Spanish Beginner Module 1 & 2

- 1) **Oct 12 - Dec 6**
M-Su • Online

French Beginner Module 1 & 2

- 1) **Oct 12 - Dec 6**
M-Su • Online

Online Sustainment Foreign Language Courses (Arabic, French, Spanish)

Online sustainment courses are intended to help maintain previously acquired language skills. The online courses include weekly assignments that can be completed at your own pace throughout the week. There are no scheduled class meetings but you receive weekly feedback from your instructor. All content is built into the class so there are no additional textbook

fees. **Please provide language test scores for registration or contact us for instructor approval.** 48 hours. (6 hrs a week for 4 weeks). **Cost \$126.**

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

Cooking and Culinary Courses

All of the CE culinary courses and cooking classes are designed to satisfy specialized training for all culinarians. All training is through demonstration and guided hands-on practical application. The first day of each culinary class starts at 5:30pm and ends at 9:30pm, unless otherwise stated.

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 ingredients. Students will also learn how to create a new recipe from a foundational recipe. 13 hours. **Cost \$100**

- 1) **Nov 2 - Nov 23**
M • 5:30pm – 9:30pm • Culinary
Prepay by Oct 26

Gingerbread Treats

Spark some holiday memories by infusing your home with the aroma of holiday spices found in the decadent recipes you will create. Join Baker Katya as she leads you to bake Christmas Ginger Cake, Gingerbread Yule Log, Gingerbread rolled cookies, and other tasty treats infused with the unforgettable scent of ginger. 13 hours. **Cost \$100**

- 1) **Oct 7 - Oct 28**
W • 5:30pm – 9:30pm • Culinary
Prepay by Oct 1

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

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. **Cost \$71**

Natural Beauty- Skin

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. **Cost \$71**

Natural Beauty- Makeup

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. **Cost \$71**

Natural Beauty- Nails

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. **Cost \$71**

Please call 910.938.6294 to place your name on an interest list for any of the above Cosmetology Courses.

Manicurist Program

IMPRESSIVE FACTS: Of the 2018 and 2019 students, 100% passed the state boards the first time.

In the Manicurist 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,

Holiday ABC's

Appetizers, Beverages, and Cocktails are holiday essentials. In this class, students will learn holiday prep A B Cs to turn an ordinary party into an event that will be the envy of the year. In each class, the chef will discuss and demonstrate how to create decadent and easy Appetizers, thirst quenching Beverages, and Cocktails with holiday flair. All recipes will demonstrate basic and advanced cooking skills and garnishing techniques. Students will learn how to plate, decorate, and construct a fabulous table scape to present an impressive holiday soiree sure to put joy in every holiday celebration.

13 hours. **Cost \$100**

1) Dec 1 - Dec 10

TTH • 5:30pm – 9:30pm • Culinary
Prepay by Nov 25

October FEAST 2020

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, Schweinenacken steaks, Altbiermarinade (Grilled Pork Chops in a Dark Beer Marinade), Käse Spätzle Mit Sauerkraut (Sauerkraut Cheese Spaetzle), Apple strudel, Tangy mustards, Westphalian breads, Pickles and Sauerkraut. Enjoy pairings of German style brews and Riesling wines. Lederhosen not required. 13 hours. **Cost \$100**

1) Oct 6 - Oct 27

T • 5:30pm – 9:30pm • Culinary
Prepay by Oct 1

Pumpkin Delights

It's pumpkin season! Let's learn how to fully incorporate this versatile gourd into your family favorite recipes. In the class, Baker Katya will demonstrate and lead students to render fresh pumpkin, and then, students will use different cooking methods to create healthy pumpkin entrées like pumpkin soup, soufflé, and a few different pumpkin desserts. 13 hours. **Cost \$100**

1) Oct 5 - Oct 26

M • 5:30pm – 9:30pm • Culinary
Prepay by Oct 1

Szechuan Classics

Szechuan cuisine is a style of Chinese cuisine originating from Szechuan province in Southwestern China with bold flavors, laden with garlic and chili peppers. Whether you like your Szechuan hot and spicy or flavorfully mild, you will not want to miss this hands-on cooking experience where you will create the classics and learn how to control the spice and heat to suit your taste. 13 hours. **Cost \$100**

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

Thanksgiving Thyme

Mastering Thanksgiving dinner in a timely manner has become the ultimate triumph of any North American kitchen since the first American Thanksgiving in 1621. Here is your

opportunity to learn how to master turkey and ham preparation complete with all the sides. The chefs will teach you how to cook a turkey from brining and seasoning, to making all the traditional side dishes that accompany the bird. After this class, your Thanksgiving will turn out perfect every thyme just in thyme for your Thanksgiving feast. 13 hours. **Cost \$100**

1) Oct 29 - Nov 19

M • 5:30pm – 9:30pm • Culinary
Prepay by Oct 1

Very Vegetarian

In this class, students will explore the art of cooking incredibly tasty and healthy foods where you will learn a variety of dishes, flavors, and colors to stimulate your quest to improve your life quality of eating. Join Chef Elizabeth as she guides you through menus loaded with freshness and clean eating nutrition. Students will be introduced to some new ingredients such farro, collection of various mushrooms, cheeses, winter squashes, escarole, and in seasons fruits to create colorful tasty dishes. 13 hours. **Cost \$100**

1) Oct 26 - Nov 16

M • 5:30pm – 9:30pm • Culinary
Prepay by Oct 16

Worldly Red Wines

Where in the world did wine originate? No, it was not France, Italy or Spain, but an Armenian village of Areni. In this class, you will explore red wines from different regions of the world, as you taste the wines, you will learn more about the grape and region. You will compare three different wines from different regions each class ~ a total of 12 different wines! Il vino è buono! 9 hours. **Cost \$80**

1) Oct 21 - Nov 18

W • 6:00pm – 8:15pm • Culinary

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 personnel on the responsibilities of serving alcohol within the state. A materials list will be provided at the time of registration. 40 hours **Cost \$126**

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

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. **Cost \$71** 

1) Nov 7 / Nov 14

SA • 8:00am – 4:00pm • CE 105

prospective nail technicians will be prepared to pass a state licensing exam consisting of both written and skill assessments. 332 hours. **Cost \$202**

Additional fees for supplies and state licensure exam estimate \$800.

Next class coming January 2021! Required orientation is Tuesday, December 8 from 3:00pm - 5:00pm in Cosmetology Building.

NEW! Esthetician Program (Prospective program)

Estheticians are skilled skincare experts, knowledgeable of everything from skin histology and physiology to bacteriology and sanitation protocols. As beauty professionals, estheticians must be trained to perform the services that promote healthy, radiant skin to include everything from hair removal methods, pore cleansing and extractions to microdermabrasion, makeup artistry, chemical peels, and light therapy.

The Esthetician Program will provide instruction in general health and wellness, basic dermatology, chemistry, anatomy, the art of skin care; basic facials, hair removal, and various facial principles, proper sanitation, and basic cosmetic artistry techniques. Upon satisfactory completion of the program, students would be eligible to take the North Carolina Board of Cosmetic Art Esthetician written and

practical exam to become a NC state licensed Esthetician.

Estheticians have a radiant future!

The demand for optimal health and wellness means that the demand for Skincare specialists are on the rise. According to the Bureau of Labor Statistics, there were 71,800 estheticians in 2018; by 2028, this number is projected to increase by 11% to 79,600.

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. **Cost \$71**
1) Offered Monthly
ONLINE - www.ed2go.com/cccc2go (see page 19 for more information)

Office 365 for Education, Part I (ONLINE)

Take your knowledge of Office 365 to the next level! In this course, participants will learn best practices and tips on how to become more innovative with the Office 365 cloud-based tools (regardless of the device used) such as Microsoft Teams, Forms, Delve, Sway, OneNote, Stream, Flow, and Skype. MS Teams is the key communication tool used to bring all of the content, apps, and conversations 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 your tablet, phone, or browser. 24 hours **Cost \$71**

1) Oct 22 - Nov 24

TTT • 5:00pm - 7:00 pm • Online

Advanced Digital Design Tips for Educators (NEW)

The focus of this course is on enhancing courseware and the courseware development process through increased productivity, more creative and effective approaches, and better re-use and/or re-purpose of slides and graphics to support instruction. 12 hours **Cost \$71**

1) Oct 7 - Nov 18

W • 5:00pm - 7:00 pm • CE 204

TRADES AND TECHNICAL COURSES

Pathway To Trades Employment

The average skilled trades salary in the USA is \$47,674 per year or \$24.45 per hour. This course is a 3-week, training opportunity focusing on foundational Construction trades knowledge to include blueprint reading, construction estimation, tool use and identification, and safety. Upon successful completion, you will obtain the following:

- OSHA-30 hour Construction Certification
- American Heart Association (AHA) Heartsaver Certification
- OSHA Powered Industrial Truck (PIT) Certification.

120 hours **Cost \$211**

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

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: "Construction, Safety and Health", "Electrical Wiring Fundamentals", "Plumbing Fundamentals", "EPA Refrigeration Certification", and "Basic Welding and

Cutting". Optional, but associated courses include: "Blueprint Reading" and "Construction Estimation".

Construction Safety and Health

This course provides certifications for employment in the general mechanical, electrical, plumbing, welding, and preventive maintenance industries. This course includes the 30-hour OSHA Construction Industry Outreach Training program, Powered Industrial Trucks (PIT) and American Heart Saver (AHA) training. 48 hours. **Cost \$151**

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. **Cost \$181**

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

Plumbing Fundamentals

Learn plumbing fundamentals and skills as applied to the home building trade. Course topics will include the proper use of tools and

equipment, workplace safety, and related topics. 36 hours. **Cost \$126**

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

EPA Refrigeration Certification

EPA regulations require that anyone who handles refrigerants must obtain certification. This class provides the training and testing required for certification. (This does NOT certify automotive technicians). 15 hours. **Cost \$71**

A test processing fee of \$40 is payable to the NC Board of Refrigeration.

1) Oct 6 - Nov 3

T • 6:00pm - 9:00pm • S 106

2) Nov 10 - Dec 15

T • 6:00pm - 9:00pm • S 106

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. **Cost \$71**

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

Welding

Basic Welding & Cutting

This class introduces the principles and techniques of shielded metal arc welding (SMAW) known as (stick welding). Emphasis is placed on padding, fillets, and groove welding in various positions on 3/16" to 3/4" carbon steel. This course also introduces oxy-fuel, plasma arc, and air carbon arc cutting processes. Tools required. 96 hours. **Cost \$186**

1) **Jan 9 - Mar 27, 2021**

S • 8:00am – 5:00pm • T 118

Pipe Fitting & Welding

This course is designed for welders who want to bring their welding skills to the next level. This class provides instruction on how to properly prepare, cut, and fit pipe sections together per blue prints, take-offs, and job specifications. Welding positions include 1G, 2G, 5G, and 6G using SMAW process with an introduction to GTAW for root and hot passes according to AWS Standards. Students will learn pipe welding fundamentals which include proper fit-up, joint preparation, tacking, and electrode selection in vertical uphill welding. Students will have the opportunity to gain their AWS Welding Certification in SMAW of Carbon Steel for E6010 (Vertical Uphill) followed by E7018 (Vertical Uphill) pipe applications. Tools required. **Requirements:** Basic Welding or permission of the instructor. 146 hours. **Cost \$186**

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

Basic MIG Welding

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

Requirements: Basic Welding or permission of the instructor. 96 hours. **Cost \$186**

1) **Jan 11 - Feb 22, 2021**

M-Th • 6:00pm – 10:00pm • T 118

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 GMAW 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 blueprints 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 or permission of instructor or comparable work experience. 81 hours. **Cost \$186**

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

Welding Art

Interested in trying out welding? This course introduces the basic principles, methods, and practices for gas tungsten arc welding (GTAW), and gas metal arc welding (GMAW) with a concentration in artistic welding. The course is designed to prepare the student to apply proper welding techniques to artistic and amateur welding projects. This course introduces the student to tungsten inert gas (TIG) as well as metal inert gas (MIG) welding techniques. Topics include equipment set-up and performing welds in appropriate positions for GTAW/GMAW on carbon steel and stainless-steel scrap metals used in artistic applications. Upon successful completion of the course, students will create their own artistic project, have the knowledge to safely employ GTAW/GMAW equipment, conduct project weld applications, and have the knowledge to create a myriad of artistic projects for pleasure, income, and decor. **Requirements:** A desire to apply welding techniques to artistic applications of various materials and designs. 96 hours. **Cost \$186**

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

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. 96 hours. **Cost \$186**

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

General Contractor Classes

Blueprint Reading

Are you interested in becoming a general contractor? Are you having difficulty reading and understanding the plans and drawings provided by designers, builders, and architects? This course will cover such information as symbols, abbreviations, and conventions. You will learn to effectively interpret, translate, and produce

a basic material take-off list for construction projects. 36 hours. **Cost \$126**

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. **Cost \$126**

1) **Sep 15 - Oct 22**

TTH • 6:00pm – 9:00pm • M 002

General Contractor Exam Prep

Prepare for the general contractors exam. This course places emphasis on the residential builder and also explains pertinent information relating to the building trades for both commercial and residential general contractors. North Carolina Residential and Building Code required. 66 hours. **Cost \$181**

1) **Sep 15 - Dec 3**

TTH • 6:00pm – 9:00pm • TBD

NEW! General Contractor 8-hr Class (for license renewal)

Are you a licensed North Carolina General Contractor? Did you know that North Carolina's new General Statute 87.10.2 now requires that all qualifiers for the Building, Residential or the Unclassified licenses must attend Board approved continuing education classes to renew their license. Licensed qualifiers are now required to attend eight credit hours of Board approved training, which is now a condition for license renewal. Coastal is an approved training provider and offers Board-approved courses that meet this new requirement. Please call the Continuing Education office at 910-938-6294 for dates and registration information.

1) **Oct 3**

S • 8:00am – 5:00pm • TBD

2) **Oct 7 – Oct 14**

W • 12:00pm – 4:00pm • CE 103

3) **Oct 17**

S • 8:00am – 5:00pm • TBD

NEW! - Carpentry Lab

Learn how to use tools and equipment like a pro! The Carpentry Lab will be offering classes on multiple projects throughout the year. Students will gain valuable knowledge and take home their finished project after this 10-hour class. Registration fees will fluctuate depending on the project.

Christmas Gifts \$141

1) **Nov 17 - Nov 14**

SA • 8:00am – 1:00pm • M 001

Cornhole Boards \$141

1) **Oct 10 - Oct 17**

SA • 8:00am – 1:00pm • M 001

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. 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.

Building Standard Inspection

Level III • Oct 2 - Oct 11

F • 5:30pm – 9:30pm • CE 105
SaSu • 8:00am – 5:00pm • CE 105
40 hours. **Registration Fee \$126**

Electrical Standard Inspection

Level III • Oct 17 - Oct 25

SaSu • 8:00am – 4:30pm • CE 105
30 hours. **Registration Fee \$126**

Mechanical Standard Inspection

Level III • Nov 14 - Nov 15

SaSu • 8:00am – 5:00pm • CE 105
16 hours. **Registration Fee \$71**

Plumbing Standard Inspection

Level III • Dec 5 - Dec 6

SaSu • 8:00am – 6:00pm • CE 105
16 hours. **Cost \$71**

For a current calendar of NC Standard Inspection courses, visit www.coastalcarolina.edu/con-ed/trades/.

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. **Cost \$181**

- 1) **Jan 5 - Mar 25, 2021**
TTH • 6:00pm – 9:00pm • CA 116

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. **Cost \$71**

- 1) **Nov 3 / Nov 5**
TTH • 6:00pm – 10:00pm • T 103
2) **Dec 1 / Dec 3**
TTH • 6:00pm – 10:00pm • T 103

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. **Cost \$71**

- 1) **Oct 13 / Oct 15**
TTH • 6:00pm – 10:00pm • T 103
2) **Nov 10 / Nov 12**
TTH • 6:00pm – 10:00pm • T 103
3) **Dec 8 / Dec 10**
TTH • 6:00pm – 10:00pm • T 103

For a current calendar of NC Auto Safety and OBD Emission Control courses, visit www.coastalcarolina.edu/con-ed/trades/.

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. 48 hours. **Cost \$126**

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

Motorcycle Engine Repair

Enhance your knowledge of motorcycle engine repair in this 6 week hands on training. Learn about motorcycle fuel, ignition, and electrical systems as well as engine overhaul and tune ups. Class size is limited—so sign up today! 48 hours. **Cost \$126.00 Cost \$126**

- 1) **Oct 13 - Nov 19**
TTH • 6:00pm – 10:00pm • M 001

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 outboard motors. 84 hours. **Cost \$181**

A \$95 textbook fee is due at the time of registration.

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

Introduction to Gunsmithing - NEW!

Learn gunsmithing techniques and practices to expand your hobby and refine your skills! This 9-week course will provide students a solid familiarization with firearms maintenance, repairs, and gunsmithing tools. Study the history of firearms and gain hands on experience to perfect your craft. Students must submit a background check, concealed weapons permit, pistol purchase permit, or proof of government security clearance in order to bring firearms to class. Supply list and safety checklist will be provided on first night of class. 72 hours. **Cost \$181**

- 1) **Sep 9 - Nov 9**
MW • 6:00pm – 10:00pm • T 103

Truck Driving (CDL)

Truck Driver Training (CDL)

Begin a new and exciting career! This 6-week program offers professional training in all areas required to succeed in the transportation industry. Course content is delivered via classroom and practical application methods. Gain hands-on expertise and experience with vehicle inspections, logbooks, trip planning, and rules and regulations that pertain to industry standards. Students will get OJT by completing driving exercises on selected routes as well as practice labs for backing maneuvers; all focused on successful preparation for and completion of NCDOT CDL licensing. **Requirements:** CDL Class A Permit, valid NC Driver's License, copy of driving record. 232 hours **Cost \$800**

- 1) **Oct 5 - Nov 13**
M – F • 8:00am – 5:00pm
1233 Lejeune Blvd

Powerline Technician

Powerline Technician I & II

This 15-week program provides 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. **Requirements:** 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). Total hours 492 **Cost \$186 (Module I), \$181 (Module II)** **A separate supply fee of \$50.00 will also be collected at the time of registration.**

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

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

Utility Arborist

This 8-week program prepares individuals with the necessary skills for employment in various tree industries. Course topics will focus on fundamentals of vegetation management to include: tree identification, appropriate pruning and trimming techniques, rigging and tree felling, and the safe use and operation of equipment. Student safety and teamwork will be emphasized throughout the course along with other rules and regulations applicable to the industry. **Requirements:** must be 18 years or older to enroll, DOT physical and drug test, DMV driving history, Valid NC Driver License (must be provided at time at registration). 280 hours **Cost \$186 A separate supply fee of \$50.00 will also be collected at the time of registration.**

- 1) **Jan 4 - Feb 26, 2021**
M-TH • 7:30am – 4:30pm • S 116

Veterinary Office Assistant

Becoming a Veterinary Office Assistant is a rewarding career in a growing field. As a Veterinary Office Assistant you can work with animals, 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, and Reptile Care and Management. Students completing all three classes (in any order) will be awarded the Veterinary Office Assistant Certificate of Achievement. Each course integrates knowledge and skills related to customer service and administrative fundamentals within the learning environment. Optional recommended courses are: Avian Care, Animal Agriculture, and Exotic Animal Medicine.

Reptile Care and Management

The class is designed to provide knowledge for keeping, breeding, and rehabilitating indigenous and exotic reptiles, crocodylians and amphibians. The focus will be on species-specific natural history and behavior; nutritional needs and food preparation; health and safety practices; handling and restraints for healthy and injured reptiles; caging and husbandry; physical exam and diagnosing; rescue, capture,

and transport; and basic injury care of reptiles.

51 hours. **Cost \$181**

1) Jan 25 - May 17, 2021

M • 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. 51 hours. **Cost \$181**

1) Jan 19 - May 11, 2021

T • 6:00pm – 9:00pm • R 109

Veterinary Assisting

Learn how to interact with animals and their owners, obtain animal health histories and records, understand veterinary medical terminology, recognize the major breeds of various animals, assist the veterinarian with caring for animals, assist with surgical and treatment procedures, recognize signs and symptoms of illness and disease, and perform administrative duties in the veterinarian office. 144 hours. **Cost \$186**

1) Jan 19 - May 6, 2021

TWTH • 6:00pm – 9:00pm • R 112

Exotic Animal Medicine

This course is designed to teach and familiarize students with the fundamentals of working with

exotic animals. Topics will include anatomy and physiology, parasite recognition, diseases and treatments, safety, vaccinations, restraints and euthanasia. 24 hours. **Cost \$71**

1) Jan 20 - Mar 10, 2021

W • 6:00pm – 9:00pm • R 109

Avian Care

Expand your knowledge with Avian Care. This class is designed to prepare the avian enthusiast and those looking into specialty-based careers. Birds are unique to our animal world and therefore require an extended level of understanding. This course will cover anatomy, physiology, nutritional needs, zoonosis, common ailments, husbandry and proper restraint. Please join us for this 8-week introductory/intermediate course to better understand the avian species. 24 hours. **Cost \$71**

1) Jan 21 - Mar 11, 2021

TH • 6:00pm – 9:00pm • R 109

Animal Agriculture

This course is designed to teach students the introductory level skills and abilities regarding livestock, poultry and agriculture skills in the animal science field. This 8 week course will acquaint the student with basic knowledge in agriculture regarding animal selection, genetics, nutrition, illnesses, and welfare. 24 hours. **Cost \$71**

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

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. **Cost \$134**

1) Sep 21 - 24

M-TH • 8:00am – 4:30pm • M 001

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. **Cost \$71**

1) Sep 25

F • 8:00am – 3:00pm • S 104 A

2) Nov 6

F • 8:00am – 3:00pm • S 104 A

Construction Quality Management for Contractors

This course is required by both the Army Corps of Engineers (COE) and the Naval Facilities Engineering Command (NAVFAC) for contractors doing business aboard military installations. The CQM program covers the following topics: what is CQM, contractor and government responsibilities, quality management planning, the contractor's QC plan, the government's QA plan, the pre-

construction meeting, the coordination and mutual understanding meeting, submittals, and 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. 9 hours. **Cost \$276**

Attendance for all class hours is required.

No fee exemptions for Construction Quality Management for Contractors Class

1) Sep 17

TH • 7:30am – 5:00pm • S 104 B/C

2) Oct 15

TH • 7:30am – 5:00pm • S 104 B/C

3) Nov 19

TH • 7:30am – 5:00pm • S 104 B/C

SMALL BUSINESS CENTER

Many Small Business Center seminars are co-sponsored with the Jacksonville-Onslow Chamber of Commerce.

Register for our Seminars and Events here! or call 910.938.6322/6389

There are two options for contacting the Small Business Center for FREE one-on-one Small Business Counseling or to register for seminars.

To register online for training and counseling:

-Go to www.ncsbc.net

For Training:

- Select Training -> Center-> Coastal Carolina

Community College-> Search-> Register

For Counseling:

- Select "Counseling" ->Find by College-> Coastal Carolina Community College -> Online Request for Counseling (blue icon)

To register by phone:

-Call the Small Business Center at 910-938-

6322 or 910-938-6389

Boots to Business

This class will provide participants with an introduction to business ownership and guide them through the start-up process. **This is a special program offered by the Small Business Administration and the Department of Defense in cooperation with Marine Corps**

Base Camp Lejeune and Marine Corps Air Station New River for active duty military, veterans, and their immediate family members only. 16 hours. **FREE**

- 1) **Oct 29 - Oct 30**
TH - F • 8:30am – 5:30pm • MCAS
- 2) **Dec 3 - Dec 4**
TH - F • 8:30am – 5:30pm • MCAS
- 3) **Dec 17 - Dec 18**
TH - F • 8:30am – 5:30pm • MCAS

Business Networking for Artists and Crafters Session

Calling all artists and crafters! Want to turn your passion into a real business, or build upon existing business, 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 29**
Promotions for Business Success
T • 7:00pm – 9:00pm • Online
- 2) **Oct 27**
Recordkeeping for Your Business
T • 7:00pm – 9:00pm • Online
- 3) **Nov 17**
How to Get Funding for Your Business
T • 7:00pm – 9:00pm • Online

Content Marketing for Post-Pandemic Success

Due to the Coronavirus, more people than ever are online and actively searching and consuming content. Recent surveys indicate that Internet traffic has increased by over 40%. Is your business optimizing their opportunity to connect with their current and potential customers? Learn about:

- Current consumer mindset
- Successful marketing strategies
- Effective types of content and appropriate messaging for post-pandemic communication
- To sell or not to sell?
- The importance of transparency and building customer relationships now

1.5 hours. **FREE**

- 1) **Dec 15**
T • 6:00pm – 7:30pm • Online

How to Create a YouTube Account for Small Business

Video Marketing is the #1 way to promote your business online. This workshop is designed to give business owners an advantage over their competitors by learning how to setup a YouTube account, how to upload videos, and how to use YouTube to promote their company. Key points that will be covered will be: account creation, choosing the right thumbnail, writing effective titles and descriptions, and how to

utilize keywords and taglines to promote their videos. The workshop will consist of a step-by-step walk through of all the topics, and written step-by-step instructions. 2 hours. **FREE**

- 1) **Nov 12**
T • 6:00pm – 8:00pm • Online

How to Get Your Business to Appear in a Local Search

Ever wonder how certain businesses always appear at the top of a local online search? Want your business to be found easily online?

Join us for the first seminar in our new 4-part “Online Tools for Growing Your Business” seminar series happening on Wednesdays in October. In this session, learn about Google My Business, Bing, Apple Maps, Trip Advisor, and LinkedIn Company pages. Discover how you can leverage these tools to have your business rise to the top of searches and get discovered by your future customers. 2 hours. **FREE**

- 1) **Oct 7**
W • 6:00pm – 8:00pm • Online

How to Maximize Your Facebook Business Page

Facebook is for more than just socializing, it is a real business tool-if you know how to maximize it! Join us for the second seminar in our new 4-part “**Online Tools For Growing Your Business**” seminar series happening on Wednesdays in October. In this session, learn about Facebook Live, Facebook Shops, Facebook Groups, Creator Studio, and how to use appropriate video and graphics to get noticed by potential new clients! 2 hours. **FREE**

- 1) **Oct 17**
W • 6:00pm – 8:00pm • Online

How to Use YouTube to Grow Your Brand

Have you moved your brand to YouTube yet? If you haven't, maybe you should? Join us for the third seminar in our new 4-part “**Online Tools For Growing Your Business**” seminar series happening on Wednesdays in October. In this session, learn about how to get started promoting your brand on YouTube. Learn about the best thumbnails and captions, how to grow subscribers, and increase your SEO through leveraging this amazing tool! 2 hours. **FREE**

- 1) **Oct 21**
W • 6:00pm – 8:00pm • Online

How To Use Instagram for Business Success

Are you showcasing what you are doing on Instagram? Is your Instagram page effectively driving business to you? Join us for the fourth and final seminar in our 4-part “**Online Tools For Growing Your Business**” seminar series happening on Wednesdays in October. In this session, gain access to account analytics, our contact options, and learn how to effectively run Instagram Ads. Attendees should bring a mobile device (phone or tablet) with the Instagram app installed to the online session, or have access to their Instagram page from the computer they use to access the online session. 2 hours. **FREE**

- 1) **Oct 28**
W • 6:00pm – 8:00pm • Online

How to Market Your Small Business Using YouTube

This workshop focuses on learning how to create quality videos to promote your business and grow sales. It will include tips and tricks for professional videos, and marketing techniques. Key points that will be covered include lighting, sound, and background design, how to write an effective script, do's and don't's of Video Marketing, how to insert a call to action, end screen notations and use captions. The workshop will consist of a step-by-step walk through of all the topics, and written step-by-step-instructions. 2 hours. **FREE**

- 1) **Dec 10**
TH • 6:00pm – 8:00pm • Online

How to Master a SWOT Analysis

Running your own business can be challenging. You have to know where your business is doing exceptionally well, and what areas need to be improved upon. Additionally, owners need to constantly scan the market for new opportunities and be ready to capitalize on those which make the most sense, while also being prepared to combat threats which could significantly impact their operations and revenue. Join us for a look at how to conduct a SWOT analysis to improve your business for the future. 1.5 hours **FREE**

- 1) **Nov 18**
T • 6:00pm – 7:30pm • Online

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) **Oct 27**
T • 9:00am – 4:30pm • MCB
- 2) **Nov 10**
T • 9:00am – 4:30pm • MCAS
- 3) **Nov 17**
T • 9:00am – 4:30pm • MCB

Inexpensive & Creative Ways to Market Your Small Business

Would you rather eat live insects than market your small business? You are not alone. Come gain insight into your customers and learn how to reach and market to them in new, inexpensive, fun and creative ways. You'll learn about branding, advertising and grassroots marketing while identifying some of the components of an effective marketing plan. You'll discover how to best use one of your most powerful and least expensive marketing tools. Bring business cards if you have some, but don't worry if you don't. You'll leave with over 100 inexpensive and creative ideas and tips to help you grow your business, increase your visibility and connect with your community. 2 hours. **FREE**

- 1) **Nov 19**
T • 6:00pm – 8:00pm • Online

Interview Do's and Dont's for Small Business Owners

When conducting interviews for your company, it is important that you make the most of your interview opportunity, while insuring you stay in compliance with applicable laws. Join us for this informative seminar where we will cover the Dos and Dont's for interview success so you can determine the best candidate for your small business. 1.5 hours **FREE**

1) Oct 8

TH • 6:00pm – 7:30pm • Online

Pricing My Product

Consumers are willing to buy a soda from a vending machine for \$2, and are willing to purchase the same soda from a movie theater for \$6, and even still willing to purchase the same soda from a theme park for \$12.

The placement of a product or service, the consumer's personal perception, and the customer's environment have an impact on how items are priced. When attending Pricing My Product, you will learn how consumers perceive prices and how to apply psychology to your pricing strategy that is appropriate for your products, customers, and long-term business strategy. 2 hours **FREE**

1) Oct 6

T • 6:00pm – 8:00pm • Online

Selling Made Simple

Learn how to identify and sell to your customers by developing your whole product and whole customer. The whole customer consists of several consumer avatars and each should be approached uniquely. The whole product is how the consumer perceives the value, and the use

of your products and services. Entrepreneurs will learn how to use the consumer's perceptions and expectations to sell products and services. 2 hours **FREE**

1) Oct 20

T • 6:00pm – 8:00pm • Online

Top 10 HR Issues Facing Business Right Now

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. 1.5 hours **FREE**

1) Oct 22

TH • 6:00pm – 7:30pm • Online

PERSONAL ENRICHMENT

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

Arts & Crafts

Figure Drawing

This course provides instruction related to the preparation and application of conceptual sketches or diagrams created by hand or with the aid of a computer to illustrate a vision of design. Core topics include using drawing styles, rendering techniques and the basic principles of perspective layout, design, lighting, volume and space. Upon completion, students should be able to produce a pictorial presentation. 24 hours. **Cost \$80**

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

Print Making

Print making is an art form that has centuries of history behind it! It is a way of creating original artworks in multiples while maintaining their cultural integrity. In this class we will explore the medium in its traditional forms and try our hand at some contemporary printmaking methods. No presses or special equipment needed so you can learn the techniques and utilize them in your own studio with little room! 24 hours. **Cost \$80**

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

Acrylic Painting Basics

Join the fun while the basics of Acrylic Painting are discussed, demonstrated, and practiced. A

supply list (about \$50) will be explained at the first class. 24 hours. **Cost \$40**

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

Acrylic Painting Advanced

Advanced painting students will continue to explore more ways to use acrylic mediums. Students will work on personal projects in a guided studio format. The instructor will introduce new techniques like abstraction, expressive art, and medium as subjects. Course work and studies in non-academic styles will be strongly encouraged to expand student's knowledge of the medium used in their personal narrative and artworks. **Requirements:** Acrylic Painting Basics or Instructor approval.

24 hours. **Cost \$80**

1) Oct 6 - Nov 24

T • 6:00pm – 9:00pm • TBD

Holiday Arts & Crafts

Celebrate the holidays with a myriad of simple art projects that can be completed during class time and leave with a work of art that you will be proud to gift or hang yourself! Techniques and demonstrations will be given in class and time to produce at least one work per class is easily achievable. Processes learned in class can be used to make art for other purposes as well! Printmaking, image transfer, water-based media, and other simple methods will be shown. This class is for all levels; even experienced artists can learn new skills to use in their art. Craft hand-printed cards using your own designs, create fascinating wall hangings, and

more! All this while acquiring skills you can use for all of your favorite holiday crafts!

24 hours. **Cost \$40**

1) Oct 1 - Nov 19

TH • 6:00pm – 9:00pm • R 124

Sewing Skills

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 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. Sewing skills are not necessary. 24 hours. **Cost \$40**

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

Upholstery Advanced

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. Students will learn how to select the proper fabric and notions to create a customized piece of furniture and complete an upholstered project in class. **Requirements:** Upholstery Intermediate or practical experience. 24 hours. **Cost \$71**

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

DRIVING SAFETY

No fee exemptions for classes in this section.

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

Defensive Driving

Defensive Driving 4-Hour

This 4-hour course is offered in conjunction with the District Attorney's Office in Onslow, Duplin, or Sampson Counties. Anyone receiving a moving traffic citation that did not result in an accident may be eligible to take the course. Upon successful completion of the course, a moving violation may be submitted to DMV as a non-moving violation. The course is also open to the public for self-improvement. 4 hours. **Cost \$56**

Call 910.938.6294 for dates and times.

Attitudinal Dynamics 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. 8 hours. **Cost \$106**

Call 910.938.6294 for dates and times.

Alive @ 25 4-Hour

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. 4 hours. **Cost \$56**

Call 910.938.6294 for dates and times.

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, this program allows you to control the pace of your learning. The eCourse is a **required** component of the Basic Rider Course, and **must be completed before enrolling** in the hands-on course. To take this course, go to www.msf-usa.org. **Cost \$19.99**. A discounted \$5.00 coupon (a \$14.99 savings) is available from the Continuing Education Office. Call 910-938-6294 for information on purchasing the coupon.

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 MSF 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.** 18 hours. **Cost \$151**

1) Oct 3 - Oct 4

SA • 7:00am – 5:00pm • M 002 & Lot N11
SU • 7:00am – 5:00pm • M 002 & Lot N11

2) Oct 24 - Oct 25

SA • 7:00am – 5:00pm • M 002 & Lot N11
SU • 7:00am – 5:00pm • M 002 & Lot N11

3) Dec 5 - Dec 6

SA • 7:00am – 5:00pm • M 002 & Lot N11
SU • 7:00am – 5:00pm • M 002 & Lot N11

*CASAS Test Information

CASAS 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.

Testing is free of charge.

Call 910.938.6259 for more information.

Academic Studies Center

CASAS testing hours are:

Monday – Thursday, 9:00am – 7pm
Friday 9:00am – 5:00pm

*Testing is currently by appointment only.
Please call 910-938-6259 to schedule..*

DISABILITY ACCOMMODATIONS



If you have a disability and wish to request some accommodation, contact the Admissions Office at 938.6394 and ask for the Request for Accommodation Form. If accommodation is not requested sufficiently in advance to provide the college adequate time to meet your needs, we cannot guarantee the availability of a reasonable accommodation when you need it.

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. Meet with an academic counselor to plan your program of study and assist in scheduling your classes.

Fall Semester 2020 • August 17 – December 18*

**Fall semester is scheduled to end on December 16, but may be extended to December 18 if weather days are required.*

8-Week Session I: August 17 – October 14 | 8-Week Session II: October 15 – December 16

Registration for Fall Session is open. 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

- Cosmetology *
- Culinary Arts *
- Early Childhood Education
- Hospitality Management *

Transportation Systems Technology

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

Public Safety Technology

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

Computer Technology

- Information Technology-Information Systems
- Information Technology-Computer Programming
- Information Technology-Network Management
- Information Technology-Systems Security

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.*