

Short Term

TRAINING PROGRAMS



Introduction

Coastal Carolina Community College is a dynamic learning environment, defined by educational quality and student success.

Coastal's Division of Continuing Education is committed to providing exceptional training opportunities for the residents of Jacksonville and Onslow County. Our staff and faculty are committed to providing premier specialized training, financial assistance, and services to ensure that our students are prepared for successful employment in an increasingly complex and technological workplace.

Because of the current economy of our nation and our community, Coastal has created this publication to outline training opportunities available to meet the immediate needs of individuals who need to enhance their current level of employment skills or develop new marketable careers in less than a year. Our staff and faculty have identified local business and industry employment needs, and developed short-term training programs to deliver high-skill employees for those businesses and industries.

The staff and faculty of Coastal are highly qualified professionals who have experiences in the field, and are committed to professional development and excellence in teaching. Your success is our success.

Please use this guide to short-term training. If you have questions, call our friendly staff at 910.938.6294, visit the Kenneth B. Hurst Continuing Education Building on the Coastal campus, or visit www.coastalcarolina.edu/con-ed.

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Construction/Vocational/Technical
TRAINING PROGRAMS





FACILITIES MAINTENANCE TECHNICIAN

Training involves the skills of two or more maintenance occupations to keep machines, mechanical equipment, or the structure of an establishment in repair. Duties may involve: welding, pipe fitting, insulating, carpentry, repairing electrical or mechanical equipment, installing, aligning, and balancing new equipment; and repairing buildings, floors, or stairs.

HOURS & COST

Electrical Wiring Fundamentals - 72 hours, \$180
EPA Refrigeration Certification - 14 hours, \$70
Plumbing Fundamentals - 36 hours, \$180
Basic Welding and Cutting - 96 hours, \$180
Intro to Industrial Maintenance - 120 hours, \$180
Other Costs - textbooks approx. \$325; tools approx. \$350

An additional insurance fee of \$1 will be added for each course.

For an additional fee, students can apply for national certification. Certification is available from the NC Department of Labor Apprenticeship Program, the NC Department of Labor, OSHA, or the American Welders Society (annual fee).

EMPLOYMENT OUTLOOK

All wage and employment outlooks are for a 100 mile radius of Coastal Carolina Community College.

Facility Maintenance is expected to grow by 11 percent over the next 10 years.

WAGES

Entry Level - \$22,058 / \$10.60
Average - \$35,643 / \$17.14
Experienced - \$54,958 / \$26.42
Average North Carolina - \$36,190 / \$17.40

Source: <http://accessnc.commerce.state.nc.us>; www.cfnc.org; <https://coastalcarolina.emsicareercoach.com/>

Classes are offered at various times throughout the year.

For more information, CALL 910.938.6294

PLUMBING

These courses provide basic instruction in 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. Instruction focuses on the assembly, installation, alteration, and repair of pipelines or pipe systems that carry water, steam, air, or other liquids or gases. These courses may also provide training on installing heating and cooling equipment and mechanical control systems.

HOURS & COST

Blueprint Reading - 48 hours, \$125

Plumbing Fundamentals - 36 hours, \$180

Welding & Cutting - Basic - 96 hours, \$180

Other Costs - textbooks approx. \$185; tools approx. \$250

An additional insurance fee of \$1 will be added for each course.

For an additional fee, students can apply for national certification at the journeyman level with the NC Department of Labor Apprenticeship Program, or the National Center for Construction Education and Research.

EMPLOYMENT OUTLOOK

All wage and employment outlooks are for a 100 mile radius of Coastal Carolina Community College.

Plumbing is expected to grow by 13 percent over the next 10 years.

WAGES

Entry Level - \$27,891 / \$13.41

Average - \$40,298 / \$19.37

Experienced - \$56,030 / \$26.93

Average North Carolina - \$39,560 / \$17.58

Source: <http://accessnc.commerce.state.nc.us>; <https://coastalcarolina.emsicareercoach.com/>

For more information, CALL 910.938.6294

WASTEWATER TREATMENT PLANT OPERATOR

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. Specific topics of instruction include mathematics, chemistry sampling and laboratory processes, biological processes, preliminary and primary treatment, trickling filters and rotating biological contractors, activated sludge processes, sludge digestion, solids handling, dewatering and disposal, monitoring and reporting requirements, analysis and presentation of data, daily records and report writing, disinfection, chlorination, chemical storage and handling, waste treatment ponds, maintenance operations, electricity and hydraulics, septic tanks and sand filters.

HOURS & COST

72 hours, \$180

An additional insurance fee of \$1 will be added for each course.

EMPLOYMENT OUTLOOK

All wage and employment outlooks are for a 100 mile radius of Coastal Carolina Community College.

Opportunities for Wastewater Treatment Plant Operators are expected to grow by 4 percent over the next 10 years.

WAGES

Entry Level - \$25,554 / \$12.28

Average - \$38,222 / \$18.38

Experienced - \$57,086 / \$27.44

Average North Carolina - \$37,230 / \$17.89

Source: <http://accessnc.commerce.state.nc.us>; <https://coastalcarolina.emsicareercoach.com/>

For more information, CALL 910.938.6294



WELDING

This training provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metal industry. Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses in math, blueprint reading, metallurgy, welding inspection, and destructive and nondestructive testing provides the student with industry-standard skills developed through classroom training and practical application.

HOURS & COST

Welding & Cutting - Basic - 96 hours, \$180

Advanced Welding - 120 hours, \$180

MIG Welding - 48 hours, \$125

Other Costs - tools approx. \$230

An additional insurance fee of \$1 will be added for each course.

WAGES

Entry Level - \$26,428 / \$12.70

Average - \$37,920 / \$18.23

Experienced - \$50,275 / \$24.17

Average North Carolina - \$37,230 / \$17.89

Source: <http://accessnc.commerce.state.nc.us>; <https://coastalcarolina.emsicareercoach.com/>

EMPLOYMENT OUTLOOK

All wage and employment outlooks are for a 100 mile radius of Coastal Carolina Community College.

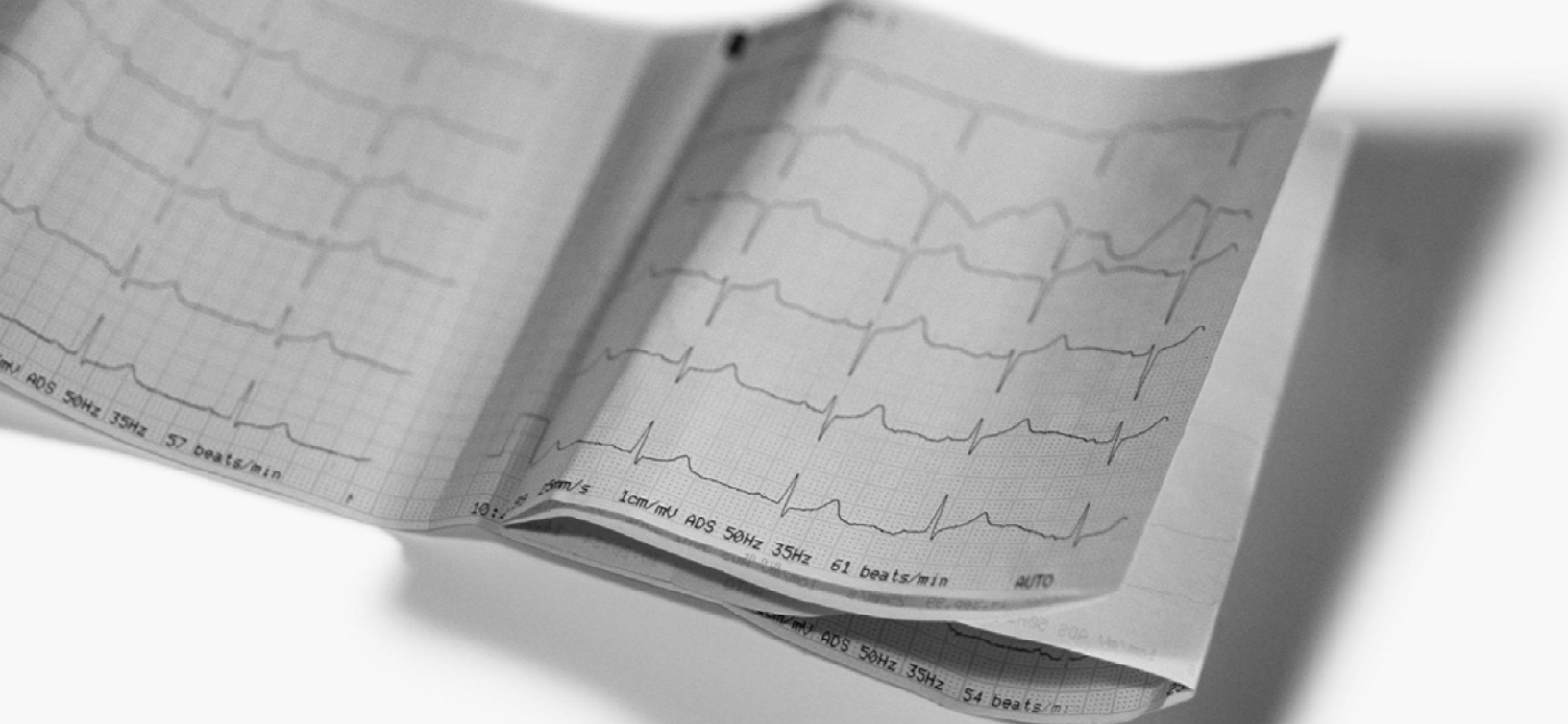
The National Bureau of Labor Statistics (BLS) projects a 15 percent growth rate for welders between 2010 and 2020. Prospects are best for welders who are willing to travel. The BLS reports that welders of Natural gas pipelines were among the highest-paying employers, at an average of \$59,620 per year. Alaska was the highest-paying state, at an average of \$67,980. The state of Texas Currently employs the most welders where the average annual wage for welders is \$37,550.

For more information, CALL 910.938.6294

Healthcare

TRAINING PROGRAMS





CARDIOVASCULAR TECHNICIAN/MONITOR

This program prepares students to function as EKG technicians/monitor techs. The course will cover anatomy and physiology of the heart and principles of EKG and recognition of multiple cardiac dysrhythmias which affect heart function. 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 EKGs and mounting strips. Students will learn to read and interpret cardiac tracings.

Prerequisites - high school equivalency or high school diploma; TABE testing required (reading 9.0, math 9.0)

HOURS & COST

70 hours, \$180

Other Costs - textbook approx. \$63; National Certification Exam \$105; Online Practice Assessments \$56

An additional insurance fee of \$1 will be added for each course.

EMPLOYMENT OUTLOOK

All wage and employment outlooks are for a 100 mile radius of Coastal Carolina Community College.

Cardiovascular Technician/ Monitor has grown by 7 percent over the last 2 years and is expected to grow by 30 percent over the next 10 years.

For more information, CALL 910.938.6294

WAGES

Wage and employment outlooks for this occupation are for workers holding a minimum of an Associate's Degree.

Entry Level - \$19,240 / \$9.25

Average - \$32,926.4 / \$15.83

Experienced - \$66,040 / \$31.75

Source: <http://accessnc.commerce.state.nc.us>, <https://coastalcarolina.emsicareercoach.com>

CENTRAL STERILE PROCESSING TECHNICIAN

The major tasks of a Central Sterile Processing Technician's role are to process and sterilize equipment and supplies from the operating suites and nursing units of the hospital. These medical professionals are specially trained in the proper care, cleaning, decontamination and sterilization of all surgical instrumentation. The CPT is also involved in preparing and packaging specialized medical equipment for patient use in various areas of the facilities.

Prerequisites - TABE testing required (reading 12.0, math 9.0); high school equivalency or high school diploma.

HOURS & COST

96 hours, \$180

Other Costs - textbook bundle \$178; National Exam Fee approx. \$125

An additional insurance fee of \$1 will be added for each course.

EMPLOYMENT OUTLOOK

All wage and employment outlooks are for a 100 mile radius of Coastal Carolina Community College.

Central Sterile Supply Technician opportunities are expected to grow by 19 percent over the next 10 years.

Classes are offered approximately four times per year.

For more information, CALL 910.938.6294

CERTIFIED DIETARY MANAGER (CDM)

This course is approved by the Association of Nutrition and Food service Professionals (ANFP). Students will gain knowledge in food service, business operations, management, supply and equipment maintenance, sanitation and safety. Additional concentrations focus on the use of technology, and the implementation of basic nutritional concepts on the use of technology, and the implementation of basic nutritional concepts needed in the clinical environment. The program consists of classroom discussion, practical application, case studies and hands-on clinical experience. The course is comprised of 126 lecture hours and 50 lab hours for a total of 176 hours. Additionally, students are expected to complete 100 clinical hours at an approved facility. Upon completion of the course, students will have the experience, knowledge and insight to enter this profession and be academically prepared for the ANFP national certification test.

Prerequisites - high school equivalency or high school diploma; TABE testing required (reading 10.0, math 8.0)

HOURS & COST

176 hours, \$180

Other Costs - textbooks approx. \$200; AFNP membership fee \$35; CDM exam \$350

An additional insurance fee of \$1 will be added for each course.

EMPLOYMENT OUTLOOK

All wage and employment outlooks are for a 100 mile radius of Coastal Carolina Community College.

Certified Dietary Management has grown by 3 percent over the last 2 years, and is expected to grow by 12 percent over the next 10 years.

This program is offered twice a year.

For more information, CALL 910.938.6294

WAGES

Entry Level - \$21,440 / \$10.31

Average - \$28,230 / \$13.57

Experienced - \$37,190 / 17.88

Source: <http://accessnc.commerce.state.nc.us>, <https://coastalcarolina.emsicareercoach.com/>

WAGES

Entry Level - \$35,950 / \$17.28

Average - \$51,754 / \$24.88

Experienced - \$70,914 / \$34.09

Average North Carolina - \$25,180 / \$12.10

Source: <http://accessnc.commerce.state.nc.us>, <https://coastalcarolina.emsicareercoach.com/>



CERTIFIED PERSONAL FITNESS TRAINER NATIONAL ACADEMY OF SPORTS MEDICINE

This course will prepare students to begin an exciting career in the health and fitness personal training profession. Course topics include: the basic principles of training, concepts and structures of anatomy, principles of human movement science, exercise technique and training instruction, and program design. Additionally, this course will include the required CPR/AED training with the American Heart Association. Students will learn this profession through the application of classroom and practical hands-on training using current equipment found in this industry. This certificate program will prepare students to take the Certified Personal Trainer (CPT) national examination through the National Academy of Sports Medicine (NASM). CPTs normally work at fitness centers, health spas, gyms, or start their own private business.

Prerequisites - high school equivalency or high school diploma; TABE testing required (reading 12.0, math 8.0)

HOURS & COST

178 hours, \$180

Other Costs - textbook approx. \$90; National Examination Fee \$399

Additional Certifications:

Youth Exercise Specialist - 20 hours, \$70 + National Exam \$125*

Senior Fitness Specialist - 20 hours, \$70 + National Exam \$125*

An additional insurance fee of \$1 will be added for each course.

EMPLOYMENT OUTLOOK

All wage and employment outlooks are for a 100 mile radius of Coastal Carolina Community College.

Fitness Trainer and Aerobics Instructor opportunities have grown by 8 percent over the last 2 years and are expected to grow by 19 percent over the next 10 years.

WAGES

Entry Level - \$20,484 / \$9.85

Average - \$37,492 / \$18.03

Experienced - \$53,156 / \$25.56

Average North Carolina - \$31,740 / \$15.25

Source: <http://accessnc.commerce.state.nc.us>, <https://coastalcarolina.emsicareercoach.com>

Programs are offered twice a year with your choice of day or evening classes.

Each class is approximately 5 months long.

For more information, CALL 910.938.6294



EMERGENCY MEDICAL DISPATCHER

This is a 24 hour course that covers the processing of medical calls using a protocol system and giving medical instructions to the caller.

Prerequisites - high school equivalency or high school diploma

HOURS & COST

24 hours, \$70

Other Costs - textbooks, national certification fee and exam \$275

An additional insurance fee of \$1 will be added for each course.

EMPLOYMENT OUTLOOK

All wage and employment outlooks are for a 100 mile radius of Coastal Carolina Community College.

Opportunities for Emergency Medical Dispatchers have grown by 2 percent over the last 2 years and are expected to grow by 2 percent over the next 10 years.

This course runs for 3 days 8:00am-5:00pm.

Course offered periodically as needed.

For more information, CALL 910.938.6294

WAGES

Local Entry Level - \$30,409

Average - \$39,640

Experienced - \$42,330

Source: <http://accessnc.commerce.state.nc.us>, <https://coastalcarolina.emsicareercoach.com>

EMERGENCY MEDICAL TECHNICIAN-BASIC (EMT-B)

Designed to train individuals to become emergency medical personnel, this course teaches patient assessment and basic life support techniques including airway management and CPR, hemorrhage control, oxygen administration, treatment for shock, bandaging wounds and splinting broken bones, skull and chest injuries, child birthing, treatment for exposure to cold and heat emergencies, and transferring patients to medical facilities. Successful completion of this course will allow the student to take the North Carolina Certification and the National Registry of Emergency Medical Technicians certification exams.

Prerequisites - high school equivalency or high school diploma; TABE testing required (reading 11.0) OR 17 years old by the end of the course and a TABE test for reading comprehension score of 12.0 or higher.

HOURS & COST

228 hours (204 lecture hours, 24 clinical hours after successful completion of the didactic portion) \$180, Textbooks - approx. \$230

An additional insurance fee of \$1 will be added for each course, as well as a \$16 fee for Liability Insurance.

Background Check \$45, Drug Screen \$55, Vaccination Costs vary depending on what the student has already obtained and the fee charged by medical providers.

National Exam fee \$70, State Exam fee approx. \$68

EMPLOYMENT OUTLOOK

All wage and employment outlooks are for a 100 mile radius of Coastal Carolina Community College.

Emergency Medical Technician/Paramedic has grown by 4 percent over the last 2 years and is expected to grow by 16 percent over the next 10 years.

WAGES

Entry Level - \$23,566

Average - \$33,625

Highly Experienced - \$47,167

Source: <http://accessnc.commerce.state.nc.us>, <https://coastalcarolina.emsicareercoach.com>

Daytime classes are held approximately once per month

January through December each year with 11 classes annually. Four (4) evening EMT- Basic classes are held annually. Daytime courses are approximately 26 days in classroom followed by 2 weeks to complete clinical requirements. 24 days in length. Evening courses are 18 – 22 weeks in length.

For more information, CALL 910.938.6294

EMERGENCY TELECOMMUNICATOR

This course covers all aspects of the work of a 911 Telecommunicator. Topics include communications technology, caller management, legal aspects, stress management, and call classification for fire, medical and law enforcement calls.

Prerequisites - high school equivalency or high school diploma

HOURS & COST

40 hours, \$125, Other Costs - Textbooks, National Certification fee and exam \$50.00

An additional insurance fee of \$1 will be added for each course.

EMPLOYMENT OUTLOOK

All wage and employment outlooks are for a 100 mile radius of Coastal Carolina Community College.

Opportunities for Emergency Telecommunicators have grown by 2% over the last 2 years and are expected to grow by 2% over the next 10 years.

This course runs for 5 days 8:00am-5:00pm.

Course offered periodically as needed.

For more information, CALL 910.938.6294

WAGES

Entry Level - \$25,329 / \$12.18

Average - \$31,914 / \$15.34

Experienced - \$36,190 / \$17.40

Average North Carolina - \$31,930 / \$15.35

Source: <http://accessnc.commerce.state.nc.us>, <https://coastalcarolina.emsicareercoach.com>



MASSAGE THERAPY

The two-part Massage Therapy (MT) program is designed to provide students with the essential skills to become a North Carolina Licensed Massage and Bodywork Therapist (LMBT). The foundation of this program is based on the standards of the North Carolina Board of Massage and Bodywork Therapy. Students practice the clinical process to conduct client assessments, develop individualized treatment plans, and perform safe and comprehensive massage therapy under the supervision of a LMBT. During MT I, students are required to attend 16 lecture hours every week for 9.5 months in order to complete the necessary 750 hours required for graduation. *The clinical portion starts five months after the program begins, at which point students should expect to be on campus 29 hours a week. Successful completion of the MT program prepares students for the Massage & Bodywork Licensing Examination (MBLEx). Massage Therapists are employed at hospitals, chiropractors, doctor offices, fitness centers, spas, and/or establish their own private practice.

Prerequisites - - TABE testing required (reading 10.0); high school equivalency or high school diploma; must be 18 or older

HOURS & COST

MT I - 300 hours, \$180

MT II - 450 hours, \$180

Other Costs - Fees, textbooks, uniforms, supplies, exam and license fees approx. \$1875

An additional insurance fee of \$1 will be added for each course, as well as a \$16 fee for Liability Insurance.

WAGES

Entry Level - \$22,272 / \$10.71

Average - \$34,885 / \$16.77

Experienced - \$56,175 / \$27.01

Average North Carolina - \$37,810 / \$18.17

Source: <http://accessnc.commerce.state.nc.us>, <https://coastalcarolina.emsicareercoach.com>

EMPLOYMENT OUTLOOK

All wage and employment outlooks are for a 100 mile radius of Coastal Carolina Community College.

Massage Therapy opportunities have grown by 7 percent over the last 2 years and are expected to grow by 16 percent over the next 10 years.

Morning and Evening Programs start 3 - 4 times a year.

For more information, CALL 910.938.6294

DIRECT CARE WORKER

This course will include skills development in home management and personal care tasks for clients needing limited assistance. Topics covered will include infection control, personal care, safety, professionalism, home management, effective communication, and job-search skills.

HOURS & COST

60 hours, \$180

Fee waiver for those who are unemployed or underemployed or have received notice of layoff, making this class no cost for those who qualify.

An additional insurance fee of \$1 will be added for each course.

EMPLOYMENT OUTLOOK

All wage and employment outlooks are for a 100 mile radius of Coastal Carolina Community College.

Opportunities for Home Health Aides are expected to grow by 41 percent over the next 10 years.

For more information, CALL 910.938.6294

WAGES

Entry Level - \$16,213 / \$7.79

Average - \$19,231 / \$9.25

Experienced - \$24,243 / \$11.66

Average North Carolina - \$18,790 / \$9.03

Source: <http://accessnc.commerce.state.nc.us>, <https://coastalcarolina.emsicareercoach.com>

NURSE AIDE I

Instruction focuses on the basic nursing skills required to provide personal care for patients, residents, or clients in a healthcare setting. Upon successful completion of the course, the student is eligible to apply for the National Nurse Aide Assessment Program (NNAAP) Examination. After passing the skills and written/oral exam the graduate is listed as a NA I on the North Carolina Registry. Training is also provided in employability skills.

Prerequisites - TABE testing required (reading 8.0)

HOURS & COST

149 hours, \$180

Other Costs - fees, textbooks, criminal background check, immunization tracker, and uniforms, approx. \$200; immunizations cost may vary up to \$300

An additional insurance fee of \$1 will be added for each course, as well as a \$16 fee for Liability Insurance.

EMPLOYMENT OUTLOOK

All wage and employment outlooks are for a 100 mile radius of Coastal Carolina Community College.

Nurse Aide opportunities are expected to grow by 22 percent over the next 10 years.

WAGES

Entry Level - \$17,480 / \$8.41

Average - \$23,750 / \$11.42

Experienced - \$33,400 / \$16.06

Average North Carolina - \$23,240 / \$11.17

Source: <http://accessnc.commerce.state.nc.us>, <https://coastalcarolina.emsicareercoach.com>

Four (4) classes are normally available each semester (morning and evening).

Two eight week classes meet Monday through Thursday, and one sixteen week class meets two evenings per week (evening). The other class is a hybrid (partially offered online) for the duration of 13 weeks.

For more information, CALL 910.938.6294

NURSE AIDE II

The Nurse Aide II training program prepares graduates to perform more complex skills for patients and residents. After successful completion of the course, the student is eligible to be listed on the North Carolina Nurse Aide II Registry.

Prerequisites - high school equivalency or high school diploma; listing as NA I on the North Carolina Registry; current CPR card (AHA Basic Life Support for Healthcare Providers); driver's license or other government-issued photo ID.

HOURS & COST

179 hours, \$180

Other Costs - books, uniforms, criminal background check, and drug screening are approx. \$300; immunization record required, immunizations cost may vary up to \$300

An additional insurance fee of \$1 will be added for each course, as well as a \$16 fee for Liability Insurance.

WAGES

Entry Level - \$17,480 / \$8.47

Average - \$23,750 / \$11.42

Experienced - \$33,400 / \$16.06

Average North Carolina - \$23,240 / \$11.17

Source: <http://accessnc.commerce.state.nc.us>, <https://coastalcarolina.emsicareercoach.com>

EMPLOYMENT OUTLOOK

All wage and employment outlooks are for a 100 mile radius of Coastal Carolina Community College.

Nurse Aide opportunities are expected to grow by 22 percent over the next 10 years.

Two (2) classes are normally available each semester.

One class is seated for a duration of 14 weeks. The other class is a hybrid (partially offered online) for 11 weeks.

For more information, CALL 910.938.6294

NURSE AIDE REFRESHER

This course reviews the knowledge and skills in basic nursing care to prepare an individual to take the National Nurse Aide Assessment Program (NNAAP) exam. Once the student has passed the skills and written/oral competency evaluation, the graduate is listed as a Nurse Aide I on the North Carolina Registry.

Prerequisites – Applicants must have completed a state approved NA training class of at least 75 hours; current registration as a Nurse Aide I from another state; be a Nurse Aide I with an expired registry listing in the last four years (any state); have status as a hospital corpsman (or similar military training from any branch of service) and require competency evaluation for the NC NAI registry.

HOURS & COST

40 hours, \$125

An additional insurance fee of \$1 will be added for each course.

the next 10 years.

WAGES

Entry Level - \$17,480 / \$8.47

Average - \$23,750 / \$11.42

Experienced - \$33,400 / \$16.06

Average North Carolina - \$23,240 / \$11.17

Source: <http://accessnc.commerce.state.nc.us>, <https://coastalcarolina.emsicareercoach.com>

EMPLOYMENT OUTLOOK

All wage and employment outlooks are for a 100 mile radius of Coastal Carolina Community College.

Nurse Aide opportunities are expected to grow by 22 percent over

Classes are offered at least quarterly.



For more information, CALL 910.938.6294

HOME CARE NURSE AIDE

This course will build on Nurse Aide I competencies and focus on enhancing specific skills needed when working in a home setting. Topics include person-centered care, patient and personal safety, hydration/nutrition, mental health, dementia, behavioral changes, and pain management. Upon successful completion, the graduate will be listed as a Home Care Nurse Aide on the North Carolina registry.

Prerequisites - Nurse Aide I

HOURS & COST

99 hours, \$180

An additional insurance fee of \$1 will be added for each course.

EMPLOYMENT OUTLOOK

All wage and employment outlooks are for a 100 mile radius of Coastal Carolina Community College.

Opportunities for Home Health Aides are expected to grow by 41 percent over the next 10 years.

Classes are offered quarterly.

WAGES

Entry Level - \$16,240 / \$7.81

Average - \$19,230 / \$9.25

Experienced - \$24,100 / \$11.59

Average North Carolina - \$18,790 / \$9.03

Source: <http://accessnc.commerce.state.nc.us>, <https://coastalcarolina.emsicareercoach.com>

For more information, CALL 910.938.6294

MEDICATION AIDE

This North Carolina Board of Nursing approved training program is designed to prepare an individual to pass the state Medication Aide competency exam and become listed on the North Carolina Medication Aide Registry.

Prerequisites - TABE testing required (reading 10.0); high school equivalency or high school diploma; current listing on the North Carolina Nurse Aide I Registry.

HOURS & COST

24 hours, \$70

Other Costs - textbook approx. \$12; State Exam Fee approx. \$55

An additional insurance fee of \$1 will be added for each course.

EMPLOYMENT OUTLOOK

All wage and employment outlooks are for a 100 mile radius of Coastal Carolina Community College.

Nurse Aide/Medication Aide opportunities are expected to grow by 13 percent over the next 10 years.

Classes are offered approximately four times per year.

For more information, CALL 910.938.6294

WAGES

Entry Level - \$16,988 / \$8.17

Average - \$21,947 / \$10.55

Experienced - \$29,477 / \$14.17

Average North Carolina - \$23,240 / \$11.17

Source: <http://accessnc.commerce.state.nc.us>, <https://coastalcarolina.emsicareercoach.com>

MEDICATION AIDE FOR ADULT CARE HOMES

This course trains unlicensed staff who will be administering medications to residents in an adult care home environment (assisted living, group homes). It also prepares students for the exam administered by the Division of Health Services Regulation.

Prerequisites - TABE testing required (reading 10.0); high school equivalency or high school diploma; current listing on the North Carolina Nurse Aide I Registry OR current employment in an Adult Care Home.

HOURS & COST

15 hours, \$70

Other Costs - State Exam Fee approx. \$25

An additional insurance fee of \$1 will be added for each course.

EMPLOYMENT OUTLOOK

All wage and employment outlooks are for a 100 mile radius of Coastal Carolina Community College.

Nurse Aide/Medication Aide opportunities are expected to grow by 13 percent over the next 10 years.

Classes are offered approximately four times per year.

WAGES

Entry Level - \$16,988 / \$8.17

Average - \$21,947 / \$10.55

Experienced - \$29,477 / \$14.17

Average North Carolina - \$23,240 / \$11.17

Source: <http://accessnc.commerce.state.nc.us>, <https://coastalcarolina.emsicareercoach.com>



For more information, CALL 910.938.6294

PHARMACY TECHNICIAN

This course will prepare students to take the national certification exam. Topics include how to assist the pharmacist in serving patients, maintaining medication and inventory control systems, and participating in the administration and management of pharmacy practice. Upon successful completion of the National Pharmacy Technician Certification Exam, students earn the designation of Certified Pharmacy Technician, CPHT. Classes are offered on campus and online.

Prerequisites - TABE testing required (reading 10.0, math 8.0) (not required for online students)

HOURS & COST

108 hours, \$180

Textbook - approx. \$192

National Certification Exam - \$129

An additional insurance fee of \$1 will be added for each course.

EMPLOYMENT OUTLOOK

All wage and employment outlooks are for a 100 mile radius of Coastal Carolina Community College.

Pharmacy Technician opportunities have grown by 4 percent over the last 2 years and is expected to grow by 18 percent over the next 10 years.

Classes are available each semester, the on campus class is approximately 4 months and the online class is approximately 6 months in duration.

For more information, CALL 910.938.6294 or visit information website at:

WAGES

Entry Level - \$19,426 / \$9.34

Average - \$26,996 / \$12.98

Experienced - \$37,922 / \$18.23

Average North Carolina - \$27,500 / \$13.22

Source: <http://accessnc.commerce.state.nc.us>, <https://coastalcarolina.emsicareercoach.com>



[HTTPS://WWW.COASTALCAROLINA.EDU/CON-ED/HEALTH/PHARMACY-TECH/](https://www.coastalcarolina.edu/con-ed/health/pharmacy-tech/)

PHLEBOTOMIST

Phlebotomy training prepares the student to draw blood specimens from patients for the purpose of testing and analyzing blood. A phlebotomist's job includes maintenance of equipment used in obtaining blood specimens; the use of appropriate communication skills when working with patients; the selection of venipuncture sites; the care of blood specimens; the entry of the testing process into a computer; and clerical duties associated with record keeping of the blood tests. Evening class hours are required the first six weeks. Daytime clinical training hours are required during the next seven weeks.

Prerequisites - high school equivalency or high school diploma; TABE testing required (reading 12.9, math 8.0)

HOURS & COST

255 hours, \$180,

Other Costs - textbooks, background check, drug screening, uniforms, and supplies are approx. \$250, Immunization cost may vary up to \$300

National Certification Exam - \$135

An additional insurance fee of \$1 will be added for each course, as well as a \$16 fee for Liability Insurance.

EMPLOYMENT OUTLOOK

All wage and employment outlooks are for a 100 mile radius of Coastal Carolina Community College.

Phlebotomy opportunities are expected to grow by 26 percent over the next 10 years.

Classes are available each semester, and each is approximately 4 months in duration.

For more information, CALL 910.938.6294 or visit information website at:

WAGES

Entry Level - \$20,740 / \$9.97

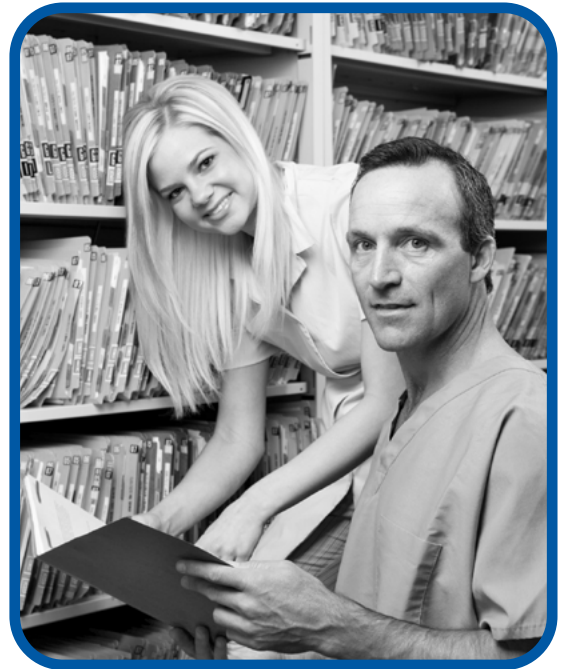
Average - \$26,600 / \$12.79

Experienced - \$35,290 / \$16.97

Average North Carolina - \$29,930 / \$14.39

Source: <http://accessnc.commerce.state.nc.us>, <https://coastalcarolina.emsicareercoach.com>

Medical Office TRAINING PROGRAMS





CERTIFIED ELECTRONIC HEALTH RECORDS SPECIALIST

This course will prepare students for the national certification exam as a Certified Electronic Health Records Specialist (CEHRS). It will introduce the basic functions of the Electronic Health Record (EHR) as well as best practices for transitioning from the paper-based record to an EHR. The course will also cover regulatory compliance standards (HIPAA, ARRA, and Meaningful Use) that govern the EHR software and the technological requirements. Students will also have the opportunity to utilize EHR software for clinical case practice to ensure more complete and accurate documentation of health records in an electronic format. This course prepares students to take the national CEHRS NHA exam.

Prerequisites - Medical Terminology, high school equivalency or high school diploma; TABE testing required (reading 10.0)

HOURS & COST

98 hours, \$180

Other Costs - textbook approx. \$120; 4GB flash drive approx. \$10; NHA exam fee \$115

An additional insurance fee of \$1 will be added for each course.

REQUIRED MATERIALS / RESOURCES

High-speed Internet access with supported computer operating systems and Internet/Web browsers

Adobe Flash Player / Adobe Acrobat Reader for best experience, use of a mobile device is not recommended

EMPLOYMENT OUTLOOK

All wage and employment outlooks are for a 100 mile radius of Coastal Carolina Community College.

Medical Records and Health Information Technicians opportunities have grown by 3 percent over the last 2 years and are expected to grow by 17 percent over the next 10 years.

WAGES

Entry Level - \$22,395 / \$10.77

Average - \$31,551 / \$15.17

Experienced - \$50,067 / \$24.07

Average North Carolina - \$32,360 / \$15.55

Source: <http://accessnc.commerce.state.nc.us>, <https://coastalcarolina.emsicareercoach.com>

Classes begin every 6 months.

For more information, CALL 910.938.6294

CERTIFIED MEDICAL ADMINISTRATION ASSISTANT

Also referred to as Medical Office Secretary or Medical Office Assistant, the Certified Medical Administrative Assistant (CMAA) will perform routine administrative tasks to help keep the physicians' offices and clinics running efficiently. As a CMAA, you may perform some or all of the following tasks:

Review and answer correspondence
Operate computer systems or other types of technology to accomplish office tasks
Answer calls, schedule appointments, greet patients, and maintain files
Update and maintain patient and other practice-specific information

Benefits to obtaining a Medical Administrative Assistant Certification may include more job opportunities, an increased pay scale, and increased subject matter expertise. Upon successful completion of the class, students will be prepared to take the national certification examination for Certified Medical Administrative Assistant (CMAA).

Prerequisites - TABE testing required (reading 10.0)

HOURS & COST

148 hours, \$180,
Other Costs - textbook approx. \$95; NHA exam fee \$115
An additional insurance fee of \$1 will be added for each course.

EMPLOYMENT OUTLOOK

All wage and employment outlooks are for a 100 mile radius of Coastal Carolina Community College.

Medical Secretary opportunities have grown by 5 percent over the last 2 years and are expected to grow by 24 percent over the next 10 years.

WAGES

Entry Level - \$22,758 / \$10.94
Average - \$29,043 / \$13.96
Experienced - \$37,726 / \$18.13
Average North Carolina - \$29,760 / \$14.30

Source: <http://accessnc.commerce.state.nc.us>, <https://coastalcarolina.emsicareercoach.com>

Classes begin every 4 months.

MEDICAL BILLING SPECIALIST

This program will cover an in-depth study of healthcare claims and billing collections procedures, various types of insurance carriers, medical necessity, insurance denials and appeal 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. Education in this field can lead to career opportunities in doctors' offices, clinics, public health facilities, hospitals, nursing homes, insurance agencies, information services departments, and self-employment.

This course also counts as continuing education hours for individuals holding AAPC coding credential CPC. Invest in your future with the CRC certification – certified coders earn 40% more than non-credentialed coders.

Prerequisites - Medical Terminology and Medical Coding, TABE testing required (reading 10.0)

HOURS & COST

180 hours, \$180,
Other Costs - textbooks approx. \$450; AAPC Membership & exam fee \$425
An additional insurance fee of \$1 will be added for each course.

EMPLOYMENT OUTLOOK

All wage and employment outlooks are for a 100 mile radius of Coastal Carolina Community College.

Billing, Cost, and Rate Clerk opportunities have grown by 3 percent over the last 2 years and are expected to grow by 15 percent over the next 10 years.

WAGES

Entry Level - \$24,835 / \$11.94
Average - \$33,509 / \$16.11
Experienced - \$43,761 / \$21.04
Average North Carolina - \$33,610 / \$16.16

Source: <http://accessnc.commerce.state.nc.us>, <https://coastalcarolina.emsicareercoach.com>

Classes begin every 4 months.

MEDICAL CODING SPECIALIST

This course teaches coding skills for an outpatient physician setting. The course provides the most up-to-date information relating to CPT®, ICD-10-CM Volumes 1 & 2, and HCPCS Level II coding. The training also assures a broad, encompassing knowledge and expertise in reviewing and assigning the correct procedure and diagnosis codes for physician services. This program prepares the student for the American Academy of Professional Coders – Certified Professional Coder (CPC) national examination. Invest in your future with the CRC certification – certified coders earn 40% more than non-credentialed coders.

Prerequisites - Medical Terminology, high school equivalency or high school diploma; TABE testing required (reading 10.0)

HOURS & COST

302 hours, \$180

Other Costs - textbooks approx. \$600; AAPC Membership & exam fee \$425

An additional insurance fee of \$1 will be added for each course.

EMPLOYMENT OUTLOOK

All wage and employment outlooks are for a 100 mile radius of Coastal Carolina Community College.

Medical Coding Specialist opportunities have grown by 3 percent over the last 2 years and are expected to grow by 15 percent over the next 10 years.

Morning, Evening and Online classes are offered 2 -3 times per year.

For more information, CALL 910.938.6294

MEDICAL CODERS' APPRENTICESHIP

The Medical Coders' Apprenticeship course blends the benefit of having a coding navigator facilitate 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 in less time. It is designed to teach and test medical coding proficiency concentrating on the top ten hiring medical specialties. The program consists of three training modules, each containing 200 real redacted medical cases for practice. After the module is complete, the student must complete a timed 20 question assessment at the end of each module, passing with 70% proficiency or higher. Successfully completing the program fulfills one year of medical coding experience required for the removal of the apprenticeship designation from the CPC credential.

Prerequisites - Certified Professional Coder (CPC-A) credential.

HOURS & COST

96 hours, \$180

Other Costs - textbooks approx. \$450; AAPC Membership & exam fee \$425

An additional insurance fee of \$1 will be added for each course.

EMPLOYMENT OUTLOOK

All wage and employment outlooks are for a 100 mile radius of Coastal Carolina Community College.

Medical Coding Specialist opportunities have grown by 3 percent over the last 2 years and are expected to grow by 15 percent over the next 10 years.

Classes offered online twice a year.

For more information, CALL 910.938.6294

WAGES

Entry Level - \$24,835 / \$11.94

Average - \$33,509 / \$16.11

Experienced - \$43,761 / \$21.04

Average North Carolina - \$33,610 / \$16.16

Source: <http://accessnc.commerce.state.nc.us>, <https://coastalcarolina.emsicareercoach.com>

WAGES

Entry Level - \$24,835 / \$11.94

Average - \$33,509 / \$16.11

Experienced - \$43,761 / \$21.04

Average North Carolina - \$33,610 / \$16.16

Source: <http://accessnc.commerce.state.nc.us>, <https://coastalcarolina.emsicareercoach.com>

RISK ADJUSTMENT MEDICAL CODER

This course focuses on the principles of risk adjustment and accurate diagnosis coding. A Certified Medical Coder will teach the students all of the details of predictive modeling; the financial impact of risk adjustment coding, documentation challenges, official diagnosis coding guidelines, and diagnosis coding in ICD-10-CM. The student will be prepared to take the national Certified Risk Adjustment Coder (CRC) certification exam and potentially work as a CRC. This course is for anyone who is currently working as a Certified Medical Coder in risk adjustment or wants to learn risk adjustment coding. Invest in your future with the CRC certification- certified coders earn 40% more than non-credentialed coders. This course also counts as continuing education hours for individuals holding AAPC coding credential CPC.

Prerequisites - Medical Terminology and Medical Coding Specialist.

HOURS & COST

96 hours, \$180

An additional insurance fee of \$1 will be added for each course.

EMPLOYMENT OUTLOOK

All wage and employment outlooks are for a 100 mile radius of Coastal Carolina Community College.

Medical Coding Specialist opportunities have grown by 3 percent over the last 2 years and are expected to grow by 15 percent over the next 10 years.

Classes offered online twice a year.

For more information, CALL 910.938.6294

WAGES

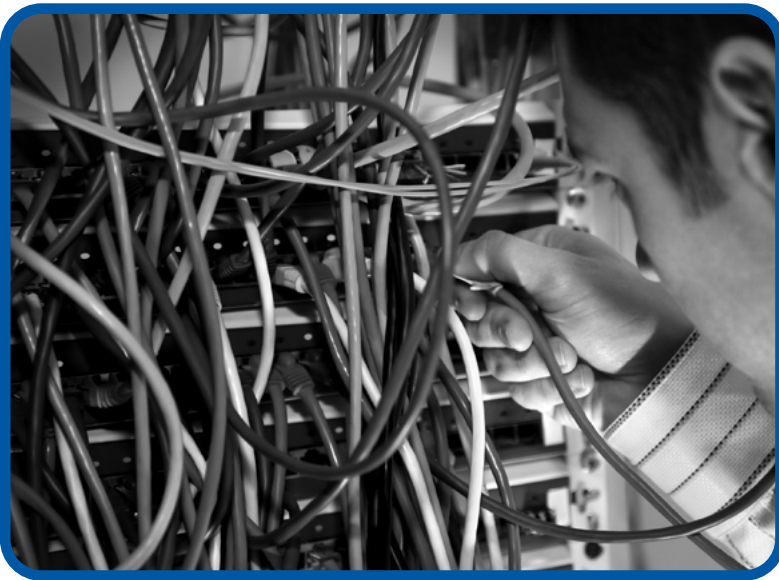
Entry Level - \$29,553 / \$13.94

Average - \$40,513 / \$19.11

Experienced - \$59,444 / \$28.04

Source: <http://accessnc.commerce.state.nc.us>, <https://coastalcarolina.emsicareercoach.com>

IT Certification TRAINING PROGRAMS



COMPTIA A+ CERTIFICATION (220-901) PREP COURSE (HYBRID)

Our COMPTIA A+ Certification Exam Pre (Hybrid) course combines both instructor-led and online learning to help students build on their existing user-level knowledge and experience with personal computer (PC). This 220-901 course will cover PC hardware and peripherals, mobile device hardware, networking and troubleshooting hardware and network connectivity issues. CompTIA A+ is compliant with ISO 17024 standards and is approved by the U.S. Department of Defense to meet directive 8140.01 requirements.

Prerequisites -This course is for individuals who have basic computer user skills and who are interested in obtaining a job as an entry-level IT technician. This course is also for students who are seeking the CompTIA A+ certification and who want to prepare for the CompTIA A+ 220-901 Certification Exam.

HOURS & COST

60 hours, \$180

Other Costs - LABSIM 220-901 and 220-902 (bundled) Material \$125 and internet access required.

An additional insurance fee of \$1 will be added for each course.

COMPTIA A+ CERTIFICATION (220-902) PREP COURSE (HYBRID)

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

Prerequisites -This course is for individuals who have basic computer user skills and who are interested in obtaining a job as an entry-level IT technician. This course is also for students who are seeking the CompTIA A+ certification and who want to prepare for the CompTIA A+ 220-902 Certification Exam.

HOURS & COST

60 hours, \$180,

Other Costs - LABSIM 220-901 and 220-902 (bundled) Material \$125 and internet access required.

An additional insurance fee of \$1 will be added for each course.

WAGES

Entry Level - \$28,490 / \$13.70

Average - \$51,771 / \$23.07

Experienced - \$81,600 / \$42.50

Average North Carolina - \$51,770 / \$26.96

Source: www.cfnc.org, <https://coastalcarolina.emsicareercoach.com>

EMPLOYMENT OUTLOOK

All wage and employment outlooks are for a 100 mile radius of Coastal Carolina Community College.

The employment change for computer support specialist from 2014 to 2024 is estimated to grow by 13 percent.

Classes begin every 3 – 4 months.

For more information, CALL 910.938.6294



COMPTIA NETWORK + CERTIFICATION PREP (HYBRID)

The Network+ Certification Prep (HYBRID) course is designed to provide network technicians and support staff with the foundation level skills they need to install, operate, manage, maintain, and troubleshoot a network. **This course will help prepare students for the CompTIA Network+ N10-006 certification exam.** Students will learn how to install, manage and troubleshoot a variety of networks. More specifically, students will receive 96-hours of training on network protocols and standards, media and topologies, networking implementation and network support.

Prerequisites - Recommend A+ certification or equivalent experience/knowledge

HOURS & COST

96 hours, \$180

Other Costs - LabSim materials required \$117 and internet access

An additional insurance fee of \$1 will be added for each course.

EMPLOYMENT OUTLOOK

All wage and employment outlooks are for a 100 mile radius of Coastal Carolina Community College.

Computer Network Support Specialist opportunities have grown by 3 percent over the last 2 years and are expected to grow by 14 percent over the next 10 years.

Classes begin every 3 – 4 months.

For more information, CALL 910.938.6294

WAGES

Entry Level - \$35,501 / \$17.07

Average - \$64,980 / \$31.24

Experienced - \$99,950 / \$48.05

Average North Carolina - \$57,970 / \$27.87

Source: <http://accessnc.commerce.state.nc.us>, <https://coastalcarolina.emsicareercoach.com>



COMPTIA SECURITY+ CERTIFICATION PREP (HYBRID)

With the demand for Information Security professionals increasing, many individuals and IT pros (at various stages in their career) are seeking InfoSec certs. One of the more popular is the vendor-neutral CompTIA Security+ certification. Government employees working in the Information Technology and Computer Security fields are now expected to complete the Security+ exam in order to stay compliant with the DoD 8140.01 policy. Our CompTIA Security+ Certification Prep (Hybrid) 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+ certification. The course covers a broad review of information security, including network attacks, PKI, intrusion detection, cryptography, and disaster recovery. Upon completion of this course students should be prepared to complete the CompTIA Security+ SY0-501 certification exam.

Prerequisites - Basic Knowledge of Computer/ Network Security along with a working knowledge of Computer/ Networking concepts, Active Directory, Risk Management and Attacks.

HOURS & COST

50 hours, \$125

Other Costs - textbook and internet access required

An additional insurance fee of \$1 will be added for each course.

EMPLOYMENT OUTLOOK

All wage and employment outlooks are for a 100 mile radius of Coastal Carolina Community College.

Computer Security Specialist opportunities have grown by 4 percent over the last 2 years and are expected to grow by 16 percent over the next 10 years.

Classes begin every 3 – 4 months.

For more information, CALL 910.938.6294

WAGES

Entry Level - \$59,740 / \$28.72

Average - \$99,570 / \$47.87

Experienced - \$143,820 / \$69.14

Average North Carolina - \$76,652 / \$39.92

Source: www.cfnc.org, <https://coastalcarolina.emsicareercoach.com>



COMPUTER INFORMATION SYSTEMS SECURITY PROFESSIONAL (CISSP) CERTIFICATION EXAM PREP COURSE

The Certified Information Systems Security Professional (CISSP) Certification is an independent information security certification governed by the International Information Security Certification Consortium, also known as (ISC)2. This CISSP Prep course will prepare students for one of the preeminent Information Security Certifications in business today. Reviewing and examining the 10 domains of the CISSP realm will also allow students to identify and implement the best security configurations to protect critical information, infrastructure and systems. Major topics covered in the course include; Risk Management and Business Continuity Plans, Security Architecture, Network and Wireless Security, Cryptography, and Legal Compliance. As a CISSP certified security expert, you will facilitate business operation by ensuring the protection of critical information and applications. This CISSP course will help prepare students for the challenging CISSP certification test.

Prerequisites: Students need to have at least 4-5 years of experience working in a field of networking/computers with a concentration in security. A certification in Security+, Networking+ is also beneficial. (ISC)2 requires the following: Have a minimum of 5 years of direct full-time security professional work experience in two or more of the ten domains of CISSP or 4 years of direct full-time security professional work experience in two or more of the ten domains of the CISSP with a college degree.

HOURS & COST

50 hours, \$125

Other Costs - textbook required for this course

An additional insurance fee of \$1 will be added for each course.

EMPLOYMENT OUTLOOK

All wage and employment outlooks are for a 100 mile radius of Coastal Carolina Community College.

Opportunities for Information Security Analyst have grown by 6 percent over the last 2 years, and are expected to grow by 25 percent over the next 10 years

For more information, CALL 910.938.6294

WAGES

Entry Level - \$47,548 / \$22.86

Average - \$79,120 / \$38.04

Experienced - \$111,866 / \$53.78

Average North Carolina - \$86,180 / \$41.43

Source: <http://accessnc.commerce.state.nc.us>, <https://coastalcarolina.emsicareercoach.com>

MICROSOFT CERTIFIED SOLUTIONS ASSOCIATE (MCSA): INSTALLING AND CONFIGURING WINDOWS 10 (EXAM 70-698) PREP COURSE (NEW)

In this MCSA Windows 10 course, student will learn how to install and customize Windows 10 operating systems and apps, configure local and remote network connectivity, and configure local and online storage. Also, how to configure security in addition to how to maintain, update, and recover Windows 10 and **help prepare for the MCSA: 70-698: Installing and Configuring Windows 10 exam.**

Who should attend this course?

- IT professionals who configure and support Windows 10 computers and associated network and security resources
- Experienced IT professionals who remotely manage and maintain Windows desktops and devices
- Desktop support technicians and IT consultants who support small and medium- sized organizations

Course Prerequisites: Before attending this course, students should have:

- At least two (2) years of experience in the IT field
- Knowledge of networking fundamentals, Microsoft Active Directory Domain Services (AD DS) principles and fundamentals of AD DS management
- Understanding of Windows Server 2008 R2 or Windows Server 2012 fundamentals
- Understanding of Microsoft Windows Client essentials; for example, working knowledge of Windows XP, Windows Vista, Windows 7 and/or Windows 8
- Basic awareness of Windows deployment tools (Windows deployment tools (Windows ADK components: Windows PE, Windows SIM, VAMT, ImageX, USMT, and DISM concepts and fundamentals)

HOURS & COST

60 hours, \$180

Other Costs - textbook required for this course

An additional insurance fee of \$1 will be added for each course.

EMPLOYMENT OUTLOOK

All wage and employment outlooks are for a 100 mile radius of Coastal Carolina Community College.

Opportunities for Network and Computer Systems Administrator have grown by 3 percent over the last 2 years, and are expected to grow by 13 percent over the next 10 years.

Classes begin every 6 months.

For more information, CALL 910.938.6294

WAGES

Entry Level - \$49,140 / \$23.63

Average - \$76,545 / \$36.80

Experienced - \$110,876 / \$53.31

Average North Carolina - \$75,130 / \$36.12

Source: <http://accessnc.commerce.state.nc.us>, <https://coastalcarolina.emsicareercoach.com>



MICROSOFT OFFICE SPECIALIST (MOS) TRAINING

This training prepares individuals for positions as an Administrative Assistant, Executive Secretary, and Office Assistant. Students will complete each course that is designed to develop proficiency, knowledge, skills, and abilities to productively use Microsoft Office. MOS training enables you to tap into the full features and functionality of the Microsoft Office applications, resulting in heightened levels of individual performance and confidence. These three courses will help prepare students for the Microsoft Office Specialist (MOS) exams that can help you distinguish yourself, and advance in today's competitive academic and professional environments.

HOURS & COST

Microsoft Office 2013 or 2016 Boot Camp Level I

20–24 hours, \$70

Microsoft Office 2013 or 2016 Intermediate

20–24 hours, \$70

Microsoft Office 2013 or 2016 Advanced

20–24 hours, \$70

Textbooks - Provided for all three courses at no additional cost

An additional insurance fee of \$1 will be added for each course.

EMPLOYMENT OUTLOOK

All wage and employment outlooks are for a 100 mile radius of Coastal Carolina Community College.

Opportunities for Administrative Assistants have grown by 5 percent over the last 2 years, and are expected to grow by 24 percent over the next 10 years.

WAGES

Entry Level - \$49,589 / \$23.84

Average - \$80,090 / \$38.50

Experienced - \$117,525 / \$56.50

Average North Carolina - \$83,860 / \$40.32

Source: <http://accessnc.commerce.state.nc.us>, <https://coastalcarolina.emsicareercoach.com>

Classes begin every 3 – 4 months.

For more information, CALL 910.938.6294

MICROSOFT TECHNOLOGY ASSOCIATE (MTA) CERTIFICATIONS INFRASTRUCTURE TRACK

Microsoft Technology Associate (MTA) is an introductory level Microsoft certification for individuals considering a career in technology. MTA certification addresses a wide range of fundamental technical concepts, assesses and validates your core technical knowledge, and enhances your technical credibility. The MTA infrastructure certifications are for those intending to build a career in IT networking or server infrastructure or IT security. The MTA infrastructure training courses we offer are:

Course Offerings: Windows Server Administration Fundamentals (Exam 98-365), Networking Fundamentals (Exam 98-366), and Security Fundamentals (Exam 98-367)

HOURS & COST

Windows Server Administration Fundamentals Exam (98-365)

Prep-course - 30 hours, \$125

Networking Fundamentals Exam (98-366) Prep course - 30 hours, \$125

Security Fundamentals Exam (98-367) Prep Course - 30 hours, \$125

Textbooks - Required for each course

An additional insurance fee of \$1 will be added for each course.

EMPLOYMENT OUTLOOK

All wage and employment outlooks are for a 100 mile radius of Coastal Carolina Community College.

Opportunities for Network Administrators have grown by 3 percent over the last 2 years, and are expected to grow by 13 percent over the next 10 years.

Computer Security Specialist opportunities have grown by 4 percent over the last 2 years and are expected to grow by 16 percent over the next 10 years.

Classes begin every 6 months.

For more information, CALL 910.938.6294

WAGES

For Network Administrators

Entry Level - \$49,140 / \$23.63

Average - \$76,545 / \$36.80

Experienced - \$110,876 / \$53.31

Average North Carolina - \$75,130 / \$36.12

For Computer Security Specialist

Entry Level - \$59,740 / \$28.72

Average - \$99,570 / \$47.87

Experienced - \$143,820 / \$69.14

Average North Carolina - \$76,682 / \$39.92

Source: <http://accessnc.commerce.state.nc.us>, <https://coastalcarolina.emsicareercoach.com>

CISCO CERTIFICATION TRAINING COURSES

INTERCONNECTING CISCO NETWORK DEVICES

(ICND1 EXAM 100-105) PREP COURSE (NEW)

The ICND1: Interconnecting Cisco Network Devices Part 1 training course is the first step into Cisco networking. The goal of this course is to provide students with the essential skills needed to successfully master the CCENT exam topics: Network Fundamentals, LAN Switching Fundamentals, Routing Fundamentals, Infrastructure Services and Infrastructure Maintenance. This course is preparation for the Cisco Certified Entry Networking Technician (CCENT) exam. Students pursuing their CCNA Routing and Switching certification should attend both ICND1 and ICND2 courses.

Course Prerequisite: Any student taking this course should have basic knowledge of networking, computer hardware and software basics, router and switching knowledge from work experience or other courses. The more experience and/or course work will help your chances to pass the CCENT exam.

HOURS & COST

60 hours, \$180

Other Costs - textbook required for this course

An additional insurance fee of \$1 will be added for each course.

INTERCONNECTING CISCO NETWORK DEVICES

(ICND2 EXAM 200-105) PREP COURSE (NEW)

This course will provide students with the knowledge and skills needed to install, configure, operate, and troubleshoot a small enterprise network. Also, the course will help students understand the latest shifts in technologies as follows: understanding of Quality of Service (QoS) elements and their applicability, how virtualized and cloud services will interact and impact enterprise networks, an overview of network programmability and the related controller types and tools that are available to support software defined network architectures. This course provides preparation for the CCNA Routing and Switching ICND2 200-105 exam.

Course Prerequisite: Any student taking this course should have basic knowledge of networking, computer hardware and software basics, router and switching knowledge from work experience or other courses. The more experience and/or course work will help your chances to pass the CCENT exam.

HOURS & COST

60 hours, \$180

Other Costs - textbook required for this course

An additional insurance fee of \$1 will be added for each course.

EMPLOYMENT OUTLOOK

All wage and employment outlooks are for a 100 mile radius of Coastal Carolina Community College.

Cisco Network Specialist employment change from 2014 to 2024 is estimated to grow by 8 percent

Classes begin every 6 months.

For more information, CALL 910.938.6294

WAGES

For Network Administrators

Entry Level - \$49,310 / \$23.71

Average - \$82,790 / \$39.80

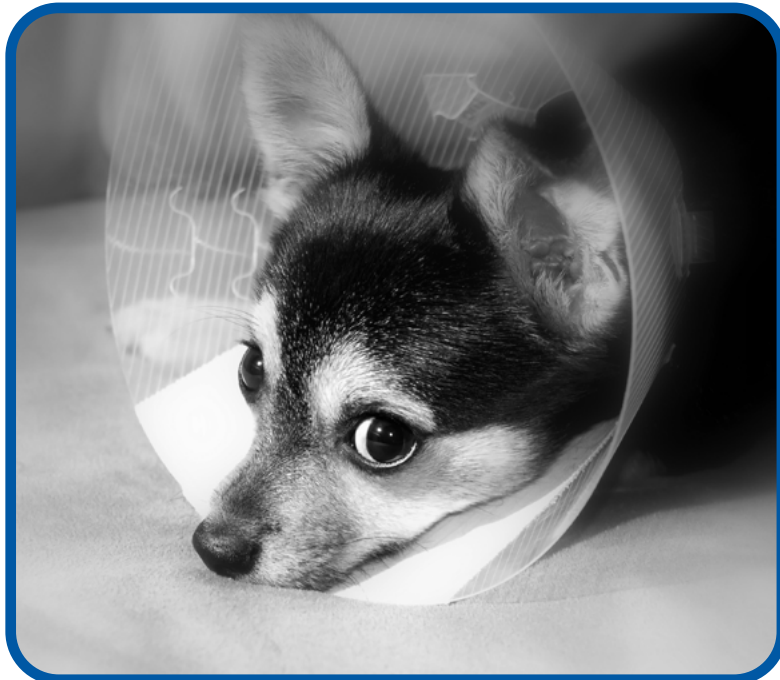
Experienced - \$123,570 / \$59.41

Average North Carolina - \$69,797 / \$33.74

Source: <http://accessnc.commerce.state.nc.us>, <https://coastalcarolina.emsicareercoach.com>

Office Skills

TRAINING PROGRAMS



BOOKKEEPING ESSENTIALS

This course is designed to prepare individuals for a position as an entry-level bookkeeper or accounting clerk. By the end of this course, students will be familiar with the basics of bookkeeping to include: data entry for accounts payable and receivable, petty cash records, maintaining inventory, reconciling bank statements, running payroll, and generating simple financial reports with the use of QuickBooks.

Prerequisites - TABE testing required (reading 10.0, math 10.0)

HOURS & COST

50 hours, \$125

An additional insurance fee of \$1 will be added for each course.

EMPLOYMENT OUTLOOK

All wage and employment outlooks are for a 100 mile radius of Coastal Carolina Community College.

Employment possibilities would be as an entry-level bookkeeper in the Professional Bookkeeping industry. Additionally, this course can be added to a resume for seeking advancement in your current position, due to the fact it covers the basic and advanced accounting software. Bookkeeping, Accounting and Auditing Clerks opportunities are expected to remain the same over the next 10 years.

For more information, CALL 910.938.6294

WAGES

Entry Level - \$23,238 / \$11.17

Average - \$34,321 / \$16.50

Experienced - \$48,524 / \$23.33

Average North Carolina - \$34,970 / \$16.81

Source: <http://accessnc.commerce.state.nc.us>, <https://coastalcarolina.emsicareercoach.com>

CERTIFIED BOOKKEEPER (AIPB)

By becoming a nationally Certified Bookkeeper, students can increase their earning potential, enhance their standing as a professional, and have an edge in the competitive job market. The American Institute of Professional Bookkeepers (AIPB) has established a professional certification, the Certified Bookkeeper (CB) credential, a high professional standard for bookkeepers. By successfully passing three separate examinations and signing a written code of ethics, bookkeepers with at least two years experience earn the right to put CB after their name. The course includes six workbooks, one for each exam subject, specifically designed to prepare students for the certification. Students taking this program should have some work experience in the bookkeeping/accounting field prior to taking the class, preferably a year or more.

Prerequisites - 1 – 2 years of experience

HOURS & COST

60 hours, \$180

Other Costs - Workbooks approx. \$200 (due at registration); AIPB Exam approx. \$200

An additional insurance fee of \$1 will be added for each course.

EMPLOYMENT OUTLOOK

All wage and employment outlooks are for a 100 mile radius of Coastal Carolina Community College.

Bookkeeping, Accounting, and Auditing Clerks opportunities are expected to remain the same over the next 10 years.

Evening classes are held 3 times a year.

For more information, CALL 910.938.6294

WAGES

Entry Level - \$23,238 / \$11.17

Average - \$34,321 / \$16.50

Experienced - \$48,524 / \$23.33

Average North Carolina - \$24,970 / \$16.81

Source: <http://accessnc.commerce.state.nc.us>, <https://coastalcarolina.emsicareercoach.com>

SHRM ESSENTIALS® OF HR MANAGEMENT

The SHRM Essentials of HR Management is an introductory course offering a comprehensive overview of human resource roles and responsibilities. It gives participants critical knowledge to help reduce potentially costly lawsuits and improves their ability to handle challenging HR issues. This course is ideal for those who are just starting out in the human resources profession, or those who are looking for an effective way to boost their employee management skills.

Core Topics: Human Resource Management, Employment Law, Recruitment and Selection, Compensation and Benefits, Employee Development, and Performance Management.

HOURS & COST

24 hours, \$70

Textbook - approx. \$225

An additional insurance fee of \$1 will be added for each course.

EMPLOYMENT OUTLOOK

All wage and employment outlooks are for a 100 mile radius of Coastal Carolina Community College.

Opportunities for Human Resources Specialists have grown by 4 percent over the last 2 years and are expected to grow by 11 percent over the next 10 years. Most professionals in Human Resources hold at least a Bachelor's degree.

WAGES

Entry Level - \$34,868 / \$16.76

Average - \$53,003 / \$25.48

Experienced - \$86,861 / \$41.76

Average North Carolina - \$54,310 / \$26.11

Source: <http://accessnc.commerce.state.nc.us>, <https://coastalcarolina.emsicareercoach.com>

Classes are offered at various times throughout the year.

SHRM CERTIFIED PROFESSIONAL (SHRM-CP) AND SHRM SENIOR CERTIFIED PROFESSIONAL (SHRM-SCP)

Next Generation Certification – Advanced Competency and Knowledge

SHRM's new certification is aligned to business needs and meaningfully linked to performance. CP/SCP focuses on competencies; one of the first HR credentials course to have these. It teaches and tests the real-life information and techniques that HR professionals need to excel in their careers today. This knowledge is relevant to contemporary global HR practice, grouped by common themes in four Knowledge Domains: People, Organization, Workplace and Strategy.

Core Topics: Leadership & Navigation, Ethical Practice, Business Acumen, Relationship Management, Consultation, Critical Evaluation, Global & Cultural Effectiveness, Communication, and HR Expertise (HR Knowledge).

HOURS & COST

39 hours, \$125

Textbook - approx. \$500

An additional insurance fee of \$1 will be added for each course.

EMPLOYMENT OUTLOOK

All wage and employment outlooks are for a 100 mile radius of Coastal Carolina Community College.

Opportunities for Human Resources Managers have grown by 5 percent over the last 2 years and are expected to grow by 15 percent over the next 10 years. Most professionals in Human Resources hold at least a Bachelor's degree.

WAGES

Entry Level - \$66,103 / \$31.78

Average - \$92,882 / \$44.65

Experienced - \$159,052 / \$76.47

Average North Carolina - \$105,190 / \$50.57

Source: <http://accessnc.commerce.state.nc.us>, <https://coastalcarolina.emsicareercoach.com>

Classes are offered at various times throughout the year.



VETERINARY OFFICE ASSISTANT

Becoming a Veterinary Office Assistant means a rewarding career in a growing field. As a Veterinary Office Assistant, you can work with animals and be part of a professional veterinary staff, nature center, wildlife center, or animal sanctuary. The program covers interpersonal communication, interaction with clients and their animals, as well as assisting the veterinarian during examinations. Administrative duties, such as fee collection, banking, and accounts payable will be emphasized, and the student will learn basic information about pet insurance. The program includes the individual courses of Small Animal Care and Management, Veterinary Assisting, Wildlife Rehabilitation, Administrative Assistant Training and Introduction to QuickBooks.

HOURS & COST

Small Animal Care and Management - 42 hours, \$125
Veterinary Assisting - 144 hours, \$180
Wildlife Rehabilitation - 120 hours, \$180
Administrative Assistant Training - 90 hours, \$180
Introduction to QuickBooks - 24 hours, \$70
Reptile Care & Management (optional) - 42 hours, \$125

An additional insurance fee of \$1 will be added for each course.

Textbooks required for some classes

EMPLOYMENT OUTLOOK

All wage and employment outlooks are for a 100 mile radius of Coastal Carolina Community College.

Opportunities for Veterinary Assistants have grown by 9 percent over the last 2 years and are expected to grow by 17 percent over the next 10 years.

For more information, CALL 910.938.6294

WAGES

Entry Level - \$16,335 / \$7.85
Average - \$20,038 / \$9.63
Experienced - \$29,033 / \$13.96
Average North Carolina - \$22,080 / \$10.16

Source: <http://accessnc.commerce.state.nc.us>, <https://coastalcarolina.emsicareercoach.com>

Specialty TRAINING PROGRAMS



DETENTION OFFICER CERTIFICATION

The Detention Officer Certification course has been researched and contains the most current information available for detention officers. The Commission mandated 172-hour course takes approximately 5 weeks to complete and concludes with a comprehensive written exam. Upon successful completion of the course, the new detention officer will be eligible to be certified as a detention officer in North Carolina.

HOURS & COST

172 hours, \$180

Other Costs - textbooks DOCC \$71.65, CPR \$20, medical examination \$150, background check \$25

An additional insurance fee of \$1 will be added for each course.

EMPLOYMENT OUTLOOK

All wage and employment outlooks are for a 100 mile radius of Coastal Carolina Community College.

Opportunities for Detention Officers are expected to grow by 4 percent over the next 10 years

For more information, CALL 910.938.6294

WAGES

Entry Level - \$27,800 / \$13.37

Average - \$29,861 / \$14.35

Experienced - \$39,517 / \$19.00

Average North Carolina - \$29,990 / \$14.12

Source: <http://accessnc.commerce.state.nc.us>, <https://coastalcarolina.emsicareercoach.com>

TELECOMMUNICATOR CERTIFICATION

This course is designed to meet the training guidelines mandated by North Carolina Sheriffs' Education and Training Standards Commission as outlined in the NC Administrative Code 12 NCAC 10B. 1302. Trainees must successfully pass a state administered exam as well as demonstrate competency in all skill areas in order to be eligible for certification.

HOURS & COST

40 hours, \$125

Other Costs - textbooks

An additional insurance fee of \$1 will be added for each course.

EMPLOYMENT OUTLOOK

All wage and employment outlooks are for a 100 mile radius of Coastal Carolina Community College.

Opportunities for Emergency Telecommunicators have grown by 2% over the last 2 years and are expected to grow by 2% over the next 10 years.

Class Availability

This course runs for 5 days 8:00 am – 5:00 pm. Course offered periodically, as needed.

For more information, CALL 910.938.6294

WAGES

Entry Level - \$21,412

Average - \$35,164

Experienced - \$50,946

Average North Carolina - \$31,930 / \$15.35

Source: <http://accessnc.commerce.state.nc.us>, <https://coastalcarolina.emsicareercoach.com>



LEAN SIX SIGMA

The Lean Six Sigma program is an integrated series of courses that lead a student from the introductory level in Yellow Belt through intermediate learning and application in Green Belt. These courses will teach students how to define business and operational problems, measure contributing factors, and analyze key data in order to improve the process and control variation and waste.

HOURS & COST

Yellow Belt - 23 hours, \$70

Green Belt - 64 or 80 hours, \$180

An additional insurance fee of \$1 will be added for each course.

EMPLOYMENT OUTLOOK

Yellow, Green, or Black Belt Lean Six Sigma training or certification is a valuable résumé enhancement in today's job market in virtually every employment field.

Class Availability

Coastal Carolina offers a campus yellow belt class monthly where students can earn nationally recognized yellow belt certification in 3 days. We also offer a Green Belt familiarization course over 8 days. A more in depth International Association for the Six Sigma certification (IASSC) Exam Prep class over 10 days for students who want to earn Green Belt (GB) certification. (Current IASSC GB exam costs \$295)

For more information, CALL 910.938.6294

WAGES

Since Yellow, Green, or Black Belt training and certification can be used to improve business processes across all employment fields, it is not possible to provide specific wage information. Possessing either Six Sigma training or certification often translates into employment opportunities or salary increases. Experienced Black Belts routinely earn \$80,000.



TANNING FACILITY OPERATORS

This program provides the daily operational procedures for salon owners and operators. In this eight-hour class, students learn safety procedures for operating tanning equipment. Course topics include: skin anatomy and function, understanding ultraviolet light, the tanning process, determining an exposure schedule, eye protection, and state regulations. This class satisfies the North Carolina training requirements for tanning salons operators. Upon successfully completion students receive a certificate and the North Carolina Department of Environmental and Natural Resources are notified for licensing purposes.

HOURS & COST

8 hours, \$70

An additional insurance fee of \$1 will be added for each course.

EMPLOYMENT OUTLOOK

All wage and employment outlooks are for a 100 mile radius of Coastal Carolina Community College.

Opportunities for Tanning Facility Operators have grown by 14 percent over the last 2 years and are expected to grow by 24

percent over the next 10 years.

WAGES

Entry Level - \$17,270 / \$8.30

Average - \$19,827 / \$9.53

Experienced - \$29,999 / \$14.42

Average North Carolina - \$19,320 / \$9.28

Source: <http://accessnc.commerce.state.nc.us>, <https://coastalcarolina.emsicareercoach.com>

Classes offered three times a year.

For more information, CALL 910.938.6294



TRUCK DRIVING TRAINING (CDL)

This 8-week program offers professional training in all areas required to succeed in the transportation industry. Instruction consists of classroom and practical application training. Students will gain hands-on expertise and experience for vehicle inspection, logbooks, trip planning, rules, and regulations that pertain to industry standards. Students will receive driving OJT, by completion of NCDOT CDL licensing.

Pre-requisites: 18 years of age, DOT physical and Drug Test, DMV Driving History, Valid NC Driver License, Class A CDL Permit. (Must be provided at time at registration)

HOURS & COST

312 hours (On the road training, driving range practice and classroom)

Registration \$180.00

Textbooks/Materials approx. \$240.00

DOT physical and drug test (Prices vary per facility)

Class A CDL permit \$60.00 DMV office (NCDMV/NCDOT controlled)

Driving

An additional insurance fee of \$1 will be added for each course.

EMPLOYMENT OUTLOOK

11% annual growth rate with an estimated 15,383 job openings annually.

WAGES

Entry Level - \$22,610 / \$10.87

Average - \$33,330 / \$16.03

Experienced - \$46,330 / \$22.27

Average North Carolina - \$41,300 / \$19.85

Source: <http://accessnc.commerce.state.nc.us>, <https://coastalcarolina.emsicareercoach.com>

For more information, CALL 910.938.6294



POWERLINE TECHNICIAN

Registered Pre-Apprenticeship

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

Pre-requisites: 18 years of age, Weight restrictions are limited to 275 lbs., DOT physical and Drug Test, DMV Driving History, Valid NC Driver License, (Must be provided at time at registration)

HOURS & COST

556 hours (Classroom and Field Instruction), \$361.00

\$81.00 plus tax Textbook

\$175.00 Lineman work boots (prices may vary based on individual's preference)

\$60.00 Class A CDL permit DMV office (NCDMV/NCDOT controlled)

DOT physical and drug test (Prices vary per facility and insurance)

An additional insurance fee of \$1 will be added for each course.

For more information, CALL 910.938.6294

EMPLOYMENT OUTLOOK

Electrical Powerline installers and repairers is projected to grow 14% from 2016 to 2026

WAGES

Entry Level - \$35,614

Average - \$69,380

Experienced - \$46,330 / \$22.27

Average North Carolina - \$82,185

Source: U.S. Bureau of Labor Statistics, Occupational Employment Statistics; <https://coastalcarolina.emsicareercoach.com>

Career Center

Helping You Chart Your Course



The Career Center is located in the Student Center, Room 33 on the main campus of Coastal Carolina Community College.

The Career Center is open weekdays

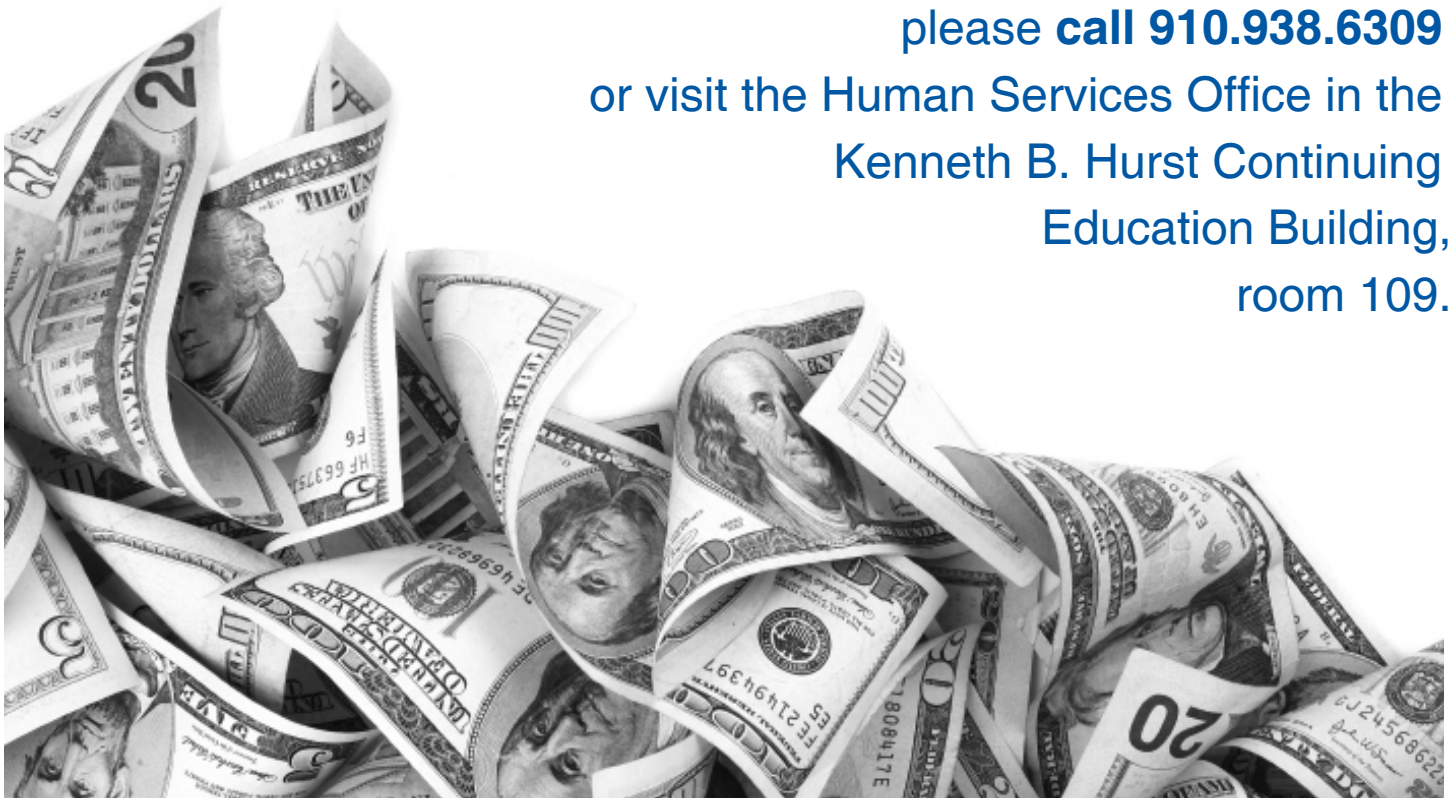
8:30am – 4:30pm

Visit us on the web 24/7 at www.coastalcarolina.edu

For more information, call 910.938.6373

Financial assistance may be available to help with educational expenses such as registration, textbooks, tools, uniforms, certification fees, and childcare.

For more information,
please **call 910.938.6309**
or visit the Human Services Office in the
Kenneth B. Hurst Continuing
Education Building,
room 109.



What is the Career Readiness Certificate?

North Carolina's Career Readiness Certificate is a portable credential that promotes skills and career development for individuals and confirms to employers that they possess basic workplace skills in the following areas:

- Applied Mathematics
- Reading for Information
- Locating Information

The Career Readiness Certificate is based on the ACT WorkKeys system, a nationally recognized, EEOC-compliant industry-driven system of job profiling, assessment and instructional support. The system awards four levels of certification – Bronze, Silver, Gold, and Platinum.

For individuals, the Career Readiness Certificate:

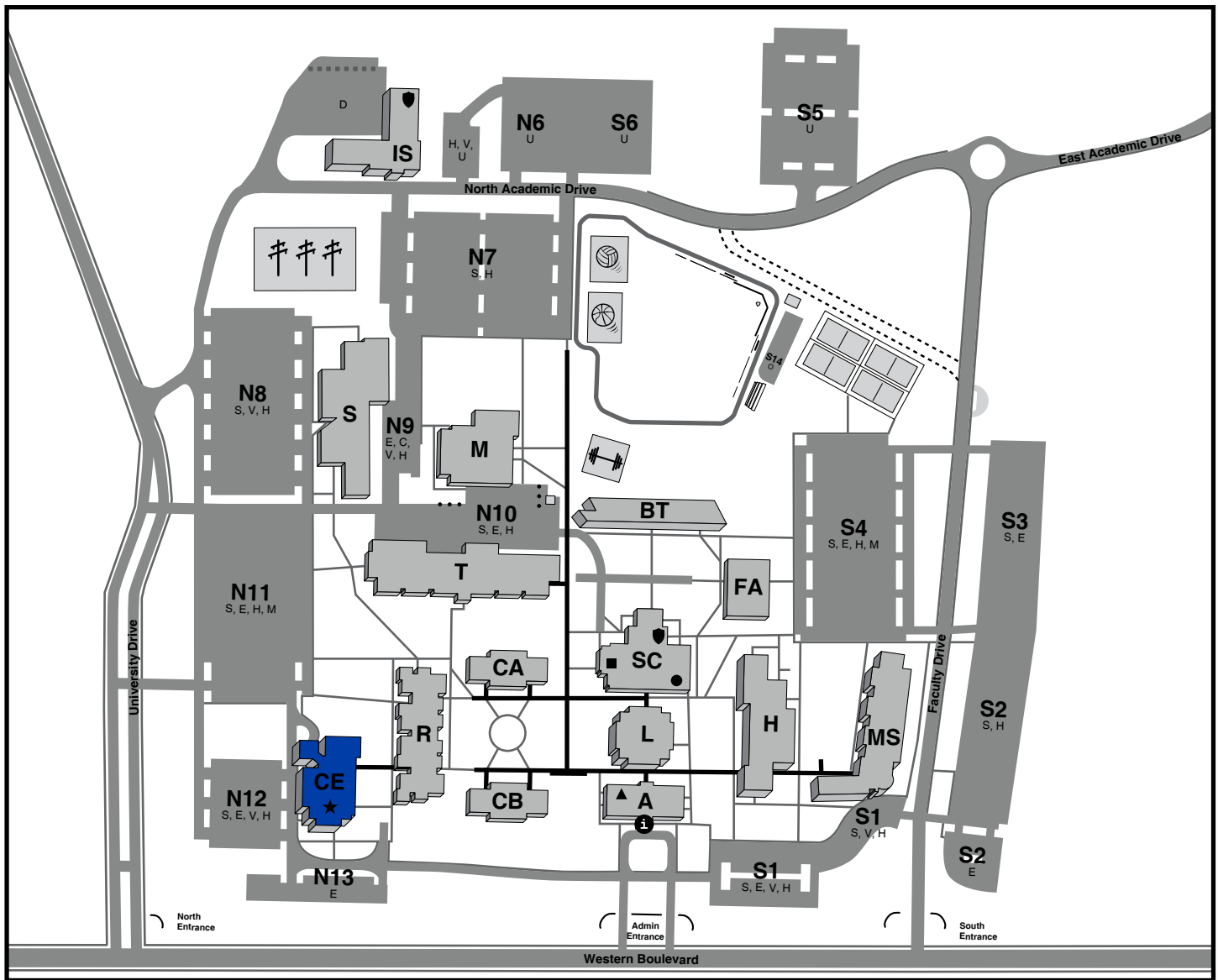
- Increases your chances for employment and promotion
- Focuses on employment-related competencies needed in any career
- Is a portable credential recognized by employers

There is a fee for the Career Readiness Certificate Examination.

For more information or to register, visit the Kenneth B. Hurst Continuing Education Building

Academic Studies Center,
Room 200 – 910.938.6259





LEGEND

- i** Information
- Admissions
- Cafeteria
- 🛡️** Security Office
- ▲** UNCW Offices
- ★** Onslow Early College High School
- A** James Leroy Henderson, Jr. Administration Building
- BT** A. D. Guy Business Technology Building
- CA** Classroom Building A
- CB** Classroom Building B
- CE** Kenneth B. Hurst Continuing Education Building
- FA** Fine Arts Building (Bodenhamer Auditorium)
- H** Health Occupational Science Building
- IS** Institutional Support Services Building
- L** C. Louis Shields Learning Resources Center
- M** Multipurpose Building
- MS** W.D. "Billy" Mills Math and Science Technology Building
- R** Hugh A. Ragsdale Building
- S** James S. Melton Vocational Skills Center
- SC** Student Center
- T** Lloyd P. Respass Trades Building

- Covered Walkways
- Sidewalks
- College Vehicle Zone
-** Training Vehicle Zone
- - -** Construction Zone
-** Service Road
- Jogging Track

Parking Codes

- C** Cosmetology Patrons
- D** Delivery
- E** Employees
- H** Handicapped
- M** Motorcycles
- O** Overflow Parking
- S** Students
- U** Unrestricted
- V** Visitors



Coastal Carolina Community College
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