SCHEDULE OF CLASSES

Workforce Training & Continuing Education

Kenneth B. Hurst Continuing Education Building
444 Western Boulevard
Jacksonville, NC 28546

Explore our

FIRE & RESCUE TRAINING

as well as other
Public Safety courses

See pages 23 – 25 for details.

COASTAL CAROLINA
COMMUNITY COLLEGE

IMPORTANT CONTINUING EDUCATION INFORMATION

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, 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.

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 (select Continuing Education, CCR Program) to obtain further information about this form.

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 $10 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.).

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 payments can only be accepted from the person whose name appears on the card.

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. Bookstore hours: M–Th 8:00 a.m.– 5:00 p.m., F 8:00 a.m. – 3:00 p.m.; closed Sat/Sun and holidays.

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 occupational or academic program area. A CEU is a unit whereby then (10) contact hours equal one (1) CEU credit. To be eligible for CEU's, 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.

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 for more information relating to closings.

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 canceled due to low enrollment, inclement weather, etc., registered students will be notified by phone and/or email if classes are canceled.

(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 perfect 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 insurance fee is refundable once the class has started whether the student attended the first day of class or not.

Coastal Carolina Community College

444 Western Boulevard • Jacksonville, NC 28546
910.455.1221 • www.coastalcarolina.edu
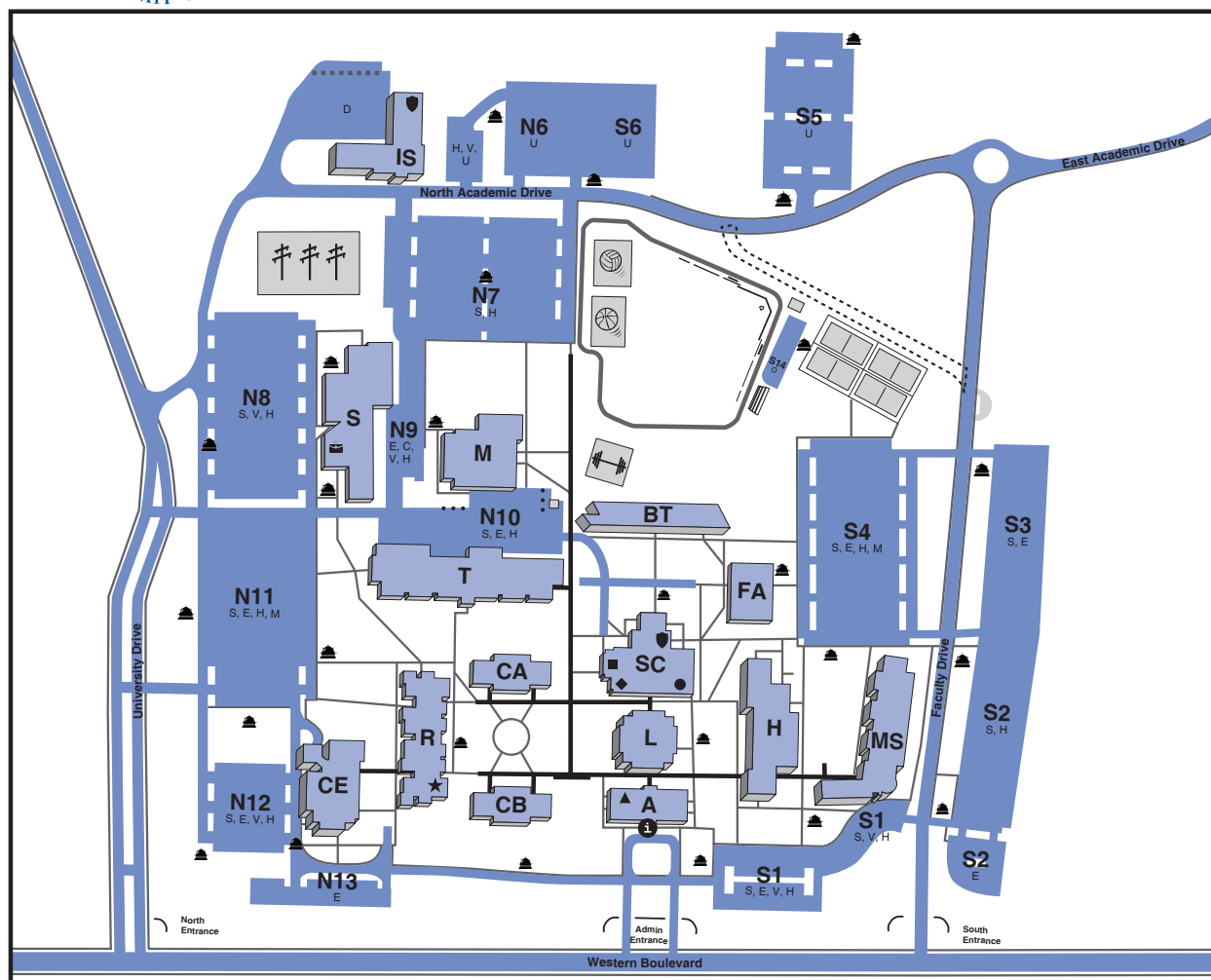
LEGEND

ⓘ	Information
●	Admissions
◆	Bookstore
■	Cafeteria
⛨	Security Office
⛊	Emergency/Information Tower
▲	UNCW Office
★	Onslow Early College High School
💼	Small Business Center
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
•••••	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

About Workforce Training and Continuing Education...

The Continuing Education Division at Coastal Carolina Community College plays an active role in the continuing education of the citizens of Onslow County. The Continuing Education Division provides courses that upgrade the occupational skills and knowledge of individuals at all levels of labor and management, offers services to small businesses, and develops programs to meet the training needs of new and expanding industries.

Programs are also provided to meet literacy needs, basic skill improvement, college and career readiness, and high school equivalency certification. Additionally, a broad range of course is offered enabling individuals to improve home and community life and develop or improve leisure time activities or practical skills. The division is divided into five primary areas of focus: Occupational Extension, College and Career Readiness, Center for Business and Industry Development, Human Services, and Community Service.

Please visit our on-campus office in the Kenneth B. Hurst Continuing Education Building (located at the corner of Western Boulevard and University Drive), call us at (910.938.6294), or email us at (coned@coastalcarolina.edu).

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HUMAN RESOURCE DEVELOPMENT /FINANCIAL AID

A variety of programs and services are available through the Human Services Department, which is located in Room 109 of the Kenneth B. Hurst Continuing Education Building. Classes are offered covering a variety of employability skill topics such as resume writing, goal setting and networking. These classes are offered free to those who qualify. Financial assistance is available for students who qualify. Funds may assist with tuition,books, tools, supplies, and childcare.

To inquire, please contact the Human Services Department or call (910) 938-6309.

Employment Success: Resume Writing & Interviewing
Learn how to write a resume for the job you want! We will cover corporate and government resume formatting. Learn how to interview and put your best foot forward. Learn to manage your social media image for professional success. 12 Hours/$71.00.

Employment Success: Career Pathways & Goal Setting
Take multiple assessments to learn what career pathways fit your interests. We will conduct job reviews and analyze position descriptions in relation to experience and education required. Set measurable goals to gain education and employment. Learn to manage your social media image for professional success. 12 Hours/$71.00.

Employment Success: Public Speaking
What's your biggest fear? For many people it's public speaking. This course will guide you through writing, along with giving speeches for personal and business use. We will discuss body language cues, knowing your audience, and organizing material for effective messaging while using humor and personality to make a connection. 12 Hours/ $71.00.

Employability Lab
Need help with your resume or interview skills? Need guidance on 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 NC Works Career Center, 461 Western Blvd. #106, Jacksonville, NC 2854 (in the Food Lion Shopping Center on Western Blvd.) 24 Hours/ $71.00.

WIOA is a federally-funded program for low income adults and dislocated workers enrolled or wishing to enroll in occupational training through Curriculum or Continuing Education. These funds may assist with registration fees, textbooks, tools, required supplies, and childcare.

Applicants must be 18 years or older and a US citizen or eligible non-citizen. To apply, students must complete a WIOA application, assessment tests, and provide eligibility verification.

Other possible Sources of Assistance

- Golden LEAF Scholars Program
- SECU Foundation
- Short-Term Workforce Development Grant
- Childcare Assistance
- Finish Line Grant

COLLEGE & CAREER READINESS

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 admission to the program. To enroll in CCR, obtain a minor application form, or get information for placement testing, contact the Academic Studies Center at (910) 938-6259.

CCR is located in the Kenneth B. Hurst Continuing Education Building, Room 200. For more information, please call (910) 938-6259 or email ccr@coastalcarolina.edu.

All CCR classes are tuition-waived.

HOW DO I REGISTER FOR THE COLLEGE AND CAREER READINESS PROGRAM?

To enroll in CCR, potential/interested students are required to register in the Academic Studies Center, located in Room 200 of the Kenneth B. Hurst Continuing Education Building, and take the TABE assessment.

PLACEMENT TESTING INFORMATION

CASAS and TABE placement testing is available in the Academic Studies Center, located in the Kenneth B. Hurst Continuing Education Building, room 200. No appointment is necessary. Testing is free of charge.

Academic Studies Center

Testing Hours:
Monday – Thursday, 8:00 a.m. – 8:00 p.m.
Friday, 8:00 a.m. – 5:00 p.m.

Please allow at least 2 hours for testing.
No appointment is necessary.
Call (910) 938-6259 for more information.

HIGH SCHOOL EQUIVALENCY (HSE) PREP

HSE is designed for students seeking a high school equivalency diploma. HSE provides instruction in reading, writing, math, science, and social studies, with a focus on employability skills and college readiness. Coastal Carolina Community College offers two options–the GED and the HiSET exam. Upon successfully completing one of these exams, students receive a North Carolina High School Equivalency diploma.

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.

ADULT HIGH SCHOOL (AHS) DIPLOMA PROGRAM

A student may earn a North Carolina Adult High School Diploma by completing credits required by the state of North Carolina. An evaluation of recent transcripts by the AHS Coordinator will aid in determining AHS Diploma Program eligibility. Students can earn up to six credits through Coastal Carolina Community College.

CAREER AND LIFE SKILLS

Career and Life Skills courses are designed for students who have an intellectual disability or those who need continued support in functional academics. It is ideal for students who graduated high school with an Occupational Course of Study diploma or a Certificate of Completion and want to achieve a higher level of independence by focusing on academic, vocational, and life skills.

DIGITAL LITERACY

Digital Literacy classes are designed to provide students with the essential technology skills they will need in order to continue their education or begin a new career path. Computer Basics is designed to target fundamental skills such as using a keyboard and mouse, conducting Internet searches, and utilizing email. Computer Applications builds on the skills learned in Computer Basics, with instruction in word processing, spreadsheets, and multimedia presentation software.

OCCUPATIONAL EXTENSION (OE)

Coastal Carolina Community College is an innovative and comprehensive college that advances the lifelong educational development of students consistent with their needs, interests, and abilities while strengthening the economic, social, and cultural life of its diverse population. Coastal answers the community's job training needs by providing entry-level training, re-training, and upgrading for improving job performance. We offer non-credit courses in the following areas: Computer Training, Allied Health Occupations, Public Safety, Business & Office, Specialty courses (including Teacher Renewal and Foreign Language), Vocational & Trades, and Personal Enrichment. The occupational extension program offers standard, existing courses or develops courses designed especially for businesses, organizations, agencies, or industries. The following pages contain our course descriptions. Many courses lead to state and/or national certifications.

For the current schedule of offerings, see pages 26–27. For more information, please call (910) 938-6294, or email coned@coastalcarolina.edu or visit the main office in the Kenneth B. Hurst Continuing Education Building.

Computer Training

Coastal recognizes the importance of computers and technology in today's workplace. Whether you are new to computers, learning new software applications, or an experienced user seeking a certification, our Computer Training bridges the digital divide by offering opportunities to all members of the community. Certificate programs consist of multiple courses with the focus of providing proficiency in the subject area with excellent instructors and convenient times/locations. Many courses lead to national certifications such as CompTIA (A+, Security+ and Network+), Microsoft Office Specialist (MOS), Commercial Drone Pilot, Cisco (CCNA), and Project Management Professional (PMP).

GENERAL
Computer Basics II
This course is designed to expand your PC knowledge beyond what you've learned in "Computers for the Absolute Beginner". Students will learn the difference between the various Windows operating systems that are currently in use, understand basic PC maintenance, learn to use the Internet, and how to send emails and instant messages. Students will also gain more in-depth information on file and folder structure, software installation, customizing the look of the computer, and protecting the computer from viruses, malware, etc. 24 Hours/ $71.00.
Basic Computers Using Windows 11
Windows 11 is Microsoft's latest operating system. It is App, Touch Screen, and Cloud (OneDrive) oriented. You can use it with a mouse and keyboard or through touch screen. Created for cloud computing and mobility, Microsoft Windows 11 has many new features and 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 are planning to. This class will teach you how to navigate the new Windows environment, use Microsoft Edge, and understand how Cortana can help you locate files and features you have used in the past. Tips, tricks, and shortcuts will also be provided. 24 Hours/ $71.00.
QuickBooks Desktop Pro 2021
This course is designed to introduce students to the basic features and attributes of QuickBooks Desktop Pro 2021. Anyone with fundamental QuickBooks and accounting experience will find the information presented very useful. You will learn how to set up a QuickBooks company file, pay employees and vendors, create custom reports, reconcile your accounts, use estimating, time tracking, and much more. If you have been thinking about starting your own bookkeeping business, this course is for you. Requirements: Working knowledge of the Windows environment. 24 Hours/ $71.00.
Adobe Forms Designer Basics
This class introduces and describes various techniques for using Adobe Forms Designer to create electronic forms that can complement, or supersede, other means of collecting and presenting enterprise data. After the completion of this course, Participants will gain a better understanding of the form layout process and be able to create interactive forms. Also, this course covers the Designer workspace, form objects, master pages, sub forms and tables, fonts and accessibility. The course first introduces the basics of form design. Course Prerequisite: The assumptions are that all attendees will have significant experience using Adobe Acrobat. 24 Hours/$71.00

Camtasia, Snag It, Captivate

This exciting hands-on training course provides participants with the essentials needed to understand how to use a few eLearning tools to enhance the classroom learning experience. Those tools are: the all -in-one screen recorder and video editor (Camtasia), screen and image capture tool (SnagIt) and eLearning authoring tool (Captivate). Multimedia lecturers, teachers, training managers, instructional designers, trainers, instructors, e-Learning and content developers product managers and marketing and communication professionals would benefit from this course. 20 Hours/$71.00

MICROSOFT OFFICE

MS Access Database: Customizing Forms, Reports, Tables, and Action Queries (**A)

This class is designed for students who want to learn Database Design, optimization, advanced form customization, and how to improve existing databases. The class specifically concentrates on specialized and advanced capabilities, such as working with improperly structured data (normalization), performing summary operations on data, and creating macros to automate tasks, enhance forms and reports, and using Access in other MS Office applications. Requirements: Students should have a solid understanding of MS Access or have completed the Database Design and Delivery course. 24 Hours/ $71.00.

Create Animated Infographics Using Office 365 PowerPoint (**P)

With PowerPoint you can easily create a visually convincing info-graphic. Learn how to use info graphics 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 graphics. Learn how to design and create your own scalable shapes and custom graphics within PowerPoint, work with PowerPoint icons, and add format text boxes and charts. 12 Hours/ $71.00.

Office 365 Boot Camp Level I (**W, E, O, P)

This course is designed to help users get started with the collaborative cloud-based Office 365 environment. Learn to navigate and identify the components for the Office 365 environment, create, edit, 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 app, and use the enhanced features of all the Office apps including Word, Excel, Outlook, and PowerPoint. 24 Hours/ $71.00.

Office 365 Level II (Intermediate) (**W, E, O, P)

This intermediate level Office 365 class is designed for students who want to expand their skills and knowledge to become proficient using the advanced features and functions of Office 365 (Word online, Excel online, PowerPoint online, and Outlook). This is a training class with practical exercises included. Requirements: Successfully completed the Office 365 Boot Camp courses or equivalent knowedges. 24 Hours/ $71.00.

Access Database: Switchboards, Advanced Queries and Form Design

Now that you understand the basic of Microsoft Access, this course will expand your knowledge on basic database management skills, such as creating advance queries, switchboards, and designing forms and reports. In this course, you will expand your knowledge of relational database design; develop techniques to improve database efficiency and promote data integrity; and implement advanced features in tables, queries, forms, and reports. This class is help students prepare for the Microsoft Office Specialist (MOS) exam. 24 Hours/$71.00

Collaborating Using Microsoft Teams, SharePoint and One Drive

More and more organizations are using Microsoft 365 — including Teams, SharePoint, and OneDrive as a universal toolkit that provides workers integrated and flexible ways to collaborate and work on projects and tasks. This course focuses on the capabilities and integration of Microsoft Teams, SharePoint, and OneDrive and how these three apps can increase collaboration and productivity in the workplace as it relates to document storage and retrieval, file sharing, chats and conversations. Course Prerequisite: Basic computer and Microsoft office skills. 24 Hours/$71.00

Office 365: Excel Introduction - Intermediate (**E)

This Introduction to Intermediate Excel course begins by explaining the basics of efficiently working with the Excel workbook. Students will continue to 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. 24 Hours/ $71.00.
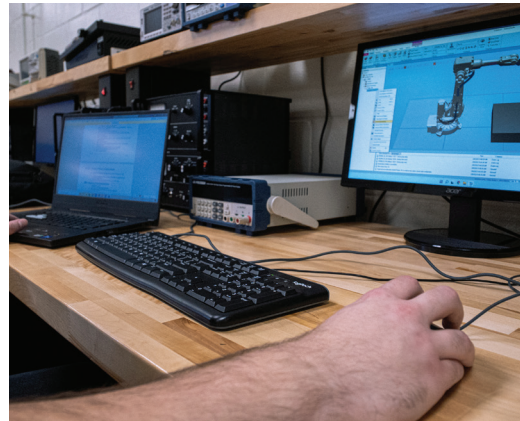
Office 365 Excel: Introduction to Data Analysis Tools (**E)

The objectives of this training course is to provide students with brief review of Microsoft Excel basics and then progress to intermediate level topics in MS Excel such as building charts, pivot tables, working with multiple worksheets, charts and using functions such as Goal Seek, Slicers, IF, VLOOKUP, Count IF. Finally, participants will learn how to automate tasks in Excel using Macros. Upon completion of the course, students will learn how to perform data analysis using Excel's most popular features and develop the ability to summarize data in flexible ways. Intended Audience: This course is for individuals whose job responsibilities include complex Excel reports and data analysis. Course Prerequisite: Students should have a working knowledge of MS Excel at the basic level or equivalent knowledge. This class is help students prepare for the Microsoft Office Specialist (MOS) exam. 24 Hours / $71.00.

Office 365 Excel: Data Analysis Tools, Pivot Tables, and Cloud Collaboration (**E)

This Advanced Microsoft Excel Training class is designed for students to gain the skills necessary to use Pivot Tables, audit and analyze worksheet data, use data tools, collaborate with others, and create and manage macros. This is not a class for beginning Excel users. Requirements: Students should have solid understanding of Microsoft Excel. 24 Hours/ $71.00.

Office 365 Excel Tips, Tricks, and Shortcuts (**E)

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 hold touch on most of the popular Excel features and how to use them efficiently. Recommend students taking this course will have had some formal training in Excel.
24 Hours/ $71.00.

Office 365 Word,Excel, Powerpoint, and OneNote (**w, e, p)

Discover how to use the main Office 365 applications: Word, Excel, PowerPoint, and OneNote. In this course students will learn how to create documents using Microsoft Word, work with data using Excel spreadsheets, prepare animated presentations using PowerPoint, and organizing notes using OneNote. 24 Hours/$71.00.

Office 365 Skills for Administrative Support Specialist

Administrative Support personnel in today's work environment have to accomplish a myriad of tasks and there never seems to be enough time to do it all. If you are an administrative support worker / specialist and want to enhance your Office 365 skills thereby adding value to your employer, then this is the course for you. This course provides the fundamental office admin skills that are generally required in employees by companies across industries. Student will learn and refine skills to improve productivity using a variety of different Office 365 apps and collaborative tools which ultimately lead to increased efficiency and confidence. 24 Hours/$71.00

Collaborating with Microsoft Teams

This course will maximize participants understanding and use of Microsoft Teams. From basic tips to more advanced features, users will explore Teams design, functionality, tips, and tricks. Transform your Teams from a modest communication platform to a wide-ranging collaboration environment. From how to manage conversations, breakout rooms, maintain files, to how MS Teams relates to the other Office 365 apps.
24 Hours/ $71.00.

Data Visualization Using Office 365 Excel

Data visualization is becoming an increasingly important skills, especially in the "big data" workplace. Discover how to visualiza Excel data that provides a clear idea of what the information means by giving it visual context through maps, charts or graphs. In this course, students will learn how to effectively present key information in a way that can be quickly consumed and acted upon. Excel can connect to a wide range of data sources, perform robust data analysis and create diverse and robust data-backed visualizations to show insights, trends, and create reports. Requirements: Students should have an understanding of basic charts and familiarity with Microsoft Excel.24 Hours/$71.00.

Introduction to Power BI

This course teaches participants how to navigate the MS Power BI software and to use this tool to create useful visualizations of datasets. Data Visualization is the graphical depiction of datasets using items such as bar charts, line graphs, scatterplots, etc. Students will discover how to present data that allow your audience to quickly understand, derive insights, or see trends from the data. Requirements: An understanding of bar charts, line graphs, etc. Familiarity with MS Office applications, particularly Excel. 24 Hours/$71.00.

****Microsoft Office Specialist (MOS)
Exam Key Code**

Looking for a class to help you pass an MOS exam? Microsoft classes marked with an asterisk and key code will help you prepare for your certification exams.

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

Exam Fee
$100

IT CERTIFICATION TRAINING

COMPTIA A+ Certification Exam Prep (220-1101) Hybrid - Core 1 (New)

Our CompTIA A+ Certification Prep (hybrid) course combines both instructor-led and online learning to help students build their existing user-level knowledge and experience with personal computers (PCs). This 220-1101 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/$181.00.

COMPTIA A+ Certification Exam (220-1102) Hybrid - Core 2 (New)

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/$181.00.

COMPTIA Security + Certification Exam Prep (SY0-601)

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. Upon completion, students should be prepared to complete the CompTIA Security+ SY0-601 exam. Requirements: Basic knowledge of computer/network security along with a working knowledge of computers. Or have completed the COMPTIA A+ or Network + courses. 50 Hours/$126.00.

CompTIA Network+ and Security+ Exam Prep Boot Camp (NEW)

This class is designed to help prepare students for the Network + and Security + certification exams. During this course of study key security issues and procedures in computer and mobile communication networks will be examined. Among the issues to be discussed are: the security of LANs, WANs, databases, and network operating systems; threats to computer networks through exploitation of network infrastructure design weaknesses; security flaws in the network infrastructure protocols; security of content in computer network services; risk assessment and security policies; and security in mobile communication networks. Other topics include: network intrusion detection and forensics technologies, cryptographic and authentication systems, capability and access control mechanisms, and Internet routing and transport protocols.
Requirements: CompTIA A+ or equivalent knowledge. 180 Hours/$186.00.

CompTIA Network+ Certification Exam Prep (n10-008)

This course provides network technicians and support staff with the foundation level skills needed to install, operate, manage, maintain, and troubleshoot a network. Students will receive 96 hours of training on network protocols and standards, media and topologies, network implementation, and network support. Requirements: CompTIA A+ or equivalent knowledge. 96 Hours/$186.00.

Cisco CCNA 200-301 Certification Exam Prep Part I

This Cisco course is designed to help students understand the 29 chapters in Volume I of the Cisco CCNA 200-301 certification guide. The course will test a candidate's knowledge and skills associated with network fundamentals, IP connectivity, network access, IP services, security fundamentals, automation, and programmability. The exam prep also provides foundational knowledge for all support technicians involved in the basic installation, operation, and verification of Cisco networks. Requirements: 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. More experience and/or coursework will help you chances to pass the CCNA exam. 60 Hours/ $181.00.

Cisco CCNA 200-301 Certification Exam Prep Part II

This Cisco course is designed to help students understand the 20 chapters in Volume II of the Cisco CCNA 200-301 certification guide. The course will test a candidate's knowledge and skills associated with network fundamentals, IP connectivity, network access, IP services, security fundamentals, automation, and programmability. The exam prep also provides foundational knowledge for all support technicians involved in the basic installation, operation, and verification of Cisco networks. Requirements: 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. More experience and/or coursework will help you chances to pass the CCNA exam. 60 Hours/ $181.00.

Project Management (PMP) Certification Exam Prep Course

This course is designed to prepare the student for the new PMP certification examination with a rigorous review of Project Managements best practices that include guidance of those knowledge and experience areas required. To achieve PMP certification, each candidate must satisfy all educational and experiential requirements established by PMI, and must demonstrate an acceptable level of understanding and knowledge about project management that is tested by the Project Management Professional Certification Examination. This course will examine the special nature of projects – concepts, definitions and approaches. Critical to mastering the PMI methodology is a clear understanding of the Project Management domains.
Course Prerequisite: Refer to www.pmi.org for the exam eligibility criteria. 51 Hours/$181.00.

WEB DESIGN, MULTIMEDIA, AND DIGITAL PHOTOGRAPHY

SharePoint Tools: Power Automate, Power BI, Power Apps, and Project

This course introduces SharePoint administrators to various tools that can be used to help connect and organize dynamic sites and pages to better meet the needs of their organization. Power Automate is a cloud-based tool that allows users to create and automate workflows across multiple applications and services. Power BI is used to import and transform data for visualization purposes, Power Apps consists of apps, connectors, and services to build custom apps. Project allows the use to organize project-related work and tasks easily. This course is designed for SharePoint site managers, and SP site administrators. Requirements: Student should have a solid understanding of SharePoint. 24 Hours. $71.00

SharePoint Online Power Users and Site Administrators Course

This course is designed for SharePoint users who have experience with a previous version of SharePoint 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 Office integration capabilities of SharePoint online. Users will manage content approval, site permission governance, metadata, and social networking capabilities.
Requirements: Working knowledge with a previous version of SharePoint of completion of the SharePoint End-User course. 24 Hours/$71.00.

SharePoint Online for the Office 365 End-User

This instructor-led SharePoint for Office 365 End User Training class is for end users and site owners new to working in a SharePoint environment in Office 365. The course teaches SharePoint basics such as working with lists and libraries, basic page customization, and working with forms. 24 Hours/$71.00.

SharePoint Online Advanced (Part II) Practicum Course

This course follows up on knowledge learned in the SharePoint Power Users/Site Manages course. Students will design, develop, and implement either their organizational site(s) or a site collection built from instructor-provided materials. Students are encouraged to bring relevant organizational files and information to facilitate building their sites. The goal of the class is to leave with the design and infrastructure of their site/site collection in place. Students will have access to CAC card readers if needed. Requirements: Participants must have attended the Power Users/Site Managers course or demonstrate the abilities and skill-sets required to build site collections. 24 Hours/ $71.00.

Introduction to Video Editing with DaVinci

Students will learn how to dramatically improve the quality and impact of their video content using the free and powerful tools in the DaVinci Resolve software. Course objective is to teach students how to collect , assemble, and optimize audio/video footage. The course takes students through targeted skills using practice content or their own files to create professional looking videos. Requirements: Students are required to bring their laptop with DaVinci software installed. 24 Hours/$71.00.

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/$71.00.

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. Requirements: Bring your camera and its manual to class.
24 Hours/$71.00.

Digital Photography Operations II

This advanced digital photography course will help guide the student to a higher understanding of how to make digital cameras work for you. The class will use lectures, combined with hands on practice to build camera skills and understanding of their camera. During the course, students will explore techniques, including taking images in specific ways and using Photoshop elements to extract the data into higher quality images. Students will learn to better control and understand critical camera parameters. Students in this class will develop data for their own camera systems that will show its specific strengths and weaknesses, and how to maximize image quality. Some of the areas covered will be how to expand resolution through use of photo stitch techniques, expanding dynamic range using HRD photography, finding your lens's "sweet spot", shooting on manual, shooting in "raw" format, focus stacking, etc. Requirements: Students must have successfully completed Digital Photography Operations I class. Operational experience in Photoshop Elements or Photoshop CC is required. Bring your camera and its manual to class. 24 Hours/$71.00.

Digital Photography Concepts I

This course will help you better understand how to take higher impact photos. The student will learn specific and actionable techniques/tips to improve their images. Photographic concepts covered will include basic camera settings composition, using focus, colors, light and its many aspects, using motion, and student requested modules. Class includes fun and creative homework assignments and in-class evaluations of each student's homework results. Some photography experience is beneficial but no specific type of camera is necessary. Requirements: Bring your camera to class. 24 Hours/$71.00.

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. Requirements: Moderate computer skills and completion of Digital Photography Concepts I. Bring your camera to class. 24 Hours/$71.00.

Create Amazing Images Using Lightroom and Photoshop

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/$71.00.

Immersive Digital Photography

This fun and intensive photography workshop seeks to help significantly improve our student's digital images. During the 4 week/twice a week classes; we will explore some critical camera operational settings, along with compositional techniques students can use to improve image impact. Creative homework assignments will be given to allow skills practice, and then each student selects 6 – 10 images that will be submitted for in-class review. Requirements: Student must have access to a digital camera (or digital cellphone camera) and know how to download and copy selected images to a thumb drive (32GB or larger). 24 Hours/$71.00.

Business and Professional Development

For students who need skills and knowledge to enter a new field, enhance skills in a current field to become certified, or want to build professional development skills to be more effective in the workplace and at home.

Notary Public

This course is designed to provide certification as required by North Carolina General Assembly, Chapter 10B. After passing our course, students will be required to send an application form and $50 fee to the state. Upon approval, students will take an oath at the county courthouse and pay a $10 fee for the official appointment certificate. Requirements: Students must show a North Carolina photo ID with signature at first class meeting. Textbook. 7 Hours/$71.00.

E-Notary Certification

This course is designed to provide Commissioned Notary's Public with the information, training, and procedures to become an approved North Carolina Electronic Notary. All course material and topics will be taught per the North Carolina General Assembly, Chapter 10B. To be eligible to take this course, students must be a current North Carolina Commissioned Notary Public. Requirements: Must be a current Notary Public. Textbook. 3 Hours/$71.00.

ASVAB PREP

Armed Forces Career Pathway

Do you want to join the military, but you're intimidated by the ASVAB test? Have you already taken the ASVAB, and you want to improve your score? This course is designed to help individuals who are preparing to take the military entrance examination (ASVAB) to enter one of the U.S. Military branches. As a student in this course, you will receive instruction in foundational education topics such as reading comprehension, mathematics, and applied science in a contextualized format which can help you to increase your AFQT score on the military entrance exam. This course is not for individuals already serving in the military. Coordination with a local military recruiter is NOT required. Requirements: TABE placement testing required. 84 Hours/tuition waived. Contact the College & Career Readiness Office at 910-938-6259 for more information and future class dates.

LEAN SIX SIGMA

Lean Six Sigma Yellow Belt

This foundational course introduces 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 ix Sigma Yellow Belt certification. 16 Hours/$71.00.

Lean Six Sigma Green Belt Hybrid

Learn essential skills needed to lead successful process improvement projects including process analysis, value stream mapping, root cause analysis, and process improvement strategies. This highly interactive training uses a team approach to evaluate an inefficient process and then design, implement, and evaluate quantifiable process improvements using the valuable Six Sigma method, DMAIC. Training includes advanced lean practices, theory of constraints, and statistical analysis using MS Excel. Students will earn LSS Green Belt Certification from Coastal Carolina Community College upon successful completion of course work, written exam, and a tollgate project by the last day of class. Requirements: Yellow Belt course. Laptop computer equipped with MS Excel and PowerPoint software. SigmaXL V9.1 Software ($80).
96 hours/ $186.00.

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. 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). Requirements: Textbook ($121). SigmaXL V9.1 Software ($80). 132 Hours/$186.00.

Lean Six Sigma Black Belt

Participants will build upon their current knowledge of Lean Six Sigma principles by conducting a Black Belt-level improvement project utilizing the Define, Measure, Analyze, Improve and Control (DMAIC) improvement methodology. Students will focus on improving an existing process by reducing cost, eliminating waste, and improving quality. Additionally, the course incorporates instruction on how to manage improvement teams, sustain process improvement goals, and function as an organizational change agent. Students will also receive instruction on how to use popular analytical software programs that can be used in the future to perform advanced statistical analysis. Students will receive a Coastal Carolina Community College LSS Black Belt Certification upon successful completion of the final exam. Requirements: Green Belt 40 hours.
**Laptop computer equipped with MS Excel and PowerPoint software. **Working Student Guide on LSS Black Belt (College Store) **SigmaXL V9.1 Software $80), LSS Black Belt Manual ($300). 145 Hours/$186.00.

COOKING AND CULINARY

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.
Requirements: Students must have current edition of textbook with an exam answer sheet.
14 Hours/ $71.00.

TEACHER RENEWAL CREDIT

Coastal' s teacher renewal credit programs support re-certification and professional development according to the state and national standards. Teachers are afforded the opportunity to update their skills, enhance their knowledge to become a more effective classroom teacher and learn the latest technology.

Advanced Digital Design for Instructors and Educators (ADDIE)

Today, schools are more dedicated than ever to incorporate the use of technology into every aspect of learning. In this course, participants will discover straightforward digital design techniques that will guide the viewer's eye and enhance comprehension. The effective use of digital design and multimedia is behind every good learning environment. This project-based course is designed for Educators and Facilitators to help develop learning solutions that integrate digital tools and content that engage and connect learners in new and exciting ways. 24 Hours/$71.00.

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. Offered monthly via Ed2Go. Requirements: Must enroll on the Ed2Go website at http://www.ed2go. com/cccc2go. 24 Hours $71.00.

Office 365: Apps for Education - Part I

Take your knowledge 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, Delve, Sway, OneNote, Forms, Flow, and One Drive. MS Teams is the key communication tool used to bring all of the content, apps, and conversation together. With MS Forms, you can create surveys and quizzes. Sway is the app used to create interactive web-based lessons, assignments, and projects right from the tablet, phone, or browser. 20 Hours/$71.00.

Digital Resources for Educators

Did you know that educators have a wealth of digital resources to facilitate and/or enhance remote teaching, classroom management, student motivation, and engagement, among other things? Did you know that there are tools already in your toolset that may be used in a different manner than designed but which are infinitely helpful? This class is for you if you do not have time to spend searching out tools that can help you save time and effort. Each week we will cover different aspects of some of the myriad of digital resources available to educators at little or no cost. 20 Hours/$71.00.

Gamification Apps for Use in the Classroom

Learn resourceful ways to use games in the classroom to get your students working, thinking, laughing, and ENGAGING. In this course, participants will learn techniques and tools to integrate gamification into your classroom. Gamification strategies not only increase students motivation, but maximize interaction with the content. Discover user-friendly ways to incorporate game design elements into not only the content, but into classroom routines as well. 20 Hours/$71.00.

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

Allied Health - Medical Office

Courses are scheduled to help fill employment needs of health agencies in the community. Online and traditional seated classes are held for a variety of health and medical office professions, including Nurse Aide, Phlebotomy, Pharmacy Technician, Cardiovascular Technician, Massage Therapy, Medical Coding and Billing, and Certified Medical Administrative Assistant (CMAA). Most courses lead to state and/or national certifications. Successful students will be eligible for jobs in nursing homes, hospitals, pharmacies, laboratories, doctors' offices, and other related agencies. National certifications will also allow transient members of our community to depart with portable occupational skills. For more information, please call (910) 938-9264 or email coned@coastalcarolina.edu.

Nurse Aide I

Learn how to provide personal care and perform basic nursing skills. Students will complete class, laboratory, and clinical learning experiences. Upon satisfactory completion of NA I training, graduates are eligible to take the National Nurse Aide Assessment Program (NNAAP) exam (exam fee: $140). 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: 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 8). Documentation of all required immunizations must be completed by the first day of class. You will order your Background check and Drug Screen the first week of class. Be prepared to pay for this! (approximately $100). Textbook. A current card from the American Heart Association (or Red Cross) is required or you will need to sign up for a BLS class at the time of registration.162 Hours/$207.00.

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 or RedCross), and proof of listing as an NA I on the NC Registry must be presented at time of registration. Documentation of all required immunizations must be completed by the first day of class. You will order your Background check and Drug Screen the first week of class. Be prepared to pay for this! (approximately $100). Textbook. 175 Hours/$207.00.

Nurse Aide I Refresher

This course reviews the knowledge and skills in basic nursing care to prepare students to take the National Nurse Aide I Assessment Program (NNAAP) exam. After successful completion of the class the student will sign up to take the state exam. After passing the skills and written/oral competency evaluation, the graduate is listed as a Nurse Aide I on the NC Registry. 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). Textbook. 40 Hours/$126.00.

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 page 5) Current listing on the N.C. Nurse Aide I Registry required. Textbook. 24 Hours/$71.00.

Cardiovascular Technician

This 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. 24 hours of online work during the 12 weeks of class. Requirements: CASAS test required (Reading: 254 or proof of college courses (transcript) in lieu of CASAS test). (See CASAS information on page 8) H.S. Diploma or equivalent required to take the national exam. Textbook. 108 Hours/$191.00.

Central Sterile Processing

This course introduces students to the primary responsibilities of a central sterile processing technician. Their tasks 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 central sterile processing technician plays an essential role in patient safety and infection control. Seated and online courses are offered. The seated course will include six 8-hour clinical days and hands-on experience in the classroom.
Requirements: Copy of H.S. Diploma (or equivalent) and a *CASAS Test reading score of 249 is required (See CASAS information on page 8). College transcript will be accepted in lieu of the CASAS test. Textbook is required. Background check, drug screen, immunizations and CPR certification are required for clinical training (seated class only). Online course - 96 Hours/$191.00. Seated course – 144 hours/$207.00

Pharmacy Technician

Train to be a Pharmacy Technician in this class taught by an NC Pharmacist. Upon completion of this course, students will be prepared to take the PTCB National Certification Exam. Both seated and online classes are offered. Seated class includes online assignments. Requirements: CASAS placement testing is required for seated courses (Reading: 249, Math: 236) OR proof of college courses (See CASAS Information on page 8). Textbooks. 198-202.5 Hours/$191.00.

Phlebotomy Training

During this 12-week course, students learn to draw blood specimens from patients for the purpose of testing and analysis. Daytime and evening courses are offered. Six weeks of classroom/lab training are followed by six weeks of clinical experience (All clinical training will be daytime hours). Also includes online homework. Requirements: CASAS placement testing is required (Reading: 254) OR proof of college courses (See CASAS Information on page 8). CPR certification. Documentation of all required immunizations must be completed by the first day of class. You will order your Background check and Drug Screen the first week of class. Be prepared to pay for this! Mandatory orientation is held on campus approximately 1 week prior to start date where additional requirements and costs will be detailed. Textbook. 256 Hours/$207.00.

Opthalmic Assistant I & II

The Ophthalmic Assistant Program is based on the standards outlined by the International Council of Accreditation and by the International Joint Commission on Allied Health Personnel in Ophthalmology (IJCAHPO). It is designed for people seeking to start a career as an Ophthalmic Assistant. Students will learn clinical tasks such as initial patient assessment, ophthalmic procedures and surgery preparation, various vision tests, equipment and record maintenance, and customer service. It will cover the basic skills required to complete the preliminary eye exam and the many instruments available that facilitate the determination of refractive errors of the eye, the detection of muscular imbalance, and the magnification and visualization of the interior structures of the eye. This course will cover ophthalmic skills and instruments, their purpose and mode of use, and their advantages and limitations. Twice a week, students will attend three hours of lecture/lab, complete online assignments, and train 16 hours at assigned ophthalmology sites during the day. Upon successful completion, students will have the knowledge and skills necessary to take the IJCAHPO national Certified Ophthalmic Assistant (COA) exam and work in the Ophthalmology and/or Optometry field. Requirements: HS or Higher Education transcript and CASAS reading score of 248 and math score of 239. Textbooks (est. cost $350) 700 Hours/$410.00.

Ophthalmic Assistant Exam Prep

The Ophthalmic Assistant program is based on the standards outlined by the International Council Accreditation and by International Joint Commission on Allied Health Personnel in Ophthalmology (IJCAHPO). It is designed for staff currently working with an Ophthalmologist who wish to obtain an international credential as a Certified Ophthalmic Assistant (COA). Twice a week, students will attend three hours of lecture/lab at night, and complete online assignments. Upon successful completion, students will have the knowledge and skills necessary to take the IJCAHPO's Certified Ophthalmic Assistant national certification exam. Requirements: HS equivalent or higher education transcript and minimum CASAS testing scores of 248-reading/ 239-math. Textbooks (est. cost $350). 260 Hours/$191.00.

Massage Therapy & Massage Therapy Clinic

This 734-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: Students MUST attend orientation prior to registering. CASAS placement testing required with reading score of 244 (See CASAS information on page 8). Proof of high school or equivalent. Placement test waived with official proof of Associates degree or higher. Textbooks. 734 Hours/$393.00.

Certified Personal Trainer (NASM)

Learn the fundamentals of the personal training profession and begin an exciting career as a health and fitness trainer. This course will prepare students to pass the National Academy of Sports Medicine exam while understand the basic principles of Concepts and Structures of Anatomy, Principles of Human Movement Science, Exercise Technique and Training Instruction, Nutrition, and Program Design. Professional Development, Business Practice and Responsibilities will be discussed. This program includes classroom work and practical applications. 232 Hours/$607.00.

NEW for 2024!

We have added a daytime option for our Phlebotomy course.

- Daytime option – First six weeks will be Mon - Thu, 9:00 am – 1:00 pm
- Evening option – First six weeks will be Mon - Thu, 4:00 pm – 8:00 pm

The second 6 weeks for all courses is a clinical rotation. Students will be assigned either a morning or afternoon rotation.

For more information, call 910-938-6294 or email coned@coastalcarolina.edu

MEDICAL OFFICE

Medical Terminology

Students will study the structure of medical words and terms. Emphasis is placed on spelling and defining commonly used prefixes, suffixes, root words, their combining forms, and body organization. Program content covers the basic human anatomy and physiology for all systems; laboratory medicine, pharmacology, elements of medical terms, and names of major diseases, including terms used in physical exams, operative procedures, and diagnosis. An introduction to basic anatomy and physiology is included with an emphasis on the relationship between body structure and function and the procedures common to health care. Upon completion, students should be able to identify body system components and functions relating this knowledge to the delivery of health care. Both seated and online classes are offered. Requirements: Textbook. Reliable internet service for online course. For the online class, attendance is required for the one evening live online session every week. 96 Hours/$191.00.

Medical Coding Specialist

Educational Partners with American Academy of Professional Coders (AAPC). Students in this class will 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. Both seated and online classes are offered. Requirements: Medical Terminology within four years or pass free Medical Terminology Assessment with 80%. H.S. Transcript or equivalent required. Textbooks. Reliable internet service for online course. For the online class, attendance is required for the one evening live online session every week. 318 Hours/$191.00.

Medical Billing Specialist

This course 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. Both seated and online classes are offered. Required: Medical Coding Specialist. Textbook. Reliable internet service for online course. For the online class, attendance is required for the one evening live online session every week. 180 Hours/$191.00.

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: Textbook. Proof of HS or equivalent. Reliable internet service. Attendance for the one live session each week is required.150 Hours/$191.00.

Dental Office Administrative Assistant

The Dental Office Administrative Assistant Program is designed to prepare the student for entry-level positions as a dental office administrative assistant. An experienced dental professional will deliver instruction on the fundamentals of running the front office at a dental practice. The course covers topics such as: Dental terminology , anatomy & physiology; dental professionals' roles and responsibilities; infection control and disease transmission; Professional Communication, Telephone Etiquette, and Ethics; patient record management and charting; dental appointment management; overview of business management procedures to include an introduction to insurance terms; plus other topics pertinent to the dental profession. Requirements: Textbook, High School or College transcript. 130 Hours/$191.00.

Public Safety

Emergency services (EMT and Paramedic training) courses are designed to meet both the pre-service and in-service training needs of the emergency medical community. Courses are scheduled to fulfill the needs of rescue squads, fire departments, and EMS agencies. Basic telecommunications and emergency medical dispatch are also regularly scheduled. Career and volunteer fire and rescue personnel are provided with the opportunity to gain technical knowledge and skills needed for the effective performance of their duties. In addition to classroom theory, the firefighter has the opportunity to apply firefighting techniques during practical exercises. Training sessions may be held on the College campus or at local fire departments where in-service classes are provided throughout the county.

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. A six-month nighttime Fire Academy is offered twice each year. A six-month daytime Fire Service Academy (which includes Fire and EMT certification possibilities) is also offered twice a year. The application periods for the Coastal Carolina Fire Academy can vary. Please 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 Troy Stauter at 910.938.6161 or stautert@coastalcarolina.edu.

Emergency Medical Technician - Initial
Successful completion of course allows students to take the North Carolina or National EMT certification exam. The EMT course will include a driving component and 48 hours of required clinical time offered at various scheduled times. Requirements: Textbook. 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 a valid/current Driver's License or permit. For testing information, contact Beth Himes at himesb@coastalcarolina.edu. Clinical sites require a criminal background check /drug screen prior to attending (estimated cost of $137). Vaccinations are also required before attending clinical. Beginning January 1, 2023, a valid BLS card from the American Heart Association will be required to register. 288 Hours/$202.00.

EMT Initial - Corpsman to EMT

Successful completion of course allows students to take the North Carolina or National EMT certification exam. For more information, contact Beth Himes at himesb@coastalcarolina.edu. Requirements: Textbook. Proof of H.S. Diploma or equivalent OR a take a reading placement test scoring at the 11th grade level, Joint Services Transcript showing Hospital Corpsman 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 student's command, and a valid/current Driver's License or permit or provide verification of having completed an emergency vehicle operators course (CEVO, EVD,VFIS). 94 Hours/$207.00.

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. Upon successful completion of this class, the student will be qualified to test for credentialing as an Emergency Medical Dispatcher. For testing information, contact Beth Himes at himesb@coastalcarolina.edu. Requirements: HS Diploma (or equivalency) OR take a reading placement test scoring at a 10th grade level. Student must create a profile with Priority Dispatch, register, and pay the associated fee at least two weeks prior to the start of class. Textbook. 24 Hours/$71.00.

Advanced EMT

This course is a blended course intended to educate currently certified EMT's to the Advanced EMT level. This course introduces advanced emergency medical care. Topics include pathophysiology, pharmacology, advanced airway, advanced patient assessment, cardiovascular emergencies, basic arrhythmias and trauma emergencies. This course follows North Carolina Office of EMS standards and the National EMS Education standards. Requirements: All students must be approved for registration by Beth Himes, 910-938-6127. 264 Hours/$207.00.

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. Completion of these courses leads to national certification. Requirements: Textbook. Must be 18 years old and have H.S. Diploma or equivalency. $191.00.

EMS Officer I

Successful completion of course allows students to take the North Carolina or National EMT certification exam. The EMT course will include a driving component and 48 hours of required clinical time offered at various scheduled times. Requirements: Please contact Beth Himes for future dates. 40 hours. $126.00.

Pre-Hospital Trauma Life Support

Pre-hospital Trauma Life Support (PHTLS) is an NAEMT course. It is recognized around the world as the leading continuing education program for pre-hospital emergency trauma care. The mission of PHTLS is "to promote excellence in trauma patient management by all providers involved in the delivery of pre-hospital care". PHTLS is appropriate for EMTs, paramedics, nurses, physician assistants, physicians, and other pre-hospital providers. PHTLS is accredited by CAPCE and recognized by NREMT. Requirements: Students must pre-register for this course. A $15.00 student card fee is also required at time of registration. Card fee is not subject to fee waiver for exempt students. Textbook - Pre-Hospital Trauma Life Support - through NAEMT or Amazon. 16 Hours/$71.00.

Geriatric Emergency Medicine (GEMS)

An NAEMT course that provides EMS practitioners at all levels with the skills and knowledge to address the unique medical, social, environmental and communications challenges of older adults. Developed by NAEMT, in partnership with the American Geriatrics Society, GEMS empowers EMS practitioners to help improve medical outcomes and quality of life for geriatric patients. Requirements: Textbook - Geriatric Emergency Medicine. ISBN: 978-1449641917. Through NAEMT or Amazon. 8 Hours/$71.00.

All Hazards Disaster Response (AHDR)

An NAEMT course that teaches students how to respond to the many types of disaster scenarios they may encounter, including natural disasters and infrastructure failings, fires and radiological events, pandemics, active shooter incidents, and other mass casualty events. AHDR educates participants on how to analyze potential threats in their area, assess available resources, and create a response plan that will save lives. Requirements: Textbook - All Hazards Disaster Response. ISBN: 978-1-284-04104-0 through NAEMT or Amazon. 8 Hours/$71.00.

Principles of Ethics and Personal Leadership (PEPL)

An NAEMT course that provides EMS and Mobile Healthcare (MHC) practitioners at all levels with the necessary knowledge and skills to effectively interact with patients and their families, other medical personnel, co-workers, supervisors and community residents at large. Requirements: Textbook - Principles of Ethics and Personal Leadership. ISBN: 978-1-284-04257-3 through NAEMT or Amazon. 16 Hours/$71.00.

Advanced Medical Life Support

An NAEMT course that remains the gold standard of education for emergency medical assessment and treatment. Endorsed by the National Association of EMS Physicians, AMLS emphasizes the use of the AMLS Assessment Pathway, a systematic tool for assessing and managing common medical conditions with urgent accuracy. Requirements: Textbook - Advanced Medical Life Support. ISBN: 978-1284040920 through NAEMT or Amazon. 16 Hours/$71.00.

Psychological Trauma in EMS Patients (PTEP)

An NAEMT course that educates EMS practitioners about the biological underpinnings of psychological trauma, the short and long-term impact on the brain and body, and warning signs that a patient is experiencing extreme psychological distress. EMS practitioners are also taught strategies and techniques to alleviate patients' distress and help patients cope with what they're experiencing to ward off lingering effects. Requirements: Textbook - All Hazards Disaster Response. ISBN: 978-1-284-04104-0 through NAEMT or Amazon. 8 Hours/$71.00.

Advanced Cardiac Life Support (ACLS)

This course provides physicians, nurses and paramedics as well as other health care providers with instruction on skills to enable them to provide advanced management of the cardiac patient. Requirements: Please contact Beth Himes for future dates. 16 Hours/$71.00.

Advanced Cardiac Life Support (ACLS) Renewal

This is a one day course for ACLS recertification. Requirements: Please contact Beth Himes for future dates. 8 Hours/$71.00.

Basic Life Support (BLS) 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. Requirements: Textbook. 6 Hours/$71.00.

Heartcode BLS Skills

This is a 2-hour skills only session of the AHA Heartcode BLS Healthcare Provider ONLINE course. Requirements: 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. 2 Hours/$16.00.

CURRENT SCHEDULE OF CLASSES
January – March, 2024

Course	START	END	DAYS	TIMES	COST	LOCATION	Description/Prerequisites
Access Database: Switchboards	3/11/24	3/15/24	M-F	8:00AM - 12:00PM	$71.00	S 116	Page 11
Basic Computers Windows 11	2/29/24	4/25/24	TH	6:00PM - 9:00PM	$71.00	BT 206	Page 10
BLS Provider	1/27/24	1/27/24	SA	8:00AM - 3:00PM	$71.00	CE 106	Page 25
BLS Provider	2/24/24	2/24/24	SA	8:00AM - 3:00PM	$71.00	CE 106	Page 25
BLS Provider	3/9/24	3/9/24	SA	8:00AM - 3:00PM	$71.00	CE 106	Page 25
BLS Provider	3/23/24	3/23/24	SA	8:00AM - 3:00PM	$71.00	CE 106	Page 25
BLS Skills-Heartcode	2/24/24	2/24/24	SA	1:00PM - 3:00PM	$31.00	CE 106	Page 25
BLS Skills-Heartcode	3/23/24	3/23/24	SA	1:00PM - 3:00PM	$31.00	CE 106	Page 25
Cardiovascular Tech/Monitoring	1/4/24	4/22/24	M & TH	5:00PM - 8:00PM	$191.00	R 122	Page 20
CDL-Truck Driver Tr WEEKEND	1/20/24	4/14/24	SA & SU	7:00PM - 4:00PM	$905.00	1233 Lejeune Blvd.	Page 33
CDL-Truck Driver Training	1/8/24	2/23/24	M-F	8:00AM - 5:00PM	$905.00	1233 Lejeune Blvd.	Page 33
CDL-Truck Driver Training	3/4/24	2/23/24	M-F	8:00AM - 5:00PM	$905.00	1233 Lejeune Blvd.	Page 33
Central Sterile Processing	1/4/24	4/23/24	T & TH	6:00PM - 9:00PM	$207.00	H 241	Page 20
Central Sterile Processing OL	1/14/24	4/7/24	M-SU	00:00AM - 11:59PM	$191.00	ONLINE	Page 20
CMAA-OL	1/8/24	6/1/24	M-SU	00:00AM - 11:59PM	$191.00	ONLINE	Page 22
COD-Building Inspection I	3/15/24	3/24/24	F SA & SU	5:00PM - 10:00PM 8:00AM - 6:00PM	$126.00	CE 105	Page 31
COD-Electrical Inspection I	2/2/24	2/11/24	F SA & SU	5:00PM - 10:00PM 8:00AM - 5:00PM	$126.00	CE 105	Page 31
COD-Fire Prevention I	1/12/24	1/21/24	F SA & SU	5:00PM - 9:00PM 8:00AM - 4:00PM	$126.00	CE 105	Page 32
Collaborating with MS Teams,	1/22/24	1/26/24	M-TH F	8:30AM - 1:0PM 8:30AM - 12:00PM	$71.00	CE 204	Page 11
Commercial Drone License Prep	2/8/24	3/28/24	TH	6:00PM - 9:00PM	$71.00	CE 102	Page 15
COMPTIA A+ Cert Exam Prep	1/23/24	4/4/24	T & TH	6:00PM - 9:00PM	$181.00	S 116	Page 13
Comptia Network+ Cert Exam	2/5/24	6/5/24	M & W	6:00PM - 9:00PM	$191.00	S 116	Page 14
COMPTIA Security+ Cert Exam	1/29/24	4/3/24	M & W	6:00PM - 9:00PM	$126.00	CE 204	Page 13
Computer Basics II Inter	2/2/24	3/22/24	F	1:30PM - 4:30PM	$71.00	CE 204	Page 10
Construction Basics	1/22/24	3/1/24	M-F	7:30AM - 4:30PM	$258.00	M 002	Page 29
Construction Quality Mgmt.	1/23/24	1/23/24	TH	7:30AM - 5:00PM	$301.00	S 104A	Page 41
Construction Quality Mgmt.	2/20/24	2/20/24	TH	7:30AM - 5:00PM	$301.00	S 104A	Page 41
Construction Quality Mgmt.	3/26/24	3/26/24	TH	7:30AM - 5:00PM	$301.00	S 104A	Page 41
Data Analysis-Excel-Intro	3/4/24	3/8/24	M-TH F	8:30AM - 1:0PM 8:30AM - 12:00PM	$71.00	CE 204	Page 12
Electrical Lineworker I	1/3/24	3/1/24	M-F	7:30AM - 4:30PM	$191.00	IS 104	Page 34
Electrical Lineworker II	3/4/24	4/12/24	M-F	7:30AM - 4:30PM	$191.00	IS 104	Page 34
Electrical Wiring Fundamentals	3/4/24	4/24/24	M & W	6:00PM - 9:00PM	$126.00	M 002	Page 29
EMT Initial DAYTIME	1/8/24	3/1/24	M-F	7:30AM - 4:30PM	$207.00	MS 121	Page 23
EMT Initial DAYTIME	2/26/24	4/20/24	M-F	7:30AM - 4:30PM	$207.00	MS 121	Page 23
EMT Initial Evening	1/22/24	5/16/24	M, W & F	5:00PM - 9:00PM	$191.00	MS 121	Page 23

CURRENT SCHEDULE OF CLASSES
January – March, 2024

Course	START	END	DAYS	TIMES	COST	LOCATION	Description/ Prerequisites
FF2019 Firefighter Series DAY	1/5/24	4/1/24	M-F	7:30AM - 4:30PM	$191.00	S 117	Page 23
FF2019-Firefighter Series PM	1/4/24	6/13/24	M-TH SA-SU	6:00PM - 10:00PM 8:00AM - 5:00PM	$191.00	S 117	Page 23
Gamification Apps: Classroom	1/22/24	2/26/24	M & W	00:00AM - 11:59PM	$71.00	ONLINE	Page 18
General Contractor Exam Prep	1/16/24	3/21/24	T & TH	6:00PM - 9:00PM	$191.00	CE 203	Page 30
Immersive Digital Photography	1/29/24	3/25/24	M	6:00PM - 9:00PM	$191.00	CE 102	Page 15
Law & Administration	2/16/24	2/17/24	F SA-SU	5:00PM - 9:00PM 9:00AM - 6:00PM	$71.00	CE 104	Page 31
Massage Therapy	1/8/24	10/9/24	M-TH	4:30PM - 8:30PM	$207.00	T 101	Page 21
Medical Coding Specialist	1/2/24	5/16/24	M-F	8:30AM - 12:30PM	$191.00	CE 203	Page 22
Medical Coding Specialist OL	1/2/24	5/16/24	W	00:00AM - 11:59PM	$191.00	ONLINE	Page 22
Medical Terminology OL	1/9/24	3/18/24	M-SU	00:00AM - 11:59PM	$191.00	ONLINE	Page 22
MSF Basic Rider Course	2/24/24	2/25/24	SA & SU	7:00PM - 5:00PM	$156.00	T 103	Page 36
MSF Basic Rider Course	3/16/24	3/17/24	SA & SU	7:00PM - 5:00PM	$156.00	T 103	Page 36
NC Auto Safety/OBD Emissions Inspection	1/9/24	1/18/24	T & TH	6:00PM - 10:00PM	$71.00	T 103	Page 33
Notary Public Education	1/22/24	1/24/24	M & W	12:30PM - 4:00PM	$71.00	CE 105	Page 16
Notary Public Education	1/29/24	1/31/24	M & W	5:30PM - 9:00PM	$71.00	CE 105	Page 16
Notary Public Education	2/12/24	2/14/24	M & W	12:30PM - 4:00PM	$71.00	CE 105	Page 16
Notary Public Education	2/26/24	2/28/24	M & W	5:30PM - 9:00PM	$71.00	CE 105	Page 16
Notary Public Education	3/11/24	3/13/24	M & W	12:30PM - 4:00PM	$71.00	CE 105	Page 16
Notary Public Education	3/18/24	3/20/24	M & W	5:30PM - 9:00PM	$71.00	CE 105	Page 16
Nurse Aide I	1/4/24	2/28/24	M-TH	8:30AM -1:30PM	$207.00	R 123	Page 19
Nurse Aide I	3/5/24	5/2/24	M-TH	8:30AM -1:30PM	$207.00	R 123	Page 19
Nurse Aide I HYBRID	1/19/24	4/19/24	F	8:30AM -1:30PM	$207.00	R 122	Page 19
Nurse Aide I Refresher	3/18/24	4/17/24	M & W	3:00PM - 8:00PM	$126.00	R 123	Page 20
Nurse Aide II	1/8/24	5/1/24	M & W	3:00PM - 8:00PM	$207.00	R 114	Page 19
Office 2021 Boot Camp Level I	1/30/24	3/19/24	T	6:00PM - 9:00PM	$71.00	BT 206	Page 11
Office 365 Apps W/MS Teams OL	2/6/24	3/7/24	T & TH	5:30PM - 7:30PM	$71.00	ONLINE	Page 11
Office 365 Boot Camp-Level I	2/5/24	2/9/24	M-TH F	8:30AM - 1:00PM 8:30AM - 12:00PM	$71.00	CE 204	Page 11
Office 365 Excel: Tips, Tricks	2/3/24	3/9/24	S	9:00AM - 1:00PM	$71.00	CE 204	Page 12
Office 365 Excel: Tips, Tricks	2/12/24	2/16/24	M-TH F	8:30AM - 1:00PM 8:30AM - 12:00PM	$71.00	CE 204	Page 12
Office 365 Excel:Intro-Interm	1/8/24	1/12/24	M-TH F	8:30AM - 1:00PM 8:30AM - 12:00PM	$71.00	CE 204	Page 11
Office 365 Skills for Admin	1/23/24	2/29/24	T & TH	6:00PM - 8:00PM	$71.00	CE 204	Page 12
Office 365 Word: Intermediate	3/11/24	3/15/24	M-TH F	8:30AM - 1:00PM 8:30AM - 12:00PM	$71.00	CE 204	Page 12
OSHA Construction 30 Hour	2/5/24	2/8/24	M-TH	8:30AM - 4:30PM	$134.00	S 104A	Page 41
Pharmacy Technician- OL	1/8/24	3/23/24	M-SU	00:00AM - 11:59PM	$191.00	ONLINE	Page 20
Pharmacy Technician- OL	2/5/24	4/20/24	M-SU	00:00AM - 11:59PM	$191.00	ONLINE	Page 20
Pharmacy Technician- OL	3/11/24	5/25/24	M-SU	00:00AM - 11:59PM	$191.00	ONLINE	Page 20
Pharmacy Technician-AM	1/8/24	3/7/24	M-TH	8:30AM - 1:30PM	$191.00	R 122	Page 20
Pharmacy Technician-PM	1/8/24	4/10/24	M-TH	6:30PM - 9:30PM	$191.00	R 122	Page 20
Phlebotomy AM	1/8/24	3/28/24	M-TH M-F	9:00AM - 1:00PM CLINICAL - VARIES	$207.00	R 121	Page 20
Phlebotomy PM	2/26/24	5/17/24	M-TH M-F	4:00PM - 8:00PM CLINICAL - VARIES	$207.00	R 121	Page 20
Plumbing Fundamentals	3/5/24	4/11/24	T & TH	6:00PM - 9:00PM	$126.00	M 002	Page 29
PMP-Proj Mgmt Pro Exam Prep	2/5/24	4/10/24	M & W	6:00PM - 9:00PM	$191.00	BT 208	Page 14

CURRENT SCHEDULE OF CLASSES
January – March, 2024

Course	START	END	DAYS	TIMES	COST	LOCATION	Description/ Prerequisites
Powered Industrial Trucks	2/9/24	2/9/24	F	8:00AM - 3:00PM	$11.00	S 104A	Page 41
Powered Industrial Trucks	3/8/24	3/8/24	F	8:00AM - 3:00PM	$81.00	S 104A	Page 41
Quickbook Desktop Pro Intro-In	2/12/24	4/15/24	M	6:00PM - 9:00PM	$71.00	BT 203	Page 41
Real Entrepreneurship-Pitch I	1/22/24	3/18/24	M	6:00PM - 9:00PM	$71.00	S 104A	Page 41
SharePoint OL Office 365 User	2/26/24	3/1/24	M-TH F	8:30AM - 1:00PM 8:30AM - 12:00PM	$191.00	CE 204	Page 41
VET-Exotic Animal Medicine	1/10/24	2/28/24	W	6:00PM - 9:00PM	$71.00	R 109	Page 41
VET-Reptile Care & Mgmt	1/22/24	5/6/24	M	6:00PM - 9:00PM	$126.00	R 112	Page 41
VET-Small Animal Care	1/9/24	4/23/24	T	6:00PM - 9:00PM	$126.00	R 109	Page 41
VET-Veterinary Assisting I	1/9/24	4/25/24	T, W, TH	6:00PM - 9:00PM	$191.00	R 112	Page 41
VET-Zoo Horticulture Maintena	1/7/24	2/25/24	SU	1:00PM - 4:00PM	$71.00	R 109	Page 41
Welding to Work I	1/8/24	3/1/24	M-F	7:30AM - 4:30PM	$189.00	WL 001	Page 41
Welding to Work II	3/4/24	4/5/24	M-F	7:30AM - 4:30PM	$191.00	WL 001	Page 41
Welding-Basic SMAW	1/8/24	3/20/24	M, T, W	6:00PM - 9:00PM	$191.00	T 120	Page 29
Welding-MIG I & II	1/13/24	6/29/24	SA	8:00AM - 5:00PM	$191.00	T 133	Page 41

If you do not see dates listed for the class you would like to take,
please call (910) 938-6294 to have your name added to an interest list.

CAREER CENTER

The career center offers the opportunity to work closely with trained and experienced staff for one-on-one job coaching. Clients have access to a wealth of employment information including the local job market, local job postings, current hiring practices, and interviewing techniques. Clients are encouraged to take a career assessment and work with a career counselor to ensure they take full advantage of their skills and abilities, empowering them to take control of their career development.

Other services provided include:

- Career exploration-Employability work shops
- Résumé/cover letter critique
- Local job posting-Mock interviews
- Social media networking
- Career counseling

The Career Center is located in the Student Center Building, Room 31.
Open Monday – Friday, 8:30 a.m. – 4:30 p.m.

910.938.6373   careerservices@coastalcarolina.edu

Trades and Technical

Skills and Trades training is offered in a wide variety of areas such as general contracting, marine engine, environmental science, maintenance and repair, powerline technician (VA Approved), truck driver training (VA Approved), welding, code enforcement, gunsmithing, and veterinary science. Many of these programs are pre-certification classes. Theory is augmented with multiple hours of hands-on training to assist students in obtaining increased confidence, knowledge, and proficiency in these topics.

FACILITIES MAINTENANCE

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. 48 Hours/$181.00.

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/$126.00.

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/$71.00.

Construction Basics

Get started in a high demand job with competitive wages in less than two months! This 6-week course will equip you with the skills you need to begin a career in the Construction field. You will learn Residential Electrical Wiring, Introduction to Masonry Fundamentals and Plumbing Fundamentals in a hands-on environment. You will also be trained on Construction Estimation as well as Blueprint Reading in order to give you an advantage on job sites. This course will take students through the process of planning, estimating, building, wiring, and plumbing a structure. Certifications include: OSHA 30 Construction, Powered Industrial Truck (PIT), Workzone Safety, AHA Heartsaver. Requirements: Textbook. 232 Hours/$258.00.

WELDING

Basic Welding SMAW

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. Requirements: Tools. Proper PPE. Textbook. 96 - 120 hours/$191.00.

TRADES & TECHNICAL

Pipe Fitting & Welding

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. Requirements: Tools. Basic Welding or permission of the instructor. 201 Hours/$191.00.

MIG Welding I & II

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. Requirements: Tools. Proper PPE. Textbook. 156 Hours/$191.00.

GTAW (TIG) Welding

This course introduces the student to Gas Tungsten Arc Welding (TIG) techniques, principles, methods and practices. 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, stainless steel, and aluminum. 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. Requirements: 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/$191.00.

Welding to Work, Parts 1 and 2

The Welding to Work training program is an accelerated 14-week course designed to provide students with entry to advanced knowledge needed to start a career in Gas Metal Arc Welding (GMAW). In addition, students will be provided the opportunity to earn certifications in OSHA 10hr, Forklift Operator License and AWS Certification. This course provides a combination of In-class and On-the-Job Training with local partners to include Gulfstream Steel and Supply, and Waterline Systems. Requirements: Students must complete Part 1 prior to enrolling in Part 2. $191.00 EA.

GENERAL CONTRACTOR

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. Requirements: North Carolina and Building Code textbook required. 66 Hours/$181.00.

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. Requirements: Code books are required for all classes. For required textbooks an more information, visit www.ncdoi.com "OSFM" > "Codes" > "Code Book Sales" section.

Law & Administration

This class will give firefighters/students an overview of the NC building regulation system and is designed for the education and training of building, electrical, mechanical, plumbing, and fire prevention code enforcement. Topics within this course include the structure of federal, state, and local governments, the history of the NC State Building Code, relevant General Statutes, and enforcement responsibilities of local inspection departments. This class is a state requirement and pre-requisite for firefighters to qualify to take the NC State Fire Prevention Inspector Level I Certification Test. Requirements: For required textbooks and more information, visit www.ncdoi.com "OSFM" > "Codes" > "Code Book Sales" section. 15 Hours/$71.00.

Building Standard Inspection - Level I

For individuals seeking to become certified as building 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. Requirements: For required textbooks and more information, visit www.ncdoi.com "OSFM" > "Codes" > "Code Book Sales" section. 46 Hours/$126.00.

Building Standard Inspection - Level II

For individuals seeking to become certified as building 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. Requirements: For required textbooks and more information, visit www.ncdoi.com "OSFM" > "Codes" > "Code Book Sales" section. 40 Hours/$126.00.

Building Standard Inspection - Level III

For individuals seeking to become certified as building 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. Requirements: For required textbooks and more information, visit www.ncdoi.com "OSFM" > "Codes" > "Code Book Sales" section. 40 Hours/$126.00.

Electrical Standard Inspection - Level I

For individuals seeking to become certified as electrical 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. Requirements: For required textbooks and more information, visit www.ncdoi.com "OSFM" > "Codes" > "Code Book Sales" section. 42 Hours/$126.00.

Electrical Standard Inspection - Level II

For individuals seeking to become certified as electrical 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. Requirements: For required textbooks and more information, visit www.ncdoi.com "OSFM" > "Codes" > "Code Book Sales" section. 30 Hours.$126.00.

Electrical Standard Inspection - Level III

For individuals seeking to become certified as electrical 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. Requirements: For required textbooks and more information, visit www.ncdoi.com "OSFM" > "Codes" > "Code Book Sales" section. 30 Hours/$126.00.

Fire Standard Inspection - Level I

For individuals seeking to become certified as fire 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. Requirements: For required textbooks and more information, visit www.ncdoi.com "OSFM" > "Codes" > "Code Book Sales" section. 36 Hours/$126.00.

Fire Standard Inspection - Level II

For individuals seeking to become certified as fire 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. Requirements: For required textbooks and more information, visit www.ncdoi.com "OSFM" > "Codes" > "Code Book Sales" section. 32 Hours/$126.00.

Fire Standard Inspection - Level III

For individuals seeking to become certified as fire 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. 24 hours/$71.00.

Mechanical Standard Inspection - Level I

For individuals seeking to become certified as mechanical 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. Requirements: For required textbooks and more information, visit www.ncdoi.com "OSFM" > "Codes" > "Code Book Sales" section. 24 Hours/$71.00.

Mechanical Standard Inspection - Level II

For individuals seeking to become certified as mechanical 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. Requirements: For required textbooks and more information, visit www.ncdoi.com "OSFM" > "Codes" > "Code Book Sales" section. 24 Hours/$71.00.

Mechanical Standard Inspection - Level III

For individuals seeking to become certified as mechanical 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. Requirements: For required textbooks and more information, visit www.ncdoi.com "OSFM" > "Codes" > "Code Book Sales" section. 16 Hours/$71.00.

Plumbing Standard Inspection - Level I

For individuals seeking to become certified as 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. Requirements: For required textbooks and more information, visit www.ncdoi.com "OSFM" > "Codes" > "Code Book Sales" section. 24 Hours/$71.00.

Plumbing Standard Inspection - Level II

For individuals seeking to become certified as 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. Requirements: For required textbooks and more information, visit www.ncdoi.com "OSFM" > "Codes" > "Code Book Sales" section. 24 Hours/$71.00.

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/$181.00.

MAINTENANCE AND REPAIR
NC Auto Safety Inspection/OBD Emissions Inspection
This course prepares auto technicians and service personnel as safety inspectors for motor vehicles. The state examination will be given. 8 Hours/$71.00.

TRUCK DRIVING (CDL)
Truck Driving Training (CDL)
Begin a new and exciting career! This 7-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 train daily 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 Driver's License, copy of driving record. 280 Hours/$905.00.

Disability Accommodations

If you have a disability and wish to request some accommodation, contact the Admissions Office at (910) 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.

ELECTRICAL LINEWORKER

Electrical Lineworker I and II

This 14-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). 504 Hours/$422.00.

Arborist Trainee

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/$241.00.

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 the following: CORE classes: Veterinary Assisting, Small Animal Care and Management, Reptile Care and Management; INTERNSHIP classes: Zoological Internship. ELECTIVE classes: Animal Agriculture, Wildlife Rehabilitation, Avian Care, Exotic Animal Medicine; OPTIONAL recommended classes: Introduction to Veterinary Assistance. Students completing (3) Core Classes, (1) Internship Class, and (2) Elective Classes (in any order) will be awarded the Veterinary Office Assistant Certification of Achievement. Each course integrates knowledge and skills related to customer service and administrative fundamentals within the learning environment.

Introduction to Veterinary Assisting

Have you thought about working in the animal care field and don't know where to start? The Introduction to Veterinary Assistance course is the right choice for you! Students will be introduced to the various roles and career options that involve caring for domestic animals. Office practices, animal behavior and safe handling, medical terminology, anatomy, pharmacology and more are explored and discussed. Requirements: Textbook. 48 Hours/$126.00.

Veterinary Assisting

Learn how to interact with animals and their owners, obtain animal health histories and records, understand veterinary medical terminology, recognize the major breeds of various animals, assist the veterinarian with caring for animals, assist with surgical and treatment procedures, recognize signs and symptoms of illness and disease, and perform administrative duties in the veterinarian office. Requirements: Textbook. 144 Hours/$191.00.

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. Requirements: Textbook. 48 Hours/$126.00.

Reptile Care and Management

Reptile Care and Management is an introductory course designed to teach students the basics of herpetology and their captive care. Topics will include anatomy, reproduction, handling and safety, nutrition, diagnosis and treatment of illnesses, hematology, common diseases, etc. The course will also cover proper husbandry of captive species as well as identification of common pets and species native to North Carolina. 48 hours/$126.00.

Wildlife Rehabilitation

The Wildlife Rehab course is designed to assist the student in preparation for both entry-level and advanced level intern positions in nature centers, wildlife centers, and animal sanctuaries. Focus will be on the care of orphaned and injured small mammals of North Carolina. Course topics will include advanced topics such as bandaging, splinting, wound management, physical therapy, euthanasia, and necropsy. Requirements: Transportation required. NWRA Wildlife Formulary, 4th Edition. 24 Hours/$71.00.

Animal Agriculture

This 8-week course will acquaint students with the basic knowledge and skills of working with various small-scale hobby farm animals such as cattle, equines, goats, sheep, llama, alpaca, pigs, and poultry. Topics will include animal selection, husbandry, nutrition, and illnesses. 24 Hours/$71.00.

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. Requirements: Textbook. 24 Hours/$71.00.

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. Requirements: Textbook. 24 Hours/$71.00.

Driving Safety

No fee exemptions for classes in this section. If for any reason a student cannot successfully complete the class, he or she will need to register again at their own expense.

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/$55.00.

Defensive Driving (4-Hour)

This 4-hour course is offered in conjunction with the District Attorney's Office in Onslow, Duplin, or Sampson Counties. Anyone receiving a moving traffic citation that did not result in an accident may be eligible to take the course. Upon successful completion of the course, a moving violation may be submitted to DMV as a non-moving violation. The course is also open to the public for self-improvement. 4 Hour/$55.00.

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. 8 Hours/$105.00.

Motorcycle Safety - Basic Rider Course

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. 18 Hours/$156.00.

By increasing vehicle speed
from 55 MPH to 65 MPH,
stopping distance increases
by over 25 percent.

Small Business Center

The Small Business Center provides educational opportunities and support to prospective and existing small businesses. Services include small business seminars and courses, free one-on-one confidential counseling, information and referral, a resource library, and business plan assistance. activities and guest speakers who are successful business owners.

Boots to Business
This two-day seminar will provide participants with an introduction to business ownership and guide them through the start-up process. Topics include: entrepreneurship assessment, business feasibility, the business plan, understanding your market, business legal structure, and sources of funding. Participants will be provided with a number of resources and tools to compliment the training topics. *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 New River Air Station for active duty military, veterans, and their immediate family members only. To attend, you must bring with you to class a military ID or a DD214. 1-25-24 – 1-26-24 | Thursday – Friday | 0900 – 1630 | Skills 104 A/B/C 2-29-24 – 3-21-24 | Thursday – Friday | 0900 – 1630 | Skills 104 A/B/C 3-21-24 – 3-22-24 | Thursday – Friday | 0900 – 1630 | Skills 104 A/B/C

Basics of Bookkeeping
Accurate business records are needed to monitor the health of your business. This workshop is designed to help small business owners in the start-up and early phases of their business learn the basics of sound record keeping, as well as existing business owners who want to learn best practices and tips for making the record keeping process painless. 10-24-24 | Tuesday | 1800 – 2030 | Skills 104 A/B/C

Board Development Session 1: Fundraising for Nonprofits
All nonprofit organizations need money to support their mission and programs. The need to create multiple streams of revenue is vital to the sustainability of any nonprofit organization. This seminar will discuss the trends in fundraising and how to organize donor and capital campaigns. 2-1-24 | Thursday | 0900 – 1030 | Jacksonville CPS

Board Development Session 2: Protecting Your Business From Fraud
Join us for an informative presentation designed to empower business owners with essential knowledge to safeguard against potential fraud threats. Learn practical strategies and best practices to protect your financial assets and reputation. Don't miss this opportunity to enhance your fraud awareness and ensure the security of your business. 2-1-24 | Thursday | 1045 –1145 | Jacksonville CPS

Board Development Session 3: State of the US Consumer
As the cost of living rises, Americans are likely to dip into their savings to weather the storm. Many Americans are transitioning to a debt-supported quality of life and they're spending less on discretionary items as inflation rises. During this session, you will learn how Americans are planning their finances to combat inflation and what your brand could do to maintain loyal customers during an economic downturn. 2-1-24 | Thursday | 1215 – 1345 | Jacksonville CPS

Nonprofit Town Hall: Trends & Policy Affecting Nonprofits
This session will focus on the latest trends, plus recent and upcoming public policy developments affecting nonprofits' tax exemption, fundraising, and operations. 2-2-24 | Friday | 0900 – 1030 | Jacksonville CPS

SMALL BUSINESS CENTER
Call (910) 938-6302 or Visit www.ncsbc.net to Register

Board Development Session 5: How Your Nonprofit Can Engage with Community Leaders for Success

Calling all nonprofit board members and EDs! Join us for this session where we will focus on various issues nonprofits are facing in the community and learn how to engage with community leadership on identifying solutions that help Onslow County.
2-2-24 | Friday | 1045 – 1145 | Jacksonville CPS

Business Networking for Artists and Crafters: 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 to 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!
1-30-24 | Tuesday | 1800 – 2000 | Online

Business Networking for Artists and Crafters: Tips for an Awesome Vendor/Trade Show Booth

If you are seeking capital to start or expand your business, this seminar will provide you with an insider's view of how best to prepare when seeking a business loan or finding ways to self-finance your business. Learn the tips on the key ingredients for a successful loan package, and even more importantly, mistakes to avoid when working with a lender, will be discussed. Work hand in hand with experienced business minds that can help you navigate through the world of start-up and small business lending.
2-27-24 | Tuesday | 1800 – 1930 | Online

Business Networking for Artists and Crafters: How to Find Merchandise to Sell Online

Taught by an industry expert! In this fast-paced online seminar, learn the secrets to sourcing merchandise to sell online or in your storefront from many different sources. Learn about wholesalers, drop shippers, foreign sources and liquidators. This seminar is a "must-attend" for anyone who buys and resells merchandise and wants to be able to buy like the pros do at great prices.
3-26-24 | Tuesday | 1800 – 1930 | Online

Canva for Small Business Part I

Welcome to the Canva for Small Business Course Part I! In this course, we will introduce you to the fundamentals of Canva, a user-friendly graphic design platform that empowers you to create visually captivating content. As a small business owner interested in enhancing your design skills, by the end of this course, you will be equipped with both the knowledge and skills you will need to navigate the platform effectively.
1-25-24 | Thursday | 1800 – 1930 | Skills 104 A/B/C

Canva for Small Business - Part II

Welcome to the Canva for Small Business Course Part II! In this course, we will explore the essential elements of building a cohesive brand within Canva. By the end of this course, as a small business owner you will have a solid understanding of typography, color palettes, patterns/textures, and logo designs, enabling you to establish a structured brand guideline for your small business that speaks directly to your targeted audience.
2-6-24 | Tuesday | 1800 – 1930 | Skills 104 A/B/C

Canva for Small Business Part III

Welcome to the Canva for Small Business Course Part III ! In this course, we will explore the development of digital and print marketing materials within Canva. By the end of this course, as a small business owner you will have a solid understanding of creating designs that stand in alignment with your branding guidelines, and how to utilize the embedded templates for maximum impact to your small business.
3-14-24 | Thursday | 1800 – 1930 | Skills A/B/C

Creating a Budget for Small Business Owner

Have you ever been overwhelmed looking at budget templates and sample budgets that are pages long? Every business needs a budget, but the complexity of the budget needed depends on your business size, operations, income sources, and more. In this session, we will break down the main sections of a budget and create a budget that allows you to make informed, proactive decisions about your business.
 3-12-24 | Tuesday | 1800 – 2000 | Online

Financing Your Business

Join us for this session as we explore the different ways you can finance a business. In this session, the process of obtaining a small business loan will be demystified. Discover what lenders are looking for when making loan decisions including the 5 C's of credit, as well as different types and sources of business loans for both new and existing business owners. Don't miss this opportunity to come learn, in person, from a local lending expert with 35 years of commercial lending experience who will explain exactly what you need to do if business funding might be needed in your future!
2-15-24 | Thursday | 1800 – 2030 | Skills A/B/C

How to Start a Small Business Bootcamp

Are you thinking about starting your own business? Not sure what steps to take or which ones to take first? This one-day seminar was designed to provide basic information to individuals who are thinking about starting a business. This information includes critical ingredients for start-up success such as: feasibility studies; market demographics; funding sources; and business owner support. Come prepared to engage in a practical exercise using these tools.
1-10-24 | Wednesday | 0900 – 1200 | Skills A/B/C
3-6-24 | Wednesday | 0900 – 1200 | Skills A/B/C

How to Start a Small Business – MCAS New River

Are you thinking about starting your own business? Not sure what steps to take or which ones to take first? This seminar was designed to provide basic information to individuals who are thinking about starting a business. This information includes critical ingredients for start-up success such as: feasibility studies; market demographics; funding sources; and business owner support. This class is open to all active duty military, veterans, and their immediate family members with base access.
2-21-24 | Friday | 0900 – 1600 | Bldg AS212, Rm 222B

How to Start a Small Business- MCB Camp Lejeune

Are you thinking about starting your own business? Not sure what steps to take or which ones to take first? This seminar was designed to provide basic information to individuals who are thinking about starting a business. This information includes critical ingredients for start-up success such as: feasibility studies; market demographics; funding sources; and business owner support. This class is open to all active duty military, veterans, and their immediate family members with base access.
1-17-24 | Friday | 0900 – 1600 | Bldg 825, Rm 112
3-13-24 | Friday | 0900 – 1600 | Bldg 825, Rm 112

How to Write A Business Plan

Are you an entrepreneur or small business owner? Don't overlook the power of a well-crafted business plan! In this seminar, we'll explore the importance of creating a detailed plan to achieve your financial goals and ensure the success of your business. Join us as we delve into the elements of a strong business plan and how those elements can provide a roadmap for your business's success. Gain valuable insights on crafting a plan that can have enormous payoffs for your business. Don't leave your business's success to chance - let us show you how a well-written business plan can make all the difference.
1-3-24 | Wednesday | 1800 – 2000 | Online

How to Find Your Customers Using Market Research

Market research isn't just for startups; it's an important ongoing process for every small business. Developing a focused and effective marketing plan requires up-to-date market analysis. Discover the variety of market research tools that will give you critical information about your industry and customers. Get the data you need to test the feasibility of a new business, and find the competition and potential customers interested in your proposed product or service. This seminar is designed for new and established business owners.
1-18-24 | Thursday | 1800 – 2030 | Skills A/B/C

Google My Business

Join us for a beginner's guide to Google My Business SEO. This class will teach you how to optimize your Google My Business listing to be found when your customers are searching for your business niche. We will cover 5 areas that are often underused by business owners and leave customers wanting more. Tell your customers about your business with photos, reviews and product descriptions. Get Found on local search! The top five things we'll cover in this workshop include: 1) How To Optimize Your Google Listing 2) Using Reviews & Photos On Your Page 3) Product Descriptions 4) How To Add A Website Link that converts 5) Advanced Options For Local Search. To get the most out of this class participants should have an active Google My Business listing so that we can optimize your listing in real-time.
2-13-24 | Tuesday | 1800 – 2000 | Online

Money for Fun: How to Turn Your Hobby/Talent Into a Small Business

Would a little — or a lot of — money be helpful right now? If you have a hobby or a talent, there has never been a better time to turn your skills into a small business! Can you help others enjoy your hobby? Could you market the supplies they need? Could you guide them to the best places to enjoy the hobby? There are businesses in all of those ideas. In Money for Fun, you will discover: Who might want to "hire" your talent or buy your creation, how to start a business selling supplies for your hobby business, how to teach your hobby/talent and so much more!
3-20-24 | Wednesday | 1800 – 1930 | Online

QuickBooks Part I

This seminar is an introduction to QuickBooks. Its main objective is to introduce you to the basic features in QuickBooks and give you an opportunity for hands-on practice. You'll learn about the types of information you need to track in your business, and you'll see how to enter that information and track it in QuickBooks. Learn about all that QuickBooks offers, the most common tasks, and where to find information about more advanced features.
2-22-24 | Thursday | 1800 – 2030 | BT203

QuickBooks Part II

This seminar is a continuation of QuickBooks Part I. Topics include the more advanced features of QuickBooks including analyzing financial data, setting up inventory, tracking and paying sales tax, doing payroll with Quick-Books, estimating and progress invoicing, tracking time, customizing forms, and writing QuickBooks letters. Attendance at QuickBooks Part I, or prior QuickBooks knowledge, is strongly recommended prior to attending this session.
3-5-24 | Tuesday | 1800 – 2030 | BT203

Small Business Council: How Business Owners Can Build the Ultimate Customer Experience

This transformative course is tailored for business owners seeking to cultivate the ultimate customer experience by harnessing the power of their company's vision, mission, and a deep understanding of their target audience. By weaving these essential elements together, participants will gain the insights and strategies needed to create meaningful, lasting connections with their customers.
3-7-24 | Thursday | 0830 – 1030 | Jacksonville COC

Small Business Taxes

Get in the know! Join us as we learn more about small business taxes. This seminar will include covering the topic of tax reporting and planning, some of the most common tax forms for businesses, the difference between contractors and employees as well as the related tax effects for both.
1-16-24 | Tuesday | 1800 – 2000 | Skills 104 A/B/C

Unlock the Power of AI to Supercharge Your Small Business Operations and Marketing Success

Are you a small business owner looking to level up your game and stay ahead in today's fast-paced digital landscape? Do you find yourself struggling to keep up with the latest trends in business operations and marketing? Look no further! Our AI-Powered Business Class is here to equip you with the knowledge and skills you need to harness the transformative potential of AI tools. In this cutting-edge class, we will guide you on a journey of discovery, demystifying the world of artificial intelligence and showing you how to effectively utilize AI tools to run and market your small business. With a focus on practical implementation, we'll empower you to optimize your operations, make informed decisions, and gain a competitive edge – all while keeping your budget in check!
1-24-24 | Wednesday | 1800 – 2000 | Online

What is Your Time Worth? Time Management for the Small Business Owner

Just because you are the owner, doesn't mean you should be the one answering the phone or cleaning the bathroom. Do you know what your time is really worth? Are you doing things that others could be doing f or much less? How could you know if you have not taken the time to calculate the value of your time? In this class learn how to accurately gauge your value, and how to leverage that knowledge going forward to build your business.
2-28-24 | Wednesday | 1800 – 2000 | Skills 104 A/B/C

REAL Entrepreneurship

Participants in this popular course on starting a small business will examine in detail the development of a business idea, market analysis, and the components of a business plan. A complete, written business plan is the goal for graduates of this course. Students will gain knowledge from hands-on activities and guest speakers who are successful business owners.
1/22/24 – 3/18/24 | Mondays | 1800-2100 | $71.00 Registration Fee

INDUSTRY TRAINING

In cooperation with the North Carolina Community College System (NCCCS), the Industry Training Center (ITC) will design a customized training curriculum to meet individual company needs under the State's Customized Training Program. Industries that qualify for this free training include manufacturing, technology intensive, regional or national warehousing and distribution centers, customer support centers, air courier services, national headquarters with operations outside North Carolina, and civil service employees providing technical support to US military installations located in North Carolina. Eligible businesses and industries must demonstrate two or more of the following criteria: the business is making an appreciable capital investment; the business is deploying new technology; the business is creating jobs, expanding an existing workforce or enhancing the productivity and profitability of the operations within the State; and the skills of the workers will be enhanced by the assistance. Training may be conducted at the company's site by College faculty, third-party contracted resources, or by subject matter experts within the company. To learn more about how the Industry Training Center can support your training needs, contact Steve Gill at (910) 938-6303/6302 or gills@coastalcarolina.edu.

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. Requirements: Attendance for all hours is required. 6 Hours/$71.00.

OSHA 10-Hour—Construction
This course is designed for individuals who need an overview of how to use the standard and how the standards apply 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. Requirements: Attendance for all hours is required. 10 Hours/$71.00.

OSHA 30-Hour—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. Requirements: Attendance for all hours is required. 30 Hours/$134.00.

Construction Quality Management
Construction Quality Management Training (CQM) is a required course by both the Army Corp of Engineers (COE) and the Naval Facilities Engineering Command (NAVFAC). Upon Successful completion of this class, a Certificate of Completion is awarded. Re-certification is required every 5 years. Coastal Carolina Community College's standard registration refund policy does not apply to this class and a waiver of fees is not permitted. Once a student is registered for this course, the registration fee is nonrefundable and nontransferable unless the course is cancelled by the college. Requirements: Attendance for all hours is required. 9 Hours/$301.00.

Coastal Carolina Community College

INSTRUCTOR LED NON-CREDIT
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Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals.

Accounting Fundamentals
Give yourself skills that are in high demand by exploring corporate

Computer Skills for the Workplace
Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

Conversational Japanese
Whether you want to learn Japanese for travel or just for fun, you'll find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language.

Creating Web Pages
Learn the basics of HTML so you can design, create, and post your very own site on the Web.

Discover Sign Language
Learn how to sign basic phrases and complete sentences and how to put it all together, allowing you to introduce yourself and start a conversation. You will learn signs for colors, numbers, locations, family, and the activities you like to do.

Grammar Refresher
Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Introduction to Microsoft Excel
Become proficient in Microsoft Excel and discover countless shortcuts, tricks, and features for creating and formatting worksheets .

Introduction to PC Troubleshooting
Don't spend your hard-earned cash on expensive PC repairs! The majority of the problems people encounter with computers are completely avoidable and can be solved with nothing more than a few minutes of your time.

Music Made Easy
If you enjoy music and would like to know more about what makes it work, this is the course for you.

Spanish for Law Enforcement
In the law enforcement field, mastering basic Spanish will give you more power to handle situations involving Spanish-speaking victims, witnesses, or criminals.

Spanish for Medical Professionals
This simple and enjoyable Spanish for Medical Professionals course will give you the basic tools you need to bridge the communication gap.

Where Does All My Money Go?
Do you have trouble saving money? Want to work on paying down your debt? This course will teach you the very basics of how to get control of your finances rather than letting them control you.

Writing Essentials
Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.

Understanding the Cloud
In this course, you will explore how the cloud works, what drives its incredible growth, and how you can use cloud services.

Enroll Now!

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(910) 938-6294

0718-01

FAA Drone Pilot Test Preparation Class

Upon successful completion of the course, students will be prepared to sit for the **Federal Aviation Administration (FAA) Part 107 Remote Pilot Knowledge Test** and the **North Carolina Department of Transportation (NCDOT) Unmanned Aerial System (UAS) Operator Permit**. 24 hours of instruction by a certified Drone Pilot.

Cost: $70 (plus $1) per student. Textbook required.

COASTAL CAROLINA
COMMUNITY COLLEGE

For more information and to register,
Please contact the Division of Continuing Education
910.938.6294 or **coned@coastalcarolina.edu**

Now is Your Time!

Attention rising Onslow County High School Juniors and Seniors: Now is your time to register for college classes! Contact your high school counselor today for eligibility information.

For more information, or to meet with a Coastal Carolina Community College academic advisor/counselor, email ccp@coastalcarolina.edu, call 910-938-6394, or visit Student Services in the Student Center Building.

COASTAL CAROLINA
COMMUNITY COLLEGE

ADMISSIONS INFORMATION FOR DEGREE PROGRAMS & COLLEGE TRANSFER COURSES

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.

For current semester information please visit
www.coastalcarolina.edu/campus-life/calendars/

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 * (HVAC)
- 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.