Dear Prospective Student:

We are pleased that you are considering Craven Community College as the place to continue your education. In addition to being convenient and affordable, Craven offers academic programs that are designed to meet your needs, regardless of whether you plan to enter the workforce quickly or you intend to go on to a four-year institution.

If you decide to come to Craven, you’ll quickly learn that you are more than a number; you are part of a thriving community of learners that is made up of people of all ages and backgrounds. Like nearly all community colleges, Craven’s student body consists of men and women who recently graduated from high school as well as adults who have returned to college to complete a degree, change careers or improve their current job skills. We are committed to the “open door” philosophy, which means we allow all students the opportunity to succeed.

This is an exciting time to be at Craven. We are making changes that will enhance the student experience by offering fulfilling academic programs, improving customer services and selecting the leaders who will make Craven the best college it can be.

I invite you to browse through the following pages and learn more about what Craven Community College has to offer. We also invite you to visit our New Bern and Havelock campuses for a closer look.

You’ll find there are great people here who are committed to the college and to your success.

I invite you to become a part of our college family. You won’t regret it!

Sincerely,

Catherine Chew
President, Craven Community College
The College: Craven Community College is a comprehensive, state-supported community college located in beautiful Eastern North Carolina. Craven was founded in 1965 as a satellite of Lenoir Community College in Kinston. It has been autonomous since 1968.

Locations: Craven has two campuses – one in New Bern on College Court and one in Havelock off Cunningham Drive. The college also operates an office and classrooms in the Jerry Marvel Training and Education Building on base at Cherry Point Marine Corps Air Station.

Distance Education: In addition to offering traditional seated classes in New Bern, Havelock and at Cherry Point, Craven has a robust distance education program that allows students to take online courses. In fact, the college has degree, diploma and certificate programs that can be completed entirely online.

Academic Year: Craven operates on the semester system. There also is a summer term of courses available.

Enrollment: Craven enrolls nearly 4,000 students in its curriculum (associate’s degree, diploma and certificate) programs each semester. More than 10,000 students are served in the college’s Continuing Education programs annually.

Students: Average age is 29.

Faculty: Craven’s faculty includes men and women who have earned advanced degrees in their respective disciplines. In addition, many of them have worked in business and industry, making them more effective in the classroom. Craven’s student-faculty ratio is roughly 14-1.

Degrees: Craven offers two-year associate’s degrees in the following fields: Arts, Fine Arts, Science, Applied Science and General Education. The college also offers many diploma and certificate options, particularly in its technical programs. Additionally, Craven has partnerships with East Carolina University and N.C. State University that enable students to earn degrees from those institutions through a variety of program options.

Craven Early College and Early College EAST: Craven is home to two innovative Early College programs. Craven Early College is located at the New Bern Campus and Early College EAST is located at the Havelock Campus. High school freshmen who enroll in these programs have, after five years, the opportunity to graduate with both their high school diploma and their two-year associate’s degrees or two years of transferable college credit at no cost.

Craven EDGE: High school students can enroll in many college-level courses at Craven at no cost. Students should consult their high school guidance counselors or the college’s Office of Educational Partnerships for more information.

Public Radio East: Public Radio East is a non-profit, non-commercial broadcasting organization headquartered at the New Bern Campus and licensed to the college’s Board of Trustees. PRE is a National Public Radio affiliate, and it broadcasts over two networks — a classical music and news station as well as a news and ideas network.

LIBERAL ARTS AND UNIVERSITY TRANSFER

Associate in Arts (AA)
Art Education
Business Administration, Accounting, Economics, Finance and Marketing
Communications/Communications Studies
Computer Science
Elementary Education
English
History
Middle Grades Education
Physical Education
Psychology
Social Work
Sociology
Special Education

Associate in Fine Arts (AFA)
Art concentration
Music concentration

Associate in General Education (AGE)

Associate in Science (AS)
Engineering

CAREER PROGRAMS

Associate in Applied Science (AAS)
Accounting
Aviation Systems Technology
Business Administration
Business Administration-Operations Management
Computer-Integrated Machining Technology (diploma option available)
Computer Technology Integration
Criminal Justice Technology (diploma option available)
Early Childhood Associate (diploma option available)
Electronics Engineering Technology
Entrepreneurship
Health Information Technology
Manufacturing Technology
Medical Assisting (diploma option available)
Nursing
Physical Therapist Assistant
School-Age Education

Diploma programs
Cosmetology
Electrical Engineering Technology
Pharmacy Technology
Practical Nursing
Welding Technology

A number of programs also offer Certificate options.
Curriculum students at Craven Community College come from all kinds of backgrounds and circumstances. Some are recent high school graduates, while others are still in high school. Many others enroll after attending college elsewhere, and still others come to Craven after being out of the classroom for years.

Regardless of your situation, enrolling at Craven is easy. At the New Bern Campus, the staffers who handle admissions, financial aid and counseling are headquartered in one centralized location (the One-Stop Center) in the Student Center to make it more convenient for students. These functions are also grouped together at the Havelock Campus in the Lewis S. Redd Building.

So you want to go to college...

The first step is to complete a college application, which can be done at our New Bern or Havelock campus, at the Cherry Point office or online.

Craven has an open door admissions policy, which means we give everyone a chance to succeed in college. However, enrollment is limited in a few of our programs, most notably in the health professions.

You may be asked to take a placement test so that you can enroll in the correct courses, particularly if you plan to take math and English classes. Students who are transferring to Craven from other colleges and universities may not need to take the placement tests.

If you are new to Craven, you will need to register for a new student orientation session, Panther PRIDE3. During orientation, new students learn valuable information about Craven and the resources available to assist them in reaching their goals. Students will receive general advising and will be prepared to register for their first semester.

Do you need financial aid to help cover the cost of your courses, fees and textbooks? You’re not alone; more than half of all Craven students receive some type of financial aid. Craven’s financial aid staff is located in the One-Stop Center. They can help you find the means to pay for college.

If you think you’ll need financial aid, it is strongly recommended that you complete the Free Application for Federal Student Aid (FAFSA) form, which is available online. A completed FAFSA is key to accessing most financial aid programs.

Next, you will receive assistance in choosing and registering for your classes. An advisor or a faculty advisor, who is knowledgeable about your specific program of study, will help you. As you progress through college, you will be able to register for your courses online via WebAdvisor.

The final step is to pay. Students can pay for their courses when they register or can choose a monthly payment plan.

GETTING STARTED

That’s it! You’re ready to GET STARTED!
More than half of all students who enroll in a curriculum program at Craven Community College receive some type of financial aid. To meet this need, the college has a staff of dedicated financial aid professionals to help students find the means they need to attend college.

A key step to begin the financial aid process is to complete the Free Application for Federal Student Aid (FAFSA) form. This form, which can be completed online, is used to determine a student’s ability to pay for college and his or her eligibility for financial aid programs. Once a student has completed the FAFSA form, he or she will be better able to access financial aid opportunities. These opportunities may include grants, scholarships, work-study programs and loans. These funds come from federal, state and local sources.

In general, grants and scholarships do not have to be repaid. Loans must be repaid. Work-study programs enable students to earn money by working in part-time jobs at the college.

Grants: A key source for financial aid for many students is the federal Pell Grant. All students who apply for Federal Student Aid and meet the eligibility requirements will receive Pell Grant funds. There also are a number of other federal and state sources for grants to students. Child care assistance from the state of North Carolina is also available for working parents. For more information, contact the Financial Aid office.

Veterans: Men and women who have served in the armed forces may be entitled to educational benefits. Craven has a full-time veterans services officer to help men and women secure the educational help they have earned.

Scholarships: Thanks to the efforts of the Craven Community College Foundation and its generous donors, the college is able to offer a variety of scholarships. Most are based on financial need and academic achievement. Students should complete scholarship applications in early spring for the next academic year. Criteria and award amounts are determined by the sponsors and may be subject to change. The college also has some access to funds to help qualified students pay for their books. Contact the Financial Aid Office for more information.

Loans: Craven administers a number of student loan programs that provide low interest, long- and short-term loans to students with financial need. All loans require the execution of a promissory note, and the borrower must agree to repay the loan per terms of the agreement.

Work-Study Program: Craven receives federal funding that can be used to employ students in part-time jobs at the college. This enables qualified students to earn money while enrolled at Craven.

Payment Plan: Students no longer have to cover the entire cost of their tuition and fees out-of-pocket when they register. Instead, they can use Craven’s electronic payment plan, which allows them to pay their tuition and fees in monthly payments. Details of this service are posted on the college’s website.

Other Options: The recently unemployed may be eligible for funds to help them enroll at Craven. Also, students who are handicapped may be eligible for assistance from vocational rehabilitation. There are many options available to prospective students. Don’t let your inability to pay for your education out-of-pocket keep you from exploring the opportunities at Craven.
Craven Community College has many campus resources designed to help students have a more successful and satisfying experience here.

R.C. Godwin Memorial Library: Located in Barker Hall at the New Bern Campus, Godwin Memorial Library is designed to meet the curricular and instructional needs of students, faculty members and staffers, as well as the informational and leisure needs of the greater Craven County community.

The library features traditional print volumes and periodicals, electronic resources, a teacher resource center, computer lab, wireless Internet access and laptops that can be checked out for use in the library. Patrons also can arrange to get materials from other institutions through an interlibrary loan system.

The Havelock Campus is home to the Havelock Public Library, a branch of the Craven-Pamlico-Carteret Regional Library System. It is open for student use.

Jane Moore Stubbs Academic Skills Center and Roger Bell Learning/Career Center: The Jane Moore Stubbs Academic Skills Center, located in Barker Hall on the New Bern Campus, and the Roger Bell Learning/Career Center in the Redd Building at the Havelock Campus, provide free tutoring services in writing, math and other academic areas. Internet-connected computer workstations are available in both locations for student use.

In addition, the centers provide supplemental instruction and can administer make-up and distance education tests. Students with disabilities also are advised to visit the center in New Bern to discuss accommodations under the Americans with Disabilities Act.

One-Stop Center: To simplify the application, registration and financial aid process, Craven has a One-Stop Center in the Student Center on the New Bern Campus. The center consolidates a number of important functions in one place, thereby making enrollment at Craven easier.

First-Year Experience programs: Craven offers orientation programs and services to help new students make the transition to college life.

TRIO Student Support Services: With help from federal grant funds, the college offers support services to low-income, first generation and disabled students. These services are designed to help students stay in school, graduate and/or be ready to transfer to four-year institutions.

Student Life: The Office of Student Life works hard to sponsor fun events and activities so students can enjoy a college experience beyond the classroom. A key component of student life is the Student Government Association. The SGA, which consists of officers elected by the student body, oversees all student organizations and activities. In addition, the SGA president serves as an ex officio member of the college’s Board of Trustees.

Students who enjoy performing are encouraged to join Encore!, the college’s troupe of singing ambassadors. High-achieving students are invited annually to join Craven’s team of Student Ambassadors, who represent the college at functions and activities on and off campus.

Students who excel in the classroom will be invited to join the college’s chapter of Phi Theta Kappa, which is an international organization that recognizes the academic achievements of students at two-year institutions.

Craven also has a number of active student clubs and organizations.

Athletics: Craven is taking steps to restart its intercollegiate athletic program. Go Panthers!
Because of its proximity and value, many students who ultimately want to earn bachelor’s degrees enroll at Craven Community College for their first two years and then transfer to four-year institutions to finish their degrees.

Craven is an excellent choice for these Liberal Arts and University Transfer students. The college offers small class sizes and features instruction from full-time and adjunct faculty members, rather than teaching assistants. Most importantly, University Transfer courses that students complete at Craven transfer directly to all 16 institutions of the University of North Carolina system. More than 20 private colleges in North Carolina also accept these credits.

Some students enroll at Craven to take a handful of college-level courses before enrolling at a four year public university. That can be an effective option, but a better choice often can be to complete the Transfer Core Diploma or an associate’s degree (Associate in Arts or Associate in Science) at Craven. Under the state’s Comprehensive Articulation Agreement, students who complete the Associate in Arts or the Associate in Science degree are guaranteed junior status when they transfer to a state-supported university.

IMPORTANT: The articulation agreement does not guarantee acceptance into any specific public university. Students are encouraged to contact the four-year universities of their choice to discuss their course and transfer options.

Craven offers the following associate’s degrees for Liberal Arts and University Transfer students:

The Associate’s degree in Arts (AA) is designed for students who wish to transfer to universities to continue study for a bachelor’s degree. The AA degree emphasizes liberal arts, giving students a broad understanding of English, fine arts/humanities, social sciences, natural sciences and mathematics.

In addition, Craven offers AA degrees that focus on specific majors, including: Art Education, Business Administration, Communications/Communications Studies, Computer Science, Elementary Education, English, History, Middle Grades Education, Physical Education, Psychology, Social Work, Sociology and Special Education.

The Associate’s degree in Science is designed for students who wish to transfer to universities to continue study for a bachelor’s degree in programs that emphasize mathematics and science or who plan to enter a health field such as nutrition, pre-dental, pre-med or pre-vet. The Associate in Science degree emphasizes math and science, and also gives students a broad understanding of English, fine arts/humanities and social sciences. Craven offers one specific focus under its Associate’s degree in Science – Engineering.

The Associate’s degree in Fine Arts (AFA with Art Concentration or Music Concentration) is another option. The AFA with a concentration in Art is designed to transfer into baccalaureate degree programs for students who wish to complete a Bachelor’s in Fine Arts (BFA) degree in Art or a Bachelor of Arts (BA) degree with a major in Art. The curriculum provides General Education courses required of liberal arts students and art specialization courses required by four-year institutions. The AFA/Art degree is not uniformly transferable to all 16 state universities.

The AFA with a concentration in Music is designed to transfer into baccalaureate degree programs for students who wish to complete a Bachelor’s in Fine Arts (BFA) degree in music or a Bachelor of Arts (BA) degree with a major in music. The curriculum provides General Education courses required of liberal arts students and music specialization courses required by four-year institutions. The AFA/Music degree is not uniformly transferable to all 16 state universities.

The Associate’s degree in General Education is designed to meet the needs of students who are primarily interested in only two years of college. However, the AGE may also be used by students who need to take specific courses to transfer to a specialized major at a four-year college or university. The AGE is not part of the articulation agreement; however, college transfer courses taken within the AGE degree will be transferable on a course-by-course basis.

The AFA with a concentration in Music is designed to transfer into baccalaureate degree programs for students who wish to complete a Bachelor’s in Fine Arts (BFA) degree in music or a Bachelor of Arts (BA) degree with a major in music. The curriculum provides General Education courses required of liberal arts students and music specialization courses required by four-year institutions. The AFA/Music degree is not uniformly transferable to all 16 state universities.
Craven Community College has partnerships with two of North Carolina’s largest public universities so students have easier access to bachelor’s degree programs.

**North Carolina State University**: Craven has partnerships with North Carolina State University for Engineering. Students have two options for engineering: They can choose the 2+2 pathway, which enables them to spend two years at Craven and then transfer to NCSU in Raleigh to complete their degrees, or they can choose the bachelor’s degree in engineering (mechanical/aerospace concentration) option, which allows them to earn their NCSU degree entirely at Craven.

Both options are ideal for students who are unable to move to Raleigh and enroll there for four years. These options also allow students to take advantage of Craven’s smaller class sizes in advanced math and sciences courses.

**East Carolina University’s Wachovia Partnership East**: This program is designed to help students earn a bachelor's degree in education from East Carolina University without having to travel to Greenville.

Through this partnership, students can earn an ECU degree in elementary education, special education or middle school math, science and language arts while staying closer to home.

Craven's New Bern Campus is the headquarters for Partnership East’s Coastal Consortium, which serves residents in Craven, Pamlico, Jones, Carteret and Onslow counties. The program works like this: Students complete their first two years of general education coursework at Craven or one of the partnering community colleges in the Coastal Consortium - Pamlico, Carteret or Coastal Carolina.

After finishing their first two years at their “home” community colleges, students take ECU courses through the Coastal Consortium’s “hub site” at Craven’s New Bern Campus for their junior and senior years. ECU faculty members teach the education courses, either online or face-to-face.

**University Connections**: The college’s University Connections initiative builds on its existing relationship with ECU to allow students to complete bachelor’s degrees in a number of additional program areas. Through University Connections, students completing their associate’s degree at Craven continue their studies seamlessly. Some programs are offered completely online!

*Courses offered entirely online!

**IMPORTANT**: Students must apply to and be admitted by the respective university (ECU or NCSU) before they can enroll in any of the bachelor’s degree programs.
Craven Community College can help you become a critical member of today’s health care team.

**Nursing Programs:** We have a solid history of training individuals to become nurses who can function in nearly all types of health care settings. The college has two Nursing programs: a three-term Practical Nursing program and a four-term Associate Degree Nursing program. Both programs are selective, meaning that not everyone who applies will be admitted. The programs are demanding and include classroom and clinical work as well as lab exercises in the college’s state-of-the-art Simulation Lab.

Students in the three-semester program work toward earning a diploma and becoming Licensed Practical Nurses after passing their boards. Students who pursue the Associate Degree Nursing (ADN) program will earn a two-year degree and become Registered Nurses after passing their boards.

**Medical Assisting:** Craven also offers a Medical Assisting program. Medical assistants typically work in doctors’ offices or other ambulatory care settings, where they often are the first professionals that patients encounter. They frequently handle initial assessment interviews and procedures, assist physicians with patients’ exams and take care of administrative and clerical tasks. Medical Assisting students can earn a certificate, diploma or two-year associate’s degree.

**Health Information Technology:** The college’s newest curriculum option in health care is Health Information Technology. Focused, detail-oriented people thrive in this program, which trains students to process, analyze, maintain, manage and report vital health information for patients. This associate’s degree program is selective, meaning that not everyone who applies will be admitted.

**Pharmacy Technology:** Pharmacy technicians work in a variety of community and institutional practice settings, including retail stores and hospitals. Supervised by registered pharmacists, they perform a variety of technical and clerical duties related to preparing and dispensing prescription drugs. Pharmacy technicians frequently perform calculations, mix solutions, manage inventory and assist with insurance claims, among other tasks. Like other health care programs, this diploma program is selective, meaning that not everyone who applies will be admitted.

**Physical Therapist Assistant:** A Physical Therapist Assistant works under the direction of a Physical Therapist. The assistant is able to provide physical therapy services as specified in a care plan developed by a Physical Therapist. Treatment program implementation may include therapeutic exercise, ambulation training, activities of daily living, and administration of physical agents such as heat and cold. This associate’s degree program is selective, meaning that not everyone who applies will be admitted.

**Short-term courses:** In addition to these curriculum programs, Craven offers several short-term Workforce Development courses in health care, including nurse assistant and phlebotomy.
The business of America really is business, and America needs trained professionals in its offices and board rooms. Craven Community College can help you become one of these people. Give us a look today!

**Business Administration:** The Business Administration program introduces students to the free enterprise system and provides them with a working knowledge of important business fundamentals. Topics covered include accounting, business law, economics, management and marketing. Students also learn the importance of effective communication and teamwork, which are critical in today’s global marketplace. Associate’s degree options are available, as are certificates in Banking, Customer Service, Marketing and other areas.

**Operations Management:** Some Business Administration students can choose to specialize in the area of Operations Management, which trains them to manage production operations. This associate’s degree offering under Business Administration focuses on quality principles, supply chain management, environmental concerns and planning.

**Accounting:** Craven also offers an Accounting program where students learn accounting theories and practices, as well as how to apply Generally Accepted Accounting Principles. Courses offered focus primarily on business law, finance management and economics. The program offers a range of degree, diploma and certificate options.

**Entrepreneurship:** Students interested in starting their own businesses can learn the ins and outs of how to get started with the college’s new associate’s degree program in Entrepreneurship. The program is designed to provide students with the knowledge and the skills necessary for employment and growth as self-employed business owners.

**Medical Office Administration:** The Medical Office Administration program teaches students what they need to know about functioning in the health care office, including medical terminology, coding, document production and legal issues. They also learn critical office skills, including word processing, text entry, spreadsheets and management.
Craven Community College is a statewide leader in information technology programs, and our Business and Technology Building features state-of-the-art computer labs with some of the best-equipped systems anywhere.

Computer technology changes very quickly, so Craven Community College has redesigned its Information Technology programs to make them more versatile and more relevant to the workplace.

All of Craven’s for-credit Information Technology programs are offered under the name Computer Technology Integration. Within that overarching title are a number of degree, diploma and certificate options that are specialized to meet the needs of area employers.

The Computer Technology Integration program replaces the college’s former IT program titles, including Computer Information Technology, Information Systems Security, Networking and Computer Programming. However, instruction in all of those areas is still available under the new program heading.

In fact, the Computer Technology Integration program allows the college to offer more specialized instruction, which gives students the learning options they need and enables them to earn credentials more quickly.

Under the program, all students will complete the same initial courses, but then will choose one or more specialized tracks. This enables students to specialize in several computer-related disciplines, including basic IT support, networking, databases, web and software development, security and many others.
Craven Community College’s transportation-related programs keep America moving on land and in the air!

**Aviation Systems Technology:** Craven’s top-flight Aviation Systems Technology program is headquartered at the Institute of Aeronautical Technology (IAT) on the Havelock Campus. Since 2004, the program has offered comprehensive, state-of-the-art training in aircraft maintenance – essential training that prepares workers for jobs at Fleet Readiness Center East at Marine Corps Air Station Cherry Point or with private or commercial aviation firms. Students get hands-on training with a wide variety of military and civilian aircraft. They also become familiar with a complete array of aircraft systems, from nose to tail. As they progress toward their associate’s degrees, they become eligible to test for valuable Federal Aviation Administration (FAA) certifications in both airframe and powerplant (A&P). The aviation program takes five semesters to complete.

**Automotive Systems Technology:** The Automotive Systems Technology program trains men and women for careers in the increasingly high-tech world of automotive repair. Students spend time in the classroom and in the college’s on-site automotive shop, where they gain hands-on experience. They learn to repair engines, transmissions and other vehicle systems, including suspension and steering, brakes, electrical/electronic systems and climate control.

Students can choose to pursue an associate’s degree, or they can choose from several certificate options. They can begin study while still in high school. Upon completion, graduates are prepared for full-time employment at auto dealerships, repair shops or other businesses.

**Q: Where is the Aviation Systems Technology program taught?**
A: The program is headquartered at the Institute of Aeronautical Technology, which anchors Craven’s Havelock Campus.

**Q: What is an Airframe and Powerplant certification?**
A: An Airframe and Powerplant (A&P) certification is a credential issued by the Federal Aviation Administration to individuals who have met a series of qualifications. The A&P certification can be very valuable when seeking employment in military, civil or commercial aviation.

**Q: What kinds of jobs are available for graduates of the Aviation Systems Technology program?**
A: Career opportunities are available across North Carolina and the world. Prospective employers include national or regional airlines, aircraft manufacturers, contractors and the government.

**Q: Can I start taking classes in the Automotive Systems Technology program while I’m still in high school?**
A: Yes. Talk to your high school counselor to learn more about The Craven EDGE.

**Q: I have a job. When can I take classes in the Automotive Systems Technology program?**
A: The program is offered both during the day and in the evening.
Q: What is it like to work in the modern manufacturing shop?
A: Today’s manufacturing workplaces are clean and very safe. The image of a dark, dirty and dangerous factory is outdated.

Q: What kinds of machines are used in the Machining Technology program?
A: Students learn to manufacture precision tools and parts using lathes, milling machines, surface grinders and other machines.

Q: What is a CNC machine?
A: CNC stands for “computer numerical control.” These machines are controlled by computers and can perform advanced machining and manufacturing operations. Craven has these and other state-of-the-art machines in its Machining Center and in the Bosch and Siemens Advanced Manufacturing Center.

Q: What are composite materials?
A: Composite materials generally consist of a carbon fiber-polymer mix. They are lightweight and strong and are frequently used in the development of aircraft parts and high-tech machines. Craven’s “Manufacturing Technology – Composites” program teaches students about the development, use and testing of composite materials.

Q: How does the Cooperative Education Work Experience program work?
A: Cooperative Work Experience (COE) gives students a chance to earn college credit for actual on-the-job experiences. To qualify, students must have credit hours in the curriculum in which they are enrolled. Students must apply and be selected to participate in this program.

Q: Is math important for the Mechanical Engineering Technology: Drafting and Design program?
A: Yes. Students need to be proficient in Algebra and Trigonometry.

Q: Do students in the program still use drawing boards?
A: Yes, students learn the basics on traditional drawing boards and then get experience with the latest Computer-Aided Design (CAD) software.

---

Computer-Integrated Machining Technology: This program teaches students how to make machine parts and components that you just can’t buy off a store shelf. Craven offers a two-year degree program as well as a wide range of certificate options. Students learn the safe use of hand tools, power machinery, computer-controlled equipment and sophisticated inspection instruments. There is also an opportunity for high school students to take courses.

Students can gain critical skills in layout, drilling, sawing, turning, milling and grinding. More importantly, they learn the satisfaction of knowing how to transform metal and a blueprint into something real and useful.

Machining Technology students can train on some of the latest equipment available in the field, including computer numeric-controlled (CNC) machines. They also can take advantage of excellent job prospects available with major area employers.

Manufacturing Technology: Manufacturing is alive and well in North Carolina, thanks to advancements in processes and techniques. With Craven’s two-year Manufacturing Technology degree program, students learn techniques that can be used when working with plastics, metals and electronics on today’s high-tech production lines.

Manufacturing students gain important, real world knowledge in management practices, materials and processes, research and development and quality assurance. They also learn to read and understand blueprints and how to transform them into real, working parts. By learning how to use some of today’s most advanced equipment, including computerized production machines, our students become qualified to work at some of Craven County’s most respected manufacturing firms, including BSH Home Appliances Corporation and Fleet Readiness Center East, among others.

Manufacturing Technology – Composites: This associate’s degree program prepares men and women to work with and test the advanced materials that will be used on the aircraft of the future and in other applications. This program is headquartered in the college’s Bosch and Siemens Advanced Manufacturing Center at the New Bern Campus.

There are many opportunities available for men and women who are good with their hands and can make things work. At Craven Community College, we have the programs to help people acquire the skills they need for jobs in today’s clean, high-tech workplace.

Drafting and Design: Even the most efficient manufacturing operation has to have a plan. Craven’s Mechanical Engineering Technology: Drafting and Design trains students to put an idea on the drawing board and then into the workplace. Students become familiar with materials, statics, manufacturing methods, machining techniques, mathematics and physics, and they hone their thinking and planning skills.

The Drafting and Design program prepares students to design machine parts, mechanisms and mechanical systems by emphasizing the use of Computer-Aided Design (CAD) technology as well as the manual techniques of a drawing board. This associate’s degree program features several certificate options.
Electrical Engineering Technology: You must have power to make things go. Craven’s Electrical Engineering Technology program teaches students the basics of wiring and introduces them to electrical machines and controls, power systems and electronics. Program participants also learn how to read blueprints.

Graduates of the program are qualified to enter careers in electrical maintenance and management as well as in designing, planning and developing electrical systems, machines and power-generating equipment. There also are opportunities in the construction field.

Electronics Engineering Technology: If you’re a good troubleshooter and consider yourself an analytical person, Craven’s Electronics Engineering Technology program can put you on the circuit to success. Electronics is a rigorous program. In addition to study in direct current/alternating current (DC/AC) theory, students learn about electronic devices, digital electronics, microprocessors, integrated circuits and other concepts.

Graduates can find jobs working with electronic components, equipment and systems. Many have found work as field service technicians, electronic testers, bench technicians and production control technicians.

Welding Technology: Craven’s Welding Technology program can teach you how to use heat to join metal for a variety of industrial uses. Craven’s instructor is certified by the American Welding Society, and students meet rigorous standards as they progress from basic welding through certification courses.

Students begin by setting up basic equipment and progress through both Metal Inert Gas (MIG) and Tungsten Inert Gas (TIG) welding. Students learn how to read blueprints and take applied communications and mathematics courses. Drafting and computer basics are also a part of the diploma program. A number of shorter-term certificates are also offered in welding, and high school students may take courses for both high school and college credit.

**Q: What can I learn in the Electrical Engineering Technology program?**

A: Students learn the basics of wiring, electrical machines and controls, electrical power systems and electronics. Program participants also learn how to read blueprints.

**Q: I’m interested in studying Electronics Engineering Technology. What kind of job could I get?**

A: Graduates can find jobs as field service technicians, electronic testers, bench technicians and production control technicians.

**Q: Can Craven help me to become a certified welder?**

A: Yes. The college has a welding instructor certified by the American Welding Society. He can get students qualified in specific welding processes and procedures. These qualifications often help students be more marketable to employers.

**Q: I want to learn to weld for my job or for a hobby. What can I do?**

A: Students who simply want to learn to weld can take Craven’s Welding classes through the Workforce Development Learning Center.
Basic Law Enforcement Training: The Basic Law Enforcement Training (BLET) program is designed to prepare individuals to become certified law enforcement officers with state, county and municipal governments, or with private businesses in retail, industrial and private security.

The program is rigorous. Students study criminal, civil, juvenile, traffic and alcoholic beverage laws and learn procedures to handle patrols, detentions, apprehend and control suspects, respond to emergencies and function in the courtroom. Prospective BLET students must be at least 20 years old, possess a valid driver’s license, have a high school diploma or GED, possess a minimum 10th grade reading level, and must undergo a background check, if applicable. Based on the guidelines of the North Carolina Department of Justice, applicants may be denied entry into the Basic Law Enforcement Training (BLET) program.

To successfully complete the program, students must pass a comprehensive written exam and skills test required by state standards. Based on state guidelines, applicants may be denied entry into the program.

Criminal Justice: The Criminal Justice program at Craven gives students an understanding of the criminal justice system and teaches them the operations needed in today’s law enforcement world. They will have a better understanding of deviant behavior and crime, the principles of criminal justice agencies and the nature of law itself.

Students focus on criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics and community relations. Students also learn crime scene investigation and interrogation techniques. Employment opportunities exist in a variety of local, state and federal law enforcement, as well as in the corrections and security fields.

Cosmetology: If you have a flair for style and enjoy helping people look their best, our Cosmetology program is perfect for you! Fully approved by the N.C. State Board of Cosmetology, our program offers students an opportunity to learn the fundamentals of styling and caring for customers’ hair, skin and nails in the college’s on-site salon. They also study scientific and artistic principles and learn the importance of building a loyal clientele. Techniques and skills learned in the on-site salon will easily carry over to a professional career as a Cosmetologist.

Applicants to the program must achieve a score of at least 70% on the reading and English placement tests or must complete Developmental English and reading coursework.

Prospective BLET students must be U.S. citizens, be 20 or older, pass a medical exam, have a high school diploma or GED, possess a minimum 10th grade reading level, possess a valid driver’s license and undergo a background check, if applicable. Based on state guidelines, applicants may be denied entry into the program.

Students in the program can choose the certificate option or the diploma option. Graduates should qualify to sit for the State Board of Cosmetic Arts examination and earn their state licenses, which can put them on their way to rewarding careers.

Early Childhood Education: Teaching young children involves more than just knowing how to play and how to write the ABCs. Craven’s Early Childhood Education programs prepare students for rewarding careers in America’s schools, early childhood programs and other settings that serve children and families.

The Early Childhood Associate program prepares students to work with children from infancy through the early school-age years. Students in all of Craven’s Early Childhood Education programs learn how children develop their language and motor skills and how they develop socially, emotionally and creatively. They also learn theories in children’s education and gain practical experience by working with young people. The program is versatile, with associate degree, diploma and certificate options.

Craven also offers a program in School-Age Education.

Esthetics Technology: This new certificate program teaches students how to give facials, perform hair removal, treat conditions such as acne and crow’s feet and generally make a client’s skin look its best. This program is offered in Craven’s Cosmetology Department.

The program is rigorous. Students learn the art and science of esthetics, including skin analysis, basic skin care products and business practices. Students work with clients in the classroom, salon and offices and complete an internship off campus.

Students who complete the 1,500-hour Esthetics Technology program will be able to sit for the State Board of Esthetics Technology licensing exam and then work as an esthetician under a single cosmetologist for 1,800 hours. Students who complete the 1,800-hour course at Craven may sit for the State Board of Cosmetics Licensing exam and, upon passing, will be fully licensed as a cosmetologist. They do not serve an apprenticeship off campus.

Careers in Cosmetology can be found in the public schools or with other human service agencies.

Esthetics Technology: What does an early childhood education degree from Craven enable me to do?
A: Graduates can work as teachers in Head Start programs and private child-care centers. With an education degree, there may be opportunities to work as teachers’ assistants in the public schools or with other human service agencies.

Partnership East. (Please see page 15.)

Q: What is the difference between the 1,200-hour Cosmetology program and the 1,500-hour program?
A: Students who complete the 1,200-hour certificate must take and pass the State Board of Cosmetics Licensing exam and then work as an apprentice under a single cosmetologist for 1,800 hours. Students who complete the 1,500-hour course at Craven may sit for the State Board of Cosmetics Licensing exam and, upon passing, will be fully licensed as a cosmetologist.

Q: What are the requirements for admission into the Basic Law Enforcement Training (BLET) program?
A: Under N.C. Department of Justice guidelines, applicants must be U.S. citizens, be 20 or older, pass a medical exam, have a high school diploma or GED, possess a minimum 10th grade reading level, possess a valid driver’s license and undergo a background check, if applicable.

Q: When is BLET offered?
A: Craven offers both day and night academies in the spring and fall semesters. The day academy can be completed within the normal semester. The night academy takes six months to complete.

Q: Where is the Cosmetology program located?
A: The program’s classroom, salon and offices are located in Kelso Hall at the New Bern Campus.

Q: What is an apprenticeship off campus?
A: Apprenticeships are paid positions that do not require the completion of a program at Craven. Apprenticeships can be found in a variety of settings, including salons, spas, barber shops and tattoo parlors.

Admissions to the Cosmetology program are competitive, and enrollment is limited.

Q: What is the difference between an apprenticeship and a program at Craven?
A: Apprenticeships are paid positions that do not require the completion of a program at Craven. Apprenticeships can be found in a variety of settings, including salons, spas, barber shops and tattoo parlors.

Q: What is the School-Age Education program at Craven?
A: The School-Age Education program at Craven is designed to prepare individuals to work with children from infancy through the early school-age years. Students in all of Craven’s School-Age Education programs learn how children develop their language and motor skills and how they develop socially, emotionally and creatively. They also learn theories in children’s education and gain practical experience by working with young people.

Q: What are the admission requirements for the education programs?
A: Prospective students must achieve satisfactory scores on the reading and English placement tests or must complete Developmental English and reading coursework.

Q: What is the Wachovia College-transfer option
A: The Wachovia College-transfer option is designed for students who are interested in transferring to a four-year college or university. This program provides students with a strong academic foundation that will prepare them for success in a four-year institution.

Q: What are the admission requirements for the Professional Services programs?
A: To be admitted to the Professional Services programs, applicants must meet the following requirements:

1. High school diploma or GED
2. Minimum 10th grade reading level
3. Valid driver’s license
4. Minimal 100% grade point average
5. Background check

Q: Can I become a public school teacher through Craven’s education programs?
A: Public school teachers must have a bachelor’s degree. Consider Craven’s college-transfer option or Wachovia Partnership East. (Please see page 15.)

Q: What was the education program called in 1924?
A: The education program was called the Craven County Teachers’ Institute.

Q: What is the Wachovia Partnership East?
A: The Wachovia Partnership East is a collaborative education program that provides students with opportunities to earn college credit while still in high school. This program is designed to prepare students for college and careers.

Q: What was the education program called in 1924?
A: The education program was called the Craven County Teachers’ Institute.
Craven Community College’s Workforce Development Learning Center and the Lifetime Learning Center help adult students improve their job skills, businesses, outlooks and lifestyles. Thousands of people enroll in these programs each year to enhance their career options, learn new skills, explore hobbies, open a small business or simply learn more about the world around them. The class offerings and programs are short term and do not carry any college curriculum credit, but they do provide adults with new and valuable skills.

**Career Training:** Craven Career Training courses are designed to help residents become more productive – and valuable – on the job. Many area employers require their workers to obtain continuing education credit, and Craven is here to help meet those needs. Career Training courses are also a good way to get a glimpse into a new career field. For example, the college offers a range of classes in medical specialties, including nurse assistant and phlebotomy.

Many of these courses are offered at night to accommodate the busy schedules of adult students. Craven also boasts a robust list of online courses that enable students to learn when and where it’s convenient for them.

**Basic Skills Department:** Residents taking classes at the Basic Skills Department can finish high school, earn their GEDs or learn to speak English. These classes are available at no cost.

**Human Resources Development/Employment Readiness:** The Human Resources Development/Employment Readiness program helps the unemployed and underemployed in our area prepare for new jobs and become more marketable. These classes are perfect for men and women who have been laid off and have been out of the classroom for a while. Many of these classes are available at no cost.

**Small Business Center:** The Small Business Center offers a variety of seminars and classes to help budding entrepreneurs get started with new enterprises.

**Lifetime Learning Center and Adult Enrichment:** Craven’s Lifetime Learning Center offers programs, trips and special offerings to keep adults excited about learning and in touch with the world around them. Our Adult Enrichment courses are a great way to have fun, meet friends and learn new things.