

NFCC CAREER CENTER

Your path to success...

- Community Education
- Career Training
- Continuing Education



COMMUNITY EDUCATION DEPARTMENT

325 NW Turner Davis Drive | Madison, Florida 32340
Telephone: (850) 973-9453 | Email: CommunityEd@nfcc.edu

WWW.NFCC.EDU

NORTH FLORIDA COMMUNITY COLLEGE

Small College. Big Possibilities.

NON-PROFIT ORG.
U.S. POSTAGE
PAID
PERMIT NO. 74
MADISON, FLORIDA

NFCC

The Career Center of North Florida Community College offers training that prepares students for entry into today's workforce by providing the skills and technical knowledge necessary for successful performance in today's competitive job market.

The Career Center focuses efforts on training that provides skills maintenance, enhancement and professional growth through continuing education to those currently employed.

The Career Center provides a multitude of Community Education courses for personal enhancement and enrichment that allow people of all ages and skill levels to continue on a pathway of lifelong learning and personal growth.

The Career Center's Workforce and Economic Development program offers specialized training to meet the needs of business and industry on an as-needed basis.

CAREER AND TECHNICAL EDUCATION CAREER CENTER

- Community Education Courses
- Ed2go Online Courses
- Career and Technical Education Programs
- Continuing Workforce Education

Spring 2010



North Florida
COMMUNITY COLLEGE

Small College. Big Possibilities.

Most classes will be held on the NFCC campus in Madison, UNLESS otherwise noted. If there is a class that you would like to take or a new class that you would like to teach, please contact Suzie Godfrey, NFCC Community Education, at (850) 973-9453 or CommunityEd@nfcc.edu. **Make course fee checks payable to NFCC. Materials/Supplies fee payable to instructor.** Be sure to pay by the registration date. Instructors reserve the right to cancel if there are too few participants. If you pay for a class and do not attend, and the class makes, there will be NO refunds. The first 15 people to mention this paper, register and pay for a Community Education class or Ed2Go class in January, February and March will receive their choice of a NFCC cinch pack or NFCC tote bag.

HEALTH & WELLNESS INSTITUTE		
COURSES	NFCC CLASSES (MADISON)	GREEN INDUSTRIES (MONTICELLO)
HEALTHCARE PROVIDER CPR – For people in the medical profession. Cost: \$45 to NFCC.	<u>Saturday, 9 a.m.–2 p.m.</u> Jan 30 Bldg 13 Rm 143 Prepay by Jan 21 March 13 Bldg 13 Rm 143 Prepay by Feb 26 May 8 Bldg 13 Rm 143 Prepay by April 30	<u>Saturday, 9 a.m.–2 p.m.</u> Jan 23 Prepay by Jan 13
HEALTHCARE PROVIDER UPDATE CPR – For those in the medical profession who need to update their Healthcare Provider status. Cost: \$36 to NFCC.	<u>Saturday, 2:30-5:30 p.m.</u> Jan 30 Bldg 13 Rm 143 Prepay by Jan 21 March 13 Bldg 13 Rm 143 Prepay by Feb 26 May 8 Bldg 13 Rm 143 Prepay by April 30	<u>Saturday, 2:30-5:30 p.m.</u> Jan 23 Prepay by Jan 13
HS ALL AGES AED CPR – For people who are NOT in the medical profession and need basic CPR. Cost: \$40 to NFCC.	<u>Saturday, 9 a.m.-12:30 p.m.</u> Feb 6 Bldg 13 Rm 143 Prepay by Jan 30 April 3 Bldg 13 Rm 143 Prepay by March 25	<u>Saturday, 9 a.m.-12 noon</u> March 27 Prepay by March 12
BASIC FIRST AID – Basic first aid class; will cover bumps, breaks, bruises, heat stroke and some environmental emergencies. Cost: \$40 to NFCC.	<u>Saturday, 1-5 p.m.</u> Feb 6 Bldg 13 Rm 143 Prepay by Jan 30 April 3 Bldg 13 Rm 143 Prepay by March 25	<u>Saturday, 1-5 p.m.</u> March 27 Prepay by March 12
LUNCH & LEARN—PREGNANCY 101- WHAT YOU NEED TO KNOW! – A 6-week class for the expecting mother. Bring a lunch, pillow, pencil, paper. Cost: \$60 to NFCC. Instructor: Kathleen Harvey.	<u>Tuesdays, 12-1 p.m.</u> Jan 19– Feb 23 Bldg 13 Rm 129 Prepay by Jan 13	
CHILDBIRTH EDUCATION CLASS (6HR) – For the expecting mother. Bring a pillow, and significant other. Cost: \$20 per couple to NFCC; \$5 supply fee to Instructor Kathleen Harvey.	<u>Tuesday & Thursday, 6-9 p.m.</u> March 9-11 Bldg 13 Rm 143 Prepay by March 2	<u>Saturday, 9 a.m.-4 p.m.</u> March 27 Prepay by March 22
PREGNANCY 101- WHAT YOU NEED TO KNOW! – A 6-week class for the expecting mother. Bring a lunch, pillow, pencil, paper. Cost: \$60 per person to NFCC. Instructor: Kathleen Harvey.		<u>Thursday, 2-4 p.m.</u> April 15, 22, & 29 Prepay by April 8
BASIC YOGA – Learn the basic techniques used in the relaxing art of Yoga. Bring a mat, bring bottled water, and wear loose clothing. Cost: \$35 to NFCC. Instructor: Dorothy Price.	<u>Wednesdays, 5:30-6:30 p.m.</u> (Bldg. 13 Rm 211) Jan 13-Feb 17 Prepay by Jan 11 Feb 24- April 7 Prepay by Feb 22 April 14-May 19 Prepay by April 12	

DIGITAL WORLD INSTITUTE	
COURSES	NFCC CLASSES (MADISON)
QUICKBOOKS PRO ESSENTIALS LEVEL 1 – Students will learn how to navigate and use various applications in QuickBooks Pro. Upon completion students will be able to: create a new company; use the Vendors and Customers functions, set up vendors/customers, and Payroll & Employees functions. Students will create reports and accounts. Supply Fee includes QuickBooks Pro 2009: Essentials Level 1, PLUS 140-day Trial Software. Cost: \$65 to NFCC; \$40 supply fee to Instructor Sharon Brave Heart.	<u>Tuesdays, 6-8 p.m.</u> Feb 2– March 9 Bldg 7 Rm 104 Prepay by Jan 25
LEARN HOW TO USE A COMPUTER – The students will learn the functions of a computer, terminology associated with a computer, and how to use various computer programs as well as how to navigate through the Internet. Supply Fee includes Microsoft Office 2007 text book. Cost: \$55 to NFCC; \$35 supply fee to Instructor Sharon Brave Heart.	<u>Tuesdays, 6-8 p.m.</u> March 23-April 27 Bldg 7 Rm 104 Prepay by March 9
BASICS OF POWERPOINT – The students will learn the functions of PowerPoint, terminology associated with the program, and how to use the program to build an effective PowerPoint. Cost: \$45 to NFCC. Instructor: Sharon Brave Heart.	<u>Thursday, 6-8 p.m.</u> Feb 11 & 18 Bldg 7 Rm 104 Prepay by Feb 9

My PC Series Powered by  Windows®

Is technology enriching your life or just frustrating you? These fun and useful classes will help you get more from your PC but without all the tech jargon. Learn how to connect with family and friends in exciting new ways, share photos, preserve memories, shop and surf safely and more effectively, and unlock the magic of your Windows PC. No more asking your kids or grandkids for help on the computer! Cost for each class will be \$15 to NFCC.

My PC: Getting Started with Windows 7: Windows 7 will change the way you interact with your PC in exciting and dramatic ways! This workshop takes a unique, fun approach to getting hands-on with the new Windows 7 operating system. At a comfortable pace, you'll learn how to get around in Windows 7, adapt your desktop to fit your personal style and needs, work with files and file folders, find and use desktop tools and gadgets, and get a sneak peek at the fun things you can do with Windows 7 -- like photo editing, making slide shows, and keeping in touch with friends and family!	<u>Tuesday, 6:30-8:30 p.m.</u> Feb 2 Bldg 13 Rm 219 Prepay by Jan 27
Connected families workshop: Learn better ways to stay in touch – In class you learn how to see loved ones on your PC via webcam, try out social networking to keep connected with your family and friends, and learn how to share photos without bulky attachments. Class uses free Windows Live software that participants can install at home.	<u>Tuesday, 6:30-8:30 p.m.</u> March 2 Bldg 13 Rm 219 Prepay by Feb 23
Digital photo editing for beginners: Have fun while learning all the essentials, including how to adjust color and light, fix red-eye, crop, straighten, create a panoramic photo and even "airbrush"! Class uses free Windows Live software that can be installed at home.	<u>Tuesday, 6:30-8:30 p.m.</u> March 30 Bldg 13 Rm 219 Prepay by March 24
Creative photo slideshows: Turn your digital photos and videos into a fun movie slideshow! Learn easy ways to create movies with your photos by adding transitions, motion effects, titles, credits and music. Burn a DVD to play on your TV or computer, or share with family. Class uses free Windows Live software that can be installed at home.	<u>Tuesday, 6-8 p.m.</u> April 20 Bldg 13 Rm 219 Prepay by April 14

CAREER RESOURCE CENTER	SUCCESS STARTS HERE
Kim Halfhill will offer each workshops twice during the month. Workshops will be in Building 13 room 219. Please call to reserve your seat by the 5 th and/or the 15 th of each month. For more information please call 850-973-1615.	
Finding a New Career in the New Year- Looking for a new career in the new year? Have you always wondered if there was a job you could be truly excited about? If you are trying to decide which career path to pursue or are thinking about changing professions, this is the workshop for you. Together we will identify your likes, dislikes, and interests. We will explore how these findings can help you choose a career path. Plus, we will talk about ways to research salaries, hiring potential, and training opportunities. This will be a fun and informative workshop to get you thinking about your future.	
Employability Skills Workshop- Now more than ever, employers are seeking workers who are reliable, have good problem solving skills, and who can be easily trained for new jobs or projects. People who possess these skills will succeed time and time again in the workplace. If you find it hard to stay in one job long or wonder why you are always passed over for a promotion, it may be that some basic skills are holding you back. By the end of this workshop, you will be able to identify the basic employability skills that companies crave. You will also complete a self-assessment of your skills and develop an action plan to help improve them.	
Job Search 101 Workshop- It's a jungle out there! Although searching for a job can be exciting, it can also be overwhelming. It seems like every day there is a new Web site claiming to have the best advice and job postings. How do you even know where to start? We will trek through the wild and wonderful world of job searching to discover the best techniques for success.	
<u>Other Workshops Available:</u> Basic Business Etiquette w/ Dressing for Success Workshop Sealing the Deal Workshop – What to Do Once You Have a Job Offer	<u>Other Workshops Available:</u> Taming the Job Search Jungle Resume & Cover Letter Workshop Interview Skills Workshop

MUST PRE-REGISTER FOR ALL CLASSES | CALL 850-973-9453 FOR MORE INFORMATION

PERSONAL ENRICHMENT INSTITUTE		NFCC CLASSES (MADISON)
PRIVATE GUITAR LESSONS – Call to schedule lesson time. There will be a total of 14 half-hour lessons during the semester. Cost: \$150 for individual student or \$200 per duo (i.e. husband/wife, parent/child etc.) payable to NFCC; Supply Fee: \$15 supply fee to Jay Hicks. Student will provide his/her own guitar.		<u>Thursday or Saturday</u> Jan 14-April 24 Bldg 13 Rm 158 Prepay by Jan 11
COMMUNITY CHOIR - Students will learn a variety of music. They will learn to sing as a choir working on vocal technique, while also learning musical terms. We will perform in public settings through out the term. Cost: \$10 to NFCC; \$20 supply fee (for music and pianist) to instructor Jim Carey.		<u>Monday, 6:30-8 p.m.</u> Jan 25-April 19 Fine Arts Auditorium Prepay by Jan 20
MAKE YOUR CHILD A WHOLE CHILD—FREE! MUST Call to reserve your seat. Let us help you take care of your child's physical, emotional, social, economic and spiritual needs. Come meet a Whole Child Advisor and let her help you today. Come see what services may benefit you and your family.		<u>Saturday, 10 a.m. -2 p.m.</u> Jan 30 OR Feb 20 Bldg 13 Rm 131
LEARN HOW TO MAKE GUM PASTE FLOWERS – Learn the decorating techniques and basic skills needed to make simple gum paste flowers. Cost: \$40 to NFCC; \$75 supply fee to Instructor Deborah Cherry.		<u>Tuesdays & Thursdays, 6-8 p.m.</u> Feb 23 & 25 Bldg 13 LPN Lab Prepay by Feb 16
BASIC CAKE DECORATING CLASS – Students will learn the basic techniques needed to decorate cakes. Learn to create simply beautiful cakes for any occasion. Pretty borders with stars & shells, simple party cakes and cupcakes. Make a simple 3-D cake and learn to prepare the cake & icing for decoration Cost: \$35 to NFCC; \$40 supply fee to Instructor Deborah Cherry.		<u>Tuesdays & Thursdays, 6-8 p.m.</u> March 2, 4, 9, & 11 Bldg 13 LPN Lab Prepay by Feb 23
INTERMEDIATE CAKE DECORATING CLASS – Learn more advanced cake decorating techniques. Dramatic techniques to make an unforgettable cake. Simple icing flowers, roses, carnations, daisies, etc. Elegant borders, writing on cakes and basket weaving techniques. Cost: \$40 to NFCC; \$50 supply fee to Instructor Deborah Cherry.		<u>Tuesdays & Thursdays, 6-8 p.m.</u> April 13, 15, 20, & 22 Bldg 13 LPN Lab Prepay by April 6
ADVANCED CAKE DECORATING CLASS – Taking cake crafting to a new level. Introduction to gum paste, rolled fondant & royal icing, Painting on sugar, base relief & appliqué, icing embroidery, intricate string work, Intro to gum paste flowers, assembling and decorating a small tiered cake. Cost: \$40 to NFCC; \$60 supply fee to Instructor Deborah Cherry.		<u>Tuesdays & Thursdays, 6-8:30 p.m.</u> May 11, 13, 18, & 20 Bldg 13 LPN Lab Prepay by May 4
BASIC SAILING COURSE – This will be a hands-on course that will give you the basics of how to sail. You will learn the language of sailing and learn how to tie some of the sailors knots. You will learn how to launch and retrieve a trailer able sail boat, stepping the mast, and center board operation. You must know how to swim. There will be 4 hours in class and 4 hours on the water at Cherry Lake. Cost: \$25 to NFCC; \$5 supply fee to Instructor Freddy Howard.		<u>Saturday, 8-5 p.m.</u> May 15 Bldg 13 RM 129 Prepay by May 5
LOW-ROPES COURSE - Would you like a way to build confidence in yourself or someone you love? Gather a group of friends and join us on the low ropes course, where you will walk the wire and maneuver through the course. Cost dependent upon number of participants in your group. Minimum Group Size is 5 participants.		Call 973-9453 to schedule a time for your group.
HIGH-ROPES CHALLENGE - Do you enjoy new and exciting adventures? Join us on the high-ropes challenge course. Dare your friends to join you in these safe and adrenaline-filled activities. Cost dependent upon number of participants in your group. Minimum Group Size is 5 participants.		Call 973-9453 to schedule a time for your group.
TEAM BUILDING COURSE— This course is geared toward helping to turn your group into a cohesive team. This challenge will depend on all members of your group to work together to achieve specific goals. Cost dependent upon number of participants in your group. Minimum Group Size is 5 participants.		Call 973-9453 to schedule a time for your group.

SAFETY INSTITUTE		
COURSES	NFCC CLASSES (MADISON)	GREEN INDUSTRIES (MONTICELLO)
KARATE LESSONS- This class will help you build coordination, strength, flexibility and confidence while teaching you how to defend yourself. Wear loose comfortable clothing that you can move around in. Bring a towel and bottle of water. Cost \$100. Instructor: Damarcus A. Taylor.	<u>Mondays & Fridays,</u> Bldg. 13 Rm 211 Jan 25-March 12 Prepay by Jan 20	<u>4-5 yrs</u> 5:30-6 p.m. <u>6-8 years</u> 6-7p.m. <u>9 - 12 yrs</u> 7-8 p.m. <u>13 & UP</u> 8-9 p.m.
4 HR DRIVER IMPROVEMENT “TICKET” COURSE – Bring ticket or paid receipt from courthouse and drivers license to register. Cost: \$35 to NFCC. Instructor: Steve Miller.	<u>Saturday, 8 a.m.-12 noon</u> Feb 13 Bldg 13 Rm 131 Prepay by Feb 3 April 24 Bldg 13 Rm 131 Prepay by April 19 June 19 Bldg 13 Rm 131 Prepay by June 14	<u>Saturday, 8 a.m. -12 noon</u> March 6 Prepay by Feb 26
“DATA” 1st TIME DRIVERS COURSE – Bring Social Security Card or Number to register. Cost: \$35 to NFCC. Instructor: Steve Miller.	<u>Saturday, 1 p.m.-5 p.m.</u> Feb 13 Bldg 13 Rm 131 Prepay by Feb 3 April 24 Bldg 13 Rm 131 Prepay by April 19 June 19 Bldg 13 Rm 131 Prepay by June 14	<u>Saturday, 1 p.m.-5 p.m.</u> March 6 Prepay by Feb 26



Learn More Online

Ed2go's instructor-facilitated **online courses** are informative, fun, convenient and highly interactive. **It is easy to get started, you register, pay, and do orientation all online.** Our instructors are famous for their ability to create warm and supportive communities of learners. It's no wonder that many long-lasting friendships have formed in our lively and intelligent discussion areas. All courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include weekly lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night. These classes are **not for academic credit**. These classes are for personal enrichment or to build new employment skills.

How to Get Started:

1. Visit our Online Instruction Center: <http://www.ed2go.com/nfcc>
2. Click the **Courses** link, choose the department and course title you are interested in and select the **Enroll Now** button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center and click the **Classroom** link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

ed2go Course Start Dates	
Spring	Summer
1/20/2010	6/16/2010
2/17/2010	7/21/2010
3/17/2010	8/18/2010
4/21/2010	
5/19/2010	

Requirements:

All courses require Internet access, e-mail, the Netscape Navigator, or the Microsoft Internet Explorer web browsers. Some courses may have additional requirements.

TOP 25 CLASSES

- 1) Creating Web Pages:** Learn the basics of HTML so you can design, create, and post your very own site on the Web.
- 2) Accounting Fundamentals:** Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.
- 3) Medical Terminology:** A Word Association Approach Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.
- 4) Speed Spanish I (II and III now available!):** Learn six easy recipes to glue Spanish words together into sentences, and you'll be speaking Spanish in no time.
- 5) A to Z Grant Writing:** Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals.
- 6) Introduction to Microsoft Excel (Intermediate course available):** Discover the secrets to setting up fully formatted worksheets quickly and efficiently.
- 7) Medical Coding:** Learn how to use the CPT manual and the ICD-9-CM to find medical codes for any disease, condition, illness, or surgical procedure.
- 8) Grammar Refresher:** Gain confidence in your ability to produce clean, grammatically correct documents and speeches.
- 9) Introduction Microsoft Excel:** Increase your potential and maximize your value by becoming an Microsoft Excel user.
- 10) Introduction to QuickBooks:** Learn how to quickly and efficiently gain control over the financial aspects of your business.
- 11) Effective Business Writing:** Develop powerful written documents that draw readers in and keep them motivated to continue to the end.
- 12) Human Anatomy and Physiology:** Learn how our organ systems work together to allow us to process sensations, think, communicate, grow, move, and reproduce.
- 13) Intermediate Microsoft Excel:** Increase your potential and maximize your value by becoming an proficient Microsoft Excel user.
- 14) CompTIA® Network+ Certification Prep:** Prepare to take and pass the CompTIA®Network+ Exam and begin a career as a network tech.
- 15) Project Management Fundamentals:** Gain the skills you'll need to succeed in the fast-growing field of project management.
- 16) Computer Skills for the Workplace:** Gain a working knowledge of the computer skills you'll need to succeed in today's job market.
- 17) Creating Web Pages II:** Learn to develop polished and interactive pages complete with tables, forms, frames, audio, and CSS.

- 18) Introduction to Microsoft Word:** Learn how to create and modify documents with the world's most popular word processor.
- 19) Introduction to CSS and XHTML:** Learn to create state-of-the-art Web sites using modern CSS and XHTML techniques
- 20) GRE Preparation - Part 1:** Discover powerful strategies for success in the verbal and analytical sections of the GRE.
- 21) Discover Digital Photography:** An informative introduction to the fascinating world of digital photography equipment.
- 22) Secrets of Better Photography:** Designed for film and digital photographers, this course is filled with tips and tricks to help you take better photographs.
- 23) Beginning Writer's Workshop:** Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively.
- 24) Introduction to PHP and MySQL:** Learn how to create dynamic, interactive Web sites using PHP and a MySQL database server.
- 25) Introduction to SQL:** Gain a solid working knowledge of the most powerful and widely used database programming language.

BUSINESS COURSES

- Administrative Assistant Fundamentals:** Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries.
- Managing Customer Service:** Become indispensable to any organization by understanding how to identify and meet customer needs.
- Professional Sales Skills:** Discover how to begin a successful and rewarding career in sales.
- Principles of Sales Management:** Master the art of managing sales teams from a sales pro.
- Successful Construction Business Management:** Gain a powerful and permanent advantage over the competition by practicing expert management.
- Distribution and Logistics Management:** Improve your company's ability to deliver on time and on budget, while increasing customer satisfaction.
- Introduction to Business Analysis:** Master powerful techniques to improve your decision-making skills at work.
- Introduction to Peachtree Accounting:** Get the training you need to perform everyday accounting tasks using Peachtree Accounting software.
- Mastery of Business Fundamentals:** Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program.
- PMP Certification Prep 1:** Prepare to take—and pass—the PMP certification exam. Course 1 of 2.

STUDENT SUCCESS STORY



September 2009

Tom Myers, ed2go's High Speed Project Management, instructor, recently received a message from one of his students. We thought you'd be interested in what the student had to say.

I thoroughly enjoyed this course and now have a new set of tools to help me, not only in project management, but in management of other on-going work related responsibilities. I was a little skeptical of the online format, but found that the implementation of the FAQs within the lessons and the Discussion Area made the course much more helpful and interactive than I anticipated. I learned a lot.

FOR MORE INFORMATION VISIT
www.ed2go.com/nfcc

Understanding the Human Resources

Function: Learn to handle human resource functions to ensure the best possible results.

Employment Law Fundamentals: Learn the basics of employment law so you can legally hire, evaluate, and manage employees.

Total Quality Fundamentals: Give yourself a strong foundation in total quality management.

Fundamentals of Supervision & Management: Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

High Speed Project Management: Learn to deal with the realities of managing projects at supersonic speeds despite truncated timelines, inadequate staffing, and skimpy budgets.

Purchasing Fundamentals: Improve your company's bottom line by mastering the fundamentals of purchasing.

Business and Marketing Writing: Write great marketing copy to improve your company's image and your chances of getting hired or promoted.

START YOUR OWN BUSINESS

Learn to Buy and Sell on eBay: Auction pros teach you how to work from home or earn extra income by buying and selling goods online.

Marketing Your Business on the Internet: E-commerce expert helps you develop an Internet marketing plan for your business.

Start Your Own eBay Drop Off Store: Turn people's unwanted items into a lucrative source of income by starting an eBay drop off store.

Secrets of the Caterer: Learn cooking and business secrets from a professional caterer.

Wow, What a Great Event!: Looking for a fun new career coordinating special events? Learn proven techniques from a master event planner.

Growing Plants for Fun and Profit: An industry professional teaches you everything you need to prosper in the backyard nursery business.

Publish It Yourself: How to Start and Operate Your Own Publishing Business: Convert manuscripts into income by producing & selling books.

Start Your Own Consulting Practice: Find out how you can earn income by sharing your training or knowledge with others.

Start and Operate Your Own Home-Based Business: An experienced entrepreneur teaches you how to develop the motivation, discipline, and creativity to quit your job and be your own boss.

Creating a Successful Business Plan: Turn your business ideas into a solid plan for financing and long-term success.

Paralegal Preparation 1: Prepare for a career as a paralegal by learning terminology, processes, and other basics (course 1 of 6).

Publish It Yourself: How to Start and Operate Your Own Publishing Business: Convert manuscripts into income by producing and selling books like the pros.

Become an Optical Assistant: Learn what it takes to become an optical assistant and discover why it's one of today's most popular and fascinating career opportunities.

Become a Physical Therapy Aide: Prepare for a rewarding career as a valued member of the physical therapy team.

PERSONAL DEVELOPMENT

Listen to Your Heart, and Success Will Follow: Design a life that makes you happy by learning how you can use work to express yourself and share your interests and talents.

Twelve Steps to a Successful Job Search: World-renowned author and career advisor shows you how to get the job you want quickly and easily and in any economy.

Individual Excellence: Master 12 career-enhancing skills including goal setting, time management, personal organization, and creativity.

Leadership: Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

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

Merrill Ream Speed Reading: Acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension.

PERSONAL ENRICHMENT

Get Assertive!: Find out how you can stop others from intimidating you or treating you poorly.

Goodbye to Shy: Become more confident in social, professional, and romantic situations.

Get Funny!: Use humor to disarm, befriend, motivate, inspire, and inform others.

Achieving Success with Difficult People: Learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors, or relatives.

Healing Through Hypnosis: Learn to use hypnotic suggestion on yourself and others with amazing results.

Keys to Effective Communication: Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation.

Handling Medical Emergencies: Every second counts during a medical emergency. Learn how to respond if someone needs your help.

TEST PREP

GED Preparation: Want to pass the GED? This course will help you develop the skills you'll need to succeed.

Prepare for the GED Language Arts, Writing Test: Prepare for the GED test on language arts and writing.

Prepare for the GED Math Test: Master the skills you'll need to pass Test 5 in the GED test series.

SAT/ACT Preparation - Part 1: Get your best possible score on the verbal and reasoning sections of the new SAT exam.

SAT/ACT Preparation - Part 2: Do your best on the quantitative section of the new SAT.

GMAT Preparation: Discover powerful test-taking techniques and methods for improving your score on the GMAT.



Each ed2go course comes equipped with a patient and caring instructor.

I just wanted to thank you for the course and being able to do them on the internet. With my work schedule it was helpful to me. I can finally get my GED.

GRE Preparation - Part 2: Learn a variety of useful techniques for tackling the math section of the GRE.

LSAT Preparation - Part 1: Learn about law school entrance procedures, develop analytical reasoning skills, and improve your test-taking skills.

LSAT Preparation - Part 2: Improve your logical reasoning and reading comprehension skills; discover proven approaches for selecting correct exam answers.

DIGITAL PHOTOGRAPHY

Photoshop Elements (I and II now available!): Master the most advanced features of Photoshop Elements for Windows and take your photo editing skills to the next level!

Making Movies with Windows XP: Turn your home videos into entertaining movies that you can share with others by e-mail, the Web, CD, and DVD.

Photographing People With Your Digital Camera: Expert shows you how to take beautiful pictures of adults, children, and babies.

Digital Photography, Discover- This course provides an introduction to the fascinating technology that catapulted the photographic world into the 21st century.

Making Movies with Windows Vista- In this course, you'll learn how to use the Movie Maker program that's part of Vista to create your own movies.

Photographing Nature with Your Digital Camera In this course, you'll master taking beautiful outdoor photos of everything from landscapes to specific nature items such as water, flowers, trees, animals, and more.

Travel Photography for the Digital Photographer- The lure of travel is surpassed only by the inevitable desire to bring home pictures and share your adventures.

Photoshop CS2 (ALSO AVAILABLE CS3, CS4, CS5) for the Digital Photographer Adobe Photoshop CS2 is a high-end software solution that provides support and specialized editing tools for digital photographers and graphic artists. Filled with practical, hands-on examples.

ENTERTAINMENT

Music Made Easy: Learn the fundamentals of music theory. Be able to read, write, and play simple music.

Drawing for the Absolute Beginner: Gain a solid foundation in drawing and become the artist you've always dreamed you could be!

Get Paid to Travel: Learn everything you need to start your new and exciting career as a professional tour director.

FAMILY & FRIENDS

Guiding Kids on the Internet: Gain confidence and experience so you can help your children discover all the Internet has to offer.

Genealogy Basics: Begin an exciting and fascinating exploration of your roots.

Assisting Aging Parents: Be prepared to handle the challenges of aging while learning to cherish the transition.

This was a wonderful class. It was practical, but also offered moral support to those of us assisting aging parents. I am so glad I took this class.

Ready, Set, Read!: A learning specialist shows you how to raise a successful reader and writer.

Enhancing Language Development in Childhood: Enrich the lives of your children by helping them become proficient speakers and thinkers.

Understanding Adolescents: Unlock the secrets of the adolescent mind to improve relations.

Get Paid to Travel: Learn everything you need to start your new and exciting career as a professional tour director.

LANGUAGES

Instant Italian: Learn Italian from the comfort of your home in this fun and enjoyable online course.

Beginning Braille Transcription: Prepare for a rewarding career as a transcriber by learning to write and read the language of the blind.

Grammar for ESL: If English is your second language, this course will teach you the principles you'll need to succeed.

Writing for ESL: Learn how to write in English more effectively to succeed in college and at work.

Conversational Japanese: Whether you want to learn conversational 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.

ART, HISTORY, MATH, & MORE

Everyday Math: Gain confidence in your basic math skills and start using math to your advantage.

Introduction to Algebra: Understand how algebra is relevant to almost every aspect of your daily life, and become skilled at solving a variety of algebraic problems.

Teaching Science: Grades 4-6: Increase your effectiveness as a science teacher for children in fourth through sixth grades.

Teaching Math: Grades 4-6: Reinvent math instruction for grades 4-6 by bringing hands-on learning, inexpensive manipulatives, and real-world connections into your classroom.

LAW & LEGAL CAREERS

Business Law for Small Business Owners: Learn how to successfully protect your small business and solve most of the legal problems that may arise.

Introduction to Criminal Law (2 courses available!): An in-depth look at criminal law and the real world of prosecutors, defense attorneys, and paralegals.

Evidence Law: Prepare for a career as a law clerk or legal secretary by learning how to help busy attorneys gather and evaluate evidence and prepare for trial.

Winning Strategy for the Courtroom: Learn what it takes to win in civil court from an attorney who has won hundreds of cases.

Constitutional Law—Bill of Rights: Understand the challenges facing the maintenance of guaranteed freedoms in the modern world.

Legal Nurse Consulting: If you're a nurse, this course will help you prepare for a new career helping attorneys understand and resolve medical cases and claims.

Employment Law Fundamentals: Learn the basics of employment law so you can legally hire, evaluate, and manage employees.

Workers' Compensation: Gain essential skills and a solid understanding of one of the fastest-growing areas in law.

Paralegal Preparation 1: Prepare for a career as a paralegal by learning terminology, processes, and other basics (course 1 of 6).

LSAT Preparation—Course 1 of 2: Learn about law school entrance procedures and improve your test-taking skills.

Real Estate Law: Learn the basics of real estate law, including investing, title searching, and mortgages.

North Florida
COMMUNITY COLLEGE

Small College. Big Possibilities.

ENROLL NOW!

PERSONAL FINANCE

Real Estate Investing: Build and protect your wealth by investing in real estate.

Debt Elimination Techniques That Work: Learn specific, powerful, and proven strategies to get completely out of debt and live a stress-free lifestyle.

Where Does All My Money Go?: Learn how to get control of your money once and for all.

Listen to Your Heart, and Success Will Follow: Design a life that makes you happy by learning how you can use work to express yourself and share your interests and talents.

Personal Finance: Protect your assets and discover how best to achieve all your financial goals.
I loved this course and felt it was really well done.

Stocks, Bonds, and Investing: Oh, My! Make wise investment decisions so you have enough to live comfortably through your retirement.

The Analysis and Valuation of Stocks: Discover valuable techniques that show you step-by-step how to research and value stocks.

Introduction to Stock Options: Learn how stock options can help you profit in any type of market.

Keys to Successful Money Management: Certified financial planner shows you how most wealthy people build their fortunes.



HEALTH CARE

Become a Physical Therapy Aide: Prepare for a rewarding career as a valued member of the physical therapy team.

Become an Optical Assistant: Learn what it takes to become an optical assistant and discover why it's one of today's most popular and fascinating career opportunities.

Become a Veterinary Assistant: Practicing veterinarian prepares you to work in a veterinary office or hospital.

Handling Medical Emergencies: Every second counts during a medical emergency. Learn how to respond if someone needs your help.

Legal Nurse Consulting: Begin a new career by helping attorneys understand and resolve medical cases and claims.

Certificate in End of Life Care: (26 contact hours) Understand the needs of individuals living with debilitating or terminal illnesses.

Certificate in Gerontology: (30 contact hours) Earn a certificate proving you have the skills required to meet the health care needs of a rapidly aging population.

Introduction to Natural Health and Healing: Learn how to promote wellness, balance, and health in all aspects of your daily life.

TEACHING

Teaching Writing: Grades 4-6: In this teacher-training course, you'll learn from an experienced educator how to motivate and assist developing writers.

Teaching Math: Grades 4-6: Reinvent math instruction for grades 4-6 by bringing hands-on learning, inexpensive manipulatives, and real-world connections into your classroom.

Solving Classroom Discipline Problems:

Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline.

Survival Kit for New Teachers: Veteran instructor shares the secrets for success in your first years of teaching.

Differentiated Instruction in the Classroom: Improve your ability to teach diverse learners with real-world examples from elementary, middle, and high school classrooms.

The Classroom Computer: Learn how to use the classroom computer to increase learning and motivate students.

Using the Internet in the Classroom: Discover how you can use the Internet to make teaching easier for you and more relevant to your students.

Creating a Classroom Web Site: Learn how to create a classroom Web site and how having one can make you a more effective and dynamic teacher.

Guided Reading: Strategies for the

Differentiated Classroom: Learn creative ways to bring differentiated instruction and guided reading to life in your classroom.

Integrating Technology in the Classroom: Take your teaching to another level with these fun new ways to incorporate technology into your lesson plans.

Creating the Inclusive Classroom: Strategies for Success: In this professional development course for teachers, you'll get the training you need to reach the diverse mix of students you face every day--learning proven strategies that turn diversity into opportunity.

Ready, Set, Read!: Learning specialist shows you how to develop successful readers and writers.

Microsoft Excel in the Classroom: Discover how Excel can help you improve your effectiveness as a teacher.

Microsoft Word 2007 in the Classroom: Harness the power of the most popular word processing program on the market and become a more productive and creative teacher.

Microsoft PowerPoint in the Classroom: Motivate your students and enrich your lessons by bringing PowerPoint into your classroom.

Singapore Math Strategies—Model Drawing for Grades 1-6: In this professional development course for teachers, you'll get the training you need to start teaching model drawing, the powerful Singapore Math strategy that gives word problems a visual context.

Teaching Students With Autism—Strategies for Success: Help your students with high-functioning autism and Asperger's Syndrome unlock their potential in the classroom.

Response to Intervention—Reading Strategies That Work: Learn response to intervention (RTI) strategies that ensure the struggling readers in your classroom get the help and education they need.

Working Successfully With Learning Disabled Students: Learn how to successfully meet the diverse needs of the learning disabled students in your classroom.

WRITING

Writerific—Creativity Training for Writers:

Banish writer's block forever with these tricks from the published writer's toolbox.

Write Your Life Story: Give your family and friends an inspirational autobiography.

Advanced Fiction Writing: Explore advanced fiction writing techniques with a published novelist.

The Keys to Effective Editing: If you aspire to be an editor, this course will teach you the fundamentals of top-notch editing for both fiction and nonfiction.

Introduction to Journaling: Discover how journaling can help you explore your dreams, values, and beliefs, survive unwanted change, succeed in your career, and express your creativity.

Write Fiction Like a Pro: Author teaches you how professional writers use story outlines to structure any type of story.

The Craft of Magazine Writing: If you're a determined new writer, this class will provide you with the skills you need to get published.

Beginner's Guide to Getting Published:

Published writer shows you how to give yourself the credibility you need to get your works published.

Research Methods for Writers: Learn the most efficient and effective methods to conduct research for any writing project.

Fundamentals of Technical Writing: Learn the skills you need to succeed in the well-paying field of technical writing.

A Writer's Guide to Descriptive Settings:

Develop your eye for detail and improve your writing with vivid descriptions, memorable settings, and believable characters.

Forensic Science For Writers: Learn the secrets behind forensic science and add new characters, depth, and marketability to your fiction.

Travel Writing: Profit from your experiences in exotic lands (or your own backyard) by learning how to write and sell travel articles and books.

Writing for Children: Published children's author shows you how to touch the hearts of children by creating books for them.

BASIC COMPUTER LITERACY

Keyboarding: Use the computer program FasType for Windows to learn the basic skills of touch-typing.

Navigating the Internet: Master the ins and outs of the Internet with this informative behind-the-scenes look.

Introduction to Windows XP: Learn how Windows XP makes it easy to work with text, pictures, audio, video, and more.

Introduction to Linux: Learn how to use the Linux desktop operating system along with the included productivity, multimedia, and Internet software.

Introduction to PC Security: What you don't know can really hurt you. Learn what you can do to protect yourself.

COMPUTER APPLICATIONS

Intermediate Microsoft Word: Take advantage of Word's publishing capabilities to create eye-catching documents.

Advanced Microsoft Word: Learn how to create and use macros, shortcuts, form letters, mailing labels, queries, and more.

Introduction to Microsoft Access (Intermediate course available): Store, locate, print, and automate access to all types of information.

Introduction to PowerPoint: Build impressive slide presentations filled with text, images, video, audio, charts, and more.

Introduction to Microsoft Publisher: Create brochures, newsletters, and Web sites with ease.

Introduction to Microsoft Outlook: Communicate and manage information better and faster.

Introduction to Microsoft Project: Use the ultimate project planning and control tool to its fullest.

Introduction to Microsoft Visio: Learn how to design professional-looking diagrams with Microsoft Visio.

Introduction to Microsoft Office Accounting Professional: Learn how to use Microsoft Office Accounting Professional 2008 from a Certified Public Accountant who specializes in small-business accounting

Design Projects for Adobe Illustrator: Learn the basics of Adobe Illustrator with design projects that let you practice as you learn.

Introduction to Illustrator CS3: In this class, you'll get the training you need to create infinitely resizable vector images using Adobe Illustrator CS3, one of the best illustration programs on the market.

Introduction to Oracle: Learn how to use the Oracle database management system to plan, organize, and manage your data.

Performing Payroll in QuickBooks: Discover the secrets of effortlessly setting up and processing your payroll.

QuickBooks for Contractors: Harness the power of QuickBooks Premier Contractor Edition for increased success.

Introduction to Photoshop: Learn the basics of using Adobe Photoshop to create images and edit photos.

Intermediate Photoshop CS3 (CS2 intermediate course available): Have fun taking your Photoshop CS3 skills to the next level of creativity and productivity.

Introduction to CorelDraw: Learn how CorelDRAW can help you create dazzling logos and other artwork for print or the Web.

Introduction to Dreamweaver: Silicon Alley veteran shows you how to harness the power of the industry standard tool for Web designers.

Introduction to Adobe InDesign CS3: You'll get hands-on desktop publishing training and come away knowing how to use this page layout software to design and create professional quality letterhead, business cards, brochures, PDF files that play movies, and more.

WEB DESIGN

Introduction to Dreamweaver: Silicon Alley veteran shows you how to harness the power of the industry standard tool for Web designers.

Intermediate Dreamweaver: Take your Adobe Dreamweaver skills to the next level under the tutelage of a proven Web development expert.

Introduction to Microsoft FrontPage: Find out how FrontPage makes it easy to create and upload professional Web sites without programming.

Designing Effective Websites: Learn powerful graphic design techniques and build Web sites that are both attractive and wickedly effective.

Achieving Top Search Engine Positions: Learn proven, step-by-step strategies to achieve the highest possible position with the major search engines.

Creating Web Graphics with Photoshop CS3: Learn how to use Photoshop to create graphics for the Web.

Introduction to Flash: Learn how to create exciting interactive animations from a working Flash designer and author.

Drawing for the Absolute Beginner: Gain a solid foundation in drawing and become the artist you've always dreamed you could be!

Creating a Classroom Web Site: Learn how to create a classroom Web site and how having one can make you a more effective and dynamic teacher.

WEB PROGRAMMING

Introduction to Java Programming: An experienced Java programmer introduces important Java topics with clear, step-by-step instructions.

Introduction to Ruby Programming: Learn how to create a dynamic Web blog using the Ruby on Rails programming environment and the Ruby programming language.

Introduction to Perl Programming: Learn a programming skill that will make you a more valuable Web developer or system administrator.

Creating User Requirements Documents: Learn to discover and document precisely what your customer wants and help ensure your success as a developer.

High-Speed Project Management: Discover a breakthrough model for managing truncated timelines, short-staffed project teams, skimpy budgets, and crippling risks.

Introduction to ASP.NET: Learn how to create powerful, interactive, community-based Web sites with ASP.NET.

COMPUTER PROGRAMMING

Introduction to C++ Programming: Learn to program in C++, even if you have no prior programming experience!

Introduction to C# Programming (Intermediate course available): Learn the fundamentals of computer programming with the new C# programming language.

Intermediate C# Programming: Learn to write Graphical User Interface programs in the C# Programming Language.

Introduction to Visual Basic 2008: Discover how to write VB programs that can access and modify a database.

Introduction to Alice 2.0 Programming: Learn the principles of object-oriented computer programming while creating rich, interactive three-dimensional worlds filled with characters, sound, and other exciting elements.

Introduction to Database Development: An experienced professional guides you through a structured approach to database design and development.

Introduction to Perl Programming: Learn a programming skill that will make you a more valuable Web developer or system administrator.

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

Creating Web Pages II: Learn to develop polished and interactive pages complete with tables, forms, frames, audio, and CSS.

Introduction to Dreamweaver: Silicon Alley veteran shows you how to harness the power of the industry standard tool for Web designers.

Introduction to Microsoft FrontPage: Find out how FrontPage makes it easy to create and upload professional Web sites without programming.

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Creating a Classroom Web Site: Learn how to create a classroom Web site and how having one can make you a more effective and dynamic teacher.

Becoming a Grant Writing Consultant: Increase your income while working from home by starting a grant writing consulting business.

CAREER IDEAS

Become a Veterinary Assistant: Practicing veterinarian prepares you to work in a veterinary office or hospital.

Real Estate Investing: Build and protect your wealth by investing in real estate.

Get Paid to Travel: Learn everything you need to start your new and exciting career as a professional tour director.

Legal Nurse Consulting: Begin a new career by helping attorneys understand and resolve medical cases and claims.

Fundamentals of Technical Writing: Learn the skills you need to succeed in the well-paying field of technical writing.

As a newcomer to the field of technical writing, I found this course particularly useful. I feel it has afforded me a great foundation on which I can further build my skills.

Introduction to Criminal Law: An in-depth look at criminal law and the real world of prosecutors, defense attorneys, and the paralegals who work closely with them.

Marketing Your Nonprofit: Further the ideals and goals of your nonprofit by learning to compete more effectively for members, media attention, donors, clients, and volunteers.

GRANT WRITING/NONPROFITS

Get Grants!: Learn how to develop successful, fundable grants from experts in the field.

Writing Effective Grant Proposals: Learn to prepare grant proposals that get solid results for your favorite organization or charity.

Advanced Grant Proposal Writing: Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected.

Start Your Own Arts and Crafts Business: Learn how to start your own arts and crafts business from a professional artist.

Starting a Nonprofit: Industry veteran shows you how to take a nonprofit business from vision to reality.

Introduction to Nonprofit Management: Develop the skills and strategies you need to become an integral part of one of the fastest growing service sectors.

Student Success Story

August 2009

Sara Hardin, ed2go's Working Successfully With Learning Disabled Students, instructor, recently received a message from one of her students. We thought you'd be interested in what the student had to say.

This was an outstanding course. I am a teacher and a parent with a child with an Individualized Education Program (IEP). Although written for teachers, I would recommend it to parents as well to help them better understand the IEP process and learning issues facing learning disabled students. The list of resources was wonderful. Thank you for providing such a complete and helpful resource for teachers to take back to their classrooms. I wish all of my sons' teachers could take this course!

You can take all of our courses from the comfort of your home or office at the times that are most convenient to you. A new section of each course starts monthly. All courses run for six to eight weeks and are composed of 12 lessons, representing 24 or more hours of instruction. You can ask questions and give or receive advice at any time during the course.

How to Get Started:

1. Visit our Online Instruction Center: <http://www.ed2go.com/nfcc/>
2. Click the **Courses** link, choose the department and course title you are interested in and select the **Enroll Now** button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center and click the **Classroom** link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

Start Dates:

New course sessions begin each month. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.

Requirements:

All courses require Internet access, E-mail, Microsoft Internet Explorer, or Firefox web browsers. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.



**Convenient,
Affordable,
and Effective**
Take ed2go
courses online
from the comfort of
your home or office
at the times that
are most
convenient for you.

CERTIFICATION PREP

Basic CompTIA® A+ Certification Prep: Prepare for the CompTIA® A+ exam and begin a rewarding career in the fast-growing PC repair field (course 1 of 3).

CompTIA Security+ Certification Prep: Master the terms and concepts you need to pass the CompTIA® Security+ exam and earn your Security+ certificate.

NETWORKING/TROUBLESHOOTING

Introduction to PC Troubleshooting: Learn to decipher and solve almost any problem with your PC.

Introduction to Networking (Intermediate course available): Learn the fundamentals of networking and prepare for a career in a new and fast growing field.

Wireless Networking: Industry expert shows you how to plan, deploy, and connect to wireless networks.

Intermediate Dreamweaver: Take your Adobe Dreamweaver skills to the next level under the tutelage of a proven Web development expert.

The first 15 people to mention this paper, register and pay for a Community Education class or Ed2Go class in January, February and March will receive their choice of a NFCC cinch pack or tote bag

THE CAREER CENTER—CAREER AND TECHNICAL EDUCATION

The Career Center of North Florida Community College, with its Career and Technical programs, offers training that prepares students for entry into today's workforce by providing the skills and technical knowledge necessary for successful performance in today's competitive job market.

The Career Center focuses efforts on training that provides skills maintenance, enhancement and professional growth through continuing education to those currently employed. Efforts are also directed to retraining of displaced workers.

The Center for Workforce and Economic Development program offers specialized training to meet the needs of business and industry on an as-needed basis.

INFORMATION: (850) 973-9493 or sherrhode@nfcc.edu

CAREER PROGRAMS

ADMINISTRATIVE ASSISTANT

The program is designed to prepare students for work as File Clerks, Office Clerks, Secretaries, or Administrative Assistants. The program also provides supplemental training for persons previously or currently employed in any of these occupations. Students completing the Administrative Assistant program may opt to continue study by articulating the certificate into the Associate in Applied Science degree program in Office Administration. CONTACT: (850) 973-9493 or sherrhode@nfcc.edu for program details.

ALLIED HEALTH

The Allied Health Program at NFCC gives students many options to obtaining a rewarding career in the nursing field, such as Registered Nursing, Practical Nursing and Patient Care Technician. CONTACT: Melody Dean at (850) 973-1662 or email deanm@nfcc.edu for more information.

Registered Nursing: NFCC has approval from the Florida State Board of Nursing to offer the Associate in Science Degree for Registered Nursing. This two year (six semester) program will prepare the graduate to apply to take the National Licensure Examination for Registered Nurses (NCLEX-RN). Achievement of a passing score on this exam and licensure by the Florida State Board of Nursing will enable the graduate to practice as a registered nurse in the state of Florida.

Practical Nursing (PN): The Practical Nursing Program at NFCC is designed to prepare both men and women to function as members of the health team in the prevention of illness and in the care and rehabilitation of the sick and injured. Graduates of the program are eligible to make application to the National Council and the Florida State Board of Nursing for examination and licensure as a Licensed Practical Nurse.

Patient Care Technician (PCT): PCT is designed to prepare students for employment as Patient Care Technicians, or to provide supplemental training for persons previously or currently employed in this occupation. It offers a broad foundation of knowledge and skills, expanding the traditional role of Nursing Assistant. Employment opportunities for PCT's are found in hospitals, nursing homes, home health agencies, physician offices and in private homes. Graduates of this program are eligible to make application to the Florida State Board of Nursing for examination and licensure as a Certified Nursing Assistant.

BUSINESS OPERATIONS (NEW!)

NFCC's Business Operations college credit certificates are short-term programs that can be completed in one year or less. They are designed to equip students with a skill set for immediate employment or job advancement. NFCC Business Operations program offers training in four specialized areas:

- **Accounting and Budgeting** (focus on financial and managerial accounting)
- **Management** (focus on management principles and business law)
- **Marketing** (small business management and marketing principles)
- **Retail Management** (focus on small business management and marketing principles)

CONTACT: Instructor Marie Guest at (850) 973-9458 or GuestM@nfcc.edu.

COMPUTER TECHNOLOGY

Designed to prepare students for various careers in the networking technology field. Prepares the student for industry recognized professional certificate exams. Study for individual Networking Technology Certifications or complete an Associate in Science Degree in Networking Technology.

Networking Technology (Com TIA A+): The coursework is developed by the Cisco Learning Institute to educate students in the basic principles of PC upgrade, troubleshooting, and repair.

Cisco Certified Network Associate (CCNA):

The coursework is developed by the Cisco Learning Institute to educate students in the basic principles of networking, developing design and configuration skills, and prepare them for careers in the IT field.

Comp TIA Linux+: The coursework is developed by the Cisco Learning Institute to educate student's interests in the fastest growing alternative operating system for computers. Students will learn how to install, configure, & administer the RedHat Linux operating system.

Microsoft Certified System Engineer (MCSE): This program prepares students for the core and elective MCSE exams. Topics covered include: Windows XP, Server, Active Directory administration and design, Windows 2000 Security, and Windows 2000 Networking Infrastructure and Design.

Comp TIA Network+: This is an optional certification for students who have successfully completed the CCNA program of study. This certification covers the same general principles of networking, but in a vendor-neutral format.

CompTIA HTI+: This is one of the newest certifications aimed at students seeking jobs in the residential construction industry. Coursework developed by the Cisco Learning Institute to educate students in the basic principles of the sub-contracting areas listed below, and give them the skills necessary to integrate sub-networks into a home equipped to handle the technology of the 21st century.

CONTACT: Instructor John Sirmon at (850) 973-9495 or email sirmonj@nfcc.edu.

DRAFTING

NFCC's Drafting Program prepares students for high demand careers as drafting and design technicians. Graduates are employed in areas such as mechanical and structural design, surveying and drafting. The program teaches techniques in computer aided drafting (CAD) using state-of-the-art computer software. Graduates are in high demand with jobs often waiting after graduation. Intern opportunities, for advanced level students, offer valuable field experienced. Some graduates transfer to colleges of engineering or architecture.

Architectural Drafting: NFCC's Architectural Drafting program is designed for students wishing to specialize in architectural & civil drafting. Architectural Drafters employ their technical skills to develop architectural drawings used for building construction. The drawings may be of entire buildings, or may focus on details or sections, sometimes from different perspectives.

Mechanical Drafting: NFCC's Mechanical Drafting Program consists of technical courses designed to develop skills in mechanical drafting, design, and related fields. Students will receive hands-on training in computer-aided drafting (CAD). Although no prior knowledge or experience is necessary to succeed in this program, prospective students should have a high school diploma or G.E.D., mathematical skills in algebra/trigonometry, and computers skills.

CONTACT: Drafting instructor Lauri Newton at (850) 973-1633 or email newtonl@nfcc.edu.

EARLY CHILDHOOD EDUCATION

The Early Childhood Education Program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the Early Childhood industry: planning, management, finance, technical and production skills; underlying principles of technology; labor, community, health, safety, and environmental issues; and developmentally appropriate practices for children birth through age eight. There are three different focuses to the Early Childhood Certificate Program: Child Care Teacher, Preschool Teacher, Child Care Development Specialist. CONTACT: (850) 973-9493 or sherrhode@nfcc.edu for program details.

EMERGENCY MEDICAL SERVICES

NFCC has several options for students to enter the Emergency Medical Field.

Emergency Medical Technician (EMT): The Basic Emergency Medical Technician Program at NFCC was developed to provide first-phase training in the career ladder of the emergency medical technician. To be with an employed ambulance service in the State of Florida, a student must be trained and certified through the EMS section of the Department of Health and Rehabilitative Services. Successful completion of this course will enable the student to apply to take the State Examination for EMTs.

Paramedic: The Paramedic Program at NFCC was developed to fulfill the requirements to practice, under medical direction, the art and science of out-of-hospital medicine. The goal of the program is to provide the graduate with the knowledge, skill and professional attributes associated with an entry-level paramedic position. Graduates are trained to prevent and reduce mortality and morbidity due to illness or injury.

Successful completion of this course will enable the student to take the State Registry Examination for Paramedics.

Fire Fighter: Interested in Firefighting Courses? Call (850) 973-1673 or leggeta@nfcc.edu.

CONTACT: Mac Leggett at (850) 973-1673 or leggeta@nfcc.edu.

PUBLIC SAFETY ACADEMY

NFCC is one of the 42 approved Public Safety Training Centers certified by the Criminal Justice Standards and Training Commission (CJSTC) to teach Law and Corrections Basic Recruit classes. The Public Safety Academy is accepting students for Law Enforcement and Corrections at anytime for classes that are on-going. If you are interested in Cross Over from Corrections to Law Enforcement please contact the Academy for future classes.

Corrections: This program is designed for students who wish to attend part time, evenings and weekends to complete full law enforcement and/or corrections training. Students wishing to take crossover training may register and attend portions of training required for their program. The course is scheduled on a year round revolving sequence with students being admitted at the beginning of any course block.

Law Enforcement: This program is designed for students who wish to attend part time, evenings and weekends to complete full law enforcement and/or corrections training. Students wishing to take crossover training may register and attend portions of training required for their program. The course is scheduled on a year round revolving sequence with students being admitted at the beginning of any course block.

CONTACT: NFCC Public Safety Academy, (850) 973-1617 or hackleg@nfcc.edu.

CONTINUING WORKFORCE EDUCATION

Continuing Workforce Education is instruction that does not result in a technical certificate, diploma, Associate in Applied Science, or Associate in Science degree. Continuing Workforce Education is for:

- Individuals who are required to have training for licensure renewal or certification renewal by a regulatory or credentialing body. Continuing Education Units (CEU's) are awarded to individuals for successful completion of certain approved credit courses, programs, classes and activities for nurses, EMT's and Paramedics, law enforcement and corrections personnel. One CEU is awarded for every ten (10) contact hours of participation. The CEU serves as a unit of measure to give recognition for an individual's participation in approved non-credit activities. CEU's do not convert to semester credit hours.
- New or expanding businesses.
- Business, industry and governmental agencies whose products or services are changing so that retraining of employees is necessary or whose employees need training in specific skills to increase efficiency and productivity. Individuals who are enhancing occupational skills necessary to maintain current employment, to cross-train or to upgrade employment

WORKFORCE DEVELOPMENT

NFCC's Center for Workforce Development is for businesses, industries, and government agencies whose services are changing so that retraining of employees is needed, or whose employees need training in specific skills to increase efficiency and productivity. Center personnel will work closely with business or industry representatives to determine specific needs and desired outcomes and will then design a curriculum to achieve the desired goals. The Center for Workforce Development can also assist individuals who are enhancing occupational skills necessary to maintain current employment, to cross train, or to upgrade employment.

ENTREPRENEUR DEVELOPMENT CENTER

The Entrepreneur Development Center at NFCC is designed to provide a wide range of assistance to small businesses in the College service district. Special attention is given to the process of business start-up and transitional phases for the successful entrepreneurial venture. The Center's focus is on entrepreneurship in rural counties and communities.

For more information:

NFCC CAREER CENTER

Dean of Workforce, Community & Continuing Education
325 NW Turner Davis Drive | Madison, FL 32340
Telephone: (850) 973-9455 or 973-9493
Email: brownd@nfcc.edu