

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

Summer 2010



North Florida
COMMUNITY COLLEGE

Small College. Big Possibilities.

NFCC Community Education Course Schedule

Summer 2010

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.

HEALTH & WELLNESS INSTITUTE		
COURSES	NFCC CLASSES (MADISON)	NFCC CLASSES (TAYLOR COUNTY)
HEALTHCARE PROVIDER CPR – For people in the medical profession. Cost: \$45 to NFCC.	<u>Saturday, 9 a.m.-2 p.m.</u> May 8 Bldg 13 Rm 143 Prepay by April 30 July 17 Bldg 13 Rm 131 Prepay by July 8	<u>Saturday, 9 a.m.-2 p.m.</u> July 24 4-H Building Prepay by July 12
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> May 8 Bldg 13 Rm 143 Prepay by April 30 July 17 Bldg 13 Rm 131 Prepay by July 8	<u>Saturday, 2:30-5:30 p.m.</u> July 24 4-H Building Prepay by July 12
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> June 12 Bldg 13 Rm 131 Prepay by June 1 August 14 Bldg 13 Rm 143 Prepay by August 2	<u>Saturday, 9 a.m.-12:30 p.m.</u> June 26 4-H Building Prepay by June 14 August 21 4-H Building Prepay by August 9
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> June 12 Bldg 13 Rm 131 Prepay by June 1 August 14 Bldg 13 Rm 143 Prepay by August 2	<u>Saturday, 1-5 p.m.</u> June 26 4-H Building Prepay by June 14 August 21 4-H Building Prepay by August 9
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> June 15 & 17 Bldg 13 Rm 131 Prepay by June 8	<u>Saturday, 9 a.m.-4 p.m.</u> July 24 4-H Building Prepay by July 19 August 21 4-H Building Prepay by August 16

DRAFTING AND DESIGN INSTITUTE OF NORTH FLORIDA COMMUNITY COLLEGE

NFCC's Drafting Program prepares students for high demand careers as drafting and design technicians. Graduates are employed in areas such as mechanical design, structural design, surveying, and architectural detailing. The program teaches techniques in computer aided drafting (CAD) using state-of-the-art computer software. Dual enrolled students are allowed in this program. Intern opportunities, for advanced level students, offer valuable field experienced. Some graduates transfer to colleges of engineering or architecture. To see what our students do, check out our web site at www.nfcc.edu.

CONTACT: Drafting instructor Lauri Newton at (850) 973-1633, email newtonl@nfcc.edu. Minimum Group Size is 5 participants. Call to schedule a time for your group.

COURSES
SOLIDWORKS SEMINAR: This two hours forum is designed to show you several interesting aspects of the Solidworks software. A questions session allows to get further informed on how this product could work for you and your area of industry. Can be brought to your office or business. PRICE: FREE
SOLIDWORKS WORKSHOP: This 8 hour introduction allows you to learn more about this awesome 3D software and how it can assist from basic parts, piping, sheet metals and more. This is the perfect software for the industrial world, and most requested by employers. Add Solidworks to your list of experience today! Can be brought to your office or business. PRICE: \$100 per person
INTRODUCTION TO AUTOCAD: Experience first-hand the leading drafting software in the nation. This 6 hour course will take you thru the steps to learning basic command skills in AutoCAD. Can be brought to your office or business. PRICE: \$75 per person
UPGRADING AUTOCAD: A 4 hour session designed for any person or business that are looking to upgrading from an older version of AutoCAD but would like a "test drive" on what's new. Individually tailored trainings can make upgrading hassle free! Can be brought to your office or business. PRICE: \$60 per person
GETTING TO KNOW GOOGLE SKETCHUP: Would you like to learn how to draw in 3D? Google sketch up lets you model almost anything with ease. Unlike other complicated design software, Google sketch up is fun, free, and can be enjoyed by all ages! Can be brought to your office or business. PRICE: \$50 per person
ARCHITECTURAL DRAFTING CERTIFICATE PROGRAM: 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 CERTIFICATE PROGRAM: 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.

CHILD CARE INSTITUTE

COURSES	NFCC CLASSES (MADISON)	NFCC CLASSES (MADISON)
CREATING YOUR EMERGENCY PREPAREDNESS PLAN – Class is designed to help licensed child care centers, family day care homes, and large family child care homes create their required emergency preparedness plans. It is recommended that you complete the Department of Children and Families' Fire Safety and Emergency Preparedness online course prior to coming to this workshop. Bring a disk or flash drive to save your work. Cost of the Class is \$10.00. Instructor: Tara Orlowski	<u>Wednesday, 6 - 9 p.m.</u> Bldg 13 Rm 143 May 19 Prepay by May 12	<u>Saturday, 9 a.m. - 12 noon</u> Bldg 13 Rm 143 May 22 Prepay by May 17
COOKING WITH BOOKS – Come and create some recipes to bring children's books to life. All of the recipes can be re-created in any early childhood classroom and none of them requires heat! Cost of the Class is \$10.00. Materials Fee: \$15. Instructor: Tara Orlowski	<u>Wednesday, 6 - 9 p.m.</u> Bldg 13 Rm 143 June 16 Prepay by June 9	<u>Saturday, 9 a.m. - 12 noon</u> Bldg 13 Rm 143 June 19 Prepay by June 10
EXPLORING THE WORLD AROUND US – Help children engage with their environment by planning field trips for young children. This class is designed to use a variety of types of field trips to help children explore their world. Topics include on-site field trips without leaving the program, off-site field trips, and engaging families before, during, and after. Cost of the Class is \$10.00. Instructor: Tara Orlowski	<u>Wednesday, 6 - 9 p.m.</u> Bldg 13 Rm 143 July 14 Prepay by July 7	<u>Saturday, 9 a.m. - 12 noon</u> Bldg 13 Rm 143 July 17 Prepay by July 12
CREATING YOUNG SCIENTISTS – This hands-on workshop is designed to help child care professionals assist young children think scientifically using low or no cost materials child care programs can afford. Cost of the Class is \$10.00. Materials Fee: \$10. Instructor: Tara Orlowski	<u>Wednesday, 6 - 9 p.m.</u> Bldg 13 Rm 143 August 11 Prepay by August 4	<u>Saturday, 9 a.m. - 12 noon</u> Bldg 13 Rm 143 August 14 Prepay by August 9

CAREER RESOURCE CENTER

SUCCESS STARTS HERE

Please call 850-973-1615 for more information and to reserve your seat.

EXPLORING CAREERS FOR YOUR FUTURE -Have you always thought about going back to school but weren't sure what for or how? 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 and dislikes, and explore how your interests relate to different professions -many of which you can prepare for at NFCC. This will be a fun and informative workshop to get you thinking about your future. Building 13 room 219	<u>Tuesdays</u> June 15 @ 5:30 – 6:30 p.m. OR July 20 @ 12 noon – 1:00 p.m
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SAFETY INSTITUTE

COURSES	NFCC CLASSES (MADISON)
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> June 19 Bldg 13 Rm 131 Prepay by June 10 August 7 Bldg 13 Rm 131 Prepay by July 29
"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> June 19 Bldg 13 Rm 131 Prepay by June 10 August 7 Bldg 13 Rm 131 Prepay by July 29

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

NFCC Community Education Course Schedule

Summer 2010

PERSONAL ENRICHMENT INSTITUTE		
	NFCC CLASSES (MADISON)	NFCC CLASSES HELD AT TAYLOR COUNTY 4-H BUILDING CALL 973-9453 TO PRE-REGISTER
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>Tuesdays May 11-Aug 10</u> OR <u>Thursdays May 13-Aug 12</u> Bldg 13 Rm 129 Prepay by May 3	
BASIC SAILING COURSE – 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. <u>You must know how to swim.</u> 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 a.m.-5 p.m.</u> May 15 Bldg 13 RM 129 Prepay by May 5	
WATERCOLOR MAGIC -explores dreamy colors and design, as well how to develop your personal watercolor painting style. Instructor used to be a portrait artist at Disney. Bldg 13 Rm 140 Cost: \$30 to NFCC & \$25 supply fee to Instructor Dan Graves	<u>Tuesday, 6-8 p.m.</u> May 25 Bldg 13 Prepay by May 18	<u>Thursday, 6-8 p.m.</u> June 3 Taylor 4-H Building Prepay by May 27
BEGINNING CERAMICS – Learn the hand building techniques including coiling, slab, and pinching methods. Hand-built table ware will be demonstrated using these methods. Bldg 10 Art Studio Cost: \$50 to NFCC; \$30 supply fee to Instructor Amy Frey.	<u>Tuesday, 5:30-7:30 p.m.</u> June 1-July 6 Prepay by May 26 <u>Saturdays, 9:30-11:30am</u> July 17-Aug 21 Prepay by June 30	<u>Tuesdays, 6-7:30 p.m.</u> July 13-Aug 17 Taylor County 4-H Building Prepay by June 30
ROPES CHALLENGE COURSE/TEAM BUILDING - 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: \$40 to NFCC. Instructor Dana James Minimum Group Size is 6 participants.	<u>Saturday, 8 a.m.-5 p.m.</u> June 19 Prepay by June 10 July 17 Prepay by July 8	
INSTRUCTOR CLASS FOR ROPES CHALLENGE COURSE/TEAM BUILDING - Would you like to attend training to become a Ropes Challenge Course Facilitator? You will learn how to operate the low and high ropes. All instructors must be fingerprinted to work with students on this course. <u>Space is limited so call early to reserve a spot.</u>	Dates, times and cost to be announced	
PEOPLE & ANIMAL PORTRAITS -Learn how to capture your favorite people, pets or animals using colored pencils. Includes portrait-drawing secrets of the pros. Instructor used to be a portrait artist at Disney. Bldg 13 Rm 140 Cost: \$30 to NFCC & \$25 supply fee to Instructor Dan Graves	<u>Tuesday, 6-8 p.m.</u> June 22 Bldg 13 Prepay by June 15	<u>Thursday, 6-8 p.m.</u> July 22 Taylor 4-H Building Prepay by July 15
CHARCOAL & PENCIL DRAWINGS -Art Workshop using charcoal pencil drawing, learn charcoal techniques that are fast and fantastic! Instructor used to be a portrait artist at Disney. Bldg 13 Rm 140 Cost: \$30 to NFCC & \$25 supply fee to Instructor Dan Graves	<u>Tuesday, 6-8 p.m.</u> July 13 Bldg 13 Prepay by July 2	<u>Thursday, 6-8 p.m.</u> August 5 Taylor 4-H Building Prepay by July 29

DIGITAL WORLD INSTITUTE		
COURSES	NFCC CLASSES (MADISON)	
COMPUTERS FOR SENIOR ADULTS – This class is geared to the senior adult who wants to start on the digital world path . Cost of the Class is \$50.00. Instructor: Sharon Brave Heart	<u>Tuesday & Thursday , 6-8 p.m.</u> June 15 & 17 Bldg 7 Rm 104 August 10&12 Bldg 7 Rm 104	Prepay by June 8 Prepay by August 3
BEGINNING COMPUTER CLASS – Come learn how to use the computer and some of the basic programs. Cost of the Class is \$50.00. Instructor: Sharon Brave Heart	<u>Tuesday & Thursday , 6-8 p.m.</u> July 20 & 22 Bldg 7 Rm 104	Prepay by July 13

KIDS IN COLLEGE SUMMER PROGRAM		
MADISON REGISTRATION		
WILL BE MAY 15 FROM 8AM-1PM IN THE NFCC STUDENT CENTER THESE CAMPS WILL BE HELD AT NFCC UNLESS OTHERWISE NOTED		
June Completed Kindergarten 4 through Completed Third Grade	July Completed Kindergarten 4 through Completed Third Grade	August Completed Kindergarten 4 through Completed Third Grade
SUMMER FUN– June 7-10 8 a.m.-5 p.m. NFCC Bldg 13 Rm 158 Cost: \$75 +\$10 supply fee. Instructor: Danyel Williams	AWESOME ART - July 6-8 8 a.m.-5 p.m. NFCC Bldg 13 Rm 158. Cost: \$60+\$10 supply fee. Instructor: Danyel Williams	UNDER THE SEA - Aug 2-5 8 a.m.-5pm NFCC Bldg 13 Rm 158 Cost: \$75+\$10 supply fee. Instructor: Danyel Williams
WATER WORKS – June 14-17 8 a.m.-5 p.m. NFCC Bldg 13 Rm 158 Cost: \$75+\$10 supply fee. Instructor: Danyel Williams	JOURNEY TO SPACE - July 12-15 8 a.m.-5 p.m. NFCC Bldg 13 Rm 158. Cost: \$75+\$10 supply fee. Instructor: Danyel Williams	AUSTRALIAN OUTBACK ADVENTURES - Aug 9-12 8 a.m.-5 p.m. NFCC Bldg 13 Rm 158. Cost: \$75+\$10 supply fee. Instructor: Danyel Williams
MUNCHIE MATH - June 21-24 8 a.m.-5 p.m. NFCC Bldg 13 Rm 158 Cost: \$75+\$10 supply fee. Instructor: Danyel Williams	CRAZY OVER COMPUTERS - July 19-22 8 a.m.-5 p.m. NFCC Bldg 13 Rm 158. Cost: \$75+\$10 supply fee. Instructor: Danyel Williams	HANDS ON ART - Aug 16-19 8 a.m.-12 noon NFCC Bldg 13 Rm 140 Cost: \$25+\$20 supply fee. Instructor: Dan Graves
MAKE & TAKE WEEK - June 28-July 1 8 a.m.-5 p.m. NFCC Bldg 13 Rm 158 Cost: \$75+\$10 supply fee. Instructor: Danyel Williams	SUMMER SCRAPBOOKING - July 26-29 8 a.m.-5 p.m. NFCC Bldg 13 Rm 158. Cost: \$75+\$10 supply fee. Instructor: Danyel Williams	PUPPET THEATER - Aug 16-19 1-5 p.m. NFCC Bldg 13 Rm 140 Cost: \$25+\$20 supply fee. Instructor: Dan Graves
June Completed Fourth Grade through Completed Eight Grade	July Completed Fourth Grade through Completed Eight Grade	August Completed Fourth Grade through Completed Eight Grade
BOYS BASEBALL-101- June 7-10 8 a.m. -12 noon NFCC Baseball Field. Bring Equipment Cost: \$40.00 Instructor: Dustin Rucker	FOOTBALL– AGES 8-12-July 6-8 8 a.m. -12 noon MC High School Field House. Bring Equipment if you have it. Cost: \$40.00 Instructor: Mike Coe	MUSICAL ADVENTURES CAMP WITH PERFORMANCE– August 2-5 8 a.m.–12 noon. NFCC Fine Arts Aud. Cost: \$35 Instructor: Jay Hicks
GIRLS SOFTBALL- June 7-10 8 a.m. -12 noon MCHS Softball Field. Bring Equipment Cost: \$40.00 Instructor: Sonja Bass	GIRLS SPA Camp - July 19-22 8 a.m.-12 noon NFCC Bldg 13 Rm 140 Cost: \$35+\$15 supply fee. Instructor: Suzie Godfrey	KIDS IN COLLEGE SUMMER CAMP REGISTRATION WILL BE IN THE NFCC STUDENT CENTER May 15th from 8-1pm Please bring a copy of your Childs Insurance card when you come to register.
ART ADVENTURES - June 14-17 8 a.m.-12 noon NFCC Bldg 13 Cost: \$25 to NFCC + \$20 supply fee to Instructor: Dan Graves	BASKETBALL CAMP AGES 8-12 - July 26-29 8 a.m.-12 noon; MCHS GYM. Cost: \$40. Instructor: Eddie Richie	
PUPPET THEATER - June 14-17 1-5 p.m. NFCC Bldg 13. Cost: \$25 to NFCC + \$20 supply fee to Instructor: Dan Graves	THERE MAY BE MORE CAMP OFFERINGS ON REGISTRATION DAY	
BOYS BASEBALL-201 June 28-July 1 8 a.m. -12 noon NFCC Baseball Field. Bring Equipment Cost: \$40.00 Instructor: Dustin Rucker		

MISCELLANEOUS AGES/GRADE CAMPS		
HEALTH SCHOLARS CAMP– GRADES 5th-9th June 21-24. 8 a.m.-5 p.m. NFCC Bldg 13 Rm 140 Cost: and Instructor: TBA at Registration	IF YOU CAN WALK YOU CAN DANCE -ages 4 and older-- June 11-Aug 13. 8 a.m.-5 p.m. Fine Arts Aud. Performance on Aug 14th. Cost: \$50 to NFCC+\$20 supply fee to Instructor: Angenette Aikens	FUN IN THE “MUD”– GRADES 5th-9th August 9th -12th 8 a.m.-12 noon NFCC Art studio Cost: \$40+\$20 supply fee. Instructor: Amy Frey
COMPUTER CAMP – GRADES 5th-9th June 28-July 1 8 a.m.-5 p.m. NFCC Bldg 7 Rm 104. Cost: \$75 Instructor: Sharon Brave Heart	CHEER LEADING CAMP– Completing 1st-7th grades July 6-8. 8 a.m. -12 noon MC High School Bring Equipment if you have it. Cost: \$40 Instructor: Ruth Latner	
NFCC KIDS IN COLLEGE IN PARTNERSHIP WITH TAYLOR COUNTY 4-H PROGRAM TO BE HELD IN TAYLOR COUNTY FOR SPACE AVAILABILITY CONTACT LORI WIGGINS AT: 850-838-3508		
Art Adventures AGES 5-8 yrs old- June 7-10 9:30 a.m.-1 p.m. 4-H Building Cost: \$25 Instructor: Dan Graves	Art Adventures AGES 9-14 yrs old- August 9-12 9:30 a.m.-1 p.m. 4-H Building. Cost: \$25 Instructor: Dan Graves	Architectural Adventures- August 16-19 9:30 a.m.-4:30 p.m. 4-H Building Cost: \$65 with \$15 supply fee Instructor: Lauri Newton
Puppet Theater Adventures AGES 5-8 yrs old- June 7-10 1-4:30 p.m. 4-H Building Cost: \$25 Instructor: Dan Graves	Puppet Theater Adventures AGES 9-14 yrs old- August 9-12 1-4:30 p.m. 4-H Building. Cost: \$25 Instructor: Dan Graves	TAYLOR COUNTY CLASSES LISTED WILL BE HELD AT THE 4-H BUILDING IN PERRY, FLORIDA



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	
Summer	Fall
6/16/2010	6/16/2010
7/21/2010	7/21/2010
8/18/2010	8/18/2010

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.



There are over 290 Online Community Education Non-Credit classes to choose from. Go to www.ed2go.com/nfcc.

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

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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.



For Online Community Education classes go to www.ed2go.com/nfcc.
There are over 290 classes available to choose from.

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.

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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.

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.

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.

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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.

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.

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

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!

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.



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
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Email: brownd@nfcc.edu